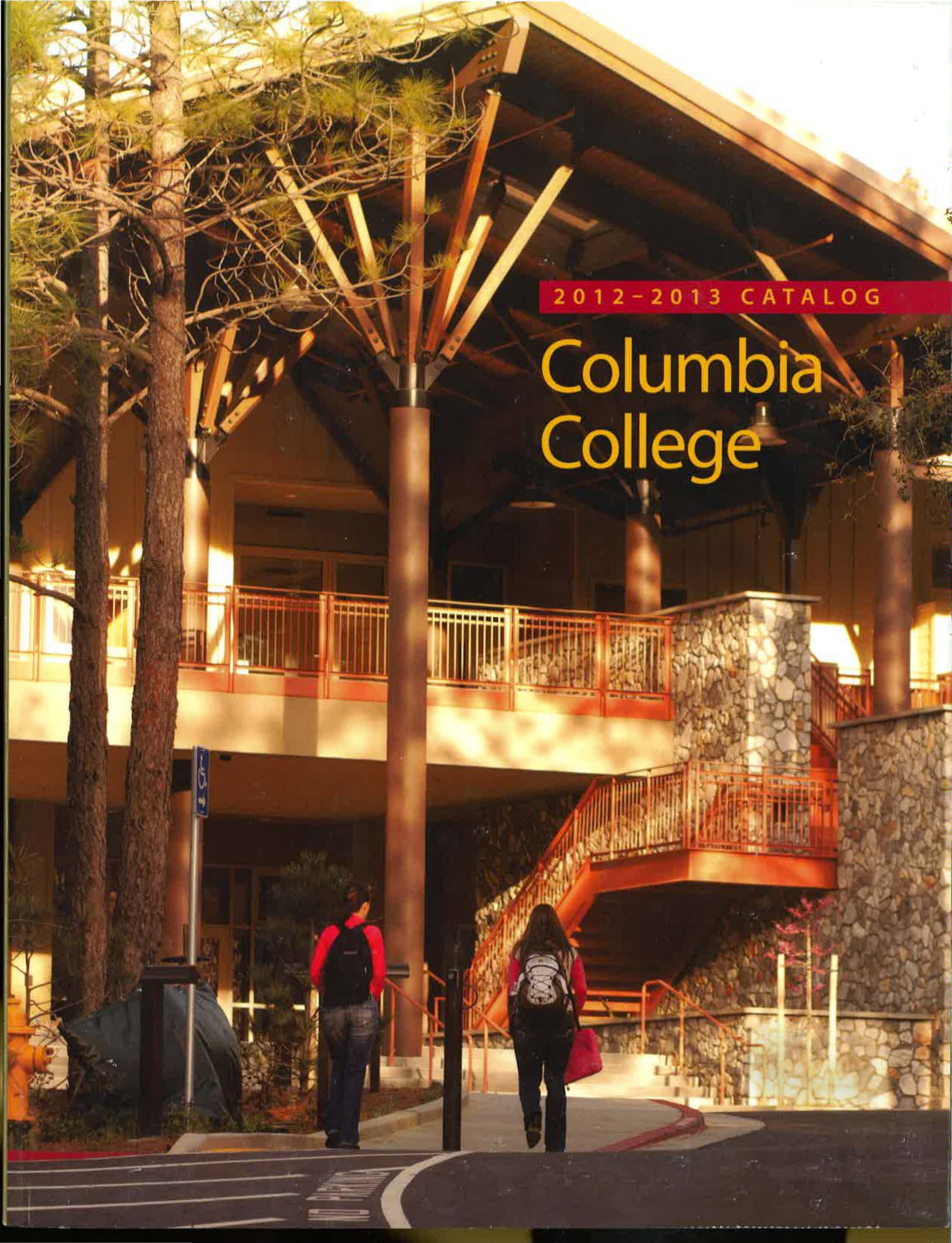
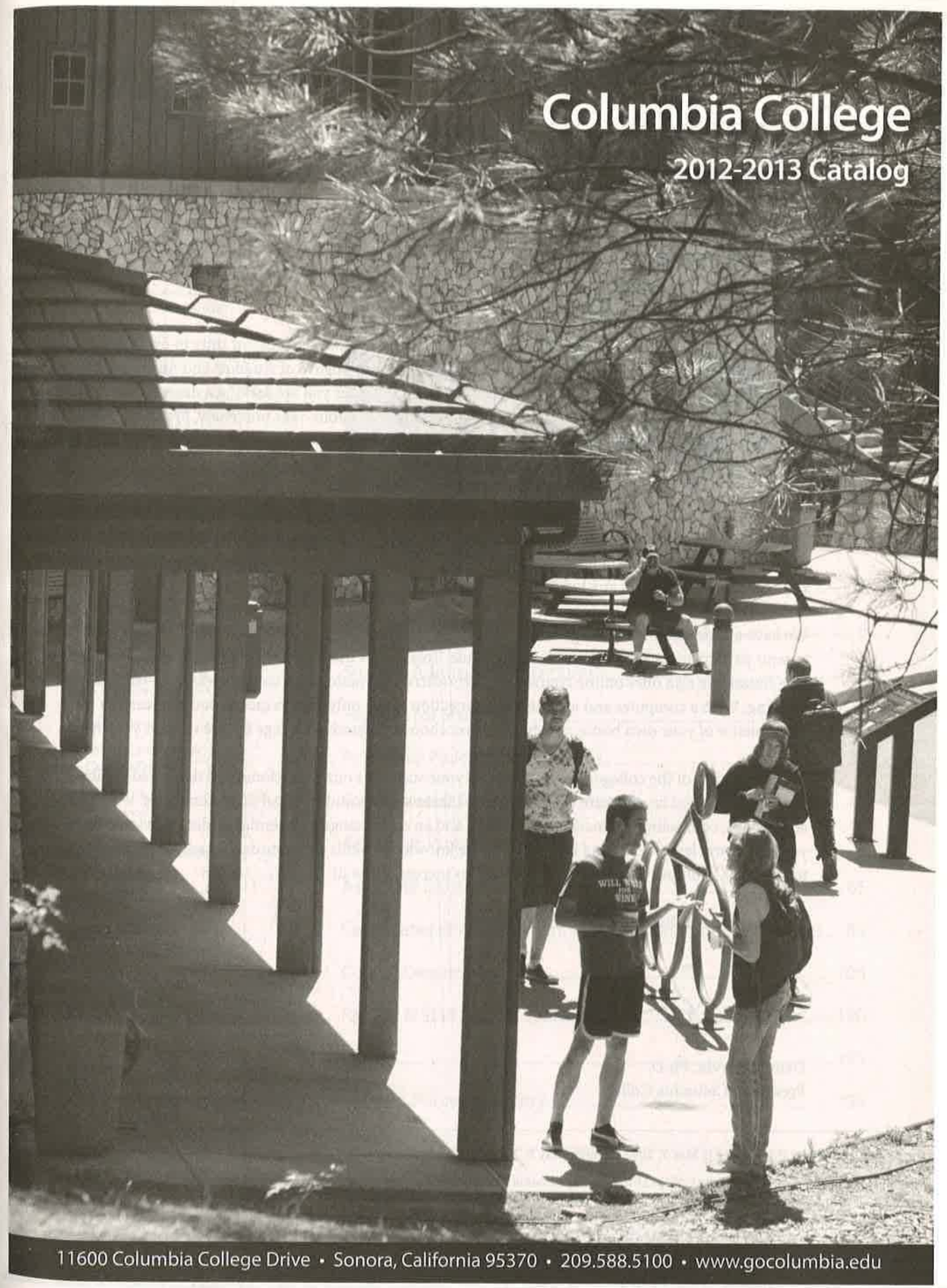

2012-2013 CATALOG
Columbia College


Columbia College
2012-2013 Catalog
11600 Columbia College Drive • Sonora, California 95370 • 209.588.5100 • www.gocolumbia.edu

From the President

On behalf of the administration, faculty and staff at Columbia College, we welcome you to our campus! Columbia College places student needs as a top priority, first and foremost. We are committed to high standards of student success and are dedicated to helping you achieve your educational goals—whatever they may be. Whether you are just beginning your college education or building on previous experiences in higher education, we are glad that you have chosen Columbia College.

As a community college, we see it as our duty to provide a friendly environment that is supportive of students and nurtures growth and development. So, whether you are seeking a degree or certificate, planning to transfer to a four-year university, preparing for a career change, or upgrading your skills, Columbia College can help get you there.

When considering classes at Columbia it is critical that you identify your educational goal as soon as possible. The best way to do this is to meet with a counselor and develop a Student Educational Plan. This plan is your pathway to success, so if you haven't created a plan, updated it recently or met with a counselor to discuss your options—don't delay any longer!

We have a wide range of offerings to suit your needs and provide instructional delivery methods that cater to your particular learning style or busy schedule. This means that in addition to our exceptional face-to-face classes, we also offer online courses and hybridized instruction that combines face-to-face and online learning. With a computer and an Internet connection as the only requirements, you can learn in the convenience of your own home, or wherever you choose. Columbia College is here to meet your needs.

The foundation of the college's commitment to your success is our exceptional and dedicated faculty. In turn, they are supported by our team of enthusiastic administrators and our staff of professionals, who provide admissions, counseling, financial aid, tutoring, and an entire range of essential student services. Our wish for you is that you leave Columbia College with the knowledge, skills and awards that will open your next doors to success. Columbia College is your pathway to success—take it!

My most sincere wishes for your success,

Dennis Gervin, Ph.D.
President, Columbia College

The period covered by this catalog is May 7, 2012 through May 5, 2013.

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.*

COLUMBIA COLLEGE
YOSEMITE COMMUNITY COLLEGE DISTRICT

11600 Columbia College Drive
Sonora, California 95370

209.588.5100 General Exchange
209.588.5104 Facsimile
Website: **www.gocolumbia.edu**

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Student Learning

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Chancellor

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Linda Flores
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Don Viss

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.

Table of Contents

Covers: Phil Schermeister
Inside photographs: Stephanie Eaton, Allison Fairfield, Phil Schermeister and staff

Academic Schedule 2012-13

Summer 2012 Registration

April 16 ..... DSPS/EOPS/Veterans/TRiO/Athletes/Foster Youth – priority registration on connectColumbia
April 17-22 ..... Continuing students – priority registration on connectColumbia
April 23 ..... Newly matriculated students – priority registration on connectColumbia

April 23 to the day prior to the start of class ..... All students – open registration online or on campus during advertised office hours

FALL SEMESTER 2012

July 25 ..... DSPS/EOPS/Veterans/TRiO/Athletes/Foster Youth – priority registration on connectColumbia
July 30–Aug 8 ..... Continuing students – priority registration on connectColumbia
August 9 & 10 ..... Newly matriculated students – priority registration on connectColumbia
August 13–26 ..... All students—open registration online or on campus during office hours. No appointment necessary.
August 27 ..... Instruction Begins
* August 31 ..... Last day to enter a full-semester class without instructor approval
September 3 ..... Holiday – Labor Day
* September 7 ..... Last day to drop a course on campus and be eligible for a refund
* September 7 ..... Last day for textbook refund—must have receipt
* September 7 ..... Last day to withdraw on campus without a "W" showing on permanent record
* September 9 ..... Last day to drop a course online and be eligible for a refund
* September 9 ..... Last day to withdraw online without a "W" showing on permanent record
* September 25 ..... Last day to elect for Pass/No Pass grading
October 5 ..... Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Spring 2013
November 12 ..... Veterans Day Holiday (campus closed)
* November 15 ..... Last day to withdraw from any course
November 22–23 ..... Thanksgiving Holiday (campus closed)
December 10–15 ..... Final examinations
December 15 ..... Fall semester ends
Dec 24–Jan 1 ..... Winter Break

SPRING SEMESTER 2013

November 26 ..... DSPS/EOPS/Veterans/TRiO/Athletes/Foster Youth – priority registration on connectColumbia
Nov 28–Dec 5 ..... Continuing students – priority registration on connectColumbia
Dec 6 ..... Newly matriculated students – priority registration on connectColumbia
Dec 10–Jan 13 ..... All students – open registration online or on campus during office hours. No appointment necessary.
Dec 22–Jan 1 ..... Campus closed
January 14 ..... Instruction Begins
* January 18 ..... Last day to enter a full-semester class without instructor approval
January 21 ..... Holiday – Martin Luther King, Jr. Day
* January 25 ..... Last day to withdraw on campus without a "W" showing on permanent record
* January 25 ..... Last day to drop a course on campus and be eligible for a refund
January 27 ..... Last day to drop a course online and be eligible for a refund
* January 27 ..... Last day to withdraw online without a "W" showing on permanent record
* February 8 ..... Last day to elect for Pass/No Pass grading
February 15 ..... Holiday – Lincoln Day
February 18 ..... Holiday – Washington Day
March 8 ..... Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Summer and Fall 2013
* April 8 ..... Last day to withdraw from any course
Apr 29–May 4 ..... Final examinations
May 3 ..... Graduation
May 4 ..... Spring semester ends

* These dates apply to semester-length classes only. All deadline dates are printed on your semester schedule of classes.
A copy of your schedule can be printed from connectColumbia or at the College Admissions and Records Office.
NOTE: This calendar is subject to change. Refer to semester schedules for up-to-date information.

Columbia College 2012-2013 Academic Calendar

Summer 2012

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	☆	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 Holiday

JUNE

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

JULY

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

7/4 Independence Day Holiday

AUGUST

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

8/18 Summer Classes End

Fall 2012

8/23 Flex/In-Service Day
8/24 Flex Day
8/27 Fall Classes Begin
8/31 Last day to add without instructor approval

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	☆	28	29	30	31	

9/3 Labor Day Holiday
9/9 Last day to drop without a "W"
9/10 Census Day

SEPTEMBER

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

10/5 Last day to file for graduation and certificates for Spring 2013

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			

11/12 Veterans Day Holiday (observed)
11/15 Last day to withdraw from full-semester classes
11/22 Thanksgiving Holiday
11/23 Local Holiday
11/24-25 Non-Instructional Days

NOVEMBER

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

12/10-15 Finals Week
12/15 Fall Classes End
12/24 Local Holiday
12/24 -1/1 Winter Break
12/25 Christmas Holiday

DECEMBER

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	◇15
16	17	18	19	20	21	22
23	~~24~~	~~25~~	26	27	28	29
30	31					

JANUARY

S	M	T	W	T	F	S
		~~1~~	2	3	4	5
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13	~~14~~	15	16	17	18	19
20	~~21~~	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

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~~17~~	~~18~~	19	20	21	22	23
24	25	26	27	28	29	

MARCH

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

3/8 Last day to file for graduation and certificates for Summer and Fall 2013

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				

4/8 Last date to withdraw from full-semester classes
4/29-5/4 Finals Week

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		

5/3 Graduation
5/4 Spring Classes End

Legend
Holiday ..... ✕
Classes begin ..... ☆
Last Day of Semester ..... ◇
Flex/In-Service Day ..... △
Flex Day ..... ▽
Finals ..... ■

Spring 2013

1/1 New Year's Holiday
1/10 Flex/In-Service Day
1/11 Flex Day
1/14 Spring Classes Begin
1/18 Last day to add without instructor approval
1/21 Martin Luther King, Jr. Holiday
1/27 Last day to drop without a "W"
1/28 Census Day
2/15 Lincoln Holiday
2/16-17 Non-Instructional Days
2/18 Washington Holiday

General Information

Small College. Big Opportunities.

Choose Columbia College whether you're seeking a degree or vocational certificate, planning to transfer to a four-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, Certificates of Achievement or Skills Attainment Certificates 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 4½ 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.

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.

Mission Statement

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success. We prepare students to be fully engaged in an evolving world by offering comprehensive and high quality programs and services. Columbia College is committed to a culture of improvement through measuring student learning across the institution. We strive for excellence, foster a spirit of professionalism and embrace diversity.

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 Postsecondary 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

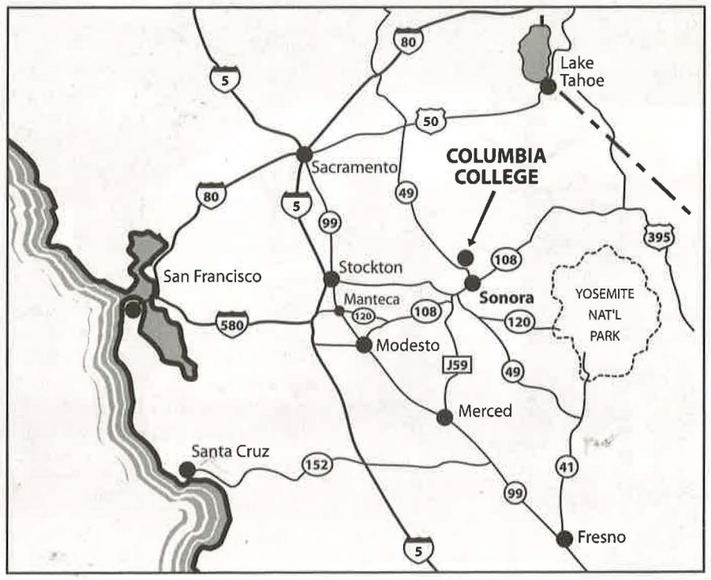
Students can earn an Associate Degree, Vocational Certificate, or both upon completion of specific requirements as outlined in this catalog.

Columbia College is committed to meeting the postsecondary 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.

Student Right-to-Know Rates

Completion Rate: 19.25%
Transfer Rate: 16.98%

From 2007 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 our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2007, 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 above.

These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became 'transfer-prepared' during a three-year period, from Fall 2007 to Spring 2010. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered 'transfer-prepared'. Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 2008 to Spring 2010, are transfer students.

Schedule of Classes

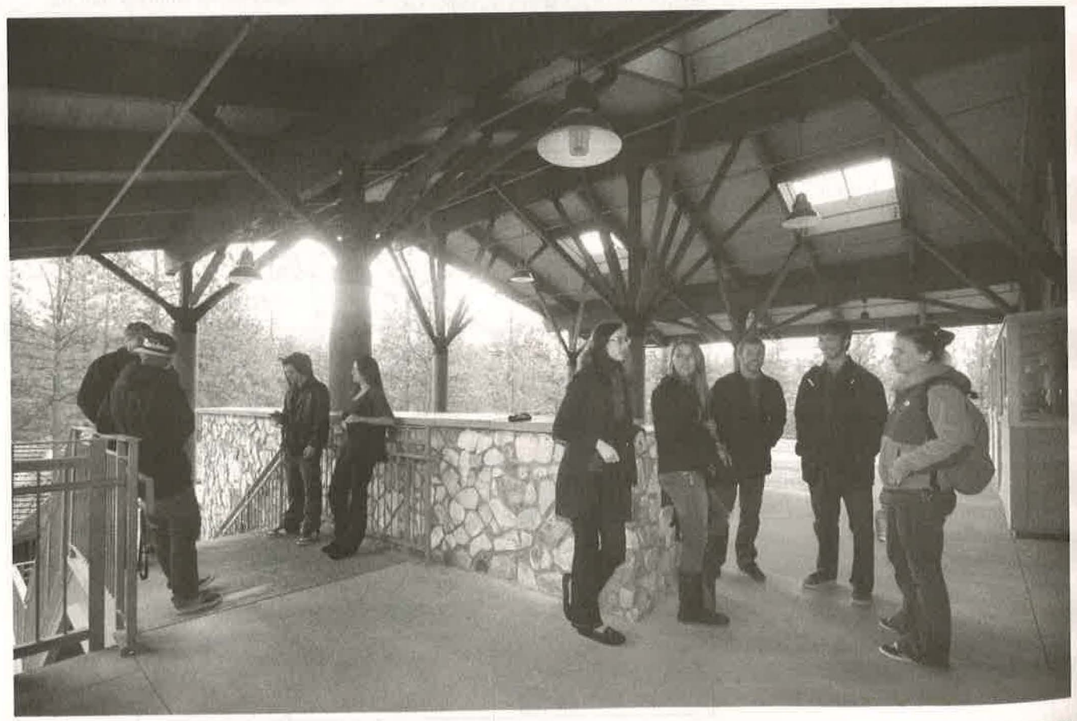
www.gocolumbia.edu

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

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

Contacting Faculty

Students may contact faculty using the phone numbers found on pages 190-192 in the catalog. See the college website at **www.gocolumbia.edu** and the semester Schedule of Classes for additional information.



College Activities & Student Life

Associated Students of Columbia College / 588.5270

Do you want a voice in the policies and procedures affecting you and your fellow students at Columbia College? Are you interested in representing Columbia College students before administrators, faculty, and staff and participating in shared governance on campus and in the district? Then you need to contact the Associated Students of Columbia College (ASCC), Student Senate, located in the Student Center, Ponderosa Building on the main Columbia campus in Sonora.

Joining the Student Senate provides many opportunities to get involved and participate in your educational career and affords you the ability to interact with the entire student body, administrators, faculty, staff, and local community members.

The ASCC Student Senate is a self-governing body created to direct and coordinate student representation, extra-curricular activities, and to create a robust student life for Columbia College Students. The Senate strives to enhance shared governance participation through the democratic process, following parliamentary procedure guided by Robert's Rules of Order and adhering to the Ralph M. Brown Act. Students are assured that their concerns, issues, and needs are expressed to the college administration. (*Education Code Section 76060: Board Policy 5400)*

Athletics / 588.5180

Columbia College is a member of the California Community College Athletic Association's Central Valley Conference. The college currently sponsors two intercollegiate sports: Women's Volleyball and Men's Basketball. Second year eligibility is based on completion of 24 units and a cumulative 2.0 grade point average.

Food Service

Food services are located on the lower level of the Manzanita Building for the convenience of Columbia College students, staff and community members.

Columbia College Snack Bar / 588.5321

The Columbia College Snack Bar is open daily providing great choices for breakfast, lunch and dinner. Offered is everything from "grab and go" to made-to-order deli sandwiches to specialty coffee drinks. Ask about purchasing a Columbia College Convenience Card and save 5% on every purchase. The Snack Bar is a great place to study or hang out with your friends.

Cellar / 588.5300

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.

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.

Costs of textbooks and educational supplies vary with the types of programs, but costs normally range from $200 to $500 each semester. The Bookstore offers used books and rental textbooks to students at substantial savings, and conducts text book buy back at the end of each semester when students may receive money for their used books.

Students can also shop online conveniently for textbooks at **www.manzanitabookstore.com** *or* **www.gocolumbia.edu** and click on Students, then Manzanita Bookstore. The Bookstore accepts MasterCard, Visa Discover, American Express and the Columbia College Convenience Card.

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 sticker, which helps support these activities on campus and also entitles students to discounts at local businesses as a bonus.

Student Organizations / 588.5270

Students are encouraged to stop by the Student Senate Office for information on existing student clubs and organizations, and for instructions on how to form a new one.

Existing clubs include the following:

Auto Tech Club

Join your fellow auto enthusiasts in one of Columbia College's longest running clubs! The Auto Club brings together students interested in automotive technology in a friendly and social environment. Students involved with or currently participating in auto tech projects or courses are invited to join their fellow students for project discussions, fundraisers, and BBQs/ social activities. Club meetings are generally held in the Automotive Technology area of the campus, located in the Madrone Building.

The purpose of the Columbia College Automotive Club is to raise funds for supplies and services. In addition to supplies and services, our funds also pay for the occasional social event, marketing, and advertisement.

CEO Club (Collegiate Entrepreneurs' Organization)

The Collegiate Entrepreneurs' Organization Club is part of a premier global entrepreneurship network which will help to inform, support, and inspire Columbia College students to be entrepreneurial and seek opportunity through enterprise creation.

CEO clubs mission is to inspire, inform, and support students to be entrepreneurial and to seek opportunities through enterprise creation.

Child Development Club

The Columbia College Child Development Club strives to generate more opportunities for fellow Child Development students and families throughout our community while contributing to the education, individuality and well-being of children.

Cribbage Club

Our Cribbage Club is to be an environment where people come to play a game or two, enjoy each other's company, and learn a unique skill. Our vow is that we accept one another, pass judgment amongst no one, and that we keep true to ourselves as card-players. We believe that this club is a foundation where we can put aside our anxieties and unwind. We want to extend our knowledge and our sincerity to one another and just play a good game.

Nutrition Club

The goal of the Columbia College Nutrition Club is to bring awareness to students concerning healthy eating and sustainable lifestyles.

Promethean League

The purpose of this club is to increase the visibility of programs on campus that assist students with academic success.

Synergy

Synergy is an environmental club whose goal is to promote a more sustainable Columbia College and beyond. Synergy would like to share their knowledge of sustainable farming techniques with the community.

Veteran's Club

Veterans supporting veterans through unique shared experiences, mentoring each other and prospective servicemen and women with reliable and useful advice.

Start Your Own Club

To start your own student club or organization, all you need is an advisor, some students interested in the same activity, and completion of a few simple forms (which any of your senators would be happy to assist with) to get your club up and running.

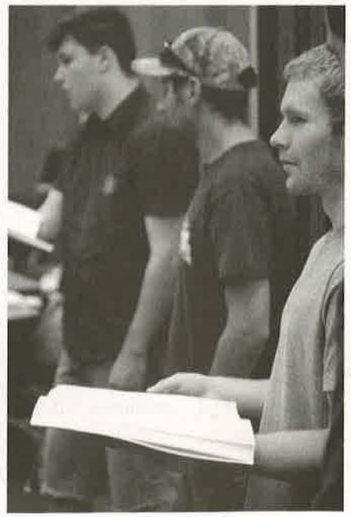
The following requirements apply to all student organizations at Columbia College:

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

Student Center / 588.5111

Located in the Ponderosa Building, the Student Center is a place for all students to comfortably have discussions, workshops, clubs or Student Senate meetings. This can all be done in a relaxed environment that fosters academic exploration and thought. The Center provides students with access to college materials and computers.

This Center is funded by the Student Center Fee assessed per academic year. This fee is $1.00 per unit up to a maximum of $10.00 for the entire academic year.



Campus Bulletin Boards / 588.5109

Posting of materials on bulletin boards can be done by students, faculty, staff or community members and must be stamped for approval in advance by the office of the Dean of Student Services. Posters may be dropped off at Manzanita 15 front desk for approval.

- 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 unless noted otherwise.
- Materials should not be affixed to glass, wood or metal surfaces, and posted only on bulletin boards or easels that are designated for public use only.
- Individuals or organizations who do not follow correct posting will have their materials removed.
- Bulletin boards on buildings are not for public use.

California Student Housing / 533.3039

Columbia College and Yosemite Community College do not own, operate, manage or maintain the student dormitories. Inquiries should be directed to Francis J. Pogacar, the Managing Member of California Student Housing, LLC, the owner of the dormitories.

College Policies & Procedures

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. *(Board Policy 5510)*

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)*

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.

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)*

Sexual Harassment Policy

It is the policy of the Yosemite Community College District to provide an environment free of unlawful discrimination in its programs, activities and work environment. As such, sexual harassment will not be tolerated.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to sexual conduct is an explicit or implicit term or condition of an individual's employment, academic status, or progress.
- Submission to or rejection of sexual conduct by an individual is the basis for a decision affecting that individual's employment, academic status, or progress. *(Education Code Section 212.5)*
- Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work or academic performance or create an intimidating, hostile, or offensive work or educational environment.

The District strongly forbids any form of sexual harassment, including acts of non-employees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment. *(Board Policy 5520)*

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
Michael Torok
Dean of Arts & Sciences
588.5143

Section 504
Leslie Buckalew
Vice President of Student Learning
588.5107

ADA
Judy Lanchester
Assistant Director of Facilities,
Planning and Operations
588.5366

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.

Children in the Classroom

Children may not attend classes at any time.

Domestic Animal Policy

Columbia College is home to a variety of wildlife.

All domestic animals are banned from the Columbia College campus.

Exceptions are guide animals for the disabled and Columbia College animals used for official purposes.

In addition, no animals are to be left in vehicles on campus property.

Drug-Free Campus Policy

In compliance with the Drug Free Schools and Communities Act, Columbia College is committed to the success of all students. Drug and alcohol use can be a major hindrance to achieving a successful school career. In compliance with the *Drug-Free Schools and Communities Act* and *The U.S./Drug-Free Workforce Act*, Columbia College policy prohibits the

illegal use, possession, manufacture or distribution of controlled substances on the College campus and any premises owned, leased, or rented by the College. Students violating this policy are subject to disciplinary action in accordance with the Columbia College Student Code of Conduct. Disciplinary action may include expulsion from College and/or punishment under local, State and Federal law. Columbia College Health Services and Wellness Programs offer education and information on drug and alcohol use and can provide referrals to community agencies or rehabilitation. Students are encouraged to seek assistance.

Open Class Policy

Unless specifically exempted from statute, every course, course section or class (for which attendance is reported for State aid) is open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established.

Exception to this policy will be made where health, safety, legal requirements, or the facility is a limiting factor in the delivery of the course. Students who are denied enrollment by this policy may appeal to the Vice President of Student Learning. *(Title 5, Section 51820, 51823 (F), 58106 et seq, Board Policy 6000)*

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 and Career/Transfer Center. Additionally, students can obtain further information or initiate a registration online by visiting the Selective Service home web page at **www.sss.gov**

Smoking on Campus

Due to the high fire danger during much of the year, College policy restricts smoking activity to limited areas on campus. Smoking is only permitted in designated smoking areas which are available in the vicinity of all campus buildings. *(Board Policy 5017)*

Student Complaint Procedures

Purpose–Board Policy 5530

The purpose of the Student Complaint Procedure is to provide students with a prompt and equitable means of seeking an appropriate resolution for alleged violations of student rights which are protected under the Non-Discrimination Policy and the Sexual Harassment Policy. Columbia College uses the same procedure and forms for filing complaints based on unlawful discrimination and sexual harassment. Complaints based on unlawful discrimination, including sexual harassment, may be filed against an instructor, an administrator, a member of the classified staff, or another student.

The Yosemite Community College District Discrimination and Sexual Harassment Procedure requires a student to use the informal procedure for resolving an alleged discrimination or sexual harassment complaint before invoking the formal procedure. The rights protected under these procedures include, but are not limited to, the policies of the Yosemite Community College District, Title VII of the Civil Rights Act of 1964, the Education Code of California Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

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 actions of other students have recourse through the Student Code of Conduct procedures.

A complaint may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

Informal Complaint Procedure Regarding Unlawful Discrimination

A student complaining of unlawful discrimination shall, within 120 days of occurrence, meet with the Vice President of Student Learning or his/her designee.

Students are advised to obtain written instructions for the filing of a complaint from the Vice President of Student Learning or his/her designee.

The District has established the following internal procedure to resolve charges of unlawful discrimination including sexual harassment.

A. The complainant shall use the informal procedure before using the formal complaint procedure.

B. The complaint must be invoked within one year of the date on which the complainant knew or should have known of the facts underlying the allegations of unlawful discrimination.

C. The process begins when the complainant meets with the Vice President of Student Learning or his/her designee.

D. The Vice President of Student Learning or designee will fill out an interview form at that meeting.

E. The Vice President of Student Learning or his/her designee will notify the accused that the College has received a complaint naming the accused. The Vice President of Student Learning or his/her designee shall also provide the accused with:

1. the nature of the complaint(s);
2. the opportunity of the accused to be interviewed and/or to provide a written response;
3. the right of the accused to representation during the investigation.

F. The Vice President of Student Learning or his/her designee shall investigate the complaint which may include meeting with the complainant, the accused, and witnesses, as appropriate.

G. After the Vice President of Student Learning or his/her designee determines the appropriate resolution, the Vice President of Student Learning shall meet with the complainant to discuss the complaint in an attempt to resolve the matter. The Vice President of Student Learning or his/her designee shall inform the complainant of his or her right to invoke the formal complaint procedure, if the complainant feels the matter has not been properly resolved.

H. The interview form, and any other documentation, shall become part of the official complaint investigation file if a complainant invokes the formal complaint process. If the complainant does not invoke the formal process, the Vice President of Student Learning or his/her designee will determine whether to place a copy of the interview form in the student or personnel file belonging to the accused in accordance with applicable procedures.

I. This informal procedure shall be completed within thirty (30) days of reporting of the original complaint. (See Information Flow Chart page 16.)

Formal Complaint Procedure

The District has established the following formal complaint procedure to resolve charges of unlawful discrimination, including sexual harassment. The goal of this procedure is to formally investigate and resolve alleged charges which have not been resolved informally and, if necessary, to serve as a basis for prompt corrective action.

A. The complaint shall be filed with the Vice President of Student Learning or his/her designee.

B. The complaint shall be filed in a manner prescribed by the Yosemite Community College District and the State Chancellor's Office.

C. The complaint shall be filed within one year of the date of the alleged unlawful discrimination, or within one year of the date on which the complainant knew or should have known of the facts underlying the allegations of unlawful discrimination. The complaint may be filed any time after the informal process has ended but not later than thirty (30) days from initiating the informal complaint procedure.

D. When the Vice President of Student Learning or his/her designee receives a defective complaint, he/she shall notify the complainant of the defect.

E. Upon receiving a properly filed complaint, the Vice President of Student Learning or his/her designee will begin an impartial fact-finding investigation of the complaint. The complainant will be notified that the investigation has been initiated.

F. The Vice President of Student Learning or his/her designee shall notify the District Chancellor and the State Chancellor's Office that the complaint has been initiated.

G. The Vice President of Student Learning or his/her designee shall notify the accused of receipt of a formal complaint naming the accused and its general nature. In addition, the Vice President of Student Learning or his/her designee will notify the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

H. When the investigation is complete, the College will attempt to resolve the complaint and will take such action as it deems necessary to correct the effects of the unlawful discrimination and to ensure that no unlawful discrimination will occur in the District.

I. At the conclusion of the investigation, the Vice President of Student Learning or his/her designee shall prepare a written report that includes:

1. a description of the circumstances giving rise to the complaint;
2. a summary of the testimony from witnesses;
3. an analysis of any relevant data collected during the investigation;
4. a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint; and
5. any other information deemed appropriate.

J. Within ninety (90) days, the Vice President of Student Learning or his/her designee shall complete the investigation and forward to the complainant and the accused:

1. a copy of the written investigation report; and
2. a written notice setting forth:
   a. the determination of the District Chancellor or his/her designee as to whether discrimination did or did not occur;
   b. a description of actions taken, if any, to prevent similar problems from occurring in the future;
   c. the proposed resolution of the complaint; and
   d. the complainant's and the accused's right to appeal to the District Governing Board. (See Information Flow Chart page 16.)

Final District Decision

The District has adopted the following appeal procedure to review the determination of the District Chancellor regarding complaints of alleged discrimination.

A. A complainant or an accused who is not satisfied with the determination made by the District Chancellor may appeal to the Governing Board by submitting a written appeal to the District Chancellor's Office within fifteen (15) days of the determination. The appeal must state the circumstances giving rise to the appeal, and the nature of the relief sought.

B. The Governing Board shall review the original complaint, the investigative report, the administrative determination, and the appeal.

C. Within forty-five (45) days of receipt of the appeal, the Governing Board will issue a final District decision. If a decision is not issued within forty-five (45) days, the District Chancellor's decision will become the final decision.

D. A copy of the final decision shall be forwarded to the complainant and the accused, along with:

1. In a case not involving employment discrimination, the complainant has the right to appeal the District final decision by filing a written appeal with the State Chancellor within thirty (30) days after the District issues its final decision.
2. In cases of employment discrimination, the complainant may file a complaint with the Department of Fair Employment and Housing within thirty (30) days of the final decision.

Within one hundred fifty (150) days of receiving a formal complaint, the District will forward the following to the State Chancellor:

1. A copy of the final District decision.
2. A copy of the notice of appeals rights sent to the complainant.
3. Any other information that the State Chancellor may require.

The District will keep copies of these documents on file for a period of three years.

Disciplinary Action

Established District disciplinary procedures and policies for students and employees shall be used in the event disciplinary action is necessary under this procedure.

Formal Complaint Compliance Information

Inquiries regarding federal laws and regulations concerning non-discrimination in education or the District's compliance with those provisions may also be directed to:

Office of Civil Rights
U.S. Department of Education
221 Main Street, Suite 1020
San Francisco, CA 94105

Department of Fair Employment and Housing
2000 "O" Street, Suite 120
Sacramento, CA 95814

Chancellor California Community Colleges
1107 Ninth Street
Sacramento, CA 95814

General Information

1. The written complaint originally submitted shall be the only complaint considered during the proceedings. Additional charges constitute a separate complaint and must be filed accordingly.
2. A complaint may be withdrawn by the student at any time. However, the same complaint shall not be resubmitted.

INFORMATION FLOW CHART

Subject	First Step for Review/Appeals	Decision or Action
Academic Matters	Instructor	Dean of Arts & Sciences, Dean of Vocational Education, or Dean of Student Services
Academic Probation or Dismissal	College Policy, Catalog	Dean of Student Services
Admissions	Dean of Student Services	Vice President of Student Learning
Advanced Registration	Dean of Student Services	Vice President of Student Learning
Attendance	Instructor	Dean of Arts & Sciences, Dean of Vocational Education, or Dean of Student Services
Counseling	Counselor	Dean of Student Services
Discipline	Dean of Student Services	Vice President of Student Learning
Discrimination, Unlawful	Vice President of Student Learning	College President
Fee Payments or Refunds and Non-Resident Tuition	Dean of Student Services	Vice President of College and Administrative Services
Financial Aid	Director of Financial Aid	Dean of Student Services
Library	Librarian	Dean of Student Services
Matriculation	Dean of Student Services	Vice President of Student Learning
Residency Determination	Dean of Student Services	Vice President of Student Learning
Security and Parking	College Policies	Vice President of College and Administrative Services
Sexual Harassment, Informal	Vice President of Student Learning	See Informal/Formal Procedures
Sexual Harassment, Formal	Vice President of Student Learning	District Chancellor
Special Accommodations	DSPS Coordinator/ Learning Disabilities Specialist	Dean of Student Services
Student Records	Dean of Student Services	Vice President of Student Learning
Waiver of Academic Requirements	Academic Requirements Review Committee (Admissions & Records)	Academic Requirements Review Committee
Withdrawal (Late)	Dean of Student Services	Vice President of Student Learning
Matters Not Listed	College Policy or Appropriate Staff	Appropriate Staff Supervisor

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 is forbidden, unless, in the case of possession of any object of this type, the student has obtained written permission from a specified college representative and the college president to possess the item.
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. *(Board Policy 5500; Education Code Section 66300, 66301)*

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. Dean of Student Services 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 Vice President of Student Learning within 24 hours of the notification of findings and disposition if he/she plans to appeal the decision.
2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the Vice President of Student Learning. Appeal forms are available in the office of the Vice President of Student Learning.
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 as the following.

Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do students. Here are the basic assumptions about academic work at the Columbia College:

1. Students attend Columbia College in order to learn and grow.
2. Academic assignments exist for the sake of this goal.
3. Grades exist to show how fully the goal is attained.
4. Thus, all work and all grades should result from the student's own effort to learn and grow. Academic work completed any other way is pointless, and grades obtained any other way are fraudulent.

Academic integrity means understanding and respecting these basic truths, without which no college can exist. Academic misconduct—"cheating"—is not just "against the rules." It violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Finally, it is unfair to students who earn their grades honestly.

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.

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.

Consequences

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

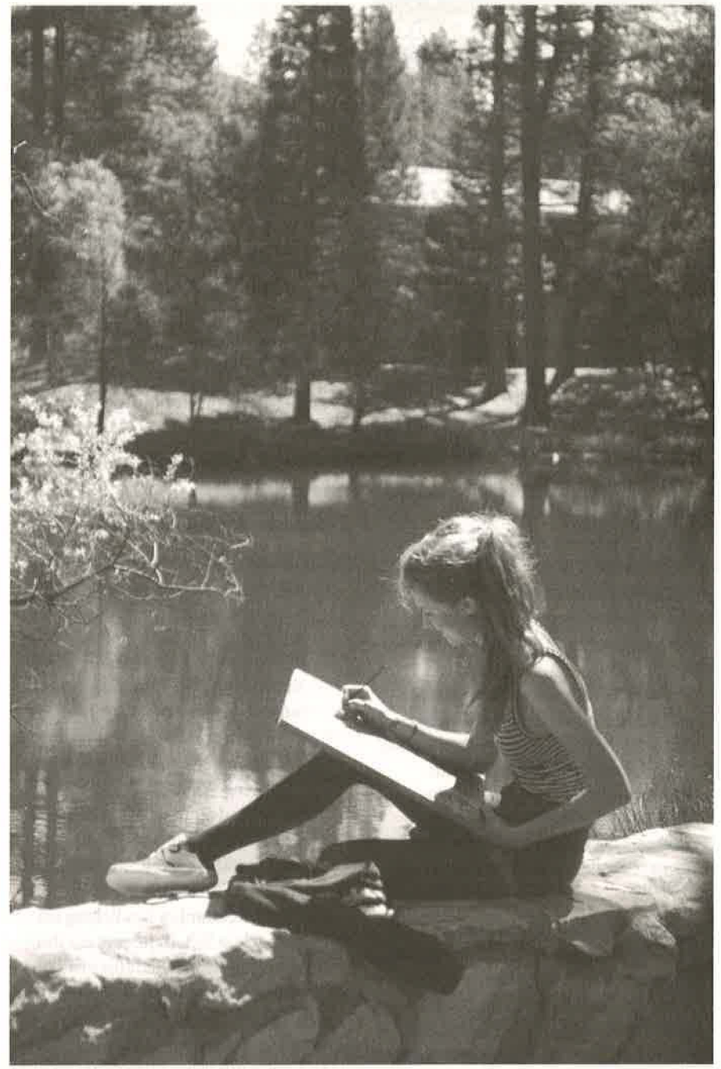
Due Process Procedural Safeguards

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.

Important Things to Know

1. No fees paid by or for a student shall be refunded for the term in which he/she is suspended.
2. The student charged with a violation shall be regarded as innocent until the contrary is established by a preponderance of the evidence.
3. Records of disciplinary action shall be kept in a separate file from the academic or grade records for a period of time not to exceed five years.
4. If the student is a minor, the Dean of Student Services or designee shall notify the student's parent or guardian of any disciplinary action and consequences.
   (Education Code 76032)
5. All references in this document to "days" shall refer to days when classes are in session, excluding weekends and Fridays during the summer term.



Expenses & Fees

Educational Expenses

The Financial Aid Office establishes (within Federal, State, and regional guidelines) modest budgets that reflect the average student's costs for a nine month period. Taken into consideration are a variety of conditions, such as living accommodations and special additional costs. Sample Expense Budgets for a full-time student are shown below:

	Living w/ Parents without Dependents	All Other Students
Enrollment & Health Fees*	$ 1,242	$ 1,242
Books and Supplies	1,666	1,666
Food and Housing**	4,4021	10,962
Personal Expenses	3104	2,844
Transportation	1,242	1,242
Total cost of attendance	$11,656	$17,956

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

* Based on enrollment fees of $46.00 per unit. Out-of-state students are charged an additional $204.00 per unit for tuition.

** Represents costs of meals and basic expenses which family continues to provide while student lives at home.

Reasonable documented dependent care expenses may be added to basic cost of attendance.

Students may qualify to have enrollment fees waived if their income falls below a specified level or if they are receiving TANF, SSI or GA. Applications for Board of Governors Fee Waiver (BOG) are available online, or in the Financial Aid Office and should be completed prior to registering for classes.

Fees

Please refer to the Student Fee/Refund Information table on page 22.

Payment of Fees

Payment may be made by any one of the following methods:

1. On the College website.
   - Credit Card – Discover, MasterCard, VISA
   - Financial Aid fee waiver and credit card
2. Mail*
   - Personal Check**
   - Money Order
   - Financial Fee Waiver and one of the above
3. On-Campus at the Business Office
   - Cash
   - Credit Card – Discover, MasterCard, VISA
   - Money Order
   - Personal Check**
   - Financial Aid fee waiver and one of the above

* Do not mail cash.

** Students will be charged $10 for returned checks.

Procedure for Fee Refunds

1. Eligibility
   - Full-semester classes dropped within the first 2 weeks of the term are eligible for a refund.
   - Short-term classes, meeting more than 5 times and 20 hours, are eligible for a refund during the first 10% of the class.
   - Classes meeting fewer than 5 times and 20 hours are eligible for refunds if the class is dropped prior to the first class meeting.
   - Individual class refund dates are available online through **connectColumbia** by clicking on "My Class Schedule" and on the student's class schedules printed at the Admissions and Records Office.
2. Credit Balances
   - Credit amounts from drops or class cancellations are automatically applied to any outstanding fees or new fees incurred prior to the issuance of a refund.
   - Credit balances can be left on the student account to apply to future fees.
   - Credit balances can be refunded during the current academic year.
3. Process
   - Students dropping classes must complete and return the necessary withdrawal forms to the Admissions Office or drop online before they can be eligible for a refund.
   - Refund requests are submitted electronically through **connectColumbia.** The Online Refund Request Form link is listed on the Student Menu under the Financial Information heading. It is also available through the Online Forms page. Students without internet access may request a hard copy form from the Business Office.
   - Students **will not** be responsible for requesting refunds for classes cancelled by the College.
   - A ten dollar ($10) administrative processing fee is charged once per term for enrollment fee refunds except in the case of a class cancelled by the College. *(Title 5, Section 58508.)*
   - Processing of refunds by the college Business Office may take up to 8 weeks.
   - If fees or tuition are paid by check, a refund will not be processed until the check has cleared the bank.
   - Payments by cash or check are refunded by check. Payments by credit card are refunded to the card used if possible.

Refunds are not automatic. Exception: Refunds of fees will automatically be made to students who were enrolled in classes which were cancelled by the College.

Enrollment Verification

The first two verifications are provided free. A fee of $5 per verification is charged after the first two, payable at the time of the request. A $15 fee is charged for 48-hour service. No charge is made for loan deferment or financial aid GPA verifications.

Health Services Fee

A required health services fee of $18 for Fall and Spring and $15 for Summer is charged to each credit and non-credit student. Health fees are used to provide on-campus health services and Student Accident Insurance.

Students who depend exclusively upon prayer for healing may be exempt from payment. Contact the Business Office for waiver procedures 588.5114. Fees are subject to change based on State and Board mandates. *(Education Code Section 76355; Board Policy 5030)*

Parking Fee

A parking permit is required by anyone parking on campus. A $20 fee is charged for a student semester permit. A $7.50 fee is charged for a summer session permit. Daily permits may be purchased for $1 at the College Information Booth. (*Education Code Section 76360; Board Policy 5030)*

Parking Fee Refund Policy

Parking fees are only refundable prior to the first day of instruction. For a refund of parking fees, return the parking permit with the completed *Request for Refund* form to the College Business Office. If the College cancels a class and a semester parking permit has been purchased, students must complete the online *Request for Refund* Form and return the permit to the Business Office to receive a refund. Printed forms are available at the Business Office. Semester parking permits are not mailed and must be picked up at the Business Office.

Student Activities Fee

The optional Student Activities Sticker may be purchased for a $5 fee and affixed to the Columbia College ID card. You may purchase your sticker at the Business Office. The Activities Sticker provides:

- Discounts at the Manzanita Bookstore (on-campus)
- Discounts at participating local merchants
- Discounts on special events held on-campus
- Discounts at participating local fast food restaurants

Contact the Student Senate Office for further details at 588.5270. *(Board Policy 5030)*

Student Center Fee

A student center fee of $1 per unit, to a maximum of $10 per fiscal year, is assessed to be used for the renovation or new construction of a Student Center Building. During the Spring Semester of 1992, the Student Senate conducted an election and the student body voted to assess themselves a permanent, non-revocable fee. These funds may only be used for the Student Center Building. The current Student Center is located in the Ponderosa Building. This is open to all students and provides an area to study, work on the computers or relax and get to know fellow students. *(Education Code 76375; Board Policy 5030)*

Student Representation Fee

Established by 2/3 vote of the student body, a $1 fee is charged per term. The fee is used by the Associated Student Body to represent student concerns at local, state, and federal government levels. A student may for religious, political, financial or moral reasons, request a waiver of the student representation fee. Contact the Business Office for waiver procedures. *(Education Code 76060.5; Board Policy 5030)*

Enrollment Fee Waiver Program

Students who receive TANF, CalWORKs, GA, are a dependent of a deceased/disabled veteran, or are considered low income may be eligible for the Board of Governors Fee Waiver (BOG) which waives the enrollment fee (per unit price). The BOG is effective for an entire academic year (Summer/Fall/Spring) and is available regardless of the number of units enrolled. You must be a California resident to qualify. Students may apply by completing the BOG application available in the Financial Aid Office or on the college website. However, Columbia College encourages students to submit the FAFSA application as they may qualify for additional federal aid as well as the BOG.

Additionally, if you feel you are low income, but you do not qualify to have your fees waived using the above described method, you may complete the Free Application for Federal Student Aid, also available on the Financial Aid Website. It is a more complicated application and it takes 8-12 weeks to process. But if you are found eligible for the waiver, you are entitled to request a refund of the enrollment fees that you have paid.

Financial Aid Withdrawal and Repayment Policy— 2012-2013

Return of Title IV Funds (R2T4)

Per federal regulation, 34 CRF Parts 668, 682, and 685, any student who receives financial aid funds and drops units or withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

If you receive financial aid, please contact the Financial Aid Office first before withdrawing from any course.

STUDENT FEE/REFUND INFORMATION

EFFECTIVE SUMMER TERM 2012

Student fee amounts are established by the State of California and/or the Yosemite Community College District Board of Trustees and are ***subject to change.***

FEES	AMOUNT	APPLIES TO	EXEMPTIONS/WAIVERS
Enrollment Fee [2]	$46 per unit beginning Summer 2012	Credit Courses	(BOGFW Qualified) Eligible Special Admit Students
Health Services Fee [2]	No maximum $18 per semester $15 Summer	Credit/Non-Credit Students Audit Only Students	• Out-of-District class • Students who are enrolled in a class that meets less than 16 hours • Depend on prayer for healing
Parking Fee [1]	$1 a day $20 per semester $7.50 Summer	Non-Student Drivers Student Drivers	• Disabled persons with placard from DMV • Enrollment in off campus classes only • Non-Drivers
Nonresident Tuition [2]	$204 per unit plus enrollment fee of $46 per unit – beginning Summer 2012	Nonresidents/Foreign and International students	• California Residents • AB540 Qualified Students
Student Center Fee [2]	$1 per unit to $10 maximum per year	Credit Courses Audit Only Students	• BOGFW A Recipients • Non-Credit Courses • Community Education & Professional Development
Student Representative Fee [2]	$1 per term	Credit Courses Non-Credit Courses	• Community Education & Professional Development • Religious, political, financial, moral reasons
Course Audit	$15 per unit	Credit Courses no longer repeatable	• Exempt for up to 3 units if enrolled in 10 or more units

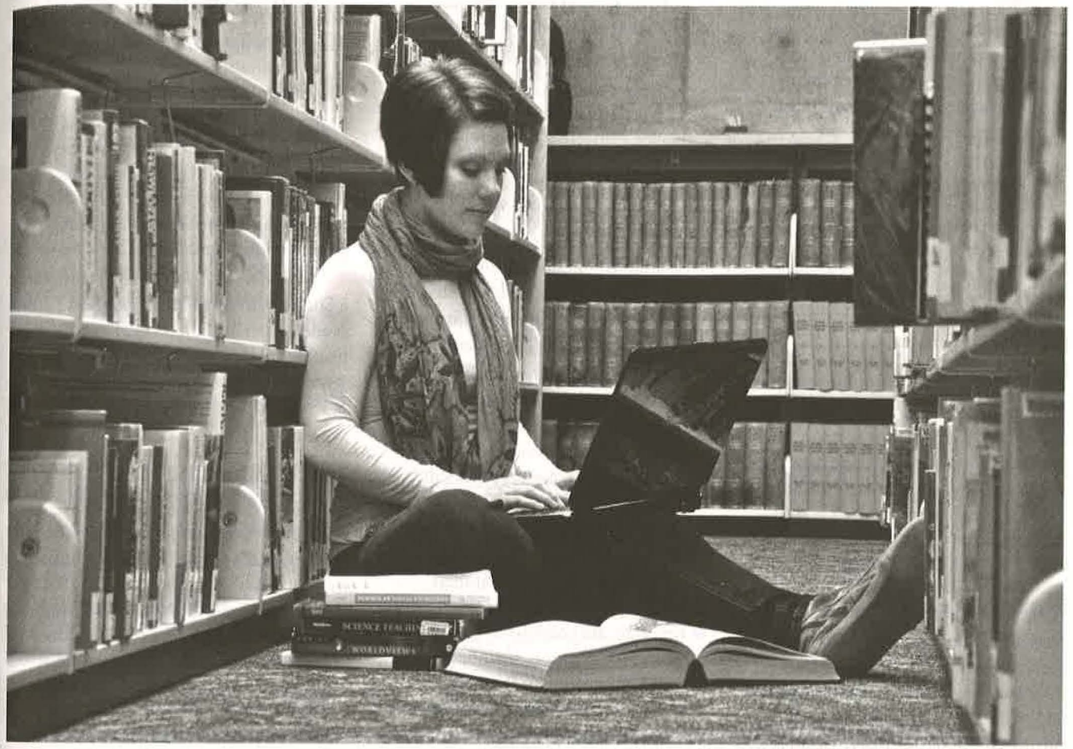
[1] Only refundable prior to the first class meeting.

[2] 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. Material fee information is found in the Columbia College Class Schedule.

Students are 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 responsible for dropping courses or requesting refunds. Student class schedules contain all pertinent dates that apply to each course. Copies of class schedules can be printed from the College web site (connectColumbia) or obtained at the College Admissions & Records office.

Student Admission Procedures



Eligibility

We 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 college website, at the College Admissions and Records Office and high school counseling offices. Prospective students may access the online application at **www.gocolumbia.edu** and click on **connectColumbia**.

Your official transcripts for all previous college work must be received during the first semester of attendance. 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. *(Education Code Section 76000, 76001 and 76002, Labor Code Section 3077; Board Policy 5010)*

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 only required if the student has been out of high school within the last five years.

2. Columbia College 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 College from other institutions be sent to MJC. This exception is possible as both colleges in the Yosemite Community College District.

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.

Notice of Acceptance

New and former students will receive acceptance notification. In addition, information on assessment, orientation and advisement opportunities will be furnished. All of this information is also available on the college website.

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 determined by the length of physical presence within the state and one's intent to make California his/her permanent residence. The minimum residence requirement is one year and one day prior to the first day of the term. A residence determination date is that day immediately preceding the opening day of instruction for any session a student proposes to attend.

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 proof of intent for consideration by the College.

Persons who cannot establish the minimum residence requirement as indicated above will be required to pay $204 per unit non-resident tuition in addition to other standard student fees. Nonresident tuition is refundable upon withdrawal from classes during the refund period.

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 are stationed on active duty in California may also be classified as residents.

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

For residency questions and re-classification contact Admissions & Records at 588.5231. Residency decisions can be appealed by writing to the Dean of Student Services. *(Board Policy 5015; Education code 68040 et seq., 76140; Title 5, Sections 5400 et seq.)*

AB 540

Assembly Bill 540 (January 1, 2002) allows exemption from nonresident tuition in some circumstances. This 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 form. The form can be obtained from the college website, **www.gocolumbia.edu**. Go to Admissions & Records, then Student Online Forms.

Special Admit Students / 588.5231

Columbia College may admit students who are 14 years of age or older who would benefit from advanced scholastic or vocational work according to Education Code 48800, 48800-5, and 76000 and Board Policy 5010. To be eligible for admission, a student must be in good standing with the school in which he/she is enrolled and may not enroll in more than 11.5 units in any term. All applicants must submit a Columbia College Admissions Application. Students must also submit a Columbia College Medical Treatment Consent form and Fee Waiver Application, and a High School Petition for Advanced Admissions. 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.

Eligible students may apply on the college website or by submitting the paper application to the Admissions Office on campus. Students may register during open registration for appropriate classes providing that the application,

High School Petition for Advanced Admissions, Medical Consent Treatment form and Fee Waiver Application are completed accurately and 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 parent/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.

Beginning Summer term of 2007, the Yosemite Community College Board of Trustees has waived the enrollment unit fee for special admit students. However, all students must have the Fee Waiver Application on file and will be responsible for all other fees. Contact the college Admissions Office for further college policies and procedures.

Student Success Matriculation Process / 588.5109

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 Process 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 need to participate in the Student Success Matriculation Process. Exception: Persons who qualify for one of the matriculation exempt categories under Exemption Categories.

A person participating in the Student Success Process will:

- complete the assessment process including, but not limited to, placement exams in 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 new student 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.
- receive information about the development of 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.

(Education Code Sections 78210, et seq; Title 5, Section 55500, et seq; Board Policy 5050)

Exemption Categories

Students meeting one or more of the following criteria are exempt from all or parts of the Student Success Matriculation Process:

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

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

Alternative Matriculation for Disabled Students

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

- Special assessment
- Review of 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 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. *(Board Policy 5050)*

Assessment / 588.5109

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 the matriculation components, assessment includes testing to determine a person's proficiency in English and math.

Students can obtain additional copies of their assessment scores by logging into **connectColumbia** or from the Counseling Office. These scores, however, will not be released if the student has any outstanding financial obligations to the College. Obligations can be paid at the Business Office or on the College website.

There are three test components in the assessment process. These components are sentence structure, reading and mathematics. The assessment is un-timed and fully computerized. Students receive their results and course placement recommendations immediately after completion of the assessment. Students may log onto **www.collegeboard.com/student/testing/accuplacer** to view sample test questions and tips for taking the assessment.

Columbia College will accept the test scores and placement results from other California Community Colleges providing the test results are no more than 3 years old. Additionally, students may use math or English courses completed with a grade of "C" or better from other accredited colleges if the course/courses were completed within the past five years and Advanced Placement scores of 3 or better to determine course placement. All of these documents must be official and must be in the Admissions & Records Office at least 10 days prior to registration.

The testing simply helps students in choosing appropriate courses, and can also be used to satisfy certain course prerequisites. For more information, contact a counselor or the Dean of Student Services.

Students may obtain a copy of their assessment results by logging onto **connectColumbia**. Requests to have copies of the results mailed or faxed to other institutions must be written and signed by the student and faxed or mailed to the Counseling Office. The fee for mailing or faxing copies of the assessment scores to a student or other college is $3.

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 College, students need to have an Educational Plan on file when they have completed 15 units. This includes units completed at Columbia and units transferred in from other colleges or universities.

The Counseling Office will assist with specific information on preparing your Educational Plan. After the plan has been reviewed with a counselor. A copy will be retained with other student records.

Regulations on Student Records / 588.5132

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 department that houses student records is charged with maintaining privacy and access according to College policy.

In addition, student information is maintained under the Vice President of College and Administrative Services (business office transactions), Dean of Student Services (enrollment, academic records, counseling, library services, student financial aid, student discipline and student complaints, EOPS/CARE, DSPS, Veterans and CalWORKs).

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.

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 from the 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. *(Education Code 40961; Board Policy 5040)*

Diploma & Certificate Replacements

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

Diplomas.....$15
Certificates.....$10

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 by clicking on **Admissions & Records** and then **Student Online Forms**. Payment must be by credit card for faxed requests. Mailed-in requests can be paid for by check, credit card or money order. Credit card payment must include credit card number, security code, name on the card, expiration date and the mailing address of the billing statement for card. All requests must include student's full name, birthdate, last 4 numbers of Social Security number or Columbia College ID number, destination of the transcript, current address and **signature**.
- If there is an official hold on a student record by the College, the 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.
- The fee for 48-hour service is $15 in addition to the regular $5 fee.

(Education Code, Section 76223; Board Policy 5030)

Enrollment & Academic Status Verification

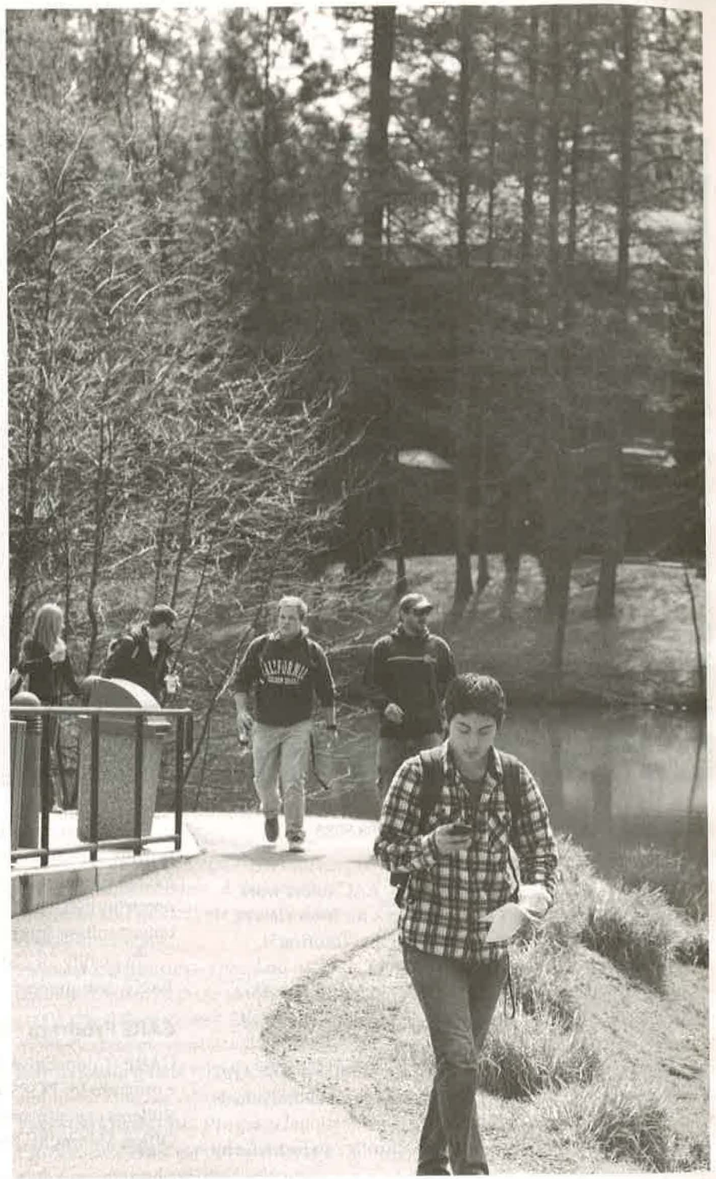
With signed consent from the student, enrollment and academic status will be verified by the College for the following purposes: educational verification for employment…child care provider enrollment…insurance…etc.

The first two verifications will be done free of charge. Enrollment verifications requested after the two free verifications will be assessed a $5 fee each. A $15 fee for 48 hour service will be charged in addition to the regular 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 to 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

To request a change of name or social security number on official records, you must present legal documentation and a photo ID when verifying the change to the Admissions & Records Office.

Services for Students

Academic Achievement Center / 588.5088

The Academic Achievement Center (AAC) provides free tutoring for Columbia College students. AAC tutors work individually with students on coursework for most classes, including reading and writing assignments. Tutoring is available by appointment, five days a week, and can be arranged by calling or visiting the AAC in Manzanita 18-2.

The AAC computer lab has eight computers equipped with Windows, Microsoft Office, Internet access, and printing, and is open for use without appointment. The AAC also offers, for a fee, test proctoring services to all individuals who are taking courses through another educational institution. Appointments for test proctoring can be made by calling 588.5177.

CalWORKs / 588.5148

CalWORKs is a program designed to help Columbia College's TANF (Temporary Assistance for Needy Families) students move away from federal welfare support. It strives to accomplish this by working closely with the college district's local social service agencies to enhance students' families' integrity and students' personal and academic goal attainments.

To help students attain their goals, CalWORKs staff provide personal, academic, and career counseling services, job placement assistance, and job skills development opportunities, child care support costs, college work study opportunities, specialized curriculum advantages, and more.

To qualify for CalWORKs, students must be receiving TANF cash support.

CARE Program / 588.5130

CARE (Cooperative Agencies Resources for Education) is a program for EOPS single parents young children. EOPS students can also apply for CARE through the College's EOPS Office, Manzanita 18-3.

CARE Eligibility Criteria:

1. Current EOPS student
2. Receiving county cash aid for self and/or child
3. Parent of a child under the age of 14
4. 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, meal vouchers, transportation assistance, academic/career workshops, seminars, and incentive grants as funds permit.

Career/Transfer Resources / 588.5109

The Career/Transfer Center, located in the Manzanita Building adjacent to the Counseling area, offers materials and services to assist students with career and transfer information. Resources include books, occupational guides and other career publications, videos, a variety of reference materials, college catalogs and applications, articulation agreements and both transfer and career software programs. Counselors are available on an appointment basis to assist in locating specific materials to help with career planning, provide transfer information and to support online searches, as are visits by representatives from four-year colleges and universities. All such activities are posted in the Counseling Center and elsewhere on campus.

Child Care Center / 588.5278

The Columbia College Child Care Center serves infants, toddlers and preschool children and is best described as a "family friendly environment that fosters positive relationships." The facility serves as a laboratory for adult students enrolled in the Child Development Program. Families who are interested in child care can call 209.588.5278 for more information and/or to be placed on our eligibility waiting list.

Counseling Services / 588.5109

Counseling Services at Columbia College are provided to the general student population and to special programs: EOPS/CARE, Disabled Students Programs and Services (DSPS), CalWORKs, Veterans and TRiO Student Support Services. *(Education Code Section 72620, Title 5, Section 51018; Board Policy 5110)*

The Columbia College General Counseling Office provides counseling services for new, continuing and returning students. Counselors assist students with: course selection, researching and setting educational and career goals, review of petition for certificate of achievement and graduation, education and transfer planning, coping with personal/social issues, and understanding college policies and procedures. 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.

Disabled Students Programs & Services / 588.5130

Disabled Students Programs & Services (DSPS) 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. A variety of programs and services are provided for eligible students.

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 provided.

Learning Disabilities Program—Provides academic support for those with professionally verified learning disabilities, including review of 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—The center gives students with a disability access to and training on adapted computer hardware and software, including the visually and mobility impaired. The software is intended to increase skill levels in reading, writing and math.

Additional Services—Vocational counseling, personal counseling related to academic concerns, academic advising, special equipment loan, liaison with campus and community resources and assistance with registration are among the additional services for students with disabilities.

Special Instruction—Special instruction in adaptive physical education, cardiac and pulmonary rehabilitation, and computer access are offered on a semester basis.

Alternate Format Media—Columbia College publications and institutional materials are in alternate formats and available through the DSPS Office. *(Board Policy 5140)*

Under Policy 5140, the Yosemite Community College District Board makes provisions for each College within the District to establish procedures whereby the substitution and/or waiver of certain college level courses is permitted for students with verified learning disabilities. Certain conditions must be satisfied before this option becomes possible for the student with a disability and guidelines must be followed. Please consult the Coordinator of the Disabled Student Program and Services department and/or the Special Programs Counselor for more information about both the conditions and guidelines that make such a request possible. *(Education Code Sections 67310, 84850, Title 5, Sections 56000 et seq.; Board Policy 5140)*

Extended Opportunity Programs & Services / 588.5130

The primary function of EOPS 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. EOPS applications are available in the EOPS office located in Manzanita 18-3.

Student must be a California resident and have earned less than 70 Associate degree level units. New EOPS 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 EOPS Director.

A variety of programs and services are provided for eligible students:

Priority Registration—Special registration assistance.

Counseling—Academic, career and personal intervention counseling, educational planning and advising.

Book Assistance—EOPS pays a large percentage of students' textbook costs.

Direct Financial Aid—EOPS issues semester EOPS grants for qualifying students, pending available funds.

Student Success Workshops—Offered each semester.

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

Transportation Assistance—Parking permits or bus passes provided.

(Board Policy 5150; Education Code 69640-69656; Title 5 Sections 56200 et seq.)

Financial Aid / 588.5105

Financial Aid

Financial aid may be available for expenses that are directly related to attending college when these costs are more than students or their families can afford. The eligibility for most financial aid is based on financial need, which is determined by the Financial Aid Office from information submitted by the student and/or family on the Free Applica¬tion for Federal Student Aid (FAFSA). Students are urged to complete applications by March 2 prior to each academic year. Applicants must also show satisfactory academic progress and be enrolled in, or working toward a transfer, certificate, or degree objective.

General information about grants is listed below but a more comprehensive list is available on the Financial Aid website. Various dollar amounts shown and regulations regarding financial aid are subject to change without notice due to governmental, state, and local requirement changes.

BOGFW Enrollment Fee Waivers

Students who are a California resident who receive TANF, CalWORKs, SSI, or GA recipients, dependents of deceased/disabled veterans, and low income students may be eligible for an enrollment fee waiver.

Federal Pell Grants

Pell Grants are federal grants to assist low and middle income students who are enrolling in 6 or more units. The maximum Pell Grant is $5,550 per year for a full-time student; however, student with exceptional financial need will qualify for a prorated amount based on their enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is another form of federal grant for the exceptionally financial needy and are given to the lowest income students. A maximum award at Columbia College is $500 for students enrolled in 6 or more units.

Cal Grants

These are state grants that are awarded by the California Student Aid Commission and paid through the college. They are based on financial need, GPA and program of study. The deadline to apply is March 2 prior to the year of enrollment. To read more about the Cal Grant A, B, or C awards please visit the Financial Aid website.

Chafee Grant

Awards $5,000 per year to former foster youth who are California residents. They must have remaining financial need and meet certain age and Independent Living Program (ILP) requirements.

Loans

Columbia College does not participate in any Direct or Federal Family Loan Programs.

Standards for Satisfactory Academic Progress (SAP)

Students must meet Satisfactory Academic Progress (SAP) qualitative and quantitative standards in order to maintain eligibility for federal financial aid. SAP is assessed at the end of each semester after grades are posted. Students must maintain a cumulative grade point average of 2.0 and 67% completion rate for all attempted units. Failure to maintain either standard will result in the student being placed on financial aid warning. Two consecutive SAP assessments where students do not meet standards will result in disqualification from aid.

Students must also complete an eligible program within 150% of its published program length. For students pursuing an AA/AS or transfer program, the approved maximum time frame is 90 units (60 units for AA/AS x 150% = 90). For certificate programs, it is 150% of the approved program length required to complete the certificate. Students who exceed this maximum time frame are suspended from aid.

Return of Title IV Funds (R2T4)

Per federal regulation, 34 CRF Parts 668, 682, and 685, any student who receives financial aid funds and drops units or withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

If you receive financial aid, please contact the Financial Aid Office first before withdrawing from any course.

First Semester Experience / 588.5109

Designed to boost success in pursuing college goals, the First Semester Experience Program is a unique learning community that provides a full course load of 12 units, consisting of Math 602 (Pre-Algebra), Guidance 100 (College Success) and English 151 (Preparation for College Composition), carefully scheduled within two days a week. The program connects students with essential student support services and provides a waiver of book costs for all courses. Eligibility requirements are assessment and placement into Math 602 and English 151 and willingness to work hard in a supportive environment. Enrollment is limited to 24 students. If you wish to be considered for this program, you will need to meet with a counselor for an interview and review of your assessment scores.

GED (General Educational Development) Testing Center / 588.5109

Columbia College is an official General Educational Development Testing Center, and provides the opportunity to obtain a GED certificate. For information about the testing schedule and to obtain an application for the test, call the GED front desk or stop by Manzanita 15. GED official and unofficial transcripts are available for a fee of $3.00 (unofficial) or $5.00 (official). For information on how to obtain a GED transcript, call the GED Office at 588.5109 or stop by Manzanita 15.

In addition, the college offers a non-credit course to assist in preparing individuals to take the GED test. Course times and dates are listed in the Schedule of Classes. Call Admissions and Records for information about enrolling in the course.

Health Services / 588.5204

A registered nurse is available to provide a variety of health services to students. A free mobile health van visits the college regularly. Mental health counselors are available 4 days a week on campus for free private appointments.

Students who are under age 18 must have a *consent to treat* form signed by a parent or guardian filed in the health office in order to be treated on campus. These forms are available in Admissions and Records, the Health Office and on the college website **www.gocolumbia.edu.**

Accidents and illnesses occurring on campus should be reported immediately to the college nurse, an instructor or administrator. Student health records are confidential. *(Board Policy 5200)*

A partial list of services covered by the health fee includes:

- First Aid for minor illness and injury
- Free over the counter medications
- Resting cot
- Mental Health Counselors
- Community referrals
- Drug and alcohol information and referrals

Job Placement / 588.5312

Columbia College's Job Placement Office provides employment-related services to students and to employers needing assistance. Services include:

- Computers for résumé preparation
- Individual job search assistance
- Job Fair information
- Job search library
- Job search workshops, i.e., résumé writing, job interview techniques
- Referrals to on-campus openings
- Referrals to off-campus openings, both paid part-time and full-time opportunities

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.

The library's collections include more than 35,000 print books, 16,000 electronic books, 15,000 print and electronic periodicals, 1,800 videos and DVDs, 1,400 audio recordings including a recently digitized local oral history collection, 600 children's books, and 40 article and research databases. Eighty Windows and MAC computers with internet access are available for use during Library hours. Computers are loaded with accessibility hardware and software (including scanners), Computer Science and GIS programs (similar to those found in the Fir labs), and keyboarding programs. There is also a coin-operated photocopier and printer.

Through Interlibrary Loan, the Library can locate and borrow materials which are unavailable on campus. 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.-7:45 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.edu/library.**

Library Loan Periods & Fees

Loan Items	Max. Loan Period	Overdue Fines
Books	3 weeks	25¢ per day
Magazines	1 week	25¢ per day
CDs and Cassettes	3 weeks	25¢ per day
DVDs and VHS	1 week	$1.00 per day
2 hr. Reserve Items	2 hours	25¢ per hour
1-day Reserve Items	1 day	$5.00 per day
3-day Reserve Items	3 days	$2.50 per day
1-week Reserve Items	1 week	$1.00 per day
Interlibrary loan	various	$1.00 per day

- Lost items: replacement cost plus $20 processing fee
- Interlibrary loan lost items: replacement cost + $40 = processing fee
- Maximum fine per item: $20
- Maximum fine per interlibrary loan: $40

Math Lab / 588.5276

The Math Lab provides a comfortable area for individual and small-group study and also provides individual help for math students on a drop-in basis. It is conveniently located near the math classrooms and instructors' offices. In addition to study tables, the Math Lab has two computer stations for class related activities. Math resource books and graphing calculators are available for use in the math lab.

Middle College / 532.5511

Middle College, a partnership between Columbia College and Sonora High School, offers juniors and seniors in high school the opportunity to begin their college carreers before graduation. Students are able to work toward an Associate's Degree, explore possible careers, or gain advanced technical training. Students from all area high schools who have demonstrated their ability to succeed academically are encouraged to apply. If accepted, the students will take English and Social Science classes through Sonora High on the Columbia College campus. They will fulfill the rest of their requirements and electives with college courses. Call Pam Christ at 532.5511, Ext. 124 or access further information and an application on Sonora High's web page: **www.sonorahs.k12.ca.us**

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

The Columbia College Scholarship Office offers over 150 scholarships annually.

Awards range from $50 to $2500 and eligibility varies based on individual scholarship criteria. Scholarships are funded by the Columbia College Foundation, private donors, and many community organizations whose focus is to encourage and support the educational goals of the students we serve.

To receive a scholarship, students must be enrolled in a minimum of 6 units for Fall and Spring semester and have a cumulative GPA of 2.0 or higher. Selection is also based on one or more of the following criteria: strength in major, units completed, extracurricular activates, financial need, and a proven academic performance. Scholarships are awarded to students pursuing almost every major and are available for new, continuing or transferring students.

Applications are available during the Fall semester and must be received before the posted deadline. A complete application will be typed and include a one page Personal/Educational Statement and a minimum of two letters of recommendation from faculty or employer. Students selected to receive a scholarship will be notified in March and April.

Security and Safety / 588.5167

In compliance with the federal *Clery Act,* Columbia College publishes an annual security report. The report includes campus crime statistics and college security policies. The annual report is available each October at the campus security office or online at **www.gocolumbia.edu**.

Columbia College Security Officers are available 24 hours each day, seven days a week, providing assistance with security, emergencies, parking, escort services, lost and found property, and general information and assistance. Several emergency telephones are available to directly connect you with a security officer. In cases of an emergency or imminent danger, dial 911. To reach a campus security officer, dial 588.5167 or 588.5911. Using any campus emergency telephone at the locations listed on the campus map on page 200, you may reach the Campus Security Office.

Security/Parking / 588.5167

Parking: As authorized by California Education Code, Sec. 76360(a); a parking permit is required by anyone parking on campus. Student semester parking permits are available for purchase at the College Business Office. Daily and visitor permits are available at the College Information Booth. For more information on campus parking please refer to the pamphlet, *Columbia College Campus Parking Regulations.* The conduct of drivers, vehicles, and pedestrians on campus is governed by the *Parking and Traffic Ordinances of the Yosemite Community College District.* Violations of these ordinances are subject to citation and fines.

Campus Shuttle: For student convenience and safety, the College offers evening campus shuttle service. The shuttle provides a continuous loop from the student parking lots to the classroom buildings Monday through Thursday from 5:30 to 9:30 p.m. (subject to change). For more information please contact the Campus Security office at 588.5167.

Student Identification Cards / 588.5109

There is no charge to students for the student identification card. The same Identification Card will be used for each semester attended. New cards and validation stickers for the current semester can be obtained at the beginning of every semester from the Counseling Office, Manzanita 15. A picture ID and current class schedule is required when requesting services, adding/dropping classes, use of math and computer open labs, the Academic Achievement Center and Business Office.

Students should carry their card with them while on campus. Contact the Counseling Office for processing dates, times and location at 209.588.5109.

Security/Crime Awareness

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 publish an *Annual Security Report.* The report includes campus crime statistics and college security policies. The report is available at the Campus Security Office or online at **www.gocolumbia.edu**. The following are the campus crime statistics for January 1, 2008–December 31, 2010:

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
CRIMINAL OFFENSE	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest		0	0		0	0		0	0		0	0		0	0
Statutory Rape		0	0		0	0		0	0		0	0		0	0
Robbery	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrests	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Illegal Weapon Violations Referred for Discipline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline	7	0	1	0	0	1	7	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	3	0	0	3	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Optional Total	11	6	2	0	3	1	11	3	1	0	0	0	0	0	0

HATE CRIMES

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
HATE CRIMES	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
All offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes of Race, Religion, Sexual Orientation, Gender, Disability, and Ethnicity/National Origin include the following offenses:

Murder/Non-negligent manslaughter
Negligent Manslaughter
Sex Offenses – Forcible
Sex Offenses – Non-forcible
Robbery
Aggravated Assault
Simple Assault
Burglary
Destruction, damage, vandalism of property
Motor Vehicle theft
Arson
Larceny-theft
Intimidation

TRiO Student Support Service / 588.5145

TRiO Student Support Services (SSS) is a federally funded grant that serves first-generation, low-income, and/or students with a disability who are seeking a certificate, degree, and to transfer to a 4-year University. The goal of the TRiO SSS program is to provide students a strong and supportive learning community that motivates and propels the student towards their chosen academic goal.

TRiO SSS provides a number of benefits to the student to help achieve these goals:

- Peer mentoring group
- Intensive academic counseling
- Structured assistance with career planning, scholarship applications, the financial aid process, navigating transfer to 4-year universities
- Field trips to transfer institutions
- Priority registration and much, much more!

TRiO SSS applications are available in Manzanita 17-B or on the website **www.gocolumbia.edu/TRIO**

TRiO SSS Program Eligibility: (have at least one of these criteria, priority given to those who meet more than one)

- First-generation college student, neither parent completed a Bachelor's Degree
- Low-income, based on federal guidelines
- Have a disability verified through the DSPS office

Veterans Benefits / 588.5105

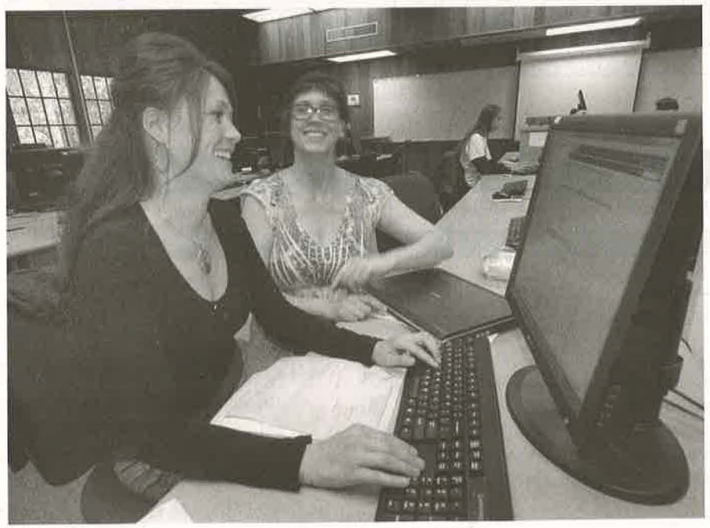
Veterans Affairs at Columbia College is authorized by the United States Department of Veterans Affairs and the California Department of Veterans Affairs to assist eligible military veterans in accessing the Montgomery GI Bill funding for their college education, and resources from Columbia College for their schooling at Columbia.

Veteran Services are available to:

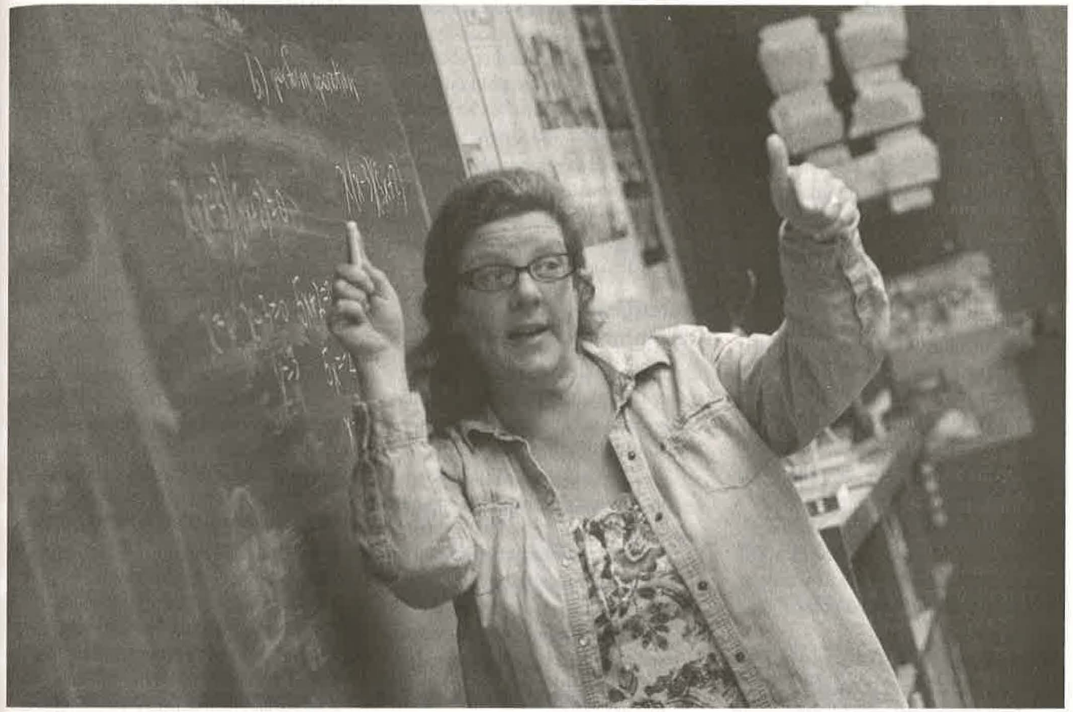
- Disabled veterans
- Post-Vietnam era veterans who participated in payroll deduction programs
- Members of reserve units
- Post 9-11 veterans
- Dependents of disabled, deceased or retired veterans

Services also include certification of educational benefits, personal, academic and career counseling, university transfer counseling, educational planning, and priority registration.

The first step in activating benefits is to meet with the Columbia College Veterans Certifying Official. Please call 209.588.5105 to make an appointment. This process should be completed 30-120 days prior to the beginning of the term. Information regarding other documents that may be required is also available in the Veterans Affairs Office.



Academic Policies & Procedures



Academic Freedom (Faculty)

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

Faculty shall be free:

- 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. *(Board Policy 6030, Title 5, Section 51023)*

Academic Freedom (Students)

The Board of Trustees believes that students have the right to listen, the right to decide, the right to choose, the right to reject, the right to express and defend individual beliefs, and that the educational purpose of the District is best served by this freedom of expression. As members of an academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students are essential to the purposes for which community colleges exist.

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Student performance will be evaluated on a broad academic basis, not on opinions or conduct in matters unrelated to academic standards. *(Board Policy 5580, Education Code Section 76067, 76120)*

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 as a college student at 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 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, Certificate of Achievement or Skills Attainment Certificate 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 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 following section*). Students should carefully consider classes that have "prerequisites" or "corequisites." Students can enroll in these classes ONLY if they have satisfied the prerequisite with a final grade of C or higher or "P" (Pass). *(Board Policy 6260)*

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

A Petition for Prerequisite/Co-requisite Challenge can be found on the college website under Admissions & Records and then Student Online Forms. Submit the completed petition with documentation materials to the appropriate instructional Dean's office. The College shall resolve any challenge within 10 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
- **P** – Pass (at least satisfactory) This grade cannot be changed to a letter grade
- **NP** – No Pass (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 (or better), or "P" (Pass).

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.

Challenging Grades

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetency, shall be final.

The following procedure will be followed when a student wishes to complain about a grade.

1. The student shall meet with the instructor to discuss the grade.
2. If the issue is not resolved, and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency, he/she may complain in writing to the appropriate Dean for the discipline involved. Student complaint forms for written complaints are available in the Dean's Offices in the Manzanita Building or on the college website.
3. The complaint will be reviewed by the appropriate Dean and the student will be notified in writing of the decision.
4. Appeals may be made to the Vice President of Student Learning or his/her designee.
5. The decision of the Vice President of Student Learning or his/her designee is final.
6. A student challenge to a final grade received in a class must occur within two academic years from the time the grade is received.

(Education Code Section 76224)

Adding a Course

Prior to the start of the semester, students may add a class online at: **www.gocolumbia.edu** (see the current class schedule for instructions of call the Help Desk at 209.588.5385 for assistance. Identify yourself as a Columbia College student when getting assistance from the Help Desk staff.)

To add a full semester class during the first two weeks of the semester, obtain the access code from the instructor. Log in to your connectColumbia account and do the following: (1) Click on Current Students; (2) Under the registration heading, click on "Add class with Access Code/Add Card;" (3) Using the section number of the class, the term and access code obtained from the instructor, you may add your class; (4) You must print your class schedule to ensure your registration has been completed. This printout will also contain all of the important deadline dates for each of your classes.

To add a full semester class after the first two weeks of the semester you must have a signed and dated add slip from the instructor and bring it to the Admissions and Records Office with photo identification. The add slip must be submitted to the Admissions and Records Office within 3 days of the instructor's dated signature. Failure to complete this process within the 3 day time frame may require additional approval from the instructor and/or the appropriate instructional dean.

If you have a financial hold on your record, you will receive an error message when attempting to register. Follow the red prompts at the top of the screen which should direct you to the Business Services Office. Any and all error messages will be written in red and should direct you to the appropriate department for assistance.

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 & Records 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.

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 a course shall be permitted to change his or her enrollment to receive credit or a grade for the course. Enrollment priority enrollment shall be given to students enrolled in the course for credit toward a degree, certificate, Skills Attainment Certificate or transfer. Please contact the Admissions & Records Office for further information and to obtain the required form. *(Board Policy 6070; Education Code Section 76370)*

Dropping a Course

To drop a course, the student may go online at **www.gocolumbia.edu** (see current Class Schedule for instructions), or submit a Drop Slip to the Admissions & Records Office. All drops processed at 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 Drop Slip and must drop the course in person at the Admissions & Records office.

- Course Deadlines: (See a copy of your Class Schedule for exact date)
- Prior to last day to drop without a "W," no grade or course title will appear on the official transcript.
- From the first day of the third 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:

Copies of the student class schedule contain all important dates for each course that the student has enrolled in. Copies of the schedule may be obtained on the college website at connectColumbia.

It is the student's responsibility to drop. Web transactions can be audited to determine the date and time and method used to drop a class. Registration, add and drop slips submitted at the Admissions & Records Office are maintained for two years.

Please see refund information on page 20.

Military Withdrawal

A student called for active duty may receive a military withdrawal at any time during the semester. Military withdrawals will not be factored into progress probation. To drop classes using a military withdrawal option, the student must submit a copy of military activation papers along with a drop form for each class to the Admissions Office.

Repetition of Courses

- Only designated courses may be repeated for credit. See course descriptions for limitation on course repeatability. Registration will be disallowed when a student reaches the limit.
- 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. Students must petition to enroll, providing documentation verifying that the course is required or mandated for their job.
- 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.
- 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.

Withdrawal Limits

Effective Summer 2012, students are limited to receiving no more than two substandard grades from any course taken within the Yosemite Community College District. Since this state regulation includes courses taken at Columbia and/or Modesto, substandard grades earned in courses that have been determined to be equivalent to each other (see "Intradistrict Course Equivalencies between Columbia College and Modesto Junior College" on page 56) count toward the second attempt. A "W" counts as an enrollment attempt. Students who have been blocked from enrollment in a course because they have reached the limit of two substandard grades should discuss options with a counselor.

Repetition of Course for Improvement of Grade

Per Title 5, Section 55042 and District Procedure on Repetitions, a student who has earned a grade of D, F, NP or W in a non-repeatable course taken in the Yosemite Community College District may repeat the course once for the purpose of grade improvement. This allows a student a maximum of two attempts to successfully complete the course. A "W" counts as the one attempt to improve the grade. The most recent completion (grade, grade points, and units) will replace the earlier course, even if the more recent completion results in a lower grade.

A student who earns a substandard grade in a non-repeatable course two times must discuss enrollment possibilities with a counselor. Should a student be approved to enroll a third time, the counselor may require that the student limit total units, participate in tutoring, or participate in other student success initiatives. The third completion will replace the second completion, even if the third completion results in a lower grade.

Students may be approved to repeat a class after three attempts only if a documentable extenuating circumstance exists relating to the third enrollment. Examples of extenuating circumstances are accidents, serious illness, death in the family, evidence of caretaking responsibilities, or a verified disability. Documentation is required to support circumstances that relate specifically to the dates of the last attempt. Students will be allowed to enroll in the class on a seats available basis only. The units, grade, grades points that may result from this enrollment will not be used to replace the previous substandard completion. The petition to repeat due to an extenuating circumstance must be submitted within 30 days of the end of the term when the course was completed.

(Title 5, Sections 58161, 55040, 55041, 55043, 55045)

Remedial Coursework Limit

Students may not receive credit for more than 30 units of remedial coursework, i.e., non-degree-applicable basic skills courses. However, this limit shall not apply to the following students:

1. Students identified by a college in the district as having a learning disability.
2. Students enrolled in an English as a Second Language course.

Waivers to this limitation may be granted when a student shows significant, measurable progress toward the development of skills appropriate to his/her enrollment in degree-applicable credit courses. *(Title 5, Section 55035)*

Health and Human Performance Enrollment Restriction

Enrollment by high school students in Health and Human Performance activity sections is restricted to a maximum of 10% of the total allowable enrollment. (For example: If a section will allow enrollment of 30 students, only 3 of the thirty can be high school special admit students). When the 10% limit is reached all further high school students will be blocked from registration and directed to attempt to enroll in another section of the course or another activity course. *(Title 5, Section 76002)*

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.
- Students are not eligible for a degree, Certificate of Achievement or Skills Attainment Certificate if one or more of the required classes has a notation of incomplete.

Academic Renewal

Subject to the following conditions, up to 24 semester or 36 quarter units of substandard grades (**D's**, **F's** and **NP's**), (taken at any accredited college or university), may be alleviated from computation of the grade point average at Columbia College:

1. Since completion of the work to be alleviated, the student must have completed a minimum of 15 semester units with at least a 3.0 cumulative GPA, 30 semester units with at least a 2.5 cumulative GPA, or 45 semester units with at least a 2.0 cumulative GPA at any accredited college or university. These units do not have to be lower division units.
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 Dean of Student Services. Forms are available in the Admissions & Records Office.
6. A repeated course that has resulted in a satisfactory grade cannot be removed.

(Title 5, Section 55044; Board Policy 5060)

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.

Pass/No Pass Grading (P/NP)

- Some transfer institutions will not accept **P/NP** grading symbols.
- A student may choose a Pass/No Pass (**P/NP**) option in courses for which letter grades are issued.
- A student has 30% of the length of the course to submit the Pass/No Pass 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 Pass (P) grade.
- Student performance equivalent to D or F work will equate to a No-Pass (NP) grade.
- A P or NP grade will be recorded on a student's transcript.
- A P or NP grade may not be converted to a letter grade.
- Pass (P) units may not be applied toward a student's major for the Associate Degree nor toward completion of a certificate program or Skills Attainment Certificate unless the course is offered for P/NP grading only.
- Pass (P) units are accepted toward completion of the general education requirements for the Associate Degree.
- P/NP units are not computed in determining a student's grade point average at Columbia College.
- Units attempted for which NP is recorded are counted in determining progress probation and progress dismissal.
- The maximum number of credit semester units, earned under the P/NP grading option, that may be counted toward the 60 unit requirement for an Associate Degree is 14.
- Courses offered for P/NP grading only are excluded from the maximum of fourteen units counted toward the Associate Degree.
- Students may only opt for P/NP grading in one class per semester.
- For courses designated as P/NP grading only, there is no limit to the number of courses in which enrollment is allowed each semester.
- A student can obtain the Pass/No Pass grading form on the web at **www.gocolumbia.edu** or from the Admissions & Records Office. 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 P/NP 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. In addition, it recognizes training or experience for which credit or advanced standing was not previously granted. *(Title 5, Section 55050, Board Policy 6235)*

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 Pass/No Pass grades (**P/NP**) only.
- 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

1. Students must be enrolled at Columbia College to receive credit for AP exams
2. Official score reports from the College Board AP Program must be sent to the Admissions Office at Columbia College. The college will not accept copies of the report. Students can obtain official score reports by calling 888.225.5427 (toll free).
3. Students will be granted credit for AP scores of 3, 4, or 5 in the specific areas indicated on the chart on pages 57-58 of this catalog.
4. Units earned by AP exams can be used to meet IGETC and CSU GE Breadth requirements. See a college counselor for exceptions and restrictions.

College Level Examination Program (CLEP)

Columbia College accepts limited credits from the Credit for College Level examination (CLEP).

See **www.gocolumbia.edu/articulation** for more information.

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, upper division courses, or extension courses.

Columbia College does not evaluate international transcripts. Lower division courses will be accepted if recommended by the Credentials Evaluation Service, Inc., P.O. Box 66940, Los Angeles, CA 90066, or the Foreign Educational Document Services, P.O. Box 4091, Stockton, CA 95201. The cost of the evaluation is the responsibility of the student.

In accordance with District policy, official college transcripts received by Columbia College will be evaluated for college credit. Transcripts received become the property of Columbia College.

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 including the 2 units awarded for the physical activity graduation requirement will be accepted 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 Admissions & Records Office 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 Policy

Instructors establish attendance policies for their classes and inform students about attendance requirements in a course syllabus. 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.

Be sure to check the course syllabus (distributed at the beginning of each course), or contact your instructor! Remember, you're in charge—it is your responsibility to prepare for and attend 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 Dean of Student Services. Students on progress or academic probation will be limited to a unit load established by the Dean of Student Services.

Final Examinations

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

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

Scholastic Honors

For Graduation: Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all degree applicable 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 GPA of 3.5 and no grade below a **C** are awarded "President'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 earned at Columbia College are counted on a cumulative basis. The method of computing Grade Point Averages follows.

Grade Reports

Report cards are not issued by the college. Students obtain their final semester grades on the College website at **www.gocolumbia.edu** approximately 10 working days after the semester ends. Additionally, students may obtain an unofficial transcript containing all classes and grades completed at Columbia College since 1985 on the college website. All outstanding obligations must be cleared to obtain transcripts, access grades and obtain placement test results.

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
- **P** – Pass
- **NP** – No Pass
- **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

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

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

Grades earned in nondegree applicable courses will not be included in the calculation of a student's units earned and grade point average when determining eligibility for a degree. *(Title 5, Section 55021-23; Board Policy 6230)*

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 Pass/No Pass basis. *(Education Code Section 70902(B)(3), Title 5, Section 55030-55034; Board Policy 5560/6250)*

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 **NP** (No Pass) 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 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 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 Dean of Student Services, the student is not making appropriate progress after being placed in either status. A disqualified student may be readmitted by special petition to the Dean of Student Services. 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:

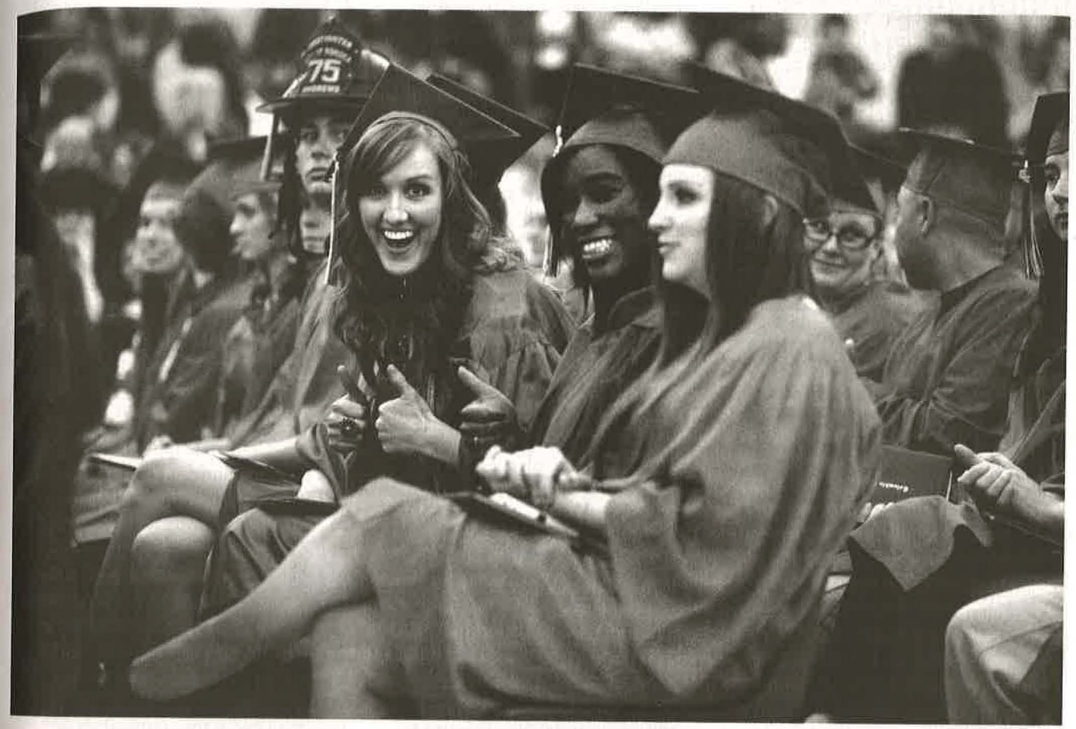
- Evidence of consistent improvement in the student's record.
- A change from one major to a field of study more appropriate to the student.
- Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance 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 Dean of Student Services that the one semester period of dismissal be waived.

Withdrawal from College

A student wishing to withdraw from the College is responsible for dropping all classes on the College website or by completing the drop form at the Admissions & Records Office. Failure to do so may result in **F** grades recorded on the student's transcript. *(Title 5, Section 55024)*

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. The Associate in Science Degree is awarded in Science and Technical fields. 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 completed at Columbia College. Units earned in remedial and Skills Development unit courses do not count in the 60 unit requirement (courses numbered 200 and above).
2. **Catalog Rights:** For students entering Columbia College for the first time in summer 2012, fall 2012 or spring 2013, the degree requirements are valid through 2015-16. Students taking more than four years of continuous enrollment to complete a degree will no longer have rights to the 2012-13 catalog. Consult a counselor for assistance.
3. **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.
4. **Major:** Satisfactory completion of any AA/AS/AS(OE) major listed on pages 65-88. 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. Pass (P) grades are not accepted unless a course in the major is pass/no pass grading. 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 and the course is required in both majors. The same catalog year must

be used when applying for multiple degrees.

5. **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 54-55. 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 52-53 for an alternative method of completing transferable General Education Requirements.
6. **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

   MATH 104, Algebra II, or any mathematics course of a higher level than MATH 104, Algebra II.

   They may also be met through completion of a credit by examination with a grade of C or better.

   MATH 106: Introduction to Mathematical Thinking
7. **Institutional Requirement:** Two physical activity courses under Health & Human Performance are required. Note: HHP 6A and HHP 6B together can fulfill this institutional requirement and complete area E of the CSU GE Breadth pattern.

   *May not apply to the AB 1440 transfer degrees

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 Summer term 2012, and are valid through the 2015-16 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. When a student petitions for graduation they may choose to use a more current catalog for all graduation requirements. However, once a student has selected a catalog, they must retain this catalog for all degrees and certificates awarded during the academic year.
3. Request for Waiver or Substitution: Request for waiver or substitution of any graduation requirement must be petitioned to the Academic Requirements Review Committee.
4. Double-counting units: Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.
5. The student must request 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 or Certificate Completion

The semester prior to completion of a degree, Certificate of Achievement, or Skills Attainment Certificate, students must obtain a petition of completion available on the college website at **www.gocolumbia.edu** or from the Admissions and Records or Counseling Office. The student must then schedule an appointment with a college counselor who will review the student's academic history to determine if in fact they are potentially eligible for completion of the award during the following semester. If the counselor determines that in fact the student will be eligible for the award, the counselor will sign the petition and the student must then submit the petition to the evaluator located in the Admissions and Records Office.

Degrees, Certificate of Achievements, and Skills Attainment Certificate may be conferred at the culmination of the summer, fall or spring terms. Notation of the completed degree or certificate of achievement and the date that the award was conferred will appear on the student's official academic transcript. The Skills Attainment Certificate award will NOT appear on the official academic transcript. Diplomas are only available at the culmination of the spring semester of each academic year. Certificates of Achievement will be mailed to students after the final evaluation is complete.

Commencement–Graduation Ceremony for Associate's Degrees

At the culmination of each academic year Columbia College holds a commencement ceremony to honor those students who have completed a degree.

To be eligible to participate in the ceremony, a student must have all degree requirements completed by the end of the spring semester.

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 upon request from the student. Full certification consists of not less than 39 semester units from Areas "A" through "E". In addition, the following transfer requirements and information apply.

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 54-55. 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 48-51 for further information.
5. **The Student Transfer Achievement Reform Act** (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

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 52-53) and a counselor for assistance.*
2. 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.
3. Students must request the college to send a fully or partially completed Lower Division General Education 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, pages 52-53) 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 pattern cannot be used if three or more areas are incomplete. Students can check the appropriate box (CSUGE- or IGETC) on the transcript request form.

Transfer Requirements

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 Islands
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 Area A and B.4, 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. 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 (pages 54-55) and the Intersegmental General Education Transfer Curriculum (IGETC, pages 52-53) are the two patterns of courses which Columbia College uses to certify that the student has met the required minimum semester units of general education.

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

If transferring with fewer than 60 transferable semester *(90 quarter)* units of study, you must also submit your high school transcript. Applicants with 60 or more transferable semester units may be asked to submit high school transcripts if admissibility cannot be determined by the college or university transcripts.

Test Scores—Freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit must submit scores, unless exempt from either the Scholastic Assessment Test (SAT I) of the College Board or the American College Testing Program (ACT).

If you are applying to an *impacted program* and are required to submit test scores, you should take the test no later than early December if applying for fall admission or no later than November if applying to San Luis Obispo. Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT I or ACT are available from high school or college counselors or from a CSU campus testing office. Or you may write to or call:

The College Board (SAT I)
Registration Unit
P.O. Box 592, Princeton, NJ 08541
609.771.7588

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

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

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

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

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

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

If you wish to be considered for admission through EOP, you must so indicate on the application. In addition, you must complete and submit the forms included in the EOP Information and Supplementary Application booklet. The EOP booklet is available at each CSU campus EOP office and the Columbia College EOPS Office. Submission of an EOP application which results in ineligibility will delay processing of your application for regular admission.

Because the number of EOP places is limited, you should file your application forms early in the filing period. Before doing so, however, please consult with the EOP Office at the campus of your choice and an EOPS counselor at Columbia College.

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

The CSU issues separate requirements and application filing dates in the admission of foreign students. Verification of English proficiency *(see the 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.

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.

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. 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 ten 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 ten 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 (TCA) on page 51 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 52-53. The University publishes a booklet especially for transfer applicants called *Answers for Transfers*. It is available in the Career/Transfer Center on campus.

Minimum Eligibility Requirements for Transfer to UC

When there are more eligible applicants than spaces available, each campus uses academic criteria alone, 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)**

Transfer Admission Guarantee (TAG)

Columbia College has available guaranteed admission agreements with the University of California campuses at Davis, Riverside, Santa Cruz, and Santa Barbara. The purpose of the TAG is to guarantee students admission to the university or college with which the TAG has been contracted. The TAG assures students that the courses to which they have committed will meet requirements for admission, general education and lower division major preparation. The TAG should be written at least one year prior *(completion of 30 UC-transferable units)* to enrollment in the four-year university or college to which the student is transferring and cannot be used for any term other than the one indicated in the signed agreement. If you plan to transfer to any one of these four campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Guarantee process. There are strict deadlines for UC Davis at this time and TAGs may not be available for all quarters/semesters of the academic year.

Transferable Course Agreement (TCA)

The Transferable Course Agreement is available at **www.assist.org.** Please contact a counselor for additional information.

IGETC 2012-13
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 54-55 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 1B
  ENGL 1C
  HIST 5/PHILO 5
  (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, 12, 17A, 17B, 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
  MUSIC 2, 10, 11, 12
  (Or course from another college or AP)
- **Group 3B: Humanities**
  ENGL 11, 17, 18, 46, 47, 49, 50, 81
  HIST 5, HUMAN 1, 2, 3, 4; PHILO 1, 4, 5, 25, 35
  SIGN 40B, 40C, 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*, SOCIO 5*, SPCOM 5
- **Group 4D: Gender Studies**
  ANTHR 7, HHP 2, HIST 21, SOCIO 7

Area 4 – Social and Behavioral Sciences (continued)

- **Group 4E: Geography**
  GEOGR 12
- **Group 4F: History**
  HIST 11, 13, 14, 16, 17, 21
- **Group 4G: Interdisciplinary, Social and Behavioral Sciences**
  CHILD 1, SPCOM 12
- **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**
  HHP 63, 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), 12(L), 20**
  ESC 1, 5 (L), 10, 12, 22, 30, 33(L), 40, 42, 50 (L), 62
  GEOGR 15
  PHYCS 1**, 2**, 4A (L), 4B (L), 5A (L), 5B (L)
  (Or courses from other colleges or AP)
- **Group 5B: Biological Sciences**
  ANTHR 1*, BIOL 2 (L)**, 4 (L), 6 (L), 10 (L), 17 (L)**, 24 (L), 60 (L), 65 (L)
  (Or courses from other college or AP)
- **Group 5C: Laboratory Activity**
  Take one course from 5A or 5B with a lab as indicated by (L).

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.
3. In addition, the UC faculty has agreed that a CCC faculty member is qualified to determine language proficiency equal to two years of high school study. The faculty member provides a letter on letterhead asserting the student has mastered proficiency in the language equivalent to two years of high school study or higher.

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

SIGN 40B	ASL: Intermediate Communication with the Deaf
SIGN 40C	ASL: Advanced Intermediate Communication with the Deaf
SPAN 1A	Spanish: Beginning
SPAN 1B	Spanish: Beginning
SPAN 2A	Spanish: Intermediate
SPAN 2B	Spanish: Intermediate

4. 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.
5. A score of 500 or higher in the College Board Achievement tests in languages other than English.
6. 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

The CSU U.S. History, Constitution, and American Ideals (AI) graduation requirement is not part IGETC. Courses used to satisfy this requirement may also be listed in Area 4. However, CSU campuses have the discretion whether to allow courses used to satisfy the CSU AI graduation requirement to count in both Area 4 and to meet the AI graduation requirement. In the absence of specific knowledge of a CSU campus policy for double-counting, Columbia College will certify IGETC using the courses in Area 4 and the CSU AI graduation requirement.
6 units: one course from Group 7A and one from Group 7B

- **Group 7A:**
  POLSC 10 Constitutional Government
  And
- **Group 7B:**
  HIST16 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.

Notice to Students

Selection of courses from this list may be affected by one or more factors, including choice of major, university transfer requirements, or prerequisite or sequencing requirements. Failure to plan appropriately WILL adversely affect timely graduation and/or transfer. Students are encouraged to consult with a counselor in developing an individual education plan. (Counseling Office, Manzanita 15, 588.5109).

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

FOR AA/AS* DEGREE:	FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:	AREA A. ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING:	FOR CSU TRANSFER:***
Three courses required: One each from A.1, A.2, A.3 (must have a grade of **C** or higher in each area of A).	Two courses required: one course from A.2. and one course from A.1. or A.3. (must have a grade of **C** or higher).	A.1. Oral Communication SPCOM 1, 4 A.2. Written Communication ENGL 1A, AP A.3. Critical Thinking [1]ENGL 1B, 1C, HIST 5[1], PHILO 5[1] , SPCOM 2	Three courses required: one each from A.1, A.2, A.3 (must have a grade of **C** or higher in each area of A).
FOR AA/AS* DEGREE: Three courses required: One each from B.1, B.2, and B.4, including one laboratory course from B.3. Also acceptable in B.2: BIOL 150. Also acceptable in B.4: MATH 104, MATH 106 or any higher mathematics course (must have a grade of **C** or higher in area B4).	**FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:** Two courses required: One course from B.1 or B.2; and one course from B.4. Also acceptable in B.2: BIOL 150. Also acceptable in B.4: MATH 104, MATH 106 or any higher mathematics course (must have a grade of **C** or higher in area B4).	**AREA B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING:** B.1. Physical Sciences CHEM 1A(L), 1B(L), 10(L), 11(L), 12(L), 20, 2A, 2A(L), 2B, 2B(L), 4A, 4A(L), 4B, 4B(L), 5, 5(L), 14, 14(L), 16, 16 (L), 20(L), AP ESC 1, 5 (L), 10, 12, 22, 30, 33 (L), 40, 42, 50 (L), 62 GEOGR 15, PHYCS 1, 2, 4A (L), 4B (L), 5A (L), 5B (L), AP B.2. Life Sciences ANTHR 1[4], BIOL 2 (L), 4 (L), 6 (L), 10 (L), 17 (L), 24 (L), 60 (L), 65 (L), AP 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), 12 (L), AP, ESC 5 (L), 33 (L), 50 (L), PHYCS 4A (L), 4B (L), 5A (L), 5B (L), AP B.4. Mathematics, Quantitative Reasoning MATH 2, 4A, 4B, 6, 8, 12, 17A, 17B, 18A, 18B, AP	**FOR CSU TRANSFER:*** Three courses required: one each from B.1, B.2, and B.4, including one laboratory (L) course from B.3; and no fewer than nine units total from Area B (must have a grade of **C** or higher in area B4).
FOR AA/AS* DEGREE: Two courses required: one from C.1; and one from C.2. *The GE requirements in this column do not apply to the AS (OCCUPATIONAL EDUCATION) Degree. See column at right for AS (OCCUPATIONAL EDUCATION) GE Degree requirements.	**FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:** One course required from C.1 or C.2. **The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree.	**AREA C. ARTS AND HUMANITIES:** C.1. Arts (Art, Cinema, Dance, Music, Theater): ART 11, 12, 13, AP, DRAMA 10 , 20, 42, 43 MUSIC 2, 10, 11, 12, AP C.2. Humanities (Literature, Philosophy, Languages other than English: [1]ENGL 1B, 11, 17, 18, 46, 47, 49, 50, 81, AP HIST 5[1] HUMAN 1, 2, 3, 4 PHILO 1, 4, 5[1] , 25, 35 SIGN 40A, 40B, 40C SPAN 1A, 1B, 2A, 2B, AP	**FOR CSU TRANSFER:*** 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.

[1] ENGL 1B, HIST 5, or PHILO 5 may be used to satisfy either Area A.3 or C.2, but not both.
[2] CHILD 1, HHP 2, PSYCH 20 or PSYCH 35 may be used to satisfy either Area D. or E., but not both.
[3] Designed to meet an Ethnic Studies Requirement.
[4] ANTHR 1 may be used to satisfy either Area B.2 or D.1, but not both.
(L) Includes a laboratory

FOR AA/AS * DEGREE:	FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:	AREA D. SOCIAL SCIENCES:	FOR CSU TRANSFER:***
Two courses required: one from HIST 16, 17 or POLSC 10; and one course from D1-D0.	Two courses required: One course from HIST 16, 17 or POLSC 10; and one course from D1-D0.	Area D.1. Anthropology, Archaeology ANTHR 1[4], 2, 3, 10, 15 Area D.2. Economics ECON 10, 11, AP Area D.3. Ethnic Studies ANTHR 15, SOCIO 5[3], SPCOM 5 Area D.4. Gender Studies ANTHR 7, HHP 2[2], HIST 21, SOCIO 7 Area D.5. Geography GEOGR 12 Area D.6. History HIST 11, 13, 14, 16, 17, 21, AP Area D.7. Interdisciplinary, Social or Behavioral Science CHILD 22, NATRE 1, SPCOM 12 Area D.8. Political Science, Government and Legal Institutions POLSC 10, 12, 14, AP Area D.9. Psychology CHILD 1[2], PSYCH 1, 15, 20[2], 35[2], AP Area D.0. Sociology and Criminology HHP 63, SOCIO 1, 2, 5[3]	Three courses required: POLSC 10 and HIST 16 or 17; and one course from Areas D1-D0.
FOR AA/AS* DEGREE: One course in E. *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.	**FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:** No course required in E.	**AREA E. LIFELONG LEARNING AND SELF DEVELOPMENT:** BIOL 50 CHILD 1[2] GUIDE 1 HHP 2[2], 5, 6A, 6B, 60 HPMGT 10 INDIS 48 PSYCH 5, 10, 20[2], 30, 35[2], 40 SOCIO 12, 28 DD 214 (Military Discharge)	**FOR CSU TRANSFER:*** One course in E. Three units minimum required. ***A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements (See pages 52-53).

Two physical activity courses under Health & Human Performance are required for graduation from Columbia College. DD214 will clear the physical activity requirement.

U.S. History, Constitution and American Ideals
HIST 16 or HIST 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 45-51 for additional information on Graduation and Transfer Requirements.
See pages 57-58 for specific information on Advanced Placement (AP) credit.

Notice to Students
A student must request a CSU General Education Breadth Certification from the Admissions & Records Office. Selection of courses from this list may be affected by one or more factors, including choice of major, university transfer requirements, or prerequisite or sequencing requirements. Failure to plan appropriately WILL adversely affect timely graduation and/or transfer. Students are encouraged to consult with a counselor in developing an individual education plan. (Counseling Office, Manzanita 15, 588.5109).

COLUMBIA COLLEGE/MODESTO JUNIOR COLLEGE EQUIVALENT COURSES (2012)

Yosemite Community College District is home to two great community colleges, Columbia College (CC) and Modesto Junior College (MJC). That means that some of Columbia's courses are equivalent to courses offered at Modesto Junior College. If you have taken courses at either school and wish to take courses at the other, see the guide below.

CC COURSE #	MJC COURSE #
ANTHR 1	ANTHR 101
ANTHR 2	ANTHR 102
ANTHR 10	ANTHR 130
ANTHR 15	ANTHR 150
ART 9A	ART 123
ART 11	ART 164
ART 12	ART 165
ART 13	ART 169
ART 21A	ART 148
ART 21B	ART 149
ART 23A	ART 144
ART 23B	ART 145
ART 25	ART 146
ART 31	ART 108
ART 40	ART 170 or 181 & 182
BIOL 2	BIO 101
BIOL 4	ZOOL 101
BIOL 6	BOT 101
BIOL 10	ANAT 125
BIOL 17	BIO 111
BIOL 50	FDNTR 219
BIOL 60	PHYSO 101
BIOL 65	MICRO 101
BIOL 150	AP 50
BUSAD 2A	BUSAD 201
BUSAD 2B	BUSAD 202
BUSAD 18	BUSAD 218
BUSAD 20	BUSAD 248
BUSAD 25/GUIDE 25	GUIDE 112
BUSAD 30	BUSAD 245
BUSAD 40	BUSAD 240
CHEM 1A	CHEM 101
CHEM 1B	CHEM 102
CHEM 10	CHEM 143
CHEM 11	CHEM 144
CHEM 20	CHEM 150
CHILD 1	CLDDV 103
CHILD 3	CLDDV 101
CHILD 12 & 13	CLDDV 292
CHILD 16	CLDDV 127B & C
CHILD 16	CLDDV 128B & C
CHILD 19	CLDDV 163
CHILD 22	CLDDV 109
CHILD 23	CLDDV 121
CHILD 25	CLDDV 125
CHILD 30	CLDDV 150
CHILD 31	CLDDV 151
CMPSC 9	CMPSC 206
CMPSC 10	CMPGR 262
CMPSC 11	CMPGR 215
CMPSC 12	CMPGR 264
CMPSC 19	CMPGR 268

CC COURSE #	MJC COURSE #
CMPSC 22	CMPSC 205
CMPSC 24	CMPSC 261
CMPSC 28	CMPSC 213
CMPSC 30	CMPSC 278
CMPSC 55	CMPSC 275
DRAFT 50A	ENGTC 210 & 211
DRAMA 10	THETR 100
DRAMA 20	THETR 120
DRAMA 22	THETR 122
DRAMA 42	THETR 160
ECON 10	ECON 101
ECON 11	ECON 102
EDUC 10	SOCSC 109
EDUC 12	SOCSC 110
EMS 4	EMS 390
EMS 13	HE 101
EMS 157	EMS 350
ENGL 1A	ENGL 101
ENGL 1B	ENGL 102
ENGL 1C	ENGL 103
ENGL 11	ENGL 161
ENGL 17	ENGL 135
ENGL 18	ENGL 136
ENGL 46	ENGL 137
ENGL 47	ENGL 138
ENGL 50	ENGL 163
ENGL 81	ENGL 132
ENGL 151	ENGL 50
ENGL 650	ENGL 49
ESC 5	GEOL 161
ESC 33	EASCI 161
ESC 35	GEOL 171A & B
ESC 50	EASCI 162
FIRE 1	FSCI 301
FIRE 2	FSCI 302
FIRE 3	FSCI 303
FIRE 4	FSCI 304
FIRE 5	FSCI 305
FIRE 7	FSCI 337
FIRE 7, 50, 101, 106,108 & 110	FSCI 362 & 363
FIRE 29A & 29B	FSCI 364
FORES 1	NR 220
FORES 10	NR 376
FORTC 162	NR 376
GEOGR 12	GEOG 102
GEOGR 15	GEOG 101
GEOGR 60	ENSCI 109 or GEOG 109
GUIDE 1, GUIDE 110, or GUIDE 150	Satisfies MJC Guidance requirement
GUIDE 11	GUIDE 111
GUIDE 25/BUSAD 25	GUIDE 112

CC COURSE #	MJC COURSE #
GUIDE 100	STSK 78
GUIDE 107	GUIDE 110
GUIDE 115	SOCSC 58
HHP 2	HE 111
HHP 4	PE 108
HHP 60	HE 110
HHP 62	HE 100
HIST 11	HIST 129
HIST 13	HIST 106
HIST 14	HIST 107
HIST 16	HIST 101
HIST 17	HIST 102
HIST 21	HIST 116
HUMAN 1	HUMAN 105
HUMAN 2	HUMAN 106
HUMAN 3	HUMAN 110
HUMAN 4/PHILO 4	PHILO 115
MATH 2	MATH 134
MATH 4A	MATH 105
MATH 4B	MATH 106
MATH 6	MATH 101
MATH 12	MATH 130
MATH 17A	MATH 121
MATH 17B	MATH 122
MATH 18A	MATH 171
MATH 18B	MATH 172
MATH 100A	MATH 71
MATH 100B	MATH 72
MATH 101	MATH 70
MATH 104	MATH 90
MATH 601	MATH 10
MATH 602	MATH 20
MUSIC 4A	MUST 131
MUSIC 4B	MUST 132
MUSIC 5A	MUST 133
MUSIC 5B	MUST 134
MUSIC 10	MUSG 121
MUSIC 11	MUSG 122
MUSIC 20A	MUST 121
MUSIC 20B	MUST 122
MUSIC 21A	MUST 123
MUSIC 21B	MUST 124
MUSIC 31A	MUSA 121
MUSIC 36	MUSA 151
MUSIC 37	MUSA 152
MUSIC 39	MUSA 153
MUSIC 41A & 41B	MUSA 123
MUSIC 49	MUSA 141
MUSIC 50	MUSA 145
MUSIC 52	MUSA 183
MUSIC 56	MUSA 154
MUSIC 66	MUSE 151

CC COURSE #	MJC COURSE #
MUSIC 76	MUSE 161
MUSIC 78	MUSE 166 OR 176
NARTC 160	NR 224
NARTC 181	NR 215
NATRE 22	NR 379
OFTEC 50	MDAST 321
OFTEC 120	OFADM 301 & 302
OFTEC 131	OFADM 314
OFTEC 141	CMPSC 231
PHILO 1	PHILO 101
PHILO 4/HUMAN 4	PHILO 115
PHILO 25	PHILO 123
PHYCS 1	PHYS 160
PHYCS 4A	PHYS 142
PHYCS 4B	PHYS 143
PHYCS 5A	PHYS 101
PHYCS 5B	PHYS 103
POLSC 10	POLSC 101
POLSC 14	POLSC 110
PSYCH 1	PSYCH 101
PSYCH 5	PSYCH 110
PSYCH 10	PSYCH 141
PSYCH 30	PSYCH 130
PSYCH 35	HUMSR 116
SOCIO 1	SOCIO 101
SOCIO 2	SOCIO 102
SOCIO 5	SOCIO 150
SOCIO 12	SOCIO 125
SOCIO 28	HUMSR 114
SPAN 1A	SPAN 101
SPAN 1B	SPAN 102
SPAN 2A	SPAN 103
SPAN 2B	SPAN 104
SPAN 10A	SPAN 51
SPCOM 1	SPCOM 100
SPCOM 2	SPCOM 104
SPCOM 4	SPCOM 102
SPCOM 5	SPCOM 130
SPCOM 7	SPCOM 105
SPCOM 9	SPCOM 106

NOTE: This listing is subject to change. For latest info, go to: **mjc.edu/current/studentservices/advising/course-equiv.html**

COLLEGE CREDIT FOR EXTERNAL EXAMINATIONS

Advanced Placement (AP)

Students must have the College Board send AP exam results to the Admissions Office (hand-carried copies will not be accepted) for use on the AA/AS/ASOE or GE patterns. (Students are encouraged to see a counselor when interpreting AP scores.) Course credit and units granted at Columbia College may differ from course credit and units granted by a transfer institution. Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Exams with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and AA/AS and ASOE general education (GE).

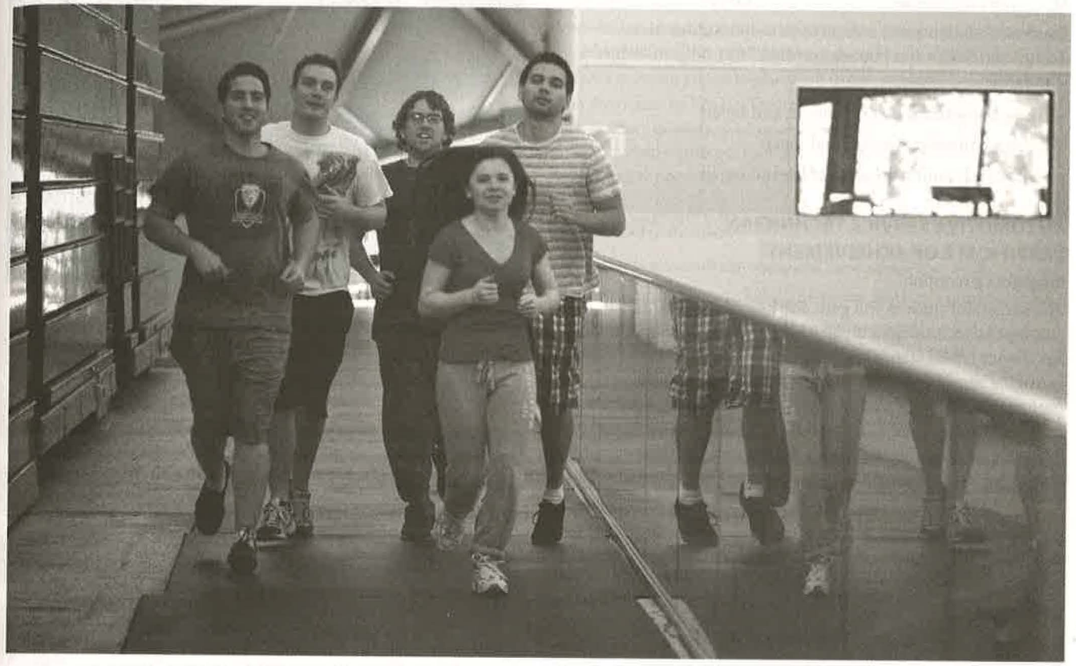
AP EXAM	COLUMBIA COLLEGE GE AND ELECTIVE CREDIT AA/AS/ASOE DEGREE		CSU GE-BREADTH		IGETC	
	Area(s)	Semester Credits	Area(s)	Semester Credits	Area(s)	Semester Credits
Art History	C1 or C2	3	C1 or C2	3	3A or 3B	3
Biology	B2+B3	4	B2+B3	4	5B (with lab)	4
Calculus AB[2]	B4	3	B4	3	2A	3
Calculus BC[2]	B4	3	B4	3	2A	3
Calculus BC/AB Subscore[2]	B4	3	B4	3	2A	3
Chemistry						
Exam taken before Fall 2009	B1+B3	6	B1+B3	6	5A (with lab)	4
Exam taken Fall 2009 or later	B1+B3	4	B1+B3	4	5A (with lab)	4
Chinese Lanugage and Culture	C2	3	C2	3	3B+6A	3
Comparative Government and Politics	D8	3	D8	3	4H	3
Computer Science A[2]	N/A	3	N/A	0	N/A	N/A
Computer Science AB[2]	N/A	6	N/A	0	N/A	N/A
English Language	A2	3	A2	3	1A	3
English Literature	A2+C2	6	A2+C2	6	1A or 3B	3
Environmental Science						
Exam taken before Fall 2009	(B1+B3) or (B2+B3)	4	(B1+B3) or (B2+B3)	4	5A (with lab)	3
Exam taken Fall 2009 or later	B1+B3	4	B1+B3	4	5A (with lab)	3
European History	D6	3	C2 or D6	3	3B or 4F	3
French Language						
Exam taken before Fall 2009	C2	6	C2	6	3B+6A	3
Exam taken Fall 2009 or later	C2	3	C2	3	3B+6A	3
French Literature						
Exam taken before Fall 2009	C2	3	C2	3	3B+6A	3
German Language						
Exam taken before Fall 2009	C2	6	C2	6	3B+6A	3
Exam taken Fall 2009 or later	C2	3	C2	3	3B+6A	3
Human Geography	D5	3	D5	3	4E	3
Italian Language and Culture						
Exam taken before Fall 2010	C2	3	C2	3	3B+6A	3
Japanese Language and Culture	C2	3	C2	3	3B+6A	3

AP EXAM	COLUMBIA COLLEGE GE AND ELECTIVE CREDIT AA/AS/ASOE DEGREE		CSU GE-BREADTH		IGETC	
	Area(s)	Semester Credits	Area(s)	Semester Credits	Area(s)	Semester Credits
Latin Literature						
Exam taken before Fall 2009	C2	3	C2	3	3B+6A	3
Latin: Vergil	C2	3	C2	3	3B+6A	3
Macroeconomics	D2	3	D2	3	4B	3
Microeconomics	D2	3	D2	3	4B	3
Music Theory						
Exam taken before Fall 2009	C1	3	C1	3	N/A	N/A
Physics B[3]						4
Exam taken before Fall 2009	B1+B3	6	B1+B3	6	5A (with lab)	4
Exam taken Fall 2009 or later	B1+B3	4	B1+B3	4	5A (with lab)	4
Physics C (electricty/magnetism)[3]	B1+B3	4	B1+B3	4	5A (with lab)	3
Physics C (mechanics)[3]	B1+B3	4	B1+B3	4	5A (with lab)	3
Psychology	D9	3	D9	3	4I	3
Spanish Language						3
Exam taken before Fall 2009	C2	6	C2	6	3B+6A	3
Exam taken Fall 2009 or later	C2	3	C2	3	3B+6A	3
Spanish Literature						
Exam taken before Fall 2009	C2	6	C2	6	3B+6A	3
Exam taken Fall 2009 or later	C2	3	C2	3	3B+6A	3
Statistics	B4	3	B4	3	2A	
Studio Art - 2D	N/A	3	N/A	0	N/A	N/A
Studio Art - 3D	N/A	3	N/A	0	N/A	N/A
Studio Art - Drawing	N/A	3	N/A	0	N/A	N/A
U.S. Government and Politics	D8	3	D8+US-2[4]	3	4H+ US-2[4]	3
U.S. History	D6	3	(C2 or D6)+US-1	3	(3B or 4F)+US-1	3
World History	C2 or D6	3	C2 or D6	3	3B or 4F	3

1 Areas of GE Breadth (A1 through E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 4405, and at www.assist.org.
2 If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.
3 If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.
4 Does not fulfill AHI California Government requirement.

AA/AS/ASOE: A student who receives AP credit and then takes the equivalent Columbia College course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.
CSU GE: The Advanced Placement examinations may be incorporated into the certification of CSU General Education-Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.
IGETC: AP exams must be used in the area indicated regardless of where the certifying institution's discipline is located.
CLEP/IB: For information on College-Level Examination Program (CLEP) and International Baccalaureate (IB) credits, please see a counselor or visit the website: www.gocolumbia.edu/student_services/articulation

Academic Program Outcomes



ALLIED HEALTH ASSOCIATE DEGREE

Program Description

Students successfully completing the Allied Health Associate in Science Degree have a solid foundation for pursuing further education in a variety of health care fields.

Measurable Outcomes

Successful students will likely:

- Demonstrate foundational knowledge in science necessary to enroll in a variety of health care programs

AUTOMOTIVE SERVICE TECHNICIAN ASSOCIATE DEGREE

Program Description

The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This degree major includes training in engine repair, braking systems, air conditioning, engine performance, electrics, suspension and steering, manual power trains and axles, automatic transmissions and transaxles or Smog Check Technician training, and general skills needed to be successful in the industry. The degree recipient will be more competitive for management positions.

Measurable Outcomes

Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:

- Braking systems theory, service, and repair
- Engine theories, service, and repair
- Air conditioning theory, service and repair
- Engine performance theories, service, and repair
- Electrics theories, service, and repair
- Suspension and steering theories, service, and repair
- Manual and automatic drive trains theories, service, and repairs
- Smog Check Technician training, prescribed by the Bureau of Automotive Repair

AUTOMOTIVE MAINTENANCE TECHNICIAN ASSOCIATE DEGREE

Program Description

The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This degree major includes training in engine repair, braking systems, air conditioning,

and general skills needed to be successful in the industry. The degree recipient will be more competitive for management positions.

Measurable Outcomes

Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:

- Braking systems theory, service, and repair
- Engine theories, service, and repair
- Air conditioning theory, service and repair

AUTOMOTIVE SERVICE TECHNICIAN CERTIFICATE OF ACHIEVEMENT

Program Description

The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This certificate includes training in engine repair, braking systems, air conditioning, engine performance, electrics, suspension and steering, manual power trains and axles, automatic transmissions and transaxles or Smog Check Technician training, and general skills needed to be successful in the industry.

Measurable Outcomes

Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:

- Braking systems theory, service, and repair
- Engine theories, service, and repair
- Air conditioning theory, service and repair
- Engine performance theories, service, and repair
- Electrics theories, service, and repair
- Suspension and steering theories, service, and repair
- Manual and automatic drive trains theories, service, and repairs
- Smog Check Technician training, prescribed by the Bureau of Automotive Repair

AUTOMOTIVE MAINTENANCE TECHNICIAN CERTIFICATE OF ACHIEVEMENT

Program Description

The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This certificate includes training in engine repair, braking systems, air conditioning, and general skills needed to be successful in the industry.

Measurable Outcomes

Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:

- Braking systems theory, service, and repair
- Engine theories, service, and repair
- Air conditioning theory, service and repair

ENGINE PERFORMANCE CERTIFICATE OF ACHIEVEMENT

Program Description

The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This certificate includes training in engine performance and air conditioning.

Measurable Outcomes

Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:

- Engine performance theories, service, and repair
- Air conditioning theory, service and repair

UNDER VEHICLE SERVICE CERTIFICATE OF ACHIEVEMENT

Program Description

The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This certificate includes training in braking systems, suspension and steering, and manual drive trains.

Measurable Outcomes

Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:

- Braking systems theory, service, and repair
- Suspension and steering theories, service, and repair
- Manual and automatic drive trains theories, service, and repairs

BEHAVIORAL AND SOCIAL SCIENCES

Purpose

Behavioral and Social Sciences courses at Columbia College include Anthropology, Geography, History, Humanities, Philosophy, Political Science, Psychology, Sociology, and Speech. Students pursuing coursework in these subjects will benefit from a rich and in-depth experience that can lead to successful transfer to a four-year institution as well as meeting general education requirements for an AA/AS degree.

Measurable Outcomes

Students successfully completing courses in these areas will likely be able to:

- Demonstrate basic knowledge of the most significant theories, methods, structures, processes, and institutions associated with Behavioral and Social Sciences
- Critically analyze, evaluate, and articulate established ways of knowing in the Behavioral and Social Sciences
- Demonstrate critical thinking competencies in analyzing competing hypotheses
- Demonstrate competencies associated with 21st century citizenship and adulthood—these competencies include basic awareness of diverse perspectives and their implications—culturally, socially, psychologically, philosophically, historically, and geographically
- Demonstrate ability to engage in and maintain effective approaches to problem solving

BIOLOGICAL AND PHYSICAL SCIENCES

Purpose

Biological and Physical Sciences courses at Columbia College include Biological Sciences, Chemistry, Earth Sciences and Physics. Students pursuing coursework in these subjects will benefit from a rich and in-depth science experience that can lead to successful transfer to a four-year institution as well as meeting general education requirements for an AS degree.

Measurable Outcomes

Students will likely:

- Learn how to plan a program of data gathering and analysis that employs modern scientific procedures and the use of modern technology
- Use acquired knowledge of biology and physical science to make informed decisions about problems in society and public policy
- Develop social and professional skills needed to be successful in the modern work place (e.g. communications, working in groups, working with technology)

BUSINESS ADMINISTRATION

Program Description

Business Administration students will gain experience in Management, Marketing, Human Resource Development, Production, Economics, and Finance, Accounting, and Computer Science applications relevant to each area.

The value to students who successfully complete the program(s) will be found in the variety of courses and the all-important connective theme of the subjects. A broadly based working knowledge of the principles required in operating a business should enhance the opportunity and careers of those who acquire a balanced understanding of the process.

The Associate in Science degree with the "Professional" designation is comprised of transfer courses articulated with upper-division colleges and accommodates those students who wish to advance and earn a Bachelor's degree.

Measurable Outcomes

As students successfully complete the courses they will:

- Acquire the knowledge of the lower-division course content
- Be qualified for acceptance as juniors entering a four-year college upper-division schedule

CHILD DEVELOPMENT

Program Description

Students who choose the Child Development Associate Degree Program will have the ability to work successfully with young children and provide education and care based on sound, nationally recognized child development principles, State requirements for the field, a well-rounded general education that meets basic skills in writing, speaking, mathematics, and workplace skills. This program provides a solid foundation for students transferring to complete a higher degree.

Measurable Outcomes

Successful students will complete a portfolio showcasing expertise in the areas of:

- Child growth and development theories and practice
- Observation and assessment techniques that lead to planning developmentally appropriate, inclusive curriculum
- Reflective practice that understands and appreciates the diversity of families and children and the ethical responsibilities of working with children and families

COMPUTER SCIENCE, COMPUTER INFORMATION SYSTEMS, AND GEOGRAPHIC INFORMATION SYSTEMS

Program Description

Students who enroll in a Computer Science/Computer Information Systems/Geographic Information Systems program will have the opportunity to choose from numerous specialty areas including programming, networking, computer repair and maintenance, website development, computer graphic arts, multimedia, and GIS. Programs include certificates, degrees and transfer courses, many of which prepare students for industry certifications. Small class sizes, faculty with industry experience, and community partnerships for practical work experience provide a solid foundation for many careers.

Measurable Outcomes

Successful students who complete a specialty degree or certificate will:

- Demonstrate understanding of theories and practice within their specialty
- Demonstrate skills in using industry standard hardware and software applicable to their specialty
- Demonstrate ability to codify customers' needs, construct options within given parameters (customers' needs, software, hardware, financial, etc.) and present, explain and recommend options

EMERGENCY MEDICAL SERVICES

Program Description

Students enrolling in an Emergency Medical Services program will have the opportunity to earn a certificate, degree, and/or prerequisites for advanced courses in a broad area of emergency medical healthcare. Many of these courses prepare students for industry certifications. Faculty with industry experience, and community partnerships for practical work experience, provide a solid foundation in numerous careers.

Measurable Outcomes

Students who successfully complete an Emergency Medical Services degree or certificate will:

- Demonstrate understanding of theories and practice within their scope of training
- Demonstrate skills according to the current national standard
- Be qualified to take the exam for Emergency Medical Technicians and receive a national certification

FINE ARTS

Purpose

If science or mathematics is a desired outcome, start by studying and practicing art and music. A foundation in the arts will nourish your inner scientist, sharpen your observation skills and help develop critical thinking. Music helps develop mathematical reasoning. Creating art, studying music, and performing drama have a positive impact on one's cognitive life. Cultural literacy is an essential skill in the global economy.

Measurable Outcomes

- Visual art students will demonstrate a foundation of art skills and a high level of craftsmanship by utilizing a variety of tools and technologies
- Visual art students will demonstrate an understanding of the art materials, methods and techniques, historical and contemporary, and the contexts in which they are employed
- Students taking classes in music will have the practical skills to perform in their specific communities
- Music students will demonstrate the ability to read music at a rudimentary and intermediate level
- Students taking classes in music will be able to attend concerts and listen to recorded performances appreciating the skills of the performers, the style of the music compared to other styles of music, and be able to identify the various elements of music including melody, harmony, and rhythm
- Drama students will demonstrate the ability to act, portraying a wide range of emotion. Drama students will demonstrate a wide variety of interpretive methods

Conclusion/Additional Information:

- Coursework in the visual arts will enhance every chosen course of study. Elements of art design touch every single aspect of our lives from cell phones to cars to community planning
- Coursework in music will provide an understanding of the one universal communication: Music
- Coursework in drama provides the opportunity for humanitarian expression—and the ability to reach out and affect the lives of others
- The Fine Arts are a critical tool for communication and introspection in the Information Age

FIRE TECHNOLOGY, WILDFIRE/URBAN INTERFACE FIRE MANAGEMENT

Program Description

Students choosing a Fire Technology and/or Wildfire/Urban Interface Fire Management program will have an opportunity to earn a certificate and/or degree from a variety of specializations in the field of Fire Science, as well as gaining a solid foundation of the necessary skills and competencies for work in the field. Classroom and field experience prepare students for careers in many areas of Fire Science. Students successfully pursuing a degree will graduate with a well-rounded general education in addition to desirable workplace skills in the field of Fire Science.

Measurable Outcomes

Successful students will likely demonstrate mastery of outcomes validated through written and manipulative exams that are aligned with California State Fire Marshal and/or National Wildfire Coordinating Group requirements:

- Understand requirements and successfully apply them to a variety of jobs in the field
- Demonstrate the correct use of technical equipment used in the field, including ropes, ladders, chain saws, safety equipment, etc.
- Identify procedures used during various incidents, such as a Hazardous Materials incident

FORESTRY AND NATURAL RESOURCES

Columbia College Forestry and Natural Resources programs include a variety of degrees and certificates that prepare students for careers and further education in this growing field. Columbia College works closely with partners in industry and uses current technologies so that students will have the opportunity to develop the latest skills, knowledge and experience necessary to succeed in the field.

Measurable Outcomes

A successful student will likely demonstrate necessary skills, knowledge and experience by:

- Completion of course requirements specific to each degree or certificate

Students graduating with a degree or certificate in Forestry or Natural Resources will be able to apply acquired knowledge and skills to making informed decisions about their personal lives, career choices, and the communities in which they live.

HEALTH AND HUMAN PERFORMANCE

Purpose

Students pursuing coursework in Health and Human Performance will benefit from a rich and in-depth experience that can lead to successful transfer to a four-year institution as well as meeting general education requirements for an Associate's degree.

Measurable Outcomes

Students will likely:

- Demonstrate appropriate social behavior with at least an 80% work ethic (active participation)
- Improve and/or maintain fitness or skill levels from the beginning to the end of the semester
- Perform skills and strategies at a safe and proficient level of technique
- Apply knowledge to health and physical well-being

HOSPITALITY MANAGEMENT

Program Description

Students who choose Hospitality Management will have the ability to work successfully in a variety of fields including Culinary Arts, Hotel Management, Restaurant Management and Tourism. Columbia College Hospitality Management graduates are trained for entry-level positions through concentrated, highly structured programs of study that reflect the needs of a changing job market.

Measurable Outcomes

Successful students will likely:

- Demonstrate applicable technical skills through hands-on demonstration in areas such as cooking, budgets or planning
- Demonstrate applicable safety procedures
- Demonstrate applicable competencies to provide high-quality customer service

LITERATURE AND LANGUAGE

Purpose

In addition to the Associate in Arts Degree in English, coursework is available in American Sign Language, Spanish, and English as a Second Language. Students pursuing coursework in these areas are able to apply their work to associate degrees as well as transfer to a four-year institution. Students will have the opportunity to perfect academic and vocational writing, reading and communication skills, and to develop their critical thinking skills through exploration of a wide variety of literature and texts.

Measurable Outcomes
Students will likely:

- Demonstrate effective communication skills orally, in writing, and expressively, as relevant to the discipline
- Be able to analyze and synthesize key concepts from texts within the disciplines
- Be able to apply strategies from the discipline that reflect an understanding of reading, writing, and other communication processes that demonstrates critical thinking and an awareness of different cultural perspectives

MATHEMATICS

Purpose
Columbia College offers mathematics courses at the basic skills, associate degree and transfer level. Students pursuing coursework in mathematics will develop appropriate procedural skills, problem-solving skills and attitudes, critical reasoning skills and quantitative literacy.

Measurable Outcomes
Students will likely:

- Be effective problem solvers at a level appropriate to the classes taken
- Develop increased mathematical sophistication and technical skills
- Have the confidence and willingness to engage in unfamiliar problems and solve them in their daily or professional lives
- Be able to organize information, reason mathematically and communicate their reasoning to others
- Become more independent learners in mathematics

MEDICAL TRANSCRIPTION

Program Description
The goal of Medical Transcription programs at Columbia College is to prepare students for employment with essential transcription skills. In addition to technological training, emphasis is placed on oral and written communication skills, medical terminology, and keyboarding competency skills. Graduates of these programs may be employed in a hospital, private practice or clinic setting. Opportunities are also available as an independent transcriptionist, both in office and virtually.

Measurable Outcomes
Successful students will likely:

- Produce fast, accurate, grammatically-correct transcription of physician-dictated medical reports
- Use the correct format to prepare letters, chart notes, history and physical examination reports, consultations, emergency room reports, and simple discharge summaries
- Use reference materials and other resources to produce correct reports

OFFICE TECHNOLOGY

Program Description
The Office Technology Department's goal is to prepare students for employment with essential office skills. In addition to technological training, emphasis is placed on oral and written communication skills, and supervisory strategies for time management, problem solving, decision making, values and ethics, and conflict resolution. Graduates of Office Technology programs may be employed in a variety of office settings, including educational and medical institutions, federal, State, and local government offices, and small and large businesses. Alternately, graduates may become entrepreneurs by setting up virtual businesses.

Measurable Outcomes
Successful students will likely:

- Develop entry-level job skill sets as an administrative office professional or an office assistant
- Demonstrate effective written business communication skills
- Demonstrate competence using business office technology (copy machine, fax machine, 10-key calculator)
- Demonstrate proficiency in keyboarding and document formatting
- Demonstrate ability to file and manage records

WELDING TECHNOLOGY

Program Description
Students enrolled in the Welding Technology certificate of achievement program will experience a comprehensive range of welding processes including M.I.G., T.I.G., arc, and oxygen-acetylene welding, as well as metallurgy. Additionally, students will learn how to interpret blueprints in preparation for welding. Students will prepare for and can choose to take the examination for certification by the American Welding Society (AWS).

Measurable Outcomes
Successful students will complete skills to industry standards:

- Metal Inert Gas welding
- Tungsten Inert Gas welding
- OxyAce welding

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**) and Pass (**P**) 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 Degrees for Transfer (pages 66-67)

Communication Studies
Sociology

Associate in Arts Degree (pages 69-74)

Fine Arts
- Emphasis in Art
- Emphasis in Photography

Health and Human Performance
- Health and Human Performance
- Sport Science

Language Arts
- Emphasis in English
- Emphasis in Communication

Liberal Arts
- Emphasis in Arts and Humanities
- Emphasis in Behavioral and Social Sciences
- Emphasis in Science

Liberal Studies
- Emphasis in Elementary Teaching Preparation

Mathematics
Music

Associate in Science Degree (pages 75-82)

Allied Health
Business
- Emphasis in Business Administration (Occupational)
- Emphasis in Business Administration (Professional)

Child Development
Computer Science
Emergency Medical Services
Entrepreneurship
- Entrepreneurship

Fire Technology
- Fire Technology
- Wildland/Urban Interface Fire Management

Forestry

ASSOCIATE DEGREES FOR TRANSFER

Associate in Science Degree (continued)

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

Natural Resources

Post-Secondary Studies
- Emphasis in Biological Sciences
- Emphasis in Business Administration

Emphasis in Computer Science
- Emphasis in Environmental Sciences
- Emphasis in Physical Sciences
- Emphasis in Pre-Engineering

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

Associate in Science (Occupational Education) Degree (pages 83-88)

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
- Water Resources Management

Natural Resources Technology

Office Technology
- Administrative Office Professional
- Medical Office Specialist
- Medical Transcription
- Office Assistant

Associate Degree for Transfer

TRANSFER MODEL CURRICULUM ASSOCIATE DEGREES FOR TRANSFER

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T are able to complete their remaining requirements for the 120-unit baccalaureate degree within 60 semester or 90 quarter units.

Columbia College is currently offering two Associate Degrees for Transfer, as described below. To find out which CSU campuses accept each degree, please go to **http://www.sb1440.org/Counseling.aspx.** Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

To earn these degrees, students must complete 60 CSU-transferable semester units with a grade point average of 2.0 or better, including completion of:

1. Either the California State University General Education-Breadth Requirements (CSU-GE) (minimum of 40 units) or the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units);
2. Units required for the major as specified below, with a grade of C or better in all courses; and
3. Any CSU-transferable electives needed to bring the total units to 60.

Note: Students earning these degrees are exempt from the Institutional Requirement of completing two physical activity courses.

ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER

The Communication Studies program at Columbia College focuses on the areas of public speaking, argumentation and debate, small group communication, oral expression and interpretation, and intercultural communication. It is designed to increase student skills in verbal communication and public speaking, analysis and listening, interpersonal relationships, teamwork, leadership, motivation, initiative, and an appreciation for diversity.

Required Courses		*Units*
SPCOM 1	Introduction to Public Speaking	3
SPCOM 2	Argumentation and Debate	3
SPCOM 9	Introduction to Small Group and Team Communication	3
Choose two of the following courses		6
DRAMA 20	Oral Expression and Interpretation (3)	
SPCOM 4	Introduction to Human Communication (3)	
SPCOM 5	Intercultural Communication (3)	
SPCOM 7	Forensics Workshop (3)	
Choose one of the following courses		3
ANTHR 2	Cultural Anthropology (3)	
ENGL 1B	Advanced Composition and Introduction to Literature (3)	
ENGL 1C	Critical Reasoning and Writing (3)	
PSYCH 1	General Psychology (3)	
SOCIO 1	Introduction to Sociology (3)	

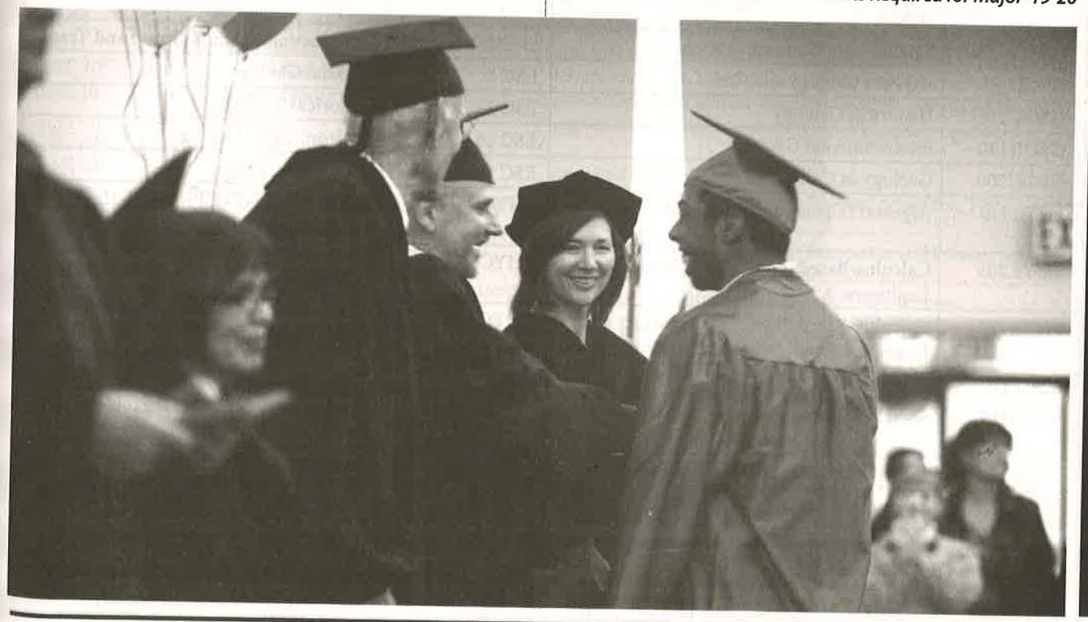
Units Required for Major 18

ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER

The Sociology program provides students with a core curriculum covering introductory sociology content, theory, and methodology. The curriculum is designed to help students understand the structure, processes, and functions of society. In addition, it covers the key theoretical approaches and insights that inform sociology, as well as the role of social theory and research methods in understanding society. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving.

Required Courses		*Units*
SOCIO 1	Introduction to Sociology	3
SOCIO 2	Social Problems and Deviance	3
MATH 2	Statistics	4
Choose two of the following courses		6
SOCIO 5	Ethnicity and Ethnic Relations in America (3)	
SOCIO 7	Gender, Culture and Society (3)	
SOCIO 12	Sociology of the Family (3)	
Choose one of the following courses		3-4
ANTHR 2	Cultural Anthropology (3)	
ECON 10	Principles of Economics – Macro (4)	
ECON 11	Principles of Economics – Micro (4)	
GEOGR 12	Cultural Geography (3)	
POLSC 10	Constitutional Government (3)	
PSYCH 1	General Psychology (3)	

Units Required for Major 19-20



ASSOCIATE DEGREES FOR TRANSFER

COURSE IDENTIFICATION NUMBERING SYSTEM (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at **www.assist.org** for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

Following is a list of Columbia College courses with approved C-ID designations as of April 2012.

CID #	CID Name	Columbia College Course	Course Name
ARTH 110	Survey of Western Art from Prehistory through the Middle Ages	ART 11	History of Art: Ancient and Medieval
ARTS 100	2-D Foundations	ART 2	Basic Color and Design
CHEM 110	General Chemistry for Science Majors I, with Lab	CHEM 1A	General Chemistry General Chemistry
CHEM 120S	General Chemistry for Science Majors Sequence A	CHEM 1B + CHEM 1A	General Chemistry + General Chemistry
COMM 120	Argumentation or Argumentation and Debate	SPCOM 2	Argumentation and Debate
COMM 140	Small Group Communication	SPCOM 9	Introduction to Small Group and Team
GEOL 101	Physical Geology with Lab	ESC 5	Physical Geology
GEOL 110	Historical Geology	ESC 22	Historical Geology
GEOL 130	Environmental Geology	ESC 10	Environmental Geology
GEOL 200	Geology of California	ESC 12	California Geology
PHYS 110	Algebra/Trigonometry-Based Physics B	PHYCS 4B	INTRODUCTORY PHYSICS II: Trigonometry Level
PHYS 205	Calculus-Based Physics for Scientists and Engineers: A	PHYCS 5A	INTRODUCTORY PHYSICS I: Calculus Level
PHYS 210	Calculus-Based Physics for Scientists and Engineers: B	PHYCS 5B	INTRODUCTORY PHYSICS II: Calculus Level
SOCI 110	Introduction to Sociology	SOCIO 1	Introduction to Sociology
SOCI 115	Social Problems	SOCIO 2	American Society: Social Problems and Deviance
SOCI 130	Introduction to Marriage and Family	SOCIO 12	Sociology of the Family
SOCI 150	Introduction to Race and Ethnicity	SOCIO 5	Ethnicity and Ethnic Relations in America

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 54-55.

FINE ARTS

Emphasis in Art

Acceptable Courses Within Major		*Units*
Twelve (12) units required from this section		12
ART 1	Basic Freehand Drawing (2-4)	
ART 2	Basic Color and Design (2-4)	
ART 9A	Life Drawing: Beginning (2-4)	
ART 11	History of Art: Ancient and Medieval (3)	
ART 12	History of Art: Renaissance, Baroque and Modern (3)	
ART 21A	Painting: Beginning (2-4)	
ART 23A	Watercolor: Beginning (2-4)	
ART 25	Mixed Media Painting (2-4)	
ART 31	Ceramics: Introductory (2-4)	
ART 71	Ceramic Sculpture: Introductory (2-4)	
Three (3) units required from this section		3
ART 40	Photography: Beginning (4)	
ART 48	Special Topics in Photography (1-4)	
HHP 23	A Contemporary Dance I (.5-1.5)	
HHP 25	A Jazz Dance I (.5-1.5)	
Three (3) units required from this section		3
ENGL 10	Creative Writing (3)	
ENGL 11	Film Appreciation (3)	
MUSIC 2	Introduction to Music (3)	
MUSIC 10	Survey of Music History and Literature: Ancient to 1750 (3)	
MUSIC 20A	Elementary Music Theory (5)	
Any MUSIC	30-78 Course (1-1.5)	

Total Required Units 18

Emphasis in Photography

Acceptable Courses Within Major		*Units*
ART 40	Photography: Beginning	4
Six (6) units required from this section		6
ART 2	Basic Color and Design (2-4)	
ART 41	Photography: Intermediate (3)	
Six (6) units required from this section		6
ART 1	Basic Freehand Drawing (2-4)	
ART 9A	Life Drawing: Beginning (2-4)	
ART 21A	Painting: Beginning (2-4)	
ART 23A	Watercolor: Beginning (2-4)	
ART 25	Mixed Media Painting (2-4)	
Three (3) units required from this section		3
ART 11	History of Art: Ancient and Medieval (3)	
ART 12	History of Art: Renaissance, Baroque and Modern (3)	
ART 45	Field Photography (2.5)	
ART 48	Special Topics in Photography (1-4)	
ENGL 11	Film Appreciation (3)	

Total Required Units 19

HEALTH AND HUMAN PERFORMANCE

Health and Human Performance

Acceptable Courses Within Major		*Units*
Nine (9) units required from this section		9
HHP 6A	Lifetime Fitness Program I (3)	
HHP 60	Health and Fitness Education (3)	
HHP 62	Safety and First Aid Education (2)	
BIOL 50	Nutrition (3)	
Eight (8) units required from this section		8
BIOL 10	Human Anatomy (4)	
BIOL 60	Human Physiology (4)	
Three (3) units required from this section		3
BIOL 65	Microbiology (4)	
PSYCH 1	General Psychology (3)	

Total Required Units 20

Sport Science

The purpose of the Sport Science major is to provide a general program of study that focuses on the principles of physical education, fitness and sport. This program will also develop the student's understanding of the sociological impact of recreation, leisure and sport, as well as provide an introduction to sport psychology, basic athletic injury prevention and treatment, and organization of fitness and sport management programs.

Required Courses		*Units*
HHP 1	Introduction to Physical Education, Fitness and Sport	3
HHP 5	Introduction to Recreation and Leisure	3
HHP 63	Sociology of Sport	3
HHP 74	Introduction to Sport Management	3
Three (3) units required from this section		3
HHP 2	Women's Health Issues (3)	
HHP 60	Health and Fitness Education (3)	
Three (3) units required from this section		3
HHP 66	Mental Aspects of Sport (3)	
PSYCH 20	Sport Psychology (3)	
Two (2) units required from this section		2
HHP 4	Care and Prevention of Athletic Injuries (3)	
HHP 62	Safety and First Aid Education (2)	

Two (2) units required from this section 2
GUIDE 100 College Success (3)
HHP 100 College Success for Athletes (2)

Four (4) units required from this section 4
BIOL 10 Human Anatomy (4)
BIOL 60 Human Physiology (4)

Total Required Units 26

LANGUAGE ARTS

Emphasis in English

Acceptable Courses Within Major		*Units*
ENGL 1B	Advanced Composition and Introduction to Literature	3
Six (6) units required from this section		6
ENGL 1C	Critical Reasoning and 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)	
ENGL 81	Introduction to World Literature: 1500 to Present (3)	
Three (3) units required from this section		3
DRAMA 20	Oral Expression and Interpretation (3)	
SPCOM 1	Introduction to Public Speaking (3)	
SPCOM 2	Argumentation and Debate (3)	
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)	
Three units required from this section		3
HIST 13	World Civilizations: to 1650 (3)	
HIST 14	World Civilizations: 1650 to Present (3)	
HIST 16	United States: to 1877 (3)	
HIST 17	United States: 1877 to Present (3)	
PHILO 1	Introduction to Philosophy (3)	
PHILO 25	Twentieth Century Philosophy (3)	

Total Required Units 18

Emphasis in Communication

Acceptable Courses Within Major		*Units*
Six (6) units required from this section		6
SPCOM 1	Introduction to Public Speaking (3)	
SPCOM 2	Argumentation and Debate (3)	
Six (6) units required from this section		6
ENGL 1B	Advanced Composition and Introduction to Literature (3)	
ENGL 1C	Critical Reasoning and Writing (3)	
PHILO 1	Introduction to Philosophy (3)	
PHILO 25	Twentieth Century Philosophy (3)	
Six (6) units required from this section		6
DRAMA 20	Oral Expression and Interpretation (3)	
ENGL 11	Film Appreciation (3)	
SPCOM 4	Introduction to Human Communication (3)	
SPCOM 5	Intercultural Communication (3)	
SPCOM 7	Forensics Workshop (3)	
SPCOM 9/ BUSAD 9	Introduction to Small Group and Team Communication (3)	
SPCOM 12	Media and American Culture (3)	
SPCOM 18	Voice Dynamics (3)	
SPCOM 19	Exploring Radio Drama (3)	

Total Required Units 18

LIBERAL ARTS

The Associate in Arts Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The curriculum in liberal arts allows students to develop an appreciation of the beauty and values that have shaped and enriched our culture, and may also be used to meet transfer requirements.

- Non-Transfer Students: Complete General Education Breadth Requirements for the AA/AS Degree (minimum 30 units).
- Transfer Students: Complete General Education Breadth Requirements for CSU Transfer (minimum 40 units), or complete IGETC requirements (minimum 37 units). See a counselor for assistance in determining the most appropriate option.
- Complete 18 units in one of the "Areas of Emphasis" outlined below. Note: Where appropriate, courses in an area of emphasis may also be used to fulfill General Education requirements for the AA or AS degree.
- Meet Columbia College graduation requirements, including the completion of at least 60 associate-degree-applicable units.

Emphasis in Arts and Humanities

This area of emphasis can be used either to enhance employability in a broad range of career fields or as preparation for transfer to a university in a related discipline such as Art, Drama/Theatre, English, Humanities, Languages, Music or Philosophy.

Acceptable Courses Within Area of Emphasis		*Units*
Activity: Creative and Fine Arts (six units required)		6
ART 9A	Life Drawing: Beginning (2-4)	
ART 9B	Life Drawing: Intermediate (2-4)	
ART 21A	Painting: Beginning (2-4)	
ART 21B	Painting: Intermediate (2-4)	
ART 31	Ceramics: Introductory (2-4)	
ART 32	Ceramics: Intermediate (2-4)	
ART 40	Photography: Beginning (4)	
ART 41	Photography: Intermediate (3)	
DRAMA 19	Exploring Radio Drama (1.5-3)	
DRAMA 20	Oral Expression and Interpretation (3)	
DRAMA 22	Introduction to Readers' Theatre (3)	
DRAMA 42	Acting Fundamentals (3)	
DRAMA 43	Acting-Directing (3)	
MUSIC 31A	Elementary Piano (1)	
MUSIC 36	Elementary Voice (1)	
MUSIC 49	Beginning Guitar (1)	
MUSIC 60	College Choir (1)	
MUSIC 76	Community Orchestra (1)	
SPCOM 7	Forensics Workshop (3)	
Theory: Fine, Performing and Creative Arts (six units required)		6
ART 11	History of Art: Ancient and Medieval (3)	
ART 12	History of Art: Renaissance, Baroque and Modern (3)	
ART 13	Art of Africa, Asia, Australia and the Americas (3)	
DRAMA 10	Introduction to the Theatre (3)	
ENGL 10	Creative Writing (3)	
ENGL 11	Film Appreciation (3)	
MUSIC 2	Introduction to Music (3)	
MUSIC 10	Survey of Music History and Literature: Ancient to 1750 (3)	
MUSIC 11	Survey of Music History and Literature: 1750 to Present (3)	
MUSIC 12	American Popular Music: Blues and Jazz to Rock 'n' Roll (3)	
Theory: Humanities, Languages and Philosophy (six units required)		6
ENGL 1A	Reading and Composition: Beginning (3)	
ENGL 1B	Advanced Composition and Introduction to Literature (3)	
ENGL 1C	Critical Reasoning and Writing (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)	
ENGL 81	Introduction to World Literature: 1500 to Present (3)	
HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)	
HUMAN 1	Old World Culture (3)	
HUMAN 2	Modern Culture (3)	
HUMAN 3	World Culture (3)	
HUMAN 4/ PHILO 4	World Religions and Spirituality (3)	
PHILO 1	Introduction to Philosophy (3)	
PHILO 25	Twentieth Century Philosophy (3)	
SPAN 1A	Spanish: Beginning (5)	
SPAN 1B	Spanish: Beginning (5)	
SPAN 2A	Spanish: Intermediate (5)	
SPAN 2B	Spanish: Intermediate (5)	
SIGN 40A	ASL: Beginning Communication with the Deaf (3)	
SIGN 40B	ASL: Intermediate Communication with the Deaf (3)	
SIGN 40C	ASL: Advanced Intermediate Communication with the Deaf (3)	
SPCOM 4	Introduction to Human Communication (3)	
SPCOM 5	Intercultural Communication (3)	
SPCOM 12	Media and American Culture (3)	

Total Required Units 18

Emphasis in Behavioral and Social Sciences

This area of emphasis is intended for those students interested in developing an introductory knowledge base and content understanding in the behavioral and social sciences, or as preparation for transfer to a university in a related discipline such as Anthropology, Child Development, Economics, Geography, Psychology or Sociology.

Acceptable Courses within Area of Emphasis		*Units*
Human and Individual Development (six units required)		6
ANTHR 1	Physical Anthropology (3)	
CHILD 1	Child Growth and Development (3)	
CHILD 22	Child, Family, Community (3)	
GUIDE 10A	Introduction to Helping Skills (1.5)	
GUIDE 10B	Intermediate Helping and Basic Conflict Management Skills (1.5)	
PSYCH 1	General Psychology (3)	
PSYCH 5	Human Sexual Behavior (3)	
PSYCH 10	Lifespan Human Development (3)	
PSYCH 20	Sport Psychology (3)	
PSYCH 30	Psychology of Adjustment (3)	
PSYCH 35	Introduction to Drugs and Behavior (3)	
PSYCH 40	Stress Management (3)	
Institutional and Cultural Context (select courses from at least two subject areas)		9
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)
ECON 10	Principles of Economics - Macro (4)
ECON 11	Principles of Economics - Micro (4)
GEOGR 12	Cultural Geography (3)
POLSC 10	Constitutional Government (3)
POLSC 12	American Political Thought (3)
POLSC 14	International Relations (3)
SOCIO 1	Introduction to Sociology (3)
SOCIO 2	American Society: Social Problems and Deviance (3)
SOCIO 5	Ethnicity and 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)

Historical Foundations (select one course) 3

HIST 11	History of California (3)
HIST 13	World Civilizations: to 1650 (3)
HIST 14	World Civilizations: 1650 to Present (3)
HIST 16	United States: to 1877 (3)
HIST 17	United States: 1877 to Present (3)
HIST 21	Women in American History (3)

Total Required Units 18

Emphasis in Science

This area of emphasis is intended to introduce students to the tools and concepts of physical and life sciences, or as preparation for transfer to a university in a related discipline such as Biology, Chemistry, Computer Science, Earth Science, Environmental Science, Mathematics or Physics.

Acceptable Courses within Area of Emphasis ***Units***

Tools for Science (two units required)..... 2

BUSAD 138	Excel Spreadsheets (1.5 - 2)
CMPSC 1	Computer Concepts and Information Systems (4)
CMPSC 5	Introduction to Programming (3)
CMPSC 15	Java Programming (3)
CMPSC 55	Database Management (4)
CMPSC 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CMPSC 60/ GEOGR 60	Introduction to GIS - ArcView (3)
MATH 2	Statistics (4)
MATH 8	Trigonometry (3)
MATH 17A	Precalculus I (5)
MATH 17B	Precalculus II (5)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)

Physical Science (nine units required)..... 9

CHEM 1A	General Chemistry (5)
CHEM 1B	General Chemistry (5)
CHEM 10*	Fundamentals of Chemistry (4)
CHEM 11	Fundamentals of Organic and Biochemistry (4)
CHEM 12*	General, Organic and Biochemistry (5)
CHEM 20	The Chemistry of Everything (3)
ESC 1	Energy: Uses and Alternatives (3)
ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 12	California Geology (3)
ESC 22	Historical Geology (3)
ESC 30	Global Tectonic Geology (3)
ESC 33	Introduction to the Earth (4)
ESC 35	Field Geology (1-3)

OR up to three (3) units from the following 3

ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)
ESC 35DV	Geology of Death Valley (1-3)
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)
ESC 35LT	Geology of the Lake Tahoe Region (1-3)
ESC 35LV	Geology of the Long Valley Caldera (1-3)
ESC 35ML	Geology of the Mother Lode (1-3)
ESC 35SA	Geology of the San Andreas Fault (1-3)
ESC 35SN	Geology of the Sierra Nevada (1-3)
ESC 35SP	Geology of the Sonora Pass Area (1-3)
ESC 35TR	Geology of the Tuolumne River (1-3)
ESC 40	Descriptive Astronomy (3)
ESC 42	Natural Hazards (3)
ESC 50	Oceanography (4)
ESC 62	Meteorology (3)
GEOGR 15	Physical Geography (3)
PHILO 5/ HIST 5	Introduction to the History and Philosophy of Science (3)
PHYCS 1*	Conceptual Physics (3)
PHYCS 2*	Conceptual Physical Science: A Starship Voyage (3)
PHYCS 4A*	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B*	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A*	Introductory Physics I: Calculus Level (5)
PHYCS 5B*	Introductory Physics II: Calculus Level (5)

Natural and Life Sciences (seven units required)..... 7

ANTHR 1	Physical Anthropology (3)
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 (4)
BIOL 39	Field Biology (1-2)
BIOL 60	Human Physiology (4)
BIOL 65	Microbiology (4)
FORES 1	Introduction to Professional Forestry (3)
FORES 10	Dendrology (3)
NATRE 1	Environmental Conservation (3)
NATRE 3	Natural Resources Law and Policy (3)
NATRE 30	Introduction to Watershed Management (3)
NATRE 50	Natural History and Ecology (2)

Total Required Units 18

*Transfer credit limited. See a counselor.

LIBERAL STUDIES

The Associate in Arts Liberal Studies Degree is designed for students who intend to transfer to a baccalaureate program in Elementary Teaching Preparation. General graduation requirements for the Associate Degree are as follows:

- Complete General Education Breadth Requirements for CSU Transfer (minimum 40 units), or complete IGETC requirements (minimum 37 units). See a counselor for assistance in determining the most appropriate option.
- Complete 18 units in the "Area of Emphasis" outlined below. Note: Where appropriate, courses in an area of emphasis may also be used to fulfill General Education requirements for the AA or AS degree.
- Meet Columbia College graduation requirements, including the completion of at least 60 associate-degree-applicable units.

Emphasis in Elementary Teaching Preparation

This area of emphasis is intended to provide partial fulfillment of Freshman/Sophomore major preparation requirements towards transferring to a university in a Bachelor's Degree in Liberal Studies, K-8 Teacher Preparation Program. Students planning to transfer in this major should consult with a counselor to create an Educational Plan, as requirements vary among transfer universities. Select a minimum of one course from at least six of the following subject areas.

ORAL COMMUNICATION

SPCOM 1	Introduction to Public Speaking (3)
SPCOM 4	Introduction to Human Communication (3)

COMPOSITION

ENGL 1A	Reading and Composition: Beginning (3)
ENGL 1B	Advanced Composition and Introduction to Literature (3)

CRITICAL THINKING

ENGL 1C	Critical Reasoning and Writing (3)
HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)
SPCOM 2	Argumentation and Debate (3)

CHEMISTRY

CHEM 1A	General Chemistry (5)
CHEM 1B	General Chemistry (5)
CHEM 10	Fundamentals of Chemistry (4)
CHEM 12	General, Organic and Biochemistry (5)
CHEM 20	The Chemistry of Everything (3)

INTRODUCTION TO EARTH SCIENCE

ESC 33	Introduction to the Earth (4)
GEOGR 15	Physical Geography (3)

PHYSICS

PHYCS 1	Conceptual Physics (3)
PHYCS 2	Conceptual Physical Science: A Starship Voyage (3)
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A	Introductory Physics I: Calculus Level (5)
PHYCS 5B	Introductory Physics II: Calculus Level (5)

BIOLOGICAL SCIENCES

BIOL 2	Principles of Biology (4)
BIOL 10	Human Anatomy (4)
BIOL 17	Fundamentals of Biology (4)

MATHEMATICS

MATH 4A and MATH 4B	Mathematics for Elementary Teachers I (4) and Mathematics for Elementary Teachers II (4)

ART

ART 11	History of Art: Ancient and Medieval (3)
ART 12	History of Art: Renaissance, Baroque and Modern (3)
ART 13	Art of Africa, Asia, Australia and the Americas (3)

MUSIC

MUSIC 2	Introduction to Music (3)
MUSIC 10	Survey of Music History and Literature: Ancient to 1750 (3)
MUSIC 11	Survey of Music History and Literature: 1750 to Present (3)
MUSIC 12	American Popular Music: Blues and Jazz to Rock 'n' Roll (3)

THEATRE

DRAMA	10 Introduction to the Theatre (3)
DRAMA	20 Oral Expression and Interpretation (3)
DRAMA	42 Acting Fundamentals (3)
DRAMA	43 Acting-Directing (3)

PHILOSOPHY OR HUMANITIES

HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)
HUMAN 1	Old World Culture (3)
HUMAN 2	Modern Culture (3)
HUMAN 3	World Culture (3)
HUMAN 4/ PHILO 4	World Religions and Spirituality (3)
PHILO 1	Introduction to Philosophy (3)
PHILO 25	Twentieth Century Philosophy (3)

EARLY U.S. HISTORY

HIST 16	United States: to 1877 (3)

AMERICAN GOVERNMENT

POLSC 10	Constitutional Government (3)

ANCIENT WORLD HISTORY

HIST 13	World Civilizations: to 1650 (3)

CALIFORNIA HISTORY
HIST 11 History of California (3)

GEOGRAPHY
GEOGR 12 Cultural Geography (3)

LIBERAL STUDIES TEACHING PREREQUISITE
CHILD 1 Child Growth and Development (3)
EDUC 10 Practicum in Teaching (3)
EDUC 12 Introduction to Education: Intermediate Field Experience (3)
PSYCH 10 Lifespan Human Development (3)

COMPUTER SCIENCE
CMPSC 1 Computer Concepts and Information Systems (4)

Total Required Units 18

MATHEMATICS

Acceptable Courses Within Major		***Units***
Fourteen (14) units required from this section		14
MATH 2	Statistics (4)	
MATH 18A	Calculus I (5)	
MATH 18B	Calculus II (5)	
Three to Five (3-5) units required from this section		3-5
MATH 6	Mathematics for Liberal Arts Students (3)	
MATH 12	Finite Mathematics (3)	
MATH 17A	Precalculus I (5)	
MATH 17B	Precalculus II (5)	
Four to Five (4-5) units required from this section		4-5
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)	
PHYCS 5A	Introductory Physics I: Calculus Level (5)	
CMPSC 22	Programming Concepts and Methodology I (4)	
CMPSC 24	Programming Concepts and Methodology II (4)	

Total Required Units 21-24

MUSIC

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.

Acceptable Courses Within Major		***Units***
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)	
Four (4) units required from this section		4
MUSIC 50	Private Lessons: Guitar (1)	
MUSIC 51	Private Lessons: Keyboard (1)	
MUSIC 52	Private Lessons: Woodwinds (1)	
MUSIC 53	Private Lessons: Brass (1)	
MUSIC 54	Private Lessons: Strings (1)	
MUSIC 55	Private Lessons: Percussion (1)	
MUSIC 56	Private Lessons: Voice (1)	

It is suggested students take private instruction every semester at Columbia College although only 4 units are required for transfer.

Four (4) units required from this section		4
MUSIC 60	College Choir (1)	
MUSIC 64	Jazz Choir (1)	
MUSIC 66	Columbia College Community Chorus (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.

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)

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)

Total Required Units 30

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)

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 54-55.

ALLIED HEALTH

Acceptable Courses Within Major		***Units***
Eight (8) units required from this section		8
BIOL 10	Human Anatomy (4)	
BIOL 60	Human Physiology (4)	
Four (4) units required from this section		4
CHEM 1A	General Chemistry (5)	
CHEM 10	Fundamentals of Chemistry (4)	
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)	
HHP 60	Health and Fitness Education (3)	
HHP 62	Safety and First Aid Education (2)	

Total Required Units 19

BUSINESS

Emphasis in Business Administration (Occupational)

Acceptable Courses Within Major		***Units***
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)	
Eight (8) units required from 1 or 2		8
1. Eight (8) units required		
BUSAD 2A	Financial Accounting (4)	
BUSAD 2B	Managerial Accounting (4)	
2. Eight (8) units required		
BUSAD 161A	Small Business Accounting I (4)	
BUSAD 161B	Small Business Accounting II (4)	
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 41	Small Business Management (3)	
BUSAD 151	Finance and Investments (3)	
BUSAD 158	Payroll Accounting (3)	

Total Required Units 29

Emphasis in Business Administration (Professional)

Required Courses Within Major		***Units***
BUSAD 2A	Financial Accounting	4
BUSAD 2B	Managerial 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 - Macro	4
ECON 11	Principles of Economics - Micro	4

Total Required Units 32

CHILD DEVELOPMENT

Required Courses Within Major		***Units***
CHILD 1	Child Growth and Development	3
CHILD 3	Principles and Practices of Teaching Young Children	3
CHILD 4	Observation and Assessment	3
CHILD 10	Creative Activities in the Arts	2
CHILD 12	Creative Activities in Math	2
CHILD 13	Creative Activities in Science	2
CHILD 22	Child, Family, Community	3
CHILD 26	Health, Safety and Nutrition	3
CHILD 30	Child Care/Nursery School Administration	3
INDIS 101	Career Tools for Excellence I	2
Three (3) units required from this section		3
CHILD 16	Practicum (3)	
CHILD 116	Infant/Toddler Practicum (3)	
Three (3) units required from this section		3
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)	
CHILD 126	School-Age Child Care (3)	

Total Required Units 32

COMPUTER SCIENCE

Required Courses Within Major		***Units***
CMPSC 9	Introduction To UNIX/Linux	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	5
MATH 18B	Calculus II	5

Electives

Choose two (6 units) 6

CMPSC 3	Operating Systems (3)
CMPSC 15	Java Programming (3)
CMPSC 41	Networking Essentials (3)
CMPSC 53/ BUSAD 53	Project Management (3)

Total Required Units 34

EMERGENCY MEDICAL SERVICES

Required Courses Within Major		*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	Advanced First Aid/Emergency Care	3
	or	
EMS 157	First Responder Training	3
EMS 165	Convers. Med. Spanish for Emergency Health	3
MATH 2	Statistics	4

Minimum of four (4) units from the following 4

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 29

ENTREPRENEURSHIP

Entrepreneurship

The Entrepreneurship degree focuses on many aspects of business. Students who enroll in the entrepreneurship major should expect a strong emphasis on business management, communication, and business development. They must also be ready for constant change and be adaptable. The field of entrepreneurship is one that relies heavily on the ability to change and exploit new markets and opportunities.

Required Courses		*Units*
BUSAD 24	Human Relations in Organizations	3
BUSAD 41	Small Business Management	3
BUSAD 52	E-Commerce	3
BUSAD 121	Adobe Acrobat Essentials	2
BUSAD 163	Business Mathematics	4
CMPSC 17	Advanced Internet Research	2
CMPSC 30	Financial Worksheets on Computers	3
ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2

Total Required Units 28

FIRE TECHNOLOGY

Fire Technology

Acceptable Courses Within Major		*Units*
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)	

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)
FIRE 50/ 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

Required Courses Within Major		*Units*
CMPSC 1	Computer Concepts and Information Systems	4
MATH 104	Algebra II	5
CMPSC 59/ GEOGR 59	Geographic Information and Global Positioning Systems	1
FIRE 1-99	Fire Technology Courses	4.5
WKEXP 97	Cooperative Work Experience	2
FIRE 120	Fire Operations in the Urban Interface	1.5

Total Required Units 18

FORESTRY

The Associate in Science Degree (AS) in Forestry prepares recipients for employment in the field of Forestry, and if desired can be customized to prepare students for transfer to Forestry programs at four-year colleges and universities. To earn this degree, a student must complete the requirements listed in Column 1 of the General Education Breadth Requirements for Columbia College as well as requirements specific to the degree, including courses in forestry, natural resources, watershed management, geology, Geographic Information Systems, natural history, and ecology.

Required Courses Within Major		*Units*
FORES 1	Introduction to Professional Forestry	3
FORES 10	Dendrology	3
FORTC 162	Applied Forest Inventory and Management	2
NARTC 160	Introduction to Maps and Remote Sensing	1.5-2
NATRE 30	Introduction to Watershed Management	3

Six (6) units required from this section 6

CMPSC 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CMPSC 60/ GEOGR 60	Introduction to GIS-ArcView (3)
CMPSC 70/ GEOGR 70	Introduction to Raster-Based GIS (3)
CMPSC 75/ GEOGR 75	GIS Applications in Resource Management (3)
FORTC 153	Forest Surveying (1.5-3)

Three (3) units required from this section 3

ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
GEOGR 15	Physical Geography (3)

Five (5) units required from this section 5

BIOL 158	Birds of Central California (1)
BIOL 159	Wildflowers (1-1.5)
BIOL 160	Mushrooms and Other Fungi (1.5)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
NARTC 181	California Wildlife (4)

Four (4) units required from this section 4

BIOL 24	General Ecology (4)
ESC 62	Meteorology (3)
NATRE 1	Environmental Conservation (3)
NATRE 22	Ecology and Use of Fire in Forest Ecosystems (2)
NATRE 50	Natural History and Ecology (2)

Three (3) units required from this section 3

ANTHR 10	Archaeology and Cultural Prehistory (3)
BIOL 39	Field Biology (1-2)
ESC 35	Field Geology (1-3)
ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)
ESC 35DV	Geology of Death Valley (1-3)
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)
ESC 35LT	Geology of the Lake Tahoe Region (1-3)
ESC 35LV	Geology of the Long Valley Caldera (1-3)
ESC 35ML	Geology of the Mother Lode (1-3)
ESC 35SA	Geology of the San Andreas Fault (1-3)
ESC 35SN	Geology of the Sierra Nevada (1-3)
ESC 35SP	Geology of the Sonora Pass Area (1-3)
ESC 35TR	Geology of the Tuolumne River (1-3)
NARTC 155	Interpretive Guided Tours (2)
NARTC 182	Natural History and Techniques of Surveying Sierra Nevada Wildlife (2)
NARTC 183	Ecological Restoration in Practice (1)
NATRE 3	Natural Resources Law and Policy (3)
NATRE 9	Parks and Forests Law Enforcement (2)
NATRE 110	Natural Resources Field Camp (3)

Total Required Units 33.5-34

Transfer-oriented students should see a counselor for additional required coursework in ANTHR, BIOL, Calculus, CHEM, CMPSC, ESC, ECON, GEOGR, PHYCS, and Statistics.

HOSPITALITY MANAGEMENT

Emphasis in Culinary Arts

Required Courses Within Major		*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	Intro 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	2–3.5
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 146	Dining Room Service and Management II	2–3.5
HPMGT 147	Beverage Management	2
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

Total Required Units 35-38

Emphasis in Hotel Management

Required Courses Within Major		*Units*
HPMGT 20	Introduction to Leisure Travel and Tourism	3
HPMGT 97	Work Experience	2
HPMGT 102	Introduction to Hospitality Careers and 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 2A	Financial 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

Required Courses Within Major		*Units*
HPMGT 102	Introduction to Hospitality Careers and Human Relations	1.5
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and 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 I	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

The Associate in Science Degree (AS) in Natural Resources prepares recipients for employment in the Natural Resources fields, and if desired can be customized to prepare students for transfer to Natural Resources programs at four-year colleges and universities. To earn this degree, a student must complete the requirements listed in Column 1 of the General Education Breadth Requirements for Columbia College as well as requirements specific to the degree, including courses in natural resources, environmental conservation, water resources management, geology, Geographic Information Systems, natural history, and ecology.

Required Courses Within Major		***Units***
NARTC 160	Introduction to Maps and Remote Sensing	1.5-2
NATRE 1	Environmental Conservation	3

Three (3) units required from this section 3

NARTC 161	Introduction to Water Resources Management (3)	
NARTC 163	Water for Consumption (3)	
NARTC 165	Rural Wastewater Strategies (3)	
NARTC 166	Decentralized Wastewater Management (3)	
NARTC 167	Operation of Wastewater Treatment Plants (3)	
NATRE 30	Introduction to Watershed Management (3)	

Six (6) units required from this section 6

CMPSC 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)	
CMPSC 60/ GEOGR 60	Introduction to GIS-ArcView (3)	
CMPSC 70/ GEOGR 70	Introduction to Raster-Based GIS (3)	
CMPSC 75/ GEOGR 75	GIS Applications in Resource Management (3)	
FORTC 153	Forest Surveying (1.5-3)	

Three (3) units required from this section 3

ESC 1	Energy: Uses and Alternatives (3)	
ESC 5	Physical Geology (4)	
ESC 10	Environmental Geology (3)	
GEOGR 15	Physical Geography (3)	

Six (6) units required from this section 6

BIOL 158	Birds of Central California (1)	
BIOL 159	Wildflowers (1-1.5)	
BIOL 160	Mushrooms and Other Fungi (1.5)	
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)	
FORES 10	Dendrology (3)	
NARTC 181	California Wildlife (4)	

Six (6) units required from this section 6

BIOL 24	General Ecology (4)	
ESC 50	Oceanography (4)	
ESC 62	Meteorology (3)	
FORES 1	Introduction to Professional Forestry (3)	
NATRE 22	Ecology and Use of Fire in Forest Ecosystems (2)	
NATRE 50	Natural History and Ecology (2)	

Two (2) units required from this section 2

ANTHR 10	Archaeology and Cultural Prehistory (3)	
NARTC 155	Interpretive Guided Tours (2)	
NATRE 3	Natural Resources Law and Policy (3)	
NATRE 9	Parks and Forests Law Enforcement (2)	

Three (3) units required from this section 3

BIOL 39	Field Biology (1-2)	
ESC 35	Field Geology (1-3)	
ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)	
ESC 35DV	Geology of Death Valley (1-3)	
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)	
ESC 35LT	Geology of the Lake Tahoe Region (1-3)	
ESC 35LV	Geology of the Long Valley Caldera (1-3)	
ESC 35ML	Geology of the Mother Lode (1-3)	
ESC 35SA	Geology of the San Andreas Fault (1-3)	
ESC 35SN	Geology of the Sierra Nevada (1-3)	
ESC 35SP	Geology of the Sonora Pass Area (1-3)	
ESC 35TR	Geology of the Tuolumne River (1-3)	
FORTC 162	Applied Forest Inventory and Management (2)	
NARTC 182	Natural History and Techniques of Surveying Sierra Nevada Wildlife (2)	
NARTC 183	Ecological Restoration in Practice (1)	
NATRE 110	Natural Resources Field Camp (3)	

Total Required Units 33.5-34

Transfer-oriented students should see a counselor for additional required coursework in ANTHR, BIOL, Calculus, CHEM, CMPSC, ESC, ECON, GEOGR, PHYCS, and Statistics.

POST-SECONDARY STUDIES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. Students seeking this major must work closely with a Columbia College counselor to identify their transfer destination university and baccalaureate degree major, to identify lower division (freshman-sophomore year) major requirements, to select an area of emphasis and specific coursework in this degree which reflect their educational direction, and to complete a corresponding Educational Plan. (Call 209.588.5109 for a counseling appointment.)

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 as demonstrated by completing the following classes with a grade of "C" or better:
   - ENGL 1A, Reading and Composition: Beginning
   - Any transferable mathematics course
E. Completion of Associate Degree course requirements as outlined below.

General Education

With the assistance of a counselor, select a General Education pattern (below) and document the General Education course choices on an Educational Plan.

A. California State University (CSU) transfers: (30 units)
   - Complete Column IV of the Columbia College Pattern of General Education for CSU transfer listed in the Columbia College Catalog, or
   - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern for CSU listed in the Columbia College Catalog.

B. University of California (UC) transfers: (30 units)
   - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern for UC listed in the Columbia College Catalog or see your counselor to identify and document the individual breadth pattern for the campus of your choice.

C. Customized Program: (30 units)
   With the assistance of a counselor and as documented on your Educational Plan, choose from the Columbia College General Education Breadth Requirements in the Columbia College Catalog:

   - One Natural Sciences course (3 units minimum) from GE Area B-1 (Physical Sciences) or GE Area B-2 (Biological Sciences).
   - One Social and Behavioral Sciences course (3 units minimum) from GE Area D (Social, Political and Economic Institutions and Behavior).
   - One Humanities course (3 units minimum) from GE Area C (Arts, Literature, Philosophy, and Foreign Language).
   - One Language and Rationality/English Composition course (3 units minimum) chosen from ENGL 1A, ENGL 1B or ENGL 1C.
   - One Language and Rationality/Communication and Analytical Thinking course (3 units minimum) from GE Area B-4 (Mathematical Concepts, Quantitative Reasoning and Applications).
   - Additional courses (15 units minimum) chosen from any of the areas listed above.

Activity Courses/Institutional Requirement

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

Electives

Select additional elective courses, if necessary, to bring the total to 60 transferable units.

Area of Emphasis

Complete a minimum of 18 units with a "C" grade or better from one Area of Emphasis listed below. With a counselor, choose an Area of Emphasis that is appropriate for your transfer major (i.e., lower division transfer major preparation and transfer general education courses should be used to meet this 18-unit requirement). This degree must be documented in an Educational Plan to be created by the student with their college counselor, and needs to accurately reflect college-to-university course-to-course articulation for the specific major and destination university as stipulated on the **www.assist.org** website, or as defined by major preparation in the destination university catalog.

Post-Secondary Studies: Emphasis in Biological Sciences

18 Units Required

The Post-Secondary Studies Biological Sciences emphasis is intended to help students prepare for possible majors within a biological science-related major. Common university majors in this field include Biochemistry, Biological Sciences, Cell Biology, and Microbiology. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

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 60	Human Physiology (4)
BIOL 65	Microbiology (4)
CHEM 1A	General Chemistry (5)
CHEM 1B	General Chemistry (5)
CHEM 11	Fundamentals of Organic and Biochemistry (4)
MATH 2	Statistics (4)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A	Introductory Physics I: Calculus Level (5)
PHYCS 5B	Introductory Physics II: Calculus Level (5)

Post-Secondary Studies: Emphasis in Business Administration

18 Units Required

The Post-Secondary Studies Business Administration emphasis is intended to help students prepare for possible majors within a business-related major. Common university majors in this field include Business Administration, Business Economics, Economics, Economics and Mathematics, and Management Science. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

BUSAD 2A	Financial Accounting (4)
BUSAD 2B	Managerial Accounting (4)
BUSAD 18	Business Law (4)
BUSAD 20	Principles of Business (3)
CMPSC 1	Computer Concepts and Information Systems (4)
ECON 10	Principles of Economics - Macro (4)
ECON 11	Principles of Economics - Micro (4)
MATH 2	Statistics (4)
MATH 12	Finite Mathematics (3)
MATH 18A	Calculus I (5)

Post-Secondary Studies: Emphasis in Computer Science

18 Units Required

The Post-Secondary Studies Computer Science emphasis is intended to help students prepare for possible majors within a computer science-related major. Common university majors in this field include Computer Science, Computer Information Systems, and Geographic Information Systems. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

CHEM 1A	General Chemistry (5)
CHEM 1B	General Chemistry (5)
CMPSC 9	Introduction to UNIX/Linux (3)
CMPSC 15	JAVA Programming (3)
CMPSC 22	Programming Concepts and Methodology I (4)
CMPSC 24	Programming Concepts and Methodology II (4)
CMPSC 28	Visual Basic Programming (3)
MATH 2	Statistics (4)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)
PHYCS 5A	Introductory Physics I: Calculus Level (5)
PHYCS 5B	Introductory Physics II: Calculus Level (5)

Post-Secondary Studies: Emphasis in Environmental Sciences

18 Units Required

The Post-Secondary Studies Environmental Sciences emphasis is intended to help students prepare for possible majors within an environmental science-related major. Common university majors in this field include Natural Resources, Environmental Sciences, Forestry, Conservation, and Earth Sciences. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

BIOL 2	Principles of Biology (4)
BIOL 4	Principles of Animal Biology (4)
BIOL 6	Principles of Plant Biology (4)
BIOL 24	General Ecology (4)
CHEM 1A	General Chemistry (5)
CHEM 1B	General Chemistry (5)
CHEM 10	Fundamentals of Chemistry (4)
CMPSC 1	Computer Concepts and Information Systems (4)
ESC 5	Physical Geology (4)
ESC 50	Oceanography (4)
FORES 1	Introduction to Professional Forestry (3)
FORES 10	Dendrology (3)
INDIS 48	Sustainable Living (3)
MATH 2	Statistics (4)
MATH 17A	Precalculus I (5)
MATH 17B	Precalculus II (5)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)
NATRE 1	Environmental Conservation (3)
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A	Introductory Physics I: Calculus Level (5)
PHYCS 5B	Introductory Physics II: Calculus Level (5)

Post-Secondary Studies: Emphasis in Physical Sciences

18 Units Required

The Post-Secondary Studies Physical Sciences emphasis is intended to help students prepare for possible majors within a physical science-related major. Common university majors in this field include Chemistry, Earth Sciences, Geology, Hydrology, Oceanography, and Physics. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

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)
CHEM 1A	General Chemistry (5)
CHEM 1B	General Chemistry (5)
CHEM 11	Fundamentals of Organic and Biochemistry (4)
ESC 5	Physical Geology (4)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A	Introductory Physics I: Calculus Level (5)
PHYCS 5B	Introductory Physics II: Calculus Level (5)

Post-Secondary Studies: Emphasis in Pre-Engineering

18 Units Required

The Post-Secondary Studies Pre-Engineering emphasis is intended to help students prepare for possible majors within an engineering-related major. Common university majors in this field include Mechanical Engineering, Civil Engineering, Aeronautical Engineering, Electrical Engineering, Construction Management, Chemical Engineering, and Environmental Engineering. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

CHEM 1A	General Chemistry (5)
CHEM 1B	General Chemistry (5)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)
PHYCS 5A	Introductory Physics I: Calculus Level (5)
PHYCS 5B	Introductory Physics II: Calculus Level (5)

SCIENCE

Emphasis in Biology

Acceptable Courses Within Major		***Units***
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)	
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 lA and 1B, MATH 2, and prerequisites for MATH 18A while at Columbia College.

Emphasis in Earth Science

Acceptable Courses Within Major		***Units***
Ten (10) units required from this section		10
ESC 1	Energy: Uses and Alternatives (3)	
ESC 5	Physical Geology (4)	
ESC 10	Environmental Geology (3)	
ESC 12	California Geology (3)	
ESC 22	Historical Geology (3)	
ESC 30	Global Tectonic Geology (3)	
ESC 33	Introduction to the Earth (4)	
ESC 35	Field Geology (1-3)	
OR up to three (3) units from the following		
ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)	
ESC 35DV	Geology of Death Valley (1-3)	
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)	
ESC 35LT	Geology of the Lake Tahoe Region (1-3)	
ESC 35LV	Geology of the Long Valley Caldera (1-3)	
ESC 35ML	Geology of the Mother Lode (1-3)	
ESC 35SA	Geology of the San Andreas Fault (1-3)	
ESC 35SN	Geology of the Sierra Nevada (1-3)	
ESC 35SP	Geology of the Sonora Pass Area (1-3)	
ESC 35TR	Geology of the Tuolumne River (1-3)	
ESC 40	Descriptive Astronomy (3)	
ESC 42	Natural Hazards (3)	
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)	
Four (4) units required from this section		4
CHEM 1A	General Chemistry (5)	
CHEM 10	Fundamentals of Chemistry (4)	
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 lA and 1B, MATH 18A, and PHYCS 5A and 5B while at Columbia College.

Emphasis in Environmental Science

Acceptable Courses Within Major		***Units***
Ten (10) units required from this section		10
BIOL 24	General Ecology (4)	
ESC 1	Energy: Uses and Alternatives (3)	
ESC 5	Physical Geology (4)	
ESC 10	Environmental Geology (3)	
ESC 33	Introduction to the Earth (4)	
ESC 42	Natural Hazards (3)	
INDIS 48	Sustainable Living (3)	
NATRE 1	Environmental Conservation (3)	
PHYCS 1	Conceptual Physics (3)	
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)	

Four (4) units required from this section 4
CHEM 1A General Chemistry (5)
CHEM 10 Fundamentals of Chemistry (4)
CHEM 12 General, Organic and Biochemistry (5)

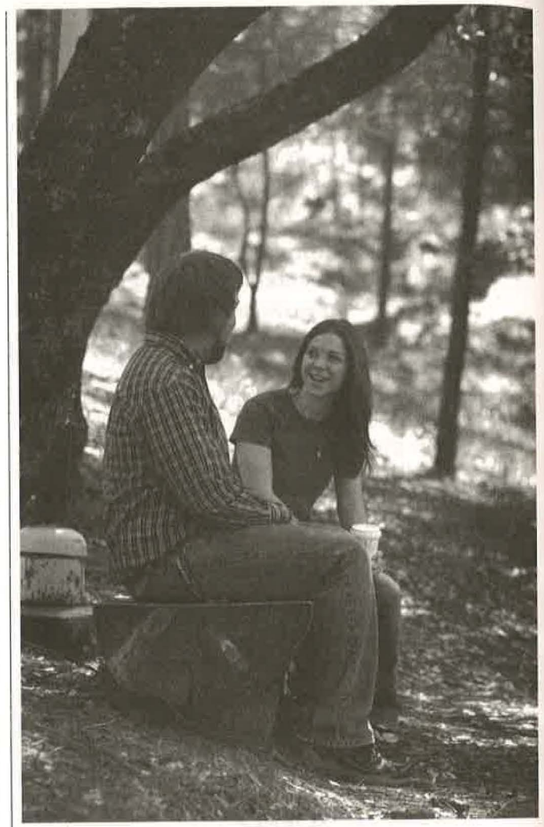
Two (2) units required from this section 2

BIOL 39	Field Biology (1-2)
ESC 35	Field Geology (1-3)
ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)
ESC 35DV	Geology of Death Valley (1-3)
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)
ESC 35LT	Geology of the Lake Tahoe Region (1-3)
ESC 35LV	Geology of the Long Valley Caldera (1-3)
ESC 35ML	Geology of the Mother Lode (1-3)
ESC 35SA	Geology of the San Andreas Fault (1-3)
ESC 35SN	Geology of the Sierra Nevada (1-3)
ESC 35SP	Geology of the Sonora Pass Area (1-3)
ESC 35TR	Geology of the Tuolumne River (1-3)
FORES 10	Dendrology (3)

Total Required Units 20

Emphasis in General Science

Acceptable Courses Within Major		*Units*
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)	
Four (4) units required from this section		4
CHEM 1A	General Chemistry (5)	
CHEM 10	Fundamentals of Chemistry (4)	
CHEM 12	General, Organic and Biochemistry (5)	
Three (3) units required from this section		3
CMPSC 1	Computer Concepts and Information Systems (4)	
CMPSC 5	Introduction to Programming (3)	
CMPSC 12	Website Development Applications (2-3)	
CMPSC 19	Computer Graphics and Animation (2-3)	
CMPSC 22	Programming Concepts and Methodology I (4)	
CMPSC 30	Financial Worksheets on Computers (3)	
CMPSC 55	Database Management (4)	
CMPSC 65/ GEOGR 65	GIS Applications (3)	
Four (4) units required from this section		4
ESC 1	Energy: Uses and Alternatives (3)	
ESC 5	Physical Geology (4)	
ESC 33	Introduction to the Earth (4)	
ESC 40	Descriptive Astronomy (3)	
ESC 42	Natural Hazards (3)	



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 1: Calculus Level (5)

Total Required Units 18

Emphasis in Physical Science

Acceptable Courses Within Major		*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

Associate in Science Degree
Occupational Education

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 pages 54-55.

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

Required Courses		*Units*
AT 97	Work Experience in Auto Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	0.5
AT 105	Automotive Braking Systems	4
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3
AT 113	Automotive Electrics	7

Total Required Units 32.5

Recommended Optional Courses
AT 185 Auto Body Collision Repair I (3)

Automotive Service Technician

Required Courses		*Units*
AT 97	Work Experience in Auto Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	1
AT 105	Automotive Braking Systems	4
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3
AT 113	Automotive Electrics	7
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4
AT 132	Automatic Transmissions and Transaxles	3
	or	
AT 165	Clean Air Car Course and OBD II Update Training	4

Total Required Units 44-45

Recommended Optional Course
AT 185 Auto Body Collision Repair I (3)

BUSINESS ADMINISTRATION

Accounting

Required Courses		*Units*
BUSAD 2A	Financial Accounting and	4
BUSAD 2B	Managerial 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 155	Computerized Accounting for Business	6
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Mathematics	4
BUSAD 164	Income Tax	2
CMPSC 30	Financial Worksheets on Computers	3

Total Required Units 37

Recommended Optional Courses

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

Management

Required Courses		*Units*
BUSAD 2A	FinancialAccounting and	4
BUSAD 2B	Managerial 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 41	Small Business Management	3
BUSAD 163	Business Mathematics	4
CMPSC 1	Computer Concepts & Information Systems	4
ECON 10	Principles of Economics - Macro	4
ECON 11	Principles of Economics - Micro	4

Total Required Units 43

Recommended Optional Course
BUSAD 97 Work Experience (4 minimum)

COMPUTER SCIENCE

Applied Computer Studies
Business Emphasis

Required Courses		*Units*
CMPSC 1	Computer Concepts & Information Systems	4
CMPSC 4	Windows Operating Systems Essentials	1
CMPSC 9	Introduction to UNIX/Linux	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 2A	Financial Accounting	4
BUSAD 2B	Managerial 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	Project Management (3)

Computer Science

Required Courses		*Units*
CMPSC 5	Introduction to Programming	3
CMPSC 22	Programming Concepts and Methodology I	4
CMPSC 24	Programming Concepts and Methodology II	4
CMPSC 27	C/C++ Programming	3
CMPSC 28	Visual Basic Programming	3
CMPSC 53/ BUSAD 53	Project Management	3
CMPSC 55	Database Management	4
MATH 12	Finite Mathematics	3
	or	
MATH 106	Introduction to Mathematical Thinking	4

Electives

Eleven (11) units required from this section		11
CMPSC 3	Operating Systems (3)	
CMPSC 9	Introduction to UNIX/LINUX (3)	
CMPSC 12	Website Development Applications (2-3)	
CMPSC 13	Introduction to HTML (1-2)	
CMPSC 14	Advanced Topics in Website Development (2-3)	
CMPSC 19	Computer Graphics and Animation (2-3)	
CMPSC 41	Networking Essentials (3)	

Total Required Units 38-39

Geographic Information Systems

Required Courses within Major		*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	Introduction to Raster-Based GIS	3
CMPSC 75/ GEOGR 75	GIS Applications in Resource Management	3
Three to four (3–4) units required from this section		3-4
ESC 5	Physical Geology (4)	
ESC 10	Environmental Geology (3)	
ESC 12	California Geology (3)	
ESC 22	Historical Geology (3)	
ESC 33	Introduction to the Earth (4)	
ESC 42	Natural Hazards (3)	
GEOGR 15	Physical Geography (3)	
ENGL 1A	Reading and Composition: Beginning	3
FORTC 153	Forest Surveying	1.5-3
MATH 101	Algebra I	5
	or	
Higher level math course		3-5
NATRE 1	Environmental Conservation	3
NARTC 160	Introduction to Maps and Remote Sensing	1.5-2

Total Required Units 32-37

Recommended Optional Courses

BUSAD 97	Work Experience (AutoCAD or GIS) minimum (4)
CMPSC 9	Introduction to UNIX/Linux (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 Global Positioning Systems (1-3)
MATH 2	Statistics (4)
MATH 8	Trigonometry (3)
SPCOM 1	Introduction to Public Speaking (3)

FIRE TECHNOLOGY

Required Courses		*Units*
EMS 4	Emergency Medical Technician Training	7
FIRE 101	Firefighter I Academy	16
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 25.5

FORESTRY TECHNOLOGY

Required Courses		*Units*
FORES 1	Introduction to Professional Forestry	3
FORES 10	Dendrology	3
FORTC 153	Forest Surveying	1.5-3
FORTC 162	Applied Forest Inventory & Management	2
CMPSC 1	Computer Concepts & Information Systems	4
ENGL 151	Preparation for College Composition	5
	or	
Higher level English		3
FIRE 7	Wildland Fire Control	3
MATH 101	Algebra I	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	Introduction to Maps and Remote Sensing	1.5-2
NARTC 181	California Wildlife	4

Total Required Units 38-46

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 and 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	2-3.5
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 146	Dining Room Service and Management II	2-3.5
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

Total Required Units 33-36

Dinner Line Cook

Required Courses		*Units*
HPMGT 102	Introduction to Hospitality Careers and 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

Required Courses		*Units*
HPMGT 20	Intro to Leisure Travel and Tourism	3
HPMGT 97	Work Experience	2
HPMGT 102	Introduction to Hospitality Careers and 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 2A	Financial Accounting	4
	or	
BUSAD 161A	Small Business Accounting I	4

Total Required Units 19

Recommended Optional Course

OFTEC 105	Electronic Printing Calculators (1)

Pantry and Dessert Chef

Required Courses		*Units*
HPMGT 102	Introduction to Hospitality Careers and 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	2-3.5
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 148	Introduction to Wines	2

Total Required Units 29-30.5

Restaurant Management

Required Courses		*Units*
BUSAD 2A	Financial Accounting	4
	or	
BUSAD 161A	Small Business Accounting I	4
HPMGT 97	Work Experience	2
HPMGT 102	Introduction to Hospitality Careers and 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	Intermediate Helping and Basic Conflict Management Skills	1.5
OFTEC 131	Office Procedures & Technology	3
PSYCH 30	Personal and Social Adjustment	3
SOCIO 5	Ethnicity and Ethnic Relations in America	3
SOCIO 12	Sociology of the Family	3
	or	
CHILD 22	Child, Family, Community	3

Three (3) units from the following 3

CHILD 1	Child Growth and Development (3)
GUIDE 1	Career/Life Planning (3)
PSYCH 1	General Psychology (3)
SOCIO 1	Introduction to Sociology (3)

Total Required Units 22

Recommended Optional Courses

PSYCH 35	Introduction to Drugs and Behavior (3)
SPCOM 1	Introduction to Public Speaking (3)

NATURAL RESOURCES

Water Resources Management

The Associate in Science Occupational Education Degree (ASOE) in Water Resources Management prepares recipients for immediate employment in the fields of Watershed Management, Wastewater Treatment, and/or Drinking Water Treatment. To earn this degree, a student must complete the requirements listed in Column 2 of the General Education Breadth Requirements for Columbia College as well as requirements specific to the degree, including courses in water resources management, natural resources, environmental conservation, geology, Geographic Information Systems, natural history, and ecology.

Required Courses		*Units*
NARTC 161	Introduction to Water Resources Management	3
NATRE 1	Environmental Conservation	3

Six (6) units required from this section 6

NARTC 163	Water for Consumption (3)
NARTC 165	Rural Wastewater Strategies (3)
NARTC 166	Decentralized Wastewater Management (3)
NARTC 167	Operation of Wastewater Treatment Plants (3)
NARTC 169	Wastewater Treatment Plant Operator (2-3)
NATRE 30	Introduction to Watershed Management (3)

Six (6) units required from this section 6

CMPSC 1	Computer Concepts and Information Systems (4)
CMPSC 60/ GEOGR 60	Introduction to GIS-ArcView (3)
CMPSC 70/ GEOGR 70	Introduction to Raster-Based GIS (3)
CMPSC 75/ GEOGR 75	GIS Applications in Resource Management (3)
DRAFT 50A	Computer-Assisted Drafting I (3)
FORTC 153	Forest Surveying (1.5-3)
NARTC 160	Introduction to Maps and Remote Sensing (1.5-2)

Three (3) units required from this section 3

ESC 1	Energy: Uses and Alternatives (3)
ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
GEOGR 15	Physical Geography (3)

Six (6) units required from this section 6

BIOL 24	General Ecology (4)
ESC 50	Oceanography (4)
ESC 62	Meteorology (3)
FORES 10	Dendrology (3)
NARTC 181	California Wildlife (4)
NATRE 22	Ecology and Use of Fire in Forest Ecosystems (2)
NATRE 50	Natural History and Ecology (2)

Two (2) units required from this section 2

NATRE 3	Natural Resources Law and Policy (3)
NATRE 9	Parks and Forests Law Enforcement (2)
NARTC 155	Interpretive Guided Tours (2)

Three (3) units required from this section 3

BIOL 39	Field Biology (1-2)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 35	Field Geology (1-3)
ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)
ESC 35DV	Geology of Death Valley (1-3)
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)
ESC 35LT	Geology of the Lake Tahoe Region (1-3)
ESC 35LV	Geology of the Long Valley Caldera (1-3)
ESC 35ML	Geology of the Mother Lode (1-3)
ESC 35SA	Geology of the San Andreas Fault (1-3)
ESC 35SN	Geology of the Sierra Nevada (1-3)
ESC 35SP	Geology of the Sonora Pass Area (1-3)
ESC 35TR	Geology of the Tuolumne River (1-3)
NARTC 182	Natural History and Techniques of Surveying Sierra Nevada Wildlife (2)
NARTC 183	Ecological Restoration in Practice (1)
NATRE 110	Natural Resources Field Camp (3)

Three (3) units required from this section 3

ANTHR 10	Archaeology and Cultural Prehistory (3)
BIOL 17	Fundamentals of Biology (4)
BIOL 65	Microbiology (4)
BUSAD 9/ SPCOM 9	Introduction to Small Group and Team Communication (3)
CHEM 10	Fundamentals of Chemistry (4)
GEOGR 12	Cultural Geography (3)
INDIS 48	Sustainable Living (3)
PHYCS 1	Conceptual Physics (3)

Total Required Units 35

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	Introduction to Maps and Remote Sensing	1.5-2
NARTC 181	California Wildlife	4
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada	1

Three to four (3–4) units required from this section 3-4

ESC 10	Environmental Geology (3)
ESC 25	Geology of the National Parks (3)
ESC 33	Introduction to the Earth (4)
ESC 42	Natural Hazards (3)

ENGL 151	Preparation for College Composition	5
	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	1.5-3
MATH 101	Algebra I: Fundamentals or equivalent	5
	or	
Higher level math course		3-5

Total Required Units 38-47

Recommended Optional Courses

OFTEC 100	Computer Keyboarding I (1)
	or
OFTEC 110	Computer Keyboarding II (2)

OFFICE TECHNOLOGY

Administrative Office Professional

Required Courses		*Units*
OFTEC 97	Work Experience	2
OFTEC 105	Electronic Printing Calculators	1
OFTEC 120	Computer Keyboarding III	3
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 2A	Financial Accounting	4
	or	
BUSAD 161A	Small Business Accounting I	4
BUSAD 40	Principles of Management	3
BUSAD 138	Excel Spreadsheets	1.5-2
CMPSC 10	Internet Essentials	1-2
CMPSC 11	Presentations Using Computers and Multimedia	1-2
CMPSC 155	Access	1-2
BUSAD 25/ GUIDE 25	Job Search and Interviewing Strategies	1

Total Required Units 35.5-39

Recommended Optional Courses

BUSAD 53/ CMPSC 53	Project Management (3)
BUSAD 135	Computerized Accounting (Quickbooks) (1-2)
SPCOM 1	Introduction to Public Speaking (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

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 152A	Medical Billing and Coding	3
OFTEC 153A	Medical Transcription	3
BUSAD 138	Excel Spreadsheets	1.5-2
EMS 153	CPR/First Aid	0.5

Total Required Units 25-25.5

Medical Transcription

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

Total Required Units 31

Recommended Optional Courses

BIOL 10	Human Anatomy (4)
BIOL 60	Human Physiology (4)
BIOL 150	Elementary Anatomy and Physiology (3)

Office Assistant

Required Courses		*Units*
OFTEC 97	Work Experience	2
OFTEC 105	Electronic Printing Calculators	1
OFTEC 110	Computer Keyboarding II	2
OFTEC 125	Records Management & Filing Applications	3
OFTEC 130	Business English	3
OFTEC 131	Office Procedures and Technology	3
OFTEC 132	Business Communications	3
OFTEC 140	Beginning Word Processing	2
OFTEC 141	Intermediate Word Processing	3
CMPSC 10	Internet Essentials	1-2
CMPSC 11	Presentations Using Computers and Multimedia	1-2
CMPSC 155	Access	1-2
BUSAD 138	Excel Spreadsheets	1.5-2
BUSAD 163	Business Mathematics	4
BUSAD 25/ GUIDE 25	Job Search & Interviewing Strategies	1

Total Required Units 31.5-35

Recommended Optional Courses

OFTEC 120	Computer Keyboarding III (3)
CMPSC 1	Computer Concepts & Information Systems (4)

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

Certificates of Achievement & Skills Attainment Certificates

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.

Certificates of Achievement are offered in State-approved programs requiring a minimum of 12 units. Skills Attainment Certificates are offered in locally-approved programs requiring fewer than 18 units and do not appear on official transcripts.

For students entering Columbia College for the first time in Summer or Fall 2010, the following certificate requirements are valid through the 2013-14 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,**) and Pass (**P**) 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. (This 30% rule applies to colleges and universities NOT in the Yosemite Community College District.)

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

CERTIFICATES OF ACHIEVEMENT (pages 91-100)

Automotive Technology

Automotive Maintenance Technician
Automotive Service Technician
Engine Performance
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

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

Entrepreneurship
- Entrepreneurship

Fire Technology

Forestry Technology

Hospitality Management
- Chef
- Dinner Line Cook
- Hotel Management
- Pantry & Dessert Chef
- Restaurant Management

Human Services

Natural Resources
- Water Resources Management

Natural Resources Technology

Office Technology
- Administrative Office Professional
- Medical Office Specialist
- Medical Transcription
- Office Assistant
- Virtual Office Professional

Welding Technology
- Welding Levels I, II and III
- Welding Technology

SKILLS ATTAINMENT CERTIFICATES
(pg 101-105)

Automotive Technology
- Auto Body Repair
- Automotive Technology for Entrepreneurs
- Electrical Repair
- Engine Repair

Computer Science
- Digital Graphic Arts for Entrepreneurs
- Multimedia Technician–Web Development
- Multimedia Technician for Entrepreneurs
- Multimedia Technician–Digital Media
- Video Production for Entrepreneurs
- Website Development for Entrepreneurs

EMS
- Emergency Medical Technician Training
- First Responder

Entrepreneurship
- Entrepreneur Business Startup
- E-marketing your Business

Hospitality Management
- Baker
- Baking for Entrepreneurs
- Bartender
- Chef for Entrepreneurs
- Deli Cook & Baker
- Dining Room Management
- Dining Room Staff
- Safety & Sanitation

Office Technology
- Virtual Entrepreneur Technician

Psychology
- Peer Support
- Psychosocial Rehabilitation

Welding Technology
- Welding Technology for Entrepreneurs

COMPLETION OF CERTIFICATE OF ACHIEVEMENT and SKILLS ATTAINMENT CERTIFICATE

In order to receive a Certificate of Achievement or Skills Attainment Certificate, students must complete a Petition for Certificate of Achievement or Skills Attainment Certificate 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.

Certificates of Achievement

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

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	0.5
AT 105	Automotive Braking Systems	4
AT 112	Heating and Air Conditioning	3
AT 113	Automotive Electrics	7
	or	
AT 106	Engine Performance	8
	Total Required Units	*24.5-25.5*

Recommended Optional Courses

AT 185	Auto Body Collision Repair I (2)	
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 102	Engine Repair	5
AT 103	Practical Laboratory	0.5
AT 105	Automotive Braking Systems	4
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3
AT 113	Automotive Electrics	7
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4
AT 132	Automatic Transmissions and Transaxles	3
	or	
AT 165	Clean Air Car Course & OBD II Update Training	4
	Total Required Units	*43.5 - 44.5*

Recommended Optional Courses

AT 185	Auto Body Collision Repair I (2)
WT 100	Introduction to Welding (3)

Engine Performance

Required Courses		*Units*
AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	0.5
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3
	Total Required Units	*12.5*

Under Vehicle Service

Required Courses		*Units*
AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	0.5
AT 105	Automotive Braking Systems	4
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4
	Total Required Units	*13.5*

BUSINESS ADMINISTRATION

Account Clerk

Required Courses		*Units*
BUSAD 135	Computerized Accounting (QuickBooks)	1.5-2
BUSAD 161A	Small Business Accounting	4
	or	
BUSAD 2A	Financial Accounting	4
BUSAD 163	Business Math	4
CMPSC 3	Operating Systems	3
CMPSC 30	Financial Spreadsheets	3
	Total Required Units	*15.5-16*

Accounting

Required Courses		*Units*
BUSAD 2A	Financial Accounting and	4
BUSAD 2B	Managerial 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 for Business	6
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Mathematics	4
BUSAD 164	Income Tax	2
CMPSC 30	Financial Worksheets on Computers	3
	Total Required Units	*33*

Recommended Optional Courses

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

Management

Required Courses		Units
BUSAD 2A	Financial Accounting and	4
BUSAD 2B	Managerial 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 41	Small Business Management	3
BUSAD 163	Business Mathematics	4
CMPSC 1	Computer Concepts & Information Systems	4
ECON 10	Principles of Economics–Macro	4
ECON 11	Principles of Economics–Macro	4

Total Required Units 43

Recommended Optional Course

BUSAD 97 Work Experience (4 minimum)

Organizational Behavior

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

Total Required Units 16

Payroll Clerk

Required Courses		Units
BUSAD 161A	Small Business Accounting	4
	or	
BUSAD 2A	Financial Accounting	4
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Math	4
CMPSC 30	Financial Worksheets	3

Total Required Units 14

Small Business Management

Required Courses		Units
BUSAD 24	Human Relations in Business	3
BUSAD 30	Principles of Marketing	3
BUSAD 41	Small Business Management	3
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Math	4

Total Required Units 16

Tax Clerk

Required Courses		Units
BUSAD 161A	Small Business Accounting	4
	or	
BUSAD 2A	Financial Accounting	4
BUSAD 163	Business Mathematics	4
BUSAD 164	Income Tax	2
CMPSC 1	Computer Concepts and Information Systems	4

Total Required Units 14

CHILD DEVELOPMENT

Associate Child Development Teacher

This certificate meets the Child Development Educational requirements for the State of California Child Development Teacher Permit.

Required Courses		Units
CHILD 1	Child Growth and Development	3
CHILD 22	Child, Family, Community	3
Three (3) units required from this section		3
CHILD 16	Practicum (3)	
CHILD 116	Infant/Toddler Practicum (3)	
Plus Option A, B, or C (3-4 units required)		3-4
Option A		
CHILD 3	Principles and Practices of Teaching Young Children (3)	
Option B		
CHILD 28	Books for Young Children (3)	
Option C At least 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

Required Courses		Units
CHILD 1	Child Growth and Development	3
CHILD 3	Principles and Practices of Teaching Young Children	3
CHILD 4	Observation and Assessment	3
CHILD 10	Creative Activities in the Arts	2
CHILD 12	Creative Activities in Math	2
CHILD 13	Creative Activities in Science	2
CHILD 22	Child, Family, Community	3
CHILD 26	Health, Safety and Nutrition	3
CHILD 30	Child Care/Nursery School Administration	3
Three (3) units required from this section		3
CHILD 16	Practicum (3)	
CHILD 116	Infant/Toddler Practicum (3)	
Three (3) units required from this section		3
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)	
CHILD 126	School-Age Child Care (3)	
Three (3) units required from this section		3
ENGL 1A	Reading and Composition: Beginning (3)	
ENGL 151	Preparation for College Composition (5)	

Total Required Units 33-35

COMPUTER SCIENCE

Computer Science

Required Courses		Units
CMPSC 3	Operating Systems	3
CMPSC 9	Introduction to UNIX/Linux	3
CMPSC 22	Programming Concepts & Methodology I	4
CMPSC 41	Networking Essentials	3
Electives–choose two		6-8
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		10
MATH 18A	Calculus I: Differential Calculus (5)	
MATH 18B	Calculus II: Integral Calculus (5)	

Total Required Units 29-31

Applied Computer Studies Business Emphasis

Required Courses		Units
CMPSC 1	Computer Concepts & Information Systems	4
CMPSC 4	Windows Operating Systems Essentials	1
CMPSC 9	Introduction to UNIX/Linux	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 2A	Financial Accounting	4
BUSAD 2B	Managerial 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/ CMPSC 53	Project Management (3)	
OFTEC 141	Intermediate Word Processing (3)	

Computer Support Technician

Required Courses		Units
CMPSC 5	Introduction to Programming	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
Two (2) units required form this section		2
CMPSC 3	Operating Systems (3)	
CMPSC 9	Introduction to UNIX/Linux (3)	
CMPSC 11	Presentations Using Computers and Multimedia (1-2)	
CMPSC 13	Introduction to HTML (1-2)	
CMPSC 15	Java Programming (3)	
CMPSC 28	Visual Basic Programming (3)	
CMPSC 162	Networking - CCNA2: Routing Protocols and Concepts (3)	

Total Required Units 17

Recommended Optional Courses

BUSAD 25/ GUIDE 25	Job Search & Interviewing Strategies (1)	
BUSAD 163	Business Mathematics (4)	
CMPSC 55	Database Management (4)	
SPCOM 1	Introduction to Public Speaking (3)	

Digital Graphic Arts

Required Courses		*Units*
CMPSC 31/ ART 51/ OFTEC 42	Publication Design I	3
CMPSC 33/ ART 53	Computer Graphics	3
CMPSC 34/ ART 54	Computer Graphics II	3
ART 47A	Digital Darkroom I	3
ART 47B	Digital Darkroom II	3
Two (2) units required from this section		2
CMPSC 19	Computer Graphics and Animation (2-3)	
CMPSC 32/ ART 52/ OFTEC 43	Publication Design II (3)	
CMPSC 56/ ART 56	Typography (2-3)	
CMPSC 149	Photoshop for the Web (2)	

Total Required Units 17

Geographic Information Systems

Required Courses		*Units*
CMPSC 1	Computer Concepts & Information Systems	4
CMPSC 3	Operating Systems	3
CMPSC 60/ GEOGR 60	Introduction to GIS - ArcView	3
CMPSC 65/ GEOGR 65	GIS Applications	3
CMPSC 70/ GEOGR 70	Introduction to Raster-Based GIS	3
CMPSC 75/ GEOGR 75	GIS Applications in Resource Management	3
DRAFT 50A	Computer Assisted Drafting I	3
Three to four (3-4) units required from this section		3-4
ESC 5	Physical Geology (4)	
ESC 33	Introduction to the Earth (4)	
ESC 42	Natural Hazards (3)	
GEOGR 15	Physical Geography (3)	
ENGL 1A	Reading & Comp: Beginning	3
	or	
ENGL 151	Preparation for College Composition	5
FORTC 153	Forest Surveying	1.5-3
MATH 101	Algebra I	5
	or	
Higher level math course		3-5
NATRE 1	Environmental Conservation	3
NARTC 160	Introduction to Maps and Remote Sensing	1.5-2

Total Required Units 39-44

Recommended Optional Courses

BUSAD 97	Work Experience (AutoCAD or GIS) Minimum (4)	
CMPSC 53/ BUSAD 53	Project Management (3)	
CMPSC 9	Introduction to UNIX/Linux (3)	
CMPSC 55	Database Management (4)	
CMPSC 58/ GEOGR 58	GIS-ArcView (1)	
CMPSC 59/ GEOGR 59	Geographic Info & Global Positioning Systems (1-3)	
MATH 2	Statistics (4	
MATH 8	Trigonometry (3)	
SPCOM 1	Introduction to Public Speaking (3)	

Management Information Systems

Required Courses		*Units*
CMPSC 1	Computer Concepts & Information Systems	4
CMPSC 17	Advanced Internet Research	0.5-2
CMPSC 51/ BUSAD 51	Management Information Systems	4
CMPSC 52/ BUSAD 52	E-Commerce	3
CMPSC 53 BUSAD 53	Project Management	3

Total Required Units 14.5-16

Multimedia Web Design

Required Courses		*Units*
CMPSC 33/ ART 53	Computer Graphics 1	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 and Animation	2-3
Three to four (3-4) units required from this section		
CMPSC 11	Presentations Using Computers and Multimedia	1-2
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 14-19

Network Support Technician

Required Courses		*Units*
CMPSC 41	Networking Essentials	3
CMPSC 162	Networking - CCNA2: Routing Protocols and Concepts	3
CMPSC 163	Networking - CCNA3: LAN Switching and Wireless	3
CMPSC 164	Networking - CCNA4: Accessing the WAN	3
OFTEC 132	Business Communications	3
Two (2) or more units required from this section		2
CMPSC 5	Introduction to Programming (3)	
CMPSC 9	Introduction to UNIX/Linux (3)	
CMPSC 11	Presentations Using Computers and Multimedia (1-2)	
CMPSC 13	Introduction to HTML (1-2)	
CMPSC 15	Java Programming (3)	
CMPSC 167	PC Assembly, Upgrade and Support (A+) (3)	

Total Required Units 17

Recommended Optional Courses

BUSAD 25/ GUIDE 25	Job Search & Interviewing Strategies (1)	
BUSAD 163	Business Mathematics (4)	
CMPSC 55	Database Management (4)	
SPCOM 1	Introduction to Public Speaking (3)	

Website Development

Required Courses		*Units*
CMPSC 10	Internet Essentials	1-2
CMPSC 11	Presentations Using Computers and Multimedia	1-2
CMPSC 12	Website Development Applications	2-3
CMPSC 13	Introduction to HTML	1-2
CMPSC 14	Advanced Topics Website Development	2-3
CMPSC 17 CMPSC 53/	Advanced Internet Research	0.5-2
BUSAD 53	Project Management	3
CMPSC 149	Photoshop for the Web	2

Total Required Units 12.5-19

Recommended Optional Courses

CMPSC 33/ ART 53	Computer Graphics I (3)	
CMPSC 52/ BUSAD 52	E-Commerce (3)	
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 and CPR	3
Three (3) units required from this section		3
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 21

ENTREPRENEURSHIP

Entrepreneurship

The Entrepreneurship Certificate can be valuable for any student on campus. It is designed for the student who seeks to be an entrepreneur in start-up ventures, operate a family business, or work as an entrepreneurial change agent within a corporate setting. Companies want to hire graduates with initiative and who show entrepreneurial characteristics. Students who display entrepreneurial attributes will add more value to their companies, eventually start their own business, and can make a big contribution to the overall economy.

Required Courses		*Units*
BUSAD 24	Human Relations in Organizations	3
BUSAD 53	Project Management	3
BUSAD 135	Computerized Accounting (Quickbooks	2
BUSAD 138	Excel Spreadsheets	2
BUSAD 158	Payroll Accounting	3
CMPSC 11	Presentations Using Computers and Multimedia	1.5
CMPSC 17	Advanced Internet Research	1.5
CMPSC 155	Access	1.5
ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2
INDIS 101	Career Tools for Excellence I	2
OFTEC 140	Beginning Word Processing	2
OFTEC 141	Intermediate Word Processing	3

Total Required Units 32.5

FIRE TECHNOLOGY

Required Courses		*Units*
EMS 4	Emergency Medical Technician Training	7
FIRE 101	Firefighter I Academy	16
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 25.5	

Recommended Optional Courses

BUSAD 25/ GUIDE 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)	
HHP 9	Circuit Cross-Training (0.5-2)	
OFTEC 100	Computer Keyboarding I (1)	
SPCOM 1	Introduction to Public Speaking (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	1.5-3
FORTC 162	Applied Forest Inventory and Management	2
CMPSC 1	Computer Concepts & Information Systems	4
ENGL 151	Preparation for College Composition	5
	or	
Higher level English		3
FIRE 7	Wildland Fire Control	3
MATH 101	Algebra I	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	Introduction to Maps and Remote Sensing	1.5-2
NARTC 181	California Wildlife	4
	Total Required Units 38-46	

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 and 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 135	Commercial Baking: Advanced	2
HPMGT 136	Dining Room Service and Management I	2
HPMGT 140	Contemporary Cuisine	2-3.5
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 146	Dining Room Service and Management II	2-3.5
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2
	Total Required Units 35-38	

Dinner Line Cook

Required Courses		*Units*
HPMGT 102	Introduction to Hospitality Careers and 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

Required Courses		*Units*
HPMGT 20	Intro to Leisure, Travel and Tourism	3
HPMGT 97	Work Experience	2
HPMGT 102	Introduction to Hospitality Careers and 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 2A	Financial Accounting	4
	or	
BUSAD 161A	Small Business Accounting I	4
	Total Required Units 19	

Recommended Optional Course

OFTEC 105	Electronic Printing Calculators (1)	

Pantry and Dessert Chef

Required Courses		*Units*
HPMGT 97	Work Experience in Hospitality Management	1-4
HPMGT 102	Introduction to Hospitality Careers and 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 135	Commercial Baking: Advanced	2
HPMGT 136	Dining Room Service and Management I	2
HPMGT 140	Contemporary Cuisine	2-3.5
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 148	Introduction to Wines	2
	Total Required Units 32-36.5	

Restaurant Management

Required Courses		*Units*
BUSAD 2A	Financial 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	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
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 22	

Recommended Optional Courses

PSYCH 35	Introduction to Drugs & Behavior (3)	
SPCOM 1	Introduction to Public Speaking (3)	

NATURAL RESOURCES

Water Resources Mangement

The Certificate of Achievement in Water Resources Management helps prepare recipients for immediate employment in the fields of Watershed Management, Wastewater Treatment, and/or Drinking Water Treatment. To earn the Certificate of Achievement, a student must complete the requirements including courses in water resources management, natural resources, environmental conservation, geology, Geographic Information Systems, natural history, and ecology.

Required Courses		*Units*
NARTC 161	Introduction to Water Resources Management	3
NATRE 1	Environmental Conservation	3

Six (6) units required from this section		6
NARTC 163	Water for Consumption (3)	
NARTC 165	Rural Wastewater Strategies (3)	
NARTC 166	Decentralized Wastewater Management (3)	
NARTC 167	Operation of Wastewater Treatment Plants (3)	
NARTC 169	Wastewater Treatment Plant Operator (2-3)	
NATRE 30	Introduction to Watershed Management (3)	
Six (6) units required from this section		6
CMPSC 1	Computer Concepts and Information Systems (4)	
CMPSC 60/ GEOGR 60	Introduction to GIS-ArcView (3)	
CMPSC 70/ GEOGR 70	Introduction to Raster-Based GIS (3)	
CMPSC 75/ GEOGR 75	GIS Applications in Resource Management (3)	
DRAFT 50A	Computer Assisted Drafting I (3)	
FORTC 153	Forest Surveying (1.5-3)	
NARTC 160	Introduction to Maps and Remote Sensing (1.5-2)	
Three (3) units required from this section		3
ESC 1	Energy: Uses and Alternatives (3)	
ESC 5	Physical Geology (4)	
ESC 10	Environmental Geology (3)	
GEOGR 15	Physical Geography (3)	
Six (6) units required from this section		6
BIOL 24	General Ecology (4)	
ESC 50	Oceanography (4)	
ESC 62	Meteorology (3)	
FORES 10	Dendrology (3)	
NATRE 22	Ecology and Use of Fire in Forest Ecosystems (2)	
NATRE 50	Natural History and Ecology (2)	
NARTC 181	California Wildlife (4)	
Two (2) units required from this section		2
NARTC 155	Interpretive Guided Tours (2)	
NATRE 3	Natural Resources Law and Policy (3)	
NATRE 9	Parks and Forests Law Enforcement (2)	
Three (3) units required from this section		3
BIOL 39	Field Biology (1-2)	
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)	
ESC 35	Field Geology (1-3)	
ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)	
ESC 35DV	Geology of Death Valley (1-3)	
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)	
ESC 35LT	Geology of the Lake Tahoe Region (1-3)	
ESC 35LV	Geology of the Long Valley Caldera (1-3)	
ESC 35ML	Geology of the Mother Lode (1-3)	
ESC 35SA	Geology of the San Andreas Fault (1-3)	
ESC 35SN	Geology of the Sierra Nevada (1-3)	
ESC 35SP	Geology of the Sonora Pass Area (1-3)	
ESC 35TR	Geology of the Tuolumne River (1-3)	
NARTC 182	Natural History and Techniques of Surveying Sierra Nevada Wildlife (2)	
NARTC 183	Ecological Restoration in Practice (1)	
NATRE 110	Natural Resources Field Camp (3)	
Three (3) units required from this section		3
ANTHR 10	Archaeology and Cultural Prehistory (3)	
BIOL 17	Fundamentals of Biology (4)	
BIOL 65	Microbiology (4)	
BUSAD 9/ SPCOM 9	Introduction to Small Group and Team Communication (3)	
CHEM 10	Fundamentals of Chemistry (4)	
GEOGR 12	Cultural Geography (3)	
INDIS 48	Sustainable Living (3)	
PHYCS 1	Conceptual Physics (3)	

Total Required Units 35

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	Introduction to Maps and Remote Sensing	1.5-2
NARTC 181	California Wildlife	4
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada	1
Three to four (3-4) units required from this section		3-4
ESC 10	Environmental Geology (3)	
ESC 25	Geology of the National Parks (3)	
ESC 33	Introduction to the Earth (4)	
ESC 42	Natural Hazards (3)	
ENGL 151	Preparation for College Composition	5
	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	1.5-3
MATH 101	Algebra I	5
	or	
Higher level math course		3-5

Total Required Units 40-47

Recommended Optional Courses

OFTEC 100	Computer Keyboarding I (1)	
	or	
OFTEC 110	Computer Keyboarding II (2)	

OFFICE TECHNOLOGY

Administrative Office Professional

Required Courses		*Units*
OFTEC 97	Work Experience in Office Technology	2
OFTEC 105	Electronic Printing Calculators	1
OFTEC 120	Computer Keyboarding III	3
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 2A	Financial Accounting	4
	or	
BUSAD 161A	Small Business Accounting I	4
BUSAD 40	Principles of Management	3
BUSAD 138	Excel Spreadsheets	1.5-2
CMPSC 10	Internet Essentials	1-2
CMPSC 11	Presentations Using Computers and Multimedia	1-2
CMPSC 155	Access	1-2
GUIDE 25/ BUSAD 25	Job Search and Interviewing Strategies	1

Total Required Units 35.5-39

Recommended Optional Courses

BUSAD 53/ CMPSC 53	Project Management (3)	
BUSAD 135	Computerized Accounting (Quickbooks) (1-2)	
SPCOM 1	Introduction to Public Speaking (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 152A	Medical Billing and Coding	3
OFTEC 153A	Medical Transcription	3
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

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	Internet Essentials	1-2
CMPSC 11	Presentations Using Computers & MultiMedia	1-2
CMPSC 155	Access	1-2
BUSAD 25/ GUIDE 25	Job Search Strategies	1
BUSAD 138	Excel Spreadsheets	1.5-2
BUSAD 163	Business Mathematics	4

Total Required Units 31.5-35

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.

Virtual Office Professional

The Virtual Office Professional Program prepares students as entrepreneurs or independent contractors who will be able to provide professional, administrative, creative, and technical assistance to clients in a virtual office environment using advanced communication technologies. The courses assist the student in developing skills which will work in virtual environments, and identify the student's niche in the industry. Preparation includes topics related to creating a virtual office such as time management, customizing the workplace, evaluating software and hardware, and communicating effectively and efficiently with and through technology.

Required Courses		*Units*
BUSAD 41	Small Business Management	3
OFTEC 120	Computer Keyboarding III	3
OFTEC 130	Business English	3
OFTEC 131	Office Procedures and Technology	3
OFTEC 132	Business Communications	3
OFTEC 168	Creating and Managing a Virtual Office	3

Total Required Units 18

WELDING TECHNOLOGY

Welding Levels I, II and III

The Welding Technology Skills Attainment Certificate is aligned with the American Welding Society (AWS) level I, II, and III course patterns. Students earning this certificate will have met AWS skills standards in welding.

Required Courses		*Units*
WT 97	Work Experience in Welding Technology	2
WT 101	Practical Laboratory	1
WT 121	Welding Technology Level I	3
WT 122	Welding Technology Level II	3
WT 123	Welding Technology Level III	3

Total Required Units 12

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

Skills Attainment Certificates

AUTOMOTIVE TECHNOLOGY

Auto Body Repair

Students earning this certificate have demonstrated prescribed competencies in basic auto body repair and painting.

Required Courses		*Units*
AT 97	Work Experience in Auto Technology	3
AT 104	Practical Lab (Auto Body)	1
AT 155	Automotive Spray Refinishing I	2
AT 156	Automotive Spray Refinishing II	2
AT 185	Auto Body Collision Repair I	2
AT 186	Auto Body Collision Repair II	2

Total Required Units 12

Automotive Technology for Entrepreneurs

The coursework in this certificate is designed to better prepare students who plan to own their own business in the Automotive industry.

Required Courses		*Units*
ENTRE 102	Entrepreneurial Marketing	2
	or	
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2

Minimum of eight (8) units from:
AT 1 – AT 199 (Maximum 1 unit from AT 97) 8

Total Required Units 12

Electrical Repair

Required Courses		*Units*
AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	0.5
AT 112	Heating/Air Conditioning	3
AT 113	Automotive Electrics	7

Total Required Units 11.5

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

Total Required Units 11.5

COMPUTER SCIENCE

Digital Graphic Arts for Entrepreneurs

The coursework in this certificate is designed to prepare students who plan to be entrepreneurs to create and publish digital graphic arts and marketing material.

Required Courses		*Units*
CMPSC 19	Computer Graphics and Animation	2-3
CMPSC 31	Publication Design I	3
CMPSC 33	Computer Graphics I	3
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 104	Preparing Effective Business Plans	2
ENTRE 105	Social Media Marketing	2
Two (2) units required from this section		2
CMPSC 34	Computer Graphics II (3)	
CMPSC 149	Photoshop for the Web (2-3)	
CMPSC 150	Image Managing and Editing for Digital Photographers (2-3)	

Total Required Units 16 - 17

Multimedia Technician - Web Development

The coursework in this certificate will prepare students to assist clients in creating and publishing multimedia for website development.

Required Courses		*Units*
CMPSC 12	Website Development Applications	3
CMPSC 14	Advanced Topics in Website Development	3
CMPSC 36	Introduction to Digital Multimedia	3
CMPSC 37	Writing for Multimedia	3
Five (5) units required from this section		5
BUSAD 121	Adobe Acrobat Essentials (2)	
CMPSC 13	Introduction to HTML (2)	
CMPSC 19	Computer Graphics and Animation (2-3)	
CMPSC 29A	Introduction to Computer Video Production (1.5-2)	
CMPSC 29B	Advanced Computer Video Production (2)	
CMPSC 149	Photoshop for the Web (2)	
ENTRE 105	Social Media Marketing (2)	

Total Required Units 17

Multimedia Technician for Entrepreneurs

The coursework in this certificate will prepare students to assist clients in creating and publishing multimedia for their businesses.

Required Courses		*Units*
BUSAD 121	Adobe Acrobat Essentials	2
CMPSC 36	Introduction to Digital Multimedia	3
CMPSC 37	Writing for Multimedia	3
ENTRE 105	Social Media Marketing	2
Seven (7) units required from this section		7
CMPSC 12	Website Development Applications (3)	
CMPSC 29A	Introduction to Computer Video Production (1.5-2)	
CMPSC 31	Publication Design I (3)	
CMPSC 149	Photoshop for the Web (2-3)	
ENTRE 102	Entrepreneurial Marketing (2)	
ENTRE 104	Preparing Effective Business Plans (2)	

Total Required Units 17

Multimedia Technician - Digital Media

The coursework in this certificate is designed to prepare students to assist clients in the creation and publishing of digital media.

Required Courses		*Units*
CMPSC 19	Computer Graphics and Animation	2-3
CMPSC 29A	Introduction to Computer Video Production	1.5-2
CMPSC 33	Computer Graphics I	3
CMPSC 36	Introduction to Digital Multimedia	3
CMPSC 37	Writing for Multimedia	3
Two to three (2-3) units required from this section		2-3
ART 47A	Digital Darkroom: Beginning (3)	
BUSAD 121	Adobe Acrobat Essentials (2)	
CMPSC 12	Website Development Applications (3)	
CMPSC 29B	Advanced Computer Video Production (2)	
CMPSC 31	Publication Design I (3)	
CMPSC 35	Digital 3D Modeling and Animation (3)	
CMPSC 56	Typography (3)	
CMPSC 149	Photoshop for the Web (2-3)	
CMPSC 150	Image Managing and Editing for Digital Photographers (2-3)	
ENTRE 105	Social Media Marketing (2)	

Total Required Units 14.5 – 17

Video Production for Entrepreneurs

The coursework in this certificate is designed to prepare students who plan to own a business and/or consult in filming, editing and producing video content.

Required Courses		*Units*
CMPSC 29A	Introduction to Computer Video Production	1.5-2
CMPSC 29B	Advanced Computer Video Production	2
CMPSC 149	Photoshop for the Web	2-3
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 104	Preparing Effective Business Plans	2
ENTRE 105	Social Media Marketing	2
Four (4) units required from this section		4
CMPSC 36	Introduction to Digital Multimedia (3)	
CMPSC 53	Project Management (3)	
CMPSC 56	Typography (2-3)	
ENTRE 103	Financial Management for Entrepreneurs (2)	

Total Required Units 15.5 – 17

Website Development for Entrepreneurs

The coursework in this certificate is designed to prepare students who plan to own a business and/or consult in website development.

Required Courses		*Units*
CMPSC 12	Website Development Applications	3
CMPSC 13	Introduction to HTML	2
CMPSC 14	Advanced Topics in Website Development	2-3
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 104	Preparing Effective Business Plans	2
ENTRE 105	Social Media Marketing	2
Three (3) units required from this section		3
CMPSC 17	Advanced Internet Research (0.5-2)	
CMPSC 149	Photoshop for the Web (2-3)	
CMPSC 150	Image Managing and Editing for Digital Photographers (2-3)	

Total Required Units 17

EMERGENCY MEDICAL SERVICES

Emergency Medical Technician Training

Required Course		*Units*
EMS 4	Emergency Medical Technician Training	7

Total Required Units 7

Recommended Optional Courses		
EMS 13	Advanced First Aid and Emergency Care (3)	
EMS 153	CPR and Basic First Aid (0.5) or	
EMS 157	First Responder and CPR (3)	

First Responder

Required Courses		*Units*
EMS 157	First Responder and CPR	3

Total Required Units 3

ENTREPRENEURSHIP

E-Marketing Your Business

E-Marketing represents one of the most significant changes in consumer purchasing behavior in history, resulting in fundamental shifts in the way marketers communicate and interact with consumers. This certificate provides the practical knowledge and insights required to establish objectives and strategies, to properly select the marketing platforms to engage consumers, and monitor and measure the results of these efforts.

Required Courses		*Units*
BUSAD 121	Adobe Acrobat Essentials	2
CMPSC 52	E-Commerce	3
ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 105	Social Media Marketing	2
OFTEC 140	Beginning Word Processing	2
OFTEC 168	Creating and Managing a Virtual Office	3

Total Required Units 16

Entrepreneur Business Startup

Required Courses		*Units*
ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2

Total Required Units 8

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
HPMGT 141	Restaurant Desserts	2

Total Required Units 8.5

Baking for Entrepreneurs

The coursework in this certificate is designed to prepare students who plan to own their bakery business.

Required Courses		*Units*
ENTRE 102	Entrepreneurial Marketing	2
	or	
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 134	Commercial Baking: Beginning	2.5
HPMGT 135	Commercial Baking: Advanced	2
HPMGT 141	Restaurant Desserts	2

Total Required Units 12.5

Bartender

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

Total Required Units 3

Chef for Entrepreneurs

The coursework in this certificate is designed to prepare students who plan to own their own restaurant business as the chef.

Required Courses		*Units*
ENTRE 102	Entrepreneurial Marketing	2
	or	
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2
Eight (8) units required from this section		8
HPMGT 97	Work Experience in Hospitality Management (maximum 2 units) (1-2)	
HPMGT 102	Introduction to Hospitality Careers and Human Relations (1.5)	
HPMGT 104	Hospitality Laws and Regulations (2)	
HPMGT 120	Safety and Nutrition (2)	
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 140	Contemporary Cuisine (2-3.5)	
HPMGT 141	Restaurant Desserts (2)	
HPMGT 142	Garde Manger (1)	

Total Required Units 12

Deli Cook & Baker

Required Courses		*Units*
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

Required Courses		*Units*
HPMGT 102	Introduction to Hospitality Careers and 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

Required Courses		*Units*
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 136	Dining Room Service and Management I	2

Total Required Units 4

Safety & Sanitation

Required Course		*Units*
HPMGT 120	Safety and Sanitation	1

Total Required Units 1

OFFICE TECHNOLOGY

Medical Coding

The Medical Coding Certificate program prepares individuals to perform the duties and functions of a medical billing and coding specialist. Upon completion of the program, the student will have the ability to: input patient information for coding and billing using medical software, use and understand medical terminology as it relates to coding and billing, organize information relating to patient medical records, and use CPT, ICD-9-CM, and HCPC for medical billing, coding, and completion of insurance forms.

Required Courses		*Units*
OFTEC152A	Medical Billing and Coding	3
OFTEC152B	Medical Coding II	3
OFTEC152C	Advanced Medical Coding	3
OFTEC51	Medical Terminology for ICD-10 Coding	3

Total Required Units 12

Virtual Entrepreneur Technician

Students completing this certificate will have the business skills to complete the startup requirements of a virtual office. In addition, students will have the skills to manage, market, and grow a virtual business.

Required Courses		*Units*
ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 104	Preparing Effective Business Plans	2
ENTRE 105	Social Media Marketing	2
OFTEC 168	Creating and Managing a Virtual Office	3
Six (6) units required from this section		6
BUSAD 41	Small Business Management (3)	
CMPSC 51	Management Information Systems (4)	
CMPSC 52	E-Commerce (3)	
CMPSC 53	Project Management (3)	
OFTEC 130	Business English (3)	
OFTEC 132	Business Communications (3)	

Total Required Units 17

PSYCHOLOGY

Peer Support

Required Courses		*Units*
PSYCH 52	Introduction to Peer Support for Psychosocial Rehabilitation	3
PSYCH 54	Advanced Skills in Peer Support for Psychosocial Rehabilitation	3
GUIDE 10A	Introduction to Helping Skills	1.5
GUIDE 10B	Intermediate Helping and Basic Conflict Management Skills	1.5
WKEXP 97	Cooperative Work Experience	3

Total Required Units 12

Psychosocial Rehabilitation

Required Courses		*Units*
PSYCH 56	Introduction to Psychosocial Rehabilitation	3
PSYCH 58	Current Trends and Issues in Psychosocial Rehabilitation	3
PSYCH 59	Case Management	3
WKEXP 97	Cooperative Work Experience	3

Total Required Units 12

WELDING TECHNOLOGY

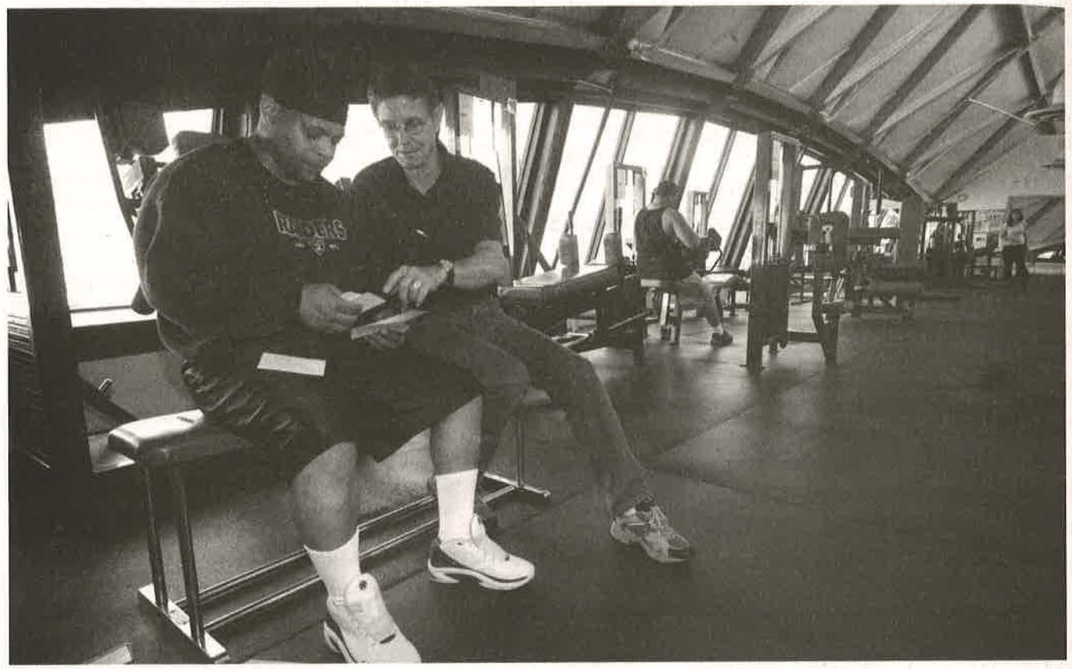
Welding Technology For Entrepreneurs

The coursework in this certificate is designed to prepare students who plan to own their business in the welding industry.

Required Courses		*Units*
ENTRE 102	Entrepreneurial Marketing	2
	or	
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2
WT 100	Introduction to Welding	3
WT 110	Metallic and Tungsten Inert Gas Welding (M.I.G./T.I.G.)	3
WT 111	Advanced Arc Welding Techniques	3

Total Required Units 13

Course Descriptions



COURSE INFORMATION

Numbering of Courses

1-99	Designated baccalaureate-level courses, transferable to four-year institutions and applicable to Associate Degree
94	Designated Honors courses
100- 199	Applicable to Associate Degree; not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities
200-299	Courses in occupational skills development, not applicable to Associate Degree
300-399	Non-credit, non-basic-skills courses for which no grade is awarded
400-499	Supplemental non-credit laboratory courses for which no grade is awarded
500-599	Vocational courses not intended for transfer or inclusion in a major; units may be used as elective credit to fulfill the 60-unit degree requirement
600-699	Basic skills credit courses that are not applicable to transfer or an Associate Degree
700-799	Non-credit, non-graded basic skills 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 designated at the end of the course description:

CSU—Transfer to CSU System

UC—Transfer to UC System

UC/CSU—Transfer to both systems

UC or CSU—(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 36 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 180-181 of the catalog. Others may be 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. **70/170/270 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 the 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 40 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, NC** or **NP**) or (2) the course is approved as repeatable by the College Curriculum Committee and is so identified in this catalog. See page 38 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

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

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 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: ANTHR 7 or SOCIO 7.

Transfer: UC/CSU

ANTHR 8 RESEARCH METHODS IN THE SOCIAL AND BEHAVIORAL SCIENCES **3 Units**

Prerequisite: SOCIO1 with a grade of C or better, or P

Lecture: 3 hours

Surveys research traditions and processes in the social and behavioral sciences. The course addresses: epistemological traditions, research conceptualization, research design, research process, measures, sampling, data collection and analysis, reporting traditions, ethics, as well as implications for theory and public policy. While the primary focus is on Anthropology, Psychology, and Sociology, there will be a secondary focus on the disciplines of Biology, Demography, History, Political Science, and Public Health. Credit may be earned for only one of the following: ANTHR 8 or SOCIO 8.

Transfer: 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

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 **2-4 Units**

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

Introduction to basic drawing techniques, rendering techniques, linear perspective, composition in various media.

Transfer: UC/CSU

ART 2 BASIC COLOR AND DESIGN **2-4 Units**

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

Introduction to elements and principles of visual design and color theory as applied in a studio setting.

Transfer: UC/CSU

ART 9A LIFE DRAWING: Beginning **2-4 Units**

Lecture: 1.5-3 hours

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

Prerequisite: ART 9A with a grade of C or better, or P

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

An extension of ART 9A emphasizing various media and compositional problems. May be repeated three times.

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 and 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

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

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

Lecture: 3 hours

Survey of the art of Africa, Asia, Australia, and the Americas 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 **2-4 Units**

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

Basic principles, techniques, and materials of oil or acrylic painting on canvas. May be repeated one time. (MJC ART 148)

Transfer: UC/CSU

ART 21B PAINTING: Intermediate **2-4 Units**

Prerequisite: ART 21A with a grade of C or better, or P

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

Continuation of ART 21A with emphasis on personal expression. May be repeated three times. (MJC ART 149)

Transfer: UC/CSU

ART 23A WATERCOLOR: Beginning **2-4 Units**

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

Introduction to basic materials, techniques and problems of transparent watercolors. May be repeated one time. (MJC ART 144)

Transfer: UC/CSU

ART 23B WATERCOLOR: Intermediate **2-4 Units**

Prerequisite: ART 23A with a grade of C or better, or P

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

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

Transfer: UC/CSU

ART 25 MIXED MEDIA PAINTING **2-4 Units**

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

A beginning studio class which introduces students to the elements and principles of mixed media painting. The course will involve the use of oil or acrylic paints and will emphasize technique, special illusion and basic composition skills using different mixed media. May be repeated three times. (MJC ART 146)

Transfer: UC/CSU

ART 31 CERAMICS: Introductory **2-4 Units**

Lecture: 1.5-3 hours

Laboratory: 1.5-3 hours

Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. May be repeated two times. (MJC ART 108)

Transfer: UC/CSU

ART 32 CERAMICS: Intermediate **2-4 Units**
Lecture: 1.5-3 hours
Laboratory: 1.5-3 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: Advanced **2-4 Units**
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Course emphasis is on personal growth and independence. May be repeated one time.
Transfer: UC/CSU

ART 35 RAKU AND ALTERNATIVE FIRING METHODS **2-4 Units**
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Introduction to the raku process, pit firing, fuming, barrel smoked, historic origins and contemporary uses. Practical experience in clay bodies, glazes, raku and other firing. May be repeated one time.
Transfer: UC/CSU

ART 51 PUBLICATION DESIGN I **3 Units**
Recommended for Success: OFTEC 141
Lecture: 2 hours
Laboratory: 3 hours
An introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create media for print and digital publishing. Exercises and projects will include the creation of a multi-page booklet, poster, newsletter, brochures and an interactive document formatted for digital publishing. Credit may be earned for only one of the following: ART 51, CMPSC 31, or OFTEC 42. May be repeated two times.
Transfer: CSU

ART 52 PUBLICATION DESIGN II **3 Units**
Prerequisite: ART 51 or CMPSC 31 or OFTEC 42 , with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
A continuation of study in problems of Publication Design. Areas of focused study will be in advanced problems of page layout, typography, print, and interactive documents for digital publication. Credit may be earned for only one of the following: ART 52, CMPSC 32, or OFTEC 43. May be repeated two times.
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. May be repeated one time.
Transfer: UC/CSU

ART 54 COMPUTER GRAPHICS II **3 Units**
Prerequisite: ART 53 or CMPSC 33, with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
A continuation of Computer Graphics I. Topics covered will include more advanced techniques of painting and drawing software, 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 two times.
Transfer: UC/CSU

ART 56 TYPOGRAPHY **2-3 Units**
Prerequisite: ART 53 or CMPSC 33, with a grade of C or better, or P
Lecture: 2-3 hours
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 CMPSC 56. May be repeated two times.
Transfer: UC/CSU

ART 71 CERAMIC SCULPTURE: Introductory **2-4 Units**
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Basic principles, techniques and problems in sculpture. May be repeated one time.
Transfer: UC/CSU

ART 72 CERAMIC SCULPTURE: Advanced **2-4 Units**
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Course emphasis is on advanced principles, techniques, and problems in hand-built sculpture. May be repeated one time.
Transfer: UC/CSU

ART 103 PRACTICAL LABORATORY - METAL SCULPTURE **1 Unit**
Prerequisite: ART 166 or WT 166, with a grade of C or better, or P
Laboratory: 3 hours
The student shall gain practical experience by working on individual projects in metal sculpture design and fabrication. Emphasis is on quality, appearance and function. Credit may be earned for only one of the following: ART 103 or WT 103. May be repeated three times.

ART 165 METAL SCULPTURE **1.5 Units**
Lecture: 0.5 hour
Laboratory: 3 hours
An introduction to various metal working techniques with an emphasis on aesthetic design and quality of metal joining. An introduction to M.I.G. welding will be offered, time being available. Credit may be earned for only one of the following: WT 165 or ART 165. Field trips may be required. May be repeated three times.

ART 166 METAL SCULPTURE PROJECTS **1 Unit**
Prerequisite: ART 165 or WT 165, with a grade of C or better, or P
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. Students will work progressively more independently from instructor direction. Credits may be earned for only one of the following: ART 166 or WT 166. Field trips may be required. May be repeated three times.

PHOTOGRAPHY

ART 40 PHOTOGRAPHY: Beginning **4 Units**
Lecture: 3 hours
Laboratory: 3 hours
Introduction to the history, art, craft, and scope of 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 film camera (or equivalent) will be utilized. (MJC ART 170 or ART 181 & 182)
Transfer: UC/CSU

ART 41 PHOTOGRAPHY: Intermediate **3 Units**
Recommended for Success: ART 40
Lecture: 2 hours
Laboratory: 3 hours
Emphasis will be on refining camera and darkroom work, composition, visual concepts; exposure and development of the negative, and printing skills in black and white. Adjustable 35mm film camera (or equivalent) will be utilized. Field trips may be required.
Transfer: UC/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 **2.5 Units**
Lecture: 2 hours
Laboratory: 2 hours
An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. The student will utilize an adjustable film or digital camera. Field trips required.
Transfer: CSU

ART 46 FIELD PHOTOGRAPHY: Composition and Design **2-4 Units**
Lecture: 1.5-3 hours
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 and historical significance followed by lectures, demonstrations, and critiques. Requires adjustable 35mm camera or larger format, or adjustable SLR type digital. May be repeated one time. Field trips 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 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**
Recommended for Success: ART 47A
Lecture: 1-2 hours
Laboratory: 3 hours
Study of the electronic darkroom using PC computers. Advanced scanning techniques for optimum image control, higher resolution and larger print sizes. Use of image management (Adobe Bridge) and image control software (Adobe Photoshop) to sort, edit and enhance images. Use of advanced layering techniques, creation of masks and alpha channels, painting on photos, photo restoration, plus further use of the special-effects filters and photo retouching tools. Use of advanced printer controls to create consistently high-quality prints on photo-quality inkjet printers with a variety of paper mediums. May be repeated two times.
Transfer: CSU

ART 48 SPECIAL TOPICS IN PHOTOGRAPHY 1-4 Units
Recommended for Success: ART 40
Lecture: 0.5-2 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. Field trips may be required. May be repeated with different topics only.
Transfer: CSU

AUTOMOTIVE TECHNOLOGY

See pages 91 & 101 for Certificate Requirements

AT 97 WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY 1- 4 Units
Co-requisite: 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 Automotive Technology. The student's employment must be related to educational or occupational goals. Offered for Pass/No Pass 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.
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. Environmental issues will be discussed. 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 Pass/No Pass grading only.

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 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. Field trips may be required. 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
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 112 HEATING AND AIR CONDITIONING 3 Units
Recommended for Success: AT 100
Lecture: 2 hours
Laboratory: 3 hours
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. Field trips may be required. May be repeated three times.

AT 113 AUTOMOTIVE ELECTRICS 7 Units
Recommended for Success: AT 100
Lecture: 5 hours
Laboratory: 6 hours
Fundamentals of electricity and electronics that apply to all automotive electrical and electronic systems. Electrical theory, lighting systems, and chassis electrical and electronic circuits, and charging and starting systems are included. 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 4 Units
Recommended for Success: AT 100
Lecture: 3 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 three times for recertification.

AT 122 MANUAL POWER TRAINS AND AXLES 4 Units
Recommended for Success: AT 100
Lecture: 2 hours
Laboratory: 6 hours
This course covers operating principles 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 prepare for Automotive Service Excellence (ASE) certification. May be repeated three times for recertification.

AT 132 AUTOMATIC TRANSMISSIONS AND TRANSAXLES 3 Units
Recommended for Success: AT 100
Lecture: 1 hour
Laboratory: 6 hours
Principles and theories involved with diagnosis, repair, and rebuilding of 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 three times for recertification. Field trips may be required.

AT 140 B.A.R. SMOG CHECK TRAINING, LEVEL II 3 Units
Lecture: 2.5 hours
Laboratory: 1.5 hours
Students successfully completing this course will have met the training requirement for the Smog Check Inspector License. Note: Students are encouraged to contact Automotive Technology staff (on campus) or the Bureau of Automotive Repair for all licensing requirements. This course also serves as the Level III citation training. May be repeated three times.

AT 155 AUTOMOTIVE SPRAY REFINISHING I 2 Units
Prerequisite: AT 186 with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 3 hours
Introduction to automobile spray painting. Study of materials, supplies and equipment. Experience in feather edging and application of base coats; spray techniques in spot blending and panel refinishing with a base coat and clear coat. Field trips required. May be repeated three times.

AT 156 AUTOMOTIVE SPRAY REFINISHING II 3 Units
Prerequisite: AT 155 with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 6 hours
Advanced techniques in automotive refinishing with single stage, base/clear coat urethane paints, and estimate writing. Field trips may be required. 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 three times for recertification.

AT 171 B.A.R. 2009 UPDATE TRAINING 1 Unit
Lecture: 1 hour
This course satisfies the Bureau of Automotive Repair's Smog Check Technician update training requirement for 2009. Topics include advanced diagnostics relative to emissions failures, internet resources, and Smog Check Program updates. Offered for Pass/No Pass grading only. May be repeated one time.

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: AT 185
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 AUTOMOTIVE DETAILING **1 Unit**
Lecture: 0.5 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.

AT 200 EXPLORING AUTOMOTIVE TECHNOLOGY **0.5-3 Units**
Lecture: 0.5-1.5 hours
Laboratory: 0-4.5 hours
This course allows students to perform routine maintenance and services in a supervised environment. Emphasis will be placed on safety and information competency. This course is also an exploratory course for those who are interested in learning proper usage of automotive repair facilities, equipment and tools, and in pursuing an automotive technology career. Offered for Pass/No Pass grading only. Field trips may be required. May be repeated three times.

AT 201 TEAM-MANAGED PROJECTS **3 Units**
Lecture: 2 hours
Laboratory: 3 hours
Using a team-based format, students will solve problems (projects) using various principles and fundamentals in automotive technology. Project outcomes will be dependent on teamwork and research. May be repeated one time.

AT 220 INDUSTRY UPDATE TRAINING **1 Unit**
Lecture: 1 hour
This course will cover updates relevant to the eight ASE areas in automotive technology. Topics presented are intended for technicians currently employed in the field. Offered for Pass/No Pass grading only. May be repeated three times.

BIOLOGY

BIOL 2 PRINCIPLES OF BIOLOGY **4 Units**
Prerequisite: MATH 104 with a grade of C or better, or P
Lecture: 3 hours
Laboratory: 3 hours
Covers 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, respiration, and viruses. Science as an ongoing process of 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.)

BIOL 4 PRINCIPLES OF ANIMAL BIOLOGY **4 Units**
Prerequisite: MATH 104 with a grade of C or better, or P
Lecture: 3 hours
Laboratory: 3 hours
This course covers the comparative structure and function of animals and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MJC ZOOL 101)
Transfer: UC/CSU

BIOL 6 PRINCIPLES OF PLANT BIOLOGY **4 Units**
Prerequisite: MATH 104 with a grade of C or better, or P
Lecture: 3 hours
Laboratory: 3 hours
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

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

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 for 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. (MJC BIO 114)
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

BIOL 60 HUMAN PHYSIOLOGY **4 Units**
Recommended for Success: BIOL 10, BIOL 17, CHEM 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

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

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. (MJC AP 50)

BIOL 158 BIRDS OF CENTRAL CALIFORNIA **1 Unit**
Lecture: 0.5 hour
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 Pass/No Pass grading only. Field trips may be required. May be repeated three times.

BIOL 159 WILDFLOWERS **1-1.5 Units**
Lecture: 1-1.5 hours
A survey of seasonal wildflowers. Includes basic identification, and recognition of common species and families, terminology, and natural history. Offered for Pass/No Pass grading only. Field trips may be required. May be repeated three times.

BIOL 160 MUSHROOMS AND OTHER FUNGI **1.5 Units**
Lecture: 1.5 hours
Survey of mushrooms 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 Pass/No Pass grading only. Field trips may be required. May be repeated three times.

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 Pass/No Pass grading only. Field trips required.

BUSINESS

Business Administration

See page 91 for Certificate Requirements

BUSAD 2A FINANCIAL ACCOUNTING **4 Units**

Recommended for Success: BUSAD 161A, BUSAD 161B, CMPSC 30
Lecture: 4 hours
Provides Business Administration and Accounting majors an opportunity to develop a working knowledge of accounting information systems used in recording and reporting business transactions for service and merchandising businesses under sole proprietorship, partnership and corporation entities. Special focus is on the accounting cycle, financial statements, analysis and generally accepted accounting principles, including internal control and ethical issues. Students will work with asset, liability and equity valuation, revenue and expenditure recognition, cash flow calculations and appropriate computer applications. (MJC BUSAD 201)
Transfer: UC/CSU

BUSAD 2B MANAGERIAL ACCOUNTING **4 Units**

Prerequisite: BUSAD 2A with a grade of C or better, or P
Recommended for Success: BUSAD 163, CMPSC 30
Lecture: 4 hours
Provides Business Administration and Accounting majors an opportunity to develop a working knowledge of techniques used for decision making, planning, directing, and controlling manufacturing operations. Particular focus is on costing methods, cost-volume-profit issues, incremental analysis and pricing. Students will work with standard cost, budgets, and control responsibility, including capital investments and cash flow analysis. (MJC BUSAD 202)
Transfer: UC/CSU

BUSAD 9 INTRODUCTION TO SMALL GROUP AND TEAM COMMUNICATION **3 Units**

Lecture: 3 hours
This course focuses on the intersection between communication and the ability of small groups or teams to effectively achieve objectives. Course includes the study of, and practice in, discussion methodology, types of discussion groups, information gathering, problem solving, decision making, and leadership roles. Credit may be earned for only one of the following: BUSAD 9 or SPCOM 9.
Transfer: CSU

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

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. Credit may be earned for only one of the following: BUSAD 25 or GUIDE 25. Offered for Pass/No Pass grading only. (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, 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 41 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.
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 Pass/No Pass 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**

Co-requisite: 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 Pass/No Pass 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

BUSAD 121 ADOBE ACROBAT ESSENTIALS 2 Units

Recommended for Success: CMPSC 1
Lecture: 1 hour
Laboratory: 3 hours
Designed for those who need to convert various file formats to the universally accepted PDF file format and work with Acrobat Standard or Professional in the creation, editing, packaging and management processes of PDF files. Students will also learn creation of Adobe forms and working with their interactive features.

BUSAD 133 COMPUTERIZED ACCOUNTING (Quicken) 0.5-2 Units

Recommended for Success: BUSAD 161A
Lecture: 0.5-2 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 135 COMPUTERIZED ACCOUNTING (Quickbooks) 1-2 Units

Recommended for Success: BUSAD 161A
Lecture: 1-2 hours
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.

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 Pass/No Pass grading only.

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 155 COMPUTERIZED ACCOUNTING FOR BUSINESS 6 Units

Recommended for Success: BUSAD 2A or BUSAD 161A, BUSAD 158
Lecture: 6 hours
This course provides students the opportunities to set up 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 with a grade of C or better, or P
Lecture: 4 hours
Extension of the techniques learned in BUSAD 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 2 Units

Lecture: 1.5 hours
Laboratory: 1.5 hours
Instruction on income tax preparation and reporting based on the current requirements of the U.S. Internal Revenue Code and the California State Tax Code for individuals and Small Business filers. Successful completion of the course leads to VITA (Volunteer Income Tax Assistance) Certification.

OFFICE TECHNOLOGY

See page 165

CHEMISTRY

CHEM 1A GENERAL CHEMISTRY 5 Units

Prerequisite: CHEM 10 or CHEM 12 or CHEM 20, and MATH 104, with grades of C or better, or P
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 phenomena 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

CHEM 1B GENERAL CHEMISTRY 5 Units

Prerequisite: CHEM 1A with a grade of C or better, or P
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

CHEM 2A GENERAL CHEMISTRY I 3 Units

Prerequisite: MATH 104 with a grade of C or better, or P, and CHEM 5 or CHEM 14 or CHEM 20, with a grade of C or better, or P
Lecture: 3 hours
The first half of a two-semester course designed to give an in-depth survey of chemical principles and theories. The application of the scientific method to observable chemical phenomena is an overarching theme of this course. Subjects covered in-depth include measurement theory and practice, data acquisition and analysis, modern atomic theory, ionic and covalent bonding, reaction classifications, stoichiometry, gas and solution chemistry, thermochemistry, intermolecular forces, and colligative properties. Further introductions to molecular orbital theory, quantum chemistry, materials science, and environmental analysis ensure practical use of general chemical principles.
Transfer: CSU

CHEM 2AL GENERAL CHEMISTRY I LABORATORY 2 Units

Prerequisite/Co-requisite: CHEM 2A with a grade of C or better, or P or concurrent enrollment in CHEM 2A
Lecture: 1 hour
Laboratory: 3 hours
The first laboratory course in a series designed so students gain multiple experiences in a chemistry lab. The investigation of compounds and elements using gravimetric, colorimetric, calorimetric, titrative, and qualitative means will be explored. The analysis of the validity of quantitative data will be included throughout the course. Standard laboratory safety (SLS) and good laboratory practice (GLP) will be emphasized.
Transfer: CSU

CHEM 2B GENERAL CHEMISTRY II 3 Units

Prerequisite: CHEM 2A with a grade of C or better, or P
Lecture: 3 hours
The second half of an in-depth survey of chemical principles and theories. Subjects studied include chemical equilibria, acids and bases, solubility, thermodynamics, kinetics, electrochemistry, nuclear chemistry. Further introductions to inorganic chemistry, environmental chemistry, organic chemistry and biochemistry are used to create well rounded chemical education.
Transfer: CSU

CHEM 2BL GENERAL CHEMISTRY II LABORATORY 2 Units

Prerequisite/Co-requisite: CHEM 2B with a grade of C or better, or P or concurrent enrollment in CHEM 2B
Lecture: 1 hour
Laboratory: 3 hours
The laboratory for the second semester of general chemistry covering kinetics, equilibrium, thermodynamics, electrochemistry, analytical chemistry, environmental chemistry, and organic chemistry. Emphasis will be on quantitative measurements, instrumentation, data analysis, and theory development.
Transfer: CSU

CHEM 4A ORGANIC CHEMISTRY I 3 Units

Prerequisite: CHEM 2B with a grade of C or better, or P
Lecture: 3 hours
A mechanism-based investigation of the reactions of carbon and the analysis of the compounds produced. The nomenclature, structure, bonding, stereochemistry, and physical properties of alkanes, alkyl halides, alkenes, alkynes, alcohols, and ethers will be emphasized. Multi-step synthesis is also introduced. This is the first semester in a two-semester series in organic chemistry designed for students majoring in chemistry or life sciences.
Transfer: CSU

CHEM 4AL ORGANIC CHEMISTRY I LABORATORY **2 Units**

Prerequisite/Co-requisite: CHEM 4A with a grade of C or better, or P or concurrent enrollment in CHEM 4A
Lecture: 1 hour
Laboratory: 3 hours
The practice of laboratory skills involved in the synthesis, purification, and identification of organic molecules. The specific functional groups addressed will include alkanes, alkenes, alcohols, aromatics, and ethers.
Transfer: CSU

CHEM 4B ORGANIC CHEMISTRY II **3 Units**

Prerequisite: CHEM 4A with a grade of C or better, or P
Lecture: 3 hours
A mechanism-based investigation of the reactions of carbon and the analysis of the compounds produced. The chemistry of dienes, aromatics, amines, carbanions, carboxylic acids, carboxylic acid derivatives, aldehydes, ketones and biochemically important compounds will be examined. Multi-step synthesis is further extended from CHEM 4A to biomimetic natural product synthesis.
Transfer: CSU

CHEM 4BL ORGANIC CHEMISTRY II LABORATORY **2 Units**

Prerequisite/ Co-requisite: CHEM 4B with a grade of C or better, or P or concurrent enrollment in CHEM 4B
Lecture: 1 hour
Laboratory: 3 hours
Further practice of chemical synthesis of organic compounds, the use of the tools used to purify products and the ways chemists characterize new products formed. Attention to detail while performing multi-step synthesis, chromatographic separations, and spectroscopy analysis will be required.
Transfer: CSU

CHEM 5 INTRODUCTORY CHEMISTRY: ENVIRONMENTAL EMPHASIS **3 Units**

Lecture: 3 hours
Introductory chemical principles and theories applied to the study of the environment. Intended as a preparation course for general chemistry and other physical sciences, subjects include problem solving, measurement theory, data analysis, water solubility, spectral analysis, atomic structure, nuclear chemistry, ionic compounds, crystallography, stoichiometry, molecular compounds, gas laws, solutions, acids, bases, toxicity, equilibrium, kinetics, and the environmental analysis of water, soils and air. Science majors looking for an excellent foundation of chemistry before taking degree applicable physical science courses will benefit the most from this course offering.
Transfer: CSU

CHEM 5L INTRODUCTORY CHEMISTRY LABORATORY **1 Unit**

Prerequisite/ Co-requisite: CHEM 5 with a grade of C or better, or P or concurrent enrollment in CHEM 5
Laboratory: 3 hours
Chemical laboratory practices related to environmental analysis including laboratory safety, measurement theory, data analysis, water sampling and analysis, soil sampling and analysis, atomic absorption spectroscopy, ionic and molecular compounds, environmental sampling, sample preparation, solution preparation, and use of standard solutions.
Transfer: CSU

CHEM 10 FUNDAMENTALS OF CHEMISTRY **4 Units**

Recommended for Success: MATH 101 and CHEM 20
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. Credit may be earned for only one of the following: CHEM 10 or CHEM 12. (MJC CHEM 143)
Transfer: UC/CSU (Transfer credit limited. See a counselor)

CHEM 11 FUNDAMENTALS OF ORGANIC AND BIOCHEMISTRY **4 Units**

Prerequisite: CHEM 10 with a grade of C or better, or P
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. (MJC CHEM 144)
Transfer: UC/CSU

CHEM 12 GENERAL, ORGANIC AND BIOCHEMISTRY **5 Units**

Recommended for Success: CHEM 20
Lecture: 4 hours
Laboratory: 3 hours
Fundamental principles of general, organic, and biochemistry. The general chemistry ideas covered include the composition of atoms and molecules, measurements and units, basic stoichiometry, physical properties of matter, gas laws, solution chemistry, acids bases and buffers, and nuclear chemistry. The organic chemistry portion will concentrate of the relevance of how functional groups influence solubility and chemical reactivity of biological molecules. The biochemistry portion concentrates on the structure and function of carbohydrates, lipids, and proteins and an overview of their metabolism. Applications to pharmaceuticals, medicine, and medical testing are integrated throughout each topic. Oral and written projects as they relate to communicating chemical ideas are required. Credit may be earned for only one of the following: CHEM 12 or CHEM 10.
Transfer: UC/CSU

CHEM 14 FUNDAMENTAL CHEMISTRY FOR ALLIED HEALTH **3 Units**

Lecture: 3 hours
Fundamental theories and principles of chemistry related to biological systems; scientific method, measurements and units, atomic and molecular structure, common biological ions, Lewis structures, nuclear medicine, gas laws, chemical reactions, solutions, acids, bases, buffers, oxidation reduction reactions, and biologically important organic compounds.
Transfer: CSU

CHEM 14L FUNDAMENTAL CHEMISTRY FOR ALLIED HEALTH LABORATORY **1 Unit**

Prerequisite/ Co-requisite: CHEM 14 with a grade of C or better, or P or concurrent enrollment in CHEM 14
Laboratory: 3 hours
Fundamental laboratory practices related to chemistry and biology; measurements and units, physical separations, solution preparation, observing chemical reactions, computer added molecular modeling, spectrophotometer analysis, organic synthesis, enzyme kinetics, qualitative analysis.
Transfer: CSU

CHEM 16 FUNDAMENTAL ORGANIC AND BIOCHEMISTRY **3 Units**

Prerequisite: CHEM 14 with a grade of C or better, or P
Lecture: 3 hours
The chemistry needed to pursue advanced allied health fields including the structure, nomenclature, physical properties, preparation, and reactions of organic compounds containing functional groups related to biological systems and the biochemistry of carbohydrates, lipids, amino acids, and nucleic acids. Special topics may include neurotransmitters, hormones, steroids, and other related biological molecules.
Transfer: CSU

CHEM 16L FUNDAMENTAL ORGANIC AND BIOCHEMISTRY LABORATORY **1 Unit**

Prerequisite/ Co-requisite: CHEM 16 with a grade of C or better, or P or concurrent enrollment in CHEM 16
Laboratory: 3 hours
Experiments and laboratory practices in organic and biochemistry will be explored in a wet lab setting. Organic purification techniques, compound analysis, and synthesis will be emphasized in the first half while reactions of biological molecules such as sugars, fats and oils, amino acids, and nucleic acids will be accomplished in the second half of the course.
Transfer: CSU

CHEM 20 THE CHEMISTRY OF EVERYTHING **3 Units**

Lecture: 3 hours
An introduction to the way chemists look at the world. Designed for non-science majors, topics ranging from dirt and sunshine to water and explosives will be explored. A blend of chemistry content and real-life applications will be used to illustrate scientific thought processes. (MJC CHEM 150)
Transfer: UC/CSU (Transfer credit limited. See a counselor)

CHEM 20L THE CHEMISTRY OF EVERYTHING LABORATORY **1 Unit**

Prerequisite/ Co-requisite: CHEM 20 with a grade of C or better or P or concurrent enrollment in CHEM 20
Laboratory: 3 hours
An introduction to how chemists work in the laboratory. Experiments will be performed in a wet lab environment allowing for a more in-depth understanding of how chemistry principles shape our world.
Transfer: CSU

CHILD DEVELOPMENT

See page 92 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 CHILD GROWTH AND DEVELOPMENT **3 Units**

Recommended for Success: ENGL 1A or ENGL 151
Lecture: 3 hours
Growth and development of children, conception through adolescence. Basic concepts related to physical, social, intellectual, and emotional development, including the effects of culture, will be explored. Emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. (MJC CLDDV 103)
Transfer: UC/CSU

CHILD 3 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN **3 Units**

Lecture: 3 hours
An examination of the underlying theoretical principles of developmentally appropriate practices, including planning and implementing developmentally appropriate curriculum activities for young children emphasizing the key role of anti-bias curriculum, physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and current practices in the field. (MJC CLDDV 101)
Transfer: CSU

CHILD 4 OBSERVATION AND ASSESSMENT **3 Units**

Lecture: 3 hours

Students will learn and practice the skill of observing and recording children's behavior and how to apply it to responsive teaching and assessment of children's development.

Transfer: CSU

CHILD 8 EARLY LITERACY DEVELOPMENT **3 Units**

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. (CC CHILD 12 & 13 = MJC CLDDV 292)

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. (CC CHILD 12 & 13 = MJC CLDDV 292)

Transfer: CSU

CHILD 16 PRACTICUM **1-3 Units**

Prerequisite: CHILD 1 with a grade of C or better, or P
Lecture: 0-1 hour
Laboratory: 0-6 hours
1 hour lecture only = 1 unit of credit
1 hour lecture w/3 hours laboratory = 2 units of credit
1 hour lecture w/6 hours laboratory = 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. (MJC CLDDV 127B & 127C, or CLDDV 128B & 128C)

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, Individualized Education Plans, definitions, health and safety considerations and administrative issues. (MJC CLDDV 163)

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 pro-social behavior, handling children's aggressive behavior, and diversity issues. This course covers children birth through school-age. (MJC CLDDV 121)

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 125)

Transfer: CSU

CHILD 26 HEALTH, SAFETY AND NUTRITION **3 Units**

Lecture: 3 hours

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. May be repeated two times.

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 with a grade of C or better, or P
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 35 INTRODUCTION TO CURRICULUM **3 Units**

Lecture: 3 hours

An overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

Transfer: CSU

CHILD 36 TEACHING IN A DIVERSE SOCIETY **3 Units**

Lecture: 3 hours

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored, emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

Transfer: CSU

CHILD 40 CREATIVE ACTIVITIES IN MOTOR DEVELOPMENT **2 Units**

Co-requisite: HHP 61
Lecture: 2 hours

Introduction to the concepts, recommendations and guidelines related to motor development for young children. Key components of health as related to physical activity will be discussed along with the importance of collaboration with families. Strategies for incorporating more physical activity throughout the day across the curriculum for all children will be identified. Focus on integrating concepts into everyday planning and program development.

Transfer: CSU

CHILD 97 WORK EXPERIENCE IN CHILD DEVELOPMENT **1-4 Units**

Co-requisite: 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 Pass/No Pass 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

CHILD 116 INFANT/TODDLER PRACTICUM **3 Units**

Prerequisite: CHILD 1 with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 6 hours
Supervised practicum in the Columbia College Child Development Center infant or toddler classrooms 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. This class can be used by students as a specialization class toward their Child Development Permit (issued by the California Teacher Credentialing Office). May be repeated one time.

CHILD 126 SCHOOL-AGE CHILD CARE **3 Units**

Lecture: 3 hours
This course will include the study of child development for children ages 6 to 12 and an overview of skills necessary to provide appropriate care for this age group. This class can be used by students as a specialization class toward their Child Development Permit (issued by the California Teacher Credentialing Office).

COMPUTER SCIENCE

See pages 93 & 101 for Certificate Requirements

CMPSC 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.
Transfer: UC/CSU

CMPSC 3 OPERATING SYSTEMS **3 Units**

Recommended for Success: CMPSC 1
Lecture: 2 hours
Laboratory: 3 hours
Provides an introduction to operating systems concepts, system architecture, structure, and management. Topics include operating system history, system commands, system programs, role of the operating system, its operational characteristics, its configuration, how to execute programs, installation, and file management.
Transfer: CSU

CMPSC 4 WINDOWS OPERATING SYSTEMS ESSENTIALS **0.5-1.5 Units**

Lecture: 0.5 - 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 Pass/No Pass grading only. May be repeated one time.
Transfer: CSU

CMPSC 5 INTRODUCTION TO PROGRAMMING **3 Units**

Recommended for Success: MATH 104
Lecture: 3 hours
Laboratory: 1 hour
First course in computer programming for students with little or no programming experience. Covers computer architecture, data representation, file systems and networks, software development methods (structured and object-oriented design), and basic problem-solving using analysis, documentation, algorithm design and control structures. Programming using scripting languages such as JavaScript and Python, and a compiled, object-oriented language such as Java will be introduced. This course is designed for majors and non-majors.
Transfer: UC/CSU

CMPSC 9 INTRODUCTION TO UNIX/LINUX **3 Units**

Prerequisite: CMPSC 3 with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
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 CMPSC 206)
Transfer: UC/CSU

CMPSC 10 INTERNET ESSENTIALS **1-2 Units**

Lecture: 1-2 hours
Instruction in how to access the Internet using communications software and a web browser on personal computers. Topics include navigating browsers, electronic mail, search techniques, personal privacy, downloading, and the World Wide Web. Offered for Pass/No Pass grading only. May be repeated one time. (MJC CMPGR 262)
Transfer: CSU

CMPSC 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

CMPSC 12 WEBSITE DEVELOPMENT APPLICATIONS **2-3 Units**

Recommended for Success: CMPSC 4
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

CMPSC 13 INTRODUCTION TO HTML **1-2 Units**

Recommended for Success: CMPSC 4
Lecture: 1-2 hours
Use HTML authoring tools and/or HTML home page software to prepare multimedia presentations to use with an Internet browser. Combine text, graphics, video, and sound. Enhance computer displays for an audience and prepare home page links for access over the Internet. May be repeated one time.
Transfer: CSU

CMPSC 14 ADVANCED TOPICS IN WEBSITE DEVELOPMENT **2-3 Units**

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

CMPSC 15 JAVA PROGRAMMING **3 Units**

Recommended for Success: CMPSC 5
Lecture: 2 hours
Laboratory: 3 hours
Learn Java, a platform-independent object-oriented programming language. This course is designed for students who do not intend to major in computer science, but are interested in web-based or stand-alone programming in Java. Topics include classes, objects, arrays, inheritance, interfaces, control flow, file input/output, and access to relational databases using the current Java SDK API.
Transfer: UC/CSU

CMPSC 17 ADVANCED INTERNET RESEARCH **0.5-2 Units**

Recommended for Success: CMPSC 10
Lecture: 0.5 -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, CMPSC 14, or CMPSC 33
Lecture: 2-3 hours
Computer Graphics and 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. (MJC CMPGR 268)
Transfer: UC/CSU

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

Recommended for Success: MATH 104, CMPSC 5
Lecture: 3 hours
Laboratory: 3 hours
Designed for computer science majors but open to all students. Emphasizes problem-analysis skills and algorithm development. Software engineering skills will be developed for both procedural and object-oriented programming techniques. Programming language will be the currently preferred object-oriented language used by equivalent UC/CSU courses. Extensive programming projects demonstrating problem solving and implementation skills will be assigned throughout the semester, including use of data types, conditions and Boolean logic, loops, recursion, arrays, functions, references, and file input/output. (MJC CMPSC 205)
Transfer: UC/CSU

CMPSC 24 PROGRAMMING CONCEPTS AND METHODOLOGY II — 4 Units

Prerequisite: CMPSC 22 with a grade of C or better, or P
Recommended for Success: MATH 104
Lecture: 3 hours
Laboratory: 3 hours
A continuation of CMPSC 22 for computer science majors. 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. Topics include asymptotic notation, dynamic data structures (linked lists, stacks, queues, binary trees), directed graphs, generics, and searching/sorting algorithms. Also introduces programming in an event-driven GUI environment. (MJC CMPSC 261)
Transfer: UC/CSU

CMPSC 27 C/C++ PROGRAMMING — 3 Units

Prerequisites: CMPSC 5 or CMPSC 22, with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
Computer programming and program design using the C Language. Topics include language syntax, pre-processors, data types, conditionals, logic, recursion, array and string processing, functions, structures, bit operations, pointers, interactive programming, file input/output and object-oriented features of C++.
Transfer: UC/CSU

CMPSC 28 VISUAL BASIC PROGRAMMING — 3 Units

Recommended for Success: CMPSC 5
Lecture: 2 hours
Laboratory: 3 hours
Covers programming with current Microsoft Visual Basic tools (.NET environment). Emphasis is on structured design, object orientation, Graphical User Interface design, and event-driven applications. Includes programming projects using screen development, control constructs, array processing, file input/output and database access. (MJC CMPSC 213)
Transfer: UC/CSU

CMPSC 29A INTRODUCTION TO COMPUTER VIDEO PRODUCTION — 1.5–2 Units

Recommended for Success: CMPSC 14 or ENGL 11
Lecture: 1 hour
Laboratory: 1.5-3 hours
Introduction to Computer Video Production introduces the student to the basic computer video production stages. Students will learn the process of creating computer video productions. This course is a project-based course. Students will be required to work in groups on approved class-related and school event projects. May be repeated two times.
Transfer: CSU

CMPSC 29B ADVANCED COMPUTER VIDEO PRODUCTION — 2 Units

Prerequisite: CMPSC 29A with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 3 hours
Advanced Computer Video Production takes students to the advanced level of video production using the three-stage process. Students will learn the process of creating computer video productions using advanced techniques in video shooting, lighting, audio, editing and authoring. This course is a project-based course. Students may be required to work in groups on approved class-related activities and/or school event projects. May be repeated two times.
Transfer: 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
An introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create media for print and digital publishing. Exercises and projects will include the creation of a multi-page booklet, poster, newsletter, brochures and an interactive document formatted for digital publishing. Credit may be earned for only one of the following: CMPSC 31, ART 51 or OFTEC 42. May be repeated two times.
Transfer: CSU

CMPSC 32 PUBLICATION DESIGN II — 3 Units

Prerequisite: CMPSC 31 or ART 51 or OFTEC 42, with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
A continuation of study in problems of Publication Design. Areas of focused study will be in advanced problems of page layout, typography, print, and interactive documents for digital publication. Credit may be earned for only one of the following: CMPSC 32, ART 52 or OFTEC 43. May be repeated two times.
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. May be repeated one time.
Transfer: UC/CSU

CMPSC 34 COMPUTER GRAPHICS II — 3 Units

Prerequisite: CMPSC 33 or ART 53, with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
A continuation of Computer Graphics I. Topics covered will include more advanced techniques of painting and drawing software, 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 two times.
Transfer: UC/CSU

CMPSC 35 DIGITAL 3D MODELING AND ANIMATION — 3 Units

Recommended for Success: CMPSC 19
Lecture: 2 hours
Laboratory: 3 hours
This course introduces digital 3D modeling and animation. Students will explore 3D modeling software, digital modeling techniques, and animation. CMPSC 35 is intended to train students who are pursuing 3D computer-driven animation in preparation for additional study in digital animation, game design and Multimedia. The course uses industry standard, state-of-the-art, high-end computer-driven animation software which is upgraded as industry changes. May be repeated two times.
Transfer: CSU

CMPSC 36 INTRODUCTION TO DIGITAL MULTIMEDIA — 3 Units

Lecture: 3 hours
An introduction to the various elements that comprise the multimedia development environment. This includes hardware and software tools for text, sound, images, animation, video, multimedia authoring, and multimedia tools for the Web.
Transfer: CSU

CMPSC 37 WRITING FOR MULTIMEDIA — 3 Units

Lecture: 3 hours
This course will present an overview of multimedia writing including techniques for effective communication in web page copy, digital storytelling, scripts, critique writing, storyboarding, and other current industry modes of delivery.
Transfer: CSU

CMPSC 41 NETWORKING ESSENTIALS — 3 Units

Recommended for Success: CMPSC 1
Lecture: 2 hours
Laboratory: 3 hours
An introduction to computer networking and data communications. The focus is on concepts, terminology, and technologies in current networking environments. It is based on, and covers the OSI model including discussions of Local and Wide Area Networks (LAN and WAN). A laboratory component provides hands-on experience in network setup and computer configuration. Includes the first semester of Cisco Networking Academy Program, which prepares students for CCNA certification. The topics covered are also applicable to Microsoft Certified Systems Engineer (MCSE) and other industry networking certifications. May be repeated three times.
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, with a grade of C or better, or P
Lecture: 2-3 hours
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: CMPSC 56 or ART 56. May be repeated two times.
Transfer: UC/CSU

CMPSC 57 GIS DATA MANAGEMENT - INTRODUCTION TO GEODATABASE — 1 Unit

Recommended for Success: CMPSC 4, CMPSC 10
Lecture: 1 hour
Students who take this course will learn to use the ArcGIS Geodatabase format for management of spatial data. Students will be introduced to the concepts of database design and system architecture using ArcGIS software. Concepts covered include: introduction to the geodatabase; metadata; geodatabase vs. shapefile formats; overview of ArcGIS data models; feature datasets and feature classes; editing a geodatabase; personal geodatabase vs. multi-user geodatabase; domains and validation rules; and relationships and subtypes. Credit may be earned for only one of the following: CMPSC 57 or GEOGR 57. Offered for Pass/No Pass grading only. May be repeated three times.
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. Credit may be earned for only one of the following: CMPSC 58 or GEOGR 58. Offered for Pass/No Pass grading only. May be repeated three times.
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 units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. Six weeks will be spent learning ArcView software; another six weeks will be spent learning to use GPS units; and another 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 three times.
Transfer: CSU

CMPSC 60 INTRODUCTION TO ArcGIS — 3 Units

Lecture: 3 hours
An introduction to fundamental Geographic Information Systems (GIS) concepts. Students will be introduced to the ArcGIS software package as the main vehicle for learning GIS. GIS geodatabases and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS geodatabases 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 61 GIS MAPPING – INTRODUCTION TO FIRE INCIDENT MAPPING — 1 Unit

Recommended for Success: CMPSC 4, CMPSC 10
Lecture: 1 hour
Students who take this course will learn how to apply their GIS skills in Fire Incident Mapping. Students will learn fire incident symbology, data standards and organization, fire incident map products, and responsibilities of a Fire GIS Specialist. Additionally, students will utilize GPS data that they have collected, convert them to shapefiles, and create a fire incident map. This course includes hands-on experience in fire incident mapping and data organization. Students will also be encouraged to present their final project in public at GIS Day events. Credit may be earned for only one of the following: CMPSC 61 or GEOGR 61. Offered for Pass/No Pass grading only. May be repeated three times.
Transfer: CSU

CMPSC 65 GIS APPLICATIONS — 3 Units

Recommended for Success: CMPSC 60 or GEOGR 60
Lecture: 3 hours
This course uses the ArcGIS ArcView software to explore intermediate topics in GIS applications. Topics include geodatabase creation and editing, geoprocessing models, geocoding, and working with annotation. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project.
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 — 3 Units

Lecture: 3 hours
Recommended for Success: GEOGR 59 or CMPSC 59 or CMPSC 60 or GEOGR 60
Lecture: 3 hours
This course uses the ArcGIS ArcView software along with the Spatial Analyst and 3D extensions to explore the use of raster GIS data in analysis and visualization. Topics include terrain analysis, hydrologic analysis, suitability analysis, and 3D modeling. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. 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 or GEOGR 70
Lecture: 3 hours
This course uses ArcGIS ArcView software and the Image Analyst extension to explore the use of GIS in natural resource analysis and management. Emphasis is on the use of satellite imagery and aerial photography to derive information for GIS analysis. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. 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: 0.5-2 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 Pass/No Pass grading only. May be repeated two times.

CMPSC 142 DESKTOP PUBLISHING ESSENTIALS — 1-2 Units

Lecture: 1-2 hours
Introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clip art, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Note: Basic word processing skills needed. Credit may be earned for only one of the following: OFTEC 142 or CMPSC 142. Offered for Pass/No Pass grading only. May be repeated two times.

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 involves manipulating graphics and digital content for optimum use on any Web-based platform. May be repeated one time.

CMPSC 150 IMAGE MANAGING AND EDITING FOR DIGITAL PHOTOGRAPHERS 2-3 Units
Recommended for Success: ART 47A or CMPSC 149
Lecture: 2-3 hours
Using image management software created for professional photographers and designers, students will process, organize and edit large numbers of digital images. This course will teach a comprehensive workflow from importing, reviewing, organizing and enhancing digital images to publishing photos, creating web galleries and producing client presentations. May be repeated two times.

CMPSC 155 ACCESS 1-2 Units
Lecture: 1-2 hours
Develop database applications using Database Management System (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. May be repeated two times.

CMPSC 162 NETWORKING–CCNA 2: Routing Protocols and Concepts 3 Units
Prerequisite: CMPSC 41 with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
Cisco Networking Academy Semester 2. An introduction to static and currently popular dynamic routing protocols as used in Wide Area Networks. Emphasis is on the configuration of routers and data communications equipment. Includes Cisco IOS, and the command interface. A laboratory component provides hands-on experience in the configuration of routers. May be repeated three times.

CMPSC 163 NETWORKING–CCNA 3: LAN Switching and Wireless 3 Units
Prerequisite: CMPSC 41 with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
Cisco Networking Academy Exploration Semester 3. Covers advanced switching including LAN Design, Virtual LANs, Spanning Tree Protocol, and configuring a Wireless Router. May be repeated three times.

CMPSC 164 NETWORKING–CCNA 4: Accessing the WAN 3 Units
Prerequisite: CMPSC 163 with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
Cisco Networking Academy Exploration Semester 4. Covers WAN technologies and design, WAN protocols theory and configuration including PPP, authentication protocols, and Frame-Relay. Also covers Network Security, Access Control Lists and IP Addressing services. Includes a laboratory component emphasizing troubleshooting networks of Cisco switches and routers. May be repeated three times.

CMPSC 167 PC ASSEMBLY, UPGRADE AND SUPPORT (A+) 3 Units
Lecture: 2 hours
Laboratory: 3 hours
The first of two courses designed to prepare students to pass the current CompTIA A+ exams. Includes theory and hands-on activities for installing and maintaining current desktop computer installations. 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 with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
The second of two courses designed to prepare students to pass the current CompTIA A+ exams. Includes theory and hands-on activities for installing and maintaining current Windows desktop installations. Also covers diagnosing and correcting operating system issues, and introduces connecting desktop PCs to LAN networks and the Internet.

CMPSC 210 BASIC COMPUTER SKILLS FOR COLLEGE SUCCESS 0.5-1.5 Units
Lecture: 0.5-1.5 hours
Provides students with the opportunity to build a foundation of basic computer skills vital to success in the college environment, including navigating the college website, file management, word processing, course management systems for hybrid and online courses, Internet and email. The material is developed to ensure that students will see the importance of learning how to use the applications for future coursework. Offered for Pass/No Pass grading only.

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 & 211)
Transfer: CSU

DRAFT 50B COMPUTER ASSISTED DRAFTING II 3 Units
Prerequisite: DRAFT 50A with a grade of C or better, or P
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
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. 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. 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

DRAMA 19 EXPLORING RADIO DRAMA 1.5-3 Units
Lecture: 1.5-3 hours
An intensive course focused on audio theatre production featuring the expressive use of the voice and sound effects. Students will create, rehearse, perform and provide sound effects for audio plays to be recorded. Credit may be earned for only one of the following: DRAMA 19 or SPCOM 19. May be repeated three times.
Transfer: CSU

DRAMA 20 ORAL EXPRESSION AND INTERPRETATION 3 Units
Recommended for Success: ENGL 1A
Lecture: 3 hours
Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting prose, poetry, and dramatic literature; processes in the oral performance of principal literary genre. (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

DRAMA 43 ACTING-DIRECTING 3 Units
Recommended for Success: DRAMA 42
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

EARTH SCIENCE

ESC 1 ENERGY: USES AND ALTERNATIVES **3 Units**

Lecture: 3 hours

The physical concepts of energy, work, and energy conversion techniques, including the first and second laws of thermodynamics, embedded energy, energy conservation and carbon footprint. Other concepts include the biogeochemical cycles (Carbon and Nitrogen cycles and anthropogenic impacts from energy consumption), historical and conventional uses (America and worldwide), environmental impacts generated by energy conversion, population growth and its potential impact upon energy consumption, alternative and renewable sources of energy, how we arrived at our current state of energy production/consumption, global impacts of energy production/consumption, and alternatives for future energy production/consumption. Sustainability and intergenerational equity are also explored. Apply critical thinking processes through analysis of present-day energy issues and formulation of alternative future solutions. Satisfies general education requirements for non-majors. Field trips required.

Transfer: UC/CSU

ESC 5 PHYSICAL GEOLOGY **4 Units**

Recommended for Success: ENGL 1A

Lecture: 3 hours

Laboratory: 3 hours

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

Transfer: UC/CSU

ESC 10 ENVIRONMENTAL GEOLOGY **3 Units**

Recommended for Success: Eligibility for ENGL 1A

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 climate change 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. (MJC GEOL 165)

Transfer: UC/CSU

ESC 12 CALIFORNIA GEOLOGY **3 Units**

Lecture: 3 hours

This course will provide an overview of the geologic setting and evolution of California's geomorphic provinces. The course will spend time teaching students to critically think as a geologist does in order to solve geologic problems. Students will be able to transfer these thinking skills to other areas of life. Emphasis is on processes that have acted and are still acting to shape the landscape: volcanism, earthquakes, and erosion. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips required. (MJC GEOL 165)

Transfer: UC/CSU

ESC 22 HISTORICAL GEOLOGY **3 Units**

Lecture: 3 hours

This course will provide an introduction to the origin, development, and evolution of the earth and its inhabitants. The course covers the 4-billion-year history of life on earth, as interpreted from the geologic and fossil record. The course will emphasize the diversity of life through geological time, including the origin, evolution, and extinction of the major groups of animals and plants. In addition, we will assess impacts of changing landscapes and geologic environments on the history of life. Lectures will be augmented with overhead transparencies, slides, and films. Through the course, students will learn to critically think as geologists and paleontologists do in order to solve geologic, paleontologic, and evolutionary problems. Topics include the study of fossils and rocks, evolution, continents and ocean basins, geologic time, plate tectonics, climate change, and mass extinctions. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips required.

Transfer: UC/CSU

ESC 25 GEOLOGY OF THE NATIONAL PARKS **3 Units**

Recommended for Success: Eligibility for ENGL 1A

Lecture: 3 hours

The study of the earth's surface in relation to the formation of our National Parks. What part glaciation, erosion, volcanism, and other mountain-building processes play in the formation of the National Parks. Field trips may be required.

Transfer: CSU

ESC 30 GLOBAL TECTONIC GEOLOGY **3 Units**

Recommended for Success: ENGL 1A

Lecture: 3 hours

An introduction to 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 geology.

Transfer: UC/CSU

ESC 33 INTRODUCTION TO THE EARTH **4 Units**

Lecture: 3 hours

Laboratory: 3 hours

This course is intended to provide an introduction to physical earth processes as studied through the disciplines of geology, oceanography, astronomy, and meteorology. Lectures will be augmented with overhead transparencies, slides, and films. Through the course, students will learn to critically think as geologists, oceanographers, meteorologists, and astronomers do in order to solve earth science problems. Topics include the study of rocks and minerals, mountain building, earthquakes and volcanoes, sea floor spreading, ocean and shoreline features, planets and stars, weather, and climate. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips may be required. (MJC EASCI 161)

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 35CC GEOLOGY AND GOLD MINING OF CALAVERAS COUNTY **1-3 Units**

Lecture: 1-3 hours

A field study of Calaveras County's selected geologic features, gold mining, and other related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre-and post-classroom sessions. May be repeated three times.

Transfer: CSU

ESC 35DV GEOLOGY OF DEATH VALLEY **1-3 Units**

Lecture: 1-3 hours

A field study of Death Valley's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre-and post-classroom sessions. May be repeated three times.

Transfer: CSU

ESC 35LS GEOLOGY OF LASSEN, SHASTA, LAVA BEDS **1-3 Units**

Lecture: 1-3 hours

A field study of Mt. Shasta, Lava Beds National Monument, and Lassen Peak volcanic areas. We will learn about selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre-and post-classroom sessions. May be repeated three times.

Transfer: CSU

ESC 35LT GEOLOGY OF THE LAKE TAHOE REGION **1-3 Units**

Lecture: 1-3 hours

A field study of the Lake Tahoe region's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.

Transfer: CSU

ESC 35LV GEOLOGY OF THE LONG VALLEY CALDERA **1-3 Units**

Lecture: 1-3 hours

A field study of the Long Valley Caldera and surrounding area's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.

Transfer: CSU

ESC 35ML GEOLOGY OF THE MOTHER LODE **1-3 Units**

Lecture: 1-3 hours

A field study of the Mother Lode's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.

Transfer: CSU

ESC 35SA GEOLOGY OF THE SAN ANDREAS FAULT **1-3 Units**

Lecture: 1-3 hours

A field study of the San Andreas Fault, Pinnacles National Monument, selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.

Transfer: CSU

ESC 35SN GEOLOGY OF THE SIERRA NEVADA **1-3 Units**

Lecture: 1-3 hours

A field study of the Sierra Nevada's selected geologic features and related Earth Science topics, including Yosemite, King's Canyon, and Sequoia National Parks. Also included will be coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.

Transfer: CSU

ESC 35SP GEOLOGY OF THE SONORA PASS AREA **1-3 Units**

Lecture: 1-3 hours
A field study of the Sonora Pass region's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35TR GEOLOGY OF THE TUOLUMNE RIVER **1-3 Units**

Lecture: 1-3 hours
A field study of the Tuolumne River's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
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 42 NATURAL HAZARDS **3 Units**

Lecture: 3 hours
This course is intended to provide an introduction to natural hazards as studied through the disciplines of geology, oceanography, astronomy, and meteorology. Lectures will be augmented with overhead transparencies, slides, and films. Through the course, students will learn to critically think as geologists, oceanographers, meteorologists, and astronomers do in order to solve earth science problems. Topics include the study of subsidence, flooding, mass wasting, wildfires, comet/asteroid impacts and extinctions, climate change, severe weather, coastal hazards, earthquakes, and volcanoes. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. 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. (MJC EASCI 162)
Transfer: UC/CSU

ESC 62 METEOROLOGY **3 Units**

Lecture: 3 hours
An introduction to the field of Meteorology. Topics include air pollution, clouds, precipitation, fog, storms, weather forecasting, the greenhouse effect, ozone depletion, and global warming. You will be asked to critically think as a meteorologist in order to solve meteorological problems. Field trips may be required.
Transfer: UC/CSU

ESC 150 GEOLOGY OF THE MOTHER LODE **0.5-2 Units**

Lecture: 0.5-2 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–MACRO **4 Units**

Lecture: 4 hours
This course focuses on the ongoing concerns of a market economy, particularly the United States and its dealings with growth, unemployment, inflation, and gross domestic product. Students will explore macroeconomic models, national income accounting, aggregate demand, aggregate supply, fiscal, and monetary policy. International implications are introduced throughout the course to explain the impact of globalization on our economy. Further understanding of these concepts and topics will be aided by the use of current events both foreign and domestic, and enhanced instruction by the use of electronic communication and interactive material. (MJC ECON 101)
Transfer: UC/CSU

ECON 11 PRINCIPLES OF ECONOMICS–MICRO **4 Units**

Lecture: 4 hours
Microeconomics emphasizes the study of individual units. The consumer: consumer behavior theory, demand and elasticity. The corporation: analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; and special economic problems. Further understanding of these concepts and topics will be aided by the use of current events, both foreign and domestic, and enhanced instruction by the use of electronic communication and interactive material. (MJC ECON 102)
Transfer: UC/CSU

EDUCATION

EDUC 10 PRACTICUM IN TEACHING **3 Units**

Co-requisite: EDUC 16
Recommended for Success: ENGL 151
Lecture: 3 hours
Orientation to teaching. Designed for prospective teachers, or those who are in informal and formal teaching situations, but open to all students. Students will gain practical experience through 15 weeks of two hours per week, tutoring students in reading in area schools, sharing experiences, and receiving support from faculty and peers as an initial step towards being an effective teacher. (MJC SOCSC 109)
Transfer: UC/CSU

EDUC 12 INTRODUCTION TO EDUCATION: INTERMEDIATE FIELD EXPERIENCE **3 Units**

Prerequisite: EDUC 10 with a grade of C or better, or P
Co-requisite: EDUC 16
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 two 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 SOCSC 110)
Transfer: CSU

EDUC 14 BASIC STRATEGIES TO IMPROVE CONTENT AREA READING **1 Unit**

Recommended for Success: ENGL 151
Lecture: 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 Pass/No Pass grading only.
Transfer: CSU

EDUC 16 ELEMENTARY SCHOOL TEACHER PRACTICUM **0.5-1 Unit**

Co-requisite: EDUC 10 or EDUC 12
Laboratory: 1.5-3 hours
Supervised practicum at approved elementary classroom site. Students will plan and implement activities with elementary school age students, develop classroom teaching techniques, and work with teachers in the classroom as a student teacher. Students are required to submit fingerprints to be cleared through the Department of Justice for working with children. Students must submit a TB Clearance that was taken within the last four years. May be repeated one time.
Transfer: CSU

EMERGENCY MEDICAL SERVICES

See pages 95 & 103 for Certificate Requirements

EMS 4 EMERGENCY MEDICAL TECHNICIAN TRAINING **7 Units**

Prerequisite: EMS 13 or EMS 157, with a grade of C or better, or P
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. 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. (MJC EMS 390)
Transfer: CSU

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 a 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.
Transfer: CSU

EMS 97 WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE **1-4 Units**

Co-requisite: 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 Pass/No Pass 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

EMS 107 SKILLS REFRESHER FOR EMERGENCY MEDICAL TECHNICIANS AND FIRST RESPONDERS **1.5 Units**

Prerequisite: EMS 4 or EMS 157, with a grade of C or better, or P, or equivalent medical certification level
Lecture: 1.5 hours
This instructor-based course meets or exceeds the Skills Competency and Continuing Education requirements required for EMT recertification. Students will reacquaint 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 provide continuing education (CE) for EMT and First Responder certificated personnel. 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 Pass/No Pass 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 15 times.

EMS 109 ONLINE EMERGENCY MEDICAL TECHNICIAN REFRESHER **1.5 Units**

Prerequisite: EMS 4 or EMS 157, with a grade of C or better, or P, or equivalent medical certification level
Lecture: 1.5 hours
This online course meets or exceeds local requirements for instructor-based EMT Continuing Education and Recertification. Students will re-acquaint themselves with the treatment protocols and knowledge required by Emergency Medical Technicians. The course is designed to update existing EMT and/or First Responder certifications as well as provide continuing education credit (CE) for EMT and First Responder certificated personnel. Note: This course only provides instructor-based Continuing Education credits. Students should consider EMS 107 (Skills Refresher for Emergency Medical Technicians and First Responders) if skills competency verification and/or CPR/AED certification is desired. Offered for Pass/No Pass grading only. May be repeated up to ten times if information changes due to State/local government regulations or as required for employment.

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

Lecture: 0.5 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 Pass/No Pass 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 responding to medical emergencies. Particular emphasis will be placed on situations unique in the rural setting. Stresses continuity of care through the approach to the patients and prioritization of their injuries/illnesses where advanced life support response is delayed or unavailable. Meets or exceeds United States Department of Transportation National Standard Curriculum, and State and local government requirements. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment. (MJC EMS 350)

EMS 165 CONVERSATIONAL MEDICAL SPANISH FOR EMERGENCY HEALTH CARE PROVIDERS **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 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 Pass/No Pass grading only. May be repeated three times.

ENGLISH

Note: Please see Non-Credit section for English as a Second Language, ENGL 705

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

Prerequisite: ENGL 151 with a grade of C or better, or P, or placement through the assessment process
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 writing assignments with a total minimum of 8,000 words by the end of the semester. (MJC ENGL 101)
Transfer: UC/CSU

ENGL 1B ADVANCED COMPOSITION AND INTRODUCTION TO LITERATURE **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
This transfer-level course introduces students to major literature genres: poetry, drama, short story, and long works of fiction from diverse cultural sources and perspectives. Students write approximately 8,000-10,000 words in critical essays, employing methods of literary analysis and research, demonstrating further development of reading, critical reasoning, and writing skills. (MJC ENGL 102)
Transfer: UC/CSU

ENGL 1C CRITICAL REASONING AND WRITING **3 Units**

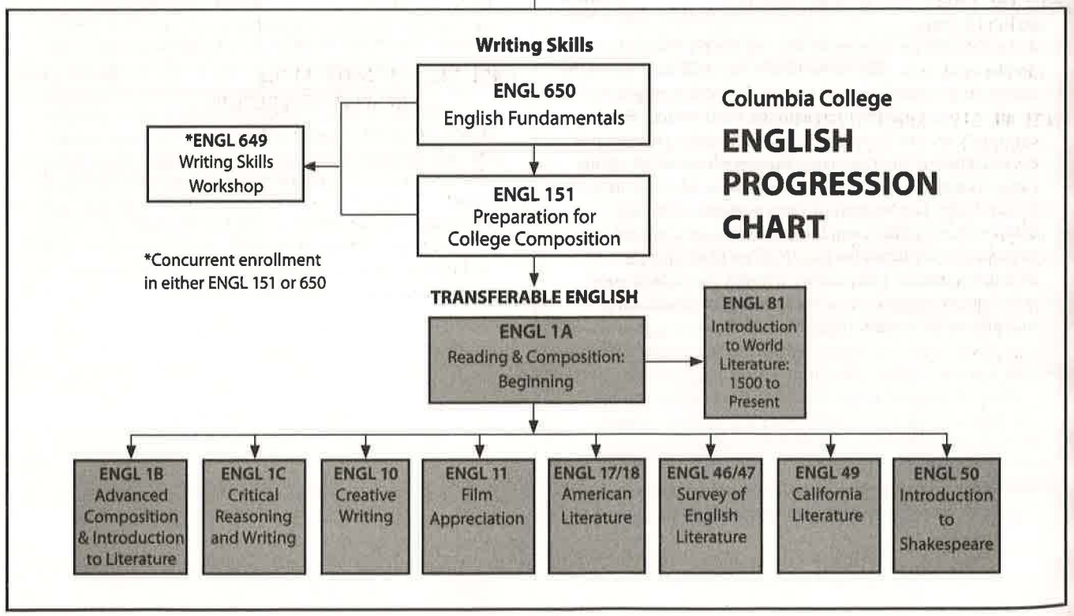
Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
Designed to develop critical thinking, reading, and writing beyond the level taught in ENGL 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition. Note: Students will complete writing assignments with a total minimum of 8,000 words by the end of the semester. (MJC ENGL 103)
Transfer: UC/CSU

ENGL 10 CREATIVE WRITING **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
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.
Transfer: UC/CSU

ENGL 11 FILM APPRECIATION **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 2.5 hours
Laboratory: 1.5 hours
Development of technical awareness and critical thinking in individual response to cinema. (MJC ENGL 161)
Transfer: UC/CSU



ENGL 17 AMERICAN LITERATURE **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
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

ENGL 18 AMERICAN LITERATURE **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
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

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

Prerequisite: ENGL 1A with a grade of C or better, or P
Recommended for Success: ENGL 1B
Lecture: 3 hours
English literature from the Anglo-Saxons through the 18th Century. (MJC ENGL 137)
Transfer: UC/CSU

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

Prerequisite: ENGL 1A with a grade of C or better, or P
Recommended for Success: ENGL 1B
Lecture: 3 hours
English literature of the 19th and 20th Centuries. (MJC ENGL 138)
Transfer: UC/CSU

ENGL 49 CALIFORNIA LITERATURE **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
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. Field trips may be required.
Transfer: UC/CSU

ENGL 50 INTRODUCTION TO SHAKESPEARE **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
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 81 INTRODUCTION TO WORLD LITERATURE: 1500 to Present **3 Units**

Recommended for Success: ENGL 1A or eligibility for ENGL 1A
Lecture: 3 hours
Literature, including historical backgrounds, from the Renaissance to contemporary literatures of Asian, Middle Eastern, European, African, American, and Latin American cultures. Field trips may be required. (MJC ENGL 132)
Transfer: UC/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 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 (more in the Autumn), so much of the course will focus on Shakespeare and his times. Prior to the week in Ashland, students will attend classes at Columbia College to prepare for the plays. May be repeated three times.

ENGL 133 WRITING IT REAL: CREATIVE NONFICTION **0.5-3 Units**

Recommended for Success: ENGL 151
Lecture: 0.5-3 hours
Development of skills in creative nonfiction writing. Study the principles involved in writing creative nonfiction, such as memoirs, personal essays, reviews, profiles, nature writing, and reportage. Participants create writings as well as analyze and respond to peer and professional work. Field trips may be required. May be repeated two times.

ENGL 151 PREPARATION FOR COLLEGE COMPOSITION **5 Units**

Prerequisite: ENGL 650 with a grade of C or better, or P, or placement through the assessment process
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 ENGL 1A. Note: Concurrent enrollment in ENGL 649 will complement studies in ENGL 151. (MJC ENGL 50)

ENGL 606 ENGLISH AS A SECOND LANGUAGE: Advanced **3 Units**

Prerequisite: ENGL 705A, ENGL 705B and/or ENGL 705C
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 637 WRITING FOR PERSONAL ENRICHMENT **0.5 Unit**

Lecture: 0.5 hour
Writing is an instinctive art form that can nourish and sustain; it is an art that is accessible to everyone. Personal writing is a means to access and develop that art. Participants will examine different writings and analyze their effective elements. Then students will focus on putting pen to paper, taking time to pause, reflect, discover their creative source, and ultimately work to create prose and/or poetry that contains specific qualities. Activities will involve analyzing literary selections and exploring the writing process in the context of journal writing and guided exercises. Offered for Pass/No Pass grading only.

ENGL 649 WRITING SKILLS WORKSHOP **1 Unit**

Co-requisite: Enrollment in ENGL 151 or ENGL 650
Lecture: 1 hour
Individual assistance for students enrolled in ENGL 151 or ENGL 650. 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 151/650. Offered for Pass/No Pass grading only. May be repeated two times.

ENGL 650 ENGLISH FUNDAMENTALS **3 Units**

Recommended for Success: ENGL 649
Lecture: 3 hours
Fundamentals of the writing process. Students will engage in the various stages of the 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)

ENTREPRENEURSHIP

See pages 95 & 103 for Certificate Requirements

ENTRE 101 INTRODUCTION TO ENTREPRENEURSHIP **2 Units**

Lecture: 2 hours
The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

ENTRE 102 ENTREPRENEURIAL MARKETING **2 Units**

Lecture: 2 hours
The student will gain insights essential for marketing an entrepreneurial venture utilizing innovative and financially responsible marketing strategies. The student will analyze marketing philosophies implemented by key successful entrepreneurs. Additionally, the student will prepare a marketing plan to launch the entrepreneurial venture and a marketing plan to implement during the first two years of business operation.

ENTRE 103 FINANCIAL MANAGEMENT FOR ENTREPRENEURS **2 Units**

Lecture: 2 hours
The importance and impact of funding sources for an entrepreneurial venture. This will be accomplished by reviewing the impact of venture capital in every phase of the business venture from idea to exit, including planning, teambuilding, protecting intellectual capital, identifying funding sources, raising money, writing funding agreements, and managing through to an initial public offering (IPO) or merger and acquisition. Additionally, the student will develop and present a funding proposal.

ENTRE 104 PREPARING EFFECTIVE BUSINESS PLANS **2 Units**

Lecture: 2 hours
Designed to help students develop an effective written implementation plan for a new business venture, including the critical decisions and action steps that entrepreneurs must take in both planning and executing a new venture. The course focuses on "doing" rather than on mere facts about business development and business plan writing.

ENTRE 105 SOCIAL MEDIA MARKETING **2 Units**

Lecture: 2 hours
Learn to use social media as a marketing tool, and develop competitive strategies to make your business or product stand out from the crowd. Whether it's a blog, Facebook, LinkedIn, Twitter, or any other social media tool, social platforms are driving purchasing decisions in both the online and offline worlds.

FIRE TECHNOLOGY

See page 96 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 with a grade of C or better, or P
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. May be repeated three times. (MJC FSCI 302)
Transfer: CSU

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

Prerequisite: FIRE 1 with a grade of C or better, or P
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. Field trips may be required. (MJC FSCI 303)
Transfer: CSU

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

Prerequisite: FIRE 1 with a grade of C or better, or P
Lecture: 3 hours
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 with a grade of C or better, or P
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 with a grade of C or better, or P
Lecture: 3 hours
Provides practical knowledge and an overview of the fundamental principles of wildland fire control and management. Topics include firefighter safety, wildland fire behavior, strategy and tactics, wildland-urban intermix fires and the role of prescribed fire activities. (MJC FSCI 337) (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106 & FIRE 107 = MJC FSCI 362 & FSCI 363)
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 with a grade of C or better, or P, or Firefighter I certificate, or Volunteer Firefighter certification, or equivalent
Lecture: 0.6 hour
Laboratory: 1.6 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. May be repeated one time. (CC FIRE 29A & 29B = MJC FSCI 364)
Transfer: CSU

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

Prerequisite: FIRE 29A with a grade of C or better, or P, or Firefighter I Certificate, or Volunteer Firefighter certification or equivalent
Lecture: 0.60 hour
Laboratory: 1.60 hours
Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance. Offered for Pass/No Pass grading only. (CC FIRE 29A & FIRE 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 teamwork. Topics reflect current Urban Search and Rescue and California State Fire Training standards and equipment. Successful students will be certified in Low Angle Rope Rescue by the California State Fire Marshal's Office. Credit may be earned for only one of the following: FIRE 50 or SAR 50. Offered for Pass/No Pass grading only. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106 & FIRE 107 = MJC FSCI 362 & FSCI 363)
Transfer: CSU

FIRE 51 HIGH ANGLE ROPE RESCUE **1.5 Units**

Prerequisite: FIRE 50 or SAR 50, with a grade of C or better, or P
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. Credit may be earned for only one of the following: FIRE 51 or SAR 51. Offered for Pass/No Pass grading only. 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. Credit may be earned for only one of the following: FIRE 59 or SAR 59. Offered for Pass/No Pass grading only. 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**

Co-requisite: 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 Pass/No Pass 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

FIRE 101 FIREFIGHTER I ACADEMY **16 Units**

Prerequisite: FIRE 1, FIRE 106, FIRE 108, FIRE 110, and EMS 157, with grades of C or better, or P
Co-requisite: FIRE 111
Lecture: 16 hours
Basic Firefighter Academy includes: firefighter safety, use and maintenance of tools and equipment, emergency scene operations, basic fire prevention and investigation. This course meets all requirements for the California State Board of Fire Services Firefighter I, Units A through T. Units U, V, W and X are offered as separate courses. California State certification requires completion of all units plus field experience and Fire Department verification (either six months full-time or one year part-time or volunteer). Note: Student must have a medical release to engage in strenuous physical lifting, carrying, and related activities. Field trips required. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

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

Lecture: 1 hour
Meets requirements of CAL-OSHA for training of emergency responders to hazardous materials incidents, per CFR 1910.120(q)(6)(ii) and Title 8 California Code of Regulations 5192(q)(6)(B). Includes awareness and recognition of potential hazards, and procedures to insure safety of emergency personnel, the public and the environment. Offered for Pass/No Pass grading only. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 108 CONFINED SPACE AWARENESS **0.5 Unit**

Lecture: 0.5 hour
Prepares students to identify and safely consider operations in and around defined "confined spaces". Meets the requirements of CAL-OSHA Title 8 for "Confined Space Awareness Level" training. Offered for Pass/No Pass grading only. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 110 ICS 200 – BASIC INCIDENT COMMAND SYSTEM **1 Unit**

Lecture: 1 hour
Introduces students to the principles and features associated with the Incident Command System. Offered for Pass/No Pass grading only. May be repeated one time. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 111 BASIC POWER SAW SAFETY **1 Unit**

Total lecture hours: 16
Basic Power Saw Safety is aligned with State Fire Marshal S-212 to provide instruction on the function, maintenance and use of internal-combustion-engine-powered chain saws, and their tactical fire application. Instruction will support entry-level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on experience in maintaining power saws. 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 131 INTRODUCTION TO ICS AND DISPATCH RECORDER **1 Unit**

Lecture: 1.11 hours
This course is designed to provide the student with the training, skills and knowledge necessary to work in the position of Dispatch Recorder, working in an emergency dispatch center in support of a wildland fire incident or other event. Instruction will include how to complete Resource Order Cards, how to document a pertinent request, resource or incident information and how to use the Virtual Resource Order and Status System (ROSS). This course will also teach the student how to identify positions in the Incident Command System, how to identify the proper chain of command, when to implement the Incident Command System and how to shrink and expand the Incident Command System to meet the needs of the incident. May be repeated three times.

FIRE 155 VOLUNTEER FIREFIGHTING TRAINING **2.5 Units**

Lecture: 2 hours
Laboratory: 1.5 hours
Current concepts, techniques, skills and theories for volunteer firefighters. Offered for Pass/No Pass 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 required. (MJC NR 220)
Transfer: CSU

FORES 10 DENDROLOGY **3 Units**

Lecture: 2 hours
Laboratory: 3 hours
Covers evolution, systematics, identification, terminology, morphology, anatomy, life cycle, ecology, growth requirements, distribution and ethnobotany of trees and shrubs. Emphasis is on trees and shrubs of the Sierra Nevada, California and the western United States. Field trips required. (MJC NR 376)
Transfer: UC/CSU

FORESTRY TECHNOLOGY

See page 96 for Certificate Requirements

FORTC 153 FOREST SURVEYING **1.5-3 Units**

Lecture: 1-2 hours
Laboratory: 1.5-3 hours
Objectives and methods of forest surveying. Use of basic forest surveying instruments. Application of hand and staff compass, engineer's tape, clinometer, abney, dumpy and hand levels, engineer's transit (theodolite), 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 and management including forest surveys, cruising, and scaling; data collection and analysis; location and delineation of forest properties and resources; survey and management of other natural resources. Field trips required. (MJC NR 376)

GEOGRAPHY

GEOGR 12 CULTURAL GEOGRAPHY — 3 Units

Lecture: 3 hours

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

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

GEOGR 57 GIS DATA MANAGEMENT - INTRODUCTION TO GEODATABASE — 1 Unit

Recommended for Success: CMPSC 4, CMPSC 10

Lecture: 1 hour

Students who take this course will learn to use the ArcGIS Geodatabase format for management of spatial data. Students will be introduced to the concepts of database design and system architecture using ArcGIS software. Concepts covered include: introduction to the geodatabase; metadata; geodatabase vs. shapefile formats; overview of ArcGIS data models; feature datasets and feature classes; editing a geodatabase; personal geodatabase vs. multi-user geodatabase; domains and validation rules; and relationships and subtypes. Credit may be earned for only one of the following: GEOGR 57 or CMPSC 57. Offered for Pass/No Pass grading only. May be repeated three times.

Transfer: 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. Credit may be earned for only one of the following: GEOGR 58 or CMPSC 58. Offered for Pass/No Pass grading only. May be repeated three times.

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 units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. Six weeks will be spent learning ArcView software; another six weeks will be spent learning to use GPS units; and another 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 three times.

Transfer: CSU

GEOGR 60 INTRODUCTION TO ArcGIS — 3 Units

Lecture: 3 hours

An introduction to fundamental Geographic Information Systems (GIS) concepts. Students will be introduced to the ArcGIS software package as the main vehicle for learning GIS. GIS geodatabases and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS geodatabases 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 or ENSCI 109)

Transfer: CSU

GEOGR 61 GIS MAPPING–INTRODUCTION TO FIRE INCIDENT MAPPING — 1 Unit

Recommended for Success: CMPSC 4, CMPSC 10

Lecture: 1 hour

Students who take this course will learn how to apply their GIS skills in Fire Incident Mapping. Students will learn fire incident symbology, data standards and organization, fire incident map products, and responsibilities of a Fire GIS Specialist. Additionally, students will utilize GPS data that they have collected, convert them to shapefiles, and create a fire incident map. This course includes hands-on experience in fire incident mapping and data organization. Students will also be encouraged to present their final project in public at GIS Day events. Credit may be earned for only one of the following: GEOGR or CMPSC 61. Offered for Pass/No Pass grading only. May be repeated three times.

Transfer: CSU

GEOGR 65 GIS APPLICATIONS — 3 Units

Recommended for Success: GEOGR 60 or CMPSC 60

Lecture: 3 hours

This course uses the ArcGIS ArcView software to explore intermediate topics in GIS applications. Topics include geodatabase creation and editing, geoprocessing models, geocoding, and working with annotation. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Credit may be earned for only one of the following: GEOGR 65 or CMPSC 65. May be repeated two times.

Transfer: CSU

GEOGR 70 INTRODUCTION TO RASTER-BASED GIS — 3 Units

Recommended for Success: GEOGR 59, GEOGR 60, CMPSC 59 or CMPSC 60

Lecture: 3 hours

This course uses the ArcGIS ArcView software along with the Spatial Analyst and 3D extensions to explore the use of raster GIS data in analysis and visualization. Topics include terrain analysis, hydrologic analysis, suitability analysis, and 3D modeling. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Credit may be earned for only one of the following: CMPSC 70 or GEOGR 70. May be repeated two times.

Transfer: CSU

GEOGR 75 GIS APPLICATIONS IN RESOURCE MANAGEMENT — 3 Units

Recommended for Success: GEOGR 70 or CMPSC 70

Lecture: 3 hours

This course uses ArcGIS ArcView software and the Image Analyst extension to explore the use of GIS in natural resource analysis and management. Emphasis is on the use of satellite imagery and aerial photography to derive information for GIS analysis. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. 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. (Satisfies MJC Guidance requirement)

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 paraprofessional helpers such as peer tutors, peer counselors, advisors, managers, supervisors etc. Offered for Pass/No Pass grading only.

Transfer: CSU

GUIDE 10B INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS — 1.5 Units

Prerequisite: GUIDE 10A with a grade of C or better, or P

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 paraprofessional 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 Pass/No Pass grading only.

Transfer: CSU

GUIDE 11 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 Pass/No Pass grading only. (MJC GUIDE 111)

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

Transfer: CSU

GUIDE 100 COLLEGE SUCCESS **3 Units**

Lecture: 3 hours

Prepares students for the challenges of college-level coursework. Designed for students new to college, re-entering college, or those on academic or progress probation status who would like to develop or improve skills and abilities necessary for college success. Topics include: values, goal-setting methods, time management, note-taking techniques, textbook reading strategies, test-taking skills, memorization, critical and creative thinking, learning styles, and the use of technology for academic success. Familiarizes students with the College, its curriculum, facilities, services, policies, programs and degree and transfer requirements. (MJC STSK 78)

GUIDE 107 ORIENTATION TO COLLEGE **0.5–1 Unit**

Lecture: 0.5–1 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 Pass/No Pass grading only. (MJC GUIDE 110)

GUIDE 110 HOW TO TRANSFER SUCCESSFULLY **0.5 Unit**

Lecture: 0.5 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 Pass/No Pass grading only. (Satisfies MJC Guidance requirement)

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 Pass/No Pass grading only. May be repeated one time. (MJC SOCSC 58)

GUIDE 150 GUIDANCE FOR NURSING MAJORS **0.5 Unit**

Lecture: 0.5 hour

Course will familiarize Columbia College students with the MJC Associate Degree in Nursing Program. Subjects will include: nursing curriculum, facilities, student services and resources, academic requirements, nursing program prerequisites, graduation and transfer requirements. Student aptitudes, interests, values and skills will be addressed in relation to a nursing career. Important aspects of nursing as an occupational choice will be covered along with information regarding the nursing profession. Students will be taught the curriculum requirements that pertain to the nursing program and will formulate a detailed education plan with alternatives for higher education. Offered for Pass/No Pass grading only. Field trips may be required. (Satisfies MJC Guidance requirement)

HEALTH & HUMAN PERFORMANCE

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

HHP 1 INTRODUCTION TO PHYSICAL EDUCATION, FITNESS, AND SPORT **3 Units**

Lecture: 3 hours

Introduces students to the fields of physical education, exercise science, sports medicine, and related fields, presenting the history and trends in physical education and the human movement sciences. Explores key concepts, programs, professions, problems and issues, and essential background knowledge needed for career success. Historical discussions and evolving philosophies of physical education and sport are followed with current trends and themes.

Transfer: CSU

HHP 2 WOMEN'S HEALTH ISSUES **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. (MJC HE 111)

Transfer: UC/CSU

HHP 3 INTRODUCTION TO KINESIOLOGY **3 Units**

Recommended for Success: BIOL 10

Lecture: 3 hours

This course will provide the student with understanding of normal human movement of the musculoskeletal system, with an introduction to common movement deviations as a result of pathological processes.

Transfer: UC/CSU

HHP 4 CARE AND PREVENTION OF ATHLETIC INJURIES **3 Units**

Recommended for Success: BIOL 10

Lecture: 2.5 hours

Laboratory: 1.5 hours

An introduction to the principles and skills associated with an athletic trainer. The student will learn the prevention, recognition, assessment, care, and rehabilitation of common athletic injuries. Basic assessment skills and taping techniques will be introduced and practiced. (MJC PE 108)

Transfer: UC/CSU

HHP 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: HHP 5 or HPMGT 10.

Transfer: CSU

HHP 6A LIFETIME FITNESS PROGRAM I **1-3 Units**

Lecture: 0.5-1.5 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.)

HHP 6B LIFETIME FITNESS PROGRAM II **1-2 Units**

Prerequisite: HHP 6A with a grade of C or better, or P

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.)

HHP 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.)

HHP 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.)

HHP 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.)

HHP 11 PULMONARY REHABILITATION **2-3 Units**

Lecture: 1 hour

Laboratory: 3-6 hours

Education on lung disease risk factors, treatment, and self-management of breathing difficulties. Designed to help individuals with chronic lung disease such as asthma, emphysema, chronic bronchitis, bronchiectasis, interstitial or other respiratory problems. Primary physician referral required. May be repeated three times.

Transfer: CSU

HHP 13A INTRODUCTION TO CARDIAC REHABILITATION **2-3 Units**

Lecture: 1 hour

Laboratory: 3-6 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

HHP 13B CARDIAC REHABILITATION **1-2 Units**

Recommended for Success: HHP 13A

Laboratory: 3-6 hours

Designed to continue rehabilitation for the cardiac patient. Emphasis is placed on a higher level of cardiovascular functional capacity and reducing factors associated with coronary heart disease. Primary physician referral required. May be repeated one time.

Transfer: CSU

HHP 15A INTRODUCTION TO CARDIAC FAMILY FITNESS **2-3 Units**

Lecture: 1 hour

Laboratory: 3-6 hours

Designed to introduce the cardiac student's family to cardiovascular fitness principles and practices. Emphasis will be placed on modifying risk factors 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.)

HHP 15B CARDIAC FAMILY FITNESS **1-2 Units**
Recommended for Success: HHP 15A
Laboratory: 3-6 hours
This class is designed for family of cardiac patients. Emphasis will be 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. Physician referral required. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 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.)

HHP 18A YOGA I FOR BETTER HEALTH **0.5-2 Units**
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.)

HHP 18B YOGA II FOR BETTER HEALTH **0.5-2 Units**
Recommended for Success: HHP18A
Activity: 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.)

HHP 23 CONTEMPORARY DANCE **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 three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 25 JAZZ DANCE **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 three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 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.)

HHP 34 BASKETBALL: Advanced Theory and Practice **3 Units**
Lecture: 1 hour
Activity: 6 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball. Field trips may be required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 35 VOLLEYBALL: Advanced Theory and Practice **2-3 Units**
Prerequisite: HHP 53C with a grade of C or better, or P
Lecture: 1-2 hours
Activity: 3 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate volleyball. Field trips may be required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 38A GOLF I **0.5-1.5 Units**
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals. May be repeated two times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 38B GOLF II **0.5-1.5 Units**
Recommended for Success: HHP 38A
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.)

HHP 45 CO-ED FLAG FOOTBALL **0.5-2 Units**
Activity: 1.5-6 hours
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.)

HHP 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.)

HHP 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 on the field. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 47B SOCCER II **0.5-1.5 Units**
Recommended for Success: HHP 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.)

HHP 48 CO-ED SOFTBALL **0.5-1.5 Units**
Activity: 1.5-4.5 hours
Discussion and practical application of rules and offensive/defensive team strategies in the sport of softball. Instruction on biomechanics and emphasis on skill development in throwing, catching, hitting, bunting, fielding, pop-ups, pitching, catching, base running, and sliding. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.

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

HHP 50B TENNIS II **0.5-1.5 Units**
Prerequisite: HHP 50A with a grade of C or better, or P
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 two times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 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.)

HHP 53B VOLLEYBALL II **0.5-1.5 Units**
Prerequisite: HHP 53A with a grade of C or better, or P
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.)

HHP 53C VOLLEYBALL III **0.5-1.5 Units**
Prerequisite: HHP 53B with a grade of C or better, or P
Activity: 1.5-4.5 hours
An advanced level of skill and strategies for the experienced player. Intra-class power play competition included. May be repeated one time.
Transfer: CSU

HHP 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.)

HHP 56B WEIGHT TRAINING II **0.5-1.5 Units**
Recommended for Success: HHP 56A
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.)

HHP 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.)

HHP 58 ULTIMATE FRISBEE I **0.5-1 Unit**
Activity: 1.5-3 hours
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.)

HHP 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.)

HHP 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

HHP 61 ACTIVITIES IN MOTOR DEVELOPMENT **1 Unit**

Co-requisite: CHILD 40
Laboratory: 3 hours
Introduction and physical applications of gross motor activities and concepts across early childhood curriculum. Key components that ensure developmentally-appropriate physical activities for both children and staff will be identified along with the importance of collaboration with families and caregivers.
Transfer: CSU

HHP 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 CPR/AED-Adult/Child plus infant certificates available upon satisfactory completion of the course. May be repeated three times. (MJC HE 100)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 63 SOCIOLOGY OF SPORT **3 Units**

Lecture: 3 hours
Examines the history of sport and its political, social and economic impact on public opinion. Includes an investigation into the phenomenon of sport, including cultural stratification, race, gender, education, economics, politics and the mass media.
Transfer: CSU/UC

HHP 66 MENTAL ASPECTS OF SPORT **3 Units**

Lecture: 3 hours
Theoretical, practical and mental aspects of sport, exercise, and rehabilitation settings. The influence of psychological variables on participation in sport and exercise. The influence of participation on psychological factors and well-being. Topics include motivation, anxiety, observational learning, imagery, exercise adherence, goal setting, and youth sport participation.
Transfer: CSU

HHP 72 INTRODUCTION TO BACKPACKING **1 Unit**

Lecture: 0.5 hour
Activity: 1.5 hours
An introductory course to basic backpacking. Designed for students to actively experience backpack outings. Emphasis will include an introduction of clothing and equipment, meals, trip planning and preparation, camp set-up, leave-no-trace principles, fitness and conditioning, trail hiking skills, and navigation with a map and compass. Offered for Pass/No Pass grading only. Field trips required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 74 INTRODUCTION TO SPORT MANAGEMENT **3 Units**

Lecture: 3 hours
Provides an introductory overview of professional sport management in North America. The political, historical, social, economic, and cultural impacts of sport management are explored. Topics will include team management, organizational administration, legal issues, public relations, and facility management. Students will become familiar with career opportunities in the sports management field.
Transfer: CSU

HHP 76 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 and 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 three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 77 INTERMEDIATE SPORTS CONDITIONING **0.5-1.5 Units**

Activity: 1.5-4.5 hours
This course is designed to expand upon the concepts and various components of sport-related conditioning introduced in HHP 76. Measurements of flexibility, strength, endurance and agility are included. In addition, special emphasis is placed upon the learning of the concepts and theories of sports conditioning programs tailored to the individual's sport. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 78 ADVANCED SPORTS CONDITIONING **0.5-1.5 Units**

Activity: 1.5-4.5 hours
This course is designed to take the information learned in the previous two courses - HHP 76 and HHP 77 - and develop a lifelong commitment to exercise and participation in competitive or recreational sport activities. The overall experience culminates with the student being able to formulate an individual conditioning program, which enhances his or her ability to participate in a competitive or recreational sport of choice. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 82 VARSITY BASKETBALL (Men's Rules) **3 Units**

Co-requisite: Must be enrolled as a full-time student
Lecture: 1 hour
Activity: 6 hours
Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. Field trips required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 86 VARSITY VOLLEYBALL (Women) **4 Units**

Co-requisite: Must be enrolled as a full-time student
Activity: 12 hours
Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled. Field trips required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 100 COLLEGE SUCCESS FOR ATHLETES **2 Units**

Lecture: 2 hours
Designed for new student-athletes to assist with the adjustment to college-level academics and athletics. The focus is on application of learning strategies, academic planning with a college counselor, time management, transfer and eligibility guidelines, life skills and study skills. Additionally, this course will promote realistic expectations of college while understanding what is necessary to succeed as an intercollegiate athlete.

HEALTH OCCUPATIONS

HL-OC 97 WORK EXPERIENCE IN HEALTH OCCUPATIONS **1-4 Units**

Co-requisite: 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 Pass/No Pass 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

HISTORY

HIST 5 INTRODUCTION TO THE HISTORY AND PHILOSOPHY OF SCIENCE **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
An introduction to the ideas, processes and consequences of science through history. The historical development of philosophies of science will be central throughout. Critical reasoning and extensive writing will be required. Contextual cultural analysis is expected. Credit may be earned for only one of the following: HIST 5 or PHILO 5.
Transfer: UC/CSU

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

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

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.

HIST 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

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.

HIST 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

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

Introduction to a contextual examination of major topics in Mother Lode history including the geography of the region, Native Americans, California Gold Rush, the timber and ranching industries, the railroad, water and environmental issues, and Mother Lode myths. Field trips may be required.

Transfer: CSU

HOSPITALITY MANAGEMENT

See page 96 & 103 for Certificate Requirements

HPMGT 97 WORK EXPERIENCE IN HOSPITALITY MANAGEMENT **1-4 Units**

Co-requisite: 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 Pass/No Pass 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.

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

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

Lecture: 1.5 hours

An introduction to the hospitality industry (comprising lodging, food and beverage services, and tourism) with a focus on its career opportunities and 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 which are national, State and local in scope. Using both the case method and specific statutes, 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

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

HPMGT 114 INTRODUCTION TO MAINTENANCE AND HOUSEKEEPING **1.5 Units**

Lecture: 1.5 hours

Introduces the essential components of effective hotel or motel maintenance and housekeeping operations, including technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.

HPMGT 120 SAFETY AND SANITATION **1 Unit**

Lecture: 1 hour

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

HPMGT 122 RESTAURANT MATH **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.

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.

HPMGT 128 KITCHEN MANAGEMENT **3 Units**

Lecture: 3 hours

Focused on the 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 will also be addressed. 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, ServSafe Sanitation guidelines, quality control, and production records are emphasized.

HPMGT 133A INTRODUCTION TO COMMERCIAL FOOD PREPARATION **3 Units**

Co-requisite: HPMGT 120
Lecture: 1.5 hours
Laboratory: 5 hours

Initial culinary training for chefs includes concepts about safe, sanitary, and efficient food production procedures, orientation and training on equipment, hand tools and foods, and applications of nutritional concepts to recipe writing. Food inventory management skills will be practiced using both traditional and computer-aided costing. Adopting professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized. Field trips may be required.

HPMGT 133B COMMERCIAL FOOD PREPARATION **4 Units**

Prerequisite: HPMGT 133A with a grade of C or better, or P
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-requisites: 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 with a grade of C or better, or P
Lecture: 2 hours

Formulas used in commercial pastry shop, cake decoration, marzipan, chocolate work, pâté 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 is covered. The focus is on how to hire, train, motivate, schedule and assign jobs to a wait staff. Cost control, labor and supplies, Quality assurance and productivity standards are addressed. May be repeated one time.

HPMGT 140 CONTEMPORARY CUISINE **2-3.5 Units**

Prerequisite: HPMGT 133B with a grade of C or better, or P
Lecture: 1.5 hours
Laboratory: 6-8 hours
Focused on the preparation of seasonal ingredients used to develop the menus for the advanced culinary course. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will prepare on-line cooking stations in pastry, pantry, sauté, and grill.

HPMGT 141 RESTAURANT DESSERTS **2 Units**

Prerequisite: HPMGT 135 with a grade of C or better, or P
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: 0.5 hour
Laboratory: 1.5 hours
A study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvres, canapés, sauces, salads, forcemeats, pâtés, tray presentations, table setups, room setups, and food show competitions. Field trips may be required.

HPMGT 143 ADVANCED GARDE MANGER **1 Unit**

Prerequisite: HPMGT 142with a grade of C or better, or P
Lecture: 0.5 hour
Laboratory: 1.5 hours
Advanced study of cold food preparation to include vegetable, fruit, and ice carvings, appetizers, hors d'oeuvres, canapés, sauces, salads, forcemeats, pâtés, tray presentation, table and room setup with attention to food shows and special event programs. May be repeated one time.

HPMGT 146 DINING ROOM SERVICE AND MANAGEMENT II **2-3.5 Units**

Prerequisite: HPMGT 136 with a grade of C or better, or P
Lecture: 0-1.5 hours
Laboratory: 4-6 hours
Advanced service techniques, table settings and dining room etiquette utilizing a restaurant 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 reservations, proper staffing and hosting. Field trips required.

HPMGT 147 BEVERAGE MANAGEMENT **2 Units**

Lecture: 1.5 hours
Laboratory: 1.5 hours
A study of all aspects of beverage management including federal, State and local regulations, mixology, background and future of the beverage industry. Students should be 21 years of age, or if under 21, will be required to complete a number of independent assignments instead of labs. Field trips may be required.

HPMGT 148 INTRODUCTION TO WINES **2 Units**

Lecture: 2 hours
A 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 students create a plan to conceive, design, staff, equip, stock, market and open the restaurant. They develop 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. Field trips may be required.

HPMGT 190 CULINARY ARTS INTERNSHIP **2 Units**

Prerequisite: HPMGT 140 with a grade of C or better, or P
Lecture: 0.5 hour
Laboratory: 4 hours
Supervised field experience in Culinary or Pastry Arts study and research related to job training. Current developments in Culinary Arts. May be repeated two times.

HPMGT 200 EXPLORING CULINARY AND BAKING SKILLS **0.5-2.5 Units**

Lecture: 0-1 hour
Laboratory: 0-4.5 hours
This course is an exploratory course for those who are interested in learning proper usage of baking ovens, stoves, cooking equipment and tools. This course allows students to perform culinary and baking skills in a supervised environment. Emphasis will be placed on safety, sanitation, professionalism and basic competencies. Offered for Pass/No Pass grading only. May be repeated three times.

TOURISM (Recreation)

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: HHP 5 or HPMGT 10.
Transfer: CSU

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 one time.

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
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, desktop publishing, and Internet
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
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).

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 (North America, South 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."

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.

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**

Recommended for Success: Eligibility for ENGL 1A
Lecture: 3 hours
An introductory survey of humanistic culture, historically structured from the enlightenment to the present, focusing on enduring works of art, drama, literature, music, and philosophy. (MJC HUMAN 106)
Transfer: UC/CSU

HUMAN 3 WORLD CULTURE **3 Units**

Recommended for Success: Eligibility for ENGL 1A
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 40 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 48 SUSTAINABLE LIVING **3 Units**

Lecture: 3 hours
This course will introduce life skills and decision-making strategies to students interested in a sustainable future for themselves and their local/global communities. The course will cover topics such as: how do our food choices affect both our health and our environment, what are the impacts of various consumer goods on the environment and society, what does it mean to build and maintain a sustainable house/building, where do my wastes go when I flush the toilet, where does my drinking water come from, where does my energy come from and what is its true cost? The course will be designed to help students see the individual as the pivot point between community health/world health and personal health. Field trips may be required.
Transfer: CSU

INDIS 101 CAREER TOOLS FOR EXCELLENCE I **2 Units**

Lecture: 1.5 hours
Laboratory: 1 hour
This course is designed to emphasize leadership, project management, team-building and problem-solving as they apply in the workplace. Students will use a project-based format and design an e-portfolio demonstration while incorporating a wide variety of leadership skills required for success in the workplace. Offered for Pass/No Pass grading only.

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 Pass/No Pass grading only. May be repeated one time.

INDIS 111 GROUP PEER TUTORING **0.5 Unit**

Lecture: 0.5 hour
The Group Peer Tutoring course will train students to facilitate a structured group tutoring session and/or Supplemental Instruction (S.I.) session. Particular emphasis will be on tutoring techniques designed to improve study skills of students attending group sessions and/or S.I. sessions. Offered for Pass/No Pass grading only. May be repeated three times.

LIBRARY

LIBR 1 INTRODUCTION TO LIBRARY AND 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 databases, print and electronic reference sources, and Internet resources. Offered for Pass/No Pass grading only.
Transfer: CSU

LIBR 101 INTRODUCTION TO THE LIBRARY **0.5 Unit**

Lecture: 0.5 hour
Basic familiarization with library collections and services. Focus is on being an effective library user, including how to identify and locate print and electronic materials using library resources. Offered for Pass/No Pass grading only.

MATHEMATICS

MATH 2 STATISTICS **4 Units**

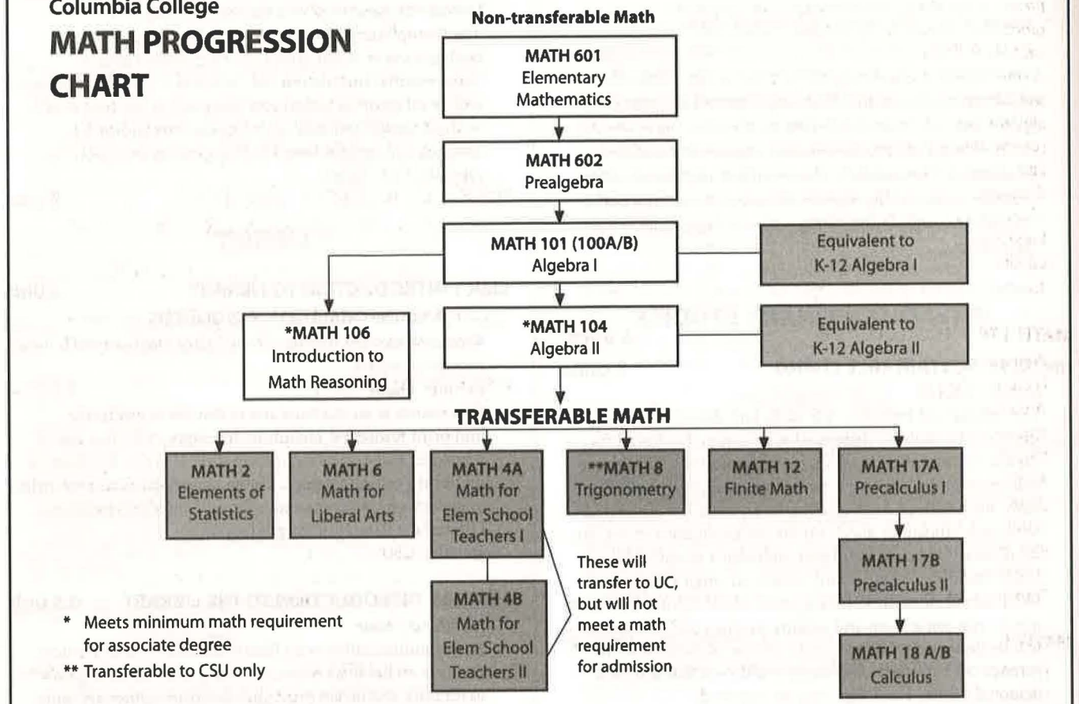
Prerequisite: MATH 104 with a grade of C or better, or P, or placement through the assessment process
Lecture: 4 hours
Descriptive statistics, normal distributions, correlation and regression, probability, sampling distributions, inference about quantitative and categorical variables, inference about relationships. (MJC MATH 134)
Transfer: UC/CSU

MATH 4A MATHEMATICS FOR ELEMENTARY TEACHERS I **4 Units**

Prerequisite: MATH 104 with a grade of C or better, or P, or placement through the assessment process
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.)

Columbia College

MATH PROGRESSION CHART



MATH 4B MATHEMATICS FOR ELEMENTARY TEACHERS II — 4 Units

Prerequisite: MATH 4A with a grade of C or better, or P
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 with a grade of C or better, or P, or placement through the assessment process
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

MATH 8 TRIGONOMETRY — 3 Units

Prerequisite: MATH 104 with a grade of C or better, or P, or placement through the assessment process
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.
Transfer: CSU

MATH 12 FINITE MATHEMATICS — 3 Units

Prerequisite: MATH 104 with a grade of C or better, or P, or placement through the assessment process
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

MATH 17A PRECALCULUS I — 5 Units

Prerequisite: MATH 104 with a grade of C or better, or P, or placement through the assesssment process
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. (MJC MATH 121)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MATH 17B PRECALCULUS II — 5 Units

Prerequisite: MATH 17A with a grade of C or better, or P
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 and MATH 17A together form a two-semester precalculus course sequence. (MJC MATH 122)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MATH 18A CALCULUS I — 5 Units

Prerequisite: MATH 17B, with a grade of C or better, or P
Lecture: 5 hours
Families of functions, limits, continuity, the derivative, derivative formulas, implicit differentiation, applications of derivatives, and an introduction to concepts and applications of the definite integral. Graphing calculator required. Satisfies high school math deficiency for UC admission. (MJC MATH 171)
Transfer: UC/CSU

MATH 18B CALCULUS II — 5 Units

Prerequisite: MATH 18A with a grade of C or better, or P
Lecture: 5 hours
Antiderivatives, The First and Second Fundamental Theorems of Calculus, techniques of integration, applications of definite integrals to geometry, physics, probability and economics, numerical integration, improper integrals, differential equations, convergence of series, power series, Taylor series, Fourier series, areas defined by polar curves. (MJC MATH 172)
Transfer: UC/CSU

MATH 18C CALCULUS III — 5 Units

Prerequisite: MATH 18B with a grade of C or better, or P
Lecture: 5 hours
Vectors and solid analytic geometry, vector valued functions, partial differentiation, multiple integrals, vector fields and vector calculus.
Transfer: CSU

MATH 100A ALGEBRA I: First Half — 3 Units

Prerequisite: MATH 602 with a grade of C or better, or P, or placement through the assessment process
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: Second Half — 3 Units

Prerequisite: MATH 100A with a grade of C or better, or P
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 — 5 Units

Prerequisite: MATH 602 with a grade of C or better, or P, or placement through the assessment process
Lecture: 5 hours
Introduction to algebraic structures using tabular, graphical and symbolic representations. Properties of real numbers, evaluating and simplifying algebraic expressions, linear equations and inequalities in one and two variables, systems of linear equations and inequalities, proportions and direct variation, linear functions and models, integer exponents, polynomial operations. (MJC MATH 70)

MATH 104 ALGEBRA II — 5 Units

Prerequisite: MATH 100B or MATH 101, with a grade of C or better, or P, or placement through the assessment process
Lecture: 5 hours
Continued study of algebraic structures using tabular, graphical and symbolic representations. Simplifying expressions, solving equations and modeling with quadratic, rational, radical, exponential and logarithmic functions. Factoring polynomials, rational exponents, complex numbers. The use of graphing calculators is required. This course is prerequisite to undergraduate transfer general education mathematics courses. (MJC MATH 90)

MATH 106 INTRODUCTION TO MATHEMATICAL THINKING — 4 Units

Prerequisites: MATH 101 or MATH 100B, with a grade of C or better, or P, or placement through the assessment process
Lecture: 4 hours
Understanding, interpreting and reasoning with the quantitative information of everyday life. An application-based treatment of useful topics in mathematics including critical thinking, problem solving, finances, descriptive statistics, mathematical models and applications for real-world situations. Satisfies the Mathematics requirement for an Associate Degree but does not satisfy the prerequisite requirements for transfer or transferable math and science courses.

MATH 601 ELEMENTARY MATHEMATICS — 4 Units

Lecture: 4 hours
Study of the concepts and procedures of arithmetic, with emphasis on developing understanding as well as computational skills. Topics include mathematical vocabulary, symbolic representation, arithmetic operations, fractions, decimals, percents, ratio, proportion, prime factorization, and student study skills. (MJC MATH 10)

MATH 602 PREALGEBRA — 4 Units

Prerequisite: MATH 601 with a grade of C or better, or P, or placement through the assessment process
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. (MJC MATH 20)

MATH 650 PERSONALIZED MATHEMATICS DEVELOPMENT — 0.5-2 Units

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 Pass/No Pass 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 2 INTRODUCTION TO MUSIC — 3 Units

Recommended for Success: ENGL 151
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

Recommended for Success: Concurrent enrollment in MUSIC 20A
Lecture: 2 hours
Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. (MJC MUST 131)
Transfer: UC/CSU

MUSIC 4B ELEMENTARY MUSICIANSHIP — 2 Units

Recommended for Success: MUSIC 4A and concurrent enrollment in MUSIC 20B
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. (MJC MUST 132)
Transfer: UC/CSU

MUSIC 5A INTERMEDIATE MUSICIANSHIP — 2 Units

Prerequisite: MUSIC 4B with a grade of C or better, or P
Lecture: 2 hours
Continuation of MUSIC 4B, including development of individual proficiency in sight singing, dictation, aural and keyboard skills. (MJC MUST 133)
Transfer: UC/CSU

MUSIC 5B INTERMEDIATE MUSICIANSHIP — 2 Units

Recommended for Success: MUSIC 21A and MUSIC 5A
Lecture: 2 hours
Continuation of MUSIC 5A, including sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials and basic keyboard skills. (MJC MUST 134)
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 MUSG 121)
Transfer: UC/CSU

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

Lecture: 3 hours
A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and Modern periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copland. (MJC MUSG 122)
Transfer: UC/CSU

MUSIC 12 AMERICAN POPULAR MUSIC: BLUES AND JAZZ TO ROCK 'N' ROLL — 3 Units

Lecture: 3 hours
An introduction to jazz style, jazz history, and popular music of the 20th and 21st centuries.
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. (MJC MUST 121)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MUSIC 20B ELEMENTARY MUSIC THEORY — 3 Units

Prerequisite: MUSIC 20A with a grade of C or better, or P
Lecture: 3 hours
Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, nonharmonic notes, and extended chords. (MJC MUST 122)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MUSIC 21A INTERMEDIATE MUSIC THEORY — 3 Units

Prerequisite: MUSIC 20B with a grade of C or better, or P
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. (MJC MUST 123)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MUSIC 21B INTERMEDIATE MUSIC THEORY — 3 Units

Prerequisite: MUSIC 21A with a grade of C or better, or P
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. (MJC MUST 124)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MUSIC 31A ELEMENTARY PIANO — 1 Unit

Activity: 3 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. Field trips required. (MJC MUSA 121)
Transfer: UC/CSU

MUSIC 31B ELEMENTARY PIANO — 1 Unit

Prerequisite: MUSIC 31A with a grade of C or better, or P
Activity: 3 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. Field trips required.
Transfer: UC/CSU

MUSIC 36 ELEMENTARY VOICE — 1 Unit

Activity: 3 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 MUSA 151)
Transfer: UC/CSU

MUSIC 37 ADVANCED ELEMENTARY VOICE — 1 Unit

Prerequisite: MUSIC 36 with a grade of C or better, or P
Activity: 3 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. (MJC MUSA 152)
Transfer: UC/CSU

MUSIC 38 INTERMEDIATE VOICE — 1 Unit

Prerequisite: MUSIC 37 with a grade of C or better, or P
Activity: 3 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.
Transfer: UC/CSU

MUSIC 39 ADVANCED INTERMEDIATE VOICE — 1 Unit

Prerequisite: MUSIC 38 with a grade of C or better, or P
Activity: 3 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. Field trips may be required. (MJC MUSA 153)
Transfer: UC/CSU

MUSIC 41A INTERMEDIATE PIANO **1 Unit**
Prerequisite: MUSIC 31B with a grade of C or better, or P
Activity: 3 hours
Continuation of the fundamentals of piano performance attained in MUSIC 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. (CC MUSIC 41A & 41B = MJC MUSA 123)
Transfer: UC/CSU

MUSIC 41B INTERMEDIATE PIANO **1 Unit**
Prerequisite: MUSIC 41A with a grade of C or better, or P
Activity: 3 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. (CC MUSIC 41A & 41B = MJC MUSA 123)
Transfer: UC/CSU

MUSIC 49 BEGINNING GUITAR **1 Unit**
Activity: 3 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 MUSA 141)
Transfer: UC/CSU

MUSIC 50–56 SERIES–PRIVATE LESSONS
Lecture: 1 hour
Study of performance techniques, interpretation, and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. May be repeated three times.
Transfer: UC/CSU

MUSIC 50 PRIVATE LESSONS: Guitar **1 Unit**
(MJC MUSA 145)

MUSIC 51 PRIVATE LESSONS: Keyboard **1 Unit**

MUSIC 52 PRIVATE LESSONS: Woodwinds **1 Unit**
(MJC MUSA 183)

MUSIC 53 PRIVATE LESSONS: Brass **1 Unit**

MUSIC 54 PRIVATE LESSONS: Strings **1 Unit**

MUSIC 55 PRIVATE LESSONS: Percussion **1 Unit**

MUSIC 56 PRIVATE LESSONS: Voice **1 Unit**
(MJC MUSA 154)

MUSIC 60 COLLEGE 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. Field trips required. May be repeated three times.
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. 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 MUSE 151)
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. May be repeated three times.
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. Field trips may be required. May be repeated three times.
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 MUSE 161)
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. May be repeated three times. (MJC MUSE 166 or MUSE 176)
Transfer: UC/CSU

NATURAL RESOURCES

See page 97 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.
Transfer: UC/CSU

NATRE 3 NATURAL RESOURCES LAW AND POLICY **3 Units**
Lecture: 3 hours
Introduction to principles and practice of natural resource policy and law in the United States. Topics include overview of major environmental policies and laws, environmental ethics, historical role of activists in legislative change and enforcement, development and limits of legislative and judicial approaches to solving environmental problems, and local and regional issues related to natural resources law and policy. Field trips may be required.
Transfer: UC/CSU

NATRE 9 PARKS AND FORESTS LAW ENFORCEMENT **2 Units**
Lecture: 2 hours
This course helps develop the 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 and management of fire in California. 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 fuels reduction and prescribed burning programs in selected locations. Field trips required. (MJC NR 379).
Transfer: CSU

NATRE 30 INTRODUCTION TO WATERSHED MANAGEMENT **3 Units**
Lecture: 2 hours
Laboratory: 3 hours
Fundamentals of watershed management, monitoring and stewardship, with an emphasis on California and the Sierra Nevada. Concepts and applications of climatology, meteorology, geology, soils, hydrology, biology, chemistry, physics and engineering as they pertain to management of watersheds. Field and laboratory techniques of sampling and monitoring soil, water, air, vegetation, and other biota. Application of integrated ecosystem approaches to natural resource protection and management of watersheds. Field trips may be required.
Transfer: CSU

NATRE 50 NATURAL HISTORY AND ECOLOGY **2 Units**
Lecture: 2 hours
Introduction to concepts and examples of natural history and ecology with emphasis on the interrelationships among the biota, geology, and climate of California. Selected topics may include plant succession, ecosystem processes, adaptation and diversity, evolution, California's physical and biological environment, and biomes. Field trips may be required.
Transfer: CSU

NATRE 97 WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES **1-4 Units**
Co-requisite: 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. Offered for Pass/No Pass 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

NATRE 110 NATURAL RESOURCES FIELD CAMP **3 Units**
Lecture: 3 hours
An extended field course that can serve as both an introduction and a capstone to Forestry and Natural Resource majors, or as a refresher during any point in a forestry or natural resources career. Provides instruction and hands-on, real-world experiences in a field setting. Integrates topics including safety and first aid, maps and aerial photos, compass and GPS, geology and soils, hydrology and watershed, plants and wildlife, ecology and ecosystem management, natural resource inventory and utilization, and wildland recreation management. May be repeated three times.

NATURAL RESOURCES TECHNOLOGY

See page 98 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 INTRODUCTION TO MAPS AND REMOTE SENSING **1.5-2 Units**

Lecture: 0.75-1 hour
Laboratory: 2.25-3 hours
Application and interpretation of map and remote sensing information including aerial photography, multispectral and thermal scanning, and digital imaging. Emphasis on map features, coordinate systems, topography, land cover, resource management and navigation. Field trips required. (MJC NR 224)

NARTC 161 INTRODUCTION TO WATER RESOURCES MANAGEMENT **3 Units**

Lecture: 3 hours
An introduction to the Water Resources Management Program. This course provides an overview of the educational tracks offered in the program, including: Watershed Management, Water for Consumption and Distribution, Wastewater Collection and Treatment Plant Operations, and the emerging field of Decentralized Wastewater Management.

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 Pass/No Pass grading only. Field trips may be required.

NARTC 165 RURAL WASTEWATER STRATEGIES **3 Units**

Lecture: 3 hours
History of human waste management. Past practices and the known impact on human health and the environment. Understanding the evolution of wastewater treatment from cesspools to municipal sewers and the current focus on decentralized wastewater and recycling strategies. The application of physical, biological and hydrogeological sciences in wastewater treatment. How do regulations affect change in the wastewater field? Emerging technologies, practices, and concepts that offer solutions to our waste management concerns of a growing population. The need for fresh innovative ideas and leadership. Field trips required. May be repeated three times.

NARTC 166 DECENTRALIZED WASTEWATER MANAGEMENT **3 Units**

Prerequisite: NARTC 165 with a grade of C or better, or P
Lecture: 3 hours
A comprehensive experience in the inspection, operations, maintenance and monitoring of Onsite Wastewater Treatment Systems (OWTS). Students will learn how to evaluate the condition of all types of systems from simple standard gravity septic to high tech advanced treatment technologies. Various aspects of management including operation, maintenance and monitoring of all types of engineered systems including aerobic treatment units, media filters, constructed wetlands, disinfection technologies and a wide range of soil treatment applications. This course is designed to prepare individuals for national certification testing and entrance into the onsite wastewater management field. Field trips may be required. May be repeated three times.

NARTC 167 OPERATION OF WASTEWATER TREATMENT PLANTS **3 Units**

Lecture: 3 hours
Designed to train students in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. Information presented includes the role and responsibilities of a treatment plant operator, an explanation of why wastes must be treated, and detailed descriptions of the equipment and processes used in a wastewater treatment plant. Field trips may be required. May be repeated three times.

NARTC 169 WASTEWATER TREATMENT PLANT OPERATOR 2 **3 Units**

Lecture: 3 hours
An advanced course designed to train wastewater treatment plant operators in the practical aspects of operating and maintaining wastewater treatment plants. Topics covered include conventional activated sludge processes, sludge digestion and solids handling, effluent disposal, plant safety and good housekeeping, plant and equipment maintenance, laboratory procedures and chemistry, use of computers for plant operation and maintenance, analysis and presentation of data, records and report writing, analyzing and solving operational problems, and performing mathematical calculations relating to wastewater treatment process control. This course is worth 9 CEUs (90 contact hours). Field trips may be required. May be repeated three times.

NARTC 172 NATURE PHOTOGRAPHY **1.5 Units**

Lecture: 1.5 hours
An introduction to nature and wildlife photography including field craft, maintaining records, conveying scale, performing basic photographic techniques, equipment specific to nature and wildlife photography, and advantages and disadvantages of digital photography. Instruction is in the field. Digital cameras and tripods required. Macro lenses and telephoto lenses recommended. Offered for Pass/No Pass grading only. Field trips may be required.

NARTC 181 CALIFORNIA WILDLIFE **4 Units**

Lecture: 4 hours
Study of the characteristics, evolution, population biology, ecology, behavior, life history, and management of California animals. Introduction to methods of studying and managing wildlife to improve populations, habitat, and ecosystem function. Practice of specific field and laboratory techniques of species identification, population biology, and wildlife management. Field trips may be required. (MJC NR 215)

NARTC 182 NATURAL HISTORY AND TECHNIQUES OF SURVEYING SIERRA NEVADA WILDLIFE **2 Units**

Total lecture hours: 34
A field lecture course at the High Sierra Institute to train and inform U.S. Forest Service employees, college students, and community members on the natural history and methods of surveying and monitoring Sierra mammals, raptors, uncommon songbirds, reptiles and amphibians. Natural history topics covered include field identification of pelage, tracks, plumage, life cycle specifics, geographic ranges, habitat ecological niche, field signs, behavioral patterns, and State and federal listed status. Techniques of surveying and monitoring wildlife include types of track plates, hair snare systems, and the various models of passive and active remote, motion-sensitive cameras. Mammal detection emphasis will be on sensitive meso-carnivores.

NARTC 183 ECOLOGICAL RESTORATION IN PRACTICE **1 Unit**

Total lecture hours: 16
A field lecture course to train and inform college students, land management professionals, environmental consultants, and community members on ecological restoration techniques. Natural resource topics covered include the importance of ecological restoration to society and the environment, identification and prioritization of natural community types in jeopardy, assessment of resource damage and causative factors, and restoration techniques, implementation, and monitoring.

OFFICE TECHNOLOGY

See pages 99 & 104 for Certificate Requirements

OFTEC 42 PUBLICATION DESIGN I **3 Units**

Recommended for Success: OFTEC 141
Lecture: 2 hours
Laboratory: 3 hours
An introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create media for print and digital publishing. Exercises and projects will include the creation of a multi-page booklet, poster, newsletter, brochures and an interactive document formatted for digital publishing. Credit may be earned for only one of the following: OFTEC 42, CMPSC 31, or ART 51.
Transfer: CSU

OFTEC 43 PUBLICATION DESIGN II **3 Units**

Prerequisite: OFTEC 42 or ART 51 or CMPSC 31, with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
A continuation of study in problems of Publication Design. Areas of focused study will be in advanced problems of page layout, typography, print, and interactive documents for digital publication. Credit may be earned for only one of the following: OFTEC 43, CMPSC 32, or ART 52. May be repeated two times.
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 51 MEDICAL TERMINOLOGY FOR ICD-10 CODING **3 Units**

Lecture: 3 hours
An introduction to the expanded anatomy and physiology terminology needed for ICD-10-CM/PCS coding. Basic word structure includes roots, prefixes, and suffixes. Terminology specific to ICD coding is combined with the right level of A & P content to ensure coding proficiency.
Transfer: CSU

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

Co-requisite: 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 Office Technology. The student's employment must be related to educational or occupational goals. Offered for Pass/No Pass 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.
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, proofreading, and 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 & 302)

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
A review of the mechanics of English grammar, punctuation, and sentence structure with emphasis on business applications. Vocabulary development, spelling, and use of the dictionary are also studied.

OFTEC 131 OFFICE PROCEDURES AND TECHNOLOGY **3 Units**

Prerequisite: OFTEC 125 with a grade of C or better, or P
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. (MJC OFADM 314)

OFTEC 132 BUSINESS COMMUNICATIONS **3 Units**

Prerequisite: OFTEC 130 or ENGL 650, with a grade of C or better, or P
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.

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 two times. (MJC CMPSC 231)

OFTEC 142 DESKTOP PUBLISHING ESSENTIALS **1-2 Units**

Lecture: 1-2 hours
Introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clip art, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Note: Basic word processing skills needed. Credit may be earned for only one of the following: OFTEC 142 or CMPSC 142. Offered for Pass/No Pass grading only. May be repeated two times.

OFTEC 151 MEDICAL OFFICE MANAGEMENT **3 Units**

Recommended for Success: OFTEC 50
Lecture: 3 hours
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 152A MEDICAL BILLING AND CODING **3 Units**

Recommended for Success: OFTEC 50 with a grade of C or better, or P
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 152B MEDICAL CODING II **3 Units**

Recommended for Success: OFTEC 152A
Lecture: 3 hours
Intensive application of coding skills in the various medical specialties which expands on procedure and diagnostic coding skills. Abstracting information from the patient records and combining it with knowledge of coding guidelines to optimize physician payment.

OFTEC 152C ADVANCED MEDICAL CODING **3 Units**

Prerequisite: OFTEC 152B with a grade of C or better, or P
Lecture: 3 hours
Advanced Coding provides an in-depth understanding of physician-based medical coding and coding services such as medical visits, diagnostic testing and interpretation, treatments, surgeries, and anesthesia. Students will enhance clinical decision-making skills and learn to pull the right information from documents, select the right codes, determine the correct sequencing of those codes, and audit cases.

OFTEC 153A BEGINNING MEDICAL TRANSCRIPTION **3 Units**

Recommended for Success: OFTEC 50 and BIOL 150
Lecture: 1 hour
Laboratory: 6 hours (self-paced)
Transcription of authentic physician-dictated reports organized by body systems or medical specialties. Development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physicals, consultations, emergency room reports, operative reports, discharge summaries, and lab reports. May be repeated two times.

OFTEC 153B BEGINNING MEDICAL TRANSCRIPTION **3 Units**

Prerequisite: OFTEC 153A with a grade of C or better, or P
Laboratory: 9 hours (self-paced)
Continuation of OFTEC 153A. Transcription of authentic physician-dictated medical reports in the specialties of genitourinary, orthopedics, OB/GYN, neuropsychiatry, and hematology/oncology/immunology. May be repeated two times.

OFTEC 154 RADIOLOGY TRANSCRIPTION **1 Unit**

Prerequisite: OFTEC 153A with a grade of C or better, or P
Recommended for Success: OFTEC 153B or equivalent
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**

Prerequisite: OFTEC 153A with a grade of C or better, or P
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 examinations. Also included are diagnostic procedures such as echocardiograms, treadmill tests, and cardiac catheterizations.

OFTEC 156 ORTHOPEDIC TRANSCRIPTION **1 Unit**

Prerequisite: OFTEC 153A with a grade of C or better, or P
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**

Prerequisite: OFTEC 153A with a grade of C or better, or P
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**

Prerequisite: OFTEC 153A with a grade of C or better, or P
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**

Prerequisite: OFTEC 153A with a grade of C or better, or P
Recommended for Success: OFTEC 153B
Lecture: 1 hour
Laboratory: 3 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 168 CREATING AND MANAGING A VIRTUAL OFFICE **3 Units**

Recommended for Success: OFTEC 120, CMPSC 4, CMPSC 10
Lecture: 3 hours
Application of administrative support and entrepreneurial skill sets in the development of a virtual office business. Emphasis will be placed on business development, personal skill sets, marketing strategies, communications, organization, and operations. In this setting, a virtual assistant is a highly skilled professional working independently in support of other businesses, often with the latest technology.

OFTEC 210 TYPING SPEED AND ACCURACY BUILDING **1 Unit**

Laboratory: 3 hours (self-paced)
Speed building and accuracy on straight copy; 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, 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 Pass/No Pass grading only. May be repeated two times.

OFTEC 216 INTERMEDIATE/ADVANCED WORD PROCESSING FOR PERSONAL USE **1-2 Units**

Recommended for Success: OFTEC 215
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 Pass/No Pass grading only. May be repeated two times.

PHILOSOPHY

PHILO 1 INTRODUCTION TO PHILOSOPHY **3 Units**

Recommended for Success: Eligibility for ENGL 1A
Lecture: 3 hours
Survey of the field of philosophy, including human nature, meaning in life, and values in ethics, social justice, and art; knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (MJC PHILO 101)
Transfer: UC/CSU

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. Field trips may be required. (MJC PHILO 115)
Transfer: UC/CSU

PHILO 5 INTRODUCTION TO THE HISTORY AND PHILOSOPHY OF SCIENCE **3 Units**

Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
An introduction to the ideas, processes and consequences of science through history. The historical development of philosophies of science will be central throughout. Critical reasoning and extensive writing will be required. Contextual cultural analysis is expected. Credit may be earned for only one of the following: PHILO 5 or HIST 5.
Transfer: UC/CSU

PHILO 25 TWENTIETH CENTURY PHILOSOPHY **3 Units**

Recommended for Success: ENGL 1A
Lecture: 3 hours
A brief survey of nineteenth and twentieth century philosophy emphasizing the contributions of various thinkers to our understanding of what it is to be human, the nature of society and the relationship of the individual to it, science, technology and human values, and the meaning of life itself. (MJC PHILO 123)
Transfer: UC/CSU

PHILO 35 ENVIRONMENTAL ETHICS **3 Units**

Lecture: 3 hours
Do we have moral obligations towards nature? Who counts more: ecosystems, species, or individuals? What, if anything, is the value of wilderness? Course will address questions and issues such as these that arise when considering the relationship between human beings and the environment. Topics include animal rights, land use policy, sustainability, bioengineering, climate change, environmental justice. Theoretical approaches include deep ecology, anthropocentrism, eco-feminism, and pragmatism. Field trips may be required.
Transfer: UC/CSU

PHOTOGRAPHY

(See Art)

PHYSICS

PHYCS 1 CONCEPTUAL PHYSICS **3 Units**

Lecture: 3 hours
A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. (MJC PHYS 160)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

PHYCS 2 CONCEPTUAL PHYSICAL SCIENCE: A Starship Voyage **3 Units**

Recommended for Success: MATH 101
Lecture: 3 hours
You have been accepted to be a crew member of Earth's first starship, the Sakarov. Class meetings are simulations of the crew's orientation seminars and orientation workshops—the textbook being the orientation manual for this first interstellar voyage. During orientation workshops, crew members, working in small groups, will apply elementary physics and astronomy concepts, learned from the seminars, to deal with voyage predicaments. Topics addressed include scale and composition of the local universe; gravitation; how stars and planets form; light; how telescopes work; keys to understanding motion in space; linear momentum; and angular momentum.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

PHYCS 4A INTRODUCTORY PHYSICS I: Trigonometry Level **4 Units**

Prerequisite: MATH 8 or MATH 17B, with a grade of C or better, or P
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.)

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

Prerequisite: PHYCS 4A with a grade of C or better, or P
Lecture: 4 hours
Laboratory: 2 hours
A trigonometry-level introduction to the modeling of physical phenomena using electrostatics, magnetostatics, 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). (MJC PHYS 143)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

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

Prerequisite/ Co-requisite: MATH 18A with a grade of C or better, or P 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.)

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

Prerequisite: PHYCS 5A with a grade of C or better, or P
Prerequisite/ Co-requisite: MATH 18B with a grade of C or better, or P, or concurrent enrollment in MATH 18B
Lecture: 5 hours
Laboratory: 2 hours
A calculus-level introduction to modeling with electrostatics, magnetostatics, 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.)

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)
(POLSC 10, taken in conjunction with HIST 16 or HIST 17, satisfies the Associate Degree and CSU requirements in United States History, Constitution, and American Ideals.)
Transfer: UC/CSU

POLSC 12 AMERICAN POLITICAL THOUGHT **3 Units**

Lecture: 3 hours

Historical survey of major American political ideas, political processes, ideals and aspirations. The origins, evolution, and current directions of American political thought will be examined through specific American values and beliefs. The course will introduce the major political ideologies, their origins, and the implications and consequences of those in American history.

Transfer: UC/CSU

POLSC 14 INTERNATIONAL RELATIONS **3 Units**

Lecture: 3 hours

Introduction to the principles and practices of international politics, emphasizing problems of war and peace, foreign policies of major powers, problems of developing countries, and global problems. Emphasis placed upon the formulation and execution of American foreign policy within a constitutional and political framework. The dynamics of interstate relations, diplomacy, international law, non-state actors and supra-national organizations will be emphasized. (MJC POLSC 110)

Transfer: UC/CSU

PSYCHOLOGY

See page 105 for Certificate Requirements

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: the scientific method (including the impact of diversity and ethics), conditioning, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology. (MJC PSYCH 101)

Transfer: UC/CSU

PSYCH 2 CURRENT ISSUES IN PSYCHOLOGY **3 Units**

Prerequisite: PSYCH 1 with a grade of C or better, or P

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 current interest and 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 perspectives of the behavioral, social and biological 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

An 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 15 RESEARCH METHODS IN PSYCHOLOGY **3 Units**

Prerequisites: PSYCH 1 and MATH 2, with grades of C or better, or P

Lecture: 3 hours

An introduction to basic research methods used in Psychology (and other behavioral sciences). This includes an examination of the scientific method, research design (descriptive, observational, correlational and experimental methods), experimental procedures, the collection, analysis and reporting of research data, the review and evaluation of research articles and ethics in research. Research design and methodology will be illustrated through selected research topics in psychology; for example, neuroscience, learning, memory, development and social psychology.

Transfer: 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 and adjustments over the life span. Discussion of personality theory and 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**

Recommended for Success: ENGL 151

Lecture: 3 hours

An overview of the psychological, physiological, sociological and behavioral dynamics underlying the management of the human stress response. The class covers the biological and psychological aspects of the stress response, as well as the appraisal and management of stress. This includes time management, lifestyle choices, behavior modification techniques, relaxation training, and interpersonal communication techniques.

Transfer: CSU

PSYCH 52 INTRODUCTION TO PEER SUPPORT FOR PSYCHOSOCIAL REHABILITATION **3 Units**

Lecture: 3 hours

This course provides an overview of the knowledge, skills and attitudes that are required for individuals entering the field of Peer Counseling. The individual role of peer counselor is defined, as well as how the peer counselor integrates into a multidisciplinary team. The core values of psychosocial rehabilitation and recovery are reviewed, and students will identify their strengths in relationship to these values. Core skills are defined and demonstrated, such as self-management (using Mary Ellen Copeland's Wellness Recovery Action Plan), advocacy, boundaries and working from a strengths perspective. In addition, the student learns basic documentation skills and reviews confidentiality regulations under HIPAA.

Transfer: CSU

PSYCH 54 ADVANCED SKILLS IN PEER SUPPORT FOR PSYCHOSOCIAL REHABILITATION **3 Units**

Prerequisite: PSYCH 52 with a grade of C or better, or P

Lecture: 3 hours

This course provides an in-depth study of those aspects of psychosocial rehabilitation theory and practice that are applicable to peer counselors and requires advanced problem solving and intervention skills. This course includes a review of basic principles accompanied by experiential practice. Students will learn and practice active listening skills, engagement, basic interviewing and collaborative treatment planning. The student will also incorporate a solid understanding of the impact of culture on all aspects of the recovery process. The course also addresses the needs and issues of special populations pertinent to today's work: the homeless, transition-age youth, and services dually diagnosed clients.

Transfer: CSU

PSYCH 56 INTRODUCTION TO PSYCHOSOCIAL REHABILITATION **3 Units**

Prerequisite: PSYCH 52 with a grade of C or better, or P

Lecture: 3 hours

The course reviews the history of the treatment of persons with psychiatric disorders and shows the evolution of thinking and practice in the field. The course provides an overview of the fundamental theories, strategies, practice models and interventions commonly utilized in psychosocial rehabilitation. During the course, the student will review the principles and values of psychosocial rehabilitation, emphasizing consumer empowerment and recovery. The course will cover a brief history of the field, current practice models, and will identify important issues facing the psychosocial rehabilitation practitioner today. The purpose of this course is to present the core values and principles of recovery-oriented, psychosocial rehabilitation practice. Also presented is basic information on psychiatric disorders, current research and how to work in an empowering way with consumers about medication.

Transfer: CSU

PSYCH 58 CURRENT TRENDS AND ISSUES IN PSYCHOSOCIAL REHABILITATION **3 Units**

Prerequisite: PSYCH 56 with a grade of C or better, or P
Lecture: 3 hours
This course moves from theory to practice in psychosocial rehabilitation. The student will work with the principles of psychosocial rehabilitation and through individual and group work, put them into practice. The emphasis is on identifying how to put the core values of hope, choice, self-responsibility and meaningful role into practice. The course outlines appropriate boundaries and ethics in practice. It also covers humanizing the language of the medical model and ways to work with symptomatology successfully. In addition, elements of case management practice are covered, including resource identification, development, team practice, assessment, assessing risk, improving employment outcomes, housing and working with the judicial system.
Transfer: CSU

PSYCH 59 CASE MANAGEMENT **3 Units**

Lecture: 3 hours
This course provides an overview of the philosophy, values and skills required to be a case manager. The course begins with a review of the different models of case management and the core skills of the case manager. Intake interviewing and assessment from a strengths-based and culturally competent perspective is covered, with time for demonstration of practical application of these skills. The student will learn how to write a client-centered service plan, collaborating with the client to create meaningful goals, objectives and interventions that assist the client in achieving his/her hopes and dreams. In addition, students will learn the skill of doing a case presentation. The course covers law and ethics, including confidentiality and HIPAA regulations. Working in an organizational structure, teamwork and professional self-care are also important topics covered in this overview.
Transfer: CSU

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

Lecture: 1 hour
Laboratory: 3 hours
Service Learning Experience I, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture.
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

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 (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 teamwork. Topics reflect current Urban Search and Rescue and California State Fire Training standards and equipment. Successful students will be certified in Low Angle Rope Rescue by the California State Fire Marshal's Office. Credit may be earned for only one of the following: SAR 50 or FIRE 50. Offered for Pass/No Pass grading only. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106 & FIRE 107 = MJC FSCI 362 & FSCI 363)
Transfer: CSU

SAR 51 HIGH ANGLE ROPE RESCUE **1.5 Units**

Prerequisite: SAR 50 or FIRE 50, with a grade of C or better, or P
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. Credit may be earned for only one of the following: SAR 51 or FIRE 51. Offered for Pass/No Pass grading only.
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 Marshal's Office. Credit may be earned for only one of the following: SAR 56 or FIRE 56. Offered for Pass/No Pass grading only. 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 Marshal's Office and the Federal Emergency Management Agency in Rescue Systems I: Fundamentals of Heavy Rescue. Credit may be earned for only one of the following: SAR 58 or FIRE 58. Offered for Pass/No Pass grading only. 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. Credit may be earned for only one of the following: SAR 59 or FIRE 59. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
Transfer: CSU

SIGN LANGUAGE

SIGN 40A ASL: BEGINNING COMMUNICATION WITH THE DEAF **3 Units**

Lecture: 3 hours
This is the beginning course in American Sign Language (ASL) and Deaf culture. ASL is the language used by culturally Deaf people in the United States. The class focus is on everyday conversations and situations. Emphasis is on both receptive and expressive skills.
Transfer: UC/CSU

SIGN 40B ASL: INTERMEDIATE COMMUNICATION WITH THE DEAF **3 Units**

Prerequisite: SIGN 40A with a grade of C or better, or P
Lecture: 3 hours
This is an intermediate course in American Sign Language (ASL) and Deaf culture. ASL is the language used by culturally Deaf people in the United States. The class focus is on everyday conversations and situations. Emphasis is on both receptive and expressive skills.
Transfer: UC/CSU

SIGN 40C ASL: ADVANCED INTERMEDIATE COMMUNICATION WITH THE DEAF **3 Units**

Prerequisite: SIGN 40B with a grade of C or better, or P
Lecture: 3 hours
This is the third course in American Sign Language (ASL) and Deaf Culture. ASL is the language used by most deaf people in the United States. Emphasis is on improving speed and fluency.
Transfer: UC/CSU

SKILLS DEVELOPMENT

SKLDV 610 INTRODUCTION TO COMPUTER ACCESS **0.5-1 Unit**

Prerequisite: Verified disability according to California Community College Title 5 regulations
Laboratory: 1.5-3 hours
Designed to provide access to and instruction in 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 Pass/No Pass grading only. May be repeated three times.

SKLDV 650 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 651 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 675 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 677 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 for Pass/No Pass grading only. May be repeated three times.

SKLDV 678 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 650 (English Fundamentals) will complement studies in SKLDV 678. May be repeated one time.

SKLDV 679 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 680 READING STRATEGIES **0.5-3 Units**

Lecture: 0.5-3 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 Pass/No Pass grading only. May be repeated two times.

SKLDV 687 VOCABULARY DEVELOPMENT **2 Units**

Prerequisite/Co-requisite: SKLDV 678 with a grade of C or better, or P, 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 690 STUDY SKILLS **0.5 Unit**

Lecture: 0.5 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.

SKLDV 696 APPLIED TEST-TAKING SKILLS **0.5-1 Unit**

Lecture: 0.5-1 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 Pass/No Pass grading only. May be repeated three times.

SOCIOLOGY

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

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

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 8 RESEARCH METHODS IN THE SOCIAL AND BEHAVIORAL SCIENCES **3 Units**

Prerequisite: SOCIO 1 with a grade of C or better, or P

Lecture: 3 hours

Surveys research traditions and processes in the social and behavioral sciences. The course addresses: epistemological traditions, research conceptualization, research design, research process, measures, sampling, data collection and analysis, reporting traditions, ethics, as well as implications for theory and public policy. While the primary focus is on Anthropology, Psychology, and Sociology, there will be a secondary focus on the disciplines of Biology, Demography, History, Political Science, and Public Health. Credit may be earned for only one of the following: SOCIO 8 or ANTHR 8.

Transfer: 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

SPANISH

SPAN 1A SPANISH: Beginning **5 Units**

Recommended for Success: Eligibility for ENGL 1A

Lecture: 5 hours

Introduction to the Spanish language, emphasizing natural communications and supported by foundation grammar. For true beginners and students with one year of high school Spanish or the equivalent. (MJC SPAN 101)

Transfer: UC/CSU

SPAN 1B SPANISH: Beginning **5 Units**

Prerequisite: SPAN 1A or 2 years of high school Spanish, with a grade of C or better, or P

Lecture: 5 hours

Laboratory: 1 hour

Continuation of SPAN 1A, fundamentals of spoken and written Spanish. (MJC SPAN 102)

Transfer: UC/CSU

SPAN 2A SPANISH: Intermediate **5 Units**

Prerequisite: SPAN 1B with a grade of C or better, or P, or 3 years of high school Spanish or equivalent
Lecture: 5 hours
Continuation of SPAN 1B. Includes grammar, conversation and discussion, composition and reading. (MJC SPAN 103)
Transfer: UC/CSU

SPAN 2B SPANISH: Intermediate **5 Units**

Prerequisite: SPAN 2A with a grade of C or better, or P
Lecture: 5 hours
A continuation of intermediate-level SPAN 2A. (MJC SPAN 104)
Transfer: UC/CSU

SPAN 10A CONVERSATIONAL SPANISH: Beginning **3 Units**

Lecture: 3 hours
Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. May be repeated one time. (MJC SPAN 51)
Transfer: CSU

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

Prerequisite: SPAN 10A with a grade of C or better, or P
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**

Recommended for Success: SPAN 1B or satisfactory completion of three years of high school Spanish, 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 language 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 SPAN 2A with a grade of C or better, or P
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 two times.
Transfer: CSU

SPAN 150A SPANISH FOR THE COMMUNITY **2 Units**

Lecture: 2 hours
A conversation-based course for beginners. This course will be useful for individuals who work with Spanish-speaking customers or employees, for individuals planning to travel to Spanish-speaking countries, or for those wishing a basic orientation to the structure of Spanish with an eye to continuing language study. Offered for Pass/No Pass grading only. May be repeated three times.

SPAN 150B SPANISH FOR THE COMMUNITY II **2 Units**

Lecture: 2 hours
Continuation of an introductory conversational Spanish course for beginning learners. Course will be useful for individuals who work with Spanish-speaking customers or employees, for individuals planning to travel to Spanish-speaking countries, or for those wishing a basic orientation to the structure and use of Spanish. Offered for Pass/No Pass grading only. May be repeated three times.

SPEECH COMMUNICATION

(See page 173 for Sign Language Courses)

SPCOM 1 INTRODUCTION TO PUBLIC SPEAKING **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

SPCOM 2 ARGUMENTATION AND DEBATE **3 Units**

Prerequisite: SPCOM 1 with a grade of C or better, or P
Lecture: 3 hours
A study of argumentation and debate. Emphasis is given to analysis of the rules, strategies, and argumentation models central to parliamentary debate. Special consideration will be given to the elements of logic; analysis of opposing arguments and models of refutation and rebuttal. These areas of inquiry are conducted through modes specific to oral traditions and contemporary debate theory. (MJC SPCOM 104)
Transfer: UC/CSU

SPCOM 4 INTRODUCTION TO HUMAN COMMUNICATION **3 Units**

Lecture: 3 hours
This course provides a brief introduction to topics and subjects central to the discipline of speech communication. Course introduces students to non-verbal communication, interpersonal communication, group communication and public speaking. Students will have an opportunity to practice and study all four modes. (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. Field trips required. (MJC SPCOM 130)
Transfer: UC/CSU

SPCOM 7 FORENSICS WORKSHOP **3 Units**

Prerequisite: SPCOM 1 with a grade of C or better, or P
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. Field trips required. May be repeated three times. (MJC SPCOM 105)
Transfer: CSU

SPCOM 9 INTRODUCTION TO SMALL GROUP AND TEAM COMMUNICATION **3 Units**

Lecture: 3 hours
This course focuses on the intersection between communication and the ability of small groups or teams to effectively achieve objectives. Course includes the study of, and practice in, discussion methodology, types of discussion groups, information gathering, problem solving, decision making, and leadership roles. Credit may be earned for only one of the following: SPCOM 9 or BUSAD 9. (MJC SPCOM 106)
Transfer: CSU

SPCOM 12 MEDIA AND AMERICAN CULTURE **3 Units**

Lecture: 3 hours
An overview of the evolution of mass media and its cumulative effects on public perception and American cultural identity. Specific emphasis includes television, newspapers, film, advertising, and the internet. Course content explores the relationship the media has in shaping public perception and behavior.
Transfer: UC/CSU

SPCOM 19 EXPLORING RADIO DRAMA **1.5-3 Units**

Lecture: 1.5-3 hours
An intensive course focused on audio theatre production featuring the expressive use of the voice and sound effects. Students will create, rehearse, perform and provide sound effects for audio plays to be recorded. Credit may be earned for only one of the following: SPCOM 19 or DRAMA 19. May be repeated three times.
Transfer: CSU

TEACHER AIDE TRAINING

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

Co-requisite: 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 Pass/No Pass 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

TOURISM

(See Hospitality Management)

WELDING TECHNOLOGY

See page 100 & 105 for Certificate Requirements

WT 97 WORK EXPERIENCE IN WELDING TECHNOLOGY **1-4 Units**

Co-requisite: 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 Pass/No Pass 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.
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. May be repeated one time.

WT 101 PRACTICAL LABORATORY **1 Unit**

Prerequisite: WT 100 with a grade of C or better, or P
Laboratory: 3 hours
The student shall gain practical welding experience by working on individual projects (including certification projects). Emphasis is on quality, appearance and function. May be repeated three times.

WT 103 PRACTICAL LABORATORY - METAL SCULPTURE **1 Unit**

Prerequisite: WT 166 or ART 166, with a grade of C or better, or P
Laboratory: 3 hours
The student shall gain practical experience by working on individual projects in metal sculpture design and fabrication. Emphasis is on quality, appearance and function. Credit may be earned for only one of the following: WT 103 or ART 103. May be repeated three times.

WT 110 METALLIC AND TUNGSTEN INERT GAS WELDING (M.I.G./T.I.G.) **3 Units**

Prerequisite: WT 100 with a grade of C or better, or P
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. Students are required to supply safety glasses, welding gloves, and welding jackets. May be repeated three times.

WT 111 ADVANCED ARC WELDING TECHNIQUES **3 Units**

Prerequisite: WT 100 with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 6 hours
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. May be repeated one time.

WT 121 WELDING TECHNOLOGY LEVEL I **3 Units**

Lecture: 1 hour
Laboratory: 6 hours
Covers welding safety, shielded metal arc welding (SMAW), and metal cutting processes. This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Students are required to supply leathers, safety glasses, and welding gloves. Field trips may be required. May be repeated one time.

WT 122 WELDING TECHNOLOGY LEVEL II **3 Units**

Prerequisite: WT 121 or WT 100 with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 6 hours
Covers welding safety, welding symbols and detail drawings, characteristics of metallurgy, Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW) and Gas Tungsten Arc Welding (GTAW) processes. This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Materials fee is $20.00. Students are required to supply leathers, safety glasses, and welding gloves. Credit may be earned for only one of the following: WT 122 or WT 110. Field trips may be required.

WT 123 WELDING TECHNOLOGY LEVEL III **3 Units**

Prerequisite: WT 122 with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 6 hours
Covers welding safety, Shielded Metal Arc Welding (SMAW), including stainless steel, all positions, Gas Metal Arc Welding (GMAW) all positions, Flux Core Arc Welding (FCAW) all positions and Gas Tungsten Arc Welding (GTAW), including stainless steel, all positions. This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Students are required to supply leathers, safety glasses, and welding gloves. Field trips may be required.

WT 165 METAL SCULPTURE **1.5 Units**

Lecture: 0.5 hour
Laboratory: 3 hours
An introduction to various metal working techniques with an emphasis on aesthetic design and quality of metal joining. An introduction to M.I.G. welding will be offered, time being available. Credit may be earned for only one of the following: WT 165 or ART 165. Field trips may be required. May be repeated three times.

WT 166 METAL SCULPTURE PROJECTS **1 Unit**

Prerequisite: WT 165 or ART 165, with a grade of C or better, or P
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. Students will work progressively more independently from instructor direction. Credit may be earned for only one of the following: WT 166 or ART 166. Field trips may be required. May be repeated three times.

WT 180 WELDING CERTIFICATION **0.5 Unit**

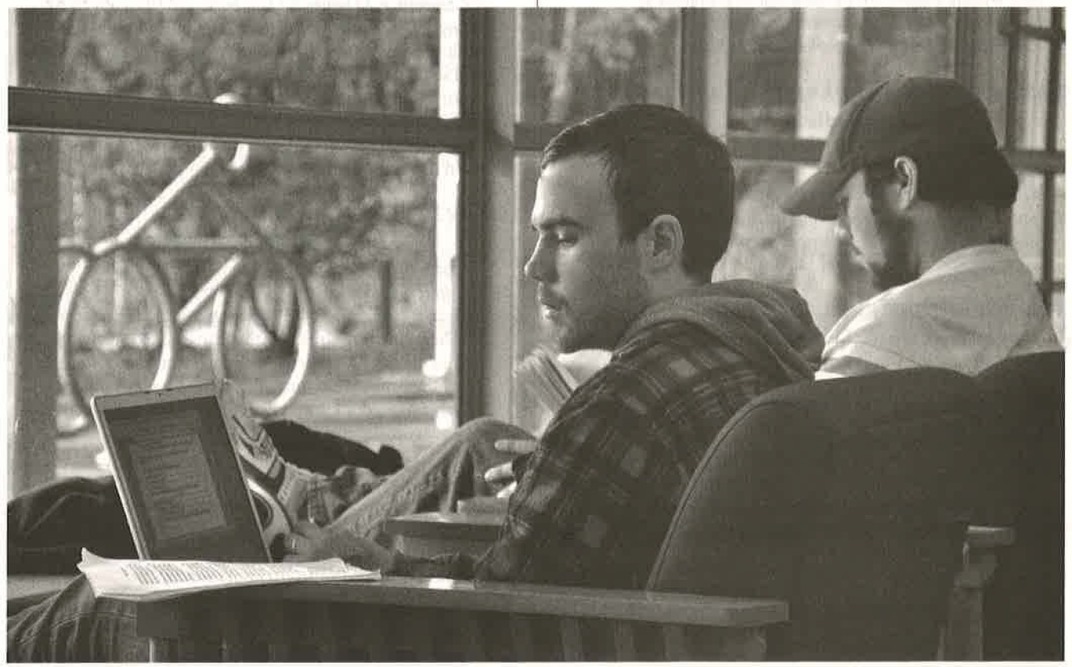
Prerequisite: WT 100 and WT 111, with grades of C or better, or P
Laboratory: 1.5 hours
This course is designed to prepare the student for the welding certification test according to industry codes and standards. Special emphasis will be placed on welder dexterity and correcting deficiencies in welding techniques. Students must pay for coupon testing, typically $125.00. Offered for Pass/No Pass grading only. May be repeated three times.

WORK EXPERIENCE

All CSU campuses will accept Work Experience; see your counselor or work experience coordinator for limitations.

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 Pass/No Pass 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
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 705 ENGLISH AS A SECOND LANGUAGE
Lecture: 3 hours
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.

ENGL 705A ENGLISH AS A SECOND LANGUAGE: Low Beginning
Lecture: 3 hours
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. Basic literacy in first language is recommended. May be repeated five times.

ENGL 705B ENGLISH AS A SECOND LANGUAGE: High Beginning
Recommended for Success: ENGL 705A
Lecture: 3 hours
Elementary II course in speaking, hearing, reading and writing English for persons learning English as another language with continued emphasis on practical communication. May be repeated three times.

ENGL 705C ENGLISH AS A SECOND LANGUAGE: Low Intermediate
Recommended for Success: ENGL 705B
Lecture: 3 hours
Low Intermediate I course in speaking, hearing, reading and writing English for persons learning English as another language with continued emphasis on practical communication. May be repeated three times.

FILM 305 INTERNATIONAL FILM STUDY
A comparative review of 10 selected award-winning films from around the world.

HHP 300 LIFELONG HEALTH AND FITNESS
Laboratory: 1.5-6 hours
The curriculum is designed to offer lifelong education to promote the health and physical well-being of individuals. It includes a comprehensive workout designed to achieve personal fitness goals. Unlimited repeats.

HHP 302 CARDIAC FAMILY FITNESS– FIRST STEP FOR FITNESS
Prerequisite: HHP 13B or HHP 15B with a grade of C or better, or P
Designed to develop optimal levels of cardiovascular functional capacity and reduce the risk factors associated with coronary artery disease. Emphasis will also be placed on maintaining and/or improving all components of fitness.

HHP 303 REHABILITATION FOR PHYSICALLY LIMITED
Laboratory: 1.5-6 hours
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
Laboratory: 4 hours
Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required.

MUSIC 303 ORCHESTRA
Laboratory: 3 hours
Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed.

MUSIC 305 JAZZ STUDIES
Laboratory: 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. Field trips may be required. May be repeated 32 times.

SKLDV 302 PARENTING STRATEGIES AND FAMILY RELATIONSHIPS
Lecture: 20 hours total
Laboratory: 12 hours total
This course examines the importance of family relationships and helps identify strategies that can lead to positive changes within the family. Students will learn strategies for effective parenting, effective communication, stress and anger management, domestic violence resolution and personal boundary maintenance.

SKLDV 410 SUPERVISED TUTORING
Provides supervised tutoring in a designated laboratory/ learning center in order to support student success in course(s) in which they are enrolled. Note: Student contact hours may range from 1-10 hours weekly.

SKLDV 700 GED PREPARATION
Lecture: 3 hours
Designed to teach the general skills needed to pass the General Educational Development test.

SKLDV 701 LIFE STRATEGIES FOR SUCCESS
Lecture: 20 hours total
Laboratory: 12 hours total
Students will learn and practice skills and strategies that will assist them in developing and implementing a personal plan for achieving their life goals.

SKLDV 703 PRACTICAL MONEY SKILLS FOR LIFE
Lecture: 20 hours total
Laboratory: 12 hours total
This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with recognizing how to best utilize their financial resources, identify the benefits and drawbacks of using credit, learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft.

SKLDV 705 PREPARATION FOR CITIZENSHIP TEST
Lecture: 1 hour
Review of high-frequency English vocabulary and pronunciation, basic U.S. historical facts and U.S. government principles to prepare for the citizenship test. Requires basic literacy in home language and mid-beginning ESL. May be repeated four times.

SKLDV 792 APPLIED SKILLS
Laboratory: 3 hours
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. Skill areas may include basic arithmetic, reading development, employment/ personal skills, time management, problem solving, and communication skills (oral and written). Emphasis on a six-week employment skills/job readiness module will be the focus of activities during the first third of the course and will include use of a performance assessment tool. May be repeated two times.

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	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
	ANTHROPOLOGY						
1	Physical Anthropology		X	X		X	X
2	Cultural Anthropology		X	X		X	X
7	Gender, Culture and Society		X			X	
8	Research Methods in the Social and Behavioral sciences			X			
	ART						
1	Basic Freehand Drawing	X	X	X	X	X	X
2	Basic Color and Design			X			X
9A	Life Drawing: Beginning		X			X	
9B	Life Drawing: Intermediate		X			X	
11	History of Art: Ancient & Medieval		X	X		X	X
12	History of Art: Renaissance, Baroque, & Modern	X	X	X	X	X	X
13	Art of Africa, Asia, Australia, and the Americas		X	X		X	
21A	Painting: Beginning	X	X	X	X	X	X
21B	Painting: Intermediate	X	X	X	X	X	X
23A	Watercolor: Beginning		X			X	
25	Mixed Media Painting			X		X	X
31	Ceramics: Introductory	X	X	X	X	X	X
32	Ceramics: Intermediate	X	X	X	X	X	X
33	Ceramics: Advanced		X	X	X	X	X
35	Raku & Alternative Firing Methods		X	X		X	X
45	Field Photography		X	X		X	
46	Field Photography: Composition and Design		X	X			
48	Special Topics in Photography		X				
51	Publication Design I		X	X			X
52	Publication Design II		X	X			X
53	Computer Graphics I		X				
54	Computer Graphics II			X			X
56	Typography		X				X
71	Ceramic Sculpture: Introductory		X	X		X	X
72	Ceramic Sculpture: Advanced		X	X		X	X
	AUTOMOTIVE TECHNOLOGY						
97	Work Experience in Automotive Technology		X	X		X	X
100	Introduction to Automotive Technology		X			X	

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
102	Engine Repair	X	X			X	
103	Practical Laboratory		X	X		X	X
104	Practical Laboratory (Auto Body)			X		X	X
105	Automotive Braking Systems		X			X	
106	Engine Performance						X
112	Heating and Air Conditioning			X			X
113	Automotive Electrics			X			
120	Suspension and Steering					X	
122	Manual Power Trains and Axles					X	
132	Automatic Transmissions and Transaxles			X			
155	Automotive Spray Refinishing I			X		X	X
156	Automotive Spray Refinishing II			X		X	X
165	Clean Air Car Course and OBD II Update Training						X
	BIOLOGY						
2	Principles of Biology		X			X	
4	Principles of Animal Biology		X			X	
6	Principles of Plant Biology			X			X
10	Human Anatomy		X			X	
17	Fundamentals of Biology	X	X	X	X	X	X
24	General Ecology		X			X	
39	Field Biology	X	X	X	X	X	X
50	Nutrition	X	X		X	X	
60	Human Physiology		X	X		X	X
65	Microbiology		X	X		X	X
150	Elementary Anatomy and Physiology		X	X	X	X	
	BUSINESS ADMINISTRATION						
2A	Financial Accounting		X			X	
2B	Managerial Accounting			X			X
18	Business Law		X	X		X	X
20	Principles of Business		X	X		X	X
24	Human Relations in Organizations			X			X
25	Job Search and Interviewing Strategies			X			X
30	Principles of Marketing		X			X	
40	Principles of Management		X			X	
41	Small Business Management			X			X

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
51	Management Information Systems					X	
52	E-Commerce			X			X
53	Project Management			X			X
97	Work Experiences in Business and Commerce		X	X		X	X
121	Adobe Acrobat Essentials			X			X
135	Computerized Accounting (Quickbooks)		X			X	
138	Excel Spreadsheets		X			X	
151	Finance and Investments			X			X
155	Computerized Accounting for Business			X			X
158	Payroll Accounting		X			X	
161A	Small Business Accounting I		X			X	
161B	Small Business Accounting II			X			X
163	Business Mathematics		X	X		X	X
164	Income Tax		X			X	
	CHEMISTRY						
1A	General Chemistry		X	X			
1B	General Chemistry			X			
2A	General Chemistry I					X	X
2AL	General Chemistry I Laboratory					X	X
2B	General Chemistry II						X
2BL	General Chemistry II Laboratory						X
4A	Organic Chemistry I					X	
4AL	Organic Chemistry I Laboratory					X	
4B	Organic Chemistry II						X
4BL	Organic Chemistry II Laboratory						X
5	Introductory Chemistry: Environmental Emphasis				X	X	X
5L	Introductory Chemistry Laboratory				X	X	X
10	Fundamentals of Chemistry	X	X	X			
14	Fundamental Chemistry for Allied Health				X	X	X
14L	Fundamental Chemistry for Allied Health Laboratory				X	X	X
11	Fundamentals of Organic and Biochemistry		X				
16	Fundamental Organic and Biochemistry					X	
16L	Fundamental Organic and Biochemistry Laboratory					X	
12	General, Organic and Biochemistry				X		
20	The Chemistry of Everything	X		X			X
20L	The Chemistry of Everything Laboratory						X

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
	CHILD DEVELOPMENT						
1	Child Growth and Development		X	X		X	X
3	Principles and Practices of Teaching Young Children			X			X
4	Observation and Assessment		X			X	
8	Early Literacy Development			X			X
10	Creative Activities in the Arts		X			X	
12	Creative Activities in Math		X			X	
13	Creative Activities in Science		X			X	
16	Practicum		X	X		X	X
17	Adult Supervision Practicum			X			X
19	Exceptional Needs Children		X			X	
22	Child, Family, Community		X	X		X	X
23	Guiding Children's Social Development		X			X	
25	Infant/Toddler Care		X			X	
26	Health, Safety and Nutrition		X	X		X	X
28	Books for Young Children			X			X
30	Child Care/Nursery School Administration			X			X
31	Advanced Child Care Administration		X			X	
35	Introduction to Curriculum	X			X		
36	Teaching in a Diverse Society	X			X		
97	Work Experience in Child Development		X	X		X	X
116	Infant/Toddler Practicum		X	X		X	X
126	School-Age Child Care			X			X
	COMPUTER SCIENCE						
1	Computer Concepts and Information Systems		X	X		X	X
3	Operating Systems		X			X	
4	Windows Operating Systems Essentials		X	X		X	X
5	Introduction to Programming		X	X		X	X
9	Introduction to UNIX/Linux			X			X
10	Internet Essentials		X	X		X	X
11	Presentations Using Computers and Multimedia			X			X
12	Website Development Applications		X			X	
13	Introduction to HTML			X		X	X
14	Advanced Topics in Website Development			X			X
15	Java Programming						
17	Advanced Internet Research		X	X		X	X
19	Computer Graphics and Animation			X		X	

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
22	Programming Concepts and Methodology I		X			X	
24	Programming Concepts and Methodology II			X			
27	C/C++ Programming						X
28	Visual Basic Programming		X			X	
29A	Introduction to Computer Video Production		X			X	
30	Financial Worksheets on Computers			X			X
31	Publication Design I		X			X	
32	Publication Design II			X			X
33	Computer Graphics I		X			X	
34	Computer Graphics II			X			X
35	Digital 3D Modeling and Animation		X				X
36	Introduction to Digital Multimedia		X			X	
37	Writing for Multimedia			X			X
41	Networking Essentials		X	X		X	X
51	Management Information Systems					X	
52	E-Commerce			X			X
53	Project Management			X			X
55	Database Management		X			X	
56	Typography			X			
57	GIS Data Management: Introduction to Geodatabase			X		X	X
58	GIS-ArcView		X	X		X	X
59	Geographic Information and Global Positioning Systems		X		X	X	
60	Introduction to ArcGIS			X			X
61	GIS Mapping: Introduction to Fire Incident Mapping			X			X
65	GIS Applications		X			X	
70	Introduction to Raster-Based GIS					X	
75	GIS Applications in Resource Management						
149	Photoshop for the Web			X		X	X
155	Access			X			X
162	Networking-CCNA 2: Routing Protocols and Concepts			X			X
163	Networking-CCNA 3: LAN Switching and Wireless			X			X
164	Networking-CCNA 4: Accessing the WAN				X		
167	PC Assembly, Upgrade, Support (A+)		X			X	
168	PC Operating System Installation and Support (A+)			X			X

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
	DRAFTING						
50A	Computer Assisted Drafting I		X	X		X	X
	DRAMA						
10	Introduction to the Theatre			X			X
19	Exploring Radio Drama			X			X
20	Oral Expression and Interpretation		X			X	
42	Acting Fundamentals		X			X	
43	Acting-Directing			X			X
	EARTH SCIENCE						
1	Energy: Uses and Alternatives			X			X
5	Physical Geology		X	X		X	X
10	Environmental Geology		X	X		X	X
22	Historical Geology		X				
30	Global Tectonic Geology			X		X	X
33	Introduction to the Earth			X			X
35	Field Geology	X	X	X	X	X	X
40	Descriptive Astronomy		X			X	
42	Natural Hazards			X			X
50	Oceanography		X			X	
	ECONOMICS						
10	Principles of Economics - Macro		X			X	
11	Principles of Economics - Micro			X			X
	EDUCATION						
10	Practicum in Teaching		X			X	
12	Introduction to Education: Intermediate Field Experience			X			X
	EMERGENCY MEDICAL SERVICES						
4	Emergency Medical Technician Training		X	X		X	X
12	Pre-Paramedic Training		X			X	
13	Advanced First Aid and Emergency Care			X		X	X
20	Basic Cardiology and Cardiac Dysrhythmias		X	X		X	X
97	Work Experience in Emergency Medical Services		X	X		X	X
107	Skills Refresher for EMT's and First Responders		X	X		X	X
109	Online Emergency Medical Technician Refresher			X			X
153	CPR and Basic First Aid		X	X		X	X
157	First Responder & CPR	X	X	X	X	X	X
165	Conversational Medical Spanish for Emergency Health Care Providers		X			X	
175	EMS Skills Development		X	X		X	X

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
	ENGLISH						
1A	Reading & Composition: Beginning	X	X	X	X	X	X
1B	Advanced Composition and Introduction to Literature	X	X	X	X	X	X
1C	Critical Reasoning & Writing	X	X	X		X	X
10	Creative Writing		X	X		X	X
11	Film Appreciation		X	X		X	X
17	American Literature		X				
18	American Literature			X			
46	Survey of English Literature					X	
47	Survey of English Literature						X
50	Introduction to Shakespeare			X			X
81	Introduction to World Literature: 1500 to Present			X			X
151	Prep for College Composition	X	X	X	X	X	X
	ENTREPRENEURSHIP						
101	Introduction to Entrepreneurship		X			X	
102	Entrepreneurial Marketing		X			X	
103	Financial Management for Entrepreneurs			X			X
104	Preparing Effective Business Plans			X			X
105	Social Media Marketing			X			X
	FIRE TECHNOLOGY						
1	Fire Protection Organization		X	X		X	X
2	Fire Prevention Technology		X	X		X	X
3	Fire Protection Equipment and Systems		X	X		X	X
4	Building Construction for Fire Protection		X			X	
5	Fire Behavior & Combustion			X			X
7	Wildland Fire Control			X			X
10	Introduction to Search Theory						
29A	Driver/Operator Training 1A		X			X	
29B	Driver/Operator Training 1B			X			X
50	Low Angle Rope Rescue		X	X		X	X
51	High Angle Rope Rescue			X			X
97	Work Experience in Fire Technology		X	X		X	X
101	Firefighter I Academy		X	X		X	X
106	Hazardous Materials First Responder Operational	X	X	X	X	X	X
108	Confined Space Awareness	X	X	X	X	X	X
110	ICS 200-Basic Incident Command System	X	X	X	X	X	X
	FOREIGN LANGUAGE (see Spanish)						

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
	FORESTRY						
1	Introduction to Professional Forestry		X			X	
10	Dendrology		X			X	
	FORESTRY TECHNOLOGY						
153	Forest Surveying			X			X
162	Applied Forest Inventory and Management		X			X	
	GEOGRAPHY						
12	Cultural Geography		X	X		X	X
15	Physical Geography		X	X		X	X
	GUIDANCE						
1	Career/Life Planning		X	X		X	X
10A	Intro to Helping Skills			X			X
10B	Intermediate Helping & Basic Conflict Management Skills			X			X
11	Occupational Exploration		X			X	
25	Job Search and Interviewing Strategies			X			X
100	College Success	X	X	X		X	X
107	Orientation to College	X	X		X	X	
115	Principles of Leadership		X			X	
150	Guidance for Nursing Majors		X			X	
	HEALTH AND HUMAN PERFORMANCE						
1	Introduction to Physical Education, Fitness, and Sport			X			X
2	Women's Health Issues		X	X		X	X
3	Introduction to Kinesiology			X			
4	Care & Prevention of Athletic Injuries						
5	Introduction to Recreation & Leisure		X	X		X	X
6A	Lifetime Fitness Program I		X	X		X	X
6B	Lifetime Fitness Program II		X	X		X	X
8	Aerobic Exercise		X	X		X	X
9	Circuit Cross-Training	X	X	X	X	X	X
10	Adaptive Physical Education	X	X	X	X	X	X
11	Pulmonary Rehabilitation		X	X			
13A	Introduction to Cardiac Rehabilitation		X	X		X	X
13B	Cardiac Rehabilitation		X	X		X	X
15A	Introduction to Cardiac Family Fitness		X	X		X	X
15B	Cardiac Family Fitness		X	X		X	X
18A	Yoga I for Better Health	X	X	X		X	X
18B	Yoga II for Better Health		X	X		X	X
32	Basketball: Men's Rules	X	X	X		X	X
34	Basketball: Adv.Theory & Practice		X	X		X	X

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
35	Volleyball: Adv. Theory & Practice			X			X
38A	Golf I		X	X			X
38B	Golf II		X	X			X
45	Co-Ed Flag Football						
46	Indoor Sport Climbing						X
47A	Soccer I		X	X		X	X
47B	Soccer II		X	X		X	X
48	Co-Ed Softball						
50A	Tennis I	X	X	X	X	X	X
50B	Tennis II	X	X	X	X	X	X
53A	Volleyball I			X	X		X
53B	Volleyball II			X	X		X
53C	Volleyball III			X	X		X
56A	Weight Training I	X	X	X	X	X	X
56B	Weight Training II	X	X	X	X	X	X
57	Body Sculpting		X	X		X	X
58	Ultimate Frisbee I		X	X		X	X
59A	Beginning Tai Chi						X
60	Health & Fitness Education	X	X	X	X	X	X
62	Safety & First Aid Education			X		X	
63	Sociology of Sport			X			X
66	Mental Aspects of Sport		X			X	
72	Introduction to Backpacking	X		X			
74	Introduction to Sport Management			X			X
76	Beginning Sports Conditioning	X	X	X			
77	Intermediate Sports Conditioning	X	X	X			
78	Advanced Sports Conditioning	X	X	X			
82	Varsity Basketball (Men's Rules)		X	X		X	X
86	Varsity Volleyball (Women)		X			X	
100	College Success for Athletes	X			X		
	HISTORY						
5	Intro to History & Philosophy of Science		X			X	
11	History of California		X	X		X	X
13	World Civilizations: to 1650		X			X	
14	World Civ: 1650 to Present		X	X			X
16	United States: to 1877	X	X	X	X	X	X
17	United States: 1877 to Present		X	X	X	X	X
	HOSPITALITY MANAGEMENT						
10	Introduction to Recreation and Leisure						
20	Introduction to Leisure Travel and Tourism						
97	Work Experience in Hospitality Management	X	X	X		X	X

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
102	Introduction to Hospitality Careers and Human Relations		X			X	
104	Hospitality Laws and Regulations		X			X	
112	Front Office Management/Hotel Catering					X	
114	Introduction to Maintenance and Housekeeping			X		X	
120	Safety and Sanitation		X	X		X	X
122	Restaurant Math		X	X		X	X
126	Nutrition for Chefs			X			X
128	Kitchen Management			X			X
130	Survey of Commercial Food Service Operations	X			X		
133A	Introduction to Commercial Food Preparation		X	X		X	X
133B	Commercial Food Preparation		X	X		X	X
134	Commercial Baking: Beginning		X			X	
135	Commercial Baking: Advanced			X			X
136	Dining Room Service and Management I		X	X		X	X
140	Contemporary Cuisine		X	X		X	X
141	Restaurant Desserts			X			X
142	Garde Manger			X			X
143	Advanced Garde Manger					X	
146	Dining Room Service and Management II		X	X		X	X
147	Beverage Management			X		X	X
148	Introduction to Wines		X			X	
152	Restaurant Planning			X			X
162	Intro to Tourism/Hosp/Recr. Marketing, Sales & Service						
164	Tourism Planning & Impacts						
165	Eco-Adventure/Heritage Tour Business Development						
166	Tour Planning, Design, Packaging						
168	Developing a Hospitality/ Tourism/ Recreation Career Path & Portfolio						
171	Planning Meetings/Events						
175	Spas & Health Club Operations						
185	Geography of Travel & Tourism: Western Hemisphere						
186	Geography of Travel & Tourism: Eastern Hemisphere						
190	Culinary Arts Internship			X		X	X
200	Exploring Culinary and Baking Skills	X			X		

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
	HUMANITIES						
1	Old World Culture	X					
2	Modern Culture	X		X			X
3	World Culture				X		
4	World Religions/Spirituality	X	X		X	X	
	LIBRARY						
1	Introduction to Library and Information Resources	X	X	X	X	X	X
	MATHEMATICS						
2	Statistics	X	X	X	X	X	X
4A	Mathematics for Elementary Teachers I		X				
4B	Mathematics for Elementary Teachers II			X			
6	Math for Liberal Arts Students		X	X		X	X
8	Trigonometry	X		X	X		X
12	Finite Mathematics		X			X	
17A	Precalculus I		X			X	
17B	Precalculus II			X			X
18A	Calculus I		X			X	
18B	Calculus II			X			X
100A	Algebra I: First Half		X			X	
100B	Algebra II: Second Half			X			X
101	Algebra I: Fundamentals	X	X	X		X	X
104	Algebra II	X	X	X	X	X	X
106	Intro to Mathematical Thinking			X		X	X
601	Elementary Mathematics		X	X		X	X
602	Prealgebra		X	X		X	X
650	Personalized Mathematics Development		X	X		X	X
	MUSIC						
2	Introduction to Music	X	X	X	X	X	X
4A	Elementary Musicianship		X			X	
4B	Elementary Musicianship			X			X
10	Survey of Music History and Literature: Ancient to 1750		X			X	
11	Survey of Music History and Literature: 1750 to present		X				X
12	American Popular Music: Blues and Jazz to Rock'n Roll		X	X			X
20A	Elementary Music Theory		X			X	
20B	Elementary Music Theory			X			X
21A	Intermediate Music Theory		X			X	
21B	Intermediate Music Theory			X			X
31A	Elementary Piano		X	X		X	X
36	Elementary Voice		X	X		X	X

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
37	Advanced Elementary Voice		X	X		X	X
38	Intermediate Voice		X	X		X	X
39	Advanced Intermediate Voice		X	X		X	X
41B	Intermediate Piano		X	X		X	X
49	Beginning Guitar		X	X	X	X	X
50-56	Private Lessons		X	X		X	X
60	College Choir		X	X		X	X
64	Jazz Choir	X	X	X	X	X	X
66	Columbia College Community Chorus		X	X		X	X
72	Jazz Ensemble	X	X	X	X	X	X
75	Jazz Studies		X	X		X	X
76	Community Orchestra		X	X		X	X
78	Ensemble: Instrumental Emph.		X	X		X	X
	NATURAL RESOURCES						
1	Environmental Conservation		X	X		X	X
3	Natural Resources Law and Policy			X			X
9	Parks and Forests Law Enforcement						X
22	Ecology and Use of Fire in Forest Ecosystems					X	
30	Introduction to Watershed Management			X			X
50	Natural History and Ecology			X			X
97	Work Experience in Natural Resources		X	X		X	X
110	Natural Resources Field Camp	X			X		
	NATURAL RESOURCES TECHNOLOGY						
97	Work Experience in Natural Resources Technology	X	X	X	X	X	X
155	Interpretive Guided Tours	X			X		
160	Introduction to Maps and Remote Sensing		X			X	
161	Introduction to Water Resources Management		X			X	
163	Water for Consumption			X			X
165	Rural Wastewater Strategies			X			X
166	Decentralized Wastewater Management					X	
167	Operation of Wastewater Treatment Plants			X			X
169	Wastewater Treatment Plant Operator 2					X	
181	California Wildlife			X			X
182	Natural History and Techniques of Surveying Sierra Nevada Wildlife	X			X		
183	Ecological Restoration in Practice	X			X		

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
	OFFICE TECHNOLOGY						
42	Publication Design I		X			X	
43	Publication Design II			X			X
50	Medical Terminology		X	X		X	X
51	Medical Terminology for ICD-10 Coding		X			X	
97	Work Experience in Office Technology		X	X		X	X
100	Computer Keyboarding I		X	X		X	X
125	Records Management and Filling Application		X			X	
130	Business English		X			X	
131	Office Procedures and Technology			X			X
132	Business Communications			X			X
140	Beginning Word Processing		X			X	
141	Intermediate Word Processing			X			X
142	Desktop Publishing Essentials		X			X	
151	Medical Office Management			X			X
152C	Advanced Medical Coding		X			X	
168	Creating and Managing a Virtual Office		X			X	
210	Typing Speed and Accuracy Building		X	X		X	X
	PHILOSOPHY						
1	Introduction to Philosophy	X	X	X	X	X	X
5	Intro to the History & Philosophy of Science		X			X	
25	20th Century Philosophy					X	
	PHYSICS						
1	Conceptual Physics						
2	Conceptual Physical Science: A Starship Voyage		X				
4A	Introductory Physics I: Trig Level		X			X	
4B	Introductory Physics II: Trig Level			X			X
5A	Intro Physics I: Calculus Level		X			X	
5B	Intro Physics II: Calculus Level			X			X
	POLITICAL SCIENCE						
10	Constitutional Government	X	X	X	X	X	X
12	American Political Thought		X			X	
14	International Relations			X			X
	PSYCHOLOGY						
1	General Psychology	X	X	X		X	X
2	Current Issues in Psychology			X			X
5	Human Sexual Behavior		X	X		X	X
10	Lifespan Human Development	X		X			X
15	Research Methods in Psychology			X			

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
20	Sport Psychology						
30	Psychology of Adjustment		X	X	X	X	X
35	Intro to Drugs & Behavior		X			X	
40	Stress Management		X			X	
52	Intro to Peer Support for Psychosocial Rehabilitation		X			X	
56	Intro to Psychosocial Rehab			X			X
	SEARCH & RESCUE						
50	Low Angle Rope Rescue			X			X
51	High Angle Rope Rescue			X			X
	SIGN LANGUAGE						
40A	ASL: Beginning Communication with the Deaf		X			X	
40B	ASL: Intermediate Communication with the Deaf			X			X
40C	ASL: Advanced Intermediate Communication with the Deaf		X			X	
	SKILLS DEVELOPMENT						
610	Introduction to Computer Access		X			X	
	SOCIOLOGY						
1	Introduction to Sociology	X	X	X	X	X	X
2	American Society: Social Problems & Deviance			X			X
5	Ethnicity/Ethnic Relations in America		X				
7	Gender, Culture and Society		X			X	
8	Reserach Methods in the Social and Behavioral Sciences			X			
12	Sociology of the Family		X	X		X	
28	Death & Dying			X			X
	SPANISH						
1A	Spanish: Beginning		X			X	
1B	Spanish: Beginning			X			X
2A	Spanish: Intermediate		X			X	
2B	Spanish: Intermediate			X			X
10A	Conversational Spanish: Beginning		X			X	
20A	Conversational Spanish: Intermediate		X			X	
20B	Conversational Spanish: Intermediate			X			X
	SPEECH COMMUNICATION						
1	Introduction to Public Speaking	X	X	X	X	X	X
2	Argumentation and Debate						X
4	Introduction to Human Communication	X	X	X	X	X	X
5	Intercultural Communicatlon	X	X	X			

	Course	2012 Sum	2012 Fall	2013 Spr	2013 Sum	2013 Fall	2014 Spr
7	Forensics Workshop		X	X		X	X
9	Introduction to Small Group & Team Communications		X				
12	Media and American Culture			X			
19	Exploring Radio Drama			X			
	WELDING TECHNOLOGY						
97	Work Experience in Welding		X	X		X	X
101	Practical Laboratory		X	X		X	X
103	Practical Laboratory-Metal Sculpture		X	X		X	X
121	Welding Technology Level I		X	X		X	X
122	Welding Technology Level II		X	X		X	X
123	Welding Technology Level III		X	X		X	X
165	Metal Sculpture		X	X		X	X
166	Metal Sculpture Projects		X	X		X	X
180	Welding Certification						

Faculty & Staff

FACULTY

Date of YCCD appointment follows name

Li Ching Accurso (1995) **588.5378** — Art
A.S., Contra Costa College
B.A., M.F.A., University of California, Berkeley
Fulbright Scholar, 1991

Erik Andal (1997) **588.5200** — Automotive Technology
A.A., San Joaquin Delta College
B.V.E., M.A., California State University, Stanislaus

Randy Barton (2005) **588.5217** — Business, Economics
B.A., M.B.A., California State University, Stanislaus

Leslie Buckalew (2012) **588.5107** — Vice President of Student Learning
B.S., University of California, Santa Barbara
MPH, California State University at Northridge
Ed.D., University of Southern California

Laureen Campana (2000) **588.5204** — Health Services Coordinator, College Nurse
B.S.N., CSU, Sacramento
M.P.H., University of California, Berkeley
N.P., CSU, Long Beach

John R. Carter (1984) **588.5214** — Music
B.M., Chapman University
M.M., Westminster Choir College
Certificate in Vocal Performance, Temple University

Anne M. Cavagnaro (2004) **588.5156** — Mathematics
A.A., Columbia College
B.A., Sonoma State University
M.A., University of Kentucky

Kath Christensen (2010) **588.5152** — Computer Information Systems
B.A., Immaculate Heart College
M.F.A., California Institute of Arts

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

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, Transfer Center Coordinator
B.A., California Polytechnic State University, San Luis Obispo
M.A., California State University, Stanislaus

Dennis Gervin (1995) **588.5115** — President
B.A., M.A., Ph.D., University of California, Santa Barbara

Wendy Griffiths-Bender (1996) **588.5179** — Librarian
B.A., New Hampshire State University at Plymouth
M.A., University of San Francisco
M.S., University of California, Berkeley

Ted Hamilton (1976) **588.5227** — Geography, History, Political Science
A.A., Modesto Junior College
B.A., University of California, Berkeley
M.A., California State University, Stanislaus

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

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

Tom Hofstra (2007) **588.5155** — Natural Resources
B.A., Lawrence University
M.S., Arizona State University
Ph.D., University of California, Santa Cruz

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 & History
B.A., University of California, Santa Barbara
M.A., California State University, Stanislaus
J.D., The American University, Washington, D.C.

Craig Johnston (2008) **588.5149** — English
B.A., Humboldt State University
M.A.T.W., Humboldt State University

Raelene Juarez (2005) **588.5183** — Health and Human Performance
B.A., M.A., California State University, Chico

Alicia Kolstad (2000) **588.5333** — Academic Counselor
A.A., West Valley College
B.A., M.A., California State University, San Jose

Maryl Landess (1990) **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

Susan Medeiros (2000) **588.5110** — Counselor, EOPS/CARE Coordinator
B.A., University of California, Davis
M.A., University of San Francisco

Micha Miller (1997) **588.5241** — Biology
B.S., Western Washington University
M.S., Washington State University
D.A., Idaho State University
Fulbright Scholar, 2004

Erin Naegle (2011) **588.5158** — Biology
B.S., Utah State University
M.S., North Carolina State University
D.A., Idaho State University

Elizabeth Pfleging (2012) **588.5206** — Academic Counselor/ Articulation Officer
B.A., Whitman College
M.S., Washingotn State University
M.A., California State University, Stanislaus

Ida Ponder (1997) **588.5304** — Computer Information Systems, Business Administration, Entrepreneurship
A.A., Columbia College
B.S., California State University, Stanislaus
M.B.A., LaSalle University

Melissa Raby (2009) **588.5132** — Dean of Student Services
B.A., California State University, Sacramento
M.S., California State University, Sacramento
Ed.D., Texas Tech University

Judy Reiman (2009) **588.5216** — Office Technology
A.A., Ventura College
B.S., California State University, Chico

Nathan Rien (2005) **588.5182** — Health and Human Performance
B.A., University of California, Davis
M.Ed., National University
M.S.S., United States Sports Academy

Rick Rivera (1997) **588.5093** — English
A.A., Santa Rosa Junior College
B.A., M.A., Sonoma State University

Karin Rodts (1989) **588.5134** — DSPS Coordinator, Learning Disability Specialist
A.A., DeAnza Community College
B.S., California State University, Hayward
M.A., California State University, Sacramento

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 Systems
B.A., California State University, Chico
M.S., California State University, Hayward

Adrienne Seegers (2005) **588.5275** — Child Development
B.A., University of California, Santa Cruz
M.A., Pacific Oaks College

Donald Smith (2005) **588.5348** — Computer Science
A.S., Foothill College
B.S., University of San Francisco

Meryl Soto (1994) **588.5225** — English
A.A., Fresno City College
B.A., 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

Michael Torok (1998) **588.5087** — Dean of Instructional Services, Arts & Sciences
B.A., B.S., University of California, Santa Barbara
M.S., Moss Landing Marine Laboratories, CSU Stanislaus

Tina Trolier (2010) **588.5228** — Psychology
B.A., California State University, Fresno
M.A., University of California, Santa Barbara

Chris Vitelli (2011) **588.5143** — Dean of Vocational Education and Economic Development
B.S., University of Florida
Ed.D, Harvard University

Lahna VonEpps (2009) **588.5147** — Mathematics
A.A., A.S., Columbia College
B.S., California Polytechnic University, San Luis Obispo
M.A., University of Montana

Sylvia Watterson (2007) **588.5275** — Emergency Medical Services
A.A.,Columbia College
B.A., California State University, Stanislaus

Gene Womble (1997) **588.5135** — Hospitality Management, Hospitality Management Program Coordinator
A.S., City College of San Francisco
B.A., California State University, Stanislaus

FACULTY EMERITI

Dennis L. Albers	Mathematics, Physics (1985-2011)
David E. Alford	Humanities, Philosophy (1989-2000)
Paul K. Becker	Dean of Student Services (1971-1987)
Joshua E. Bigelow	Health & Human Performance (1981-2012)
Vonna Breeze-Martin	Spanish (1990-2010)
Elsie M. Bruno	Counselor, Articulation Officer (1980-2000)
Dale L. Bunse	Art (1975-2000)
Ross A. Carkeet, Jr.	Biology, Forestry, Natural Resources (1968-2007)
Janet M. Carty	Business Office Occupations (1984-2003)
L. Francis Cullen	Psychology, Counselor, Student Activities (1971-1983)
W. Dean Cunningham	President (1979-1992)
Candace L. Daly	Office Technology, Work Experience (1979-2007)
Richard L. Dyer	History, Political Science (1969-1991)
Margo Elliott	Psychology (1991-2004)
Marion C. Evans	Health Occupations (1968-1983)
McKinley Frost	Welding Technology (1970-1985)
Robert H. Gibson	Physical Education (1970 -1993)
Phyllis T. Greenleaf	Child Development (1990-2005)
Laurel Grindy	Mathematics (1990-2009)
Jon M. Hagstrom	English (1962-1996)
Delores A. Hall	College Nurse (1987-1999)
Robert H. Hamilton	Hisotry, Humanitites, Philosophy, Political Science (1968-1985)
Patricia Harrelson	English (1982-2007)
Frances V. Hegwein	Health Occupations (1974-1985)
Jerry Hodge	Biology (1989-2010)
Terry J. Hoff	Health & Human Performance (1974-2004)
Tom G. Holst	Earth Science, Computer Science (1974 -1996)
Floyd L. Hopper	Counselor (1976-1988)
Kathryn E. Jeffery	Vice President for Student Services (1994-2004)
Thelma A. Jensen	Health Occupations (1968-1984)
Donald A. Jones	Biological Science (1968-1985)

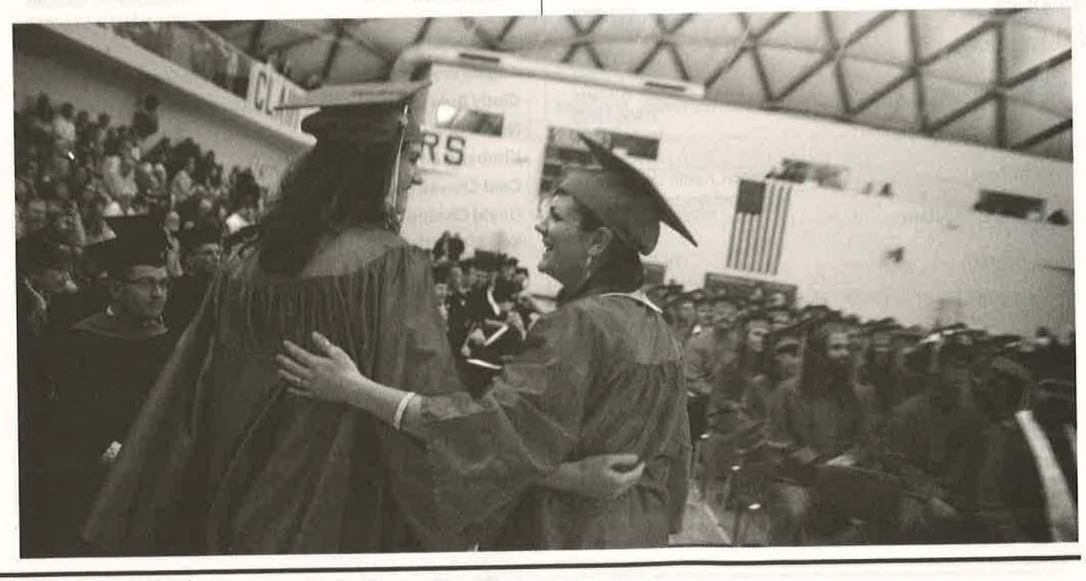
James R. Kindle	Learning Skills (1974-1990)
Douglas E. Kotarek	Business, Economics (1974-2004)
Walter L. Leineke	Assistant Dean of Instruction (1968-1991)
Raymond D. Liedlich	English (1981-2011)
Paul Lockman	Dean of Special Programs (1981-2005)
Jerry D. Lyon	Business (1971-1984)
Jean Mallory	Counselor, Articulation Officer (1990-2005)
Lynn Martin	Lead Counselor, Matriculation Coordinator (1996-2010)
Morgan McBride	Health & Human Performance (1991-2010)
George Melendrez	Fire Technology (1991-2005)
Gary Mendenhall	Dean of Vocational Education and Community Development (1999-2011)
James R. Mendonsa	Search & Rescue, Speech (1981-2004)
John C. Minor	English (1970-1993)
Barbara C. Painter	Counselor (1969-1980)
Chester H. Palmer	English, Speech (1976-1989)
Suzanne Patterson	Learning Disabilities Specialist (1991-2004)
Fred J. Petersen	Computer Science (1981-1999)
David G. Purdy	Drama, English, Speech (1971-2004)
Allan Ramsaran	Counselor (1988 - 2002)
Harvey B. Rhodes	President (1967-1979)
Jim Riggs	President (1997-2008)
Blaine D. Rogers	Biology (1972-2004)
Richard H. Rogers	Business (1968-1982)
Melborn N. Simmons	Mathematics (1969-1992)
John R. Ross	Health Education, Health Occupations, Search and Rescue (1970-1987)
Raymond L. Steuben	Librarian (1976-2007)
Ellen Stewart	Drama, Speech (1976-2007)
V. Peter Sullivan	Physical Education, Athletic Director (1961-1992)
Guy VanCleave	Biology (2005-2010)
David I. Willson	Vice President of Instruction (1975-2004)
Bill Wilson	Psychology, Guidance (1974-2009)
Clarence O. Wolgamott, Jr.	Chemistry (1971-2001)

CLASSIFIED STAFF

Date of YCCD appointment follows name

Maria Luisa Adams (2004)	Library Specialist
Kandee Aiton (1999)	Accounting Assistant, Hospitality Management
Jeff Allison (2011)	Custodian
Anne Anderson (2006)	Administrative Assistant
Merlin Bart (1984)	Instructional Support Specialist, Auto Technology
Doreen Bass (1991)	Instructional Support Specialist, Biology
Kristina Bethel (2010)	Financial Aid Technician
Lonnie Blansit (1997)	Instructional Support Technician, Computer Science
Darin Blume (2000)	Maintenance Technician
Casey Bonavia (1989)	Instructional Support Specialist, Mathematics
Ryan Brady (1999)	Information Systems Specialist
Nancy M. Brooks (1982)	Library Specialist
Cathy Brown (2011)	Administrative Assistant, Instructional Materials Center
Tammie Brumlow (2003)	Custodian
Angela Brunton (2000)	Child Development Center Master Teacher
Cindy Buie (2004)	Bookstore Operations Coordinator
Nancy Bull (1996)	Accounting Technician
Kimberly Carter (2001)	Program Technician
Coni Chavez (2002)	Executive Assistant, College President
David Chesnut (2000)	Program Specialist
Ken Ciabatti (2006)	Maintenance Technician
Chuck Cooper (2000)	Maintenance Specialist - Carpenter
Cari Craven (2007)	Executive Secretary, Vice President of Student Learning
Elissa Creighton (2007)	Instructional Support Assistant, Academic Achievement Center
Linda Cross (2001)	Administrative Secretary, Dean of Vocational Education & Economic Development
Suzanne Cruz (2007)	Campus Security Officer
Eileen Cupit (1996)	Custodian
Brian DeMoss (2000)	Director, Information Technology & Media Services

Kathy Diener (1998)	Child Development Center Master Teacher
Steven D'Orsay (2004)	Grounds Maintenance Specialist
Greg Elam (1997)	Campus Security Supervisor
Tiffeny Files (2005)	Family & Child Care Services Manager
Doralyn Foletti (2004)	Administrative Specialist, Student Success
Kasey Fulkerson (2009)	Administrative Specialist
Vickie Garrett (2001)	Instructional Support Assistant, Business Administration & Computer Lab
Sheri Glynn (2009)	Administrative Secretary, Dean of Instructional Services, Arts & Sciences
Catherine Gray (2006)	Child Development Center Master Teacher
Robert Gritz (1998)	Fiscal Services Supervisor
Frederick Grolle (1989)	Telecommunications Specialist
Colleen Henry (2010)	Administrative Secretary
Wendy Hesse (2004)	Accounting Technician
Rickee Hill (2003)	Admissions & Records Technician
Dale Hubbard (2011)	Lead Custodian
Cindy Inwood (2008)	Administrative Assistant, Stock/Delivery Technician
Terri Isaman (2002)	Executive Secretary, Vice President of College & Administrative Services
Shawn Jordison (2010)	Alternative Media Access Specialist
Judy Lanchester (1994)	Facilities Planning & Operations
Kathy Lea (2008)	Grounds Maintenance Technician
Wendy Link (1984)	Media Services Technician
Timothy Mann (1983)	Instructional Support Technician, Health & Human Performance
Miriam Medina (2000)	Administrative Assistant
Beccie Michael (2009)	Director of Development
Tammie Miles (2005)	Campus Security Officer
Rich Moody (2007)	Maintenance Specialist, HVAC
Shelley Muniz (2002)	Library Specialist
Chris Pomeroy (2007)	Custodian
Jeri Pourchot (2005)	Administrative Specialist
Patricia Ramirez (2004)	Admissions & Records Specialist
Lorraine Rasmussen (2007)	Custodian
Anneka Rogers (2011)	Director, TRiO Project
Jason Romano (2008)	Instructional Support Assistant
Liz Rumney (1998)	Bookstore Textbook Buyer
Erik Schrantz (2008)	Campus Security Officer
Gail Segerstrom (2005)	Graphic Arts Specialist, Instructional Materials Center
Marnie Shively (2000)	Director of Student Financial Services
Steven Shively (1987)	Maintenance Technician
Arlene Sprague (2008)	Administrative Technician
Karen Stanley (2005)	Food Services Specialist
Cory Stoneham (2008)	Mechanic
Carol Taylor (2007)	Shuttle Driver
Kat Thuloweit (2007)	Custodian
Susan Vegter-Slape (2001)	Executive Secretary, Vice President of Student Learning
Michelle Vidaurri (2005)	Financial Aid Specialist
Samantha Westgate (2007)	Administrative Technician, Health & Human Performance
Jeff Whalen (2006)	Auxiliary Services Manager
Gary Whitfield (1997)	Vice President of College & Administrative Services
Karen Yacovetti (1995)	Instructional Support Specialist, Health & Human Performance
Debbie York (2006)	Admissions & Records Technician
Dean Zaharias (2004)	Food Services Specialist - Lead



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Notes

Campus Phone Directory

All phone numbers are in the 209 area code

A

Academic Achievement Center 588.5088
Academic Senate Office 588.5381
Admissions & Records 588.5231
Art Department 588.5150
Articulation 588.5125
Assessment Office 588.5109
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/Fiscal Services 588.5114

C

CalWORKs/Jobs Now! 588.5148
Career Center 588.5271
Cellar Restaurant 588.5300
Child Care Center 588.5278
Child Development Department 588.5275
College & Administrative Services 588.5112
Cooperative Agencies Resources for Education (CARE) 588.5130
Counseling Office 588.5109
Culinary & Pastry Arts Department 588.5135

D

Disabled Students Programs & Services (DSPS) 588.5130

E

Extended Opportunity Programs & Services (EOPS) 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 588.5278

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 Circulation Desk/ Reference 588.5119

M

Manzanita Bookstore 588.5126
Marketing & Public Relations 588.5115
Mathematics Lab 588.5276
Media Services 588.5122

N

Nurse's Office 588.5204

O

Oak Pavilion 588.5180
Observatory 588.5297

P

Phi Theta Kappa 588.5218
Photo Lab 588.5357
President's Office 588.5115

R

Research 588.5115
Receiving 588.5060

S

Security Office 588.5167
Sequoia Computer Lab 588.5165
Snack Bar/Food Services 588.5321
Student Government 588.5270
Student Learning Division:
Arts & Sciences 588.5143
Student Services 588.5132
Vocational Education 588.5142

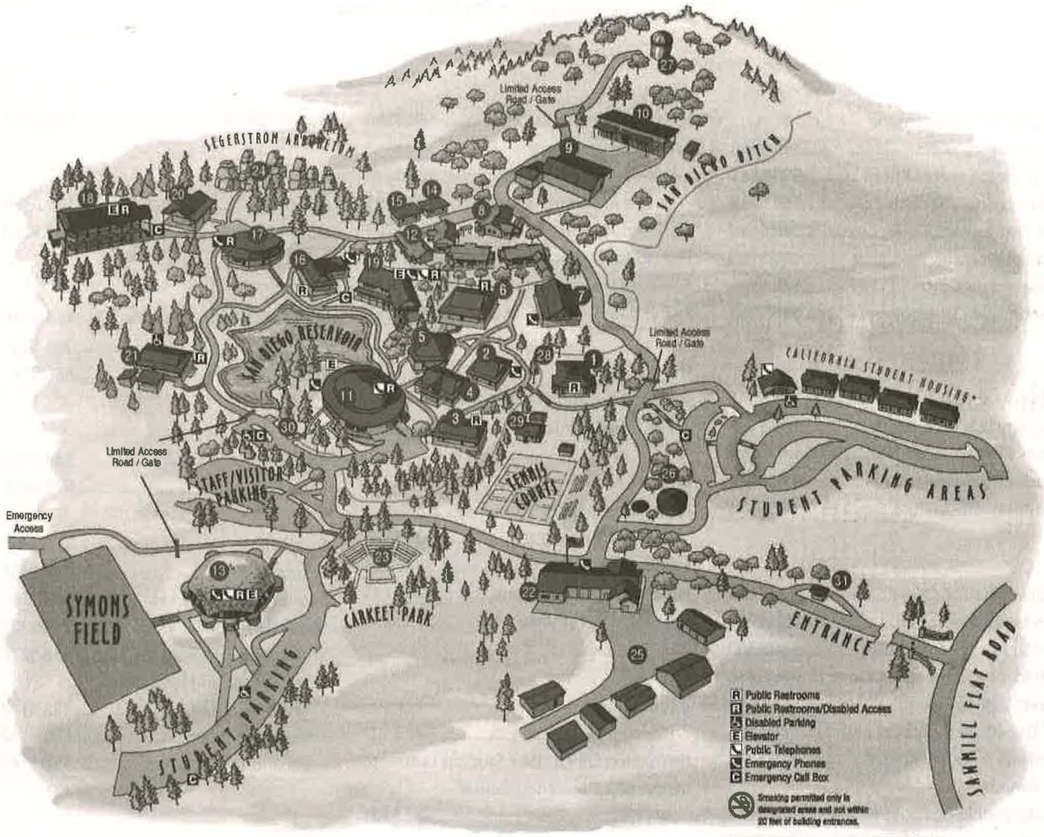
T

Technology Services 588.5122
Testing Center 588.5234
Toll Booth 588.5201
Tram Driver (DSPS) 588.5131
Transfer Center 588.5028
TRiO Student Support Services ... 588.5145
Transportation 588.5311
Tutoring Services 588.5088

W

Welding Lab 588.5365

Campus Map



* Privately owned and operated by Pogacar Properties

Key

1) Alder
2) Aspen
3) Buckeye
4) Cedar
5) Dogwood (Forum Bldg.)
6) Fir
7) Juniper (College Nurse)
8) Laurel (Childd Care Center)
9) Madrone
10) Mahogany
11) Manzanita
(Administration, Student Services, Instruction Office, Manzanita Bookstore, Cellar Restaurant & Cafeteria)
12) Maple
13) Oak Pavilion
14) Pinyon
15) Ponderosa
16) Redbud
17) Sequoia
18) Sugar Pine
19) Tamarack Hall
(Library, Media, Technology)
20) Toyon
21) Willow
22) Public Safety Center / Firehouse
23) Charles Segerstrom, Jr. Memorial Amphitheater
24) Segerstrom Arboretum Nature Trail
25) Warehouse, Shipping/Receiving, Transportation & Maintenance
26) Me-Wuk Cultural Center
27) Observatory
28) Starting Point, Fitness Jogging Trail
29) Davis Cabin
30) Transit Stop
31) Information/Toll Booth

COLUMBIA COLLEGE
YOSEMITE COMMUNITY COLLEGE DISTRICT

11600 Columbia College Drive
Sonora, CA 95370
209.588.5100

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