Columbia College

2014-2015 CATALOG

11600 Columbia College Drive • Sonora, California 95370 • 209.588.5100 • www.gocolumbia.edu

From the President

Welcome to Columbia College!

Helping you achieve your educational goals is the highest priority of the faculty, staff, and administrators here at CC. We have a shared commitment to excellence in teaching and learning. Whether you seek to transfer to a university, improve your language skills, train for a new career or career advancement, we are here to serve you.

In addition to a variety of program options, Columbia College has a range of services to assist our students. I encourage you to take full advantage of the available resources to support your success and enrich your educational experience at CC.

Along with academic pursuits, we offer an array of student life activities on campus and many opportunities for students to be involved in planning and decision-making. I encourage you to connect with the Associated Students of Columbia College (ASCC) to learn more about clubs, activities, and participation in shared governance on campus and in the Yosemite Community College District.

Again, welcome to Columbia College. We look forward to helping you realize your plans for academic growth and life-long learning.

Most sincerely,

Angela R. Fairchilds

Angela R. Fairchilds, Ph.D.
College President

The period covered by this catalog is May 5, 2014 through May 3, 2015.

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**

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: Phil Schermeister, Allison Fairfield and staff

Academic Schedule 2014-2015

SUMMER 2014 REGISTRATION

April 14	Special Programs– priority registration on connectColumbia
April 15-20	Continuing students – priority registration on connectColumbia
April 21	Newly matriculated students – priority registration on connectColumbia
April 22 to the day prior to the start of class	All students – open registration online or on campus during advertised office hours

FALL SEMESTER 2014

May 19	Special Programs– priority registration on connectColumbia
May 21–June 8	Continuing students – priority registration on connectColumbia
June 9–10	Newly matriculated students – priority registration on connectColumbia
June 11–Aug 24	All students—open registration online or on campus during office hours. No appointment necessary.
August 25	Instruction Begins
September 1	Holiday: Labor Day
* September 5	Last day to drop a course on campus and be eligible for a refund
* September 5	Last day for textbook refund—must have receipt
* September 5	Last day to drop a class on campus without a "W" showing on permanent record
* September 7	Last day to drop a class online and be eligible for a refund
* September 7	Last day to drop a class online without a "W" showing on permanent record
* September 25	Last day to elect for Pass/No Pass grading
October 3	Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Spring 2014
November 11	Holiday: Veterans Day
* November 13	Last day to withdraw from any course
November 27–28	Holiday: Thanksgiving
December 8–12	Final examinations
December 13	Fall semester ends
Dec 24–Jan 1	Winter Break

SPRING SEMESTER 2015

November 20	Special Programs– priority registration on connectColumbia
Nov 24–Dec 3	Continuing students – priority registration on connectColumbia
December 4–5	Newly matriculated students – priority registration on connectColumbia
Dec 8–Jan 11	All students – open registration online or on campus during office hours. No appointment necessary.
Dec 24–Jan 1	Campus closed
January 12	Instruction Begins
January 19	Holiday: Martin Luther King, Jr. Day
* January 23	Last day to drop a class on campus without a "W" showing on permanent record
* January 23	Last day to drop a class on campus and be eligible for a refund
January 25	Last day to drop a class online and be eligible for a refund
* January 25	Last day to drop a class online without a "W" showing on permanent record
* February 12	Last day to elect for Pass/No Pass grading
February 13	Holiday: Lincoln Day
February 16	Holiday: Washington Day
March 6	Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Summer and Fall 2014
* April 5	Last day to withdraw from any course
April 27–May 1	Final examinations
May 1	Graduation
May 2	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 & Records Office.
NOTE: This calendar is subject to change. Refer to semester schedules for up-to-date information.

Columbia College 2014-2015 Academic Calendar

Summer 2014

MAY

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

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
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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						

5/5 Summer Classes Begin
5/26 Memorial Day Holiday

7/3 Independence Day Holiday

8/23 Summer Classes End

Fall 2014

8/21 Flex/In-Service Day
8/22 Flex Day
8/25 Fall Classes Begin
8/29 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	27	28	29	30
31						

9/1 Labor Day Holiday
9/7 Last day to drop without a "W"
9/8 Census Day

SEPTEMBER

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

10/3 Last day to file for graduation and certificates for Spring 2015

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	

11/11 Veterans Day Holiday
11/13 Last day to withdraw from full-semester classes
11/27-28 Thanksgiving Holiday
11/29-30 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~~						

12/8-12 Finals Week
12/13 Fall Classes End
12/24 Local Holiday
12/25 Christmas Holiday
12/24-1/1 Winter Break

12/31 New Year's Eve Holiday

DECEMBER

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

Spring 2015

1/1 New Year's Holiday
1/8 Flex/In-Service Day
1/9 Flex Day
1/12 Spring Classes Begin
1/19 Martin Luther King, Jr. Holiday
1/25 Last day to drop without a "W"
1/26 Census Day

JANUARY

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

2/13 Lincoln Holiday
2/14-15 Non-Instructional Days
2/16 Washington Holiday

FEBRUARY

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

3/6 Last day to file for graduation and certificates for Summer and Fall 2015

MARCH

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

4/5 Last day to withdraw from full-semester classes
4/27-5/1 Finals Week

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		

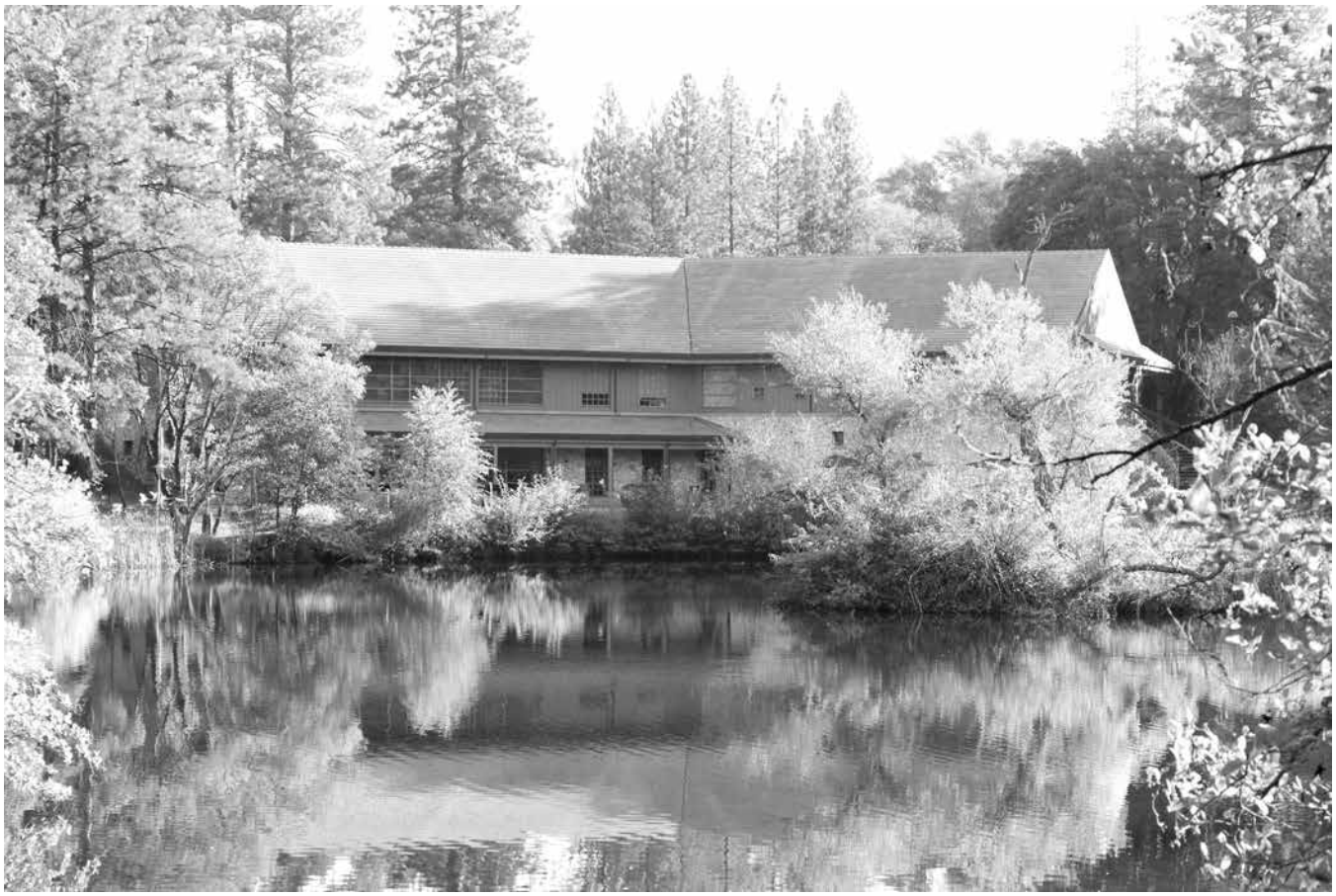
4/27-5/1 Finals Week
5/1 Graduation
5/2 Spring Classes End
5/25 Memorial Day Holiday

MAY

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

Legend
Holiday ..... ×
Classes begin ..... ○
Last Day of Semester ..... ◇
Flex/In-Service Day ..... △
Flex Day ..... ▽
Finals .....

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 College 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 accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415. 506.0234 by the authority of the U.S. Department of Education. Accreditation provides assurance that education earned is of value to the student; acceptable to employers, trade or profession-related licensing agencies; and other colleges and universities can accept a student's credential as legitimate.

College Functions

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

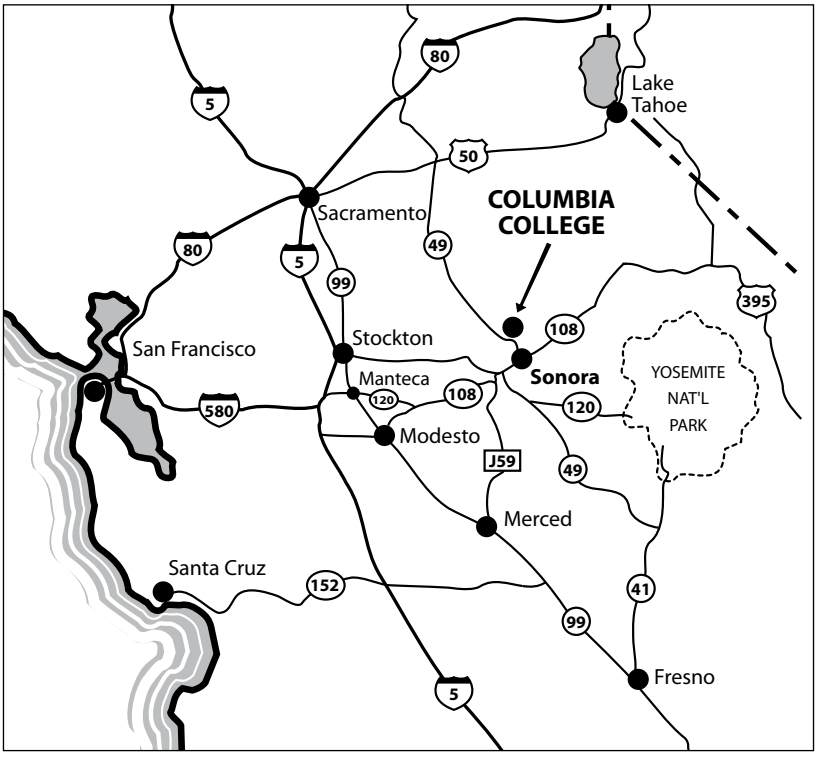
Columbia College is committed to meeting the postsecondary educational needs of the community through the following:

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: 14.63 %
Transfer Rate: 12.89 %

From 2009 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 2009, 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 2009 to Spring 2012. 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 2010 to Spring 2012, are transfer students.

Schedule of Classes

The official class schedule is published each semester of the academic year, in print and online at **www.gocolumbia.edu.**

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 187-189 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 College 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 "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. A $5 per semester fee helps support these activities on campus.

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 club. 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 Club's 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.

Forestry & Natural Resources

The Forestry & Natural Resources Club enables students to meet, discuss, practice and share knowledge of forestry and natural resources. Members will serve Columbia College and Mother Lode communities, while giving real world practical experience to better prepare club members for future careers.

Gay Straight Alliance

GSA strives to create a safe environment in schools for student to support each other and learn about homophobia, transphobia, and other forms of oppression. With a strong policy for acceptance, GSA is open to anyone who keeps a supportive attitude towards their peers.

Gamers Club

This club wishes to create a safe, inclusive environment for gamers of all stripes to get together and meet other gamers, form groups and network, and occasionally have events.

Veterans 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, students interested in the same activity, and completion of a few simple forms (which any of your ASCC 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 or 588.2174

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 Sequoia 120 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 District 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 4-8066)*

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 3430)*

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 4-8059)*

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 3570)*

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 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*	$ 1,244	$ 1,244
Books and Supplies	1,746	1,746
Food and Housing**	4,598	11,492
Personal Expenses	3,132	2,870
Transportation	1,206	1,206
Total cost of attendance	$11,926	$18, 558

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 $219.00 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 $25 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 & 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. Contact Admissions & Records 588.2021.

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 $30 fee is charged for a student semester permit. A $15.00 fee is charged for a summer session permit. Daily permits may be purchased for $2 at permit dispensers and the College Information Booth. Semester parking permits are not mailed and must be picked up at the Business Office.
(*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 the term parking permit, return the permit to the Columbia College Business Services Office and request a refund form. 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.

Student Activities Fee $5
The Student Activities Fee $5 (refundable) is used to support student events and activities on campus, such as Cram Night, free student BBQs, movie nights and other free student activities throughout the semester. This fund also pays for scholarships, clubs and sponsorships.

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

Student Center Fee (Approved)
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 (Approved)
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.

Students who meet AB540 criteria can apply for the state funded fee waivers by completing the California Dream Act available on the Financial Aid website.

Financial Aid Withdrawal and Repayment Policy — 2014-2015
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 2014

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**.

Fee	Amount	Applies to	Exemptions/Waivers
Enrollment Fee [1]	$46 per unit No maximum	Credit courses	• Board of Governors Fee Waiver (BOGFW) qualified • Eligible Part-time Special Admit Students
Nonresident Tuition [1]	$219 per unit plus enrollment fee of $46 per unit listed above	Nonresidents	• California residents • AB540 eligible students
Student Center Fee [1]	$1 per unit to $10 maximum per Fiscal Year	Credit courses Audit only students	• BOGFW-A recipients • Non-credit courses • Professional Development
Health Services Fee [1]	$15 summer semester $18 fall semester $18 spring semester	Credit and non-credit students Audit only students	• Depend on prayer for healing (submit form) • Out-of-district classes • Students who are only enrolled in a class that meets less than 16 hours
Student Representative Fee [1]	$1 per semester	Credit courses Non-credit courses	• Professional Development • Can opt out for financial, religious, political, moral reasons-(submit form)
Student Activity Fee [1]	$5 per semester	Credit and non-credit students	• Can opt out-(submit form)
Parking Fee [2]	$1 a day through 6/30/14 $2 a day starting 7/1/14 $15 summer semester $30 fall semester $30 spring semester	Non-student drivers Student driver	• Disabled persons with placard from DMV • Enrollment in off-campus classes only • Non-drivers
Course Audit Fee	$15 per unit, plus any applicable term and materials fees	Credit courses no longer repeatable	• Exempt for up to 3 units if enrolled in 10 or more units

[1] Only refundable during the first two weeks of the class (refers to full semester classes only).

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

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

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

Within 10 days of registering for any classes, students must have a zero balance over night or they will be dropped for nonpayment of fees. Students are not dropped for non-payment after the class starts. Students who are California residents and have an active BOG fee waiver before registering will not be dropped.

Most forms are available online. All are available at the Business 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

Prospective students may access the online application at **www.gocolumbia.edu**. Click Admissions & Records, then Apply Now!

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.

Re-Admission

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

Notice of Acceptance

New and returning 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 $219 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** on the Admissions & Records page.

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
- Fee Waiver Application
- High School Petition for Advanced Admissions.
- Health Services consent for treatment of minors for medical and personal counseling service form.

Students must satisfy all course prerequisites as defined in the current catalog and complete the College assessment prior to enrollment in math and/or English courses. Credit for courses completed shall be at the level determined to be appropriate by the school district and the community college governing board.

Eligible students may apply on the college website at **gocolumbia.edu**, clicking on "Admissions," and then "Apply

Now." 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 & 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 Support Program (SSSP)/Matricluation
588.5109

New and returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success Support Program is designed to give students information and assistance at the threshold of their college careers. All new Columbia students are REQUIRED to participate in the SSSP process. Upon receipt of your application, a schedule of dates and times for assessment, orientation, advisement and registration will be emailed to you. This information is also on the college website and in the class schedule.

A person participating in the Student Success Support Program will:

- complete the assessment test in writing, reading and math
- attend an orientation to Columbia College where services and programs are explained
- receive a College Catalog
- receive a current Schedule of Classes
- receive assistance with their educational planning.

Exemption Categories

Students meeting one or more of the following criteria are exempt from all or parts of the SSSP process:

- students holding an Associate Degree or higher
- students enrolled only in activity courses for which there is no basic skill prerequisite
- students enrolled in Community Education and non-credit courses only
- students enrolled only in contract education or courses for in-service training.

Though a student may qualify for an exemption, attendance in the SSSP process is encouraged. Call the Dean of Student Services for information at 209.588.5132.

Alternative Student Success Support Services for Students with Disabilities

Applicants to the college with a verified disability and who are unable to participate in the Student Success & Support Process due to the limitations imposed by their disability are eligible for alternative matriculation services which may include:

1. Special assessment by the Special Programs staff
2. One-on-one orientation, advisement and development of an Educational Plan with Special Programs staff
3. Priority registration.

To qualify for alternative service the applicant must submit to the DSPS office written documentation by a professional (e.g., physician, psychologist, LD Specialist, etc.) verifying the disability. Call 209.588.5130 for more information.

Student Success Support Program Challenge (Waiver) Procedures

A student may challenge the required participation in SSSP if they do not meet the exemption categories. The challenge must be submitted, along with any supporting data, to the Dean of Student Services. Forms are available from the Counseling Office. The Dean of Student Services may request supporting documentation and/or a conversation with the student prior to making a decision.

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 login to **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 three (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 (5) 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. Other multiple measures may be used (i.e., high school math grades). Please see a counselor for more information.

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

An abbreviated Education Plan will be completed during the Orientation/Advising sessions. At Columbia College, students need to have a comprehensive Educational Plan on file when they have completed 15 units. This includes units completed at Columbia College 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 (5) 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 $10 each.

As of May 2013, Columbia College accepts electronic transcripts requests from the National Student Clearinghouse.

Type of Request	Processing Time	Fees
Free Copies* (1st & 2nd copy, lifetime) Read below for terms & eligibility. "Transcript Request Form for Free Copies" available on the Admissions website.	10-working days	$0 Free
Regular Service (not 1st or 2nd free). Request via the National Student Clearinghouse.	10-working days	$10 per copy
Rush Service: Request via the National Student Clearinghouse	2-working days	$20 per copy
For a complete breakdown of transcript fees, view the Transcript Fees document.		

*First 2 transcripts free, lifetime - Regular service only. (Not available through the National Student Clearinghouse). Complete and submit the "Transcript Request Form for Free Copies" to the Admissions & Records Office.

Instructions to Request Official Transcripts using the National Student Clearinghouse

Steps to Submit a Request:

1. Go to www.studentclearinghouse.org
2. Click on Order – Track – Verify
3. Click on Order or Track a Transcript
4. Select Columbia College
5. Click on Order a Transcript Now
6. Complete information
7. Sign consent form electronically or hard copy by hand
8. Submit information

Current students and alumni can conveniently request official transcripts through the National Student Clearinghouse (NSC) **www.studentclearinghouse.org.** Requesting official transcripts via the NSC allows you:

- Real time automatic email updates for every step of the transcript process
- To use major credit cards for transcript payment.

If you do not have access to a computer, there are computers available on the Columbia College campus for students to use to place an order for official transcripts using the National Student Clearinghouse website.

Additional Information

- Transcripts will not be processed if student has an outstanding obligation to the college.
- Transcripts cannot be faxed. Transcripts are mailed through the US Postal Service (allow for additional delivery time) or are sent electronically.
- Fees must be paid at time of request.
- Transcript telephone requests / email requests are not accepted.

Questions about how to request your official transcripts? Contact Admissions & Records at 209.588.2021.

(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. The fee for 48-hour service is $15 in addition to the regular $5 fee.

Note that there is no charge for verification for federal loans. However, loan deferment verification will not be released if the student has an outstanding obligation 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 and in groups with students on coursework and study skills for most classes and writing assignments. Tutoring is available by appointment, five days a week, and can be arranged by calling or visiting the AAC in Tamarack 209.

The AAC computer lab has eight computers for student use, with free printing, and is available for use without an appointment. The AAC also offers, for a fee, test proctoring services to 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 of young children. EOPS students can also apply for CARE through the College's EOPS Office, Toyon 2.

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 / 588.5271

The Career/Transfer Center, located in the Sequoia 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 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 Toyon 2.

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 Assistance—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.

Math Textbook and Calculator Loan Program—For students enrolled in MATH 601, 602, 101, and 104.

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

Financial Aid / 588.5105 or 588.5272

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 Application 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.

BOG Enrollment Fee Waivers

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

California Dream Act

Allows students who meet AB540 criteria to apply for and receive state funded aid such as fee waivers, institutional grants, Chafee grants, and non-state funded scholarships for public colleges and universitites.

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 $5,730 for the 2014-2015 year for a full-time student; however, students 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 aid for the exceptionally financially needy and is given to the lowest income students. A maximum award at Columbia College is $500 for students enrolled in 6 or more units.

Cal Grants

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 units). 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 Sequoia 120. 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. Visit us at: **www.gocolumbia.edu/student_services/ged.aspx**.

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 & 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 on campus for free private appointments.

Students who are under age 18 must have a Health Services Consent for Treatment of Minors for medical and personal counseling services form signed by a parent or guardian filed in the health office in order to be treated on campus. These forms are available in the Health Office and on the college website, **www.gocolumbia.edu.** Click "Admissions," then "Student Online Forms."

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 counseling
- 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, e.g., 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 hour Reserve Items	2 hours	50¢ 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 plus $40 processing fee
- Maximum overdue fine per item: $20
- Maximum overdue 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 careers 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. 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 / 588.5065

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 activities, 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 employers. 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.

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 / 588.2174

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 Student Center, Ponderosa Building. 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 Student Center for processing dates, times and location at 588.2174.

TRiO Student Support Service / 588.5066 or 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 Sequoia 120 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 or 588.5272

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.

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 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 in Sequoia 110.

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, 2010–December 31, 2012:

COLUMBIA COLLEGE REPORTED CRIME STATISTICS for Three Year Period 2010–2012

11600 Columbia College Drive, Sonora, CA 95370

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
CRIMINAL OFFENSE	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
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	0	1	1	0	0	0	0	1	1	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
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	1	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	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Optional Total	2	3	1	1	2	0	1	1	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	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
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

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 4030)*

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 5-8081, 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.
- A student's catalog rights begin with the semester the 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 Redbud 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 "co-requisites." 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 4260)*

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 Admissions website under 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 the 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 or call the HelpDesk at 588.5385 for assistance. Identify yourself as a Columbia College student when getting assistance from the HelpDesk 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;" (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 & Records Office with photo identification. The Add Slip must be submitted to the Admissions & Records Office within three (3) days of the instructor's dated signature. Failure to complete this process within the three (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 (3) 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 shall be given to students enrolled in the course for credit toward a degree, certificate, or transfer. Please contact the Admissions & Records Office for further information and to obtain the required form. *(Board Policy 4070; Education Code Section 76370)*

Dropping a Course

To drop a course, the student may go online to **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 in which the student is enrolled. 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 to the Admissions & Records Office are maintained for two years. *Please see refund information on pages 20 and 22.*

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 & Records Office.

Repetition of Courses

- Only designated courses may be repeated for credit. See course descriptions for limitation on course repeatability. Registration will not be allowed when a student reaches the limit. Refer to course auditing information.
- Students who have successfully completed a course the allowable number of times for credit may take the course under the category of AUDITING. All credit students will be given first priority and auditors will be admitted based on available space only after the first class meeting.

  Auditors will be required to adhere to all course and college policies, procedures, requirements and regulations. For more information concerning the guidelines and fees, contact the college Admissions & Records Office.
- Special classes for disabled students and adaptive physical education classes for disabled students 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.

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 College and/or Modesto Junior College, substandard grades earned in courses that have been determined to be equivalent to each other (see "Columbia College/Modesto Junior College Equivalent Courses" 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 30 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 grade 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 contract, 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 contract.
- 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 (Ds, Fs and NPs), 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. At least 2 calendar years must have elapsed since completion of the course to be alleviated.
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 online at **www.gocolumbia.edu**. Click on "Admissions," then "Student Online Forms."
6. A repeated course that has resulted in a satisfactory grade cannot be removed.

(Title 5, Section 55044; Board Policy 4240)

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 seven 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 Pass/No Pass (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**. Click on "Admissions" then "Student Online Forms." 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. This course will be noted on the student's official transcripts with "CBE" to indicate credit by exam. 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 4235)*

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 & Records 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/student_service/** under "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 (12) 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 more than12 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 **connectColumbia**. 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 non-degree-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 4230)*

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 4250)*

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.

Probation Contract Requirements

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 Success 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 (courses numbered 200 and above) do not count in the 60 unit requirement.
2. **Catalog Rights:** For students entering Columbia College for the first time in summer 2014, fall 2014 or spring 2015, the degree requirements are valid through 2017-18. Students taking more than four years of continuous enrollment to complete a degree will no longer have rights to the 2014-15 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 Associate Degree major listed on pages 67-108. 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 ASOE 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 an Associate 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 AA-T & AS-T 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 2014, and are valid through the 2017-18 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 an Associate Degree degree, Certificate of Achievement, or Skills Attainment Certificate, students must obtain an application for graduation, applicationfor certificate of achievement and/or petition for skills attainment certificate available on the College website at **www.gocolumbia.edu**. Click on "Admissions" then "Student Online Forms."

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 & Records Office.

Associate Degrees, Certificate of Achievements, and Skills Attainment Certificates may be conferred at the culmination of the summer, fall or spring terms. Notation of the completed Associate 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 and Skills Attainment Certificates will be mailed to students after the final evaluation is complete.

Commencement–Graduation Ceremony

At the culmination of each academic year Columbia College holds a commencement ceremony to honor those students who have completed a degree, and/or Certificate of Achievement.

To be eligible to participate in the ceremony, a student must have all degree requirements completed by the end of the spring semester. Students may participate in commencement services as a Certificate of Achievement recipient.

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 ASOE 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 ASOE 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 a 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.
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 2014-15

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, 18C

(Or course from other college or AP)

*Maximum of 5 units transferable to UC from 17A and 17B.

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, 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 (cont'd)

- **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*, 8, 12, ANTHR 8
  (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 20**, 5**, 14**, 16**, 2A, 2B, 4A, 4B
  ESC 1, 5 (L), 10, 22, 30, 33(L), 40, 42, 50 (L), 62
  GEOGR 15
  NATRE 6
  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**
  CHEM 5L, 14L, 16L, 20L, 2AL, 2BL, 4AL, 4BL
  (Or another 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, B.3 and B.4. A laboratory course from B.1 or B.2 may be used ot satisfy 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 2A, 2B, 4A, 4B, 5, 14, 16, 20, AP ESC 1, 5 (L), 10, 22, 30, 33 (L), 40, 42, 50 (L), 62 GEOGR 15, NATRE 6, 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), ESC 5 (L), 33 (L), 50 (L), PHYCS 4A (L), 4B (L), 5A (L), 5B (L), AP, CHEM 2AL, 2BL, 4AL, 4BL, 5L, 14L, 16L, 20L, AP B.4. Mathematics, Quantitative Reasoning MATH 2, 4, 6, 8, 12, 17A, 17B, 18A, 18B, 18C, AP	**FOR CSU TRANSFER:*** Three courses required: one each from B.1, B.2, B.3, and B.4. A laboratory (L) course from B.1 or B.2 may be used to satisfy B.3. 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 w 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, 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, CHILD 36, 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], 8, ANTHR 8	Three courses required: POLSC 10 and HIST 16 or 17; and one course from Areas D1-D0.
FOR AA/AS* DEGREE:	**FOR AS (OCCUPATIONAL EDUCATION**) DEGREE:**	**AREA E. LIFELONG LEARNING AND SELF DEVELOPMENT:**	**FOR CSU TRANSFER:***
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.	No course required in E.	BIOL 50 CHILD 1[2] GUIDE 1 HHP 2[2], 5, 6A, 6B, 60 INDIS 48 PSYCH 5, 10, 20[2], 30, 35[2], 40 SOCIO 12, 28 DD 214 (Military Discharge)	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).

See pages 45-51 for additional information on Graduation and Transfer Requirements.

See pages 57-58 for specific information on Advanced Placement (AP) credit.

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.

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, Sequoia 120 until Fall 2015, 588.5109).

Columbia College/Modesto Junior College Equivalent Courses (2014)

Yosemite Community College District is home to two 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 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 24	BIOL 114
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 2A & 2AL	CHEM 101
CHEM 2B & 2BL	CHEM 102
CHEM 4A & 4AL	CHEM 112
CHEM 4B & 4BL	CHEM 113
CHEM 16 & 16L	CHEM 144
CHEM 20	CHEM 150
CHILD 1	CLDDV 103
CHILD 3	CLDDV 101
CHILD 4	CLDDV 167
CHILD 16	CLDDV 127
CHILD 16	CLDDV 128
CHILD 17	CLDDV 154
CHILD 19	CLDDV 163
CHILD 22	CLDDV 109
CHILD 23	CLDDV 121
CHILD 25	CLDDV 125
CHILD 30	CLDDV 150
CHILD 31	CLDDV 151
CHILD 36	CLDDV 262
CMPSC 1	CSCI 220
CMPSC 9	CSCI 210
CMPSC 11	CSCI 215

CC COURSE #	MJC COURSE #
CMPSC 12	CSCI 250
CMPSC 19	CMPGR 268
CMPSC 22	CSCI 271
CMPSC 24	CSCI 272
CMPSC 28	CSCI 221
CMPSC 30	CSCI 223
CMPSC 55	CSCI 230
DRAMA 10	THETR 100
DRAMA 20	COMM 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 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	GEOG 109
GUIDE 1, 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 3	PE 124
HHP 4	PE 108
HHP 60	HE 110
HHP 62	HE 101
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 115
MATH 2	MATH 134
MATH 4	MATH 105
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 2	MUSG 101
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

CC COURSE #	MJC COURSE #
MUSIC 66	MUSE 151
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	CSCI 224
PHILO 1	PHILO 101
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 15	PSYCH 102
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	COMM 100
SPCOM 2	COMM 104
SPCOM 4	COMM 102
SPCOM 5	COMM 130
SPCOM 7	COMM 105
SPCOM 9	COMM 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 & Records 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[1]		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 1[3]	B1+B3	4	B1+B3	4		
Physics 2[3]	B1+B3	4	B1+B3	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.aspx

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 2014.

C-ID #	C-ID Name	Columbia College Course	Course Name
ACCT 110	Financial Accounting	BUSAD 2A	Financial Accounting
ACCT 120	Managerial Accounting	BUSAD 2B	Managerial Accounting
ARTH 120	Survey of Western Art from Renaissance to Contemporary	ART 12	History of Art: Renaissance, Baroque, and Modern
BUS 110	Introduction to Business	BUSAD 20	Principles of Business
CDEV 100	Child Growth and Development	CHILD 1	Child Growth and Development
CDEV 110	Child Family and Community	CHILD 22	Child, Family, Community
CHEM 100	Chemistry and Society	CHEM 20	The Chemistry of Everything
CHEM 102	Introduction to Organic and Biochemistry	CHEM 16 & 16L	Fundamental Organic and Biochemistry
CHEM 106B	Environmental Chemistry, with Lab	CHEM 5 & 5L	Introductory Chemistry: Environmental Emphasis
CHEM 110	General Chemistry for Science Majors I, with Lab	CHEM 1A *or* CHEM 2A + CHEM 2AL	General Chemistry
CHEM 120S	General Chemistry for Science Majors, Sequence A	CHEM 1A + CHEM 1B *or* CHEM 2A + CHEM 2AL + CHEM 2B + CHEM 2BL	General Chemistry
CHEM 150	Organic Chemistry for Science Majors, with Lab	CHEM 4A, CHEM 4AL	Organic Chemistry I
CHEM 160S	Organic Chemistry for Science Majors, Sequence A	CHEM 4A, CHEM 4AL, CHEM 4B, CHEM 4BL	Organic Chemistry I and II
COMM 110	Public Speaking	SPCOM 1	Introduction to Public Speaking
COMM 120	Argumentation or Argumentation and Debate	SPCOM 2	Argumentation and Debate

C-ID #	C-ID Name	Columbia College Course	Course Name
COMM 140	Small Group Communication	SPCOM 9	Introduction to Small Group and Team Communication
COMM 150	Intercultural Communication	SPCOM 5	Intercultural Communication
COMM 160B	Forensics (Speech & Debate)	SPCOM 7	Forensics Workshop
COMM 170	Oral Interpretation of Literature	DRAMA 20	Oral Expression and Interpretation
COMP 112	Introduction to Programming Concepts and Methodologies	CMPSC 22	Programming Concepts and Methodology I
COMP 122	Programming Concepts and Methodology I	CMPSC 22	Programming Concepts and Methodology I
COMP 132	Programming Concepts and Methodology II	CMPSC 24	Programming Concepts and Methodology II
ECE 120	Principles & Practices of Teaching Young Children	CHILD 3	Principles and Practices of Teaching Young Children
ECE 130	Introduction to Curriculum	CHILD 35	Introduction to Curriculum
ECE 200	Observation and Assessment	CHILD 4	Observation and Assessment
ECE 210	Practicum in Early Childhood Education	CHILD 16	Practicum
ECE 220	Health, Safety and Nutrition	CHILD 26	Health, Safety and Nutrition
ECE 230	Teaching in a Diverse Society	CHILD 36	Teaching in a Diverse Society
ENGL 100	College Composition	ENGL 1A	Reading and Composition: Beginning
ENGL 105	Argumentative Writing and Critical Thinking	ENGL 1C	Critical Reasoning and Writing
ENGL 120	Introduction to Literature	ENGL 1B	Advanced Composition and Introduction to Literature
ENGL 130	Survey of American Literature 1	ENGL 17	American Literature
ENGL 135	Survey of American Literature 2	ENGL 18	American Literature
ENGL 160	Survey of British Literature 1	ENGL 46	Survey of English Literature
ENGL 165	Survey of British Literature 2	ENGL 47	Survey of English Literature
GEOG 110	Introduction to Physical Geography	GEOGR 15	Physical Geography
GEOG 120	Introduction to Human Geography	GEOGR 12	Cultural Geography
GEOG 130	Introduction to Weather and Climate	ESC 62	Meteorology
GEOL 101	Physical Geology with Lab	ESC 5	Physical Geology
GEOL 110	Historical Geology	ESC 22	Historical Geology
GEOL 121	Earth Science with Lab	ESC 33	Introduction to the Earth
GEOL 130	Environmental Geology	ESC 10	Environmental Geology
GEOL 200	Geology of California	ESC 12	California Geology
HIST 130	United States History to 1877	HIST 16	United States: to 1877
HIST 140	United States History from 1865	HIST 17	Unites States: 1877 to Present
ITIS 120	Business Information Systems, Computer Information Systems	CMPSC 1	Computer Concepts and Information Systems
KIN 100	Introduction to Kinesiology	HHP 3	Introduction to Kinesiology
KIN 101	First Aid and CPR	HHP 62	Safety and First Aid Education
MUS 100	Music Appreciation	MUSIC 2	Introduction to Music
MUS 125	Musicianship I	MUSIC 4A	Elementary Musicianship
MUS 140	Music Theory III	MUSIC 21A	Intermediate Music Theory
MUS 150	Music Theory IV	MUSIC 21B	Intermediate Music Theory
MUS 155	Musicianship IV	MUSIC 5B	Intermediate Musicianship
PHIL 100	Introduction to Philosophy	PHILO 1	Introduction to Philosophy

C-ID #	C-ID Name	Columbia College Course	Course Name
PHYS 105	Algebra/Trigonometry-Based Physics AB	PHYCS 4A	Introductory Physics I: Trigonometry Level
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
POLS 110	Introduction to American Government and Politics	POLSC 10	Constitutional Government
PSY 110	Introductory Psychology	PSYCH 1	General Psychology
PSY 115	Psychology of Personal and Social Adjustment	PSYCH 30	Psychology of Adjustment
PSY 130	Introduction to Human Sexuality	PSYCH 5	Human Sexual Behavior
PSY 180	Introduction to Lifespan Psychology	PSYCH 10	Lifespan Human Development
PSY 200	Introduction to Research Methods in Psychology	PSYCH 15	Research Methods in Psychology
SOCI 110	Introduction to Sociology	SOCIO 1	Introduction to Sociology
SOCI 115	Social Problems	SOCIO 2	American Society: Social Problems and Deviance
SOCI 120	Introduction to Research Methods	SOCIO 8	Research Methods in the Social and Behavioral Sciences
SOCI 130	Introduction to Marriage and Family	SOCIO 12	Sociology of the Family
SOCI 140	Introduction to Gender	SOCIO 7	Gender, Culture and Society
SOCI 150	Introduction to Race and Ethnicity	SOCIO 5	Ethnicity and Ethnic Relations in America
SPAN 100	Elementary Spanish I	SPAN 1A	Spanish: Beginning
SPAN 110	Elementary Spanish II	SPAN 1B	Spanish: Beginning
SPAN 200	Intermediate Spanish I	SPAN 2A	Spanish: Intermediate
SPAN 210	Intermediate Spanish II	SPAN 2B	Spanish: Intermediate
THTR 111	Introduction to Theatre	DRAMA 10	Introduction to the Theatre
THTR 112	Theatre Appreciation	DRAMA 10	Introduction to the Theatre

Academic Program Outcomes

ALLIED HEALTH

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

Assessment

The extent of science foundational knowledge will be assessed based on students' performance on a variety of contextualized assessments (i.e., written and oral performance-based exams, lab practicals, and research papers).

AUTOMOTIVE TECHNOLOGY

Program Description

The successful student will gain entry level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. A variety of coursework, certificates and degrees include engine, electronics, drive train, smog check, suspension and steering, brake repair theory and hands-on training.

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

Assessment

Students will be assessed after completing assigned tasks prescribed by ASE and NATEF; (i.e., Quizzes, (NATEF) lab worksheets, and a notebook provide students with practice for the NATEF certification.

BEHAVIORAL AND SOCIAL SCIENCES

Program Description

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

Assessment

A broad range of diverse assessments such as comprehensive essays, graphic presentations, oral presentations, short answers, research papers, and utilization of course resources will be used to assess mastery in the Behavioral and Social Sciences.

BIOLOGICAL AND PHYSICAL SCIENCES

Program Description

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

Assessment

Students will perform assessments aligned with the measureable outcomes in a variety of science courses including written exams, lab experimentation and analysis, oral presentations, and research papers. Assessments include both individual and group work.

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

Assessment

Students will engage in contextualized assessments aligned with industry standards (i.e., written and oral performance based exams, demonstrations and projects.)

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

Assessment

Portfolio and completion of coursework with a C or better prepares successful students to work in the field, transfer and/or apply for a Child Development Permit.

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

Assessment

Students will engage in contextualized assessments aligned with industry standards (i.e., written and oral performance based exams, demonstrations and projects.)

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

Assessment

Successful students will demonstrate mastery of outcomes validated through written and manipulative exams that are aligned with current national standards.

FINE ARTS

Program Description

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. The pursuit of Fine Arts allows for much needed reflective time that is essential to a well rounded education.

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

Assessment

Successful fine arts students will be assessed on technical competencies, techniques and mastery through a variety of written exams, performances, and production of visual and multi-dimensional art.

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

Assessment

Successful students will 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:

FORESTRY AND NATURAL RESOURCES

Program Description

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.

Assessment

Students will perform contextualized assessments aligned with a wide variety of natural resource standards (i.e., written and oral performance based exams, essays and field assessments).

HEALTH AND HUMAN PERFORMANCE

Program Description

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

Assessment

Students will perform all course SLO assessments at an average of 75% or better.

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

Assessment

Students will perform contextualized assessments aligned with industry standards (i.e.,written and oral performance based exams and demonstrations.)

LITERATURE AND LANGUAGE

Program Description

In addition to Associate in Arts Degrees 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

Assessment

Students will engage in contextualized assessments related to a variety of literature and language arts standards. Such assessments include but are not limited to reading actively, writing expository essays, and demonstrating various critical thinking skills in tests and exams.

MATHEMATICS

Program Description

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

Assessments

Problem solving and technical skills are assessed by examinations in the individual courses. Organizational and affective outcomes and growth are assessed by instructor observation and communication among instructors during the student's math enrollments.

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

Assessment

Successful students will perform conceptualized assessments aligned with industry standards (i.e., office skills, communication, technology use)

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

Assessment

Students will perform conceptualized assessments aligned with American Welding Society industry standard (i.e., welding coupons skill mastery, lab worksheets, etc.)

Degrees & Certificates

Columbia College offers several types of degrees and certificates. General information on these academic programs is provided below. Detailed program descriptions are provided in the pages that follow.

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.)

ASSOCIATE DEGREES FOR TRANSFER - TRANSFER MODEL CURRICULUM

California Community Colleges are now offering associate degrees for transfer to the CSU. These may include Associate in Arts (AA-T) and/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 five Associate Degrees for Transfer. 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); and
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 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.

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.

ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION) DEGREE

The Associate in Science (Occupational Education) Degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce. These programs are not designed for students planning to transfer to a four-year institution, even though some courses in the AS(OE) degree may meet transfer requirements. To earn this degree, a student must complete the requirements listed in Column 2 of the G.E. Breadth Requirements on pages 54-55.

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 2014, certificate requirements in this catalog are valid through the 2017-18 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.

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. Completion of certain certificate programs may necessitate attending classes during evening only or a combination of both day and evening classes.

DEGREE & CERTIFICATE PROGRAMS

Pages	Subject Areas	AA-T*	AS-T*	AA	AS	ASOE	COA	SAC
70	**Allied Health**				X			
70	**Anthropology**	X						
71-72	**Automotive Technology**					X	X	X
72-75	**Business Administration**		X		X	X	X	X
75-76	**Child Development** (includes Early Childhood Education)		X		X		X	
76-77	**Communication Studies**	X						
77-81	**Computer Science** (includes GIS, Multimedia, Digital Graphic Arts, Video Production, Website Development)				X	X	X	X
81-82	**Emergency Medical Services**				X		X	X
82-83	**Entrepreneurship**				X		X	X
83	**Fine Arts** (includes Photography)			X				
84	**Fire Technology**				X	X	X	
84-88	**Forestry & Natural Resources**				X	X	X	X
88-89	**Health & Human Performance** (includes Kinesiology)	X		X				
90-93	**Hospitality Management**				X	X	X	X
93-94	**Human Services**					X	X	
94-95	**Language Arts** (English, Emphasis in English, Emphasis in Communication)	X		X				
95-97	**Liberal Arts**			X				
97-98	**Liberal Studies** (Emphasis in Elementary Teaching Preparation)			X				
98	**Mathematics**			X				
99	**Music**			X				
99-101	**Office Technology**					X	X	X
101-102	**Political Science**	X						
102-104	**Post-Secondary Studies**				X			
104-105	**Psychology**	X						X
105-106	**Science**				X			
107	**Sociology**	X						
107-108	**Welding Technology**						X	X

*Additional AA-T and AS-T degrees may be offered in 2014-15. Look for catalog addenda on College website.

AA-T Associate in Arts for Transfer

AS-T Associate in Science for Transfer

AA Associate in Arts

AS Associate in Science

ASOE Associate in Science (Occupational Education)

COA Certificate of Achievement

SAC Skills Attainment Certificate

ALLIED HEALTH

Allied Health

■ ASSOCIATE IN SCIENCE

Courses Required for Major		Units
8 units required from this section		8
BIOL 10	Human Anatomy (4)	
BIOL 60	Human Physiology (4)	
4 units required from this section with 1 unit from a lab course		4
CHEM 2A	General Chemistry I (3)	
CHEM 2AL	General Chemistry I Laboratory (2)	
CHEM 14	Fundamental Chemistry for Allied Health (3)	
CHEM 14L	Fundamental Chemistry for Allied Health Laboratory (1)	
CHEM 16	Fundamental Organic and Biochemistry (3)	
CHEM 16L	Fundamental Organic and Biochemistry Laboratory (1)	
7 units required from this section		7
BIOL 50	Nutrition (3)	
BIOL 65	Microbiology (4)	
EMS 4	Emergency Medical Technician Training (7)	
HHP 60	Health and Fitness Education (3)	
HHP 62	Safety and First Aid Education (3)	
	Units Required for Major	**19**

ANTHROPOLOGY

ANTHROPOLOGY

■ ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

The Anthropology program provides students with a core curriculum covering introductory anthropology content, theory, and methodology. The curriculum is designed to help students understand the broad scope of anthropology as a comparative science. In addition, it covers the key theoretical approaches and insights that inform anthropology, as well as the role of anthropological theory and research methods in understanding the bio-cultural nature of our species. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving.

Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

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

A. 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); AND
B. 19 to 21 semester units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

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

Successful students will demonstrate the following knowledge and skills:

- Compare and contrast the main sub-disciplines of anthropology: their origins, histories, associated theories, principles, and methodologies.
- Contributions of the sub-fields of anthropology to past and current human challenges (war, health and disease, and cultural contact and conflict).
- Contextualize contemporary social and cultural differences.
- Demonstrate the relationship between anthropology and the liberal arts and sciences.
- Articulate the legal, operational, and ethical dimensions of applied anthropological work.
- The relationship between anthropology and emerging sciences (e.g., epigenetics).

Courses Required for Major		Units
ANTHR 1	Physical Anthropology	3
ANTHR 2	Cultural Anthropology	3
ANTHR 10	Archaeology and Cultural Prehistory	3
MATH 2	Statistics	4
List A: Select 1 of the following:		**3-4**
ANTHR 8/ SOCIO 8	Research Methods in the Social and Behavioral Sciences (3)	
BIOL 10	Human Anatomy (4)	
ESC 5	Physical Geology (4)	
HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)	
PSYCH 15	Research Methods in Psychology (3)	
List B: Select 1 of the following:		**3-4**
ANTHR 15	Native People of North America (3)	
HUMAN 4	World Religions and Spirituality (3)	
SOCIO 5	Ethnicity and Ethnic Relations in America (3)	
SPCOM 5	Intercultural Communication (3)	
Any non-Anthropology course from list A not used above (3-4)		
	Units Required for Major	**19– 21**

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		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

Units Required for Major 32.5

Recommended Optional Course

AT 185	Auto Body Collision Repair I (3)

Automotive Service Technician

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

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
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4
AT 132	Automatic Transmissions and Transaxles (3)	3
or AT 140	B.A.R. Smog Check Training, Level II (3)	

Total Required Units 43.5

Recommended Optional Courses

AT 185	Auto Body Collision Repair I (3)
WT 121	Welding Technology Level I (3)

Automotive Maintenance Technician

■ CERTIFICATE OF ACHIEVEMENT

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)	7-8
or AT 106	Engine Performance (8)	

Total Required Units 24.5– 25.5

Recommended Optional Course

AT 185	Auto Body Collision Repair I (2)

Automotive Service Technician

■ CERTIFICATE OF ACHIEVEMENT

This certificate covers the entire eight areas that encompass Automotive Service Excellence certifications. Students completing this certificate program have completed the complete set of training prescribed for entry-level automotive technicians.

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
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4
AT 132	Automatic Transmissions and Transaxles (3)	3
or AT 140	B.A.R. Smog Check Training, Level II (3)	

Total Required Units 43.5

Recommended Optional Courses

AT 185	Auto Body Collision Repair I (2)
WT 121	Welding Technology Level I (3)

Engine Performance

■ CERTIFICATE OF ACHIEVEMENT

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

■ CERTIFICATE OF ACHIEVEMENT

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**

Auto Body Repair

■ SKILLS ATTAINMENT CERTIFICATE

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

■ SKILLS ATTAINMENT CERTIFICATE

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)	2
or ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2
8 units required from:		
AT 1 – AT 199 (Maximum 1 unit from AT 97)		8
	Total Required Units	**12**

Electrical Repair

■ SKILLS ATTAINMENT CERTIFICATE

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

■ SKILLS ATTAINMENT CERTIFICATE

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**

BUSINESS ADMINISTRATION

Business Administration

■ ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

The Business Administration program provides students with a core curriculum covering introductory business administration content, theory, and methodology. The curriculum is designed to help students understand the broad scope of business. In addition, it covers the key theoretical approaches and insights that inform business decisions, as well as the application of business processes. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving.

Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

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

A. 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); AND
B. 28 to 29 semester units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

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

Successful students will demonstrate the following knowledge and skills:

- Demonstrate the fundamental knowledge and skills required for lower division course work.
- Analyze business problems, breaking them into their essential components.
- Apply critical thinking and business conventions in the business environment.
- Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.

Courses Required for Major		Units
BUSAD 2A	Financial Accounting	4
BUSAD 2B	Managerial Accounting	4
BUSAD 18	Business Law	4
ECON 10	Principles of Economics – Macro	3
ECON 11	Principles of Economics – Micro	3
Select 1 of the following		**3-4**
MATH 2	Statistics (4)	
MATH 12	Finite Math (3)	
Select 2 of the following		**7-8**
BUSAD 20	Principles of Business (3)	
CMPSC 1	Computer Concepts and Information Systems (4)	
Any Math course not used above (3-4)		

Units Required for Major 28-29

Emphasis in Business Administration (Occupational)

■ ASSOCIATE IN SCIENCE

Courses Required for Major		Units
BUSAD 2A	Financial Accounting (4)	8
and BUSAD 2B	Managerial Accounting (4)	
or		
BUSAD 161A	Small Business Accounting I (4)	
and BUSAD 161B	Small Business Accounting II (4)	
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)	
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)	

Units Required for Major 29

Emphasis in Business Administration (Professional)

■ ASSOCIATE IN SCIENCE

Courses Required for 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	3
ECON 11	Principles of Economics - Micro	3

Units Required for Major 30

Accounting

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		Units
BUSAD 2A	Financial Accounting (4)	8
and BUSAD 2B	Managerial Accounting (4)	
or		
BUSAD 161A	Small Business Accounting I (4)	
and 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	4
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Mathematics	4
BUSAD 164	Income Tax	2
CMPSC 30	Financial Worksheets on Computers	3

Units Required for Major 35

Recommended Optional Courses	
BUSAD 53/ CMPSC 53	Project Management (3)
CMPSC 1	Computer Concepts & Information Systems (4)
CMPSC 3	Operating Systems (3)

Management

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		Units
BUSAD 2A	FinancialAccounting (4)	8
and BUSAD 2B	Managerial Accounting (4)	
or		
BUSAD 161A	Small Business Accounting I (4)	
and 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	3
ECON 11	Principles of Economics - Micro	3
	Units Required for Major	**41**

Recommended Optional Course

BUSAD 97	Work Experience (4 minimum)

Account Clerk

■ CERTIFICATE OF ACHIEVEMENT

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

Accounting

■ CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
BUSAD 2A	Financial Accounting (4)	8
and BUSAD 2B	Managerial Accounting (4)	
or		
BUSAD 161A	Small Business Accounting I (4)	
and BUSAD 161B	Small Business Accounting II (4)	
BUSAD 18	Business Law	4
BUSAD 151	Finance and Investments	3
BUSAD 155	Computerized Accounting for Business	4
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	**31**

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)

Management

■ CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
BUSAD 2A	Financial Accounting (4)	8
and BUSAD 2B	Managerial Accounting (4)	
or		
BUSAD 161A	Small Business Accounting I (4)	
and 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	3
ECON 11	Principles of Economics–Macro	3
	Total Required Units	**41**

Recommended Optional Course

BUSAD 97	Work Experience (4 minimum)

Organizational Behavior

■ CERTIFICATE OF ACHIEVEMENT

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
1 unit required from the following		1
GUIDE 115	Principles of Leadership (1)	
PSYCH 40	Stress Management (3)	
	Total Required Units	**16**

Payroll Clerk

CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
BUSAD 161A	Small Business Accounting (4)	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

CERTIFICATE OF ACHIEVEMENT

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

CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
BUSAD 161A	Small Business Accounting (4)	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**

Customer Service Academy

SKILLS ATTAINMENT CERTIFICATE

The courses required for the certificate will help students succeed in current or future jobs, their personal lives and/or or their own businesses.

Required Courses		Units
MGMT 110	Communication in the Workplace	0.5
MGMT 111	Customer Service	0.5
MGMT 112	Team Building	0.5
MGMT 113	Attitude in the Workplace	0.5
MGMT 114	Values and Ethics in the Workplace	0.5
MGMT 115	Time Management	0.5
MGMT 116	Stress Management in the Workplace	0.5
MGMT 117	Conflict Management	0.5
MGMT 118	Decision Making in the Workplace	0.5
MGMT 119	Managing Organizational Change	0.5
MGMT 120	General Diversity: Managing Cross-Generational Teams	0.5
	Total Required Units	**5.5**

CHILD DEVELOPMENT

Early Childhood Education

ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

Students who choose the Early Child Education Associate in Science for Transfer program will be prepared to transfer to a CSU to pursue a BA or BS in Early Childhood Education or Child Development. This degree provides a solid foundation in nationally recognized child development principles, observation and assessment techniques that lead to planning developmentally appropriate, inclusive curriculum, and awareness of diversity as it relates to children and families. This is the most efficient pathway for students desiring to transfer to a CSU in a timely manner. The major requirements align with the Transfer Model Curriculum (TMC) for Early Childhood Education. The Associate in Science for Transfer (AS-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749, effective Fall 2011). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This option is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

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

A. 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); AND
B. 24 semester units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

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

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

Courses Required for 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 16	Practicum	3
CHILD 22	Child, Family, Community	3

CHILD 26	Health, Safety and Nutrition	3
CHILD 35	Introduction to Curriculum	3
CHILD 36	Teaching in a Diverse Society	3

Units Required for Major 24

Child Development

■ ASSOCIATE IN SCIENCE

Courses Required for 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
3 units required from this section		3
CHILD 16	Practicum (3)	
CHILD 116	Infant/Toddler Practicum (3)	
3 units required from this section		3
CHILD 8	Early Literacy Development (3)	
CHILD 19	Introduction to Children with Special Needs (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)	

Units Required for Major 32

Associate Child Development Teacher

■ CERTIFICATE OF ACHIEVEMENT

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
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
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 2 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

COMMUNICATION STUDIES

Communication Studies

■ ASSOCIATE IN ARTS FOR TRANSFER (AS-T)

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.

The major requirements align with the Transfer Model Curriculum (TMC) for Communication Studies. The Associate in Arts for Transfer (AA-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749, effective Fall 2011). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This option is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

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

A. 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); AND
B. 18 semester units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

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

Students who successfully complete the program will be expected to:

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

Courses Required for Major		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 2 of the following		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 1 of the following		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

COMPUTER SCIENCE

Multimedia Technology

■ ASSOCIATE IN SCIENCE

The Multimedia Technology degree prepares people for entry-level jobs in Multimedia. Students learn to produce digital content combining components such as video, audio, graphics and text for application in areas such as entertainment, marketing and advertising or education and training. In this program, students develop professional and creativity skills while gaining hands-on experience with the latest technology as they work on projects and build a portfolio of multimedia content.

Courses Required for Major		Units
CMPSC 36	Introduction to Digital Multimedia	3
CMPSC 37	Writing for Multimedia	3
CMPSC 39	Photo Editing for Digital and Print Publication	3
CMPSC 33	Computer Graphics I	3
CMPSC 29A	Introduction to Computer Video Production	2
ENTRE 105	Social Media Marketing	2
BUSAD 121	Adobe Acrobat Essentials	2
Select 1 of the following		2-3
CMPSC 12	Website Development Applications (2-3)	
CMPSC 13	Introduction to HTML and CSS (3)	
Select 1 of the following		3
CMPSC 19	Computer Graphics and Animation (3)	
CMPSC 35	Digital 3D Modeling and Animation (3)	
Select 1 of the following		2-3
CMPSC 31	Publication Design I (3)	
CMPSC 56	Typography (2-3)	

Units Required for Major 25– 27

Applied Computer Studies Business Emphasis

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		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)	3-4
or CMPSC 15	Java Programming (3)	
or CMPSC 28	Visual Studio .NET 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

Units Required for Major 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

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		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 Studio .NET Programming	3
CMPSC 53/ BUSAD 53	Project Management	3
CMPSC 55	Database Management	4
MATH 12	Finite Mathematics (3)	3-4
or MATH 106	Introduction to Mathematical Thinking (4)	
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 and CSS (3)	
CMPSC 14	Advanced Topics in Website Development (2-3)	
CMPSC 19	Computer Graphics and Animation (3)	
CMPSC 41	Networking Essentials (3)	

Units Required for Major 38– 39

Geographic Information Systems

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for 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	0.5-3
CMPSC 70/ GEOGR 70	Introduction to Raster-Based GIS	3
CMPSC 75/ GEOGR 75	GIS Applications in Resource Management	0.5-3
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
3-4 units required from this section		3-4
ESC 5	Physical Geology (4)	
ESC 10	Environmental Geology (3)	
ESC 22	Historical Geology (3)	
ESC 33	Introduction to the Earth (4)	
ESC 42	Natural Hazards (3)	
GEOGR 15	Physical Geography (3)	
	Units Required for Major	**32– 42**

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)

Applied Computer Studies Business Emphasis

■ CERTIFICATE OF ACHIEVEMENT

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)	3-4
or CMPSC 15	Java Programming (3)	
or CMPSC 28	Visual Studio .NET 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

■ CERTIFICATE OF ACHIEVEMENT

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
2 units required from 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 and CSS (3)	
CMPSC 15	Java Programming (3)	
CMPSC 28	Visual Studio .NET Programming (3)	
CMPSC 162	Networking - CCNA2: Routing and Switching Essentials (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)

Geographic Information Systems

■ CERTIFICATE OF ACHIEVEMENT

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
ENGL 1A	Reading & Comp: Beginning (3)	3-5
or ENGL 151	Preparation for College Composition (5)	
FORTC 153	Forest Surveying	1.5-3
MATH 101	Algebra I (5)	3-5
or Higher level math course (3-5)		
NATRE 1	Environmental Conservation	3
NARTC 160	Introduction to Maps and Remote Sensing	1.5-2
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)	

Total Required Units 37– 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)

Multimedia Technician - Digital Media

■ CERTIFICATE OF ACHIEVEMENT

The coursework in this certificate is designed to prepare students to assist clients in the creation and publishing of digital media. This certificate focuses on the development of digital media such as computer graphics, optimized photos, animation and electronic publications.

Required Courses		Units
CMPSC 29A	Introduction to Computer Video Production	2
CMPSC 33	Computer Graphics I	3
CMPSC 36	Introduction to Digital Multimedia	3
CMPSC 37	Writing for Multimedia	3
CMPSC 39	Photo Editing for Digital and Print Publication	3
BUSAD 121	Adobe Acrobat Essentials	2
Select one of the following:		3
CMPSC 19	Computer Graphics and Animation (3)	
CMPSC 35	Digital 3D Modeling and Animation (3)	

Total Required Units 19

Multimedia Technician - Web Development

■ CERTIFICATE OF ACHIEVEMENT

The coursework in this certificate will prepare students to assist clients in creating and publishing multimedia for website development. This certificate focuses on the most used skills in client-side Website Development.

Required Courses		Units
CMPSC 12	Website Development Applications	2-3
CMPSC 13	Introduction to HTML and CSS	3
CMPSC 14	Advanced Topics in Website Development	2-3
CMPSC 36	Introduction to Digital Multimedia	3
CMPSC 37	Writing for Multimedia	3
CMPSC 39	Photo Editing for Digital and Print Publication	3
ENTRE 105	Social Media Marketing	2

Total Required Units 18– 20

Multimedia Web Design

■ CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
CMPSC 5	Introduction to Programming	3
CMPSC 12	Website Development Applications	2-3
CMPSC 13	Introduction to HTML and CSS	3
CMPSC 14	Advanced Topics in Website Development	2-3
CMPSC 19	Computer Graphics and Animation	3
or CMPSC 33/ ART 53	Computer Graphics (3)	
CMPSC 39	Photo Editing for Digital Print Publication	3
CMPSC 53	Project Management	3

Total Required Units 19– 21

Network Support Technician

■ CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
CMPSC 41	Networking Essentials	3
CMPSC 162	Networking - CCNA2: Routing and Switching Essentials	3
CMPSC 163	Networking - CCNA3: Scaling Networks	3
CMPSC 164	Networking - CCNA4: Connecting Networks	3
OFTEC 132	Business Communications	3
2 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 and CSS (3)	
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)

Digital Graphic Arts for Entrepreneurs

■ SKILLS ATTAINMENT CERTIFICATE

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	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
2 units required from this section		2
CMPSC 34	Computer Graphics II (3)	
CMPSC 39	Photo Editing for Digital and Print Publication (3)	
CMPSC 150	Image Managing and Editing for Digital Photographers (2-3)	

Total Required Units 17

GIS Geodatabase Micro-Credential

■ SKILLS ATTAINMENT CERTIFICATE

The purpose of this micro-credential is to certify skills attainment in the geodatabase areas of GIS, including data acquisition and management, as well as cartographic design and visualization. Courses in the micro-credential can also lead to the GIS certificate and A.S. degree. The micro-credential will help students meet industry needs in geospatial technology.

Required Courses		Units
CMPSC 57	GIS Data Management – Introduction to Geodatabase	1-3
CMPSC 60	Introduction to ArcGIS	3
CMPSC 65	GIS Applications	3
CMPSC 67	GIS Geocoding	1

Total Required Units 8– 10

GIS Geospatial Micro-Credential

■ SKILLS ATTAINMENT CERTIFICATE

The purpose of this micro-credential is to certify skills attainment in the geospatial areas of GPS, raster GIS, and remote sensing. Courses in the micro-credential can also lead to the GIS certificate and A.S. degree. The micro-credential will help students meet industry needs in geospatial technology.

Required Courses		Units
CMPSC 59	Geographic Information and Global Positioning Systems	1-3
CMPSC 70	Introduction to Raster-Based GIS	3
CMPSC 75	GIS Applications in Resource Management	3

Total Required Units 7– 9

GIS in Emergency Response Micro-Credential

■ SKILLS ATTAINMENT CERTIFICATE

The purpose of this micro-credential is to certify skills attainment in emergency response in GIS, including search and rescue (SAR) as well as fire incident mapping. Courses in the micro-credential can also lead to the GIS certificate and A.S. degree. The micro-credential will help students meet industry needs in geospatial technology.

Required Courses		Units
CMPSC 57	GIS Data Management – Introduction to Geodatabase	1-3
CMPSC 59	Geographic Information and Global Positioning Systems	1-3
CMPSC 61	GIS Mapping – Introduction to Fire Incident Mapping	1
CMPSC 62	GIS Mapping - Introduction to SAR GIS	1
CMPSC 63	GIS and Making Maps: The Essential Skills	1
CMPSC 64	ArcGIS: Creating a Basic Map	0.5
CMPSC 67	GIS Geocoding	1
FIRE 110	ICS 200 - Basic Incident Command System	1

Total Required Units 7.5– 11.5

Multimedia Technician for Entrepreneurs

■ SKILLS ATTAINMENT CERTIFICATE

The coursework in this certificate will prepare students to assist clients in creating and publishing multimedia for their businesses. The focus will be on skills needed for those students who want to operate in the Multimedia industry as freelance or consultant employees, in business for themselves.

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
7 units required from this section		7
CMPSC 12	Website Development Applications (3)	
CMPSC 29A	Introduction to Computer Video Production (2)	
CMPSC 31	Publication Design I (3)	
CMPSC 39	Photo Editing for Digital and Print Publication (3)	
ENTRE 102	Entrepreneurial Marketing (2)	
ENTRE 104	Preparing Effective Business Plans (2)	

Total Required Units 17

Video Production for Entrepreneurs

■ SKILLS ATTAINMENT CERTIFICATE

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	2
CMPSC 29B	Advanced Video Production	2
CMPSC 39	Photo Editing for Digital and Print Publication	3
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 104	Preparing Effective Business Plans	2
ENTRE 105	Social Media Marketing	2
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 17

Website Development for Entrepreneurs

■ SKILLS ATTAINMENT CERTIFICATE

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 and CSS	3
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
2 units required from this section		2
CMPSC 17	Advanced Internet Research (0.5-2)	
CMPSC 39	Photo Editing for Digital and Print Publication (3)	
CMPSC 150	Image Managing and Editing for Digital Photographers (2-3)	

Total Required Units 16– 17

EMERGENCY MEDICAL SERVICES

Emergency Medical Services

■ ASSOCIATE IN SCIENCE

Courses Required for Major		Units
EMS 4	Emergency Medical Technician Training	7
EMS 12 *or*	Pre-Paramedic Training (8)	8
BIOL 10	Human Anatomy (4)	
and BIOL 60	Human Physiology (4)	
EMS 157	Emergency Medical Responder and CPR	3
EMS 165	Convers. Med. Spanish for Emergency Health	3
MATH 2	Statistics	4
Complete 2 courses for a minimum of 4 units		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)	

Units Required for Major 29– 32

Emergency Medical Services

■ CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
EMS 4	Emergency Medical Technician Training	7
EMS 12 *or*	Pre-Paramedic Training (8)	8
BIOL 10	Human Anatomy (4)	
and BIOL 60	Human Physiology (4)	
EMS 157	Emergency Medical Responder and CPR	3
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

Emergency Medical Technician Training

■ SKILLS ATTAINMENT CERTIFICATE

Required Course		Units
EMS 4	Emergency Medical Technician Training	7

Total Required Units 7

Recommended Optional Course

EMS 157 Emergency Medical Responder and CPR (3)

First Responder

■ SKILLS ATTAINMENT CERTIFICATE

Required Course		Units
EMS 157	Emergency Medical Responder and CPR	3

Total Required Units 3

ENTREPRENEURSHIP

Entrepreneurship

■ ASSOCIATE IN SCIENCE

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.

Courses Required for Major		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

Units Required for Major 28

Entrepreneurship

■ CERTIFICATE OF ACHIEVEMENT

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
CMPSC 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

E-Marketing Your Business

■ SKILLS ATTAINMENT CERTIFICATE

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 a Virtual Office	3

Total Required Units 16

Entrepreneur Business Startup

■ SKILLS ATTAINMENT CERTIFICATE

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

FINE ARTS

Emphasis in Art

■ ASSOCIATE IN ARTS

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.

Courses Required for Major		Units
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 13	Art of Africa, Asia, Australia, and the Americas (3)	
9 units required from this section not duplicated from the above section:		**9**
ART 1	Basic Freehand Drawing (3)	
ART 2	Basic Color and Design (3)	
ART 3	3-D Art and Design (3)	
ART 9A	Life Drawing: Beginning (3)	
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)	
ART 21A	Painting: Beginning (3)	
ART 23A	Watercolor: Beginning (3)	
ART 25	Mixed Media Painting (3)	
ART 31	Ceramics: Introductory (3)	
ART 71	Ceramic Sculpture: Introductory (3)	
3 units required from this section		**3**
ART 40	Photography: Beginning (4)	
ART 51/ CMPSC 31	Publication Design I (3)	
ART 53/ CMPSC 33	Computer Graphics I (3)	
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 31-78 course (1)		

Units Required for Major 18

Emphasis in Photography

■ ASSOCIATE IN ARTS

Courses Required for Major		Units
ART 40	Photography: Beginning	4
5 units required from this section		5
ART 2	Basic Color and Design (3)	
ART 41	Photography: Intermediate (3)	
ART 46	Field Photography Composition and Design (2-4)	
6 units required from this section		**6**
ART 1	Basic Freehand Drawing (3)	
ART 9A	Figure Drawing: Beginning (3)	
ART 21A	Painting: Beginning (3)	
ART 23A	Watercolor: Beginning (3)	
ART 25	Mixed Media Painting (3)	
CMPSC 39	Photo Editing for Digital and Print Publication (3)	
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 13	Art of Africa, Asia, Australia, and the Americas (3)	
ART 45	Field Photography (3)	
ART 49	Intermediate Field Photography (3)	
ENGL 11	Film Appreciation (3)	

Units Required for Major 18

FIRE TECHNOLOGY

Fire Technology

■ ASSOCIATE IN SCIENCE

Courses Required for Major		Units
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
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)	
	Units Required for Major	**25**

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

Fire Technology

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		Units
EMS 4	Emergency Medical Technician Training	7
EMS 157	Emergency Medical Responder and CPR	3
FIRE 29A	Driver/Operator Training 1A	1.5
FIRE 29B	Driver/Operator Training 1B	1.5
FIRE 101	Firefighter I Academy	16
HHP 55A	Fitness Ttraining I for Firefighting	1
	Units Required for Major	**30**

Fire Technology

■ CERTIFICATE OF ACHIEVEMENT

This certificate is designed for students who desire to enter the firefighting field and meets requirements, units A-X, for the California State Firefighter 1 certification. Upon successful completion of FIRE 101 and EMS 157, it is then the student's responsibility to complete the required field experience with Fire Department verification (either six months full-time or one year part-time or volunteer) before submitting an application to the State. This certificate also introduces students entering the field to the Candidate Physical Ability Test (CPAT) which is a requirement to be hired as a firefighter in California.

Required Courses		Units
FIRE 101	Firefighter I Academy	16
EMS 157	Emergency Medical Responder and CPR	3
HHP 55A	Fitness Training I for Firefighting	1
	Total Required Units	**20**

FORESTRY AND NATURAL RESOURCES

Forestry

■ ASSOCIATE IN SCIENCE

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.

Courses Required for Major		Units
FORES 1	Introduction to Professional Forestry	3
FORES 10	Dendrology	3
FORTC 153	Forest Surveying	3
FORTC 162	Applied Forest Inventory and Management	2
NARTC 160	Introduction to Maps and Remote Sensing	1.5-2
NATRE 6	Soil Resources	3
NATRE 30	Introduction to Watershed Management	3
3 units required from this section		3
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 (0.5-3)	
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)	
4 units required from this section		4
FORTC 165	Fire-Fuels Management (3)	
NATRE 1	Environmental Conservation (3)	
NATRE 22	Ecology and Use of Fire in Forest Ecosystems (2)	
NATRE 50	Natural History and Ecology (2)	

3 units required from this section		3
ANTHR 10	Archaeology and Cultural Prehistory (3)	
BIOL 39	Field Biology (1-2)	
ESC 35	Field Geology (0.5-3)	
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 (1)	
NATRE 3	Natural Resources Law and Policy (3)	
NATRE 9	Parks and Forests Law Enforcement (2)	
NATRE 110	Natural Resources Field Camp (3)	

Units Required for Major 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.

Natural Resources

ASSOCIATE IN SCIENCE

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.

Courses Required for Major		Units
NARTC 160	Introduction to Maps and Remote Sensing	1.5-2
NATRE 1	Environmental Conservation	3
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)	
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 (0.5-3)	
FORTC 153	Forest Surveying (1.5-3)	
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)	
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)	
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)	
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)	
3 units required from this section		3
BIOL 39	Field Biology (1-2)	
ESC 35	Field Geology (0.5-3)	
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 (1)	
NATRE 110	Natural Resources Field Camp (3)	

Units Required for Major 33.5– 34

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

Forestry Technology

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		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)	3-5
or Higher level English course (3)		
FIRE 7	Wildland Fire Control	3
MATH 101	Algebra I (5)	3-5
or Higher level algebra course (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)	2-4
or BIOL 24	General Ecology (4)	
NARTC 160	Introduction to Maps and Remote Sensing	1.5-2
NARTC 181	California Wildlife	4
	Units Required for Major	**38– 46**

Recommended Optional Course

OFTEC 100 Computer Keyboarding I (1)

Natural Resources Technology

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		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)	2-4
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
ENGL 151	Preparation for College Composition (5)	3-5
or Higher level English course (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)	3-5
or Higher level math course (3-5)		
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)	
	Units Required for Major	**38– 47**

Recommended Optional Course

OFTEC 100 Computer Keyboarding I (1)

Water Resources Management

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

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.

Courses Required for Major		Units
NARTC 161	Introduction to Water Resources Management	3
NATRE 1	Environmental Conservation	3
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	Operation of Wastewater Treatment Plants 2 (3)	
NATRE 30	Introduction to Watershed Management (3)	
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 (0.5-3)	
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)	
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)	
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)	
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)	

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 (0.5-3)	
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 (1)	
NATRE 110	Natural Resources Field Camp (3)	

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)	
GEOGR 12	Cultural Geography (3)	
INDIS 48	Sustainable Living (3)	
PHYCS 1	Conceptual Physics (3)	

Units Required for Major 35

Forestry Technology

CERTIFICATE OF ACHIEVEMENT

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)	3-5
or Higher level English course (3)		
FIRE 7	Wildland Fire Control	3
MATH 101	Algebra I (5)	3-5
or Higher level algebra course (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)	2-4
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 Course

OFTEC 100 Computer Keyboarding I (1)

Natural Resources Technology

CERTIFICATE OF ACHIEVEMENT

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)	2-4
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
ENGL 151	Preparation for College Composition (5)	3-5
or Higher level English course (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)	3-5
or Higher level math course (3-5)		

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)	

Total Units Required 38– 47

Recommended Optional Course

OFTEC 100 Computer Keyboarding I (1)

Water Resources Management

CERTIFICATE OF ACHIEVEMENT

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

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	Operation of Wastewater Treatment Plants 2 (3)	
NATRE 30	Introduction to Watershed Management (3)	

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 (0.5-3)	
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)	
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)	
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)	
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)	
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 (0.5-3)	
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 (1)	
NATRE 110	Natural Resources Field Camp (3)	
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)	
GEOGR 12	Cultural Geography (3)	
INDIS 48	Sustainable Living (3)	
PHYCS 1	Conceptual Physics (3)	

Total Required Units 35

Wastewater Treatment Plant Operation

■ SKILLS ATTAINMENT CERTIFICATE

This 3-course, 9-unit certificate provides students with the educational units and information necessary to take the Grade I and II Wastewater Treatment Plant Operator Certification exams in California (other requirements exist, including Operator in Training wastewater treatment plant experience). The courses that make up the Water Treatment Plant Operation Skills Attainment Certificate are also applicable to the Water Resources Management certificate and ASOE degree, which have additional course requirements.

Required Courses		Units
NARTC 161	Introduction to Water Resources	3
NARTC 167	Operation of Wastewater Treatment Plants	3
NARTC 169	Operation of Wastewater Treatment Plants 2	3

Total Required Units 9

HEALTH AND HUMAN PERFORMANCE

Kinesiology

■ ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

The Associate of Arts degree in Kinesiology is for students who intend to transfer into the California State University (CSU) system with a major in Kinesiology or related field. This degree may allow students to pursue studies in fields such as exercise science, kinesiology/physical education credential programs, athletic training/sports medicine, sports administration, and other health related areas.

Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

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

A. 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); AND
B. 21-23 semester units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

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

Successful students will demonstrate the following knowledge and skills:

- Define kinesiology and explain its sub-disciplines and career pathways.
- Apply the fundamental concepts and principles of movement.
- Demonstrate personal responsibility, cooperative relationships and social interaction within diverse and dynamic environments when applying knowledge of kinesiology.

Courses Required for Major		Units
BIOL 10	Human Anatomy	4
BIOL 60	Human Physiology	4
HHP 3	Introduction to Kinesiology	3
Movement-Based Courses (3 units required)		**3**
Select 1 course from 3 different areas		
AREA 1 – Combatives		
HHP 59A	Beginning Tai Chi (1)	
AREA 2 – Dance		
HHP 8A	Aerobic Exercise (1)	
HHP 8B	Step Aerobics (1)	
HHP 23	Contemporary Dance (1)	
HHP 25	Jazz Dance (1)	
AREA 3 – Fitness		
HHP 6A	Lifetime Fitness Program I (2)	
HHP 9	Circuit Cross-Training (1)	
HHP 16	Walking for Fitness (1)	
HHP 18A	Yoga I for Better Health (1)	
HHP 18B	Yoga II for Better Health (1)	
HHP 56A	Weight Training I (1)	
HHP 56B	Weight Training II (1)	
AREA 4 – Individual Sports		
HHP 38A	Golf I (1)	
HHP 38B	Golf II (1)	
HHP 50A	Tennis I (1)	
HHP 50B	Tennis II (2)	
AREA 5 – Team Sports		
HHP 45	Co-Ed Flag Football (1)	
HHP 47A	Soccer I (1)	
HHP 47B	Soccer II (1)	
HHP 48	Co-Ed Softball (1)	
HHP 53A	Volleyball I (1)	
HHP 53B	Volleyball II (1)	
HHP 53C	Volleyball III (1)	
7-9 units required from this section		**7-9**
CHEM 2A	General Chemistry I (3)	
and		
CHEM 2AL	General Chemistry I Laboratory (2)	
HHP 62	Safety and First Aid Education (3)	
MATH 2	Statistics (4)	
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)	
		Units Required for Major 21- 23

Sport Science

ASSOCIATE IN ARTS

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.

Courses Required for Major		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
3 units required from this section		3
HHP 2	Women's Health Issues (3)	
HHP 60	Health and Fitness Education (3)	
3 units required from this section		3
HHP 66	Mental Aspects of Sport (3)	
PSYCH 20	Sport Psychology (3)	
3 units required from this section		3
HHP 4	Care and Prevention of Athletic Injuries (3)	
HHP 62	Safety and First Aid Education (3)	
2 units required from this section		2
GUIDE 100	College Success (3)	
HHP 100	College Success for Athletes (2)	
4 units required from this section		4
BIOL 10	Human Anatomy (4)	
BIOL 60	Human Physiology (4)	
		Units Required for Major 27

HOSPITALITY MANAGEMENT

Emphasis in Culinary Arts

■ ASSOCIATE IN SCIENCE

Courses Required for 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	1–3.5
HPMGT 147	Beverage Management	2
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

Units Required for Major 34– 38

Emphasis in Hotel Management

■ ASSOCIATE IN SCIENCE

Courses Required for Major		Units
HPMGT 97	Work Experience in Hospitality Management	2
HPMGT 102	Introduction to Hospitality Careers and Human Relations	1.5
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 112	Front Office Management/Hotel Catering	2
HPMGT 114	Introduction to Maintenance and Housekeeping	1.5
HPMGT 152	Restaurant Planning	3
OFTEC 130	Business English	3
BUSAD 2A	Financial Accounting	4
or BUSAD 161A	Small Business Accounting I (4)	

Units Required for Major 19

Recommended Optional Course

BUSAD 163 Business Mathematics (4)

Emphasis in Restaurant Management

■ ASSOCIATE IN SCIENCE

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

Units Required for Major 36.5

Chef

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for 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 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	1-3.5
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

Units Required for Major 32– 36

Dinner Line Cook

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for 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 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

Units Required for Major 23

Hotel Management

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		Units
HPMGT 97	Work Experience in Hospitality Management	2
HPMGT 102	Introduction to Hospitality Careers and Human Relations	1.5
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 112	Front Office Management/Hotel Catering	2
HPMGT 114	Introduction to Maintenance and Housekeeping	1.5
HPMGT 152	Restaurant Planning	3
OFTEC 130	Business English	3
BUSAD 2A	Financial Accounting	4
or BUSAD 161A	Small Business Accounting I (4)	

Units Required for Major 19

Pantry and Dessert Chef

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for 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 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

Units Required for Major 29– 30.5

Restaurant Management

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		Units
BUSAD 2A	Financial Accounting (4)	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

Units Required for Major 33

Recommended Optional Course

HPMGT 148 Introduction to Wines (2)

Chef

■ CERTIFICATE OF ACHIEVEMENT

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	1-3.5
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

Total Required Units 34– 38

Dinner Line Cook

■ CERTIFICATE OF ACHIEVEMENT

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

■ CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
HPMGT 97	Work Experience in Hospitality Management	2
HPMGT 102	Introduction to Hospitality Careers and Human Relations	1.5
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 112	Front Office Management/Hotel Catering	2
HPMGT 114	Introduction to Maintenance and Housekeeping	1.5
HPMGT 152	Restaurant Planning	3
OFTEC 130	Business English	3
BUSAD 2A	Financial Accounting	4
or BUSAD 161A	Small Business Accounting I (4)	

Total Required Units 19

Pantry and Dessert Chef

■ CERTIFICATE OF ACHIEVEMENT

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

■ CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
BUSAD 2A	Financial Accounting (4)	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)

Baker

■ SKILLS ATTAINMENT CERTIFICATE

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

■ SKILLS ATTAINMENT CERTIFICATE

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)	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

■ SKILLS ATTAINMENT CERTIFICATE

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

Total Required Units 3

Chef for Entrepreneurs

■ SKILLS ATTAINMENT CERTIFICATE

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)	2
or ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2
8 units required from this section		8
HPMGT 97	Work Experience in Hospitality Management (maximum 2 units)	
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

■ SKILLS ATTAINMENT CERTIFICATE

Required Courses		Units
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 133B	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

■ SKILLS ATTAINMENT CERTIFICATE

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	1-3.5
HPMGT 148	Introduction to Wines	2

Total Required Units 10.5– 13

Dining Room Staff

■ SKILLS ATTAINMENT CERTIFICATE

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

■ SKILLS ATTAINMENT CERTIFICATE

Required Course		Units
HPMGT 120	Safety and Sanitation	1

Total Required Units 1

HUMAN SERVICES

Human Services

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		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)	3
or CHILD 22	Child, Family, Community (3)	
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)	

Units Required for Major 22

Recommended Optional Courses

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

Human Services

■ CERTIFICATE OF ACHIEVEMENT

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 and Technology	3
PSYCH 30	Personal and Social Adjustment	3
SOCIO 5	Ethnicity & Ethnic Relations in America	3
SOCIO 12	Sociology of the Family (3)	3
or CHILD 22	Child, Family, Community (3)	
CHILD 1	Principles of Child Development (3)	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	Introduvction to Drugs & Behavior (3)
SPCOM 1	Introduction to Public Speaking (3)

LANGUAGE ARTS

English

■ ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

The English program provides students with a core curriculum in composition, literature, and critical thinking. The curriculum is designed in a sequential pattern to provide students with college-level writing and reading skills. The program is further designed to foster critical thinking and to apply analytical skills to upper-division course work and to everyday problem solving. The requirements of this degree satisfy the Transfer Model Curriculum (TMC) for English. The Associate in Arts for Transfer (AA-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code section 66746-66749, effective Fall 2011). This law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree is for students who plan to complete a bachelor's degree in English at a CSU campus. Students should consult with a counselor to determine if this degree is the best option or plan for their transfer goals.

To earn this degree, student must complete 60 CSU transferable units with a grade point average of 2.0 or better, including the completion of:

A. Either the California State University General Education-Breadth Requirements (CSU-GE – minimum of 40 units) or the Intersegmental General Education Transfer Curriculum (minimum of 37 units); AND
B. Eighteen to twenty units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

NOTE: Students earning this degree are exempt from the Institutional Requirement of completing two physical activity courses.

Upon completion of the degree, students will be able to demonstrate the following:

- An ability to write college-level compositions that are cohesive, persuasive, and mechanically correct
- An ability to write using a wide range of rhetorical forms, including the documented research paper
- An ability to identify the literary devices at work in a broad selection of literature, and to apply that knowledge to constructing meaningful interpretations of literature

Courses Required for Major		Units
ENGL 1B	Advanced Composition and Introduction to Literature	3
ENGL 1C	Critical Reasoning and Writing	3
List A: Select 2 of the following:		6
ENGL 17	American Literature (3)	
ENGL 18	American Literature (3)	
ENGL 46	Survey of English Literature (3)	
ENGL 47	Survey of English Literature (3)	
List B: Select 1 of the following		3
ENGL 10	Creative Writing (3)	
ENGL 50	Introduction to Shakespeare (3)	
Any course from List A not used above (3)		
List C: Select 1 of the following		3
ENGL 11	Film Appreciation (3)	
ENGL 81	Introduction to World Literature: 1500 to present (3)	
ENGL 49	California Literature (3)	
Any course from List A or B not used above (3)		

Units Required for Major 18

Emphasis in Communication

■ ASSOCIATE IN ARTS

Courses Required for Major		Units
6 units required from this section		6
SPCOM 1	Introduction to Public Speaking (3)	
SPCOM 2	Argumentation and Debate (3)	
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)	
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)

Units Required for Major 18

Emphasis in English

ASSOCIATE IN ARTS

Courses Required for Major		Units
ENGL 1B	Advanced Composition and Introduction to Literature	3
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)	
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)	
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)	
3 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)	

Units Required for Major 18

LIBERAL ARTS

Emphasis in Arts and Humanities

ASSOCIATE IN ARTS

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.

Courses Required for Major		Units
Activity: Creative and Fine Arts (6 units required)		6
ART 3	3-D Art and Design (3)	
ART 9A	Figure Drawing: Beginning (3)	
ART 9B	Figure Drawing: Intermediate (3)	
ART 21A	Painting: Beginning (3)	
ART 21B	Painting: Intermediate (3)	
ART 23A	Watercolor:- Beginning (3)	
ART 23B	Watercolor: Intermediate (3)	
ART 25	Mixed Media Painting (3)	
ART 31	Ceramics: Introductory (3)	
ART 32	Ceramics: Intermediate (3)	
ART 40	Photography: Beginning (4)	
ART 41	Photography: Intermediate (3)	
ART 45	Field Photography (3)	
ART 46	Field Photography: Composition and Design (2-4)	
ART 49	Intermediate Field Photography (3)	
ART 71	Ceramic Sculpture: Introductory (3)	
ART 72	Ceramic Sculpture: Advanced (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 (6 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 (6 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	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: Elementary Communication with the Deaf (3)
SIGN 40C	ASL: 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)

Units Required for Major 18

Emphasis in Behavioral and Social Sciences

ASSOCIATE IN ARTS

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.

Courses Required for Major **Units**

Human and Individual Development (6 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 15	Research Methods in Psychology (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 (9 units required) 9
Select courses from at least 2 subject areas:

ANTHR 2	Cultural Anthropology (3)
ANTHR 3	Current Issues in Anthropology (3)
ANTHR 7	Gender, Culture and Society (3)
ANTHR 8	Research Methods in Social and Behavioral Sciences (3)
ANTHR 10	Archaeology and Cultural Prehistory (3)
ANTHR 15	Native People of North America (3)
ECON 10	Principles of Economics - Macro (3)
ECON 11	Principles of Economics - Micro (3)
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 8	Research Methods in Social and Behavioral Sciences (3)
SOCIO 12	Sociology of the Family (3)
SOCIO 28	Death and Dying (3)
SPCOM 5	Intercultural Communication (3)

Historical Foundations (select 1 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)

Units Required for Major 18

Emphasis in Science

ASSOCIATE IN ARTS

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.

Courses Required for Major **Units**

Tools for Science (2 units required) 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	Geographic Information and Global Positioning Systems (1-3)
CMPSC 60	Introduction to ArcGIS (3)
CMPSC 138	Excel Spreadsheets (2)
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 (9 units required) 9

CHEM 2A	General Chemistry I (3)
CHEM 2AL	General Chemistry I Laboratory (2)
CHEM 2B	General Chemistry II (3)
CHEM 2BL	General Chemistry II Laboratory (2)
CHEM 5	Introductory Chemistry: Environmental Emphasis (3)
CHEM 5L	Introductory Chemistry Laboratory (1)
CHEM 20	The Chemistry of Everything (3)
CHEM 20L	The Chemistry of Everything Laboratory (1)
GEOGR 15	Physical Geography (3)
PHILO 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)
ESC 1	Energy: Uses and Alternatives (3)
ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 22	Historical Geology (3)
ESC 30	Global Tectonic Geology (3)
ESC 33	Introduction to the Earth (4)
ESC 40	Descriptive Astronomy (3)
ESC 42	Natural Hazards (3)
ESC 50	Oceanography (4)
ESC 62	Meteorology (3)
ESC 35	Field Geology (0.5–3)

Or up to 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)

Natural and Life Sciences (7 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)

Units Required for Major 18

**Transfer credit limited. See a counselor.*

LIBERAL STUDIES

Emphasis in Elementary Teaching Preparation

ASSOCIATE IN ARTS

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.

Courses Required for Major (18 units required) 18

Select a minimum of 1 course from at least 6 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 2A	General Chemistry I (3)
CHEM 2AL	General Chemistry I Laboratory (2)
CHEM 5	Introductory Chemistry: Environmental Emphasis (3)

CHEM 5L	Introductory Chemistry Laboratory (1)
CHEM 14	Fundamental Chemistry for Allied Health (3)
CHEM 14L	Fundamental Chemistry for Allied Health Laboratory (1)
CHEM 20	The Chemistry of Everything (3)
CHEM 20L	The Chemistry of Everything Laboratory (1)-

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 4	Mathematics for Elementary Teachers (3)

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	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)

Units Required for Major 18

MATHEMATICS

Mathematics

■ ASSOCIATE IN ARTS

Courses Required for Major		Units
14 units required from this section		14
MATH 2	Statistics (4)	
MATH 18A	Calculus I (5)	
MATH 18B	Calculus II (5)	
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)	
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)	

Units Required for Major 21– 24

MUSIC

Music

■ ASSOCIATE IN ARTS

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.

Courses Required for Major		Units
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)	
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.

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)	
Proficiency Required		1

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		1

Piano proficiency (for non-piano majors; may be achieved independently through credit by examination or through the following course): MUSIC 41B Intermediate Piano (1)

Units Required for Major 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)

Music majors need to be enrolled in an ensemble appropriate to their major instrument each semester at Columbia. Four units are required for transfer.

OFFICE TECHNOLOGY

Administrative Office Professional

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		Units
BUSAD 40	Principles of Management	3
BUSAD 135	Computerized Accounting (QuickBooks)	2
BUSAD 161A	Small Business Accounting I	4
CMPSC 11	Presentations Using Computers and Multimedia	1-2
CMPSC 17	Advanced Internet Research	0.5-2
CMPSC 138	Excel Spreadsheets	2
CMPSC 155	Access	1-2
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 131	Office Procedures and Technology	3
OFTEC 132	Business Communication	3
OFTEC 141	Intermediate Word Processing	3
OFTEC 210	Typing Speed and Accuracy Building	1

Units Required for Major 29.5– 33

Recommended Optional Courses	
BUSAD 25/ GUIDE 25	Job Search and Interview Strategies (1)
BUSAD 53/ CMPSC 53	Project Management (3)
OFTEC 97	Work Experience in Office Technology (1-4)
OFTEC 142/ CMPSC 142	Desktop Publishing Essentials (1-2)

Note: A requirement for this degree is a 50-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Medical Office Specialist

■ ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major		Units
CMPSC 138	Excel Spreadsheets	2
OFTEC 50	Medical Terminology	3
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 132	Business Communication	3
OFTEC 141	Intermediate Word Processing	3
OFTEC 149	Electronic Health Records	2
OFTEC 150	Medical Law and Ethics	2
OFTEC 151	Medical Office Management	3
OFTEC 152A	Medical Billing and Coding	3

Units Required for Major 27

Recommended Optional Courses	
BIOL 150	Elementary Anatomy and Physiology (3)
BUSAD 25/ GUIDE 25	Job Search and Interviewing Strategies (1)
OFTEC 152B	Medical Coding II (3)
OFTEC 210	Typing Speed and Accuracy Building (1)

Note: A requirement for this degree is a 50-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Medical Office Specialist

CERTIFICATE OF ACHIEVEMENT

Required Courses		Units
CMPSC 138	Excel Spreadsheets	2
OFTEC 50	Medical Terminology	3
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 132	Business Communications	3
OFTEC 140	Beginning Word Processing	2
OFTEC 149	Electronic Health Records	2
OFTEC 150	Medical Law and Ethics	2
OFTEC 151	Medical Office Management	3
OFTEC 152A	Medical Billing and Coding	3
OFTEC 210	Typing Speed and Accuracy Building	1
	Total Required Units	**27**

Recommended Optional Courses

BIOL 150	Elementary Anatomy and Physiology (3)
BUSAD 25/ GUIDE 25	Job Search and Interviewing Strategies (1)
BUSAD 135	Computerized Accounting (Quickbooks) (2)
CMPSC 1	Computer Concepts and Information Systems (4)
OFTEC 152B	Medical Coding II (3)

Office Professional

CERTIFICATE OF ACHIEVEMENT

This program is designed to prepare the student for employment in the modern office. Communication and office skills are emphasized. The student will be able to choose two additional courses, beyond the basic requirements, for specialization in an office technology area.

Required Courses		Units
BUSAD 163	Business Mathematics	4
CMPSC 10	Internet Essentials	1-2
CMPSC 138	Excel Spreadsheets	2
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 131	Office Procedures and Technology	3
OFTEC 132	Business Communication	3
OFTEC 141	Intermediate Word Processing	3
OFTEC 210	Typing Speed and Accuracy Building	1
2 courses required from this section		1.5-4
BUSAD 135	Computerized Accounting (QuickBooks) (2)	
CMPSC 11	Presentations Using Computers and Multimedia (1-2)	
CMPSC 17	Advanced Internet Research (0.5-2)	
CMPSC 142/ OFTEC 142	Desktop Publishing Essentials (1-2)	
CMPSC 155	Access (1-2)	
	Total Required Units	**24.5– 28**

Recommended Optional Courses

BUSAD 25/ GUIDE 25	Job Search and Interview Strategies (1)
CMPSC 1	Computer Concepts and Information Systems (4)
OFTEC 97	Work Experience in Office Technology (1-4)

Note: A requirement for this certificate is a 45-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Virtual Office Professional

CERTIFICATE OF ACHIEVEMENT

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
OFTEC 130	Business English	3
OFTEC 131	Office Procedures and Technology	3
OFTEC 132	Business Communications	3
OFTEC 141	Intermediate Word Processing	3
BUSAD 41	Small Business Management	3
OFTEC 168	Creating a Virtual Office	3
	Total Required Units	**18**

Medical Coding

SKILLS ATTAINMENT CERTIFICATE

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 codes from the CPT, ICD (International Classification of Diseases), and HCPCS for medical billing, coding, and completion of insurance forms.

Required Courses		Units
OFTEC 50	Medical Terminology	3
OFTEC 149	Electronic Health Records	2
OFTEC 150	Medical Law and Ethics	2
OFTEC 152A	Medical Billing and Coding	3
OFTEC 152B	Medical Coding II	3
OFTEC 152C	Advanced Medical Coding	3
	Total Required Units	**16**

Office Technician

■ SKILLS ATTAINMENT CERTIFICATE

This Skills Attainment Certificate is designed to be a brief skills update program. Students wishing to return to the workforce after a hiatus need to learn the latest in technology. This program will give them the opportunity learn the latest in word processing suites and refresh English and other office skills. This program contains the building blocks for a COA or an ASOE degree.

Required Courses		Units
CMPSC 10	Internet Essentials	1-2
CMPSC 138	Excel Spreadsheets	2
OFTEC 100	Computer Keyboarding I (1)	1
or OFTEC 210	Typing Speed and Accuracy Building (1)	
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 140	Beginning Word Processing	2
2 courses required from this section		1.5-4
BUSAD 135	Computerized Accounting (QuickBooks) (2)	
CMPSC 11	Presentations Using Computers and Multimedia (1-2)	
CMPSC 17	Advanced Internet Research (0.5-2)	
CMPSC 155	Access (1-2)	
CMPSC 142/ OFTEC 142	Desktop Publishing Essentials (1-2)	
	Total Required Units	**13.5– 17**

Recommended Optional Course		
CMPSC 1	Computer Concepts and Information Systems	4

Note: A requirement for this degree is a 45-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Virtual Entrepreneur Technician

■ SKILLS ATTAINMENT CERTIFICATE

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 a Virtual Office	3
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**

POLITICAL SCIENCE

Political Science

ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

The Political Science program provides students with a core curriculum covering introductory political science content, theory, and methodology. The curriculum is designed to help students understand the broad scope of political science as a comparative science. In addition, it covers the key theoretical approaches and insights that inform political science, as well as the role of political theory and research methods. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving.

Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

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

A. 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); AND
B. 19 semester units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

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

Successful students will demonstrate the following knowledge and skills:

- Understanding of the main sub-disciplines of political science: their origins, histories, associated theories, principles, and methodologies
- Contributions of political science to past and current human challenges in public policy and national decision-making
- Understanding of the problem solving dimensions of political science as it affects public opinion, political participation, voting and office holding
- Understanding of the comparative potential of political science analysis
- Contextualization of the agents of political socialization and the consequences of socialization

Courses Required for Major		Units
MATH 2	Statistics	4
POLSC 10	Constitutional Government	3
POLSC 12	American Political Thought	3
POLSC 14	International Relations	3
Select 2 of the following		**6**
ANTHR 2	Cultural Anthropology (3)	
GEOGR 12	Cultural Geography (3)	

SOCIO 1	Introduction to Sociology (3)
SOCIO 8/ ANTHR 8	Research Methods in the Social and Behavioral Sciences (3)

Units Required for Major 19

POST-SECONDARY STUDIES

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.

Emphasis in Biological Sciences

ASSOCIATE IN SCIENCE

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.

Courses Required for Major		Units
18 units required from this section		18
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 2A	General Chemistry I (3)	
CHEM 2AL	General Chemistry I Laboratory (2)	
CHEM 2B	General Chemistry II (3)	
and CHEM 2BL	General Chemistry II Laboratory (2)	
CHEM 16	Fundamental Organic and Biochemistry (3)	
and CHEM 16L	Fundamental Organic and Biochemistry Laboratory (1)	
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)	

Units Required for Major 18

Emphasis in Business Administration

■ ASSOCIATE IN SCIENCE

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.

Courses Required for Major		Units
18 units required from this section		18
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 (3)	
ECON 11	Principles of Economics - Micro (3)	
MATH 2	Statistics (4)	
MATH 12	Finite Mathematics (3)	
MATH 18A	Calculus I (5)	

Units Required for Major 18

Emphasis in Computer Science

■ ASSOCIATE IN SCIENCE

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.

Courses Required for Major		Units
11 units required from this section		11
CMPSC 9	Introduction to UNIX/Linux (3)	
CMPSC 22	Programming Concepts and Methodology I (4)	
CMPSC 24	Programming Concepts and Methodology II (4)	
7 units required from this section		7
CHEM 2A	General Chemistry I (3)	
and CHEM 2AL	General Chemistry I Laboratory (2)	
CHEM 2B	General Chemistry II (3)	
and CHEM 2BL	General Chemistry II Laboratory (2)	
MATH 2	Statistics (3)	
MATH 18A	Calculus I (4)	
MATH 18B	Calculus II (4)	
PHYCS 5A	Introductory Physics I: Calculus Level (5)	
PHYCS 5B	Introductory Physics II: Calculus Level (5)	

Units Required for Major 18

Emphasis in Environmental Sciences

■ ASSOCIATE IN SCIENCE

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.

Courses Required for Major		Units
18 units required from this section		18
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 2A	General Chemistry I (3)	
and CHEM 2AL	General Chemistry I Laboratory (2)	
CHEM 2B	General Chemistry II (3)	
and CHEM 2BL	General Chemistry II Laboratory (2)	

CHEM 5	Introductory Chemistry: Environmental Emphasis (3)
and CHEM 5L	Introductory Chemistry: Laboratory (1)
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)

Units Required for Major 18

Emphasis in Physical Sciences

■ ASSOCIATE IN SCIENCE

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.

Courses Required for Major		**Units**
18 units required from this section		18
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 2A	General Chemistry I (3)	
and CHEM 2AL	General Chemistry I Laboratory (2)	
CHEM 2B	General Chemistry II (3)	
and CHEM 2BL	General Chemistry II Laboratory (2)	
CHEM 5	Introductory Chemistry: Environmental Emphasis (3)	
and CHEM 5L	Introductory Chemistry: Laboratory (1)	
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)	

Units Required for Major 18

Emphasis in Pre-Engineering

■ ASSOCIATE IN SCIENCE

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.

Courses Required for Major		**Units**
18 units required from this section		18
CHEM 2A	General Chemistry I (3)	
and CHEM 2AL	General Chemistry I Laboratory (2)	
CHEM 2B	General Chemistry II (3)	
and CHEM 2BL	General Chemistry II Laboratory (2)	
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)	

Units Required for Major 18

PSYCHOLOGY

Psychology

■ ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

The Psychology program provides students with the basic core of curriculum in Psychology, including content, theories and methodology. The curriculum is designed to allow students to discover the fundamentals of Psychology, as well as provide them with a basic background in statistics, biology and other related fields of study. The program is further designed to foster critical thinking, the application of psychological concepts and the scientific method to one's life and an understanding of diversity. The requirements of this degree satisfy the Transfer Model Curriculum (TMC) for Psychology. The Associate in Arts for Transfer (AA-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code section 66746-66749, effective Fall 2011). This law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree is for students who plan to complete a bachelor's degree in Psychology at a CSU campus. Students with a similar major should consult with a counselor to determine if this degree is the best option or plan for their transfer goals.

To earn this degree, students must complete 60 CSU transferable units with a grade point average of 2.0 or better, including the completion of:

A. Either the California State University General Education-Breadth Requirements (CSU-GE – minimum of 40 units) or the Intersegmental General Education Transfer Curriculum – minimum of 37 units); AND
B. Twenty units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

NOTE: Students earning this degree are exempt from the Institutional Requirement of completing two physical activity courses.

Students who successfully complete this degree should be able to:

- Describe and demonstrate knowledge of the basic theories of Psychology.
- Demonstrate knowledge of the scientific method and research methodology.
- Demonstrate the ability to critically analyze, evaluate and articulate theories and research in Psychology.
- Apply psychological and scientific knowledge to their ongoing studies, research, future occupations and personal life.
- Demonstrate an awareness and understanding of diverse perspectives and social diversity in Psychology.
- Demonstrate the ability to critically think and maintain effective approaches to problem solving.

Required Courses		Units
PSYCH 1	General Psychology	3
PSYCH 15	Research Methods in Psychology	3
MATH 2	Statistics	4
BIOL 17	Fundamentals of Biology	4
3 units required from this section		3
ANTHR 2	Cultural Anthropology (3)	
SOCIO 1	Introduction to Sociology (3)	
SPCOM 4	Introduction to Human Communication (3)	
3 units required from this section		3
PSYCH 10	Lifespan Human Development (3)	
PSYCH 5	Human Sexual Behavior (3)	
PSYCH 40	Stress Management (3)	
	Units Required for Major	**20**

Peer Support and Psychosocial Rehabilitation

■ SKILLS ATTAINMENT CERTIFICATE

Required Courses		Units
PSYCH 52	Introduction to Peer Support for Psychosocial Rehabilitation	3
PSYCH 56	Introduction to 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**

SCIENCE

Emphasis in Biology

■ ASSOCIATE IN SCIENCE

Courses Required for Major		Units
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)	
10 units required from this section		10
CHEM 2A	General Chemistry I (3)	
CHEM 2AL	General Chemistry I Laboratory (2)	
CHEM 2B	General Chemistry II (3)	
CHEM 2BL	General Chemistry II Laboratory (2)	
	Units Required for Major	**22**

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

Emphasis in Earth Science

■ ASSOCIATE IN SCIENCE

Courses Required for Major		Units
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 22	Historical Geology (3)	
ESC 30	Global Tectonic Geology (3)	
ESC 33	Introduction to the Earth (4)	
ESC 40	Descriptive Astronomy (3)	
ESC 42	Natural Hazards (3)	
ESC 35	Field Geology (0.5-3)	
Or up to 3 units from the following		
ESC35CC	Geology and Gold Mining of Calaveras County (1-3)	
ESC35DV	Geology of Death Valley (1-3)	
ESC35LS	Geology of Lassen, Shasta, Lava Beds (1-3)	
ESC35LT	Geology of the Lake Tahoe Region (1-3)	
ESC35LV	Geology of the Long Valley Caldera (1-3)	
ESC35ML	Geology of the Mother Lode (1-3)	
ESC35SA	Geology of the San Andreas Fault (1-3)	
ESC35SN	Geology of the Sierra Nevada (1-3)	
ESC35SP	Geology of the Sonora Pass Area (1-3)	
ESC35TR	Geology of the Tuolumne River (1-3)	
4 units required from this section		4
BIOL 2	Principles of Biology (4)	
BIOL 17	Fundamentals of Biology (4)	
BIOL 24	General Ecology (4)	

4 units required from this section		4
CHEM 2A	General Chemistry I (3)	
and CHEM 2AL	General Chemistry I Laboratory (2)	
or CHEM 5	Introductory Chemistry: Environmental Emphasis (3)	
and CHEM 5L	Introductory Chemistry: Laboratory (1)	
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)	
	Units Required for Major	**21**

Students planning to become Earth Science majors upon transfer to a four-year school should take CHEM 2A, CHEM 2AL, CHEM 2B, MATH 18A, PHYCS 5A and PHYCS 5B while at Columbia College.

Emphasis in Environmental Science

ASSOCIATE IN SCIENCE

Courses Required for Major		Units
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)	
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)	
4 units required from this section		4
CHEM 2A	General Chemistry I (3)	
and CHEM 2AL	General Chemistry I Laboratory (2)	
or CHEM 5	Introductory Chemistry: Environmental Emphasis (3)	
and CHEM 5L	Introductory Chemistry: Laboratory (1)	
2 units required from this section		2
BIOL 39	Field Biology (1-2)	
ESC 35	Field Geology (0.5-3)	
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)	
	Units Required for Major	**20**

Emphasis in General Science

ASSOCIATE IN SCIENCE

Courses Required for Major		Units
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 (4)	
4 units required from this section		4
CHEM 2A	General Chemistry I (3)	
and CHEM 2AL	General Chemistry I Laboratory (2)	
or CHEM 5	Introductory Chemistry: Environmental Emphasis (3)	
and CHEM 5L	Introductory Chemistry: Laboratory (1)	
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 (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)	
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)	
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)	
	Units Required for Major	**18**

Emphasis in Physical Science

■ ASSOCIATE IN SCIENCE

Courses Required for Major		Units
CHEM 2A	General Chemistry I	3
CHEM 2AL	General Chemistry I Laboratory	2
CHEM 2B	General Chemistry II	3
CHEM 2BL	General Chemistry II Laboratory	2
PHYCS 5A	Introductory Physics I: Calculus Level	5
PHYCS 5B	Introductory Physics II: Calculus Level	5

Units Required for Major 20

SOCIOLOGY

Sociology

■ ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

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.

The major requirements align with the Transfer Model Curriculum (TMC) for Sociology. The Associate in Arts for Transfer (AA-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749, effective Fall 2011). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This option is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

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

A. 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); AND
B. 19 to 20 semester units as specified below, with a grade of C or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

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

Courses Required for Major		Units
SOCIO 1	Introduction to Sociology	3
SOCIO 2	Social Problems and Deviance	3
MATH 2	Statistics	4
6 units required from this section		6
SOCIO 5	Ethnicity and Ethnic Relations in America (3)	
SOCIO 7	Gender, Culture and Society (3)	
SOCIO 12	Sociology of the Family (3)	
3 units required from this section		3
ANTHR 2	Cultural Anthropology (3)	
ECON 10	Principles of Economics – Macro (3)	
ECON 11	Principles of Economics – Micro (3)	
GEOGR 12	Cultural Geography (3)	
POLSC 10	Constitutional Government (3)	
PSYCH 1	General Psychology (3)	

Units Required for Major 19

WELDING TECHNOLOGY

Welding Levels I, II and III

■ CERTIFICATE OF ACHIEVEMENT

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

Metal Sculpture for Entrepreneurs

■ SKILLS ATTAINMENT CERTIFICATE

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

Required Courses		Units
WT 103	Practical Laboratory - Metal Sculpture	1
WT 165	Metal Sculpture	1.5
WT 166	Metal Sculpture Projects	1
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
2 required form ART 1-99		2

Total Units Required 13.5

Welding Technology For Entrepreneurs

■ SKILLS ATTAINMENT CERTIFICATE

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)	2
or ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2
WT 121	Welding Technology Level I	3
WT 122	Welding Technology Level II	3
WT 123	Welding Technology Level III	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 pages 171-172 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. IGETC 4A, 5B; CSU-GE B2, D1

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. IGETC 4A; CSU-GE D1

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: CSU. CSU-GE D1

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. IGETC 4D; CSU-GE D4

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: UC/CSU. CSU-GE DO; IGETC 4J; C-ID: SOCI 120

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; professional ethics; and selected cultural sequences. (MJC ANTHR 130)
Transfer: UC/CSU. IGETC 4A; CSU-GE D1

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. IGETC 4A, 4C; CSU-GE D1, D3

ART

ART 1 Basic Freehand Drawing – 3 units

Lecture: 2 hours. Laboratory: 3 hours
Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter.
Transfer: UC/CSU

ART 2 Basic Color and Design – 3units

Lecture: 2 hours. Laboratory: 3 hours
Introduction to elements and principles of visual design and color theory as applied in a studio setting. Class will encompass organizing principles of two-dimensional art, including balance, proportion, repetition, contrast, harmony, unity, point of emphasis and visual movement. Focus will be on problem solving to develop two-dimensional awareness and development of skills in a variety of media. The translation of ideas and visual experience are an important consideration in creating finished class work/images. Course will include examination of historical and contemporary trends, materials and approaches in two-dimensional art. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.
Transfer: UC/CSU

ART 3 3-D Art and Design – 3 units

Lecture: 2 hours. Laboratory: 3 hours
Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture, presentations and use of appropriate materials for three-dimensional studio projects.
Transfer: CSU

ART 9A Figure Drawing: Beginning – 3units

Lecture: 2 hours. Laboratory: 3 hours
Introduction to observational drawing of the human figure by using various techniques and media. Students will learn both descriptive and expressive approaches to drawing the human figure. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. (MJC ART 123)
Transfer: UC/CSU

ART 9B Figure Drawing: Intermediate – 3 units

Prerequisite: ART 9A with a grade of C or better, or P
Lecture: 2 hours. Laboratory: 3 hours
An extension of ART 9A emphasizing various media and compositional problems.
Transfer: UC/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. IGETC 3A; CSU-GE C1

ART 12 History of Art: Renaissance, Baroque, and Modern – 3 units

Recommended for Success: ENGL 1A
Lecture: 3 hours
Survey of art history from the 14th through the 20th century. (MJC ART 165)
Transfer: UC/CSU. IGETC 3A; CSU-GE C1; C-ID: ARTH 120

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. IGETC 3A; CSU-GE C1

ART 21A Painting: Beginning – 3 units

Lecture: 2 hours. Laboratory: 3 hours
Introduction to principles, elements, and practices of painting. Focus on exploration of oil and/or acrylic painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. (MJC ART 148)
Transfer: UC/CSU

ART 21B Painting: Intermediate – 3 units

Prerequisite: ART 21A with a grade of C or better, or P
Lecture: 2 hours. Laboratory: 3 hours
Continuation of ART 21A with emphasis on personal expression. (MJC ART 149)
Transfer: UC/CSU

ART 23A Watercolor: Beginning – 3 units

Lecture: 2 hours. Laboratory: 3 hours
Introduction to basic materials, techniques and problems of transparent watercolors.
Transfer: UC/CSU

ART 23B Watercolor: Intermediate – 3 units

Prerequisite: ART 23A with a grade of C or better, or P
Lecture: 2 hours. Laboratory: 3 hours
Continuation of ART 23A introducing opaque watercolors and various experimental techniques.
Transfer: UC/CSU

ART 25 Mixed Media Painting – 3 units

Lecture: 2 hours. Laboratory: 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.
Transfer: UC/CSU

ART 31 Ceramics: Introductory – 3 units
Lecture: 2 hours. Laboratory: 3 hours
Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. (MJC ART 108)
Transfer: UC/CSU

ART 32 Ceramics: Intermediate – 3 units
Lecture: 2 hours. Laboratory: 3 hours
Course emphasis is on glazes, formulation and application with increased opportunity for personal expression and experimentation.
Transfer: UC/CSU

ART 33 Ceramics: Advanced – 3 units
Lecture: 2 hours. Laboratory: 3 hours
Course emphasis is on personal growth and independence.
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.
Transfer: UC/CSU

ART 36 Wheel-Thrown Ceramics – 2 units
Lecture: 1.5 hours. Laboratory: 1.5 hours
An introduction to throwing on the potter's wheel, and its historical and contemporary significance. This class will introduce the process of wedging clay, centering a pot, pulling a wall, shaping process, and trimming techniques to complete well-balanced forms on the potter's wheel. In addition, students will examine, discuss, critique and write about the techniques, terminology and processes of historical and contemporary thrown clay vessels. Students will use vocabulary in verbal and written class critiques.
Transfer: 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.
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.
Transfer: CSU

ART 53 Computer Graphics I – 3 units
Lecture: 2 hours. Laboratory: 3 hours
This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, vector versus raster graphics, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. Credit may be earned for only one of the following: ART 53 or CMPSC 33.
Transfer: UC/CSU

ART 54 Computer Graphics II – 3 units
Prerequisite: ART 53 or CMPSC 33, 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: ART 54 or CMPSC 34.
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.
Transfer: UC/CSU

ART 71 Ceramic Sculpture: Introductory – 3 units
Lecture: 2 hours. Laboratory: 3 hours
Basic principles, techniques and problems in sculpture.
Transfer: UC/CSU

ART 72 Ceramic Sculpture: Advanced – 3 units
Lecture: 2 hours. Laboratory: 3 hours
Course emphasis is on advanced principles, techniques, and problems in hand-built sculpture.
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.

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.

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.

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.
Transfer: CSU

ART 45 Field Photography – 3units
Lecture: 2 hours. Laboratory: 3 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. Field trips required.
Transfer: CSU

ART 49 Intermediate Field Photography – 3 units
Recommended for Success: ART 45 or equivalent
Lecture: 2 hours. Laboratory: 3 hours
Various field- and studio-oriented topics related to nature photography which may include but are not limited to learning to tell a story photographically, and editing and creating mockup book layouts. Students will also learn to identify and work on their own personal vision as it relates to photography. Students will do a series of assignments, learn picture editing, create and critique picture layouts and learn how to plan detailed photographic coverage.
Transfer: CSU

AUTOMOTIVE TECHNOLOGY

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

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. Field trips may be required.

AT 102A1 ASE Certification Preparation (A1) – 5 units

Lecture: 3 hours. Laboratory: 6 hours
This course is designed for students who have completed the Engine Repair course, but are seeking ASE certification. Students' competencies in ASE A1 will be surveyed and an individual preparation plan will be developed. The focus on topics for study will be driven by the student's individual assessment.

AT 103 Practical Laboratory – 0.5-2 units

Recommended for Success: Six units of completed AT units with a grade of C or better, or concurrent enrollment in six units of AT courses
Laboratory: 1.5-6 hours
This course includes special automotive repair projects that are assigned to students, with emphasis on speed, accuracy, and quality work habits.

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.

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.

AT 105A5 ASE Certification Preparation (A5) – 4 units

Lecture: 2 hours. Laboratory: 6 hours
Designed for students who need additional preparation for the Automotive Service Excellence (ASE) A5 exam.

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.

AT 106A8 ASE Certification Preparation (A8) – 8 units

Lecture: 5 hours. Laboratory: 9 hours
Designed for students who need additional preparation for the Automotive Service Excellence (ASE) A8 exam.

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.

AT 112A7 ASE Certification Preparation (A7) – 3 units

Lecture: 2 hours. Laboratory: 3 hours
Designed for students and technicians in need of further Automotive Service Excellence (ASE) A7 test preparation.

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.

AT 113A6 ASE Certification Preparation (A6) – 7 units

Lecture: 5 hours. Laboratory: 6 hours
Designed for students and technicians who need additional preparation for Automotive Service Excellence (ASE) certification exams.

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.

AT 120A4 ASE Certification Preparation (A4) – 4 units
Lecture: 3 hours. Laboratory: 3 hours
This course is designed for students who need additional preparation for the Automotive Service Excellence (ASE) A4 exam.

AT 122 Manual Power Trains and Axles – 4 units
Recommended for Success: AT 100
Lecture: 2 hours. Laboratory: 6 hours
Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmissions, and transfer cases. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to achieve Automotive Service Excellence (ASE) certification. Field trips may be required.

AT 122A2 ASE Certification Preparation (A2) – 3 units
Lecture: 1 hour. Laboratory: 6 hours
This course is designed for students who need additional preparation for the Automotive Service Excellence (ASE) A2 exam.

AT 125 Team- Managed Projects – 3 units
Lecture: 1.5 hours. Laboratory: 4.5 hours
Using a team-based format, students will solve problems using various principles and fundamentals in automotive technology and by following a Total Quality Management (TQM) process. Offered for Pass/No Pass grading only. Field trips may be required.

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. Field trips may be required.

AT 132A3 ASE Certification Preparation (A3) – 4 units
Lecture: 2 hours. Laboratory: 6 hours
For students or technicians in need of additional preparation for the Automotive Service Excellence (ASE) A3 exam.

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.

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.

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.

AT 185 Auto Body Collision Repair I – 2 units
Lecture: 1.5 hours. Laboratory: 1.5 hours
For beginning students in auto body collision repair 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. Curriculum is aligned with the National Automotive Technicians Education Foundation (NATEF). Field trips may be required.

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. Curriculum is aligned with the National Automotive Technicians Education Foundation (NATEF). Field trips may be required.

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.

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.

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.

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.

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.) IGETC 5B, 5C; CSU-GE B2, B3

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. IGETC 5B, 5C; CSU-GE B2, B3

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. IGETC 5B, 5C; CSU-GE B2, B3

BIOL 10 Human Anatomy – 4 units

Prerequisites: ENGL 151 and MATH 104 with a grade of C or better, or P, or placement through the assessment process
Recommended for Success: BIOL 17 or BIOL 150
Lecture: 3 hours. Laboratory: 3 hours
An introduction to the study of the gross and microscopic structure of the human body using an organ systems approach including the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. This course is primarily intended for nursing, allied health, kinesiology, and other health-related majors.
(MJC ANAT 125)
Transfer: UC/CSU. IGETC 5B, 5C; CSU-GE B2, B3

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.) IGETC 5B, 5C; CSU-GE B2, B3

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. IGETC 5B, 5C; CSU-GE B2, B3

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.
Transfer: CSU

BIOL 40 Field Biology: Ecosystems – 1 unit

Lecture: 1 hour
A lecture field course in biology to be held in natural surroundings. The course will emphasize ecosystem level processes. Included will be the effects of climate change, and other regional human disturbances on ecosystem processes. Field trips required.
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. CSU-GE E

BIOL 60 Human Physiology – 4 units

Prerequisites: ENGL 151 and MATH 104 with a grade of C or better, or P, or placement through the assessment process
Recommended for Success: BIOL 10, BIOL 17, CHEM 14, CHEM 14L
Lecture: 3 hours. Laboratory: 3 hours
Study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for nursing, allied health, kinesiology, and other health-related majors. (MJC PHYSO 101)
Transfer: UC/CSU. IGETC 5B, 5C; CSU-GE B2, B3

BIOL 65 Microbiology – 4 units

Recommended for Success: CHEM 14, CHEM 14L, BIOL17
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. IGETC 5B, 5C; CSU-GE B2, B3

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.

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.

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.

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 ADMINISTRATION

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 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; C-ID: ACCT 110

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; C-ID: ACCT 120

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. C-ID: BUS 110

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 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 135 Computerized Accounting (QuickBooks) – 2 units

Recommended for Success: BUSAD 161A
Lecture: 2 hours
Provides the student opportunities to set up and maintain a computerized accounting system using QuickBooks application software. Review of financial accounting in working with payables, receivables, banking transactions, company transactions and the financial statements.

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 – 4 units

Recommended for Success: BUSAD 2A or BUSAD 161A
Lecture: 3 hours. Laboratory: 3 hours
Provides students with an opportunity to set up and maintain an accounting system utilizing QuickBooks and Peachtree accounting programs to focus on concepts and best practices. Hands-on experience in the software will help students learn the computerized methods of financial accounting, including sales, accounts receivable, accounts payable, inventory, adjusting entries, closing entries, financial statements, sales tax and budget analysis.

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 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, statements of cash flow and financial analysis; also an introduction to managerial accounting for decision making, departmentalized cost and manufacturing systems, planning and budgeting used 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.

CHEMISTRY

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. (CC CHEM 2A & CHEM 2AL = MJC CHEM 101)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5A; CSU-GE B1; CHEM 2A + CHEM 2AL = C-ID: CHEM 110; CHEM 2A + CHEM 2AL + CHEM 2B + CHEM 2BL = C-ID: CHEM 120S

CHEM 2AL General Chemistry I Laboratory – 2 units

Prerequisite/Co-requisite: Completion of 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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5C; CSU-GE B3; CHEM 2A + CHEM 2AL = C-ID: CHEM 110; CHEM 2A + CHEM 2AL + CHEM 2B + CHEM 2BL = C-ID: CHEM 120S

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. (CC CHEM 2B & CHEM 2BL = MJC CHEM 102)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5A; CSU-GE B; CHEM 2A + CHEM 2AL + CHEM 2B + CHEM 2BL = C-ID: CHEM 120S

CHEM 2BL General Chemistry II Laboratory – 2 units

Prerequisite/Co-requisite: Completion of 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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5C; CSU-GE B3; CHEM 2A + CHEM 2AL + CHEM 2B + CHEM 2BL = C-ID: CHEM 120S

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. (CC CHEM 4A & CHEM 4AL = MJC CHEM 112)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5A; CSU-GE B1; CHEM 4A + CHEM 4AL = C-ID: CHEM 150; CHEM 4A + CHEM 4AL + CHEM 4B + CHEM 4BL = C-ID: CHEM 160S

CHEM 4AL Organic Chemistry I Laboratory – 2 units

Prerequisite/Co-requisite: Completion of 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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5C; CSU-GE B3; CHEM 4A + CHEM 4AL = C-ID: CHEM 150; CHEM 4A + CHEM 4AL + CHEM 4B + CHEM 4BL = C-ID: CHEM 160S

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. (CC CHEM 4B & CHEM 4BL = MJC CHEM 113)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5A; CSU-GE B1; CHEM 4A + CHEM 4AL + CHEM 4B + CHEM 4BL = C-ID: CHEM 160S

CHEM 4BL Organic Chemistry II Laboratory – 2 units

Prerequisite/Co-requisite: Completion of 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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5C; CSU-GE B3; CHEM 4A + CHEM 4AL + CHEM 4B + CHEM 4BL = C-ID: CHEM 160S

CHEM 5 Introductory Chemistry: Environmental Emphasis – 3 units

Prerequisite: MATH 101 with a grade of C or better, or P
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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5CA; CSU-GE B1; CHEM 5 + CHEM 5L = C-ID: CHEM 106B

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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5C; CSU-GE B3; CHEM 5 + CHEM 5L = C-ID: CHEM 106B

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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5A; CSU-GE B1

CHEM 14L Fundamental Chemistry for Allied Health Laboratory – 1 unit

Prerequisite/Co-requisite: Completion of 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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5C; CSU-GE B3

CHEM 16 Fundamental Organic and Biochemistry – 3 units

Prerequisite: CHEM 14 or CHEM 5 or CHEM 2A 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. (CC CHEM 16 & CHEM 16L = MJC CHEM 144)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5A; CSU-GE B1; CHEM 16 + CHEM 16L = C-ID: CHEM 102

CHEM 16L Fundamental Organic and Biochemistry Laboratory – 1 unit

Prerequisite/Co-requisite: Completion of 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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5C; CSU-GE B3; CSU-GE B1; CHEM 16 + CHEM 16L = C-ID: CHEM 102

CHEM 20 The Chemistry of Everything – 3 units

Prerequisite: MATH 101 with a grade of C or better, or P
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) IGETC 5A; CSU-GE B1; C-ID: CHEM 100

CHEM 20L The Chemistry of Everything Laboratory – 1 unit

Prerequisite/Co-requisite: Completion of 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: UC/CSU (Transfer credit limited. See a counselor.) IGETC 5C; CSU-GE B3

CHEM 30 Survey of Chemistry and Physics – 4 units

Prerequisite: MATH 101 with a grade of C or better, or P
Lecture: 3 hours. Laboratory: 3 hours
An investigation of basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. The inquiry-based learning experience is designed to assist students and future science educators in learning how to guide learning by self-discovery. Credit may be earned for only one of the following: CHEM 30 or PHYCS 30.
Transfer: CSU

CHILD DEVELOPMENT

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, both typical and atypical, from 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. IGETC 4G; CSU-GE D9, E. C-ID: CDEV 100

CHILD 3 Principles and Practices of Teaching Young Children – 3 units

Lecture: 3 hours
An examination of the underlying theoretical principles of developmentally appropriate practice applied to programs, environments; emphasizing the key role of relationships, constructive adult-child relationships, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. (MJC CLDDV 101)
Transfer: CSU. C-ID: ECE 120

CHILD 4 Observation and Assessment – 3 units

Lecture: 3 hours
This course focuses on the appropriate use of a variety of assessment and observation strategies to document development and behavior. Child observations will be conducted and analyzed. (MJC CLDDV 167)
Transfer: CSU. C-ID: ECE 200

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.
Transfer: CSU

CHILD 13 Creative Activities in Science – 2 units

Lecture: 2 hours
Survey of science activities and concepts developmentally appropriate for young children; for pre-school teachers, family day care providers, teacher aides, parents and anyone interested in early childhood science education.
Transfer: CSU

CHILD 16 Practicum – 3 units

Prerequisite: CHILD 1 and CHILD 22 with grades of C or better, or P. Corequisite: CHILD 3
Lecture: 1 hour. Laboratory: 6 hours
In this course students will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies at an approved placement site. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (MJC CLDDV 127 or CLDDV 128)
Transfer: CSU. C-ID: ECE 210

CHILD 17 Adult Supervision Practicum – 2 units

Lecture: 1 hour. Laboratory: 3 hours
Child development students will gain the skills and techniques needed to supervise adults in developmentally appropriate early childhood education programs. The curriculum is designed for advanced students who are seeking to fulfill the adult supervision requirement for the Child Development Permit and/or supervise others. (MJC CLDDV 154)
Transfer: CSU

CHILD 19 Introduction to Children with Special Needs – 3 units

Lecture: 3 hours
Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. (MJC CLDDV 163)
Transfer: CSU

CHILD 22 Child, Family, Community – 3 units

Lecture: 3 hours
An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. (MJC CLDDV 109)
Transfer: CSU. CSU-GE D7. C-ID: CDEV 110.

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. (MJC CLDDV 111)
Transfer: CSU. C-ID: ECE 220

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. (MJC CLDDV 107)
Transfer: CSU. CSU-GE D7; C-ID: ECE 130

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. (MJC CLDDV 262)
Transfer: CSU. CSU-GE D7; C-ID: ECE 230

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

Prerequisites: CHILD 1 and CHILD 22 with grades of C or better, or P. Co-requisite: CHILD 3
Lecture: 1 hour. Laboratory: 6 hours
In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies in an approved infant or toddler field site. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning and assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. This class can be used by students as a specialization class toward their Child Development Permit (issued by the California Teacher Credentialing Office). (MJC CLDDV 127)

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 applied by students as a specialization class toward their Child Development Permit (issued by the California Teacher Credentialing Office).

COMPUTER SCIENCE

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. (MJC CSCI 220)
Transfer: UC/CSU; C-ID: ITIS 120

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.
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. Write programs using scripting languages such as JavaScript or Python, and a compiled, object-oriented language such as Java. 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 CSCI 210)
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.
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.
(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. (MJC CSCI 250)
Transfer: CSU

CMPSC 13 Introduction to HTML and CSS – 3 units

Recommended for Success: CMPSC 4
Lecture: 3 hours
Use HTML and CSS software authoring tools 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.
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. Designed for students who do not intend to major in computer science, but are interested in Java programming. Topics include classes, objects, arrays, inheritance, interfaces, control flow, file and network 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.
Transfer: CSU

CMPSC 19 Computer Graphics and Animation – 3 units

Recommended for Success: CMPSC 12, CMPSC 14 or CMPSC 33
Lecture: 2 hours. Laboratory: 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. (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 CSCI 271)
Transfer: UC/CSU. C-ID: COMP 112 & COMP 122

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 CSCI 272)
Transfer: UC/CSU; C-ID: COMP 132

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 Studio .NET Programming – 3 units

Recommended for Success: CMPSC 5
Lecture: 2 hours. Laboratory: 3 hours
Covers programming with current Microsoft Visual Studio 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 CSCI 221)
Transfer: UC/CSU

CMPSC 29A Introduction to Computer Video Production – 2 units

Lecture: 1 hour. Laboratory: 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.
Transfer: CSU

CMPSC 29B Advanced Video Production – 2 units

Prerequisite: CMPSC 29A with a grade of C or better, or P
Lecture: 1 hour. Laboratory: 3 hours
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.
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 CSCI 223)
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.
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.
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.
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.
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.
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 39 Photo Editing for Digital and Print Publication – 3 units

Lecture: 2 hours. Laboratory: 3 hours
This course focuses on the principles and practices of photo editing, artistic expression, and development of problem-solving skills, using an industry standard photo editing software program. Included is a survey of the tools and techniques used to create effective and sophisticated digital imagery for websites, multimedia and print publications. Additionally, the course will integrate the use of tablets and cloud technology as they pertain to photo editing.
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 Open System Interconnect (OSI) model including discussions of Local and Wide Area Networks (LAN & WAN). A laboratory component provides hands-on experience in network setup and computer configuration. Includes the first semester of Cisco Networking Academy Program which prepares students for Cisco Certified Network Association (CCNA) certification. The topics covered are also applicable to Microsoft Certified Systems Engineer (MCSE) and other industry networking certifications.
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 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 CSCI 230)
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.
Transfer: UC/CSU

CMPSC 57 GIS Data Management: Introduction to Geodatabase – 1-3 units

Recommended for Success: CMPSC 4, CMPSC 10
Lecture: 1-3 hours
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.
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.
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.
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.
Transfer: CSU

CMPSC 62 GIS Mapping: Introduction to SAR GIS – 1 unit

Lecture: 1 hour
Students who take this course will learn how to apply their GIS skills in Search and Rescue (SAR) Mapping. Students will learn SAR incident symbology, data standards and organization, establishing incident locations, search segments, SAR incident map products, and responsibilities of a GIS specialist on SARs and other critical incidents. The course will use a workflow and data model developed by SAR personnel that integrates with ArcGIS 10. Additionally, students will utilize GPS data that they have collected from GPS devices, convert them to shapefiles, and create team and briefing incident maps. During a full-day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Credit may be earned for only one of the following: CMPSC 62, GEOGR 62 or SAR 62. Offered for Pass/No Pass grading only.
Transfer: CSU

CMPSC 63 GIS and Making Maps: The Essential Skills – 1 unit

Lecture: 1 hour
This course is intended as a resource for emergency responders, outdoor enthusiasts and anyone interested in acquiring basic skills in understanding maps and using geospatial information and devices. Emphasis will be on developing a working knowledge of coordinate systems, establishing a location when given coordinates, finding coordinates from a location, and converting among coordinate systems to create a basic map using this information. Credit may be earned for only one of the following: CMPSC 63 or GEOGR 63. Offered for Pass/No Pass grading only.
Transfer: CSU

CMPSC 64 ArcGIS: Creating a Basic Map – 0.5 unit

Lecture: 0.5 hour
This course will teach the skills and tools to use ArcGIS 10 mapping software to create maps. It will be useful to anyone wanting a quick "how to" for using the industry standard ArcGIS to make and edit a map. Credit may be earned for only one of the following: CMPSC 64 or GEOGR 64. Offered for Pass/No Pass grading only.
Transfer: CSU

CMPSC 65 GIS Applications – 0.5-3 units

Recommended for Success: CMPSC 60 or GEOGR 60
Lecture: 0.5-3 hours
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.
Transfer: CSU

CMPSC 67 GIS Geocoding – 1 unit

Lecture: 1 hour
Students who take this course will learn to use GIS software for geocoding purposes. Geocoding is the process of using common data to quickly and easily create location maps and is used by most government agencies and many businesses. GIS software will be used to produce maps useful in such things as routing emergency vehicles, providing effective customer service delivery, understanding crime incident patterns, or locating restaurants, schools, and fire stations. Students will also learn to create and refine address data to develop the reference data necessary to build address or geocoding indexes. Strategies will be exercised to clean input addresses, achieve better address-matching results, and fine-tune software parameters. Credit may be earned for only one of the following: CMPSC 67 or GEOGR 67. Offered for Pass/No Pass grading only.
Transfer: CSU

CMPSC 70 Introduction to Raster-Based GIS – 3 units

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.
Transfer: CSU

CMPSC 75 GIS Applications in Resource Management – 0.5-3 units

Recommended for Success: CMPSC 70 or GEOGR 70
Lecture: 0.5-3 hours
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.
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.

CMPSC 138 Excel Spreadsheets –2 units
Lecture: 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.

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.

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.

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.

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.

CMPSC 162 Networking – CCNA 2: Routing and Switching Essentials – 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. Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. A laboratory component provides hands-on experience in the configuration of routers.

CMPSC 163 Networking – CCNA 3: Scaling Networks – 3 units
Prerequisite: CMPSC 162 with a grade of C or better, or P
Lecture: 2 hours. Laboratory: 3 hours
Cisco Networking Academy Semester 3. Describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

CMPSC 164 Networking - CCNA 4: Connecting Networks – 3 units
Prerequisite: CMPSC 163 with a grade of C or better, or P
Lecture: 2 hours. Laboratory: 3 hours
Cisco Networking Academy Semester 4. Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network.

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.
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 theater, 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 theater and its historical and cultural precedents. Compares live theatre with the electronic forms. Designed to promote the student's greater understanding and enjoyment of theatre as an art form. Field trips may be required. (MJC THETR 100)
Transfer: UC/CSU. IGETC 3A; CSU-GE C1; C-ID: THTR 111 and THTR 112

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.
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 COMM 120 & THETR 120)
Transfer: UC/CSU. CSU-GE C1; C-ID: COMM 170

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. (MJC THETR 160)
Transfer: UC/CSU. CSU-GE C1

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.
Transfer: UC/CSU. CSU-GE C1

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. IGETC 5A; CSU-GE B1

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. IGETC 5A, 5C; CSU-GE B1, B3. C-ID: GEOL 101

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.
Transfer: UC/CSU. IGETC 5A; CSU-GE B1. C-ID: GEOL 130

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 4.5 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. Additionally, impacts of changing landscapes and geologic environments on the history of life will be assessed. 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 both a general science class, intended to satisfy general education requirements for non-majors as well as one of the requirements for geology majors. Field trips required.
Transfer: UC/CSU. IGETC 5A; CSU-GE B1. C-ID: GEOL 110

ESC 23 Historical Geology – 4 units

Lecture: 3 hours. Laboratory: 3 hours
This course will provide an introduction to the origin, development, and evolution of the earth and its inhabitants. The course covers the 4.5 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. Additionally, impacts of changing landscapes and geologic environments on the history of life will be assessed. 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 both a general science class, intended to satisfy general education requirements for non-majors as well as one of the requirements for geology majors.
Transfer: 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. IGETC 5A; CSU-GE B1

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. 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. IGETC 5A, 5C; CSU-GE B1, B3; C-ID: GEOL 121

ESC 35 Field Geology – 0.5-3 units

Lecture: 0.5-3 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. Field trips required. (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.
Transfer: CSU

ESC 35DV Geology of Death Valley – 1-3 unit

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.
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.
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.
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.
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.
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.
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.
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.
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.
Transfer: CSU

ESC 40 Descriptive Astronomy – 3 units

Recommended for Success: Eligibility for ENGL 1A
Lecture: 3 hours
A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extraterrestrial life. Field trips may be required.
Transfer: UC/CSU. IGETC 5A; CSU-GE B1

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. 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. IGETC 5A; CSU-GE B1

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. IGETC 5A, 5C; CSU-GE B1, B3

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. IGETC 5A; CSU-GE B1; C-ID: GEOG 130

ECONOMICS

ECON 10 Principles of Economics - Macro – 3 units

Prerequisite: MATH 101 or a higher-level math completed with a grade of C or better, or P, or placement through the assessment process
Recommended for Success: MATH 104
Lecture: 3 hours
Focus 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. IGETC 4B; CSU-GE D2

ECON 11 Principles of Economics - Micro – 3 units

Prerequisite: MATH 101 or a higher-level math completed with a grade of C or better, or P, or placement through the assessment process
Recommended for Success: MATH 104
Lecture: 3 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. IGETC 4B; CSU-GE D2.

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: UC/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.
Transfer: CSU

EDUC 50 Online Course Development – 3 units

Lecture: 3 hours
This course will emphasize techniques for developing universally-designed online learning modules, effective pedagogy for teaching online, including effective teaching practices while demonstrating how to use the course management learning system. Synchronous and asynchronous communication will be covered to encourage regular and effective communication. Offered for Pass/No Pass grading only.
Transfer: CSU

EMERGENCY MEDICAL SERVICES

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. (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. 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.
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.
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.

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.

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.

EMS 157 Emergency Medical Responder and CPR – 3 units

Lecture: 3 hours
A basic course for emergency service workers (volunteer or professional) who may, in the performance of their duties, be responding to medical emergencies. Particular emphasis will be placed on situations unique in the rural setting. Stresses continuity of care through the approach to the patients and prioritization of their injuries/illnesses where advanced life support response is delayed or unavailable. Meets or exceeds United States Department of Transportation National Standard Curriculum, and State and local government requirements. (MJC 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.

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.

ENGLISH

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. IGETC 1A; CSU-GE A2; C-ID: ENGL 100

ENGL 1B Advanced Composition and Introduction to Literature – 3 units

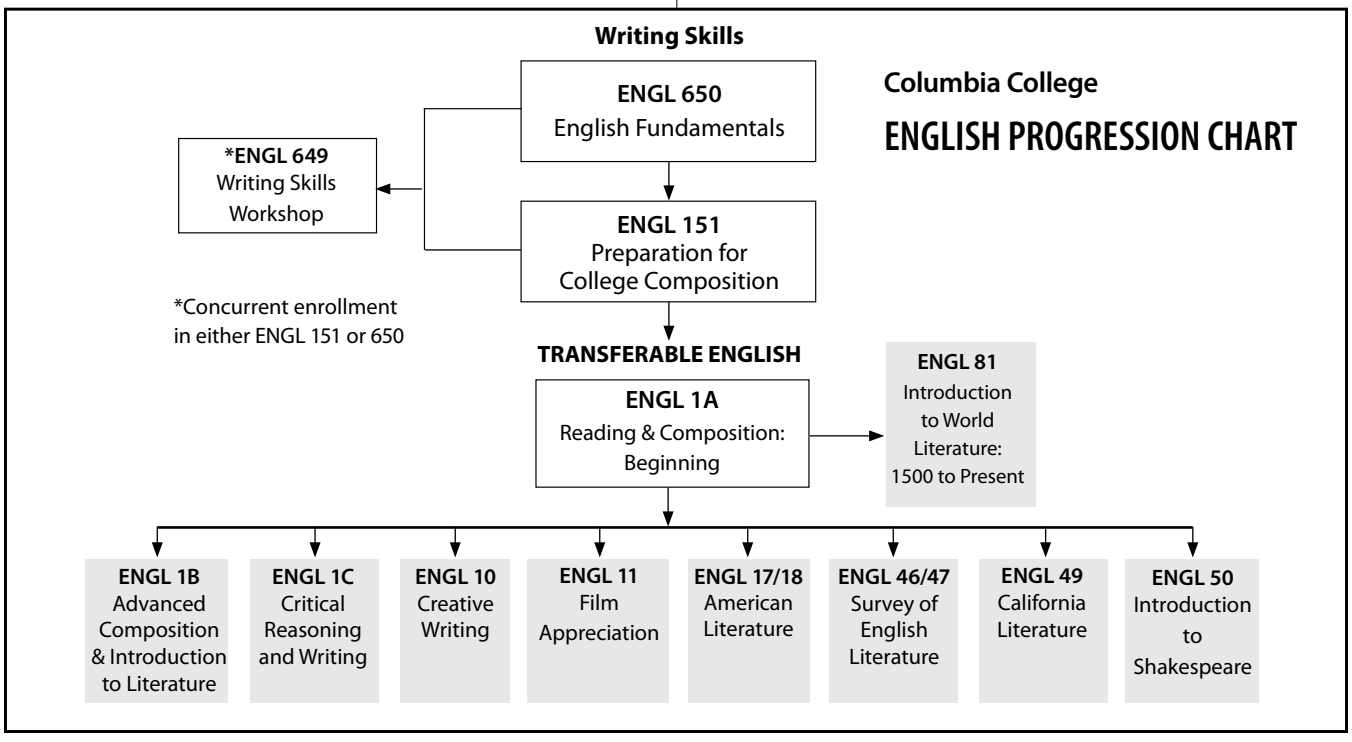
Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
This transfer-level course introduces students to major literature genres: poetry, drama, short story, and long works of fiction from diverse cultural sources and perspectives. Students write approximately 8,000-10,000 words in 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. IGETC 1B; CSU-GE A3, C2; C-ID: ENGL 120

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. IGETC 1B; CSU-GE A3. C-ID: ENGL 105

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. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format.
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. IGETC 3B; CSU-GE C2

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. IGETC 3B; CSU-GE C2. C-ID: ENGL 130

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. IGETC 3B; CSU-GE C2. C-ID: ENGL 135

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. IGETC 3B; CSU-GE C2. C-ID: ENGL 160

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. IGETC 3B; CSU-GE C2. C-ID: ENGL 165

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. IGETC 3B; CSU-GE C2

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. IGETC 3B; CSU-GE C2

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. IGETC 3B; CSU-GE C2

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.

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.

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.

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.

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

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

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. (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 108 & FIRE 100 = MJC FSCI 362 & FSCI 363)
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. (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 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. Offered for Pass/No Pass grading only. Field trips required.
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

Prerequisites: EMS 157 and HHP 55A with grades of C or better, or P, or concurrent enrollment in EMS 157 and HHP 55A
Lecture: 8 hours. Laboratory: 24 hours
This course is designed for students who desire to enter the firefighting field and meet requirements, units A-X, for the California State Firefighter 1 certification. Upon successful completion of the course, the student is then responsible for completing the required field experience with Fire Department verification (either six months full-time or one year part-time or volunteer) before submitting an application to the State. Curriculum for the fire academy includes firefighting skills, safety, incident management systems, operations, manipulative skills, tools and equipment, emergency scene operations, fire prevention, and investigation. Additional certifications include I-100, I-200, I-700.a, S-130, S-133, S-134, S-190, L-180, Seasonal Wildland Firefighter, Basic Land Navigation, Auto Extrication, Low Angle Rope Rescue, Hazardous Materials Full FRO, Firefighter Safety and Survival, Confined Space Awareness, and Basic Power Saw Safety. Note: Students must have a medical release for the course to engage in strenuous physical lifting, carrying, and related activities. Field trips required.

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. (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.

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.

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.

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

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)

FORTC 165 Fire-Fuels Management – 3 units
Lecture: 3 hours
Fundamentals of fire-fuels management, including: objectives of fuels reduction, preliminary surveys and reports, prescriptions for fuels reduction, and techniques for carrying out fuels reduction. Field trips may be required.

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. IGETC 4E; CSU-GE D5. C-ID: GEOG 120.

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, using the tools of cartography, specifically all forms of mapping, GIS, GPS, and graphic presentations. Emphasis on the interrelationships between physical and human processes. The study of the earth as the home of man. (MJC GEOG 101)
Transfer: UC/CSU. IGETC 5A; CSU-GE B1; C-ID: GEOG 110

GEOGR 57 GIS Data Management - Introduction to Geodatabase – 1-3 units
Recommended for Success: CMPSC 4, CMPSC 10
Lecture: 1-3 hours
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.
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.
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.
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)
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 61 or CMPSC 61. Offered for Pass/No Pass grading only.
Transfer: CSU

GEOGR 62 GIS Mapping - Introduction to SAR GIS – 1 unit

Lecture: 1 hour
Students who take this course will learn how to apply their GIS skills in Search and Rescue (SAR) Mapping. Students will learn SAR incident symbology, data standards and organization, establishing incident locations, search segments, SAR incident map products, and responsibilities of a GIS specialist on SARs and other critical incidents. The course will use a workflow and data model developed by SAR personnel that integrates with ArcGIS 10. Additionally, students will utilize GPS data that they have collected from GPS devices, convert them to shapefiles, and create team and briefing incident maps. During a full-day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Credit may be earned for only one of the following: GEOGR 62, CMPSC 62 or SAR 62. Offered for Pass/No Pass grading only.
Transfer: CSU

GEOGR 63 GIS and Making Maps: The Essential Skills – 1 unit

Lecture: 1 hour
This course is intended as a resource for emergency responders, outdoor enthusiasts and anyone interested in acquiring basic skills in understanding maps and using geospatial information and devices. Emphasis will be on developing a working knowledge of coordinate systems, establishing a location when given coordinates, finding coordinates from a location, and converting among coordinate systems to create a basic map using this information. Credit may be earned for only one of the following: GEOGR 63 or CMPSC 63. Offered for Pass/No Pass grading only.
Transfer: CSU

GEOGR 64 ArcGIS: Creating a Basic Map – 0.5 unit

Lecture: 0.5 hour
This course will teach the skills and tools to use ArcGIS 10 mapping software to create maps. It will be useful to anyone wanting a quick "how to" for using the industry standard ArcGIS to make and edit a map. Credit may be earned for only one of the following: GEOGR 64 or CMPSC 64. Offered for Pass/No Pass grading only.
Transfer: CSU

GEOGR 65 GIS Applications – 0.5-3 units

Recommended for Success: GEOGR 60 or CMPSC 60
Lecture: 0.5-3 hours
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.
Transfer: CSU

GEOGR 67 GIS Geocoding – 1 unit

Lecture: 1 hour
Students who take this course will learn to use GIS software for geocoding purposes. Geocoding is the process of using common data to quickly and easily create location maps and is used by most government agencies and many businesses. GIS software will be used to produce maps useful in such things as routing emergency vehicles, providing effective customer service delivery, understanding crime incident patterns, or locating restaurants, schools, and fire stations. Students will also learn to create and refine address data to develop the reference data necessary to build address or geocoding indexes. Strategies will be exercised to clean input addresses, achieve better address-matching results, and fine-tune software parameters. Credit may be earned for only one of the following: GEOGR 67 or CMPSC 67. Offered for Pass/No Pass grading only.
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.
Transfer: CSU

GEOGR 75 GIS Applications in Resource Management – 0.5-3 units

Recommended for Success: GEOGR 70 or CMPSC 70
Lecture: 0.5-3 hours
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.
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. CSU-GE E.

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
An introduction to occupational exploration and career choice. Emphasis will be on linking personal information (interests, values and abilities) obtained through career assessment, with information about occupations, researched by using Career Center and online resources. Career choices will be clarified and corresponding and appropriate educational goals will be selected. Students will receive instruction in goal setting, decision making, and problem solving as they relate to the development and fulfillment of educational and career plans. (MJC GUIDE 111)
Transfer: CSU

GUIDE 18 Life Skills for Higher Education – 3 units

Recommended for Success: ENGL 151
Lecture: 3 hours
This course presents strategies for first-year students to thrive in the culture of higher education. By taking a holistic approach to college success, educational planning, and lifelong learning, students will develop self-understanding as they examine topics such as: motivation and attitudes, values, goal setting, creative and critical thinking, stress management, personal wellness, learning and personality theories, time management, study skills, interpersonal communication, cultural diversity, college expectations and etiquette, and how to build a community for academic and personal support. An educational plan is a course requirement.
Transfer: CSU

GUIDE 25 Job Search and Interviewing Strategies –1 unitt

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. (MJC GUIDE 112)
Transfer: CSU

GUIDE 30 Personal Growth and Development – 3 units

Lecture: 3 hours
Examination of personal and psycho-social dynamics and influences for personal growth and self-management. Focus is on self-exploration, leading to self-awareness and self-understanding, examining motives behind choices, coping with changes, relationships, dynamics and resolution of conflicts, and the role of cognition and emotions in behavior and health; includes active personal involvement, class interaction, case studies, building personal portfolios, and self-study. Field trips may be required.
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 108 Guidance for Career Technical Education – 1 unit

Lecture: 1 hour
Designed to familiarize students with the various Career Technical Education certificates and degrees available at Columbia College. Course topics will include college resources available to assist students in meeting the rigor of college coursework, as well as the research and planning required to successfully achieve educational goals. Offered for Pass/No Pass grading only. Field trips required.

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. (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 and will also cover requirements for transfer to baccalaureate level nursing programs. Important aspects of nursing as an occupational choice will be covered along with information regarding the nursing profession. 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: UC/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. IGETC 4D; CSU-GE D4, E.

HHP 3 Introduction to Kinesiology – 3 units

Lecture: 3 hours
Provides an introduction to the interdisciplinary approach to the study of human movement. Emphasis on the importance of the subdisciplines will be discussed as well as career opportunities. (MJC PE 124)
Transfer: UC/CSU. C-ID: KIN 100

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. CSU-GE E.

HHP 6A Lifetime Fitness Program I – 2 units

Lecture: 3 hours. Activity: 3 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.) CSU-GE E.

HHP 6B Lifetime Fitness Program II – 1 unit

Prerequisite: HHP 6A with a grade of C or better, or P
Activity: 3 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.
Transfer: UC/CSU (Transfer credit limited. See a counselor.) CSU-GE E.

HHP 8A Aerobic Exercise – 1 unit

Activity: 3 hours
Provides an introduction to cardiovascular conditioning with an emphasis on the fundamental principles of exercise as a component of health.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 8B Step Aerobics – 1 unit

Activity: 3 hours
Designed to improve cardiovascular endurance with an emphasis on step aerobics as a component of health.
Transfer: CSU

HHP 9 Circuit Cross-Training – 1 unit

Activity: 3 hours
A comprehensive workout at an introductory level to achieve personal fitness goals through the use of cardiovascular and strength training systems.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 10 Adaptive Physical Education – 1 unit
Activity: 3 hours
Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 13A Introduction to Cardiac Rehabilitation – 2-3 units
Lecture: 1 hour. Activity: 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.
Transfer: CSU

HHP 13B Cardiac Rehabilitation – 1-2 units
Recommended for Success: HHP 13A
Activity: 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.
Transfer: CSU

HHP 15A Introduction to Cardiac Family Fitness – 2-3 units
Lecture: 1 hour. Activity: 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.
Transfer: CSU

HHP 15B Cardiac Family Fitness – 1-2 units
Recommended for Success: HHP 15A
Activity: 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.
Transfer: CSU

HHP 16 Walking for Fitness – 1 unit
Activity: 3 hours
Provides various methods of walking along with other exercises to achieve whole-body fitness. Emphasis is on cardiovascular efficiency, muscle endurance and strength, flexibility, and body composition.
Transfer: CSU

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

HHP 18B Yoga II for Better Health – 0.5-2 units
Recommended for Success: HHP 18A
Activity: 1.5-6 hours
Intermediate yoga practice using more advanced postures, breathing, and relaxation techniques to further increase flexibility, strength, balance and coordination.
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.
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.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 32 Basketball: Men's Rules – 0.5-1 units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 32A Basketball I – 1 unit
Activity: 3 hours
This course is a basic introduction to basketball rules and terms, as well as an introduction to the basic skills of dribbling, passing, shooting, rebounding and defending in basketball.
Transfer: CSU (Transfer credit limited. See a counselor.)

HHP 32B Basketball II – 1 unit
Activity: 3 hours
An intermediate level of skills and strategies for the experienced player. An introduction to offensive and defensive team concepts surrounding man-to-man, zone and transitional schemes will also be implemented in this course.
Transfer: CSU (Transfer credit limited. See a counselor.)

HHP 32C Basketball III – 1 unit
Recommended for Success: HHP 32B or previous participation in high-level interscholastic and/or intercollegiate basketball
Activity: 3 hours
An advanced level of skill and strategies for the experienced basketball player. Intra-class scrimmages, scorekeeping and refereeing included.
Transfer: 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.
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.
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.
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.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 47A Soccer I – 1 unit
Activity: 3 hours
Provides basic instruction, practice and participation in game play. Course emphasis on rules, skills and game strategies for the beginning player. Man-to-man defensive strategies are included as well as inter-class competition.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 47B Soccer II –1 unit
Recommended for Success: HHP 47A
Activity: 3 hours
Provides intermediate instruction and practice, and participation in game play. Course emphasis on rules, skills and strategies for the intermediate player. Zonal defensive strategies are included as well as inter-class competition.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 47C Soccer III – 1 unit
Recommended for Success: HHP 47B
Activity: 3 hours
Provides advanced instruction, practice and participation in game play. Course emphasis on skills and strategies for the experienced player. Defensive concepts surrounding zonal versus man-to-man-strategies are included.
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.
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.
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.
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.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 53B Volleyball II – 1 unit
Activity: 3 hours
An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 53C Volleyball III – 1 unit
Activity: 3 hours
An advanced level of skill and strategies for the experienced player. Intra-class power play competition included.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 55A Fitness Training I for Firefighting – 1 unit
Activity: 3 hours
An introductory course designed to prepare students for the Candidate Physical Ability Test (CPAT) which is a requirement to become a firefighter in California. Training and conditioning will focus on specific agility, flexibility, muscle strength, muscle endurance, and cardiovascular activities for the CPAT and work-related duties. Emphasis on nutrition and maintaining a healthy lifestyle will be included.
Transfer: CSU

HHP 55B Fitness Training II for Firefighting – 1 unit
Activity: 3 hours
An intermediate course designed to prepare students for the Candidate Physical Ability Test (CPAT) which is a requirement to become a firefighter in California. Training and conditioning will focus on specific agility, flexibility, muscle strength, muscle endurance, and cardiovascular activities. Emphasis on developing a well-balanced workout will be emphasized.
Transfer: CSU

HHP 56A Weight Training I – 1 unit
Activity: 3 hours
Instruction in use of weights and body building equipment with emphasis upon individual program development.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 56B Weight Training II – 1 unit
Recommended for Success: HHP 56A or equivalent
Activity: 3 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.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 57 Body Sculpting – 1 unit
Activity: 3 hours
Provides an introduction to the application of mechanical and anatomical principles. Emphasis is on muscular strength and endurance using free weights, resistance bands, and toning exercises.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 58 Ultimate Frisbee I – 0.5-1 units
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.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 59A Beginning Tai Chi – 1 unit
Activity: 3 hours
Provides an introduction to Tai Chi. Emphasis will be on the Chuan-Yang style short form, 21 movements.
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. CSU-GE E

HHP 61 Activities in Motor Development – 1 unit
Co-requisite: CHILD 40
Activity: 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 – 3 units
Lecture: 3 hours
Provides instruction on the theory and skills involved with the immediate and temporary care of the injured. Emphasis will be on learning how to assess a victim's condition and proper treatment. The American Red Cross Standard First Aid, CPR, and AED certifications for Infant/Child/Adult will be granted upon satisfactory completion. (MJC HE 101)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)
C-ID: KIN 101

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. (MJC PE 63)
Transfer: CSU/UC. IGETC 4J; CSU-GE D0

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.
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 Sports Conditioning – 1 unit
Activity: 3 hours
This course is designed for the athlete or student wanting to participate in a vigorous training program to train for athletic competition. Components will include muscle strength, muscle endurance, cardiovascular endurance, and flexibility. Concepts of speed, power, and quickness will also be emphasized. May be repeated 3 times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 80 Varsity Cross-Country – 3 units
Activity: 9 hours
Instruction, training, and competition in intercollegiate cross-country running. Participation in contests with other colleges will be scheduled. May be repeated 3 times.
Transfer CSU (Transfer credit limited. See a counselor.)

HHP 82 Varsity Basketball (Men) – 1.5 units
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) – 3 units
Activity: 9 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. IGETC 1B, 3B; CSU-GE A3, C2

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. IGETC 4F; CSU-GE D6

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. IGETC 4F; CSU-GE D6

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. IGETC 4F; CSU-GE D6

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. IGETC 4F; CSU-GE D6; C-ID: HIST 130

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. IGETC 4F; CSU-GE D6; C-ID: HIST 140

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. IGETC 4D, 4F; CSU-GE D4, D6

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

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.

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.

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

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 to American Culinary Federation (ACF) competencies. 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.

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.

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 142 with 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.

HPMGT 146 Dining Room Service and Management II – 1-3.5 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.

HPMGT 200 Exploring Culinary and Baking Skills – 1.5-2.5 units

Lecture: 0.5 hour. Laboratory: 3-6 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. Field trips may be required.

HPMGT 201A Basic Baking and Pastry Arts – 2 units

Lecture: 0.5 hour. Laboratory: 4.5 hours
Introduction to pastries, breads, cookies, pies and cakes. Students will explore the proper use of baking ovens, stoves, cooking equipment, and tools to produce baked products. Emphasis is on safety, sanitation, and basic competencies. Offered for Pass/No Pass grading only.

HPMGT 201B Intermediate Culinary and Pastry Arts – 2 units

Recommended for Success: HPMGT 201A
Lecture: 0.5 hours. Laboratory: 4.5 hours
Intermediate preparation of pastries, breads, cookies, pies, and cakes. Students will learn to bake goods to industry standards. Emphasis will be placed on preparing intermediate-level baked goods. Offered for Pass/No Pass grading only.

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. IGETC 3B; CSU-GE C2

HUMAN 2 Modern Culture – 3 units

Recommended for Success: ENGL 151 or equivalent
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. IGETC 3B; CSU-GE C2

HUMAN 3 World Culture – 3 units

Recommended for Success: ENGL 151 or equivalent
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. (MJC HUMAN 110)
Transfer: UC/CSU. IGETC 3B; CSU-GE C2

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. Field trips may be required. (MJC PHILO 115)
Transfer: UC/CSU. IGETC 3B; CSU-GE C2

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. CSU-GE E.

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.

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.

LIBRARY

LIBR 1 Introduction to Library and Information Resources – 1 unit

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.
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.

MANAGEMENT

MGMT 110 Communication in the Workplace – 0.5 unit

Lecture: 0.5 hour
Designed to introduce the student to key elements in communication within business organizations. Topics include verbal and nonverbal communication, listening skills and specific supervisory communication skills. Offered for Pass/No Pass grading only.

MGMT 111 Customer Service – 0.5 unit

Lecture: 0.5 hour
Designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills. Offered for Pass/No Pass grading only.

MGMT 112 Team Building – 0.5 unit

Lecture: 0.5 hour
Designed to provide the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace. Offered for Pass/No Pass grading only.

MGMT 113 Attitude in the Workplace – 0.5 unit

Lecture: 0.5 hour
Designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle these bad attitudes and specific techniques to raise the attitude of others. Offered for Pass/No Pass grading only.

MGMT 114 Values and Ethics in the Workplace – 0.5 unit

Lecture: 0.5 hour
Designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized. Offered for Pass/No Pass grading only.

MGMT 115 Time Management – 0.5 unit

Lecture: 0.5 hour
Designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered. Offered for Pass/No Pass grading only.

MGMT 116 Stress Management in the Workplace – 0.5 unit

Lecture: 0.5 hour
Designed to acquaint the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations. Offered for Pass/No Pass grading only.

MGMT 117 Conflict Management – 0.5 unit

Lecture: 0.5 hour
Designed to provide the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization. Offered for Pass/No Pass grading only.

MGMT 118 Decision Making in the Workplace – 0.5 unit

Lecture: 0.5 hour
Designed to introduce the student to decision making and problem solving as a supervisor or employee. Offered for Pass/No Pass grading only.

MGMT 119 Managing Organizational Change – 0.5 unit

Lecture: 0.5 hour
Designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change. Offered for Pass/No Pass grading only.

MGMT 120 Generational Diversity: Managing Cross-Generational Teams – 0.5 unit

Lecture: 0.5 hour
For the first time in America's history, we have four generations working side by side in the workplace. This course is designed to equip students with knowledge and skills to work with and lead cross-generational teams. 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
Statistics is the study of how to collect, organize, analyze, interpret, and communicate information from data. This course will cover descriptive statistics, normal distributions, correlation and regression, probability, sampling distributions, inference about quantitative and categorical variables, and inference about relationships. (MJC MATH 134)
Transfer: UC/CSU. IGETC 2A; CSU-GE B4

MATH 4 Mathematics for Elementary Teachers – 3 units

Prerequisite: MATH 104 with a grade of C or better, or P, or placement through the assessment process
Lecture: 3 hours
Critical study of the real number system and its subsystems for prospective elementary school teachers. Includes the definitions of the basic arithmetic operations and their algorithms, numeration systems, number theory, problem solving, and mathematical communication and reasoning. Field trips may be required. (MJC MATH 105)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) CSU-GE B4

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. IGETC 2A; CSU-GE B4

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
The study of trigonometric functions analytically and graphically, in both Cartesian and polar coordinates. Course will cover solving trigonometric equations using identities and inverse functions and applying these concepts to right and oblique triangles, the unit circle, vectors, complex numbers and other applications.
Transfer: CSU. CSU-GE B4

MATH 12 Finite Mathematics – 3 units

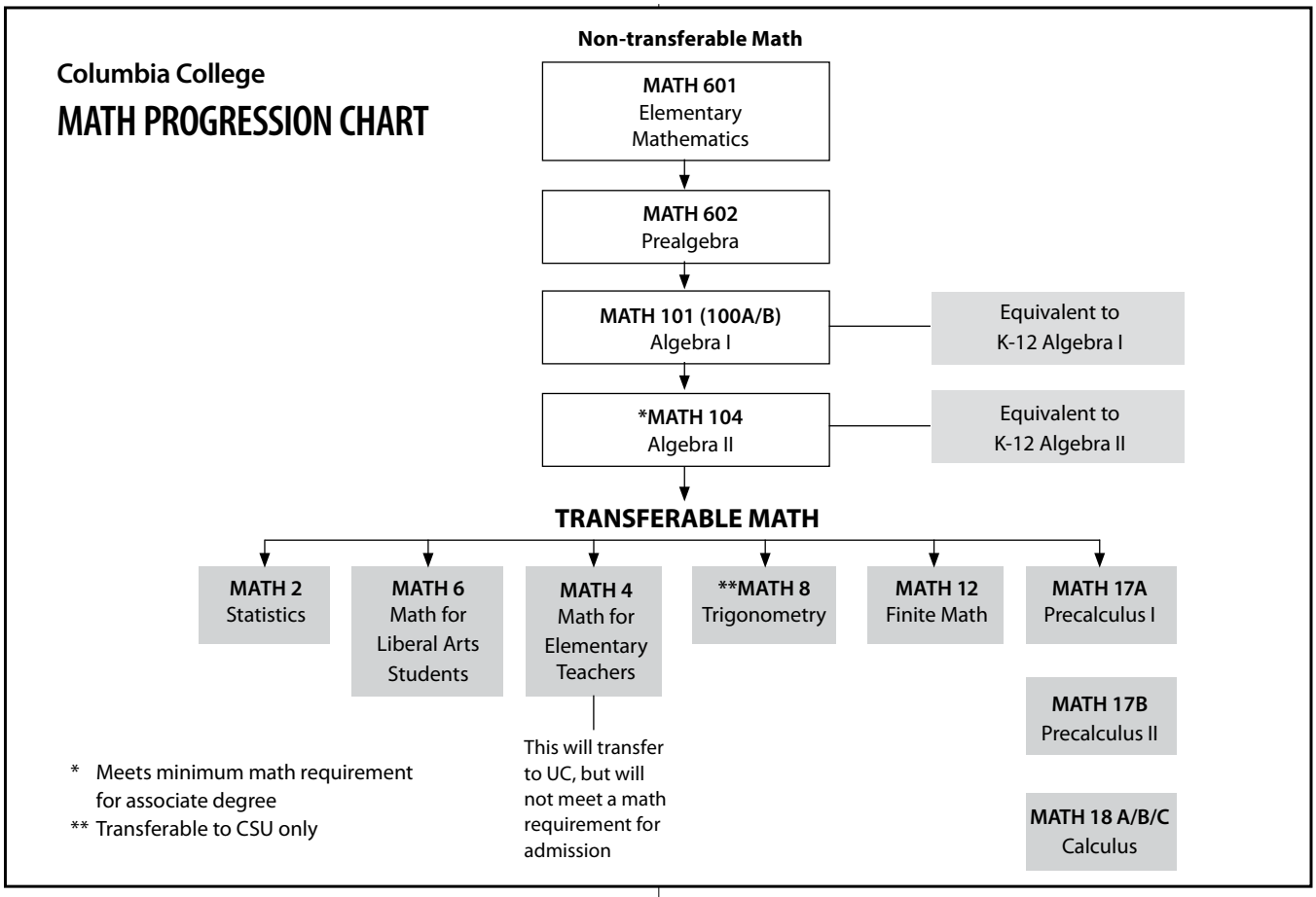
Prerequisite: MATH 104 with a grade of C or better, or P, or placement through the assessment process
Lecture: 3 hours
Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming), sets, combinatorics, probability, statistics, and the mathematics of finance. (MJC MATH 130)
Transfer: UC/CSU. IGETC 2A; CSU-GE B4

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.) IGETC 2A; CSU-GE B4. 17A + 17B = 5 UC units maximum

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.) IGETC 2A; CSU-GE B4. 17A + 17B = 5 UC units maximum



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. (MJC MATH 171)
Transfer: UC/CSU. IGETC 2A; CSU-GE B4

MATH 18B Calculus II – 5 units

Prerequisite: MATH 18A with a grade of C or better, or P, or placement through the assessment process.
Lecture: 5 hours
Anti-derivatives, techniques of integration, applications of definite integrals to geometry, physics, probability, and economics, numerical integration, improper integrals, simple differential equations, convergence of series, power series, Taylor series, Fourier series, areas defined by polar and parametric curves. (MJC MATH 172)
Transfer: UC/CSU. IGETC 2A; CSU-GE B4

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. (MJC MATH 173)
Transfer: UC/CSU. IGETC 2A; CSU-GE B4

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.

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.

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, factoring, solution of quadratic equations by factoring and the quadratic formula. (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
Algebra II continues from Algebra I, studying functions using graphical, numerical, formulaic and descriptive techniques. Students will solve problems and applications modeled by linear, polynomial, rational, exponential, logarithmic functions and quadratic functions in one and two variables using conic sections. Students also perform operations, simplify expressions and solve equations involving polynomials, complex numbers, matrices and rational exponents. Introduction to series and summation notation, as well as transformations and the algebra of functions. Graphing calculator 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.

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. (MJC MUSG 101)
Transfer: UC/CSU. IGETC 3A; CSU-GE C1; C-ID: MUS 100

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. C-ID: MUS 125

MUSIC 4B Elementary Musicianship – 2 units
Prerequisite: MUSIC 4A with a grade of C or better, or P
Recommended for Success: 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. C-ID: MUS 155

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. IGETC 3A; CSU-GE C1

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. IGETC 3A; CSU-GE C1

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. IGETC 3A; CSU-GE C1

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. (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. (MJC MUST 123)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)
C-ID: MUS 140

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.)
C-ID: MUS 150

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. (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

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. CSU-GE D7

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 6 Soil Resources – 3 units
Lecture: 2 hours. Laboratory: 3 hours
Introduction to physical, chemical, and biological properties of soils. Soil development, type, and analysis. Implications and applications for natural resources management.
Transfer: UC/CSU. CSU-GE B1; IGETC 5A

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.

NATURAL RESOURCES TECHNOLOGY

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.

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.

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.

NARTC 169 Operation of Wastewater Treatment Plants 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.

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

Lecture: 2 hours
A field course on the natural history and methods of surveying and monitoring Sierra mammals, raptors, songbirds, reptiles, and amphibians. Topics include field identification of pelage, tracks, plumage, life cycle, geographic ranges, habitat, ecological niche, field signs, behavioral patterns, and State and federal listed status, as well as use of track plates, hair snare systems, and wildlife cameras. Offered for Pass/No Pass grading only.

NARTC 183 Ecological Restoration – 1 unit

Lecture: 1 hour
A field lecture course on ecological restoration. 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, as well as restoration techniques, implementation, and monitoring. Offered for Pass/No Pass grading only.

NARTC 184 Leave-No-Trace Trainer Class – 1 unit

Lecture: 1 hour
An 18-hour field course that informs and trains land management employees and volunteers, youth group leaders, outdoor educators, outfitters and guides in effective instruction in the Leave-No-Trace program of outdoor skills and ethics, and provides experience in presenting and organizing LNT instruction. Offered for Pass/No Pass grading only. Field trips required.

NARTC 185 Wild by Law: An Introduction to the National Wilderness Preservation System – 1 unit

Lecture: 1 hour
A two-day summer field course that informs and trains land management employees, volunteers, and others in the historical and philosophical antecedents to the Wilderness Act of 1964 and the provisions and administration of the National Wilderness Preservation System. Offered for Pass/No Pass grading only. Field trips required.

OFFICE TECHNOLOGY

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.
Transfer: CSU

OFTEC 50 Medical Terminology – 3 units

Lecture: 3 hours
An introduction to basic word structure including word roots, prefixes and suffixes used in medical vocabulary; also specialized vocabulary for the various anatomical systems used by allied health fields. (MJC MDAST 321)
Transfer: CSU

OFTEC 97 Work Experience in Office Technology – 1-4 units

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 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.

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. (MJC CSCI 224)

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.

OFTEC 149 Electronic Health Records – 2 units
Lecture: 2 hours
Students learn to apply hands-on skills by creating charts for new patients, recording vital signs, managing office visits, and creating letters to patients and healthcare providers. Students experience computer-simulated office management through EHR software.

OFTEC 150 Medical Law and Ethics – 2 units
Lecture: 2 hours
An introduction to law and ethics in the medical office. The course covers principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It also includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

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 which includes the following elements: governmental and private insurance plans, compliance issues and HIPAA privacy requirements, electronic claims and a practice management program.

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 168 Creating a Virtual Office – 3 units
Recommended for Success: 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, communication, organization, and operations. In this setting, a virtual entrepreneur is a highly skilled professional working independently in support of other businesses and providing a multitude of services, often using 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.

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.

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.

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. IGETC 3B; CSU-GE C2. C-ID: PHIL 100

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. IGETC 1B, 3B; CSU-GE A3, C2

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. IGETC 3B; CSU-GE C2

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. (MJC PHILO 135)
Transfer: UC/CSU. IGETC 3B; CSU-GE C2

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.)
IGETC 5A; CSU-GE B1

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.)
IGETC 5A; CSU-GE B1

PHYCS 4A Introductory Physics I: Trigonometry Level – 4 units

Prerequisite/Co-requisite: Completion of MATH 8 or MATH 17B with a grade of C or better, or P, or concurrent enrollment in either MATH 8 or MATH 17B
Lecture: 3 hours. Laboratory: 3 hours
A trigonometry-level introduction to the modeling of physical phenomena using Newtonian theory and its extensions.
Core topics include: kinematics, dynamics, work and energy, momentum, fluids, and simple harmonic motion. This course requires the student to use 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.)
IGETC 5A, 5C; CSU-GE B1, B3. C-ID: PHYS 105

PHYCS 4B Introductory Physics II: Trigonometry Level – 4 units

Prerequisite: PHYCS 4A with a grade of C or better, or P
Lecture: 3 hours. Laboratory: 3 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.)
IGETC 5A, 5C; CSU-GE B1, B3. C-ID: PHYS 110

PHYCS 5A Introductory Physics I: Calculus Level – 5 units

Prerequisite/Co-requisite: Completion of MATH 18A with a grade of C or better, or P or concurrent enrollment in MATH 18A
Lecture: 4 hours. Laboratory: 3 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.)
IGETC 5A, 5C; CSU-GE B1, B3. C-ID: PHYS 205

PHYCS 5B Introductory Physics II: Calculus Level – 5 units

Prerequisite: PHYCS 5A with a grade of C or better, or P
Prerequisite/Co-requisite: Completion of MATH 18B with a grade of C or better, or P, or concurrent enrollment in MATH 18B
Lecture: 4 hours. Laboratory: 3 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.)
IGETC 5A, 5C; CSU-GE B1, B3. C-ID: PHYS 210

PHYCS 30 Survey of Chemistry and Physics – 4 units

Prerequisite: MATH 101 with a grade of C or better, or P
Lecture: 3 hours. Laboratory: 3 hours
An investigation of basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. The inquiry-based learning experience is designed to assist students and future science educators in learning how to guide learning by self-discovery. Credit may be earned for only one of the following: PHYCS 30 or CHEM 30.
Transfer: CSU

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. IGETC 4H; CSU-GE D8. C-ID: POLS 110

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. IGETC 4H; CSU-GE D8

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. IGETC 4H; CSU-GE D8

PSYCHOLOGY

PSYCH 1 General Psychology – 3 units

Recommended for Success: ENGL 151
Lecture: 3 hours
An introductory survey course of the general field of psychology. Topics to be covered include: 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. IGETC 4I; CSU-GE D9. C-ID: PSY 110

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: CSU

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. IGETC 4I; CSU-GE E; C-ID: PSY 130

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. As well as examining universal development, the course will examine individual differences in human development including developmental problems associated with physical, cognitive, social and personality issues. Instruction will include theoretical concepts as well as practical application. (MJC PSYCH 141)
Transfer: UC/CSU. IGETC 4I; CSU-GE E; C-ID: PSY 180

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. (MJC PSYCH 102)
Transfer: UC/CSU. CSU-GE D9. C-ID: PSY 200

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. CSU-GE D9, E

PSYCH 30 Psychology of Adjustment – 3 units

Recommended for Success: ENGL 151
Lecture: 3 hours
This course is designed for students to learn and apply psychological principles and theories to their everyday life and foster their personal and social adjustment. This includes an examination of different psychological perspectives and their theoretical foundations as well as the influence of culture, society, gender, ethnicity, historical cohort and socio-economic status. Furthermore, students shall learn how scientists, clinicians and other practitioners study psychology. Lastly, this course should facilitate student understanding of other social sciences and improve critical thinking skills. Field trips may be required. (MJC PSYCH 130)
Transfer: CSU. CSU-GE E. C-ID: PSY 115

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. IGETC 4I; CSU-GE D9, E

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. CSU-GE E

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 56 Introduction to Psychosocial Rehabilitation – 3 units

Prerequisite: PSYCH 52 with a grade or 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

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.
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 59 Rescue Systems I: Instructor Training – 3 units

Lecture: 3 hours
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. Offered for Pass/No Pass grading only.
Transfer: CSU

SAR 62 GIS Mapping - Introduction to SAR GIS – 1 unit

Lecture: 1 hour
Students who take this course will learn how to apply their GIS skills in Search and Rescue (SAR) Mapping. Students will learn SAR incident symbology, data standards and organization, establishing incident locations, search segments, SAR incident map products, and responsibilities of a GIS specialist on SARs and other critical incidents. The course will use a workflow and data model developed by SAR personnel that integrates with ArcGIS 10. Additionally, students will utilize GPS data that they have collected from GPS devices, convert them to shapefiles, and create team and briefing incident maps. During a full-day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Credit may be earned for only one of the following: SAR 62, CMPSC 62 or GEOGR 62. Offered for Pass/No Pass grading only.
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. CSU-GE C2

SIGN 40B ASL: Elementary Communication with the Deaf – 3 units

Prerequisite: SIGN 40A with a grade of C or better, or P
Lecture: 3 hours
This is an elementary level 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. IGETC 3B, 6A; CSU-GE C2

SIGN 40C ASL: 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. IGETC 3B, 6A; CSU-GE C2

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.

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.

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. IGETC 4J; CSU-GE D0. C-ID: SOCI 110

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. IGETC 4J; CSU-GE D0. C-ID: SOCI 115

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. IGETC 4C, 4J; CSU-GE D0, D3. C-ID: SOCI 150

SOCIO 7 Gender, Culture and Society – 3 units

Lecture: 3 hours
The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g. age, social class), socialization (e.g. rites of passage, conformity 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. IGETC 4D; CSU-GE D4. C-ID: SOCI 140

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: UC/CSU. IGETC 4J; CSU-GE D0; C-ID: SOCI 120

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. IGETC 4J; CSU-GE E. C-ID: SOCI 130

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. CSU-GE E

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. IGETC 6A; CSU-GE C2; C-ID: SPAN 100

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. IGETC 3B, 6A; CSU-GE C2. C-ID: SPAN 110

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. IGETC 3B, 6A; CSU-GE C2. C-ID: SPAN 200

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. IGETC 3B, 6A; CSU-GE C2. C-ID: SPAN 210

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. (MJC SPAN 51)
Transfer: CSU

SPAN 20A Conversational Spanish: Intermediate – 3 units

Recommended for Success: SPAN 1B or satisfactory completion of 3 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.
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.
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.

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.

SPEECH COMMUNICATION

SPCOM 1 Introduction to Public Speaking – 3 units

Lecture: 3 hours
Principles of oral communication including speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluative listening. (MJC COMM 100)
Transfer: UC/CSU. IGETC 1C; CSU-GE A1. C-ID: COMM 110

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 COMM 104)
Transfer: UC/CSU. CSU-GE A3. C-ID: COMM 120

SPCOM 4 Introduction to Human Communication – 3 units

Lecture: 3 hours
Course material focuses on the history of the study of human communication, basic research methods for the evaluation of human communication phenomena, and ethical perspectives in communication. Recurrent variables in verbal and non-verbal interaction are traced through the intrapersonal, interpersonal, and multi-personal systems. (MJC COMM 102)
Transfer: UC/CSU. IGETC 1C; CSU-GE A1

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 COMM 130)
Transfer: UC/CSU. IGETC 4C; CSU-GE D3. C-ID: COMM 150

SPCOM 7 Forensics Workshop – 3 units

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 COMM 105)
Transfer: CSU. C-ID: COMM 160B

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 COMM 106)
Transfer: CSU. C-ID: COMM 140

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. IGETC 4G; CSU-GE D7

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.
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.)

WELDING TECHNOLOGY

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 101 Practical Laboratory – 1 unit

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.

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.

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.

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.

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.

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 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.
Provides students an opportunity to experience supervised employment. 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.)

NON-CREDIT COURSES

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.

HHP 300 Lifelong Health and Fitness
Laboratory: 1.5 hours
Designed to offer lifelong education and promote the health and physical wellbeing of individuals. It includes a comprehensive workout designed to achieve personal fitness goals. Unlimited repeats. Note: 27 to 108 contact hours.

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. Unlimited repeats.

HHP 303 Rehabilitation for Physically Limited

Laboratory: 1.5 hours
Designed to offer individually prescribed fitness to the physically limited with emphasis on the improvements of cardiovascular, flexibility and strength components. Unlimited repeats.

MUSIC 302 Choral Singing

Laboratory: 4 hours
Study and performance of mixed choral works of various styles and periods for older adults. Includes development of vocal technique and musicianship. Unlimited repeats.

MUSIC 303 Orchestra

Laboratory: 3 hours
Study and performance of orchestral literature of various styles and media for older adults. Audition required for wind, brass, and percussion players as needed. Field trips may be required. Unlimited repeats.

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 or 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. Unlimited repeats

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 wconsumer 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 in 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		2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
Anthropology							
1	Physical Anthropology		X	X		X	X
2	Cultural Anthropology		X	X		X	X
7	Gender, Culture and Society		X			X	
Art							
1	Basic Freehand Drawing	X	X	X	X	X	X
2	Basic Color and Design			X			X
9A	Figure Drawing: Beginning		X			X	
9B	Figure Drawing: Intermediate		X			X	
11	History of Art: Ancient and Medieval		X			X	
12	History of Art: Renaissance, Baroque and Modern	X	X	X	X	X	X
13	Art of Africa, Asia, Australia and the Americas		X	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	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	X
35	Raku and Alternative Firing Methods		X	X		X	X
40	Photography: Beginning		X	X		X	X
41	Photography: Intermediate						
44	Advanced Photography Laboratory						
45	Field Photography	X	X	X	X	X	X
46	Field Photography: -Composition and Design		X			X	
51	Publication Design I			X			X
52	Publication Design II			X			X
53	Computer Graphics I		X			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

Course		2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
Automotive Technology							
97	Work Experience in Automotive Technology		X	X		X	X
100	Introduction to Automotive Technology		X				
102	Engine Repair		X				
103	Practical Laboratory		X				
104	Practical Laboratory (Auto Body)		X				
105	Automotive Braking Systems		X				
106	Engine Performance			X			X
112	Heating and Air Conditioning			X			X
113	Automotive Electrics			X			X
120	Suspension and Steering					X	
122	Manual Power Trains and Axles					X	
132	Automatic Transmissions and Transaxles			X			X
165	Clean Air Car Course and OBD II Update Training			X			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		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	
Business Administration							
2A	Financial Accounting		X			X	
2B	Managerial Accounting			X			X
18	Business Law			X			X
20	Principles of Business		X	X		X	X
24	Human Relations in Organizations			X			X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
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
51	Management Information Systems					X	
53	Project Management			X			X
97	Work Experience in Business and Commerce		X	X		X	
121	Adobe Acrobat Essentials			X			X
135	Computerized Accounting (QuickBooks)		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	
164	Income Tax		X			X	
Chemistry							
2A	General Chemistry I	X	X	X		X	X
2AL	General Chemistry I Laboratory	X	X	X		X	X
2B	General Chemistry II	X		X	X		X
2BL	General Chemistry II Laboratory	X		X	X		X
4A	Organic Chemistry I		X			X	
4AL	Organic Chemistry I Laboratory		X			X	
4B	Organic Chemistry II			X			X
4AL	Organic Chemistry II Laboratory			X			X
5	Introductory Chemistry: Environmental Emphasis	X	X	X	X	X	X
5L	Introductory Chemistry Laboratory	X	X	X	X	X	X
14	Fundamental Chemistry for Allied Health	X	X	X	X	X	X
14L	Fundamental Chemistry for Allied Health Laboratory	X	X	X	X	X	X
16	Fundamental Organic and Biochemistry	X	X		X	X	
16L	Fundamental Organic and Biochemistry Laboratory	X	X		X	X	
20	The Chemistry of Everything			X			X
20L	The Chemistry of Everything Laboratory			X			X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
Child Development							
1	Child Growth and Development		X	X		X	X
3	Principles and Practices of Teaching Young Children		X	X		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	Introduction to Children with Special Needs		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	X
28	Books for Young Children			X		X	
30	Child Care/Nursery School Administration			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				
4	Windows Operating Systems Essentials		X	X		X	X
5	Introduction to Programming		X	X		X	X
9	Introduction to UNIX/Linux			X			
10	Internet Essentials		X	X		X	X
11	Presentations Using Computers and Multimedia			X			X
12	Website Development Applications						X
13	Introduction to HTML and CSS			X			X
14	Advanced Topics in Website Development			X			X
15	Java Programming			X			X
17	Advanced Internet Research		X	X		X	
19	Computer Graphics and Animation			X		X	X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
22	Programming Concepts and Methodology I		X			X	
24	Programming Concepts and Methodology II			X			
27	C/C++ Programming						X
28	Visual Studio .NET 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
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	
53	Project Management			X			X
55	Database Management		X			X	
56	Typography					X	
57	GIS Data Managment: Introduction to Geodatabase			X			
58	GIS - ArcView			X			
59	Geographic Information and Global Positioning Systems		X		X		
60	Introduction to ArcGIS			X			
61	GIS Mapping: Introduction to Fire Incident Mapping			X			
62	GIS Mapping: Introduction to SAR GIS			X			
65	GIS Applications		X				
70	Introduction to Raster-Based GIS			X			
149	Photoshop for the Web			X			
155	Access			X			X
162	Networking - CCNA 2: Routing and Switching Essentials		X			X	
163	Networking - CCNA 3: Scaling Networks			X			X
164	Networking - CCNA 4: Connecting Networks			X			X
167	PC Assembly, Upgrade and Support (A+)	X	X		X	X	
168	PC Operating System Installation and Support (A+)			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		X

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						
30	Global Tectonic Geology		X	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						
12	Introduction to Education: Intermediate Field Experience						

Emergency Medical Services

4	Emergency Medical Technician Training		X	X		X	X
12	Pre-Paramedic Training		X			X	
20	Basic Cardiology and Cardiac Dysrhythmias			X		X	X
97	Work Experience in Emergency Medical Service		X	X		X	X
107	Skills Refresher for Emergency Medical Technicians and First Responders			X		X	X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
109	Online Emergency Medical Technician Refresher			X			X
153	CPR and Basic First Aid		X	X		X	X
157	Emergency Medical Responder and CPR		X	X		X	X
165	Conversational Medical Spanish for Emergency Health Care Providers					X	
175	EMS Skills Development		X	X		X	X
English							
1A	Reading and Composition: Beginning	X	X	X	X	X	X
1B	Advanced Composition and Introduction to Literature	X	X	X	X	X	X
1C	Critical Reasoning and Writing		X	X		X	X
10	Creative Writing		X	X		X	X
11	Film Appreciation		X	X		X	X
17	American Literature		X			X	
18	American Literature			X			X
46	Survey of English Literature						
47	Survey of English Literature						
50	Introduction to Shakespeare			X			X
81	Introduction to World Literature: 1500 to Present			X			X
151	Preparation 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			X
Fire Technology							
1	Fire Protection Organization	X	X	X	X	X	X
2	Fire Prevention Technology		X			X	
3	Fire Protection Equipment and Systems			X		X	
4	Building Construction for Fire Protection		X			X	
5	Fire Behavior and Combustion			X			X
7	Wildland Fire Control		X			X	
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

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
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	
108	Confined Space Awareness			X			X
110	ICS 200: Basic Incident Command System		X			X	
111	Basic Power Saw Safety		X	X		X	X
Foreign Language (See Spanish)							
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	
165	Fire-Fuels 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	Introduction to Helping Skills			X			X
10B	Intermediate Helping and Basic Conflict Management Skills			X			X
11	Occupational Exploration	X	X	X	X	X	X
18	Life Skills for Higher Education			X	X	X	X
25	Job Search and Interviewing Strategies			X		X	X
30	Personal Growth and Development					X	
100	College Success	X	X	X		X	X
107	Orientation to College	X			X	X	
108	Guidance for Career Technical Education		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			
2	Women's Health Issues		X	X		X	X
3	Introduction to Kinesiology		X			X	
5	Introduction to Recreation and Leisure	X	X	X	X	X	X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
6A	Lifetime Fitness Program I		X	X		X	X
6B	Lifetime Fitness Program II		X	X		X	X
8A	Aerobic Exercise		X			X	
8B	Step Aerobics			X			X
9	Circuit Cross-Training	X	X	X	X	X	X
10	Adaptive Physical Education	X	X	X	X	X	X
18A	Yoga I for Better Health		X	X		X	X
18B	Yoga II for Better Health		X	X		X	X
32A	Basketball I	X	X	X	X	X	X
32B	Basketball II	X	X	X	X	X	X
32C	Basketball III	X	X	X	X	X	X
45	Co-Ed Flag Football		X			X	
47A	Soccer I		X	X		X	X
47B	Soccer II		X	X		X	X
50A	Tennis I		X			X	
50B	Tennis II		X			X	
53A	Volleyball I	X		X	X		X
53B	Volleyball II	X		X	X		X
53C	Volleyball III	X		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			X			X
59A	Beginning Tai Chi			X			X
60	Health and Fitness Education	X	X	X	X	X	X
62	Safety and First Aid Education			X			X
63	Sociology of Sport		X	X		X	X
66	Mental Aspects of Sport		X	X		X	X
74	Introduction to Sport Management			X			X
82	Varsity Basketball (Men)		X	X		X	X
86	Varsity Volleyball (Women)		X			X	
History							
5	Introduction to the History and Philosophy of Science		X			X	
11	History of California		X			X	
13	World Civilizations: to 1650		X			X	
14	World Civilizations: 1650 to Present			X			X
16	United States: to 1877	X	X	X	X	X	X
17	United States: 1877 to Present	X	X	X	X	X	X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
Hospitality Management							
97	Work Experience in Hospitality Management		X	X		X	X
102	Introduction to Hospitality Careers and Human Relations		X			X	
104	Hospitality Laws and Regulations		X			X	
112	Front Office Management/Hotel Catering		X			X	
114	Introduction to Maintenance and Housekeeping		X			X	
120	Safety and Sanitation		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			X
143	Advanced Garde Manger		X			X	
146	Dining Room Service and Management II		X	X		X	X
147	Beverage Management					X	X
148	Introduction to Wines		X			X	
152	Restaurant Planning			X			X
190	Culinary Arts Internship			X		X	X
200	Exploring Culinary and Baking Skills	X			X		
Humanities							
1	Old World Culture		X			X	
2	Modern Culture			X			X
3	World Culture	X			X		
4	World Religions and Spirituality	X	X		X	X	
Library							
1	Introduction to Library and Information Resources		X	X		X	X
101	Introduction to the Library	X			X		

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
Mathematics							
2	Statistics	X	X	X	X	X	X
4	Mathematics for Elementary Teachers			X			X
6	Mathematics for Liberal Arts Students			X			X
8	Trigonometry		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 I: Second Half			X			X
101	Algebra I	X	X	X	X	X	X
104	Algebra II	X	X	X	X	X	X
106	Introduction to Mathematical Thinking			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
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
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	X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
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 Emphasis		X	X		X	X
76	Community Orchestra		X	X			
78	Ensemble: Instrumental Emphasis		X	X			
Natural Resources							
1	Environmental Conservation		X	X	X	X	X
3	Natural Resources Law and Policy			X			X
6	Soil Resources		X			X	
9	Parks and Forests Law Enforcement			X			X
22	Ecology and Use of Fire in Forest Ecosystems		X			X	
30	Introduction to Watershed Management			X			X
50	Natural History and Ecology	X			X		
97	Work Experience in Forestry and Natural Resources		X	X		X	X
110	Natural Resources Field Camp	X			X		
Natural Resources Technology							
155	Interpretive Guided Tours				X		
160	Introduction to Maps and Remote Sensing		X			X	
161	Introduction toWater Resources Management		X			X	
163	Water for Consumption			X			X
167	Operation of Wastewater Treatment Plants			X			X
169	Operation of Wastewater Treatment Plants 2		X			X	
181	California Wildlife			X			X
182	Natural History and Techniques of Surveying Sierra Nevada Wildlife	X			X		
183	Ecological Restoration	X			X		
Office Technology							
42	Publication Design I					X	
43	Publication Design II			X			X
50	Medical Terminology		X	X		X	X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
97	Work Experience in Office Technology		X	X		X	X
100	Computer Keyboarding I		X	X		X	
125	Records Management & Filing Applications		X			X	
130	Business English		X			X	
131	Office Procedures & 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	
149	Electronic Health Records		X			X	
150	Medical Law and Ethics		X			X	
151	Medical Office Management			X			X
152A	Medical Billing and Coding			X			X
152B	Medical Coding II		X			X	
152C	Medical Coding III			X			X
168	Creating and Managing a Virtual Office		X			X	
210	Typing Speed & Accuracy Building		X	X		X	X
Philosophy							
1	Introduction to Philosophy	X	X	X	X	X	X
5	Introduction to the History and Philosophy of Science		X			X	
25	Twentieth Century Philosophy		X			X	
Physics							
1	Conceptual Physics						
2	Conceptual Physical Science: A Starship Voyage						
4A	Introductory Physics I: Trigonometry Level		X			X	
4B	Introductory Physics II: Trigonometry Level			X			X
5A	Introductory Physics I: Calculus Level		X			X	
5B	Introductory 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

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016-Spr
Psychology							
1	General Psychology	X	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
20	Sport Psychology						
30	Psychology of Adjustment	X	X	X	X	X	X
35	Introduction to Drugs and Behavior		X			X	
40	Stress Management		X			X	
52	Introduction to Peer Support for Psychosocial Rehabilitation		X			X	
56	Introduction to Psychosocial Rehabilitation			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: Elementary Communication with the Deaf			X			X
40C	ASL: Intermediate Communication with the Deaf		X			X	
Skills Development							
610	Introduction to Computer Access			X			X
690	Study Skills	X			X		
Sociology							
1	Introduction to Sociology		X	X		X	X
2	American Society: Social Problems and Deviance			X			X
5	Ethnicity and Ethnic Relations in America		X			X	
7	Gender, Culture and Society		X			X	
12	Sociology of the Family		X			X	
28	Death and 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	
10B	Conversational Spanish: Beginning			X			X

	Course	2014 Sum	2014 Fall	2015 Spr	2015 Sum	2015 Fall	2016 Spr
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			X
4	Introduction to Human Communication		X			X	
5	Intercultural Communication						
7	Forensics Workshop		X	X		X	X
12	Media and American Culture			X			X
19	Exploring Radio Drama						
19	Exploring Radio Drama						
Welding Technology							
97	Work Experience in Welding Technology		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

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

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

Angela R. Fairchilds (2014) **588.5115** College President
B.S., Golden Gate University
M.B.A., Golden Gate University
Ph.D., University of Arizona

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

Matthew P. Fox (2013) **588.5110** — EOPS/CARE Coordinator-Counselor
B.A., University of California, Los Angeles
M.Ed., University of California, Los Angeles

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

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

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
A.A., Columbia College — Business Administration
B.S., California State University, Stanislaus — Entrepreneurship
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 Califonria, Santa Barbara

Chris Vitelli (2011) **588.5143** — Dean of Career Technical Education
B.S., University of Florida
Ed.M, 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

Shane Warner (2013) **588.5308** — Fire Technology
A.S., Columbia College

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)
John Carter	Music (1984-2014)
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	Hlsotry, Humanitites, Philosophy, Political Science (1968-1985)
Patricia Harrelson	English (1982-2007)
Frances V. Hegwein	Health Occupations (1974-1985)
Michael N. Hill	Business Administration (1989-2014)
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)
John Leamy	Mathematics (2000-2014)
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)
Susan Medeiros	Counselor (2000-2013)
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

Anne Anderson (2006) — Administrative Assistant

Kimberly Angel (2013) — Child Development Center Teacher

Kathleen Aubel (2013) — Admissions & Records Technician

Dana Baker (2014) — Financial Aid Technician

Doreen Bass (1991) — Instructional Support Specialist, Biology

Lonnie Blansit (1997) — Instructional Support Technician, Computer Science

Darin Blume (2000) — Maintenance Technician

Casey Bonavia (1989) — Instructional Support Specialist, Mathematics

Kelsie Bonavia (2014) — Financial Aid Technician

Ryan Brady (1999) — Information Systems 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

Coni Chavez (2002) — Executive Assistant, College President

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 Career Technical Education

Eileen Cupit (1996) — Custodian

Greg Elam (1997) — Campus Security Supervisor

Tiffeny Flies (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

Tracey Hickey (2013) — Administrative Assistant, Student Services/Counseling

Rickee Hill (2003) — Admissions & Records Technician

Dale Hubbard (2011) — Lead Custodian

Cindy Inwood (2008) — Administrative Assistant, Stock/Delivery Technician

Jason Irion (2013) — Grounds Maintenance Technician

Terri Isaman (2002) — Executive Secretary, Vice President of College & Administrative Services

Shawn Jordison (2010) — Alternative Media Access Specialist

Ashley Kennedy (2014) — Campus Security Officer

Judy Lanchester (1994) — Facilities Planning & Operations

Kathy Lea (2008) — Grounds Maintenance Technician

Allison McDermott (2013) — Library Specialist

Timothy Mann (1983) — Instructional Support Technician, Health & Human Performance

Tammie Miles (2005) — Campus Security Officer

Rich Moody (2007) — Maintenance Specialist, HVAC

Tiffany Moore (2013) — Administrative Specialist, Career Technical Education

Shelley Muniz (2002) — Library Specialist

Amy Nilson (2013) — Director of Development

Chris Pomeroy (2007) — Custodian

Patricia Ramirez (2004) — Admissions & Records Specialist

Lorraine Rasmussen (2007) — Custodian

Anneka Rogers Whitmer (2011) — Director, TRiO Project

Jason Romano (2008) — Instructional Support Assistant

Joe Rosas (2013) — Campus Security Officer

Liz Rumney (1998) — Bookstore Textbook Buyer

Gail Segerstrom (2005) — Graphic Arts Specialist, Instructional Materials Center

Marnie Shively (2000) — Director of Student Financial Services

Steven Shively (1987) — Maintenance Technician

Karen Stanley (2005) — Food Services Specialist

Cory Stoneham (2008) — Mechanic

Diana Sunday (2012) — Director of College Research and Planning

Carol Taylor (2007) — Shuttle Driver

Kat Thuloweit (2007) — Custodian

Eric Turner (2012) — Instructional Support Specialist

Susan Vegter-Slape (2001) — Executive Secretary, Vice President of Student Learning

Michelle Vidaurri (2005) — Administrative Specialist, Student Learning

Michelle Walker (2013) — Program Technician, Student Services/Special Programs

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

Notes

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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 588.5109
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 588.5087
- Student Services 588.5132
- Vocational Education 588.5142

T

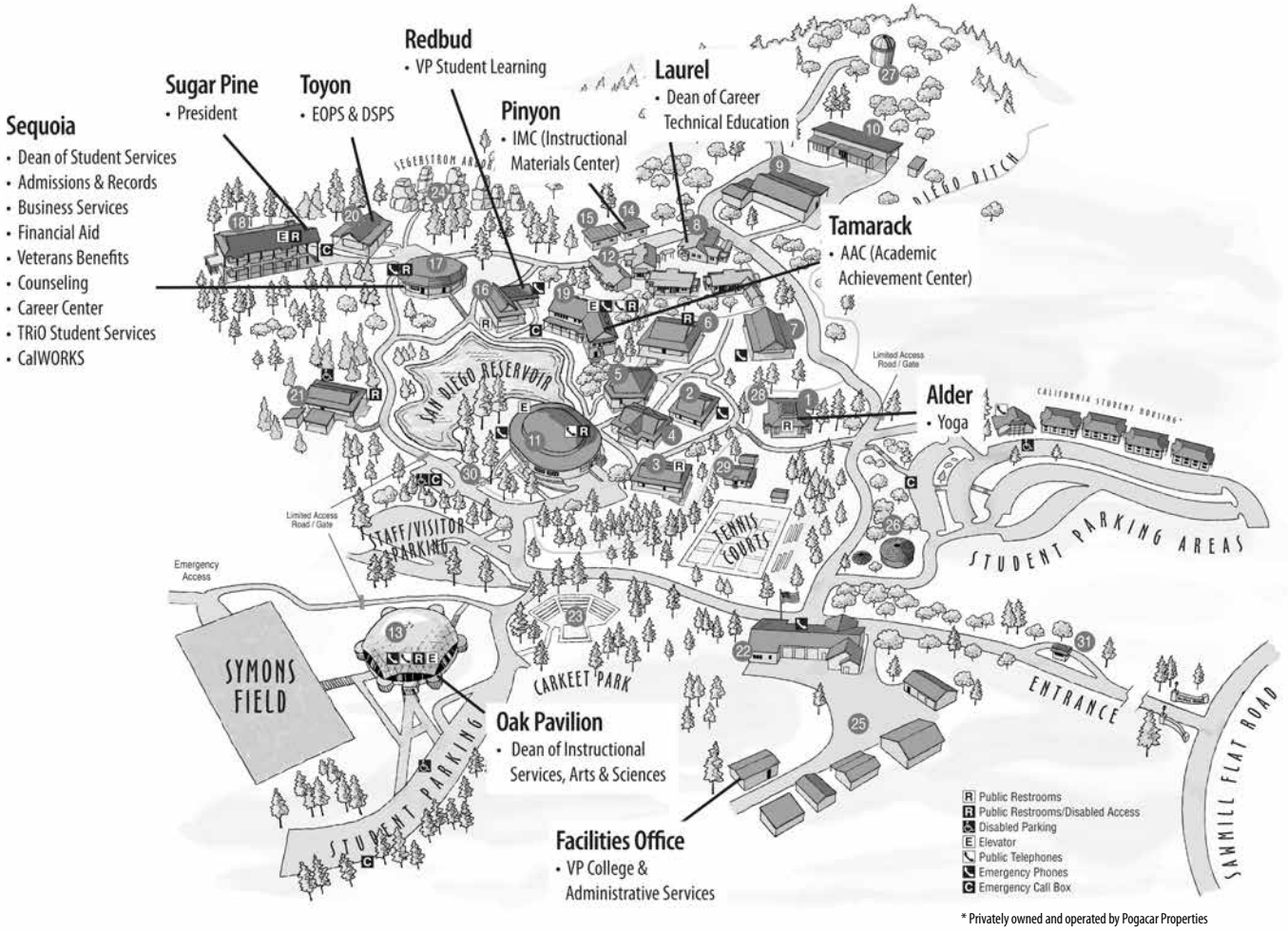
Technology Services 588.5122
Testing Center 588.5109
Toll Booth 588.5201
Tram Driver (DSPS) 588.5131
Transfer Center 588.5028
TRiO Student Support Services 588.5066
Transportation 588.5311
Tutoring Services 588.5088

W

Welding Lab 588.5365

Campus Map

From January 2014 through summer 2015, upper level Manzanita Building services will be relocated as shown.



* 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 (Chilld Care Center)
9 Madrone
10 Mahogany
11 Manzanita (Manzanita Bookstore, Cellar Restaurant and Cafeteria)
12 Maple
13 Oak Pavilion
14 Pinyon
15 Ponderosa
16 Redbud
17 Sequoia
18 Sugar Pine
19 Tamarack Hall (Library, Media, Technology, Academic Achievement Center)
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, Jogging Trail
29 Davis Cabin
30 Transit Stop
31 Information/Toll Booth