THE COLLEGE COMMITMENT

The staff of Columbia College is committed to providing the highest quality educational programs and services. As part of that commitment, we make the following pledge to the students and community we serve:

We believe that the individual student is the cornerstone of the college and that each has unique talents, interests, needs and strengths. Because individual students learn in different ways and at different rates, we remain flexible in our teaching methods to encourage each student's greatest potential.

We emphasize how to think rather than what to think. Critical inquiry and creative problem-solving are incorporated in all appropriate courses and activities. Creativity, imagination and innovation are encouraged and supported.

We support the process of continuous learning and meaningful change. Our general education program will help students to redefine their goals and aspirations as they change.

We realize that classroom time is only one aspect of the students' education and only one of our responsibilities. We promote support activities, such as counseling, advising, and tutoring which contribute to one's growth.

Because we believe each student grows with participation in the teaching-learning process, we encourage students to be active participants and contributors throughout college life in areas of their own choosing.

We will maintain the comprehensive nature of the community college. A broad general education and a variety of majors are offered. Academic, vocational, basic skills, and continuing education are offered in response to the needs of the community.

We will be specific in the course content, grading practices and attendance requirements for each course. These expectations are clearly communicated in the orientation to each course. Students are held responsible for meeting college standards and are graded according to their performance. We are available to assist each student's studies beyond the classroom. Posted office hours are maintained, and additional time will be made available by mutual agreement between the student and staff.

We will constantly evaluate the college curriculum for academic, vocational and community needs. Formal agreement with high schools and universities assure transfer students a smooth transition from high school to the state colleges and university system through our institution. Community advisory committees are consulted to make certain our vocational subjects are training for the job market, and our community services and continuing education classes are meeting local needs.

Finally, we believe that if the student recognizes the commitment that Columbia College has made and the student is willing to give to the college in return, the student's education will be positive, enjoyable and provide a lasting foundation for continued growth.
THE COLLEGE COMMITMENT

The staff of Columbia College is committed to providing the highest quality educational programs and services. As part of that commitment, we make the following pledge to the students and community we serve:

We believe that the individual student is the cornerstone of the college and that each has unique talents, interests, needs and strengths. Because individual students learn in different ways and at different rates, we remain flexible in our teaching methods to encourage each student's greatest potential.

We emphasize how to think rather than what to think. Critical inquiry and creative problem-solving are incorporated in all appropriate courses and activities. Creativity, imagination and innovation are encouraged and supported.

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We realize that classroom time is only one aspect of the students' education and only one of our responsibilities. We promote support activities, such as counseling, advising, and tutoring which contribute to one's growth.

Because we believe each student grows with participation in the teaching-learning process, we encourage students to be active participants and contributors throughout college life in areas of their own choosing.

We will maintain a balance between individual rights and social responsibilities in our relationships with our students and the community we serve. Respect for the individual will be maintained in all situations. We will not allow personal biases to affect our teaching, grading, or treatment of an individual or group.

We find student government to be best when it is involved in meaningful issues within the college community. Student government is informed of college concerns, activities, and issues. Its involvement is an important part of the decision-making process.

We will maintain the comprehensive nature of the community college. A broad general education and a variety of majors are offered. Academic, vocational, basic skills, and continuing education are offered in response to the needs of the community.

We will be specific in the course content, grading practices and attendance requirements for each course. These expectations are clearly communicated in the orientation to each course. Students are held responsible for meeting college standards and are graded according to their performance. We are available to assist each student's studies beyond the classroom. Posted office hours are maintained, and additional time will be made available by mutual agreement between the student and staff.

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Yosemite Community College District

PRICE $2.00
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FALL SEMESTER, 1987
May 5 ........................................... Beginning advisement and registration for continuing students for Fall Semester
July 1 ............................................ Applications for admission and transcripts for day students should be on file
July 30 ........................................... Beginning advisement and registration for Fall Semester for former students
July 31 ........................................... Beginning advisement and registration for Fall Semester for new students
August 17 ....................................... Instruction begins
August 28 ....................................... Last day to enter a class
September 7 ..................................... Labor Day Holiday
September 25 ..................................... Last day to elect for CR/NC or letter grade
October 2 ....................................... Deadline for filing for graduation or certificate for Fall Semester
November 9 ..................................... Beginning advisement and registration for Spring Semester for new students
November 17 ..................................... Last day to withdraw from course without penalty
November 26-27 ..................................... Thanksgiving Holiday
December 15-18 .................................... Final examinations
December 18 ..................................... Fall Semester ends
December 19-January 5 ................................ Winter Recess

SPRING SEMESTER, 1988
November 17 ..................................... Beginning advisement and registration for Spring Semester for continuing students
November 23 ..................................... Application for admission and transcripts for day students should be on file
November 24 ..................................... Beginning advisement and registration for Spring Semester for former students
November 30 ..................................... Beginning advisement and registration for Spring Semester for new students
January 6 ......................................... Instruction begins
January 18 ......................................... Martin Luther King Holiday
January 19 ......................................... Last day to enter a class
February 12 ....................................... Lincoln Day Holiday
February 15 ....................................... Washington Day Holiday
February 16 ....................................... Last day to elect for CR/NC or letter grade
March 18 ......................................... Deadline for filing for graduation or certificate for Spring Semester
March 28-April 1 .................................. Spring Recess
April 20 ........................................... Last day to withdraw from course without penalty
May 16-19 ......................................... Final examinations
May 19 ............................................ Spring Semester ends
May 20 ............................................ Graduation

SUMMER SESSION, 1988
June 6 ............................................. Instruction begins
July 4 ............................................. Independence Day Holiday
July 15 ............................................. Six Week Summer Session Ends

Additional information pertaining to advisement, registration, final examinations, as well as other dates will be listed in the Schedule of Classes.

1987

JULY
1 2 3 4 5 6 7
8 9 10 11 12 13 14
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22 23 24 25 26 27 28
29 30

AUGUST
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SEPTEMBER
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OCTOBER
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DECEMBER
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1988

JANUARY
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FEBRUARY
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MARCH
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APRIL
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

MAY
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JAMES R. HASTINGS (1973) Anthropology, Psychology  
A.A., American River College  
B.A., California State University, Sacramento  
M.A., California State University, San Francisco  
B.A., University of California, Santa Barbara  
V. PETER SULLIVAN (1961) Physical Education  
B.A., Modesto Junior College  
B.A., Pepperdine University  
M.A., California State University, Sacramento  
Business  
JOHN L. HOLLOWAY (1981) Business  
B.A., Orange Coast College  
B.A., California State University, San Francisco  
M.B.A., California State University, San Francisco  
Business  
JANET M. SWEENEY (1984) Business  
B.A., Orange Coast College  
B.A., California State University, San Francisco  
B.A., California State University College Stanislaus  
CANDACE L. WILLIAMSON (1979) Business  
B.A., California State University, Humboldt  
M.A., California State University, Humboldt  
DAVID I. WILLSON (1975) Automotive Technology, Business  
B.S., California Polytechnic State University, San Luis Obispo  
M.A., California Polytechnic State University, San Luis Obispo  
Counselor  
WILLIAM H. JR. (1974)  
B.A., Santa Clara University  
B.A., University of the Pacific  
M.A., California State University, Humboldt  
FACULTY COGGIN  
PAUL L. BECKER (1971) Dean of Student Affairs  
A.B., Western State College of Colorado  
B.S., California Polytechnic State University, San Luis Obispo  
L. FRANCES CULLEN (1971) Psychology, Counselor, Student Activities  
B.S., University of California, Los Angeles  
M.A., University of Southern California  
Philosophy  
B.S., California State University, Fullerton  
B.A., California State College, San Luis Obispo  
ROBERT H. HAMILTON (1948) History, Political Science, Humanities  
B.A., University of California, Berkeley  
Th.M., Dallas Theological Seminary  
M.A., University of California, Berkeley  
FRANCES V. HEGWEIN (1974) Psychology, Counseling  
B.S., School of Nursing  
B.S., California State University, Fullerton  
THIELMA A. JENSEN (1968) Health Occupations  
B.S., Highland School of Nursing  
A.A., California State University, Fullerton  
Donald A. Jones (1968) Biological Science  
A.A., San Francisco City College  
A.A., California State University, San Francisco  
M.B.A., California State University, San Francisco  
MATILD M. KAMBER (1978) Philosophy  
B.A., American College for Girls, Istanbul, Turkey  
M.A., University of Istanbul  
D. J. LYON (1971) Business  
A.A., San Francisco Junior College  
B.S., University of Texas  
M.A., Abilene Christian College  
BARBARA C. PAINTER (1964) Psychology, Counseling  
A.A., Modesto Junior College  
A.A., California State University, San Jose  
M.A., University of California, San Francisco  
J. M. JOHN (1970)  
B.A., University of California, Santa Barbara  
B.A., American College for Girls, Istanbul, Turkey  
A.B., Abilene Christian College  
W. A. HAGSTROM (1990)  
B.S., California State University, San Francisco  
B.A., University of the Pacific  
M.L.S., University of California, Los Angeles  
W. JOHN HARRISON (1969)  
B.S., California State College, Stanislaus  
M.R., Curriculum Writer  
M.D., California State University, Los Angeles  
MELBORN N. SIMMONS (1969) Mathematics  
B.S., San Francisco State College  
B.A., University of California, Santa Barbara  
R. H. ROGERS (1968) Business  
B.A., California State University, Fresno  
M.A., University of California, San Francisco  
6
<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANDREW B. MAURER</td>
<td>Graphic Artist, Instructional Materials Center</td>
</tr>
<tr>
<td>JOHN H. MILLER</td>
<td>Supervisor, Buildings and Maintenance</td>
</tr>
<tr>
<td>NANCY M. MYERS</td>
<td>Media Assistant, Library</td>
</tr>
<tr>
<td>SANDAE D. OVERHOLTZER</td>
<td>Instructional Coordinator, Learning Skills</td>
</tr>
<tr>
<td>PATRICIA PANTALEONI</td>
<td>Secretary, Assistant Dean of Instruction</td>
</tr>
<tr>
<td>LUIS C. RAMIREZ</td>
<td>Supervising Custodian</td>
</tr>
<tr>
<td>RONALD R. ROACH</td>
<td>Printing Technician, Instructional Materials Center</td>
</tr>
<tr>
<td>JACQUELINE J. SEYBOLT</td>
<td>Manager, Food Services</td>
</tr>
<tr>
<td>WILLIAM M. SHANKEY</td>
<td>Safety Patrolperson</td>
</tr>
<tr>
<td>KATHLEEN SMITH</td>
<td>Clerk, Admissions and Records, Food Services Worker</td>
</tr>
<tr>
<td>BARBARA SMITH</td>
<td>Instructional Aide, Physical Education</td>
</tr>
<tr>
<td>JILL L. SOUTHARD</td>
<td>Account Clerk, Business Services</td>
</tr>
<tr>
<td>PATRICIA C. THOMAS</td>
<td>Electronic Technician</td>
</tr>
<tr>
<td>WILLIAM R. THORPE</td>
<td>Typist Clerk, Instructional Materials Center Secretary, Dean of Instruction</td>
</tr>
<tr>
<td>CAROL A. VAUGHN</td>
<td>Instructional Aide, Learning Skills</td>
</tr>
<tr>
<td>BERNICE A. WADDELOW</td>
<td>Media Assistant, Library</td>
</tr>
<tr>
<td>CHRISTINE M. WALKER</td>
<td>Custodian</td>
</tr>
<tr>
<td>ADELE WIKNER</td>
<td></td>
</tr>
<tr>
<td>JAMES B. WOOD, SR.</td>
<td></td>
</tr>
</tbody>
</table>
ADVISORY COMMITTEES
On a voluntary basis, regional representatives of business, the professions, industry, government, labor and the community-at-large assist Columbia College in determining the needs and evaluating the performance of many of its programs. These processes are critical to the future overall direction of the College, the appropriateness of services to special student populations, and the relevance of vocational training to the world of work. These individuals provide an invaluable service to the administration, faculty, and present and future students and, for that, the College is deeply grateful.

AUTOMOTIVE TECHNOLOGY
MIKE BREWER, Service Manager
Kelley Motors
BOB ELLIOTT, Owner
Elliot’s Auto & Truck Service
TOM HADDEN, Owner
Haddan Ford-Mercury
STEVE KOEHLER, Auto Tech Instructor
Best Harris High School
PAUL MORGAN, Owner
Paul Morgan Brakes
BILL MOSS, Owner
Bill’s Auto Repair
STANLEY SMITH, Auto, Tech Instructor
Sonora Union High School
ED SUNDAY, Owner
Son Automotive

BUSINESS
LYNN BRADSHAW, Medical Records Supervisor
Senora Community Hospital
KAREN ETHER, Business Instructor
Senora Union High School
TOM FIRTH, Manager
Lucky Stores
CLAY MADDIX, Accountant
GEORGE PERRY, R.O.P Instructor
Senora Union High School
MELODY PERRY, Administrative Assistant
Senora Medical Group
MARILYN RICHARDS, Secretary
California Dept. of Forestry
KEN ROY, Manager
Longs Drugs
PATRICIA SAKASITZ, Office Manager
Freshnile Medical Group
BILL STEVENS, Personnel Officer
Stainless National Forest
MARSHA THORLAKSON-DORMAN
Emloyment Program Representative
Employment Development Dept.
JERRY YOUNGSTROM, Data Processing
CARDCIAL REHABILITATION PROGRAM
PENNY ABLIN, M.D.
DANNY ANDERSON, M.D.
LYNN AUSTIN, M.D.
WARREN BORGQUIST, M.D.
JAMES COMAZZI, M.D.
ROBERT CRAVEIRO, M.D.

TED FERNISH, M.D.
RUSSELL HOENES, M.D.
JAMES HONGOLA, M.D.
DIXIE HUKARI, Head Program Nurse
Senora Community Hospital
GARY JOHNSON, M.D.
LAWRENCE LONG, Hospital Administrator
Tuolumne General Hospital
DEE MINNEY, Associate Program Nurse
Tuolumne General Hospital
JAMES MOSSON, M.D.
TERRIL SPITEZ, M.D.
CHARLES WALDMAN, M.D.
RICHARD MUNGER, M.D.

COMMUNITY EDUCATION
GALEN ALBERTSON CARROLL LANG
CONSEUJO CLINTON MARY LAYERONI
MORPHIE DEMP ESTHER RASMUSEN
LORRAINE KILLOUGH DONALD SMILEY
HAL KYLE LOIS ANN SMITH

COMPUTER SCIENCE
BOB BECK, Accountant
BINKY DOHMS, Office Coordinator
Herons Manufacturing
PETER DOHMS, Vice President
Condor Mining
ROGER ELSWORTH, Programming Analyst
County of Tuolumne
DWAYNE MCDONALD, Assistant Superintendent
Tuolumne County Schools
SHERRI TUCKER, Data Processing Manager
The Paul Ranpuck Co.
JIM WAGONER, Data Processing/Instructor
Mother Lode Data Service
SHARI WATER, Data Entry Clerk
County of Tuolumne
JERRY YOUNGSTROM, President
Seacoast Corporation

DISABLED STUDENT SERVICES
DOUG BOWROW, Tri-County Consortium
Tuolumne County Schools
BEVERLY BRITTIS, Teacher, Hearing Impaired
Senora Elementary School
HAL DAVIS, Voc. Rehab. Coordinator
Department of Rehabilitation
WAYNE FRANKS, Student
Columbia College
JIM KINDLE, Foreman, Learning Skills Center
Columbia College
SANDIEE KLUDT, Director of Special Education
Tuolumne County Schools
DONNA LARSON, Representative
Social Security Administration
JANICE LUBEC, Case Manager
Valley-Mt. Regional Learning Center
DR. CHARLES MCBANE, Optometrist
General Practice
FRANK McNALLY, Retired Judge
JEAN McNALLY, Physical Therapist

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
PATRICIA BERHANE, Admissions and Records Clerk
Columbia College
ELSE BRUNO, Counselor
Columbia College
WILLIAM DAY, Tuolumne/MiWuk Tribal
County of Tuolumne
SALLY DIETCHAK, Financial Aid
Columbia College
JACKIE JACKMAN, Teacher
Vallecito High School
VIOLA WESSELL, Community Representative

FIRE TECHNOLOGY
MERRITT LOVEJOY, Forest Dispatcher/E.C.C. Chief
U.S. Forest Service
GUY C. MILLS, Fire Chief
Sierra County Fire District
DONALD NEWMAN, Battalion Chief
California Division of Forestry
JAMES ROSBROOK, Fire Chief
Madera Park Fire Department
LEONARD SHEPHERD, Training Officer
California Division of Forestry
DON STOWELL, Training Officer
California Division of Forestry

EMERGENCY MEDICAL SERVICES
SANDI CARLIN, Registered Nurse/M.I.C.N.
Tuolumne General Hospital
JEANNE MILLS, Registered Nurse/Emergency
Medical services coordinator/M.I.C.N.,
Tuolumne County Health Department
WILLIAM STIERS, M.D., Head Emergency Rm. Physician
Senora Community Hospital
VALERIE WHEELER, Registered Nurse/M.I.C.N.
Senora Community Hospital

FOREST SYNERGY
JIM BURKE, Forest Supervisor
Sonora National Forest
STEVE WATERMAN, Public Information Officer
U.S. Forest Service

HOSPITALITY MANAGEMENT
LEO BALDANO, Owner
La Sierra Taqueria
KARL HAMMER, Sales Representative
Major Brokerage Co.
TOM MANTI, Owner
Cameo Restaurant, Arnold
JERRY SNINKARD, Vice President
Raymond Vail & Associates

FORESTRY TECHNOLOGY/NATURAL RESOURCES TECHNOLOGY
MARK BEVAN, Forestry Consultant
CHRIS CONRAD, Forest Engineer
Louisiana Pacific Corporation
ANNE DELANEY, Forester
American Forest Products Co.
DONNA FOREST, Assistant Recreation Officer
Sierra Range District
JIM MADDOX, Wildlife Biologist
California Department of Fish & Game
TIM NEELY, Chief Ranger
California & Railtown State Historic Parks
JIM OWEN, Unit Ranger
California Department of Forestry
RICHARD PLAND, Forester/Logging Superintendent
Louisiana Pacific Corporation
BRIAN QUELVIG, Forest Engineer
California Department of Fish & Game
WILLIAM SUEHOWICZ, Chief Park Ranger
New Melones Lake
DON WARD, Forest
California Department of Forestry
STEVE WATERMAN, Public Information Officer
U.S. Forest Service

JERRY SNINKARD, Vice President
Raymond Vail & Associates

JULIA MILLIER, Marketing Director
Donna Forest, Forester

JIM BURKE, Fire Chief
Tuolumne County Fire District

JIM BURKE, Fire Chief
Sierra County Fire District

JIM BURKE, Fire Chief
Sierra County Fire District

JIM BURKE, Fire Chief
Tuolumne County Fire District

JIM BURKE, Fire Chief
Tuolumne County Fire District

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Tuolumne County Fire District

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Tuolumne County Fire District

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Tuolumne County Fire District

JIM BURKE, Fire Chief
Tuolumne County Fire District

JIM BURKE, Fire Chief
Tuolumne County Fire District

Photo by Dirk Travis

Photo by Dirk Travis
MEDICAL PROFESSIONS

JUDY BOWEN, Registered Nurse
Lyons Austin, M.D.

CLARK BURTON, D.D.S.

MARTHA COSTICK, Registered Nurse
Pioneer West Point Community Health Center

MIKE GHORSO, Chief Pharmacist
Sonora Community Hospital

GARY HINMANN, Pharmacut
Alviso Drugs

DIXIE HUKARI, Inservice Director
Sonora Community Hospital

GLENN JOHNSON, Director of Nursing
Mark Twain Hospital

LAWRENCE LONG, Administrator
Tuolumne General Hospital

PHYLIS MANFORD, Inservice Director
Sonora Community Hospital

MARTY NISHI, Registered Physical Therapist
Inn-Help Therapy Programs

MAURICE ROLLINS, D.D.S.

LARRY WARNICK, Physical Therapist
Tuolumne General Hospital

RICHARD WING, Chief Administrator
Mark Twain Hospital

REAL ESTATE

KEN CARPER, Realtor/Owner
Carper Realty

GWYN DURANDT, Realtor/President
Calaveras County Board of Realtors

BABE GIBSON, Realtor
Mother Lode Real Estate

JOHN GLEASON, Realtor
Wildwood Properties

JIM HILDRETH, Real Estate Instructor/Owner
Park Place Realty

SHARON NUTT, Realtor
Henrietta Realty

JOANNE RIGGS, Real Estate Instructor/Branch Manager/Strings Supervisor
Washington Savings and Loan

CLARK SEGERSTROM, Realtor/Owner
Segersrom Real Estate

SEARCH AND RESCUE

MARIE BENNETT, Coordinator
Northern California Law Enforcement

HENRY GILLIAM, Assistant Chief/Training Division
U.C. Davis Fire Dep't

BENTON HEMBREE, Firefighter
Sword Ridge Corporation

MANUEL NAVARRO, Battalion Chief
Oakland Fire Department

SCOTT NEWMAN, District Ranger
California Division of Forestry

DON STONE
Technical Team Leader

TEACHER AIDE

SHARON BENINCASA, Teacher Aide
Sonora Elementary School

PATRICIE HENSON, Special Ed. Substitute Aide
Tuolumne County Schools

MARY JOHNSON, Kindergarten Teacher
Savona Elementary School

SANDY KLIUT, Director of Special Ed.
Tri-County Schools

JACKIE LATTUADA, Kindergarten Teacher
Sonora Elementary School

JACKIE MIEROP, Resource Teacher
Tuolumne County Schools

MADELINE SHARP, Principal
Twain Harte Elementary School

PRESIDENTS

JACK AMUNDSEN, Retired
State Forest Range

DR. ROBERT BACH, Superintendent
Ben Hove Union High School District

DICK BARGER, Businessman

SHARI CASSARO, Realtor

MARJORIE COFFILL, Community Leader

BLAINE CORNELL, Supervisor
U.S. Forest Service

CARLO DEFERRARI, Retired

JACK EDDY, Businessman

MARJORIE GEISZLER, Superintendent
Calaveras County Schools

Marilyn Hamilton, Vice President
Security Pacific Bank

JIM HILDRETH, Realtor/
Sonora City Councilman

Mike Q. Jones, General Contractor

James C. McCluskey, Pastor
Church of the 4P's

HARRY C. McGEE, Owner-Publisher
Daily Union Democrat

DR. ORVILLE MILHOLLIN, Superintendent
Tuolumne County Schools

RICHARD ROGERS, Retired

MILTON SCHROEDER, Retired Manager
Sonora Community Hospital

IRVING J. SYMONS, Owner
Haines & Symons

DR. ROGER WAHLMAN, Dentist

CARY WINGO, Attorney

GENERAL INFORMATION

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COLUMBIA COLLEGE

History
Columbia College and Modesto Junior College are the two community colleges located 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 Junior 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 College changed to the semester system on July 1, 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 worth 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 listed in directories of the United States office of Education, the American Council on Education, and the Western Association of Schools and Colleges.

Appropriate lower division courses completed at Columbia College will be accepted with full credit upon transfer to California State Universities and other four-year colleges.

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 to resume interrupted education, to investigate new fields of interest, and for general education for self-improvement and enriched living.

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 speaker’s 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 when such use does not interfere with the regular educational program.

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, Coordinator
Gender Equity (209) 533-5216
Section 504: 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 amend, or repeal any of their rules, regulations, policies and procedures.
ADMISSIONS

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. Is a legal resident of the Yosemite Community College District with a local address.
2. Is a legal resident of a California high school district not affiliated with a community college district.
3. Is a student whose legal residence is in another state and pays the out-of-state fee.
4. Is 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 1987-88 are August 17, 1987, for Fall Semester; January 8, 1988, for Spring Semester.

Nonresidents of California, including international students, are required to pay an out-of-state tuition fee of $88.00 per unit. The tuition refund policy can be found in the Schedule of Classes. Questions regarding determination of residency should be referred to the Admissions and Records Office.

Admission of International Students
Columbia College accepts a limited number of international students each year. 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 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.

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 information in English by May 1 for admission to the following Fall Semester:

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 would be in the best interest of the student to provide the College with high school transcripts.

It is the student's responsibility to furnish the College with official documentation for previous high school and 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 academic year or more must file an application for readmission. Transcripts are required if the student has attended college since last attending Columbia College.

Notice of Acceptance
New and former students will be notified officially of their acceptance and advisement 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.

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...
(1) Complete the COLUMBIA COLLEGE INTERNATIONAL STUDENT SUPPLEMENTAL APPLICATION FOR ADMISSION.

(2) Submit the original or certified copy of all transcripts of previous schools attended that are equivalent to high school or college level.

(3) Submit official 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.)

(4) Furnish evidence of satisfactory financial support by completing the Columbia College Financial Information Form and providing a written guarantee from the bank of a parent, relative or sponsor in the United States.

(5) Furnish two letters of recommendation, one of which must be from a teacher with whom you have studied recently attesting to your ability to do college work.

(6) Have a physician complete the PHYSICIAN'S CERTIFICATE OF HEALTH. The certificate must be completed and show immunization clearance examination.

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

(8) Applicants selected for admission are responsible for making arrangements for their own housing and notifying the College of their local address. However, the College may be of assistance in providing information for housing upon arrival in the area. Columbia College has on-campus housing available on a first-come, first-served area.

Upon completion of all application requirements listed above by the deadline date, each applicant for admission will be given equal consideration along with all other qualified applicants. If selected, the I-20 form and information requesting 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. This college is authorized under federal law to enroll non-immigrant alien 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 enroll in Columbia College classes.

Students other than juniors and seniors must also present written approval from their parents or legal guardian.
Extended Opportunity Programs and Services (EOP&S)

Extended Opportunity Programs and Services are provided at community colleges in order to encourage the enrollment and retention of students who are disadvantaged as a result of economic, social, and educational background.

Services available include:
- Direct Financial Aid - grants, book grants, and work study.
- Admission Assistance
- Tutoring - academic and vocational subjects.
- Counseling - academic, vocational, and personal.
- Transfering - assistance in applying to four-year universities and colleges.

Apply for EOP&S through the EOP&S Center or the Financial Aid Office.

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 discipline procedures or grievance procedures are 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. Transcripts will not be issued to students who have outstanding financial obligations to the College. To comply with the Family Educational Rights and Privacy Act of 1974, transcripts cannot be sent in response to a telephone request. Transcripts sent to Columbia College 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 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 the College. 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.

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Columbia College has an extensive number of scholarships and awards available to students pursuing studies in Art, Athletics, Business, Computer Science, Conservation, Education/Teaching, E.M.T., Fire Technology, Forestry, Forestry Technology, History, Hospitality Management, Human Services, Journalism, Law Enforcement/law related, Mathematics, Music, Natural Resources, Office Occupations, Physical Education, Political Science, Registered and Vocational Nursing and other medical related careers, Social Science, other vocational majors, and Sonora or Summerville High School graduates. Scholarships and awards are available to Columbia College students who are new, continuing, returning and/or transferred to another college or university.

When a student applies using the general scholarship application at the beginning of each semester, the application is considered for all local 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 MONEYSHOP brochure, containing detailed information about the Scholarship Programs is available in the Student Services Office and the Admissions and Records Office. The MONEYSHOP 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 an original or certified copy of DD Form 214 in order to be eligible for veteran benefits. If appropriate, a certified copy of a marriage certificate and birth certificates of dependent children may be required. Those veterans who are eligible and wish to apply for aid to counselors should contact the above office at least 60 to 120 days prior to the beginning of the term. Veteran students are required to notify the Veteran 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 College. 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 each 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 at least 12 units of credit and achieve a minimum of 2.0 G.P.A. to be eligible the second year.

Career Center
The Career Center, located adjacent to the Library, offers materials and services to assist students with career planning. The Center maintains a variety of resources including occupational publications, newsletters, college catalogs, microfiche, and Eureka, a computerized vocational/educational information system. Limited off-campus housing information is available in the Career Center.

Student Employment
Students seeking employment should register with the Career Center and update their availability each semester. Employers are encouraged to list job openings, full or part-time, with the Center which maintains a referral service for off-campus employment. A limited placement service is available to students for part-time on campus and off-campus employment.

College Bookstore
The Manzanita Bookstore, located in the Learning Resources Center, carries textbooks, materials and supplies required for classes. The bookstore also sells paperbacks, greeting cards, sundries, snacks, and many other items. Costs of textbooks and educational supplies vary with the type of program the student is pursuing. Costs normally range from $100 to $150 each semester depending on the program.

Library
The Columbia College Library is a center for study, class research, and leisure reading, and welcomes use by students, staff and community members. The Library’s collections include nearly 30,000 books, current subscriptions to 300 magazines and six newspapers, pamphlets, maps and art prints. Available in the Audio-Visual Department are more than 5,000 cassette tapes of popular, folk, and classical music, local oral history, short hand, and a wide variety of other topics as well as cassette players, slide-tape kits, and Polaroid cameras. 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, 8:50 a.m. to 4:30 p.m. It is closed weekends and school holidays.

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.

Student Housing
A new student housing complex is located on campus. The facility is designed as cluster apartments and is partially furnished including a kitchenette. Four students will be housed in each apartment. Additional information is available by contacting the Residence Manager, Admissions and Records Office or the Career Center.

Student Housing
Columbia College Student Housing provides modern affordable housing for students. These residences are on the campus within easy walking distance of all the college buildings. Situated among the natural wooded beauty of the campus, the housing offers each student:

- A roommate
- A shared kitchenettes
- A shared bathrooms
- A shared living room
- A shared outdoor space

Suites for the disabled are provided in the manager's building allowing wheelchair access to rooms. Outdoor volleyball, basketball and lighted tennis courts are available to residents. A picturesque jogging (PAR) course through the campus is maintained.
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)

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>4.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>W</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>0.00</td>
</tr>
<tr>
<td>CR</td>
<td>1.00</td>
</tr>
<tr>
<td>NC</td>
<td>0.00</td>
</tr>
<tr>
<td>RD</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

GPA = \frac{40}{16} = 2.50

Units for which a grade of "W," "I," "CR," "NC," or "IP" has been assigned are not counted in computing the Grade Point Average.

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 the the Schedule of Classes for...
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 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 of record providing 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 College Calendar 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.

Repetition of Courses
Courses may be repeated 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 new grade will be entered on the student’s record and units for the course will be recorded, but no additional units for the course will be allowed. When repeating a course in which “F”, “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 substandard grades within the time granted by the instructor rests with the students. In complete grades must be made up within one semester or withdrawn officially to the alternate grade assigned by the instructor on the Incomplete Grade Removal Contract. Any course in which a substandard grade of D, F, or NC was earned at any accredited college or university may be repeated once at Columbia College.

Credit by Examination
A student may challenge certain specifically designated courses by examination and obtain credit. (A list of those courses which may be challenged is available in the Admissions Office.) 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;
2. recognize or advanced standing was not previously granted.

CONDITIONS
To be admitted to independent study, a student shall:
1. have completed one semester (12 units) in residence and have a Grade Point Average of 2.5 either 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 units awarded may be one semester for Credit/No Credit evaluation. (3) Exceptions: 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 course chosen for Credit/No Credit. (4) Total units: No more than 14 total units of CR (credit) grade may be counted toward graduation. CR/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 are available in the Admissions and Records Office to request this grade option.

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 percent of the length of the term to choose Credit/No Credit evaluation, although the instructor may grant the student that 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. (3) Exceptions: 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 course chosen for Credit/No Credit. (4) Total units: No more than 14 total units of CR (credit) grade may be counted toward graduation. CR/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 are available in the Admissions and Records Office to request this grade option.

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 for courses taken by correspondence from accredited institutions.

Credit for Military Service
Armed forces personnel or veterans with a minimum of one year of active 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 USAF lower division college-level courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:

At least 15 semester units of work must be completed at Columbia College before a student may receive credit.

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

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.

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. Freshman — fewer than 30 units completed. 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 because of excessive absence.

Absence from the final 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 3.50 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 3.5 and 4.0 with no grade lower than C are acknowledged on the Deans list.

Not more than three units of Learning Skills courses a semester may be counted to qualify for the Deans' List.

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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 3.5 and 4.0 with no grade lower than C are acknowledged on the Deans list.

Not more than three units of Learning Skills courses a semester may be counted to qualify for the Deans' List.

Grade Reports
Final grade reports are compiled after 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 Scholarships
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 25.

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.

Academic Probation and Dismissal
The purpose of academic probation at Columbia College is to ensure that students who are deficient in scholastic achievement will receive special advisement. Self-programmed students who are on probation will be assigned an advisor by a counselor.

A student will be placed on probation for the following semester when the cumulative grade point average falls below 2.0 on a minimum of 12 units attempted. Computation of the GPA (grade point average) is based on all units attempted excluding those taken on a Credit-No Credit basis.

A student is dismissed for one year from attending any class offered by Columbia College if in any term of attendance on academic probation after having attempted 12 units:

1. The term grade point average is less than 1.5.
2. The cumulative grade point average is below 1.75.

Dismissed students admitted by special petition will be notified to make an appointment with a counselor for program review and possible adjustment.

Progress Probation and Dismissal
A student who has enrolled in a total of at least 12 semester units shall be placed on Progress Probation for the following semester when the percentage of all units in which the student has enrolled and for which, "W", "I", and "NC" are recorded reaches or exceeds fifty percent (50%).

Disqualification
A student may not be reinstated under the admissions provision until one semester from the date of disqualification. If the Grade Point Average of a student readmitted after disqualification falls below 2.0 for the following semester, 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 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.

Conduct
A Code of Student Conduct has been adopted by the Yosemite Community College District Board of Trustees.

Withdrawal From College
If a student wishes to withdraw from the College, it is his/her responsibility to notify the Admissions and Records Office.

Educational Expenses
Students enrolling in six or more units must pay a $30 semester fee. Students enrolling in less than six units may pay a $5 per unit per semester fee. California residents who have low income or who are receiving AFDC, SSI, or GA may have their enrollment fee waived. Qualified students should contact the Admissions and Records Office or the Financial Aid Office.

Parking permits may be purchased each semester from the Business Office. Students who do not wish to purchase a permit may pay on a per-credit basis. These fees are indicated in the class schedule for each semester.

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

<table>
<thead>
<tr>
<th>Books/Supplies/</th>
<th>Tuition</th>
<th>Meals/Housing</th>
<th>Personal</th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>On-Campus</td>
<td>Off-Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$460</td>
<td>$460</td>
<td>$460</td>
<td>740</td>
<td>600</td>
</tr>
<tr>
<td>$1,100</td>
<td>3,180</td>
<td>3,200</td>
<td>740</td>
<td>600</td>
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<tr>
<td>$2,900</td>
<td>$4,700</td>
<td>$5,000</td>
<td>740</td>
<td>600</td>
</tr>
</tbody>
</table>

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

Enrollment Fee Refund Policy
A refund will be made, upon request, for any enrollment fee paid by a student in excess of that computed for program changes completed during the first two weeks of the class. After the second week of class no refunds will be allowed. No refunds will be processed after the third week of instruction. Students eligible for refunds must obtain a Request for Refund from the Admissions and Records Office.

Parking Fee Refund Policy
Refunds will be made prior to first class meeting only.
CERTIFICATES

The College offers many programs of study leading to certificates. Certificate programs are designed to prepare the vocational students 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, 1987, the following certificate requirements are valid through the 1990-91 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.

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

Certificates of achievement are offered in the following disciplines:

Automotive Technology
Engine Repair
Front-end and Brake
General Auto Repair
Power Train
Business Administration
Management
Retailing
Child Development
Computer Science
Emergency Medical Services
Fire Technology
Forestry Technology
Hospitality Management
Culinary Arts
Food Service Technology
Hotel Management
Human Services
Disabled
Gerontology
Social Welfare
Natural Resources
Natural Resources Technology
Office Occupations
Clerk Typist
General Clerk
Legal Secretary
Medical Receptionist
Medical Transcription
Secretarial
Real Estate
Search and Rescue
Teacher Aide

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.

COMPLETION OF CERTIFICATE

Students must complete a certificate application in the Admissions and Records Office during the semester in which they are fulfilling the certificate requirements.

AUTOMOTIVE TECHNOLOGY

GENERAL AUTO REPAIR

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto. Tech. 101 Intro. to Auto Technology</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 103 Preventive Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 112 Pulling and Installing Engines</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 114 Machine Shop Procedures</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 116 Engine Rebuilding</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 117a Fuel Systems</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 117b Electro Mechanical Carburetors</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 118 Emission Control</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 119a Gasoline Engine Tune-up: Basic</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 119b Gasoline Engine Tune-up: Advanced</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 120 Computerized Engine Control</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 123 Manual Transmission Rebuilding</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 124 Automatic Transmission - GM</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 125 Engine Rebuilding</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 126 Pulling and Installing Engines</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 127a Front End and Suspension</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 127b Front End and Suspension</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 128b Electrical Theory</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 129 Charging Systems</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 130 Starting and Ignition Systems</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 131 Lighting and Chassis Electrics</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 170a Practical Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 170b Practical Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 41

AUTOMOTIVE TECHNOLOGY

ENGINE REPAIR & ENGINE PERFORMANCE

REQUIRED COURSES: UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto. Tech. 101 Intro. to Auto Technology</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 112 Pulling and Installing Engines</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 114 Machine Shop Procedures</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 116 Engine Rebuilding</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 117a Fuel Systems</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 117b Electro Mechanical Carburetors</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 118 Emission Control</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 119a Gasoline Engine Tune-up: Basic</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 119b Gasoline Engine Tune-up: Advanced</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 120 Computerized Engine Control (G.M.)</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 121 Electronic Fuel Injection</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 122 Electronic Fuel Injection</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 170a or 170b or 170d or 170d</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 22
### Automotive Technology

**Front-End and Brake**

**REQUIRED COURSES:**
- Auto. Tech. 101 Intro. to Auto Technology 1
- Auto. Tech. 144a Brake - Drum 2
- Auto. Tech. 144c Brake - Disc 2
- Auto. Tech. 144a Front End and Suspension 2
- Auto. Tech. 144b Front End and Suspension 2
- Auto. Tech. 170a or 170b or 170d Practical Laboratory 2

**TOTAL REQUIRED UNITS: 10**

### Automotive Technology

**Power Train**

**REQUIRED COURSES:**
- Auto. Tech. 101 Intro. to Auto Technology 1
- Auto. Tech. 130 Manual Transmission Rebuilding 1
- Auto. Tech. 134 Axles and Drive Lines 1
- Auto. Tech. 136 Automatic Transmissions - GM 2
- Auto. Tech. 138 Automatic Transmission - Ford 1
- Auto. Tech. 170a or 170b or 170c or 170d Practical Laboratory 2

**TOTAL REQUIRED UNITS: 8**

### Business Administration

**Management**

**REQUIRED COURSES:**
- Bus. Ad. 101 Principles of Business 3
- Bus. Ad. 115a Commercial Law 3
- Bus. Ad. 115b Commercial Law 3
- Bus. Ad. 120 Principles of Marketing 3
- Bus. Ad. 130a Principles of Accounting 4
- Bus. Ad. 130b Principles of Accounting 4
- Bus. Ad. 140 Principles of Management 3
- Bus. Ad. 150 Small Business Management 3
- Econ. 101a Principles of Economics 4
- Econ. 101b Principles of Economics 4
- Off. Oc. 68 Business Correspondence 2

**PROVEN COMPETENCY REQUIREMENT:**
- Business Mathematics Examination or
- Bus. Ad. 63 Business Mathematics 4

**RECOMMENDED OPTIONAL COURSES:**
- Bus. Ad. 140 Principles of Management 3
- Work Exp. 179 Occupational Work Experience Min. 4

**TOTAL REQUIRED UNITS: 24**

### Child Development

**REQUIRED COURSES:**
- Child Dev. 101 Principles of Child Dev. 3
- Child Dev. 103 Practices in Child Dev. 3
- Child Dev. 105 Child Nutrition 3
- Child Dev. 107 Child Health & Safety 3
- Child Dev. 110 Creative Activities I 1.5
- Child Dev. 111 Creative Activities II 1.5
- Child Dev. 112 Observation & Participation 3
- Child Dev. 122 Child, Family, Community 3
- Child Dev. 125 Infant/Toddler Care 3
- Child Dev. 127 School Age Children 3
- Child Dev. 130 Child Care/Nursery School Administration 3

**TOTAL REQUIRED UNITS 24**

### Computer Science

**REQUIRED COURSES:**
- Computer Sc. 101 Intro. to Computer Concepts 3
- Computer Sc. 103 Computer Operating Systems 3
- Computer Sc. 107 Microcomp. Data File Mgmt. 3
- Computer Sc. 110a Beginning Spreadsheet 3
- Computer Sc. 110b Advanced Spreadsheets 3
- Computer Sc. 125 PASCAL Programming I 3
- Computer Sc. 155 Data Base Management 3
- Bus. Ad. 10a Accounting 3
- Bus. Ad. 10b Accounting 3
- Econ. 101a Principles of Economics 4
- Econ. 101b Principles of Economics 4
- Off. Oc. 68 Business Correspondence 2

**TOTAL REQUIRED UNITS: 27**

### Emergency Medical Services

**RECOMMENDED OPTIONAL COURSES:**
- One or more of the following programming courses:
  - Computer Sc. 120 BASIC Programming 3
  - Computer Sc. 126 PASCAL Programming II 3
  - Computer Sc. 127 FORTRAN Programming I 3
  - Computer Sc. 129 COBOL Programming II 3
  - Computer Sc. 132 RPG II Programming 3

**TOTAL REQUIRED UNITS 9**

### Fire Technology

**REQUIRED COURSES:**
- E.M.S. 101 Emergency Medical Technician Training 6
- Fire Tech. 30 Fire Service Organization and Responsibility 2.5
- Fire Tech. 50 Combat & Extinguishing Theory 2.5
- Fire Tech. 51 Protect. Equip. & Safety 2.5
- Fire Tech. 52 Self Contained Breathing Apparatus 1.5
- Fire Tech. 53 Rope, Knots, Hitches 3
- Fire Tech. 54 Hose Loads and Uses 2
- Fire Tech. 56 Vertical Entry 1.5
- Fire Tech. 57 Ventilation 1.5
- Fire Tech. 58 Hose, Nozzles, Plugs 3
- Fire Tech. 59 Ground Ladders 2.5
- Fire Tech. 60 Rescue Operations 2.5
- Fire Tech. 61 Hose Loads and Uses 2
- Fire Tech. 62 Roof Operations 2.5
- Fire Tech. 63 Supply Towers 1.5
- Fire Tech. 64 Fire Extinguishers 3
- Fire Tech. 65 First Aid 1.5
- Fire Tech. 66 Fire Extinguishers 3
- Fire Tech. 67 Fire Extinguishers 3
- Fire Tech. 68 Fire Extinguishers 3
- Fire Tech. 69 Fire Extinguishers 3
- Fire Tech. 70 Fire Extinguishers 3
- Fire Tech. 71 Fire Extinguishers 3
- Fire Tech. 72 Fire Extinguishers 3
- Fire Tech. 73 Fire Extinguishers 3
- Fire Tech. 74 Fire Extinguishers 3
- Fire Tech. 75 Fire Extinguishers 3
- Fire Tech. 76 Fire Extinguishers 3
- Fire Tech. 77 Fire Extinguishers 3
- Fire Tech. 78 Fire Protection Systems 2
- Fire Tech. 79 Wildland Fire Fighting 5
- Fire Tech. 80 Rural Wildland Fire Fighting 3
- Fire Tech. 81 Hazardous Materials 3
- Fire Tech. 82 Hazardous Materials 3
- Fire Tech. 83 Communications 3
- Fire Tech. 84 Vehicle Extrication 3

**TOTAL REQUIRED UNITS: 29.5**

### Forestry Technology

**REQUIRED COURSES:**
- Computer Sc. 101 Intro. to Comp. Concepts 2
- Fire Tech. 110 Wildland Fire Fighting 2
- Forest Tech. 50 Intro. to Technical Forestry 2
- Fire Tech. 51 Introduction to Professional Forestry 2
- Fire Tech. 53 Forest Surveying Techniques 3
- Fire Tech. 56 Tree & Plan Identification 3
- Fire Tech. 110b Natural History and Ecology 2
- Fire Tech. 115a Applied Wildland Management 3
- Fire Tech. 115b Emergency Response 2
- Fire Tech. 115c Aeromedical Evacuation 2

**PROVEN COMPETENCY REQUIREMENT:**
- Computer Operating Systems 2
- Principles of Management 3
- Principles of Accounting 4
- Principles of Economics 4
- Principles of Management 3
- Reading and Composition 3
- Microcomputer Application 3

**TOTAL REQUIRED UNITS 32-33**

### Food Service Technology

**REQUIRED COURSES:**
- Hosp. Mgmt. 103 Marketing of Hospitality Services 3
- Hosp. Mgmt. 131 Dining Room Management 3
- Hosp. Mgmt. 140b Classical Cuisine: Reg 3
- Hosp. Mgmt. 140c Classical Cuisine: Int 3
- Hosp. Mgmt. 142 Garde Manager 3
- Hosp. Mgmt. 147 Beverage Management 3

**TOTAL REQUIRED UNITS 19**

### Hospitality Management

**Culinary Arts**

**REQUIRED COURSES:**
- Hosp. Mgmt. 103 Marketing of Hospitality Services 3
- Hosp. Mgmt. 131 Dining Room Management 3
- Hosp. Mgmt. 140b Classical Cuisine: Reg 3
- Hosp. Mgmt. 140c Classical Cuisine: Int 3
- Hosp. Mgmt. 142 Garde Manager 3
- Hosp. Mgmt. 147 Beverage Management 3

**TOTAL REQUIRED UNITS 25**
CERTIFICATES

HOSPITALITY MANAGEMENT

REQUIRED COURSES: UNITS
- Hospitality 101 Introduction to Hospitality Industry 3
- Hospitality 111 Front Office Management/Hospital Catering 3
- Hospitality 112 Food Service Management 2
- Hospitality 113 Hospitality Math and Operation 1.5
- Business 63 Business Mathematics 3

TOTAL REQUIRED UNITS 16

RECOMMENDED OPTIONAL COURSES:
- Bus. Ad. 60 Bookkeeping 3
- Bus. Ad. 103a Accounting and Auditing 4
- Bus. Ad. 130f Accounting 4
- Bus. Ad. 130b Accounting 4
- OT. Oc. 136 Electronic Printing Calculators 1

HUMAN SERVICES

DISABLED

REQUIRED COURSES: UNITS
- Physical Education 105 Personal Fitness Concepts/Evaluation 3
- Physical Education 176 Adult Fitness Program I 1-3.5
- Psychology 101 General Psychology 3
- Psychology 103 Social Psychology 3
- Psychology 125 Biobehavioral and Stress Management 3
- Psychology 130 Personality and Social Adjustment 3
- Sociology 102 Deviant Behavior and Conflict 3
- Sociology 179 Work Experience 3

TOTAL REQUIRED UNITS 25-27.5

HUMAN SERVICES

GERONTOLOGY

REQUIRED COURSES: UNITS
- Health Ed. 110 Cardiovascular Recreational Rehabilitation 5
- Health Ed. 115 Consumer Health 2
- Physical Education 1376 Adult Fitness Program I 1-3.5
- Psychology 101 General Psychology 3
- Psychology 130 Personal and Social Adjustment 3
- Sociology 110 Introduction to Sociology 3
- Sociology 122 Family, Marriage, and the Individual 3
- Sociology 127 Aging 3
- Sociology 128 Death and Dying 3
- Sociology 179 Work Experience 3

TOTAL REQUIRED UNITS 24-27

HUMAN SERVICES

SOCIAL WELFARE

REQUIRED COURSES: UNITS
- Physical Education 105 Personal Fitness Concepts/Evaluation 3
- Physical Education 176 Adult Fitness Program I 1-3.5
- Psychology 101 General Psychology 3
- Psychology 130 Personality and Social Adjustment 3
- Psychology 145b Developmental Psychology 3
- Sociology 102 Deviant Behavior and Conflict 3
- Sociology 110 Deviance and Conflict 3
- Sociology 112 Family, Marriage, and the Individual 3
- Sociology 128 Death and Dying 3
- Sociology 179 Work Experience 3
- Speech 135 Interpersonal Communication 3

TOTAL REQUIRED UNITS 34-36.5

NATURAL RESOURCES

INTERPRETATION

REQUIRED COURSES: UNITS
- Art 149 Field Photography 2
- Biology 58 Birds of the Mother Lode 1-4.5
- Biology 99 Wildflowers of the Mother Lode 1-4.5
- Earth Science 59 Geology of the Mother Lode 2
- Earth Science 125 Geology of the National Parks 3
- Forestry 56 Tree and Plant Identification 3
- Forestry 110 dendrology 3
- Health Ed. 113 Adv. First Aid and Emergency Care 3
- History 149 The Mother Lode 3
- History 155 The American Frontier 1-2
- Nat. Res. 109 Environmental Conservation 3
- Nat. Res. 109 Parks and Forests Law Enforcement 2
- Nat. Res. 130 Wild Edible and Useful Plants 3
- Nat. Res. Tech. 50 Natural History and Ecology 3
- Nat. Res. Tech. 53 Applied Wildlands Management 3
- Nat. Res. Tech. 55 Interpretive Guided Tours 3
- Nat. Res. Tech. 81 California Wildlife 4

TOTAL REQUIRED UNITS 37.5-38

NATURAL RESOURCES TECHNOLOGY

REQUIRED COURSES: UNITS
- Earth Science 125 Geology of the National Parks 3
- Fire Science 117 Wildland Fire Control 2
- Forestry 50 Intro. to Technical Forestry 2
- Forestry 101 Introduction to Professional Forestry 2
- Forestry 53 Forest Surveying Techniques 3
- Forestry 56 Tree & Plant Identification 3
- Forestry 110 dendrology 3
- Nat. Res. Tech. 50 Natural History and Ecology 3
- Nat. Res. Tech. 53 Applied Wildlands Management 3
- Nat. Res. Tech. 55 Interpretive Guided Tours 3
- Nat. Res. Tech. 60 Aerial Photography & Map Interpretation 2
- S.A.R. 122 Wilderness Navigation 2
- Nat. Res. Tech. 81 California Wildlife 4
- Nat. Res. 109 Parks & Forests Law Enforcement 3

TOTAL REQUIRED UNITS 31-32

PROVEN COMPETENCY REQUIREMENTS:
Mathematics Examination 2
Math 50 Basic Mathematics (or higher) 2
Reading Examination or English 51 or 101a 2
Typing Examination or 101a Typing Applications 2
Office 101b Keyboarding or Office 101b Basic Typing Applications 2-3
Writing Examination or English 51 or 101a 2

TOTAL REQUIRED UNITS 13-16.5

OFFICE OCCUPATIONS

CLERK TYPST

REQUIRED COURSES: UNITS
- Bus. Ad. 63 Business Mathematics 3
- Bus. Ad. 60a Bookkeeping and Auditing 3
- Bus. Ad. 60b Bookkeeping and Auditing 3
- Bus. Ad. 61 Small Business Accounting 4
- Bus. Ad. 103a Accounting and Auditing 4
- Bus. Ad. 103b Accounting and Auditing 4
- Comp. Sci. 101 Intro to Computer Concepts 2
- Office 65 Business English 3
- Office 66 Business Correspondence 3
- Office 103 Intermediate Typing 3
- Office 108 Word Processing: Electronic Typewriter 1
- Office 120 Telephone Systems and Records Management 2
- Office 132 Machine Transcription 2
- Office 138 Electronic Printing Calculators 3

TOTAL REQUIRED UNITS 22-26

OFFICE OCCUPATIONS

LEGAL SECRETARIAL

REQUIRED COURSES: UNITS
- Bus. Ad. 38 Bookkeeping 3
- Bus. Ad. 115a Commercial Law 3
- Comp. Sci. 103 Intro to Computer Concepts 2
- Office 65 Business English 3
- Office 66 Business Correspondence 3
- Office 103 Intermediate Typing 3
- Office 108 Word Processing: Electronic Typewriter 1
- Office 112 Intermediate Shorthand 4
- Office 132 Machine Transcription 2
- Office 134 Legal Transcription 1

TOTAL REQUIRED UNITS 24

OFFICE OCCUPATIONS

MEDICAL RECEIPTONIST

REQUIRED COURSES: UNITS
- Bus. Ad. 58 Bookkeeping 3
- Bus. Ad. 60 Business Math 3
- Comp. Sci. 101 Intro to Computer Concepts 2
- Office 65 Business English 3
- Office 66 Business Correspondence 3
- Office 103 Intermediate Typing 3
- Office 108 Word Processing: Electronic Typewriter 1
- Office 110 Word Information Processing 3
- Office 132 Machine Transcription 2
- Office 136 Electronic Printing Calculators 1
- Office 138 Office Procedures 3
- Office 142 Medical Transcription 2
- Office 144 Medical Insurance 2

TOTAL REQUIRED UNITS 31

OFFICE OCCUPATIONS

MEDICAL TRANSCRIPTION

REQUIRED COURSES: UNITS
- Comp. Sci. 101 Intro to Computer Concepts 2
- Office 65 Business English 3
- Office 66 Business Correspondence 3
- Office 103 Intermediate Typing 3
- Office 106 Beginning Word Processing 2
- Office 142a Medical Transcription 2
- Office 142b Medical Transcription 2

TOTAL REQUIRED UNITS 22

*Must earn at least a letter grade of "C" in Office 132 before enrolling in Office 134.

Photo by Dirk Travis
CERTIFICATES

OFFICE OCCUPATIONS
SECRETARIAL
REQUIRED COURSES: UNITS
Bus. Ad. 63 Business Mathematics 3
Bus. Ad. 80A Bookkeeping 2
Comp. Sci. 101 Intro. to Computer Concepts 2
Office Oc. 63 Business English 3
Office Oc. 66 Business Correspondence 3
Office Oc. 103 Intermediate Typing 3
Office Oc. 108 Word Processing: Electronic Typewriter 1
Office Oc. 109 Word/Information Processing 2
Office Oc. 110 ABC Beginning shorthand 4
Office Oc. 130 Filing Systems and Records Management 2
Office Oc. 132 Machine Transcription 2
Office Oc. 136 Electronic Printing Calculators 1
Office Oc. 138 Office Procedures 3
TOTAL REQUIRED UNITS 32

REAL ESTATE
REQUIRED COURSES: UNITS
Bus. Ad. 63 Business Math 3
Bus. Ad. 101 Principles of Business 3
Real Estate 101 Principles of Real Estate 3
Real Estate 105 Real Estate Practice 3
Real Estate 110 Legal Aspects of R.E 3
Real Estate 113 Real Estate Finance 3
Real Estate 120 Real Estate Appraisal 3
Real Estate 125 Real Estate Economics 3
TOTAL REQUIRED UNITS 24

SEARCH AND RESCUE
FIRE SERVICE
REQUIRED COURSES: UNITS
Health Oc. 103 Emergency Med. Tech. Training 6
S.A.R. 136 Swift Water Rescue 3
S.A.R. 150 Rope Rescue 1.5
S.A.R. 151 Rappelling Safety/Tower Rescue 1
S.A.R. 153 Vehicle Extrication 1
S.A.R. 154 Fire Service Ladders as Rescue Tools 1
S.A.R. 156 Emergency Trench Shoring 1
S.A.R. 158 Heavy Rescue Training 1.5
TOTAL 13.5
PLUS 2 UNITS FROM ANY OTHER COURSES IN THE SEARCH AND RESCUE CURRICULUM 2
TOTAL REQUIRED UNITS 15.5

Students are advised that a number of Search and Rescue courses that make up the Certificate of Achievement are offered by the College only at off campus locations in other parts of the state. A student wishing to complete the Certificate Program should plan to travel considerable distances in order to take these courses.

TEACHER AIDE
REQUIRED COURSES: UNITS
Teacher Aide 55a Teacher Aide Training: Beg. 3
Teacher Aide 55b Teacher Aide Training: Adv. 3
Teacher Aide 65 Reading Fundamentals for Teacher Aides 2
TOTAL REQUIRED UNITS 8

GRADUATION AND TRANSFER REQUIREMENTS
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. Not more than six units of Learning Skills courses each semester may be used to meet graduation requirements.

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. 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. Each additional degree must meet the requirements in effect at the time the new degree major is declared.

COMPETENCY REQUIREMENTS: State Law mandates that students earning the Associate degree must meet competency requirements in reading, composition, and math. These requirements may be met by completing the following courses with a grade of "C" or better:

- English 101a, Reading and Composition
- Bus. Ad. 63, Business Math or Mathematics 101 or any higher level mathematics course
- They may also be met through completion of a challenge examination with a grade of "C" or better.

INSTITUTIONAL REQUIREMENTS: Two Physical Education activity courses.

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. All courses must be completed with a grade of "C" or better. Students wishing to transfer to California State Universities should follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA or AS Degree, should follow the requirements listed in the left-hand column. The courses suitable to satisfy BOTH patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns at the same time by careful selection of courses, in order to graduate with the AA/AS Degree as well as transferring to a C.S.U. campus.

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 transferable semester units. If you wish to transfer with less than 56 transferable units, you must submit satisfactory test scores from either the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). For possible exemption from ACT and SAT tests, see 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 AA/AS GRADUATION:

| Three courses required: one each from A.1, A.2, A.3. |

SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:

**AREA A. 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).

**FOR TRANSFER:**

Three Courses required: one each from A.1, A.2, A.3.

**FOR AA/AS GRADUATION:**

Three courses required: one each from B.1, B.2, and B.3. Also acceptable in B.3: Business Administration 63, Business Mathematics (3), and Mathematics 60, 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. Also acceptable in B.3.

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

- **B.1 Physical Sciences:**
  - Chemistry 100, Fundamentals of Chemistry (4), (lab course).
  - Earth Science 114, Physical Geology (4), (lab course).
  - Earth Science 133, Global Tectonic Geology (3).
  - Earth Science 142, Descriptive Astronomy (3).
  - Earth Science 143, Astronomy Laboratory (1).
  - Earth Science 161, Fundamentals of Meteorology (3).
  - Earth Science 171, Fundamentals of Oceanography (3).
  - Physics 100, Conceptual Physics (3).
  - Physics 120a, General Physics (3), (lab course).

- **B.2 Biological Sciences:**
  - Biology 109, Fundamentals of Biology Laboratory (1), (lab course).
  - Biology 111, Principles of Biology (4), (lab course).
  - Biology 120, Fundamentals of Plant Biology (2), (lab course).
  - Biology 121, Principles of Plant Biology (4), (lab course).
  - Biology 131, Principles of Animal Biology (5), (lab course).

**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

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 100, Music Fundamentals (2).
- Music 102, Introduction to Music (2).
- Music 110a, Survey of Music History (3).
- Music 110b, Survey of Music History (3).
- Physical Education 117, Choreography and Composition (3).

C.2 Literature, Philosophy, Foreign Language:
- English 101b, Reading and Composition (3).
- English 111, Film Appreciation (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).
- Philosophy 101, Introduction to Philosophy (3).
- Philosophy 115, World Religions (3).
- Philosophy 125, Twentieth Century Philosophy (3).
- Spanish 101a, Spanish: Beginning (4).
- Spanish 101b, Spanish: Beginning (4).

FOR TRANSFER:

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

FOR AA/AS GRADUATION:

Required: One course in E.

FOR TRANSFER:

Four courses required: one each from D.1 and D.2, and two from D.3.
(Refer to Note 2 below for more information about D.3.)

SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:

AREA E. LIFE LONG UNDERSTANDING AND SELF-DEVELOPMENT:
- Health Education 101, Health and Fitness Education (3).
- Physical Education 105, Personal Fitness Concepts & Evaluation (3).
- Psychology 130, Personal & Social Adjustment (3).
- Social Science 140, Human Sexual Behavior (3).

FOR TRANSFER:

Required: One course in E. Also acceptable in E: Physical Education 175a, Adult Fitness Program (3).
COLUMBIA COLLEGE MAJORS

Students are required to complete an academic major to fulfill the Associate Degree requirements of Columbia College. Following are the course requirements for each major currently offered.

ART

REQUISITED COURSES: UNITS
Art 101 Freewill Drawing:...
Art 102 Basic Color & Design...
Art 109a Life Drawing: Beginning...
Art 11a History of Art: Ancient and Mute Pale...
Art 11b History of Art: Rom., Baroque, Modern...
Art 121a Painting, Beginning...
Art 123a Watercolor: Beginning...
Art 131a Ceramics: Introductory...

TOTAL REQUIRED UNITS 22.5

ART PHOTOGRAPHY

REQUISITED COURSES: UNITS
Art 102 Basic Color & Design...
Art 144a Photography: Beginning...
Art 144b Photography: Intermediate...
Art 144c Photography: Advanced...
Art 142 Color Photo: Slide Making...
Art 148 Special Topics in Photography...

TOTAL REQUIRED UNITS 18

AUTOMOTIVE TECHNOLOGY

REQUISITED COURSES: UNITS
Auto. Tech. 101 Intro. to Auto. Tech...
Auto. Tech. 114 Machine Shop Procedures...
Auto. Tech. 116 Engine Rebuilding...
Auto. Tech. 117a Fuel Systems...
Auto. Tech. 119a Gasoline Engine Tune-Up: Basic...
Auto. Tech. 134 Axles and Drive Lines...
Auto. Tech. 136 Auto. Transmission (GM)...
Auto. Tech. 140a Brakes (Drum)...
Auto. Tech. 144a Front-end and Suspension...
Auto. Tech. 150a Electrical Theory...
Auto. Tech. 150b Charging Systems...
Auto. Tech. 150c Starting & Ignition Systems...

TOTAL REQUIRED UNITS 24

BIOLOGY

REQUISITED COURSES: UNITS
Biology 111 Principles of Biology...
Biology 121 Principles of Plant Biology...
Biology 131 Principles of Animal Biology...
Biology 140 Introductory Human Anatomy...
Biology 160 Introduction to Human Physiology...
Biology 165 Microbiology...

TOTAL 12

AND AT LEAST 6 UNITS FROM:
Any Biology course 100 or above not counted in the above list...

Chemistry 100 or higher...
Earth Science 139 Field Geology...
Health Ed. 120 Nutrition...
Natural Res. 100 Environmental Science...
Physics 100 or higher...

TOTAL REQUIRED UNITS 20

BUSINESS

REQUISITED COURSES: UNITS
Bus. Ad. 40a Bookkeeping and...
Bus. Ad. 60b Bookkeeping...
Bus. Ad. 61 Small Business Accounting...
Bus. Ad. 130a Accounting...
Bus. Ad. 130b Accounting...
Office Oc. 65 Business English...
Office Oc. 106 Beginning Word Processing...
Office Oc. 108 Word Processor: Electronic Typewriter...
Office Oc. 130 Filing Systems & Records Management...
Office Oc. 132 Machine Transcription...

TOTAL 17-21

AND AT LEAST 1 UNIT FROM:
Bus. Ad. 63 Business Mathematics...
Computer Sci. 101 Intro. to Computer Concepts...
Office Oc. 68 Business Correspondence...
Office Oc. 136 Electronic Printing Calculators...

TOTAL REQUIRED UNITS 22

BUSINESS SECRETARIAT

REQUISITED COURSES: UNITS
Office Oc. 68 Business Correspondence...
Office Oc. 103 Intermediate Typing...
Office Oc. 106 Beginning Word Processing...
Office Oc. 112 Intermediate shorthand...
Office Oc. 130 Filing Systems & Records Management...
Office Oc. 132 Machine Transcription...

TOTAL 14

AND AT LEAST 4 UNITS FROM:
Office Oc. 65 Business English...
Bus. Ad. 60a Bookkeeping and...
Bus. Ad. 60b Bookkeeping...
Bus. Ad. 61 Small Business Accounting...
Bus. Ad. 130a Accounting...
Bus. Ad. 130b Accounting...
Computer Sci. 101 Intro. to Computer Concepts...

TOTAL REQUIRED UNITS 20

BUSINESS ADMINISTRATION (PROFESSIONAL)

REQUISITED COURSES: UNITS
Bus. Ad. 115a Commercial Law...
Bus. Ad. 115b Commercial Law...
Bus. Ad. 130a Accounting...
Bus. Ad. 130b Accounting...
Computer Sci. 103 Computer Operating Systems...
Economics 100b Principles of Economics...

TOTAL REQUIRED UNITS 16
BUSINESS

BUSINESS ADMINISTRATION (OCCUPATIONAL)

REQUIRED COURSES: UNITS
Bus. Ad. 63 Business Mathematics .................. 3
Bus. Ad. 101 Principles of Business ............ 3
Bus. Ad. 60a Bookkeeping and .................. 3
Bus. Ad. 60b Bookkeeping or .......................... 3
Bus. Ad. 61 Small Business Accounting .......... 4
Computer Sci. 100 Computer Operating Systems .... 3
Office Oc. 68 Business Correspondence .......... 3

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 ................................ 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

CHILD DEVELOPMENT

REQUIRED COURSES: UNITS
Child Dev. 101 Principles of Child Dev. .......... 3
Child Dev. 103 Practices in Child Dev. .......... 3
Child Dev. 105 Child Nutrition .................. 2
Child Dev. 107 Child Health & Safety .......... 3
Child Dev. 110 Creative Activities I .......... 1.5
Child Dev. 111 Creative Activities II .......... 1.5
Child Dev. 115 Observation & Participation .......... 3
Child Dev. 122 Child, Family, Community .......... 2
Child Dev. 125 Infant/Toddler Care or .................................. 3
Child Dev. 127 School Age Children ........ 3
Child Dev. 130 Child Care/Nursery School Administration .... 3

TOTAL REQUIRED UNITS 22-24

COMPUTER SCIENCE

REQUIRED COURSES: UNITS
Computer Sci. 101 Intro. to Computer Concepts .... 2
Computer Sci. 103 Computer Operating systems .. 3
Computer Sci. 121 Pascal Programming I .......... 3
Computer Sci. 126 Pascal Programming II ........ 3
Computer Sci. 120 BASIC Programming .. or .......................... 3
Computer Sci. 127 FORTRAN Programming .......... 3
Computer Sci. 129 COBOL Programming .......... 3

TOTAL REQUIRED UNITS 26

FORESTRY TECHNOLOGY

REQUIRED COURSES: UNITS
For. Tech. 50 Intro. to Technical Forestry .......... 2
Forestry 101 Intro. To Professional Forestry .......... 3
For. Tech. 53 Forest Surveying Techniques .......... 3
For. Tech. 56 Tree & Plant Identification .......... 2
Forestry 110 Dendrology ................................ 3
Nat. Res. Tech. 60 Aerial Photography and Map Interpretation .... 2
S.A. R. 122 Wilderness Navigation ............ 2

TOTAL 10-11

AND 9-10 UNITS FROM:
For. Tech. 117 Wildland Fire Control .......... 2
For. Tech. 62 Applied Forest Inventory and Management .. 4
Nat. Res. Tech. 50 Natural History and Ecology .......... 3
Nat. Res. 41 California Wildlife .................. 3
Natural Res. 100 Environmental Conservation .......... 3
Natural Res. 109 Parks and Forests Law Enforcement .......... 2

TOTAL REQUIRED UNITS 26

ENGLISH

REQUIRED COURSES: UNITS
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 ........... 3
English 150 Introduction to Shakespeare .......... 3

TOTAL REQUIRED UNITS 21

HOSPITALITY MANAGEMENT

FOOD SERVICE TECHNOLOGY

REQUIRED COURSES: UNITS
Hosp. Mgmt. 101 Introduction to Hospitality Industry .......... 3
Hosp. Mgmt. 103 Marketing of Hospitality Services .......... 3
Hosp. Mgmt. 130 Food Service Management .......... 3
Hosp. Mgmt. 131 Dining Room Service .......... 3
Hosp. Mgmt. 132 Intro. to Commercial Food Preparation .......... 3.5
Hosp. Mgmt. 133b Intro. to Commercial Food Preparation .......... 3.5
Hosp. Mgmt. 138 Food Science and Nutrition .......... 3
Hosp. Mgmt. 140c Classical Cuisine: Beginning .......... 3
Hosp. Mgmt. 140b Classical Cuisine: Intermediate .......... 3
Hosp. Mgmt. 140b Classical Cuisine: Advanced .......... 3

TOTAL REQUIRED UNITS 26

HUMANITIES

REQUIRED 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: Roman, Baroque, Modern .......... 3

AND ONE COURSE IN MUSIC FROM:
Music 102 Introduction to Music .......... 3
Music 130a Survey of Music History and Literature .......... 3
Music 130b 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
English 146a Survey of English Literature .......... 3
English 146b Survey of English Literature .......... 3

AND ONE COURSE IN PHILOSOPHY FROM:
History 104a World Civilizations: to 1650 .......... 3
History 104b World Civilizations: to 1650 .......... 3
History 104c Asian Civilizations .......... 3
History 104d Asian Civilizations .......... 3

TOTAL REQUIRED UNITS 18

PHOTO BY DIRK TRAVIS
A minimum of six (6) semester units must be completed in each of the three areas. A minimum of eighteen (18) semester units combined. Courses used to fulfill the Liberal Arts requirements may not be used to fulfill the General Education requirements for the AA or AS degree.

NATURAL SCIENCES AND MATHEMATICS

- Biology 111: Principles of Biology 4
- Chemistry 100: General Chemistry 5
- Physics 100: General Physics 5
- Sociology 100: Introduction to Sociology 3
- Psychology 101: General Psychology 3

MAJORS

46
MAJORS

48

Physics 100 Conceptual Physics .......... 3
Natural Res. 100 Environmental Cons ....... 3
Biology 111 Principles of Biology ........ 4
Chemistry 100 Fund. of Chemistry ......... 4 or
Chemistry 101a General Chemistry ........ 5
Earth Science 114 Physical Geology ..... 4 or
Earth Science 142 Descriptive Astronomy .. 3 and
Earth Science 143 Astronomy Laboratory .. 1

TOTAL REQUIRED UNITS 21

Students planning to become Physics majors upon transfer to a four-year school should also take Chemistry 101ab while at Columbia College.

SOCIOLOGY

REQUIRED COURSES: UNITS
Sociology 101 Introduction to Sociology .. 3
Sociology 102 American Social Patterns ... 3
Sociology 110 Deviance and Conflict ...... 3
Sociology 112 Family, Marriage, Individual .. 3
Sociology 127 Aging .................................. 2
Sociology 128 Death and Dying .......... 2

TOTAL REQUIRED UNITS 13

SCIENCE MAJOR

EMPHASIS IN PHYSICS

REQUIRED COURSES: UNITS
Physics 120a General Physics ................ 5
Physics 120b General Physics .............. 5
Biology 108 Fundamentals of Biology .... 3 or
Biology 111 Principles of Biology .......... 4
Chemistry 100 Fund. of Chemistry ......... 4 or
Chemistry 101a General Chemistry ........ 4
Earth Science 114 Physical Geology ..... 4 or
Earth Science 142 Descriptive Astronomy .. 3 and
Earth Science 143 Astronomy Laboratory .. 1

TOTAL REQUIRED UNITS 21

SCIENCE MAJOR

EMPHASIS IN ENVIRONMENTAL SCIENCE

REQUIRED COURSES: UNITS
Natural Res. 100 Environmental Cons ...... 3
Earth Science 114 Physical Geology ...... 4
Physical Geology ................................. 4
Biology 111 Principles of Biology .......... 4 or
Biology 121 Principles of Plant Biology .. 4 or
Biology 131 Principles of Animal Biology .. 4
Chemistry 100 Fundamentals of Chemistry .. 4 or
Chemistry 101a General Chemistry .. 5
Earth Science 114 Physical Geology .. 4 or
Earth Science 141 Fund. of Meteorology .. 3 or
Forestry 110 Dendrology ..................... 3

TOTAL REQUIRED UNITS 20

LOWER DIVISION REQUIREMENTS
CALIFORNIA FOUR-YEAR COLLEGES

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 College, Chico
California State College, Dominguez Hills
California State College, Fullerton
California State College, 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 University, San Marcos
California State University, San Bernardino
San Diego State University
San Francisco State University
San Jose State University
California Polytechnic State University, San Luis Obispo
Sonoma State University

C.S.U. ADMISSION AS AN UNDERGRADUATE TRANSFER

Transfer Requirements — You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet one of the following standards:
(a) were eligible as a freshman, or
(b) were eligible as a freshman except for the college preparatory subjects in English and Mathematics and have completed appropriate college courses in the missing subjects, or
(c) have completed at least 56 transferable semester (84 quarter) units and have completed appropriate college courses to make up any missing subjects in college preparatory English and Mathematics. (Nonresidents must have a 2.4 grade point average or better.)

Consult your Columbia College advisor for requirements related to make-up of English and Mathematics deficiencies with Columbia College coursework.

For this requirement, transferable courses are those designated for that purpose by the college or university offering the courses.

Photo by Dirk Travis

LOWER DIVISION REQUIREMENTS
CALIFORNIA FOUR-YEAR COLLEGES

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.

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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 University, San Marcos
California State University, San Bernardino
San Diego State University
San Francisco State University
San Jose State University
California Polytechnic State University, San Luis Obispo
Sonoma State University

C.S.U. ADMISSION AS AN UNDERGRADUATE TRANSFER

Transfer Requirements — You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet one of the following standards:
(a) were eligible as a freshman, or
(b) were eligible as a freshman except for the college preparatory subjects in English and Mathematics and have completed appropriate college courses in the missing subjects, or
(c) have completed at least 56 transferable semester (84 quarter) units and have completed appropriate college courses to make up any missing subjects in college preparatory English and Mathematics. (Nonresidents must have a 2.4 grade point average or better.)

Consult your Columbia College advisor for requirements related to make-up of English and Mathematics deficiencies with Columbia College coursework.

For this requirement, transferable courses are those designated for that purpose by the college or university offering the courses.

Photo by Dirk Travis

Lowers Division Requirements
California Four-Year Colleges

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 College, Chico
California State College, Dominguez Hills
California State College, Fullerton
California State College, 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 University, San Marcos
California State University, San Bernardino
San Diego State University
San Francisco State University
San Jose State University
California Polytechnic State University, San Luis Obispo
Sonoma State University

C.S.U. Admission as an Undergraduate Transfer

Transfer Requirements — You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended, and meet one of the following standards:
(a) were eligible as a freshman, or
(b) were eligible as a freshman except for the college preparatory subjects in English and Mathematics and have completed appropriate college courses in the missing subjects, or
(c) have completed at least 56 transferable semester (84 quarter) units and have completed appropriate college courses to make up any missing subjects in college preparatory English and Mathematics. (Nonresidents must have a 2.4 grade point average or better.)

Consult your Columbia College advisor for requirements related to make-up of English and Mathematics deficiencies with Columbia College coursework.

For this requirement, transferable courses are those designated for that purpose by the college or university offering the courses.

Photo by Dirk Travis

Test Scores - Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college work must submit scores, unless exempt, from either the Scholastic Aptitude Test of the College Board (SAT) or the American College Test Program (ACT). At San Luis Obispo, test scores are required of all transfer applicants. You may get registration forms and the dates for either test from the Student Services Office or Admissions and Records Office at Columbia College.

Placement Tests Required of Most New Students — The CSU requires new students to be tested in English and Mathematics as soon as possible after they are admitted. These are not admission tests, but a way to determine if you are prepared for college work and, if not, to counsel you how to strengthen your preparation prior to beginning university studies. You might be exempted from one or both of the tests if you have scored well on other specified tests or completed appropriate courses. Detailed information will be mailed to you.

English Placement Test (EPT) — Required of all new undergraduate students.

Entry Level Mathematics (ELM) Test — Required of all new undergraduate students.

See Page 37 for a list of General Education Breadth Requirements. Students who intend to transfer with junior status should complete these requirements. It is important that you consult the catalog of the college to which you plan to transfer for lower-division prerequisites for your major and that these requirements also be completed prior to transfer. Consult your advisor for assistance.

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 if 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.
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 Services sponsorship. Credit Free Courses cannot be applied toward fulfilling graduation, transfer, or vocational education programs, but such courses do provide information and/or training on a variety of topical subjects.

2. 80/180 Courses: Special Topics
   Lecture and/or laboratory hours and units of credit may vary. Courses in which a particular topic in a discipline (such as history) is 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. 80/180 Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fulfill 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 fulfill requirements.

4. 99/199 Courses: Independent Study
   Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific guidelines. (See page 26 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.
**ART/PHOTOGRAPHY**

### 135 INTRODUCTION TO RAKU
- **Prerequisite:** Art 131a recommended
- **Studio:** 3-6 hours
- Introduction to raku process, historic origins and contemporary uses. Practical experience in clay bodies, glazes, and raku firing.

### 137 INTRODUCTION TO PRINTMAKING
- **Studio:** 3-6 hours
- Introduction to basic intaglio and relief printmaking procedures, including etching, engraving, collograph, linocut, and woodcut.

### 150a COMMERCIAL FREEHAND LETTERING: Beginning
- **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
- **Prerequisite:** Art 150a with a grade of "C" or better or consent of instructor.
- **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 routing signs, and concrete signs.

### 153a SILKSCREEN PRINTMAKING: Beginning
- **Studio:** 3-6 hours
- Introduction to basic silkscreen printmaking using various stencil techniques.

### 153b SILKSCREEN PRINTMAKING: Advanced
- **Prerequisite:** Art 153a with a grade of "C" or better or consent of instructor.
- **Studio:** 3-6 hours
- An extension of Art 153a with emphasis on experimentation and self-expression. Advanced techniques with stencils, color,inks, photgraphic materials and special problems.

### 167a TEXTILE DESIGN: Introductory
- **Studio:** 3 hours
- Introduction to basic textile design. Problems and techniques of the fiber arts.

### 167b TEXTILE DESIGN: Advanced
- **Prerequisite:** Art 167a with a grade of "C" or better or consent of instructor.
- **Studio:** 3 hours
- Continuation of Art 167a with emphasis on creative design. Introduction to floor loom. May be repeated two times.

### 171a CERAMIC SCULPTURE: Beginning
- **Studio:** 3-6 hours
- Basic principles, techniques, and problems of sculpture.

### 171b CERAMIC SCULPTURE: Advanced
- **Prerequisite:** Art 171a with emphasis on advanced problems and techniques in sculpture.
- **Studio:** 3 hours
- Continuation of Art 171b with emphasis on experimentation and development of personal expression. May be repeated one time.

### 172 METAL SCULPTURE
- **Prerequisite:** Art 171a with a grade of "C" or better or consent of instructor.
- **Studio:** 3-6 hours
- Introduction to various metal-working techniques with an emphasis on aesthetic design. (Credit for this course will be awarded for either Art 172 or Welding 172, but not both.) May be repeated three times.

### 141a PHOTOGRAPHY: Beginning
- **Lecture:** 2 hours
- **Laboratory:** 3 hours
- Introduction to history, development, and capabilities of the art/science of photography and elementary procedures with camera and in darkroom. Field trips may be required.

### 141b PHOTOGRAPHY: Intermediate
- **Prerequisite:** Art 141a with a grade of "C" or better or consent of instructor.
- **Lecture:** 3 hours
- **Laboratory:** 3 hours
- Expansion of previous knowledge stressing creative expression through a variety of photographic techniques. Field trips may be required.
116 ENGINE REBUILDING 4 Units
Prerequisite: Auto. Tech. 101 with grade of "C" or better or consent of instructor
Lecture: 2 hours Laboratory: 6 hours Techniques involved in engine rebuilding.

117a CARBURETION SYSTEMS 2 Units
Lecture: 1 hour Laboratory: 3 hours Techniques and procedures for overhaul and service of carburetor and accessories. Fuel injection service is also covered.

117b ELECTRO MECHANICAL CARBURETORS 1 Unit
Prerequisite: Auto. Technology 117a with a grade of "C" or better or consent of instructor.
Lecture: .5 hour Laboratory: 1.5 hours Principles and operations of carburetors used with General Motors and Ford computerized fuel systems including diagnosis, rebuilding and on-and-off car adjustments.

118 EMISSION CONTROL 1 Unit
Lecture: .5 hour Laboratory: 1.5 hours Installation, operation and repair of automotive pollution control devices. State and federal regulations are also covered.

119a BASIC GASOLINE ENGINE TUNE-UP 2 Units
Lecture: 1 hour Laboratory: 3 hours Operation and service of standard and electronic ignition systems. Emphasis on hand-held equipment.

119b ADVANCED GASOLINE ENGINE TUNE-UP 2 Units
Prerequisite: Auto. Technology 119a with a grade of "C" or better or consent of instructor.
Lecture: 1 hour Laboratory: 3 hours Diagnosis and trouble-shooting of ignition systems using the oscilloscope, infrared and other specialized tune-up equipment.

120 COMPUTERIZED ENGINE CONTROL (GENERAL MOTORS) 1 Unit
Prerequisite: Auto. Technology 120 with a grade of "C" or better or consent of instructor.
Lecture: 5 hours Laboratory: 1.5 hours Principles of operation of computerized engine control systems.

121 ELECTRONIC FUEL INJECTION (FORD) 1 Unit
Prerequisite: Auto. Tech. 146a with a grade of "C" or better or consent of instructor.
Lecture: 5 hours Laboratory: 1.5 hours Principles of operation of electronic fuel injection engines. Emphasis on Ford systems.

122 COMPUTERIZED ENGINE CONTROL (FORD) 1 Unit
Prerequisite: Auto. Tech. 122 with a grade of "C" or better or consent of instructor.
Lecture: 5 hours Laboratory: 1.5 hours Operation and diagnosis of Ford computerized engine control systems.

125 ELECTRONIC FUEL INJECTION (GENERAL MOTORS) 1 Unit
Prerequisite: Auto. Tech. 125 with a grade of "C" or better or consent of instructor.
Lecture: 5 hours Laboratory: 1.5 hours Operation and diagnosis of General Motors fuel injected engines.

130 MANUAL TRANSMISSION REBUILDING 1 Unit
Lecture: 5 hours Laboratory: 1.5 hours Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases.

134 AXLES AND DRIVE LINES 1 Unit
Prerequisite: Auto. Tech. 134 with a grade of "C" or better or consent of instructor.
Lecture: .5 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.) 2 Units
Prerequisite: Auto. Tech. 136 with a grade of "C" or better or consent of instructor.
Lecture: 1 hour Laboratory: 3 hours Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding.

138 AUTOMATIC TRANSMISSION (Ford) 1 Unit
Prerequisite: Auto. Tech. 138 with a grade of "C" or better or consent of instructor.
Lecture: .5 hour Laboratory: 1.5 hours Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding.

140 BRAKES: Drum 2 Units
Prerequisite: Auto. Tech. 140 with a grade of "C" or better or consent of instructor.
Lecture: 1 hour Laboratory: 3 hours Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

140B BRAKES: Disc 1 Unit
Prerequisite: Auto. Tech. 140 with a grade of "C" or better or consent of instructor.
Lecture: 5 hours Laboratory: 1.5 hours Service procedures, including overhaul techniques of disc brakes.

144 FRONT-END AND SUSPENSION 2 Units
Prerequisite: Auto. Tech. 144 with a grade of "C" or better or consent of instructor.
Lecture: 1 hour Laboratory: 3 hours Fundamentals and theory of automotive suspension and steering systems. Adjustments, diagnosis, inspection and repair of alignment problems, including wheel balancing and tire problems.

150a VEHICLE ELECTRICITY: Charging Systems 2 Units
Prerequisite: Auto. Tech. 150a with a grade of "C" or better or consent of instructor.
Lecture: .5 hour Laboratory: 1.5 hours Diagnosis and repair of the battery and charging systems.

150c VEHICLE ELECTRICITY: Starting and Ignition Systems 2 Units
Prerequisite: Auto. Tech. 150c with a grade of "C" or better or consent of instructor.
Lecture: 1 hour Laboratory: 3 hours Diagnosis and repair of starting systems, magneto and battery ignition systems.

150d VEHICLE ELECTRICITY: Lighting and Chassis Electrics 2 Units
Prerequisite: Auto. Tech. 150d with a grade of "C" or better or consent of instructor.
Lecture: 1 hour Laboratory: 3 hours Diagnosis and repair of headlamp, stoplight, turn signals, as well as fuse box, trailer wiring, gauges.

162 AIR CONDITIONING 1 Unit
Lecture: .5 hour Laboratory: 1.5 hours Understanding the principles and operation of air conditioning, as well as the techniques of recharging, diagnosis and service.

170b PRACTICAL LABORATORY 1-2 Units
Prerequisite: Auto. Tech. 170b with a grade of "C" or better or consent of instructor.
Lecture: 1.5 hours Laboratory: 3.6 hours Continuation of Automotive Technology 170b.

170c PRACTICAL LABORATORY 1-2 Units
Prerequisite: Auto. Tech. 170c with a grade of "C" or better or consent of instructor.
Laboratory: 3.6 hours Continuation of Automotive Technology 170c.

172 SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY 1-2 Units
Lecture: .5-3 hours Various topics in auto repair will be covered to meet specific mechanic's needs for in-service training. Emphasis will be placed on special skills pertaining to late model cars.

179 WORK EXPERIENCE IN AUTO TECHNOLOGY 1-4 UNITS
Offered for Credit/No Credit only.

180 WORK EXPERIENCE IN BIOLOGY 1-2 Units
May be repeated one time.

181 WORK EXPERIENCE IN BIOLOGY 1-2 Units
May be repeated three times.

182 WORK EXPERIENCE IN BIOLOGY 1-2 Units
May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

187 WORK EXPERIENCE IN BIOLOGY 1-4 UNITS
Offered for Credit/No Credit only.

56 BIRDS OF THE MOTHER LODGE 1.5 Units
Lecture: 1 hour Laboratory: 1.5 hours A survey of the birds of the Mother Lode area of California through field observations. Stresses recognition by plumage, song, and behavior patterns. Discusses ecological relationships, nesting habits, and economic importance.

56 BIOL OGY
Offered for Credit/No Credit only. Field trip may be required. May be repeated one time.
68 BIRDS OF THE SIERRA NEVADA

1 Unit

Study of bird species inhabiting alpine meadows and forests of the Sierra Nevada through field observations and lectures. Offered for Credit/No Credit only. Field trips are required.

108 FUNDAMENTALS OF BIOLOGY

1 Unit

An introduction to the Mother Lode flora. A non-technical approach to botanical trails will be used to learn common and scientific names of local wildflowers. Offered for Credit/No Credit only. Field trips are required.

120 FUNDAMENTALS OF THE MOTHER LODE

An introduction to the Mother Lode flora. A non-technical approach to botanical trails will be used to learn common and scientific names of local wildflowers. Offered for Credit/No Credit only. Field trips are required.

125 PLANT TAXONOMY OF THE SIERRA NEVADA

2 Units

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. Field trips are required.

131 PRINCIPLES OF ANIMAL BIOLOGY

5 Units

Prerequisite: Biology 111 with a grade of "C" or better or consent of instructor. A general survey course with an emphasis on animal anatomy, physiology, and the classification of vertebrates. Field trips may be required.

139 FIELD BIOLOGY

1-2 Units

Prerequisite: A previous course in Biology recommended. An introductory course for non-Science majors. Lecture: 1 hour. Laboratory: 4 hours. A field course in biology to be held in natural surroundings. The site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. May be repeated two times.

140 INTRODUCTORY HUMAN ANATOMY

4 Units

Prerequisite: One year of high school chemistry with a "B" average or Chemistry 106 recommended. A principles course emphasizing certain molecular and cellular biology. Special reference given to the chemical composition of life, cellular structure and function, reproduction, genetics, ecology, and evolution. (Biology 108 with Biology 109 fulfills the laboratory requirements for transfer and Associate Degree students.)

145 MICROBIOLOGY

4 Units

Prerequisite: Biology 108 Biology 111 with a grade of "C" or better and one year of high school chemistry with a grade of "B" or better in Chemistry 105 with a grade of "C" or better or consent of instructor. General characteristics of microbic life, conditions, influencing bacterial growth, bacteria in disease and aseptic procedures. Field trips may be required.

165 BUSINESs MATHEMATICS

3 Units

Lecture: 3 hours. Mathematical problems of buying, selling, interest, discounts, sales tax, commissions, payrolls, depreciation, and taxes.

166 THE METRIC SYSTEM

1 Unit

An entertaining presentation of the new language of the modernized metric system in areas of common, everyday application: volume, weight, linear, and cubic measures, temperature, and electricity.

101 PRINCIPLES OF BUSINESS

3 Units

Lecture: 3 hours. A business simulation designed to give realistic experience in keeping payroll records using a pegboard system.

120 Principles of Marketing

3 Units

Lecture: 2.5 hours. A survey of survey business principles, problems and procedures; ownership; recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; financing; managerial control; government and business relations.

104 HUMAN RELATIONS IN BUSINESS

3 Units

Lecture: 3 hours. Influence of industrial development on employer and employee understanding of economics, methods of supervision, employer-employee relationships, mass production and the employee.

115a COMMERCIAL LAW

3 Units

Lecture: 3 hours. Historical development of common law; statutes of California; federal and state court decisions; legal aspects of business; law of contracts, agency and representative.

115b COMMERCIAL LAW

3 Units

Lecture: 3 hours. Law of sales, negotiable instruments, personal property, real property, partnerships, corporations, insurance, Suretyship.

120 PRINCIPLES OF MARKETING

3 Units

Lecture: 3 hours. Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices.

123 SALES

3 Units

Lecture: 3 hours. Description of the fundamental principles and practices of sales. Critical look at the selling process and the practical aspects of effective sales techniques for both retail and direct applications.
103a ACCOUNTING
Lecture: 4 hours
Accounting principles and procedures, owner's equity, closing books, revenue and expense adjustment, merchandising operations, statement and ledger organization, forms of organization, cash and investments, receivables and inventories.
3 Units

130b ACCOUNTING
Prerequisite: Business Administration 130a with a grade of "C" or better.
Lecture: 4 hours
Cost data and management needs, analysis of data, supplementary statement, use of capital cash-flow statements, department and branch organization, consolidation, profit planning, and income tax considerations, fixed assets, liabilities, manufacturing operations.
4 Units

140 PRINCIPLES OF MANAGEMENT
Lecture: 3 hours
The functions of management, techniques of decision-making and problem solving and methods used by the managers to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures, and controls.
3 Units

150 SMALL BUSINESS MANAGEMENT
Lecture: 3 hours
Small business operation with proper balance between business functions of purchasing, production, sales and finance, and the management functions of planning, organizing, acting, and controlling.
3 Units

179 WORK EXPERIENCE IN BUSINESS AND COMMERCE
Prerequisite: Employment must be approved by a Work Experience instructor. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course.
Lecture: 3 hours
5 Units
35 hours paid employment equals 1 unit of credit.

180 COMPUTER KEYBOARDING/TYPING
Lecture: 1 hour
Developed to prepare students to use the electric typewriter by touch. Emphasizes keyboard instruction and speed development.
1 Unit

52 COMPUTER KEYBOARDING/TYPING
Prerequisite: Ability to type by touch
Lecture: 1 hour
Instruction in typing, storing, revising, and printing documents of a personal nature including a resume, a personal business letter and a report. IBM personal computers will be utilized, but no previous computer experience is required.
1 Unit

53 WORD PROCESSING FOR PERSONAL USE
Prerequisite: Ability to type by touch
Lecture: 1 hour
May be repeated 3 times.
3 Units

60 REVIEW SHORTHAND
Lecture: 1 hour
Review of either ABC or Gregg shorthand theory. Development of transcription skills and speed-building activities.
4 Units

65 BUSINESS ENGLISH
Lecture: 3 hours
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.
3 Units

68 BUSINESS CORRESPONDENCE
Lecture: 3 hours
Effective business practices in the construction of sentences, paragraphs, and letters; the styles of effective business letters such as sales, applications, orders, requests, adjustments, refusals, credit, and collection.
3 Units

70 REPORT WRITING
Lecture: 3 hours
Study and practice of the skills necessary to write well-organized reports.
2 Units

101a KEYBOARDING
Laboratory: 3 hours (Self-paced)
Prepared to design programs to use the electric typewriter by touch. Emphasizes keyboard instruction and speed development.
1 Unit

101b BASIC TYPING APPLICATIONS
Prerequisite: Office Occupations 101a with a grade of "C" or better or previous typing course or consent of instructor
Lecture: 1.5 hours
Laboratory: 3 hours (Self-paced)
Emphasizing typing accuracy, speed building, and preparation of business letters, tables, and reports.
2 Units

103 INTERMEDIATE TYPING
Prerequisite: Office Occupations 101b with a grade of "C" or better or typing rate of 45 words per minute or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours (Self-paced)
Development of speed and accuracy, preparation of advanced correspondence, tabulation, manuscripts, outlines, and business forms.
3 Units

104 ADVANCED TYPING
Prerequisite: Office Occupations 103 with a grade of "C" or better or typing rate of 45 words per minute or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours (Self-paced)
Further development of speed and accuracy; study of business forms, advanced tabulated material, legal forms, typing for reproduction, and special problems in letter placement.
4 Units

105 BEGINNING WORD PROCESSING
Prerequisite: Ability to set type by keyboard by touch
Lecture: 1 hour
Using a microcomputer, students will receive hands-on instruction for operating word processing programs. Instruction will include keyboarding, storing, retrieving, editing and printing information.
2 Units

106 ELECTRONIC PRINTING CALCULATORS
Laboratory: 3 hours (Self-paced)
Practical instruction in the operation of the electronic printing calculator, emphasizing business applications.
1 Unit

110abc OFFICE PROCEDURES
Prerequisite: A grade of "C" or better in Office Oc. 106 or consent of instructor
Lecture: 9 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.
3 Units

112 INTERMEDIATE SHORTHAND
Prerequisite: Office Occupations 103 with a grade of "C" or better or typing rate of 45 words per minute or consent of instructor
Laboratory: 3 hours and typing rate of 45 words per minute
Continued development of either Gregg or ABC shorthand skills. Training in the fundamentals of transcription and speed-building activities leading to a writing skill of up to 100 words a minute.
4 Units

130c OFFICE OCCUPATIONS
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.
3 Units

134c MACHINE TRANSCRIPTION
Prerequisite: Office Occupations 103 with a grade of "C" or better or previous typing course or consent of instructor
Lecture: 1 hour
Study and use of various transcribing machines, emphasizing preparation of business documents.
2 Units

135c ELECTRONIC PRINTING CALCULATORS
Lecture: 1 hour
Practical instruction in the operation of the electronic printing calculator, emphasizing business applications.
1 Unit

138c OFFICE PROCEDURES
Prerequisite: A grade of "C" or better in Office Oc. 109 or Office Oc. 106 or consent of instructor
Lecture: 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.
3 Units

140c MEDICAL TERMINOLOGY
Lecture: 3 hours
An introduction to basic medical word structure including word roots, prefixes and suffixes used in medical vocabulary by allied health field members.
3 Units
OFFICE OCCUPATIONS/REAL ESTATE

142a MEDICAL TRANSCRIPTION 2 Units
Prerequisite: Office Occupations 142a with a grade of "C" or better or consent of instructor
Laboratory: 4 hours (Self-paced)
Development of skills for medical transcription in physicians' offices, clinics, hospitals and related allied health field positions. Students will type history, physical, and surgical reports, using medical terminology and transcription skills.

142b MEDICAL TRANSCRIPTION 2 Units
Prerequisite: Office Occupations 142a with a grade of "C" or better or consent of instructor
Laboratory: 5 hours (Self-paced)
Continuation of Office Occupations 142a; surgery reports and discharge summaries.

144 MEDICAL INSURANCE 2 Units
Prerequisite: Office Occupations 140, both with a grade of "C" or better 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 Medi-Cal, Medicare, Champus and Workers' Compensation.

154 LEGAL TRANSCRIPTION/TERMINOLOGY 2 Units
Prerequisite: Office Occ. 103 and Office Occ. 132, both with a grade of "C" or better or consent of instructor
Laboratory: 1 hour
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 3 Units
Prerequisite: Office Occ. 103, Office Occ. 132 and Office Occ. 154, all with a grade of "C" or better or consent of instructor
Lecture: 3 hours
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.

179 WORK EXPERIENCE IN OFFICE OCCUPATIONS 1-4 Units
Prerequisite: Employment must be approved by Work Experience instructor. Must be enrolled in at least one Work Experience course 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 Office Occupations. The student's employment must be related to educational or occupational goals. Offered for Credit/No Credit only. May be repeated for a total of 16 units of credit but any units earned in any one Work Experience course.

Real Estate

See Page 36 for Certificate Requirements

60 REAL ESTATE EXAM PREPARATION 1 Unit
Lecture: 1 hour
An intensive course designed as preparation for taking the state examination for a Real Estate Salesperson license.

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

105 REAL ESTATE PRACTICE 3 Units
Prerequisite: Real Estate 101 with a grade of "C" or better or Real Estate License or consent of instructor
Lecture: 3 hours
Customer relationship; general real estate operations and the industry; includes types and valuation of listings, selling and current marketing techniques, financing, taxes, leasing, appraisals, insurance, public sales, exchanges, trade-in programs and investments.

110 LEGAL ASPECTS OF REAL ESTATE 3 Units
Prerequisite: Real Estate 101 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
California real estate law, titles, encumbrances, recording, real property acquisition and transfer; Penal Code.

115 REAL ESTATE FINANCE 3 Units
Prerequisite: Real Estate 101 with a grade of "C" or better or consensus of instructor
Lecture: 3 hours
Residential and commercial financing; lending institutions, money markets and interest rates.

120 REAL ESTATE APPRAISAL 3 Units
Prerequisite: Real Estate 101 and Real Estate 103, both with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Appraisal of residential and commercial properties, methods and techniques for determining market value; the appraisal report.

125 REAL ESTATE ECONOMICS 3 Units
Prerequisite: Real Estate 101 with a grade of "C" or better or consensus of instructor
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.

160 SPECIAL TOPICS IN REAL ESTATE 1-5 Units
- 0.3 Units
Lecture: 3 hours
A variety of topics oriented toward consumer protection, consumer service and professional competency.

CHEMISTRY

60 CONSUMER CHEMISTRY: Food .5 Unit
Lecture: 5 hours
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.

71 CHEMICAL CALCULATIONS .5 Unit
Prerequisite: Math 35 or equivalent with a grade of "C" or better or consent of instructor
Lecture: 5 hours
A basic math course designed to prepare the student for solving problems in Chemistry 100 and Chemistry 101ab.

100 FUNDAMENTALS OF CHEMISTRY 4 Units
Prerequisite: Mathematics 35 with a grade of "C" or better or one year of high school algebra or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
Fundamental theories and principles of chemistry; atomic and molecular structure, chemical and physical changes, solutions, colloids, gases, nuclear, metals, nonmetal, nuclear chemistry, and organic compounds.

101a GENERAL CHEMISTRY 5 Units
Prerequisite: One year of high school chemistry with a "B" or better; or Chemistry 100 and Math 103 with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Laboratory: 3 hours
Survey of atoms, nuclear chemistry, molecules, ions, chemical bonding, gases, liquids, solids, solutions, kinetics, and equilibria.

101b GENERAL CHEMISTRY 5 Units
Prerequisite: Chem. 10a or equivalent with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Laboratory: 3 hours
Survey of thermodynamics, electrochemistry, nonmetallic, qualitative analysis and organic compounds.

OFFICE OCCUPATIONS/REAL ESTATE

101 PRINCIPLES OF CHILD DEVELOPMENT 3 Units
Lecture: 2 hours
Growth and development patterns of children from infancy through early school years. Basic concepts related to their physical, motor, intellectual, creative, social, and emotional development and the implications of these concepts for organizing and implementing early childhood education programs.

103 PRACTICES IN CHILD DEVELOPMENT 3 Units
Prerequisite: Child Development 101 recommended
Lecture: 3 hours
The planning and carrying out of learning experiences and educational materials appropriate for young children, young children's behavior, and appropriate techniques. Child Development 115 provides a supervised practicum for this course.

105 CHILD NUTRITION 2 Units
Lecture: 2 hours
Basic nutritional needs of children from the prenatal period through adolescence, study of the nutrients in foods, nutrition analysis, assessment of nutritional needs, program requirements/planning, and cooking activities for children in Early Childhood Education programs.

107 CHILD HEALTH AND SAFETY 1 Unit
Lecture: 1 hour
Overview of health and safety issues for children, birth to seven years of age. Study of basic health needs, medical care, outdoor and indoor safety procedures, and "child safe" programs to prevent molestation and abuse.

110 CREATIVE ACTIVITIES I 1.5 Units
Lecture: 1.5 hours
Survey of a variety of educational activities suitable for young children in art, music, movement, language, and literature; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children.

111 CREATIVE ACTIVITIES II 1.5 Units
Lecture: 1.5 hours
Survey of educational activities suitable for young children in math and science, cooking and nutrition, woodworking and the outdoor environment; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children.
115 OBSERVATION AND SPECIAL NEEDS CHILDREN

PART I
Lecture: 1 hour
Overview of children who have special needs, birth to seven years of age, with special emphasis on the learning handicapped, severely disabled, and communicatively handicapped categories. Includes the study of the special education process, laws and parent involvement requirements.

PART II
Lecture: 2 hours
Specific educational techniques to use with handicapped children, birth to seven years of age. Includes the study of the assessment process, i.e., P.E.D. development, mainstreaming, multidisciplinary teamwork, and active parent involvement. Observations within special education settings required.

118 CHILD, FAMILY, COMMUNITY
Lecture: 3 hours
Study of the impact of family interrelationships and community factors on a child's development. Field trips to programs and agencies that serve young children and their families will be required.

125 INFANT/TODDLER CARE
Lecture: 3 hours
Principles and philosophy of infant care for children up to two years of age including growth and development, health and nutritional needs, social-emotional needs, cognitive development, language development, development of a positive self-image, parents and early education; community resources, and cultural and ethnic differences.

127 SCHOOL AGE CHILDREN
Lecture: 3 hours
Overview of cognitive and personality development of children seven to seventeen years of age. Stages and critical periods will be studied. Issues emphasized include: peer influence, sexual development, value clarification, self-esteem, substance abuse, sexual abuse and eating disorders. Appropriate for parents as well as child development majors, and providers of latch-key programs.

130 CHILD CARE/NURSERY SCHOOL ADMINISTRATION
Lecture: 3 hours
Administration of public and private child care and nursery school programs in California. Topics include budget development and management; staff selection and supervision; programs, facilities, and equipment; parent community relationships; and licensing requirements.

179 WORK EXPERIENCE IN CHILD DEVELOPMENT
Lecture: 1 hour
Supervised observation and participation in nursery schools and development of guidance techniques with opportunity for staff-child-student interaction. Students may be placed in an appropriate parent participation programs, child care centers, Head Start programs, or private/church sponsored centers for experience.

101 INTRODUCTION TO COMPUTER CONCEPTS
Lecture: 1.5 hours
Basic computer system. The central processing unit, memory, and control unit. Computer hardware, software, and operating systems, including input/output devices. Arithmetic and logic operations. Control structures. Concepts of the computer as a data processor. Organization of data and information. High level computer languages and their applications to problem solving. Techniques for logical operations, branch modifying programs that conform to industry standards. Topics will include structured software techniques, sub-routines, modular and top-down program design, and string processing.

102 PROGRAMMING WITH BASIC
Lecture: 2 hours
Advanced techniques of programming in BASIC language, including disc operation and file management, optimization of core usage, algorithm efficiency, and advanced I/O commands.

105 COMPUTER OPERATING SYSTEMS
Lecture: 3 hour
Prerequisite: One year of high school algebra or Mathematics 55 or consent of instructor
Laboratory: 1.5 hours
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.

107 DATE FILE APPLICATIONS WITH MICROCOMPUTERS
Lecture: 3 hours
Prerequisite: Computer Science 101 with a grade of "C" or better or Computer Science 103 with a grade of "C" or better or consent of instructor
Laboratory: 1.5 hours
Instruction on the use of a data management program such as DBASE III VisiFile, or Data Base Manager II. Hands-on experience will include defining, creating, and accessing data files on microcomputers. File management activities will include entering data file data, changing data, and developing printed reports of file information.

108 ADVANCED COMPUTER SPREADSHEETS
Lecture: 3 hours
Prerequisite: Computer Science 101 with a grade of "C" or better or Computer Science 103 with a grade of "C" or better or consent of instructor
Laboratory: 1.5 hours
A common spreadsheet such as SuperCalc, VisiCalc, or Lotus 1-2-3 will be used. Hands-on experience with the computer to manage and project cash flow, maintain financial statements, and to learn other ledger type applications of a computer spreadsheet.

112 ADVANCED COMPUTER SPREADSHEETS
Lecture: 3 hours
Prerequisite: Computer Science 101 with a grade of "C" or better or Computer Science 103 with a grade of "C" or better or consent of instructor
Laboratory: 3 hours
Instruction and practice in using advanced features of a common spreadsheet such as SuperCalc, VisiCalc, or Lotus 1-2-3. Simple applications will be reviewed. Advanced topics include programmed execution, rearranging data, and the use of special features which simplify business and mathematical accounting processes. A personalized project will be required. Students will experience the use of the spreadsheet program on the computer.

116 COMPUTER SCIENCE
See Page 32-33 for Certificate Requirements

117 COMPUTER SCIENCE

66 EDUCATIONAL APPLICATIONS OF MICROCOMPUTERS
Lecture: 1 hour
Prerequisite: Computer Science 101 and Computer Science 104
Laboratory: 1.5 hours
Provides hands-on experience using a microcomputer with an emphasis on educational applications. Will utilize a variety of software to explore the areas of computer assisted instruction, tutorials, drills, and simulations. Will include software evaluation and learning theory as applied to computer-based instruction.

101 INTRODUCTION TO COMPUTER CONCEPTS
Lecture: 2 units
Concepts of computers in business and industry and their implications for society. Computer equipment, applications, and software through actual practice on the IBM Personal Computer. Applications include spreadsheets, word processing, data base management, graphics, BASIC programming, and communications.

103 COMPUTER OPERATING SYSTEMS
Lecture: 2 hours
Prerequisite: One year high school algebra or Math 35 with a grade of "C" or better, or Computer Science 101 with a grade of "C" or better or consent of instructor
Laboratory: 1.5 hours
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.

107 DATE FILE APPLICATIONS
Lecture: 3 hours
Prerequisite: Computer Science 101 with a grade of "C" or better or Computer Science 103 with a grade of "C" or better or consent of instructor
Laboratory: 1.5 hours
Instruction on the use of a data management program such as DBASE III VisiFile, or Data Base Manager II. Hands-on experience will include defining, creating, and accessing data files on microcomputers. File management activities will include entering data file data, changing data, and developing printed reports of file information.

108 ADVANCED COMPUTER SPREADSHEETS
Lecture: 3 hours
Prerequisite: Computer Science 101 with a grade of "C" or better or Computer Science 103 with a grade of "C" or better or consent of instructor
Laboratory: 3 hours
A common spreadsheet such as SuperCalc, VisiCalc, or Lotus 1-2-3 will be used. Hands-on experience with the computer to manage and project cash flow, maintain financial statements, and to learn other ledger type applications of a computer spreadsheet.

112 ADVANCED COMPUTER SPREADSHEETS
Lecture: 3 hours
Prerequisite: Computer Science 101 with a grade of "C" or better or Computer Science 103 with a grade of "C" or better or consent of instructor
Laboratory: 3 hours
Instruction and practice in using advanced features of a common spreadsheet such as SuperCalc, VisiCalc, or Lotus 1-2-3. Simple applications will be reviewed. Advanced topics include programmed execution, rearranging data, and the use of special features which simplify business and mathematical accounting processes. A personalized project will be required. Students will experience the use of the spreadsheet program on the computer.
### COMPUTER SCIENCE/CONSTRUCTION/DRAFTING

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<td>127</td>
<td>FORTRAN PROGRAMMING</td>
<td>3</td>
<td>Prerequisite: Two years high school algebra or Math. 101 with a grade of &quot;C&quot; or better, and Computer Science 101 and Computer Science 103, both with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>Study of data base information systems and applications on a computer. Topics include lists, trees, structures, access methods, report generation, sorting, merging, searching, spooling, and queues.</td>
</tr>
<tr>
<td>129</td>
<td>COBOL PROGRAMMING</td>
<td>3</td>
<td>Prerequisite: Computer Science 101 and Computer Science 103, both with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>Programming in the business-oriented computer language, COBOL. Programming assignments emphasize business applications. Topics include language structure, data representation, file manipulation, report generation, input/output, and arithmetic.</td>
</tr>
<tr>
<td>132</td>
<td>RPG II PROGRAMMING</td>
<td>3</td>
<td>Prerequisite: Computer Science 101 and Computer Science 103, both with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>A language specifically designed for generating reports in a business-oriented environment. Topics include language structure, data representation, file manipulation, report generation, input/output, and arithmetic.</td>
</tr>
<tr>
<td>140</td>
<td>ASSEMBLY LANGUAGE</td>
<td>3</td>
<td>Prerequisite: Computer Science 101 and Computer Science 103, both with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>ASSEMBLY LANGUAGE</td>
</tr>
<tr>
<td>141</td>
<td>RESIDENTIAL CONSTRUCTION</td>
<td>3</td>
<td>Prerequisite: Completion of at least one programming course (Computer Science 120, 125, 127, 129, or 132 with a grade of &quot;C&quot; or better) or consent of instructor</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>RESIDENTIAL CONSTRUCTION</td>
</tr>
<tr>
<td>142</td>
<td>RESIDENTIAL PLUMBING</td>
<td>3</td>
<td>Prerequisite: Drafting 115a with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>RESIDENTIAL PLUMBING</td>
</tr>
<tr>
<td>143a</td>
<td>ADVANCED DRAFTING</td>
<td>3</td>
<td>Prerequisite: Drafting 116b with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>Advanced drafting, technical illustration, wraps, map making, sheet metal layouts, welding, cans and gears, template inking.</td>
</tr>
<tr>
<td>143b</td>
<td>ACTING: Acting-Directing</td>
<td>3</td>
<td>Prerequisite: Drama 142a with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>A workshop in techniques of both acting and directing with specific focus upon the production of short scenes from a variety of theatrical genre.</td>
</tr>
<tr>
<td>143c</td>
<td>ACTING: Advanced Projects</td>
<td>3</td>
<td>Prerequisite: Either Drama 102, Drama 143b or Drama 145 with a grade of &quot;C&quot; or better or audition dependant</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>Advanced workshop activity for production of one-act plays, segments of longer plays or full length plays whose technical requirements are minimal; Intensive workshop concentration designed for public performances in the areas of improvisation, movement, and voice.</td>
</tr>
<tr>
<td>144</td>
<td>IMPROVISATION</td>
<td>3</td>
<td>Activity: 2 hours</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>May be repeated 3 times.</td>
</tr>
<tr>
<td>145</td>
<td>AUDITIONS</td>
<td>3</td>
<td>Activity: 2 hours</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>May be repeated 3 times.</td>
</tr>
<tr>
<td>147</td>
<td>TECHNICAL THEATRE LABORATORY</td>
<td>1-3</td>
<td>Laboratory: 3 hours</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>Laboratory: 3 hours equals 1 unit of credit May be repeated 3 times.</td>
</tr>
<tr>
<td>156</td>
<td>THEATRE PRODUCTION</td>
<td>4</td>
<td>Laboratory: 9 hours</td>
<td>2 hours</td>
<td>3 hours</td>
<td></td>
<td>Directed activities in acting and technical theatre with participation in public performances and related production activities. May be repeated 3 times.</td>
</tr>
</tbody>
</table>
160 FALLON REPERTORY THEATRE 8 Units
Prerequisite: Drama 142a, Drama 143b or Drama 158 with a grade of "C" or better and/or audition and con­sent of instructor.
Lecture: 3 hours
Laboratory: 15 hours
Rehearsal and performance of six plays in rotating repertory during a nine-month professional season at Columbia's historic Fallon Theatre; acting in at least two out of three productions per semester with related participation in all production ac­tivities as assigned.

EARTH SCIENCE

59 GEOLOGY OF THE MOTHER LODE .5-2 Units
Lecture: 5.2 hours
Geology of the Mother Lode from its ancient beginnings to the present; including rocks and minerals, rivers, glaciers, mountains, earthquakes, and volcanoes.
Field trips may be required.

114 PHYSICAL GEOLOGY 4 Units
Lecture: 5 hours
Laboratory: 3 hours
The study of the earth, its materials, structures, and processes. Erosion and deposition by streams, wind, waves, and glaciers. Mountain building and volcanoes at subduction zones and rifting of the earth's plates at mid-ocean ridges. Tracing the energy from the sun and earth's interior as it drives all of the processes of change on earth; the earth's wandering continents and polar wanderings; magnetic reversal and the environment; paleoclimates; sea level changes; and the earth's plates at mid-ocean ridges. Tracing the energy from the sun and earth's interior as it drives all of the processes of change on earth; the earth's wandering continents and polar wanderings; magnetic reversal and the environment; paleoclimates; sea level changes; and the earth's plates at mid-ocean ridges.
Field trips may be required.

125 GEOLGY OF THE NATIONAL PARKS 3 Units
Lecture: 3 hours
Interpretation of the geologic features of our national parks and monuments with an introduction to the geologic processes responsible for their formation. Students may choose a particular park for their in­depth study.
Field trips may be required.

133 GLOBAL TECTONIC GEOLOGY 3 Units
Lecture: 3 hours
An introduction to the new global geology and how it has revolutionized man's understanding of the way the earth works. For all who wish to learn about the earth's wandering continents and spreading sea floors, including the reasons of tectonic plates, how and why it moves, volcanic activity, and earthquakes; and the role that magnetism has played in the revelation of the new geology.

139 FIELD GEOLOGY 1-3 Units
Prerequisite: A previous course in Earth Science is necessary.
Lecture: 3.5-4 hours
Laboratory: 1-3.5 hours
A field study of selected geographic features and related Earth Science topics. A one to seven day field trip will be taken with pre and post­classroom sessions.
May be repeated two times.

142 DESCRIPTIVE ASTRONOMY 3 Units
Lecture: 3 hours
A nonmathematically survey course in astronomy for nonscience majors. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extra-terrestrial life.
Field trips may be required.

143 ASTRONOMY LABORATORY 1 Unit
Prerequisite: Previous or concurrent enrollment in Earth Science 142 or consent of instructor.
Laboratory: 3 hours
Development of observational skills identifying major stars and constellations, setting up and using telescopes, determining rising and setting times of the sun, moon, planets, and stars. Approximately one-half of the required labs will meet at the observatory at night. Some may be predawn meetings.

161 FUNDAMENTALS OF METEOROLOGY 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Origin of the world's atmosphere, its structure, composition, and circulation; the weather elements, weather instruments and their use, gas laws, air masses, frontal movements, cloud types, and laboratory techniques; meteorological effects on modern society.
Field trips may be required.

171 FUNDAMENTALS OF OCEANOGRAPHY 3 Units
Lecture: 2 hours
Laboratory: 3 hours
The origins of the world's oceans, its structure, composition, and circulation; tides, currents, salinity, density, oceanographic instruments and their use, life in the sea, the interaction of the ocean and the atmosphere, the ocean and modern society.

101a PRINCIPLES OF ECONOMICS 4 Units
Lecture: 4 hours
Macroeconomics. Introduction to the U.S. economy and capitalism; national income and employment analysis, economic fluctuations, monetary and fiscal policies, economic stability­insatility, public finance, and special economic problems.

101b PRINCIPLES OF ECONOMICS 4 Units
Lecture: 4 hours
Micro­economics. The corporation, analysis of costs, theory of production, price factor inputs including wages, rent, and interest; the social im­plications of various market structures; special economic problems.

EMERGENCY MEDICAL SERVICES

See Page 55 for Certificate Requirements

103 EMERGENCY MEDICAL TECHNICIAN TRAINING 6 Units
Prerequisite: Completion of advanced 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.

105 EMERGENCY MEDICAL TECHNICIAN REFRESHER 1.5 Units
Prerequisite: E.M.T. Certificate.
Lecture: 1.5 hours
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. certification, one year E.M.T. practice, CPR certification.
Lecture: 8 hours
Laboratory: 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 10b with a grade of "C" or better or consent of instructor.
Lecture: 8 hours
Laboratory: 4 hours
A continuation of Health Occupations 10b, Em­phasis will be on the musculoskeletal system, obstetrics, pediatrics, multiple injury and casualty situations and psychiatric emergencies.

WORLD WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE 4 Units
Prerequisite: Employment must be approved by Work Experience office. May be repeated for no more than a total of 16 units of credit to any units earned in any other Work Experience course.

COLLEGE COMPOSITION 3 Units
Lecture: 1 hour
Individual instruction in the fundamentals of writing.
May be repeated one time.

101a READING AND COMPOSITION: 3 Units
Beginning
Prerequisite: Satisfactory completion of placement test and English 51 with a grade of "C" or better.
Lecture: 3 hours
Development of reading and composition skills with emphases on applying techniques of logic in interpreting and writing the expository essay and reading and interpretation of the short story.

101b READING AND COMPOSITION: 3 Units
Advanced
Prerequisite: English 10a with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Further development of reading and composition skills with an emphasis on reading and inter­preting one novel with secondary sources, poetry, and drama, with the composition of at least one longer, documented paper.

CREATIVE WRITING 3 Units
Prerequisite: English 10a with a grade of "C" or better or consent of instructor.
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.
### 111 FILM APPRECIATION
3 Units
Lecture: 2.5 hours
Laboratory: 1.3 hours
Development of technical awareness and critical judgment in individual response to cinema.

### 117a LITERATURE OF THE UNITED STATES
3 Units
Prerequisite: English 101a with a grade of "C-" or better 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 transcendentalists. Reading, analysis, and discussion of the major literary trends and authors of the time.

### 146a SURVEY OF CALIFORNIA LITERATURE
3 Units
Prerequisite: English 101a with a grade of "C" or better or consent of instructor
Lecture: 3 hours
A study of the literature of the United States from the Anglo-Saxons through the 18th Century.

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

### 149 ENGLISH LITERATURE
3 Units
Prerequisite: English 101a with a grade of "C" or better or consent of instructor
Lecture: 3 hours
English literature of the 19th and 20th Centuries.

### 50 FIRE SERVICE ORGANIZATION AND RESPONSIBILITY
1 Unit
Lecture: 1 hour
Technical training in the makeup of fire department, their responsibilities, rules, and interaction with other programs, organizations, and laws. Meets Firefighter I certification requirements for Unit A.

### 51 COMBUSTION AND EXTINGUISHMENT THEORY
1 Unit
Lecture: 1 hour
Technical training in the study of the combustion process, extinguishing agents, and their interaction. Meets Firefighter I certification requirements for Unit B.

### 52 PROTECTIVE EQUIPMENT AND SAFETY
1 Unit
Lecture: 1 hour
Technical and hands-on instruction in the use of protective clothing, devices and their limitations, hazards encountered at structure and vehicle fires, accident prevention and methods of traffic control at emergency scenes. Meets Firefighter I certification requirements for Unit C.

### 53 SELF-CONTAINED BREATHING APPARATUS
1.5 Units
Lecture: 1.5 hours
Technical and manipulative training in the operation of self-contained breathing apparatus, including testing, maintenance and the effects of stress due to its use. Safety considerations and how to avoid injury. Meets Firefighter I certification requirements for Unit D.

### 54 ROPE'S, KNOTS, AND HITCHES
1 Unit
Lecture: 1 hour
Technical and manipulative training in the construction of self-contained breathing apparatus, how to tie and use various fire department knots, and safety considerations. Meets Firefighter I certification requirements for Unit E.

### 55 VOLUNTEER FIREFIGHTING TRAINING
2.5 Units
Lecture: 2 hours
Laboratory: 1.5 hours
Basic concepts, techniques, skills, and theories for volunteer firefighters. Offered for Credit/No Credit only.

### 56 FORCIBLE ENTRY
1 Unit
Lecture: 1 hour
Technical and manipulative training in the identification and operation of fire service tools and equipment used in forcible entry, basic consideration of building construction and safety considerations in gaining entry through roofs, doors, walls, and windows. Meets Firefighter I certification requirements for Unit F.

### 57 FIRST RESPONDER AND CPR
1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
A basic course for the volunteer firefighter who is on a first-responder unit assigned medical responses in the rural setting. Stresses continuity of care through the approach to the patients and prioritization of their injuries/illnesses where advanced life support response is delayed.

### 58 HOSE, NOZZLES AND FITTINGS
3 Units
Lecture: 3 hours
Technical and manipulative training in basic hose evolutions, hose, tool and appliance handling: hose rolls and uses, and the care and maintenance of hose. Meets Firefighter I certification requirements for Unit G.

### 59 FIRE COMMAND/ICS FOR THE VOLUNTEER FIREFIGHTER
1 Unit
Lecture: 1 hour
Command and control techniques used at the scene of an emergency by the volunteer fire company officer. Emphasizes decision making, the act of commanding, personnel and organization structures and pre-planning for command performance. Includes a review of the Incident Command System instituted by the State of California Fire Services. Offered for Credit/No Credit only.

### 60 HOSE LOADS AND USES
2 Units
Lecture: 2 hours
Technical and manipulative training in engine hose loads, hose layouts, hooking to hydrants, stand pipes, and sprinkler connections, fire hydrant terminology, advancing various sizes of hose. Meets Firefighter I certification requirements for Unit H.

### 61 GROUND LADDERS
2.5 Units
Lecture: 2.5 hours
Technical and manipulative training in fire service ladder evolutions, ladder types, construction tests, maintenance, and operations. Methods of raising, lowering, carrying and removing ladders from apparatus. Meets Firefighter I certification requirements for Unit I.

### 62 RESCUE
1.5 Units
Lecture: 1.5 hours
Technical and manipulative training in rescue operations in burning and smoke filled buildings. Methods of victim removal and care; tool use and care. Meets Firefighter I certification requirements for Unit J.

### 68 VENTILATION
.5 Unit
Lecture: 5 hours
Technical and manipulative training in ventilation procedures, development, safety and openings for vertical or horizontal ventilation. Meets Firefighter I certification requirements for Unit K.

### 70 CERTIFIED FIREFIGHTER I: SUPPLEMENTAL REQUIREMENTS
2 Units
Prerequisite: Certified Volunteer Firefighter or equivalent
Lecture: 2 hours
Laboratory: 5 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.

### 71 FIRE CONTROL
.5 Unit
Lecture: 5 hour
Technical instruction in methods of basic fire control including protective exposures, how fire spreads, methods of extinguishing and safety precautions on fires. Meets Firefighter I certification requirements for Unit L.

### 72 FIRE STREAMS
.5 Unit
Lecture: 5 hours
Technical instruction in the basic selection of hose streams, how they react, different nozzle that are used; safety precautions in use and operations. Meets Firefighter I certification requirements for Unit M.

### 73 FIRE EXTINGUISHERS
.5 Unit
Lecture: 5 hours
Technical and manipulative instruction in the characteristics, operation, and selection of the proper fire extinguisher, and safety precautions in their use. Meets Firefighter I certification requirements for Unit N.

### 74 OVERHAUL
.5 Unit
Lecture: 5 hours
Technical and manipulative training in purposes and value of overhaul procedures, how hidden fires are detected, uses of carryall to remove debris and methods to restore premises. Meets Firefighter I certification requirements for Unit O.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
<th>Lecture</th>
<th>Lab</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>CERTIFIED FIREFIGHTER II</td>
<td>1.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 1 hour</td>
<td>Laboratory: 1.5 hours</td>
<td>Designed for agency-specific training. Includes maintenance, local codes, local fire prevention practices, local water supply features and other requirements of the assigned station.</td>
</tr>
<tr>
<td>76</td>
<td>PROPERTY CONSERVATION</td>
<td>2</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 2 hours</td>
<td></td>
<td>Technical and manipulative training in basic salvage operations, including objectives, salvage cover operations and maintenance, protection of property, and removal of water. Meets Firefighter I certification requirements for Unit P.</td>
</tr>
<tr>
<td>77</td>
<td>FIRE PROTECTION SYSTEMS</td>
<td>0.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 0.5 hour</td>
<td></td>
<td>Technical instruction in the operating principles of common fire protection systems, various smoke and fire detectors, sprinkler components, stand pipe systems and support measures for them. Meets Firefighter I certification requirements for Unit P.</td>
</tr>
<tr>
<td>78</td>
<td>SIZE UP</td>
<td>0.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 0.5 hour</td>
<td></td>
<td>Technical training in the basic considerations of size up, priorities at emergencies and an introduction to the incident command system. Meets Firefighter I certification requirements for Unit R.</td>
</tr>
<tr>
<td>79</td>
<td>WILDLAND FIRE FIGHTING</td>
<td>0.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 0.5 hours</td>
<td></td>
<td>Technical and manipulative instruction in the basics of wildland fire fighting, including progressive hose lays, terminology apparatus, spread factors, and major safety considerations. Meets Firefighter I certification requirements for Unit S.</td>
</tr>
<tr>
<td>81</td>
<td>HAZARDOUS MATERIALS</td>
<td>0.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 0.5 hour</td>
<td></td>
<td>Technical training in the basic study of hazardous materials, including definitions, label identification, placard identification, and the purpose of the D.O.T. Emergency Response Guidebook. Meets Firefighter I certification requirements for Unit T.</td>
</tr>
<tr>
<td>82</td>
<td>FIRE INVESTIGATION</td>
<td>0.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 0.5 hour</td>
<td></td>
<td>Technical instruction in the basic factors in fire cause investigation including observations, enroute, on arrival, and during a fire. Operations for investigation, recognition of and preservation of evidence, indications of arson intent, materials used, and indicators of arson. Meets Firefighter I certification requirements for Unit U.</td>
</tr>
<tr>
<td>83</td>
<td>COMMUNICATIONS</td>
<td>0.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 0.5 hour</td>
<td></td>
<td>Technical training in the basics of communications including command center operations, how alarms are received and transmitted, clear text, and radio licensing and procedures. Meets Firefighter I certification requirements for Unit V.</td>
</tr>
<tr>
<td>84</td>
<td>VEHICLE EXTRICATION</td>
<td>0.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 0.5 hour</td>
<td></td>
<td>Technical training in the basics of vehicle extrication using light rescue tools. Meets Firefighter I certification requirements for Unit W.</td>
</tr>
<tr>
<td>101</td>
<td>INTRODUCTION TO FIRE TECHNOLOGY</td>
<td>3</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>104</td>
<td>FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL</td>
<td>3</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>106a</td>
<td>FIRE PREVENTION 1a</td>
<td>3</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td></td>
<td>History and organization of fire prevention agencies, inspection procedures and practices, special hazards, and protection systems, portable fire extinguishers, and public fire prevention education.</td>
</tr>
<tr>
<td>106b</td>
<td>FIRE PREVENTION 1b</td>
<td>3</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td></td>
<td>Recognition of fire and life safety factors, sprinkler and stand pipe systems, water supply systems, electrical hazards, fire alarm, and detection systems, public safety considerations, and special problems in fire prevention.</td>
</tr>
<tr>
<td>108</td>
<td>FIRE FIGHTING STRATEGY AND TACTICS</td>
<td>2</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 2 hours</td>
<td></td>
<td>Fire chemistry; equipment and manpower, fire fighting tactics and strategy, methods of attack, pre-planning fire problems. This course meets the requirement for Fire Command IA, a state certified officer class.</td>
</tr>
<tr>
<td>110</td>
<td>RURAL FIRE COMPANY OPERATIONS</td>
<td>1</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td>Laboratory: 1.5 hours</td>
<td>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 preplanning, and incident control in the rural setting.</td>
</tr>
<tr>
<td>114</td>
<td>FIRE APPARATUS AND EQUIPMENT</td>
<td>2</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td></td>
<td>Equipment and apparatus. Fire Technology 101 or equivalent or consent of instructor. Lecture: 1.5 hours Laboratory: 1.5 hours Driving laws and techniques, construction and operation of pumping engines, tank trucks and trailers. This class meets part of the requirements for Driver Operator, a state certified class.</td>
</tr>
<tr>
<td>115</td>
<td>PUBLIC FIRE EDUCATION</td>
<td>3</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>117</td>
<td>WILDLAND FIRE CONTROL</td>
<td>3</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td></td>
<td>Factors affecting wildland fire prevention, fire behavior, and control techniques.</td>
</tr>
<tr>
<td>120</td>
<td>HEAVY EQUIPMENT IN FIRE CONTROL</td>
<td>2</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 2 hours</td>
<td></td>
<td>Theory of heavy equipment used by a coordinated fire control team in fighting range fires.</td>
</tr>
<tr>
<td>123</td>
<td>FIRE HYDRAULICS</td>
<td>3</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 3 hours</td>
<td></td>
<td>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; underwriters' requirements for pumps. This class meets part of the requirements for Driver Operator, a state certified class.</td>
</tr>
<tr>
<td>125</td>
<td>FIRE EQUIPMENT REPAIR AND MAINTENANCE</td>
<td>2</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 1 hour</td>
<td>Laboratory: 3 hours</td>
<td>Repair of commonly used fire service equipment including hand tools, small and auxiliary gas or electric powered tools, byracyric mechanisms and personnel safety devices. Includes preventive maintenance, inspection procedures and measuring tolerances of calibrated equipment and vehicles.</td>
</tr>
<tr>
<td>127</td>
<td>FIRE INVESTIGATION</td>
<td>2</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 2 hours</td>
<td></td>
<td>Determining causes and types of fires; possible evidence at the scene; interviewing witnesses and suspects; arrest, detention, and court procedures; giving court testimony.</td>
</tr>
<tr>
<td>129</td>
<td>HAZARDOUS MATERIALS INCIDENT CONTROL</td>
<td>2</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 2 hours</td>
<td></td>
<td>Hazardous materials storage, handling laws, standards and emergency practices with emphasis on firefighting and incident control at the company officer level. This class meets the requirement for Fire Prevention 1B, a state certified class.</td>
</tr>
<tr>
<td>170</td>
<td>SPECIAL TOPICS IN FIRE TECHNOLOGY</td>
<td>5.5</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 5.5 hours and/or Laboratory: 1.5 hours</td>
<td></td>
<td>Various topics in Fire Technology will be covered to meet individual or agency needs. Emphasis on specialized development of skills and knowledge, district planning, development and implementation of training and fire ground evolutions.</td>
</tr>
<tr>
<td>179</td>
<td>WORK EXPERIENCE IN FIRE TECHNOLOGY</td>
<td>1.4</td>
<td>Fire Technology 101 or equivalent</td>
<td>Lecture: 1.4 hours</td>
<td></td>
<td>Prerequisite: Employments must be approved by Work Experience Coordinator. May 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 unpaid hours equals 1 unit of credit. Provides students an opportunity to experience supervised employment in Fire Technology. The student's employment must be related to educational or occupational 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 any other Work Experience course.</td>
</tr>
</tbody>
</table>
FOREIGN LANGUAGE/FORESTRY/FORESTRY TECHNOLOGY

FOREIGN LANGUAGE

French

50 CONVERSATIONAL FRENCH 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Practice in vocabulary, idioms, and grammatical usage.
May be repeated three times.

Spanish

100a CONVERSATIONAL SPANISH: Beginning 3-4 Units
Prerequisite: Spanish 100a with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
A continuation of Spanish 100a with emphasis on the comprehension and use of the total language.

100b CONVERSATIONAL SPANISH: Intermediate 3-4 Units
Prerequisite: Spanish 100a with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
Continuation of Spanish 101a.

FORESTRY TECHNOLOGY

110 DENDROLOGY 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Silvicultural and botanical characteristics, identification, classification, range, and uses of native forest species of the United States; emphasis on plants of economic importance to forest practices in California and the western United States.
Field trips will be required.

WORK EXPERIENCE
See NATURAL RESOURCES 179

101a INTRODUCTION TO SPANISH: BEGINNING 2 Units
Lecture: 2 hours
Practice in vocabulary, idioms, and grammatical usage with emphasis on conversational use of the language as spoken in Mexico.
May be repeated one time.

100a CONVERSATIONAL SPANISH: BEGINNING 4 Units
Lecture: 3 hours
Laboratory: 3 hours
Audio-lingual approach to comprehension of spoken and written Spanish. Vocabulary, idioms and patterns based on the language as spoken in Hispanic America.

101b SPANISH: BEGINNING 4 Units
Prerequisite: Spanish 101a with a grade of "C" or better or two years of high school Spanish or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
Continuation of Spanish 101a.

FORESTRY

101 INTRODUCTION TO PROFESSIONAL FORESTRY 3 Units
Lecture: 3 hours
Survey of the major U.S. forest regions and significant forest history events. Forestry practices, wood utilization and applied techniques of private tree farm/woodlot management for long-term production of timber, fuelwood, Christmas trees and other resources. Forestry education, career opportunities, licensing and ethics.
Field trips are required.

62 APPLIED FOREST INVENTORY AND MANAGEMENT 4 Units
Prerequisite: Forestry Technology 33, Forestry Technology 56 and Natural Resources Technology 60 recommended or consent of instructor
Lecture: 2 hours
Laboratory: 5 hours
Techniques of forest inventory including cruising, scaling and evaluation; field tabulation and computation methods; location and inventory of a given forest property in the field; 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.

WORK EXPERIENCE
See NATURAL RESOURCES 179

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 major U.S. forest regions, forest insects, diseases, and fire relationships. Technical forestry skills needed for private tree farm/woodlot management for long-term production of timber, fuelwood, Christmas trees and other resources.
Field trips will be required.

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 engineering's chain, abney and dumpy level, plane table and alidade, engineer's transit and redy mapper. Field recording techniques, laboratory computations and map drafting.
Field trips will be required.

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.
Field trips will be required.

50 INTRODUCTION TO CULTURAL GEOGRAPHY 3 Units
Lecture: 2 hours
The study of humankind's relationship with the environment. The interdisciplinary nature of cultural and political geography, anthropology, environmental science, history, and sociology.

105 PHYSICAL GEOGRAPHY 3 Units
Lecture: 2 hours
An introduction to selected aspects of the earth's physical environment (landforms, weather, climate, soils, and vegetation) and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man.

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 be repeated three times).

105 CONSUMER HEALTH 2 Units
Lecture: 2 hours
A survey of health, safety and sudden illnesses. Covers Red Cross Basic First Aid and Emergency Care. Offered for Credit/No Credit only.

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
(No previous course required.)
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.

FOREST SURVEYING

105 INTRODUCTION TO CULTURAL GEOGRAPHY 3 Units
Lecture: 3 hours
The study of humankind's relationship with the environment. The interdisciplinary nature of cultural and political geography, anthropology, environmental science, history, and sociology.

105 PHYSICAL GEOGRAPHY 3 Units
Lecture: 2 hours
An introduction to selected aspects of the earth's physical environment (landforms, weather, climate, soils, and vegetation) and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man.

GUIDANCE

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(No previous course required.)
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.

HEALTH EDUCATION

50 CARDIOPULMONARY RESUSCITATION 5 Units
Lecture: 9 hours total
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.

55 BASIC FIRST AID 1 Unit
Lecture: 1 hour
Designed as a basic course for coaches and school personnel; stresses the continuity of care through prioritization of injuries and patient assessment.

60 COPING 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 facts, 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.
HEALTH EDUCATION/HEALTH OCCUPATIONS/HEAVY EQUIPMENT/HISTORY

115 ADVANCED FIRST AID AND EMERGENCY CARE REFRESHER
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 three times.

120 NUTRITION
3 Units
Prerequisite: One year of high school chemistry with a grade of “B” or better or Chemistry 100 with a grade of “C” or better or consent of instructor
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

179 WORK EXPERIENCE IN HEALTH OCCUPATIONS
Prerequisite: Employment must be approved by Work Experience Coordinator. 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 Health Occupations. The student’s employment must be related to educational or occupational goal. Offered for Credit/No Credit only.
May be repeated for credit but not more than a total of 16 units of credit may be earned in any one Work Experience course.

HEAVY EQUIPMENT

50 BUS DRIVER TRAINING
1.5 Units
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.

HISTORY

59 LOCAL HISTORY THE MOTHER LODE
Lecture: 3 hours
History and folklore of California’s historic Gold Rush Country. Topics will include Indians, miners, immigrants, loggers, cowboys, railroadmen, and entertainers. Lectures and visual aids will feature America’s Gold Rush heritage.

104a WORLD CIVILIZATIONS: to 1650
3 Units
Lecture: 3 hours
Survey of civilizations to 1650: origins in Near East and Asia, development in Greece, Rome, medieval Europe, Africa, and the Americas to colonial empire.

104b WORLD CIVILIZATIONS: 1650 to Present
3 Units
Lecture: 3 hours
Survey of civilizations since 1650: emergence of strong national states, their struggle for world power, and their impact on the non-western world.

117a UNITED STATES: to 1865
3 Units
Lecture: 3 hours

117b UNITED STATES: 1865 to Present
3 Units
Lecture: 3 hours
Survey of United States history from Reconstruction to the present. Analysis of Industrialism, Progressivism, New Deal, Internationalism, and Contemporary America.

121 HISTORY OF CALIFORNIA
3 Units
Lecture: 3 hours
Survey of California history from pre-Columbia 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
2 Units
Lecture: 1 hour
Laboratory: 1 hour
Fundamentals of the tape-recorded interview. Demonstrations and discussions of the interview as a method in historical research and writing.

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

155 THE AMERICAN FRONTIER
3 Units
Lecture: 3 hours
Influence of successive frontier zones and hostile environments in reshaping imported customs and traits into uniquely “American” characteristics. Emphasis will be on the 19th Century.

101 INTRODUCTION TO THE HOSPITALITY INDUSTRY
3 Units
Lecture: 3 hours
Survey of the hotel-motel, food services, travel-tourism, club and recreation business. Analysis of the organizational structure of the hospitality industry, including historical development and evaluation of industry trends. Major emphasis will be placed on career planning and management in the hospitality industry.
Field trips may be required.

103 MARKETING OF HOSPITALITY SERVICES
3 Units
Lecture: 1 hour
A study of people, product, package, price, and promotion, and how they interrelate and constitute the ingredients in a marketing program.
Field trips may be required.

112 FRONT OFFICE MANAGEMENT/HOTEL CATERING
1.5 Units
Lecture: 1.5 hour
Essential equipment, routines, and duties of the front desk clerk and relationship to other hotel departments; planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant might cater.

114 INTRODUCTION TO MAINTENANCE AND HOUSEKEEPING
1.5 Units
Lecture: 1.5 hours
Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping, and use of equipment and materials.

116 LAWS OF INNKEEPING
1 Unit
Lecture: 1 hour
Legal relationships between California innkeepers and others: rights, duties, and liabilities of innkeepers and their personnel.
Field trips may be required.

130 FOOD SERVICE MANAGEMENT
2 Units
Lecture: 2 hours
Introduction to culinary nomenclature, cost controls, kitchen equipment, planning, management reports, menu planning, food purchasing, nutrition, and sanitation.
Field trips may be required.

131 DINING ROOM SERVICE
3 Units
Lecture: 1.5 hour
Laboratory: 4.5 hours
Service techniques, table settings, and etiquette used in all aspects of dining room service. Emphasis on developing the finer points in skills and showmanship.
Field trips may be required.

132 DINING ROOM MANAGEMENT
1.5 Units
Lecture: 3 hours
Laboratory: 1.5 hours
Management of service in the dining room; coordinating the dining room staff to ensure proper service techniques and procedures are being followed, acting as host to ensure customer satisfaction.

133a INTRODUCTION TO COMMERCIAL FOOD PREPARATION
3.5 Units
Lecture: 1.5 hours
Laboratory: 6 hours
General introduction to safety, sanitation, culinary nomenclature, cook’s tools, recipe conversion and food costs, preparation of beverages, breakfasts and salads; commissary control and ordering of supplies.

133b INTRODUCTION TO COMMERCIAL FOOD PREPARATION
3.5 Units
Prerequisite: Hospitality Management 133a with a grade of “C” or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 6 hours
Continuation of Hospitality Management 133a with emphasis on preparation of vegetables, sauces, rice, and farinaceous products; basic techniques of broiling, roasting, sautéing, and deep fat frying.

135 COMMERCIAL BAKING
3 Units
Lecture: 1 hour
Laboratory: 6 hours
Tools, terms and functions in preparation of baked goods, gourmet desserts and cake decorating.
Field trips may be required.

136 COMMERCIAL BAKING ADVANCED
2 Units
Prerequisite: Hospitality Management 135 with a grade of “C” or better or consent of instructor
Lecture: 2 hours
Formulas used in commercial pastry shop, design, sugar decoration and chocolate paste cake decorating.
Field trips may be required.

139 FOOD SCIENCE AND NUTRITION
3 Units
Lecture: 3 hours
Scientific and sensory evaluation of food, composition and functional properties of foods; study of food processing, additives, and legal control of food safety; how the body utilizes these foods.
140a CLASSICAL CUISINE: 3 Units
Beginning
Prerequisite: Hospitality Management 133b with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 6 hours
Classical cuisine for the advanced food service students. Instruction in preparation, stocks, soups, sauces, and boiler stations.

140b ARSON INVESTIGATION: 2 Units
Beginning
Prerequisite: Hospitality Management 140a with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Designed to prepare fire suppression officers and police patrol officers to carry out the responsibility of arson detection and establish the foundation for an in-depth arson investigation.

151 INTRODUCTION TO PARKS AND RECREATION 3 Units
Lecture: 2 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.

160 INTRODUCTION TO TRAVEL-TOURISM INDUSTRY/TOURS 2 Units
Lecture: 2 hours
Evolution of tourism as an industry. Survey of domestic and international travel, laws, services, communications systems, and interaction with other sectors of the hospitality industry; the principles and procedures of group tour management and planning.
Field trips are required.

179 WORK EXPERIENCE IN HOSPITALITY MANAGEMENT 1-4 Units
Lecture: 2 hours
Study of the various meats, fruits, vegetables, sauces, and their uses in cold buffet work. Introduction to fancy culinary work; use of the tools necessary to this art.
Field trips may be required.

144 MEAT ANALYSIS 2 Units
Lecture: 3 hour Laboratory: 3 hours
Study of various grades and cuts of meat and their use in restaurant sales. Cost control and fabrication.
Field trips may be required.

147 BEVERAGE MANAGEMENT 3 Units
Prerequisite: At least 21 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.
Field trips may be required.

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.

170 old WORLD CULTURE 3 Units
Lecture: 3 hours
An introductory survey of humanistic culture, historically structured from classical Greece to the Renaissance, presenting enduring works of art, drama, literature, music, and philosophy.

190 MODERN CULTURE 3 Units
Lecture: 3 hours
An introductory survey of humanistic culture, historically structured from the Enlightenment to the present scene, presenting enduring works of art, drama, literature, music, and philosophy.

101 INTERMEDIATE ALGEBRA 4 Units
Prerequisite: Mathematics 55 with a grade of "C" or better or one year high school algebra or consent of instructor
Lecture: 4 hours Laboratory: 3 hours
Advanced algebra and one year geometry or consent of instructor.

55 BEGINNING ALGEBRA 4 Units
Lecture: 4 hours Laboratory: 3 hours
Algebraic structures of real numbers, development of algebraic techniques, rational operations, radicals, polynomials, factoring, linear equations, inequalities, and quadratic equations.

58 ENTRY LEVEL GEOMETRY 1 Unit
Prerequisite: One year of high school algebra or Mathematics 55 recommended Laboratory: 1 hour
Points, lines, angles, polygons, area, circles, volume, and the Pythagorean Theorem. Offered for Credit/No Credit only.

60 GEOMETRY 3 Units
Prerequisite: Mathematics 55 or one year high school algebra recommended Lecture: 3 hours Laboratory: 3 hours
Lecture: 3 hours Laboratory: 3 hours
Rectilinear figures, circles, parallels, perpendiculars, area, similarity, constructions, logic, and proofs.

101 OLD WORLD CULTURE 3 Units
Lecture: 3 hours Laboratory: 3 hours
History and production of California wines.

102 MODERN CULTURE 3 Units
Lecture: 3 hours
An introductory survey of humanistic culture, historically structured from the Enlightenment to the present scene, presenting enduring works of art, drama, literature, music, and philosophy.

103 COLLEGE ALGEBRA 4 Units
Prerequisite: Mathematics 101 with a grade of "C" or better or equivalent high school course or consent of instructor
Lecture: 4 hours Laboratory: 3 hours
Extension of algebraic concepts; includes quadratics, functions, systems of equations, complex numbers, matrices, determinants, and polynomial, exponential, and logarithmic functions.
104 INTRODUCTION TO LOGIC 3 Units
(See also Philosophy 104)
Lecture: 3 hours
Fundamentals of logic; deduction, including
sylllogisms, truth functions, symbolic quantifi-
cation, and fallacies; induction, including probabi-
ity, analogy, hypothesis, and the scientific method;
philosophy of logic.
(Credit for this course will be awarded for either Mathematics 104 or Philosophy 104, but not both.)

105 ELEMENTS OF STATISTICS 4 Units
Prerequisite: Mathematics 101 with a grade of "C" or better
or second year high school algebra or consent of
instructor
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
The art and technique of beginning video produc-
tion stressing the skills of camera, lighting,
editing, and sound. Emphasis on production
techniques for the local public access channel.

120a CALCULUS WITH ANALYTIC GEOMETRY 4 Units
Prerequisite: Two years of high school algebra, one year of
plane geometry, and one-half year of trigono-
tomy or Mathematics 102 with a grade of "C" or better.
Mathematics 103 recommended
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
Symbolic, logic, sets, probability, vectors,
matrices, and game theory.

102 INTRODUCTION TO MUSIC 3 Units
Lecture: 3 hours
Study and analysis of music, including instrumen-
tation, form, basic elements, and general
background of styles and composers.

100 MUSIC FUNDAMENTALS 2 Units
Lecture: 2 hours
Introduction to traditional musical notation, key
signatures, scales, intervals and chords, sight sing-
ing and ear training.

109 PERFORMANCE PRACTICUM 2 Units
Activity: 1 hour
A series of concerts and recital demonstrations in-
volving students, staff and visiting artists for the
development of performance methodology and
critical listening skills.

110a SURVEY OF MUSIC HISTORY AND LITERATURE: Ancient to 1750 3 Units
Lecture: 1 hour
A survey of elements of style, major composers,
and masterpieces of music from the Greek era
through the Medieval, Renaissance, Baroque, and
Early Classic periods, from 1000 B.C. through
1750 A.D.

110b SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to Present 3 Units
Lecture: 1 hour
A survey of elements of style, major composers,
and masterpieces of music during the Classic,
Romantic, and 20th Century periods, from 1750
to the present. Study will include significant
developments in American music from its origins
to the present.

120b VIDEO PRODUCTION: ADVANCED 3 Units
Prerequisite: Media Technology 152a with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
To utilize the skills learned in Media Technology 152a and apply them to production of programs
on the local public access channel.

120c VIDEO PRODUCTION: BEGINNING 3 Units
Prerequisite: Media Technology 152a with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Analysis of the essentials for understanding and
writing music. Included are rhythm, scales, inter-
vals, chords, notation, melody writing; study of
diatonic 4-part harmony, figured bass, chord
progressions, harmonic motion, ear training, and
keyboard applications.

120d MUSIC THEORY 5 Units
Prerequisite: Music 120a with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Activity: 2 hours
Continuing study in harmony and analysis. In-
cluded are secondary dominants, modulation,
alternated chords, non-harmonic notes, extended
chords, harmonic ear training, and keyboard har-
mony.

126 COMPOSITION 3 Units
Prerequisite: Music 120b with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Composing in various musical styles as well as
synthesis of student's own style. Study and analysis
different methods of composition of music in
relation to project chosen by student.
May be repeated one time.

131a ELEMENTARY CLASS PIANO 2 Units
Prerequisite: Music 131a with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Study of basic techniques of piano playing, funda-
mentals of music theory, sight-reading, impro-
visation and harmonization.

131b ELEMENTARY CLASS PIANO 2 Units
Prerequisite: Music 131a with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of Music 131a.

136a ELEMENTARY CLASS VOICE 2 Units
Prerequisite: Music 136a with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of Music 136a.

136b ELEMENTARY CLASS VOICE 2 Units
Prerequisite: Music 136b with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of Music 136b.

141a INTERMEDIATE CLASS PIANO 2 Units
Prerequisite: Music 131a with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Study of playing techniques requiring the full
range of the piano and covering piano literature
from 1700 to the present, emphasizing style and in-
terpretation.

141b INTERMEDIATE CLASS PIANO 2 Units
Prerequisite: Music 131a with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of Music 141a.

146a INTERMEDIATE CLASS VOICE 2 Units
Prerequisite: Music 136a with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Group instruction in the refinement of singing
technique, using classical and popular solo reper-
toire from 1600 to the present, emphasizing style
and interpretation.

146b INTERMEDIATE CLASS VOICE 2 Units
Prerequisite: Music 136b with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of Music 146a.

150 SERIES — APPLIED MUSIC
Prerequisite: Audition, Concurrent enrollment in Music 109 recommended
Lecture: 1 hour
Study of performance techniques, interpretation,
and repertoire related to private music instruction.
Designated for music majors and minor.
May be repeated three times.

151 APPLIED MUSIC: Guitar 1 Unit
152 APPLIED MUSIC: Keyboard 1 Unit
153 APPLIED MUSIC: Brass 1 Unit
154 APPLIED MUSIC: Strings 1 Unit
155 APPLIED MUSIC: Percussion 1 Unit
156 APPLIED MUSIC: Voice 1 Unit
157 APPLIED MUSIC: Synthesizer 1 Unit

160 CHOIR 1 Unit
Activity: 2-6 hours
Study and performance of mixed choral works of
various periods and styles.
May be repeated three times.
MUSIC/NATURAL RESOURCES/NATURAL RESOURCES TECHNOLOGY

164 JAZZ CHOIR 1 Unit
Prerequisite: Audition
Activity: 2 hours
Study and performance of vocal jazz and improvisation in an ensemble of limited size. May be repeated three times.

165 THEATER PRODUCTION: MUSIC Emphasis 1 Unit
Prerequisite: Audition
Activity: 2-6 hours
Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. May be repeated three times.

166 COMMUNITY CHORUS 1 Unit
Activity: 2-6 hours
Study and performance of mixed chorale works of various periods and styles. May be repeated three times.

169 MADRIGAL ENSEMBLE 1 Unit
Prerequisite: Audition
Activity: 2-6 hours
Study and performance of mixed vocal chamber music on the Renaissance and Contemporary periods.

170 COLLEGE BAND 1 Unit
Activity: 2-6 hours
Study and performance of band repertoire of all styles. May be repeated three times.

173 JAZZ ENSEMBLE 1 Unit
Prerequisite: Audition. Concurrent enrollment in Music 109 recommended
Activity: 2-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. May be repeated three times.

176 COMMUNITY ORCHESTRA 1 Unit
Prerequisite: Audition for wind, brass, and percussion players as needed
Activity: 2-6 hours
Study and performance of orchestral literature of various styles and media. May be repeated three times.

178 ENSEMBLE: Instrumental Emphasis 1 Unit
Prerequisite: Audition. Concurrent enrollment in Music 109 recommended
Activity: 2-6 hours
Study and performance of music for small ensembles, duets, and chamber groups. May be repeated three times.

NATURAL RESOURCES
See Page 34 for Certificate Requirements

100 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. Prerequisite: Audition for wind, brass, and percussion players recommended. May be repeated three times.

105 ALTERNATIVE ENERGY SOURCES 3 Units
Lecture: 2 hours
Laboratory: 3 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 may be required.

109 PARKS AND FORESTS LAW ENFORCEMENT 2 Units
Lecture: 2 hours
Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. Field trips may be required.

130 WILD EDIBLE AND USEFUL PLANTS 3 Units
Lecture: 2 hours
Laboratory: 3 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 may be required.

NATURAL RESOURCES TECHNOLOGY
See Page 34 for Certificate Requirements

50 NATURAL HISTORY AND ECOLOGY 2 Units
Lecture: 2 hours
Natural history and ecology with emphasis on the interrelationships among plants, animals, soils, geology and climate of California. Selected topics on plant succession, terrestrial and aquatic ecosystems, organism adaptation and diversity, evolution, California’s physical/biological environment, California biomes, and Sierra Nevada Life Zones.

52 APPLIED WILDLANDS MANAGEMENT 3 Units
Prerequisite: Natural Resources Technology 60 recommended
Lecture: 3 hours
Laboratory: 3 hours
Techniques of managing wildlands for maximum forage, soil, water, wildlife and recreation quality. Field observations and applications for restoration and protection of watershed, range, wildlife and recreation values. Field trips will be required.

55 INTERPRETIVE GUIDED TOURS 2 Units
Lecture: 2 hours
Methods of meeting and serving diverse public groups in their social, cultural and recreational use of wildland recreation sites. Field trips will be required.

60 AERIAL PHOTOGRAPHY AND MAP INTERPRETATION 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Use of basic photogrammetric instruments and equipment. Techniques of delineating soil vegetation and timber types and distinguishing physical features on aerial photographs. Techniques of interpretation of planimetric, topographic, orthophoto topographic and geologic maps. Principles of remote sensing. Field trips may be required.

63 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.

81 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 are required.

179 WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES 1-4 Units
Prerequisite: Employment must be approved by Work Experience Coordinator. 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.
Provided students an opportunity to experience supervised employment in Forestry and Natural Resources. 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 any Work Experience course.

PHILOSOPHY

101 INTRODUCTION TO PHILOSOPHY 3 Units
Lecture: 3 hours
Survey of the field of philosophy, including human nature, meaning in life, values in ethics, in social justice, and in art; knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion.

104 INTRODUCTION TO LOGIC (See also Mathematics 184) 3 Units
Lecture: 3 hours
Fundamentals of logic: deduction, including syllogisms, truth functions, symbolic quantification, and fallacies, induction, including probability, analogy, hypothesis, and the scientific method; philosophy of logic.
(Credit for this course may be awarded in either Philosophy 104 or Mathematics 104, but not both.)

115 WORLD RELIGIONS 3 Units
Lecture: 3 hours
Development of religious consciousness from primitive beliefs in ancient times to the living religions of the world: tribal religions of Native American and Africans, Hinduism, Buddhism, Taoism, Shinto, Judaism, Christianity, Islam, and new religions and cults in America.

125 TWENTIETH CENTURY PHILOSOPHY 3 Units
Lecture: 3 hours
A brief survey of twentieth century philosophy emphasizing the leading exponents of each school of thought and their contributions to our understanding of man, nature, society, history, science, technology, human values and the meaning of life.
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>Aerobic Exercise I</td>
<td>1-2</td>
<td>1-4</td>
<td>Designed to promote cardiovascular fitness, flexibility, muscle tone, and general overall conditioning.</td>
</tr>
<tr>
<td>121</td>
<td>Aerobic Exercise II</td>
<td>1-2</td>
<td>1-4</td>
<td>A rigorous exercise class designed to increase cardiovascular fitness. Each workout will include exercises to build strength, flexibility, and endurance.</td>
</tr>
<tr>
<td>123</td>
<td>Ballet I</td>
<td>1-2</td>
<td>1-4</td>
<td>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.</td>
</tr>
<tr>
<td>124</td>
<td>Ballet II</td>
<td>1-2</td>
<td>1-4</td>
<td>Continuing study of techniques and principles of classical ballet including phrasing, combinations, and stylistic elements.</td>
</tr>
<tr>
<td>125</td>
<td>Basketball</td>
<td>1-2</td>
<td>1-4</td>
<td>Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy.</td>
</tr>
<tr>
<td>127</td>
<td>Dance, Jazz</td>
<td>1-2</td>
<td>1-4</td>
<td>Introduction to the fundamentals of jazz dance with emphasis on basic technique, rhythmical analysis, and various cultural and historical styles.</td>
</tr>
<tr>
<td>128</td>
<td>Dance, Jazz II</td>
<td>1-2</td>
<td>1-4</td>
<td>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.</td>
</tr>
<tr>
<td>129</td>
<td>Dance, Modern I</td>
<td>1-2</td>
<td>1-4</td>
<td>Introduction to modern dance movement. Fundamentals, basic movement, and composition presented and practiced as an opportunity for creative self-expression.</td>
</tr>
<tr>
<td>130</td>
<td>Dance, Modern II</td>
<td>1-2</td>
<td>1-4</td>
<td>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.</td>
</tr>
<tr>
<td>132</td>
<td>Fencing</td>
<td>1-2</td>
<td>1-4</td>
<td>Introduction to swordsmanship for men and women. Fencing with the French foil, with instruction in the basic skills, rules and officiating of the sport. Intra-class contests will be played.</td>
</tr>
<tr>
<td>134</td>
<td>Golf</td>
<td>1-2</td>
<td>1-4</td>
<td>Instruction and practice in fundamentals.</td>
</tr>
<tr>
<td>135</td>
<td>Golf II</td>
<td>1-2</td>
<td>1-4</td>
<td>Instruction and practice in skills, rules and strategy.</td>
</tr>
<tr>
<td>136</td>
<td>Distance Running</td>
<td>1-2</td>
<td>1-4</td>
<td>Instruction and practice in the sport of distance running with emphasis on training techniques to enable students to safely negotiate distances of 2 or more miles.</td>
</tr>
<tr>
<td>137</td>
<td>Skiing, Alpine</td>
<td>1-2</td>
<td>1-4</td>
<td>Instruction and practice in the sport of cross-country skiing. Care and selection of equipment, terminology, and safety included. Offered for Credit/No Credit only.</td>
</tr>
<tr>
<td>138</td>
<td>Skiing, Cross-Country</td>
<td>1-2</td>
<td>1-4</td>
<td>Instruction and practice for snow skiing in the open country. Care and selection of equipment, safety, and outdoor orientation emphasized. Offered for Credit/No Credit only. May be repeated one time.</td>
</tr>
<tr>
<td>139</td>
<td>Racquet Sports</td>
<td>1-2</td>
<td>1-4</td>
<td>An introductory level course with instruction and practice in badminton and paddle tennis. Each activity is taught for nine weeks and provides the students with an exposure to the fundamentals, rules, and strategy of each. May be repeated three times.</td>
</tr>
<tr>
<td>140</td>
<td>Tennis</td>
<td>1-2</td>
<td>1-4</td>
<td>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.</td>
</tr>
<tr>
<td>142</td>
<td>Volleyball</td>
<td>1-2</td>
<td>1-4</td>
<td>Activity includes instruction in use of weights and body building techniques. Provided for Credit/No Credit only.</td>
</tr>
<tr>
<td>143</td>
<td>Weight Training</td>
<td>1-2</td>
<td>1-4</td>
<td>Instruction in use of weights and body building equipment with emphasis upon individual program development.</td>
</tr>
<tr>
<td>144</td>
<td>Fencing</td>
<td>1-2</td>
<td>1-4</td>
<td>Introduction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis.</td>
</tr>
<tr>
<td>145</td>
<td>Golf</td>
<td>1-2</td>
<td>1-4</td>
<td>Activity includes instruction and practice in fundamentals of golf.</td>
</tr>
<tr>
<td>146</td>
<td>Swimming, Water</td>
<td>1-2</td>
<td>1-4</td>
<td>Activity includes instruction and practice in fundamentals of swimming.</td>
</tr>
<tr>
<td>147</td>
<td>Swimming, Synchronized</td>
<td>1-2</td>
<td>1-4</td>
<td>Activity includes instruction and practice in fundamentals of synchronized swimming.</td>
</tr>
<tr>
<td>148</td>
<td>Tennis</td>
<td>1-2</td>
<td>1-4</td>
<td>Activity includes instruction and practice in fundamentals of tennis.</td>
</tr>
<tr>
<td>149</td>
<td>Weight Training</td>
<td>1-2</td>
<td>1-4</td>
<td>Activity includes instruction in use of weights and body building equipment with emphasis upon individual program development.</td>
</tr>
</tbody>
</table>
150 PHYSICAL EDUCATION/PHYSICS
5-2 Units
Prerequisite: P.E. 149 with a grade of "C" or better or consent of instructor
Activity: 1-4 hours
Designed to help individuals accomplish a fine state of physical fitness through the use of "overload" equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze his/her particular needs and establish a program that will help accomplish these goals. May be repeated twice.

155 SOCCER
5-2 Units
Activity: 1-4 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual skills, and strategy in the field. May be repeated three times.

158 ADAPTIVE PHYSICAL EDUCATION
5-3 Units
Activity: 1-6 hours
Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular flexibility and strength components. May be repeated three times.

Intercolligate Athletics

162 VARSITY BASKETBALL 2 Units
Prerequisite: Must be enrolled as full-time student
Activity: 10 hours
Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. Field trips will be required. May be repeated three times.

164 VARSITY TENNIS 2 Units
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. May be repeated three times.

166 VARSITY VOLLEYBALL 2 Units
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. May be repeated three times.

170 CARDIAC THERAPY
PHASE IV 2-4 Units
Prerequisite: Primary Physician Referral
Activity: 2-4 hours
A secondary prevention program designed for patients with angina pectoris, healed myocardial infarctions, or post-cardiac surgical referrals whose functional capacity is relatively uncompromised. (Primary physician referral is mandatory.)

171 INTRODUCTION TO ADULT FITNESS
1-3.5 Units
An overview of the essential principles of physical fitness for adults. Individual evaluation of aerobic, flexibility, strength, and body composition components with the ensuing development of a personalized exercise prescription.

173a ADULT FITNESS PROGRAM I 1-3.5 Units
Prerequisite: Physical Education 173a with a grade of "C" or better
Activity: 2-6 hours
Individual evaluation of cardiovascular function and development of a personalized prescription program for aerobic fitness improvement; monitoring and supervision of exercise regimen and related fitness activities for continuing health and fitness. May be repeated two times.

175 HEALTH AND PHYSICAL FITNESS WORKSHOP 1 Unit
Lecture: 1 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 evaluations followed by the design of and participation in a personal fitness program with particular emphasis on aerobic type activities. May be repeated three times.

190 CONCEPTUAL PHYSICS 3 Units
Prerequisite: Mathematics 55 with a grade of "C" or better or consent of instructor
Activity: 3 hours
A conceptual investigation of the physics of motion, energy, light and color, gravitation, vibrations and waves as well as an introduction to black holes and relativistic time travel.

120a GENERAL PHYSICS
5 Units
Prerequisite: Mathematics 120b with a grade of "C" or better or Mathematics 102 with a grade of "C" or better and concurrent enrollment in Mathematics 120 or consent of instructor
Lecture: 4 hours
Laboratory: 3 hours
A general calculus level investigation of Newtonian mechanics and wave motion.

120b GENERAL PHYSICS
5 Units
Prerequisite: Physics 120b with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Laboratory: 3 hours
A general calculus level investigation of the physics of temperature and heat, thermodynamics, electricity and magnetism.

101 CONSTITUTIONAL GOVERNMENT 3 Units
Lecture: 3 hours
Basic principles of United States and California constitutional governments with emphasis on dynamics of the American federal system, governmental powers and sources of power at the national, state, and local levels, and the rights and responsibilities of democratic citizenship.

110 AMERICAN POLITICAL THOUGHT 3 Units
Lecture: 3 hours
Historical survey of American political doctrines and issues; and influence of political traditions on American politics. Emphasis will be on contemporary political issues.

115 INTERNATIONAL RELATIONS 3 Units
Lecture: 3 hours
Dynamics of international power relations; diplomacy and international law; international, regional and supranational organizations; war and peace; foreign policy.

125 COMPARATIVE POLITICAL SYSTEMS 3 Units
Lecture: 3 hours
Comparative analysis of major political cultures and systems in the Western and non-Western world.

101 GENERAL PSYCHOLOGY 3 Units
Lecture: 3 hours
An introductory survey course of the general field of psychology. Topics to be covered include conditions, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology.

102 CURRENT ISSUES IN PSYCHOLOGY 3 Units
Prerequisite: Psychology 101 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
A look at the more advanced areas of study in psychology, concentrating on current theoretical approaches and research findings regarding areas of controversy.

125 PERSONAL AND SOCIAL ADJUSTMENT 3 Units
Lecture: 3 hours
The study of personal growth and adjustment to help prepare the individual for lifelong understanding of self. Discussion of personality development, interpersonal relations, sexuality, stress management, family dynamics, dealing with losses and other concerns of the individual in our society. Field trips may be required. May be repeated one time.

145a DEVELOPMENTAL PSYCHOLOGY 3 Units
Prerequisite: Psychology 101 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Research and theories in developmental psychology from prenatal life through early childhood, covering physical, social, emotional, cognitive, language, and personality development. Issue of heredity and environment considered.
110 INTRODUCTION TO SEARCH AND RESCUE

Lecture: 2 hours

An overview of current search theories and techniques as developed by the National Park Service and the National Association for Search and Rescue.

112 ORGANIZATION AND DIRECTION OF A SEARCH

Lecture: 2 hours

Comprehensive review of Search and Rescue 110 expanding into multi-agency considerations. Designed for the inservice professional or volunteer. National association of Search and Rescue certification available to the student upon successful completion of the course.

114 TRACKING AND SIGN CUTTING

1 Unit

An overview of current tracking theories and techniques as developed by the U.S. Border Patrol.

116 THE USE OF SEARCH AND RESCUE DOGS

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 searching.

122 WILDERNESS NAVIGATION

2 Units

Lecture: 1.5 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 safe search and rescue person: rescue carries, rope management and communication.

132 ASCENDING AND DESCENDING TECHNIQUES

1 Unit

Prerequisite: Search and Rescue 110 with grade of "C" or better or consent of instructor

Lecture: 3.5 hours

Laboratory: 1.5 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 anchoring using basic four-point climbing techniques and use of friction knots and mechanical ascenders. Handling and safe use of fire-service ladders reviewed.

Offered for Credit/No Credit only.

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, evaluations, inserts, crash procedures, and communications.

Offered for Credit/No Credit only.

135 AVALANCHE RESCUE

1 Unit

Lecture: 5 hours

Laboratory: 1.5 hours

This course will introduce the rescue student to the basic concept dealing with avalanche, mountain snowpack, avalanche phenomena, meteorology, stability evaluation, avalanche safety, search and rescue.

136 SWIFTWATER RESCUE

1.5 Units

Laboratory: 1.5 hours

Designed to develop a sense of confidence in rescue personnel dealing with swiftwater rescue situations. Topics include: swiftwater physiology, equipment, swimming, line tending, search techniques, and use of helicopters.

Offered for Credit/No Credit only.

139 ROPE RESCUE

1.5 Units

Lecture: 1.5 hours

Instruction in techniques used to evacuate injured parties in various situations. Demonstrations 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.

Offered for Credit/No Credit only.

151 RAPELLING SAFETY/TOWER RESCUE FOR THE FIRE SERVICE

1 Unit

Lecture: 1 hour

Designed to update rescue personnel in equipment and technical developments in rappelling. Emphasis on tower safety, rescue of the injured or trapped rappeller and safe management of the training tower and/or incident scene, review and discussion of documented rappelling accidents.

Offered for Credit/No Credit only.

154 FIRE SERVICE LADDERS AS RESCUE TOOLS

1 Unit

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.

Offered for Credit/No Credit only.

155 EMERGENCY SHORING TECHNIQUES

0.5 Unit

Lecture: 1 hour

Safe and effective use of improvised building materials to shore unstable environments. Review of the uses and applications of emergency shoring relating to structural collapse, debris, tunneling and heavy objects.

Offered for Credit/No Credit only.

156 EMERGENCY TRENCH SHORING

1 Unit

Lecture: 1 hour

Pre-planning, size-up and management of the trench rescue. Hands-on experience in emergency shoring techniques. (The course meets or exceeds current CAL-OSHA and California State Fire Training requirements in trench rescue procedures.)

Offered for Credit/No Credit only.

158 HEAVY RESCUE TRAINING FOR THE FIRE SERVICE

1.5 Units

Prerequisite: Search and Rescue 110 recommended

Lecture: 1 hour

Laboratory: 1.5 hours

Training in safe rescue techniques relating to disasters associated with building collapse, mass transportation, caves and mines, including organization, procedures, and resources.

Offered for Credit/No Credit only.
DIAGNOSTIC SPEECH LABORATORY
Prerequisite: Speech and language evaluation by Speech Pathologist
Laboratory: 3 hours
Provides speech remediation for students with speech, language, and hearing disorders. Emphasis is on addressing student’s needs for effectiveness in academic or vocational settings.
Offered for Credit/No Credit only.

G.E.P. PREPARATION
Lecture: 5.5-3 hours
Laboratory: 1.5 hours
Designed to teach the general skills needed to pass the General Educational Development test. May be repeated two times.
Offered for Credit/No Credit only.

BASIC ARITHMETIC
Laboratory: 3-6 hours
Individualized instruction in fundamental operations. Students may start anywhere from whole numbers to formulas. May be repeated three times.

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

COLLEGE SPELLING
Laboratory: 1.6 hours
Designed to help students improve their spelling skills.
May be repeated one time.

READING DEVELOPMENT
Laboratory: 3-6 hours
Individualized instruction and self-instructional materials in specific reading skills units. May be repeated three times.

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

SPEED READING
Laboratory: 3-6 hours
Designed to help competent readers improve their reading rate.
May be repeated one time.

STUDY SKILLS
Laboratory: 3-6 hours
Improvement of the basic study skills. May be repeated two times.

TEST-TAKING SKILLS
Lecture: .5-3 hours
Laboratory: 1.5-3.6 hours or Laboratory: 1.5-3.6 hours
Designed to help students develop skills in taking tests and examinations.

APPLIED TEST-TAKING SKILLS
Lecture: .5-1 hour
Emphasis will be on successful test-taking, with emphasis on the skills necessary to improve performance on a specific test such as SAT, CBEST, or Civil Service. May be repeated two times.
Offered for Credit/No Credit only.

PEER TUTORING
Lecture: 3 equals .5 unit
Laboratory: 3-6 hours equal .5-2 units
Provides students with an opportunity to give academic assistance to other students. Required for any student interested in tutoring for the college. Offered for Credit/No Credit only.

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

INTRODUCTION TO SOCIOLOGY
Lecture: 3 hours
Introduction to the principal concepts and interrelationships and processes of society such as culture, socialization, stratification, minorities, primary and secondary groups, social change.

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

DEVIANCY AND CONFLICT
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, street crime, family disorganization, white collar, organized and industrial crime.
Field trips may be required.

FUNDAMENTALS OF SPEECH
Lecture: 1 hour
Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis is placed on organization, ideas, critical thinking, and evaluative listening.

INTERPERSONAL COMMUNICATION
Lecture: 1 hour
Understanding and utilizing techniques of communication in an effective manner for better interaction between people in one-to-one and small group situations.
150a TEACHER AIDE TRAINING: 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.

179 WORK EXPERIENCE AS A TEACHER AIDE 1-4 Units
Prerequisite: Employment must be approved by Work Experience Coordinator. 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 Teacher Aide Training. 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 any other Work Experience course.

WELDING TECHNOLOGY

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 with a grade of "C" or better 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.

160 PRACTICAL LABORATORY 1 Unit
Prerequisite: Welding Technology 101 with a grade of "C" or better or consent of instructor
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.

172 METAL SCULPTURE 1.5-3 Units
Studio: 3.5 hours
Introduction to various metal-working techniques with an emphasis on aesthetic design.
(Credit for this course will be awarded for either Welding 172 or Art 172, but not both.)
May be repeated three times.

NOTES

Columbia College offers Work Experience courses to provide students with an opportunity to experience supervised employment in a variety of occupational settings. The student’s employment must be related to previous or concurrent course work and must be approved by the Work Experience Coordinator. The student must be enrolled in at least seven units including Work Experience. During Summer Session the student must be enrolled in at least one other course.

Work Experience is offered for Credit/No Credit only. Seventy-five hours of paid employment equals one unit of credit and 60 hours of unpaid employment equals one unit of credit.

Work Experience is offered in the following areas:
Automotive Technology 179
Business Administration 179
Business and Commerce (Includes Business Administration, Computer Science and Disabilities not otherwise listed.)
Child Development 179
Emergency Medical Services 179
Fire Technology 179
Health Concerns 179
Hospitality Management 179
Natural Resources Technology 179
Office Occupations 179
Sociology 179
Teacher Aide 179
COLUMBIA COLLEGE
CAMPUS MAP

KEY:

1 Administrative Services & Learning Resources Center, Rms. 22-110**
2 Creative Arts Center, Rms. 200-201*
3 Physical Science Center, Rms. 300-302*
4 Biological Science Center, Rms. 350-364**
5 Forestry and Natural Resources Center, Rms. 310-313
6 Interdisciplinary Center, Rms. 400-405**
7 Health Occupations Center, Rms. 500-501* College Stores
8 Forum, Rm. 600
9 Seminar Building, Rms. 610-611
10 General Education, Rms. 620-632
11 Business Education Center, Rms. 700-702*
12 Auto Technology/Welding, Rms. 800-802*
13 Physical Education Center, Rm. 900**
14 Fire Science Center, Rms. 1000-1001*
15 Tennis Courts
16 Judge Ross Carkeet Community Park
17 Nature Trail
18 Warehouse, Shipping, Receiving, Transportation, and Maintenance
19 Miwok Cultural Center
20 Astronomy Dome
21 Fitness Jogging Trail
22 Staff Parking
23 Handicapped Parking
24 Student Housing

* Restrooms in building
** Handicapped restrooms
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