COLUMBIA COLLEGE

P.O. Box 1849
Columbia, California
95310
(209) 533-5100

1984-85

YOSEMITE COMMUNITY COLLEGE DISTRICT

PRICE $2.00
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FALL SEMESTER, 1984
May 30 ............................................Beginning advisement and registration for continuing students for Fall Semester
July 2 ..............................................Applications for admission and transcripts for day students should be on file
August 1 ...........................................Beginning advisement and registration for Fall Semester for former students
August 3 ...........................................Beginning advisement and registration for Fall Semester for new students
August 20 .........................................Instruction begins
August 31 .........................................Last day to enter a class
September 3 .....................................Labor Day Holiday
September 28 ...................................Last day to elect for CR/NC or letter grade
October 5 .........................................Deadline for filing for graduation or certificate for Fall Semester
November 12 ....................................Veterans Day Holiday
November 21 ....................................Last day to withdraw from course without penalty
November 22-23 .................................Thanksgiving Holiday
December 18-21 .................................Final examinations
December 22 ......................................Fall Semester ends
Dec. 24-Jan. 8 .....................................Winter Recess

SPRING SEMESTER, 1985
November 26 .....................................Application for admission and transcripts for day students should be on file
November 26 .....................................Beginning advisement and registration for Spring Semester for continuing students
November 29 .....................................Beginning advisement and registration for Spring Semester for former students
December 3 .....................................Beginning advisement and registration for Spring Semester for new students
January 9 .........................................Instruction begins
January 22 .....................................Last day to enter a class
February 11 ....................................Lincoln Day holiday
February 15 .....................................Last day to elect for CR/NC or letter grade
February 18 ......................................Washington Day holiday
March 22 .........................................Deadline for filing for graduation or certificate for Spring Semester
March 29-April 7 .................................Spring Recess
April 24 ...........................................Last day to withdraw from course without penalty
May 20-23 ........................................Final examinations
May 23 ............................................Spring Semester ends
May 24 ............................................Graduation

SUMMER INTERSESSION, 1985
June 3 .............................................Instruction begins
July 4 & 5 ........................................Independence Day Holiday
July 11 ...............................................Six Week Summer Intersession Ends

Additional information pertaining to advisement, registration, final examinations, as well as other dates will be listed in the Schedule of Classes.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>LINDA J. KALEND (1976)</td>
<td>Tutorial Coordinator, Learning Skills</td>
</tr>
<tr>
<td>FRANCES K. LEONE (1983)</td>
<td>Instructional Aide, Computer Science, Earth Science, Psychology</td>
</tr>
<tr>
<td>KENNETH R. LUCAS (1967)</td>
<td>Supervisor, Transportation/Grounds</td>
</tr>
<tr>
<td>WILLIAM L. LUCE (1976)</td>
<td>Custodian</td>
</tr>
<tr>
<td>DOROTHY A. MAECHLER (1981)</td>
<td>Accompanist/Instructorial Aide, Music</td>
</tr>
<tr>
<td>TIMOTHY MANN (1983)</td>
<td>Athletic Equipment, Attendant</td>
</tr>
<tr>
<td>ARDIS MARTINEZ (1984)</td>
<td>Typist Clerk, Student Services</td>
</tr>
<tr>
<td>PAULA A. MAUCERE (1979)</td>
<td>Instructional Aide, Learning Disabilities Center</td>
</tr>
<tr>
<td>ANDREW B. MAURER (1974)</td>
<td>Graphic Artist, Instructional Materials Center</td>
</tr>
<tr>
<td>JOHN H. MILLER (1972)</td>
<td>Supervisor, Buildings and Maintenance</td>
</tr>
<tr>
<td>NANCY M. MYERS (1982)</td>
<td>Program Aide, Career Center</td>
</tr>
<tr>
<td>LUIS C. RAMIREZ (1970)</td>
<td>Supervising Custodian</td>
</tr>
<tr>
<td>DAVID A. RICHMOND (1975)</td>
<td>Electronics Technician, Instructional Materials Center</td>
</tr>
<tr>
<td>RONALD R. ROACH (1976)</td>
<td>Media Assistant, Library</td>
</tr>
<tr>
<td>MARGARET A. SCIARONI (1975)</td>
<td>Coordinator, College Re-entry and Student Placement Clerk, Admissions and Records</td>
</tr>
<tr>
<td>KATHLEEN SMITH (1984)</td>
<td>Account Clerk, Bookstore</td>
</tr>
<tr>
<td>JILL L. SOUTHERN (1982)</td>
<td>Instructional Aide, Physical Education</td>
</tr>
<tr>
<td>PATRICIA C. THOMAS (1972)</td>
<td>Account Clerk, Business Services</td>
</tr>
<tr>
<td>CAROL A. VAUGH (1974)</td>
<td>Typist Clerk, Instructional Materials Center</td>
</tr>
<tr>
<td>BERNICE A. WADDELOW (1970)</td>
<td>Dean of Instruction, Instructional Aide, Secretary</td>
</tr>
<tr>
<td>CHRISTINE M. WALKER (1978)</td>
<td>Instructional Aide, Learning Skills</td>
</tr>
<tr>
<td>ARLENE F. WALLACE (1980)</td>
<td>Instructorial Aide, Learning Skills</td>
</tr>
<tr>
<td>JAMES B. WOOD, SR. (1977)</td>
<td>Secretary, President, Custodian</td>
</tr>
<tr>
<td>MELINDA G. WRIGHT (1975)</td>
<td>Instructional Aide, Learning Skills</td>
</tr>
</tbody>
</table>

**NOTES—**
COLUMBIA COLLEGE

History

Columbia College and Modesto Junior College are the two junior community colleges in the Yosemite Community College District. The former Modesto Junior College District was expanded into the larger Yosemite Community College District in 1964 by action of the district electorate. The district is geographically one of the largest in the State and transects more than 100 miles of the fertile San Joaquin Valley from the Coast Range on the west to the Sierra Nevada on the east. The boundaries include nearly 4,000 square miles encompassing all of Tuolumne and Stanislaus Counties and parts of San Joaquin, Merced, Calaveras and Santa Clara Counties.

Because of an increase in student enrollment, the need for greater educational opportunities in the mountain counties, and the great distance involved in travel for students to attend Modesto Junior College, the Yosemite Community College District Board of Trustees authorized the formation of Columbia College and scheduled its opening for September, 1968. The word "Junior" was dropped from the College name in 1978. Starting on the quarter system, Columbia changed to the semester system on July, 1984.

Campus and Facilities

Campus buildings are planned around San Diego Reservoir from which wooded foothills join the rugged majesty of the Sierra Nevada. In keeping with the historic atmosphere of the Mother Lode Region, the design concept of the campus is in the architectural style of early California during the Gold Rush Days. In this unusual and picturesque setting, the College is committed to a comprehensive program of academic and occupational education which focuses on the qualities of leadership and dignity of each student. More than 200 acres of forest and land adjacent to Columbia State Historic Park in Tuolumne County were acquired from the U.S. Department of Interior, Bureau of Land Management, as the site for the Columbia College.

Accreditation

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

The College is a member of the National Association of State Boards of Education of California, the State Association of Community Colleges, and the Western Association of Schools and Colleges.

The College is a member of the Western Association of Schools and Colleges and the National Council of Educational Administration.

The College is a member of the California Junior College Association and the American Association of Community Colleges.

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Philosophy

This community college is dedicated to the worth and dignity of each student. Its primary responsibility is to the goals of the student, his/her needs, desires, and aspirations.

We believe an effective education teaches that one has a life to live as well as a life to earn. Columbia College will, therefore, involve each student in opportunities for developing his/her capabilities to become a useful and contributing member of society. This objective will be accomplished through a living, dynamic and continuing experience in which each individual can confront opportunities to participate actively in his/her courses. In effect, education will not happen to him/her, but with him/her and by him/her.

Guiding Principles

Each student is a separate and unique individual who shall be accepted as such. It shall be the responsibility of each student and staff member to accept and perpetuate the philosophy of this College.

This College shall provide a focus on learning as an individual process that can best be accomplished through active involvement in a setting of reality. It shall be recognized that learning is an integral outgrowth of experiences that are meaningful to each student and not the rate acquisition of a specific body of knowledge.

The College shall be characterized by its flexibility in meeting student needs. Each facet of the institution shall expect and promote this quality.

This College shall serve the total community. It will provide educational opportunities for all people of post high school age, regardless of socioeconomic class, level of aspiration, or previous performance. Thus, this College shall adhere strictly to this non-discriminatory policy.

The College shall combine the strengths of the various disciplines, so that each will contribute to and support the bases used by students to reach their goals. No single instructional area or individual will be self-sustaining, but only as a component of the student’s educational progress.

This College shall perceive achievement as a function of individual growth and not of time alone. Progress will not terminate at an artificial barrier, but continue on toward the student’s goal.

This College shall focus on student success. This will be accomplished by preserving an environment where each individual will have maximum choice and control to afford each student an opportunity to profit from education to the fullest extent of his capabilities.

This College shall be responsive to the needs and desires of the total community. Moreover, this responsiveness will transcend the artificial boundaries of town, county, or region in providing a meaningful expression of the occupational, intellectual, social, and cultural needs of this community.

The personnel, functions, and services provided at this College shall be distinguished by their specific ability to meet the needs of students in reaching their particular goals. None shall base its existence upon the sole fact that it is a usual offering of a community college.

This College shall enable each student to acquire the traits of learning as a lifelong pattern. Learning will be considered a continuous process and not an isolated incident in given courses.

This College shall require that each member of the faculty assume the dual roles of academic advisor in general and specific academic counselor in his/her discipline. This responsibility shall be apparent in student-faculty relationships and will not be the sole responsibility of Student Services personnel.

This College shall be committed to continuous planning, development, and evaluation. It shall seek and expect constant reexamination as a natural process for making appropriate modifications in every phase of its activities.

There shall be change with a purpose. Toward this end the College shall seek innovation, support creativity and imagination, while conformity for its own sake will be ignored. It shall consider technological and methodical advances which appear to have promise.

The natural and human resources adjacent to and beyond the campus shall be an integral part of the educational program.

The College shall encourage student involvement in responsible citizenship.

College Functions

Implementation of the philosophy and guiding principles of this College shall be carried out through a variety of functions. These functions may be described as the actions the College performs in meeting the defined needs of its students.

I. General Education Function

Provide a broad program of knowledge and skill acquisition in humanities, arts, and sciences for personal development.

II. Transfer Education Function

Provide a comprehensive program that meets the lower division requirements for acceptance at major view academic institutions.

III. Occupational Education Function

Provide specialized training programs needed to develop skills, knowledge, attitudes, and other occupational competencies.

IV. Remedial Education Function

Assist students to acquire those basic competencies needed for effective participation in programs leading to his/her goal.

V. Vocational and Educational Planning Function

Provide an opportunity for students to attain personal goals through a program of realistic planning and direction.

VI. Continuing Education Function

Provide continuing educational and vocational activities for adults.

ADULT AND CONTINUING EDUCATION

Columbia College is committed to meeting the educational needs of adults in our community. Through the Continuing Education program a variety of credit and non-credit classes are offered which fulfill requirements leading to an A.A. or A.S. Degree, a high school diploma, or an assortment of vocational certificates. Most of these courses are offered during the evening at locations both on and off campus.

Continuing Education courses are designed to provide opportunities for personal enrichment and education, to investigate new fields of interest, and for general education for self-improvement and enriched living.

HIGH SCHOOL CREDIT COURSES

A high school student may be admitted to the college if he/she:

1. Is 18 years of age or older.
2. Is married and less than 18 years of age.
3. Is less than 18 years of age, but he/she is required to obtain a signed release from the superintendent of his/her high school district of residence, stating the classes he/she is allowed to attend.

The College will certify completion of courses which fulfill high school graduation requirements as determined by the high school of residence. The high school of residence will officially award the diploma.

College units used toward the High School diploma are not applicable toward the Associate degree.

High School Equivalency Diploma (G.E.D.)

Columbia College serves as an official General Educational Development Testing Center and provides the opportunity to obtain the High School Equivalency (G.E.D.) Diploma.

COMMUNITY SERVICES

Community Services sponsors many programs including public lectures, forums, concerts, art exhibits, and film series; a speakers’ bureau which offers speakers without charge; campus tours; short courses; community recreation; and a public information program. A citizen’s committee advises the College of needs and evaluates proposals and programs.

The College is a center for community functions of various kinds. College facilities are available for use by recognized community groups. The College does not interfere with the regular educational programs.

NON-DISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, Columbia College does not discriminate on the basis of race, color, national origin, sex, handicap or age in its educational programs or employment.
Inquiries concerning the application of the above Federal laws to programs or activities of the College may be directed to the following persons at Columbia College, P.O. Box 1849, Columbia, CA 95310:
Title IX: Candace Williamson
(209) 533-5216
Section 504: Mr. Paul Lockman, Director Handicapped Students Program
(209) 533-5132

OPEN CLASS POLICY
Unless specifically exempted from statute, every course, course section, or class, the average daily attendance of which is to be 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 conduct of the course. Students denied enrollment by this policy may appeal to the Dean of Student Services.

STATEMENT OF INTENT
The Yosemite Community College District and Columbia College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered together with other matters contained herein, are subject to change without notice by the administration of the Yosemite Community College District or Columbia College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.

—NOTES—
Eligibility

Graduates of accredited high schools, persons holding a high school Certificate of Proficiency, or those persons 18 years of age or older who are able to profit from instruction and who meet the residence requirement are eligible for admission to Columbia College. Admission with previously earned credits will be granted upon evidence of official transcripts showing satisfactory scholarship and an unqualified honorable dismissal from an accredited college. The students must request the previous colleges of attendance to mail transcripts directly to Columbia College.

Residence Requirements

Persons 18 years of age and older have the legal right to establish their own residence for purposes of admission. A statement verifying legal residence is required to be filed with the College prior to initial registration. A student is qualified to attend Columbia College if he/she meets one of the following residence requirements:

(1) A legal resident of the Yosemite Community College District with a local address.
(2) A legal resident of a California high school district not affiliated with a community college district.
(3) A student whose legal residence is in another state and pays the out-of-state fee.
(4) An international student who complies with special admission requirements and pays the non-resident fee.

Admission of Non-Resident Students

Columbia College accepts students who are residents of other states if they meet all admission requirements. A minor’s residence is the same as that of his/her parents or legal guardian.

Residency determination dates for 1984-85 are August 20, 1984, for Fall Semester; January 9, 1985, for Spring Semester.

Nonresidents of California, including international students, are required to pay an out-of-state tuition fee of $81.00 per unit. Tuition refunds are based on the following schedule: during week in which instruction begins, 90 percent; second week of instruction, 50 percent. No refund permitted after the second week of instruction. Questions regarding determination of residency should be referred to the Admissions and Records Office.

Interdistrict Attendance Permits

Yosemite Community College maintains a free exchange of students with all community college districts in the State of California. Interdistrict permits are not required. For further information contact the Admissions and Records Office.

Admission Procedures

Students who desire admission to Columbia College are to complete and return application forms to the College Admissions and Records Office. Application forms are available from Columbia College, high school counselors, in the Yosemite Community College District or may be obtained by writing to the College.

Before admittance, official transcripts for all previous college work must be received by the College. If no transcript is available due to withdrawal, an official letter stating this fact is required.

It is the student's responsibility to furnish the College with official documentation for previous college work or training to be evaluated for credit. These documents become the property of Columbia College.

Applications should be submitted as early as possible in order to allow for processing. A local address must be submitted before completion of registration.

Readmission

A student who plans to return to Columbia College after an absence of one calendar year or more must file an application for readmission. Transcripts are required if the student has attended another college since last attending Columbia College.

Notice of Acceptance

New and former students will be notified officially of their acceptance and appointment appointment after all application forms and documents have been received. This notice is mailed approximately four weeks prior to the first day of the semester. Early advisement is desirable to allow the student a maximum choice of classes.

Schedule of Classes

A Schedule of Classes is the official listing of courses. It is published each semester of the academic year. The Schedule of Classes contains information regarding registration dates and special instructions for registering in classes.

The College reserves the right to make additions or deletions to the Schedule of Classes. Any class in which the enrollment is too small to justify continuance may be cancelled.

Admission of International Students

In the belief that students from foreign countries make significant contributions to the college community while preparing for leadership roles in their home countries, Columbia College accepts a limited number of international students each year.

The College may restrict the number of international students from a foreign country so that many nations of the world may be represented on the Columbia campus.

Students are required to submit the following documents by May 1 for admission to the following Fall Semester:

(1) Complete the COLUMBIA COLLEGE INTERNA-
TIONAL STUDENT SUPPLEMENTAL APPLICA-
TION FOR ADMISSION.

(2) Submit the following credentials translated into
English and certified:
(a) Complete secondary or school leaving records
(b) Other diplomas or certificates (rank in class if available)
(c) All national examination results
(d) University entrance examination results (rank in
class if available)
(e) Complete record of any college, university or other
postsecondary records listing courses taken and examina-
tion results. Specify any course not completed (rank in
class if available)
(f) Exam results of the Test of English as a
Foreign Language (TOEFL) if your native language is other than English. (Citizens of Canada, Great Britain,
Ireland, Australia and New Zealand whose native
language is English are exempt from taking the TOEFL.)
(g) Furnish evidence of satisfactory financial support by
completing the form and providing a written guarantee
from the bank of a parent, relative or sponsor in the United
States.

(3) Furnish two letters of recommendation, one of which
must be from a teacher with whom you recently studied, as-
testing to your ability to do college work.

(4) Have a physician complete the PHYSICIAN'S CERTI-
FICATE OF HEALTH. The certificate must be com-
plete and show immunization clearance examination.

(5) Furnish evidence of sickness and accident insurance
policy (if proof is not provided, applicant must purchase
Columbia College International Student Sickness and Accident Insurance prior to registration).

(6) Applicants selected for admission are responsible for
making arrangements for their own housing and notifying
the College of their local address. The College does not
have student resident housing. However, the College may
be of assistance in providing information for short-term
housing upon arrival in the area.

Upon completion of all application requirements listed, by
the deadline date, application for admission will be given
full consideration along with all other qualified appli-
cants. If selected, the I-20 form and information re-
questing travel plans will be mailed. The I-20 form must be
presented to the appropriate officials in order to obtain an
F-1 (Student) Visa and enter the United States.

A college counselor serves as advisor to international
students.

Admission of High School Students

High school students in their junior or senior year, upon
written authorization of their principal and approval of the
College, or those holding a Certificate of Proficiency, may take community college courses.
STUDENT SERVICES

STUDENT SERVICES

Student Orientation

An introduction to the College is provided for new incoming students at the time of their initial advisement appointment. Since this is a group orientation, students are encouraged to use this service to gain information concerning the College's responsibility to the student, the student's responsibility to the College, as well as to learn what student services are available. Academic procedures are discussed and the arrangement of the student's first program of classes with the assignment of an advisor takes place at this orientation.

Counseling Services

Counselors are available to all students during the day by appointment or drop-in basis. Counseling is available on selected evenings by appointment or drop-in basis. Professional counselors are available to assist students with academic planning, determining vocational goals and resolving personal and social problems. Counselors also function in the advisement process. When appropriate, testing services to evaluate occupational interests or aptitude are provided by counselors. Counselors may refer students to other services provided by the College or other agencies.

Faculty Advisement Program

Advisement is an on-going service whereby students meet with faculty to discuss educational objectives, plan an academic/vocational program, gain assistance in registration procedures, evaluate academic progress or gain referral to counselors and other sources concerning personal or academic problems related to the college experience. Counselors assign advisors on the basis of the student's educational/vocational objectives. Students are encouraged to confer with their advisor at any time.

Financial Aid

The College Financial Aid Office administers the following Federal and State assistance programs: Pell Grants, Supplemental Educational Opportunity Grants, College Work Study Programs, National Direct Student Loans, Cal Grants, Educational Opportunity Programs and Services, California Board of Governors Grants, waivers and fee credit, and California Guaranteed Student Loans. Students who need assistance to defray college expenses may obtain applications from the Financial Aid Office. Eligibility is based on financial need and aid is distributed on a first-come, first-serve basis, contingent upon availability of funds.

In compliance with Federal regulations, a detailed financial aid publication is available in the College Financial Aid Office, Admissions and Records Office and College Library.

Student Records Regulations

A student's records are open to the student, employees of the College acting in the course of their duties and State and Federal officials as defined in Section 54618 of the California Administrative Code.

The College may grant access to individual student records for educational or emergency purposes and for court orders as permitted in Sections 54620 and 54622 of the California Administrative Code.

Student's Rights and Procedures for Grievance

Information pertaining to students' rights, conduct and grievance procedure is available in the Student Handbook. Student Handbooks are issued to each student at the time of registration.

Transcripts

Upon written request to the Admissions and Records Office, two transcripts will be issued without charge for each student in good standing. Additional transcripts are $2 each. No transcripts will be issued for students who have outstanding financial obligations to the College. To comply with the Buckley Amendment, Family Educational Rights and Privacy Act of 1974, transcripts cannot be sent in response to a telephone request. Transcripts from other colleges may not be released to students, other colleges, or agencies.

Privacy Rights of Students

All student records of Columbia College are kept in accordance with the provisions of the "Buckley Amendment" also known as the Family Educational Rights and Privacy Act of 1974. All students, including former students, have the right to review their records and the right to challenge the content of their records if, in their opinion, the records contain material that is incorrect, inaccurate or otherwise inappropriate. The Dean of Student Services is the official to be contacted by any student desiring to exercise his/her rights to access and challenge.

Written student consent is needed for release or review of student records to all parties or officials except for those specifically authorized access under the Act. Copies of the Family Educational Rights and Privacy Act of 1974, as amended, are available for inspection in the Admissions and Records Office.

Disabled Student Services

The Disabled Student Services Program is designed to provide access to educational programs and activities for students with disabilities. The College has made changes in campus design to allow the disabled student access to the College campus.
transferring to another college or university. The student qualifies that semester. Most awards are granted for all other scholarships and awards for which the student qualifies. The Office of Admissions and Records, in cooperation with the Student Services Office and the Admissions and Records Office, lists the criteria for participation in extracurricular activities including employment and/or homemaking. Special awards are available for students majoring in Fire Technology, Conservation, Forestry Technology, History, Natural Resources, Hospitality Management, Vocational Nursing, Business, Music, Education, other vocational majors, and Sonoma or Summerville High School graduates. Students at that particular time.

Scholarships and Awards Program

Columbia College has an extensive number of scholarships and awards provided by various organizations and individuals from the community and other sources. Scholarships and awards are generally based on grade point average, financial need, units completed, and/or participation in extracurricular activities including employment and/or homemaking. Special awards are available for students majoring in Fire Technology, Conservation, Forestry Technology, History, Natural Resources, Hospitality Management, Vocational Nursing, Business, Music, Education, other vocational majors, and Sonoma or Summerville High School graduates. Scholarships and awards are available to Columbia College students who are new, continuing, returning and/or transferring to another college or university. When a student applies for a specific scholarship or award at the beginning of the semester, the application is considered for all other scholarships and awards for which the student qualifies that semester. Most awards are granted during the Spring Semester for the following academic year; others are awarded throughout the school year. The MONEYBOOK brochure, containing detailed information about the Scholarship Program, is available in the Student Services Office and the Admissions and Records Office. The MONEYBOARD bulletin board, located near the Office of Admissions and Records, lists the criteria for scholarships and awards as they become available throughout the year.

Veterans Affairs

Veterans and dependents of deceased, disabled, or retired veterans wishing to use their educational benefits should apply through the Financial Aid/Veterans Office as early as possible after they have decided to enroll in college. All applicants must file transcripts of any previous college work and original or certified copy of DD Form 214 in order to be eligible for veteran benefits. If appropriate, a marriage certificate and birth certificate of dependents children may be required. Those veterans who are eligible and wish to apply for advance payment should contact the above office at least six to eight weeks prior to the beginning of the term. Veteran students are required to notify the Veterans Affairs Office of any changes in their program during the semester.

Health Services

A variety of health services are available to students registered at the College. Students having chronic health problems, however, are advised to inform the College Nurse so that the best possible help may be rendered in case of an emergency. Illness or accidents should be reported immediately to the College Nurse or any administrator.

Student Insurance

Student accident insurance is provided by the student health fee. Students who desire additional accident or health insurance information may contact the College Business Office.

Student Identification Cards

Student Identification Cards are required for checking out library books and audio visual equipment and materials. Students may obtain Identification Cards in the College Library.

Student Activities

College life fosters an attitude and a pattern for social and college-community involvement. Student activities are offered to widen horizons of students and develop an awareness of social and public responsibility. The framework of social events, publications, clubs, intramural activities, community projects, musical programs, dramas, campus involvement, and cultural events is developed through student-faculty interaction. A program must meet the needs of students to be meaningful. Students interested in planning and developing an activity are encouraged to discuss their ideas with any faculty member or person involved in student activities. Faculty members may serve as advisors to foster and help the student.

All students are members of the Associated Students of Columbia College and they in turn develop a student government. Student Government is a representative group of students which is responsible for the conduct of student affairs, coordinates the social activities of campus organizations, and serves as spokesman for the student body. The government is developed to fit the needs of the students at that particular time.

Inter-Collegiate Athletics

The College is a member of the Central Valley Conference. To be eligible to participate in intercollegiate athletics, a student must be enrolled in an at least 12 units of credit, and classical music, local oral history, shorthand, and a wide variety of other topics, as well as cassette players and slide-tape kits. A typing room with electric and manual typewriters is open for use during library hours. Photocopying can be done on a coin-operated machine near the Library. The Library can locate and borrow on Interlibrary Loan materials not in the College Library. As a member of the Central Association of Libraries, the Library has quick access to the collections of more than 50 libraries. This service is available to students, community residents, and college staff. The Library is open when college is in session Monday through Thursday, 8:00 a.m. to 9:00 p.m., and Friday, 8:00 a.m. to 4:30 p.m. It is closed weekends and school holidays.

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Columbia College has an extensive number of scholarships and awards provided by various organizations and individuals from the community and other sources. Scholarships and awards are generally based on grade point average, financial need, units completed, and/or participation in extracurricular activities including employment and/or homemaking. Special awards are available for students majoring in Fire Technology, Conservation, Forestry Technology, History, Natural Resources, Hospitality Management, Vocational Nursing, Business, Music, Education, other vocational majors, and Sonoma or Summerville High School graduates. Scholarships and awards are available to Columbia College students who are new, continuing, returning and/or transferring to another college or university. When a student applies for a specific scholarship or award at the beginning of the semester, the application is considered for all other scholarships and awards for which the student qualifies that semester. Most awards are granted during the Spring Semester for the following academic year; others are awarded throughout the school year. The MONEYBOOK brochure, containing detailed information about the Scholarship Program, is available in the Student Services Office and the Admissions and Records Office. The MONEYBOARD bulletin board, located near the Office of Admissions and Records, lists the criteria for scholarships and awards as they become available throughout the year.

Veterans Affairs

Veterans and dependents of deceased, disabled, or retired veterans wishing to use their educational benefits should apply through the Financial Aid/Veterans Office as early as possible after they have decided to enroll in college. All applicants must file transcripts of any previous college work and original or certified copy of DD Form 214 in order to be eligible for veteran benefits. If appropriate, a marriage certificate and birth certificate of dependent children may be required.

Those veterans who are eligible and wish to apply for advance payment should contact the above office at least six to eight weeks prior to the beginning of the term. Veteran students are required to notify the Veterans Affairs Office of any changes in their program during the semester.

Health Services

A variety of health services are available to students registered at the College. Students having chronic health problems, however, are advised to inform the College Nurse so that the best possible help may be rendered in case of an emergency. Illness or accidents should be reported immediately to the College Nurse or any administrator.

Student Insurance

Student accident insurance is provided by the student health fee. Students who desire additional accident or health insurance information may contact the College Business Office.

Student Identification Cards

Student Identification Cards are required for checking out library books and audio visual equipment and materials. Students may obtain Identification Cards in the College Library at the beginning of the semester.

Student Activities

College life fosters an attitude and a pattern for social and college-community involvement. Student activities are offered to widen horizons of students and develop an awareness of social and public responsibility. The framework of social events, publications, clubs, intramural activities, community projects, musical programs, dramas, campus involvement, and cultural events is developed through student-faculty interaction. A program must meet the needs of students to be meaningful. Students interested in planning and developing an activity are encouraged to discuss their ideas with any faculty member or person involved in student activities. Faculty members may serve as advisors to foster and help the student.

All students are members of the Associated Students of Columbia College and they in turn develop a student government. Student Government is a representative group of students which is responsible for the conduct of student affairs, coordinates the social activities of campus organizations, and serves as spokesman for the student body. The government is developed to fit the needs of the students at that particular time.

Inter-Collegiate Athletics

The College is a member of the Central Valley Conference. To be eligible to participate in intercollegiate athletics, a student must be enrolled in an at least 12 units of credit, and classical music, local oral history, shorthand, and a wide variety of other topics, as well as cassette players and slide-tape kits. A typing room with electric and manual typewriters is open for use during library hours. Photocopying can be done on a coin-operated machine near the Library. The Library can locate and borrow on Interlibrary Loan materials not in the College Library. As a member of the Central Association of Libraries, the Library has quick access to the collections of more than 50 libraries. This service is available to students, community residents, and college staff. The Library is open when college is in session Monday through Thursday, 8:00 a.m. to 9:00 p.m., and Friday, 8:00 a.m. to 4:30 p.m. It is closed weekends and school holidays.

Living Accommodations

There are no facilities for on-campus housing at Columbia College. Information regarding off-campus housing is available at the Career Center and is posted on College bulletin boards. The College does not supervise, recommend or assume responsibility for any off-campus housing facility.

Security/Parking

Campus Security is available to assist students, staff and visitors as needed. Security may be contacted through the Dean of Student Services' Office or the Campus Fire Department.

The College maintains parking areas for students, staff, disabled persons and visitors. Parking regulations are strictly enforced by Campus Security. A fee is charged for parking.
ACADEMIC POLICIES AND PROCEDURES

UNIT OF CREDIT

A "unit of credit" is earned on the basis of one hour of lecture-recitation per week or three hours of laboratory per week during a semester. In some physical education, art, drama, and music courses, a unit of credit is earned for each two hours of class time. It is common to find courses composed of learning activities resulting in combinations of lecture-recitation, independent and tutorial study, or directed and individual laboratory experiences. In all cases these are to be equated with the unit of credit.

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:

1. Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds.
2. Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half.

PREREQUISITES

Course prerequisites are intended to ensure that the student will have sufficient preparation before entering a course and to assure a reasonable chance for his/her success.

Knowledge of course prerequisites is the student's responsibility.

Where no prerequisite is stated as part of the course description, none is required.

Prerequisites may be waived when in the instructor's judgment the student has adequate preparation to satisfy the course objectives. An instructor has the prerogative to refuse admission to class or officially drop a student from class who has not satisfied the course prerequisites as published in the College catalog.

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 the basis upon which grades will be determined by one of the following symbols:

- A - Excellent
- B - Good
- C - Satisfactory
- D - Passing, Less Than Satisfactory
- F - Failure
- W - Withdrawal From Course
- I - Incomplete
- CR - Credit (At Least Satisfactory)
- NC - No Credit (Less Than Satisfactory)
- IP - In Progress (Did not meet course objectives; recommend re-enrollment in class.)
- RD - Report Delayed
- O - Ungraded Class

GRADING SCALE

Columbia College uses the following system of grade points appraising the student's level of achievement:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>CR</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td></td>
</tr>
<tr>
<td>RD</td>
<td></td>
</tr>
</tbody>
</table>

- Not included in computing grade point average.

GRADE POINT AVERAGE

The Grade Point Average — GPA — is determined by the following formula:

\[
GPA = \frac{\text{Total grade points earned}}{\text{Total semester units attempted}}
\]

For example, a student who earns 5 units of "A", 4 units of "B", 3 units of "C", 2 units of "D", and 2 units of "F" would compute his 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

Total = 40 grade points
Total units attempted = 16

\[
GPA = \frac{40 \text{ grade points}}{16 \text{ units attempted}} = 2.50
\]

Adding a Course

Adding a course or adding units to a course in which a student is already enrolled is permitted during the first five days of instruction each semester. Entrance into a class in days six through ten requires the instructor's written approval. After the tenth day, students may be admitted to
certain classes with the written consent of the instructor. Refer to the Schedule of Classes for designation of those classes. Students who are not eligible for self-programming must obtain their advisor's written approval before adding a course.

Dropping A Course
A student may drop a course or reduce the number of units in a course during the first two weeks of instruction. The course or units will be removed from the student's program of attendance without the student earning a grade being recorded. From the third week to the last day to drop without penalty, a student may drop a course and a grade of "W" will be recorded on the student's transcript; provided the student has officially withdrawn from the course and paid the drop fee if appropriate.

The last day to withdraw without penalty for all full-time credit courses shall be the last day of the semester as noted in the Catalog of Schedule of Classes. For courses less than full term, an equivalent withdrawal period will be in effect. WHEN DROPPING COURSES, IT IS THE STUDENT'S RESPONSIBILITY TO FILE ALL WITHDRAWALS FROM THE COURSES.

Auditing A Course
Enrollment on an auditing basis is not permitted.

Repetition of Courses
Courses may be repeated only to improve a grade of D, F, IP, CR, or NC except as otherwise noted in the College catalog.

When repeating a course in which a "D" grade was earned, the student's total grade and grade points will be recorded, but no additional units for the course will be allowed. When repeating a course in which "IP", "IP", or "NC" grades were earned, the new grade, grade points, and units for the course will be recorded.

Incomplete Grades
An incomplete grade ("I") may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements. Responsibility for removal of incomplete grades within the time granted by the instructor rests with the student. Incomplete grades must be made up within one semester or will automatically revert to the alternate grade assigned by the instructor on the Incomplete Grade Removal Contract.

Forgiveness of "F" Grades
For graduation purposes only, "F" grades recorded on the transcript for the first 30 semester units of college work attempted will not be included in computing the Grade Point Average. An "F" grade earned after the semester in which 30 semester units of college work were completed will be computed in the Grade Point Average for graduation.

99/199 Independent Study Courses
Independent study courses are intended 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 as such since the courses are designed to meet specific student interests. Independent study courses may be made available in any subject matter area. Consult your advisor for specific procedures.

CONDITIONS
To be admitted to independent study, a student shall:
(1) complete one semester (12 units) in residence and have a Grade Point Average of 2.5 other cumulative or for the previous semester as a full-time student.
(2) have written approval of the instructor directing the student's Independent Study, and written verification by the Admissions and Records Office that the maximum credit limitation for Independent Study will not be exceeded. Maximum unit value for any Independent Study course for any one semester will be 3 units of credit.

LIMITATIONS
The following limitations apply to Independent Study courses:
(1) Registration is restricted to one Independent Study course per semester and registration must be completed prior to the first day of classes.
(2) An overall maximum of 7 units of credit completed will be allowed for Independent Study.

Students who intend to transfer are advised that Independent Study credit may not fulfill either major or General Education Breadth Requirements. Independent Study credit by student transferring may be evaluated in partial fulfillment of major requirements.

Credit/No Credit
Each student may choose to take one course per semester for a grade of Credit or No Credit instead of the usual letter grades, subject to the following limitations:
(1) Time of choice: Students have only the first 30 per cent of the length of the term to choose Credit/No Credit evaluation, although the instructor may grant the student the option any time during the term if extenuating circumstances warrant it.
(2) Limit of one per semester: Each student is limited to only one course per semester for Credit/No Credit evaluation. Courses which are offered with only Credit/No Credit evaluation (such as Work Experience) are not subject to the above limitations, and may be taken in addition to the other courses chosen for Credit/No Credit. (4) Total units: No more than 14 total units of CR (credit) grade may be counted toward graduation. Credit/NC units are not computed in determining the student's grade point average, nor can they be applied toward the major required for graduation. Forms available in the Admissions and Records Office to request this grade option.

Credit by Examination
A student may challenge a course by examination and obtain credit. Grades and grade points are entered on the student's transcript of record in the same manner as for regular courses of instruction. The intent of this provision is to:
(1) enable students to pursue courses of study at an accelerated rate and to encourage independent study, and
(2) recognize training or experience for which credit or advanced standing was not previously granted.

CONDITIONS
Only Columbia College courses may be challenged by examination. A maximum of 20 units may be earned by Credit by Examination. Credit granted by examination at accredited colleges will be accepted; such credit will be included in the maximum allowed by examination.

In order to challenge a course for credit, a student must:
(1) be registered in Columbia College and enrolled in the course which is being challenged.
(2) have completed at least 12 units of work in residence.
(3) have a cumulative Grade Point Average of 2.0 ("C" average).

PROCEDURE
The student must make arrangements for credit by examination with the individual instructor, who, on approval, will establish the challenge requirements and schedule the examination. Whatever grade the student earns will be entered on his/her record at the end of the term.

PREVIOUSLY EARNED CREDITS
College Credit
Previously earned lower division college or university units will be accepted if the institution was accredited by a recognized accrediting association when the student was in attendance. A maximum of 15 semester units will be allowed on courses taken by correspondence from accredited institutions.

Credit for Military Service
Armed forces personnel or veterans with a minimum of one year of satisfactory service may receive:
(1) Two semester units and waive P.E. requirement for graduation.
(2) Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
(3) Credit for certain USAFI lower division college-level courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:
At least 15 units of work must be completed at Columbia College before a student may receive credit.

Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.

The maximum credit allowable is 20 ungraded units.

Credit granted to armed forces personnel and veterans by another institution is subject to re-evaluation by Columbia College.

Student Load
A student who desires to carry more than 18 units must secure approval from his/her advisor or the Dean of Student Services. Students on academic probation will be limited to a unit load recommended by their advisor.

Classification of Students
While the minimum full-time program that will qualify a student for graduation in two years is 15 units per semester, the following classifications have been established:
Full-time — registered for 12 or more units.
Sophomore — 30 or more units completed.

Attendance
Students are responsible for making arrangements with their instructors to complete all course work missed. An instructor has the prerogative to lower a student's grade or drop a student from class because of excessive absence. Absence from the first class meeting may cancel registration in the course.

Final Examinations
Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor.
Final grades are considered permanent and may be changed by the instructor only in case of error.

Scholastic Honors
Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all college work are awarded the Associate Degree With Distinction. Students whose cumulative Grade Point Average is between 3.30 and 3.74 are awarded the Associate Degree With Honors.

Each semester a list of student names is published to recognize scholarship in at least 12 attempted units of work. Classes taken for CR/NC are not included in attempted units. Students whose Grade Point Average is between 3.3 and 3.74 are acknowledged on the Dean's list. Students whose Grade Point Average is between 3.75 and 4.0 are recognized as Scholars of Distinction by the President and are acknowledged on the President's list.
Grade Reports
Final Grade Reports are compiled at the end of each semester. Students may request a current progress report prior to the end of the term by completing a form which is available in the Admissions and Records Office.

Satisfactory Scholarship
A student whose cumulative Grade Point Average is 2.0 ("C" average) is scholastically in "good standing." All units and grade points are counted on a cumulative basis. The method of computing the Grade Point Average is illustrated on page 21.

Academic Probation
A student with a Grade Point Average less than 2.0 is doing unsatisfactory work, will be placed on academic probation, and is subject to disqualification.

(1) Completion of a second semester on probation with a cumulative Grade Point Average below 1.75.

(2) Completion of a third semester on probation with a cumulative Grade Point Average below 2.0.

(3) Where a student who has been placed on probation for two consecutive semesters enrolled and who would remain on probation for a third consecutive semester enrolled because of an accumulation of "W," "I," or "NC" grades.

A student who earns a Grade Point Average of less than 1.0 in any semester may be disqualified without a period of probation.

A disqualified student may not be reinstated under the admission provisions until one semester from the date of disqualification. If the Grade Point Average of a student readmitted after disqualification falls below 2.0 for a semester's work, the student may be permanently disqualified.

In the event a student is disqualified, he/she may petition for readmission on the basis of the following circumstances that might warrant an exception:

(a) Evidence of consistent improvement in the student's record.

(b) A change from one major to a field of study more appropriate to the student.

(c) Circumstances in the personal life of the student which the advisor of the student believes may have been of sufficient gravity to affect adversely the performance of the student.

(d) The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to the student to warrant the granting of an additional opportunity.

If a student has been disqualified and feels he/she has extenuating circumstances worthy of consideration, he/she may request in writing to the Dean of Student Services that the one semester period of disqualification be waived.

Refund Policy
Columbia College has not established a refund policy because of pending legislative regulations. As soon as these are established, the refund policy will be available to students in either the Admissions and Records Office or the Student Handbook.

The following cost breakdown for 9 months is used as a guide for single students:

<table>
<thead>
<tr>
<th>Category</th>
<th>Dependent</th>
<th>Independent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Meals / Housing</td>
<td>1,100</td>
<td>2,700</td>
</tr>
<tr>
<td>Personal</td>
<td>665</td>
<td>665</td>
</tr>
<tr>
<td>Transportation</td>
<td>535</td>
<td>535</td>
</tr>
<tr>
<td>Total</td>
<td>$2,700</td>
<td>$4,300</td>
</tr>
</tbody>
</table>

NOTES:
- The above costs are only approximate and are subject to change.
- The following cost breakdown for 9 months is used as a guide for single students:
- Books / Supplies / Tuition
- Meals / Housing
- Personal
- Transportation

- Dependent
- Independent

- Refund Policy
- Columbia College has not established a refund policy because of pending legislative regulations.

- Financial Aid
- Low-income students who are unable to pay the fee.
CERTIFICATES

The College offers many programs of study leading to certificates. Certificate programs are designed to prepare the vocational student for employment. Requirements of each such certificate have been determined by the department offering the program with the help of its advisory committee.

For students entering Columbia College for the first time in Fall, 1984, the following certificate requirements are valid through the 1987-88 academic year. A student taking more than four (4) years to complete may only use certificate requirements in effect up to four (4) years prior to the date of completion.

In order to qualify for a certificate, a student must complete required and elective courses with at least a Grade Point Average of 2.0 ("C"). No more than 30 percent of the courses required for the certificate may be fulfilled with parallel courses completed at other accredited institutions.

CERTIFICATES

- AUTOMOTIVE TECHNOLOGY

- BUSINESS ADMINISTRATION

Following are the specific requirements for the certificate programs listed above. Completion of certain certificate programs may necessitate attending classes during evening only or a combination of both day and evening classes.

COLUMBIA COLLEGE PHOTO
CERTIFICATES

BUSINESS ADMINISTRATION
RETAILING
REQUIRED COURSES: UNITS
Bus. Ad. 60a Bookkeeping and... 3
Bus. Ad. 66b Bookkeeping... 3
Bus. Ad. 61 Small Business... 4
Bus. Ad. 101 Principles of business... 3
Bus. Ad. 116b Commercial... 3
Bus. Ad. 120 Principles of Marketing... 3
Bus. Ad. 123 Sales... 3
Bus. Ad. 125 Advertising & Promotion... 3
Bus. Ad. 142 Retail Business Management... 3
Econ. 101a Principles of Economics... 4
Econ. 101b Principles of Economics... 4
Off. Oc. 68 Business Correspondence... 3
TOTAL REQUIRED UNITS 33-35

FORESTRY TECHNOLOGY
REQUIRED COURSES: UNITS
Fire Tech. 117 Wildland Fire Control... 2
Forest Tech. 50 Intro to Technical Forestry... 2
Forestry 101 Introduction to Professional Forestry... 2
Forestry Tech. 53 Forest Surveying Techniques... 2
Forestry Tech. 56 Tree & Plant Identification... 2
Forestry 110 Dendrology... 3
Forestry Tech. 62 Applied Forest Inventory and Management... 4
Nat. Res. Tech. 50 Natural History and Ecology... 2
Nat. Res. Tech. 52 Applied Wildland Management... 2
Nat. Res. Tech. 60 Aerial Photog. & Map Interpretation... 2
Nat. Res. Tech. 81 California Wildlife... 3
Nat. Res. 100 Environmental Conservation... 3
Nat. Res. 109 Parks & Forests Law Enforcement... 3
TOTAL REQUIRED UNITS 30-J

HOSPITALITY MANAGEMENT
FOOD SERVICE TECHNOLOGY
REQUIRED COURSES: UNITS
Food Hosp. Mgmt. 101 Introduction to Hospitality Industry... 3
Food Hosp. Mgmt. 103 Marketing of Hospitality Services... 3
Food Hosp. Mgmt. 112 Front Office Management/Hotel Catering... 3
Food Hosp. Mgmt. 144 Menu Analysis... 2
Food Hosp. Mgmt. 133 Intro. to Commercial Food Preparation... 3
Food Hosp. Mgmt. 135 Commercial Baking... 3
Food Hosp. Mgmt. 139 Food Science and Nutrition... 3
Food Hosp. Mgmt. 140a Classical Cuisine: Beginning... 2
Food Hosp. Mgmt. 140b Classical Cuisine: Intermediate... 2
Food Hosp. Mgmt. 130 Food Service Management... 2
Food Hosp. Mgmt. 113 Dining Room Service... 2
Food Hosp. Mgmt. 114 Intro to Maintenance and Housekeeping... 2
Food Hosp. Mgmt. 130 Food Service Management... 2
Food Hosp. Mgmt. 150 Food & Beverage Management... 3
Food Hosp. Mgmt. 133 Intro. to Commercial Food Preparation... 3
Food Hosp. Mgmt. 135 Commercial Baking... 3
Food Hosp. Mgmt. 139 Food Science and Nutrition... 3
Food Hosp. Mgmt. 141 Food Science and Nutrition... 3
Food Hosp. Mgmt. 144 Menu Analysis... 2
TOTAL REQUIRED UNITS 30

HOSPITALITY MANAGEMENT
HOTEL MANAGEMENT
REQUIRED COURSES: UNITS
Hosp. Mgmt. 111 Introduction to Hospitality Industry... 3
Hosp. Mgmt. 113 Dining Room Service... 2
Hosp. Mgmt. 114 Intro to Maintenance and Housekeeping... 2
Hosp. Mgmt. 130 Food Service Management... 2
Hosp. Mgmt. 150 Food & Beverage Management... 3
Hosp. Mgmt. 133 Intro. to Commercial Food Preparation... 3
Hosp. Mgmt. 135 Commercial Baking... 3
Hosp. Mgmt. 139 Food Science and Nutrition... 3
Hosp. Mgmt. 141 Food Science and Nutrition... 3
Hosp. Mgmt. 144 Menu Analysis... 2
Hosp. Mgmt. 130 Food Service Management... 2
Hosp. Mgmt. 113 Dining Room Service... 2
Hosp. Mgmt. 114 Intro to Maintenance and Housekeeping... 2
Hosp. Mgmt. 130 Food Service Management... 2
Hosp. Mgmt. 150 Food & Beverage Management... 3
Hosp. Mgmt. 133 Intro. to Commercial Food Preparation... 3
Hosp. Mgmt. 135 Commercial Baking... 3
Hosp. Mgmt. 139 Food Science and Nutrition... 3
Hosp. Mgmt. 141 Food Science and Nutrition... 3
Hosp. Mgmt. 144 Menu Analysis... 2
TOTAL REQUIRED UNITS 19

HUMAN SERVICES
DISABLED
REQUIRED COURSES: UNITS
Physical Ed. 105 Personal Fitness Concepts & Evaluation... 2
Physical Ed. 106 Theory & Practice of Adaptive P.E. & Coaching... 2
Physical Ed. 108 Adaptive Recreation, P.E. & Coaching... 2
Physical Ed. 109a Corrective Rehab. P.E. & Coaching... 1
Physical Ed. 173a Adult Fitness Program... 1
Psychology 101 General Psychology... 3
Psychology 103 Social Psychology... 3
Psychology 125 Stress Management and Self-Control... 3
Psychology 130 Personal and Social Adjustment... 3
Psychology 140 Human Service... 3
Psychology 141 Human Services Laboratory... 1
TOTAL REQUIRED UNITS 29-32

HUMAN SERVICES
GERIATROLOGY
REQUIRED COURSES: UNITS
Health Ed. 105 Cardiopulmonary Resuscitation... 2
Health Ed. 105a Basic First Aid... 2
Physical Ed. 171 Introduction to Athletic... 2
Physical Ed. 172 Multisport Fitness Testing Program... 2
Physical Ed. 173a Adult Fitness Program... 1
Psychology 101 General Psychology... 3
Psychology 130 Personal and Social Adjustment... 3
Sociology 101 Introduction to Sociology... 3
Sociology 112 Deviance and Conflict... 3
Sociology 114 Family, Marriage, and the Individual... 3
Sociology 128 Social Policy... 3
Sociology 140 Human Services... 3
Sociology 141 Human Services Laboratory... 3
Speech 135 Interpersonal Communication... 3
TOTAL REQUIRED UNITS 28-30

HUMAN SERVICES
SOCIAL WELFARE
REQUIRED COURSES: UNITS
Psychology 101 General Psychology... 3
Psychology 130 Personal and Social Adjustment... 3
Psychology 144a Developmental Psychology... 3
Psychology 145b Developmental Psychology... 3
Sociology 101 Introduction to Sociology... 3
Sociology 110 Deviance and Conflict... 3
Sociology 112 Deviance and Conflict... 3
Sociology 114 Family, Marriage, and the Individual... 3
Sociology 128 Social Policy... 3
Sociology 140 Human Services... 3
Sociology 141 Human Services Laboratory... 1
Speech 135 Interpersonal Communication... 3
TOTAL REQUIRED UNITS 31

NATURAL RESOURCES
INTERPRETATION
REQUIRED COURSES: UNITS
Art 145 Field Photography... 2
Biology 51 Birds of the Mother Lode... 2
Biology 59 Wildflowers of the Mother Lode... 2
Earth Sci. 59 Geology of the Mother Lode... 2
Earth Sci. 123 Geology of the National Parks... 2
Fore. Tech. 56 Tree and Plant Identification... 3
Forestry 110 Dendrology... 3
Health Ed. 113 First Aid and Emergency Care... 2
History 149 The Mother Lode... 2
History 155 The Americas Frontier... 2
Nat. Res. 101 Environmental Conservation... 3
Nat. Res. 109 Parks and Forests Law Enforcement... 2
Nat. Res. 139 Wildlife and Wildlife Laws... 2
Nat. Res. 150a Natural History and Ecology... 2
Nat. Res. 150b Applied Wildlife Management... 3
Nat. Res. 155 Intro. to Professional Forestry... 3
Nat. Res. 171 Introduction to Wildlife... 2
Nat. Res. 181 California Wildlife... 4
TOTAL REQUIRED UNITS 37-38

COLUMBIA COLLEGE PHOTO
OFFICE OCCUPATIONS

GENERAL CLERK

REQUIRED COURSES: UNITS

Bus. Ad. 60 Business Mathematics .............. 3
Bus. Ad. 60b Bookkeeping and Accounting ...... 3
Bus. Ad. 61 Small Business Accounting . ....... 4
Bus. Ad. 130a Accounting and Bookkeeping .... 4
Bus. Ad. 130b Accounting ..................... 4
Comp. Sci. 103 Computer Operating Systems ... 3
Office Oc. 65 Business English ................. 3
Office Oc. 66 Business Correspondence ......... 3
Office Oc. 105 Intermediate Typing .............. 3
Office Oc. 108 Word Processing: Electronic Typewriter .... 3
Office Oc. 109 Word Processing: Display System .. 3
Office Oc. 112 Intermediate Shorthand ......... 3
Office Oc. 130 Filing Systems/Records Management ... 3
Office Oc. 132 Medical Terminology ............. 3
Office Oc. 136 Electronic Printing Calculators .... 3
Office Oc. 138 Office Procedures ................ 3

TOTAL REQUIRED UNITS 20-24

LEGAL SECRETARIAL

REQUIRED COURSES: UNITS

Bus. Ad. 38 Pagers and Payroll ................. 1
Bus. Ad. 115a Commercial Law .................. 3
Comp. Sci. 103 Computer Operating Systems ... 3
Office Oc. 65 Business English ................. 3
Office Oc. 66 Business Correspondence ......... 3
Office Oc. 105 Intermediate Typing .............. 3
Office Oc. 107 Word Processing: Electronic Typewriter .... 3
Office Oc. 109 Word Processing: Display System .. 3
Office Oc. 112 Intermediate Shorthand ......... 3
Office Oc. 130 Filing Systems/Records Management ... 3
Office Oc. 132 Machine Transcription ............ 2
Office Oc. 134 Medical Terminology ............. 3
Office Oc. 136 Electronic Printing Calculators .... 3
Office Oc. 138 Office Procedures ................ 3

TOTAL REQUIRED UNITS 20-24

OFFICE OCCUPATIONS

CLERK-TYPIST

REQUIRED COURSES: UNITS

Bus. Ad. 60 Business Mathematics .............. 3
Bus. Ad. 60b Bookkeeping and Accounting ...... 3
Bus. Ad. 61 Small Business Accounting . ....... 4
Bus. Ad. 130a Accounting and Bookkeeping .... 4
Bus. Ad. 130b Accounting ..................... 4
Comp. Sci. 103 Computer Operating Systems ... 3
Office Oc. 65 Business English ................. 3
Office Oc. 66 Business Correspondence ......... 3
Office Oc. 105 Intermediate Typing .............. 3
Office Oc. 107 Word Processing: Electronic Typewriter .... 3
Office Oc. 109 Word Processing: Display System .. 3
Office Oc. 112 Intermediate Shorthand ......... 3
Office Oc. 130 Filing Systems/Records Management ... 3
Office Oc. 132 Machine Transcription ............ 2
Office Oc. 134 Medical Terminology ............. 3
Office Oc. 136 Electronic Printing Calculators .... 3
Office Oc. 138 Office Procedures ................ 3

TOTAL REQUIRED UNITS 33

*Must earn at least a letter grade of "B" in Office Oc. 132 before enrolling in Office Oc. 154.

OFFICE OCCUPATIONS

MEDICAL RECEPITIONIST

REQUIRED COURSES: UNITS

Bus. Ad. 58 Pagers and Payroll ................. 1
Bus. Ad. 63 Business Math ..................... 3
Bus. Ad. 66 Business Correspondence ......... 3
Office Oc. 105 Intermediate Typing .............. 3
Office Oc. 107 Word Processing: Electronic Typewriter .... 3
Office Oc. 109 Word Processing: Display System .. 3
Office Oc. 112 Intermediate Shorthand ......... 3
Office Oc. 130 Medical Terminology ............. 3
Office Oc. 132 Medical Transcription ............ 2
Office Oc. 136 Electronic Printing Calculators .... 3
Office Oc. 138 Office Procedures ................ 3

TOTAL REQUIRED UNITS 28-32

SEARCH AND RESCUE

REQUIRED COURSES: UNITS

Health Oc. 103 Emergency Med. Tech. Training .... 6
S.A.R. 103 Environmental Injuries ............... 1
S.A.R. 107 Basic Survival ...................... 1
S.A.R. 110 Introduction to Search Theory ......... 2
S.A.R. 112 Organization/Diretion of Search ....... 2
S.A.R. 114 Tracking and Signcutting .......... 1
S.A.R. 122 Wilderness Navigation ............... 2
S.A.R. 126 Grid Search Techniques .............. 2
S.A.R. 130 Introduction to Rescue Techniques ..... 2
S.A.R. 132 Accounding and Descending Techniques .... 2
S.A.R. 134 HELICOPTER OPERATIONS ............. 1
S.A.R. 136 Swifletwater Rescue .......... 2
S.A.R. 150 Rope Rescue ....................... 1.5

TOTAL REQUIRED UNITS 14-16

PLUS 2 UNITS FROM ANY OTHER COURSES IN THE SEARCH AND RESCUE CURRICULUM.

TOTAL REQUIRED UNITS 24.5

CERTIFICATES

NATURAL RESOURCES TECHNOLOGY

REQUIRED COURSES: UNITS

Earth Sci. 125 Geology of National Parks ....... 2
Fire Sci. 117 Wildland Fire Control ............. 2
For. Tech. 50 Intro. to Technical Forestry .... 2
Forestry 101 Introduction to Professional Forestry ... 3
For. Tech. 53 Forest Surveying Techniques .... 2
Forestry 110 Tree & Plant Identification ..... 3

TOTAL REQUIRED UNITS 31-32

PROVEN COMPETENCY REQUIREMENTS:

Math 10 Basic Mathematics (or higher) ....... 2
Reading Examination or English 31 or 101 .... 2
Typing Examination or Office Oc. 101a Typing Applications ... 2
Writing Examination or English 31 or 101 .... 2

TOTAL REQUIRED UNITS 20-24

OFFICE OCCUPATIONS

SECRETARIAL

REQUIRED COURSES: UNITS

Bus. Ad. 60 Business Mathematics .............. 3
Bus. Ad. 60b Bookkeeping and Accounting ...... 3
Bus. Ad. 61 Small Business Accounting .......... 4
Bus. Ad. 130a Accounting and Bookkeeping .... 4
Bus. Ad. 130b Accounting ..................... 4
Computer Sci. 103 Computer Operating Systems ... 3
Office Oc. 65 Business English ................. 3
Office Oc. 66 Business Correspondence ......... 3
Office Oc. 107 Word Processing: Electronic Typewriter .... 3
Office Oc. 109 Word Processing: Display System .. 3
Office Oc. 112 Intermediate Shorthand ......... 3
Office Oc. 130 Filing Systems/Records Management ... 3
Office Oc. 132 Machine Transcription ............ 2
Office Oc. 136 Electronic Printing Calculators .... 3
Office Oc. 138 Office Procedures ................ 3

TOTAL REQUIRED UNITS 28-32

VOCATIONAL NURSING

REQUIRED COURSES: UNITS

Health Oc. 110 Intro. to Vocational Nursing .... 3
Health Oc. 113 Anatomy and Physiology for Voc. Nurses ... 3
Health Oc. 115 Maternity Nursing ............... 3
Health Oc. 120a Effects of Medication .......... 2
Health Oc. 120b Effects of Medication .......... 2
Health Oc. 121c Pediatrics ..................... 2
Health Oc. 121c Medical-Surgical Nursing .... 5
Health Oc. 121b Medical-Surgical Nursing .... 5
Health Oc. 121c Medical-Surgical Nursing .... 5
Health Oc. 122c Community Health .......... 3
Health Oc. 140a Clinic .......................... 8
Health Oc. 140b Clinic ......................... 8
Health Oc. 140c Clinic ........................ 8

TOTAL REQUIRED UNITS 52

WELDING TECHNOLOGY

REQUIRED COURSES: UNITS

Mathematics 10 Basic Mathematics ............. 2
Demonstrated Competency

Weld. Tech. 101 Introduction to Welding ....... 3
Weld. Tech. 102 Adv. Arc Welding Techniques ... 3
Weld. Tech. 110 Blueprint Reading .......... 2
Weld. Tech. 130 Maintenance Welding ....... 2
Weld. Tech. 141 Metal Fabrication .......... 3
Weld. Tech. 160 Practical Laboratory Tour .... 3

TOTAL REQUIRED UNITS 14-16
GRADUATION REQUIREMENTS AT COLUMBIA COLLEGE:

Columbia College will confer the Associate in Arts or the Associate in Science Degree upon completion of the following requirements. (The Associate in Science Degree is awarded for majors in physical or biological sciences or in occupational programs; the Associate in Arts Degree is awarded for all other majors.)

1. TOTAL UNITS: Satisfactory completion of 60 or more semester units, of which the last 12 required units must be taken in residence at Columbia College.

2. SCHOLARSHIP: A cumulative Grade Point Average of not less than 2.0 ("C" average).

3. MAJOR: Satisfactory completion of any AA/AS Major listed in the Columbia College Catalog. (Course listing for each major is available in the Admissions and Records Office.) More than one Associate Degree may be awarded to a student who completes all applicable requirements plus 12 extra units in residence (72 or more total semester units). No courses of the first major may be counted in the major for the second degree.

4. GENERAL EDUCATION BREADTH REQUIREMENTS: Satisfactory completion of each Area of General Education "A" through "E" below, by choosing suitable courses from those listed under each Area. Students wishing to transfer to California State Universities should follow the requirements listed in the left-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA or AS Degree, should follow the requirements listed in the right-hand column. The list of courses suitable to satisfy BOTH patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns at the same time by careful selection of courses, in order to graduate with the AA/AS Degree as well as transferring to a C.S.U. campus.

FOR AA/AS GRADUATION:

Two courses required: one from A.2, and one from either A.1 or A.3.

SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:

AREA A.: ENGLISH LANGUAGE COMMUNICATION AND CRITICAL THINKING:

A.1 Oral Communication

Speech 101, Fundamentals of Speech (3).

A.2 Written Communication

English 101a, Reading and Composition: Beginning (3).

English 101b, Reading and Composition: Advanced (3).

A.3 Critical Thinking

Mathematics 104, Introduction to Logic (3).

or Philosophy 104, Introduction to Logic (3).

Computer Science 120, BASIC Programming (3).

TRANSFER REQUIREMENTS TO A CALIFORNIA STATE UNIVERSITY:

Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers. Full certification consists of not less than 39 semester units from Areas "A" through "E" below. In addition, the following transfer requirements apply:

1. TOTAL UNITS: Satisfactory completion of 56 to 70 transferrable semester units. If you wish to transfer with less than 56 transferrable units, you must submit satisfactory test scores from either the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). For possible exemption from ACT and SAT tests, see catalog of college to which student plans to transfer. (At San Luis Obispo, test scores are required of all transfer students.)

2. SCHOLARSHIP: A cumulative Grade Point Average of not less than 2.0 ("C" average).

3. MAJOR: Satisfactory completion of lower division prerequisites for the BA/BS Major listed in the catalog of the California State University transfer campus.

FOR TRANSFER:

Three courses required, including one from A.2.
### FOR AA/AS GRADUATION:

Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2. Also acceptable in B.3: Business Administration 63, Business Mathematics (3), and Mathematics 60, Geometry (4).

### SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:

#### AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:

**B.1 Physical Sciences:**
- Chemistry 100, Fundamentals of Chemistry (4), (lab course).
- Chemistry 101a, General Chemistry (3), (lab course).
- Earth Science 114, Physical Geology (4), (lab course).
- Earth Science 142, Descriptive Astronomy (3).
- Earth Science 144, General Astronomy (4), (lab course).
- Physics 100, Modern Physics (2).
- Physics 120a, General Physics (5), (lab course).

**B.2 Biological Sciences:**
- Biology 109, Fundamentals of Biology Laboratory (1).
- Biology 111, Principles of Biology (4), (lab course).
- Biology 120, Fundamentals of Plant Biology (2), (lab course).

**B.3 Quantitative Reasoning and Mathematics:**
- Math. 102, Trigonometry (4).
- Math. 103, College Algebra (4).
- Math. 110, Finite Mathematics (4).
- Math. 120a, Calculus with Analytic Geometry (4).

### FOR TRANSFER:

Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2, and not less than nine units total from AREA B.

### FOR AA/AS GRADUATION:

Two courses required: one each from C.1 and C.2. Also acceptable in C.1: Music 110a or 110b, Survey of Music History and Literature (3,3). Also acceptable in C.2: English 101b, Reading and Composition: Advanced (3).

### SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:

#### AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:

**C.1 Arts (Art, Dance, Drama, Music):**
- Art 111a, History of Art: Ancient and Medieval (3).
- Art 111b, History of Art: Renaissance, Baroque, Modern (3).
- Drama 102, Oral Expression and Interpretation (3).
- Music 102, Introduction to Music (3).

**C.2 Literature, Philosophy, Foreign Language:**
- English 117a, Literature of the United States (3).
- English 117b, Literature of the United States (3).
- English 146a, Survey of English Literature (3).
- Humanities 101, Old World Culture (3).
- Humanities 102, Modern Culture (3).
- Philosophy 101, Introduction to Philosophy (3).
- Philosophy 125, Twentieth Century Philosophy (3).

### FOR TRANSFER:

Three courses required, including one each from C.1 and C.2.

### FOR AA/AS GRADUATION:

Two courses required: one from either D.1 or D.2, and one from D.3. Also acceptable in D.2: Anthropology 115, Indians of North America (3).

### SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:

#### AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:

**D.1 General Social Sciences:**
- Anthropology 101, Introduction to Anthropology: Physical (3).
- Economics 101a, Principles of Economics: Macro-Economics (4).
- Psychology 101, General Psychology (3).
- Sociology 101, Introduction to Sociology (3).

**D.2 Civilization and Cultures:**
- Geography 102, Introduction to Cultural Geography (3).
- History 104a, World Civilizations: to 1650 (4).

**D.3 United States History and Government:**
- History 117a, United States: to 1865 (3).
- Political Science 101, Constitutional Government (3).

### FOR TRANSFER:

Four courses required: one each from D.1 and D.2, and two from D.3. Also acceptable in D.2: Anthropology 102, Introduction to Anthropology: Cultural (3), and History 104b, World Civilizations: 1650 to Present (4), and History 111: Asian Civilizations (3). Also acceptable in D.3: History 117b, United States: 1865 to Present (3).
(Refer to Note 2 below for more information about D.3.)
NOTICE OF INTENT TO GRADUATE: The student must file a Notice of Intent to Graduate from Columbia College in the Admissions and Records Office no later than the seventh week of the semester in which completion of the graduation requirements is expected. Graduation requirements may be completed during any college term, but degrees are conferred only at graduation exercises at the close of the Spring Semester.

SUPPLEMENTARY NOTES:

1. These requirements for graduation and General Education apply to Associate Degree and transfer students entering Columbia College for the first time in Fall semester 1984, and are valid through the 1987-88 academic year. Students previously enrolled may continue to follow their older catalog, but those taking more than four years to graduate must use graduation requirements not older than four years.

2. California law includes a requirement in U.S. History and Government for the BA/BS Degree. Completion of two courses from D.3 will meet the requirement, but only three units will be credited toward the 39 certified General Education units. (Units above 39 will count instead for elective credit.) Some California State University campuses place the U.S. History and Government requirement outside the General Education requirement, while others include it within. Consult the catalog of the California State University campus to which you will transfer, or see your advisor for clarification.

3. Double-counting units: Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements in both patterns above, except for the Columbia College Liberal Studies major. For the A.A. Liberal Studies major, the same courses may not be used for both the Major and the General Education Breadth Requirements.

—NOTES—

COLUMBIA COLLEGE MAJORS

Students are required to complete the Associate Degree in their major college. See the course requirements for each major.
MAJORS

BUSINESS

SECRETARIAL

REQUIRED COURSES: 
Office Oc. 68 Business Correspondence ............... 2
Office Oc. 103 Interpersonal Typing ................. 2
Office Oc. 112 Interpersonal Shorthand .......... 2
Office Oc. 130 Filing Systems & Records Mgmt. .... 2
Office Oc. 132 Machine Transcription .......... 2

AND 6 UNITS FROM:
Office Oc. 65 Business English .................... 3
Bus. Ad. 60a Bookkeeping and Accounting .......... 3
Bus. Ad. 60b Bookkeeping and Accounting .......... 3
Bus. Ad. 61 Small Business Accounting ............. 3
Bus. Ad. 130a Accounting .................................. 3
Bus. Ad. 130b Accounting .................................. 3
Computer Sci. 103 Computer Operating Systems .... 1

TOTAL REQUIRED UNITS 20

BUSINESS ADMINISTRATION (PROFESSIONAL)

REQUIRED COURSES: 
Bus. Ad. 115a Commercial Law ..................... 3
Bus. Ad. 115b Commercial Law ..................... 3
Bus. Ad. 130a Accounting .................................. 3
Bus. Ad. 130b Accounting .................................. 3
Computer Sci. 103 Computer Operating Systems .... 1
Economics 101a Principles of Economics .......... 1
Economics 101b Principles of Economics .......... 1

TOTAL REQUIRED UNITS 21

BUSINESS ADMINISTRATION (OCCUPATIONAL)

REQUIRED COURSES: 
Bus. Ad. 63 Business Mathematics .................. 3
Bus. Ad. 101 Principles of Business ................ 3
Bus. Ad. 60a Bookkeeping and Accounting .......... 3
Bus. Ad. 60b Bookkeeping and Accounting .......... 3
Bus. Ad. 61 Small Business Accounting ............. 3
Computer Sci. 103 Computer Operating Systems .... 1
Office Oc. 68 Business Correspondence ............ 1

TOTAL 14-16

AND 6 UNITS FROM:
Bus. Ad. 104 Human Relations in Business ......... 3
Bus. Ad. 115a Commercial Law ..................... 3
Bus. Ad. 115b Commercial Law ..................... 3
Bus. Ad. 120 Principles of Marketing .............. 3
Bus. Ad. 123 Sales ............................................ 3
Bus. Ad. 125 Advertising & Display Promotion .... 3
Bus. Ad. 140 Principles of Management .......... 3
Bus. Ad. 145 Retail Business Management .... 3
Bus. Ad. 150 Small Business Management .... 3

TOTAL REQUIRED UNITS 20-22

CHEMISTRY

REQUIRED COURSES: 
Chemistry 104 General Chemistry .................. 3
Chemistry 105 General Chemistry .................. 3
Chemistry 106 Organic Chemistry .................. 3

AND A MINIMUM OF 8 UNITS FROM:
Math 105 Calculus with Analytic Geometry ........ 4
Math 106 Calculus with Analytic Geometry ........ 4
Physics 120a General Physics ........................ 5
Physics 120b General Physics ........................ 5

TOTAL REQUIRED UNITS 22

COMPUTER SCIENCE

REQUIRED COURSES: 
Computer Sci. 103 Intro. to Microcomputers ...... 1
Computer Sci. 105 Computer Operating Systems .... 1
Computer Sci. 121 Data File Programming with BASIC 1
Computer Sci. 125 PASCAL Programming .......... 1
Computer Sci. 127 FORTRAN Programming .... 1
Computer Sci. 129 COBOL Programming .......... 1
Computer Sci. 132 RPG II Programming .......... 1
Computer Sci. 140 Assembly Language Programming ... 1
Computer Sci. 155 Data Base Management .......... 1
Mathematics 110 Finite Mathematics ............ 1

TOTAL REQUIRED UNITS 21

EARTH SCIENCE

REQUIRED COURSES: 
Earth Science 114 Physical Geology ............ 4
Earth Science 133 Global Tectonic Geology ...... 3
Earth Science 139 Field Geology ................ 3
Earth Science 142 Descriptive Astronomy ...... 4
Earth Science 144 General Astronomy ........ 4
Earth Science 160 Fundamentals of Meteorology ... 4
Earth Science 171 Fundamentals of Oceanography ... 4

TOTAL 14-17

MINIMUM OF 5 UNITS FROM:
Earth Science 125 Geology of National Parks .... 3
Chemistry 100 Fundamentals of Chemistry ........ 3
Computer Sci. 120 BASIC Programming .......... 3
Nat. Res. Tech. 60 Aerial Photography and Map Interpretation 2

TOTAL REQUIRED UNITS 19-22

RECOMMENDED COURSES:
Chemistry 104, Physics 120b, and Mathematics to include College Algebra and Calculus.

TOTAL REQUIRED UNITS 20-22

ENGLISH

REQUIRED COURSES: 
English 101a Reading and Composition: Beginning .... 3
English 101b Reading and Composition: Advanced .... 3

AND AT LEAST 15 UNITS FROM:
English 110 Creative Writing .................. 3
English 117a Literature of the U.S. ............ 3
English 146a Survey of English Literature ....... 3
English 146b Survey of English Literature ....... 3
English 149 California Literature ............. 2
English 150 Introduction to Shakespeare ...... 2

TOTAL REQUIRED UNITS 21

FIRE TECHNOLOGY

REQUIRED COURSES: 
Fire Tech. 101 Introduction to Fire Technology .... 2
Fire Tech. 102 Fund. of Personal Fire Safety and Emergency Action .... 2
Fire Tech. 106 Fund. of Fire Behavior and Control .... 2
Fire Tech. 109 Fundamentals of Fire Prevention .... 3
Fire Tech. 110 Firefighting Strategy & Tactics .... 3
Fire Tech. 114 Fire Apparatus & Equipment .... 2
Fire Tech. 117 Wildland Fire Control .......... 2
Fire Tech. 123 Fire Hydraulics .............. 2
Fire Tech. 130 Fire Protection Equip. and Sys. .... 2

TOTAL REQUIRED UNITS 22

FORESTRY TECHNOLOGY

REQUIRED COURSES: 
Fore. Tech. 101 Intro. to Technical Forestry ....... 2
Fore. Tech. 104 Intro. to Professional Forestry .... 2
Fore. Tech. 105 Forest Surveying Techniques .... 3
Fore. Tech. 116 Tree & Plant Identification .... 3
Forestry 110 Dendrology .............. 3
Nat. Res. Tech. 60 Aerial Photography and Map Interpretation 2

TOTAL 10-11

MINIMUM OF 10 UNITS FROM:
Fire Tech. 117 Wildland Fire Control .......... 3
Forest Tech. 62 Applied Forest Inventory and Management .... 4
Nat. Res. Tech. 50 Natural History and Ecology .... 2
Nat. Res. Tech. 51 Applied Wildlands Management .... 3
Nat. Res. Tech. 52 California Wildlife .......... 3
Nat. Res. Tech. 117 Environmental Conservation .... 3
Nat. Res. Tech. 109 Parks and Forests Law Enforcement .... 2

TOTAL REQUIRED UNITS 20

FOOD SERVICE TECHNOLOGY

REQUIRED COURSES: 
Health Oc. 110 Intro. to Hospitality Industry .... 3
Health Oc. 113 Nutrition & Physiol. for Voc. Nurses .... 3
Health Oc. 115 Maternity Nursing .............. 2
Health Oc. 120a Effects of Medication .......... 2
Health Oc. 120b Medical-Surgical Nursing ..... 2
Health Oc. 125b Medical-Surgical Nursing ..... 2
Health Oc. 125c Community Health .......... 2
Health Oc. 140a Intro. to Food Service Management .... 3
Health Oc. 140b Intro. to Food Service Management .... 3
Health Oc. 140c Intro. to Food Service Management .... 3

TOTAL REQUIRED UNITS 25

HISTORY

REQUIRED COURSES: 
History 104a World Civilization: to 1650 .......... 4
History 104b World Civilization: 1650 to Present .... 4
History 117a United States: to 1865 .......... 3
History 117b United States: 1865 to Present .... 3

AND AT LEAST 4 UNITS FROM:
Any other History course or Any Political Science course or

TOTAL 14

HOSPITALITY MANAGEMENT

REQUIRED COURSES: 
Health Oc. 101 Food Service Management .......... 3
Health Oc. 102 Food Service Management .......... 3
Health Oc. 110a Professional Cookery .......... 3
Health Oc. 110b Professional Cookery .......... 3
Health Oc. 110c Professional Cookery .......... 3

TOTAL REQUIRED UNITS 18
MAJORS

HOSPITALITY MANAGEMENT

MAJORS

HOTEL MANAGEMENT

RECOMMENDED COURSES:

UNITs

Hosp. Mgmt. 101 Introduction to Hospitality Industry 3
Hosp. Mgmt. 103 Marketing of Hospitality Services 3
Hosp. Mgmt. 112 Front Office Management 3
Hosp. Mgmt. 114 Intro. to Maintenance and Housekeeping 2
Hosp. Mgmt. 130 Food Service Management 2
Hosp. Mgmt. 160 Intro. to Travel-Tourism Industry/Tours 3
Bus. Ad. 43 Business Mathematics 3

TOTA L REQUIRED COURSES 19

RECOMMENDED OPTIONAL COURSES:

Bus. Ad. 90a Bookkeeping and 3
Bus. Ad. 90b Bookkeeping and 3
Bus. Ad. 130a Accounting and 4
Bus. Ad. 130b Accounting 4
Off. Oc. 136 Electronic Printing Calculators 1

HUMANITIES

RECOMMENDED COURSES:

UNITs

Humanities 101 Old World Culture 3
Humanities 102 Modern Culture 3
AND ONE COURSE IN ART HISTORY FROM:

Art 111a History of Art: Ancient and Medieval 3
Art 111b History of Art: European, Modern 3

AND ONE COURSE IN MUSIC FROM:

Music 102 Introduction to Music 3
Music 110a Survey of Music History and Literature 3
Music 110b Survey of Music History and Literature 3

AND ONE COURSE IN LITERATURE FROM:

English 117a Literature of the United States 3
English 117b Literature of the United States 3

AND ONE COURSE IN ART HISTORY FROM:

Anthro. 115 Indians of North America 3

AND ONE COURSE IN HISTORY OR PHILOSOPHY FROM:

History 104a Principles of Humanities 3
History 104b Principles of Humanities 3

AND ONE COURSE IN HISTORY OR PHILOSOPHY FROM:

History 104a Principles of Humanities 3
History 104b Principles of Humanities 3

AND ONE COURSE IN PHILOSOPHY FROM:

Philosophy 111 World Religion 3
Philosophy 115 Survey of World Religions 3

NATURAL SCIENCES AND MATHEMATICS

(Basic requirement of 4 units)

Bi ology 108 Fundamentals of Biology 3
Chemistry 101A General Chemistry 3
Comp. Sci. 110 Introduction to Microcomputers 3
Comp. Sci. 130A Operating System Programming 3
Earth Sci. 114 Physical Geology 3
Earth Sci. 142 Descriptive Geology 3
Earth Sci. 161 Fundamentals of Meteorology 3
Earth Sci. 171 Fundamentals of Oceanography 3
Math 101 Intermediate Algebra (or higher) 4
Math 107 Survey of Mathematics and Literature 3
Math 112 Survey of Music and Popular Music 3
Music 110a Survey of Music History and Literature 3
Music 110b Survey of Music History and Literature 3
Music 112 Survey of Jazz and Popular Music 3
Music 113A Introduction to Philosophy 3
Music 115 World Religion 3

TOTA L REQUIRED COURSES 18-19

LIBERAL STUDIES

A minimum of six (6) semester units must be completed in each of the three areas. A minimum of eighteen (18) semester units total must be completed from the three areas combined. (Courses used to fulfill the Liberal Studies major requirements may not be used to fulfill the General Education requirements for the AA or AS Degree.)

HUMANITIES (Minimum of 6 Units):

Art 111a History of Art: Ancient and Medieval 3
Art 111b History of Art: European, Modern 3
Drama 102 Oral Expression and Interpretation 3
English 117a Literature of the United States 3
English 117b Literature of the United States 3
English 146a Survey of English Literature 3
English 146b Survey of English Literature 3
Humanities 101 Old World Culture 3
Humanities 102 Modern Culture 3
Music 110a Survey of Music History and Literature 3
Music 110b Survey of Music History and Literature 3
Music 112 Survey of Jazz and Popular Music 3
Philosophy 101 Introduction to Philosophy 3
Philosophy 115 World Religion 3

NATURAL SCIENCES AND MATHEMATICS

(Basic requirement of 4 units)

Biology 108 Fundamentals of Biology 3
Chemistry 101A General Chemistry 3
Comp. Sci. 110 Introduction to Microcomputers 3
Comp. Sci. 130A Operating System Programming 3
Earth Sci. 114 Physical Geology 3
Earth Sci. 142 Descriptive Geology 3
Earth Sci. 161 Fundamentals of Meteorology 3
Earth Sci. 171 Fundamentals of Oceanography 3
Math 101 Intermediate Algebra (or higher) 4
Math 107 Survey of Mathematics and Literature 3
Math 112 Survey of Jazz and Popular Music 3
Music 110a Survey of Music History and Literature 3
Music 110b Survey of Music History and Literature 3
Music 112 Survey of Jazz and Popular Music 3
Music 113A Introduction to Philosophy 3
Music 115 World Religion 3

TOTA L REQUIRED COURSES 18-19

MATHMATICS

RECOMMENDED COURSES:

UNITs

Math 103 College Algebra 4
Math 105 Elements of Statistics 4
Math 120A Calculus w/Analytic Geometry 4
Math 120B Calculus w/Analytic Geometry 4

AND IN UNITS FROM:

Comp. Sci. 120 BASIC Programming 3
Comp. Sci. 121 Data File Programming with BASIC 3
Math 107 College Algebra 4
Math 105 Elements of Statistics 4
Math 110 Finite Mathematics 4
Math 112 General Physics 5

TOTA L REQUIRED COURSES 22

NATURAL RESOURCES TECHNOLOGY

RECOMMENDED COURSES:

UNITs

Nat. Res. Tech. 50 Natural History and Ecology 4
Nat. Res. Tech. 51 Environmental Education 3
Nat. Res. Tech. 52 Applied Wildlands Management 3
Nat. Res. Tech. 53 Interpretive Guided Tours 3
Nat. Res. Tech. 60 Aerial Photo and Map Interpret. 3
Nat. Res. 100 Environmental Conservation 3

AND 8 UNITS FROM:

Fire Sci. 117 Wildland Fire Control 2
For. Tech. 33 Forest Surveying Techniques 2
For. Tech. 35 Forest Surveying Techniques 2
For. Tech. 36 Tree and Plant Identification 3
Forestry 110 Forestry 3
Forestry 110 Forestry 3
Forestry 110 Forestry 3

AND 2 UNITS FROM:

Wild Edible and Useful Plants 3
Park and Forest Law Enforcement 2

Natural History and Ecology 2

TOTA L REQUIRED COURSES 20

PHILOSOPHY

RECOMMENDED COURSES:

UNITs

Philosophy 101 Introduction to Philosophy 3
Philosophy 104 Introduction to Logic 3

AND 8 UNITS FROM:

Philosophy 101 Introduction to Philosophy 3
Philosophy 104 Introduction to Logic 3

AND 3 UNITS FROM:

Philosophy 104A History of Philosophy 3
Philosophy 104B History of Philosophy 3

TOTA L REQUIRED COURSES 19

TOTA L REQUIRED COURSES 19
### LOWER DIVISION REQUIREMENTS

**CALIFORNIA FOUR-YEAR COLLEGES AND UNIVERSITIES**

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

Columbia College advisors will help students select courses that fulfill both major and General Education Breadth Requirements. The responsibility for fulfilling requirements rests with the student.

**CALIFORNIA STATE UNIVERSITY SYSTEM (C.S.U.) TRANSFER INFORMATION**

The California State University system (C.S.U.) has established the following campuses:

- California State College, Bakersfield
- California State University, Chico
- California State University, Dominguez Hills
- California State University, Fullerton
- California State University, Hayward
- Humboldt State University
- California State University, Long Beach
- California State University, Los Angeles
- California State University, Northridge
- California State Polytechnic University, Pomona
- California State University, Sacramento
- California State College, San Bernadino
- San Diego State University
- San Jose State University
- California Polytechnic University, San Luis Obispo
- Sonoma State University
- California State College, Stanislaus

### C.S.U. ADMISSION AS AN UNDERGRADUATE TRANSFER

An applicant for admission as an undergraduate transfer to C.S.U. who is in good standing at the last college attended will be considered for admission under one of the following provisions:

1. **You graduated from high school prior to Spring 1984, and**
   - were eligible as a freshman* and have a grade point average of 2.0 (C) or better in all transferable college units attempted,
   - were not eligible as a freshman* and have completed at least 56 transferable semester units with a grade point average of 2.0 (C) or better if you are a California resident for tuition purposes.

2. **You graduated from high school in the Spring of 1984 or later, and**
   - were eligible as a freshman* and have a grade point average of 2.0 (C) or better in all transferable college units attempted,
   - were not eligible as a freshman* except for the high school subject requirements in English and mathematics**, have satisfied any deficiencies by equivalent course work, and have a grade point average of 2.0 (C) or better in all transferable college units attempted, or

   *Consult the catalog of the institution to which you plan to transfer and your advisor for freshman admission requirements. Beginning Fall 1984, the C.S.U. system has added a subject matter requirement to its standard admission criteria for all new freshmen and undergraduate transfers who graduate from high school beginning Spring 1984. Students will be required to have completed eight high school semesters of college preparatory English and four high school semesters of college preparatory mathematics. New undergraduate transfers who do not meet the high school subject matter requirement must satisfy any deficiency by equivalent course work.

   Although a portion of the requirement may be waived during the 1984-86 transition period, all new students will be expected to meet the new requirements beginning Fall 1986.

   **Consult your advisor for requirements related to makeup of English and mathematics deficiencies with Columbia College coursework.

   California residents who are military service personnel or veterans may be considered under special admission requirements. Transferable courses are defined as those officially certified as baccalaureate level by the regionally accredited college at which the courses were taken. Consult your advisor for information on transferability of courses.

   A maximum of 70 semester units of community college credit will be accepted by a state university. Units in excess of 70 may be applied toward fulfillment of requirements in General Education Breadth Requirements, the major, or the minor as deemed appropriate by the university.

   **UNIVERSITY OF CALIFORNIA TRANSFER**

   The University of California has established campuses at Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz. A student who was not eligible for direct admission to the University from high school may become eligible after making up subject and/or grade deficiencies at Columbia College.

   Requirements for students who have attended a community college and who wish to be admitted to the University in advanced standing differ according to high school record and year of high school graduation. The University will not grant credit toward graduation for work completed in excess of 70 lower division semester units.

   Graduation requirements may vary between the different campuses of the University. Prospective transfer students should obtain a catalog from the campus to which they plan to transfer, and in consultation with their advisor, determine courses needed to fulfill requirements. The Career Center maintains University catalogs for student reference.
### Numbering of Courses

Courses numbered 1 to 49 are non-credit courses; courses numbered 50 to 99 are intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities. Courses numbered 100 and above are designated baccalaureate level courses.

Students must understand that some courses designated as baccalaureate level may not meet requirements at the transferring institution; however, they may be used for elective credit.

#### Course Description

A course description is given for each credit course offered by the College. Students are urged to refer to the course description for information concerning course prerequisites and allocation of class hours for lecture, laboratory, field trips, or other required learning activities.

### Courses Not Listed in The Catalog

1. **Credit Free Courses**

   In an effort to meet some of the special interest needs of the populations served by the College, Credit Free Courses are usually offered each semester. These courses are traditionally offered either through Continuing Education or Community Education Services sponsorship. Credit Free Courses cannot be applied toward fulfilling graduation, or vocational education programs, but such courses do provide information and/ or training on a variety of topical subjects.

2. **85/185 Courses: Special Topics**

   Lecture and/or laboratory hours and units of credit may vary. Courses in which a particular topic is included (such as history) are treated in depth study. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. 85/185 Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fill requirements.

3. **85/185 Courses: Interdisciplinary Studies — Special Topics**

   Lecture and/or laboratory hours and units of credit may vary. Courses in which a particular topic which crosses interdisciplinary lines is studied in depth. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. 85/185 Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fill requirements.

4. **90/190 Courses: Independent Study**

   Independent study courses are offered to give students an opportunity to independently research or pursue professional training in a specific area or field. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 22 for conditions, limitations.)

### Prerequisites

Prerequisites are intended to ensure that the student will have sufficient preparation before entering a course. Where no prerequisite is stated for a course, none is required.

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### ANTHROPOLOGY

A prerequisite may be waived when, in the instructor’s judgment, the student has adequate preparation to satisfy the course objectives.

#### Credit Value

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

#### Field Trips

Field trips may be required in a number of courses where such a statement is not currently a part of the course description.

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### ANTHROPOLOGY/ART

### 101 INTRODUCTION TO ANTHROPOLOGY: Physical

**Lecture:** 3 hours

Man and his evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with pre-human through Paleolithic era to the domestication of plants and animals and the dawn of civilization. Race man's cultural adaptations resulting from his biological and genetic background.

**3 Units**

### 102 INTRODUCTION TO ANTHROPOLOGY: Cultural

**Lecture:** 3 hours

Primate man and the concept of culture basic to anthropology. Emphasis on methods of fieldwork, cultural ecology, language, social structure, the psychological, religious, medicine, and cultural change.

**3 Units**

### CURRENT ISSUES IN ANTHROPOLOGY

**Lecture:** 3 hours

Intra-specific aggression, territoriality, population control, primates social organization, intra- and inter-species communication, and the present and future trends in social organization, war, religion, and cultural change.

**3 Units**

### 110 INTRODUCTION TO ARCHAEOLOGY

**Lecture:** 3 hours

Development of archaeology as an anthropological study; a review of archaeological projects in North and South America. Archaeological methods, techniques, and site survey methods.

**3 Units**

### ARCHAEOLOGICAL SURVEY AND SITE IDENTIFICATION

**Prerequisite:** Anthropology 110 or concurrent enrollment

**Lecture:** 3 hours

Field techniques in identifying, evaluating, and recording archaeological sites. Emphasis on California and Sierra prehistoric and historic period sites.

**1 Unit**

### INDIANS OF NORTH AMERICA

**Lecture:** 3 hours

A survey of the origins, cultures, and customs of peoples indigenous to the North American Continent with a primary emphasis upon folklore dominant prior to interference by foreign cultures; and a secondary emphasis upon the status of the Indians in the USA today.

**3 Units**

### BASIC FREEHAND DRAWING

**Lecture:** 3 hours

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

**1.5-3 Units**

### BASIC COLOR AND DESIGN

**Lecture:** 3 hours

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

**1.5-3 Units**

### LIFE DRAWING: Beginning

**Lecture:** 3 hours

Problems in figure drawing working from the draped model.

**May be repeated one time.**

### LIFE DRAWING: Intermediate

**Lecture:** 3 hours

An extension of Art 109a emphasizing various painting techniques, linear perspective, composition and various drawing media.

**1.5-3 Units**

### MURAL PAINTING

**Studio:** 3-6 hours

An introduction to special techniques involving creative mixtures of traditional media: pen and ink over watercolor wash, oil and acrylic in combination.

**May be repeated one time.**
133 PRIMITIVE AND ENVIRONMENTAL CERAMICS 1.5-3 Units
Studio: 2-3 hours
Discovery and refinement of local native clay deposits; construction and use of primitive kilns and ceramics tools; survey of the styles, techniques, and materials common to primitive potteries; study of primitive firing and glazing. Field trips are required. May be repeated one time.

135 INTRODUCTION TO RAKU
Prerequisite: Art 113a recommended
Studio: 2 hours
Introduction to raku process, historic origins and contemporary uses. Practical experience in clay bodies, glazes, and raku firing.

137 INTRODUCTION TO PRINTMAKING
Studio: 3-4 hours
Introduction to basic intaglio and relief printmaking procedures including etching, engraving, collograph, linocut, and woodcut.

150a COMMERCIAL FREEHAND LETTERING: Beginning 2 Units
Lecture: 1 hour
Studio: 2 hours
Introduction to freehand lettering and calligraphy; practice in the three major calligraphic styles of sign writing and commercial lettering; Roman, Gothic, and script technique emphasis.

150b COMMERCIAL FREEHAND LETTERING: Intermediate 2 Units
Prerequisite: Art 110a
Lecture: 1 hour
Studio: 2 hours
Continuation of Art 150a with emphasis on various sign writing media such as banner writing, real estate signs, truck lettering, show cards, billboards, illustrations, wood routed signs, and concrete signs will be explored.

153a SILKSCREEN PRINTMAKING: Beginning 1.5-3 Units
Studio: 3 hours
Introduction to basic silk screen printing using various stencil techniques.

153b SILKSCREEN PRINTMAKING: Advanced 1.5-3 Units
Prerequisite: Art 113a or consent of instructor
Studio: 3-4 hours
An extension of Art 153a with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, inks, photographic materials and special problems.

167a TEXTILE DESIGN: Introductory 1.5 Units
Studio: 3 hours
Introduction to basic textile design. Problems and techniques of the fiber arts. May be repeated one time.

167b TEXTILE DESIGN: Advanced 1.5 Units
Prerequisite: Art 167a or consent of instructor
Studio: 3 hours
Continuation of Art 167a with emphasis on creative design. Introduction to floor loom.

171a SCULPTURE: Introductory 1.5-3 Units
Studio: 3-5 hours
Basic principles, techniques, and problems of sculpture.

171b SCULPTURE: Advanced 1.5-3 Units
Studio: 3-5 hours
Continuation of Art 171a emphasizing advanced problems and techniques in sculpture.

171c SCULPTURE: Special Problems 1.5-3 Units
Studio: 3-5 hours
Continuation of Art 171b with emphasis on experimentation and development of personal expression. May be repeated one time.

141a PHOTOGRAPHY: Beginning 3 Units
Lecture: 2 hours
Laboratory: 1.5 hours
Introduction to history, development, and capabilities of the art/science of photography and elementary procedures with camera and in darkroom.

141b PHOTOGRAPHY: Intermediate 3 Units
Prerequisite: Art 141a or consent of instructor
Lecture: 2 hours
Laboratory: 1 hours
Expansion of previous knowledge stressing creative expression through a variety of photographic techniques.

141c PHOTOGRAPHY: Advanced 3 Units
Prerequisite: Art 141b, Art 110b or equivalent
Lecture: 2 hours
Laboratory: 1 hours
Continuation of Art 141b with further attention to practical and aesthetic zone system techniques and advanced negative and printmaking methods. Particular attention will be paid to medium and large format photography. Emphasis on visual literacy elements of design, composition, and semantics.

142a COLOR PHOTOGRAPHY: Slide Making and Positive Printing 3 Units
Prerequisite: Art 141a
Lecture: 2 hours
Laboratory: 1 hours
Development and printing of color slides. Includes the history and theory of color photography, an analysis of color films, color balance, exposure latitude, film speed, pushed processing, positive to positive printing, print display and critique.

142b COLOR PHOTOGRAPHY: The Color Negative 3 Units
Prerequisite: Art 142a
Lecture: 2 hours
Laboratory: 1 hours
Development and printing of color negatives. Course includes instruction in the procedures of most typical color negative processing systems as well as recent developments in the medium.

144 ADVANCED PHOTOGRAPHY LABORATORY 1 Unit
Prerequisite: Art 141b or Art 142b or equivalent
Lecture: 1 hour
Laboratory: 3-5 hours
Field trips are required.

145 FIELD PHOTOGRAPHY 1-2 Units
Prerequisite: Art 141b or Art 142b or equivalent
Lecture: 2 hours
Laboratory: 3-5 hours
Field trips are required.

148 SPECIAL TOPICS IN PHOTOGRAPHY 1-4 Units
Prerequisite: Will vary according to topic scheduled
Lecture: 2 hours
Laboratory: 1 hours
Various field and studio-oriented courses limited to particular photographic topics such as slide-tape presentations, landscape, architecture, portraiture, nude, product and still-life photography, photojournalism, alternative processes, and guest lecture forum.

149 PORTFOLIO AND EXHIBITION PREPARATION 2 Units
Prerequisite: Art 142, Art 141c, and Art 142b
Lecture: 1 hour
Laboratory: 3 hours
Intended for photography majors, this course involves primarily the craft and techniques involved in assembling and installing a large photographic portfolio for exhibition.

114 MACHINE SHOP PROCEDURES 1 Unit
Prerequisite: Auto. Tech. 111 and Auto. Tech. 114.
Lecture: 2 hours
Laboratory: 6 hours
Field trips may be required.

115 ENGINE REBUILDING 4 Units
Prerequisite: Auto. Tech. 111 and Auto. Tech. 114.
Lecture: 2 hours
Laboratory: 6 hours
Field trips may be required.

117a CARBURATION AND EMISSION CONTROL: Fuel Systems 1 Unit
Prerequisite: Auto. Tech. 117a
Lecture: 5 hours
Laboratory: 1.5 hours
Field trips may be required.

117b CARBURATION AND EMISSION CONTROL: Emission Control 1 Unit
Prerequisite: Auto. Tech. 117b
Lecture: 5 hours
Laboratory: 1.5 hours
Field trips may be required.

119 GASOLINE ENGINE TUNE-UP 1 Unit
Lecture: 3 hours
Laboratory: 1 hours
Field trips may be required.

101 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 1 Unit
Lecture: 1 hour
Field trips may be required.

103 PREVENTIVE MAINTENANCE 1 Unit
Lecture: 1 hour
Laboratory: 1.5 hours
Field trips may be required.

112 PULLING AND INSTALLING ENGINES 1 Unit
Prerequisite: Auto. Tech. 113a or equivalent
Lecture: 5 hours
Laboratory: 1.5 hours
Field trips may be required.

116 ENGINE REBUILDING 4 Units
Prerequisite: Auto. Tech. 113a or equivalent
Lecture: 6 hours
Laboratory: 1.5 hours
Field trips may be required.

117a CARBURATION AND EMISSION CONTROL: Fuel Systems 1 Unit
Prerequisite: Auto. Tech. 117a
Lecture: 5 hours
Laboratory: 1.5 hours
Field trips may be required.

117b CARBURATION AND EMISSION CONTROL: Emission Control 1 Unit
Prerequisite: Auto. Tech. 117b
Lecture: 5 hours
Laboratory: 1.5 hours
Field trips may be required.

119 GASOLINE ENGINE TUNE-UP 1 Unit
Lecture: 3 hours
Laboratory: 1 hours
Field trips may be required.
AUTOMOTIVE TECHNOLOGY

130 MANUAL TRANSMISSION REBUILDING 1 Unit
Lecture: 1 hour
Laboratory: 1.5 hours
Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmissions, overdrives, and transfer cases.

134 AXLES AND DRIVE LINES 1 Unit
Prerequisite: Auto. Tech. 130
Lecture: 1 hour
Laboratory: 1.5 hours
Service, diagnosis, and repair of drivelines, rear axles and third members, front wheel drive hubs, and 4 x 4 front axles and hubs.

136 AUTOMATIC TRANSMISSION (G.M) 1 Unit
Lecture: 1 hour
Laboratory: 1.5 hours
Principles and operation of automatic power trains including diagnosis and overhaul of clutches, manual transmissions, overdrives, and transfer cases.

138 AUTOMATIC TRANSMISSION (Ford) 1 Unit
Lecture: 1 hour
Laboratory: 1.5 hours
Principles and operation of automatic power trains including diagnosis and overhaul of clutches, manual transmissions, overdrives, and transfer cases.

140a BRAKES: Drum 1 Unit
Lecture: 1 hour
Laboratory: 1.5 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

140b BRAKES: Disc 1 Unit
Prerequisite: Auto. Tech. 140a
Lecture: 1 hour
Laboratory: 1.5 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

144a FRONT-END AND SUSPENSION 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Fundamentals and theory of automotive suspensions and steering systems. Adjustment, diagnosis, inspection and repair of alignment problems, including wheel balancing and tire problems.

144b FRONT-END AND SUSPENSION 1 Unit
Prerequisite: Auto. Tech. 144a
Lecture: 1 hour
Laboratory: 1.5 hours
Front-end and suspension rebuilding and maintenance. Rear axle alignment is included.

150a VEHICLE ELECTRICITY: Electrical Theory 1 Unit
Lecture: 1 hour
Laboratory: 1.5 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

150b VEHICLE ELECTRICITY: Charging Systems 2 Units
Prerequisite: Auto. Tech. 150a
Lecture: 1 hour
Laboratory: 3 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

150c VEHICLE ELECTRICITY: Starting and Ignition Systems 2 Units
Prerequisite: Auto. Tech. 150a
Lecture: 1 hour
Laboratory: 3 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

150d VEHICLE ELECTRICITY: Lighting and Chassis Electrics 1 Unit
Prerequisite: Auto. Tech. 150a
Lecture: 1 hour
Laboratory: 1.5 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

154a WILDFLOWERS OF THE MOTHER LODE 1 Unit
Lecture: 2 hours
Laboratory: 3 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

154b BIRDS OF THE SIERRA NEVADA 1 Unit
Lecture: 3 hours
Laboratory: 6 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

156a PLANT TAXONOMY 1 Unit
Prerequisite: Biology 111
Lecture: 3 hours
Laboratory: 6 hours
A study of the flora of the Sierra Nevada with emphasis on the classification of local species of fungi, mosses, ferns, conifers, and flowering plants. Standard taxonomic references are used with an emphasis on scientific nomenclature.

156b PRINCIPLES OF PLANT BIOLOGY 5 Units
Prerequisite: Biology 111
Lecture: 3 hours
Laboratory: 6 hours
A general zoology course with emphasis on animal diversity, taxonomy, anatomy, and physiology.

156c FUNDAMENTALS OF PLANT BIOLOGY 3 Units
Laboratory: 3 hours
An introductory course for non-science majors emphasizing the fundamental principles common to all forms of life. These include cell structure and function, reproduction, genetics, ecology, and evolution. (Biology 108 with Biology 109 fulfills the laboratory requirements for transfer and Associate Degree students.)

159a AIR CONDITIONING 1 Unit
Prerequisite: Auto. Tech. 150a
Lecture: 1 hour
Laboratory: 1.5 hours
Field trips required.

159b PRINCIPLES OF PLANT BIOLOGY 4 Units
Laboratory: 1 hour
Laboratory: 3 hours
A survey course in botany. Topics discussed include anatomy, physiology, ecology, horticulture, and relationships of plants to human history.

160a PLANT BIOLOGY 1 Unit
Prerequisite: Biology 111
Lecture: 3 hours
Laboratory: 6 hours
A study of the flora of the Sierra Nevada with emphasis on the classification of local species of fungi, mosses, ferns, conifers, and flowering plants. Standard taxonomic references are used with an emphasis on scientific nomenclature.

160b INTRODUCTORY HUMAN ANATOMY 4 Units
Prerequisite: Previous or concurrent enrollment in Biology 108
Lecture: 3 hours
Laboratory: 3 hours
A survey course in human anatomy with special emphasis on skeletal, muscular, circulatory, respiratory, and nervous systems.
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>Prerequisites/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>151 THE TERRESTRIAL ENVIRONMENT</td>
<td>Field studies of terrestrial ecosystems with emphasis on techniques for gathering and analysis of physical and biological data.</td>
<td>1 Unit</td>
<td>3 hours</td>
</tr>
<tr>
<td>155 THE AQUATIC ENVIRONMENT</td>
<td>Field studies of aquatic ecosystems with emphasis on techniques for gathering and analysis of physical and biological data.</td>
<td>1 Unit</td>
<td>3 hours</td>
</tr>
<tr>
<td>160 INTRODUCTION TO HUMAN PHYSIOLOGY</td>
<td>A survey course in human physiology with special emphasis upon digestive, reproductive, muscular, nervous and endocrine systems.</td>
<td>4 Units</td>
<td>Laboratory: 3 hours</td>
</tr>
<tr>
<td>165 MICROBIOLOGY</td>
<td>General characteristics of microbic life, conditions influencing bacterial growth, bacteria in disease and aseptic procedures.</td>
<td>4 Units</td>
<td>Laboratory: 3 hours</td>
</tr>
<tr>
<td>125 MONEY AND BANKING</td>
<td>An introduction to and evaluation of banks and banking systems, prices movements, international payments, and monetary theory and policies.</td>
<td>3 Units</td>
<td>See Page 27-28 for Course Requirements</td>
</tr>
<tr>
<td>58 PEGBOARD PAYROLL SYSTEM</td>
<td>A business simulation designed to give realistic experience in keeping payroll records using a pegboard system.</td>
<td>1 Unit</td>
<td>Lecture: 4 hours</td>
</tr>
<tr>
<td>60a BOOKKEEPING</td>
<td>Double entry bookkeeping; general and special journals, general and subsidiary ledgers, business forms, financial statements, and completion of the bookkeeping cycle.</td>
<td>3 Units</td>
<td>Lecture: 2.5 hours</td>
</tr>
<tr>
<td>61 SMALL BUSINESS ACCOUNTING</td>
<td>Accounting procedures and analysis for most small businesses. Includes study of the accounting cycle, accounts receivable and payable, merchandise inventory, financial statements, and controls for decision-making, partnerships, and corporations.</td>
<td>4 Units</td>
<td>Lecture: 6 hours</td>
</tr>
<tr>
<td>110 PRINCIPLES OF BANK OPERATION</td>
<td>The importance of banking to American economic functions, banking operations, legal relationships between bank and depositors, the Federal Reserve System, banking and public service.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>120 INSTALLMENT CREDIT</td>
<td>Principles and practice of installment lending, establishing credit, obtaining and checking information, loan servicing and collections, inventory financing, special loan programs, business development and advertising and public relations.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>101 PRINCIPLES OF BUSINESS</td>
<td>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.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>115a COMMERCIAL LAW</td>
<td>Historical development of common law; statutes of California; Federal and State court decisions; legal aspects of business; law of contracts, agency and employment.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>120 PRINCIPLES OF MARKETING</td>
<td>Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>123 SALES</td>
<td>Description of the fundamental principles and practices of sales, critical look at the selling process and practical aspects of effective sales techniques for both retail and direct applications.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>125 ADVERTISING</td>
<td>Analysis of the social and economic impact of advertising on a local, state and national scope. Study of media, budgets, research, copy, layout and traditions.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>130b ACCOUNTING</td>
<td>Accounting principles and procedures, owner's equity, closing books, revenue and expense accounts, merchandising operations, statement and ledger organization, forms of organization, cash and investments, receivables and inventories.</td>
<td>4 Units</td>
<td>Laboratory: 4 hours</td>
</tr>
<tr>
<td>140 PRINCIPLES OF MANAGEMENT</td>
<td>The functions of management, techniques of decision-making and problem solving, and methods used by the manager to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures, and controls.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>141 RETAIL BUSINESS MANAGEMENT</td>
<td>The retailing world and its functions including organization, buying, merchandising, store management and operations, customer operations, financial control, and systematic problem solving techniques.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>145 SMALL BUSINESS MANAGEMENT</td>
<td>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.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>130 ACCOUNTING</td>
<td>Cost data and management needs, analysis of data, supplementary statement, use of capital cash-flow statement, department and branch operations, consolidation, profit planning, and income tax considerations, fixed assets, liabilities, manufacturing operations.</td>
<td>4 Units</td>
<td>Lecture: 4 hours</td>
</tr>
<tr>
<td>56 TYPING SPEED AND ACCURACY BUILDING</td>
<td>Speed building and accuracy on straight copy, rough draft and statistical writing, intensified drills, timed writings and remedial work.</td>
<td>1 Unit</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>60 REVIEW SHORTHAND</td>
<td>Review of Gregg dictation theory; transcription skills.</td>
<td>4 Units</td>
<td>Lecture: 4 hours</td>
</tr>
<tr>
<td>65 BUSINESS ENGLISH</td>
<td>The mechanics of English as applied to the field of business, including skills of written communication, sentence structure, punctuation, spelling, and use of the dictionary.</td>
<td>3 Units</td>
<td>Lecture: 3 hours</td>
</tr>
</tbody>
</table>
OFFICE OCCUPATIONS  

101a KEYBOARDING  
Laboratory: 3 hours  
Study and practice of the skills necessary to write well-organized reports.

101b BASIC TYPING APPLICATIONS  
Prerequisite: Office Occupations 101a or previous typing course  
Lecture: 1 hour  
Laboratory: 3 hours  
Emphasizing typing accuracy, speed building, and preparation of business letters, tables and reports.

103 INTERMEDIATE TYPING  
Prerequisite: Office Occupations 101b or typing rate of 40 words per minute.  
Lecture: 2 hours  
Laboratory: 3 hours  
Development of speed and accuracy, advanced correspondence, tabulation, typing of manuscripts, outlines, and business forms.

104 ADVANCED TYPING  
Prerequisite: Office Occupations 103 or typing rate of 45 words per minute.  
Lecture: 2 hours  
Laboratory: 3 hours  
Further development of speed and accuracy; study of business forms, advanced tabulated material, legal forms, typing for reproduction, and special problems in letter placement.

108 WORD PROCESSING: ELECTRONIC TYPEWRITER  
Prerequisite: Office Occ. 101 or consent of instructor  
Laboratory: 3 hours  
Instruction on the electronic typewriter including document and phrase storage, revisions, storage procedures, tabulation, and repetitive documents.

109 WORD PROCESSING: DISPLAY SYSTEM  
Prerequisite: Office Occ. 103 or current employment applying advanced typing techniques  
Lecture: 1 hour  
Laboratory: 3 hours  
Use of the display word processing system which includes document production and storage, editing, retrieval, formatting, local and global search, entry and execution of variable data. Word processing concepts relating to information processing are introduced.

110 BEGINNING SHORTHAND  
Prerequisite: Typing rate of 30 words per minute  
Lecture: 4 hours  
Complete theory of Gregg shorthand; foundation for dictation and transcription.

112 INTERMEDIATE SHORTHAND  
Prerequisite: Dictation rate of 40 words per minute for three minutes and typing rate of 45 words per minute.  
Lecture: 4 hours  
Sustained dictation speed on new material; accuracy on transcription; spelling, punctuation, and office style dictation.

130 FILING SYSTEMS AND RECORDS MANAGEMENT  
Lecture: 2 hours  
Study of alphabetic, numeric, geographic, and subject filing systems; management and control of business records including card and visible records, correspondence and non-correspondence records and micrographics.

132 MACHINE TRANSCRIPTION  
Prerequisite: Office Occupations 103 or equivalent experience  
Lecture: 2 hours  
Laboratory: 3 hours  
Study and use of various transcribing machines.

136 ELECTRONIC PRINTING CALCULATORS  
Prerequisite: Bsa. Ad. 60a, Off. Occ. 103, or consent of instructor  
Laboratory: 3 hours  
Practical instruction in the operation of the electronic printing calculator, emphasizing business applications.

138 OFFICE PROCEDURES  
Prerequisite: Bsa. Ad. 60a, Off. Occ. 103, or consent of instructor  
Laboratory: 3 hours  
General office duties and procedures as well as office etiquette and dress. Designed to acquaint the student with the duties and responsibilities of an office worker from the intermediate typist to administrative assistant. Emphasis on human relations, handling mail, telephone techniques, travel arrangements, financial data, and job search skills and applications.

140 MEDICAL TERMINOLOGY  
Prerequisite: Office Occ. 103 or current employment applying advanced typing techniques  
Lecture: 4 hours  
An introduction to basic medical word structure including word roots, prefixes and suffixes used in medical vocabulary by allied health field members.

142a MEDICAL TRANSCRIPTION  
Prerequisite: Office Occ. 103 or equivalent; Office Occ. 132, Office Occ. 140 or consent of instructor  
Laboratory: 6 hours  
Development of skills for medical transcription in physicians' offices, clinics, hospitals and related allied health field positions. Students will type history, physical, and surgery reports, using medical terminology and transcription skills.

142b MEDICAL TRANSCRIPTION  
Prerequisite: Office Occ. 142a  
Laboratory: 6 hours  
Continuation of Office Occupations 142a; surgery reports and discharge summaries.

144 MEDICAL INSURANCE  
Prerequisite: Office Occupations 103, Office Occupations 140 or consent of instructor  
Lecture: 2 hours  
A fundamental course in medical insurance and insurance billing including instruction in coding, Blue Cross and Blue Shield forms, Medicaid and Medical, Medicare, Champus and Workers' Compensation.

151 LEGAL TRANSCRIPTION/TERMINOLOGY  
Prerequisite: Office Occ. 101, Off. Occ. 132  
Laboratory: 6 hours  
Training for the specialized area of the legal office. Development of legal terminology; transcription of legal documents and correspondence; use of legal reference materials.

157 LEGAL OFFICE PROCEDURES  
Prerequisite: Off. Occ. 103, Off. Occ. 132, Off. Occ. 154  
Lecture: 2 hours  
Laboratory: 3 hours  
A course designed to train the student for employment as a secretary in a law office. Specialized training in knowledge and skills required of legal secretaries including preparation of legal papers and court documents, assistance in legal research, bookkeeping and filing in a law office.

161 PRINCIPLES OF REAL ESTATE  
Prerequisite: Office Occ. 101  
Lecture: 3 hours  
Real and personal acquisition, ownership, estates, joint tenancies, partnerships, sales, contracts, deeds, taxes, and financing real estate.

190 REAL ESTATE PRACTICE  
Prerequisite: Real Estate 101 or Real Estate License  
Lecture: 3 hours  
Customer relationship; general real estate operations and the industry; includes types and valuation of living, selling and current marketing techniques, financing, taxes, leasing, appraisals, insurance, public sales, exchanges, trade-in programs and investments.

190 REAL ESTATE FINANCE  
Prerequisite: Real Estate 101  
Lecture: 3 hours  
Residential and commercial financing; lending institutions, money markets and interest rates.

190 REAL ESTATE APPRAISAL  
Prerequisite: Real Estate Economics, Real Estate 110  
Lecture: 3 hours  
Appraisal of residential and commercial properties; methods and techniques for determining market value; the appraisal report.

190 REAL ESTATE ECONOMICS  
Prerequisite: Real Estate 101  
Lecture: 3 hours  
Economic factors influencing real estate; real estate market and business cycles; commercial, industrial, and residential properties; urban development and renewal; regulation of land uses.

190 MIDDLE MANAGEMENT  
Prerequisite: Supervisory Training 110  
Lecture: 3 hours  
The basis for management; planning, organizing, staffing and controlling management functions.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHEMISTRY</strong></td>
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</tr>
<tr>
<td>Consumer Chemistry: Food</td>
<td>1 Unit</td>
<td>A study of the chemicals found in our food: where they come from, what they are, and what happens to them when they are consumed.</td>
</tr>
<tr>
<td>Chemical Calculations</td>
<td>1 Unit</td>
<td>A basic math course designed to prepare the student for solving problems in Chemistry 100 and Chemistry 101b.</td>
</tr>
<tr>
<td>Fundamentals of Chemistry</td>
<td>4 Units</td>
<td>Prerequisite: Mathematics 55 or one year of high school algebra. Fundamental theories and principles of inorganic chemistry; atomic and molecular structure, chemical and physical changes, solutions, colloids, gases, nonmetals, metals, and nuclear chemistry.</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>5 Units</td>
<td>Prerequisite: One year of high school chemistry with a &quot;B&quot; or average and Math. 101 or equivalent; or Chemistry 100 and Math. 101, or consent of instructor.</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>5 Units</td>
<td>Prerequisite: Chem. 10a or equivalent or consent of instructor. Survey of atoms, nuclear chemistry, molecules, ions, chemical bonding, gases, liquids, solids, solutions, kinetics, and equilibria.</td>
</tr>
<tr>
<td>Organic Chemistry</td>
<td>4 Units</td>
<td>Prerequisite: Chemistry 100a with a grade of &quot;C&quot; or better or consent of instructor. A study of the nomenclature, structure, synthesis and characteristic reactions of organic compounds with emphasis on chemicals of interest to students in the biological sciences.</td>
</tr>
<tr>
<td><strong>COMPUTER SCIENCE</strong></td>
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<tr>
<td>Introduction to Microcomputers</td>
<td>1 Unit</td>
<td>Designated to familiarize students with computer keyboard operations; will emphasize care of equipment, tapes, and disks and will include the following computer applications: screen editing, simple BASIC commands, applications on microcomputers, accessing disk and cassette drives, executing programs, trouble-shooting, printer listings, copying a program and saving it, data input, and information output.</td>
</tr>
<tr>
<td>Computer Operating Systems</td>
<td>1 Unit</td>
<td>Prerequisite: One year of high school algebra or Mathematics 35. An introduction to the use of computer operating systems, including hardware and software. Emphasis is on the use of menus, applications programs, storage management, operating system design, and general machine familiarity. Topics include concepts applicable to small business or home computers which use a popular type of operating system.</td>
</tr>
<tr>
<td>Basic Programming</td>
<td>3 Units</td>
<td>Prerequisite: One year high school algebra or Math. 35; Computer Science 101 or consent of instructor. BASIC language syntax is used to study programming logic; includes concepts of hierarchy, flowcharting, interactive input, analytical approaches to processing data and creating reports, valid and invalid logic structures, logical operators, comparisons, arithmetic operations, loop structures, arrays, search logic, sorting techniques, sub-routines, modular and top-down program design, and string processing.</td>
</tr>
<tr>
<td>Data File Programming with Basic</td>
<td>3 Units</td>
<td>Prerequisite: Computer Science 120 plus 2 years of high school algebra or Math. 101 or consent of instructor. Advanced techniques of programming in BASIC language, including disc operation and file management, optimization of core usage, algorithm efficiency, and advanced I/O commands.</td>
</tr>
<tr>
<td><strong>DATA BASE MANAGEMENT</strong></td>
<td>3 Units</td>
<td>Prerequisite: Computer Science 110 or Computer Science 129 or Computer Science 132 or consent of instructor. Structured programming in the PASCAL language. Emphasis on writing, executing and modifying programs that conform to industry standards. Topics will include structured software development and maintenance utilizing PASCAL language techniques for logical operations, branching, and file management.</td>
</tr>
<tr>
<td><strong>CONSTRUCTION</strong></td>
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<tr>
<td>Introduction to Carpentry</td>
<td>3 Units</td>
<td>Theory and framing non-commercial buildings for private use. Construction of small non-structural projects; local code ordinances governing such construction.</td>
</tr>
<tr>
<td>Introduction to Residential Wiring</td>
<td>3 Units</td>
<td>Electrical theory, blueprint reading, service, circuits, conduits, and flexible wiring in residential construction. Remodeling and large appliance installation procedures; applicable local code ordinances.</td>
</tr>
<tr>
<td>Introduction to Residential Plumbing</td>
<td>3 Units</td>
<td>Types of pipes and common fittings, cold and hot water supply, soil pipe and drainage systems, fixture mounting, and natural gas plumbing; applicable local code ordinances.</td>
</tr>
<tr>
<td>Basic Drafting</td>
<td>3 Units</td>
<td>An introductory course for beginners or a refresher course for those with a limited drafting background. Basic instruction on the use of tools, lettering form and balance stressed, geometric figures, orthographic projections, dimensioning.</td>
</tr>
<tr>
<td>Basic Drafting</td>
<td>3 Units</td>
<td>Prerequisite: Drafting 110a. Continuation of Drafting 110a: sectioning, auxiliary projections, pictorial, tolerances, and inking experiences.</td>
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<tr>
<td>Course Number</td>
<td>Title</td>
<td>Units</td>
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<tr>
<td>115a</td>
<td>ADVANCED DRAFTING</td>
<td>3</td>
</tr>
<tr>
<td>115b</td>
<td>ADVANCED DRAFTING</td>
<td>1</td>
</tr>
<tr>
<td>122</td>
<td>ARCHITECTURAL DRAFTING</td>
<td>3</td>
</tr>
<tr>
<td>102</td>
<td>ORAL EXPRESSION &amp; INTERPRETATION</td>
<td>3</td>
</tr>
<tr>
<td>142</td>
<td>PLAYWRITING</td>
<td>3</td>
</tr>
<tr>
<td>143a</td>
<td>ACTING: Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>143b</td>
<td>ACTING: Acting-Directing</td>
<td>3</td>
</tr>
<tr>
<td>143c</td>
<td>ACTING: Advanced Projects</td>
<td>1-3</td>
</tr>
<tr>
<td>145</td>
<td>IMPROVISATION</td>
<td>3</td>
</tr>
<tr>
<td>147</td>
<td>AUDITIONS</td>
<td>3</td>
</tr>
<tr>
<td>156</td>
<td>TECHNICAL THEATRE LABORATORY</td>
<td>1-3</td>
</tr>
<tr>
<td>158</td>
<td>THEATRE PRODUCTION</td>
<td>4</td>
</tr>
<tr>
<td>59</td>
<td>GEOLOGY OF THE MOTHER LODE</td>
<td>2</td>
</tr>
<tr>
<td>114</td>
<td>PHYSICAL GEOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>125</td>
<td>GEOLOGY OF THE NATIONAL PARKS</td>
<td>3</td>
</tr>
<tr>
<td>133</td>
<td>GLOBAL TECTONIC GEOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>139</td>
<td>FIELD GEOLOGY</td>
<td>1-3</td>
</tr>
<tr>
<td>142</td>
<td>DESCRIPTIVE ASTROLOGY</td>
<td>3</td>
</tr>
</tbody>
</table>
### ECONOMICS/ENGLISH/FIRE TECHNOLOGY

**110b PRINCIPLES OF ECONOMICS**
- **4 Units**
  - Lecture: 4 hours
  - Micro-economics. The corporation, analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; special economic problems.

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**ENGLISH**

51 **COLLEGE COMPOSITION**
- **3 Units**
  - Lecture: 3 hours
  - Training in basic composition skills, reading, interpretation, and discussion of college-level materials; basic mechanics, sentence structure, paragraph development, essay and report organization.

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**75 WRITING FUNDAMENTALS**
- **1 Unit**
  - Lecture: 1 hour
  - Instruction in the fundamentals of writing. May be repeated one time.

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**101a READING AND COMPOSITION:**

<table>
<thead>
<tr>
<th>Level</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<tr>
<td>Beginning</td>
<td></td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>Development of reading and composition skills with</td>
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<td></td>
<td>emphases on applying techniques of logic in</td>
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<td></td>
<td>interpreting and writing the expository essay</td>
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<td></td>
<td>and reading and interpretation of the short story.</td>
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<tr>
<td>Advanced</td>
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<tr>
<td></td>
<td>Further development of reading and composition</td>
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<td></td>
<td>skills with an emphasis on reading and interpreting</td>
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<td>one novel with secondary sources, poetry,</td>
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<td>and drama, with the composition of at least one</td>
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<td></td>
<td>longer documented paper.</td>
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</tbody>
</table>

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**110b CREATIVE WRITING**
- **3 Units**
  - Prerequisite: English 101a
  - Lecture: 3 hours
  - Instruction and practice in writing poetry, fiction, and drama. Analysis of contemporary works with respect to literary techniques. May be repeated one time.

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**111 FILM APPRECIATION**
- **3 Units**
  - Lecture: 2.5 hours
  - Laboratory: 1.5 hours
  - Development of technical awareness and critical judgment in individual response to cinema.

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**117a LITERATURE OF THE UNITED STATES**
- **3 Units**
  - Prerequisite: English 101a or consent of instructor
  - Lecture: 3 hours
  - A study of the literature of the United States from the beginning of the English colonization through the transatlanticism. Reading, analysis, and discussion of the major literary trends and authors of the time.

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**146b SURVEY OF ENGLISH LITERATURE**
- **3 Units**
  - Prerequisite: English 101a or consent of instructor
  - Lecture: 3 hours
  - English literature from the Anglo-Saxons through the 18th Century.

---

**55b VOLUNTEER FIREFIGHTER TRAINING**
- **2 Units**
  - Lecture: 2 hours
  - Basic concepts, techniques, skills and theories for volunteer firefighters.

---

**64 HOSE, NOZZLES AND FITTINGS**
- **2 Units**
  - Lecture: 1.5 hours
  - Laboratory: 1.5 hours
  - Manipulative and technical training in basic hose evolutions and recognition of fire service equipment used in hose evolutions, including the operation of hydrants. Determining range and reaction of fire streams; identifying of characteristics of good fire streams; and loading hose on apparatus.

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**65 HOSE EVOLUTIONS**
- **2 Units**
  - Lecture: 1.5 hours
  - Laboratory: 1.5 hours
  - Manipulative and technical training in hose evolutions, including the laying of multiple lines of hose, extending and reducing lines of hose; joining and wyeing lines of hose; connecting hose lines to auxiliary appliances; operating master stream appliances; laying and operating hose lines above and below street level.

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**66 FIRE SERVICE LADDERS**
- **2 Units**
  - Lecture: 1.5 hours
  - Laboratory: 1.5 hours
  - Manipulative and technical training in fire service ladder evolutions, including removing, carrying, raising, and lowering of ladders; climbing, locking-in, working on and footing of ladders; employing ladders as improvised equipment in foreground situations.

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**67 SALVAGE AND OVERHAUL PROCEDURES**
- **2 Units**
  - Lecture: 1.5 hours
  - Laboratory: 1.5 hours
  - Manipulative and technical training in basic salvage and overhaul techniques, including salvage cover operations, protection of property, removal of water, overhaul and fire investigation.

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**70 CERTIFIED FIREFIGHTERS I: SUPPLEMENTAL REQUIREMENTS**
- **2 Units**
  - Prerequisite: Certified Volunteer Firefighter or equivalent
  - Lecture: 2 hours
  - Laboratory: 3 hours
  - Designed to provide the Certified Volunteer Firefighter with the advanced and supplemental training requirements necessary to upgrade their competence and certification to Certified Firefighter I.
101 INTRODUCTION TO FIRE TECHNOLOGY
2 Units
Lecture: 2 hours
Introduction to fire protection; career opportunities in fire protection and related fields, history of fire protection, fire loss analysis, public, quasi-public and private fire protection services, specified fire protection functions, basic fire chemistry and physics. Designed to give the learner an overview of fire technology, the fire service, and the fire protection field as career potential.

102 FUNDAMENTALS OF PERSONAL FIRE SAFETY AND EMERGENCY ACTION
2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours
Designed to provide basic skills in assessing fire dangers, handling common fire situations in the home and/or industry, basic CPR and Standard First Aid.

103 FUNDAMENTALS OF FIRE PROTECTION
2 Units
Lecture: 2 hours
Theory and fundamentals of fire protection, including fire protection laws, water systems and public fire protection systems; fire protection in buildings and open areas.

104 FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL
2 Units
Lecture: 2 hours
Theory and fundamentals of how 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. Designed to give the learner a comprehensive exposure to basic fundamentals of fire behavior and control in preparation for more advanced study in the field of fire protection.

105 FUNDAMENTALS OF FIRE PREVENTION
3 Units
Lecture: 2 hours
Organization and function of fire prevention; inspections, surveying and mapping procedures, recognition of fire and life hazards; engineering a solution of a fire hazard, enforcing the solution of a fire hazard, public education aspects of fire prevention.

106 FIRE FIGHTING STRATEGY AND TACTICS
2 Units
Prerequisite: Fire Technology 102
Lecture: 2 hours
Firefighting tactics and strategy, methods of attack, pre-planning fire problems.

110 RURAL FIRE COMPANY OPERATIONS
1 Unit
Lecture: 3 hours
Laboratory: 1.5 hours
Emphasis on utilization of resources at maximum potential, where conditions peculiar to small and remote fire service operations exist. Includes manipulative and technical training in pre-planning, and incident control in the rural setting.

114 FIRE APPARATUS AND EQUIPMENT
2 Units
Prerequisite: Fire Technology 101
Lecture: 1.5 hours
Laboratory: 1.5 hours
Driving laws and techniques, construction and operation of pumping engines, tank trucks and trailers.

115 PUBLIC FIRE EDUCATION
3 Units
Lecture: 1 hour
Concepts and processes in designing, implementing, and evaluating fire education programs. Includes specific instruction in establishing programs through the media, use of appropriate audio/visual aids and use and selection of household safety appliances and equipment.

117 WILDLAND FIRE CONTROL
2 Units
Lecture: 2 hours
Factors affecting wildland fire prevention, fire behavior, and control techniques.

120 HEAVY EQUIPMENT IN FIRE CONTROL
2 Units
Lecture: 2 hours
Theory of heavy equipment used by a coordinated fire control team in fighting range fires.

123 FIRE HYDRAULICS
3 Units
Prerequisite: Mathematics 53 or consent of instructor
Lecture: 3 hours
Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems; undertakers' requirements for pumps.

125 FIRE EQUIPMENT REPAIR AND MAINTENANCE
2 Units
Prerequisite: Fire Technology 61 through 67 or equivalent
Lecture: 1 hour
Laboratory: 1 hour
Repair of commonly used fire service equipment including hand tools, small and auxiliary gas or electric powered tools, hydraulic equipment and personnel safety devices. Includes preventive maintenance, inspection procedures and maintaining tolerances of calibrated equipment and devices.

127 FIRE INVESTIGATION
2 Units
Lecture: 2 hours
Determining causes and types of fires; possible evidence at the scene; interviewing witnesses and suspects; arrest, detention, and court procedures; giving court testimony.

129 HAZARDOUS MATERIALS INCIDENT CONTROL
2 Units
Prerequisite: Fire Technology 104 and Fire Technology 130 or equivalent
Lecture: 3 hours
Hazardous materials storage, handling laws, standards and emergency practices with emphasis on firefighting and incident control at the company officer level.

130 FIRE PROTECTION EQUIPMENT AND SYSTEMS
2 Units
Prerequisite: Fire Technology 101
Lecture: 2 hours
Portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems.

100a CONVERSATIONAL SPANISH: Beginning
3-4 Units
Lecture: 1 hour
or Laborator y: 3 hours
Practice in vocabulary, idioms, and grammatic usage with emphasis in conversational use of the language as spoken in Mexico. May be repeated one time.

100b CONVERSATIONAL SPANISH: Intermediate
3-4 Units
Prerequisite: Spanish 101a
Lecture: 1 hour
Laboratory: 3 hours
A continuation of Spanish 101a with emphasis on idioms, culture and use of the total language.

101 INTRODUCTION TO PROFESSIONAL FORESTRY
3 Units
Lecture: 1 hour
History of forestry, survey of forest resources, forest management and utilization techniques, career opportunities, legislation, and forest practices.

110 DENDROLOGY
3 Units
Prerequisite: Biology 120, Biology 121, or Biology 125 recommended
Lecture: 2 hours
Laboratory: 3 hours
Silvicultural and botanical characteristics, identification, classification, range, and uses of native forest species of the United States; emphasis on plants of economic importance to forest practices in California and the western United States.

FORESTRY TECHNOLOGY
See Page 28 for Certificate Requirements

50 INTRODUCTION TO TECHNICAL FORESTRY
2 Units
Lecture: 2 hours
Nature and scope of the forest technician's work, knowledge and skills for employment, employment opportunities. Survey of forest resources, history of forestry, forest utilization and applied forest management.

53 FOREST SURVEYING TECHNIQUES
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, abney and dumpy level, plane table and alidade, engineer's transit and redy mapper. Field recording techniques, laboratory computations and map drafting.

56 TREE AND PLANT IDENTIFICATION
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Classification and identification of major United States timber species with emphasis on western and California plant cover. Description of botanical, economic and silvicultural characteristics of trees and other plants as related to forest management and utilization.

62 APPLIED FOREST INVENTORY AND MANAGEMENT
4 Units
Prerequisite: Forestry Technology 53, Forestry Technology 56 and Technical Resources Technology 60 recommended
Lecture: 3 hours
Laboratory: 6 hours
Techniques of forest inventory including cruising, scaling and volume estimation; field tabulation and computation methods; location and inventory of a given forest property in the field; development of property boundaries and inventory of timber and other natural resources; topographic map and road system design for property.

Field trips will be required.
GEOGRAPHY

102 INTRODUCTION TO CULTURAL GEOGRAPHY 3 Units
Lecture: 3 hours
The study of humankind's relationship with the environment. The techniques and resources of the cultural and political geography, anthropology, environmental science, history, and sociology will be utilized.

GUIDANCE

101 CAREER PLANNING 2 Units
Lecture: 2 hours
Designed to clarify thinking regarding the selection and preparation for a career. Personal assessment of interests, aptitudes and values (May include use of selected interest and aptitude inventories); relationship between education and occupations; occupational trends; resources useful in career planning; and development of skills in resume writing and interviewing.

105 JOB HUNTING STRATEGIES .5 Units
Lecture: 9 hours normal Information necessary to develop the student's first aid knowledge, skills, and judgment to provide basic life support until the victim recovers or until advanced life support is available. Offered for Credit/No Credit only.

HEALTH EDUCATION

50 CARDIOPULMONARY RESUSCITATION .5 Units
Lecture: 9 hours normal Information necessary to develop the student's first aid knowledge, skills, and judgment to provide basic life support until the victim recovers or until advanced life support is available. Offered for Credit/No Credit only.

50 COPIING WITH STRESS 1 Unit
Lecture: 1 hour
The nature of stress and the coping strategies that can lead to effective stress management and self regulation; combined with relaxation exercises, visualizing techniques, and demonstrations.

101 HEALTH AND FITNESS EDUCATION 3 Units
Lecture: 3 hours
Personal and community health: an understanding of contemporary health issues and problems with an emphasis on personal fitness and adjustment. An informative material survey contributing to a person's mental, physical, and social well being.

105 CONSUMER HEALTH 2 Units
Lecture: 2 hours
A survey of health fads, frauds, and fallacies most frequently encountered by today's health consumer in the marketplace; emphasis on developing individual awareness of questionable advertising and outright quackery.

110 SAFETY AND FIRST AID EDUCATION 2 Units
Lecture: 2 hours
Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers Red Cross Standard First Aid with certificate available upon satisfactory completion of course. May be repeated one time.

113 ADVANCED FIRST AID AND EMERGENCY CARE 3 Units
Lecture: 3 hours
To develop functional capabilities of individuals who as a part of everyday experiences may be required to provide emergency first aid care prior to care by qualified medical personnel. May be repeated one time.

115 ADVANCED FIRST AID AND EMERGENCY CARE REFRESHER 1 Unit
Prerequisite: A valid certificate in Advanced First Aid Lecture: 1 hour
A review of emergency first aid care. Upon the successful completion of the course a certificate is issued for Advanced First Aid and Emergency Care. May be repeated 3 times.

120 NUTRITION 3 Units
Prerequisite: One year of high school or college chemistry Lecture: 3 hours
Introductory study of energy and nutrient requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism; construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition.

HEALTH OCCUPATIONS

103 EMERGENCY MEDICAL TECHNICIAN TECHNICIAN 6 Units
Prerequisite: Completion of standard first aid course within the last two years or consent of instructor Lecture: 6 hours
An intensive course to assist the student in developing skill in recognition of illness and injuries and proper procedures in administering emergency care.

107 EMERGENCY MEDICAL TECHNICIAN REFRESHER 1.5 Units
Prerequisite: E.M.T. Certificate Lecture: 1.5 hour
Update of the existing E.M.T. certificates which are expiring. May be repeated three times.

108A EMERGENCY MEDICAL TECHNICIAN II 9 Units
Prerequisite: E.M.T. 1 certification, one year E.M.T. practice, CPR certification Lecture: 8 hours Laboratorv: 4 hours
Designed to provide students with the knowledge and skills necessary to be certified as an Emergency Medical Technician II in California. Laboratory assignments will be conducted in hospitals.

108B EMERGENCY MEDICAL TECHNICIAN II 9 Units
Prerequisite: Health Occupations 108a Lecture: 8 hours Laboratory: 4 hours
A continuation of Health Occupations 108a. Emphasis will be on the musculoskeletal system, obstetrics, pediatrics, multiple injury and casualty situations and psychiatric emergencies.

110 INTRODUCTION TO VOCATIONAL NURSING 3 Units
Prerequisite: Current enrollment in Vocational Nursing Program Lecture: 3 hours
An introduction to the Licensed Vocational Nurse's role in the allied health field including law, professional ethics, hospital routine, calculation of dosages, drug sources, standards and dosages, basic procedures for administering drugs.

113 ANATOMY AND PHYSIOLOGY FOR VOCATIONAL NURSES 3 Units
Lecture: 3 hours
A study of the human body with emphasis on the individual systems and their function.

115 MATERNITY NURSING 3 Units
Prerequisite: Current enrollment in Vocational Nursing Program or consent of instructor Lecture: 3 hours
Normal process of pregnancy; nursing care of mother and infant including complications.

120a EFFECTS OF MEDICATION ON BODY SYSTEMS 2 Units
Prerequisite: Successful completion of Health Occupations 10a or consent of instructor Lecture: 2 hours
Medications used to alleviate patient discomfort. Medications used for the treatment of common disease conditions.

120b EFFECTS OF MEDICATION ON BODY SYSTEMS 2 Units
Prerequisite: Health Occupations 120a Lecture: 2 hours
Continuation of Health Occupations 120a.

123 PEDIATRICS 2 Units
Prerequisite: Health Occupations 115 or consent of instructor Lecture: 2 hours
The child's growth, development and care.

125a MEDICAL-SURGICAL NURSING 2 Units
Prerequisite: Current enrollment in Vocational Nursing Program Lecture: 2 hours
An introduction to illness, its causes, effects on the individual and methods of treatment.

125b MEDICAL-SURGICAL NURSING 5 Units
Prerequisite: Health Occupations 125a Lecture: 5 hours
A continuation of Health Occupations 125a with emphasis on care of the patient during the medical and surgical patient with diseases of the cardiovascular and respiratory systems, the cancer patient and the patient with allergies.

127 INTRODUCTION TO NURSING 2 Units
Prerequisite: Successful completion of Health Occupations 127a Lecture: 2 hours
Successful completion of course will be the findings of a required physical examination. All applicants must file two applications: one to the college and one for admission to the program specifically. Students interested in applying should contact the Admission and Records office for further information.

128b INTRODUCTION TO NURSING 2 Units
Prerequisite: Successful completion of Health Occupations 128a Lecture: 2 hours
Successful completion of course will be the findings of a required physical examination. All applicants must file two applications: one to the college and one for admission to the program specifically. Students interested in applying should contact the Admission and Records office for further information.

129b INTRODUCTION TO NURSING 2 Units
Prerequisite: Successful completion of Health Occupations 129b Lecture: 2 hours
Successful completion of course will be the findings of a required physical examination. All applicants must file two applications: one to the college and one for admission to the program specifically. Students interested in applying should contact the Admission and Records office for further information.
125 MEDICAL-SURGICAL NURSING
- Prerequisite: Health Occupations 125b
- Lecture: 3 hours
A continuation of Health Occupations 125b with emphasis on care of the patient with diseases of the gastrointestinal, musculoskeletal, endocrine, urinary, reproductive, and nervous systems and the eye, ear, and skin.

128 COMMUNITY HEALTH
- Prerequisite: Current enrollment in Vocational Nursing Program or consent of instructor
- Lecture: 3 hours
Disease control and prevention, mental health and first aid, the community services available in prevention of disease and promotion of good health.

140a CLINIC
- Prerequisite: Current enrollment in Vocational Nursing Program
- Lecture: 3 hours
Continuation of Health Occupations 140a.

140b CLINIC
- Prerequisite: Health Occupations 140b
- Laboratory: 15 hours
Practical clinical experience in a hospital; to include hospital routine, departments, and patient care.

140f CLINIC
- Prerequisite: Health Occupations 140f
- Laboratory: 21 hours
Continuation of Health Occupations 140f.

HEAVY EQUIPMENT AND TRUCK REPAIR

50 BUS DRIVER TRAINING
- Prerequisite: Possession of a valid California driver's license
- Lecture: 1.5 hours
Instruction in the driver's responsibility for pupils, care and operation of a school bus, and laws relating to pupil transportation.

104b WORLD CIVILIZATIONS: 1650 to Present
- Prerequisite: World Civilizations 1650
- Lecture: 4 hours
A survey of European, American, and non-Western civilizations from 1650 A.D. to the present. The emergence of strong national states, their struggle for world power, and their impact on the non-Western world.

111 ASIAN CIVILIZATIONS
- Lecture: 3 hours
Survey of the political and cultural history of India, China, Japan, and Southeast Asia; the response of Asian nations to the impact of the West, and resulting contemporary problems.

117a UNITED STATES: to 1685
- Lecture: 3 hours

117b UNITED STATES: 1685 to Present
- Lecture: 3 hours
Survey of United States history from Reconstruction to the present. Analysis of Industrialism, Progresivism, Internationalism, New Deal, and Contemporary America.

121 HISTORY OF CALIFORNIA
- Lecture: 3 hours
Survey of California history from pre-Columbian period to the present. Emphasis will include the Indians, Spaniards, Mexicans, Anglo-Americans, and various minorities. Considerable attention will be devoted to California's influential role in national and world events.

133 ORAL HISTORY
- Lecture: 1 hour
- Laboratory: 3 hours
Fundamentals of the tape-recorded interview. Demonstrations and discussions of the interview as a method in historical research and writing.

149 THE MOTHER LODE
- Lecture: 3 hours
History and lore of the Gold Rush country with emphasis on the Central Sierra communities.

155 THE AMERICAN FRONTIER
- Lecture: 3 hours
Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely "American" characteristics. Emphasis will be on the 19th Century.
### HOSPITALITY MANAGEMENT / HUMANITIES / JOURNALISM

#### PREREQUISITE COURSES

**140a CLASSICAL CUISINE:***

- **Beginning***  
  - 3 Units  
  - Lecture: 3 hours  
  - Laboratory: 6 hours  
  - French and classical cooking for the advanced student; sauté, stock reduction, cold station preparation, hot station, and Garde Manger.  
  - Field trips may be required.

**140b CLASSICAL CUISINE:***

- **Intermediate***  
  - 3 Units  
  - Lecture: 3 hours  
  - Laboratory: 6 hours  
  - A continuation of Hospitality Management 140a with emphasis on preparation of vegetables, sauces, rice and farinaceous products; basic techniques of browning, roasting, sautéing, and deep fat frying.  
  - Field trips may be required.

**141 MEAT ANALYSIS***

- 2 Units  
  - Lecture: 1 hour  
  - Laboratory: 3 hours  
  - Study of various cuts and cuts of meat and their use in restaurant sales. Cost control and fabrication.

**142 BEVERAGE MANAGEMENT***

- 3 Units  
  - Prerequisite: At least 15 years of age  
  - Lecture: 2 hours  
  - Laboratory: 3 hours  
  - Study of all aspects of beverage management including federal, state and local regulations, mixology, background, and future of the beverage industry.

**148 HISTORY AND PRODUCTION OF CALIFORNIA WINES***

- 2 Units  
  - Lecture: 2 hours  
  - Introduction to the history, development, production and types of wines.  
  - Field trips are required.

**151 INTRODUCTION TO PARKS AND RECREATION***

- 3 Units  
  - Lecture: 2 hours  
  - Laboratory: 3 hours  
  - An introductory course for individuals interested in parks and recreation, with exposure to park management, design, maintenance and construction; recreational aspects, job opportunities and duties.
### Mathematics/Music

#### Elements of Statistics
- **Units:** 4
- **Prerequisite:** Mathematics 101 or second year high school algebra
- **Lecture:** 4 hours
- **Laboratory:** 3 hours

#### Finite Mathematics
- **Units:** 4
- **Prerequisite:** Mathematics 101 or two years of high school algebra
- **Lecture:** 4 hours
- **Laboratory:** 3 hours

#### Matrix Mathematics
- **Units:** 2
- **Prerequisite:** Mathematics 102

#### Calculus with Analytic Geometry
- **Units:** 4
- **Prerequisite:** Two years of high school algebra, one year of plane geometry, and one-half year of trigonometry or Mathematics 102, Mathematics 103 recommended
- **Lecture:** 4 hours
- **Laboratory:** 3 hours

#### Survey of Music History and Literature: Ancient to 1750
- **Units:** 3
- **Lecture:** 3 hours

#### Survey of Music History and Literature: 1750 to Present
- **Units:** 3
- **Lecture:** 3 hours

#### Survey of Jazz and Popular Music
- **Units:** 3
- **Lecture:** 3 hours

#### Music Theory
- **Units:** 5
- **Lecture:** 4 hours

#### Composition
- **Units:** 3
- **Prerequisite:** Music 120b

#### Elementary Class Piano
- **Units:** 2
- **Prerequisite:** Concurrent enrollment in Music 109 recommended

#### Elementary Class Voice
- **Units:** 2
- **Prerequisite:** Concurrent enrollment in Music 109 recommended

#### Jazz Improvisation
- **Units:** 2
- **Prerequisite:** Music 109 or consent of instructor

#### Intermediate Jazz Improvisation
- **Units:** 2
- **Prerequisite:** Music 109 or consent of instructor

#### Applied Music: Synthesizer
- **Units:** 1

#### Applied Music: Voice
- **Units:** 1

#### Applied Music: Strings
- **Units:** 1

#### Applied Music: Brass
- **Units:** 1

#### Applied Music: Woodwinds
- **Units:** 1

#### Applied Music: Keyboard
- **Units:** 1

#### Choir
- **Units:** 1.5

#### Jazz Choir
- **Units:** 1.5

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**Total Hours:** 64
### Theatre Production: Music Emphasis

**Prerequisite:** Audition

**Laboratory:** 3-9 hours

Directed activities in theatre production for public performance with a concentration in vocal or instrumental music.

**Activity:** 3 hours

Study and performance of mixed choral works of various periods and styles. May be repeated three times.

### Madrigal Ensemble

**Prerequisite:** Concurrent enrollment in Music 110 recommended

Activity: 3 hours

Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods.

### Wind Ensemble

**Prerequisite:** Audition. Concurrent enrollment in Music 110 recommended

Activity: 2-4 hours

Study and performance of advanced wind ensemble literature. Attendance at all scheduled performances is required. May be repeated three times.

### Jazz Ensemble

**Prerequisite:** Audition. Concurrent enrollment in Music 110 recommended

Activity: 2-4 hours

Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. May be repeated three times.

### Orchestra

**Prerequisite:** Audition. Concurrent enrollment in Music 110 recommended

Activity: 2-4 hours

Study and performance of orchestral literature of various styles and media. May be repeated three times.

### Ensemble: Instrumental Emphasis

**Prerequisite:** Audition. Concurrent enrollment in Music 110 recommended

**Activity:** 2 hours

Study and performance of music for small ensembles, duets, and chamber groups. May be repeated three times.

### Natural Resources

**See Pages 29-30 for Certificate Requirements**

#### Environmental Conservation

**3 Units**

Lecture: 3 hours

Conservation of the biological and physical environment. History of the conservation movement. A case-study approach to land use practices of environmental conservation with current topics on endangered species, environmental pollution, wilderness management, energy, population and the uniqueness of California and Alaska natural resources.

Field trips may be required.

#### Alternative Energy Sources

**3 Units**

Lecture: 2 hours

Home energy conservation and energy-efficient construction methods. Practical applications of solar, wind, and hydro-energy systems for heating, cooling, food drying, water pumping and electrical production.

Field trips will be required.

#### Parks and Forestry Law Enforcement

**2 Units**

Lecture: 2 hours

A general understanding of the rights and responsibilities of the visitor and the employee in a wildland recreation setting.

Field trips may be required.

#### Wild Edible and Useful Plants

**3 Units**

Lecture: 2 hours

Survey of wild edible and useful plants with particular emphasis on the Sierra Nevada. Methods of collection, preserving and preparing wild plants with an emphasis on acorn preparation. Use of plant identification keys. Exposure to the nutritional content of plants, poisonous plants, basketry, dyeing, wild herbs and maple sugaring.

Field trips will be required.

#### Water for Consumption

**3 Units**

Lecture: 3 hours

Study of present and future sources of community water supply with special attention to state standards for potable water. Analysis, processing, treatment, quality control, storage and distribution of community water.

Field trips may be required.

#### California Wildlife

**4 Units**

Lecture: 4 hours

Study of the field identification characteristics, habitat requirements, life history, management and population dynamics of selected California mammals, birds and fish. Methods and problems of appraising and manipulating game mammals, furbearers, upland game and fisheries to improve populations. Techniques of habitat appraisal and manipulation to improve wildlife populations.

Field trips may be required.
### 105 PERSONAL FITNESS CONCEPTS AND EVALUATIONS
- **Units:** 2.5
- **Lecture:** 1.5 hours
- **Activity:** 2 hours

A study of "how," "why," and "what" of physical activity and exercise. This course is intended to help students make important decisions about their own personal exercise program and their personal physical fitness directions for a lifetime.

### 106 THEORY AND PRACTICE OF ADAPTIVE PHYSICAL EDUCATION
- **Units:** 2.5
- **Lecture:** 1.5 hours
- **Laboratory:** 3 hours

Designed to provide formal training and practical experience for students interested in pursuing a career in physical education, physical therapy, corrective rehabilitative physical education, therapeutic recreation, corrective therapy, and cardiac rehabilitation or any other area which involves working with the physically limited.

### 107 CORRECTIVE REHABILITATIVE PHYSICAL EDUCATION
- **Units:** 1-2
- **Prerequisite:** Physical Education 106
- **Laboratory:** 3-6 hours

Designed to allow P.E. 106 students who have gone through the training program to assist in P.E. 158 at the level of teaching assistants. Students will be able to effectively use the knowledge and skills learned in P.E. 106 and learn advanced techniques.

### 108 WEIGHT TRAINING PRINCIPLES AND PROGRAMMING
- **Units:** 1
- **Prerequisite:** Concurrent enrollment in P.E. 149
- **Lecture:** 1 hour

A study of major theoretical concepts of weight training. Students are led in a clear, meaningful fashion from the physiological mechanisms underlying training techniques to actual practices of them.

### 112 THEATRE PRODUCTION: DANCE EMphasis
- **Units:** 1-2
- **Prerequisite:** P.E. 122 or consent of instructor

Directed activity in theatre production for public performance with a concentration in dance. May be repeated three times.

### 116 DANCE PRODUCTION
- **Units:** 3
- **Prerequisite:** Audition
- **Activity:** 2 hours

Dance production for public performance; theory and practice in choreography, performance style, and dance rehearsal combined with theatrical structure, non-verbal dramatic techniques, and technical staging designed for concert presentation. May be repeated three times.

### 117 CHOREOGRAPHY AND COMPOSITION
- **Units:** 3
- **Prerequisite:** Previous or concurrent enrollment in P.E. 116 or consent of instructor

Exploration of choreography fundamentals through a problem solving approach. Studies deal with aspects of time, space, dynamics and design in movement with emphasis on extending communication skills of the body.

#### Activity Courses

- **120 AEROBIC EXERCISE I**
  - **Units:** 1.5
  - **Activity:** 3 hours
  
  Designed to promote cardiovascular fitness, flexibility, muscle tone, and general overall conditioning.

- **121 AEROBIC EXERCISE II**
  - **Units:** 1.5
  - **Activity:** 3 hours

  An advanced exercise class designed to increase cardiovascular fitness. Each workout will include exercise to build strength, flexibility, and endurance. May be repeated two times.

- **123 BALLET I**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Introduction to fundamental classical ballet forms, including basic concepts, positions, and combinations designed to acquaint the student with the technical and expressive elements of ballet.

- **124 BALLET II**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Continuing study of techniques and principles of classical ballet including phrasing, combinations, and stylistic elements. May be repeated two times.

- **127 DANCE, JAZZ I**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Introduction to the fundamentals of jazz dance with emphasis on basic technique, rhythmic analysis, and various cultural and historical styles.

- **128 DANCE, JAZZ II**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Continuing work in jazz dance with emphasis on developing stylistic elements and performance techniques. Specific attention given to learning extended movement combinations and compositional forms indigenous to American jazz. May be repeated two times.

- **129 DANCE, MODERN I**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Introduction to modern dance movement. Fundamentals, basic movement, and composition practiced and presented as an opportunity for the student to express himself/herself creatively through dance forms.

- **130 DANCE, MODERN II**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Continuing work on Modern Dance movement and elements of rhythm, space and dynamics, emphasis on contemporary dance techniques, individual and group choreography, and cultural influences on expressive dance forms. May be repeated two times.

- **132 FENCING**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Introduction to swordsmanship for men and women. Fencing with the French foil, with instruction in the basic skills, rules and officiating of the sport. Inter-class contests will be played. May be repeated three times.

- **134 GOLF I**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Instruction and practice in fundamentals.

- **135 GOLF II**
  - **Units:** 1.5
  - **Activity:** 3 hours

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

- **138 SKIING CONDITIONING**
  - **Units:** 1.5
  - **Activity:** 3 hours

  Introduction to progressive exercises and conditioning for snow skiing. May be repeated three times.

- **139 SKIING: ALPINE**
  - **Units:** 2
  - **Activity:** 4 hours

  Instruction and practice in basic fundamentals of snow skiing on the slopes. Care and selection of equipment, terminology, and safety included.

- **140 SKIING: CROSS COUNTRY**
  - **Units:** 2
  - **Activity:** 4 hours

  Instruction and practice for snow skiing in the open country. Care and selection of equipment, safety, and outdoor orientation emphasized. May be repeated one time.

- **143 TENNIS I**
  - **Units:** 1.5
  - **Activity:** 3 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.
PHYSICAL EDUCATION/PHYSICS

164 VARSITY TENNIS
Prerequisite: Must be enrolled as full-time student
Activity: 10 hours
Preparation and training for intercollegiate varsity tennis competition. Participation in contests with other colleges will be scheduled. Field trips will be required.

166 VARSITY VOLLEYBALL
Prerequisite: Must be enrolled as full-time student
Activity: 10 hours
Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled. Field trips will be required.

ADULT FITNESS PROGRAM

170a CARDIAC THERAPY: PHASE IV
1-3 Units
Prerequisite: Primary Physician Referral
Activity: 2-6 hours
A secondary prevention program designed for patients with angina pectoris, healed myocardial infarctions, or post-cardiac surgical referrals whose functional capacity is relatively uncompromised.

170b CARDIAC THERAPY: PHASE IV
1-3 Units
Prerequisite: Physical Education 170a
Activity: 2-6 hours
Continuation of Physical Education 170a. May be repeated two times.

171 INTRODUCTION TO ADULT FITNESS
1.5 Units
Lecture: 1.5 hours
An overview of the essential principles of physical fitness theory and health appropriate to adults; a survey of exercise theory and techniques designed for adults.

172 MULTIPHASIC FITNESS TESTING PROGRAM
1 Unit
Prerequisite: Concurrent enrollment in P.E. 170a or P.E. 170b.
Activity: 1 hour
Physician supervised multiphasic fitness evaluation including exercise stress test on a treadmill or bicycle ergometer with electrocardiographic monitoring for the purpose of determining functional capacity and an ensuring safe exercise prescription. Evaluations also include pulmonary function, body composition to determine percent fat and blood chemistry.

173a ADULT FITNESS PROGRAM I
1-3 Units
Activity: 2-6 hours
Individual evaluation of cardiovascular and muscular fitness and development of a personalized prescription program for aerobic fitness improvement; monitoring and supervision of exercise regimens and related fitness activities for continued health and fitness maintenance.

173b ADULT FITNESS PROGRAM II
1-3 Units
Prerequisite: Physical Education 173a
Activity: 2-6 hours
A continuation of Physical Education 173a. May be repeated two times.

175 HEALTH AND PHYSICAL FITNESS WORKSHOP
1 Unit
Lecture: 5 hour
Activity: 1 hour
Instruction in the relationship between the human body, health and physical fitness. Testing to establish individual fitness status involves exercise electrocardiogram, body composition analysis, flexibility and strength measurements followed by the design of and participation in a personal fitness program with particular emphasis on aerobic type activities.

177 INTRODUCTION TO EXERCISE STRESS TESTING
2.5 Units
Lecture: 1.5 hours
Activity: 2 hours
The study of graded exercise tolerance testing; concepts, protocols, and practices in measuring cardio-vascular response and functional capacity employing the treadmill and bicycle ergometer.

PHYSICS

100 MODERN PHYSICS
2 Units
Prerequisite: Mathematics 101
Lecture: 2 hours
An algebra level investigation of the special and general theories of relativity as well as the theories that gave rise to the concepts of anti-matter and black holes.

104 GENERAL PHYSICS
5 Units
Prerequisite: Mathematics 120ab or Mathematics 110 and concurrent enrollment in Mathematics 120a
Lecture: 4 hours
Laboratory: 3 hours
A general calculus level investigation of physics covering the topics of mechanics, heat, light, sound, electricity and magnetism as well as modern physics.

106 GENERAL PHYSICS
5 Units
Prerequisite: Physics 120a
Lecture: 4 hours
Laboratory: 3 hours
Continuation of Physics 120a.
114 TRACKING AND SIGN CUTTING 1 Unit
Lecture: 1 hour
An overview of current tracking theories and techniques as developed by the U.S. Border Patrol. Field trips may be required.

116 THE USE OF SEARCH AND RESCUE DOGS 1 Unit
Lecture: 1 hour
Designed to familiarize search and rescue personnel with the uses and limitations of Search and Rescue dogs; availability of dog units, call-out procedures, OES transportation availability, weather, terrain factors, avalanche dogs and night searches. Field trips may be required.

122 WILDERNESS NAVIGATION 2 Units
Lecture: 2 hours
Review of useful maps, compass and navigation techniques for outdoor activities; wilderness route finding and orientation using terrain clues, map and compass, reduction of error via multi-person techniques and concise communication of location.

126 GRID SEARCH TECHNIQUES 1 Unit
Lecture: 1 hour
An overview of current non-winter grid search techniques as developed by William G. Syrotuck and the National Association of Search and Rescue.

130 INTRODUCTION TO RESCUE TECHNIQUES 2 Units
Lecture: 2 hours
A survey course covering the following three specialized areas critical to an effective and field safe search and rescue person: rescue carries, rope management and communication.

132 ASCENDING AND DESCENDING TECHNIQUES 2 Units
Prerequisite: Search and Rescue 130 or consent of instructor
Lecture: 2 hours
Review of rope safety techniques for rescue personnel with emphasis on methods of ascent and descent for rescuer and ambulatory victims in various rescue environments. Instruction and demonstration of safe techniques for the ascent and descent of slopes, buildings and cliffs. Emphasis on rope safety techniques; knots, belaying and anchors; basic four-point climbing techniques and use of friction knots and mechanical ascenders. Handling and safe use of fire-service ladders reviewed. Field trips may be required.

134 HELICOPTER OPERATIONS 1 Unit
Lecture: 1 hour
The role of the helicopter in rescue situations with emphasis on the role of ground rescue personnel. Helicopter safety rules, interagency helicopter request information and procedures, selecting a landing zone, evolutions, inserts, crash procedures, and communications.

135 AVALANCHE RESCUE 2 Units
Lecture: 2 hours
This course will introduce the rescue student to the basic concepts of avalanche safety. Prerequisites: avalanche snowpack, avalanche phenomena, meteorology, stabilization evaluation, avalanche safety, search and rescue.

136 SWIFTWATER RESCUE 2 Units
Prerequisite: Search and Rescue 150 or consent of instructor
Lecture: 2 hours
Designed to develop a sense of confidence in rescue personnel dealing with swiftwater situations. Topics include: swiftwater physiology, equipment, swimming, line tending, search techniques, and use of helicopters.

150 ROPE RESCUE 1.5 Units
Lecture: 1.5 hours
Instruction in techniques used to evacuate injured persons in various settings. Demonstration of the use of the Stokes litter in conjunction with mechanical advantage rope systems in gentle and moderate terrain situations. Review of rope safety belaying and anchoring techniques.

151 RAPPELLING SAFETY 1 Unit
Prerequisite: Search and Rescue 130 or consent of instructor
Lecture: 1 hour
Designed to update rescue personnel in equipment and technical developments in rappelling. Emphasis on individual safety, rescue of the injured or trapped rappeller, safety management of the training tower and/or incident scene, review and discussion of documented rappelling accidents.

153 VEHICLE EXTRICATIONS 1 Unit
Lecture: 1 hour
Use of the Hurst Tool and Black Hawk Extrication kit; hands-on instruction on various extrication techniques with special emphasis given to patient management and handling at the accident scene. Field trips may be required.

154 LADDERS AS A RESCUE TOOL 1 Unit
Prerequisite: Search and Rescue 130 and Search and Rescue 150 or consent of instructor
Lecture: 1 hour
Safe and effective use of fire service ladders in rescue applications, review of the uses and limitations of the ladder as a bridge, shore, derrick, slide, A-frame and jib.
SKILLS DEVELOPMENT/SOCIAL SCIENCE/SOCIOLOGY

50b WRITTEN LANGUAGE DEVELOPMENT 3 Units
Prerequisite: Verified learning disability and satisfactory comple­tion of Skills Development 50a
Lecture: 3 hours
Continuation of Skills Development 50a with par­ticular emphasis on reading comprehension and paragraph writing.

51 DIAGNOSTIC LEARNING LABORATORY 1 Unit
Prerequisite: Verified Learning Disability
Laboratory: 3 hours
Individualized assistance in analyzing study prob­lems and selecting and applying suitable learning strategies necessary for academic success in college courses.
Offered for Credit/No Credit only.

53 DIAGNOSTIC SPEECH LABORATORY 1 Unit
Prerequisite: Speech and language evaluation by Speech Pathologist
Laboratory: 3 hours
Provides speech remediation for students with speech, language, and hearing disorders. Assistance is provided on an individual and small group basis in the following areas: articulation, voice, language and fluency (stuttering). Emphasis is on addressing student's needs for effectiveness in academic or vocational settings. Offered for Credit/No Credit only.

55 G.E.D. PREPARATION 1-2 Units
Lecture: 5.1-5.5 hours
Laboratory: 1.3 hours
Designed to teach the general skills needed to pass the General Educational Development test. May be repeated for a maximum of 4 units of credit.

61 BASIC ARITHMETIC 1-2 Units
Laboratory: 3-6 hours
Individualized instruction in fundamental opera­tions. Students may start anywhere from whole numbers to formulas. May be repeated for a maximum of 4 units of credit.

62 REVIEW ALGEBRA 1 Unit
Prerequisite: High School algebra
Laboratory: 3 hours
Individualized instruction in review of high school algebra.

75 COLLEGE SPELLING 1-2 Units
Laboratory: 3-6 hours
Designed to help students improve their spelling skills. May be repeated for a maximum of 2 units of credit.

80 READING DEVELOPMENT 1-2 Units
Laboratory: 3-6 hours
Individualized instruction and self-instructional materials in specific reading skills units. May be repeated for a maximum of 2 units of credit.

87 VOCABULARY DEVELOPMENT 1 Unit
Laboratory: 3 hours
Designed to help readers improve their vocabulary skills. May be repeated one time.

88 SPEED READING 1-2 Units
Laboratory: 3-6 hours
Designed to help competent readers improve their reading rate. May be repeated for a maximum of 2 units of credit.

90 STUDY SKILLS 1-2 Units
Laboratory: 3-6 hours
Improvement of the basic study skills. May be repeated for a maximum of 2 units of credit.

95 TEST TAKING SKILLS 1 Unit
Laboratory: 3 hours
A course designed to help students develop skills in taking tests and examinations.

98 PEER TUTORING 2 Units
Prerequisite: Approvals of tutoring instructor, tutorial coor­dinator, and instructor in the discipline to be tutored.
Lecture: 1 hour
Laboratory: 3 hours
Provides students with an opportunity to give academic assistance to other students. Offered for Credit/No Credit only.

SOCIAL SCIENCE

140 HUMAN SEXUAL BEHAVIOR 3 Units
Lecture: 3 hours
Exploration of issues in human sexuality from the perspective of the social sciences. Discussion of sexual behavior, feelings and attitudes as they af­fect one's self and others.

SOCIOLoGY

101 INTRODUCTION TO SOCIOLOGY 3 Units
Lecture: 3 hours
Introduction to the principal concepts, methods of sociology; survey of the interactions, inter­relationships and processes of society: culture, socializa­tion, stratification, minorities, primary and secon­dary groups, social change.

102 AMERICAN SOCIAL PATTERNS 3 Units
Lecture: 3 hours
The study of social organization focusing on the major components, such as family, religion, edu­cation, economics, politics, and technology; group networks and formal organizations; and social change.

110 DEVIANCE AND CONFLICT 3 Units
Lecture: 3 hours
The analysis of deviant behavior and social dis­organization theories and trends in selected topics such as stigma, sexual deviance, aging, death, suicide, mental illness, drugs, medical care, population problems, crime, war, family disorganization.
Field trips may be required.

111 CRIME AND DELINQUENCY 3 Units
Lecture: 3 hours
Sociological analysis of criminal behavior related to social structure and the criminalization process.
Juvenile delinquency related to the family, peer groups, community, and institutional structures.
Roles of law enforcement and other community agencies in crime and delinquency control.

112 FAMILY, MARRIAGE AND THE INDIVIDUAL 3 Units
Lecture: 3 hours
The family as a social unit of interacting per­sonalities; historical and structural development of the family life in different cultures; functions, duties, and marital interaction of family life; in­fluence of contemporary society on family and family disorganization.

127 AGING 3 Units
Lecture: 3 hours
Examination of the current social, economic, physiological and psychological theories and the aged; institutional, cultural, and environmental factors which influence the attitudes toward the aged will be emphasized.
Field trips may be required.

128 DEATH AND DYING 3 Units
Lecture: 3 hours
Examination of the predominant attitudes and practices in regard to death, dying, and grief in the U.S.; included will be material relevant to suicide, the terminally ill, bereavement, and various view­points about the phenomenon of death.
Field trips may be required.

140 HUMAN SERVICES 3 Units
Prerequisite: Sociology 101 or Psychology 101 or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Study and development of the skills needed for community social services and some of the helping professions; direct participation in an organized community human service agency.

141 HUMAN SERVICES LABORATORY 1 Unit
Prerequisite: Sociology 140 in the semester immediately preceding
Laboratory: 3 hours
Continuation of skills needed for community social services and some of the helping professions through direct participation in an organized com­munity service agency.

SPEECH

101 FUNDAMENTALS OF SPEECH 3 Units
Lecture: 3 hours
Principles of oral communication; speech com­position and techniques of presenting informal and formal speeches. Emphasis given to organiza­tion, ideas, critical thinking, and evaluative listen­ing.

115 GROUP DISCUSSION 2 Units
Lecture: 3 hours
Communication processes applied to informal group discussions. Individual and group participa­tion in problem solving discussions, parliamentary procedures, and various speaking activities.

135 INTERPERSONAL COMMUNICATION 3 Units
Lecture: 3 hours
Understanding and utilizing techniques of com­munication in an effective manner for better in­teraction between people in one-to-one and small group situations.

150a SIGN LANGUAGE 2 Units
Lecture: 2 hours
Developing receptive and expressive skills in sign language, including skills in finger spelling. Recep­tive skills emphasized. The sign language system emphasized is American Sign Language.

150b SIGN LANGUAGE 2 Units
Prerequisite: Speech 150a or consent of instructor
Lecture: 2 hours
Developing advanced level receptive and expres­sive skills in conversational sign language and finger spelling. May be repeated one time.
TEACHER AIDE TRAINING
See Page 31 for Certificate Requirements

55a TEACHER AIDE TRAINING: Beginning
3 Units
Lecture: 3 hours
Preparation for teacher aide duties that assist teachers in the classroom learning process with emphasis on the school environment as the place for learning.

55b TEACHER AIDE TRAINING: Intermediate
3 Units
Prerequisite: Teacher Aide Training 55a
Lecture: 2 hours
The classroom environment focused on the personalities in the classroom: teachers, students, teacher aides, and interpersonal relationships. Students will be required to spend a minimum of 20 hours observing and assisting a certified teacher in a local elementary school.

65 READING FUNDAMENTALS FOR TEACHER AIDS
2 Units
Prerequisite: Teacher Aide Training 55a
Lecture: 2 hours
Principles of teaching reading and the role of a teacher’s aide. Includes approaches to reading; development of reading lessons; word analysis, including phonics; use of manipulative aids; and individualized skill development.

WELDING TECHNOLOGY
See Page 31 for Certificate Requirements

101 INTRODUCTION TO WELDING
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Basic arc and oxygen-acetylene welding as it applies to shop and field techniques.

103 ADVANCED ARC WELDING TECHNIQUES
3 Units
Prerequisite: Welding Technology 101 or consent of instructor
Lecture: 1 hour
Laboratory: 6 hours
Arc welding in all positions (flat, horizontal and overhead). Special emphasis on control of heat and distortion.

110 BLUEPRINT READING FOR WELDERS
2 Units
Prerequisite: Welding Technology 101 or consent of instructor
Lecture: 2 hours
Designed to develop in the student the ability to interpret shop drawings and blueprints common to the welding trades.

130 MAINTENANCE WELDING
2 Units
Prerequisite: Welding Technology 103
Lecture: 1 hour
Laboratory: 3 hours
Special techniques used in building up shafts, pins, gears, housings, frames, loging bunks; fabrication and sheet metal.

145 METAL FABRICATION
3 Units
Prerequisite: Welding Technology 103 and Welding Technology 110
Lecture: 1 hour
Laboratory: 5 hours
Project-oriented course designed to give students experience in building or modifying frames, chassis and support equipment. Aspects of layout, quality control, appearance and utility will be emphasized, as well as cost estimation.

160 PRACTICAL LABORATORY
1 Unit
Prerequisite: Welding Technology 103
Laboratory: 3 hours
The student shall gain practical experience by working on an individual project (including certification projects). Emphasis on quality, appearance and function. May be repeated one time.

WORK EXPERIENCE
See Page 31 for Certificate Requirements

170 OCCIDENTAL WORK EXPERIENCE
(Alternate Term Plan)
1-8 Units
Prerequisite: Employment approved by Work Experience Coordinator. Must have successfully completed 7 units of other course work at Columbia College prior to enrollment. Between each reenrollment in the Alternate Term Plan and before transferring from a regular Work Experience Program to the Alternate Term Plan an additional 7 units of other course work must be completed. 75 hours of paid employment equals 1 unit of credit; 60 hours of unpaid employment equals 1 unit of credit. Provides students with vocational learning opportunities through semesters of full-time employment alternated with semesters of instruction. The student's employment must be related to educational or occupational goals. Offered for Credit/No Credit only. May be repeated for no more than a total of 16 units of credit less any units earned in Work Experience 73, 170, 175, or 177.

175 OCCIDENTAL WORK EXPERIENCE:
BUSINESS, TRADE AND TECHNICAL
1-4 Units
Prerequisite: Employment must be approved by Work Experience Coordinator. Concurrent attendance at Work Experience orientation sessions during the first three weeks of the term is required. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course. 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 Business, Trade, or Technical occupations. The student's employment must be related to educational or occupational goal. Offered for Credit/No Credit only. May be repeated for no more than a total of 16 units of credit less any units earned in Work Experience 73, 170, 175, or 177.

176 OCCIDENTAL WORK EXPERIENCE:
HUMAN SERVICES
1-4 Units
Prerequisite: Employment must be approved by Work Experience Coordinator. Concurrent attendance at Work Experience orientation sessions during the first three weeks of the term is required. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course. 75 hours paid employment equals 1 unit of credit; 60 hours unpaid employment equals 1 unit of credit. Provides students an opportunity to experience supervised employment in Human Services Occupations. The student's employment must be related to educational or occupational goal. Offered for Credit/No Credit only. May be repeated for no more than a total of 16 units of credit less any units earned in Work Experience 73, 170, 175, or 177.
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