Columbia College
2018-2019 CATALOG

11600 Columbia College Drive
Sonora, California 95370
(209) 588-5100
www.gocolumbia.edu

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

This catalog covers the academic year starting April 30, 2018 and ending May 4, 2019.

COLUMBIA COLLEGE
YOSEMITE COMMUNITY COLLEGE DISTRICT

11600 Columbia College Drive
Sonora, California 95370

(209) 588-5100 General Exchange
(209) 588-5104 FAX
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.

From the President

Welcome to Columbia College. We are glad you are here to help celebrate the college's 50th Anniversary!

Helping you achieve your educational goals is the highest priority of everyone here at Columbia College. Whether you seek to transfer to a university, train for a new career, improve your language skills, develop skills for career advancement, or discover your hidden talents, we are here to serve you.

The 2018-2019 catalog is published as an informational resource to assist you in planning, so check it out to see the breadth of program options available to you. In addition, Columbia College has a wide range of support services designed with you in mind. Our Student Services staff and Counselors will work with you to map out a personalized education plan to guide your educational journey, and support is available every step of the way.

I encourage you to take full advantage of the available resources to support your success and enrich your educational experiences here. Stop by the Welcome Desk in the Manzanita building and get to know the Student Ambassadors who can offer on-the-spot assistance and help you navigate the enrollment processes and how to access other services at Columbia College.

There's fun stuff too! Along with academic pursuits, we offer an array of student life activities on campus and many opportunities for students to be involved in college committees for 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 governance processes here at the college and in the District.

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

Thank you for choosing Columbia College and best wishes for your success.

Angela R. Fairchilds

Angela R. Fairchilds, Ph.D.
President, Columbia College

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Columbia College Academic Schedule 2018-2019

SUMMER TERM | 2018

MAR 26–APR 20	Priority Registration Levels 1 and 2**
	Priority Registration Levels 3 and 4**
APRIL 23–APR 29	Open Registration for all students, online or on campus during office hours. No appointment necessary.
APRIL 30–AUG 18	**Summer Sessions**
MAY 28	Memorial Day - campus closed
MAY 30	Deadline for filing summer Graduation Application
AUG 18	**Summer term ends**

FALL SEMESTER | 2018

MAY 7–JULY 12	Priority Registration Levels 1 and 2**
	Priority Registration Levels 3 and 4**
JULY 16–AUG 26	Open registration for all students, online or on campus during office hours. No appointment necessary
AUG 27	**Full-term classes begin**
SEPT 3	Labor Day Holiday - campus closed
SEPT 7*	Last day to drop a course on campus and be eligible for a refund
SEPT 7*	Last day to drop a class on campus without a "W" showing on permanent record
SEPT 9*	Last day to drop a class online and be eligible for a refund
SEPT 9*	Last day to drop a class online without a "W" showing on permanent record
SEPT 27*	Last day to elect for Pass/No Pass grading
SEPT 27	Deadline for filing fall Graduation Application
NOV 12	Veterans Day Holiday - campus closed
NOV 15*	Last day to withdraw from any course
NOV 22–23	Thanksgiving Holiday- campus closed
NOV 24–25	Campus closed - no classes
DEC 10–14	Final examinations
DEC 15	**Fall semester ends**
DEC 22–JAN 1	Winter Break

SPRING SEMESTER | 2019

OCT 1–NOV 21	Priority Registration Levels 1 and 2**
	Priority Registration Levels 3 and 4**
NOV 26–JAN 13	Open Registration for all students, online or on campus during office hours. No appointment necessary
DEC 22–JAN 1	Campus closed
JAN 14	**Full-term classes begin**
JAN 21	Martin Luther King, Jr. Day- campus closed
JAN 25*	Last day to drop a class on campus without a "W" showing on permanent record
JAN 25*	Last day to drop a class on campus and be eligible for a refund
JAN 27*	Last day to drop a class online and be eligible for a refund
JAN 27	Last day to drop a class online without a "W" showing on permanent record
JAN 28	Deadline for filing spring Graduation Application
FEB 14	Last day to elect for Pass/No Pass grading
FEB 15	Lincoln Day Holiday- campus closed
FEB 17–18	Campus closed – no classes
FEB 18	Washington Day Holiday- campus closed
APR 8*	Last day to withdraw from any course
APR 29–MAY 3	Final examinations
MAY 3	Graduation
MAY 4	**Spring semester ends**

* These dates apply to semester-length classes only.

** Priority level definitions can be found at **www.gocolumbia.edu/admissions/priority_registration.php**.
Students' schedules 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.

Yosemite Community College District

Academic Calendar 2018-2019

SUMMER 2018

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	⊗	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
1	2	3	⊗	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				

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	⬡
19	20	21	22	23	24	25
26	27	28	29	30	31	

FALL 2018 — SPRING 2019

2018

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	⬡
19	20	21	22	△	▽	25
26	☆	28	29	30	31	

8/18 Summer Classes End
8/23 CC In-Service Day
8/24 MJC Institute Day
8/27 Fall Classes Begin

5

September

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

9/3 Labor Day

24

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			

27

November

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

11/12 Veteran's Day Observed
11/22-23 Thanksgiving Holiday
11/24-25 Non-Instructional Days

22

December

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

12/10-15 Finals week
12/15 Fall Classes End
12/24-1/1 Winter Break
12/24 Christmas Eve
12/25 Christmas Day
12/31 New Year's Eve

13

91 Instructional Days

2019

January

S	M	T	W	T	F	S
		⊗	2	3	4	5
6	7	8	9	△	▽	12
13	☆	15	16	17	18	19
20	⊗	22	23	24	25	26
27	28	29	30	31		

1/1 New Year's Day
1/10 CC In-Service Day
1/11 MJC Institute Day
1/14 Spring Classes Begin
1/21 Martin Luther King Jr. Holiday

15

February

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

2/15 Lincoln Holiday
2/16-17 Non-Instructional Days
2/18 Washington Holiday

21

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						

26

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				

4/29-5/4 Finals week

26

May

S	M	T	W	T	F	S
			1	2	3	⬡
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	

4/29-5/4 Finals week
5/3 Graduation **(CC & MJC)**
5/4 Spring Classes End

4

92 Instructional Days

Legend

Finals Week	Last Day of Semester ⬡
Holiday ⊗	Flex/ In-Service △
Classes Begin ☆	Flex Day ▽

About Columbia College

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, Certificates of Achievement, or Skills Attainment Certificates, will help you prepare a career path and increase your opportunities for the future.

The 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 four and a half acre lake.

In this wooded setting, Columbia College provides a comprehensive program of academic and career technical education, which focuses on the dignity and worth of each individual student. Class sizes allow for a great deal 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 aid professionals, and academic tutors, 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! 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.

Columbia College Mission Statement

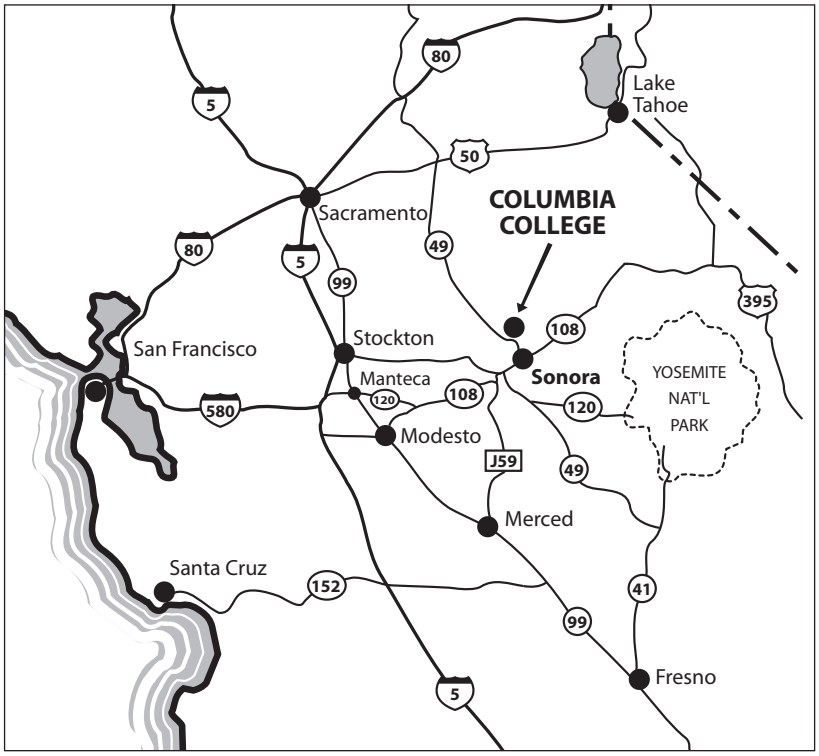
Centered in the Sierra foothills, Columbia College offers students of diverse backgrounds many opportunities for discovery and success. Through a supportive and engaging learning environment, students master foundational skills, explore their passions, attain degrees and certificates, and pursue career and transfer pathways. We collaborate with surrounding communities to cultivate intellectual, cultural, and economic vitality. Columbia College inspires students to become inquisitive, creative, and thoughtful life-long learners.

Adopted by Columbia College Council on April 22, 2016
Approved by the YCCD Board of Trustees on May 11, 2016

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.

In addition to the college's overall accreditation, several instructional programs are accredited in their specific fields, including Automotive Technology, Fire Science, and Hospitality Management. Visit **www.gocolumbia.edu/accreditation** for more details.



A Comprehensive Community College

At Columbia College, students earn Associate Degrees, Certificates of Achievement, and Skills Attainment Certificates upon completion of specific requirements as outlined in this catalog. Columbia College is committed to meeting the post-secondary educational needs of the community through delivery of the following in academic programs and support services:

General Education—Provides a broad learning experience across academic disciplines in order to strengthen critical thinking skills, 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.

Career Technical Education—Delivers courses and programs that directly prepare students for employment after college; updates the skills and knowledge of students who are working while meeting the needs of the local business community; and facilitates student transfer to other post-secondary institutions.

Remedial Education—Assists student in acquiring basic competencies needed for effective participation in other College programs.

Services for Students—Provides comprehensive support services designed to facilitate student access to the College; assists students in educational and career planning; and helps ensure successful completion of students' personal goals.

Student Right-to-Know Rates

Completion Rate: **27.08%**

Transfer Rate: **12.27%**

From 2013 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 2013, 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 2013 to Spring 2016. 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 2014 to Spring 2016, are transfer students.

Schedule of Classes

The official class schedule is available each semester of the academic year online at **apps.gocolumbia.edu/ClassSearch**.

A student handbook/day planner is available to students and 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.

Counselors can assist students in choosing coursework that most appropriately supports the student's individual goals. Student Ambassadors are available in the Career/Transfer Center to help with registering in classes.

Contacting Faculty

Students may contact faculty using the phone numbers found in the faculty directory beginning on page 255 in this catalog. Students may also contact instructors through the Faculty and Staff Directory located online at **directory.gocolumbia.edu/find**. See the College website at **www.gocolumbia.edu** and the online Schedule of Classes for additional information.

Applying for Admission

Admissions & Records Office

Manzanita Building, Foyer (Upper Level)
Hours*: M-Th: 8:00 AM – 5:00 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5231 Fax: (209) 588-5337
Web: www.gocolumbia.edu/admissions
**Appointments available outside posted hours*

Who Can Enroll at Columbia College

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, and meet the residence requirements, you are eligible for admission.

Applying for Admission

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

College Transition Specialists are available to assist with information regarding the benefits of, and options for, participating in postesecondary education, support applying for college, and support applying for financial aid. Call 209-588-5066 for more information. Students should be sure to submit their application as early as possible prior to the term in which they wish to enroll *(Education Code Section 76000, 76001 and 76002, Labor Code Section 3077; YCCD Board Policy 5010).*

Transcripts Must be Provided

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.

High School Transcripts OR Transcripts from Another College

Columbia College requires new students to submit official transcripts of coursework completed at other colleges and high schools* during the first semester of attendance.

1. Request that the institution mail transcripts to the Admissions & Records Office in a sealed envelope. Columbia College will only accept official transcripts that are received in sealed envelopes.
2. The transcript must be obtained from the institution of origin.
3. Columbia College cannot release copies of other institution's transcripts.
4. All transcripts will be evaluated for math and English upon receipt. If students would like other courses from previous institutions evaluated, they can submit a transcript evaluation request through a meeting with a counselor.

**High school transcripts are only required for admission from students who graduated from high school within the last five years.*

Re-Admission after Absence

Planning on returning to Columbia College after an absence of one academic year or more? If so, a student needs to file a new application for admission online at **www.gocolumbia.edu**, click on Admissions & Records, then Apply Now! Transcripts are also required if a student has attended another college since last attending Columbia College.

Notice of Acceptance

New and returning students will receive acceptance notification via e-mail. 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 their 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 $258 per unit nonresident 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, AB 13 (except if assigned for educational purposes to state-supported institutions of higher education).

Credentialed employees and 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 the Admissions & Records Office at (209) 588-5231. Residency decisions can be appealed by writing to the Vice President of Student Services. *(Education Code 68040 et seq., 76140; Title 5, Sections 5400 et seq.; YCCD Board Policy 5015)*

AB 540

Assembly Bill (AB) 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.

Students who qualify should complete a Student Affidavit for Exemption, California Nonresident Tuition form obtained from the college website, **www.gocolumbia.edu** on the Admissions & Records page.

Special Admit Students

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 YCCD 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:

- Columbia College Admissions Application
- Fee Waiver Application
- High School Petition for Advanced Admission
- 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 **www.gocolumbia.edu,** clicking on "Admissions," and then "Apply Now." Students may register during Level 4 priority registration, if the Level 4 criteria has been met, and 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/guardian 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.

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 & Records Office for further college policies and procedures.

Student Success and Support Program (SSSP)

New and returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success and Support Program gives students information and assistance at the threshold of their college careers. All new Columbia College students are **required** to participate in the SSSP process. When an application has been processed, information on completing orientation, assessment, advisement, and registration will be e-mailed to students. This information is also on the college website.

In order to be eligible for priority registration a new student must*:

1. Complete online orientation to Columbia College where services and programs are explained
2. Meet with a counselor to review high school transcript for placement into math and English (guided placement may be used when unable to obtain high school transcript data, or when data is not available or logistically problematic to use)
3. Complete a first semester plan (preliminary Educational Plan) and receive a College catalog

**See Priority Registration Levels and Criteria*

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 noncredit 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 Director of Access, Retention & Support at (209) 588-5236.

Alternative Student Success Support 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 SSSP Core 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, Learning Disabilities 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.

Priority Registration Levels and Criteria

Priority registration allows students to register early, helping them get the classes they need to achieve their goals. To be eligible for priority registration, a student must be fully matriculated (completed all of the SSSP Core Services), in good academic standing and remain below the 100 degree-applicable unit limit. Additionally, students who have completed fifteen units must complete a comprehensive Educational Plan in order to be eligible for priority registration.

There are four different priority levels for registration. Each student is allocated into one of the following levels depending upon eligibility.

Level 1: California State Legislature-defined programs and student categories which include:

- Active Duty Military
- Veterans
- CalWORKs
- Eligible former foster youth
- EOPS
- Disability Services

Students must also meet Level 3 eligibility

Level 2: Programs or categories of students designated by Columbia College

- TRiO, Athletes, and students petitioning to graduate.

Students must also meet Level 3 eligibility

Level 3: Continuing and new students who:

- Are fully matriculated;
- Have 100 or fewer degree applicable units;
- Are in good standing or on 1st semester probation.

Level 4: Continuing and new students who:

- Are not fully matriculated,
- Are concurrently enrolled in high school.

All Other Students (Open Registration)

- All students who do not meet criteria levels 1–4.

Keeping Priority Registration

In order to keep priority registration, continuing students must also meet the following criteria:

- Units: Priority registration is retained until a student has earned over 100 degree-applicable units (courses numbered 1-199) at Columbia College.
- Retain Good Academic Standing: To remain in good academic standing, students need to have a Grade Point Average (GPA) above 2.0, and progress needs to be at least 50% (i.e. the student must complete 50% of the units they attempt).

When a student's GPA falls below 2.0, or his or her minimum progress requirements fall below 50%, the student will be placed on academic or progress probation. Standings are based on the prior semester.

Priority registration is lost when students have earned a 2nd semester status of *Probation* or *Dismissal*.

Priority Registration Appeal Process

Should students lose priority registration, they may complete a *Loss of Priority Registration Appeal Form* for consideration by the Vice President of Student Services. For more information, contact the Counseling Center at (209) 588-5109 or drop in to the Counseling Office in the upper level of Manzanita.

Assessment

Assessment is a required component of matriculation and is intended to provide sufficient information to facilitate a student's success while he/she attends the College. As one of the matriculation components, assessment can include testing to determine a person's proficiency in English and math.

Students can obtain additional copies of their assessment scores from the Counseling Office or by logging into connectColumbia. 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 Services 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 untimed 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 6 weeks prior to registration. Other multiple measures may be used (i.e., high school math or English grades).

Assembly Bill (AB) 705 (October 13, 2017) was written to clarify existing regulation and ensure that students are not placed into remedial courses that may delay or deter their educational progress unless evidence suggests they are highly unlikely to succeed in the college-level course.

Research suggests that when used as the primary criterion for placement, assessment tests tend to under-place students; and a student's high school performance is a much stronger predictor of success in transfer-level courses rather than standardized placement tests.

Therefore, Columbia College maximizes the probability that a student will enter and complete transfer-level coursework in English and math within a one year time frame and uses, in the placement of students into English and math courses in order to achieve this goal, one or more of the following measures:

- High school coursework
- High school grades
- High school grade point average

Please see a counselor for more information or call (209) 588-5109.

Regulations on Student Records

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. Call (209) 588-5132 for information. *(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 Services Office transactions), Vice President 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 review their own records at any time on connectColumbia.

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 and 76230; YCCD 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 only official transcripts. Students need to complete the "Transcript Request Form for Free Copies" and submit to the Admissions & Records Office.

Additional transcript requests are processed through the National Student Clearinghouse (NSC). Current students and alumni can

conveniently request additional official transcripts through the NSC by following these instructions:

1. Visit the National Student Clearinghouse website at **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.

Requesting official transcripts via the NSC allows students:

- Real time automatic e-mail updates for every step of the transcript process.
- The use of major credit cards for transcript payment.

Columbia College has computers available on campus for students to place orders for official transcripts using the National Student Clearinghouse website.

Type of Request	Processing Time	Fees
Free Copies* (1st & 2nd copy, lifetime)**:** Complete"Transcript Request Form for Free Copies" on the college website: **www.gocolumbia.edu/admissions**	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
**First 2 transcripts free, lifetime - Regular Service only (not available through the National Student Clearinghouse)*		

Additional Information

Transcripts will not be processed if a student has an outstanding obligation to the college. Transcripts are mailed through the U.S. Postal Service (allow for additional delivery time) or sent electronically. Transcripts cannot be faxed. Fees must be paid at time of request.

Requests for transcripts by telephone or e-mail are not accepted. For questions about requesting official transcripts, contact the Admissions & Records Office at (209) 588-2021. *(Education Code, Section 76223; YCCD 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.

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, students must present legal documentation and a photo ID when verifying the change to the Admissions & Records Office.

Tamarack Hall, home to the college's Library and Learning Center, as seen across the San Diego Reservoir

Services for Students

Programs and services in place to help you succeed while enrolled at Columbia College

Academic Achievement Center (AAC)

Tamarack Building, Upper Level
Hours: M-Th: 8:30 AM – 6:00 PM
F: 8:30 AM – 1:00 PM
Phone: (209) 588-5088
Fax: (209) 588-5121
Test proctoring appointments: (209) 588-5177
Web: www.gocolumbia.edu/aac

The Academic Achievement Center (AAC) provides free peer 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, Library Second Floor.

The AAC also provides Supplemental Instruction (SI), a peer-assisted study session program offered for courses with historically high attrition rates in which students often benefit from additional academic assistance.

SI sessions are led by SI leaders, students who have demonstrated mastery of course content and who are recommended by department faculty. SI leaders attend lectures, take notes, read assigned materials, and help peers integrate course content and study skills in a group setting. SI leaders are trained in SI techniques created by the University of Missouri at Kansas City International Center for Supplemental Instruction.

- All SI sessions are free to registered Columbia College students.
- Students can show up to SI sessions at any point in the semester.

Housed within the AAC, the Writing Center has three computers, comfortable chairs, and a large table available for group work. Students can utilize writing resources, handbooks, textbooks, and drop in writing tutors available throughout the semester.

In addition, the AAC has three group study rooms for individual or group tutoring. There are eight computers for student use without an appointment and free printing is available.

The AAC offers, for a fee, test proctoring services to individuals who are taking courses through other educational institutions. Appointments for test proctoring can be made by calling (209) 588-5177.

Adult Education (Noncredit)

Buckeye 1
Hours: M-F: 8:00 AM – 4:30 PM
Phone: (209) 588-5231
Fax: (209) 588-5337
Web: www.gocolumbia.edu/adulteducation

Business Services Office

Manzanita Building, Foyer (Upper Level)
Hours: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5114
Fax: (209) 588-5368
Web: www.gocolumbia.edu/business

Business Services staff provide accounting services for all college funds, student fee collection and oversight, disbursement of financial aid awards, and leadership in controls.

Calaveras Outreach Site

3670 Church Street, Vallecito, California 95251
Hours: Call for hours of operation.
Phone: (209) 588-5109

Columbia College has established an outreach site to provide access to higher education in Calaveras County. The facility is located in Vallecito. The site offers four classrooms and an area for student services support. For more information on classes offered in Calaveras County, please contact Columbia College's Student Services at (209) 588-5072.

CalWORKs

Manzanita Building, Upper Level, Room 209
Hours: M-Th: 9:00 AM – 4:30 PM
F: 9:00 AM – 1:00 PM
Phone: (209) 588-5148
Fax: (209) 588-5317
Web: www.gocolumbia.edu/student_services/calworks

California Work Opportunity and Responsibility to Kids (CalWORKs) is a program designed to support Columbia College's Temporary Assistance for Needy Families (TANF) students as they transition from state and federal welfare support. It strives to accomplish this by partnering closely with local social service agencies to enhance students' personal and academic goal attainments.

To help students attain their goals, CalWORKs staff provide personal, academic, and career counseling services, college work study opportunities, job search assistance, and job skills development opportunities, ancillary child care, and textbook support.

To qualify for CalWORKs, students must be receiving TANF cash support and be referred by local social services agencies.

Campus Shuttle

Public Safety Center
Phone: (209) 588-5167
Fax: (209) 588-5384
Web: www.gocolumbia.edu/safety

For student convenience and safety, the College offers evening campus shuttle service. The shuttle provides a continuous loop of the campus from the student parking lots to classroom buildings Monday through Thursday from 5:30 p.m. to 9:30 p.m. during fall and spring semesters. Hours subject to change. For more information please contact the Campus Security office at (209) 588 5167.

CARE Program

Manzanita Building, Upper Level, EOP&S Office
Hours: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Evening hours scheduled each semester.
Phone: (209) 588-5130
Fax: (209) 588-5058
Web: www.gocolumbia.edu/eops_care/

CARE (Cooperative Agencies Resources for Education) is a program to support the needs of single parents of young children. The student must satisfy the following criteria to be eligible for CARE:

1. Currently enrolled EOPS student
2. Must be at least 18 years of age
3. Receiving county cash aid for self and/or child
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 Center

Manzanita Building, Upper Level, Room 290
Hours: M-Th: 7:30 AM – 5:00 PM
F: 7:30 AM – 4:00 PM
Phone: (209) 588-2193
Fax: (209) 588-5330
Web: www.gocolumbia.edu/student_services/career_transfer

The Career/Transfer Center, located adjacent to Counseling Services, offers printed materials and online services to assist students pursuing career or transfer options. Admissions representatives from the CSU and UC systems are scheduled on a monthly basis during the term so students can meet one on one and discuss their plans for transfer. Resources available to all students include books, occupational guides, and other career publications. Students can further explore majors and careers, inventory their interests, and discover the soft skills employers need by taking a Guidance course or connecting with a Counselor after visiting. A variety of reference materials, college catalogs, and transfer and career sites can be accessed here. Student Ambassadors are on site to refer students with common questions regarding connectColumbia, California Community College Application portal (CCC Apply), and the Columbia College Application to the appropriate student services professional or help desk.

Child Care Center

Laurel Child Development and Family Services Center Complex
Hours: M-Th: 7:40 AM – 4:30 PM
F: 7:40 AM – 2:30 PM
Phone: (209) 588-5278
Fax: (209) 588-5390
Web: www.gocolumbia.edu/child_care_center

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 learning laboratory for adult students enrolled in the Child Development Program. Families who are interested in child care can call (209) 588-5278 for more information and/or to be placed on our eligibility waiting list.

Counseling Services

Manzanita Building, Upper Level, Counseling Center
Hours*: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5109
Fax: (209) 588-5330
Web: www.gocolumbia.edu/counseling
E-mail: cccounseling@yosemite.edu
**Appointments available outside posted hours*

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 Graduation Applications as well as petitions for Associate Degrees, Certificates of Achievement, and Skills Attainment Certificates; 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.

Distance Education (DE)

Phone: Online Help Desk (209) 575-7900
Web: www.gocolumbia.edu/online_learning/default.php

Columbia College utilizes online technology to offer a suite of classes online, allowing all students including those in far-reaching areas or with transportation difficulties to attain their academic goals. In addition to fully online or hybrid (face-to-face and online combination) courses, all instructors have access to Canvas, a course management system, as an enhancement to their face-to-face classes. Students needing DE assistance can use the contact information above or contact the Instructional Technology Center (see ITC on page 19).

Disabled Student Programs & Services (DSPS)

Manzanita Building, Upper Level, Room 216
Hours: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5130
Fax: (209) 588-5058
Web: www.gocolumbia.edu/dsps

Disabled Student 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 academic 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. Academic tutoring may be by specially trained staff and students for general education and vocational college coursework.

High Tech Center—The Center offers 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. *(YCCD Board Policy 5140)*

Under YCCD Board 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.; YCCD Board Policy 5140)*

Dual Enrollment / High School Students

Manzanita Building, Admissions & Records, Upper Level
Hours: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5337
Web: www.gocolumbia.edu/admissions/highschoolstudents

Columbia College offers a variety of opportunities for students to earn college credit while still enrolled in high school. Opportunities include:

Articulated Coursework

The Columbia College Career and Technical Education (CTE) Division has developed articulation agreements with a number of local high schools which enable high school students to earn college credit for work completed in high school. For more information visit: **www.gocolumbia.edu/career_technical/hsarticulation.php**.

College and Career Access Pathway (CCAP)

High school students participating in College and Career Access Pathway programs at Summerville High School, Sonora High School, Bret Harte High School, and Calaveras High School have the opportunity to complete college courses, at their high school, during regular school hours. Participants often earn credit from both the college and high school for the coursework completed via the CCAP. For more information on CCAP visit **www.gocolumbia.edu/career_technical/ccap/ccap_college_career_access_pathway.php**.

Middle College

Middle College offers high school juniors and seniors another opportunity to begin their college careers before high school graduation. A partnership between Columbia College and Sonora High School allows students to work toward an associate degree, explore possible careers, or gain advanced technical training. Students from all area high schools who have demonstrated an ability to succeed academically are encouraged to apply. Applications can be found on the Sonora High School web page: **sonorahs.k12.ca.us/shs/guidance-counseling/middle-college**. For more information about Middle College call Courtney Castle at (209) 532-5511 extension 119.

Special Admits

Many local high school students also participate in college coursework via the special admit process. With approval from their high school principal or the principal's designee, students who are 14 years of age or older, and who would benefit from advanced scholastic or vocational work, may enroll in coursework at Columbia College. 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 without special permission from their high school principal and Vice President of Student Services at Columbia College. For more information on Special Admits visit: **www.gocolumbia.edu/admissions/highschoolstudents.php** or contact the high school counseling department.

Extended Opportunity Programs & Services (EOP&S)

Manzanita Building, Upper Level, Room 216
Hours*: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5130
Fax: (209) 588-5058
Web: www.gocolumbia.edu/eops_care
**Appointments available outside posted hours*

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 and online.

Eligibility Criteria—Student must be a California resident and have earned less than 70 Associate level course units. New EOPS students must enroll in a minimum of 12 units. (Some exceptions may apply.)Students must meet economic and educational criteria:

Economic Need—Eligibility for the California College Promise Grant, CCPG (formerly known as the Board of Governors BOG Fee Waiver) A, B or C with zero Expected Family Contribution (EFC).

Educational Need—Must qualify in one of the following:

1. Does not meet eligibility for degree applicable math or English (Assessment results placing into MATH 602 or ENGL 650)
2. First generation college student (neither parent earned a Bachelor's Degree)
3. Did not graduate from high school or receive GED
4. High school grade point average below 2.5
5. Previously enrolled in high school or college remedial coursework
6. Primary language spoken at home is not English
7. Current or former foster youth

Services Available through EOP&S:

Book Service—Assistance in funding the cost of required text books and class materials

Priority Registration—Special registration assistance

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

Direct Financial Assistance—EOPS issues semester EOPS grants for qualifying students as funds permit

Student Success Workshops—Offered each semester

University Transfer Assistance—Help in applying for admission to universities

Transportation Assistance—Parking permits or bus passes provided to qualifying students

Lending Library—Free textbook and calculator usage for many courses in Math, Guidance, and Biology

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

Financial Aid

Manzanita Building, Foyer (Upper Level)
Hours*: M-Th: 8:00 AM – 5:00 PM
F: 9:00 AM – 4:30 PM
Phone: ***Last Names A-L*** (209) 588-5105
Last Names M-Z (209) 588-5272
Fax: (209) 588-5391
Web: www.gocolumbia.edu/financial_aid
**Appointments available outside posted hours*

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 2nd prior to each academic year in order to maximize the amount of financial aid they are eligible for. Applicants must also show satisfactory academic progress and be enrolled in or working toward a transfer, certificate, or degree objective and have not already earned a degree.

General information about financial aid is listed below. A more comprehensive list is available on the Financial Aid website. Dollar amounts shown and regulations regarding financial aid are subject to change without notice due to government, state, and local requirement changes.

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 66.5% 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.

Under certain conditions, students who are disqualified from receiving financial aid may file an appeal for consideration of reinstatement of financial aid eligibility. The appeal form can be found under printable forms at **www.gocolumbia.edu/financial_aid/forms.php**. More information about the appeal process is available in the Financial Aid Office.

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 students receive financial aid, they should contact the Financial Aid Office before withdrawing from any course.

Federal Aid Programs

Federal Pell Grant

The Federal Pell Grant is available to eligible students to help meet college expenses. Students must complete a FAFSA and have financial need as determined by a formula that is applied uniformly to all applicants throughout the nation. The Financial Aid Office calculates the actual award amount depending upon the financial information the student reports on the application, whether the student is enrolled full-time or part-time and the cost of education.

Lifetime Eligibility Used - PELL LEU

Students are limited to 6 scheduled full time Pell awards, or 600% Lifetime Eligibility Used (PELL LEU). Students may view their Pell LEU at **www.nslds.ed.gov/npas/index.htm**.

Federal Supplemental Educational Opportunity Grant (FSEOG)

These federal grants are designed to assist students with exceptional financial need, and are awarded on a first come, first served basis. Funding for this program is extremely limited. Students at Columbia College must be enrolled in at least 6 units to be considered for this grant.

Federal Work-Study (FWS) Program

Federal Work-Study provides part-time employment for students who demonstrate financial need. The Financial Aid Office will assist in placing students in jobs on campus. Funding for this program is extremely limited. Students may not work more than 20 hours per week. Pay matches the state minimum wage. Work-study hourly wages are paid directly to the student to help with educational expenses. Students at Columbia College must be enrolled in at least 6 units to be considered for this program.

Bureau of Indian Affairs (BIA) Grant

Bureau of Indian Affairs Grants are provided to help eligible Native American students. Students should contact their Tribal Agency.

Loans

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

State Aid Programs

California College Promise Grant (CCPG)

Formerly known as Board of Governors BOG Fee Waiver

The California College Promise Grant waives the enrollment fee for eligible students. The CCPG is effective for an entire academic year (summer/fall/spring). There is no minimum unit requirement. Students may apply by filling out the fee waiver application and/or FAFSA application as they may qualify for other aid.

Under new regulations, students will lose eligibility for the CCPG if they do not maintain a 2.0 GPA for two consecutive primary terms (fall and/or spring) or do not successfully complete half (50%) of the units attempted in that period.

Cal Grants

Cal Grants are grants that are awarded to eligible students to help meet college expenses. Students must complete a FAFSA and submit a GPA Verification Form. The application filing deadline is March 2nd preceding award year. A second deadline of September 2nd is available for students on a competitive basis who are planning to attend a community college during the award year.

Cal Grant A assists with tuition and fees for California residents at qualifying institutions offering baccalaureate degree programs. Awards may be held in reserve while attending a community college.

Cal Grant B provides a living allowance and tuition and fee assistance for low-income students. Beginning with the sophomore year, this award also helps pay tuition and fees and qualifying institutions offering baccalaureate degree programs. There are two types of Cal Grant B awards – Entitlement and Competitive. Current or previous year high school seniors with at least a 2.0 GPA who meet the financial and eligibility requirements and apply on time (March 2nd deadline) will receive a Cal Grant B Entitlement award. Other eligible students with at least a 2.0 GPA may apply for a Cal Grant B Competitive award. Selection is based on a composite score based on family income, parents' educational level, GPA, time out of high school, single-parent household and former foster youth. Students at Columbia College must be enrolled in at least 6 units to receive this grant.

Cal Grant C provides assistance with costs for occupational and vocational programs. Selections are based on financial need, vocational aptitude, and enrollment in an eligible program at a California community or independent college or vocational school that is at least four months long. Additional information may be obtained in the Financial Aid Office. Students at Columbia College must be enrolled in at least 6 units to receive this grant.

Full Time Student Success Grant

Students who receive either the Cal Grant B or Cal Grant C and are enrolled as a full time student are eligible for receive this state grant. Full time is defined as being in 12 or more units for a primary term.

Chafee Grant

The Chafee Grant program awards grants to foster youth and former foster youth to use for college or career and technical training. To be eligible the applicant must have been in foster care between their 16th-18th birthdays and be no more than 22 years old. The applicant must complete a FAFSA as well as the Chafee Grant Application.

California Dream Act

Students who meet AB 540 requirements may apply for state-funded financial aid such as the CCPG, Cal Grants, and Chafee Grants by completing the Dream Act Application.

Completion Grant

The Community College Completion Grant (CCCG) is for California Community College students who receive Cal Grant and the Full-Time Student Success Grants and will complete 30 units within the academic year. Students must have a comprehensive student Educational Plan with a declared major, established completion date of 3 years or less, and maintain SAP to be eligible.

Food Bank

Ponderosa Building
Hours: M-Th: 8:00 AM – 4:00 PM
F: 8:00 AM – 2:00 PM
Phone: (209) 588-5111 or (209) 588-2174
**Appointments available outside posted hours*

Through a partnership with the Amador Tuolumne County Action Agency (ATCAA), the Columbia College Food Bank provides non-perishable foods and produce while supplies last during the fall and spring terms. The Food Bank is located in the Student Center (Ponderosa building) and is operated by the Associated Students of Columbia College (ASCC). All students are eligible for this free service.

Foster and Kinship Care Education Program

Manzanita Building, Upper Level, Room 216
Hours: Office hours vary. Call for hours of operation.
Phone: (209) 588-5169
Web: www.gocolumbia.edu/fkce

The Foster and Kinship Care Education Program provides quality education and support opportunities to caregivers of children and youth in out-of-home care, so that these providers may meet foster children's educational, emotional, behavioral and developmental needs.

Foster Youth Services

Manzanita Building, Upper Level, Room 216
Hours: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5130
Fax: (209) 588-5058
Web: www.gocolumbia.edu/fosteryouth

Current and former foster youth are eligible for a variety of additional support services and benefits. These may include: access to a foster youth counselor, transportation assistance, textbook vouchers, priority registration, and access to additional grants and scholarships such as the Chafee Grant.

General Education Development Testing Center (GED)

Manzanita Building, Upper Level, Room 209
Hours: M-Th: 9:00 AM – 4:30 PM
F: 9:00 AM – 1:00 PM
Phone: (209) 588-5148
Fax: (209) 588-5317
Web: http://www.gocolumbia.edu/student_services/ged.php

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 or to obtain GED transcripts and study options, go to **www.ged.com**. Additionally, the college offers two noncredit, open enrollment courses to assist in preparing individuals to take the GED test: SKLDV 706 and SKLDV 707. Course times and dates are in the online class search on connectColumbia For additional information about the test and/or preparation courses, visit the Columbia College GED website or call the number above.

Health and Wellness Services

(See also Mental Health and Wellness Services page 20)

Pinyon Building
Hours: Check Health Services website for current office hours.
Phone: (209) 588-5204
Fax: (209) 588-5240
Web: www.gocolumbia.edu/health_services

A registered nurse practitioner is available to provide health services to students. 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 part of the college admissions packages and are available on the college website at **www.gocolumbia.edu/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 conditionally confidential following both HIPPA and FERPA guidelines. *(YCCD 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 appointment assistance
- Community referrals
- Drug and alcohol information and referrals
- Limited accident on campus insurance coverage

High School Students

(*See Dual Enrollment / High School Students page 16)*

Instructional Technology Center (ITC)

Tamarack Hall, Lower Level, Room 134
Hours: Check ITC web page.
Phone: (209) 588-5011
Web: www.gocolumbia.edu/online_learning/instructional_technology_center.php

The ITC assists students, faculty, and staff with a wide variety of technology and programs including Canvas, Microsoft Suite, Adobe Creative Cloud, and other online and instructional technologies.

Job Placement

Manzanita Building, Upper Level, Room 290
Hours: M-Th: 7:30 AM – 5:00 PM
F: 7:30 AM – 4:00 PM
Phone: **Office** (209) 588-5273
To Post a Job (209) 588-5312
Fax: (209) 588-533
Web: www.gocolumbia.edu/student_services/job_placement

Columbia College Job Placement services include employment-related services to students and to employers needing assistance. Services include employer event coordination and the maintenance of a virtual job board with employment opportunities, both on and off campus, available at **www.gocolumbia.edu/employment**.

Lakeside Café

Manzanita Building, **Lower Level**
Hours: M-Th 7:30 AM – 6:00 PM
F: 7:30 AM – 3:00 PM
Phone: (209) 588-5321
Fax: (209) 588-5280

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

Library

Tamarack Hall, Lower Level
Hours: M-Th: 7:30 AM – 7:45 PM
F: 7:30 AM – 4:30 PM
Phone: (209) 588-5119
Fax: (209) 588-5121
Web: www.gocolumbia.edu/library/

Located in Tamarack Hall, the Columbia College Library is a center for study, class research, and leisure reading. It welcomes use by students, employees, and community residents. Faculty can work with the librarian to schedule library orientations and subject-specific research sessions.

The library's collections include more than 35,000 print books, 16,000 electronic books, 15,000 print and electronic periodicals, 2,000 DVDs, 1,400 audio recordings including a recently digitized local oral history collection, 600 children's books, and 75 article and research databases. 88 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. It is closed on weekends and 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 Fees/Fines

Loanable Items	Loan Period	Overdue Fines**
Books	3 weeks*	$.25/day
Magazines	3 weeks*	$.25/day
CDs and Cassettes	3 weeks*	$.25/day
DVDs and VHS	3 weeks*	$1.25/day
2-hour reserve items	2 hours	$.50 /hour
1-day reserve items	1 day	$5.00 /day
3-day reserve items	3 days	$2.50 /day
1-week reserve items	1 week	$1.00/ day
Interlibrary Loan	Various	$1.00/ day

**Can be renewed twice*

***Maximum overdue fine is $20; $50 for reserve items*

Replacement Fees

Lost, stolen, or damaged items:	Cost of item plus $20 processing fee

Manzanita Bookstore

Manzanita Building, Lower Level
Hours: M-Th: 7:30 AM – 5:00 PM
F: 7:30 AM – 3:00 PM
Phone: (209) 588-5126
Fax: (209) 588-5280
Web: www.manzanitabookstore.com

Located in the Manzanita Building, the Bookstore carries textbooks, materials and supplies as required for classes. Also available are greeting cards, sundries, snacks, Claim Jumper logo apparel, backpacks, calculators, and many other items. Costs of textbooks and educational supplies vary with the types of programs but 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.

Math Lab

Sequoia Building, Room 121
Hours: M-F: 8:00 AM – 4:30 PM
Phone: (209) 588-5276
Web: www.gocolumbia.edu/MRC

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. Students have access to 6 online computers, as well as, a 3-D printer for classroom projects, exploration and learning enhancement. The Math Lab also has current math text books and graphing calculators for student use in the Lab.

Mental Health and Wellness Services

(See also Health and Wellness Services page 19)

Pinyon Building
Hours: Drop-in hours vary M-F. Call for information or appointment.
Phone: (209) 588-5346 or (209) 588-5109
Web: www.gocolumbia.edu/mentalhealthservices

A licensed mental health counselor is available to provide limited psychological services for enrolled students at no charge. Mental Health and Wellness Services are located in Pinyon, next door to the Student Center and are available by appointment. "Drop-in" visits are accommodated when possible. Students in need of licensed psychological services, personal counseling, emotional support, or community referrals can make an appointment by calling the Mental Health Coordinator at 209-588-5346, by contacting Health Services 209-588-5204, or through the Academic Counseling office at 209-588-5109. Mental Health records do not become part of a student's academic record and can be kept confidential (with limitations). Students in CRISIS should reach out for help as listed above or contact Campus Security at 209-566-5476 or call 911.

Middle College

(See Dual Enrollment / High School Students page 16)

Motherlode Educational Opportunity Center

Manzanita Building, Upper Level, Room 212
Hours: M-F: 8:00 AM – 4:30 PM
Phone: (209) 588-5066
Fax: (209) 588-5058
Web: www.gocolumbia.edu/trio
E-mail: ColumbiaTrio@yosemite.edu

The Mother Lode Educational Opportunity Center (MEOC) assists adults in obtaining their academic credentials required for economic mobility by providing guidance on how to enter, re-enter, and navigate post-secondary institutions. MEOC partners with community agencies to provide adults with the following services: Information regarding the benefits of, and options for, participating in post-secondary education; support applying for college; support applying for financial aid; referral to alternative and adult education programs including GED and ESL programs; workshops such as goal setting, financial planning, major and career selection, and connections to services including test preparation, tutoring, and counseling, etc.

Oakdale Outreach Site

1040 Wakefield Drive, Oakdale, CA 95361
Hours: Call for hours of operation.
Phone: (209) 588-5231
Web: www.gocolumbia.edu/vp_student_learning/oakdale.php

Students at Columbia College and Modesto Junior College (MJC) have the option to attend classes and access student services in Oakdale. Through a partnership between the Yosemite Community College District and the Stanislaus County Office of Education, Columbia College courses are being offered at the at the Stanislaus Culinary Arts Institute. For additional information or assistance in the enrollment process, contact the Columbia College Admissions Office at (209) 588-5231.

On-Ramp Program

Counseling Services, Manzanita Building, Upper Level
Hours: M-Th: 8:30 AM – 2:05 PM
2018 On-Ramp Program Dates: 6/11/18-6/28/18
Phone: (209) 588-5109
E-mail: cccounseling@yosemite.edu
Web: www.gocolumbia.edu/counseling

The On-Ramp program is for new students or for students returning to school after a break attending school. The program is a set of intentionally-connected courses so that the same students are enrolled in each section. This approach to enrollment has been shown to increase student success in the subjects and in college. On-Ramp courses include CCTIS 210: Basic Computer Skills for College Success, GUIDE 8: Introduction to College, LIBR 101: Introduction to the Library, and SKLDV 690: Study Skills.

Outreach & Campus Tours

Ponderosa Building
Hours: M-F: 8:00 AM – 4:30 PM
Phone: (209) 588-5111
Fax: (209) 588-5330
E-mail: folettid@yosemite.edu
Web: www.gocolumbia.edu/student_services/student_activities

Columbia College information on programs and services is distributed to prospective students through a combination of regional outreach and local familiarization with the campus. To stay connected with those living in the Columbia College service area, regular contact is made with high school students and counselors, business and industry professionals, community organizations, and those seeking personal growth or job skill improvement opportunities.

If you are interested in having a Columbia College representative visit a school or attend a community event, to arrange for a group tour, or to schedule an individual tour please call for availability.

Parking

Daily permits: Available at machines in parking lots 24 hours a day, 7 days a week
Semester permits: Available online; see website for more information.
Phone: (209) 588-5167
Fax: (209) 588-5384
Web: www.mycampuspermit.com/yccd

As authorized by California Education Code, Sec. 76360(a); a parking permit is required by anyone parking on campus Monday 7:00 AM though Friday 5:00 PM. Semester parking permits are purchased online at the link above with a credit or debit card. Contact the Business Services Office to purchase a permit with cash or check. Daily parking permits are available at permit vending machines in the student parking lots and at the College Information Booth. Students must park in the designated student parking lots, unless utilizing Disabled spaces or Visitor parking. Staff parking is reserved for College Staff and guests of the College (for more information on campus parking please refer to the pamphlet, Columbia College Campus Parking Regulations, available on the Security and Safety website). 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 strictly enforced and subject to citation and fines

Scholarships & Awards

Columbia College Foundation, Manzanita Building, Upper Level, Room 250
Hours: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:00 PM
Phone: (209) 588-5065
E-mail: ccfscholarship@yosemite.edu
Web: www.gocolumbia.edu/scholarships

The Columbia College Foundation works with dozens of community donors to offer more than 150 scholarships and awards to Columbia College students each year. Students must apply through the online scholarship application system. With one online application, students can apply for more than 80 opportunities. Scholarships and awards are available for all Columbia College students in all fields of study. Selection criteria and application deadlines vary and can be viewed on the scholarship web page at **www.gocolumbia.edu/scholarship**. Students can also get assistance with their applications at the Career/Transfer Center, Manzanita Building, Upper Level. Room 290.

Most scholarship applications are due in early December, with recipients notified in March and April. Students are encouraged to check the website often for new scholarship listings and deadlines.

Security and Safety

Public Safety Center
Hours: 24 Hours
EMERGENCY: ***Dial 911***
Campus Security: (209) 588-5167 or (209) 566-5476
Fax: (209) 588-5384
Web: www.gocolumbia.edu/safety

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/vp_college_admin/2017_Annual_Safety_Report.pdf**.

Columbia College Security Officers are available 24 hours each day, seven days a week, providing assistance with security, emergencies, parking, safety escort services, lost and found property, and general information and assistance. In cases of an emergency or imminent danger, dial 911 from any phone. Several emergency telephones are available on campus to directly connect with a security officer (emergency call box locations are listed on the campus map on page 272)

Student Identification Cards

Student Center, Ponderosa Building
Hours: M-Th: 8:00 AM – 4:00 PM
F: 8:00 AM – 2:00 PM
Phone: (209) 588-2174
Fax: (209) 588-5330

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 Services Office.

Students should carry their card with them while on campus. Contact the Student Center for processing dates, times and location.

TRiO Student Support Services

Manzanita Building, Upper Level, Room 212
Hours: M-Th: 8:00 AM – 6:00 PM
F: 8:00 AM – 2:30 PM
Phone: (209) 588-5066
Fax: (209) 588-5058
Web: www.gocolumbia.edu/trio

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 to transfer to a four-year university after completing a certificate or degree at Columbia College. The SSS academic support network is designed to help students reach their goals of graduating and transferring in a timely manner with the highest GPA possible and the maximum financial and scholarship opportunities.

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

- Peer mentoring and social networking with peers
- Proactive academic counseling
- Structured assistance with career planning, scholarship applications, the financial aid process, and navigating transfer to four-year universities
- Field trips to four-year universities for campus tours
- Priority registration and much, much more

Applications for TRiO SSS are available in the upper level of the Manzanita Building, Room 212, or on the website at **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

All applicants **must** declare an educational goal of graduation from Columbia College and transfer to a university.

Veterans Benefits

Manzanita Building, Upper Level, Admissions & Records

Hours: M-Th: 8:00 AM – 5:00 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5232
Fax: (209) 588-5337

Veterans Benefits 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 for:

- 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 Benefits Office located in the upper level of the Manzanita Building, Admissions & Records.

Veterans Center

Toyon Building, Room 1

Office hours: M-Th: 8:00 AM - 6:30 PM
Drop-ins: W, Th: 8:30 AM -11:00 AM
Phone: (209) 588-2090 or (209) 588-5246

Columbia College's Student Veterans Center provides services for student veterans and dependents that include computers with internet access and MS Office, printing, and drop-in counseling. A separate quiet space is available for student veteran use and offers a computer with internet access and adaptive technology for reading and writing. A student veteran staffs the center, and the Veterans Club regularly holds club meetings and other veteran-related outreach events.

Veterans Counseling

Academic Counseling, Manzanita Building, Upper Level, Counseling Center

Hours*: M-Th: 8:00 AM – 5:00 PM
F: 8:00 AM – 4:00 PM
Phone: (209) 588-5130
Fax: (209) 588-5330
Web: www.gocolumbia.edu/counseling
E-mail: cccounseling@yosemite.edu
**Appointments available outside posted hours*

Mental Health Counseling, Student Health and Wellness Center, Pinyon Building

Hours: Drop-in hours vary M-F; call for information or appointment
Phone: (209) 588-5346 or (209) 588-5109
Web: www.gocolumbia.edu/health_safety_wellness/mentalhealth.php

To help support veterans and their dependents, Columbia College offers both academic and mental health counseling. Dr. Brian Jensen, Student Services Counselor, takes appointments and has drop-in hours for academic counseling and Dr. Tamara Oxford, LMFT, Mental Health Coordinator, is available by appointment for mental health counseling.

New Columbia College students pose with the college president at the New Student Welcome.

Activities & Student Life

Get involved in college life and activities to enrich your learning and expand your sense of community.

Associated Students of Columbia College (ASCC)

Student Center, Ponderosa Building
Hours: M-Th: 8:00 AM – 4:00 PM
F: 8:00 AM – 2:00 PM
Phone: (209) 588-5270 or (209) 588-5111
Web: www.gocolumbia.edu/student_life/leadership.php

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: YCCD Board Policy 5400)*

Athletics

Oak Pavilion
Nathan Rien, Athletic Director
(209) 588-5182

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.

Student Activities

Student Center, Ponderosa Building
Hours: M-Th: 8:00 AM – 4:00 PM
F: 8:00 AM – 2:00 PM
Phone: (209) 588-5270 or (209) 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.

Campus Bulletin Boards

Counseling Center, Manzanita Building, Upper Level
Hours: M-F: 8:00 AM – 5:00 PM
Phone: (209) 588-5132
Fax: (209) 588-5090

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 counseling center staff. Posters may be dropped off at the Counseling Center in the upper level of the Manzanita Building 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 can be 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.

Student Clubs and Organizations

Student Center, Ponderosa Building
Hours: M-Th: 8:00AM – 4:00 PM
F: 8:00AM – 2:00 PM
Phone: (209) 588-5270 or (209) 588-5111

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 fellow auto enthusiasts in one of Columbia College's longest running clubs! The Auto Tech 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. The Club raises funds for supplies and services and to pay for social events and advertisement. Club meetings are generally held in the Automotive Technology area of the campus, located in the Madrone Building.

Collegiate Entrepreneurs' Organization (CEO Club)

The Collegiate Entrepreneurs' Organization Club is part of a premier global entrepreneurship network which helps 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 Future Educator's Club

The Columbia College Child Development Future Educator's Club strives to generate more opportunities for fellow Child Development and Liberal Studies (Education) students and families throughout our community while contributing to the education, individuality, and well-being of children.

Columbia Culinary Club

"Inspiring students to pursue their Culinary Dreams"
Columbia Culinary Club was created to stimulate, foster, and promote students' interest in the culinary arts. It is the club's desire to teach different cooking techniques, explore the professional food service industry, and most importantly, provide students a fun and creative outlet while developing leadership and cooperative skills.

Dungeons and Dragons Guild (DDG)

The Dungeons and Dragons Guild helps students explore aspects of psychology, sociology, and interpersonal dynamics through a fun and interactive role-playing game. The DDG builds teamwork skills as well as encourages communication and cooperation. All students are invited to come and join the adventure.

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 gaining 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.

Outdoor Adventure Club

The Outdoor Adventure Club is a group of like-minded people who simply want to explore and enjoy nature through hiking, camping, relaxing in hammocks, and anything to get out there and discover the lush beautiful Sierra Mountains by which we are surrounded.

Sisterhood Fellowship

A club designed to connect and inspire women of all ages and backgrounds through mutual support, the encouragement of leadership, the promotion of education, and career development.

STEM Club

The STEM Club is an extracurricular volunteer club that focuses on student involvement in the Scientific, Technological, Engineering and Mathematical fields (STEM). The STEM Club engages students with hands-on practical projects that emphasize learning and improving STEM skills and networking with industry professionals.

Veterans Club

The Veterans club is a group of veterans supporting veterans through unique shared experiences, through mentoring one another and prospective servicemen/women, and through sharing reliable and useful advice.

Start Your Own Club

To start a student club or organization, all a student needs is an advisor, fellow students interested in the same activity, and completion of a few simple forms (with which any ASCC senator can gladly assist).

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

Student Center, Ponderosa Building
Hours: M-Th: 8:00 AM – 4:00 PM
F: 8:00 AM – 2:00 PM
Phone: (209) 588-2174 or (209) 588-5111
Web: www.gocolumbia.edu/student_life/leadership.php

Located in the Ponderosa Building, the Student Center is a place for students to gather with friends and classmates to socialize and study. The Student Center provides a space for all students to comfortably meet, have discussions, hold workshops and club meetings/activities in a relaxed environment that fosters academic exploration and thought. The Center provides all students access to college materials, computers, TV, a full outdoor deck and gazebo, and also houses the office of the student government. The Center is funded by the Student Center Fee assessed per academic year ($1.00 per unit up to a maximum of $10.00 for the entire academic year).

Student Housing

California Student Housing, LLC
Phone: (209) 533-3039
Web: californiastudenthousing.net/housing/

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.

Campus 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/safety**. The following are the campus crime statistics for January 1, 2014–December 31, 2016.

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
CRIMINAL OFFENSE	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2014	2016
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
Rape	2	1	0	0	0	0	2	1	0	0	0	0	0	0	0
Statutory Rape	0	1	1	0	0	0	0	1	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrests	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	0	0	1	0	0	1	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Optional Total	2	2	4	0	0	3	2	2	1	0	0	0	0	0	0

HATE CRIMES

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
VAWA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES	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 and intimidation.

College Policies & Procedures

College and District policies on the following are contained herein:

- Nondiscrimination Policy & Complaint Procedures
- Student Complaint Procedures
- Sexual Harassment
- Student Code of Conduct
- Academic Integrity
- Animals on Campus
- Children in the Classroom
- Drug-Free Campus
- Open Classes
- Selective Service
- Smoking on Campus

Nondiscrimination Policy and Complaint Procedures

Yosemite Community College District Board Policy 3410

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.; Title 5 Sections 53000 et seq. and 59300 et seq.; Penal Code Section 422.55; Government Code Sections 12926.1 and 12940 et seq.; Title 2 Sections 10500 et seq.; ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)

Prohibition of Harassment

Yosemite Community College District Board Policy 3430

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

General Harassment

Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the alleged harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource. Additional definitions and information about sex/gender harassment, discrimination and sexual misconduct can be found in *YCCD Board Policy 3540*.

Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

1. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.
2. Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status.
3. Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.
4. Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his or her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Discrimination Inquiries

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
Vice President of Student Services
(209) 588-5132
TitleIXCoordinator@yosemite.edu
www.yosemite.edu/Title9

Section 504
Vice President of Instruction
(209) 588-5107

ADA
Dean of Student Services
(209) 588-5198

Discrimination and Harassment Complaints and Investigations

Yosemite Community College District Board Policy 3435

Complaints

Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the State Chancellor's Office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she does not want to file a formal complaint.

Informal Complaints

Any person may submit an informal complaint to the Vice Chancellor of Human Resources or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Vice Chancellor of Human Resources in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Vice Chancellor of Human Resources will notify the person bringing the informal complaint of his/her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Vice Chancellor of Human Resources shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Vice Chancellor of Human Resources determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Vice Chancellor of Human Resources will explain to any individual bringing an informal complaint that the Vice Chancellor of Human Resources may decide to initiate an investigation, even if the individual does not wish the Vice Chancellor of Human Resources to do so. The Vice Chancellor of Human Resources shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

See the following pages for complaint procedures. >>

Formal Complaints

Formal Complaints must be filed with the Vice Chancellor of Human Resources or the State Chancellor unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible District officer, in which case it should be submitted directly to the Chancellor or the State Chancellor.

Formal Complaints should be submitted on the form prescribed by the State Chancellor. A copy of the form is available at the District website.

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant must sign and date the Formal Complaint;
- The complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Vice Chancellor of Human Resources will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Vice Chancellor of Human Resources will handle the matter as an informal complaint.

Oversight of Complaint Procedure: The Vice Chancellor of Human Resources, or in the case of sex/gender based harassment or discrimination the Title IX Administrator or Campus Coordinator, is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by the Vice Chancellor of Human Resources to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Vice Chancellor of Human Resources is named in the complaint or implicated by the allegations in the complaint.

Who May File a Complaint: Any student, employee, or third party who believes he/she has been discriminated against, or harassed by, or retaliated against by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, or third party who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing.

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available at the District's website and at the State Chancellor's website.

References: Education Code Sections 212.5, 66281.5 and 67386; Government Code Section 12950.1; Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; Title 2 Section 11024; 34 Code of Federal Regulations Section 106.8(b)

Formal Complaint Inquiries

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
50 United Nations Plaza, Mailbox 1200, Room 1545
San Francisco, CA 94102
415-486-5570

Department of Fair Employment and Housing
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
916-478-7251

Chancellor, California Community Colleges
1102 Q Street
Sacramento, CA 95811
916-445-8752

Student Complaint Procedure

Students who have general complaints may take their complaint to the appropriate division dean or immediate supervisor. The following chart provides the appropriate levels of appeal through which complaints can be pursued. A complaint may be initiated by a student against another student, an instructor, and administrator, or a member of the classified staff. Complaint forms can be obtained in the Office of the Vice President of Student Services or found on the student services web page: **www.gocolumbia.edu/student_services/complaint_procedure.php**.

To File a Complaint:

If you have a complaint or question regarding:	Go *here* first:	This person will make the final decision:
Academic Matters	Instructor of the course	Supervising Dean
Academic Probation or Dismissal	Counselor	Vice President of Student Services
Admissions	Registrar	Vice President of Student Services
Advanced Registration	Registrar	Vice President of Student Services
Attendance	Instructor	Supervising Dean
Counseling	Counselor	Vice President of Student Services
Discipline	Dean of Student Services	Vice President of Student Services
Fee Payments or Refunds and Nonresident Tuition	Registrar	Vice President of College and Administrative Services
Financial Aid	Director of Financial Aid	Vice President of Student Services
Library	Librarian	Vice President of Student Services
Matriculation (SSSP)	Dean of Student Services	Vice President of Student Services
Residency Determination	Registrar	Vice President of Student Services
Security and Parking	Security Supervisor	Vice President of College and Administrative Services
Sexual Harassment		See Informal/Formal Procedures
Special Accommodations	DSPS Coordinator/Counselor	Dean of Student Services
Student Records	Registrar	Vice President of Student Services
Waiver of Academic Requirements	Academic Requirements Review Committee (Admissions & Records)	Vice President of Student Services
Withdrawal (late)	Registrar	Vice President of Student Services
Matters Not Listed	College Policy or Appropriate Staff	Appropriate Staff Supervisor

Student Code of Conduct

Yosemite Community College District Board Policy 5500

About the 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.

Causes for Discipline

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. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. 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.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.
17. 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.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.
20. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the community college.
21. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the community college.

Penalties for Misconduct

Disciplinary Action

Violators of the *Student Code of Conduct* are subject to the following types of disciplinary action which will be administered by appropriate College personnel.

1. **Reprimand** – A verbal or written warning to cease and desist from conduct that has been determined to violate the Standards of Conduct. A record of the fact that a reprimand has been given may be retained as part of the student's discipline record for the period of one year. The reprimand is considered in the event of future violations during the period of retention. It is the student's responsibility to request that the record be removed upon expiration of the period of retention.
2. **Removal of Student from Class or Facility** – For good cause, an Instructor may order a student removed from class and an Administrator may order a student removed from a facility. The student shall not be allowed to return to class or the facility without concurrence of the Instructor or Administrator.

a. Removal from class – Removal shall be for a maximum period of two class sessions, which shall be the day of the removal and the next regular class meeting.
b. Removal from Facility – Removal shall be for a maximum period of two days, which shall be the day of the removal and the next day.

3. **Discretionary Sanctions** – Work assignments, essays, service to the College, or other related discretionary assignments which may include:
   a. Loss of Privileges – Denial of specified privileges for a designated period of time.
   b. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
4. **Disciplinary Probation** – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes:
   a. Conditions imposed that must be met within the designated time frame.
   b. The probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
5. **Suspension** – Involuntary removal of a student, for good cause, from one or more classes or from the College by action of the Student Conduct Officer or Student Conduct Hearing Panel for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified. A student placed on suspension from all classes and activities of a College may not enter College premises nor be enrolled in any College or program in the District for the period of suspension and is subject to arrest if found to be on the premises. (Penal Code 28 §626.2)
   a. Short-Term Suspension: Removal from one or more classes for a period of up to 10 consecutive days.
   b. Long-Term Suspension:
      i. Removal from one or more classes for the remainder of the academic term;
      ii. Removal from one or more classes for one or more academic terms; or
      iii. Removal from all classes and activities of the College for one or more academic terms.
6. **Expulsion** – Permanent separation of the student from the District.
   a. A student may be expelled for good cause where other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of students or others.
   b. Disciplinary action of expulsion may only be recommended by a Student Conduct Hearing Panel or the Chief Student Services Officer.
   c. The recommendation to expel a student shall be made to the College President.
   d. Only the Board of Trustees may expel a student.

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. Vice President 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 Instruction 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 Instruction. Appeal forms are available in the Office of the Vice President of Instruction.
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 CANNOT be appealed:

1. Short-term suspension of five school days or less, and lesser sanctions.
2. Short-term removal by a College instructor.
3. Disciplinary probation for a period of one year or less.
4. Written or verbal reprimand.

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 Vice President 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.

Academic Integrity Policy

As defined by the Columbia College Academic Senate

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 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.

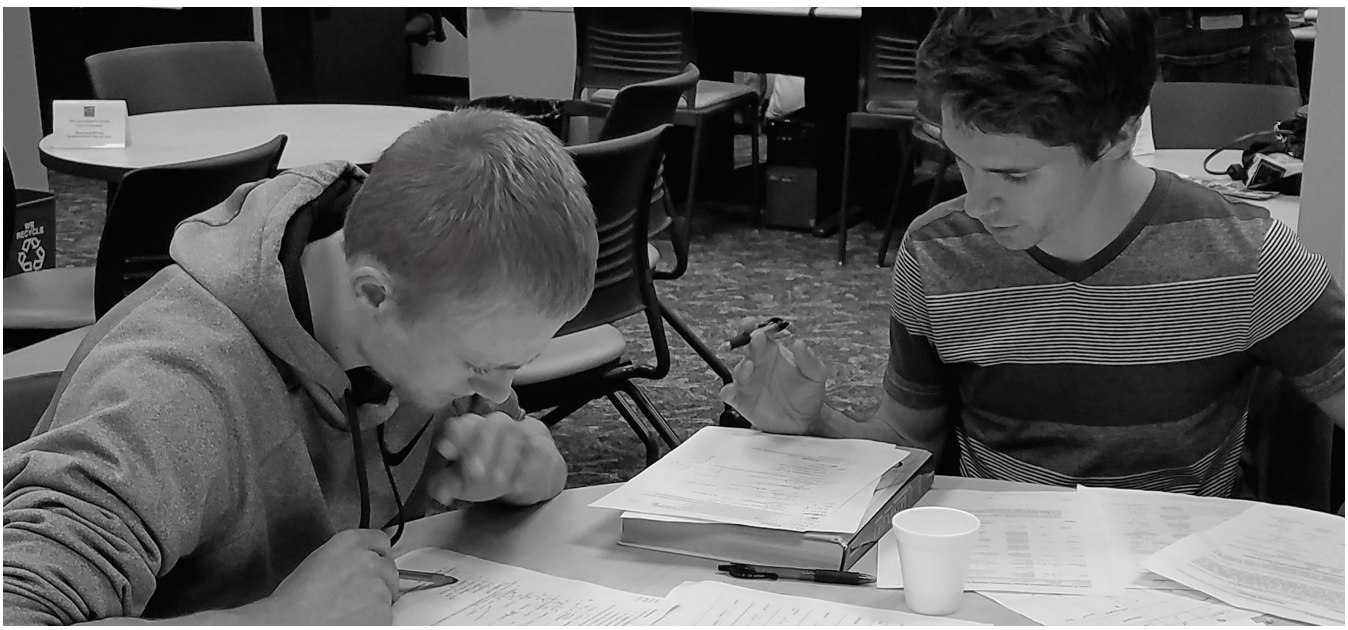
Consequences

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.



Students study for finals at Columbia College's Cram Night, an event cosponsored by the ASCC and the Library.

Other College Policies

Campus Animal Policy

DOMESTIC ANIMALS

Domestic animals are permitted on campus but are not allowed in campus buildings, with the exception of service animals (see "Service Animals" below). The owner/handler of a domestic animal must comply with state and county animal control laws, including keeping the animal on a leash and under control at all times. The owner/handler of a domestic animal is also responsible for the removal and proper disposal of fecal matter deposited by the domestic animal on campus grounds.

SERVICE ANIMALS

Service animals are permitted in campus buildings and in all other areas of the campus where members of the public, invitees, clients, customers, patrons, or participants in services, programs, or activities are allowed to go. To qualify as a service animal, the work or tasks performed by the animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Service animals must remain under the handler's control and must comply with all other aspects of YCCD District Policy 3440 – Service Animals.

WILD ANIMALS

Columbia College is home to a variety of wildlife including deer, ducks, geese, squirrels, and turtles. It is not uncommon to encounter these animals on the college campus. Although interaction with the animals may be gratifying, the feeding of the non-domestic animals which inhabit the college is prohibited as it endangers the health and safety of both the animals and humans. Our region is also home to bears and mountain lions. Although encounters with these animals are extremely rare, hikers and joggers traversing the trails which lead to the more remote areas of the campus are encouraged to travel with a partner or in a group, be aware of their surroundings, and know how to respond should they encounter these animals.

Children in the Classroom

Children may not attend classes at any time.

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. (*YCCD Board Policy 3550)*

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 Instruction. *(Title 5, Section 51820, 51823 (F), 58106 et seq, YCCD 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.

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. *(YCCD Board Policy 3570)*

Columbia College counselors, Student Ambassadors, and ASCC leaders pose for a picture at the Columbia College New Student Welcome.

Academic Policies & Procedures

Course Numbering System

A college's course numbering system establishes the types of courses being taught by the institution. The course number range indicates the content of the course and its meaning when earning an associate degree, transferring to a four-year college or university, strengthening pre-collegiate skills, or engaging in career preparation. Columbia College has adopted the following course numbering system.

NUMBER RANGE	*TYPE OF COURSE*
1-99	***BACCALAUREATE DEGREE/TRANSFER LEVEL*** *Designated baccalaureate-level courses, transferable to four-year institutions and applicable to Associate Degree*
70/170/270	***SPECIAL TOPICS*** *Instruction on a special topic within a broader discipline area (such as Child Development). Lecture and/or laboratory hours, units of credit, repeatability, and transferability may vary by offering. Check with the school to which student is transferring.*
94	***HONORS COURSES***
98/198	***EXPERIMENTAL COURSES*** *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 posted on class search connectColumbia. Experimental 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.*
99/199	***INDEPENDENT STUDY COURSES*** *Independent research and study of specialized areas/topics not currently offered as Columbia College courses. Limitations apply. See page 42 and a counselor for more information. For UC campuses, 99 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.*
100-199	***ASSOCIATE-DEGREE APPLICABLE COURSES, NOT INTENDED FOR TRANSFER*** *Applicable to the Associate Degree; not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities*
200-299	***OCCUPATIONAL SKILLS DEVELOPMENT COURSES*** *Not applicable to Associate Degree*
300-399	***NONCREDIT, NON-GRADED, NON-BASIC-SKILLS COURSES***
400-499	***NONCREDIT, NON-GRADED, SUPPLEMENTAL LABORATORY COURSES***
500-599	***VOCATIONAL COURSES NOT INTENDED FOR TRANSFER OR MAJOR;*** *Units may be used as elective credit to fulfill the 60-unit requirement for Associate Degree*
600-699	***CREDIT, BASIC SKILLS, NOT TRANSFERABLE, NOT ASSOCIATE DEGREE-APPLICABLE COURSES***
700-799	***NONCREDIT, NON-GRADED, BASIC SKILLS, ESL, AND LIFE SKILLS COURSES***

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. *(Title 5, Section 51203; YCCD Board Policy 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. *(Education Code, Sections 76067, 76120; YCCD Board Policy 5-8081)*

Catalog Rights

A college curriculum-its courses and award requirements-changes over time. For this reason, students are given *catalog rights* to the catalog in place at the time the student completes the first course(s) at the college, so long as that student conforms to the definition of *continuous attendance*. This means that:

- Associate degree, General Education breadth pattern, Certificate of Achievement, and Skills Attainment Certificate requirements published in this catalog are in effect for students completing courses for the first time in summer term 2018 and are valid through the 2021-22 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 to earn an Associate Degree, Certificate of Achievement, or Skills Attainment Certificate.
- The student is only responsible for adhering to the policies and academic requirements published in that designated catalog for the academic year in which the student completes the first credit course.
- *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 who has not met the educational goal at the end of the four years must select the subsequent catalog and is responsible for any changes in requirements.
- When a student petitions to graduate he or she may choose to use a more recent catalog than the one in place at initial date of enrollment at Columbia College for all associate degree requirements. However, once a catalog has been selected, that catalog is used for all degrees and certificates awarded during the academic year.

Unit of Credit

A unit of credit is earned on the basis of fifty-four total hours of student involvement over the duration of a course. It is common to find courses composed of learning activities resulting in combinations of lecture, discussion, independent and tutorial study, and/or directed and individual laboratory experiences. Columbia College operates on a semester system but offers short-term and summer course options.

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/Corequisites/Recommended for Success

The following conditions of enrollment are placed on certain courses:

- **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.
- **Corequisite** is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.
- **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 corequisite requirements can be met. "Or equivalent" in the course description refers to the prerequisite and corequisite challenge process (see following section). Students should carefully consider classes that have prerequisites or corequisites. Students can enroll in these classes ONLY if they have satisfied the prerequisite with a final grade of C or higher or P (Pass). *(YCCD Board Policy 4260)*

Course Prerequisite and Corequisite Challenge Information

A student may challenge a prerequisite or corequisite under one or more of the criteria listed below.

The prerequisite or corequisite 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 corequisite.
- The student will be subject to undue delay in attaining the goal of his or her Educational Plan because the prerequisite or corequisite has not been made reasonably available.

Prerequisite Challenge Procedure

A Petition for Prerequisite/Corequisite Challenge can be found on the Admissions & Records website under Student Online Forms at **www.gocolumbia.edu/admissions/forms.php**. Submit the completed petition with documentation materials to the Admissions & Records 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.

Course Articulation with Other Colleges

Columbia College articulates many of its courses with other public two- and four-year colleges and universities. This means that courses taken at Columbia College can transfer to other colleges for associate's degree or bachelor's degree credit. Students should ask their counselor for information related to agreements which identify courses that will transfer and those that meet lower-division preparation for the major.

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:

Columbia College Grading System	
A	Excellent
B	Good`
C	Satisfactory
D	Less than satisfactory
F	Failure
W	Withdrawal from Course
I	Incomplete
P	Pass (at least satisfactory) *Note: Cannot be changed to a letter grade*
NP	No Pass (less than satisfactory) *Note: Cannot be changed to a letter grade*
IP	In-Progress
SP	Satisfactory Progress (used only for noncredit courses)

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 believes his/her grade should be changed:

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 Instruction or his/her designee.
5. The decision of the Vice President of Instruction 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)*

Course Substitution or Waiver

Occasionally a student may have completed a college-level course at another college that may be similar to one at Columbia College. Request for waiver or substitution of any graduation requirement must be petitioned to the Academic Requirements Review Committee. This petition can be found on the Admissions & Records website **www.gocolumbia.edu/admissions/forms.php**.

Adding a Course

Prior to the start of the semester, students may add a class online at: **www.gocolumbia.edu**. Assistance is available through the HelpDesk at (209) 588-5385 (students should identify as Columbia College students when requesting assistance from the HelpDesk staff).

To add a full semester class during the first two weeks of the semester, students must obtain the access code from the instructor. Access codes may be obtained through connectColumbia accounts by taking the following steps: (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, add class; (4) Students must print their class schedule to ensure registration has been completed. This printout will also contain all of the important deadline dates for each class.

To add a full semester class after the first two weeks of the semester, students must have a signed and dated Add Slip from the instructor and division dean and must 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 students have a financial hold on their records, they will receive an error message when attempting to register. Students should follow the red prompts at the top of the screen which should direct them to the Business Services Office. Any and all error messages will be written in red and should direct students 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. Distance education students may call for assistance (209) 588-5231.

Dropping a Course

To drop a course, the student may go online to **www.gocolumbia.edu** 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. See the Academic Schedule in this catalog for course deadlines and exact date.

- If the drop occurs during the first two weeks of the course, no notation will appear on the official transcript.
- If the drop occurs between 20%-75% of the course, the notation of a "W" (withdrawal) will appear on the official transcript.
- No drops are allowed after 75% of the course has been completed.
- Dropping a class may affect a student's financial aid award and future eligibility, even if a student does so prior to the drop deadline. Students should contact their Financial Aid Technician prior to dropping a class.

For short-term course deadlines, students should refer to their class schedule in 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. For refund information, please see page 48.

Withdrawal Limits

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 70) 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.

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)*

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 may be repeated additional times 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.

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" earned in this second enrollment 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, and grade points that may result from this enrollment will not be used to replace the previous substandard completion. *(Title 5, Sections 58161, 55040, 55041, 55043, 55045)*

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 Services 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. *(Education Code, Section 76370; YCCD Board Policy 4070)*

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."
- For financial aid satisfactory academic progress purposes, units from a course for which a student has received an incomplete grade "I" are considered to be attempted but not completed until the grade is updated to a grade of A, B, C, D, F, P, NP, or W.

Academic Renewal

Subject to the following conditions, up to 24 semester or 36 quarter units of substandard grades (Ds and Fs), 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, ***AND***
2. At least 2 calendar years must have elapsed since completion of the course to be alleviated.
3. A course repeated for grade improvement is not eligible for academic renewal as the substandard grade has been disregarded in the completion of the grade point average.
4. The work to be removed does not include courses previously used to establish eligibility for transfer, associate degrees, or certificates.
5. 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.
6. The student must submit a request for Academic Renewal Evaluation to the Admissions & Records Office. Forms are online at **www.gocolumbia.edu**. Click on "Admissions," then "Student Online Forms." *(Title 5, Section 55044; YCCD 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 certain subject matter areas. Students should confer with a professor in the area of interest to discuss possibilities and can consult the Admissions & Records Office for specific procedures.

For the upcoming academic year, independent studies offerings are available in Biology, Child Development, Earth Science, Math, Philosophy, and Psychology.

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 Office 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 55022)*
- A student has 30% of the length of the course to rescind the Pass/No Pass grading option 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 P/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 & Records 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 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, YCCD 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:

Course 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 (AP) 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.
3. Students will be granted credit for AP scores of 3, 4, or 5 in the specific areas indicated on the chart on page 64 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 a counselor 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: Accrediting Commission for Community and Junior Colleges (ACCJC), Middle States Commission on Higher Education (MSCHE), Commission on Institutions of Higher Education, Higher Learning Commission (HLC), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), WASC Senior College and University Commission (WSCUC). 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 evaluated by a member of the National Association of Credential Evaluation Services (NACES): **www.naces.org**. 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.

The elective unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation.

Program and general education requirements may be met with courses from regionally accredited colleges and universities after being evaluated through the course equivalency or course substitution process, which includes use of C-ID designations

Credit for Military Service

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

- Waiver of General Education, Area E requirement.
- 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:
    a. At least 12 semester units of work must be completed at Columbia College before a student may receive credit.
    b. Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.
    c. A maximum of 20 units of military coursework including the 2 units awarded for the activity graduation requirement will be accepted as transfer credit.
    d. Credit granted to armed forces personnel and veterans by another institution is subject to re-evaluation by Columbia College.

Earning Multiple Associate Degrees

More than one Associate Degree may be awarded to a student who completes all requirements for an associate degree 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 in the same semester.

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, course 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

Total units required for completion of an Associate in Arts, Associate in Science, is 60 units. Units earned in Skills Development classes (courses numbered 200 and above) are not counted as part of this 60 unit requirement. The following classifications have been established:

Two-year Track—Registered for 15 or more units per semester (15 units per term x 4 terms = 60 units)

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—12 units is considered to be full-time status for students enrolled summer, fall, or spring.

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.

Student should be sure to check the course syllabus (distributed at the beginning of each course) or contact the instructor to be clear on expectations regarding attendance. It is the student's responsibility to prepare for and attend class.

Unit Load

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

Final Examinations

Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor. The final examination schedule can be viewed at **www.gocolumbia.edu/catalog_schedules**. 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. Please note that Satisfactory Progress for academic purposes and Satisfactory Academic Progress for financial aid purposes are calculated differently. Students interested in their progress standing should consult both an academic counselor and their financial aid technician.

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.

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; YCCD Board Policy 4230)*

Grade Point Average (GPA)

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

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

Grading Scale and Grade Points Earned

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

Other Grading and Transcript Symbols

W	Withdrawal
I	Incomplete
P	Pass
NP	No pass
IP	In Progress *(used for credit courses that bridge terms)*
SP	Satisfactory Progress *(used only for noncredit courses)*

Faculty and Students enjoy a break during the Principles of Leadership course (GUIDE 151) taught at scenic Baker Station.

Academic Probation & Dismissal

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; YCCD 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 Vice President 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 Vice President of Student Services.

Reinstatement after Disqualification

A disqualified student may not be reinstated under the admissions provision until one semester from the date of disqualification. If the GPA of a student readmitted after disqualification falls below 2.0 for the following semester, the student may be permanently disqualified. In the event of disqualification a student may petition for readmission on the basis of the following circumstances that might warrant an exception:

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

If a student has been disqualified and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President of Student Services that the one semester period of dismissal be waived.

College Fees & Expenses

Business Services Office
Manzanita Building, Foyer (Upper Level)
Hours: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5114
Fax: (209) 588-5368
Web: www.gocolumbia.edu/business

Financial Aid
Manzanita Building, Foyer (Upper Level)
Hours*: M-Th: 8:00 AM – 5:00 PM
F: 9:00 AM – 4:30 PM
Phone: **Last Names A-L** (209) 588-5105
Last Names M-Z (209) 588-5272
Fax: (209) 588-5391
Web: www.gocolumbia.edu/financial_aid
**Appointments available outside posted hours*

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. Standard Expense Budgets for a full-time student are shown below:

	LIVING WITH PARENTS WITH NO DEPENDENTS	ALL OTHER STUDENTS
Enrollment & Health Fees*	$ 1,268	$ 1,268
Books and Supplies	$ 1,916	$ 1,916
Food and Housing**	$ 5,418	$ 13,780
Personal Expenses	$ 3,258	$ 2,996
Transportation	$ 1,180	$ 1,180
Total cost of attendance	$13,040	$21,140

* Based on 2018-2019 enrollment fees of $46.00 per unit. Out-of-state students are charged an additional $258.00 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 or their parents are receiving TANF/CalWORKs, SSI/SSP, or GA. Applications for the California College Promise Grant, CCPG (formerly Board of Governors BOG Fee Waiver) are available online or in the Financial Aid Office and should be completed prior to registering for classes, but are accepted throughout the semester. Students may also apply for a CCPG by filling out a FAFSA (Free Application for Federal Student Aid).

Other Fees

Please refer to "College Fees and Refund Policies" on page 48.

Paying Fees

Pay fees using any one of the following methods:

1. On the College website.
- Credit Card – Discover, MasterCard, VISA
- California College Promise Grant (formerly Board of Governors Fee Waiver) and credit card

2. Mail*
- Money Order
- Personal Check-*Students will be charged $25 for returned checks.*
- California College Promise Grant (formerly Board of Governors Fee Waiver)

3. On-Campus at the Business Services Office
- Cash
- Credit Card – Discover, MasterCard, VISA
- Money Order
- Personal Check-*Students will be charged $25 for returned checks.*
- California College Promise Grant (formerly Board of Governors Fee Waiver) and one of the above

** Do not mail cash.*

College Fees and Refund Policies

All forms below are available online at: **gocolumbia.edu/admissions/forms.php**

The following policies take effect with the Summer 2018 term. Fee amounts are established by the State of California and/or the Yosemite Community College District Board of Trustees and are subject to change. Students are not dropped for non-payment after the class starts. Students who are California residents and have an active California College Promise Grant (CCPG) before registering will not be dropped.

- **All fees should be paid within 10 days** (including the date of registration).
- If fees are not paid within 10 days, **you may be dropped** for nonpayment.
- **You are responsible** for payment of all fees associated with enrollment and registration in courses.
- **If you do not officially drop** classes, you will still be obligated to pay fees.
- **If you never attend a class**, but do not officially drop a class, you are still required to pay fees.
- **If the college cancels classes in which the student is enrolled**, students are not responsible for dropping courses or requesting refunds. Fees will be automatically refunded.

Fee:	Amount:	Applies to:	You *may* be exempt from the fee if you:
Enrollment Fee [1]	$46 per unit (No maximum)	Credit courses	• Have applied and qualified for the California College Promise Grant, CCPG *(formerly Board of Governors Fee Waiver, BOG).* • Are taking a Columbia College course and are concurrently enrolled as a 9th-12th grade student .
Nonresident Tuition [1]	$258 per unit, plus an enrollment fee of $46 per unit listed above	Nonresidents	• Are a California state resident. • Meet criteria for Nonresident Tuition exemption under AB 540. • Are a veteran or "special admit" student.
Student Center Fee [1]	$1 per unit to a maximum of $10 per Fiscal Year (July-June)	Credit courses	• Have applied for and received a CCPG-A. • Are enrolled only in noncredit courses. • Are taking the course as Professional Development. • Are only enrolled in courses with "audit."
Course "Materials Fee"	Required for some courses. The fee amount varies from course-to-course. Pays for materials the student will use to master course content. Fee amount should appear with the course description in connectColumbia.		(Not applicable. No students are exempt from Materials Fee charges.)
Health Services Fee [1]	$17 summer semester $20 fall semester $20 spring semester	Credit courses Noncredit enrollments Audit-only courses	• Rely on prayer for healing (paper form is available in the Business Services Office). • Are enrolled in courses that ALL occur outside of the Yosemite Community College District boundaries. • Are only enrolled in a class that meets less than 16 hours. • Are an indentured apprentice enrolled in apprenticeship classes only.
Student Representation Fee [1]	$1 per semester	Credit courses Noncredit courses	• Are taking the course as Professional Development. • Cannot pay for financial, religious, political, moral reasons. Submit Student Representation Fee Refusal Form.
Student Activity Fee [1]	$5 per semester	Credit courses Noncredit courses	• Do not plan to participate in campus events. You may request a free refund (account credit). Submit Student Activity Fee Waiver Form.
Parking Fee [2]	$2 a day $15 for summer term $30 for fall semester $30 for spring semester	All persons (enrolled students and otherwise) who wish to park a vehicle at Columbia College.	• Are a disabled person and have a DMV placard. • Are only enrolled in classes that meet off-campus. • Do not park a vehicle on campus.
Course Audit Fee	$15 per unit, plus any applicable term and materials fees	Credit courses that are no longer repeatable	• Are enrolled in 10 or more units you will be exempt from the fee for the first 3 units audited per semester.

[1] Only refundable during the first two weeks of the class (refers to full semester classes only).
[2] Refunds available only *prior to* the first class session.

Procedure for Fee Refunds

1. Are you eligible?

- 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 & Records 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 Services 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 Services 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 the Admissions & Records Office at (209)588-2021.

Health Services Fee

A required health services fee of $20 for fall and spring and $17 for summer is charged to each credit and noncredit 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 Services Office for waiver procedures (209) 588-5114. Fees are subject to change based on State and Board mandates. *(Education Code Section 76355; Yosemite Community College District YCCD 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. Parking permits are purchased online through **www.mycampuspermit.com/yccd** and mailed to the student's address. (*Education Code Section 76360; YCCD Board Policy 5030)*

Parking Fee Refund Policy

The parking permit is non-refundable.

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 (209) 588-5270. *(YCCD 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; YCCD 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 Services Office for waiver procedures. *(Education Code 76060.5; YCCD Board Policy (5030)*

California College Promise Grant *(CCPG)*

Formerly Board of Governors BOG Fee Waiver

Students who receive TANF/CalWORKs, SSI/SSP, GA, are a dependent of a deceased/disabled veteran, or are considered low income may be eligible for the CCPG which waives the enrollment fee (per unit price). The CCPG is effective for an entire academic year (summer/fall/spring) and is available regardless of the number of units enrolled. The CCPG is only available to California residents and eligible AB 540 and AB 1899 students. Students may apply either by completing the CCPG application available in the Financial Aid Office on the college website, or by submitting the FAFSA (Free Application for Federal Student Aid) online

at **www.fafsa.ed.gov**. However, Columbia College encourages students to submit the FAFSA application as they may qualify for additional federal aid as well as the CCPG.

Additionally, if students feel they are low income, but do not qualify to have fees waived using the above described method, they may complete the FAFSA, also available on the Financial Aid website.

Students who do not hold a valid non-immigrant visa and who meet the AB 540 requirements may complete the California Dream Act Application to apply for the CCPG and grant funding as opposed to the FAFSA which is for U.S. citizens only.

Students who are placed on academic or progress probation for two consecutive terms will be ineligible for the CCPG (foster youth are exempt from this policy). Students are encouraged to meet with a counselor regularly to mitigate potential loss of the fee waiver. Any student may appeal for the loss of the CCPG by submitting a petition to the Financial Aid Office.

Financial Aid Withdrawal and Repayment Policy: 2018-2019

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 students receive financial aid, they should contact the Financial Aid Office first before withdrawing from any course.

The Child Development Department's Second Annual Tea Party Fundraiser is a delightful way to support majors in obtaining their Child Development Permits.

Educational Planning Resources

Resources for planning your associate degree or certificate, and General Education and transfer requirements

Counseling Services

Manzanita Building, Foyer (Upper Level)

Hours*: M-F: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5109
Fax: (209) 588-5330
Web: www.gocolumbia.edu/counseling
E-mail: cccounseling@yosemite.edu
**Appointments available outside posted hours*

Admissions & Records

Manzanita Building, Foyer (Upper Level)

Hours*: M-F: 8:00 AM – 5:00 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5231
Fax: (209) 588-5337
Web: www.gocolumbia.edu/admissions
**Appointments available outside posted hours*

Academic Awards at Columbia College

Columbia College offers several types of academic awards, formally recognizing academic achievement in a focused area of study. Various associate degrees and certificates are offered across the curriculum. Requirements and information pertaining to these awards are provided on the pages that follow.

Associate Degrees

To earn an associate degree from Columbia College, students are required to complete requirements in an academic major and General Education breadth requirements appropriate for the type of associate degree earned. All courses in the major must be completed with a grade of C or better. Pass (P) and No-Pass (NP) grades are not accepted, *unless* the course is only offered for P/NP grading.

Columbia College offers the following types of associate degrees:

- **AA-T/AS-T DEGREES:** California Community Colleges offer Associate Degrees for Transfer that facilitate transfer to the California State University (CSU) and include Associate in Arts for Transfer (AA-T) and Associate in Science for Transfer (AS-T) degrees. These degrees 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 somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or AS-T at a community college are able, upon transfer into a similar major, to complete the remaining units required for a 120-unit baccalaureate degree within 60 semester or 90 quarter units.
- **AA/AS DEGREES:** An 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 career technical education fields.

CERTIFICATES

Columbia College offers the following types of certificates:

- **CERTIFICATES OF ACHIEVEMENT** are designed to prepare career technical education students for employment. Requirements of each certificate have been determined by faculty with the help of regional advisory committees. Certificates of Achievement are offered in State-approved programs requiring a minimum of 12 units, formally recognizing a student's competence in a career or technical field, and appear on the student's academic transcript. Please note that certain requirements may necessitate attending classes exclusively at night, or attending both day and evening classes.
- **SKILLS ATTAINMENT CERTIFICATES** are offered in locally-approved programs requiring fewer than 18 units and do not appear on official transcripts, but can prepare career technical education students for employment. Please note that completion of certain requirements may necessitate attending classes exclusively at night, or attending both day and evening classes.
- **CERTIFICATES OF COMPETENCY** are offered for completing a series of noncredit courses. The Certificate of Competency confirms that a student has demonstrated achievement in a set of competencies that prepares him/her to progress in a career path or to undertake degree applicable or nondegree-applicable credit courses. Please note that certain requirements may necessitate attending classes exclusively at night or attending both day and evening classes.

Catalog Rights

For students entering Columbia College for the first time in summer 2018, fall 2018, or spring 2019, the Associate Degree, Certificate of Achievement, and Skills Attainment Certificate requirements from the 2018-2019 catalog are valid through 2021-2022. Students taking more than four years of continuous enrollment to complete a degree must use graduation requirements not older than four years. Consult a counselor for assistance and see page 38 for more information.

Graduation from Columbia College

Who May Participate

Students who successfully complete requirements for associate degrees and certificates of achievement may participate in commencement exercises. To be eligible to participate, a student must have all requirements completed by the end of the spring semester.

How to Apply for Associate Degrees or Certificates

The semester prior to completion of an Associate Degree, an Associate Degree for Transfer, a Certificate of Achievement, or a Skills Attainment Certificate, students must obtain an Application for Graduation, Application for Certificate of Achievement and/or Petition for Skills Attainment Certificate available on the College website at **www.gocolumbia.edu**. Click on "Students" then "Online Forms for Students."

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 the student will be eligible for the award, the counselor will sign the application/petition and the student must then submit it to the evaluator located in the Admissions & Records Office.

Associate Degrees, Associate Degrees for Transfer, Certificates of Achievement, and Skills Attainment Certificates may be conferred at the culmination of the summer, fall, or spring terms. Notation of the completed degree or certificate 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. Awards may be picked up in person at the Admission & Records Office, or by request, may be delivered by mail.

Earning Multiple Degrees and Certificates

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). For degrees, 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. For certificates, courses can be used more than once to satisfy requirements for multiple certificates. The same catalog year must be used when applying for multiple awards.

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.

Certificate of Achievement & Skills Attainment Certificate

REQUIREMENTS **2018-2019**

Upon satisfactory completion of the following requirements, Columbia College will award a Certificate of Achievement or Skills Attainment Certificate to a student. Units earned for courses completed may also be applied toward the 60 units required for an Associate Degree.

To earn an Certificate of Achievement or Skills Attainment Certificate:

1. **Select a Certificate of Achievement or Skills Attainment Certificate** and meet with a counselor to develop a comprehensive educational plan for this goal.
2. **Complete the requirements** for the Certificate of Achievement or Skills Attainment Certificate with a grade of C or better in each course. Pass/No-Pass (P/NP) grades are not accepted, unless a course is ***only*** offered for P/NP grading. At least 70% of the courses required must be completed within Yosemite Community College District.
3. **Print and complete an *Application for Certificate of Achievement or Petition for Skills Attainment Certificate*** (available at **www.gocolumbia.edu** under "Students" and "Online Forms for Students") in the semester *prior* to anticipated completion.
4. **Meet with a counselor to review and approve the application/petition.** For example, if you plan to complete requirements in Spring 2019, meet with a counselor in Fall 2018.
5. **Promptly submit the approved application/petition to Admissions & Records.**

Columbia College **2018-2019** **Associate Degree** REQUIREMENTS

Upon completion of the following requirements, Columbia College will confer an **Associate in Science (AS)** or **Associate in Arts (AA)** degree.* Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.

To earn an AA or AS degree:

1. **Select a Columbia College associate degree major** (p. 74-145)**.** Interested in earning more than one degree? See "Earning Multiple Degrees and Certificates" (p. 52).
2. **Meet with a counselor to develop a comprehensive *Educational Plan*** for this goal.
3. **Complete course requirements of the associate degree major from Step 1 with at least a C in each course.** Pass (P) grades are not accepted unless a course in the major is offered for pass/no pass grading only**.**
4. **Complete Column I of the *Columbia College General Education (GE) Breadth Requirements*** (p. 60).
5. **Demonstrate competency in reading, composition, and mathematics**
   - ❑ **READING/COMPOSITION**: ENGL 1A (with a grade of C or better)
   - ❑ **MATHEMATICS:**
     - ❍ MATH 104 (with a grade of C or better) ***OR***
     - ❍ Any higher level MATH course (with a grade of C or better; see *Math Course Sequence* (p. 214*)* ***OR***
     - ❍ Place in any course above MATH 104 through the college's assessment test; see *Assessment* (p. 12).
6. **Complete the *Activity Requirement for Associate Degree**** (p. 59).
7. **Complete 60 degree-applicable semester units with an overall GPA (grade point average) of 2.0 (C average) or better** (courses numbered 1-199). 12 of these units must be completed *in-residence* at Columbia College.
8. **Meet with a counselor to complete an *Application for Graduation* the semester prior to the projected graduation date.**
9. **Promptly submit your approved application to Admissions & Records.**

**These requirements do not apply to the AA-T & AS-T degrees. See p. 54 for more information.*

Associate Degree for Transfer REQUIREMENTS 2018-2019

*A Degree with a Guarantee.*SM

Columbia College is currently offering twenty Associate Degrees for Transfer. To find out which CSU campuses accept each degree, please visit **www.adegreewithaguarantee.com**. 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.

Upon completion of the following requirements, Columbia College will confer an Associate Degree for Transfer. Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree for Transfer.

Associate Degrees For Transfer:

- Anthropology (AA-T) on p. 74
- Biology (AS-T) on p. 80
- Business Administration (AS-T) on p. 81
- Chemistry (AS-T) on p. 87
- Communication Studies (AA-T) on p. 91
- Early Childhood Education (AS-T) on p. 88
- Elementary Teacher Education (AA-T) on p. 99
- English (AA-T) on p. 104
- Environmental Science (AS-T) on p. 107
- Geology (AS-T) on p. 115
- History (AA-T) on p. 119
- Kinesiology (AA-T) on p. 118
- Mathematics (AS-T) on p. 131
- Music (AA-T) on p. 132
- Physics (AS-T) on p. 138
- Political Science (AA-T) on p. 139
- Public Health Science (AS-T) on p. 116
- Psychology (AA-T) on p. 140
- Sociology (AA-T) on p. 141
- Studio Arts (AA-T) on p. 75

To earn an AA-T or AS-T degree:

1. **Select an Associate Degree for Transfer (AA-T or AS-T) from the list above.**
2. **Meet with a counselor to develop a comprehensive *Educational Plan*.**
3. **Satisfy General Education (GE) Breadth requirements by completing:**
   - ❑ **The CSU-GE Breadth Requirements (pg. 60 COLUMN 2) for a minimum of 39 units *OR***
   - ❑ **The IGETC requirements (IGETC pg. 62) for a minimum of 37 units.***

   **For the AS-T in Biology, Chemistry, or Environmental Science, only complete the IGETC for STEM requirements.*
4. **Complete units required for the degree major** with a grade of C or better in each course.
5. **Complete any CSU-transferable electives** (Columbia College courses numbered 1-99) **needed to bring the total units to 60.**
6. **Earn an overall GPA (grade point average) of 2.0 or better** (C average).
7. **Meet with a counselor to complete an *Application for Graduation*** the semester prior to the projected graduation date.
8. **Promptly submit your approved application to Admissions & Records.**

NOTE: When completing an application for university transfer to the CSU, students should indicate they are earning an Associate Degree for Transfer. This will trigger CSU to verify the AA-T or AS-T degree with the Columbia College Admissions & Records Office as part of the admission decision process.

Post-Secondary Studies DEGREE REQUIREMENTS 2018-2019

Associate degrees that prepare you to transfer to a university major that requires extensive lower-division coursework

The Post-Secondary Studies Degree pathway at Columbia College properly prepares students to transfer to a university major that, unlike other transfer majors, requires completion of extensive coursework during the lower-division years to ensure the student is prepared for the baccalaureate major at the university. Some students in this situation may find it advantageous to pursue an associate degree for transfer (AA-T or AS-T).

Meet with a counselor - it's important.

Because transfer eligibility requirements for such majors vary from university to university, students who choose to earn Post-Secondary Studies degrees must work closely with a Columbia College counselor to:

- *Determine a transfer university and baccalaureate degree major*
- *Identify lower-division major requirements for the university using* ***www.assist.org****.*
- *Complete an Educational Plan to choose specific coursework within the degree to support transfer goals*

POST-SECONDARY STUDIES DEGREES:

- Computer Science on p. 99
- Pre-Engineering on p. 103

FOR MORE INFORMATION, VISIT:

Counseling Office,
Manzanita Building, Upper Level
Hours: M-Th: 8:00 AM – 4:30 PM
F: 9:00 AM – 4:30 PM
Phone: (209) 588-5109
Fax: (209) 588-5330
www.gocolumbia.edu/counseling
E-mail: cccounseling@yosemite.edu

To earn an AS Degree in Post-Secondary Studies:

1. **Select a Post-Secondary Studies major or "emphasis" to earn** from the list above.
2. **Meet with a counselor to develop a comprehensive *Educational Plan*** for this goal.
3. **Complete course requirements of the associate degree major** from Step 1 with at least a C in each course. Pass (P) grades are not accepted unless a course in the major is offered for P/NP grading only.
4. **Satisfy General Education (GE) Breadth requirements** appropriate for your transfer goal. Work with a counselor to identify which GE pattern will work best for your major and university requirements. General education options for the Post-Secondary Studies degree include:

   A. California State University (CSU) transfers, complete:
   - ❑ **CSU-GE** requirements listed in Column 2 of the Columbia College catalog, p. 60, OR
   - ❑ **IGETC** for **CSU** requirements listed in the Columbia College catalog, p. 62

   B. University of California (UC) transfers, complete:
   - ❑ **IGETC** for **UC** requirements listed in the Columbia College catalog, p.62 OR
   - ❑ **The GE pattern** for the individual UC campus of your choice (see your counselor to identify and document the Columbia College courses that meet these requirements).

   C. Customized Program (30 units): With the assistance of a counselor and as documented on your Educational Plan, choose from the Columbia College GE Breadth requirements in the Columbia College catalog:
   - ❑ One Natural Science course (3 units minimum) from B1 or B2
   - ❑ One Social and Behavioral Science course (3 units minimum) from area D
   - ❑ One Arts or Humanities course (3 units minimum) from area C1 or C2
   - ❑ Language and Rationality
     -One English Composition course (3 units minimum) chosen from: ENGL 1A, ENGL 1B or ENGL 1C
     -One Communication and Analytical Thinking course (3 units minimum) from area B4
   - ❑ Additional courses chosen from the areas listed above to meet total unit requirements.
5. **Demonstrate competency in reading, composition, and mathematics** by earning a grade of C or better in the following:
   - ❑ Reading/Composition: ENGL 1A
   - ❑ Mathematics: Transfer-level MATH course appropriate for the major
6. **Complete the Activity Requirement** for Associate Degree. See p. 59 for more information.
7. **Complete 60 degree-applicable semester units** with an overall GPA of 2.0 (C average) or better (in courses numbered 1-199). 12 of these units must be completed in-residence at Columbia College.
8. **Meet with a counselor to complete an *Application for Graduation*** the semester prior to the projected graduation date.
9. **Promptly submit your approved application to Admissions & Records.**

CSU & UC TRANSFER REQUIREMENTS 2018-2019

Admission as a Transfer Student

The California State University (CSU) and University of California (UC) 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. Ideally, if you plan to attend Columbia College before applying for university transfer, you should take courses that are transferable, and fulfill admission, lower division general education and lower division preparation courses for your major. Course descriptions in the Columbia College catalog will tell you what courses transfer to which university systems.

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer)

As a prospective transfer student, it is important to make sure 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 determine how courses apply to general education (IGETC or CSU GE Breadth), lower division major preparation requirements and elective credit. Search ASSIST online at **www. assist.org**. Also, you can explore majors at the various UC and CSU campus locations using ASSIST. Columbia College counselors can help you select the most appropriate coursework to most efficiently meet your transfer goals.

General Education Breadth Certification

Students must request that the college certify completion of CSU General Education Breadth requirements or IGETC requirements when the student requests his/her transcript be sent to any CSU or UC campus. When completing the transcript request form for Columbia College to send to your universities, check the appropriate box (CSUGE or IGETC).

CSU General Education Breadth (Column 2) requirements or the IGETC for CSU requirements can be used to satisfy general education transfer requirements to the CSU (p. 60). IGETC for UC will satisfy the UC General Education Requirements (p. 62). A counselor can help you determine which general education pattern will best serve your goals.

California State University System (CSU)

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

Use Cal State Apply at **www.calstate.edu/apply** to review CSU application dates, deadlines, fees, admission requirements, and cost of tuition, as well as to apply to the universities. **Calstate.edu** is also a useful tool to explore and compare the different CSU campuses and to find answers to frequently asked questions.

Minimum Eligibility Requirements for Transfer to a CSU:

The minimum eligibility requirements for transfer to a CSU are listed below. **However**, it is *highly* recommended that students who plan to transfer to a CSU complete a full general education pattern as well as their major preparation coursework. This insures full junior status after transfer. By using minimum eligibility requirements, students run the risk of being deficient in required courses, thereby taking longer to complete their baccalaureate degree.

The CSU's minimum requirements for transfer are:

1. Complete 60 semester (or 90 quarter) units of CSU transferable college credit with a GPA of at least 2.0 (for residents), including completion of:
2. "The Golden Four": courses from CSU GE Breadth (p. 60) areas A1, A2, A3 and B4 with a grade of C or better, OR completion of IGETC for CSU (p. 62) areas 1A, 1B, 1C and 2 with a grade of C or better.
3. Additional CSU GE Breadth or IGETC courses to total a minimum of 30 semester (45 quarter) units, including the 4 above courses.

NOTE: These are ***minimum*** eligibility requirements. The CSU designates programs as impacted when more applications are received during the initial filing period than can be accommodated. Campuses that are designated as "impacted" may have supplemental admission criteria and programs or majors that are designated as "impacted" may be more selective in their admission criteria. Therefore, meeting minimum eligibility requirements for CSU transfer to impacted campuses and/or programs may not be sufficient to gain admission to those campuses/majors. Additional selection criteria may include overall grade point average or other criteria developed by the impacted campus. Students can view campuses, programs and majors that are impacted at: **www.calstate.edu/SAS/impactioninfo.shtml.**

U.S. History, Constitution and American Ideals Requirement

This is a system-wide CSU graduation requirement. It is strongly recommended to blend the fulfillment of this requirement with classes chosen to fulfill General Education. HIST 16 or HIST 17, taken in conjunction with POLSC 10, satisfies CSU requirements in United States History, Constitution, and American Ideals.

Associate Degree for Transfer
*A Degree with a Guarantee.*SM

Associate Degrees for Transfer (AA-T/AS-T)—California Community Colleges now offer associate degrees designed to streamline transfer to the CSU. See page 54 for AA-Ts and AS-Ts currently offered by Columbia College. Requirements to earn each of these AA-Ts or AS-Ts are listed in this catalog in the Academic Awards section. California Community College students who earn an AA-T or AS-T degree are guaranteed admission at a CSU (though not necessarily the CSU of their choice) when transferring into a major deemed "similar" by that CSU. Refer to **www.calstate.edu/transfer/adt-search/search.shtml** or **www.adegreewithaguarantee.com** to view what the "similar majors" are at various CSU campuses.

Students who earn an AA-T or AS-T and transfer into a "similar" major at a CSU are guaranteed to be able to earn their BA or BS degree in that major within 60 additional semester units after transfer. See a counselor to complete an educational plan which will insure an accurate and efficient transfer with an Associate Degree for Transfer. See pages 54 and 57 for more information.

University of California System (UC)

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 (professional majors only)*
- *University of California, Santa Barbara*
- *University of California, Santa Cruz*

Selecting Campuses and Programs of Study

The University of California (UC) encourages you to approach your selection of University campuses and programs carefully. You may be familiar with only one or two of the UC'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 campus offers a full range of undergraduate programs. Search **admission.universityofcalifornia.edu/** and/or **www.assist.org** to find out more about all the UC campuses and programs.

Minimum Eligibility Requirements for Transfer to a UC:

The minimum eligibility requirements for transfer to a UC are listed below. However, it is *highly* recommended that students plan to transfer by completing a full general education pattern and major preparation coursework. This insures full junior status after transfer. By using minimum eligibility standards students run the risk of being deficient in required courses, thereby taking longer to complete their baccalaureate degree.

The UC's minimum requirements for transfer are:

1. Complete 60 semester (or 90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (for residents) with no more than 14 semester (21 quarter) units taken P/NP.
2. Complete the following courses with a minimum grade of C:
   - Two transferable college courses (3 semester or 4-5 quarter units) in English composition. See IGETC areas 1A and 1B on page 62 for options.
   - One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning. See IGETC area 2 on page 62 for options.
   - Four additional IGETC-approved courses chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences. See IGETC requirements on page 62 for options.

NOTE: These are ***minimum*** eligibility requirements. 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.

Ideally, if you plan to attend Columbia College before applying to the University, you should take courses that are UC transferable, and that fulfill admission, lower division general education and lower division preparation courses for your major. Lower division general education courses can be found on page 62 where the Intersegmental General Education Transfer Curriculum (IGETC) for the UC is listed. Students must request that the college certify completion of IGETC requirements when the student requests his/her transcript be sent to any UC campus. Students can check the appropriate box (CSUGE or IGETC) on the transcript request form.

Columbia College counselors can help you with your planning and with selecting the correct lower division preparation courses for your major; **www.assist.org** is also useful to review lower division major preparation courses and for exploring majors and programs at the various UC campuses. The University of California is developing Transfer Pathways for 21 of the most popular UC majors. Columbia College students who have selected a major but are uncertain which UC campuses they will apply to, may benefit from following the Transfer Pathway for that major. Following a Transfer Pathway **does not guarantee** admission to the UC but it does provide a road map for major preparation. You can review the UC Transfer Pathways at **universityofcalifornia.edu/transfer/preparation-paths**. The UC Transfer Admission Planner (TAP) is another helpful planning tool; access TAP at **admission.universityofcalifornia.edu/transfer/transfer-admission-planner**. Work with a counselor to develop your Educational Plan for an accurate and efficient transfer.

All UC campuses are on the quarter calendar except Berkeley and Merced, which are on the semester system.

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.

Transfer Admission Guarantee (TAG)

Columbia College has available guaranteed admission agreements with the University of California campuses at Davis, Irvine, Merced, Riverside, Santa Barbara and Santa Cruz. The purpose of the TAG is to guarantee students admission to the university 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 UC to which the student is transferring and cannot be used for any term other than the one indicated in the signed agreement. If you plan to transfer to any one of these six campuses, you must see a counselor as soon as possible in order to initiate the TAG 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

Activities Requirement
FOR ASSOCIATE DEGREE **2018-2019**

Students who plan to earn an Associate in Arts (AA) or Associate in Science (AS) degree at Columbia College must complete the Activities Requirement for Associate Degree. By completing the Activities Requirement, students will participate in courses that demonstrate creativity, collaboration, teamwork, and/or self-expression.

The following students are exempt from Activities requirements:

- Students who complete an AA-T or AS-T degree at Columbia College.
- Veterans or reservists who submit proof of U.S. military Basic Training with a DD214 will receive two (2) units of activities and clear the activity requirement.

Complete two (2) units from the following courses. At least one unit must be completed in HHP courses:

COURSE ID	TITLE (UNITS OF ACTIVITY EARNED)
ART 1	Basic Freehand Drawing (1)
ART 2	Basic Color and Design (1)
ART 3	3-D Design: Mixed Media (1)
ART 9A	Figure Drawing: Beginning (1)
ART 9B	Figure Drawing: Intermediate (1)
ART 21A	Painting: Beginning (1)
ART 21B	Painting: Intermediate (1)
ART 23A	Watercolor: Beginning (1)
ART 23B	Watercolor: Intermediate (1)
ART 25	Mixed Media Painting (1)
ART 31	Ceramics: Introductory (1)
ART 32	Ceramics: Intermediate (1)
ART 33	Ceramics: Advanced (1)
ART 35	Ceramic Raku and Alternative Firing Methods (.5-1)
ART 36	Wheel-Thrown Ceramics (.5)
ART 40	Photography: Beginning (1)
ART 41	Photography: Intermediate (1)
ART 44	Advanced Photography Lab (1)
ART 45	Field Photography (1)
ART 46	Field Photography: Composition and Design (.5 -1)
ART 49	Intermediate Field Photography (1)
ART 51**	Publication Design I (1)
ART 53 **	Computer Graphics I (1)
ART 54**	Computer Graphics II (1)
ART 71	Ceramic Sculpture: Intro (1)
ART 72	Ceramic Sculpture: Advanced (1)
ART 103**	Practical Lab – Metal Sculpture (1)
ART 165**	Metal Sculpture (1)
AT 125	Team-Managed Projects (.5)
BIOL 158	Birds of Central California (.5)
BUSAD 121	Adobe Acrobat Essentials (1)
CCTDM 28	Video Production (1)
CCTDM 29	Video Production (1)
CCTDM 40	Computer Graphics and Animation (1)
CCTDM 41	Compositing for Motion Graphics (1)
CCTDM 45	3D Modeling and Animation (1)
CCTDM 50	Photo Editing for Digital and Print Publication (1)

COURSE ID	TITLE (UNITS OF ACTIVITY EARNED)
CCTDM 51**	Publication Design I (1)
CCTDM 53**	Computer Graphics I (1)
CCTDM 54**	Computer Graphics II (1)
CHILD 16	Practicum-Field Experience (2)
CHILD 44	Infant/Toddler Practicum-Field Experience (2)
DRAMA 22*	Introduction to Reader's Theatre (1)
DRAMA 42*	Acting Fundamentals (1)
DRAMA 43*	Acting-Directing (1)
ENGL 11*	Film Appreciation (.5)
FNR 60	Intro to Maps and Remote Sensing (1)
FNR 86	California Naturalist Certification (.5)
HHP 8A	Aerobic Exercise I (1)
HHP 8B	Aerobic Exercise II (1)
HHP 9	Circuit Cross-Training (1)
HHP 10	Adaptive Physical Education (1)
HHP 16A	Fitness Walking (1)
HHP 16B	Power Walking (1)
HHP 18A	Yoga I (1)
HHP 18B	Yoga II (1)
HHP 32A	Basketball I (1)
HHP 32B	Basketball II (1)
HHP 32C	Basketball III (1)
HHP 47A	Soccer I (1)
HHP 47B	Soccer II (1)
HHP 47C	Soccer III (1)
HHP 50A	Tennis I (1)
HHP 50B	Tennis II (1)
HHP 53A	Volleyball I (1)
HHP 53B	Volleyball II (1)
HHP 53C	Volleyball III (1)
HHP 55A	Fitness Training I for Firefighting (1)
HHP 55B	Fitness Training II for Firefighting (1)
HHP 56A	Weight Training I (1)
HHP 56B	Weight Training II (1)
HHP 59A	Beginning Tai Chi (1)
HHP 76	Sports Conditioning (1)
HHP 80	Varsity Cross-Country (3)

COURSE ID	TITLE (UNITS OF ACTIVITY EARNED)
HHP 82	Varsity Basketball (Men) (1.5)
HHP 85	Varsity Tennis (3)
HHP 86	Varsity Volleyball (Women)(3)
HHP 94A	Swimming I (1)
HHP 94B	Swimming II (1)
MUSIC 4A	Elementary Musicianship (1)
MUSIC 4B	Elementary Musicianship (1)
MUSIC 5A	Intermediate Musicianship (1)
MUSIC 5B	Intermediate Musicianship (1)
MUSIC 31A	Elementary Piano (1)
MUSIC 31B	Elementary Piano (1)
MUSIC 36	Elementary Voice (1)
MUSIC 37	Advanced Elementary Voice (1)
MUSIC 38	Intermediate Voice (1)
MUSIC 39	Advanced Intermediate Voice (1)
MUSIC 41A	Intermediate Piano (1)
MUSIC 41B	Intermediate Piano (1)
MUSIC 49	Beginning Guitar (1)
MUSIC 50	Private Lessons-Guitar (.5)
MUSIC 51	Private Lessons-Keyboard (.5)
MUSIC 52	Private Lessons-Woodwinds (.5)
MUSIC 53	Private Lessons-Brass (.5)
MUSIC 54	Private Lessons-Strings (.5)
MUSIC 55	Private Lessons-Percussion (.5)
MUSIC 56	Private Lessons-Voice (.5)
MUSIC 60	College Choir (1)
MUSIC 64	Jazz Choir (1)
MUSIC 66	Community Chorus (1)
MUSIC 72	Jazz Ensemble (1)
MUSIC 75	Jazz Studies (1)
MUSIC 76	Community Orchestra (1)
MUSIC 78	Ensemble: Instrumental Emphasis (1)
WT 103**	Practical Lab – Metal Sculpture (1)
WT 165**	Metal Sculpture (1)

***Activity courses above that are also listed in General Education breadth areas A, B, C, D, or E may only be used to satisfy one requirement or the other. No double-counting is allowed.**

****Cross-Listed course: Credit may be earned for completion of one course listing on the Activities list or the other, but not both.**

General Education BREADTH REQUIREMENTS

General Education (GE) Breadth Requirements for Associate Degree from Columbia College and Transfer to CSU

Completion of Column 1 on the following pattern will satisfy Associate Degree General Education Requirements for Columbia College. **Completion of Column 2** will satisfy CSU GE Breadth Requirements for transfer to a CSU. The courses that 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 see pages 56 and 57 for an alternative method of completing transferable General Education Requirements. Where indicated, AP exam scores of 3, 4, or 5 may be used to satisfy specific GE breadth requirements. See page 64 for Columbia College's policy on application of credit from Advanced Placement (AP) examinations.

Work with a counselor to determine which column and courses below will best serve your academic goals.

COLUMN 1
AA/AS Degree Pattern

COLUMN 2
AA-T/AS-T Degree & **CSU Transfer** Pattern

Area A: English Language Communication and Critical Thinking

Complete TWO COURSES with at least a C:

- ☐ one in A2
- ☐ one in A1 or A3

A1: Oral Communication
SPCOM 1, SPCOM 4

A2: Written Communication
ENGL 1A (or AP Score of 3, 4, or 5)

A3: Critical Thinking
ENGL 1B[1], ENGL 1C, HIST 5[1], PHILO 5[1], SPCOM 2

Complete THREE COURSES (nine units minimum) with at least a C:

- ☐ one in A1
- ☐ one in A2
- ☐ one in A3

Area B: Scientific Inquiry and Quantitative Reasoning

Complete TWO COURSES:

- ☐ one course in B1 or B2
- ☐ one course in B4 with at least a C, *OR place into* a MATH course numbered 0-99 via Columbia College mathematics assessment, in which case only one course is required from Section B.

B1: Physical Sciences
ASTRO 40, CHEM 2A, CHEM 2B, CHEM 4A, CHEM 4B, CHEM 5, CHEM 14, CHEM 16, CHEM 20,
CHEM 30(L),
ESC 5(L), ESC 10, ESC 22, ESC 23(L), ESC 30, ESC 33(L), ESC 42, ESC 50(L), ESC 62, FNR 6,
GEOGR 15,
PHYCS 1, PHYCS 4A(L), PHYCS 4B(L), PHYCS 5A(L), PHYCS 5B(L), PHYCS 5C(L), PHYCS 30(L), (or AP Score of 3, 4, or 5)

B2: Life Sciences
ANTHR 1[3],
BIOL 2(L), BIOL 4(L), BIOL 6(L), BIOL 10(L), BIOL 17(L), BIOL 24(L), BIOL 60(L), BIOL 65(L), BIOL 150 (AA/AS degree only),
(or AP Score of 3, 4, or 5)

B3: Lab (courses that contain a laboratory component)
BIOL 2(L), BIOL 4(L), BIOL 6(L), BIOL 10(L), BIOL 17(L), BIOL 24(L), BIOL 60(L), BIOL 65(L),
CHEM 2AL, CHEM 2BL, CHEM 4AL, CHEM 4BL, CHEM 5L, CHEM 14L, CHEM 16L, CHEM 20L, CHEM 30(L),
ESC 5(L), ESC 23(L), ESC 33(L), ESC 50(L),
PHYCS 4A(L), PHYCS 4B(L), PHYCS 5A(L), PHYCS 5B(L), PHYCS 5C(L), PHYCS 30(L),
(or AP Score of 3, 4, or 5)

B4: Mathematics, Quantitative Reasoning
MATH 2, MATH 4, MATH 6, MATH 8, MATH 12, MATH 16, MATH 18A, MATH 18B, MATH 18C, MATH 26, MATH 104 (AA/AS degree only),
(or AP Score of 3, 4, or 5)

Complete a minimum of THREE COURSES (nine units minimum):

- ☐ one in B1*
- ☐ one in B2*
- ☐ one in B3*
- ☐ one in B4 with at least a C

** A B1 or B2 course followed by (L) will also satisfy the B3 requirement*

REFERENCES

1. ENGL 1B, HIST 5, or PHILO 5 may satisfy Area A3 or Area C2, but not both.
2. CHILD 1, HHP 2, PSYCH 20 or PSYCH 35 may be used to satisfy Area D or Area E, but not both.
3. ANTHR 1 may be used to satisfy either Area B2 or Area D1, but not both.

Continued in Area D, Column 1

COLUMN 1
AA/AS Degree Pattern
(continued)

COLUMN 2
AA-T/AS-T Degree
& **CSU Transfer** Pattern
(continued)

Area C: Arts and Humanities

Complete ONE COURSE from:

☐ C1 or C2

C1: Arts (Art, Music, Theater)
ART 11, ART 12, ART 13,
DRAMA 10 , DRAMA 20, DRAMA 42, DRAMA 43,
MUSIC 2, MUSIC 10, MUSIC 11, MUSIC 12, (or AP Score of 3, 4, or 5)

C2: Humanities (Literature, Philosophy, Languages other than English
ENGL 1B[1], ENGL 11, ENGL 17, ENGL 18, ENGL 46, ENGL 47, ENGL 49, ENGL 50,
ENGL 81,
HIST 5[1],
HUMAN 1, HUMAN 2, HUMAN 3, HUMAN 4,
PHILO 1, PHILO 5[1], PHILO 25, PHILO 35,
SIGN 40A, SIGN 40B, SIGN 40C,
SPAN 1A, SPAN 1B, SPAN 2A, SPAN 2B,
(or AP Score of 3, 4, or 5)

Complete THREE COURSES (nine units minimum):

☐ one in C1
☐ one in C2
☐ one in C1 or C2

Area D: Social and Behavioral Sciences

Complete ONE COURSE:

☐ one in D

REFERENCES (continued from page 60)

[4] Satisfies Ethnic Studies Requirement

[5] Credit may be earned for ANTHR 7 or SOCIO 7, ANTHR 8 or SOCIO 8

ANTHR 1[3], ANTHR 2, ANTHR 3, ANTHR 7[5], ANTHR 8[5], ANTHR 10, ANTHR 15[4],
CHILD 1[2], CHILD 22, CHILD 36,
ECON 10, ECON 11 (or AP Score of 3, 4, or 5),
FNR 1,
GEOGR 12, GEOGR 20,
HHP 2[2], HHP 63,
HIST 11, HIST 13, HIST 14, HIST 16, HIST 17, HIST 21 (or AP Score of 3, 4, or 5),
POLSC 10, POLSC 12, POLSC 14, POLSC 16 (or AP Score of 3, 4, or 5),
PSYCH 1, PSYCH 15, PSYCH 20[2], PSYCH 24, PSYCH 35[2], (or AP Score of 3, 4, or 5),
SOCIO 1, SOCIO 2, SOCIO 5[4], SOCIO 7[5], SOCIO 8[5],
SPCOM 5[4], SPCOM 12

Complete THREE COURSES (nine units minimum) from at least two different disciplines:

☐ _____

☐ _____

☐ _____

Strongly recommended:
Satisfy the CSU *US History, Constitution, and American Ideals* requirement for CSU graduation by completing POLSC 10 and HIST 16 ***OR*** HIST 17. See p. 57 for more information.

Area E: Lifelong Learning and Self-Development

Complete ONE COURSE (three units minimum):

☐ one in E

BIOL 50,
CHILD 1[2],
GUIDE 1, GUIDE 18, GUIDE 30,
HHP 2[2] , HHP 5, HHP 60,
INDIS 48,
PSYCH 5, PSYCH 10, PSYCH 20[2], PSYCH 30, PSYCH 35[2], PSYCH 40,
SOCIO 12, SOCIO 28,
or (Veterans only) DD 214 form

Complete ONE COURSE (three units minimum):

☐ one in E

Activities Requirement

Complete TWO UNITS of "activity" courses:

☐ at least one unit from HHP activity courses

☐ one additional unit of activity

See *"Activities Requirement for Associate Degree" on page 59* for a list of courses that will satisfy the Activity requirement for AA or AS degree at Columbia College. Veterans who can present a DD 214 documenting one year of service are exempt from this requirement.

(Activities Requirement does not apply to this pathway.)

IGETC Requirements 2018-2019

Intersegmental General Education Transfer Curriculum for Transfer to the UC or CSU Systems

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 (CSU) or the University of California (UC) system without the need, after transfer, to satisfy specific campus lower-division general education requirements. **IGETC for CSU may also be used to satisfy the requirements of the AA-T or AS-T degree.** 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. 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 (Column II) on page 60, or those listed in the catalog of the CSU or UC campus of choice. 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.

Educational planning to ensure transfer success

Selection of courses from this list may be affected by one or more factors, including choice of major, university transfer requirements, 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).

IGETC Certification

A student must request an IGETC Certification from the Admissions & Records Office. **The course requirements for all areas must be fully completed with a grade of C or better before the IGETC can be certified** (students completing an AS-T in Biology or Chemistry may meet IGETC for STEM requirements in lieu of fully completed IGETC). 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. See page 64 for Columbia College's policy on application of credit from Advanced Placement (AP) examinations.

Area 1: English Communication

Complete one course each from Group 1A and Group 1B. Students planning to transfer to CSU must also complete one course from Group 1C.

GROUP 1A: English Composition
Complete one course (three semester units).

ENGL 1A
(or AP Score of 3, 4, or 5)

GROUP 1B: Critical Thinking/English Composition
Complete one course (three semester units).

ENGL 1B
ENGL 1C
HIST 5*/PHILO 5*

GROUP 1C: Oral Communication (CSU only)
Complete one course (three semester units).

SPCOM 1
SPCOM 4

* *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.

Area 2A: Mathematical Concepts and Quantitative Reasoning

Complete one course (three semester units).

MATH 2, 6, 12, 16, 18A, 18B, 18C, 26
(or AP Score of 3, 4, or 5)

Area 3: Arts and Humanities

Complete at least three courses (nine semester units). One course must be in Group 3A and one in Group 3B. The third course can be completed in Group 3A or Group 3B.

GROUP 3A: Arts
ART 11, 12, 13
DRAMA 10
MUSIC 2, 10, 11, 12
(or AP Score of 3, 4, or 5)

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 AP Score of 3, 4, or 5)

Area 4: Social and Behavioral Sciences

Complete at least three courses from at least two disciplines (minimum nine semester 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

GROUP 4E: Geography
GEOGR 12, GEOGR 20

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, 16

GROUP 4I: Psychology
PSYCH 1, 5, 10, 24, 35

GROUP 4J: Sociology and Criminology
HHP 63, SOCIO 1, 2, 5*, 8, 12, ANTHR 8
(or AP Score of 3, 4, or 5)

Area 5: Physical and Biological Sciences

Complete at least two courses totaling seven units or more, with one course in Group 5A and one in Group 5B. One Group 5C course is also required unless fulfilled with a Group 5A or 5B course that includes a laboratory (designated by (L)).

GROUP 5A: Physical Sciences
ASTRO 40
CHEM 20**, 5**, 14**, 16**, 2A, 2B, 4A, 4B, 30(L)
ESC 5(L), 10, 22, 23(L), 30, 33(L), 42, 50(L), 62
GEOGR 15,
FNR 6,
PHYCS 1**, 4A(L), 4B(L), 5A(L), 5B(L), 5C(L), 30(L)
(or AP Score of 3, 4, or 5)

GROUP 5B: Biological Sciences
ANTHR 1*, BIOL 2(L)**, 4(L), 6(L), 10(L), 17(L)**, 24(L), 60(L), 65(L)
(or AP Score of 3, 4, or 5)

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 only)

UC transfer students must demonstrate competence (proficiency) in a language other than English equal to two years of high school study.

To demonstrate competence in a language other than English:

- Complete two years of high school level work in the same foreign language with a grade of "C-" or better, ***OR,***
- Complete one of the Columbia College courses below with a grade of "C" or better.
  SIGN 40B SPAN 1A SPAN 2A
  SIGN 40C SPAN 1B SPAN 2B

For other methods of completing Area 6, see a counselor.

Area 7: Requirement in U.S. History, Constitution and American Ideals (CSU only)

The CSU "U.S. History, Constitution, and American Ideals" (AI) graduation requirement is not part of 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.

Complete one course from Group 7A and one from Group 7B (six units).

GROUP 7A:
POLSC 10

GROUP 7B:
HIST16 ***OR*** HIST 17

College Credit for Advanced Placement (AP) Examinations

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, CSU GE Breadth, or IGETC. (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 general education (GE).

AP EXAM	COLUMBIA COLLEGE GE AND ELECTIVE CREDIT AA/AS 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+5C	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+5C	4
Exam taken Fall 2009 or later	B1+B3	4	B1+B3	4	5A+5C	4
Chinese Language 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 and Composition	A2	3	A2	3	1A[3]	3
English Literature and Composition	A2+C2	6	A2+C2	6	1A or 3B[3]	3
Environmental Science						
Exam taken before Fall 2009	B2+B3	4	B2+B3	4	5A+5C	3
Exam taken Fall 2009 or later	B1+B3	4	B1+B3	4	5A+5C	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 - Fall 2011	C2	3	C2	3	3B+6A	3
French Language and Culture	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 - Fall 2011	C2	3	C2	3	3B+6A	3
German Language and Culture	C2	3	C2	3	3B+6A	3
Human Geography	D5	3	D5	3	4E	3
Italian Language and Culture	C2	3	C2	3	3B+6A	3
Japanese Language and Culture	C2	3	C2	3	3B+6A	3
Latin Literature						
Exam taken before Fall 2009	C2	3	C2	3	3B+6A	3

AP EXAM	COLUMBIA COLLEGE GE AND ELECTIVE CREDIT AA/AS DEGREE		CSU GE-BREADTH		IGETC	
	Area(s)	Semester Credits	Area(s)	Semester Credits	Area(s)	Semester Credits
Latin	C2	3	C2	3		
Latin: Vergil Exam taken before Fall 2012	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[4]						4
Exam taken before Fall 2009	B1+B3	6	B1+B3	6	5A+5C	4
Exam taken Fall 2009 - Fall 2013	B1+B3	4	B1+B3	4	5A+5C	4
Physics 1[4]	B1+B3	4	B1+B3	4	5A+5C	
Physics 2[4]	B1+B3	4	B1+B3	4	5A+5C	
Physics C (electricity/magnetism)[3]	B1+B3	4	B1+B3	4	5A+5C	3
Physics C (mechanics)[3]	B1+B3	4	B1+B3	4	5A+5C	3
Psychology	D9	3	D9	3	4I	3
AP Seminar	N/A	3	N/A	3		
Spanish Language						
Exam taken before Fall 2009	C2	6	C2	6	3B+6A	3
Exam taken Fall 2009 - Spring 2014	C2	3	C2	3	3B+6A	3
Spanish Language and Culture	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 - Spring 2013	C2	3	C2	3	3B+6A	3
Spanish Literature and Culture	C2	3	C2	3		
Statistics	B4	3	B4	3	2A	3
Studio Art - 2D Design	N/A	3	N/A	0	N/A	N/A
Studio Art - 3D design	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[5]	3	4H+US-2[5]	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**. Columbia College award of AP credit aligns with AB 1985 requirements.

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 For UC transfers, maximum credit = 8 quarter/5.33 semester units for both English Language/Composition and English Literature/Composition exams.

4 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.

5 Does not fulfill AHI California Government requirement.

AA/AS: 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, see a counselor.

C-ID Course Identification NUMBERING SYSTEM

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 2018.

C-ID #	C-ID Title	Columbia College Course	Columbia College Course Name
ACCT 110	Financial Accounting	BUSAD 2A	Financial Accounting
ACCT 120	Managerial Accounting	BUSAD 2B	Managerial Accounting
ANTH 110	Introduction to Biological Anthropology	ANTHR 1	Biological Anthropology
ANTH 120	Introduction to Cultural Anthropology	ANTHR 2	Cultural Anthropology
ANTH 150	Introduction to Archaeology	ANTHR 10	Archaeology and Cultural Prehistory
ARTH 110	Survey of Western Art from Prehistory through the Middle Ages	ART 11	History of Art: Ancient and Medieval
ARTH 120	Survey of Western Art from Renaissance to Contemporary	ART 12	History of Art: Renaissance, Baroque, and Modern
ARTS 100	2-D Foundations	ART 2	Basic Color and Design
ARTS 101	3-D Foundations	ART 3	3-D Design: Mixed Media
ARTS 110	Fundamentals of Drawing	ART 1	Basic Freehand Drawing
ARTS 200	Figure Drawing	ART 9A	Figure Drawing: Beginning
ARTS 210	Introduction to Painting	ART 21A	Painting: Beginning
AUTO 110X	Introduction to Automotive Technology	AT 100	Introduction to Automotive Technology
AUTO 120X	Automatic Transmissions and Transaxles	AT 132	Automatic Transmissions and Transaxles
AUTO 130X	Automotive Manual Transmissions and Drive Train Systems	AT 122	Manual Power Trains and Axles
AUTO 140X	Automotive Suspension and Steering Systems	AT 120	Suspension and Steering
AUTO 150X	Automotive Braking Systems	AT 105	Automotive Braking Systems
BIOL 110	Human Anatomy with Lab	BIOL 10	Human Anatomy
BIOL 120	Human Physiology with Lab	BIOL 60	Human Physiology
BIOL 135S	Biology Sequence for Majors	BIOL 2 + BIOL 4 + BIOL 6	Cell and Molecular Biology AND Principles of Evolution and Zoology AND Plant Biology and Ecology
BIOL 140	Organismal Biology	BIOL 4 + BIOL 6	Principles of Evolution and Zoology AND Plant Biology and Ecology
BIOL 150	Zoology/Animal Diversity and Evolution	BIOL 4	Principles of Evolution and Zoology
BIOL 155	Botany/Plant Diversity and Ecology	BIOL 6	Plant Biology and Ecology
BIOL 190	Zoology/Animal Diversity and Evolution	BIOL 2	Cell and Molecular Biology
BUS 110	Introduction to Business	BUSAD 20	Principles of Business
BUS 125	Business Law	BUSAD 18	Business Law
CDEV 100	Child Growth and Development	CHILD 1	Child Growth and Development

C-ID #	C-ID Name	Columbia College Course	Columbia College Course Name
CDEV 110	Child Family and Community	CHILD 22	Child, Family, and Community
CHEM 100	Chemistry and Society	CHEM 20	The Chemistry of Everything
CHEM 101	Introduction to Chemistry	CHEM 14 + CHEM 14L	Fundamental Chemistry for Allied Health AND Laboratory
CHEM 102	Introduction to Organic and Biochemistry	CHEM 16 + 16L	Fundamental Organic and Biochemistry AND Laboratory
CHEM 106B	Environmental Chemistry, with Lab	CHEM 5 + CHEM 5L	Introductory Chemistry: Environmental Emphasis AND Laboratory
CHEM 110	General Chemistry for Science Majors I, with Lab	CHEM 2A + CHEM 2AL	General Chemistry AND Laboratory
CHEM 120S	General Chemistry for Science Majors, Sequence A	CHEM 2A + CHEM 2AL + CHEM 2B + CHEM 2BL	General Chemistry AND Labs
CHEM 140	Survey of Chemistry and Physics	CHEM 30 *or* PHYCS 30	Survey of Chemistry and Physics
CHEM 150	Organic Chemistry for Science Majors, with Lab	CHEM 4A + CHEM 4AL	Organic Chemistry I AND Laboratory
CHEM 160S	Organic Chemistry for Science Majors, Sequence A	CHEM 4A + CHEM 4AL + CHEM 4B + CHEM 4BL	Organic Chemistry I AND II AND Labs
COMM 110	Public Speaking	SPCOM 1	Introduction to Public Speaking
COMM 120	Argumentation or Argumentation and Debate	SPCOM 2	Argumentation and Debate
COMM 140	Small Group Communication	SPCOM 9	Introduction to Small Group and Team Communication
COMM 150	Intercultural Communication	SPCOM 5	Intercultural Communication
COMM 160	Forensics (Speech & Debate)	SPCOM 7	Forensics Workshop
COMM 170	Oral Interpretation of Literature	DRAMA 20	Oral Expression and Interpretation
COMM 180	Introduction to Communication Studies	SPCOM 4	Introduction to Human Communication
COMP 112	Introduction to Programming Concepts and Methodologies	CCTPG 22	Programming Concepts and Methodology I
COMP 122	Programming Concepts and Methodology I	CCTPG 22	Programming Concepts and Methodology I
COMP 132	Programming Concepts and Methodology II	CCTPG 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 CHILD 44	Practicum-Field Experience Infant/Toddler Practicum-Field Experience
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
ECON 201	Principles of Microeconomics	ECON 11	Principles of Economics - Micro
ECON 202	Principles of Macroeconomics	ECON 10	Principles of Economics - Macro
EDUC 200	Introduction to Elementary Classroom Teaching	EDUC 11	Introduction to Elementary Classroom Teaching
ENGL 100	College Composition	ENGL 1A	Reading and Composition: Beginning
ENGL 105	Argumentative Writing and Critical Thinking	ENGL 1C	Advanced Composition and Critical Thinking
ENGL 120	Introduction to Literature	ENGL 1B	Advanced Composition and Introduction to Literature
ENGL 130	Survey of American Literature 1	ENGL 17	American Literature

C-ID #	C-ID Name	Columbia College Course	Columbia College Course Name
ENGL 135	Survey of American Literature 2	ENGL 18	American Literature
ENGL 145	Survey of World Literature 2	ENGL 81	Introduction to World Literature: 1500 to Present
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
ENGL 200	Introduction to Creative Writing	ENGL 10	Creative Writing
FTVE 130	Beginning Single Camera Production	CCTDM 28 + CCTDM 29	Video Production I Video Production II
GEOG 110	Introduction to Physical Geography	GEOGR 15	Physical Geography
GEOG 120	Introduction to Human Geography	GEOGR 12	Cultural Geography
GEOG 125	World Regional Geography	GEOGR 20	World Regional 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 111	Historical Geology with Lab	ESC 23	Historical Geology
GEOL 121	Earth Science with Lab	ESC 33	Introduction to the Earth
GEOL 130	Environmental Geology	ESC 10	Environmental 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
HIST 150	World History to 1500	HIST 13	World Civilizations: to 1650
HIST 160	World History since 1500	HIST 14	World Civilizations: 1500 to Present
ITIS 120	Business Information Systems, Computer Information Systems	CCTIS 10	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
MATH 110	Introduction to Statistics	MATH 2	Statistics
MATH 120	Mathematical Concepts for Elementary School Teachers	MATH 4	Mathematics for Elementary Teachers
MATH 130	Finite Mathematics	MATH 12	Finite Mathematics
MATH 155	Precalculus	MATH 16	Precalculus
MATH 210	Single Variable Calculus I Early Transcendentals	MATH 18A	Calculus 1
MATH 220	Single Variable Calculus II Early Transcendentals	MATH 18B	Calculus II
MATH 230	Multivariable Calculus	MATH 18C	Calculus III
MATH 250	Introduction to Linear Algebra	MATH 26	Linear Algebra
MATH 851	Trigonometry	MATH 8	Trigonometry
MATH 900S	Single Variable Calculus Sequence	MATH 18A + MATH 18B	Calculus I AND Calculus II
MUS 100	Music Appreciation	MUSIC 2	Introduction to Music
MUS 120	Music Theory I	MUSIC 20A	Elementary Music Theory
MUS 125	Musicianship I	MUSIC 4A	Elementary Musicianship
MUS 130	Music Theory II	MUSIC 20B	Elementary Music Theory
MUS 135	Musicianship II	MUSIC 4B	Elementary Musicianship
MUS 140	Music Theory III	MUSIC 21A	Intermediate Music Theory
MUS 145	Musicianship III	MUSIC 5A	Intermediate Musicianship
MUS 150	Music Theory IV	MUSIC 21B	Intermediate Music Theory
MUS 155	Musicianship IV	MUSIC 5B	Intermediate Musicianship

C-ID #	C-ID Name	Columbia College Course	Columbia College Course Name
MUS 160	Applied Music	MUSIC 50 *or* MUSIC 51 *or* MUSIC 52 *or* MUSIC 53 *or* MUSIC 54 *or* MUSIC 55 *or* MUSIC 56	Private Lessons: Guitar Private Lessons: Keyboard Private Lessons: Woodwinds Private Lessons: Brass Private Lessons: Strings Private Lessons: Percussion Private Lessons: Voice
MUS 180	Large Ensemble	MUSIC 60 *or* MUSIC 64 *or* MUSIC 66 *or* MUSIC 72 *or* MUSIC 75 *or* MUSIC 76 *or* MUSIC 78	College Choir Jazz Choir Community Orchestra Jazz Ensemble Jazz Studies Community Orchestra Ensemble: Instrumental Emphasis
NUTR 110	Introduction to Nutrition Science	BIOL 50	Nutrition
PHIL 100	Introduction to Philosophy	PHILO 1	Introduction to Philosophy
PHS 100	Personal Health and Wellness	HHP 60	Health and Fitness Education
PHS 103	Drugs, Health, and Society	PSYCH 35	Introduction to Drugs and Behavior
PHYS 100S	Algebra/Trigonometry-Based Physics: AB	PHYCS 4A + PHYCS 4B	Introductory Physics I AND Physics II: Trigonometry Level
PHYS 105	Algebra/Trigonometry-Based Physics A	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
PHYS 215	Calculus-Based Physics for Scientists and Engineers: C	PHYCS 5C	Physics III: Calculus Level
PHYS 200S	Calculus-Based Physics for Scientists and Engineers: ABC	PHYCS 5A + PHYCS 5B + PHYCS 5C	Introductory Physics I: Calculus Level AND Introductory Physics II: Calculus level AND Physics III: Calculus Level
POLS 110	Introduction to American Government and Politics	POLSC 10	Constitutional Government
POLS 130	Introduction to Comparative Government and Politics	POLSC 16	Comparative Government and Politics
POLSC 140	Introduction to International Relations	POLSC 14	International Relations
PSY 110	Introductory Psychology	PSYCH 1	General Psychology
PSY 115	Psychology of Personal and Social Adjustment	PSYCH 30	Psychology of Adjustment
PSY 120	Introduction to Abnormal Psychology	PSYCH 24	Abnormal Psychology
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 & Deviance
SOCI 120	Introduction to Research Methods	SOCIO 8 *or* ANTHR 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	ANTHR 7 *or* 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

Columbia College/Modesto Junior College

Intradistrict Equivalent Courses (2018-2019)

The 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 considered "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 course crosswalk below. This list is subject to change. See the Articulation Officer in the Counseling Office if you have questions about course equivalencies between the two colleges. *Please note: although this list indicates equivalent content in courses at both colleges, it does not guarantee that courses will fulfill the same transfer requirements. Please verify by seeing a counselor and using* ***www.assist.org****.*

COLUMBIA COURSE	MJC COURSE
ANTHR 1	ANTHR 101
ANTHR 2	ANTHR 102
ANTHR 10	ANTHR 130
ANTHR 15	ANTHR 150
ART 3	ART 125
ART 9A	ART 123
ART 11	ART 164
ART 12	ART 165
ART 13	ART 169
ART 21A	ART 147/148
ART 21B	ART 149
ART 31	ART 108
ASTRO 40	ASTRO 160
BIOL 2	BIO 101 (4 or 5 units)
BIOL 4	ZOOL 101
BIOL 6	BOT 101
BIOL 2+BIOL 4+ BIOL 6	BOT 101+BIO 101+ZOOL 101
BIOL 10	ANAT 125
BIOL 10+BIOL 60	ANAT 125+PHYSO 101
BIOL 17	BIO 111
BIOL 24	BIO 114
BIOL 60	PHYSO 101
BIOL 65	MICRO 101
BIOL 150	AP50
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
CCTDM 12	CSCI 250
CCTDM 40	CMPGR 268
CCTIS 10	CSCI 220
CCTIS 30	CSCI 223
CHEM 2A+2AL	CHEM 101
CHEM 2A+2AL + 2B+2BL	CHEM 101+CHEM 102
CHEM 2B+2BL	CHEM 102
CHEM 4A+4AL	CHEM 112
CHEM 4A+4AL	CHEM 122
CHEM 4A+4AL+ CHEM 4B+4 BL	CHEM 112+CHEM 113
CHEM 4A+4AL+ CHEM 4B+4 BL	CHEM 122+CHEM 123

COLUMBIA COURSE	MJC COURSE
CHEM 4B+4BL	CHEM 113
CHEM 4B+CHEM 4BL	CHEM 123
CHEM 14+14L	CHEM 143 (4 or 5 units)
CHEM 16+16L	CHEM 144
CHEM 20	CHEM 150
CHEM 30/PHYCS 30	PHSCI 180
CHILD 1	CLDDV 103
CHILD 3	CLDDV 101
CHILD 4	CLDDV 167
CHILD 16	CLDDV 128
CHILD 17	CLDDV 154
CHILD 23	CLDDV 121
CHILD 30	CLDDV 150
CHILD 31	CLDDV 151
CHILD 35	CLDDV 107
CHILD 36	CLDDV 262
CHILD 42	CLDDV 125
CHILD 43	CLDDV 122
CHILD 44	CLDDV 127
DRAMA 10	THETR 100
DRAMA 20	COMM 120
DRAMA 22	THETR 122
DRAMA 42	THETR 160
ECON 10	ECON 101
ECON 11	ECON 102
EMS 157	EMS 350
ENGL 1A	ENGL 101
ENGL 1C	ENGL 103
ENGL 17	ENGL 135
ENGL 18	ENGL 136
ENGL 46	ENGL 137
ENGL 47	ENGL 138
ENGL 81	ENGL 132
ENGL 50	ENGL 163
ENGL 151	ENGL 50
ENGL 650	ENGL 49
ESC 5	GEOL 161
ESC 23	GEOL 166
ESC 33	EASCI 161
ESC 35	GEOL 171A, B
ESC 50	EASCI 162
FIRE 7+FIRE 50+ FIRE 101+ FIRE 106+ FIRE 108+FIRE 110	FSCI 362+FSCI 363
GEOGR 12	GEOG 102
GEOGR 15	GEOG 101

COLUMBIA COURSE	MJC COURSE
GEOGR 20	GEOG 110
GEOGR 60	GEOG 109
GUIDE 1	MJC Guidance req. satisfied
GUIDE 8	GUIDE 110
GUIDE 11	GUIDE 111
GUIDE 18	MJC Guidance req. satisfied
GUIDE 25/BUSAD 25	GUIDE 112
GUIDE 30	MJC Guidance req. satisfied
GUIDE 50	MJC Guidance req. satisfied
GUIDE 100	STSK 78
HHP 60	HE 110
HHP 62	HE 101
HIST 11	HIST 129
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 8	MATH 161
MATH 12	MATH 130
MATH 18A	MATH 171
MATH 18B	MATH 172
MATH 18C	MATH 173
MATH 18A+18B	MATH 171+172
MATH 101	MATH 29
MATH 104	MATH 90
MATH 602	MATH 19 OR 20
Columbia Mathematics competency is satisfied	MATH 89
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 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

COLUMBIA COURSE	MJC COURSE
MUSIC 51	MUSA 124
MUSIC 52	MUSA 183
MUSIC 53	MUSA 173
MUSIC 54	MUSA 163
MUSIC 56	MUSA 154
MUSIC 60	MUSE 155
MUSIC 66	MUSE 151
MUSIC 72	MUSE 181
MUSIC 76	MUSE 161
MUSIC 78	MUSE 176
OFTEC 130	OFADM 304
OFTEC 131	OFADM 314
PHILO 1	PHILO 101
PHILO 25	PHILO 123
PHILO 35	PHILO 135
PHYCS 1	PHYS 160
PHYCS 4A	PHYS 142 (4 or 5 units)
PHYCS 4B	PHYS 143 (4 or 5 units)
PHYCS 5A	PHYS 101 (4 or 5 units)
PHYCS 5B	PHYS 103 (4 or 5 units)
PHYCS 5A+5B+5C	PHYS 101+102+103
POLSC 10	POLSC 101
POLSC 14	POLSC 110
POLSC 16	POLSC 140
PSYCH 1	PSYCH 101
PSYCH 5	PSYCH 110
PSYCH 10	PSYCH 141
PSYCH 24	PSYCH 105
PSYCH 30	PSYCH 130
SOCIO 1	SOCIO 101
SOCIO 2	SOCIO 102
SOCIO 5	SOCIO 150
SOCIO 12	SOCIO 125
SPAN 1A	SPAN 101
SPAN 1B	SPAN 102
SPAN 2A	SPAN 103
SPAN 2B	SPAN 104
SPCOM 1	COMM 100
SPCOM 2	COMM 104/COMM 107
SPCOM 4	COMM 102
SPCOM 5	COMM 130
SPCOM 7	COMM 105

Accurate as of 4/13/18. This listing is subject to change.

Award Requirements

Educational Awards Offered

AWARD TITLE	AWARD CODE				PG
ANTHROPOLOGY	AA-T				74
ART					
Studio Arts	AA-T				75
Fine Arts: Emphasis in Art		AA			75
Fine Arts: Emphasis in Photography		AA			76
AUTOMOTIVE TECHNOLOGY					
Automotive Service Technician		AS	C		77
Engine Performance			C		78
Under Vehicle Service			C		78
Autobody Repair				SA	79
Automotive Technology for Entrepreneurs				SA	79
Electrical Repair				SA	79
Engine Repair				SA	80
BIOLOGY	AS-T				80
BUSINESS ADMINISTRATION					
Business Administration	AS-T				81
Business Administration: Accounting		AS	C		82
Business Administration: Professional		AS			82
Business Management		AS			83
Account Clerk			C		83
Management			C		84
Organizational Behavior			C		85
Payroll Clerk			C		85
Small Business Management			C		85
Tax Clerk			C		86
Customer Service Academy				SA	86
CHEMISTRY	AS-T				87
CHILD DEVELOPMENT					
Early Childhood Education	AS-T				88
Child Development		AS			89
Associate Child Development Teacher/ Future Educators			C		90
Associate Infant/Toddler Teacher			C		90
COMMUNICATION STUDIES					
Communication Studies	AA-T				91
Language Arts: Emphasis in Communication		AA			91
COMPUTER & COMMUNICATIONS TECHNOLOGY: DIGITAL MEDIA					
Multimedia Technology		AS			92
Multimedia Technician-Digital Media			C		92
Digital Graphic Arts for Entrepreneurs				SA	93
Multimedia Technician for Entrepreneurs				SA	93
Video Production for Entrepreneurs				SA	93
COMPUTER & COMMUNICATIONS TECHNOLOGY: INFORMATION SYSTEMS					
Business Digital Media Development		AS			94
Geographic Information Systems		AS	C		95
Business Emphasis			C		96
GIS Geodatabase Micro-Credential				SA	96
GIS Geospatial Micro-Credential				SA	97
GIS in Emergency Response Micro-Credential				SA	97
GIS UAV/Drone Mapping Micro-Credential				SA	98
COMPUTER & COMMUNICATIONS TECHNOLOGY: PROGRAMMING					
Programming		AS			98
Post-Secondary Studies: Emphasis in Computer Science		AS			99
EDUCATION					
Elementary Teacher Education	AA-T				99
Liberal Studies: Elementary Teaching Preparation		AA			100
Learning Design & Technology				SA	101
EMERGENCY MEDICAL SERVICES					
Emergency Medical Services		AS	C		102
Emergency Medical Technician (EMT) Training				SA	103
Emergency Medical Responder				SA	103
ENGINEERING: POST-SECONDARY STUDIES: EMPHASIS IN PRE-ENGINEERING		AS			103

AWARD CODES *(see pages listed for more information)*

AA-T: Associate in Arts for Transfer degree (p. 54)
AS-T: Associate in Science for Transfer degree (p. 54)
AA: Associate in Arts degree (p. 51)
AS: Associate in Science degree (p. 51)
C: Certificate of Achievement (p. 51)
SA: Skills Attainment Certificate (p. 51)
COC: Certificate of Competency (p.51)

Accounting:

see "Business Administration"

Allied Health:

see "Health"

Anthropology
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Anthropology**

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.

The goal of the Associate in Arts in Anthropology for Transfer (AA-T) program is to prepare students for transfer to a California State University to pursue a B.A. in Anthropology. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The major requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students wishing to transfer to CSU in a similar major in a timely manner.

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Describe the legal, operational, and ethical dimensions of applied anthropological work.
- Compare and contrast the main sub-disciplines of anthropology their origins, histories, associated theories, principles, and methodologies.
- Contextualize contemporary social and cultural differences.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

ANTHR 1	Biological Anthropology	3
ANTHR 2	Cultural Anthropology	3
ANTHR 10	Archaeology and Cultural Prehistory	3
MATH 2	Statistics	4

Complete one course: 3-4

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)

Complete one of the following courses or any course not already taken from the above list: 3

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)

UNITS REQUIRED IN MAJOR: 19–21
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Art
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Studio Arts**

The Studio Arts program provides students with a core curriculum covering introductory art content, theory, history, and practice. The program is designed to provide students with a solid foundation in visual design elements and principles, common materials and techniques, and a historical and cultural context. The program also seeks to promote critical visual thinking and evaluation, nurture creative independence, and encourage productive experimental problem solving.

The goal of the Studio Arts Associate in Arts for Transfer (AA-T) program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Studio Arts, Fine Arts, Art History, or something similar. The program is intended and designed to make the transfer of Columbia College students to the CSU as seamless as possible. It is the most efficient pathway for students desiring to transfer to CSU in a similar major in a timely manner.

The major requirements align with the Transfer Model Curriculum (TMC) for Studio Arts. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate a foundation of art skills and a high level of craftsmanship by utilizing a variety of tools and technologies.
- Demonstrate an understanding of the art materials, methods and techniques, historical and contemporary, and the contexts in which they are employed.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

ART 1	Basic Freehand Drawing	3
ART 2	Basic Color and Design	3
ART 3	3-D Design: Mixed Media	3
ART 12	History of Art: Renaissance, Baroque, and Modern	3

Complete one course: **3**

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

Complete three courses: (minimum of 9 units): **9**

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 71	Ceramic Sculpture: Introduction (3)
CCTDM 53/ ART 53	Computer Graphics 1 (3)

UNITS REQUIRED IN MAJOR: **24**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

AA Degree:
Fine Arts: Emphasis in Art

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Compose works of art that utilize a combination of techniques, materials, visual ideas, and experiences.
- Critique and analyze subject matter in the arts based on theory and techniques.
- Differentiate major historical movements and developments in visual arts.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 3 units 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)

Complete 9 units from this section in courses not already taken above: **9**

ART 1	Basic Freehand Drawing (3)
ART 2	Basic Color and Design (3)
ART 3	3-D Design: Mixed Media (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)	
Complete 3 units from this section:		**3**
ART 40	Photography: Beginning (4)	
CCTDM 51/ ART 51/	Publication Design I (3)	
ART 53/ CCTDM 53	Computer Graphics I (3)	
Complete 3 units 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 (3)	
Any MUSIC course numbered 31-78 (.5-1)		
UNITS REQUIRED IN MAJOR:		**18**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		**60**

AA Degree:
Fine Arts: Emphasis in Photography

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Create photographs that visually communicate ideas and concepts while engaging the practices, theories, and materials of the medium
- Critically analyze and assess diverse historical and contemporary visual art works.
- Demonstrate advanced skills in dry (digital) and wet (analog) darkroom methods as well as commercial studio techniques.
- Present commercially viable visual art works for peer, professional, or academic review.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

ART 40	Photography: Beginning	4
ART 45	Field Photography	3
ART 49	Intermediate Field Photography	3
Complete 6 units from this section:		**6**
ART 1	Basic Freehand Drawing (3)	
ART 2	Basic Color and Design (3)	
CCTDM 50	Photo Editing for Digital and Print Publication (3)	
Complete 3 units 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)	
UNITS REQUIRED IN MAJOR:		**19**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		**60**

Metal Sculpture for Entrepreneurs

see "Welding"

Automotive Technology
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Nationally accredited through February 2020 by the National Automotive Technicians Education Foundation (NATEF) www.natef.org

Associate Degrees

AS Degree:
Automotive Service Technician

▸ Previously offered as an ASOE degree

The Associate in Science (Automotive Service Technician) Degree is designed to provide students with skills and training for immediate entry into the automotive workforce as automotive technicians.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply maintenance, diagnostic, and repairs skills for all automotive systems, to industry standards, as an entry-level service technician.
- Take and pass the entire series of industry exams for certifications needed in obtaining employment as a service technician.
- Apply written and mathematical skills necessary for industry-based work order writing as a service writer.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

AT 97	Work Experience in Automotive Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	.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

UNITS REQUIRED IN MAJOR: 43.5
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses: (recommended)

AT 185	Auto Body Collision Repair I (3)
WT 121	ARC/Gas Welding (3)

Certificates of Achievement

Certificate of Achievement:
Automotive Service Technician

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply maintenance, diagnostic, and repairs skills for all automotive systems, to industry standards, as an entry-level service technician.
- Take and pass the entire series of industry exams for certifications needed in obtaining employment as a service technician.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

AT 97	Work Experience in Automotive Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	.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

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 43.5

Optional Courses: (recommended)

AT 185	Auto Body Collision Repair I (2)
WT 121	ARC/Gas Welding (3)

Certificate of Achievement: **Engine Performance**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply maintenance, diagnostic, and repairs skills for heating and air conditioning, and engine performance to industry standards as an entry-level technician.
- Take and pass the industry exams for air conditioning and heating, and engine performance certifications needed in obtaining employment as a technician.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	.5
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 12.5

Certificate of Achievement: **Under Vehicle Service**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply maintenance, diagnostic, and repairs skills for areas in automatic and manual, transmissions, and steering and suspension to industry standards as an entry-level technician.
- Take and pass the industry exams for automatic and manual, transmissions, and steering and suspension certifications needed in obtaining employment as a technician.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	.5
AT 105	Automotive Braking Systems	4
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 13.5

Automotive Technology students work on a variety of vehicles during lab.

Skills Attainment Certificates

Skills Attainment Certificate:* Autobody Repair

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply maintenance, diagnostic, and repairs skills for areas in painting and refinishing, and non-structural and structural analysis and repair to industry standards as an entry-level technician.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

AT 97	Work Experience in Automotive 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 UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* Automotive Technology for Entrepreneurs

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply basic business ownership skills to successfully operate an automotive repair facility.
- Apply soft skills necessary to become gainfully employed as an entry-level automotive technician to industry standards.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

ENTRE 102	Entrepreneurial Marketing (2) ***OR***	
ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2

Complete 8 units: 8

AT 1 – AT 199 (Maximum 1 unit from AT 97)

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* Electrical Repair

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply maintenance, diagnostic, and repair skills for electrical and electrons, and heating and air conditioning to industry standards as an entry-level technician.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	.5
AT 112	Heating/Air Conditioning	3
AT 113	Automotive Electrics	7

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 11.5

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **Engine Repair**

The Engine Repair Skills Attainment Certificate encompasses the skills necessary to become successfully employed to perform engine-related diagnostics and repairs.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply maintenance, diagnostic, and repairs skills for engine repair to industry standards as an entry-level technician.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

AT 97	Work Experience In Automotive Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	.5-1.5

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 10.5–11.5

**Skills Attainment Certificates do not appear on student transcripts.*

Biology
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS-T Degree: **Biology**

The Associate in Science for Transfer (AS-T) degree in Biology provides students with the core curriculum required in the first two years of a college experience leading to a Bachelor of Science (BS) or Bachelor of Arts (BA) degree in Biology. The basis for any biological sciences degree requires courses in a general biology series (organismal, ecology, evolution, molecular and cellular biology), chemistry, calculus and physics.

The goal of the Associate in Science in Biology for Transfer program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Biology. The program is intended and designed to make the transfer of Columbia College students to CSU seamless. The requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students desiring to transfer to CSU in a similar major in a timely manner. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate social and professional skills needed to be successful in the modern work place, e.g., communications, working in groups, working with technology.
- Explain the scientific theories that are the foundation of the biological sciences.
- Plan a program of data gathering and analysis that employ modern scientific procedures and the use of modern technology.
- Verbalize the effects of humans on local and global environments.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units as specified below, with a grade of C or better in all courses;
3. 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 units of activity courses.

RECOMMENDED OPTION
IGETC for STEM: Courses in Areas 1 (UC-bound students do not need 1C), 2, and 5 of the traditional IGETC; and One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.* **Two lower division general education courses are deferred and must be taken after transfer.*

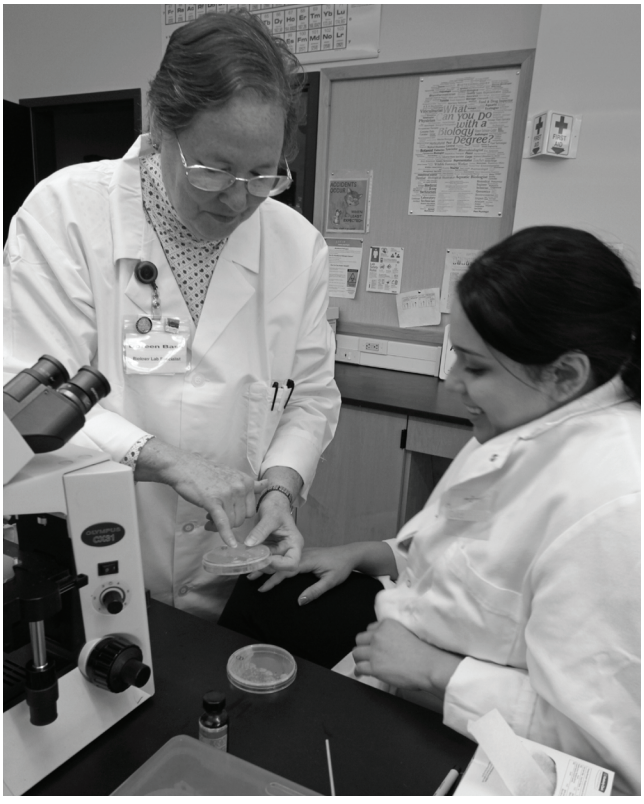
Required courses:

BIOL 2	Cell and Molecular Biology	4
BIOL 4	Principles of Evolution and Zoology	4
BIOL 6	Plant Biology and Ecology	4
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
MATH 18A	Calculus I	5
PHYCS 5A	Introductory Physics I: Calculus Level (4) ***AND***	
PHYCS 5B	Introductory Physics II: Calculus Level (4)	

Complete 4 units from the following:

MATH 2	Statistics (4) ***OR***	
CHEM 4A	Organic Chemistry I (3) ***AND***	
CHEM 4AL	Organic Chemistry I Laboratory (1)	

UNITS REQUIRED IN MAJOR:	**39**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	**60**



Biology Instructional Support Specialist Doreen Bass and student examine cultivated microbes during a Microbiology lab.

Business Administration
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Associate Degrees

AS-T Degree: Business Administration

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- 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.
- Demonstrate the fundamental knowledge and skills required for lower division course work.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

BUSAD 2A	Financial Accounting	4
BUSAD 2B	Managerial Accounting	4
BUSAD 18	Business Law	3
ECON 10	Principles of Economics – Macro	3
ECON 11	Principles of Economics – Micro	3

Complete 1 of the following courses: **3-4**

MATH 2	Statistics (4)
MATH 12	Finite Math (3)

Complete 2 of the following courses: **6-8**

BUSAD 20	Principles of Business (3)
CCTIS 10	Computer Concepts and Information Systems (4)

Any MATH course not already chosen from the list above (3-4)

UNITS REQUIRED IN MAJOR: 26–29
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

AS Degree: **Business Administration: Accounting**

▸ Previously offered as an ASOE degree

This degree prepares students for an entry-level position in accounting or full-charge bookkeeper. Learn the accounting cycle, how to prepare financial statements, federal payroll laws, how to account for payroll, how the income tax system works, and business laws.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.
- Analyze business problems, breaking them into their essential components.
- Apply accounting concepts, principles, and standards of practice in bookkeeping processes regarding evaluation, recording, and reporting.
- Use information technology skills appropriate to the business environment in maintaining, communicating and reporting of accounting records.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

BUSAD 2A	Financial Accounting (4) ***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 3
BUSAD 29/ CCTIS 29	Project Management 3
BUSAD 155	Computerized Accounting for Business 4
BUSAD 158	Payroll Accounting 3
BUSAD 163	Business Mathematics 3
BUSAD 164	Income Tax 2
CCTIS 10	Computer Concepts & Information Systems 4
CCTIS 30	Financial Worksheets on Computers 3

UNITS REQUIRED IN MAJOR: 33
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses: (recommended)

BUSAD 97	Work Experience in Business and Commerce (4)

AS Degree: **Business Administration: Professional**

Students completing this degree will be prepared to start working as an entry level accountant/bookkeeper.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the ability to recognize and analyze ethical issues and situations as they apply to business.
- Apply accounting concepts, principles and standards of practice in transaction recording.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

BUSAD 2A	Financial Accounting	4
BUSAD 2B	Managerial Accounting	4
BUSAD 18	Business Law	3
BUSAD 20	Principles of Business	3
BUSAD 24	Human Relations in Organizations	3
BUSAD 40	Principles of Management	3
CCTIS 30	Financial Worksheets on Computers	3
ECON 10	Principles of Economics - Macro	3
ECON 11	Principles of Economics - Micro	3

UNITS REQUIRED IN MAJOR: 29
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

AS Degree: **Business Management**

This Degree is specifically designed for students who intend to go straight into a management position and is not intended as a transfer degree.

PROGRAM STUDENT LEARNING OUTCOMES

Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the ability to work in teams and interact collaboratively within a business organization.
- Demonstrate effective communication practices utilized within a business environment.
- Demonstrate the knowledge and skills to prepare accurate business statements and payrolls.
- Demonstrate the knowledge and skill to manage a business in a legal manner.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

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 158	Payroll Accounting	3

Complete 8 units from B1 or B2: **8**

B1: 8 units required

BUSAD 2A	Financial Accounting (4) ***AND***
BUSAD 2B	Managerial Accounting (4)

B2: 8 units required

BUSAD 161A	Small Business Accounting I (4) ***AND***
BUSAD 161B	Small Business Accounting II (4)

Complete 6 units: **6**

BUSAD 18	Business Law (3)
BUSAD 163	Business Mathematics (3)
OFTEC 132	Business Communications (3)

UNITS REQUIRED IN MAJOR: **29**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Certificate of Achievement: **Account Clerk**

This Certificate of Achievement prepares students for employment as an entry level full charge bookkeeper.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills required for a full-charge bookkeeper.
- Demonstrate management and decision making skills necessary for the work environment.
- Demonstrate the proper use of software programs related to bookkeeping.
- Demonstrate ethical behavior required as a bookkeeper.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 135	Computerized Accounting (QuickBooks)	2
BUSAD 161A BUSAD 161B	Small Business Accounting (4) ***AND*** Small Business Accounting II (4)	
BUSAD 163	Business Math	3
CCTIS 30	Financial Worksheets on Computers	3
MGMT 114	Values and Ethics in the Workplace	.5
MGMT 116	Stress Management in the Workplace	.5
MGMT 118	Decision-Making in the workplace	.5
MGMT 120	Generational Diversity: Managing Cross-Generational Teams	.5

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: **18**

Certificate of Achievement: **Business Administration: Accounting**

This Certificate of Achievement prepares students for an entry level position as a full charge bookkeeper. Students learn the accounting cycle, how to analyze and post to the journal and prepare financial statements.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply accounting concepts, principles, and standards of practice in transaction recording processes.
- Use information technology skills appropriate to the business environment in maintaining accounting records.
- Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 18	Business Law	3
BUSAD 29/ CCTIS 29	Project Management	3
BUSAD 155	Computerized Accounting for Business	4
BUSAD 158	Payroll Accounting	3
BUSAD 161A	Small Business Accounting I (4) ***AND***	
BUSAD 161B	Small Business Accounting II (4)	
BUSAD 163	Business Mathematics	3
BUSAD 164	Income Tax	2
CCTIS 30	Financial Worksheets on Computers	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 29

Certificate of Achievement: **Management**

Students who complete the requirements for this certificate will be prepared for a management position in any field in which they have the background to understand the industry. Students will not only have the people skills necessary to manage the business they will have basic accounting knowledge, marketing knowledge and the required business math skills.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to prepare and maintain accounting records.
- Demonstrate the ability to make decisions based on the laws.
- Demonstrate the knowledge and skills to market and manage and organization using current principles and customer service tools.
- Demonstrate the knowledge and skill to use appropriate software for the needed applications.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 18	Business Law	3
BUSAD 24	Human Relations in Organizations	3
BUSAD 29/ CCTIS 29	Project Management	3
BUSAD 30	Principles of Marketing	3
BUSAD 40	Principles of Management	3
BUSAD 41	Small Business Management	3
BUSAD 161A	Small Business Accounting I (4) ***AND***	
BUSAD 161B	Small Business Accounting II (4)	
BUSAD 163	Business Mathematics	3
CCTIS 10	Computer Concepts & Information Systems	4
MGMT 110	Communication in the Workplace	.5
MGMT 111	Customer Service	.5
MGMT 112	Team Building	.5
MGMT 113	Attitude in the Workplace	.5
MGMT 114	Values and Ethics in the Workplace	.5
MGMT 115	Time Management	.5
MGMT 116	Stress Management in the Workplace	.5
MGMT 117	Conflict Management	.5
MGMT 118	Decision-Making in the workplace	.5
MGMT 119	Managing Organizational Change	.5
MGMT 120	Generational Diversity: Managing Cross-Generational Teams	.5

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 38.5

Optional Course: (recommended)

BUSAD 97	Work Experience in Business and Commerce (4 minimum) (4)

Certificate of Achievement: **Organizational Behavior**

Students completing the certificate will have the skills to be successful in the retail industry. They will learn how businesses work, business management, and customer service skills to be able to work in teams, manage conflict and how to communicate with the varying generations to name a few of the critical skills needed in the retail environment.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate customer service knowledge and skills for decision making, conflict management, working across generations and in teams, resolving conflict, and communication.
- Demonstrate the knowledge and skills to manage projects.
- Demonstrate the ability to use software effectively.
- Demonstrate the ability to work and communicate effectively.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 20	Principles of Business	3
BUSAD 24	Human Relations in Organizations	3
BUSAD 29/ CCTIS 29	Project Management	3
BUSAD 40	Principles of Management	3
MGMT 110	Communication in the Workplace	.5
MGMT 111	Customer Service	.5
MGMT 112	Team Building	.5
MGMT 113	Attitude in the Workplace	.5
MGMT 114	Values and Ethics in the Workplace	.5
MGMT 115	Time Management	.5
MGMT 116	Stress Management in the Workplace	.5
MGMT 117	Conflict Management	.5
MGMT 118	Decision-Making in the workplace	.5
MGMT 119	Managing Organizational Change	.5
MGMT 120	Generational Diversity: Managing Cross-Generational Teams	.5

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 17.5

Certificate of Achievement: **Payroll Clerk**

Designed to provide entry level skills as a Payroll Clerk.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skill to create and maintain accurate records using generally accepted accounting principles.
- Demonstrate the ability to use software effectively.
- Demonstrate the ability to work and communicate effectively.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 24	Human Relations in Organizations	3
BUSAD 158	Payroll Accounting	3
BUSAD 161A	Small Business Accounting I ***AND***	4
BUSAD 161B	Small Business Accounting II	4
BUSAD 163	Business Math	3
CCTIS 30	Financial Worksheets	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 20

Certificate of Achievement: **Small Business Management**

Designed to introduce students to common business tasks managers face.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to manage an organization using current marketing and management principles.
- Demonstrate the ability to work collaboratively within a business organization.
- Demonstrate the knowledge and skills to accurately prepare and analyze payrolls and payroll documents.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 24	Human Relations in Organizations	3
BUSAD 30	Principles of Marketing	3
BUSAD 41	Small Business Management	3
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Math	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 15

Certificate of Achievement: **Tax Clerk**

CERTIFICATE REQUIREMENTS

To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to work and collaborate within an organization.
- Demonstrate the ability to use software appropriately.
- Demonstrate the knowledge and skills to prepare accurate and complete accounting and tax records and documents.

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 24	Human Relations in Organizations	3
BUSAD 161A	Small Business Accounting I ***AND***	4
BUSAD 161B	Small Business Accounting II	4
BUSAD 163	Business Mathematics	3
BUSAD 164	Income Tax	2
CCTIS 10	Computer Concepts and Information Systems	4

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 20

Skills Attainment Certificate

Skills Attainment Certificate:* **Customer Service Academy**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to provide customer service utilizing time management, appropriate values and ethics, and a positive attitude.
- Demonstrate the knowledge and skills to manage stress and resolve conflict.
- Demonstrate the ability to work in teams and collaborate effectively.
- Demonstrate the ability to communicate effectively.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

MGMT 110	Communication in the Workplace	.5
MGMT 111	Customer Service	.5
MGMT 112	Team Building	.5
MGMT 113	Attitude in the Workplace	.5
MGMT 114	Values and Ethics in the Workplace	.5
MGMT 115	Time Management	.5
MGMT 116	Stress Management in the Workplace	.5
MGMT 117	Conflict Management	.5
MGMT 118	Decision Making in the Workplace	.5
MGMT 119	Managing Organizational Change	.5
MGMT 120	General Diversity: Managing Cross-Generational Teams	.5

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 5.5

**Skills Attainment Certificates do not appear on student transcripts.*

Chemistry
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS-T Degree: **Chemistry**

The Associate in Science for Transfer (AS-T) degree in Chemistry provides students with the core curriculum required in the first two years of a college experience leading to a Bachelor of Science (BS) or Bachelor of Arts (BA) degree in chemistry. The curriculum is aligned with the American Chemical Society (ACS) guidelines for two year colleges. The basis for any physical sciences degree requires one year of calculus, one year of calculus based physics, and one year of general chemistry. This AS degree in chemistry further readies a student with a one year course in organic chemistry as well.

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Communicate scientific knowledge, understanding, and practices to peer and professional audiences.
- Demonstrate integration of theory and practice with scientific outcomes and investigations.
- Understand and evaluate scientific findings in light of global health and environmental issues.
- Use, apply, and understand scientific knowledge from mathematical theories.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units as specified below, with a grade of C or better in all courses;
3. 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 units of activity courses.

RECOMMENDED OPTION

IGETC for STEM: Courses in Areas 1 (UC-bound students do not need 1C), 2, and 5 of the traditional IGETC; and one course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.* **Two lower division general education courses are deferred and must be taken after transfer.*

Required courses:

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 4A	Organic Chemistry I (3) ***AND***
CHEM 4AL	Organic Chemistry I Laboratory (1)
CHEM 4B	Organic Chemistry II (3) ***AND***
CHEM 4BL	Organic Chemistry II Laboratory (1)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)
PHYCS 5A	Introductory Physics I: Calculus Level (4)
PHYCS 5B	Introductory Physics II: Calculus Level (4)

UNITS REQUIRED IN MAJOR:	**36**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	**60**

Organic chemistry student carefully measuring reactants for a reaction during a lab.

Child Development
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Associate Degrees

AS-T Degree:
Early Childhood Education

Students who choose the Early Child Education Associate in Science for Transfer (AS-T) 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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge of child growth, development and learning theories in an ecological context, and history of the American Disabilities Act and civil rights addressing the needs of children with disabilities.
- Design, implement and evaluate developmentally appropriate, healthy, safe, and inclusive learning environments and curriculum through systematic observation, screening, assessment, and documentation of children.
- Develop strategies that promote linguistically and culturally responsive, anti-bias approaches to ensure equity and respect while engaging children, families, teachers, programs, and communities in advocacy for high quality care and education.
- Describe effective guidance and interaction strategies that promote identity development, and relationship-based, child-centered, and play-oriented approaches in support of children and families becoming socially and emotionally competent members of a diverse society.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

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-Field Experience	3
CHILD 22	Child, Family, and 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 IN MAJOR:	**24**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	**60**

AS Degree: **Child Development**

The Child Development Associate in Science Degree is for students with varied professional goals related to working in direct services with culturally diverse infants, toddlers, preschool and/or school-aged children, and their families. The integration of theory with practical and experiential courses prepares students for a wide variety of careers in the field of Child Development. Completion of coursework provides students with in-depth knowledge, skills, and experience, with a focus on core concepts including growth and development, advocacy, developmentally appropriate practices in the classroom setting, and the ethical and professional behavior of educators. Preparation for the diverse workforce includes specializations in infant and toddler, early intervention, administration, and school-age care and education. Courses are aligned with the academic requirements for the Child Development Permits, issued by the California Commission on Teacher Credentialing.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge of child growth, development and learning theories in an ecological context, and history of the American Disabilities Act and civil rights addressing the needs of children with disabilities.
- Design, implement and evaluate developmentally appropriate, healthy, safe, and inclusive learning environments and curriculum through systematic observation, screening, assessment, documentation of children.
- Develop strategies that promote linguistically and culturally responsive, anti-bias approaches to ensure equity and respect while engaging children, families, teachers, programs, and communities in advocacy for high quality care and education.
- Describe effective guidance and interaction strategies that promote identity development, and relationship-based, child-centered, and play-oriented approaches in support of children and families becoming socially and emotionally competent members of a diverse society.
- Identify ethical guidelines, professional standards, reflective supervision practices, and advocacy approaches for high quality educational policies and procedures to administer a child care and education program.
- Evaluate practicum and internship relationship-based experiences in child care and education programs through systematic observation, documentation, and assessment of application of developmentally appropriate practices.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CHILD 1	Child Growth and Development	3
CHILD 3	Principles and Practices of Teaching Young Children	3
CHILD 4	Observation and Assessment	3
CHILD 17	Adult Supervision and Mentoring in Early Care and Education	3
CHILD 22	Child, Family, and Community	3
CHILD 26	Health, Safety, and Nutrition	3
CHILD 36	Teaching in a Diverse Society	3
CHILD 41	Implementing Curriculum for Young Children	4

Complete 3 units from this section: 3

CHILD 16	Practicum-Field Experience (3) ***OR***
CHILD 44	Infant/Toddler Practicum-Field Experience (3)

6 units required from one six-unit specialization group: 6

6 units Infant and Toddler

CHILD 42	Infant/Toddler Development (3)
CHILD 43	Infant/Toddler Care and Education (3)

6 units Early Intervention

CHILD 19	Introduction to Children with Special Needs (3)
EDUC 11	Introduction to Elementary Classroom Teaching (3)

6 units Administration

CHILD 30	Administration I: Programs in Early Childhood Education (3)
CHILD 31	Admin II: Personnel & Leadership in Early Childhood Education (3)

6 units School-Age

CHILD 45	School-Age Child Development, Care and Education (3)
EDUC 11	Introduction to Elementary Classroom Teaching (3)

UNITS REQUIRED IN MAJOR: 34
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Certificates of Achievement

Certificate of Achievement: **Associate Child Development Teacher/Future Educators**

This certificate prepares future educators including infant, toddler, preschool, transitional kindergarten, before/after school, and elementary school teachers with a sound foundation in child development while meeting the education requirements of the Associate Teacher Permit issued through the California Commission on Teacher Credentialing.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge of child growth, development and learning theories in an ecological context, and history of the American Disabilities Act and civil rights addressing the needs of children with disabilities.
- Design, implement and evaluate developmentally appropriate, healthy, safe, and inclusive learning environments and curriculum through systematic observation, screening, assessment, documentation of children.
- Develop strategies that promote linguistically and culturally responsive, anti-bias approaches to ensure equity and respect while engaging children, families, teachers, programs, and communities in advocacy for high quality care and education.
- Describe effective guidance and interaction strategies that promote identity development, and relationship-based, child-centered, and play-oriented approaches in support of children and families becoming socially and emotionally competent members of a diverse society.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CHILD 1	Child Growth and Development	3
CHILD 23	Guiding Children's Social and Emotional Development	3

Choose to complete the group of courses from one emphasis below:

Early Childhood Education Emphasis		**9**
Complete 9 units from this section:		
CHILD 3	Principles and Practices of Teaching Young Children (3) ***AND***	
CHILD 22	Child, Family, and Community (3) ***AND***	
CHILD 44	Infant/Toddler Practicum-Field Experience (3) ***OR***	
CHILD 16	Practicum-Field Experience (3)	

OR

Future Educator Teaching Preparation Emphasis		**9**
Complete 9 units from this section:		
EDUC 11	Intro to Elementary Classroom Teaching (3) ***AND***	
CHILD 19	Intro to Children With Special Needs (3) ***AND***	
CHILD 36	Teaching in a Diverse Society (3)	

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 15

Certificate of Achievement: **Associate Infant/Toddler Teacher**

The Certificate of Achievement in Associate Infant/Toddler Teacher provides students with a foundation in high-quality caregiving and environments for infants and toddlers. Coursework includes knowledge of child development from the prenatal stage through age three, understanding the child in the context of his/her family, inclusive practice, health and safety, and observation and assessment. This certificate prepares students for entry-level teaching roles with infants and toddlers in private as well as state and federally-funded programs. The courses included satisfy the education requirements for the California Child Development Permit Matrix at the Associate Teacher level. This certificate prepares students to work at the aide or teacher level in infant/toddler care settings.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge of child growth, development and learning theories in an ecological context for infants and toddlers, and history of the American Disabilities Act and civil rights addressing the needs of infants/toddlers with disabilities.
- Design, implement and evaluate developmentally appropriate, healthy, safe, and inclusive learning environments and relationship-planning through systematic observation, screening, assessment, documentation of infants and toddlers.
- Develop strategies that promote linguistically and culturally responsive, anti-bias approaches to ensure equity and respect while engaging infants/toddlers, families, teachers, programs, and communities in advocacy for high quality care and education.
- Describe effective guidance and interaction strategies that promote identity development, and relationship-based, child-centered, and play-oriented approaches in support of infants/toddlers and families becoming socially and emotionally competent members of a diverse society.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CHILD 1	Child Growth and Development	3
CHILD 22	Child, Family, and Community	3
CHILD 26	Health, Safety, and Nutrition	3
CHILD 42	Infant/Toddler Development	3
CHILD 43	Infant/Toddler Care and Education	3
CHILD 44	Infant/Toddler Practicum-Field Experience	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 18

Communication Studies
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Communication Studies**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Analyze and synthesize key concepts within the field of communication.
- Apply strategies that reflect an understanding of reading, writing, and other communication processes that demonstrate critical thinking and an awareness of different cultural perspectives.
- Demonstrate effective communication skills orally, in writing, and expressively.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

SPCOM 1	Introduction to Public Speaking	3
SPCOM 2	Argumentation and Debate	3
SPCOM 9	Introduction to Small Group and Team Communication	3

Complete 2 of the following courses: **6**

DRAMA 20	Oral Expression and Interpretation (3)
SPCOM 4	Introduction to Human Communication (3)
SPCOM 5	Intercultural Communication (3)
SPCOM 7	Forensics Workshop (3)

Complete 1 of the following courses: **3**

ANTHR 2	Cultural Anthropology (3)
ENGL 1B	Advanced Composition and Introduction to Literature (3)
ENGL 1C	Advanced Composition and Critical Thinking (3)
PSYCH 1	General Psychology (3)
SOCIO 1	Introduction to Sociology (3)

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

AA Degree: **Language Arts: Emphasis in Communication**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge and skills of effective oral communication.
- Demonstrate an understanding of literary elements.
- Examine, identify, and communicate philosophical and cultural perspectives.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 6 units from this section: **6**

SPCOM 1	Introduction to Public Speaking (3)
SPCOM 2	Argumentation and Debate (3)

Complete 6 units from this section: **6**

ENGL 1B	Advanced Composition and Introduction to Literature (3)
ENGL 1C	Advanced Composition and Critical Thinking (3)
PHILO 1	Introduction to Philosophy (3)
PHILO 25	Twentieth Century Philosophy (3)

Complete 6 units 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	Introduction to Small Group and Team Communication (3)
SPCOM 12	Media and American Culture (3)

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

COMPUTER & COMMUNICATIONS TECHNOLOGY:

Digital Media
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

AS Degree: **Multimedia Technology**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Employ creativity and problem solving skills to address customer needs.
- Build a professional development plan for continued education in the digital media field.
- Produce digital content including text, graphics, video, and audio.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTDM 5	Introduction to Digital Multimedia	3
CCTDM 6	Writing for Multimedia	3
CCTDM 10	Introduction to HTML and CSS	3
CCTDM 28	Video Production I	2
CCTDM 50	Photo Editing for Digital and Print Publication	3
CCTDM 53/ ART 53	Computer Graphics I	3
ENTRE 105	Social Media Marketing	2
ENTRE 107	Contract Law for Entrepreneurs	2

Complete 1 course: **3**

CCTDM 40	Computer Graphics and Animation (3)
CCTDM 45	Digital 3D Modeling and Animation (3)

Complete 1 course: **3**

CCTDM 51/ ART 51	Publication Design I (3)
CCTDM 56/ ART 56	Typography (3)

UNITS REQUIRED IN MAJOR: **27**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Certificates of Achievement

Certificate of Achievement: **Multimedia Technician - Digital Media**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Create and edit a variety of digital media.
- Analyze different forms of writing for digital media.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTDM 5	Introduction to Digital Multimedia	3
CCTDM 6	Writing for Multimedia	3
CCTDM 28	Video Production I	2
CCTDM 50	Photo Editing for Digital and Print Publication	3
CCTDM 53/ ART 53	Computer Graphics I	3
ENTRE 107	Contract Law for Entrepreneurs	2

Select one of the following: **3**

CCTDM 40	Computer Graphics and Animation (3)
CCTDM 45	Digital 3D Modeling and Animation (3)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: **19**

Skills Attainment Certificates

Skills Attainment Certificate:* Digital Graphic Arts for Entrepreneurs

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Identify the process for protecting original media.
- Create and edit digital media for print and social media.
- Create a business plan.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTDM 40	Computer Graphics and Animation	3
CCTDM 51/ ART 51	Publication Design I	3
CCTDM 53/ ART 53	Computer Graphics I	3
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 106	Patents, Copyrights and Trademarks	2
ENTRE 107	Contract Law for Entrepreneurs	2

Complete 2 units from this section: **2**

CCTDM 50	Photo Editing for Digital and Print Publication (3)
CCTDM 54/ ART 54	Computer Graphics II (3)
ENTRE 104	Preparing Effective Business Plans (2)
ENTRE 105	Social Media Marketing (2)

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: **17**

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* Multimedia Technician for Entrepreneurs

The coursework in this Skills Attainment 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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Create and edit a variety of digital media.
- Create a marketing plan for print, digital, and social media.
- Identify the process for protecting original media.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTDM 5	Introduction to Digital Multimedia	3
CCTDM 6	Writing for Multimedia	3
ENTRE 106	Patents, Copyrights, and Trademarks	2
ENTRE 107	Contract Law for Entrepreneurs	2

Complete 7 units from this section: **7**

CCTDM 12	Website Development Applications (3)
CCTDM 28	Video Production 1 (2)
CCTDM 50	Photo Editing for Digital and Print Publication (3)
CCTDM 51/ ART 51	Publication Design I (3)
ENTRE 102	Entrepreneurial Marketing (2)
ENTRE 104	Preparing Effective Business Plans (2)
ENTRE 105	Social Media Marketing (2)

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: **17**

**Skills Attainment Certificates do not appear on student transcripts.*

Through a supportive and engaging learning environment, students master foundational skills, explore their passions, attain degrees and certificates, and pursue career and transfer pathways at Columbia College.

Skills Attainment Certificate:* Video Production for Entrepreneurs

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Create and edit video and still photography.
- Create a marketing plan for digital media.
- Create a business plan.
- Identify the process for protecting original media.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses

CCTDM 28	Video Production I	2
CCTDM 29	Video Production II	2
CCTDM 50	Photo Editing for Digital and Print Publication	3
ENTRE 105	Social Media Marketing	2
ENTRE 106	Patents, Copyrights, and Trademarks	2
ENTRE 107	Contract Law for Entrepreneurs	2

4 units required from this section: **4**

CCTDM 5	Introduction to Digital Multimedia (3)
CCTIS 29/ BUSAD 29	Project Management (3)
CCTDM 56/ ART 56	Typography (3)
ENTRE 102	Entrepreneurial Marketing (2)
ENTRE 104	Preparing Effective Business Plans (2)

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: **17**

**Skills Attainment Certificates do not appear on student transcripts.*

COMPUTER & COMMUNICATIONS TECHNOLOGY:

Information Systems PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Associate Degrees

AS Degree: Business Digital Media Development

▸ Previously offered as an ASOE degree

This degree includes a group of courses for students who want to create digital media for business. This Associate in Science Degree will provide students with skills and training for immediate entry into the workforce. This program is not designed for students planning to transfer to a four-year institution, although some courses in the AS degree may meet transfer requirements.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Prepare and use financial information about business organizations to support decision making.
- Manage business information using appropriate digital media software.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

BUSAD 161A	Small Business Accounting I	4
CCTDM 10	Introduction to HTML and CSS	3
CCTDM 50	Photo Editing for Digital and Print Publication	3
CCTDM 51/ ART 51	Publication Design I	3
CCTIS 8	Advanced Internet Research	1.5
CCTIS 10	Computer Concepts & Information Systems	4
CCTIS 29/ BUSAD 29	Project Management	3
CCTIS 30	Financial Worksheets on Computers	3
CCTPG 5	Introduction to Programming	3
CCTPG 51	Database Management	3
MGMT 111	Customer Service	.5
MGMT 115	Time Management	.5
OFTEC 140	Beginning Word Processing	2

UNITS REQUIRED IN MAJOR: **33.5**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

AS Degree:
Geographic Information Systems

▸ Previously offered as an ASOE degree

The Associate in Science Degree (AS) in Geographic Information Systems (GIS) prepares recipients for entry level jobs. Students learn to collect geospatial data, design and maintain geodatabases, produce digital and hard copy map products, and perform geospatial analyses for decision-making purposes. Recipients of the AS in GIS will gain hands-on project-based experience and may end up working in natural resources, forestry, geology, watershed, business, social sciences, health, fire and emergency services, and other related disciplines. Maps exist in almost every field and GIS is the technology used for making and analyzing maps.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Learn how to plan a program of data collection and analysis that employs modern scientific procedures and the use of GIS and geospatial technology.
- Use acquired knowledge of GIS to make informed decisions about problems in society and public policy.
- Develop social and professional skills needed to be successful in the modern workplace (e.g. communications, working in collaborative teams, working with technology).

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTIS 10	Computer Concepts & Information Systems	4
CCTIS 60/ GEOGR 60	Introduction to ArcGIS	3
CCTIS 65/ GEOGR 65	GIS Applications	.5-3
CCTIS 70/ GEOGR 70	Introduction to Raster-Based GIS	3
CCTIS 75/ GEOGR 75	Introduction to Remote Sensing	3
FNR 1	Natural Resource Conservation	3
FNR 53	Forest Surveying	3
FNR 60	Introduction to Maps and Remote Sensing	2

Complete 3-4 units: **3-4**

ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 23	Historical Geology (4)
ESC 33	Introduction to the Earth (4)
ESC 42	Natural Hazards (3)
GEOGR 15	Physical Geography (3)

UNITS REQUIRED IN MAJOR: **24.5-28**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Optional Courses: (recommended)

BUSAD 97	Work Experience in Business and Commerce (AutoCAD or GIS) (minimum 4 units) (4)
CCTIS 29/ BUSAD 29	Project Management (3)
CCTIS 58/ GEOGR 58	GIS-ArcView (1)
CCTIS 59/ GEOGR 59	Geographic Information & Global Positioning Systems (1-3)
CCTPG 51	Database Management (3)
MATH 2	Statistics (4)
MATH 8	Trigonometry (3)
SPCOM 1	Introduction to Public Speaking (3)

Certificates of Achievement

Certificate of Achievement:
Geographic Information Systems

CERTIFICATE REQUIREMENTS

The Geographic Information Systems (GIS) Certificate Program is designed to prepare students for entry-level employment. Students are trained in the practical application of GIS software, importation of GIS data, display, visualization, exploration, query, analysis, and production of maps and reports. Business partnerships with private and governmental agencies allow students to earn additional units, gaining firsthand on-the-job experience while attending classes.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Learn how to plan a program of data collection and analysis that employs modern scientific procedures and the use of modern technology.
- Use acquired knowledge of geology to make informed decisions about problems in society and public policy.
- Develop social and professional skills needed to be successful in the modern workplace (e.g. communications, working in collaborative teams, working with technology).

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 10	Computer Concepts & Information Systems	4
CCTIS 60/ GEOGR 60	Introduction to ArcGIS	3
CCTIS 65/ GEOGR 65	GIS Applications	.5-3
CCTIS 70/ GEOGR 70	Introduction to Raster-Based GIS	3
CCTIS 75/ GEOGR 75	Introduction to Remote Sensing	3
FNR 1	Natural Resource Conservation	3
FNR 53	Forest Surveying	3
FNR 60	Introduction to Maps and Remote Sensing	2

3-4 units required from this section: **3-4**

ESC 5	Physical Geology (4)
ESC 23	Historical Geology (4)
ESC 33	Introduction to the Earth (4)
ESC 42	Natural Hazards (3)
GEOGR 15	Physical Geography (3)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT : **24.5-28**

Optional Courses: (recommended)

BUSAD 97	Work Experience in Business and Commerce (AutoCAD or GIS) (minimum 4 units) (4)
CCTIS 29/ BUSAD 29	Project Management (3)
CCTIS 58/ GEOGR 58	GIS-ArcView (1)
CCTIS 59/ GEOGR 59	Geographic Information & Global Positioning Systems (1-3)
CCTPG 51	Database Management (3)
MATH 2	Statistics (4)
MATH 8	Trigonometry (3)
SPCOM 1	Introduction to Public Speaking (3)

Certificate of Achievement: **Business Emphasis**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Create programs for accounting and other financial applications expected in an entry level position.
- Demonstrate fundamental knowledge and skills required for database design management.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 40	Principles of Management	3
BUSAD 161A	Small Business Accounting I	4
BUSAD 161B	Small Business Accounting II	4
CCTIS 10	Computer Concepts & Information Systems	4
CCTIS 29/ BUSAD 29	Project Management	3
CCTIS 30	Financial Worksheets on Computers	3
CCTPG 5	Introduction to Programming	3
CCTPG 51	Database Management	3
OFTEC 140	Beginning Word Processing	2

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: **29**

Skills Attainment Certificates

Skills Attainment Certificate:* **GIS Geodatabase Micro-Credential**

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 AS degree. The micro-credential will help students meet industry needs in geospatial technology.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Plan a program of data gathering and analysis that employ modern scientific procedures and the use of geospatial technology.
- Use acquired knowledge of geology to make informed decisions about problems in society and public policy.
- Demonstrate social and professional skills needed to be successful in the modern work place, (e.g. communications, working in groups, working with technology).

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 57/ GEOGR 57	GIS Data Management – Introduction to Geodatabase	1-3
CCTIS 60/ GEOGR 60	Introduction to ArcGIS	3
CCTIS 65/ GEOGR 65	GIS Applications	.5-3
CCTIS 67/ GEOGR 67	GIS Geocoding	1

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: **5.5–10**

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **GIS Geospatial Micro-Credential**

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 AS degree. The micro-credential will help students meet industry needs in geospatial technology.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Plan a program of data gathering and analysis that employ modern scientific procedures and the use of geospatial technology.
- Use acquired knowledge of geology to make informed decisions about problems in society and public policy.
- Demonstrate social and professional skills needed to be successful in the modern work place, (e.g. communications, working in groups, working with technology).

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 59 / GEOGR 59	Geographic Information and Global Positioning Systems	1-3
CCTIS 70/ GEOGR 70	Introduction to Raster-Based GIS	3
CCTIS 75/ GEOGR 75	Introduction to Remote Sensing	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 7–9

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **GIS in Emergency Response Micro-Credential**

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 AS degree. The micro-credential will help students meet industry needs in geospatial technology.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Plan a program of data gathering and analysis that employ modern scientific procedures and the use of geospatial technology.
- Use acquired knowledge of geology to make informed decisions about problems in society and public policy.
- Demonstrate social and professional skills needed to be successful in the modern work place, (e.g. communications, working in groups, working with technology).

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 57/ GEOGR 57	GIS Data Management – Introduction to Geodatabase	1-3
CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems	1-3
CCTIS 61/ GEOGR 61	GIS Mapping – Introduction to Fire Incident Mapping	1
CCTIS 62/ GEOGR 62/ SAR 62	GIS Mapping - Introduction to SAR GIS	1
CCTIS 63/ GEOGR 63	GIS and Making Maps: The Essential Skills	1
CCTIS 64/ GEOGR 64	ArcGIS: Creating a Basic Map	.5
CCTIS 67/ GEOGR 67	GIS Geocoding	1
FIRE 110	ICS 200 - Basic Incident Command System	1

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 7.5–11.5

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **GIS UAV/Drone Mapping Micro-Credential**

The purpose of this micro-credential is to certify skills attainment in the geospatial technology areas of GPS, GIS, remote sensing, and UAV/Drone mapping. The micro-credential will help students meet industry needs in UAV/Drone mapping geospatial technology.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Plan a program of data gathering and analysis that employ modern scientific procedures and the use of geospatial technology.
- Use acquired knowledge of GIS to make informed decisions about problems in society and public policy.
- Demonstrate social and professional skills needed to be successful in the modern work place, (e.g. communications, working in groups, working with technology).

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 68/ GEOGR 68	UAV/Drone Mapping	3
CCTIS 70/ GEOGR 70	Introduction to Raster-Based GIS	3
CCTIS 75/ GEOGR 75	Introduction to Remote Sensing	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT: 9

COMPUTER & COMMUNICATIONS TECHNOLOGY:

Programming
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

AS Degree: **Programming**

▸ Previously offered as an ASOE degree

Prepares students for entry-level positions that require computer programming skills such as Quality Assurance Engineer, Junior Java Developer, and many more. Students refine their programming skills through practice in popular programming languages such as Java, C/C++ and Visual Studio .NET. Students also learn technologies related to programming including database management and networking and gain skills in project management. Many of the required courses are transferable, but completion of this degree does not make a student "transfer ready" for CSU or UC.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate how technological advances impact society and the social, legal, ethical, and cultural ramifications of computer technology and their usage.
- Apply problem-solving skills and the knowledge of computer science to solve real problems.
- Demonstrate mastery of Computer Science in the following core knowledge areas:
  - -Algorithms, Data Structures, and Complexity
  - -Programming Languages and Compliers
  - -Computer Hardware and Architecture

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTIS 29/ BUSAD 29	Project Management	3
CCTPG 22	Programming Concepts and Methodology I	4
CCTPG 24	Programming Concepts and Methodology II	4
CCTPG 47	C/C++ Programming	3
CCTPG 48	Visual Studio .NET Programming	3
CCTPG 51	Database Management	3
MATH 2	Statistics (4) ***OR***	
MATH 8	Trigonometry (3) ***OR***	
MATH 12	Finite Mathematics (3) ***OR***	
MATH 16	Precalculus (5)	

Complete 9 units from this section: 9

CCTDM 10	Introduction to HTML and CSS (3)
CCTPG 5	Introduction to Programming (3)
CCTPG 45	Applied Java Programming (3)
CCTSS 11	Networking Essentials (3)

UNITS REQUIRED IN MAJOR: 32–34
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

AS Degree: **Post-Secondary Studies: Emphasis in Computer Science**

ABOUT POST-SECONDARY STUDIES DEGREES

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. For more information on Post-Secondary Studies degree requirements, see page 55.

ABOUT THIS ASSOCIATE DEGREE EMPHASIS

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate mastery of Computer Science in the following core knowledge areas:
  - -Algorithms, Data Structures, and Complexity
  - -Programming Languages and Compliers
  - -Computer Hardware and Architecture
- Demonstrate preparedness for transfer to a university within a computer science related field.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, as part of completing the *Post-Secondary Studies Pathway* requirements on page 55. To ensure proper preparation for transfer, consult with a counselor before selecting a General Education Breadth pattern to follow.

Complete 11 units from this section:		**11**
CCTPG 9	Operating Systems - Windows- Unix/Linux (4)	
CCTPG 22	Programming Concepts and Methodology I (4)	
CCTPG 24	Programming Concepts and Methodology II (4)	
Complete 7 units 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 (4)	
MATH 18A	Calculus I (5)	
MATH 18B	Calculus II (5)	
PHYCS 5A	Introductory Physics I: Calculus Level (4)	
PHYCS 5B	Introductory Physics II: Calculus Level (4)	
UNITS REQUIRED IN MAJOR:		**18**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		**60**

Earth Science:

see "Geology/Earth Science"

Education
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Elementary Teacher Education**

ABOUT THIS DEGREE

The Associate of Arts for Transfer (AA-T) degree in Elementary Teacher Education provides students with a core curriculum in the concepts and issues related to teaching diverse learners in today's contemporary schools, K-12. Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues. California's content standards and frameworks, and teacher performance standards, In addition to class time, the course requires 45 hours of structured fieldwork on a public school elementary classroom(s) that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

The goal of the Associate in Arts in Elementary Teacher Education for Transfer program is to prepare students for transfer to a California State University to pursue a Bachelor's Degree in Liberal Studies, K-8 Teacher Preparation Program. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The major requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students wishing to transfer to CSU in a similar major in a timely manner. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate ability to observe and work with teachers and students in the classroom.
- Develop a personal philosophy of education, including reflection on motivation for pursuing a teaching career.
- Develop expertise in the introductory content area subject matter required for teaching at the elementary school level.
- Identify cultural perspectives in the language of learning and describe how educators can structure positive learning situations for diverse learners.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

BIOL 17	Fundamentals of Biology	4
CHEM 30/ PHYCS 30	Survey of Chemistry and Physics	4
CHILD 1	Child Growth and Development	3
EDUC 11	Introduction to Elementary Classroom Teaching	3
ENGL 1A	Reading and Composition: Beginning	3
ENGL 1B	Advanced Composition and Introduction to Literature	3
ESC 33	Introduction to the Earth	4
GEOGR 20	World Regional Geography	3
HIST 13	World Civilizations: to 1650	3
HIST 16	United States: to 1877	3
MATH 4	Mathematics for Elementary Teachers	3
POLSC 10	Constitutional Government	3
SPCOM 1	Introduction to Public Speaking	3

Complete 1 course from the following: 3

ENGL 1C	Advanced Composition and Critical Thinking (3)
HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)

Complete 1 course from the following: 3

DRAMA 10	Introduction to the Theatre (3)
MUSIC 2	Introduction to Music (3)

UNITS REQUIRED IN MAJOR: 48
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Additional Strongly Recommended Preparation:

CHILD 16	Practicum-Field Experience (3)
CHILD 19	Introduction to Children With Special Needs (3)
CHILD 22	Child, Family, and Community (3)
CHILD 23	Guiding Children's Social and Emotional Development (3)
CHILD 36	Teaching in a Diverse Society (3)

AA Degree: **Liberal Studies: Elementary Teaching Preparation**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate breadth of knowledge in at least six fields.
- Apply knowledge from a particular field to issues in contemporary society.
- Demonstrate competency in writing or speaking.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete at least 1 course in at least 6 of the following areas: 18

Oral Communication Area

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

Composition Area

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

Critical Thinking Area

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

Chemistry Area

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 30/ PHYCS 30	Survey of Chemistry and Physics (4)

Introduction to Earth Science Area

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

Physics Area

PHYCS 1	Conceptual Physics (3)
PHYCS 5A	Introductory Physics I: Calculus Level (4)
PHYCS 5B	Introductory Physics II: Calculus Level (4)
PHYCS 30/ CHEM 30	Survey of Chemistry and Physics (4)

Biological Sciences Area

BIOL 2	Cell and Molecular Biology (4)
BIOL 10	Human Anatomy (4)
BIOL 17	Fundamentals of Biology (4)

Mathematics Area

MATH 4	Mathematics for Elementary Teachers (3)

Art Area

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 Area

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 Area

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 Area

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 Area

HIST 16	United States: to 1877 (3)

American Government Area

POLSC 10	Constitutional Government (3)

Ancient World History Area

HIST 13	World Civilizations: to 1650 (3)

California History Area

HIST 11	History of California (3)

Geography Area

GEOGR 12	Cultural Geography (3)

Liberal Studies Teaching Prerequisite Area

CHILD 1	Child Growth and Development (3)
EDUC 11	Introduction to Elementary Classroom Teaching (3)
PSYCH 10	Lifespan Human Development (3)

Computer Science Area

CCTIS 10	Computer Concepts and Information Systems (4)

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Skills Attainment Certificate:* **Learning Design & Technology**

The coursework in this Skills Attainment Certificate is designed to prepare students for online course development, emerging technologies and universal design techniques. The certificate serves as required training and advanced online development training for faculty and students who are interested in course design and development, online education and teaching careers. This is a broad based award that would also appeal to corporate trainers and Instructional Technologists.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate "best practices" in universal design and accessibility techniques.
- Develop online activities for learning units.
- Produce learning units that demonstrate knowledge and implementation of best uses of emerging technologies.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

EDUC 50	Online Course Development	3
EDUC 51	Emerging Technologies for Online Course Development	3
EDUC 52	Universal Design for Online Course Development	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 9

**Skills Attainment Certificates do not appear on student transcripts.*

Emergency Medical Services
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Columbia College's EMS program is certified by the Tuolumne County Emergency Medical Services Agency to provide training in preparation for EMT testing and certification.

AS Degree: **Emergency Medical Services**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to industry standards needed as an entry-level Emergency Medical Technician.
- Apply the fundamental knowledge and skills related to the field of Emergency Medical Services.
- Communicate necessary care and medical terminology for emergency situations.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

EMS 4	Emergency Medical Technician Training	7
EMS 12	Pre-Paramedic Training (8) ***OR***	8
BIOL 10 BIOL 60	Human Anatomy (4) ***AND*** Human Physiology (4)	
EMS 157	Emergency Medical Responder and CPR	3
EMS 165	Conversational Medical Spanish for Emergency Health Care Providers	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 IN MAJOR: 29–32
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Certificate of Achievement: **Emergency Medical Services**

This certificate will prepare a student to take a national test to become an EMT and prepare them to enter a paramedic program.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to industry standards needed as an entry-level Emergency Medical Technician.
- Apply the fundamental knowledge and skills related to the field of Emergency Medical Services.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

EMS 4	Emergency Medical Technician Training	7
EMS 12	Pre-Paramedic Training ***OR***	8
BIOL 10 BIOL 60	Human Anatomy ***AND*** Human Physiology	4 4
EMS 157	Emergency Medical Responder and CPR	3

Complete 3 units from this section: **3**

EMS 20	Basic Cardiology and Cardiac Dysrhythmias (3)
EMS 97	Work Experience in Emergency Medical Services (1-4)
EMS 165	Conversational Medical Spanish for Emergency Health Care Providers (3)
EMS 175	EMS Skills Development (2)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 21

Skills Attainment Certificate:* **Emergency Medical Technician (EMT) Training**

This Skills Attainment will prepare a student to take the national test to become an EMT.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to industry standards needed as an entry-level Emergency Medical Technician.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required course:

EMS 4	Emergency Medical Technician Training	7

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 7

Optional Course: (recommended)

EMS 157	Emergency Medical Responder and CPR (3)

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **Emergency Medical Responder**

The Emergency Medical Responder (EMR) course is an entry-level emergency medical provider course that will prepare individuals for employment or a volunteer position in a variety of pre-hospital, industrial and first responder settings. The certificate can be a prerequisite to pursuing training as a firefighter and many law enforcement programs. Before enrolling in this course, students are strongly advised to satisfactorily complete BIOL 150 and/or satisfactorily complete OFTEC 50

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to industry standards needed as a First Responder.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required course:

EMS 157	Emergency Medical Responder and CPR	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 3

**Skills Attainment Certificates do not appear on student transcripts.*

Engineering
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS Degree: **Post-Secondary Studies: Emphasis in Pre-Engineering**

ABOUT POST-SECONDARY STUDIES DEGREES

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. For more information on Post-Secondary Studies degree requirements, see page 55.

ABOUT THIS EMPHASIS

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply critical thinking related to concepts of chemistry and physics.
- Demonstrate knowledge of principles of chemistry and physics related to engineering.
- Utilize mathematical and engineering concepts.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, as part of completing the *Post-Secondary Studies Pathway* requirements on page 55. To ensure proper preparation for transfer, consult with a counselor before selecting a General Education Breadth pattern to follow.

Complete 18 units from the following courses:

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 (4)
PHYCS 5B	Introductory Physics II: Calculus Level (4)

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

English
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **English**

ABOUT THIS DEGREE

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

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

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

ENGL 1B	Advanced Composition and Introduction to Literature	3
ENGL 1C	Advanced Composition and Critical Thinking	3

Complete two of the following courses (LIST A): 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)

Complete 1 of the following courses (LIST B): 3

ENGL 10	Creative Writing (3)
ENGL 50	Introduction to Shakespeare (3)

Any course from List A not used above (3)

Complete 1 of the following courses: 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 LIST B not used above (3)

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Noncredit Certificate of Competency: **Beginning ESL**

ABOUT THIS CERTIFICATE

This Beginning ESL Certificate of Competency is awarded to students who have completed ENGL 705A and ENGL 705B. The emphasis is on speaking, listening, reading, and writing for practical communication.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Participate in simple conversations in English in a variety of common and basic social situations.
- Recognize new words in simple reading materials.
- Write sentences and develop a short paragraph.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Competency, complete the course requirements below.

Required courses:

ENGL 705A	English as a Second Language: Low Beginning	54 Hours
ENGL 705B	English as a Second Language: High Beginning	54 Hours

TOTAL HOURS REQUIRED FOR CERTIFICATE OF COMPETENCY: 108

Noncredit Certificate of Competency: **Intermediate ESL**

ABOUT THIS CERTIFICATE

This Intermediate ESL Certificate of Competency is awarded to students who have completed ENGL 705C and ENGL 705D. The emphasis is on speaking, listening, and reading with an increased emphasis on intermediate reading and written communication skills.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Process essential information in spoken and written English.
- Interpret reading materials on common topics.
- Produce brief compositions, showing clear organization and a working knowledge of basic grammar and punctuation rules.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Competency, complete the course requirements below.

Required courses:

ENGL 705C	English as a Second Language: Low Intermediate	54 Hours
ENGL 705D	English as a Second Language: High Intermediate	54 Hours

TOTAL HOURS REQUIRED FOR CERTIFICATE OF COMPETENCY: 108

A student and faculty member share a laugh at "Love is Louder," a Health & Wellness event that supports, engages, and nurtures students while supporting diversity and building community.

Entrepreneurship
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Associate Degree

AS Degree: **Entrepreneurship**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to create, manage, and market a business.
- Demonstrate the knowledge and skills to use appropriate software effectively for researching information, creating documents, and accounting purposes.
- Demonstrate the knowledge and skills to work collaboratively within an organization.
- Demonstrate the knowledge and skills to protect intellectual property.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

BUSAD 41	Small Business Management	3
BUSAD 161A	Small Business Accounting I	4
CCTIS 8	Advanced Internet Research	1.5
CCTIS 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
ENTRE 105	Social Media Marketing	2
ENTRE 106	Patents, Copyrights, and Trademarks	2
ENTRE 107	Contract Law for Entrepreneurs	2
ENTRE 108	Negligence Law for Entrepreneurs	2

UNITS REQUIRED IN MAJOR: 27.5
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Certificate of Achievement

Certificate of Achievement: **Entrepreneurship**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to create, manage, and market a business.
- Demonstrate the knowledge and skills to use appropriate software for researching information, creating documents, and accounting purposes.
- Demonstrate the knowledge and skills to work collaboratively within an organization.
- Demonstrate the knowledge and skills provide good customer service and records.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 24	Human Relations in Organizations	3
BUSAD 29/ CCTIS 29	Project Management	3
BUSAD 135	Computerized Accounting (Quickbooks)	2
BUSAD 158	Payroll Accounting	3
BUSAD 161A	Small Business Accounting I	4
CCTIS 8	Advanced Internet Research	1.5
CCTIS 138	Excel Spreadsheets	2
OFTEC 140	Beginning Word Processing	2
OFTEC 141	Intermediate Word Processing	3

Complete 8 units from this section: **8**

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)
ENTRE 105	Social Media Marketing (2)
ENTRE 106	Patents, Copyrights, and Trademarks (2)
ENTRE 107	Contract Law for Entrepreneurs (2)
ENTRE 108	Negligence Law for Entrepreneurs (2)

Complete 3 units from this section: **3**

MGMT 110	Communication in the Workplace (.5)
MGMT 111	Customer Service (.5)
MGMT 112	Team Building (.5)
MGMT 113	Attitude in the Workplace (.5)
MGMT 114	Values and Ethics in the Workplace (.5)
MGMT 115	Time Management (.5)
MGMT 116	Stress Management in the Workplace (.5)
MGMT 117	Conflict Management (.5)
MGMT 118	Decision-Making in the workplace (.5)
MGMT 119	Managing Organizational Change (.5)
MGMT 120	Generational Diversity: Managing Cross-Generational Teams (.5)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: **34.5**

Skills Attainment Certificates

Skills Attainment Certificate:* **E-Marketing Your Business**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to market a business using various medias.
- Demonstrate the knowledge and skills to create a business presence on the web.
- Demonstrate the knowledge and skills to develop documents in several formats

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 30	Principles of Marketing	3
ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 105	Social Media Marketing	2
ENTRE 107	Contract Law for Entrepreneurs	2
OFTEC 140	Beginning Word Processing	2
OFTEC 168	Creating a Virtual Office	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: **16**

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **Entrepreneur Business Startup**

This certificate will prepare students to start their own businesses and/or get their inventions started and protected.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to market a business using various medias.
- Demonstrate the knowledge and skills to manage finances for a business.
- Demonstrate the knowledge and skills to protect intellectual property.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

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
ENTRE 105	Social Media Marketing	2
ENTRE 106	Patents, Copyrights, and Trademarks	2
ENTRE 107	Contract Law for Entrepreneurs	2
ENTRE 108	Negligence Law for Entrepreneurs	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 16

**Skills Attainment Certificates do not appear on student transcripts.*

Entrepreneurship awards are also listed in:

Automotive Technology
Digital Media
Hospitality
Welding

Environmental Sciences
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS-T Degree: **Environmental Science**

The Associate in Science for Transfer (AS-T) degree in Environmental Science provides students with the core curriculum required in the first two years of a college experience leading to a Bachelor of Science (BS) or Bachelor of Arts (BA) degree in Environmental Science. The basis for any environmental sciences degree requires courses in biology, chemistry, math, physics, earth science, economics and environmental science.

The goal of the Associate in Science in Environmental Science for Transfer program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Environmental Science. The program is intended and designed to make the transfer of Columbia College students to CSU seamless. The requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students desiring to transfer to CSU in a similar major in a timely manner. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Explain the scientific theories that are the foundation of the Environmental Sciences.
- Verbalize the effects of humans on the local and global environments.
- Demonstrate social and professional skills needed to be successful in the modern work place, e.g., communications, working in groups, working with technology.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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.

RECOMMENDED OPTION
IGETC for STEM: Courses in Areas 1 (UC-bound students do not need 1C), 2, and 5 of the traditional IGETC; and One course in Area 3A; one course in Area 3B; and two courses in Area 4 from two different disciplines.* **Two lower division general education courses are deferred and must be taken after transfer.*

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

Required courses:

BIOL 2	Cell and Molecular Biology	4
BIOL 24	Introduction to Environmental Science	4
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
ECON 11	Principles of Economics - Micro	3
ESC 5	Physical Geology	4
MATH 2	Statistics	4
MATH 18A	Calculus I	5
PHYCS 5A	Introductory Physics I: Calculus Level	4
PHYCS 5B	Introductory Physics II: Calculus Level	4

UNITS REQUIRED IN MAJOR: 42
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

AS Degree: **Science: Emphasis in Environmental Science**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Describe how human activities impact the environment and how the environment impacts human society over time.
- Demonstrate knowledge of the interconnections among the lithosphere, biosphere, hydrosphere, and atmosphere.
- Apply critical thinking to establish connections and evaluate the extent to which human activities degrade, protect, or rehabilitate environmental health.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 10 units from this section: 10

BIOL 24	Introduction to Environmental Science (4)
ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 33	Introduction to the Earth (4)
ESC 42	Natural Hazards (3)
FNR 1	Natural Resource Conservation (3)
INDIS 48	Sustainable Living (3)
PHYCS 1	Conceptual Physics (3)

Complete 4 units from this section: 4

BIOL 2	Cell and Molecular Biology (4)
BIOL 4	Principles and Evolution of Zoology (4)
BIOL 6	Plant Biology and Ecology (4)
BIOL 17	Fundamentals of Biology (4)

Complete 4 units 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)

Complete 2 units from this section: 2

BIOL 39	Field Biology (1-2)
ESC 35	Field Geology (.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)
FNR 10	Dendrology (3)

UNITS REQUIRED IN MAJOR: 20
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Fire Science
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Columbia College is accredited by the Statewide Training and Education Advisory Committee and the California State Board of Fire Services through the Office of the State Fire Marshal as an Accredited Regional Training Program. For details, visit www.fire.ca.gov or www.gocolumbia.edu/accreditation.

AS Degree: **Fire Science**

▸ Formerly listed as AS: Fire Technology

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge and skills in compliance with state fire training requirements for applicable certifications.
- Demonstrate the necessary knowledge and skills as an Emergency Medical Technician (EMT) according to industry standards.
- Examine and identify real-world examples of concepts explored in coursework and their implication for fire science.
- Describe procedures in compliance with laws, regulations, codes, and standards that influence fire department operations.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

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
EMS 4	Emergency Medical Technician Training	7
EMS 157	Emergency Medical Responder and CPR	3

Complete 3-4 units from this section: 3-4

EMS 97*	Work Experience in Emergency Medical Service (1-4)
FIRE 7	Wildland Fire Control (3)
FIRE 29A	Driver/Operator 1A (1)
FIRE 29B	Driver/Operator 1B (1)
FIRE 50/ SAR 50	Low Angle Rope Rescue (1.5)
FIRE 51	High Angle Rope (1.5)
FIRE 97*	Work Experience (1-4)

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

UNITS REQUIRED IN MAJOR: 28–29
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Columbia College Fire students visit a local high school to introduce students to the college's accredited Fire Program.

AS Degree: **Fire Technology**

▸ Previously offered as an ASOE degree

This associate degree is designed for students who desire to enter the firefighting field. Courses provide students with applicable, hands on experiences that meet requirements to be hired and start a career as a firefighter in California.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge and skills in compliance with state fire training requirements for Firefighter I and applicable certifications.
- Operate emergency and non-emergency vehicles in compliance with state fire training requirements.
- Demonstrate the necessary knowledge and skills as an Emergency Medical Technician (EMT) according to industry standards.
- Utilize knowledge and skills to maintain health and fitness levels necessary for industry standards and/or job-specific duties.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

EMS 4	Emergency Medical Technician Training	7
EMS 157	Emergency Medical Responder and CPR	3
FIRE 29A	Driver/Operator Training 1A	1
FIRE 29B	Driver/Operator Training 1B	1
FIRE 101	Firefighter I Academy	16
HHP 55A	Fitness Training I for Firefighting	1
UNITS REQUIRED IN MAJOR:		**29**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		**60**

Certificate of Achievement: **Fire Technology**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge and skills in compliance with state fire training requirements for Firefighter I and applicable certifications.
- Demonstrate the necessary knowledge and skills as an Emergency Medical Responder (EMR) according to industry standards.
- Utilize knowledge and skills to maintain health and fitness levels necessary for industry standards and/or job-specific duties.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

FIRE 101	Firefighter I Academy	16
EMS 157	Emergency Medical Responder and CPR	3
HHP 55A	Fitness Training I for Firefighting	1
TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT:		**20**

Forestry & Natural Resources Club members show off the tools of the trade at Club Day.

Forestry & Natural Resources
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Forestry

AS Degree: **Forestry**

▸ Previously offered as an ASOE degree

This Associate in Science (AS) Degree equips students with the applied skills, training, and experience for immediate entry into the workforce, and if desired can be optimized 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 courses specific to the degree including, forestry, soil resources, dendrology, forest surveying, maps, forest inventory, and related electives.

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Acquire, articulate, create and convey knowledge and understanding on the subject of forestry using a variety of methods of communication.
- Attain, use, and develop knowledge and understanding in the subject of forestry.
- Use acquired knowledge of forestry to make informed decisions about their personal lives, career choices, and the communities in which they live.
- Use multiple thinking strategies to identify and examine real-world examples of concepts explored in coursework and their implications for forestry.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

FNR 2	Introduction to Forestry	3
FNR 6	Soil Resources	3
FNR 10	Dendrology	3
FNR 53	Forest Surveying	3
FNR 60	Introduction to Maps and Remote Sensing	2
FNR 62	Applied Forest Inventory & Management	2

Complete 1 course: **2-3**

FNR 22	Ecology and the Use of Fire in Forest Ecosystems (2)
FNR 24	Fire-Fuels Management (3)

Complete 1 course: **1-3**

CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)

Complete 1 course: **1-3**

BIOL 39	Field Biology (1-2)
BIOL 40	Field Biology: Ecosystems (1)
BIOL 158	Birds of Central California (1)
BIOL 159	Wildflowers (1.5)
BIOL 160	Mushrooms and Other Fungi (1.5)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 35	Field Geology (1)
FNR 11	Natural Resources Field Camp (3)
FNR 12	Tallest, Oldest, Largest (3)
FNR 50	Natural History and Ecology (2)
FNR 172	Nature Photography (1.5)
FNR 173	Drawing Nature (3)
FNR 174	Nature Journaling (3)
FNR 182	Techniques of Surveying Sierra Nevada Wildlife (2)
FNR 183	Ecological Restoration (1)
FNR 184	Field Ornithology (1)
FNR 187	Edible and Medicinal Plants (1.5)

Complete 1 course: **3-4**

BIOL 24	Introduction to Environmental Science (4)
ESC 5	Physical Geology (4)
FNR 30	Introduction to Watershed Management (3)
FNR 81	California Wildlife (3)

Complete 1 course: **1-3**

FNR 1	Natural Resource Conservation (3)
FNR 3	Natural Resources Law and Policy (3)
FNR 9	Parks and Forests Law Enforcement (2)
FNR 185	Introduction to the National Wilderness Preservation System (1)

TOTAL REQUIRED UNITS **24–32**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Certificate of Achievement: **Forestry**

▸ Previously offered as "Forestry Technology"

The Certificate of Achievement in Forestry helps prepare recipients for immediate employment in entry-level positions in the field of forestry. To earn the Certificate of Achievement, a student must complete the requirements including courses in forestry, soil resources, maps and remote sensing, natural history, and ecology. The courses that make up the Forestry Certificate are also applicable to the Forestry AS degree, which has additional General Education requirements.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Use acquired knowledge of forestry to make informed decisions about their personal lives, career choices, and the communities in which they live.
- Use multiple thinking strategies to identify and examine real-world examples of concepts explored in coursework and their implications for forestry.

- Acquire, articulate, create and convey knowledge and understanding on the subject of forestry using a variety of methods of communication
- Attain, use, and develop knowledge and understanding in the subject of forestry.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

FNR 2	Introduction to Forestry	3
FNR 6	Soil Resources	3
FNR 10	Dendrology	3
FNR 53	Forest Surveying	3
FNR 60	Introduction to Maps and Remote Sensing	2
FNR 62	Applied Forest Inventory and Management	2

Complete 1 course: 2-3

FNR 22	Ecology and Use of Fire in Forest Ecosystems	2
FNR 24	Fire-Fuels Management	3

Complete 1 course: 1-3

CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)

Complete 1 course: 1-3

BIOL 39	Field Biology (1-2)
BIOL 40	Field Biology: Ecosystems (1)
BIOL 158	Birds of Central California (1)
BIOL 159	Wildflowers (1.5)
BIOL 160	Mushrooms and Other Fungi (1.5)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 35	Field Geology (1-2)
FNR 11	Natural Resources Field Camp (3)
FNR 12	Tallest, Oldest, Largest (3)
FNR 50	Natural History and Ecology (2)
FNR 172	Nature Photography (1.5)
FNR 173	Drawing Nature (3)
FNR 174	Nature Journaling (3)
FNR 182	Techniques of Surveying Sierra Nevada Wildlife (2)
FNR 183	Ecological Restoration (1)
FNR 184	Field Ornithology (1)
FNR 187	Edible and Medicinal Plants (1.5)

Complete 1 course: 3-4

BIOL 24	Introduction to Environmental Science (4)
ESC 5	Physical Geology (4)
FNR 30	Introduction to Watershed Management (3)
FNR 81	California Wildlife (3)

Complete 1 course: 1-3

FNR 1	Natural Resource Conservation (3)
FNR 3	Natural Resources Law and Policy (3)
FNR 9	Parks and Forests Law Enforcement (2)
FNR 185	Introduction to the National Wilderness Preservation System (1)

TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT: 24–32

Skills Attainment Certificates

Skills Attainment Certificate:* Management & Restoration of Fire-Adapted Ecosystems

Management and restoration of fire-adapted ecosystems is critical to fire safety and forest health locally and throughout the region.

Courses that make up this certificate will provide students with the training and skills to obtain employment in this exciting field.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Attain, use, and develop knowledge and understanding in the subject of the management and restoration of fire-adapted ecosystems.
- Use multiple thinking strategies to identify and examine real-world examples of concepts explored in coursework and their implications for the management and restoration of fire-adapted ecosystems.
- Acquire, articulate, create and convey knowledge and understanding on the subject of the management and restoration of fire-adapted ecosystems using a variety of methods of communication.
- Use acquired knowledge of the management and restoration of fire-adapted ecosystems to make informed decisions about their personal lives, career choices, and the communities in which they live.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

FNR 22 Ecology and Use of Fire in Forest Ecosystems	2
FNR 24 Fire-Fuels Management	3
FNR 62 Applied Forest Inventory and Management	2
FNR 183 Ecological Restoration	1
FIRE 111 Basic Power Saw Safety	1

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 9

**Skills Attainment Certificates do not appear on student transcripts.*

Natural Resources

AS Degree: **Natural Resources**

▸ Previously offered as an ASOE Degree

This Associate in Science (AS) Degree equips students with the applied skills, training, and experience for immediate entry into the workforce, and if desired can be optimized 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 courses specific to the degree including,environmental conservation, maps, natural resources law and policy, and related electives.

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Acquire, articulate, create and convey knowledge and understanding on the subject of natural resources management using a variety of methods of communication.
- Attain, use, and develop knowledge and understanding in the subject of natural resources management.
- Use acquired knowledge of natural resources management to make informed decisions about their personal lives, career choices, and the communities in which they live.
- Use multiple thinking strategies to identify and examine real-world examples of concepts explored in coursework and their implications for natural resources management.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

FNR 1	Natural Resource Conservation	3
FNR 3	Natural Resources Law and Policy	3
FNR 60	Introduction to Maps and Remote Sensing	2

Complete 1 course: 3

FNR 30	Introduction to Watershed Management (3)
FNR 61	Introduction to Water Resources Management (3)
FNR 63	Water for Consumption (3)
FNR 64	Water Infrastructure in California (3)
FNR 65	Rural Wastewater Strategies (3)
FNR 66	Decentralized Wastewater Management (3)
FNR 67	Operation of Wastewater Treatment Plants (3)
FNR 74	Wastewater Collection Systems (3)

Complete 1 course: 1-3

CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)

Complete 3 courses: 3-9

BIOL 39	Field Biology (1-2)
BIOL 40	Field Biology: Ecosystems (1)
BIOL 158	Birds of Central California (1)
BIOL 159	Wildflowers (1.5)
BIOL 160	Mushrooms and Other Fungi (1.5)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 35	Field Geology (1)
FNR 11	Natural Resources Field Camp (3)
FNR 12	Tallest, Oldest, Largest (3)
FNR 50	Natural History and Ecology (2)
FNR 71	Water Use Efficiency (1)
FNR 86	California Naturalist Certification (3)
FNR 172	Nature Photography (1.5)
FNR 173	Drawing Nature (3)
FNR 174	Nature Journaling (3)
FNR 182	Techniques of Surveying Sierra Nevada Wildlife (2)
FNR 183	Ecological Restoration (1)
FNR 184	Field Ornithology (1)
FNR 185	Introduction to the National Wilderness Preservation System (1)
FNR 187	Edible and Medicinal Plants (1.5)

Complete 2 courses: 4-8

BIOL 24	Introduction to Environmental Science (4)
ESC 5	Physical Geology (4)
FNR 2	Introduction to Forestry (3)
FNR 10	Dendrology (3)
FNR 22	Ecology and the Use of Fire in Forest Ecosystems (2)
FNR 24	Fire-Fuels Management (3)
FNR 53	Forest Surveying (3)
FNR 62	Applied Forest Inventory & Management (2)
FNR 81	California Wildlife (3)

UNITS REQUIRED IN MAJOR: 19–31
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Certificate of Achievement: **Natural Resources**

▸ Previously offered as "Natural Resources Technology"

The Certificate of Achievement in Natural Resources helps prepare recipients for immediate employment in entry-level positions in the field of natural resources. To earn the Certificate of Achievement, a student must complete the requirements including courses in environmental conservation, maps and remote sensing, and natural resources law and policy. The courses that make up the Natural Resources Certificate are also applicable to the Natural Resources AS degree, which has additional General Education requirements.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Acquire, articulate, create and convey knowledge and understanding on the subject of natural resources management using a variety of methods of communication.
- Attain, use, and develop knowledge and understanding in the subject of natural resources management.
- Use acquired knowledge of natural resources management to make informed decisions about their personal lives, career choices, and the communities in which they live.
- Use multiple thinking strategies to identify and examine real-world examples of concepts explored in coursework and their implications for natural resources management.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

FNR 1	Natural Resource Conservation	3
FNR 3	Natural Resources Law and Policy	3
FNR 60	Introduction to Maps and Remote Sensing	2

Complete 1 course from this section: **3**

FNR 30	Introduction to Watershed Management (3)
FNR 61	Introduction to Water Resources Management (3)
FNR 63	Water for Consumption (3)
FNR 64	Water Infrastructure in California
FNR 65	Rural Wastewater Strategies (3)
FNR 66	Decentralized Wastewater Management (3)
FNR 67	Operation of Wastewater Treatment Plants (3)
FNR 74	Wastewater Collection Systems (3)

Complete 1 course from this section: **1-3**

CCTIS 59 / GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60 / GEOGR 60	Introduction to ArcGIS (3)

Complete 3 courses from this section: **3-9**

BIOL 39	Field Biology (1-2)
BIOL 40	Field Biology: Ecosystems (1)
BIOL 158	Birds of Central California (1)
BIOL 159	Wildflowers (1.5)
BIOL 160	Mushrooms and Other Fungi (1)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 35	Field Geology (1-2)
FNR 11	Natural Resources Field Camp (3)
FNR 12	Tallest, Oldest, Largest (3)
FNR 50	Natural History and Ecology (2)
FNR 71	Water Use Efficiency (1)
FNR 86	California Naturalist Certification (3)
FNR 172	Nature Photography (1.5)
FNR 173	Drawing Nature (3)
FNR 174	Nature Journaling (3)
FNR 182	Techniques of Surveying Sierra Nevada Wildlife (2)
FNR 183	Ecological Restoration (1)
FNR 184	Field Ornithology (1)
FNR 185	Introduction to the National Wilderness Preservation System (1)
FNR 187	Edible and Medicinal Plants (1.5)

Complete 2 courses from this section: **4-8**

BIOL 24	Introduction to Environmental Science (4)
ESC 5	Physical Geology (4)
FNR 2	Introduction to Forestry (3)
FNR 10	Dendrology (3)
FNR 22	Ecology and Use of Fire in Forest Ecosystems (2)
FNR 24	Fire-Fuels Management (3)
FNR 53	Forest Surveying (3)
FNR 62	Applied Forest Inventory and Management (2)
FNR 81	California Wildlife (3)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: **19–31**

Water Resources Management

see "Water Resources Management"

Geographic Information Systems (GIS):

see "Computer and Communications Technology: Information Systems"

Geology/Earth Science
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS-T Degree: **Geology**

The Geology Associate in Science for Transfer (AS-T) degree includes lower division coursework that is required for transfer and which focuses on mastery of the identification of earth materials and the use of geologic maps, stratigraphic sections, remote sensing imagery, and plate tectonic concepts, using these techniques and theory to model real-world applications. The major requirements align with the Transfer Model Curriculum (TMC) for Geology. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The goal of the Associate in Science in Geology for Transfer program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Geology. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students desiring to transfer to CSU in a similar major in a timely manner.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Develop social and professional skills needed to be successful in the modern workplace (e.g. communications, working in collaborative teams, working with technology).
- Plan a program of data collection and analysis that employs modern scientific procedures and the use of modern technology.
- Use acquired knowledge of geology to make informed decisions about problems in society and public policy.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

ESC 5	Physical Geology	4
ESC 23	Historical Geology	4
CHEM 2A	General Chemistry 1	3
CHEM 2AL	General Chemistry 1 Laboratory	2
CHEM 2B	General Chemistry II	3
CHEM 2BL	General Chemistry II Laboratory	2
MATH 18A	Calculus I	5
MATH 18B	Calculus II	5

UNITS REQUIRED IN MAJOR: 28
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Additional Recommended Preparation:

One year of Calculus-based Physics

PHYCS 5A	Introductory Physics I: Calculus Level (4)
PHYCS 5B	Introductory Physics II: Calculus Level (4)

One semester of General Biology

BIOL 17	Fundamentals of Biology (4)

One semester of Geographic Information Systems (GIS)

CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)

AS Degree: **Science: Emphasis in Earth Science**

The Associate in Science Degree is awarded in Science and Technical fields.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Plan a program of data gathering and analysis that employ modern scientific procedures and the use of Earth Science concepts and geospatial technology.
- Use acquired knowledge of Earth Science to make informed decisions about problems in society and public policy.
- Demonstrate social and professional skills needed to be successful in the modern work place, (e.g. communications, working in groups, working with technology).

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60. NOTE: 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.

Complete 10 units from this section: 10

ASTRO 40	Descriptive Anatomy (3)
ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 23	Historical Geology (4)
ESC 30	Global Tectonic Geology (3)
ESC 33	Introduction to the Earth (4)

ESC 42	Natural Hazards (3)	
ESC 35	Field Geology (.5-3) ***OR***	
Up to 3 units from the following may be substituted for ESC 35 in the above list:		
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)	
Complete 4 units from this section:		**4**
BIOL 2	Cell and Molecular Biology (4)	
BIOL 17	Fundamentals of Biology (4)	
BIOL 24	Introduction to Environmental Science (4)	
Complete 4 units 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)	
Complete 3 units from this section:		**3**
PHYCS 1	Conceptual Physics (3)	
PHYCS 5A	Introductory Physics I: Calculus Level (4)	
UNITS REQUIRED IN MAJOR:		**21**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		**60**

Health
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS-T Degree: **Public Health Science**

ABOUT THIS DEGREE

The Public Health Science Associate in Science Degree for Transfer (AS-T) program trains students in multidisciplinary approaches to public health practice and research, which is essential to recognizing and addressing public health issues at the state, national and global levels.

The goal of the AS-T Public Health Science degree program is to prepare students for transfer to the California State University (CSU) to pursue a BA or BS in a similar major such as Health Science or Health Education. The program is intended and designed to make the transfer of Columbia College students to the CSU as seamless a possible. The requirements of this degree align with the Transfer Model Curriculum (TMC) for Public Health Science and comply with the Student Transfer Achievement Reform Act (SB 1440). Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Identify and address the concepts of population health, and the basic processes, approaches, and interventions which focus on the major health-related needs and concerns of populations.
- Identify and explain the socio-economic, behavioral, biological, environmental, and other factors that impact the health of individuals and communities.
- Engage with various organizational structures related to health including public and private health services systems,regulatory bodies, and government policy makers.
- Demonstrate use of research tools and analytical methods to critically analyze, monitor and assess the health status of populations.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education-Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

BIOL 10	Human Anatomy	4
BIOL 17	Fundamentals of Biology	4
BIOL 60	Human Physiology	4
CHEM 14	Fundamental Chemistry for Allied Health (3) ***AND***	
CHEM 14L	Fundamental Chemistry for Allied Health Lab (1)	
OR		
CHEM2A	General Chemistry I (3) ***AND***	
CHEM 2AL	General Chemistry I Laboratory (2)	
HE 112*	Introduction to Public Health*	3
HHP 60	Health and Fitness Education	3
MATH 2	Statistics	4
PSYCH 1	General Psychology	3

Complete one course:

BIOL 50	Nutrition	3
ECON 10	Principles of Economics - Macro	3
ECON 11	Principles of Economics - Micro	3
PSYCH 5	Human Sexual Behavior	3
PSYCH 35	Introduction to Drugs and Behavior	3
SOCIO 1	Introduction to Sociology	3

UNITS REQUIRED IN MAJOR 32–33
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

**Offered Online or Face to Face through Modesto Junior College*

Allied Health Instructional Support Specialist Josh Brown prepares for instruction in the Human Patient Simulation Lab at Columbia College.

AS Degree: **Allied Health**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Use discipline-specific language to communicate technical information in written and/or verbal forms.
- Explain how the human body maintains homeostasis from the molecular to organ systems.
- Explain various examples of how structure complements function from the molecular to the organ systems.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 8 units from this section: 8

BIOL 10	Human Anatomy (4)
BIOL 60	Human Physiology (4)

Complete 4 units from this section including 1 unit from a lab course:

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)

Complete 7 units 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 IN MAJOR: 19
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Health & Human Performance
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Kinesiology**

ABOUT THIS DEGREE

The Associate of Arts for Transfer (AA-T) 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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Define kinesiology and explain its sub-disciplines and career pathways.
- Demonstrate personal responsibility and teamwork within diverse and dynamic environments when applying knowledge of kinesiology.
- Apply the fundamental skills and knowledge related to kinesiology and the study of movement.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

BIOL 10	Human Anatomy	4
BIOL 60	Human Physiology	4
HHP 3	Introduction to Kinesiology	3

Complete 3 units of Movement-Based Courses **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	Aerobic Exercise II (1)

AREA 3: Fitness

HHP 9	Circuit Cross-Training (1)
HHP 16A	Fitness Walking (1)
HHP 16B	Power Walking (1)
HHP 18A	Yoga I (1)
HHP 18B	Yoga II (1)
HHP 56A	Weight Training I (1)
HHP 56B	Weight Training II (1)

AREA 4: Individual Sports

HHP 50A	Tennis I (1)
HHP 50B	Tennis II (1)

AREA 5: Team Sports

HHP 32A	Basketball I (1)
HHP 32B	Basketball II (1)
HHP 47A	Soccer I (1)
HHP 47B	Soccer II (1)
HHP 53A	Volleyball I (1)
HHP 53B	Volleyball II (1)
HHP 53C	Volleyball III (1)

Complete 7-9 units 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)

UNITS REQUIRED IN MAJOR: **21–23**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

AA Degree: **Sport Science**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate basic knowledge of fundamental theories associated with physical education, recreation, fitness, and sport.
- Demonstrate the ability to critically analyze issues and trends in physical education, recreation, fitness, and sport.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HHP 3	Introduction to Kinesiology	3
HHP 5	Introduction to Recreation and Leisure	3
HHP 62	Safety and First Aid Education	3
HHP 63	Sociology of Sport	3
HHP 74	Introduction to Sport Management	3
PSYCH 20	Sport Psychology	3

Complete 3 units: **3**

HHP 2	Women's Health Issues (3)
HHP 60	Health and Fitness Education (3)

Complete 4 units: **4**

BIOL 10	Human Anatomy (4)
BIOL 60	Human Physiology (4)

UNITS REQUIRED IN MAJOR: 25
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

History
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **History**

ABOUT THIS DEGREE

The History program provides students with a core curriculum covering introductory history content, theory, and methodology. The curriculum is designed to help students understand the broad scope of history as a comparative science. In addition, it covers the key theoretical approaches and insights that inform history, as well as the role of historical 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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate an appreciation of diverse perspectives and their implications.
- Contextualize the contributions of women.
- Demonstrate critical analysis of historical research methods and theory.
- Demonstrate the contributions and experiences of significant ethnic and national heritage groups.
- Interpret the principles of historiographical analysis.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

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

Complete 1 of the following courses: **3-5**

HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)
HIST 21	Women in American History (3)
SOCIO 5	Ethnicity and Ethnic Relations in America (3)
SPAN 1A	Spanish: Beginning (5)
SPAN 1B	Spanish: Beginning (5)
SPAN 2A	Spanish: Intermediate (5)
SPAN 2B	Spanish: Intermediate (5)
SPCOM 5	Intercultural Communication (3)

Complete 1 of the following courses: **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)
MUSIC 10	Survey of Music History and Literature: Ancient to 1750 (3)
MUSIC 11	Survey of Music History and Literature: 1750 to Present (3)
PSYCH 1	General Psychology (3)
SOCIO 1	Introduction to Sociology (3)

Any history course not used above (3)

UNITS REQUIRED IN MAJOR: **18–20**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Hospitality Management students awaiting their next instruction.

Hospitality Management
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Specific Columbia College Hospitality Management Program degrees and certificates denoted below are accredited through the American Culinary Federation Education Foundation Accrediting Commission, ACFEFAC www.acfchefs.org.

Associate Degrees

AS Degree:
Hospitality Management: Culinary Arts

This degree is accredited by the American Culinary Federation Education Foundation Accrediting Commission.

▸ Formerly listed as "Hospitality: Emphasis in Culinary Arts"

This Associate in Science Degree will provide students with the skills and knowledge needed for direct entry into the workforce.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Perform job duties as chef de cuisine, kitchen manager, and executive sous chef.
- Train, manage, and motivate a team in the culinary environment.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HPMGT 102	Introduction to Hospitality Careers	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	3
HPMGT 143	Advanced Garde Manger	2
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

Complete 6 units from this section: **6**

ENTRE 101	Introduction to Entrepreneurship (2)
ENTRE 104	Preparing Effective Business Plans (2)
HPMGT 146	Dining Room Service and Management II (1–3.5)
HPMGT 147	Beverage Management (2)

UNITS REQUIRED IN MAJOR: **41.5–42.5**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

AS Degree: **Hospitality Management: Hotel and Restaurant Management**

This Associate in Science Degree will provide students with skills and training for immediate entry into the workforce.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Perform job duties as a restaurant manager, banquet manager, night auditor, and food/beverage manager.
- Train, manage, and motivate a team in the restaurant/hotel environment.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTIS 10	Computer Concepts and Information Systems	4
HPMGT 102	Introduction to Hospitality Careers	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 120	Safety and Sanitation	1
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 134	Commercial Baking: Beginning	2.5
HPMGT 136	Dining Room Service and Management I	2
HPMGT 142	Garde Manger	3
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
BUSAD 161A	Small Business Accounting I	4

UNITS REQUIRED IN MAJOR: **36.5–39**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Strongly Recommended Course:

BUSAD 161B	Small Business Accounting II (4)

AS Degree: **Baking and Pastry Arts**

▸ Previously offered as an ASOE degree (Pantry & Dessert Chef)

This Associates in Science Degree will provide students with the skills and knowledge needed for direct entry into the workforce. To earn this degree, students must also complete the requirements listed in Column 1 of the General Education Breadth Requirements for Columbia College

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Perform job duties as working pastry chef, production lead, and artisan bread baker.
- Train, manage, and motivate a team in the baking and pastry environment.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HPMGT 102	Introduction to Hospitality Careers	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	3
HPMGT 136	Dining Room Service and Management I	2
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	3
HPMGT 190	Culinary Arts Internship	2

Complete 1 course from this area: **3**

HPMGT 137	Chocolate, Sugar, and Confections (3)
HPMGT 138	Specialty Breads and Viennoiserie (3)

Complete 1 course from this area: **2-2.5**

HPMGT 146	Dining Room Service and Management II (2.5)
HPMGT 147	Beverage Management (2)
HPMGT 148	Introduction to Wines (2)

UNITS REQUIRED IN MAJOR: **37–37.5**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Optional Courses: (recommended)

ENTRE 101	Introduction to Entrepreneurship (2)
ENTRE 104	Preparing Effective Business Plans (2)

AS Degree: **Restaurant Management**

▸ Previously offered as an ASOE degree

PROGRAM STUDENT LEARNING OUTCOMES
The Program Student Learning Outcomes for this award are under development.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

BUSAD 2A	Financial Accounting (4) ***OR***	4
BUSAD 161A	Small Business Accounting I (4)	
HPMGT 97	Work Experience in Hospitality Management	2
HPMGT 102	Introduction to Hospitality Careers	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 IN MAJOR: 33
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Course: (recommended)

HPMGT 148	Introduction to Wines (2)	

Certificates of Achievement

Certificate of Achievement: **Chef**

This degree is accredited by the American Culinary Federation Education Foundation Accrediting Commission.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge and understanding of flavor profiles, culinary techniques, knife skills, management skills, and nutrition.
- Perform job duties as a lead cook, sous chef, and shift supervisor.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 102	Introduction to Hospitality Careers	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	3
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	3
HPMGT 146	Dining Room Service and Management II	1-3.5
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 37–41

Certificate of Achievement: **Pantry & Dessert Chef**

This degree is accredited by the American Culinary Federation Education Foundation Accrediting Commission.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge and understanding of decorating and garnishing techniques, bread baking, dessert composition, and management skills.
- Perform job duties as a lead baker, pastry chef, and cake decorator.

CERTIFICATE REQUIREMENTS

To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 97	Work Experience in Hospitality Management	1-4
HPMGT 102	Introduction to Hospitality Careers	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	3
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	3
HPMGT 148	Introduction to Wines	2

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 35–39.5

Certificate of Achievement: **Hotel and Restaurant Management**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate correct cash handling practices.
- Describe effective supervisory communication techniques.
- Perform job duties as a server, cashier, shift supervisor, front desk agent, night auditor, catering coordinator, or banquet supervisor.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 161A	Small Business Accounting I	4
CCTIS 10	Computer Concepts and Information Systems	4
HPMGT 102	Introduction to Hospitality Careers	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 120	Safety and Sanitation	1
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 134	Commercial Baking: Beginning	2.5
HPMGT 136	Dining Room Service and Management I	2
HPMGT 142	Garde Manger	3
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

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 36.5–39

Optional Course: (recommended)

BUSAD 161B Small Business Accounting II (4)

Skills Attainment Certificates

Skills Attainment Certificate:* Baker

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills required to operate a safe and sanitary pastry station.
- Perform job duties as a baker/pastry worker.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 134	Commercial Baking: Beginning	2.5
HPMGT 135	Commercial Baking: Advanced	3
HPMGT 141	Restaurant Desserts	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 9.5

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* Baking for Entrepreneurs

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

PROGRAM STUDENT LEARNING OUTCOMES
The Program Student Learning Outcomes for this award are under development.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

ENTRE 102	Entrepreneurial Marketing (2) ***OR***	
ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 134	Commercial Baking: Beginning	2.5
HPMGT 135	Commercial Baking: Advanced	3
HPMGT 141	Restaurant Desserts	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 13.5

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* Bartender

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Safely set-up and operate a commercial bar station.
- Describe the implications of liquor liability law.
- Accurately craft cocktails.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 120	Safety and Sanitation	1
HPMGT 147	Beverage Management	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 3

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* Chef for Entrepreneurs

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

PROGRAM STUDENT LEARNING OUTCOMES
The Program Student Learning Outcomes for this award are under development.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

ENTRE 102	Entrepreneurial Marketing (2) ***OR***	
ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2

Complete 8 units from this section: 8

HPMGT 97	Work Experience in Hospitality Management *(maximum 2 units)*	
HPMGT 102	Introduction to Hospitality Careers (1.5)	
HPMGT 104	Hospitality Laws and Regulations (2)	
HPMGT 120	Safety and Sanitation (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 (3)	

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **Deli Cook & Baker**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Perform job duties as a culinarian.
- Demonstrate the knowledge and skills required to operate a safe and sanitary culinary station.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 133A	Intro to Commercial Food Preparation	3
HPMGT 134	Commercial Baking: Beginning	2.5
HPMGT 142	Garde Manger	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 10.5

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **Dining Room Management**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills required to facilitate safe and sanitary food service operations.
- Perform job duties as a busser, host/hostess, expediter, or food runner.
- Describe effective communication between the front and back of the house departments

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 102	Introduction to Hospitality Careers	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 UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 10.5–13

**Skills Attainment Certificates do not appear on student transcripts.*

Columbia College's Hospitality Management Program provides instruction for rewarding careers in the culinary industry.

Skills Attainment Certificate:* **Dining Room Staff**

This program prepares students for entry level employment in Front of the House positions such as busser, host/hostess, expediter, or food runner.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills required to oversee safe and sanitary food service operations.
- Perform job duties as host/hostess, busser, and wait staff.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 102	Introduction to Hospitality Careers	1.5
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

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 6.5–9

**Skills Attainment Certificates do not appear on student transcripts.*

A display prepared by students in Garde Manger (HPMGT 142)

Human Services
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

AS Degree: **Human Services**

▸ Previously offered as an ASOE degree

This Associate in Science Degree is earned in an occupational program that provides students with skills and training for immediate entry into the workforce.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate active and empathetic listening skills to display understanding.
- Assist clients in identifying and moving toward goals.
- Demonstrate effective writing, record keeping and communication skills.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTIS 10	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	Psychology of Adjustment	3
SOCIO 5	Ethnicity and Ethnic Relations in America	3
SOCIO 12 CHILD 22	Sociology of the Family (3) ***OR*** Child, Family, and Community (3)	3

Complete 1 course 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 IN MAJOR: 22
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses: (recommended)

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

Certificate of Achievement: **Human Services**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate active and empathetic listening skills to display understanding.
- Assist clients in identifying and moving toward goals.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 10	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	Psychology of Adjustment	3
SOCIO 5	Ethnicity & Ethnic Relations in America	3
SOCIO 12 CHILD 22	Sociology of the Family (3) ***OR*** Child, Family, and Community (3)	3

Complete 1 course from the following: **3**

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

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: **22**

Optional Courses: (recommended)

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

Skills Attainment Certificate:* **Peer Support and Psychosocial Rehabilitation**

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate helping and conflict resolution skills.
- Understand the roles of a peer counselor.
- Apply fundamental knowledge of the theories, principles, values, and ethics of psychosocial rehabilitation.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

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 UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: **12**

**Skills Attainment Certificates do not appear on student transcripts.*

Kinesiology

see "Health and Human Performance"

Liberal Arts
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA Degree:
Liberal Arts: Emphasis in Arts and Humanities

ABOUT LIBERAL ARTS ASSOCIATE DEGREES

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

ABOUT THE EMPHASIS IN ARTS AND HUMANITIES

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Appreciate and understand various concepts in the creative and fine arts.
- Articulate theories in the fine, performing, and creative arts.
- Demonstrate a breadth of knowledge in humanities, languages, and philosophy.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 6 units of *Activity: Creative and Fine Arts* **6**

ART 3	3-D Design: Mixed Media (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)
ART 49	Intermediate Field Photography (3)
ART 71	Ceramic Sculpture: Introductory (3)
ART 72	Ceramic Sculpture: Advanced (3)
DRAMA 19/ SPCOM 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)

Complete 6 units of *Theory: Fine, Performing and Creative Arts* **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)

Complete 6 units of *Theory: Humanities, Languages and Philosophy* **6**

ENGL 1A	Reading and Composition: Beginning (3)
ENGL 1B	Advanced Composition and Introduction to Literature (3)
ENGL 1C	Advanced Composition and Critical Thinking (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 IN MAJOR: **18**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

AA Degree:
Liberal Arts: Emphasis in Behavioral and Social Sciences

ABOUT LIBERAL ARTS ASSOCIATE DEGREES

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

ABOUT THE EMPHASIS IN BEHAVIORAL & SOCIAL SCIENCES DEGREE

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Articulate factors related to institutional and cultural contexts.
- Demonstrate a scope of world and American historical develops.
- Demonstrate and understanding of human and individual development.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 6 units of *Human and Individual Development* **6**

ANTHR 1	Biological Anthropology (3)
CHILD 1	Child Growth and Development (3)
CHILD 22	Child, Family, and 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)

Complete 9 units of *Institutional and Cultural Context* **9**
Select courses from at least 2 subject areas:

ANTHR 2	Cultural Anthropology (3)
ANTHR 3	Current Issues in Anthropology (3)
ANTHR 7/ SOCIO 7	Gender, Culture and Society (3)
ANTHR 8/ SOCIO 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 12	Sociology of the Family (3)
SOCIO 28	Death and Dying (3)
SPCOM 5	Intercultural Communication (3)

Complete 1 course in *Historical Foundations* **3**

HIST 11	History of California (3)
HIST 13	World Civilizations: to 1650 (3)
HIST 14	World Civilizations: 1500 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 IN MAJOR: **18**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

AA Degree:
Liberal Arts: Emphasis in Science

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

ABOUT THE LIBERAL ARTS: EMPHASIS IN SCIENCE DEGREE

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply knowledge of various concepts related to physical science.
- Demonstrate basic knowledge of relevant applications related to science.
- Explain the scope of inquiry applicable to natural and life sciences.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 2 units in *Tools for Science* **2**

CCTIS 10	Computer Concepts and Information Systems (4)
CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)
CCTIS 138	Excel Spreadsheets (2)
CCTPG 5	Introduction to Programming (3)
CCTPG 45	Applied Java Programming (3)
CCTPG 51	Database Management (3)
MATH 2	Statistics (4)
MATH 8	Trigonometry (3)
MATH 16	Precalculus (5)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)

Complete 9 units in *Physical Science* **9**

ASTRO 40	Descriptive Anatomy (3)
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 14	Fundamental Chemistry for Allied Health (3)
CHEM 14L	Fundamental Chemistry for Allied Health Laboratory (1)
GEOGR 15	Physical Geography (3)
PHILO 5	Introduction to the History and Philosophy of Science (3)
PHYCS 1*	Conceptual Physics (3)
PHYCS 5A*	Introductory Physics I: Calculus Level (4)
PHYCS 5B*	Introductory Physics II: Calculus Level (4)
ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 23	Historical Geology (4)
ESC 30	Global Tectonic Geology (3)
ESC 33	Introduction to the Earth (4)
ESC 42	Natural Hazards (3)
ESC 50	Oceanography (4)
ESC 62	Meteorology (3)
ESC 35	Field Geology (.5–3) ***OR***

Up to 3 units from the following field geology courses:

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)

Complete 7 units in *Natural and Life Sciences* **7**

ANTHR 1	Biological Anthropology (3)
BIOL 2*	Cell and Molecular Biology (4)
BIOL 4	Principles and Evolution of Zoology (4)
BIOL 6	Plant Biology and Ecology (4)
BIOL 10	Human Anatomy (4)
BIOL 17*	Fundamentals of Biology (4)
BIOL 24	Introduction to Environmental Science (4)
BIOL 39	Field Biology (1-2)
BIOL 60	Human Physiology (4)
BIOL 65	Microbiology (4)
FNR 1	Natural Resource Conservation (3)
FNR 2	Introduction to Forestry (3)
FNR 3	Natural Resources Law and Policy (3)
FNR 10	Dendrology (3)
FNR 30	Introduction to Watershed Management (3)
FNR 50	Natural History and Ecology (2)

UNITS REQUIRED IN MAJOR: **18**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

**Transfer credit limited. See a counselor.*

Mathematics
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS-T Degree: **Mathematics**

ABOUT THIS DEGREE

The Associate of Science Transfer (AS-T) degree in Mathematics provides students with a core curriculum of mathematics content, theory, and methodology, building an understanding of the broader scope of mathematics and its relationship to other disciplines. Students will develop proficiency in quantitative reasoning using words, graphs, mathematical symbols and other appropriate means. The program integrates key theoretical approaches with insights that inform mathematical reasoning in addition to fostering critical thinking, persistence in problem solving and abstract reasoning.

The goal of the Associate in Science in Mathematics for Transfer program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Mathematics. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The major requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students wishing to transfer to CSU in a similar major in a timely manner. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate a productive disposition toward mathematics.
- Organize information, reason mathematically and communicate their reasoning.
- Solve problems at a level appropriate to the classes taken.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education-Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

MATH 18A	Calculus I	5
MATH 18B	Calculus II	5
MATH 18C	Calculus III	5

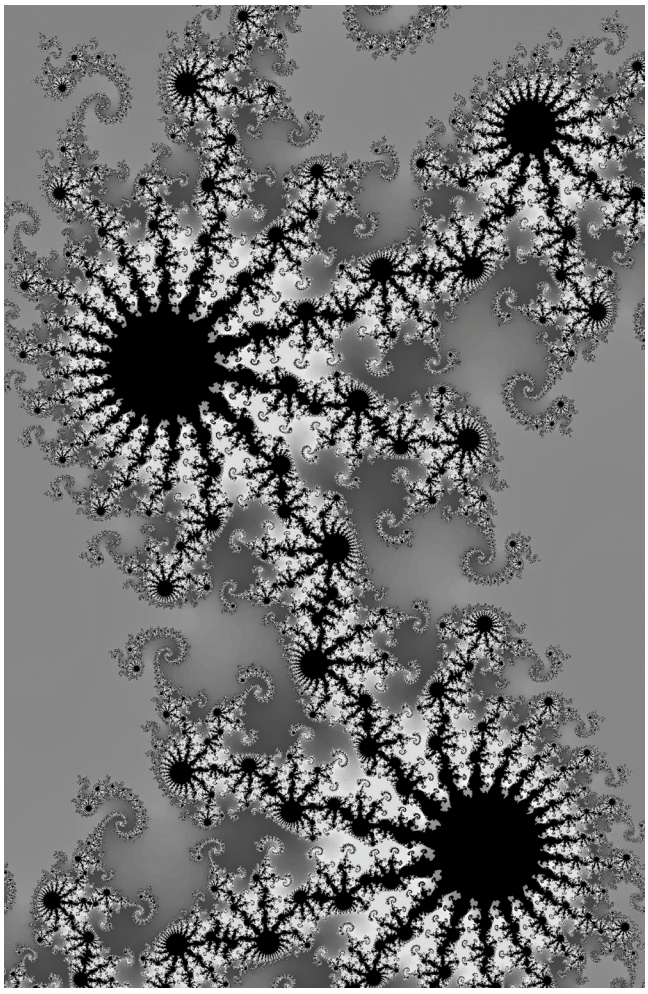
1 course required from Group A:

MATH 26	Linear Algebra (3) ***OR***
MATH 28	Differential Equations (3)

1 course required from Group B or the Group A course not already used:

CCTPG 22	Programming Concepts and Methodology I (4)
PHYCS 5A	Introductory Physics I: Calculus Level (4)
MATH 2	Statistics (4)

UNITS REQUIRED IN MAJOR:	**22**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	**60**



Julia set image created by Math major Anthony Felts during cross-disciplinary work in Differential Equations (MATH 28) and Introduction to Programming (CCPTG 5).

Music
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Music**

The Associate of Arts Transfer (AA-T) degree in Music provides students with a core curriculum of music theory, musicianship, private study and performance. Students will develop proficiency in music reading, fundamentals, advanced harmony, sight-singing and performance literature and practices. The program integrates music study, aural skills, writing and performance in order to foster artistic and critical thinking and a broad foundation of musical skill.

The goal of the Associate in Arts in Music for Transfer program is to prepare students for transfer to a California State University to pursue a B.A. in Music. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students desiring to transfer to CSU in a similar major in a timely manner. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate competence in music theory terms and definitions.
- Demonstrate competence in music reading.
- Demonstrate competence in performance of music fundamentals, scales and chords in all keys.
- Demonstrate musicianship skills in sight reading and ear training.
- Present a solo performance of at least five representative music pieces or etudes.

DEGREE REQUIREMENTS

■ 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:

1. The Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

MUSIC 4A	Elementary Musicianship	1
MUSIC 4B	Elementary Musicianship	1
MUSIC 5A	Intermediate Musicianship	1
MUSIC 5B	Intermediate Musicianship	1
MUSIC 20A	Elementary Music Theory	3
MUSIC 20B	Elementary Music Theory	3
MUSIC 21A	Intermediate Music Theory	3
MUSIC 21B	Intermediate Music Theory	3

Applied Music (Complete 2 units over 4 semesters)

MUSIC 50	Private Lessons-Guitar (.5)
MUSIC 51	Private Lessons-Keyboard (.5)
MUSIC 52	Private Lessons-Woodwinds (.5)
MUSIC 53	Private Lessons-Brass (.5)
MUSIC 54	Private Lessons-Strings (.5)
MUSIC 55	Private Lessons-Percussion (.5)
MUSIC 56	Private Lessons-Voice (.5)

Large Ensemble (Complete 4 units over 4 semesters)

MUSIC 60	College Choir (1)
MUSIC 64	Jazz Choir (1)
MUSIC 66	Columbia College Community Chorus (1)
MUSIC 72	Jazz Ensemble (1)
MUSIC 75	Jazz Studies (1)
MUSIC 76	Community Orchestra (1)
MUSIC 78	Ensemble: Instrumental Emphasis (1)

UNITS REQUIRED IN MAJOR: 22
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Additional recommended preparation for those who major in an instrument other than piano:

MUSIC 41B Intermediate Piano (1) ***OR***
Earn credit by examination

AA Degree: **Music**

The Music Major is designed to prepare the student to be a well-rounded musician and enables the student to transfer to a four-year institution at the junior level.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate competence in music theory terms and definitions.
- Demonstrate competence in music reading.
- Demonstrate competence in performance of music fundamentals, scales and chords in all keys.
- Demonstrate musicianship skills in sight reading and ear training.
- Present a solo performance of at least five representative music pieces or etudes.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 16 units from *Theory/Musicianship :* 16

MUSIC 4A	Elementary Musicianship (1)
MUSIC 4B	Elementary Musicianship (1)
MUSIC 5A	Intermediate Musicianship (1)

MUSIC 5B	Intermediate Musicianship (1)
MUSIC 20A	Elementary Music Theory (3)
MUSIC 20B	Elementary Music Theory (3)
MUSIC 21A	Intermediate Music Theory (3)
MUSIC 21B	Intermediate Music Theory (3)

Complete 2 units over 4 semesters of *Applied Music** **2**

MUSIC 50	Private Lessons: Guitar (.5)
MUSIC 51	Private Lessons: Keyboard (.5)
MUSIC 52	Private Lessons: Woodwinds (.5)
MUSIC 53	Private Lessons: Brass (.5)
MUSIC 54	Private Lessons: Strings (.5)
MUSIC 55	Private Lessons: Percussion (.5)
MUSIC 56	Private Lessons: Voice (.5)

It is suggested students take private instruction every semester at Columbia College although only 2 units are required for transfer.

Complete 4 units over 4 semesters of Ensemble courses **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)

Demonstrate proficiency in:

VOICE: Voice proficiency (for non-voice majors; may be achieved independently through credit by examination or through the following course): MUSIC 36 Elementary Voice (1)

PIANO: 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 IN MAJOR: 22
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses: (recommended)

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.

Natural Resources:
see "Forestry and Natural Resources"

Nursing:
Columbia College does not offer a nursing program. However, within the Yosemite Community College District, Modesto Junior College offers an Associate Degree for Nursing satellite program that operates on the Columbia College campus. See a Columbia College counselor (209) 588-5109 for more information.

Office Technology
PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

AS Degree:
Administrative Office Professional

▸ Previously offered as an ASOE degree

This Associate in Science Degree is earned in an occupational program that provides students with skills and training for immediate entry into the workforce.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate an understanding of office management and relevant techniques.
- Apply and maintain a computerized accounting system for system for financial statements.
- Develop presentations using multimedia, graphic, and videos.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60. In addition, students will need to demonstrate a 50-word-per-minute keyboarding speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Required courses:

BUSAD 40	Principles of Management	3
BUSAD 135	Computerized Accounting (QuickBooks)	2
BUSAD 161A	Small Business Accounting I	4
CCTIS 8	Advanced Internet Research	1.5
CCTIS 137	Presentations Using Computers and Multimedia	1.5
CCTIS 138	Excel Spreadsheets	2
CCTIS 139	Access	1.5
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 IN MAJOR: 31.5
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses: (recommended)

BUSAD 25/ GUIDE 25	Job Search and Interview Strategies (1)
BUSAD 29/ CCTIS 29	Project Management (3)
OFTEC 97	Work Experience in Office Technology (1-4)
OFTEC 142/ CCTIS 142	Desktop Publishing Essentials (2)

Certificates of Achievement

Certificate of Achievement: **Administrative Office Professional**

▸ Formerly listed as Office Professional

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate advanced formatting skills in common office documents.
- Apply critical-thinking skills to common office situations and issues.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required. In addition, you will need to demonstrate a 45-word-per-minute keyboarding speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Required courses:

BUSAD 163	Business Mathematics	3
CCTIS 6	Internet Essentials	2
CCTIS 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

Complete 2 courses from this section: 3-4

BUSAD 135	Computerized Accounting (QuickBooks) (2)
CCTIS 8	Advanced Internet Research (1.5)
CCTIS 137	Presentations Using Computers and Multimedia (1.5)
CCTIS 139	Access (1.5)
CCTIS 142/ OFTEC 142	Desktop Publishing Essentials (2)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 26–27

Optional Courses: (recommended)

BUSAD 25/ GUIDE 25	Job Search and Interview Strategies (1)
CCTIS 10	Computer Concepts and Information Systems (4)
OFTEC 97	Work Experience in Office Technology (1-4)

Certificate of Achievement: **Virtual Office Professional**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Identify various needs necessary to working a virtual environment.
- Create a marketing modality to present to potential clients.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

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

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 18

Skills Attainment Certificates

Skills Attainment Certificate:* **Office Technician**

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 Certificate of Achievement or an AS degree.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate competency of current office software programs.
- Apply a working knowledge of business English.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required. In addition, you will need to demonstrate a 45-word-per-minute keyboarding speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Required courses:

CCTIS 6	Internet Essentials	2
CCTIS 138	Excel Spreadsheets	2
OFTEC 100 OFTEC 210	Computer Keyboarding I (1) ***OR*** Typing Speed and Accuracy Building (1)	1
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 140	Beginning Word Processing	2

Complete 2 courses from this section: **3-4**

BUSAD 135	Computerized Accounting (QuickBooks) (2)
CCTIS 137	Presentations Using Computers and Multimedia (1.5)
CCTIS 8	Advanced Internet Research (1.5)
CCTIS 139	Access (1.5)
CCTIS 142/ OFTEC 142	Desktop Publishing Essentials (2)

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: **16–17**

Optional Course: (recommended)

CCTIS 10	Computer Concepts and Information Systems (4)

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **Virtual Entrepreneur Technician**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate the knowledge and skills to start and manage a virtual entrepreneur business.
- Demonstrate the knowledge and skills to use hardware and software to run the business effectively.
- Demonstrate the knowledge and skills to market business
- Demonstrate the knowledge and skills to plan and complete projects for customers.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

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

Complete 6 units from this section: **6**

BUSAD 41	Small Business Management (3)
CCTIS 29/ BUSAD 29	Project Management (3)
OFTEC 130	Business English (3)
OFTEC 132	Business Communications (3)

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: **17**

**Skills Attainment Certificates do not appear on student transcripts.*

Office Technology: Medical

AS Degree: **Medical Office Specialist**

▸ Previously offered as an ASOE degree

This Associate in Science Degree is earned in an occupational program that provides students with skills and training for immediate entry into the workforce. To earn this degree, a student must complete the requirements listed in Column 1 of the General Education Breadth Requirements.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate an understanding of medical office management and techniques.
- Understand the unique legal and ethical challenges presented in a medical environment.
- Apply mastery of an office suite related to typical documents required in medical office.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTIS 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	3
OFTEC 151	Medical Office Management	3
OFTEC 152A	Reimbursement Methodology	3

UNITS REQUIRED IN MAJOR: 28
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses: (recommended)

BIOL 150	Elementary Anatomy and Physiology (3)
BUSAD 25/ GUIDE 25	Job Search and Interviewing Strategies (1)
CCTIS 10	Computer Concepts and Information Systems (3)
OFTEC 152B	Basic ICD Coding (3)
OFTEC 152C	Basic CPT Coding (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.

Certificate of Achievement: **Medical Office Specialist**

The Certificate of Achievement is earned in occupational programs that provide students with skills and training for immediate entry into the workforce. The student will have the skills necessary for entry level medical positions where knowledge of word processing, billing and coding, and communication skills are needed.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate HIPPA-compliant entry-level skills for communication in medical office positions.
- Apply techniques to bill various types of medical insurance programs.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 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	3
OFTEC 151	Medical Office Management	3
OFTEC 152A	Reimbursement Methodology	3
OFTEC 210	Typing Speed and Accuracy Building	1

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 28

Optional Courses: (recommended)

BIOL 150	Elementary Anatomy and Physiology (3)
BUSAD 25/ GUIDE 25	Job Search and Interviewing Strategies (1)
BUSAD 135	Computerized Accounting (Quickbooks) (2)
CCTIS 10	Computer Concepts and Information Systems (4)
OFTEC 152B	Basic ICD Coding (3)

Skills Attainment Certificate:* **Medical Coding I**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Apply medical terminology to develop vocabulary for anatomical system recognition.
- Demonstrate an understanding of symptoms and procedures applicable to coding patients' visits.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

OFTEC 50	Medical Terminology	3
OFTEC 149	Electronic Health Records	2
OFTEC 150	Medical Law and Ethics	3
OFTEC 152A	Reimbursement Methodology	3
OFTEC 152B	Basic ICD Coding	3
OFTEC 152C	Basic CPT Coding	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 17

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **Medical Coding II**

This program assumes that students have already completed Medical Coding Skills Attainment Certificate or the equivalent. The classes in this certificate program are designed to prepare students to take the AHIMA, (American Health Information Management Association), AACP (American Association Coding Professionals), or similar coding certification exams. In order to be employed as a beginning coder, a student must be certified. This program offers all the courses necessary for a student to take a national exam

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate a professional-level understanding of medical terminology.
- Demonstrate application of healthcare data laws and ethics.
- Review and abstract medical records for medical coding.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

OFTEC 152D	Intermediate Coding	3
OFTEC 152E	Professional Coding	3
OFTEC 170	Healthcare Delivery Systems	3
OFTEC 171	Healthcare Data Content and Structure	3
OFTEC 172	Computer Basics in Healthcare	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 15

**Skills Attainment Certificates do not appear on student transcripts.*

Photography:
see "Art"

Physics
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS-T Degree: **Physics**

ABOUT THIS DEGREE

The Associate in Science for Transfer (AS-T) degree in Physics provides students with the core curriculum required in the first two years of a college experience leading to a Bachelor of Science (BS) or Bachelor of Arts (BA) degree in Physics or Physics Education. Students will enhance their problem solving and critical thinking skills by applying mathematical models to real world problems and by exploring the relationship of physics to other topics in science, technology, and engineering.

The goal of the AS-T Physics degree program is to prepare students for transfer to the California State University (CSU) to pursue a BA or BS in a similar major such as Physics and Physics Education. The program is intended and designed to make the transfer of Columbia College students to the CSU as seamless a possible. The requirements of this degree align with the Transfer Model Curriculum (TMC) for Physics and comply with the Student Transfer Achievement Reform Act (SB 1440). Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Develop theories and solve problems using lower division physics - level knowledge of mechanics, heat, waves, optics, thermodynamics, electricity & magnetism and modern physics.
- Use common laboratory instruments to make measurements and explain the scientific theories in lower division physics (of mechanics, heat, waves, optics, thermodynamics, electricity & magnetism and modern physics).
- Be able to succinctly report the results of experiments in a clear and technically correct manner.

DEGREE REQUIREMENTS

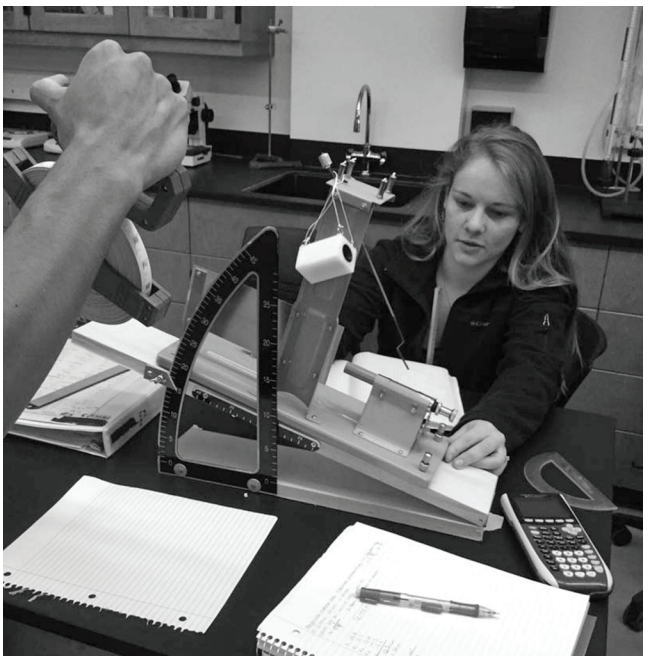
■ To earn this degree, students must complete 60 CSU-transferable semester units with a grade point average of 2.0 or better, including completion of:

1. Either the California State University General Education-Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

PHYCS 5A	Introductory Physics I: Calculus Level	4
PHYCS 5B	Introductory Physics II: Calculus Level	4
PHYCS 5C	Physics III: Calculus Level	4
MATH 18A	Calculus I	5
MATH 18B	Calculus II	5
MATH 18C	Calculus III	5
UNITS REQUIRED IN MAJOR		**27**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		**60**



A Physics student running a projectile and ballistics lab

Political Science
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Political Science**

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.

The goal of the Associate in Arts in Political Science for Transfer (AA-T) program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Political Science. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The major requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students wishing to transfer to CSU in a similar major in a timely manner.

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Compare contributions of political science to past and current human challenges in public policy and national decision-making.
- Demonstrate an understanding of the comparative potential of political science analysis.
- Demonstrate an understanding of the problem solving dimensions of political science as it affects public opinion, political participation, voting and office holding.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two units of activity courses.

Required courses:

MATH 2	Statistics	4
POLSC 10	Constitutional Government	3
POLSC 14	International Relations	3
POLSC 16	Comparative Government and Politics	3

Complete 2 of the following: **6**

ANTHR 2	Cultural Anthropology (3)
GEOGR 12	Cultural Geography (3)
POLSC 12	American Political Thought (3)
SOCIO 1	Introduction to Sociology (3)
SOCIO 8/ ANTHR 8	Research Methods in the Social and Behavioral Sciences (3)

UNITS REQUIRED IN MAJOR: 19
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Post-Secondary Studies:

*Emphasis in **Computer Science** see "Computer and Communications Technology: Programming"*

*Emphasis in **Pre-Engineering** see "Engineering"*

Psychology
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Psychology**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

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

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two physical activity courses.

Required courses:

BIOL 2	Cell and Molecular Biology ***OR***	4
BIOL 17	Fundamentals of Biology	4
MATH 2	Statistics	4
PSYCH 1	General Psychology	3
PSYCH 15	Research Methods in Psychology	3

Complete 3 units from this section: **3**

ANTHR 2	Cultural Anthropology (3)
SOCIO 1	Introduction to Sociology (3)
SPCOM 4	Introduction to Human Communication (3)

Complete 3 units from this section: **3**

PSYCH 5	Human Sexual Behavior (3)
PSYCH 10	Lifespan Human Development (3)
PSYCH 24	Abnormal Psychology (3)
PSYCH 40	Stress Management (3)

UNITS REQUIRED IN MAJOR:	**20**
TOTAL UNITS FOR ASSOCIATE DEGREE	**60**

Public Health Science:
see "Health"

Science
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS Degree: **Science: Emphasis in Physical Science**

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate understanding and applications of the theories and practices of science.
- Communicate scientific knowledge, understanding, and practices with accuracy.
- Determine, analyze, and interpret quantitative information about natural phenomena.
- Understand and evaluate scientific findings in light of global health and environmental issues.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College Post Breadth Requirements on page 60.

Required courses:

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	4
PHYCS 5B	Introductory Physics II: Calculus Level	4
UNITS REQUIRED IN MAJOR:		**18**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		**60**

Sociology
PROGRAM

Arts and Sciences Division
Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: **Sociology**

ABOUT THIS DEGREE

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.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Describe the contributions of social, political, and philosophical antecedents to the founding of sociology.
- Articulate the legal, operational, and ethical dimensions of sociological work.
- Describe and demonstrate the relationship between sociology, social change, and emerging sciences.

DEGREE REQUIREMENTS

■ 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:

1. Either the California State University General Education Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC); AND
2. Semester units 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 this degree are exempt from the Institutional Requirement of completing two physical activity courses.

Required courses:

SOCIO 1	Introduction to Sociology	3

Complete 6 units: **6**

SOCIO 2	American Society: Social Problems and Deviance (3)
MATH 2	Statistics (4)
PSYCH 15	Research Methods in Psychology (3)

Complete 6 units: **6**

SOCIO 5	Ethnicity and Ethnic Relations in America (3)
SOCIO 7/ ANTHR 7	Gender, Culture and Society (3)
SOCIO 12	Sociology of the Family (3)

Complete 3 units: **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)

Any course from the above list not already chosen 3-4 units

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Columbia students gain valuable skills through hands-on laboratory instruction.

Water Resources Management

PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

AS Degree: Water Resources Management

▸ Previously offered as an ASOE degree

The Associate in Science Degree (AS) in Water Resources Management prepares recipients for immediate employment in the fields of Watershed Management, Wastewater Treatment, and/or Drinking Water Treatment.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Assimilate, use, and develop knowledge and understanding of water resources management.
- Use multiple thinking strategies to identify and examine real-world examples of concepts explored in coursework and their implications for water resources management.
- Acquire, articulate, create and convey knowledge and understanding on the subject of water resources management using a variety of methods of communication.
- Use acquired knowledge of water resources management to make informed decisions about their personal lives, career choices, and the communities in which they live.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

FNR 1	Natural Resource Conservation	3
FNR 60	Introduction to Maps and Remote Sensing	2
FNR 61	Introduction to Water Resources Management	3

Complete 4 courses: **10-12**

FNR 30	Introduction to Watershed Management (3)
FNR 63	Water for Consumption (3)
FNR 64	Water Infrastructure in California (3)
FNR 65	Rural Wastewater Strategies (3)
FNR 66	Decentralized Wastewater Management (3)
FNR 67	Operation of Wastewater Treatment Plants (3)
FNR 69	Operation of Wastewater Treatment Plants 2 (3)
FNR 71	Water Use Efficiency (1)
FNR 74	Wastewater Collection Systems (3)

Complete 1 course: **1-3**

CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)

Complete 2 courses: **2-8**

BIOL 24	Introduction to Environmental Science (4)
BIOL 65	Microbiology (4)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 5	Physical Geology (4)
ESC 35TR	Geology of the Tuolumne River (1-3)
ESC 50	Oceanography (4)
ESC 62	Meteorology (3)
FNR 3	Natural Resources Law and Policy (3)
FNR 6	Soil Resources (3)
FNR 11	Natural Resources Field Camp (3)
FNR 53	Forest Surveying (3)
FNR 183	Ecological Restoration (1)

UNITS REQUIRED IN MAJOR **21–31**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Certificate of Achievement: **Water Resources Management**

The Certificate of Achievement in Water Resources Management helps prepare recipients for immediate employment in entry level positions in the field of Watershed Management, Wastewater Treatment, and/or Drinking Water Treatment.

The courses that make up the Water Resources Management Certificate are also applicable to the Water Resources Management AS degree, which has additional General Education requirements.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Assimilate, use, and develop knowledge and understanding of water resources management.
- Use multiple thinking strategies to identify and examine real-world examples of concepts explored in coursework and their implications for the study of water resources management.
- Acquire, articulate, create and convey knowledge and understanding on the subject of water resources management using a variety of methods of communication.
- Use acquired knowledge of water resources management to make informed decisions about their personal lives, career choices, and the communities in which they live.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

FNR 1	Natural Resource Conservation	3
FNR 60	Introduction to Maps and Remote Sensing	2
FNR 61	Introduction to Water Resources Management	3

Complete 4 courses: **10-12**

FNR 30	Introduction to Watershed Management (3)
FNR 63	Water for Consumption (3)
FNR 64	Water Infrastructure in California (3)
FNR 65	Rural Wastewater Strategies (3)
FNR 66	Decentralized Wastewater Management (3)
FNR 67	Operation of Wastewater Treatment Plants (3)
FNR 69	Operation of Wastewater Treatment Plants 2 (3)
FNR 71	Water Use Efficiency (1)
FNR 74	Wastewater Collection Systems (3)

Complete 1 course: **1-3**

CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)

Complete 2 courses: **2-8**

BIOL 24	Introduction to Environmental Science (4)
BIOL 65	Microbiology (4)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 5	Physical Geology (4)
ESC 35TR	Geology of the Tuolumne River (1-3)
ESC 50	Oceanography (4)
ESC 62	Meteorology (3)
FNR 3	Natural Resources Law and Policy (3)
FNR 6	Soil Resources (3)
FNR 11	Natural Resources Field Camp (3)
FNR 53	Forest Surveying (3)
FNR 183	Ecological Restoration (1)

UNITS REQUIRED IN MAJOR **21–31**
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: **60**

Skills Attainment Certificate:* **Wastewater Treatment Plant Operation**

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 are also applicable to the Water Resources Management certificate and AS degree, which have additional course requirements.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Acquire, articulate, create and convey knowledge and understanding on the subject of waste water management using a variety of methods of communication.
- Attain, use, and develop knowledge and understanding in the subject of waste water management.
- Use acquired knowledge of waste water management to make informed decisions about their personal lives, career choices, and the communities in which they live.
- Use multiple thinking strategies to identify and examine real-world examples of concepts explored in coursework and their implications for waste water management.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

FNR 61	Introduction to Water Resources	3
FNR 67	Operation of Wastewater Treatment Plants	3
FNR 69	Operation of Wastewater Treatment Plants 2	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 9

**Skills Attainment Certificates do not appear on student transcripts.*

Web Design/Development:
see "Computer and Communications Technology: Digital Media"

Welding Technology PROGRAM

Career and Technical Education Division
Manzanita, Upper Level, Room 267
(209) 588-5142
www.gocolumbia.edu/career_technical

Certificate of Achievement: **Welding Technology**

▸ Previously offered as "C: Welding Levels I, II, and III"

The Welding Technology Certificate of Achievement is aligned with the American Welding Society (AWS) course patterns. Students earning this award will have met AWS skills standards in welding.

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate knowledge of welding experience in various types of welding.
- Demonstrate an understanding of welding safety.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

WT 97	Work Experience in Welding Technology	2
WT 101	Practical Laboratory	1
WT 121	Arc/Gas Welding	3
WT 122	MIG Welding (GMAW/FCAW)	3
WT 123	TIG Welding (GTAW)	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 12

Skills Attainment Certificate:* **Welding Technology for Entrepreneurs**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate an understanding of marketing and financial practices and strategies.
- Demonstrate knowledge of welding experience in various types of welding.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

ENTRE 102	Entrepreneurial Marketing (2) ***OR***	
ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2
WT 121	Arc/Gas Welding	3
WT 122	MIG Welding (GMAW/FCAW)	3
WT 123	TIG Welding (GTAW)	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 13

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:* **Metal Sculpture for Entrepreneurs**

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

PROGRAM STUDENT LEARNING OUTCOMES
Upon satisfactory completion of this award, the student should be prepared to:

- Demonstrate an understanding of strategies related to entrepreneurship.
- Demonstrate knowledge of metal working techniques related to aesthetic design.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

WT 103/ ART 103	Practical Laboratory - Metal Sculpture	1
WT 165/ ART 165	Metal Sculpture	1.5
WT 166/ ART 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 units from ART courses numbered 1-99		2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 13.5

**Skills Attainment Certificates do not appear on student transcripts.*

Basketball Team members, students, and staff attend the annual Associated Students Welcome Week Barbeque.

Institutional Student Learning Outcomes

The Institutional Student Learning Outcomes (ISLOs) for Columbia College also serve as the college's general education learning outcomes and represent the knowledge, skills, and abilities that students will accomplish after completing the general education requirements for an associate/transfer degree. Students completing a certificate or skill attainment program will accomplish some of the ISLOs. It is expected that all students who attend Columbia College will accomplish one or more ISLOs as a result of their overall experience which includes both instructional and non-instructional areas.

Effective Communication

Students will demonstrate:

- **WRITING:** Write clearly and persuasively (e.g. academic essays, research papers, journal entries, etc.)
- **READING:** Evaluate and analyze texts critically
- **SPEAKING:** Articulate clearly (e.g. formal presentations, persuasive speeches, debate, peer-to-peer teaching, etc.)
- **COLLABORATING:** Participate (e.g. work effectively, teamwork, groups, etc.)

Critical/Creative Thinking

Students will demonstrate:

- **PROBLEM SOLVING:** Solve problems using available techniques and tools
- **REASONING**: Articulate unstated assumptions and draw reasonable conclusions (based on reliable data)
- **INFORMATION COMPETENCY:** Locate, analyze, and communicate information appropriately and accurately
- **INNOVATION:** Use cognitive and technical skills to create new ideas and approaches

Awareness and Personal Responsibility

Students will demonstrate awareness of:

- **GLOBAL FACTORS:** Articulate factors that influence global issues (biodiversity, politics, economics, sustainable practices, human activity on the physical environment, social justice, etc.)
- **CULTURAL FACTORS:** Describe how multiple perspectives and values contribute to a diverse society
- **AESTHETIC FACTORS:** Describe and interpret a variety of visual arts, dance, music, and/or literature
- **SELF:** Set and monitor goals (e.g. health, education, careers, relationships, etc.)

Breadth of Subject Area Knowledge

Students will demonstrate knowledge of:

- **NATURAL SCIENCES AND MATHEMATICS:** Describe and define the scope, key principles and methods of scientific inquiry and quantitative reasoning
- **ARTS AND HUMANITIES:** Describe and define the scope and key principles of the arts and/or humanities
- **SOCIAL AND BEHAVIORAL SCIENCES:** Describe and define the scope and key principles related to the complexities of social interaction and human experiences
- **PROFESSIONAL GROWTH:** Demonstrate technical skills, abilities, and/or knowledge applicable to the workplace environment

Course Descriptions

About Course Descriptions

Course Numbering System

NUMBER RANGE	TYPE OF COURSE
1-99	BACCALAUREATE DEGREE/TRANSFER LEVEL *Designated baccalaureate-level courses, transferable to four-year institutions and applicable to Associate Degree*
70/170/270	SPECIAL TOPICS *Instruction on a special topic within a broader discipline area (such as Child Development). Lecture and/or laboratory hours, units of credit, repeatability, and transferability may vary by offering. Check with the school to which student is transferring.*
94	HONORS COURSES
98/198	EXPERIMENTAL COURSES *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 posted on class search connectColumbia. Experimental 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.*
99/199	INDEPENDENT STUDY COURSES *Independent research and study of specialized areas/topics not currently offered as Columbia College courses. Limitations apply. See page 42 and a counselor for more information. For UC campuses, 99 courses may transfer as electives or other credit if 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.*
100-199	ASSOCIATE-DEGREE APPLICABLE COURSES, NOT INTENDED FOR TRANSFER *Applicable to the Associate Degree; not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities*
200-299	OCCUPATIONAL SKILLS DEVELOPMENT COURSES *Not applicable to Associate Degree*
300-399	NONCREDIT, NON-GRADED, NON-BASIC-SKILLS COURSES
400-499	NONCREDIT, NON-GRADED, SUPPLEMENTAL LABORATORY COURSES
500-599	VOCATIONAL COURSES NOT INTENDED FOR TRANSFER OR MAJOR; *Units may be used as elective credit to fulfill the 60-unit requirement for Associate Degree*
600-699	CREDIT, BASIC SKILLS, NOT TRANSFERABLE, NOT ASSOCIATE DEGREE-APPLICABLE COURSES
700-799	NONCREDIT, NON-GRADED BASIC SKILLS, ESL, AND LIFE SKILLS COURSES

Course Descriptions

Course descriptions provide a summary of the content of the course, enrollment restrictions, as well as grading policies, field trips, course-specific fees, allocation of class hours over the term for lecture, or other required learning activities. The **Total Student Learning Hours** listed for every course includes the number of hours spent in lecture plus the number of hours spent in lab (if applicable) plus the recommended hours of study time. While the lecture and lab hours are fixed, the out-of-class study hours will vary from student to student.

Articulation of Courses with Other Colleges

Columbia College articulates many of its courses with other public two- and four-year colleges and universities, which can allow units earned at Columbia College to satisfy academic requirements at other schools. Please ask your counselor for information related to agreements establishing what courses will transfer and those that meet lower-division preparation for a baccalaureate major at a four-year university.

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.)

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. Check with the Articulation Officer in the Counseling Office if you have questions about the transfer status of a course.

Prerequisites/Corequisites/Recommended for Success

In accordance with the Title 5 of the California Educational Code, Columbia College can restrict who can enroll in college courses through prerequisites, corequisites, advisories ("Recommended for Success"), and limitations on enrollment. Refer to page 38. for more information.

Noncredit Courses

Noncredit Adult Education courses are offered to meet the needs of various populations within the community and may include courses in the following categories: English as a Second Language, Immigrant Education (including citizenship), Elementary and Secondary Basic Skills, Health and Safety, Courses for Adults with Substantial Disabilities, Parenting, Home Economics, Courses for Older Adults, Short-Term Vocational Courses (including apprenticeship), and Workforce Preparation. The College's Community Education program also offers noncredit courses in a wide variety of areas. Noncredit courses do not satisfy graduation, transfer, or vocational requirements and are listed at the end of credit courses within each applicable discipline.

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. Some other colleges function on what is known as the "quarter" system. One unit of coursework completed in the quarter system equals .667 semester system units.

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 *Repetition of Courses* on page 40 for more information.

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.

ANTHR (ANTHROPOLOGY)

ANTHR 1—Biological Anthropology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. Not repeatable. MJC equivalent: (ANTHR 101) **Transfer:** (CSU/UC) (CSU-GE: B2, D) (IGETC: 4A, 5B) **C-ID:** (ANTH 110)

ANTHR 2—Cultural Anthropology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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, applied anthropology, the psychological perspective, religion, cultural change, and the cultural future of humanity. Not repeatable. MJC equivalent: (ANTHR 102) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4A) **C-ID:** (ANTH 120)

ANTHR 3—Current Issues in Anthropology, 3 units

Recommended for Success: *ENGL 151*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU) (CSU-GE: D)

ANTHR 7/SOCIO 7—Gender, Culture and Society, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 once for ANTHR 7 or SOCIO 7. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4D) **C-ID:** (SOCI 140)

ANTHR 8/SOCIO 8— Research Methods in the Social and Behavioral Sciences, 3 units

Prerequisite(s): *Completion of SOCIO 1 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4J) **C-ID:** (SOCI 120)

ANTHR 10—Archaeology and Cultural Prehistory, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ANTHR 130) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4A) **C-ID:** (ANTH 150)

ANTHR 15—Native People of North America, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ANTHR 150) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4A, 4C)

ART (ART)

ART 1—Basic Freehand Drawing, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (ARTS 110)

ART 2—Basic Color and Design, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (ARTS 100)

ART 3 — 3-D Design: Mixed Media, 3 units

Formerly listed as: *ART 3 — 3-D Art and Design*

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Explore 3D design concepts, applications and historical samples through hands on projects. Employ a variety of construction techniques to reinforce "organizational principles and elements" of art. Lectures, labs, and presentations will reinforce verbal and visual vocabularies. Not repeatable. MJC equivalent: (ART 125) **Transfer:** (CSU/UC) **C-ID:** (ARTS 101)

ART 9A—Figure Drawing: Beginning, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ART 123) **Transfer:** (CSU/UC) **C-ID:** (ARTS 200)

ART 9B—Figure Drawing: Intermediate, 3 units

Prerequisite(s): *Completion of ART 9A with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

An extension of ART 9A emphasizing various media and compositional problems. Not repeatable. **Transfer:** (CSU/UC)

ART 11 — History of Art: Ancient and Medieval, 3 units

Prerequisite(s): *Completion of ENGL 151 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Survey of art history from the Paleolithic Age through the Late Gothic Era. Not repeatable. MJC equivalent: (ART 164) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A) **C-ID:** (ARTH 110)

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

Recommended for Success: *ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Survey of art history from the 14th through the 20th century. Not repeatable. MJC equivalent: (ART 165) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A) **C-ID:** (ARTH 120)

ART 13 — Art of Africa, Asia, Australia, and the Americas, 3 units

Prerequisite(s): *Completion of ENGL 151 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Survey of the arts of the Islamic World, India and Southeast Asia, China, Japan and Korea, the Pacific, Australia, Africa and the Americas from prehistoric to modern periods. This course is designed to meet an ethnic studies requirement. Not repeatable. MJC equivalent: (ART 169) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A)

ART 14 — Art Appreciation, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course provides a general introduction to art through the study of terminology, themes, theory, design principles, media and techniques with visual arts across various historical context and diverse cultures. Field trips required. Not repeatable.
Transfer: (CSU/UC)

ART 15 — History of Graphic Design, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course is a survey of the evolution of Graphic Design beginning with the development of writing and ending with the revolution of digital media. It looks at the history of visual communication and how it has evolved in art, graphic design, illustration and popular culture from the 19th century to the present. The survey takes into account sociopolitical and cultural contexts as well as artistic and technological characteristics of specific art movements. Students will create a project that will be based on a specific art movement and/or designers studied. Not repeatable. **Transfer:** (CSU)

ART 21A—Painting: Beginning, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ART 147 or ART 148) **Transfer:** (CSU/UC) **C-ID:** (ARTS 210)

ART 21B—Painting: Intermediate, 3 units

Prerequisite(s): *Completion of ART 21A with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Continuation of ART 21A with emphasis on personal expression. Not repeatable. MJC equivalent: (ART 149) **Transfer:** (CSU/UC)

ART 23A—Watercolor: Beginning, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Introduction to basic materials, techniques and problems of transparent watercolors. Not repeatable. **Transfer:** (CSU/UC)

ART 23B—Watercolor: Intermediate, 3 units

Prerequisite(s): *Completion of ART 23A with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Continuation of ART 23A introducing opaque watercolors and various experimental techniques. Not repeatable.
Transfer: (CSU/UC)

ART 25—Mixed Media Painting, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC)

ART 31 — Ceramics: Introductory, 3 units

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. Not repeatable. MJC equivalent: (ART 108) **Transfer:** (CSU/UC)

ART 32 — Ceramics: Intermediate, 3 units

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Course emphasis is on glazes, formulation and application with increased opportunity for personal expression and experimentation. Not repeatable. **Transfer:** (CSU/UC)

ART 33 — Ceramics: Advanced, 3 units

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Course emphasis is on personal growth and independence. Not repeatable. **Transfer:** (CSU/UC)

ART 35 — Ceramic Raku and Alternative Firing Methods, 2 units

Formerly listed as: *ART 35 — Raku and Alternative Firing Methods*

27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning Hours

Materials fee required

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. Not repeatable. **Transfer:** (CSU/UC)

ART 36—Wheel-Thrown Ceramics, 2 units

27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning Hours

Materials fee required

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. Not repeatable. **Transfer:** (CSU/UC)

ART 40—Photography: Beginning, 4 units

54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC)

ART 41—Photography: Intermediate, 3 units

Recommended for Success: *ART 40*

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC)

ART 44—Advanced Photography Laboratory, 1 unit

Recommended for Success: *ART 40*

54 Laboratory Hours = 54 Total Student Learning Hours

Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills. Not repeatable. **Transfer:** (CSU)

ART 45—Field Photography, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

ART 46 — Field Photography: Composition and Design, 2 units

27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

ART 49—Intermediate Field Photography, 3 units

Recommended for Success: *ART 45 or equivalent*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

ART 51/CCTDM 51— Publication Design I, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

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: CCDTM 51 or ART 51. Not repeatable. **Transfer:** (CSU)

ART 53/CCTDM 53 — Computer Graphics I, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of design, concept development, characteristics of vector and raster digital files, color modes, digital drawing and painting, and formatting for print and the Web. Students will acquire basic skills in current digital illustration software and create original design pieces. Credit may be earned for only one of the following: CCTDM 53 or ART 53. Not repeatable. **Transfer:** (CSU/UC)

ART 54/CCTDM 54—Computer Graphics II, 3 units

Prerequisite(s): *Completion of CCTDM 53/ART 53 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

Computer Graphics topics covered will include concept development, analog drawing, scanning, advanced techniques of painting and drawing software, critiquing, and publishing. Credit may be earned once for CCTDM 54 or ART 54. Not repeatable. **Transfer:** (CSU/UC)

ART 56/CCTDM 56—Typography, 3 units

Prerequisite(s): *Completion of ART 53/CCTDM 53 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

Designed to focus study of 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 once for CCTDM 56 or ART 56. Not repeatable. **Transfer:** (CSU/UC)

ART 71 — Ceramic Sculpture: Introductory, 3 units

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

Basic principles, techniques, and problems in sculpture. Not repeatable. **Transfer:** (CSU/UC)

ART 72 — Ceramic Sculpture: Advanced, 3 units

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

Course emphasis is on advanced principles, techniques, and problems in hand-built sculpture. Not repeatable. **Transfer:** (CSU/UC)

ART 103/WT 103—Practical Laboratory, Metal Sculpture, 1 unit

Prerequisite(s): *Completion of ART 166/WT 166 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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 once for ART 103 or WT 103. Not repeatable.

ART 165/WT 165—Metal Sculpture, 1.5 units

9 Lecture Hours, 54 Laboratory Hours, 18 Out-of-Class Hours = 81 Total Student Learning Hours
Materials fee required

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. Field trips may be required. Credit may be earned once for ART 165 or WT 165. Not repeatable.

ART 166/WT 166—Metal Sculpture Projects, 1 unit

Prerequisite(s): *Completion of ART 165/WT 165 with at least a C or P*

54 Laboratory Hours = 54 Total Student Learning Hours

Materials fee required

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. Field trips may be required. Not repeatable.

The following courses are noncredit and are not applicable for graduation and/or transfer.

ART (*Noncredit* courses in Art)

ART 300 — 2-D Art for Life

36 Lecture Hours, 81 Laboratory Hours = 117 Total Student Learning Hours

Provides lifelong education for older adults and promotes the refinement of craft and content in 2-D art. Students will focus on the elements of design, color, line, shape and form, space and texture, and the principles of design, balance, variety, proportion, emphasis, movement, harmony and rhythm. Students will learn to better understand their own artwork as well as other artwork. Unlimited repeats. Non-graded.

ART 330 — Creative Ceramics and Sculpture

36 Lecture Hours, 54 Laboratory Hours = 90 Total Student Learning Hours

Materials fee required

Study and creation of ceramic art of various styles and media for community adults. Unlimited repeats. Non-graded.

ART 340 — Creative Photography

36 Lecture Hours, 54 Laboratory Hours = 90 Total Student Learning Hours

Materials fee required

Study and application of various photography styles and media for older adults. Students will enjoy various outdoor field experiences and/or photography developing techniques. This course is designed to help the student acquire new knowledge and photographic skills. Field trips may be required. Unlimited repeats. Non-graded.

ASTRO (ASTRONOMY)

ASTRO 40 — Descriptive Astronomy, 3 units

Formerly listed as: *ESC 40 — Descriptive Astronomy*

Recommended for Success: *Eligibility for English 1A*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ASTRO 160) **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

AT (AUTOMOTIVE TECHNOLOGY)

AT 97—Work Experience in Auto Technology, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. For students interested in working full time one semester and attending classes one semester on an alternate basis. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

AT 100—Introduction to Automotive Technology, 4 units

72 Lecture Hours,144 Out-of-Class Hours = 216 Total Student Learning 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. Field trips may be required. Not repeatable. Grading: (P/NP only) **C-ID:** (AUTO 110X)

AT 102—Engine Repair, 5 units

54 Lecture Hours, 108 Laboratory Hours, 108 Out-of-Class Hours = 270 Total Student Learning Hours

Materials fee required

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. Not repeatable.

AT 103 — Practical Laboratory, .5-2 units

0.5 Unit: 27 Laboratory Hours = 27 Total Student Learning Hours
1 Unit: 54 Laboratory Hours = 54 Total Student Learning Hours
1.5 Units: 81 Laboratory Hours = 81 Total Student Learning Hours
2 Units: 108 Laboratory Hours = 108 Total Student Learning Hours

Materials fee required

This course includes special automotive repair projects that are assigned to students, with emphasis on speed, accuracy, and quality work habits. Not repeatable.

AT 104 — Practical Lab (Auto Body), .5-2 units

0.5 Unit: 27 Laboratory Hours = 27 Total Student Learning Hours
1 Unit: 54 Laboratory Hours = 54 Total Student Learning Hours
1.5 Units: 81 Laboratory Hours = 81 Total Student Learning Hours
2 Units: 108 Laboratory Hours = 108 Total Student Learning Hours

Materials fee required

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. Not repeatable.

AT 105—Automotive Braking Systems, 4 units

36 Lecture Hours, 108 Laboratory Hours, 72 Out-of-Class Hours = 216 Total Student Learning Hours

Materials fee required

This course covers the principles of operation and repair of automotive drum and disc brake systems. Also covered are anti-lock braking and traction control 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. Field trips may be required. Not repeatable. **C-ID:** (AUTO 150X)

AT 106—Engine Performance, 8 units

90 Lecture Hours, 162 Laboratory Hours, 180 Out-of-Class Hours = 432 Total Student Learning Hours

Materials fee required

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. Field trips may be required. Not repeatable.

AT 112—Heating and Air Conditioning, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

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. Not repeatable.

AT 113—Automotive Electrics, 7 units

90 Lecture Hours, 108 Laboratory Hours, 180 Out-of-Class Hours = 378 Total Student Learning Hours
Materials fee required

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 120—Suspension and Steering, 4 units

54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours
Materials fee required

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. Field trips may be required. Not repeatable. **C-ID:** (AUTO 140X)

AT 122 — Manual Power Trains and Axles, 4 units

36 Lecture Hours, 108 Laboratory Hours, 72 Out-of-Class Hours = 216 Total Student Learning Hours
Materials fee required

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. Not repeatable. **C-ID:** (AUTO 130X)

AT 125—Team-Managed Projects, 3 units

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning 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. Grading: (P/NP only) Field trips may be required. Not repeatable.

AT 132—Automatic Transmissions and Transaxles, 3 units

18 Lecture Hours, 108 Laboratory Hours, 36 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

Principles and theories involved with the 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. Not repeatable. **C-ID:** (AUTO 120X)

AT 141 — Smog Check Inspector and Repair, 4 units

54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours

This course includes state required training for Smog Check inspector and Smog Check repair technician candidates. 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. Not repeatable.

AT 150—Soft Skills for the Industrial Trades, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

This course covers the "soft skills" needed to succeed in a career that involves a shop environment. Topics include workplace communications, ethics, safety, customer service, pay models, self awareness of employee/employer expectations, and other attributes of a prosperous employee. Field trips may be required. Not repeatable.

AT 155 — Automotive Spray Refinishing I, 2 units

Prerequisite(s): *Completion of AT 186 with at least a C or P*
18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning Hours
Materials fee required

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 may be required. Not repeatable.

AT 156—Automotive Spray Refinishing II, 3 units

Prerequisite(s): *Completion of AT 155 with at least a C or P*
18 Lecture Hours, 108 Laboratory Hours, 36 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Advanced techniques in automotive refinishing with single stage, base/clear coat urethane paints, and estimate writing. Field trips may be required. Not repeatable.

AT 160/WT 160—Exploring Technical Trades, 6 units

54 Lecture Hours, 162 Laboratory Hours, 108 Out-of-Class Hours = 324 Total Student Learning Hours

Materials fee required

Students will experience topics and engage in projects from the auto body/collision repair, automotive technology, and welding technology programs. Career and educational pathways will be emphasized. Field trips may be required. Credit may be eared once for AT 160 or WT 160. Not repeatable.

AT 161 — Motorcycle Maintenance I, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Foundation knowledge and skills in primary motorcycle systems, maintenance schedules and inspections. Focus on identifying and conforming to manufacturers specifications. Not repeatable.

AT 180 — Small Engine Repair, 3 units

45 Lecture Hours, 27 Laboratory Hours, 90 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Servicing, operation, and maintenance of small gasoline engines, garden and landscape equipment. The student will need safety glasses and a small engine to overhaul. Field trips may be required. Not repeatable.

AT 185—Auto Body Collision Repair I, 2 units

27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning Hours

Materials fee required

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. Not repeatable.

AT 186—Auto Body Collision Repair II, 2 units

Recommended for Success: *AT 185*
27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning Hours

Materials fee required

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. Not repeatable.

AT 187—Automotive Detailing, 1 unit

9 Lecture Hours, 27 Laboratory Hours, 18 Out-of-Class Hours = 54 Total Student Learning Hours

Materials fee required

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. Not repeatable.

AT 200—Exploring Automotive Technology, 3 units

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

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. Field trips may be required. Not repeatable. Grading: (P/NP only)

AT 201—Team-Managed Projects, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

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. Not repeatable. Grading: (P/NP only)

AT 220—Industry Update Training, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

BIOL (BIOLOGY)

BIOL 2—Cell and Molecular Biology, 4 units

Prerequisite(s): *Completion of MATH 104 and CHEM 2A with at least a C or P*
Recommended for Success: *ENGL 151*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (BIO 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC : 5B, 5C) **C-ID:** (BIOL 190) (BIOL 2+BIOL 4+BIOL 6=**C-ID** BIOL 135S)

BIOL 4—Principles of Evolution and Zoology, 4 units

Prerequisite(s): *Completion of MATH 104 with at least a C or P*
Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours

As part of the Biology Majors sequence, students explore the diversity of the animal kingdom and non-photosynthetic single celled eukaryotic taxa. Core concepts of the course include mechanisms of evolution, comparative anatomy physiology and behavior among animal phyla, and life cycles. Students will also deepen their understanding of the nature of science and practice scientific reasoning skills. Field trips may be required. Not repeatable. MJC equivalent: (ZOOL 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C) **C-ID:** (BIOL 150) (BIOL 4+BIOL 6=**C-ID** BIOL 140) (BIOL 2+BIOL 4+BIOL 6=**C-ID** BIOL 135S)

BIOL 6—Plant Biology And Ecology, 4 units

Prerequisite(s): *Completion of MATH 104 with at least a C or P*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (BOT 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C) **C-ID:** (BIOL 155) (BIOL 4+BIOL 6=**C-ID** BIOL 140) (BIOL 2+BIOL 4+BIOL 6=**C-ID** BIOL 135S)

BIOL 10 — Human Anatomy, 4 units

Prerequisite(s): *Completion of ENGL 151 and MATH 104 with at least a C or P*
Recommended for Success: *BIOL 17 or BIOL 150*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. As part of the learning process students work with cadavers and models, and conduct dissections of organs and specimens. This course is primarily intended for nursing, allied health, kinesiology, and other health related majors. Not repeatable. MJC equivalent: (ANAT 125) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C) **C-ID:** (BIOL 110B)

BIOL 17—Fundamentals of Biology, 4 units

54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours

An integrated lecture and laboratory course of study emphasizing the fundamental principles common to all forms of life. The course is a core general education biology class for transfer students and for AA and AS students at Columbia College. The laboratory makes extensive use of computer simulations as experimentation in traditional laboratory. Not repeatable. MJC equivalent: (BIOL 111) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C)

BIOL 24 — Introduction to Environmental Science, 4 units

Formerly listed as: *BIOL 24 — General Ecology*
Recommended for Success: *MATH 101 and ENGL 1A*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours

Students will be introduced to environmental issues from a scientific perspective. The course will focus on the physical, chemical and biological process within Earth systems. A major focus will be on the interaction between humans and ecological processes and factors involved in developing sustainable solutions to pressing environmental challenges. Topics include physiological, behavioral, and population ecology, and on linking ecological processes to evolution. Principles of biodiversity, climate change, sustainability, renewable and nonrenewable energy, water resources, air and water pollution and solid waste management will be discussed within the context of managing systems. Field trips may be required. Not repeatable. MJC equivalent: (BIO 114) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C)

BIOL 30 — Cadaver Anatomy, 2 units

Enrollment limited to: *Recommendation of the BIOL 10 Instructor*
Prerequisite(s): *Completion of BIOL 10 with a B or better*
18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning Hours

An introduction to the study of human cadaver dissection using a regional anatomy approach exposing structures of the integument, muscular, skeletal, cardiovascular, respiratory, digestive, urinary, reproductive, nervous, endocrine, and lymphatic systems. The class is intended to help prepare students entering health professions or kinesiology. Not repeatable. **Transfer: (CSU)**

BIOL 39—Field Biology, 1-2 units

1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours
2 Units: 36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Field trips required. Not repeatable. **Transfer:** (CSU)

BIOL 40—Field Biology: Ecosystems, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. **Transfer:** (CSU)

BIOL 50—Nutrition, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: E) **C-ID:** (NUTR 110)

BIOL 60—Human Physiology, 4 units

Prerequisite(s): *Completion of ENGL 151 and MATH 104 with at least a C or P, or placement through the assessment process*
Recommended for Success: *BIOL 10, BIOL 17, CHEM 14 and CHEM 14L*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (PHYSO 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B ,5C) **C-ID:** (BIOL 120B)

BIOL 65 — Microbiology, 4 units

Recommended for Success: *BIOL 17, CHEM 14, and CHEM 14L*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours

Morphology, physiology, genetics, cultivation and control of micro-organisms, particularly bacteria and viruses. Principles of immunology and the relationship of microbes to disease are included. Not repeatable. MJC equivalent: (MICRO 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C)

BIOL 100—A Natural History of California, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course is an introduction to plants and animals of California with emphasis on the plant communities and wildlife of the Central Valley, the coastal ranges, and the Sierra Nevada. Ecologically oriented, the course probes ways in which plants and animals are adapted to their environment. Present and historical human environmental relationships will be investigated. Field trip required. Not repeatable.

BIOL 150—Elementary Anatomy and Physiology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Introduction to human structure and function. Designed as a foundation course for the allied health student, but open to all interested students. Not repeatable. MJC equivalent: (AP 50)

BIOL 158 — Birds of Central California, 1 unit

9 Lecture Hours, 27 Laboratory Hours, 18 Out-of-Class Hours = 54 Total Student Learning 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, evolution, and ecology of birds. Field trips may be required. Not repeatable. Grading: (P/NP only)

BIOL 159—Wildflowers, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

A survey of wildflowers. Includes basic identification, and recognition of common species and families, terminology, and natural history. Field trips required. Not repeatable. Grading: (P/NP only)

BIOL 160—Mushrooms and Other Fungi, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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. Field trips may be required. Not repeatable. Grading: (P/NP only)

BIOL 179—Fishing and Fishery Biology of the Sierra Nevada, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

An overview of the identification, ecology, and management of fish species inhabiting the foothill, forest and alpine communities of the Sierra Nevada. Field trips required. Not repeatable. Grading: (P/NP only)

BUSAD

(BUSINESS ADMINISTRATION)

BUSAD 2A—Financial Accounting, 4 units

Recommended for Success: *BUSAD 161A, BUSAD 161B, CCTIS 30*

72 Lecture Hours, 144 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (BUSAD 201) **Transfer:** (CSU/UC) **C-ID:** (ACCT 110)

BUSAD 2B—Managerial Accounting, 4 units

Prerequisite(s): *Completion of BUSAD 2A with at least a C or P*
Recommended for Success: *BUSAD 163, CCTIS 30*

72 Lecture Hours, 144 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (BUSAD 202) **Transfer:** (CSU/UC) **C-ID:** (ACCT 120)

BUSAD 18—Business Law, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (BUSAD 218) **Transfer:** (CSU/UC) **C-ID:** (BUS 125)

BUSAD 20—Principles of Business, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (BUSAD 248) **Transfer:** (CSU/UC) **C-ID:** (BUS 110)

BUSAD 24—Human Relations in Organizations, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

BUSAD 25/GUIDE 25 — Job Search and Interviewing Strategies, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. MJC equivalent: (GUIDE 112) **Transfer:** (CSU)

BUSAD 29/CCTIS 29—Project Management, 3 units

Recommended for Success: *CCTIS 10*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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, and risk and procurement management. Credit may be earned once for CCTIS 29 or BUSAD 29. Not repeatable. **Transfer:** (CSU)

BUSAD 30—Principles of Marketing, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. Not repeatable. MJC equivalent: (BUSAD 245) **Transfer:** (CSU)

BUSAD 40—Principles of Management, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

BUSAD 41—Small Business Management, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

BUSAD 97 — Work Experience in Business and Commerce, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

BUSAD 121—Adobe Acrobat Essentials, 2 units

18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

BUSAD 135—Computerized Accounting (QuickBooks), 2 units

Recommended for Success: *BUSAD 161A*
36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

BUSAD 155—Computerized Accounting for Business, 4 units

Recommended for Success: *BUSAD 2A or BUSAD 161A*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable.

BUSAD 158—Payroll Accounting, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

BUSAD 161A—Small Business Accounting I, 4 units

72 Lecture Hours, 144 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable.

BUSAD 161B—Small Business Accounting II, 4 units

Prerequisite(s): *Completion of Busad 161A with at least a C or P*
72 Lecture Hours, 144 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable.

BUSAD 163—Business Mathematics, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

BUSAD 164—Income Tax, 2 units

27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

CCTDM

(COMPUTER AND COMMUNICATIONS TECHNOLOGY: **Digital Media**)

CCTDM 5—Introduction to Digital Multimedia, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

CCTDM 6—Writing for Multimedia, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

CCTDM 10—Introduction to HTML and CSS, 3 units

Recommended for Success: *CCTIS 4*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

CCTDM 12—Website Development Applications, 3 units

Recommended for Success: *CCTIS 4*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (CSCI 250) **Transfer:** (CSU)

CCTDM 14—Advanced Topics in Website Development, 3 units

Recommended for Success: *CCTDM 10*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course guides students through the process of exploring advanced tools for website design, which may include, but are not limited to JavaScript, ASP, PHP, HTML and CSS. Students will also attain skills in techniques for publicizing websites and best practices for site maintenance. Not repeatable. **Transfer:** (CSU)

CCTDM 28—Video Production I, 2 units

18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning Hours

Introduces the student to the basic computer video production stages. Students will learn the process of creating digital 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. Not repeatable. **Transfer:** (CSU) **C-ID**: (FTVE 130)

CCTDM 29—Video Production II, 2 units

Prerequisite(s): *Completion of CCTDM 28 with at least a C or P*
18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning Hours

This course is a continuation of CCTDM 28. Includes video production using the three-stage process. Students will learn the process of creating digital video productions using expanded 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 and/or school event projects. Not repeatable. **Transfer:** (CSU) **C-ID:** (FTVE 130)

CCTDM 40—Computer Graphics and Animation, 3 units

Recommended for Success: *CCTDM 12, CCTDM 14, CCTDM 53*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (CMPGR 268) **Transfe**r: (CSU/UC)

CCTDM 41–Compositing for Motion Graphics, 3 units

Recommended for Success: *CCTDM 28 or CCTDM 40 or CCTDM 53 or CCTDM 50*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

This course introduces software and techniques designed to provide a comprehensive set of 2D and 3D tools for compositing, animation, and effects for motion-graphics, visual effects, web design, film and video. Not repeatable. **Transfer:** (CSU/UC)

New students hold up Columbia College gear at the New Student Welcome.

CCTDM 45—Digital 3D Modeling and Animation, 3 units

Recommended for Success: *CCTDM 40*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

This course introduces digital 3D modeling and animation. Students will explore 3D modeling software, digital modeling techniques, and animation. CCTDM 45 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. Not repeatable. **Transfer:** (CSU)

CCTDM 50—Photo Editing for Digital and Print Publication, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

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. Not repeatable. **Transfer:** (CSU)

CCTDM 51/ART 51 — Publication Design I, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

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: CCDTM 51 or ART 51. Not repeatable. **Transfer:** (CSU)

CCTDM 53/ART 53—Computer Graphics I, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of design, concept development, characteristics of vector and raster digital files, color modes, digital drawing and painting, and formatting for print and the Web. Students will acquire basic skills in current digital illustration software and create original design pieces. Credit may be earned once for CCTDM 53 or ART 53. Not repeatable. **Transfer:** (CSU/UC)

CCTDM 54/ART 54—Computer Graphics II, 3 units

Prerequisite(s): *Completion of CCTDM 53/ART 53 with at least a C or P*

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Computer Graphics topics covered will include concept development, analog drawing, scanning, advanced techniques of painting and drawing software, critiquing, and publishing. Credit may be earned once for CCTDM 54 or ART 54. Not repeatable. **Transfer:** (CSU/UC)

CCTDM 56/ART 56—Typography, 3 units

Prerequisite(s): *Completion of CCTDM 53/ART 53 with at least a C or P*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Designed to focus study of 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 once for CCTDM 56 or ART 56. Not repeatable. **Transfer:** (CSU/UC)

CCTIS

(COMPUTER AND COMMUNICATIONS TECHNOLOGY: **Information Systems**)

CCTIS 4—Windows Operating Systems Essentials, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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 elected Windows applications. Not repeatable. **Transfer:** (CSU)

CCTIS 6—Internet Essentials, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

Access the Internet with web browsers on personal computers. Topics include navigating, browser features, email, search techniques, personal privacy, downloading, and communicating on the World Wide Web. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 8—Advanced Internet Research, 1.5 units

Recommended for Success: *CCTIS 6*

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

Designed to focus on advanced search and research techniques and tools available 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. Not repeatable. **Transfer:** (CSU)

CCTIS 10—Computer Concepts and Information Systems, 4 units

54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (CSCI 220) **Transfer:** (CSU/UC) **C-ID:** (ITIS 120)

CCTIS 29/BUSAD 29—Project Management, 3 units

Recommended for Success: *CCTIS 10*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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, and risk and procurement management. Credit may be earned once for CCTIS 29 or BUSAD 29. Not repeatable. **Transfer:** (CSU)

CCTIS 30—Financial Worksheets on Computers, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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, charts, tables, 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. Not repeatable. MJC equivalent: (CSCI 223) **Transfer:** (CSU)

CCTIS 57/GEOGR 57—GIS Data Management, Introduction to Geodatabase, 1-3 units

1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours
3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 once for CCTIS 57 or GEOGR 57. Not repeatable. **Transfer:** (CSU)

CCTIS 58 /GEOGR 58—GIS, ArcView, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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 once for CCTIS 58 or GEOGR 58. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 59/GEOGR 59—Geographic Information and Global Positioning Systems, 1-3 units

1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours
2 Units: 36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours
3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 once for CCTIS 59 or GEOGR 59. Not repeatable. **Transfer:** (CSU)

CCTIS 60/GEOGR 60—Introduction to AcrGIS, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

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. Not repeatable. Credit may be earned once for CCTIS 60 or GEOGR 60. **Transfer:** (CSU)

CCTIS 61/GEOGR 61—GIS Mapping-Introduction to Fire Incident Mapping, 1 unit

Recommended for Success: *CCTIS 6*
18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Credit may be earned once for CCTIS 61 or GEOGR 61. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 62/GEOGR 62/SAR 62—GIS Mapping-Introduction to SAR GIS, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Credit may only be earned once for CCTIS 62 or GEOGR 62 or SAR 62. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 63/GEOGR 63—GIS and Making Maps: The Essential Skills, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Credit may be earned once for CCTIS 63 or GEOGR 63. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 64/GEOGR 64—ArcGIS: Creating a Basic Map, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Credit may be earned once for CCTIS 64 or GEOGR 64. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 65/GEOGR 65—GIS Applications, .5-3 units

Recommended for Success: *CCTIS 60/GEOGR 60*
0.5 Unit: 9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours
1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours
2 Units: 36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours
3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

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. Not repeatable. Credit may be earned once for CCTIS 65 or GEOGR 65. **Transfer:** (CSU)

CCTIS 66/GEOGR 66—Web Mapping, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

This course focuses on the fundamental principles of web mapping and creating web mapping applications. Students will learn the basics of Web GIS system architecture, geospatial web services, and web service based geoprocessing. In addition, students will also learn about mobile GIS solutions by collecting data and creating a web map. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 67/GEOGR 67—GIS Geocoding, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Credit may be earned once for CCTIS 67 or GEOGR 67. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 68/GEOGR 68 — UAV/Drone Mapping, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Companies are using Unmanned Aerial Vehicles (UAV's)/Drones for professional services in industries including GIS, surveying and mapping, forestry, natural resources, earth sciences, agriculture, real estate, construction, filming and cinematography, utilities inspections, and more. This course will teach theory and concepts related to mapping and photogrammetry, flight safety and operations, licensing and legal issues, and software and hardware concepts. This course is part of the UAV/Drone Mapping Micro-Credential/Skills Attainment Certificate. Not repeatable. **Transfer:** (CSU)

CCTIS 70/GEOGR 70—Introduction to Raster-Based GIS, 3 units

Recommended for Success: *CCTIS 59/GEOGR 59 and CCTIS 60/GEOGR 60*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. Credit may be earned once for CCTIS 70 or GEOGR 70. **Transfer:** (CSU)

CCTIS 75/GEOGR 75 — Introduction to Remote Sensing, 3 units

Formerly listed as: *CCTIS 75/GEOGR 75 — GIS Applications in Resource Management*

Recommended for Success: *CCTIS 70 or GEOGR 70*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Uses ArcGIS ArcView software 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. Not repeatable. Credit may be earned once for CCTIS 75 or GEOGR 75. **Transfer: (CSU)**

CCTIS 137—Presentations Using Computers and Multimedia, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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. Not repeatable.

CCTIS 138—Excel Spreadsheets, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. Grading: (P/NP only)

CCTIS 139—Database Essentials, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

Develop database applications using Database Management System (DBMS) software. Create databases, enter and edit data, query the database,(using QBE) create and use forms, create and print reports, customize fields and tables, manage data and files, use as database for a mail merge. Not repeatable.

CCTIS 142/OFTEC 142—Desktop Publishing Essentials, 2 units

Recommended for Success: *Basic word processing skills such as editing and formatting text, copy/paste, file saving, spell check, etc.*
36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

An introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Not repeatable. Credit may be earned once for CCTIS 142 or OFTEC 142. Grading: (P/NP only)

CCTIS 210—Basic Computer Skills for College Success, .5-1.5 units

0.5 Unit: 9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

1.5 Units: 27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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 e-mail. The material is developed to ensure that students will see the importance of learning how to use the applications for future coursework. Grading: (P/NP only)

CCTPG

(COMPUTER AND COMMUNICATIONS TECHNOLOGY: **Programming**)

CCTPG 5—Introduction to Programming, 3 units

Recommended for Success: *MATH 104*
54 Lecture Hours, 18 Laboratory Hours, 108 Out-of-Class Hours = 180 Total Student Learning Hours
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. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 9–Operating Systems, Windows-Unix/Linux, 4 units

Recommended for Success: *CCTIS 10*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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, file management, system commands, shell scripting, TCP/IP basics, FTP, mail, telnet, and text editors. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 22—Programming Concepts and Methodology I, 4 units

Recommended for Success: *MATH 104 and CCTPG 5*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (COMP 112) **C-ID:** (COMP 122)

CCTPG 24—Programming Concepts and Methodology II, 4 units

Prerequisite(s): *Completion of CCTPG 22 with at least a C or P*
Recommended for Success: *MATH 104*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours

A continuation of CCTPG 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. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (COMP 132)

CCTPG 45—Applied Java Programming, 3 units

Prerequisite(s): *Completion of CCTPG 22 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Use Java, a platform-independent, object-oriented programming language to develop applications for emerging environments including Android, Java Server Pages (JSP) and multi-media applications. 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 and other emerging APIs. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 47—C/C++ Programming, 3 units

Prerequisite(s): *Completion of CCTPG 22 or CCTPG 5 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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++. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 48—Visual Studio.NET Programming, 3 units

Recommended for Success: *CCTPG 5*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 51—Database Management, 3 units

Recommended for Success: *CCTIS 10*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

Columbia students and staff show their love for Columbia College by participating in Campus Pride Day, an annual campus improvement project.

CCTSS

(COMPUTER AND COMMUNICATIONS TECHNOLOGY: **Support Services**)

CCTSS 11—Networking Essentials, 3 units

Recommended for Success: *CCTIS 10*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

CCTSS 112—Networking, CCNA 2: Routing and Switching Essentials, 3 units

Prerequisite(s): *Completion of CCTSS 11 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

CCTSS 113—Networking, CCNA 3: Scaling Networks, 3 units

Prerequisite(s): *Completion of CCTSS 112 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

CCTSS 114—Networking, CCNA 4: Connecting Networks, 3 units

Prerequisite(s): *Completion of CCTSS 113 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

CCTSS 121—PC Assembly, Upgrade and Support (A+), 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

CCTSS 122—PC Operating System Installation and Support (A+), 3 units

Prerequisite(s): *Completion of CCTSS 121 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

CHEM (CHEMISTRY)

CHEM 2A—General Chemistry I, 3 units

Prerequisite(s): *Completion of MATH 104 and CHEM 5 or CHEM 14 or CHEM 20 or CHEM 30/PHYCS 30 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CHEM 2A+CHEM 2AL=CHEM 101) **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 2A+CHEM 2AL=**C-ID** CHEM 110) (CHEM 2A+CHEM 2AL+CHEM 2B+CHEM2BL = **C-ID** CHEM 120S)

CHEM 2AL—General Chemistry I Laboratory, 2 units

Prerequisite/Corequisite: *Completion of or concurrent enrollment in CHEM 2A with at least a C or P*
18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (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(s): *Completion of CHEM 2A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CC CHEM 2B + CHEM 2BL = MJC CHEM 102) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 2A+CHEM 2AL+CHEM 2B+CHEM 2BL = **C-ID** CHEM 120S)

CHEM 2BL—General Chemistry II Laboratory, 2 units

Prerequisite/Corequisite: *Completion of or concurrent enrollment in CHEM 2B with at least a C or P*
18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CC CHEM 2B + CHEM 2BL = MJC CHEM 102) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 2A+CHEM 2AL+CHEM 2B+CHEM 2BL = **C-ID** CHEM 120S)

CHEM 4A—Organic Chemistry I, 3 units

Prerequisite(s): *Completion of CHEM 2B with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CHEM 4A & CHEM 4AL = MJC CHEM 112) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (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, 1 unit

Prerequisite/Corequisite: *Completion of or concurrent enrollment in CHEM 4A with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (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(s): *Completion of CHEM 4A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning

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. Not repeatable. MJC equivalent sequence: (CHEM 4B & CHEM 4BL = MJC CHEM 113) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 4A+CHEM 4AL+CHEM 4B+CHEM 4BL = **C-ID** CHEM 160S)

CHEM 4BL—Organic Chemistry II Laboratory, 1 unit

Prerequisite/Corequisite: *Completion of or concurrent enrollment in CHEM 4B with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC: (CHEM 4B & CHEM 4BL = MJC CHEM 113) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C)**C-ID:** (CHEM 4A+CHEM 4AL+CHEM 4B+CHEM 4BL = **C-ID** CHEM 160S)

CHEM 5—Introductory Chemistry: Environmental Emphasis, 3 units

Prerequisite(s): *Completion of MATH 101 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning

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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 5+CHEM 5L = C-ID CHEM 106B)

CHEM 5L—Introductory Chemistry Laboratory, 1 unit

Prerequisite/Corequisite: *Completion of or concurrent enrollment in CHEM 5 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 5+CHEM 5L = **C-ID** CHEM 106B)

CHEM 14—Fundamental Chemistry for Allied Health, 3 units

Prerequisite(s): *Completion of MATH 101 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CC CHEM 14 & CHEM 14L = MJC CHEM 143) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 14+CHEM 14L = **C-ID** CHEM 101)

CHEM 14L—Fundamental Chemistry for Allied Health Laboratory, 1 unit

Prerequisite/Corequisite: *Completion of or concurrent enrollment in CHEM 14 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CC CHEM 14 & CHEM 14L = MJC CHEM 143) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 14 + 14L = **C-ID** CHEM 101)

CHEM 16—Fundamental Organic and Biochemistry, 3 units

Prerequisite(s): *Completion of CHEM 14 or CHEM 5 or CHEM 2A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CC CHEM 16 & CHEM 16L = MJC CHEM 144) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 16+CHEM 16L = **C-ID** CHEM 102)

Dr. Colin Thomas helps a student decipher the results from her reaction.

CHEM 16L—Fundamental Organic and Biochemistry Laboratory, 1 unit

Prerequisite/Corequisite: *Completion of or concurrent enrollment in CHEM 16 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CC CHEM 16 & CHEM 16L = MJC CHEM 144) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 16+CHEM 16L = **C-ID** CHEM 102)

CHEM 20—The Chemistry of Everything, 3 units

Prerequisite(s): *Completion of MATH 101 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (CHEM 150) **Transfer:** (CSU/UC-*Transfer credit limited. See a counselo*r) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 100)

CHEM 20L—The Chemistry of Everything Laboratory, 1 unit

Prerequisite/Corequisite: *Completion of or concurrent enrollment in CHEM 20 with at least a C or P.*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C)

CHEM 30/PHYCS 30—Survey of Chemistry and Physics, 4 units

Prerequisite(s): *Completion of MATH 101 with at least a C or P.*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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 once for CHEM 30 or PHYCS 30. Not repeatable. MJC equivalent: (PHSCI 180) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (CHEM 30 or PHYCS 30 = **C-ID** CHEM 140)

CHILD (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 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Examines the major physical, psychosocial, and cognitive/language developmental milestones, both typical and atypical, from conception through adolescence. 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. Not repeatable. MJC equivalent: (CLDDV 103) **Transfer:** (CSU/UC) (CSU-GE: D, E) (IGETC: 4G) **C-ID:** (CDEV 100)

CHILD 3 — Principles and Practices of Teaching Young Children, 3 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Examination of the underlying historical context and theoretical perspectives of developmentally appropriate practice in early care and education. Examines the role of the early childhood educator, the importance of teacher-child relationships, and effective teaching strategies and environmental design for supporting development in young children. Review of historical roots of early childhood programs, career pathways, and the evolution of the professional practices promoting advocacy, ethics, and professional identity. Not repeatable. MJC equivalent: (CLDDV 101) **Transfer:** (CSU) **C-ID:** (ECE 120)

CHILD 4 — Observation and Assessment, 3 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Introduces appropriate use of a variety of assessment and observation tools and strategies to document and analyze young children's development, behavior, and learning. Emphasizes use of findings to inform and plan learning environments and experiences. Recording strategies, rating systems, portfolios, and multiple assessment tools will be explored, along with strategies for collaboration with families and professionals. Not repeatable. MJC equivalent: (CLDDV 167) **Transfer:** (CSU) **C-ID:** (ECE 200)

CHILD 16 — Practicum-Field Experience, 3 units

Formerly listed as: *CHILD 16 — Practicum*

Prerequisite/Corequisite: *Completion of CHILD 1 and CHILD 22 with at least a C or P, and completion of, or concurrent enrollment in, CHILD 3 with at least a C or P*

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*

18 Lecture Hours, 108 Laboratory Hours, 36 Out-of-Class Hours = 162 Total Student Learning Hours

Under guided supervision, students will utilize practical classroom experiences to make connections between theory and practice, demonstrate developmentally appropriate early childhood program planning and teaching competencies, develop professional behaviors, and build a comprehensive understanding of children and families at an approved placement site. Reflective practice will be emphasized as student teachers design, implement, and evaluate child-centered, play-oriented approaches and strategies, and techniques that promote development and learning. Course qualifies for the 3 units of supervised field experience toward a Child Development Permit (issued by the California Commission on Teacher Credentialing). Not repeatable. MJC equivalent: (CLDDV 128) **Transfer:** (CSU) **C-ID:** (ECE 210)

CHILD 17 — Adult Supervision and Mentoring in Early Care and Education, 3 units

Formerly listed as: *CHILD 17 — Adult Supervision Practicum*

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*

45 Lecture Hours, 27 Laboratory Hours, 90 Out-of-Class Hours = 162 Total Student Learning Hours

Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. Curriculum is designed for students seeking to fulfill the adult supervision units for the Child Development Master Teacher and Site Supervisor Permits. Not repeatable. MJC equivalent: (CLDDV 154) **Transfer:** (CSU)

CHILD 19 — Introduction to Children with Special Needs, 3 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Introduces the variations in development of children with special needs, from birth through age 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. Not repeatable. **Transfer:** (CSU)

One of the many decorative tables at the Child Development Department's Second Annual Tea Party Fundraiser which supports program majors in obtaining Child Development Permits

CHILD 22 — Child, Family, and Community, 3 units

Formerly listed as: *CHILD 22 — Child, Family, Community*
Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

An examination of the processes of socialization focusing on the interrelationship of family, school, and community. Examines the influence of historical and socio-cultural contexts. Explores the role of collaboration between family, community, and schools in supporting children's' development. Not repeatable. **Transfer:** (CSU) (CSU-GE: D) **C-ID:** (CDEV 110)

CHILD 23 — Guiding Children's Social and Emotional Development, 3 units

Formerly listed as: *CHILD 23 — Guiding Children's Social Development*
Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Introduction to positive guidance and discipline approaches in educational and family settings. Designed to build skills in parents and teachers necessary to promote healthy social development in children. Examination of underlying causes of misbehavior, supporting children in stressful situations, fostering self-discipline and self-regulation, encouraging children's friendships, promoting pro-social behavior, guiding children's extreme behavior, and self-examination of culturally appropriate, anti-bias approaches in support of children becoming competent members of a diverse society. Not repeatable. MJC equivalent: (CLDDV 121) **Transfer:** (CSU)

CHILD 26 — Health, Safety, and Nutrition, 3 units

Formerly listed as: *CHILD 26 — Health, Safety and Nutrition*
Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Introduction to laws, regulations, standards, policies, procedures, and best practices for curriculum related to health, safety, and nutrition in early childhood settings. Includes prevention strategies, nutrition, and meal planning for various ages and planning educational experiences integrated into everyday planning and program development. 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. Not repeatable. **Transfer:** (CSU) **C-ID:** (ECE 220)

CHILD 30 — Administration I: Programs in Early Childhood Education, 3 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Not repeatable. MJC equivalent: (CLDDV 150) **Transfer:** (CSU)

CHILD 31 — Admin II: Personnel & Leadership in Early Childhood Education, 3 units

Formerly listed as: *CHILD 31 — Advanced Child Care Administration*
Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (CLDDV 151) **Transfer:** (CSU)

CHILD 35 — Introduction to Curriculum, 3 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Overview of knowledge and skills related to providing developmentally appropriate curriculum and environments for young children. Explores teaching strategies and curriculum development based on theoretical frameworks, observation, and assessment. Examines the teacher's role in supporting development and learning across the curriculum, including all content areas. Not repeatable. MJC equivalent: (CLDDV 107) **Transfer:** (CSU) **C-ID:** (ECE 130)

CHILD 36 — Teaching in a Diverse Society, 3 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Examines the impact of various societal influences on the development of children's social identity. Examination of culturally relevant and linguistically appropriate anti-bias approaches supporting all children. Self-examination and reflection on one's own understanding of diversity in order to inform teaching practices and/or program development. Emphasis on issues related to social identity, stereotypes, and bias along with the theoretical and practical implications of oppression and privilege. Not repeatable. MJC equivalent: (CLDDV 262) **Transfer:** (CSU) (CSU-GE: D) **C-ID:** (ECE 230)

CHILD 41 — Implementing Curriculum for Young Children, 4 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
72 Lecture Hours, 144 Out-of-Class Hours = 216 Total Student Learning Hours

A hands-on approach of basic skills, methods, and theory in designing and facilitating developmentally appropriate activities for children birth to age 8. Examine connection between child's family and culture, observation, documentation, and assessment while planning large and small group time experiences in the areas of history-social science, language and literacy, mathematics, safety, science, and visual and performing arts; and exploring the building of relationships and care routines as core to developing curriculum for infants and toddlers. Not repeatable. **Transfer:** (CSU)

CHILD 42 — Infant/Toddler Development, 3 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. Not repeatable. MJC equivalent: (CLDDV 125) **Transfer:** (CSU)

CHILD 43 — Infant/Toddler Care and Education, 3 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. Not repeatable. MJC equivalent: (CLDDV 122) **Transfer:** (CSU)

CHILD 44 — Infant/Toddler Practicum-Field Experience, 3 units

Formerly listed as: *CHILD 44 — Infant/Toddler Practicum*
Prerequisite/Corequisite: *Completion of CHILD 1 and CHILD 22 with at least a C or P and completion of, or concurrent enrollment in, CHILD 3 with at least a C or P*
Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
18 Lecture Hours, 108 Laboratory Hours, 36 Out-of-Class Hours = 162 Total Student Learning Hours

Under guided supervision, students will utilize practical classroom experiences to make connections between theory and practice, demonstrate developmentally appropriate early childhood program planning and teaching competencies, develop professional behaviors, and build a comprehensive understanding of children and families at an approved infant/toddler placement site. Reflective practice will be emphasized as student teachers design, implement, and evaluate relationship planning, cultural responsiveness, child-centered, play-oriented approaches and strategies, and techniques that promote development and learning. Course qualifies for the 3 units of supervised field experience toward a Child Development Permit (issued by the California Commission on Teacher Credentialing). Not repeatable. MJC equivalent: (CLDDV 127) **Transfer:** (CSU) **C-ID:** (ECE 210)

CHILD 45 — School-Age Child Development, Care and Education, 3 units

Formerly listed as: *CHILD 45 — School-Age Child Care*
Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Introduction to the study of child development, surround care, and education for children ages 6 to 12 and an overview of skills necessary to provide appropriate care for this age group. Course qualifies for Master Teacher Specialization toward a Child Development Permit (issued by the California Commission on Teacher Credentialing). Not repeatable. **Transfer:** (CSU)

CHILD 97 — Work Experience in Child Development, 1- 4 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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 work experience in an Early Care and Education setting. The student's placement must be related to educational or occupational goals. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

DRAMA (DRAMATIC ARTS)

DRAMA 10—Introduction to the Theatre, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (THETR 100) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A) **C-ID:** (THTR 111 or THTR 112)

DRAMA 19/SPCOM 19—Exploring Radio Drama, 1.5-3 units

1.5 Units: 27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 once for DRAMA 19 or SPCOM 19. Not repeatable. **Transfer:** (CSU)

DRAMA 20—Oral Expression and Interpretation, 3 units

Recommended for Success: *ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 equivalent: (COMM 120) Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C1) **C-ID:** (COMM 170)

DRAMA 22—Introduction to Readers' Theatre, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script. Not repeatable. MJC equivalent: (THETR 122) **Transfer:** (CSU/UC)

DRAMA 42—Acting Fundamentals, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art. Not repeatable. MJC equivalent: (THETR 160) **Transfer:** (CSU/UC) (CSU-GE: C1)

DRAMA 43—Acting-Directing, 3 units

Recommended for Success: *DRAMA 42*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C1)

A student plays guitar during a break at Baker Station.

ECON (ECONOMICS)

ECON 10—Principles of Economics, Macro, 3 units

Prerequisite(s): *Completion of MATH 101 or a higher-level math with at least a C or P, or placement through the assessment process*
Recommended for Success: *MATH 104*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ECON 101) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4B) **C-ID:** (ECON 202)

ECON 11—Principles of Economics, Micro, 3 units

Prerequisite(s): *Completion of MATH 101 or a higher-level math with at least a C or P, or placement through the assessment process*
Recommended for Success: *MATH 104*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ECON 102) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4B) **C-ID:** (ECON 201)

EDUC (EDUCATION)

EDUC 11–Introduction to Elementary Classroom Teaching, 3 units

Recommended for Success: *ENGL 1A*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Transition Kindergarten through grade 12 (TK-12). Course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (EDUC 200)

EDUC 50—Online Course Development, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

EDUC 51—Emerging Technologies for Online Course Development, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

The course will emphasize enhancing the online course environment with accessible, open source and/or low-cost emerging technology tools and objects. Ideas and hands-on practice will be introduced for integrating emerging technologies, e.g., digital and social media to enhance the online learning experience. Not repeatable. **Transfer** (CSU)

EDUC 52—Universal Design for Online Course Development, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

The course will focus on the implementation of universal design for course content, materials and activities to benefit all learners. Not repeatable. **Transfer:** (CSU)

EMS

(EMERGENCY MEDICAL SERVICES)

EMS 4 — Emergency Medical Technician Training, 7 units

Prerequisite(s): *EMS 157, or BIOL 10 and BIOL 60 with at least a C or P*

Recommended for Success: ENGL 151 or Eligibility for English 1A

108 Lecture Hours, 72 Laboratory Hours, 216 Out-of-Class Hours = 396 Total Student Learning Hours

Materials fee required

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 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. Not repeatable. **Transfer:** (CSU)

EMS 12—Pre-Paramedic Training, 8 units

144 Lecture Hours, 288 Out-of-Class Hours = 432 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

EMS 20—Basic Cardiology and Cardiac Dysrhythmias, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

EMS 97—Work Experience in Emergency Medical Service, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours

2 Units: 120 Unpaid Hours, 150 Paid Hours

3 Units: 180 Unpaid Hours, 225 Paid Hours

4 Units: 240 Unpaid Hours, 300 Paid Hours

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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

EMS 107 — Skills Refresher for Emergency Medical Technicians/Emergency Medical Responders, 1.5 units

Formerly listed as: *EMS 107 — Skills Refresher for Emergency Medical Technicians and First Responders*

Prerequisite(s): *Completion of EMS 4 or EMS 157 with at least a C or P or equivalent medical certification level*

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

This instructor-based course meets or exceeds the skills competency and Continuing Education (CE) requirements for the Emergency Medical Technician (EMT) and Emergency Medical Responder (EMR) re-certification. Students will reacquaint themselves with the equipment and skills used by EMTs and/or EMRs in emergency medical situations. The course is designed to update existing EMT and EMR certification as well as provide CE units for EMT and EMR certificated personnel. Not repeatable. Grading: (P/NP only)

EMS 153 — CPR and Basic First Aid, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

A basic course designed for the citizen who wishes to maintain or acquire cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), and basic first aid certification, or who wishes to learn CPR, AED and basic first aid techniques. Successful course completion results in adult, child and infant CPR/AED certification and basic first aid certification. Not repeatable. Grading: (P/NP only)

EMS 157 — Emergency Medical Responder and CPR, 3 units

Recommended for Success: *BIOL 150 and/or OFTEC 50*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

An entry-level course designed for firefighters and other emergency workers who will respond to medical emergencies ahead of ambulance transportation. Focuses on stabilization of ill or injured patients prior to arrival of more advanced life support. This course meets the basic requirements for most volunteer fire agencies as well as some paid fire departments. Not repeatable. MJC equivalent: (EMS 350)

EMS 165—Conversational Medical Spanish for Emergency Health Care Providers, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

EMS 175—EMS Skills Development, 2 units

27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. Grading: (P/NP only)

ENGL (ENGLISH)

ENGL 1A—Reading and Composition: Beginning, 3 units

Prerequisite(s): *Completion of ENGL 151 with at least a C or P, or placement through the assessment process*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ENGL 101) **Transfer:** (CSU/UC) (CSU-GE: A2) (IGETC: 1A) **C-ID:** (ENGL 100)

ENGL 1B—Advanced Composition and Introduction to Literature, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: A3, C2) (IGETC: 1B) **C-ID:** (ENGL 120)

ENGL 1C—Advanced Composition and Critical Thinking, 3 units

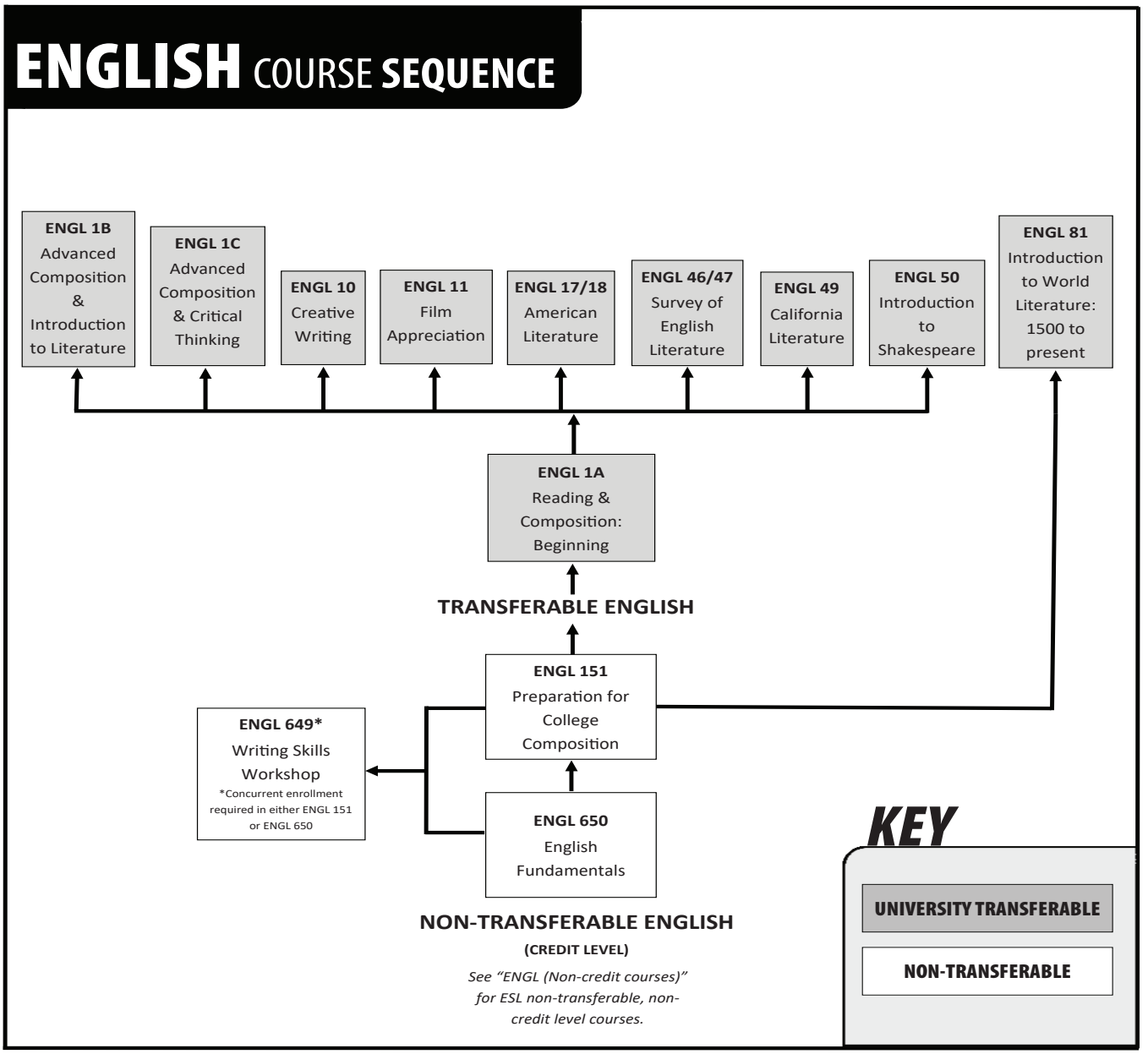
Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

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. Not repeatable. MJC equivalent: (ENGL 103) **Transfer:** (CSU) (CSU-GE: A3) (IGETC: 1B) **C-ID:** (ENGL 105)

ENGL 10—Creative Writing, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (ENGL 200)



ENGL 11—Film Appreciation, 3 units

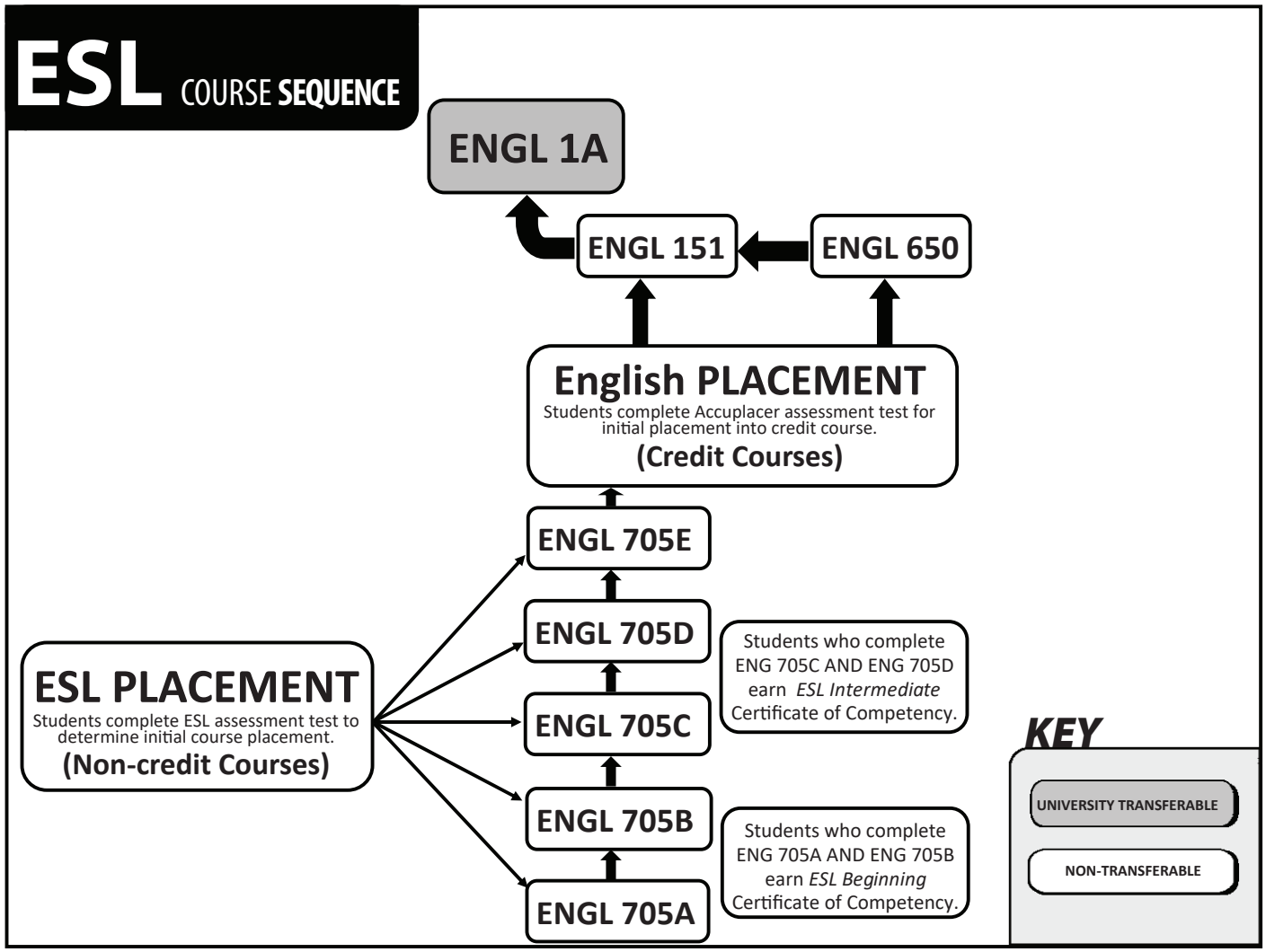
Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

This course introduces students to many aspects of film: to its infancy and development, to its historical figures, to its technical elements like editing and cinematography, and to the many countries around the world where cinema is a thriving art form. Along the way, students will analyze films through discussions and essays, plus create their own original short movies. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

ENGL 17—American Literature, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
Recommended for Success: *ENGL 1B*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ENGL 135) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 130)



ENGL 18—American Literature, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
Recommended for Success: *ENGL 1B*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ENGL 136) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 135)

ENGL 46—Survey of English Literature, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
Recommended for Success: *ENGL 1B*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

English literature from the Anglo-Saxons through the 18th Century. MJC equivalent: (ENGL 137) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 160)

ENGL 47—Survey of English Literature, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
Recommended for Success: *ENGL 1B*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

English literature of the 19th and 20th Centuries. MJC equivalent: (ENGL 138) Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 165)

ENGL 49—California Literature, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
Recommended for Success: *ENGL 1B*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

ENGL 50—Introduction to Shakespeare, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
Recommended for Success: *ENGL 1B*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

An introduction to the representative works by Shakespeare, including the characteristics of the different genres--comedy, history, 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. Not repeatable. MJC equivalent: (ENGL 163) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

ENGL 81—Introduction to World Literature: 1500 to present, 3 units

Prerequisite(s): *Completion of ENGL 151 with at least a C or P or eligibility for ENGL 1A*
Recommended for Success: *ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 145)

ENGL 125—Shakespeare Live: A Week of Theater in Ashland, Oregon, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Field trips required. Not repeatable.

ENGL 132—Writing Short Fiction, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

Instruction and practice in writing shorter forms of fiction. Field trips may be required. Not repeatable.

ENGL 133—Writing It Real: Creative Nonfiction, 1-2 units

Recommended for Success: *ENGL 151*
1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours
2 Units: 36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

ENGL 151—Preparation for College Composition, 5 units

Prerequisite(s): *Completion of ENGL 650 with at least a C or P or eligibility for English 151*
Recommended for Success: *Concurrent enrollment in ENGL 649*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning 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. Completion of this course will prepare students for ENGL 1A. Note: Concurrent enrollment in ENGL 649 will complement studies in ENGL 151. Not repeatable. MJC equivalent: (ENGL 50)

ENGL 606—English as a Second Language: Advanced, 3 units

Prerequisite(s): *Completion of ENGL 705A, ENGL 705B and/or ENGL 705C with at least a P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

ENGL 649—Writing Skills Workshop, 1 unit

Corequisite: *ENGL 151 Preparation for College Composition or ENGL 650 English Fundamentals*
18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

Individual assistance for students enrolled in ENGL 151 or ENGL 650. Students will receive assistance 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. Not repeatable. Grading: (P/NP only)

ENGL 650—English Fundamentals, 3 units

Recommended for Success: *ENGL 649*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (ENGL 49)

The following courses are noncredit and are not applicable for graduation and/or transfer.

ENGL (*Noncredit* courses in English as a Second Language)

ENGL 705A—English as a Second Language: Low Beginning

Recommended for Success: *Recommended Skill: Basic literacy in first language*

54 Lecture Hours = 54 Total Student Learning Hours

Elementary course in speaking, listening, reading, and writing English for persons learning English as another language. Emphasis is on vocabulary and sentence structure for practical communication. 6 completions allowed.

ENGL 705B—English as a Second Language: High Beginning

Recommended for Success: *ENGL 705A*
54 Lecture Hours = 54 Total Student Learning Hours

High beginning course in speaking, listening, reading and writing English for persons learning English as another language with continued emphasis on practical communication. 6 completions allowed.

ENGL 705C — English as a Second Language: Low Intermediate

Formerly listed as: *ENGL 705C — English as a Second Language: Intermediate*

Recommended for Success: *ENGL 705B*

54 Lecture Hours = 54 Total Student Learning Hours

Low Intermediate ESL course in speaking, listening, reading, and writing English for persons learning English as another language with continued emphasis on practical communication, and an increased emphasis on written skills. 6 completions allowed.

ENGL 705D — English as a Second Language: High Intermediate

Formerly listed as: *ENGL 705D — English as a Second Language-Advanced*

Recommended for Success: *ENGL 705C*

54 Lecture Hours = 54 Total Student Learning Hours

High Intermediate ESL course for students who have completed 705C or assessment-tested into this level. Course covers high intermediate reading, writing, and interpretation of various materials. 6 completions allowed.

ENGL 705E—English as a Second Language-Proficient

Recommended for Success: *ENGL 705D*

54 Lecture Hours = 54 Total Student Learning Hours

Top level ESL course; student completing this course and scoring a 250 or higher on the Comprehensive Adult Student Assessment Systems (CASAS) test will, based on the ESL instructor's recommendation, be able to move into a credit ESL course and complete assessment for placement in English courses. 6 completions allowed. Non-graded.

ENTRE (ENTREPRENEURSHIP)

ENTRE 101—Introduction to Entrepreneurship, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

ENTRE 102—Entrepreneurial Marketing, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

ENTRE 103—Financial Management for Entrepreneurs, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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, team building, 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. Not repeatable.

ENTRE 104—Preparing Effective Business Plans, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

ENTRE 105—Social Media Marketing, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

ENTRE 106—Patents, Copyrights, and Trademarks, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

A study of the requirements and procedures for obtaining and maintaining patent, trademark, copyright protection, and trade secrets. The basics behind intellectual property, and how they relate to the launch of a potential venture. Not repeatable.

ENTRE 107 — Contract Law for Entrepreneurs, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

This course covers the basic contract fundamentals, including formation, repudiation and breach, and remedies. Field trips may be required. Not repeatable.

ENTRE 108 — Negligence Law for Entrepreneurs, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

This course will cover negligence and other tort law applicable to entrepreneurs. Field trips may be required. Not repeatable.

ESC (EARTH SCIENCE)

ESC 5—Physical Geology, 4 units

Recommended for Success: *ENGL 1A*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (GEOL 161) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (GEOL 101)

ESC 10—Environmental Geology, 3 units

Recommended for Success: *Eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (GEOL 130)

ESC 22—Historical Geology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (GEOL 110)

ESC 23—Historical Geology, 4 units

54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (GEOL 111)

ESC 25—Geology of the National Parks, 3 units

Recommended for Success: *Eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

ESC 30—Global Tectonic Geology, 3 units

Recommended for Success: *ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

ESC 33—Introduction to the Earth, 4 units

54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (EASCI 161) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (GEOL 121)

ESC 35—Field Geology, .5-3 units

0.5 Unit: 9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours
1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours
2 Units: 36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours
3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (GEOL 171A & GEOL 171B) **Transfer:** (CSU)

Contact and Total Student Learning Hours for the following courses:

ESC 35CC, ESC 35DV, ESC 35LS, ESC 35LT, ESC 35LV, ESC 35ML, ESC 35SA, ESC 35SN, ESC 35SP, ESC 35TR, 1-3 units

1 Unit: *18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours*
1.5 Units: *27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours*
2 Units: *36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours*
2.5 Units: *45 Lecture Hours, 90 Out-of-Class Hours = 135 Total Student Learning Hours*
3 Units: *54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours*

ESC 35CC—Geology and Gold Mining of Calaveras County, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35DV—Geology of Death Valley, 1-3 units

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. Not repeatable. **Transfer:** (CSU)

ESC 35LS—Geology of Lassen, Shasta, Lava Beds, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35LT—Geology of the Lake Tahoe Region, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35LV—Geology of the Long Valley Caldera, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35ML—Geology of the Mother Lode, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35SA—Geology of the San Andreas Fault, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35SN—Geology of the Sierra Nevada, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35SP—Geology of the Sonora Pass Area, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35TR—Geology of the Tuolumne River, 1-3 units

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. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 42—Natural Hazards, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

ESC 50—Oceanography, 4 units

54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (EASCI 162)
Transfer: (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C)

ESC 62—Meteorology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)
C-ID: (GEOG 130)

ESL (English as a Second Language)

See ENGL *(**English - Noncredit*** courses in English as a Second Language*)*

FIRE (FIRE TECHNOLOGY)

FIRE 1—Fire Protection Organization, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FIRE 2—Fire Prevention Technology, 3 units

Prerequisite(s): *Completion of FIRE 1 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FIRE 3—Fire Protection Equipment and Systems, 3 units

Prerequisite(s): *Completion of FIRE 1 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FIRE 4—Building Construction for Fire Protection, 3 units

Prerequisite(s): *Completion of FIRE 1 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

One of Columbia College's fire engines, regularly used during Fire Academy lab instruction

FIRE 5—Fire Behavior and Combustion, 3 units

Prerequisite(s): *Completion of FIRE 1 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FIRE 7—Wildland Fire Control, 3 units

Prerequisite(s): *Completion of FIRE 1 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FIRE 29A—Driver/Operator Training 1A, 1 unit

Prerequisite(s): *Completion of FIRE 101 with at least a C or P, or Firefighter I Certificate, or Volunteer Firefighter certification, or equivalent*
10.8 Lecture Hours, 28.8 Laboratory Hours, 22 Out-of-Class Hours = 61.6 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FIRE 29B—Driver/Operator Training 1B, 1 unit

Prerequisite(s): *Completion of FIRE 29A with at least a C or P, or Firefighter I Certificate, or Volunteer Firefighter certification or equivalent*
10.8 Lecture Hours, 28.8 Laboratory Hours, 22 Out-of-Class Hours = 61.6 Total Student Learning Hours

Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

FIRE 50/SAR 50—Low Angle Rope Rescue, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

This course is designed to take the student to the basic skill and knowledge levels of Low Angle (non-vertical) Rope Rescue. Topics will include, but are not limited to: basic rappelling, rescue of ambulatory and non-ambulatory persons with an emphasis on safety and 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 once for FIRE 50 or SAR 50. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

FIRE 51—High Angle Rope Rescue, 1.5 units

Prerequisite(s): *Completion of FIRE 50 with at least a C or P*
27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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. Field trips required. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

FIRE 97—Work Experience in Fire Technology, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

FIRE 101—Firefighter I Academy, 16 units

Prerequisite(s): *Completion of EMS 157 and HHP 55A with at least a C or P, or concurrent enrollment in EMS 157 and HHP 55A*
144 Lecture Hours, 432 Laboratory Hours, 288 Out-of-Class Hours = 864 Total Student Learning 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. Not repeatable. MJC equivalent sequence: (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 106—Hazardous Materials First Responder Operational, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only) MJC equivalent sequence: (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 108—Confined Space Awareness, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only) MJC equivalent sequence: (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

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

Introduces students to the principles and features associated with the Incident Command System. Not repeatable. Grading: (P/NP only) MJC equivalent sequence: (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

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable.

FIRE 120—Fire Operations in the Urban Interface, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

This course addresses content in initial attack incident command and control of wild land fire that threatens life, property and improvements. Not repeatable.

FIRE 131—Introduction to ICS and Dispatch Recorder, 1 unit

20 Lecture Hours, 40 Out-of-Class Hours = 60 Total Student Learning 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. Not repeatable.

Foreign Language

***See SPAN** (Spanish)*

FNR

(FORESTRY AND NATURAL RESOURCES)

FNR 1 — Natural Resource Conservation, 3 units

Formerly listed as: *FNR 1 — Environmental Conservation*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Practices of natural resources conservation with current topics on forestry, range management, watershed management, climate change, endangered species, environmental pollution, wilderness management, energy, population, and the range of California's natural resources. History of the conservation movement. Field trips may be required. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D)

FNR 2—Introduction to Forestry, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Overview of the objectives and methods of sustainable forest management, including significant forest history events, U.S. forest regions, forest ecology, forest products, forestry practices, forestry education pathways, career opportunities, certifications, and ethics. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 3—Natural Resources Law and Policy, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. Field trips may be required. Not repeatable. **Transfer:** (CSU/UC)

FNR 6–Soil Resources, 3 units

Recommended for Success: *CHEM 5*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Introduction to physical, chemical, and biological properties of soils. Soil development, type, and analysis. Implications and applications for natural resources management. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

FNR 9—Parks and Forests Law Enforcement, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

Constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 10—Dendrology, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

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. Not repeatable. **Transfer:** (CSU/UC)

FNR 11—Natural Resources Field Camp, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 12—Tallest, Oldest, Largest, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

California is home to the tallest (Coast Redwood), the oldest (Bristlecone Pine), and the largest (Giant Sequoia) trees in the entire world. This field course takes students to all three. The botany, natural history, management, and cultural history of these trees are explored. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 22—Ecology and Use of Fire in Forest Ecosystems, 2 units

27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning Hours

Introduction to the ecology and management of fire in California landscapes. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and aesthetics; 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. Not repeatable. **Transfer:** (CSU)

FNR 24–Fire-Fuels Management, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** CSU

FNR 30—Introduction to Watershed Management, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FNR 50—Natural History and Ecology, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FNR 53—Forest Surveying, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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, and total station. Field recording techniques, laboratory computations and map drafting. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 60—Introduction to Maps and Remote Sensing, 2 units

18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FNR 61—Introduction to Water Resources Management, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FNR 62—Applied Forest Inventory and Management, 2 units

18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning Hours

Techniques of forest inventory and management including forest surveys, timber cruising, and scaling; data collection and analysis; location and delineation of forest properties and resources; and survey and management of other natural resources. Field trips required. Not repeatable. MJC equivalent: (NR 376) **Transfer:** (CSU)

FNR 63—Water for Consumption, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 64—Water Infrastructure in California, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Water infrastructure in California. Water sources, diversions, conveyances, reservoirs, pump stations, Central Valley Project, State Water Project, PG&E. Not repeatable. **Transfer:** (CSU)

FNR 65—Rural Wastewater Strategies, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 66—Decentralized Wastewater Management, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Inspection, operations, maintenance and monitoring of Onsite Wastewater Treatment Systems (OWTS), from simple standard gravity septic to high tech advanced treatment technologies. Operation, maintenance and monitoring of all types of engineered systems including aerobic treatment units, media filters, constructed wetlands, disinfection technologies and soil treatment applications. Prepares students for national certification testing and entrance into the onsite wastewater management field. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 67—Operation of Wastewater Treatment Plants, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 descriptions of the equipment and processes used in a wastewater treatment plant. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 69—Operation of Wastewater Treatment Plants 2, 3 units

Recommended for Success: *FNR 67*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 71—Water Use Efficiency, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

Covers the general knowledge requirements expected for Level 1 American Water Works Association California/Nevada Section Water Use Efficiency Practitioner Certification, focusing on water end uses and conservation measures and on regional water issues and resources. Not repeatable. **Transfer:** (CSU)

The Forestry & Natural Resources Club enables students to meet, discuss, practice, and share knowledge of forestry and natural resources.

FNR 74 — Wastewater Collection Systems, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course trains operators in the practical aspects of wastewater collection system operation and maintenance, emphasizing safe practices and procedures, the role and responsibilities of the collection system operator, the need for collection systems, the typical components and design of collection systems, safe procedures for working in traffic, confined space entry, excavation and shoring, inspecting and testing sewers, and completing underground repairs and construction. This class helps students prepare for State Wastewater Certification Exams. Not repeatable. **Transfer:** (CSU)

FNR 81—California Wildlife, 3 units

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

FNR 86—California Naturalist Certification, 1.5 units

27 Lecture Hours, 18 Laboratory Hours, 54 Out-of-Class Hours = 99 Total Student Learning Hours

This course satisfies the course requirements to become a California Certified Naturalist. Classroom and field experience in California natural history, communication training, and community service. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 97—Work Experience in Forestry and Natural Resources, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours

2 Units: 120 Unpaid Hours, 150 Paid Hours

3 Units: 180 Unpaid Hours, 225 Paid Hours

4 Units: 240 Unpaid Hours, 300 Paid Hours

75 hours paid employment equals 1 unit of credit.

60 hours unpaid employment equals 1 unit of credit.

Provides students an opportunity to experience supervised employment in Forestry and Natural Resources. The student's employment must be related to educational or occupational goals. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience Course. 4 completions allowed. Grading: (P/NP only) **Transfer:** CSU (Transfer credit limited. See a counselor.)

FNR 172–Nature Photography, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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. Field trips may be required. Not repeatable. Grading: (P/NP only)

FNR 173—Drawing Nature, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

An introduction to drawing nature, including basic concepts and terminology used to organize, name, and describe the diversity of living and non-living natural features, as well as basic techniques of observing and drawing natural features. Not repeatable.

FNR 174 — Nature Journaling, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Our natural curiosity for the environment makes us excellent candidates for nature journaling. It is an engaging and fun activity that fosters a deeper understanding of the environment's natural processes. This understanding is essential to developing better research skills and an important asset in building a deeper appreciation of the environment and an understanding of critical resource issues in our world today. Not repeatable.

FNR 182–Techniques of Surveying Sierra Nevada Wildlife, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

A technical, applied, field course on the methods of surveying and monitoring Sierra Nevada 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. Not repeatable. Grading: (P/NP only)

FNR 183–Ecological Restoration, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

FNR 184 — Field Ornithology, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

A field lecture course to train and inform college students, land management professionals, environmental consultants, and community members on bird field studies. Natural resource topics covered include the value of monitoring birds to assess environmental health, how to monitor birds in the field, bird identification by sight and sound, and current bird population monitoring programs. This course also includes instruction on how to search for and obtain jobs and internships conducting ornithological field studies. Field trips required. Not repeatable. Grading: (P/NP only)

FNR 185–Introduction to the National Wilderness Preservation System, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

A 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. Field trips required. Not repeatable. Grading: (P/NP only)

FNR 187 — Edible and Medicinal Plants, 1.5 units

27 Lecture Hours, Laboratory Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours 36 lecture

How to find, identify, and prepare edible and medicinal plants of the Sierra Nevada. Field trips required. Not repeatable.

GEOGR (GEOGRAPHY)

GEOGR 12—Cultural Geography, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (GEOG 102) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4E) **C-ID:** (GEOG 120)

GEOGR 15—Physical Geography, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (GEOG 101) **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (GEOG 110)

GEOGR 20—World Regional Geography, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4E) **C-ID:** (GEOG 125)

GEOGR 57/CCTIS 57—GIS Data Management, Introduction to Geodatabase, 1-3 units

1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

GEOGR 58/CCTIS 58—GIS, ArcView, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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 once for CCTIS 58 or GEOGR 58. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 59/CCTIS 59—Geographic Information and Global Positioning Systems, 1-3 units

1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

2 Units: 36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 once for CCTIS 59 or GEOGR 59. Not repeatable. **Transfer:** (CSU)

GEOGR 60/CCTIS 60—Introduction to AcrGIS, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

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. Not repeatable. MJC equivalent: (GEOG 109) **Transfer:** (CSU)

GEOGR 61/CCTIS 61—GIS Mapping, Introduction to Fire Incident Mapping, 1 unit

Recommended for Success: *CCTIS 6*

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 62/CCTIS 62/SAR 62—GIS Mapping-Introduction to SAR GIS, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only) Credit may only be earned once for GEOGR 62 or CCTIS 62 or SAR 62. **Transfer:** (CSU)

GEOGR 63/CCTIS 63 — GIS and Making Maps: The Essential Skills, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 64/CCTIS 64—ArcGIS: Creating a Basic Map, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 65/CCTIS 65—GIS Applications, .5-3 units

Recommended for Success: *CCTIS 60/GEOGR 60*
0.5 Unit: 9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours
1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours
2 Units: 36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours
3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

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. Not repeatable. **Transfer:** (CSU)

GEOGR 66/CCTIS 66—Web Mapping, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

This course focuses on the fundamental principles of web mapping and creating web mapping applications. Students will learn the basics of Web GIS system architecture, geospatial web services, and web service based geoprocessing. In addition, students will also learn about mobile GIS solutions by collecting data and creating a web map. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 67/CCTIS 67—GIS Geocoding, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. **Transfer:** (CSU)

GEOGR 68/CCTIS 68 — UAV/Drone Mapping, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Companies are using Unmanned Aerial Vehicles (UAV's)/Drones for professional services in industries including GIS, surveying and mapping, forestry, natural resources, earth sciences, agriculture, real estate, construction, filming and cinematography, utilities inspections, and more. This course will teach theory and concepts related to mapping and photogrammetry, flight safety and operations, licensing and legal issues, and software and hardware concepts. This course is part of the UAV/Drone Mapping Micro-Credential/Skills Attainment Certificate. Not repeatable. **Transfer:** (CSU)

GEOGR 70/CCTIS 70—Introduction to Raster-Based GIS, 3 units

Recommended for Success: *CCTIS 59 /GEOGR 59 and CCTIS 60/GEOGR 60*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

GEOGR 75/CCTIS 75 — Introduction to Remote Sensing, 3 units

Formerly listed as: *GEOGR 75/CCTIS 75 — GIS Applications in Resource Management*
Recommended for Success: *CCTIS 70 or GEOGR 70*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

Uses ArcGIS ArcView software 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. Not repeatable. **Transfer:** (CSU)

GUIDE (GUIDANCE)

GUIDE 1 — Career/Life Planning, 3 units

Recommended for Success: *ENGL 151*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

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. Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

GUIDE 8 — Introduction to College, .5-1 unit

0.5 Unit: 9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

Explore the resources and tools needed to take charge of your educational experience and maximize your academic success. Identify successful college behaviors, Columbia College support resources, general expectations of college culture, and college pathway options. Students will gain an understanding of educational planning and transfer processes and, according to their needs and goals, each student may complete an educational plan with a counselor individually, in a group, or online. Not repeatable. MJC equivalent: (GUIDE 110) **Transfer:** (CSU)

GUIDE 10A — Introduction to Helping Skills, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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 listening and communication skills. Designed for non-professional and paraprofessional helpers such as peer tutors, peer counselors, advisors, managers, supervisors etc. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GUIDE 10B — Intermediate Helping and Basic Conflict Management Skills, 1.5 units

Prerequisite(s): *GUIDE 10A with at least a C or P*

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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 helping and support skills and the 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. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GUIDE 11—Occupational Exploration, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. MJC equivalent: (GUIDE 111) **Transfer:** (CSU)

GUIDE 18—Life Skills for Higher Education, 3 units

Recommended for Success: *ENGL 151*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. Satisfies MJC Guidance requirement. **Transfer:** (CSU/UC) (CSU-GE: E)

GUIDE 25/BUSAD 25 — Job Search and Interviewing Strategies, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. MJC equivalent: (GUIDE 112) **Transfer:** (CSU)

GUIDE 30—Personal Growth and Development, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. Satisfies MJC Guidance requirement. **Transfer:** (CSU) (CSU-GE: E)

GUIDE 35 — Basics of Budgeting & Money Management, 1 unit

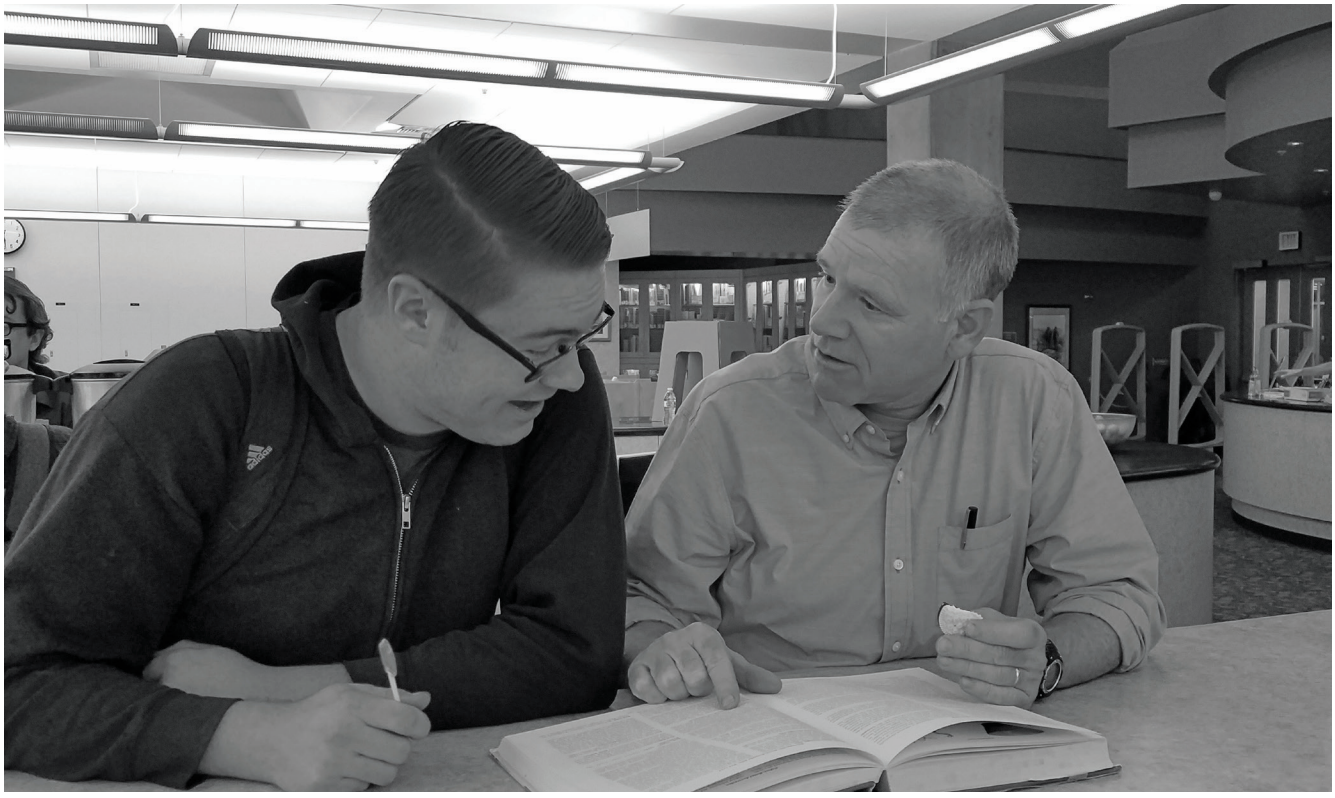
18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

This course provides students with the fundamental tools to make informed decisions that impact their short and intermediate-term finances. Topics covered include money management and the decision processes and behaviors underlying spending, saving and borrowing. Not repeatable. **Transfer:** (CSU)

GUIDE 50 — Guidance for Nursing Majors, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

Course will familiarize Columbia College students with the MJC Associate Degree in Nursing Program and will also cover requirements for transfer into baccalaureate level nursing programs. Important aspects of nursing as an occupational choice will be covered as well as resources available to promote student success. Field trips may be required. Not repeatable. Satisfies MJC Guidance Requirement. **Transfer:** (CSU)



Columbia College counselor Derrick Wydick meets with a student at Cram Night, a lively campus event that helps students prepare for finals.

GUIDE 51—Principles of Leadership, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

Designed to introduce students to the dynamics of working groups and the impact of leadership on work groups. Students will explore leadership theories and models as well as their own values and beliefs to develop a personal leadership philosophy. Topics may include developing skills in principles and administration of parliamentary law; the co-curricular activity program; finances, including budgetary procedure. Not repeatable. **Transfer:** (CSU)

GUIDE 100 — College Success, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Prepares students for the challenges of college-level coursework. Designed for students who would like to develop or improve skills and abilities necessary for college success; such as students who are: new to college, re-entering college, or those on academic or progress probation status. Topics include: values, goal-setting methods, time management, note-taking techniques, 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. Not repeatable. MJC equivalent: (STSK 78)

HHP

(HEALTH AND HUMAN PERFORMANCE)

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

HHP 2—Women's Health Issues, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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; temporary 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D, E) (IGETC: 4D)

HHP 3—Introduction to Kinesiology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (KIN 100)

HHP 5—Introduction to Recreation and Leisure, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 Health and Human Performance (Recreation-related subjects). Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

HHP 8A—Aerobic Exercise I, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

Provides an introduction to cardiovascular conditioning with an emphasis on the fundamental principles of exercise as a component of health. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 8B—Aerobic Exercise II, 1 unit

Formerly listed as: *HHP 8B — Step Aerobics*
54 Laboratory Hours = 54 Total Student Learning Hours

Designed to improve cardiovascular endurance with an emphasis on step aerobics as a component of health. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 9 — Circuit Cross-Training, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

Provides an introduction to circuit training, cross training, and interval training using various combinations of cardiovascular and muscle strength/endurance exercises to achieve personal fitness goals. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 10 — Adaptive Physical Education, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

Provides direction for students with physical limitations to follow a prescribed program on improving cardiovascular, flexibility, and strength fitness levels. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 16A—Fitness Walking, 1 unit

Formerly listed as: *HHP 16 — Walking for Fitness*
54 Laboratory Hours = 54 Total Student Learning Hours

Provides an introduction and instruction to fitness walking along with other exercises to improve whole-body fitness. It is a low-impact activity course with emphasis on cardiovascular endurance and weight loss. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 16B—Power Walking, 1 unit

Recommended for Success: *HHP 16A*
54 Laboratory Hours = 54 Total Student Learning Hours

Provides instruction and techniques for power (race) walking. Emphasis is on cardiovascular endurance and efficiency through moderate-to-high intensity workouts Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 18A—Yoga I, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

Designed to provide a basic yoga foundation using postures, breathing and relaxation techniques to increase flexibility, strength, balance and coordination. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 18B—Yoga II, 1 unit

Recommended for Success: *HHP 18A*
54 Laboratory Hours = 54 Total Student Learning Hours

Designed for students to perform more advanced postures, breathing, and relaxation techniques to further increase flexibility, strength, balance and coordination. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 32A—Basketball I, 1 unit

54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 32B—Basketball II, 1 unit

54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU UC-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*
54 Laboratory Hours = 54 Total Student Learning Hours

An advanced level of skill and strategies for the experienced basketball player. Intra-class scrimmages, scorekeeping and refereeing included. Not repeatable. **Transfer:** (CSU UC-Transfer credit limited. See a counselor.)

HHP 47A—Soccer I, 1 unit

54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 47B—Soccer II, 1 unit

Recommended for Success: *HHP 47A*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 47C—Soccer III, 1 unit

Recommended for Success: *HHP 47B*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 50A—Tennis I, 1 unit

54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 50B—Tennis II, 1 unit

Prerequisite(s): *Completion of HHP 50A with a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 53A—Volleyball I, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 53B—Volleyball II, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 53C—Volleyball III, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

An advanced level of skill and strategies for the experienced player. Intra-class power play competition included. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 55A—Fitness Training I for Firefighting, 1 unit

54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 55B—Fitness Training II for Firefighting, 1 unit

54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 56A—Weight Training I, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

Instruction in use of weights and body building equipment with emphasis upon individual program development. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 56B—Weight Training II, 1 unit

Recommended for Success: *HHP 56A or equivalent*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 59A—Beginning Tai Chi, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours

Provides an introduction to Tai Chi. Emphasis will be on the Chuan-Yang style short form, 21 movements. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 60 — Health and Fitness Education, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course focuses on personal and community health and an exploration of contemporary health issues and problems, with an emphasis on personal fitness and adjustment. Topics include exercise, nutrition, weight control, mental health, stress management, substance abuse, reproductive health, disease prevention, aging, health care delivery, and environmental hazards and safety. Not repeatable. MJC equivalent: (HE 110) **Transfer:** (CSU/UC) (CSU-GE: E) **C-ID:** (PHS 100)

HHP 62—Safety and First Aid Education, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (HE 101) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) **C-ID:** (KIN 101)

HHP 63—Sociology of Sport, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4J)

HHP 74—Introduction to Sport Management, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

HHP 76—Sports Conditioning, 1 unit

54 Laboratory Hours = 54 Total Student Learning 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. 4 completions allowed. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 80—Varsity Cross-Country, 3 units

162 Laboratory Hours = 162 Total Student Learning Hours

Instruction, training, and competition in intercollegiate cross-country running. Participation in contests with other colleges will be scheduled. 4 completions allowed. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 82—Varsity Basketball (Men), 1.5 units

81 Laboratory Hours = 81 Total Student Learning Hours

Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. Field trips required. 4 completions allowed. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 85–Varsity Tennis, 3 units

171 Laboratory Hours = 171 Total Student Learning Hours

Preparation and training for intercollegiate varsity tennis competition. Participation in contests with other colleges will be scheduled. 4 completions allowed. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 86–Varsity Volleyball (Women), 3 units

162 Laboratory Hours = 162 Total Student Learning Hours

Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled. Field trips required. 4 completions allowed. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 94A—Swimming I, 1 unit

Recommended for Success: *Students should be able to complete one length of the pool without assistance*

54 Laboratory Hours = 54 Total Student Learning Hours

Provides an introduction to the application of mechanical and anatomical principles of aquatics for beginning swimmers. Not repeatable. **Transfe**r: (CSU/UC-Transfer credit limited. See a counselor.)

HHP 94B—Swimming II, 1 unit

Recommended for Success: *HHP 94A Swimming I*

54 Laboratory Hours = 54 Total Student Learning Hours

Provides an introduction to the application of mechanical and anatomical principles of aquatics for intermediate swimmers, with an emphasis on the four competitive swim strokes and increasing cardiorespiratory endurance. Not repeatable. **Transfe**r: (CSU/UC-Transfer credit limited. See a counselor.)

The following courses are noncredit and are not applicable for graduation and/or transfer.

HHP (*Noncredit* courses in Health and Human Performance)

HHP 300 — Lifelong Health and Fitness

54 Laboratory Hours = 54 Total Student Learning Hours

Provides lifelong education for older adults and promotes the health and physical well-being through various combinations of training systems to improve cardiovascular endurance and muscular strength and endurance. Unlimited repeats. Non-graded.

HHP 303 — Fitness Maintenance for the Physically Limited

Formerly listed as: *HHP 303 — Rehabilitation for Physically Limited*

54 Laboratory Hours = 54 Total Student Learning Hours

Provides direction for students with physical limitations to follow a prescribed program on improving cardiovascular, flexibility, and strength fitness levels. Unlimited repeats. Non-graded.

HIST (HISTORY)

HIST 5/PHILO 5—Introduction to the History and Philosophy of Science, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 once for HIST 5 or PHILO 5. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: A3, C2) (IGETC: 1B, 3B)

HIST 11—History of California, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (HIST 129) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4F)

HIST 13—World Civilizations: to 1650, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4F) **C-ID:** (HIST 150)

HIST 14—World Civilizations: 1500 to Present, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Survey of world history from the beginning of the sixteenth 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4F) **C-ID:** (HIST 160)

HIST 16—United States: to 1877, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 CSU requirements in United States History, Constitution, and American Ideals. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4F) **C-ID:** (HIST 130)

HIST 17—United States: 1877 to Present, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 CSU requirements in United States History, Constitution, and American Ideals. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4F) **C-ID:** (HIST 140)

HIST 21—Women in American History, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (HIST 116) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4D, 4F)

HIST 49—The Mother Lode, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

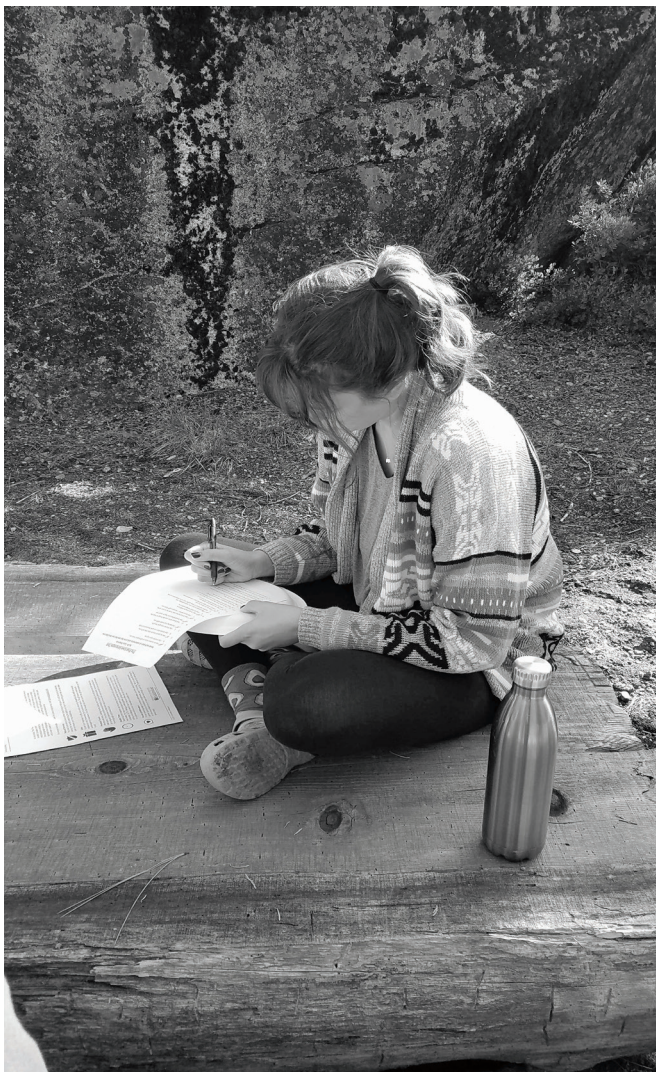
Introduction to a contextual examination of major topics in Mother Lode history including the geography of the region, Native Americans, California Gold Rush, the timber and ranching industries, the railroad, water and environmental issues, and Mother Lode myths. Field trips may be required. Not repeatable. **Transfer:** (CSU)

HL-OC (HEALTH OCCUPATIONS)

HL-OC 97—Work Experience in Health Occupations, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)



HPMGT

(HOSPITALITY MANAGEMENT)

HPMGT 97 — Work Experience in Hospitality Management, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

HPMGT 102 — Introduction to Hospitality Careers, 1.5 units

Formerly listed as: *HPMGT 102 — Introduction to Hospitality Careers and Human Relations*

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

An introduction to the hospitality industry (comprising lodging, food and beverage services, and tourism) with a focus on its career opportunities in the hospitality industry. Individual goal-setting and career planning are emphasized. Not repeatable.

HPMGT 104—Hospitality Laws and Regulations, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

HPMGT 112—Front Office Management/Hotel Catering, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

HPMGT 114—Introduction to Maintenance and Housekeeping, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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. Not repeatable.

HPMGT 120—Safety and Sanitation, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

Sanitation and safety principles and practices for the food service professional. Provides ServSafe certification from the National restaurant Association. Not repeatable.

HPMGT 122—Restaurant Math, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable.

HPMGT 126—Nutrition for Chefs, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

HPMGT 128—Kitchen Management, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

HPMGT 130—Survey of Commercial Food Service Operations, 3-6 units

3 Units: 18 Lecture Hours, 108 Laboratory Hours, 36 Out-of-Class Hours = 162 Total Student Learning Hours

6 Units: 36 Lecture Hours, 216 Laboratory Hours, 72 Out-of-Class Hours = 324 Total Student Learning Hours

Materials fee required

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. Not repeatable.

HPMGT 133A — Introduction to Commercial Food Preparation, 3 units

Corequisite(s): *HPMGT 120*

27 Lecture Hours, 99 Laboratory Hours, 54 Out-of-Class Hours = 180 Total Student Learning Hours

Materials fee required

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 food production. Food product identification, quality standards and cooking techniques will be covered along with cooking methods and flavor profiles. Adopting professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized. Field trips may be required. Not repeatable.

HPMGT 133B—Commercial Food Preparation, 4 units

Prerequisite(s): *Completion of HPMGT 133A with at least a C or P*

27 Lecture Hours, 153 Laboratory Hours, 54 Out-of-Class Hours = 234 Total Student Learning Hours

Materials fee required

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. Not repeatable.

HPMGT 134—Commercial Baking: Beginning, 2.5 units

18 Lecture Hours, 81 Laboratory Hours, 36 Out-of-Class Hours = 135 Total Student Learning Hours

Materials fee required

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. Not repeatable.

HPMGT 135 — Commercial Baking: Advanced, 3 units

Prerequisite(s): *Completion of HPMGT 134 with at least a C or P*

18 Lecture Hours, 108 Laboratory Hours, 36 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

Advanced baking techniques including: cakes, icings, decorating skills, frozen desserts, tortes, and pastries. Volume production skills are also emphasized. Field trips may be required. Not repeatable.

HPMGT 136—Dining Room Service and Management I, 2 units

18 Lecture Hours, 72 Laboratory Hours, 36 Out-of-Class Hours = 126 Total Student Learning 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. Not repeatable.

HPMGT 137 — Chocolate, Sugar, and Confections, 3 units

Prerequisite(s): *Completion of HPMGT 135 with at least a C or P*

18 Lecture Hours, 108 Laboratory Hours, 36 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

This course will explore the history, chemistry and applications of chocolate and sugar. The use of these and other ingredients in the creation of confections will be applied. Field trips may be required. Not repeatable.

HPMGT 138 — Specialty Breads and Viennoiserie, 3 units

Prerequisite(s): *Completion of HPMGT 135 with at least a C or P*

18 Lecture Hours, 126 Laboratory Hours, 36 Out-of-Class Hours = 180 Total Student Learning Hours

Materials fee required

This course covers specialty bread and viennoiserie technique. Included will be pre-ferments, dough conditioners, special processing, enriched and rolled-in doughs. Field trips may be required. Not repeatable.

HPMGT 140—Contemporary Cuisine, 2-3.5 units

Prerequisite(s): *Completion of HPMGT 133B with at least a C or P*

2 Units: 18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning Hours

3.5 Units: 18 Lecture Hours, 135 Laboratory Hours, 36 Out-of-Class Hours = 189 Total Student Learning Hours

Materials fee required

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. Not repeatable.

HPMGT 141—Restaurant Desserts, 2 units

Prerequisite(s): *Completion of HPMGT 135 with at least a C or P*

18 Lecture Hours, 54 Laboratory Hours, 36 Out-of-Class Hours = 108 Total Student Learning Hours

Materials fee required

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. Not repeatable.

HPMGT 142 — Garde Manger, 3 units

27 Lecture Hours, 81 Laboratory Hours, 54 Out-of-Class Hours = 162 Total Student Learning Hours

Materials fee required

An introduction to the skills and processes used in the cold food kitchen. Use and maintenance of tools and equipment typical in the pantry and banquet departments. Focused on of cold food preparation which includes knife skills, cold sauces, salads, sandwiches, appetizers, hors d'oeuvres, canapés, tray presentations, table setups, and condiments & pickles. Field trips may be required. Not repeatable.

HPMGT 143 — Advanced Garde Manger, 2 units

Prerequisite(s): *Completion of HPMGT 142 with at least a C or P*

18 Lecture Hours, 72 Laboratory Hours, 36 Out-of-Class Hours = 126 Total Student Learning Hours

Materials fee required

Advanced study of cold food preparation to include forcemeats, pates, curing, smoking, salami, sausages, and platter presentation with special attention to food shows and special events. Not repeatable.

HPMGT 146—Dining Room Service and Management II, 1-3.5 units

Prerequisite(s): *Completion of HPMGT 136 with at least a C or P*

1 Unit: 72 Laboratory Hours = 72 Total Student Learning Hours

1.5 Units: 90 Laboratory Hours = 90 Total Student Learning Hours

2 Units: 18 Lecture Hours, 72 Laboratory Hours, 36 Out-of-Class Hours = 126 Total Student Learning Hours

2.5 Units: 18 Lecture Hours, 90 Laboratory Hours, 36 Out-of-Class Hours = 144 Total Student Learning Hours

3 Units: 18 Lecture Hours, 108 Laboratory Hours, 36 Out-of-Class Hours = 162 Total Student Learning Hours

3.5 Units: 27 Lecture Hours, 108 Laboratory Hours, 54 Out-of-Class Hours = 189 Total Student Learning 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. Not repeatable.

HPMGT 147—Beverage Management, 2 units

27 Lecture Hours, 27 Laboratory Hours, 54 Out-of-Class Hours = 108 Total Student Learning Hours

Materials fee required

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. Not repeatable.

HPMGT 148—Introduction to Wines, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

HPMGT 152—Restaurant Planning, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

HPMGT 190—Culinary Arts Internship, 2 units

Prerequisite(s): *Completion of HPMGT 140 with at least a C or P*
9 Lecture Hours, 72 Laboratory Hours, 18 Out-of-Class Hours = 99 Total Student Learning Hours

Supervised field experience in Culinary or Pastry Arts study and research related to job training. Current developments in Culinary Arts. 3 completions allowed.

HPMGT 200—Exploring Culinary and Baking Skills, 1.5-2.5 units

1.5 Units: 9 Lecture Hours, 54 Laboratory Hours, 18 Out-of-Class Hours = 81 Total Student Learning Hours

2.5 Units: 9 Lecture Hours, 108 Laboratory Hours, 18 Out-of-Class Hours = 135 Total Student Learning 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. Field trips may be required. Not repeatable. Grading: (P/NP only)

HPMGT 201A—Basic Baking and Pastry Arts, 2 units

9 Lecture Hours, 81 Laboratory Hours, 18 Out-of-Class Hours = 108 Total Student Learning Hours

Materials fee required

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. Not repeatable. Grading: (P/NP only)

HPMGT 201B—Intermediate Culinary and Pastry Arts, 2 units

Recommended for Success: *HPMGT 201A*
9 Lecture Hours, 81 Laboratory Hours, 18 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. Grading: (P/NP only)

The Columbia College Hospitality Management Program offers students many opportunities to showcase their new skills.

HUMAN (HUMANITIES)

HUMAN 1—Old World Culture, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 equivalent: (Human 105) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

HUMAN 2—Modern Culture, 3 units

Recommended for Success: *ENGL 151 or equivalent*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (HUMAN 106) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

HUMAN 3—World Culture, 3 units

Recommended for Success: *ENGL 151 or equivalent*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (HUMAN 110) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

HUMAN 4—World Religions and Spirituality, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (PHILO 115) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

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 certain subject matter areas. See page 42 for current academic year independent study offerings, conditions, and limitations. These courses may transfer as electives or other credit if authorized by the transfer school. For UC, students are responsible for pre-authorization from UC department chair and Admissions Office.

INDIS

(INTERDISCIPLINARY STUDIES)

INDIS 48—Sustainable Living, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course introduces 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. Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

INDIS 110—Peer Tutoring, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

INDIS 111—Group Peer Tutoring, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

LIBR (LIBRARY SCIENCE)

LIBR 1—Introduction to Library and Information Resources, 1 unit

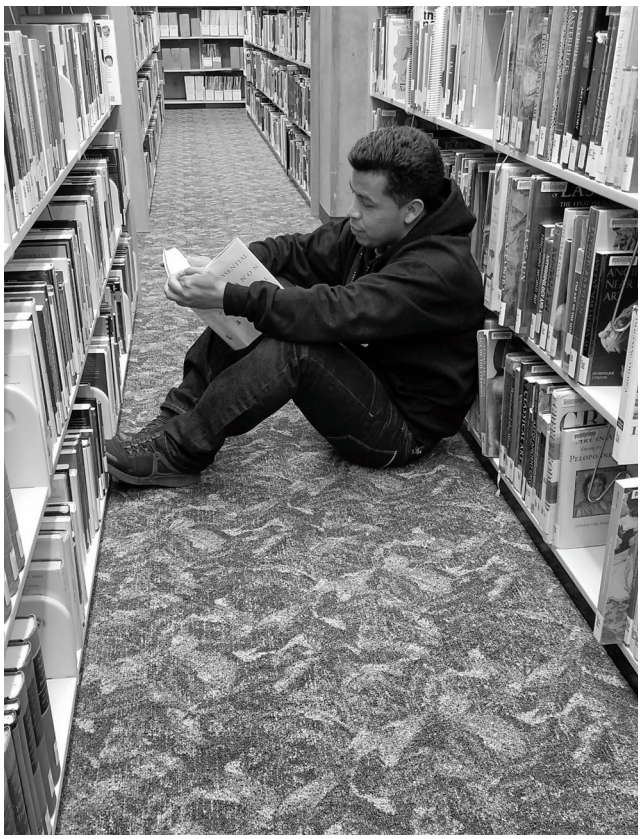
18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. **Transfer:** (CSU)

LIBR 101 Introduction to the Library, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Grading: (P/NP only)



MATH (MATHEMATICS)

MATH 2—Statistics, 4 units

Prerequisite(s): *Completion of MATH 104 or with at least a C or P or placement through the assessment process*
72 Lecture Hours, 144 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (MATH 134) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) **C-ID:** (MATH 110)

MATH 4—Mathematics for Elementary Teachers, 3 units

Prerequisite(s): *Completion of MATH 104 with at least a C or P, or placement through the assessment process*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (MATH 105) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B4) **C-ID:** (MATH 120)

MATH 6—Mathematics for Liberal Arts Students, 3 units

Prerequisite(s): *Completion of MATH 104 with at least a C or P, or placement through the assessment process*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (MATH 101) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A)

MATH 8—Trigonometry, 3 units

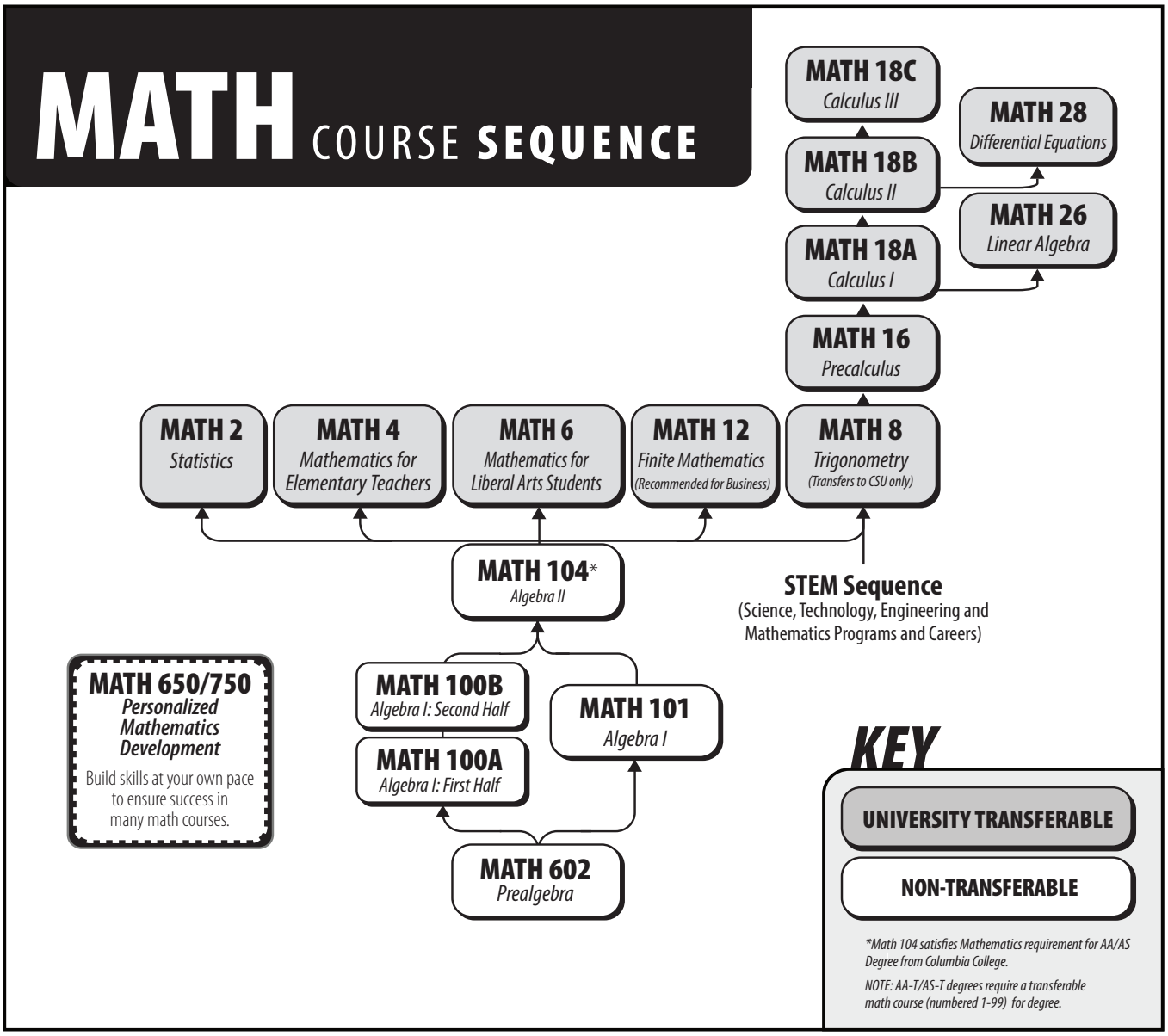
Prerequisite(s): *Completion of MATH 104 Algebra II or with at least a C or P or placement through the assessment process*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

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. Not repeatable. MJC equivalent: (MATH 161) **Transfer:** (CSU) (CSU-GE: B4) **C-ID:** (MATH 851)

MATH 12—Finite Mathematics, 3 units

Prerequisite(s): *Completion of MATH 104 with at least a C or P, or placement through the assessment process*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming), sets, combinatorics, probability, statistics, and the mathematics of finance. Not repeatable. MJC equivalent: (MATH 130) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) **C-ID:** (MATH 130)



MATH 16—Precalculus, 5 units

Prerequisite(s): *Completion of MATH 8 with at least a C or P*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning Hours

Topics in Algebra, Trigonometry and Analytic Geometry are studied in preparation for Calculus. Includes polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric equations, functions and their graphs. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) **C-ID:** (MATH 155)

MATH 18A—Calculus I, 5 units

Prerequisite(s): *Completion of MATH 17B or MATH 16 with at least a C or P*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning 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. Not repeatable. MJC equivalent: (MATH 171) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) **C-ID:** (MATH 210) (MATH 18A + MATH 18B = **C-ID** MATH 900S)

MATH 18B—Calculus II, 5 units

Prerequisite(s): *Completion of MATH 18A with at least a C or P or placement through the assessment process*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning 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. Not repeatable. MJC equivalent: (MATH 172) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) **C-ID:** (MATH 220) (MATH 18A + MATH 18B = **C-ID** MATH 900S)

MATH 18C—Calculus III, 5 units

Prerequisite(s): *Completion of MATH 18B with at least a C or P*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning Hours

Vectors and solid analytic geometry, vector valued functions, partial differentiation, multiple integrals, vector fields and vector calculus. Not repeatable. MJC equivalent: (MATH 173) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) **C-ID:** (MATH 230)

MATH 26—Linear Algebra, 3 units

Prerequisite(s): *Completion of MATH 18A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination and matrix algebra. Investigation of properties of vectors in two and three dimensions leads to the notion of an abstract vector space. Vector space and matrix theory topics include inner products, norms, orthogonality, eigenvalues, eigenvectors, eigenspaces and linear transformations. The course also includes an introduction to writing proofs and selected applications and numerical methods. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) **C-ID:** (MATH 250)

MATH 28 — Differential Equations, 3 units

Prerequisite(s): *Completion of MATH 18B with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Develops techniques for analysis of ordinary differential equations: exact, separable, and linear; constant coefficients, undetermined coefficients, variations of parameters. Also discussed will be: series solutions, systems, and Laplace transforms. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (MATH 240)

MATH 100A—Algebra I: First Half, 3 units

Prerequisite(s): *Completion of MATH 602 with at least a C or P, or placement through the assessment process*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

MATH 100B—Algebra I: Second Half, 3 units

Prerequisite(s): *Completion of MATH 100A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

MATH 101—Algebra I, 5 units

Prerequisite(s): *Completion of MATH 602 with at least a C or P, or placement through the assessment process*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning 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. Not repeatable. MJC equivalent: (MATH 29)

MATH 104—Algebra II, 5 units

Prerequisite(s): *Completion of MATH 100B or MATH 101 with at least a C or P, or placement through the assessment process*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning 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. Not repeatable. MJC equivalent: (MATH 90)

MATH 120 — Path to Statistics, 5 units

Recommended for Success: *Concurrent enrollment in either Math 750 or Math 650, eligibility for MATH 101 and ENGL 151 or eligibility for ENGL 1A*

90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning Hours

This accelerated algebra course prepares non-STEM major students for transfer-level Statistics, Math 2. It covers core concepts from elementary algebra, intermediate algebra, and introduces descriptive statistics. Topics include ratios, rates, and proportional reasoning; arithmetic reasoning using fractions, decimals and percents; evaluating expressions, solving equations, and analyzing algebraic forms to understand statistical measures. The emphasis of this course will be interpreting algebraic solutions in the context of situations. This course does not meet graduation requirements and is not a substitute for any other Math course. If a student does not go on to successfully complete Math 2, then Math 104 would still be required to earn an Associates Degree. This course is designed for students who do not want to major in STEM fields or any other major requiring Math 104 as a pre-requisite for coursework. Not repeatable.

MATH 602 — Prealgebra, 4 units

72 Lecture Hours, 144 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (MATH 19 or 20)

MATH 650—Personalized Mathematics Development, .5-2 units

0.5 Unit: 27 Laboratory Hours = 27 Total Student Learning Hours
1 Unit: 54 Laboratory Hours = 54 Total Student Learning Hours
1.5 Units: 81 Laboratory Hours = 81 Total Student Learning Hours
2 Units: 108 Laboratory Hours = 108 Total Student Learning 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. Successful completion of this course does not satisfy prerequisite or degree requirements. Not repeatable. Grading: (P/NP only)

The following courses are noncredit and are not applicable for graduation and/or transfer.

MATH (*Noncredit* courses in Math)

MATH 750 — Personalized Mathematics Development

108 Laboratory Hours = 108 Total Student Learning Hours

This noncredit course, equivalent to the credit course Math 650, 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. Successful completion of this course does not satisfy prerequisite or degree requirements. Unlimited repeats. Non-graded.

MGMT (MANAGEMENT)

MGMT 110—Communication in the Workplace, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

MGMT 111—Customer Service, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

MGMT 112—Team Building, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

MGMT 113—Attitude in the Workplace, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

MGMT 114—Values and Ethics in the Workplace, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Grading: (P/NP only)

MGMT 115—Time Management, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

MGMT 116—Stress Management in the Workplace, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

MGMT 117—Conflict Management, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

Designed to provide the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization. Not repeatable. Grading: (P/NP only)

MGMT 118—Decision Making in the Workplace, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

Designed to introduce the student to decision making and problem solving as a supervisor or employee. Not repeatable. Grading: (P/NP only)

MGMT 119—Managing Organizational Change, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

MGMT 120—Generational Diversity: Managing Cross-Generational Teams, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

Music fills the air as a Columbia College student warms up for a Jazz concert.

MUSIC (MUSIC)

MUSIC 2—Introduction to Music, 3 units

Recommended for Success: *ENGL 151*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSG 101) **Transfer:** UC/CSU. (CSU-GE: C1) (IGETC: 3A) **C-ID:** (MUS 100)

MUSIC 4A—Elementary Musicianship, 1 unit

Recommended for Success: *Concurrent enrollment in Music 20A*
54 Laboratory Hours = 54 Total Student Learning Hours

Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. Not repeatable. MJC equivalent: (MUST 131) **Transfer:** (CSU/UC) **C-ID:** (MUS 125)

MUSIC 4B—Elementary Musicianship, 1 unit

Prerequisite(s): *Completion of MUSIC 4A with at least a C or P*
Recommended for Success: *Concurrent enrollment in MUSIC 20B*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent: (MUST 132) **Transfer:** (CSU/UC) **C-ID:** (MUSIC 135)

MUSIC 5A—Intermediate Musicianship, 1 unit

Prerequisite(s): *Completion of MUSIC 4B with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning Hours

Continuation of MUSIC 4B and applies and develops the rhythmic, melodic, an d harmonic materials through ear training, sight singing, analysis, and dictation. Not repeatable. MJC equivalent: (MUST 133) **Transfer:** (CSU/UC) **C-ID:** (MUS 145)

MUSIC 5B—Intermediate Musicianship, 1 unit

Recommended for Success: *MUSIC 21A and MUSIC 5A*
54 Laboratory Hours = 54 Total Student Learning Hours

Continuation of Music 5A, including sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials and basic keyboard skills. Not repeatable. MJC equivalent: (MUST 134) **Transfer:** (CSU/UC) **C-ID:** (MUS 155)

MUSIC 10—Survey of Music History and Literature: Ancient to 1750, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSG 121) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A)

MUSIC 11—Survey of Music History and Literature: 1750 to Present, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSG 122) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A)

MUSIC 12—American Popular Music: Blues and Jazz to Rock 'n' Roll, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

An introduction to jazz style, jazz history, and popular music of the 20th and 21st centuries. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A)

MUSIC 20A—Elementary Music Theory, 3 units

Recommended for Success: *Concurrent enrollment in MUSIC 4A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) **C-ID:** (MUS 120)

MUSIC 20B—Elementary Music Theory, 3 units

Prerequisite(s): *Completion of MUSIC 20A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, nonharmonic notes, and extended chords. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (MUS 130)

MUSIC 21A—Intermediate Music Theory, 3 units

Prerequisite(s): *Completion of MUSIC 20B with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) **C-ID:** (MUS 140)

MUSIC 21B—Intermediate Music Theory, 3 units

Prerequisite(s): *Completion of MUSIC 21A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) **C-ID:** (MUS 150)

MUSIC 31A—Elementary Piano, 1 unit

54 Laboratory Hours = Total 54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSA 121) **Transfer:** (CSU/UC)

MUSIC 31B—Elementary Piano, 1 unit

Prerequisite(s): *Completion of MUSIC 31A with at least a C or P*
54 Laboratory Hours = Total 54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC)

MUSIC 36—Elementary Voice, 1 unit

54 Laboratory Hours = Total 54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSA 151) **Transfer:** (CSU/UC)

MUSIC 37—Advanced Elementary Voice, 1 unit

Prerequisite(s): *Completion of MUSIC 36 with at least a C or P*
54 Laboratory Hours = Total 54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSA 152) **Transfer:** (CSU/UC)

MUSIC 38—Intermediate Voice, 1 unit

Prerequisite(s): *Completion of MUSIC 37 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC)

MUSIC 39—Advanced Intermediate Voice, 1 unit

Prerequisite(s): *Completion of MUSIC 38 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSA 153) **Transfer:** (CSU/UC)

MUSIC 41A—Intermediate Piano, 1 unit

Prerequisite(s): *Completion of MUSIC 31B with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent: (CC MUSIC 41A & 41B = MJC MUSA 123) **Transfer:** (CSU/UC)

MUSIC 41B—Intermediate Piano, 1 unit

Prerequisite(s): *Completion of MUSIC 41A with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSIC 41A+MUSIC 41B = MJC MUSA 123) **Transfer:** (CSU/UC)

MUSIC 49—Beginning Guitar, 1 unit

54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. MJC equivalent: (MUSA 141) **Transfer:** (CSU/UC) .

Limitations apply to MUSIC 50 - MUSIC 78. Each course is limited to a maximum of four (4) enrollments.

MUSIC 50—Private Lessons-Guitar, .5 units

Enrollment limited to students who successfully pass audition during the first week of class
27 Laboratory Hours = 27 Total Student Learning Hours

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. 4 completions allowed. MJC equivalent: (MUSA 145) **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 51—Private Lessons-Keyboard, .5 units

Enrollment limited to students who successfully pass audition during the first week of class
27 Laboratory Hours = 27 Total Student Learning Hours

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. 4 completions allowed. MJC equivalent: (MUSA 124) **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 52—Private Lessons-Woodwinds, .5 units

Enrollment limited to students who successfully pass audition during the first week of class
27 Laboratory Hours = 27 Total Student Learning Hours

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. 4 completions allowed. MJC equivalent: (MUSA 183) **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 53—Private Lessons-Brass, .5 units

Enrollment limited to students who successfully pass audition during the first week of class
27 Laboratory Hours = 27 Total Student Learning Hours

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. 4 completions allowed. MJC equivalent: (MUSA 173) **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 54—Private Lessons-Strings, .5 units

Enrollment limited to students who successfully pass audition during the first week of class
27 Laboratory Hours = 27 Total Student Learning Hours

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. 4 completions allowed. MJC equivalent: (MUSA 163) **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 55—Private Lessons- Percussion, .5 units

Enrollment limited to students who successfully pass audition during the first week of class
27 Laboratory Hours = 27 Total Student Learning Hours

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. 4 completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 56—Private Lessons-Voice, .5 units

Enrollment limited to students who successfully interview with instructor
27 Laboratory Hours = 27 Total Student Learning Hours

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. 4 completions allowed. MJC equivalent: (MUSA 154) **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 60—College Choir, 1 unit

Enrollment limited to students who successfully pass audition during the first week of class
54 Laboratory Hours = 54 Total Student Learning 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. 4 completions allowed. MJC equivalent: (MUSE 155) **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 64—Jazz Choir, 1 unit

Enrollment limited to students who successfully pass audition during the first week of class
54 Laboratory Hours = 54 Total Student Learning Hours

Study and performance of vocal jazz and improvisation in an ensemble of limited size. 4 completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 66—Columbia College Community Chorus, 1 unit

Enrollment limited to students who successfully pass audition during the first week of class
54 Laboratory Hours = 54 Total Student Learning Hours

Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. 4 completions allowed. MJC equivalent: (MUSE 151) **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 72—Jazz Ensemble, 1 unit

Enrollment limited to students who successfully pass audition during the first week of class
54 Laboratory Hours = 54 Total Student Learning Hours

Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. 4 completions allowed. MJC equivalent: (MUSE 181) **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 75 — Jazz Studies, 1 unit

Enrollment limited to students who successfully pass audition during the first week of class
54 Laboratory Hours = 54 Total Student Learning 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, conducted performance and the development of an individual standard jazz repertoire. Repertoire may vary from semester to semester. Field trips may be required. 4 completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 76 — Community Orchestra, 1 unit

Enrollment limited to students who successfully pass audition during the first week of class.
54 Laboratory Hours = 54 Total Student Learning Hours

Study and performance of orchestral literature of various styles and genre. Audition required for wind, brass, and percussion players as needed. 4 completions allowed. MJC equivalent: (MUSE 161) **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 78—Ensemble: Instrumental Emphasis, 1 unit

Enrollment limited to students who successfully pass audition during the first week of class
54 Laboratory Hours = 54 Total Student Learning Hours

Study and performance of music for instrumental ensembles including wind ensemble and small orchestra literature. 4 completions allowed. MJC equivalent: (MUSE 166 OR MUSE 176) **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

See next page for noncredit courses in Music.

The following courses are noncredit and are not applicable for graduation and/or transfer.

MUSIC (*Noncredit* courses in Music)

MUSIC 302—Choral Singing

72 Laboratory Hours = 72 Total Student Learning Hours

Study and performance of mixed choral works of various styles and periods for older adults. Includes development of vocal technique and musicianship. Field trips required. Unlimited repeats. Non-graded.

MUSIC 303—Orchestra

54 Laboratory Hours = 54 Total Student Learning 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. Non-graded.

MUSIC 305 — Jazz Studies

108 Laboratory Hours = 108 Total Student Learning Hours

Study and performance of instrumental and vocal jazz in both solo and ensemble for older adults. This could include big band, choir, combos, and solos 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. Unlimited repeats. Non-graded.

MUSIC 308—Solo Singing

54 Laboratory Hours = 54 Total Student Learning Hours

Instruction in solo singing including breath support, resonance, interpretation, phrasing, and performance for older adults. Class is taught in a group setting but with time given for individualized instruction. Unlimited repeats. Non-graded.

Columbia College does not offer a **Nursing** program. However, within the Yosemite Community College District, Modesto Junior College offers an Associate Degree for Nursing satellite program that operates on the Columbia College campus. See a Columbia College counselor or call (209) 588-5109 for more information.

OFTEC (OFFICE TECHNOLOGY)

OFTEC 50—Medical Terminology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

OFTEC 97 — Work Experience in Office Technology, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

OFTEC 100—Computer Keyboarding I, 1 unit

54 Laboratory Hours = 54 Total Student Learning Hours (self-paced)

Designed for students wishing to master the touch method of keyboarding. Not repeatable.

OFTEC 125—Records Management and Filing Applications, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

OFTEC 130—Business English, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent (OFADM 304)

OFTEC 131—Office Procedures and Technology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 an employment portfolio. Not repeatable. MJC equivalent: (OFADM 314)

OFTEC 132 — Business Communications, 3 units

Prerequisite(s): *Completion of ENGL 650 or OFTEC 130 with at least a C or P*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

OFTEC 140—Beginning Word Processing, 2 units

Recommended for Success: *OFTEC 100*
36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

OFTEC 141 — Intermediate Word Processing, 3 units

Recommended for Success: *OFTEC 140*

36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours

Students master skills in intermediate word processing features which will be applied to creating business documents. Areas of emphasis will include text columns, macros, styles, merge, multipage documents, sort and select, and graphics. Not repeatable.

OFTEC 142/CCTIS 142—Desktop Publishing Essentials, 2 units

Recommended for Success: *Basic word processing skills such as editing and formatting text, copy/paste, file saving, Spell Check*
36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning Hours

An introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Not repeatable. Grading: (P/NP only)

OFTEC 149—Electronic Health Records, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable.

OFTEC 150—Medical Law and Ethics, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

OFTEC 151—Medical Office Management, 3 units

Recommended for Success: *OFTEC 50*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. A model practice management program is included. Not repeatable.

OFTEC 152A — Reimbursement Methodology, 3 units

Formerly listed as: *OFTEC 152A — Medical Billing and Coding*

Recommended for Success: *OFTEC 50*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

A fundamental course which explores the prospective payment systems that are used by the U. S. Government, as well as other key healthcare organizations. Each system will be analyzed, as it ultimately can compromise a patient's source of payment for healthcare services. The course gives an introductory look at the history of healthcare reimbursement and the types of methodologies it encapsulates. It also includes preparation for employment in the reimbursement system setting, as well as a position as a professional coder. Not repeatable.

OFTEC 152B — Basic ICD Coding, 3 units

Formerly listed as: *OFTEC 152B — Medical Coding II*

Recommended for Success: *OFTEC 50*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Application of ICD (diagnosis) coding skills in the various medical specialties. Students are guided through the entire coding process for each anatomical system. Examples teach the coding process and students learn how to identify and abstract pertinent information from medical documentation. Not repeatable.

OFTEC 152C — Basic CPT Coding, 3 units

Formerly listed as: *OFTEC 152C — Advanced Medical Coding*

Recommended for Success: *OFTEC 50*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

CPT Medical Coding provides an in-depth understanding of physician-based medical 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. Not repeatable.

OFTEC 152D — Intermediate Coding, 3 units

Prerequisite(s): *Completion of OFTEC 152B and OFTEC 152C with at least a C or P*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Applying the official coding guidelines to complex medical record documentation. Students will assign both diagnosis codes and procedure odes to case studies focusing on correct code assignment, sequencing, and ensuring the UHDDS (Uniform Hospital Discharge Data Set) guidelines and official guidelines are followed. Not repeatable.

OFTEC 152E — Professional Coding, 3 units

Prerequisite(s): *Completion of OFTEC 152D with at least a C or P*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Additional experience in applying the coding knowledge and skills acquired in 152B, C, and D to help prepare for the coding portion of the CCA (Certified Coding Associate) examination. It is designed to simulate real-life scenarios. Not repeatable.

OFTEC 168—Creating a Virtual Office, 3 units

Recommended for Success: *CCTIS 4 and CCTIS 100*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable.

OFTEC 170 — Healthcare Delivery Systems, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Healthcare Delivery Systems provides perspectives on health care delivery, past, present, and future. It also addresses the impact of health care issues on health care delivery, including the determinants of health to include insurance costs, applications for health professions, and the need for comprehensive planning and its impact on the future. This course will encourage the formulation and evaluation of potential solutions to some of the most urgent health care delivery issues facing the U.S. today. Not repeatable.

OFTEC 171 — Healthcare Data Content and Structure, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

The course familiarizes students with the basic concepts surrounding health records and introduces them to the evolving profession of Health Information Management. The uses and formats of health information are explored, and examples are provided to illustrate the use of the health record as the basis for clinical code selection and reporting. Not repeatable.

OFTEC 172 — Computer Basics in Healthcare, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Current information on the impact of the use of various forms of electronic communication using computers, smartphones, tablets, etc., in healthcare is the focus of this course. Areas covered are the impact of the electronic health record (EHR), telemedicine, security and privacy, and the use of computers in areas such as interventional radiology and nanotechnology in surgery. Meaningful use criteria in the EHR, the role of healthcare reform in promoting health IT and new practice management software are discussed. Not repeatable.

OFTEC 210—Typing Speed and Accuracy Building, 1 unit

Recommended for Success: *OFTEC 100*
54 Laboratory Hours = 54 Total Student Learning Hours

Speed building and accuracy with intensive drills, timed writings and remedial work. Not repeatable.

OFTEC 215—Word Processing for Personal Use, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

OFTEC 216—Intermediate/Advanced Word Processing for Personal Use, 1-2 units

Recommended for Success: *OFTEC 215*
1 Unit: 18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours
2 Units: 36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. Grading: (P/NP only)

PHILO (PHILOSOPHY)

PHILO 1—Introduction to Philosophy, 3 units

Recommended for Success: *Eligibility for ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (PHILO 101) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (PHIL 100)

PHILO 5/HIST 5—Introduction to the History and Philosophy of Science, 3 units

Prerequisite(s): *Completion of ENGL 1A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 once for PHILO 5 or HIST 5. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: A3, C2) (IGETC: 1B, 3B)

PHILO 25—Twentieth Century Philosophy, 3 units

Recommended for Success: *ENGL 1A*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (PHILO 123) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

PHILO 35—Environmental Ethics, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (PHILO 135) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

PHYCS (PHYSICS)

PHYCS 1—Conceptual Physics, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. Not repeatable. MJC equivalent: (PHYS 160) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A)

PHYCS 4A — Introductory Physics I: Trigonometry Level, 4 units

Prerequisite(s): *Completion of MATH 8 with at least a C or P*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (PHYS 142) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 105)

PHYCS 4B—Introductory Physics II: Trigonometry Level, 4 units

Prerequisite(s): *Completion of PHYCS 4A with at least a C or P*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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). Not repeatable. MJC equivalent: (PHYS 143) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 110) (PHYCS 4A + PHYCS 4B = **C-ID** PHYS 100S)

PHYCS 5A—Introductory Physics I: Calculus Level, 4 units

Prerequisite(s): *Completion of MATH 18A with at least a C or P*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (PHYS 101) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 205)

PHYCS 5B—Introductory Physics II: Calculus Level, 4 units

Prerequisite(s): *Completion of PHYCS 5A and MATH 18B with at least a C or P*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours

A calculus-level introduction to modeling with electrostatics, magneto statics, electromagnetic induction, and electric circuit theories. Includes an introduction to optics and modern physics. This 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). Not repeatable. MJC equivalent: (PHYS 103) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 210)

PHYCS 5C — Physics III: Calculus Level, 4 units

Prerequisite(s): *Completion of PHYCS 5B and MATH 18B with at least a C or P*

Recommended for Success: *Concurrent enrollment in MATH 18C*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning Hours

PHYCS 5C is a continuation of PHYCS 5B. It emphasizes the laws of thermodynamics, relativity, and topics of modern physics. PHYCS 5C intended for students majoring in physical sciences and engineering. Since different colleges vary slightly in the order in which the topics are presented, it is strongly recommended that students take the entire sequence at Columbia College. Not repeatable. MJC equivalent: (PHYS 101 + 102 + 103 = CC PHYCS 5A + 5B + 5C) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 215) (PHYCS 5A + 5B + 5C = **C-ID** PHYS 200S)

PHYCS 30/CHEM 30 — Survey of Chemistry and Physics, 4 units

Prerequisite(s): *Completion of MATH 101 with at least a C or P*
54 Lecture Hours, 54 Laboratory Hours, 108 Out-of-Class Hours = 216 Total Student Learning 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. Not repeatable. MJC equivalent: (PHSCI 180) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (CHEM 30 or PHYCS 30 = **C-ID** CHEM 140)

PHOTOGRAPHY
See ART

ASTRONOMY
See ASTRO

POLSC (POLITICAL SCIENCE)

POLSC 10—Constitutional Government, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. (POLSC 10 + HIST 16 or HIST 17 meets California State requirement for United States History, Constitution and American ideals.) MJC equivalent: (POLSC 101) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4H) **C-ID:** (POLS 110)

POLSC 12—American Political Thought, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4H)

POLSC 14—International Relations, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent (POLSC 110) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4H) **C-ID:** (POLS 140)

POLSC 16—Comparative Government and Politics, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences. Not repeatable. MJC equivalent: (POLSC 140) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4H) **C-ID:** (POLS 130)

PSYCH (PSYCHOLOGY)

PSYCH 1—General Psychology, 3 units

Recommended for Success: *ENGL 151*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (PSYCH 101) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4I) **C-ID:** (PSY 110)

PSYCH 5—Human Sexual Behavior, 3 units

Recommended for Success: *ENGL 151*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Exploration of issues in human sexuality from a psychological, social and biological perspective. Study and discussion of sexual behavior, feelings and attitudes as they affect one's self and others. Not repeatable. MJC equivalent: (PSYCH 110) **Transfer:** (CSU/UC) (CSU-GE: E) (IGETC: 4I) **C-ID:** (PSY 130)

PSYCH 10—Lifespan Human Development, 3 units

Recommended for Success: *PSYCH 1*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (PSYCH 141) **Transfer:** (CSU/UC) (CSU-GE: E) (IGETC: 4I) **C-ID:** (PSY 180)

PSYCH 15—Research Methods in Psychology, 3 units

Prerequisite(s): *Completion of PSYCH 1 and MATH 2 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) **C-ID:** (PSY 200)

PSYCH 20—Sport Psychology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU) (CSU-GE: D, E)

PSYCH 24—Abnormal Psychology, 3 units

Recommended for Success: *ENGL 151*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course is designed to introduce students to the scientific study of psychopathology and atypical psychological behavior. The course will examine psychological disorders from a variety of contemporary psychological perspectives, including the biological and neuroscience perspectives, the psychological perspectives and the sociocultural perspectives. Students will also be introduced to current assessment and diagnostic criteria and the DSM-5, as well as intervention and treatment strategies. An examination of the scientific method and current research are also presented. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4I) (**C-ID:** (PSY 120)

PSYCH 30—Psychology of Adjustment, 3 units

Recommended for Success: *ENGL 151*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (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
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

This course provides an overview of the epidemiology and toxicology of substance abuse and its relevance to personal and public health. Students will be introduced to the concept of substance abuse and dependence, the definition of licit and illicit drugs, and the pharmacologic, neurologic and physiologic effects of selected substances on the human brain and their psychological functioning and well being. Political, social and economic factors involved in the supply and demand for drugs will be discussed. Epidemiologic data on the prevalence, incidence and trends of smoking, alcohol, prescription and other drug dependencies in the U.S. will be covered, as well as risk factors associated with the use and abuse of these substances. Current options for recovery and a survey of local resources will be reviewed. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D, E) (IGETC: 4I) **C-ID:** (PHS 103)

PSYCH 40—Stress Management, 3 units

Recommended for Success: *ENGL 151*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

PSYCH 52—Introduction to Peer Support for Psychosocial Rehabilitation, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

PSYCH 56—Introduction to Psychosocial Rehabilitation, 3 units

Prerequisite(s): *Completion of PSYCH 52 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

PSYCH 97—Work Experience in Psychology, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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 Psychology. The student's employment must be related to educational or occupational goals. May be repeated to a maximum of 16 units. 4 completions allowed. Grading: (P/NP Only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

SAR (SEARCH AND RESCUE)

SAR 50/FIRE 50—Low Angle Rope Rescue, 1.5 units

27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning 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 once for SAR 50 or FIRE 50. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

SAR 62/GEOGR 62/CCTIS 62—GIS Mapping, Introduction to SAR GIS, 1 unit

18 Lecture Hours, 36 Out-of-Class Hours = 54 Total Student Learning Hours

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. Not repeatable. Credit may only be earned once for SAR 62 or GEOGR 62 or CCTIS 62. Grading: (P/NP only) **Transfer:** (CSU)

SIGN (SIGN LANGUAGE)

SIGN 40A—ASL: Beginning Communication with the Deaf, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2)

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

Prerequisite(s): *Completion of SIGN 40A with at least a C or P*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A)

SIGN 40C—ASL: Intermediate Communication with the Deaf, 3 units

Prerequisite(s): *Completion of SIGN 40B with at least a C or P*

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A)

SKLDV (SKILLS DEVELOPMENT)

SKLDV 610 — Introduction to Computer Access, 1 unit

Prerequisite(s): Verified disability according to California Community College Title 5 Regulations

54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. Grading: (P/NP only)

SKLDV 690 — Study Skills, .5 units

9 Lecture Hours, 18 Out-of-Class Hours = 27 Total Student Learning Hours

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. Not repeatable. Grading: (P/NP only)

The following courses are noncredit and are not applicable for graduation and/or transfer.

SKLDV

(*Noncredit* courses in Skills Development)

SKLDV 302 — Parenting Strategies/Family Relationship

18 Lecture Hours, 9 Laboratory Hours = 27 Total Student Learning Hours

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. Unlimited repeats. Non-graded.

SKLDV 410 — Supervised Tutoring

54 Laboratory Hours = 54 Total Student Learning Hours

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. Unlimited repeats. Non-graded.

SKLDV 700 — GED Preparation

54 Lecture Hours = 54 Total Student Learning Hours

Designed to teach the general skills needed to pass the General Educational Development test. Unlimited repeats. Non-graded.

SKLDV 701 — Life Strategies for Success

18 Lecture Hours, 18 Laboratory Hours = 36 Total Student Learning Hours

Students will learn and practice skills and strategies that will assist them in developing and implementing a personal plan for achieving their life goals. Unlimited repeats. Non-graded.

SKLDV 703 — Practical Money Skills for Life

9 Lecture Hours, 9 Laboratory Hours = 18 Total Student Learning Hours

This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with recognizing how to best utilize their financial resources, identify the benefits and drawbacks of using credit, learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft. Unlimited repeats. Non-graded.

SKLDV 705 — Preparation for Citizenship Test

Prerequisite(s): *Basic literacy in home language and mid-beginning ESL*

18 Lecture Hours = 18 Total Student Learning Hours

This course will prepare you to take each section of the U.S. Citizenship Test and it will cover topics such as Civics, the U.S. Government, History, Geography, Reading, and Writing. It will also cover tips on how to study for the test and how to most effectively prepare yourself for the test. Unlimited repeats. Non-graded.

SKLDV 706 — GED: Math and Language Arts

54 Lecture Hours = 54 Total Student Learning Hours

Designed to teach the general skills to pass the General Educational Development (GED) test in the subjects of Math and Language Art & Reasoning. Unlimited repeats.

SKLDV 707 — GED: Science & Social Studies

Prerequisite(s): *Completion of SKLDV 706 with a P*
54 Lecture Hours = 54 Total Student Learning Hours

Designed to teach the general skills needed to pass the General Educational Development test in the subjects of Science and Social Studies. Unlimited repeats.

SKLDV 792 — Basic Skills for Employment & Education

Formerly listed as: *SKLDV 792 — Applied Skills*
18 Lecture Hours, 36 Laboratory Hours = 54 Total Student Learning 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). Unlimited repeats. Non-graded.

SOCIO (SOCIOLOGY)

SOCIO 1—Introduction to Sociology, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (SOCIO 101) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4J) **C-ID:** (SOCI 110)

SOCIO 2—American Society: Social Problems and Deviance, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 equivalent: (SOCIO 102) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4J) **C-ID:** (SOCI 115)

SOCIO 5—Ethnicity and Ethnic Relations in America, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (SOCIO 150) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4C, 4J) **C-ID:** (SOCI 150)

SOCIO 7/ANTHR 7—Gender, Culture and Society, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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 ANTHR 7 or SOCIO 7. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4D) **C-ID:** (SOCI 140)

SOCIO 8/ANTHR 8—Research Methods in the Social and Behavioral Sciences, 3 units

Prerequisite(s): *Completion of SOCIO 1 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. Credit may only be earned once for SOCIO 8 or ANTHR 8. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4J) **C-ID:** (SOCI 120)

SOCIO 12—Sociology of the Family, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (SOCIO 125) **Transfer:** (CSU/UC) (CSU-GE: E) (IGETC: 4J) **C-ID:** SOCI 130

SOCIO 28—Death and Dying, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

SPAN (SPANISH)

SPAN 1A—Spanish: Beginning, 5 units

Recommended for Success: *ENGL 151 or eligibility for ENGL 1A*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning 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. Not repeatable. MJC equivalent: (SPAN 101) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 6A) **C-ID:** (SPAN 100)

SPAN 1B—Spanish: Beginning, 5 units

Prerequisite(s): *Completion of SPAN 1A with at least a C or P or two years of high school Spanish*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning Hours

Continuation of SPAN 1A, fundamentals of spoken and written Spanish. Not repeatable. MJC equivalent: (SPAN 102) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A) **C-ID:** (SPAN 110)

SPAN 2A—Spanish: Intermediate, 5 units

Prerequisite(s): *Completion of SPAN 1B with at least a C or P or three years of high school Spanish or equivalent*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning Hours

Continuation of SPAN 1B. Includes grammar, conversation and discussion, composition and reading. Not repeatable. MJC equivalent: (SPAN 103) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A) **C-ID:** (SPAN 200)

SPAN 2B—Spanish: Intermediate, 5 units

Prerequisite(s): *Completion of SPAN 2A with at least a C or P*
90 Lecture Hours, 180 Out-of-Class Hours = 270 Total Student Learning Hours

A continuation of intermediate-level SPAN 2A. MJC equivalent: (SPAN 104) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A) **C-ID:** (SPAN 210)

SPAN 10A—Conversational Spanish: Beginning, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning Hours

Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. Not repeatable. **Transfer:** (CSU)

SPAN 20A—Conversational Spanish: Intermediate, 3 units

Recommended for Success: *SPAN 1B or three years of high school Spanish, or equivalent*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

SPAN 20B—Conversational Spanish: Intermediate, 3 units

Prerequisite(s): *Completion of Span 20A or SPAN 2A with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU)

SPAN 150A—Spanish for the Community, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. Grading: (P/NP only)

SPAN 150B—Spanish for the Community II, 2 units

36 Lecture Hours, 72 Out-of-Class Hours = 108 Total Student Learning 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. Not repeatable. Grading: (P/NP only)

SPCOM

(SPEECH COMMUNICATION)

SPCOM 1—Introduction to Public Speaking, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (COMM 100) **Transfer:** (CSU/UC) (CSU-GE: A1) (IGETC: 1C) **C-ID:** (COMM 110)

SPCOM 2—Argumentation and Debate, 3 units

Prerequisite(s): *Completion of SPCOM 1 with at least a C or P*
54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (COMM 104/COMM 107) **Transfer:** (CSU/UC) (CSU-GE: A3) **C-ID:** (COMM 120)

SPCOM 4—Introduction to Human Communication, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (COMM 102) **Transfer:** (CSU/UC) (CSU-GE: A1) (IGETC: 1C) **C-ID:** (COMM 180)

SPCOM 5—Intercultural Communication, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. MJC equivalent: (COMM 130) **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4C) **C-ID:** (COMM 150)

SPCOM 7—Forensics Workshop, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. 4 completions allowed. MJC equivalent: (COMM 105) **Transfer:** (CSU) **C-ID:** (COMM 160)

SPCOM 9 — Introduction to Small Group and Team Communication, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU) **C-ID:** (COMM 140)

SPCOM 12—Media and American Culture, 3 units

54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D) (IGETC: 4G)

SPCOM 19/DRAMA 19—Exploring Radio Drama, 1.5-3 units

1.5 Units: 27 Lecture Hours, 54 Out-of-Class Hours = 81 Total Student Learning Hours

3 Units: 54 Lecture Hours, 108 Out-of-Class Hours = 162 Total Student Learning 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. Not repeatable. Credit may be earned once for SPCOM 19 or DRAMA 19. **Transfer:** (CSU)

T-AID (TEACHER AIDE TRAINING)

T-AID 97—Work Experience as a Teacher Aide, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

WKEXP (WORK EXPERIENCE)

All CSU campuses will accept Work Experience; see your counselor or work experience coordinator for limitations. (Should this say something like "All CSU campuses will accept Work Experience; see your counselor or work experience coordinator for limitations. See individual disciplines to see if WKEXP is offered in that discipline.")

WKEXP 97—Cooperative Work Experience, 1-4 units

1 Unit: 60 Unpaid Hours, 75 Paid Hours
2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. The student's employment must be related to educational or occupational goals. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

WT (WELDING TECHNOLOGY)

WT 97—Work Experience in Welding Technology, 2 -4 units

2 Units: 120 Unpaid Hours, 150 Paid Hours
3 Units: 180 Unpaid Hours, 225 Paid Hours
4 Units: 240 Unpaid Hours, 300 Paid Hours
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. May be repeated to a maximum of 16 units. 4 completions allowed. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

WT 101—Practical Laboratory, 1 unit

Prerequisite(s): *Completion of WT 121 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning Hours
Materials fee required

The student shall gain practical welding experience by working on individual projects (including certification projects). Emphasis is on quality, appearance and function. Not repeatable.

WT 103/ART 103—Practical Laboratory, Metal Sculpture, 1 unit

Prerequisite(s): *Completion of WT 166/ART 166 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning 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. Not repeatable. Credit may be earned once for WT 103 or ART 103.

WT 121—Arc/Gas Welding, 3 units

Formerly listed as: *WT 121 — Welding Technology Level I*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

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. Not repeatable.

WT 122—MIG Welding (GMAW/FCAW), 3 units

Formerly listed as: *WT 122 — Welding Technology Level II*
Prerequisite(s): *Completion of WT 121 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

Covers welding safety, welding symbols and detail drawings, characteristics of metallurgy, Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW). 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. Not repeatable.

WT 123—TIG Welding (GTAW), 3 units

Formerly listed as: *WT 123 — Welding Technology Level III*
Prerequisite(s): *Completion of WT 121 with at least a C or P*
36 Lecture Hours, 54 Laboratory Hours, 72 Out-of-Class Hours = 162 Total Student Learning Hours
Materials fee required

Covers welding safety, Gas Tungsten Arc Welding (GTAW), including Mild Steel, Stainless Steel and Aluminum 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 160/AT 160 — Exploring Technical Trades, 6 units

54 Lecture Hours, 162 Laboratory Hours, 108 Out-of-Class Hours = 324 Total Student Learning Hours
Materials fee required

Students will experience topics and engage in projects from the auto body/collision repair, automotive technology, and welding technology programs. Career and educational pathways will be emphasized. Field trips may be required. Not repeatable.

WT 165/ART 165—Metal Sculpture, 1.5 units

9 Lecture Hours, 54 Laboratory Hours, 18 Out-of-Class Hours = 81 Total Student Learning Hours
Materials fee required

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 once for WT 165 or ART 165. Field trips may be required. Not repeatable.

WT 166/ART 166—Metal Sculpture Projects, 1 unit

Prerequisite(s): *Completion of WT 165/ART 165 with at least a C or P*
54 Laboratory Hours = 54 Total Student Learning Hours
Materials fee required

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 once for WT 166 or ART 166. Field trips may be required. Not repeatable.

A Columbia College graduate prepares to receive her diploma.

PROJECTED **Course Offerings** 2018-2020

This list of projected course offerings is provided to assist students and counselors in creating educational plans. While the college will do its best to honor these projected course offerings, please note that the list is subject to change due to enrollment constraints. Please consult the Schedule of Classes at **apps.gocolumbia.edu/ClassSearch/** for actual course offerings for any given term.

Course Number *(by discipline)*		**SU 18**	**FA 18**	**SP 19**	**SU 19**	**FA 19**	**SP 20**
ANTHR - Anthropology							
1	Biological Anthropology		FA 18			FA 19	
2	Cultural Anthropology			SP 19			
3	Current Issues in Anthropology*						
7	Gender, Culture and Society		FA 18			FA 19	
8	Research Methods in the Social and Behavioral Sciences			SP 19			SP 20
10	Archaeology and Cultural Prehistory						SP 20
15	Native People of North America*						
ART							
1	Basic Freehand Drawing		FA 18	SP 19		FA 19	SP 20
2	Basic Color and Design			SP 19			SP 20
3	3-D Design: Mixed Media		FA 18			FA 19	
9A	Figure Drawing: Beginning		FA 18			FA 19	
9B	Figure Drawing: Intermediate		FA 18			FA 19	
11	History of Art: Ancient and Medieval		FA 18			FA 19	
12	History of Art: Renaissance, Baroque, and Modern	SU 18	FA 18	SP 19		FA 19	SP 20
13	Art of Africa, Asia, Australia and the Americas			SP 19			SP 20
14	Art Appreciation		FA 18	SP 19	SU 19	FA 19	SP 20

***Denotes course is not scheduled to be taught in the next two years.**
****Denotes course will be offered on an as-needed basis.**

Course Number *(by discipline)*		**SU 18**	**FA 18**	**SP 19**	**SU 19**	**FA 19**	**SP 20**
ART, *continued*							
15	History of Graphic Design		FA 18			FA 19	
21A	Painting: Beginning		FA 18	SP 19		FA 19	SP 20
21B	Painting: Intermediate		FA 18	SP 19		FA 19	SP 20
23A	Watercolor: Beginning		FA 18			FA 19	
23B	Watercolor: Intermediate		FA 18			FA 19	
25	Mixed Media Painting			SP 19			SP 20
31	Ceramics: Introductory	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
32	Ceramics: Intermediate	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
33	Ceramics: Advanced	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
35	Ceramic Raku and Alternative Firing Methods		FA 18			FA 19	
36	Wheel-Thrown Ceramics		FA 18			FA 19	
40	Photography: Beginning		FA 18			FA 19	
41	Photography: Intermediate*						
44	Advanced Photography Laboratory*						
45	Field Photography			SP 19			SP 20
46	Field Photography: Composition and Design		FA 18			FA 19	
49	Intermediate Field Photography*						

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
ART, *continued*							
51	Publication Design I			SP 19			SP 20
53	Computer Graphics I		FA 18	SP 19		FA 19	SP 20
54	Computer Graphics II			SP 19			SP 20
56	Typography			SP 19			SP 20
71	Ceramic Sculpture: Introductory			SP 19			SP 20
72	Ceramic Sculpture: Advanced			SP 19			SP 20
103	Practical Laboratory - Metal Sculpture		FA 18			FA 19	
165	Metal Sculpture		FA 18	SP 19		FA 19	SP 20
166	Metal Sculpture Projects		FA 18	SP 19		FA 19	SP 20
300	2-D Art for Life		FA 18	SP 19		FA 19	SP 20
330	Creative Ceramics and Sculpture	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
340	Creative Photography		FA 18	SP 19		FA 19	SP 20
ASTRO - Astronomy							
40	Descriptive Astronomy		FA 18	SP 19		FA 19	SP 20
AT - Automotive Technology							
97	Work Experience in Auto Technology		FA 18	SP 19		FA 19	SP 20
100	Introduction to Automotive Technology		FA 18				
102	Engine Repair		FA 18				
103	Practical Laboratory		FA 18	SP 19		FA 19	SP 20
104	Practical Laboratory (Auto Body)		FA 18	SP 19		FA 19	SP 20
105	Automotive Braking Systems		FA 18			FA 19	

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
AT - Automotive Technology, *continued*							
106	Engine Performance			SP 19			
112	Heating and Air Conditioning			SP 19			SP 20
113	Automotive Electrics						SP 20
120	Suspension and Steering					FA 19	
122	Manual Power Trains and Axles					FA 19	
125	Team-Managed Projects**						
132	Automatic Transmissions and Transaxles						SP 20
140	B.A.R. Smog Check Training, Level II**						
141	Smog Check Inspector and Repair Course			SP 19			
150	Soft Skills for the Industrial Trades**						
155	Automobile Spray Refinishing I**						
156	Automobile Spray Refinishing II**						
160	Exploring Technical Trades	SU 18			SU 19		
161	Motorcycle Maintenance I	SU 18					
185	Auto Body Collision Repair I		FA 18	SP 19		FA 19	SP 20
186	Auto Body Collision Repair II**						
187	Automotive Detailing**						
199	Independent Study in Auto Technology**						
200	Exploring Automotive Technology**						
201	Team-Managed Projects**						
220	Industry Update Training**						

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
BIOL - Biology							
2	Cell and Molecular Biology		FA 18			FA 19	
4	Principles of Evolution and Zoology		FA 18			FA 19	
6	Plant Biology and Ecology			SP 19			SP 20
10	Human Anatomy		FA 18	SP 19		FA 19	SP 20
17	Fundamentals of Biology	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
24	Introduction to Environmental Science					FA 19	
30	Cadaver Anatomy			SP 19			SP 20
39	Field Biology		FA 18			FA 19	
40	Field Biology: Ecosystems			SP 19			SP 20
50	Nutrition	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
60	Human Physiology		FA 18	SP 19		FA 19	SP 20
65	Microbiology		FA 18	SP 19		FA 19	SP 20
99	Independent Study in Biology**						
100	A Natural History of California*						
150	Elementary Anatomy and Physiology		FA 18		SU 19		
158	Birds of Central California*						
159	Wildflowers			SP 19			SP 20
160	Mushrooms and Other Fungi	SU 18			SU 19		
179	Fishing and Fishery Biology of the Sierra Nevada	SU 18			SU 19		
BUSAD - Business Administration							
2A	Financial Accounting		FA 18			FA 19	
2B	Managerial Accounting			SP 19			SP 20

***Denotes course is not scheduled to be taught in the next two years.**
****Denotes course will be offered on an as-needed basis.**

Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
BUSAD - Business Administration, *continued*							
18	Business Law		FA 18	SP 19		FA 19	SP 20
20	Principles of Business		FA 18	SP 19		FA 19	SP 20
24	Human Relations in Organizations			SP 19			SP 20
25	Job Search and Interviewing Strategies		FA 18			FA 19	
29	Project Management			SP 19			SP 20
30	Principles of Marketing			SP 19			SP 20
40	Principles of Management		FA 18				SP 20
41	Small Business Management			SP 19			SP 20
97	Work Experience in Business and Commerce		FA 18	SP 19		FA 19	SP 20
121	Adobe Acrobat Essentials		FA 18			FA 19	
135	Computerized Accounting (QuickBooks)		FA 18			FA 19	
155	Computerized Accounting for Business			SP 19			SP 20
158	Payroll Accounting		FA 18			FA 19	
161A	Small Business Accounting I		FA 18			FA 19	
161B	Small Business Accounting II			SP 19			SP 20
163	Business Mathematics		FA 18			FA 19	
164	Income Tax		FA 18			FA 19	
CCTDM - Computer and Communications Technology: **Digital Media**							
5	Introduction to Digital Multimedia		FA 18			FA 19	
6	Writing for Multimedia			SP 19			SP 20
10	Introduction to HTML and CSS			SP 19			SP 20
12	Website Development Applications*						

***Denotes course is not scheduled to be taught in the next two years.**
****Denotes course will be offered on an as-needed basis.**

Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
CCTDM - Computer and Communications Technology: **Digital Media**, *continued*							
14	Advanced Topics in Website Development*						
28	Video Production I		FA 18			FA 19	
29	Video Production II			SP 19			SP 20
40	Computer Graphics and Animation			SP 19			SP 20
41	Compositing for Motion Graphics			SP 19			SP 20
45	Digital 3D Modeling and Animation		FA 18			FA 19	
50	Photo Editing for Digital and Print Publication		FA 18			FA 19	
51	Publication Design I			SP 19			SP 20
53	Computer Graphics I		FA 18	SP 19		FA 19	SP 20
54	Computer Graphics II			SP 19			SP 20
56	Typography			SP 19			SP 20
CCTIS - Computer and Communications Technology: **Information Systems**							
4	Windows Operating Systems Essentials*						
6	Internet Essentials*						
8	Advanced Internet Research			SP 19			SP 20
10	Computer Concepts and Information Systems		FA 18	SP 19		FA 19	SP 20
29	Project Management			SP 19			SP 20
30	Financial Worksheets on Computers			SP 19			SP 20
57	GIS Data Management - Introduction to Geodatabase		FA 18			FA 19	
58	GIS - ArcView	SU 18			SU 19		
59	Geographic Information and Global Positioning Systems	SU 18	FA 18		SU 19	FA 19	

***Denotes course is not scheduled to be taught in the next two years.**
****Denotes course will be offered on an as-needed basis.**

Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
CCTIS - Computer and Communications Technology: **Information Systems**, *continued*							
60	Introduction to ArcGIS			SP 19			SP 20
61	GIS Mapping - Introduction to Fire Incident Mapping		FA 18			FA 19	
62	GIS Mapping - Introduction to SAR GIS		FA 18	SP 19		FA 19	SP 20
63	GIS and Making Maps: The Essential Skills		FA 18	SP 19		FA 19	SP 20
64	ArcGIS: Creating a Basic Map		FA 18	SP 19		FA 19	SP 20
65	GIS Applications			SP 19			SP 20
66	Web Mapping		FA 18			FA 19	
67	GIS Geocoding		FA 18			FA 19	
68	UAV/Drone Mapping			SP 19			SP 20
70	Introduction to Raster-Based GIS		FA 18			FA 19	
75	Introduction to Remote Sensing			SP 19			SP 20
137	Presentations Using Computers and Multimedia			SP 19			
138	Excel Spreadsheets		FA 18			FA 19	
139	Database Essentials			SP 19			
142	Desktop Publishing Essentials*						
210	Basic Computer Skills for College Success	SU 18			SU 19		
CCTPG - Computer and Communications Technology: **Programming**							
5	Introduction to Programming		FA 18	SP 19		FA 19	SP 20
22	Programming Concepts and Methodology I		FA 18			FA 19	
24	Programming Concepts and Methodology II			SP 19			SP 20
45	Applied Java Programming**						

***Denotes course is not scheduled to be taught in the next two years.**
****Denotes course will be offered on an as-needed basis.**

Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
CCTPG - Computer and Communications Technology: **Programming**, *continued*							
47	C/C++ Programming**						
48	Visual Studio .NET Programming**						
51	Database Management		FA 18				
CCTSS - Computer and Communications Technology: **Support Services**							
11	Networking Essentials	SU 18					
112	Networking - CCNA 2: Routing and Switching Essentials*						
113	Networking - CCNA 3: Scaling Networks*						
114	Networking - CCNA 4: Connecting Network*						
121	PC Assembly, Upgrade and Support (A+)*						
122	PC Operating System Installation and Support (A+)*						
CHEM - Chemistry							
2A	General Chemistry I		FA 18	SP 19		FA 19	SP 20
2AL	General Chemistry I Laboratory		FA 18	SP 19		FA 19	SP 20
2B	General Chemistry II	SU 18		SP 19	SU 19		SP 20
2BL	General Chemistry II Laboratory	SU 18		SP 19	SU 19		SP 20
4A	Organic Chemistry I					FA 19	
4AL	Organic Chemistry I Laboratory					FA 19	
4B	Organic Chemistry II						SP 20
4BL	Organic Chemistry II Laboratory						SP 20
5	Introductory Chemistry: Environmental Emphasis	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
CHEM - Chemistry, *continued*							
5L	Introductory Chemistry Laboratory		FA 18	SP 19		FA 19	SP 20
14	Fundamental Chemistry for Allied Health	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
14L	Fundamental Chemistry for Allied Health Laboratory	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
16	Fundamental Organic and Biochemistry*						
16L	Fundamental Organic and Biochemistry Laboratory*						
20	The Chemistry of Everything*						
20L	The Chemistry of Everything Laboratory*						
30	Survey of Chemistry and Physics			SP 19			SP 20
CHILD - Child Development							
1	Child Growth and Development	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
3	Principles and Practices of Teaching Young Children	SU 18		SP 19	SU 19		SP 20
4	Observation and Assessment		FA 18			FA 19	
16	Practicum-Field Experience		FA 18	SP 19		FA 19	SP 20
17	Adult Supervision and Mentoring in Early Care and Education		FA 18			FA 19	
19	Introduction to Children With Special Needs				SU 19		
22	Child, Family, and Community		FA 18	SP 19		FA 19	SP 20
23	Guiding Children's Social and Emotional Development		FA 18			FA 19	
26	Health, Safety, and Nutrition			SP 19			SP 20
30	Administration 1: Programs in Early Childhood Education		FA 18			FA 19	

***Denotes course is not scheduled to be taught in the next two years.**
****Denotes course will be offered on an as-needed basis.**

Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
CHILD - Child Development, *continued*							
31	Admin II: Personnel & Leadership in Early Childhood Education			SP 19			SP 20
35	Introduction to Curriculum			SP 19			SP 20
36	Teaching in a Diverse Society	SU 18		SP 19	SU 19		SP 20
41	Implementing Curriculum for Young Children					FA 19	
42	Infant/Toddler Development	SU 18			SU 19		
43	Infant/Toddler Care and Education	SU 18			SU 19		
44	Infant/Toddler Practicum-Field Experience		FA 18	SP 19		FA 19	SP 20
45	School-Age Child Dev., Care and Education	SU 18					
97	Work Experience in Child Development	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
99	Independent Study: Child Development Or Elementary Teacher Education**						
DRAMA - Dramatic Arts							
10	Introduction to the Theatre			SP 19			SP 20
19	Exploring Radio Drama*						
20	Oral Expression and Interpretation		FA 18			FA 19	
22	Introduction to Readers' Theatre*						
42	Acting Fundamentals*						
43	Acting-Directing*						
ECON - Economics							
10	Principles of Economics - Macro		FA 18			FA 19	
11	Principles of Economics - Micro			SP 19			SP 20

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
EDUC - Education							
11	Introduction to Elementary Classroom Teaching		FA 18			FA 19	
50	Online Course Development		FA 18	SP 19		FA 19	SP 20
51	Emerging Technologies for Online Course Development		FA 18			FA 19	
52	Universal Design Course Development			SP 19			SP 20
EMS - Emergency Medical Services							
4	Emergency Medical Technician Training		FA 18	SP 19		FA 19	SP 20
12	Pre-Paramedic Training		FA 18			FA 19	
20	Basic Cardiology and Cardiac Dysrhythmias			SP 19			SP 20
97	Work Experience in Emergency Medical Service	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
107	Skills Refresher for Emergency Medical Technicians/Emergency Medical Responders			SP 19			SP 20
153	CPR and Basic First Aid		FA 18	SP 19		FA 19	SP 20
157	Emergency Medical Responder and CPR	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
165	Conversational Medical Spanish for Emergency Health Care Providers		FA 18			FA 19	
175	EMS Skills Development		FA 18	SP 19		FA 19	SP 20
ENGL - English							
1A	Reading and Composition: Beginning	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
1B	Advanced Composition and Introduction to Literature	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
1C	Advanced Composition and Critical Thinking	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
10	Creative Writing			SP 19			SP 20

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number (by discipline)		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
ENGL - English, *continued*							
11	Film Appreciation		FA 18			FA 19	
17	American Literature						SP 20
18	American Literature		FA 18				
46	Survey of English Literature			SP 19			
47	Survey of English Literature					FA 19	
49	California Literature		FA 18				
50	Introduction to Shakespeare			SP 19			SP 20
81	Introduction to World Literature: 1500 to Present					FA 19	
125	Shakespeare Live: A Week of Theatre in Ashland, Oregon*						
132	Writing Short Fiction*						
133	Writing It Real: Creative Nonfiction*						
151	Preparation for College Composition	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
606	English as a Second Language: Advanced*						
649	Writing Skills Workshop*						
650	English Fundamentals		FA 18			FA 19	
705A	English as a Second Language: Low Beginning		FA 18	SP 19		FA 19	SP 20
705B	English as a Second Language: High Beginning		FA 18	SP 19		FA 19	SP 20
705C	English as a Second Language: Low Intermediate		FA 18	SP 19		FA 19	SP 20

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number (by discipline)		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
ENGL - English, *continued*							
705D	English As a Second Language: High Intermediate		FA 18	SP 19		FA 19	SP 20
705E	English As a Second Language: Proficient		FA 18	SP 19		FA 19	SP 20
ENTRE - Entrepreneurship							
101	Introduction to Entrepreneurship			SP 19		FA 19	
102	Entrepreneurial Marketing			SP 19			SP 20
103	Financial Management for Entrepreneurs			SP 19			SP 20
104	Preparing Effective Business Plans		FA 18			FA 19	
105	Social Media Marketing		FA 18			FA 19	
106	Patents, Copyrights, & Trademarks		FA 18			FA 19	
107	Contract Law for Entrepreneurs		FA 18			FA 19	
108	Negligence Law for Entrepreneurs			SP 19			SP 20
ESC - Earth Science							
5	Physical Geology		FA 18			FA 19	
10	Environmental Geology		FA 18			FA 19	
22	Historical Geology*						
23	Historical Geology			SP 19			
25	Geology of the National Parks*						
30	Global Tectonic Geology*						
33	Introduction to the Earth			SP 19			SP 20

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
ESC - Earth Science, *continued*							
35	Field Geology	2-3 Field Geology courses will be offered throughout each academic year.					
35CC	Geology and Gold Mining of Calaveras County						
35DV	Geology of Death Valley						
34LS	Geology of Lassen, Shasta, Lava Beds						
35LT	Geology of the Lake Tahoe Region						
35LV	Geology of the Long Valley Caldera County						
35ML	Geology of the Mother Lode						
35SA	Geology of the San Andreas Fault						
35SN	Geology of the Sierra Nevada						
35SP	Geology of the Sonora Pass Area						
35TR	Geology of the Tuolumne River						
42	Natural Hazards		FA 18			FA 19	
50	Oceanography		FA 18				
62	Meteorology						SP 20
99	Independent Study: Earth Science**						
FIRE - Fire Technology							
1	Fire Protection Organization		FA 18	SP 19		FA 19	SP 20
2	Fire Prevention Technology		FA 18			FA 19	
3	Fire Protection Equipment and Systems			SP 19			SP 20
4	Building Construction for Fire Protection		FA 18			FA 19	

***Denotes course is not scheduled to be taught in the next two years.**
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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
FIRE - Fire Technology, *continued*							
5	Fire Behavior and Combustion			SP 19			SP 20
7	Wildland Fire Control			SP 19			SP 20
29A	Driver/Operator Training 1A			SP 19			SP 20
29B	Driver/Operator Training 1B			SP 19			SP 20
50	Low Angle Rope Rescue		FA 18	SP 19		FA 19	SP 20
51	High Angle Rope Rescue		FA 18	SP 19		FA 19	SP 20
97	Work Experience in Fire Technology		FA 18	SP 19		FA 19	SP 20
101	Firefighter I Academy		FA 18	SP 19		FA 19	SP 20
106	Hazardous Materials First Responder Operational**						
108	Confined Space Awareness**						
110	ICS 200 - Basic Incident Command System**						
111	Basic Power Saw Safety		FA 18	SP 19		FA 19	SP 20
120	Fire Operations in the Urban Interface**						
131	Introduction to ICS and Dispatch Recorder**						
FNR - Forestry and Natural Resources							
1	Natural Resource Conservation	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
2	Introduction to Forestry		FA 18			FA 19	
3	Natural Resources Law and Policy			SP 19			SP 20
6	Soil Resources		FA 18			FA 19	

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
FNR - Forestry and Natural Resources, *continued*							
9	Parks and Forests Law Enforcement			SP 19			SP 20
10	Dendrology		FA 18			FA 19	
11	Natural Resources Field Camp	SU 18			SU 19		
12	Tallest, Oldest, Largest		FA 18			FA 19	
22	Ecology and Use of Fire in Forest Ecosystems		FA 18			FA 19	
24	Fire-Fuels Management			SP 19			SP 20
30	Introduction to Watershed Management			SP 19			SP 20
50	Natural History and Ecology	SU 18		SP 19			SP 20
53	Forest Surveying			SP 19			SP 20
60	Introduction to Maps and Remote Sensing		FA 18			FA 19	
61	Introduction to Water Resources Management		FA 18			FA 19	
62	Applied Forest Inventory and Management	SU 18			SU 19		
63	Water for Consumption			SP 19			SP 20
64	Water Infrastructure in California**						
65	Rural Wastewater Strategies**						
66	Decentralized Wastewater Management**						
67	Operation of Wastewater Treatment Plants		FA 18			FA 19	
69	Operation of Wastewater Treatment Plants 2			SP 19			SP 20
71	Water Use Efficiency	SU 18			SU 19		
74	Wastewater Collection Systems**						
81	California Wildlife			SP 19			SP 20

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
FNR - Forestry and Natural Resources, *continued*							
86	California Naturalist Certificate				SU 19		
97	Work Experience in Forestry and Natural Resources	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
172	Nature Photography	SU 18			SU 19		
173	Drawing Nature	SU 18			SU 19		
174	Nature Journaling	SU 18			SU 19		
182	Techniques of Surveying Sierra Nevada Wildlife	SU 18			SU 19		
183	Ecological Restoration	SU 18			SU 19		
184	Field Ornithology	SU 18			SU 19		
185	Introduction to the National Wilderness Preservation System**						
187	Edible and Medicinal Plants	SU 18			SU 19		
GEOGR - Geography							
12	Cultural Geography					FA 19	
15	Physical Geography			SP 19			SP 20
20	World Regional Geography		FA 18				
57	GIS Data Management - Introduction to Geodatabase		FA 18			FA 19	
58	GIS - ArcView	SU 18			SU 19		
59	Geographic Information and Global Positioning Systems	SU 18	FA 18		SU 19	FA 19	
60	Introduction to ArcGIS			SP 19			SP 20
61	GIS Mapping - Introduction to Fire Incident Mapping		FA 18			FA 19	
62	GIS Mapping - Introduction to SAR GIS		FA 18	SP 19		FA 19	SP 20

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
GEOGR - Geography, *continued*							
63	GIS and Making Maps: The Essential Skills		FA 18	SP 19		FA 19	SP 20
64	ArcGIS: Creating a Basic Map		FA 18	SP 19		FA 19	SP 20
65	GIS Applications			SP 19			SP 20
66	Web Mapping		FA 18			FA 19	
67	GIS Geocoding		FA 18			FA 19	
68	UAV/Drone Mapping			SP 19			SP 20
70	Introduction to Raster-Based GIS		FA 18			FA 19	
75	Introduction to Remote Sensing			SP 19			SP 20
GUIDE - Guidance							
1	Career/Life Planning	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
8	Introduction to College	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
10A	Introduction to Helping Skills		FA 18			FA 19	
10B	Intermediate Helping and Basic Conflict Management Skills		FA 18			FA 19	
11	Occupational Exploration	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
18	Life Skills for Higher Education	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
25	Job Search and Interviewing Strategies			SP 19			SP 20
30	Personal Growth and Development			SP 19			SP 20
35	Basics of Budgeting & Money Management		FA 18	SP 19		FA 19	SP 20
50	Guidance for Nursing Majors		FA 18	SP 19		FA 19	SP 20
51	Principles of Leadership		FA 18			FA 19	
100	College Success		FA 18			FA 19	

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
HHP - Health and Human Performance							
2	Women's Health Issues			SP 19			SP 20
3	Introduction to Kinesiology		FA 18			FA 19	
5	Introduction to Recreation and Leisure		FA 18			FA 19	
8A	Aerobic Exercise I	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
8B	Aerobic Exercise II	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
9	Circuit Cross-Training	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
10	Adaptive Physical Education	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
16A	Fitness Walking			SP 19			SP 20
16B	Power Walking			SP 19			SP 20
18A	Yoga I		FA 18	SP 19		FA 19	SP 20
18B	Yoga II for Better Health		FA 18	SP 19		FA 19	SP 20
32A	Basketball I		FA 18			FA 19	
32B	Basketball II		FA 18			FA 19	
32C	Basketball III		FA 18			FA 19	
47A	Soccer I		FA 18			FA 19	
47B	Soccer II		FA 18			FA 19	
47C	Soccer III		FA 18			FA 19	
50A	Tennis I		FA 18			FA 19	
50B	Tennis II		FA 18			FA 19	
53A	Volleyball I			SP 19			SP 20
53B	Volleyball II			SP 19			SP 20
53C	Volleyball III			SP 19			SP 20
55A	Fitness Training I for Firefighting		FA 18	SP 19		FA 19	SP 20

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
HHP - Health and Human Performance, *continued*							
55B	Fitness Training II for Firefighting		FA 18	SP 19		FA 19	SP 20
56A	Weight Training I		FA 18	SP 19		FA 19	SP 20
56B	Weight Training II		FA 18	SP 19		FA 19	SP 20
59A	Beginning Tai Chi		FA 18	SP 19		FA 19	SP 20
60	Health and Fitness Education		FA 18	SP 19		FA 19	SP 20
62	Safety and First Aid Education						SP 20
63	Sociology of Sport		FA 18			FA 19	
74	Introduction to Sport Management			SP 19			
76	Sports Conditioning*						
80	Varsity Cross-Country*						
82	Varsity Basketball (Men)		FA 18	SP 19		FA 19	SP 20
85	Varsity Tennis*						
86	Varsity Volleyball (Women)		FA 18			FA 19	
94A	Swimming I *						
94B	Swimming II*						
300	Lifelong Health and Fitness	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
303	Fitness Maintenance for Physically Limited	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
HIST - History							
5	Introduction to the History and Philosophy of Science*						
11	History of California*						
13	World Civilizations: to 1650		FA 18			FA 19	
14	World Civilizations: 1500 to Present			SP 19			SP 20
16	United States: to 1877		FA 18	SP 19		FA 19	SP 20
17	United States: 1877 to Present	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
21	Women in American History*						

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
HIST - History, *continued*							
49	The Mother Lode*						
HPMGT - Hospitality Management							
97	Work Experience in Hospitality Management	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
102	Introduction to Hospitality Careers Human Relations		FA 18				
104	Hospitality Laws and Regulations					FA 19	
112	Front Office Management/Hotel Catering						SP 20
114	Introduction to Maintenance and Housekeeping						SP 20
120	Safety and Sanitation		FA 18				
122	Restaurant Math		FA 18				
126	Nutrition for Chefs			SP 19			
128	Kitchen Management						SP 20
130	Survey of Commercial Food Service Operations*						
133A	Introduction to Commercial Food Preparation			SP 19			
133B	Commercial Food Preparation					FA 19	
134	Commercial Baking: Beginning		FA 18				
135	Commercial Baking: Advanced			SP 19			
136	Dining Room Service and Management I		FA 18				
137	Chocolate, Sugar, and Confections						SP 20
138	Specialty Breads and Viennoiserie						SP 20
140	Contemporary Cuisine						SP 20
141	Restaurant Desserts					FA 19	

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
HPMGT - Hospitality Management, *continued*							
142	Garde Manger		FA 18				
143	Advanced Garde Manger						SP 20
146	Dining Room Service and Management II			SP 19			SP 20
147	Beverage Management			SP 19			
148	Introduction to Wines					FA 19	
152	Restaurant Planning*						
190	Culinary Arts Internship						SP 20
200	Exploring Culinary and Baking Skills				SU 19		
201A	Basic Baking and Pastry Arts*						
201B	Intermediate Culinary and Pastry Arts*						
HUMAN - Humanities							
1	Old World Culture		FA 18			FA 19	
2	Modern Culture	SU 18		SP 19	SU 19		SP 20
3	World Culture*						
4	World Religions and Spirituality	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
INDIS - Interdisciplinary Studies							
48	Sustainable Living						SP 20
110	Peer Tutoring		FA 18			FA 19	
111	Advanced Peer Tutoring	SU 18			SU 19		
LIBR - Library Science							
1	Introduction to Library and Information Resources		FA 18	SP 19		FA 19	SP 20
101	Introduction to the Library	SU 18			SU 19		

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
MATH - Mathematics							
2	Statistics	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
4	Mathematics for Elementary Teachers		FA 18			FA 19	
6	Mathematics for Liberal Arts Students			SP 19			SP 20
8	Trigonometry	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
12	Finite Mathematics					FA 19	
16	Precalculus	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
18A	Calculus I		FA 18			FA 19	
18B	Calculus II			SP 19			SP 20
18C	Calculus III		FA 18			FA 19	
26	Linear Algebra			SP 19			SP 20
28	Differential Equations			SP 19			SP 20
99	Independent Study in Math**						
100A	Algebra I: First Half		FA 18			FA 19	
100B	Algebra I: Second Half			SP 19			SP 20
101	Algebra I	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
104	Algebra II	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
120	Path to Statistics		FA 18	SP 19			
602	Prealgebra	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
650	Personalized Mathematics Development		FA 18	SP 19		FA 19	SP 20
750	Personalized Mathematics Development		FA 18	SP 19		FA 19	SP 20
MGMT - Management							
110	Communication in the Workplace		FA 18			FA 19	

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Course Number (by discipline)		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
MGMT - Management, *continued*							
111	Customer Service		FA 18			FA 19	
112	Team Building		FA 18			FA 19	
113	Attitude in the Workplace			SP 19			SP 20
114	Values and Ethics in the Workplace		FA 18			FA 19	
115	Time Management			SP 19			SP 20
116	Stress Management in the Workplace			SP 19			SP 20
117	Conflict Management			SP 19			SP 20
118	Decision Making in the Workplace			SP 19			SP 20
119	Managing Organizational Change			SP 19			SP 20
120	Generational Diversity: Managing Cross-Generational Teams		FA 18			FA 19	
MUSIC - Music							
2	Introduction to Music	SU 18	FA 18	SP 19		FA 19	SP 20
4A	Elementary Musicianship		FA 18	SP 19		FA 19	SP 20
4B	Elementary Musicianship		FA 18	SP 19		FA 19	SP 20
5A	Intermediate Musicianship		FA 18	SP 19		FA 19	SP 20
5B	Intermediate Musicianship		FA 18	SP 19		FA 19	SP 20
10	Survey of Music History and Literature: Ancient to 1750		FA 18			FA 19	
11	Survey of Music History and Literature: 1750 to Present	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
12	American Popular Music: Blues and Jazz to Rock 'n' Roll	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
20A	Elementary Music Theory		FA 18			FA 19	

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Course Number (by discipline)		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
MUSIC - Music, *continued*							
20B	Elementary Music Theory			SP 19			SP 20
21A	Intermediate Music Theory		FA 18			FA 19	
21B	Intermediate Music Theory			SP 19			SP 20
31A	Elementary Piano		FA 18	SP 19		FA 19	SP 20
31B	Elementary Piano		FA 18	SP 19		FA 19	SP 20
36	Elementary Voice*						
37	Advanced Elementary Voice*						
38	Intermediate Voice*						
39	Advanced Intermediate Voice*						
41A	Intermediate Piano		FA 18	SP 19		FA 19	SP 20
41B	Intermediate Piano		FA 18	SP 19		FA 19	SP 20
49	Beginning Guitar*						
50	Private Lessons-Guitar		FA 18	SP 19		FA 19	SP 20
51	Private Lessons-Keyboard		FA 18	SP 19		FA 19	SP 20
52	Private Lessons-Woodwinds		FA 18	SP 19		FA 19	SP 20
53	Private Lessons-Brass		FA 18	SP 19		FA 19	SP 20
54	Private Lessons-Strings		FA 18	SP 19		FA 19	SP 20
55	Private Lessons-Percussion		FA 18	SP 19		FA 19	SP 20
56	Private Lessons-Voice		FA 18	SP 19		FA 19	SP 20
60	College Choir*						
64	Jazz Choir	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
66	Columbia College Community Chorus*						
72	Jazz Ensemble	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
75	Jazz Studies*						

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
MUSIC - Music, *continued*							
76	Community Orchestra		FA 18	SP 19		FA 19	SP 20
78	Ensemble: Instrumental Emphasis		FA 18	SP 19		FA 19	SP 20
302	Choral Singing		FA 18	SP 19		FA 19	SP 20
303	Orchestra		FA 18	SP 19		FA 19	SP 20
305	Jazz Studies	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
308	Solo Singing*						
OFTEC - Office Technology							
50	Medical Terminology	SU 18	FA 18	SP 19		FA 19	SP 20
97	Work Experience in Office Technology	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
100	Computer Keyboarding I		FA 18				SP 20
125	Records Management and Filing Applications					FA 19	
130	Business English			SP 19			
131	Office Procedures and Technology			SP 19			
132	Business Communications						SP 20
140	Beginning Word Processing		FA 18			FA 19	
141	Intermediate Word Processing			SP 19			SP 20
142	Desktop Publishing Essentials*						
149	Electronic Health Records		FA 18			FA 19	
150	Medical Law and Ethics			SP 19			SP 20
151	Medical Office Management		FA 18				
152A	Reimbursement Methodology					FA 19	
152B	Basic ICD Coding		FA 18				

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
OFTEC - Office Technology, *continued*							
152C	Basic CPT Coding			SP 19			
152D	Intermediate Coding		FA 18			FA 19	
152E	Professional Coding			SP 19			SP 20
168	Creating a Virtual Office				SU 19		
170	Healthcare Delivery Systems					FA 19	
171	Healthcare Data Content						SP 20
172	Computer Basics in Healthcare*						
182	Computer Basics in Healthcare			SP 19			
210	Typing Speed and Accuracy Building		FA 18				SP 20
215	Word Processing for Personal Use*						
216	Intermediate/Advanced Word Processing for Personal Use*						
PHILO - Philosophy							
1	Introduction to Philosophy		FA 18	SP 19		FA 19	SP 20
5	Introduction to the History and Philosophy of Science*						
25	Twentieth Century Philosophy			SP 19			
35	Environmental Ethics						SP 20
99	Independent Study in Philosophy**						
PHYCS - Physics							
1	Conceptual Physics		FA 18			FA 19	
4A	Introductory Physics I: Trigonometry Level	FA 18					
4B	Introductory Physics II: Trigonometry Level		SP 19				

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
PHYCS - Physics, *continued*							
5A	Introductory Physics I: Calculus Level			SP 19			SP 20
5B	Introductory Physics II: Calculus Level	SU 18	FA 18			FA 19	
5C	Physics III: Calculus Level			SP 19			SP 20
30	Survey of Chemistry and Physics			SP 19			SP 20
POLSC - Political Science							
10	Constitutional Government	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
12	American Political Thought*						
14	International Relations*						
16	Comparative Government and Politics*						
PSYCH - Psychology							
1	General Psychology	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
5	Human Sexual Behavior		FA 18	SP 19		FA 19	SP 20
10	Lifespan Human Development		FA 18	SP 19		FA 19	SP 20
15	Research Methods in Psychology			SP 19			SP 20
20	Sport Psychology			SP 19			SP 20
24	Abnormal Psychology			SP 19			SP 20
30	Psychology of Adjustment		FA 18			FA 19	
35	Introduction to Drugs and Behavior		FA 18			FA 19	
40	Stress Management		FA 18			FA 19	
52	Introduction to Peer Support for Psychosocial Rehabilitation			SP 19			
53	Introduction to Psychosocial Rehabilitation			SP 19			

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
PSYCH - Psychology, *continued*							
97	Work Experience in Psychology		FA 18	SP 19		FA 19	SP 20
99	Independent Study in Psychology**						
SAR - Search and Rescue							
50	Low Angle Rope Rescue		FA 18	SP 19		FA 19	SP 20
62	GIS Mapping - Introduction to SAR GIS		FA 18	SP 19		FA 19	SP 20
SIGN - Sign Language							
40A	ASL - Beginning Communication with the Deaf		FA 18	SP 19		FA 19	SP 20
40B	ASL - Elementary Communication with the Deaf		FA 18	SP 19		FA 19	SP 20
40C	ASL - Intermediate Communication With the Deaf			SP 19			SP 20
SKLDV - Skills Development							
302	Parenting Strategies/ Family Relationship			SP 19			
410	Supervised Tutoring	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
610	Introduction to Computer Access			SP 19			SP 20
690	Study Skills	SU 18			SU 19		
700	GED Preparation	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
701	Life Strategies for Success						SP 20
703	Practical Money Skills for Life		FA 18			FA 19	
705	Preparation for Citizenship Test			SP 19			SP 20
706	GED: Math and Language Arts		FA 18	SP 19	SU 19	FA 19	SP 20
707	GED: Science & Social Studies		FA 18	SP 19	SU 19	FA 19	SP 20
792	Basic Skills for Employment & Educ.		FA 18	SP 19		FA 19	SP 20

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
SOCIO - Sociology							
1	Introduction to Sociology		FA 18	SP 19		FA 19	SP 20
2	American Society: Social Problems and Deviance		FA 18			FA 19	
5	Ethnicity and Ethnic Relations in America			SP 19			SP 20
7	Gender, Culture and Society		FA 18			FA 19	
8	Research Methods in the Social and Behavioral Sciences			SP 19			SP 20
12	Sociology of the Family			SP 19			SP 20
28	Death and Dying*						
SPAN - Spanish							
1A	Spanish: Beginning		FA 18	SP 19		FA 19	SP 20
1B	Spanish: Beginning		FA 18	SP 19		FA 19	SP 20
2A	Spanish: Intermediate*						
2B	Spanish: Intermediate*						
10A	Conversational Spanish: Beginning*						
20A	Conversational Spanish: Intermediate*						
20B	Conversational Spanish: Intermediate*						
150A	Spanish for the Community*						
150B	Spanish for the Community II*						
SPCOM - Speech Communication							
1	Introduction to Public Speaking	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
2	Argumentation and Debate		FA 18			FA 19	
4	Introduction to Human Communication	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
5	Intercultural Communication			SP 19			
7	Forensics Workshop		FA 18	SP 19		FA 19	SP 20

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Course Number *(by discipline)*		SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
SPCOM - Speech Communication, *continued*							
9	Introduction to Small Group and Team Communication					FA 19	
12	Media and American Culture						SP 20
19	Exploring Radio Drama*						
WKEXP - Work Experience							
97	Cooperative Work Experience	SU 18	FA 18	SP 19	SU 19	FA 19	SP 20
WT - Welding Technology							
97	Work Experience in Welding Technology		FA 18	SP 19		FA 19	SP 20
101	Practical Laboratory		FA 18	SP 19		FA 19	SP 20
103	Practical Laboratory - Metal Sculpture		FA 18			FA 19	
121	Arc/Gas Welding		FA 18	SP 19		FA 19	SP 20
122	MIG Welding (GMAW/ FCAW)		FA 18			FA 19	
123	TIG Welding (GTAW)			SP 19			SP 20
160	Exploring Technical Trades	SU 18			SU 19		
165	Metal Sculpture		FA 18	SP 19		FA 19	SP 20
166	Metal Sculpture Projects		FA 18	SP 19		FA 19	SP 20

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Dr. Erin Naegle assists a Biology student set up a dissecting microscope to view insect morphology.

Faculty, Staff & Administrators

Faculty & Certificated Administrators

Year of initial appointment within the Yosemite Community College District follows name

Li Ching Accurso (1995)
(209) 588-5378
Art
A.S., Contra Costa College
B.A., University of California, Berkeley
M.F.A., University of California, Berkeley
Fulbright Scholar, 1991

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A.A., San Joaquin Delta College
B.V.E., California State University, Stanislaus
M.A., California State University, Stanislaus

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Business, Economics
B.A., California State University, Stanislaus
M.B.A., California State University, Stanislaus

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M.A. Counseling, Saint Mary's
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M.S., California State University, Hayward

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A.S., American River College

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M.B.A., Golden Gate University
Ph.D., University of Arizona

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M.Ed., University of California, Los Angeles

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M.S., California State University, Stanislaus

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A.A., Fort Steilacoom Community College
B.A.E., Pacific Lutheran University
M.M., Pacific Lutheran University
Ph.D., University of North Texas

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Natural Resources
B.A., Lawrence University
M.S., Arizona State University
Ph.D., University of California, Santa Cruz

Rob Hoyt (2015)
(209) 588-5184
Basketball/Volleyball Coach
A.A., Columbia College
B.S., Fresno State
M.S., United States Sports Academy

Anca Husher (2016)
(209) 588-5288
Physics
B.A., University of Bucharest
M.S., University of Bucharest
Credential, National University

Brian Jensen (2005)
(209) 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)
(209) 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 J. Johnston (2008)
(209) 588-5149
English
B.A., Humboldt State University
M.A., Humboldt State University
M.A.T.W., Humboldt State University

Raelene Juarez (2005)
(209) 588-5183
Dean of Arts, Sciences, & Human Performance
B.A., California State University, Chico
M.A., California State University, Chico

Kathy Kenna (2017)
(209) 588-5191
Biology/Athletic Trainer
B.A., University of Rochester
A.T.C., William Paterson University
B.S., Medical College of Virginia
M.Ed., University of Virginia
DPT, Western University of Health Sciences

Alicia Kolstad (2000)
(209) 588-5333
Academic Counselor
A.A., West Valley College
B.A., California State University, San Jose
M.A., California State University, San Jose
M.A., California State University, Sacramento

Maryl Landess (1990)
(209) 588-5175
Mathematics
B.S., University of California, Davis
M.A., University of California, Davis

Lindsay Laney (2014)
(209) 588-5176
Academic Achievement Center Coordinator
B.A., California State University, Chico
M.A., California State University, Stanislaus

Joe Manlove (2015)
(209) 588-5083
Mathematics
B.A., College of St. Scholastica
M.S., Montana State University
Ph.D., Montana State University

Kirsten Miller (2015)
(209) 588-2155
Academic Counselor
B.A., Biola University
M.A., California State University, Stanislaus

Micha Miller (1997)
(209) 588-5241
Biology
B.S., Western Washington University
M.S., Washington State University
D.A., Idaho State University
Fulbright Scholar, 2004

Erin Naegle (2011)
(209) 588-5158
Biology
B.S., Utah State University
M.S., North Carolina State University
D.A., Idaho State University

Jill Olson (2014)
(209) 588-5148
CalWORKs Coordinator/Counselor
B.S., University of Wisconsin, Madison
M.A., National University, La Jolla

Tamara Oxford (2016)
(209) 588-5346
Mental Health Coordinator
B.A., English, UC Riverside
M.A., Psychology, Sierra University
Ph.D. Depth Psychology,
Pacifica Graduate Institute

Elizabeth Pfleging (2012)
(209) 588-5206
Academic Counselor/Articulation Officer
B.A., Whitman College
M.S., Washington State University
M.A., California State University, Stanislaus

Ida Ponder (1997)
(209) 588-5304
Computer Information Systems/Business Administration/ Entrepreneurship
A.A., Columbia College
B.S., California State University, Stanislaus
M.B.A., LaSalle University

Brandon Price (2015)
(209) 588-5079
Dean of Student Services
B.A., California State University, Stanislaus
M.P.A., California State University, Stanislaus
Ed.D., California State University, Stanislaus

Melissa Raby (2009)
(209) 588-5132
Vice President of Student Services
B.A., California State University, Sacramento
M.S., California State University, Sacramento
Ed.D., Texas Tech University

Judy Reiman (2009)
(209) 588-5216
Office Technology
A.A., Ventura College
B.S., California State University, Chico

Jim Retemeyer (2014)
(209) 588-5164
Mathematics
A.S., Community College of the Air Force
A.A., Merced College
B.A., California State University, Stanislaus
M.A., Fresno Pacific University

Nathan Rien (2005)
(209) 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)
(209) 588-5093
English
A.A., Santa Rosa Junior College
B.A., Sonoma State University
M.A., Sonoma State University

Kimberley Robinson (2017)
(209) 588-5227
Sociology/Psychology
B.A., Reed College
M.A., University of California, Los Angeles
Ph.D., University of California, Los Angeles

Brian K. Sanders (1995)
(209) 588-5107
Vice President of Instruction
B.S. University of California, Santa Barbara
M.A., University of Oregon
Ed.D., University of California, Davis

Katherine Schultz (2000)
(209) 588-5364
Computer Information Systems
B.A., California State University, Chico
M.S., California State University, Hayward

Adrienne Seegers (2005)
(209) 588-5275
Child Development
B.A., University of California, Santa Cruz
M.A., Pacific Oaks College

Laurie Sylwester (2000)
(209) 588-5341
Art
A.A., Columbia College
B.A., California State University, Stanislaus
M.A., California State University, Stanislaus

Klaus Tenbergen (2015)
(209) 588-5142
Dean of Career Technical Education and Economic Development
B.A., Kendall College
M.S.M., Cardinal Stritch University
Ed.D., California State University, Fresno

Colin Thomas (2016)
(209) 588-5151
Chemistry
B.S., University of California, Davis
Ph.D., Georgia Institute of Technology

Jeffrey W. Tolhurst (1996)
(209) 588-5235
Earth Science, GIS
B.A., University of California Santa Barbara
M.S., Humboldt State University
Ph.D., University of South Carolina

Michael Torok (1998)
(209) 588-5287
Biology
B.A., University of California, Santa Barbara
B.S., University of California, Santa Barbara
M.S., Moss Landing Marine Laboratories, CSU Stanislaus

Tina Trolier (2010)
(209) 588-5228
Psychology
B.A., California State University, Fresno
M.A., University of California, Santa Barbara

Andrew Van Hoogmoed (2016)
(209) 588-5153
Fire Technology
A.S., Merced College

Lahna VonEpps (2009)
(209) 588-5147
Mathematics
A.A., Columbia College
A.S., Columbia College
B.S., California Polytechnic University, San Luis Obispo
M.A., University of Montana

Shane Warner (2013)
(209) 588-5308
Fire Technology
A.S., Columbia College

Sylvia Watterson (2007)
(209) 588-5186
Emergency Medical Services
A.A., Columbia College
B.A., California State University, Stanislaus

Derrick Wydick (2015)
(209) 588-5133
Academic Counselor
B.A., Chico State University
M.A., Chico State University
M.A., Chapman University

Columbia College **Faculty Emeriti**

Years of service within the Yosemite Community College District follows name

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)

Paula Clarke
Anthropology, Sociology
(1999-2016)

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)

Marion C. Evans
Health Occupations
(1968-1983)

Jeff Fitzwater
Academic Counselor
(2004–2017)

McKinley Frost
Welding Technology
(1970-1985)

Robert H. Gibson
Physical Education
(1970 -1993)

Phyllis T. Greenleaf
Child Development
(1990-2005)

Wendy Griffiths-Bender
Librarian
(1996-2017)

Laurel Grindy
Mathematics
(1990-2009)

Delores A. Hall
College Nurse
(1987-1999)

Robert H. Hamilton
History, Humanities,
Philosophy, Political Science
(1968-1985)

Ted Hamilton
Geography, History, Political Science
(1976-2017)

Patricia Harrelson
English
(1982-2007)

Frances V. Hegwein
Health Occupations
(1974-1985)

Jerry Hodge
Biology
(1989-2010)

Tom G. Holst
Earth Science, Computer Science
(1974-1996)

Floyd L. Hopper
Counselor
(1976-1988)

Thelma A. Jensen
Health Occupations
(1968-1984)

Donald A. Jones
Biological Science
(1968-1985)

James R. Kindle
Learning Skills
(1974-1990)

John Leamy
Mathematics
(2000-2014)

Walter L. Leineke
Assistant Dean of Instruction
(1968-1991)

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)

Jim Riggs
President
(1997-2008)

Richard H. Rogers
Business
(1968-1982)

Karin Rodts
DSPS Coordinator -
Learning Disability Specialist
(1989-2018)

Melborn N. Simmons
Mathematics
(1969-1992)

John R. Ross
Health Education, Health Occupations,
Search and Rescue
(1970-1987)

Donald Smith
Computer Science
(2005-2016)

Meryl Soto
English
(1994-2018)

Raymond L. Steuben
Librarian
(1976-2007)

Ellen Stewart
Drama, Speech
(1976-2007)

Kathy Lynn Sullivan
Child Development
(2000-2015)

V. Peter Sullivan
Physical Education,
Athletic Director
(1961-1992)

James M. Toner
English
(1996-2017)

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)

Gene Womble
Hospitality Management
(1997-2016)

Columbia College **Faculty Emeriti In Memoriam**

Years of service within the Yosemite Community College District follows name

Margo Elliott
Psychology
(1991-2004)

Jon M. Hagstrom
English
(1962-1996)

Michael N. Hill
Business Administration
(1989-2014)

Terry J. Hoff
Health & Human Performance
(1974-2004)

Douglas E. Kotarek
Business, Economics
(1974-2004)

Raymond D. Liedlich
English
(1981-2011)

Blaine D. Rogers
Biology
(1972-2004)

Classified **Staff** & Classified **Administrators**

Year of initial appointment within the Yosemite Community College District follows name

Luisa Adams (2004)
Library Specialist

Jessica Anselmi (2016)
Instructional Support Specialist

Kristina Baker (2014)
Child Development Center Teacher

Crista Bartels (2018)
Custodian

Doreen Bass (1991)
Instructional Support Specialist

Jennifer Bick (2017)
Program Assistant

Darin Blume (2000)
Maintenance Technician

Casey Bonavia (1989)
Instructional Support Specialist

Kelsie Bonavia (2014)
Financial Aid Technician

Ryan Brady (1999)
Network Analyst

Danielle Brouillette (2017)
Administrative Specialist

Breanne Brown (2015)
Financial Aid Technician

Cathy Brown (2011)
Administrative Assistant

Tammie Brumlow (2003)
Custodian

Yanet Casillas (2016)
Child Care Center Teacher

Kevin Ciabatti (2015)
Maintenance Technician

Michael Cline (2017)
Information Support Technician

Cari Craven (2007)
Executive Assistant,
College President

Elissa Creighton (2007)
Curriculum Process Specialist

John Daoud (2016)
Campus Security Officer

Michael Denne (2016)
Alternate Media Access Specialist

Greg Elam (1997)
Campus Security Supervisor

Rebekah Elizondo (2016)
Program Specialist

Kyle Elkins (2014)
Events/Facilities Specialist

Tiffeny Flies (2005)
Program Specialist

Doralyn Foletti (2004)
Administrative Specialist

Kimberly Francis (2015)
Administrative Specialist

Kasey Fulkerson (2009)
Administrative Secretary,
Dean of Arts, Sciences,
& Human Performance

Tyler Fyfe (2015)
Campus Security Officer

Shauna Ginn (2018)
Child Care Center Teacher

Sheri Glynn (2009)
Administrative Secretary,
Dean of Career Technical Education
& Economic Development

Kevin Granados (2014)
Multimedia Technician

Fred Grolle (1989)
Telecommunications Specialist

Kelsey Halstead (2017)
Admissions & Records Technician

Candice Hann (2014)
Instructional Support Technician

Kaitlyn Hanson (2015)
Program Assistant

Steve Harmon (2005)
Maintenance Specialist

Kyla Hatler (2017)
Administrative Technician

Eric Hefele (2018)
Shuttle Driver

Colleen Henry (2010)
Executive Secretary,
Vice President of Student Services

Jacinda Henry (2018)
Accounting Technician

Amanda Hepfl (2016)
Program Specialist

Wendy Hesse (2004)
Accounting Technician

Tracey Hickey (2013)
Program Specialist

Dale Hubbard (2011)
Lead Custodian

Michael Igoe (2016)
Director of Access, Retention &
Support Services

Cindy Inwood (2008)
Executive Secretary,
Vice President of Instruction

Jason Irion (2013)
Grounds Maintenance Technician

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

Torri Keever (2016)
Admissions & Records Specialist

Ashley Kennedy (2014)
Campus Security Officer

Chaiwat Khunkheiykha (2016)
Instructional Support Specialist

Martin Kjaer (2017)
Information Systems Technician

Cindy Kositsky (2004)
Bookstore Operations Coordinator

Bella Lacazotte (2008)
Administrative Specialist

Tira Lawhorn (2016)
Program Specialist

Gloria Marler (2016)
Food Service Specialist

Rebecca McCurdy (2017)
Child Development Specialist

Allison McDermott (2013)
Library Specialist

Amy McKinney (2017)
Fiscal Services Supervisor

Lesley Michtavy (2016)
Registrar

Christian Million (2017)
Research Analyst

Sara Mitchell (2015)
Instructional Support Specialist

Rich Moody (2007)
Maintenance Lead

Tiffany Moore (2013)
Administrative Secretary,
Dean of Student Services

Scott Morrison (2016)
Maintenance Specialist

Jerad Moss (2015)
Marketing Process Coordinator

Shelley Muniz (2002)
Library Specialist

Amy Nilson (2013)
Director of Development

Shelley Paddack (2014)
Administrative Technician/
Stock Delivery Technician

Joey Partridge (2013)
Instructional Support Technician

Joe Paz (2015)
Campus Security Officer

Dan Pennisi (2015)
Custodian

Gabrielle Petersen (2015)
Admissions & Records Technician

Jake Radetich (2018)
Campus Facilities Manager I

Kristin Rascon (2015)
College Research Analyst

Lorraine Rasmussen (2007)
Custodian

Lisa Reza (2014)
Administrative Assistant

Anneka Rogers Whitmer (2011)
Director, TRiO Programs

Jason Romano (2008)
Instructional Support Specialist

Joe Rosas (2013)
Campus Security Officer

Liz Rumney (1998)
Bookstore Textbook Buyer

Emily Schmittle (2017)
Administrative Assistant

Jessica Shapiro (2015)
Instructional Support Technician

Marnie Shively (2000)
Director of Student Financial Services

Trevor Stewart, CPA (2016)
Vice President of College &
Administrative Services

Cory Stoneham (2008)
Mechanic

Abby Sunday (2017)
Administrative Technician

Diana Sunday (2012)
Director of College Research
and Planning

Courtney Sutton (2017)
Program Technician

Kelly Thomas (2016)
Child Care Manager

Kat Thuloweit (2007)
Custodian

Kelly Vogt (2016)
Food Service Technician

Michelle Walker (2013)
Program Specialist

Mary Watts (2018)
Program Technician

Jeff Whalen (2006)
Auxiliary Services Manager

Notes

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DIRECTORY

A

Academic Achievement Center (AAC) .....(209) 588-5088
Academic Senate Office.....(209) 588-5381
Admissions & Records Office .....(209) 588-5231
Art Department.....(209) 588-5150
Articulation .....(209) 588-5206
Arts, Sciences & Human Performance (ASHP)...(209) 588-5087
Automotive Technology.....(209) 588-5159

B

Biology Lab/Prep Room .....(209) 588-5157
Bookstore (Manzanita).....(209) 588-5126
Buckeye Computer Lab.....(209) 588-5168
Business Office/Fiscal Services ..... (209) 588-5114

C

CalWORKs .....(209) 588-5148
Canvas Helpdesk ..... (209) 575-6412
Career Technical Education (CTE).....(209) 588-5142
Career Transfer Center .....(209) 588-2193
Child Care Center .....(209) 588-5278
Child Development Department.....(209) 588-5275
College & Administrative Services.....(209) 588-5112
Cooperative Agencies
Resources for Education (CARE) .....(209) 588-5057
Counseling Office .....(209) 588-5109

D

Disabled Student Programs & Services (DSPS) ..(209) 588-5130

E

Extended Opportunity
Programs & Services (EOPS) .....(209) 588-5130

F

Facilities Operations Office .....(209) 588-5366
Facilities Operations/ Maintenance Shop .....(209) 588-5230
Financial Aid Office
A-L ..... (209) 588-5105
M-Z..... (209) 588-5272
Fir Computer Lab .....(209) 588-5209
Fire House/Fire Station .....(209) 588-5207
Forestry Department .....(209) 588-5155
Foster Youth ..... (209) 588-5130
Foster Kinship and Care Education .....(209) 588-5169
Foundation Office .....(209) 588-5065

G

General Education Devt. (GED) Test Center ....(209) 588-5148

H

Health & Human Performance Department ....(209) 588-5187
Health Services.....(209) 588-5204
Helpdesk (IT) .....(209) 588-5385
Hospitality Management Program .....(209) 588-5135

I

Information (Campus Operator).....(209) 588-5101
Institutional Research & Planning.....(209) 588-5389
Instruction, Office of.....(209) 588-5107
Instructional Materials Center (IMC)
Mailroom .....(209) 588-5101
Duplicating.....(209) 588-5309
Instructional Technology Center (ITC)..... (209 588-5011

J

Job Placement .....(209) 588-5312

L

Learning Disabilities Department .....(209) 588-5130
Library Circulation Desk/Reference.....(209) 588-5119

M

Marketing & Public Relations .....(209) 588-5115
Mathematics Lab .....(209) 588-5276
Media Services .....(209) 588-5123
Mental Health & Wellness Services .....(209) 588-5346
Motherlode Educational Opportunity Center
(MEOC).....(209) 588-5066

N

Nurse's Office .....(209) 588-5204

O

Oak Pavilion .....(209) 588-5180
Observatory .....(209) 588-5297
Operator .....(209) 588-5101

P

Photo Lab .....(209) 588-5357
President's Office .....(209) 588-5115

R

Receiving .....(209) 588-5060

S

Scholarships .....(209) 588-5065
Security Office .....(209) 588-5167
Snack Bar/Food Services .....(209) 588-5321
Student Center .....(209) 588-2174
Student Government (ASCC) .....(209) 588-5270
Student Housing (On Campus).....(209) 533-3039
Student Learning.....see Instruction
Student Services.....(209) 588-5132

T

Testing Center .....(209) 588-5109
Tram Driver (DSPS) .....(209) 588-5131
TRIO Student Support Services .....(209) 588-5066
Transportation.....(209) 588-5311
Tutoring Services.....(209) 588-5088

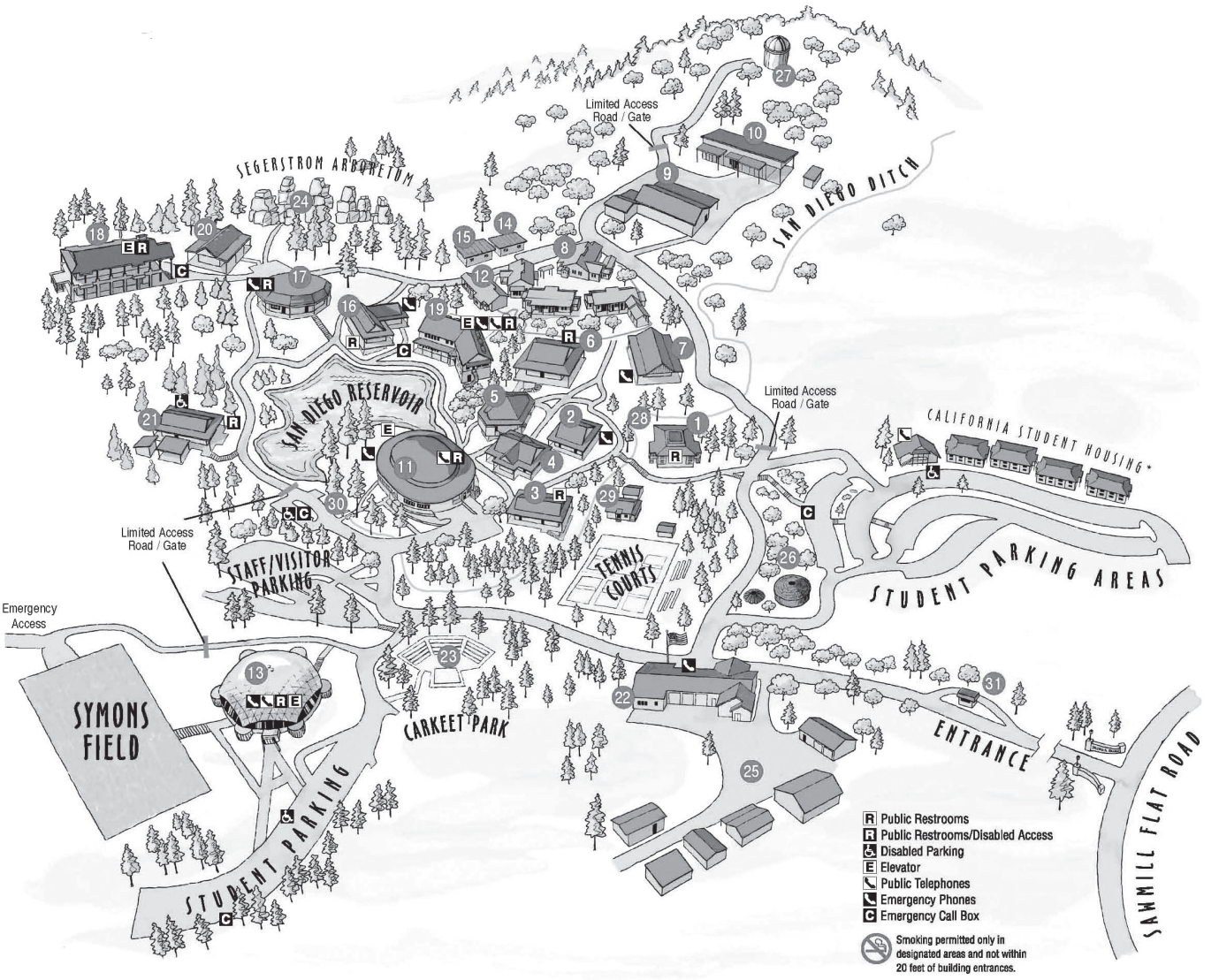
V

Veterans Benefits .....(209) 588-5232
Veterans Counseling
Academic.....(209) 588-5109
Mental Health.....(209) 588-5346

W

Welding Lab .....(209) 588-5365
Work Experience .....(209) 588-5244

Campus Map



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KEY

1 Alder
2 Aspen
3 Buckeye
4 Cedar
5 Dogwood (Forum Bldg.)
6 Fir
7 Juniper
8 Laurel (Child Care Center)
9 Madrone
10 Mahogany
11 Manzanita
(Manzanita Bookstore, Cellar Bistro, and Lakeside Café)
12 Maple
13 Oak Pavilion
14 Pinyon (Health Services)
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, Fitness Trail
29 Davis Cabin
30 Transit Stop
31 Parking Permits