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 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.

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.
COLUMBIA COLLEGE  
1988-89 ACADEMIC CALENDAR  
Fall Semester 1988

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 8</td>
<td>Continuing Students</td>
</tr>
<tr>
<td>August 9-10</td>
<td>Returning Students</td>
</tr>
<tr>
<td>August 16</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td>August 22</td>
<td>Last Day to Enter a Class Without Instructor’s Written Approval</td>
</tr>
<tr>
<td>August 29</td>
<td>Last Day to Enter a Class With Instructor’s Written Approval</td>
</tr>
<tr>
<td>September 12</td>
<td>Last Day to Apply for Refund</td>
</tr>
<tr>
<td>September 15</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 21</td>
<td>Last Day to Withdraw Without a “W” Showing on Permanent Record</td>
</tr>
<tr>
<td>September 22</td>
<td>Last Day to Withdraw Within an “W” Showing on Permanent Record</td>
</tr>
<tr>
<td>October 3</td>
<td>Deadline for Filing for Graduation &amp; Certificate for Fall Semester</td>
</tr>
<tr>
<td>November 11</td>
<td>Last Day to Withdraw from Any Course Without Penalty (Will show on Permanent Record) (75%)</td>
</tr>
<tr>
<td>November 17</td>
<td>Last Day to Elect for CR/NC or Letter Grade (30%)</td>
</tr>
<tr>
<td>November 24-25</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 12-16</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 16</td>
<td>Fall Semester Ends</td>
</tr>
<tr>
<td>December 19-16</td>
<td>Winter Recess</td>
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Spring Semester 1989

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>January 1</td>
<td>Instruction Begins</td>
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<tr>
<td>January 4</td>
<td>Martin Luther King Holiday</td>
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<tr>
<td>January 13</td>
<td>Last Day to Enter a Class Without Instructor’s Written Approval</td>
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<tr>
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<tr>
<td>January 23</td>
<td>Last Day to Apply for Refund</td>
</tr>
<tr>
<td>February 3</td>
<td>Last Day to Withdraw Without a “W” Showing on Permanent Record</td>
</tr>
<tr>
<td>February 10</td>
<td>Lincoln Day Holiday</td>
</tr>
<tr>
<td>February 20</td>
<td>Washington Day Holiday</td>
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<tr>
<td>February 15</td>
<td>Last Day to Elect for CR/NC or Letter Grade (30%)</td>
</tr>
<tr>
<td>February 24</td>
<td>Deadline for Filing for Graduation or Certificates for Spring Semester</td>
</tr>
<tr>
<td>March 20-24</td>
<td>Spring Recess</td>
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<tr>
<td>April 13</td>
<td>Last Day to Withdraw any Course Without Penalty (Will show on Permanent Record) (75%)</td>
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<tr>
<td>May 12-18</td>
<td>Final Examinations</td>
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<tr>
<td>May 18</td>
<td>Spring Semester End</td>
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<td>May 19</td>
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<tr>
<td>July 4</td>
<td>Independence Day Holiday</td>
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<tr>
<td>July 21</td>
<td>Six Week Summer Session Ends</td>
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Summer Session 1989

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CERTIFICATED STAFF (Date of District appointment follows name.)

DENNIS LEE ALBERS (1985) B.S., University of Nebraska M.S., University of Nebraska Ph.D., University of Nebraska

DENNIS P. AYE (1985) B.A. St. Ambrose College M.A., University of Connecticut

JOEL C. BARBER (1967) B.A., Williamsville University M.A., University of Oregon

JOSHUA E. BECKLOW (1981) A.A., Columbia College A.B., University of California, Berkeley M.A., University of California, Berkeley

ELSI M. BRUNO (1980) B.S., University of California, Los Angeles M.S., California State University, Los Angeles

DALE L. BURNE (1975) B.A., California State University, Sonoma M.F.A., Arizona State University


EDWARD C. DOELL, JR. (1973) A.A., Podhast Junior College B.A., California State University, San Francisco M.A., California State University, San Francisco

RICHARD L. DYER (1969) A.A., Mount San Antonio College B.A., LaVerne College M.A., California State University, Los Angeles

RONALD L. ERICKSON (1911) B.S.N., University of South Carolina

ROBERT H. GIBSON (1970) A.A., Misericordia Junior College A.B., Central College M.A., California State University, San Francisco Ed.D., University of Central Arizona

ARLENE S. GIORDANO (1978) A.B., Hunter College M.A., University of California, Berkeley Ph.D., University of Washington

JON M. HAGSTROM (1942) A.A., Eau Claire College B.A., California State University, Ohio M.A., University of the Pacific

DELORES A. HALL (1979) B.S.N., University of South Carolina M.S.N., University of South Carolina

PATRICIA HARRELSON (1982) B.S., California State University, Stanislaus

RODD HARRIS (1979) A.A., Fort Stockton Junior College B.A., Pacific Lutheran University M.M., Pacific Lutheran University

JAMES R. HASTINGS (1973) B.A., American River College B.A., California State University, Sacramento M.A., California State University, Sacramento

TERRY J. HOFF (1974) B.A., Austin College, Kentucky M.A., Mills College

JOHN L. HOLLOWAY (1983) A.A., Orange Coast Junior College B.A., California State University, San Francisco M.A., California State University, San Francisco

TOM G. HOLST (1979) B.A., Augustana College M.N.S., University of South Dakota Ed.D., University of Northern Colorado

FLOYD L. HOPPER (1970) B.A., University of Nevada M.S., California State University, Long Beach

NANCY T. HORNBERGER (1974) B.S., University of the Pacific


WALTER L. LEINENKE (1968) B.A., California State College, Sacramento M.A., California State University, San Francisco

RAYMOND D. LIEBLICH (1962) B.A., University of Michigan

PAUL W. LOCKMAN (1981) B.A., California State University, Sacramento M.A., California State University, Sacramento

JAMES ROBERT MENDONSA (1951) B.A., California State College, Long Beach M.S., California State University, Stanislaus


JOHN R. NELSON (1986) B.S., San Diego State University

CHESTER H. PALMER (1970) B.A., University of Arizona M.A., University of Arizona

FRED J. PETERSEN (1981) B.A., California State University, San Jose M.A., University of Washington

DAVID G. PURDY (1970) B.A., California State University, San Jose M.S., California State University, Sacramento

BLAINE D. ROGERS (1972) B.A., Columbia College B.A., California State University, Humboldt M.A., California State University, Humboldt

MELDOR W. RICHARDS (1940) B.S., University of Nevada M.S., University of Arizona

RAYMOND L. STEUBEN (1976) B.A., University of California, Santa Barbara M.S.L.S., University of California, Los Angeles

JUDITH A. STRATTON (1987) B.S., Indiana University, Bloomington M.S., Indiana University

Y. PETER SULLIVAN (1961) A.A., Modesto Junior College B.A., Pepperdine University M.S., California State University, Sacramento

JANET M. SWEENY (1984) B.A., San Jose State University M.A., California State College, Stanislaus

CANDACE L. WILLIAMSON (1979) B.A., California State University, Humboldt M.A., California State University, Humboldt

DAVID I. WILSON (1970) B.S., California Polytechnic State University, San Luis Obispo M.A., California Polytechnic State University, San Luis Obispo


CLARENCE O. WOLGAMOTT, JR. (1971) B.S., Tennessee Technological University M.A., Tennessee Technological University

FACULTY EMERITI

PAUL K. BECKER (1971) B.A., Western State College of Colorado M.A., Stanford University

L. FRANCES CULLEN (1971) Psychology, Counseling, B.S., University of California, Los Angeles M.S., University of Southern California Ed.D., University of California, Los Angeles

MARTIN E. EVANS (1968) M.A., Western State College of Colorado

FRANCES V. HEGUEN (1974) B.S., San Jose State College

THELMA A. JENSEN (1984) Business, Administration, Office Management

V. PETER SULLIVAN (1987) Business, Administration, Office Management

Richard H. Rogers (1968) B.S., Indiana University, Bloomington M.A., California State University, Fresno

John R. Ross (1970) B.A., University of the Pacific


CLASSIFIED STAFF (Date of District appointment follows name.)

KATHLEEN A. ABBOTT (1976) Clerk, Business Services

ROSS L. ALDRICH (1976) Performing Arts, Production, Technical Services

SIGRID A. ANDERSON (1985) Instructional Aide, Learning Skills

SHERREY A. BAHTEN (1986) Instructor, Admissions and Records

MERLIN BART (1974) Instructional Aide, Audio Technology

DORYNE M. BENTLEY (1975) Secretary, Instructional Materials Center

PATRICIA BERHANE (1986) Clerk, Admissions and Records

DEBORAH K. BOSWELL (1987) Typist, Disabled Student Services


D. LARUE BUSALACCHI (1969) Business Office and Budget Manager

WILLIAM CHAMBERS (1978) Special Education, Disabled Student Services

CLARENCE E. CLARK (1971) B.S., California State University, Sacramento

L. C. CRAIN (1976) Secretary, Dean of Student Services

DOROTHY A. DANZ (1965) Secretary, Dean of Student Services

DENSIE F. DEATSCH (1978) Business Office, Food Service

TERRILL O. DEATSCH (1973) Bus Driver/ Groundskeeper

DANIEL DEVITT (1984) Secretary, Business Office

CYNTIA K. FRAGUERO (1987) Account Clerk

STEVEN FROST (1979) Account Clerk, Bookstore

HAEZEL GARAVENTA (1984) Secretary, Business Office

Doris I. Goldston (1978) Media Assistant, Bookstore

LINNETT C. GREELEY (1974) Media Assistant, Bookstore

LAUREL M. GRINDY (1981) Instructor, Library Science

DOLORES C. HALL (1971) Deputy Clerk

NORINE D. HOLMES (1978) Secretary, Personnel Office

DWAIN JACOB (1974) Instructional Aide, Library

RICHARD J. JONES (1974) Secretary, Business Office


WENDY LINK (1984) Secretary, Library A.V.
<table>
<thead>
<tr>
<th>Name</th>
<th>Role/Department</th>
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<tbody>
<tr>
<td>KENNETH R. LUCAS</td>
<td>Supervisor, Transportation/Grounds</td>
</tr>
<tr>
<td>DOROTHY A. MAECHLER</td>
<td>Accompanist/Instructional Aide, Music</td>
</tr>
<tr>
<td>TIMOTHY MANN</td>
<td>Athletic Equipment/Attendant</td>
</tr>
<tr>
<td>ARDIS MARTINEZ</td>
<td>Typist Clerk, Student Services</td>
</tr>
<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>REBECCA MILLER-CRIPPS</td>
<td>Clerk, Admissions and Records</td>
</tr>
<tr>
<td>NANCY M. MYERS</td>
<td>Media Assistant, Library</td>
</tr>
<tr>
<td>SANDAE D. OVERHOLTZER</td>
<td>Tutorial Coordinator, Learning Skills</td>
</tr>
<tr>
<td>PATRICIA PANTALEONI</td>
<td>Secretary, President</td>
</tr>
<tr>
<td>SUZANNE B. PATTERSON</td>
<td>Instructional Aide, Disabled Student Center</td>
</tr>
<tr>
<td>LUIS C. RAMIREZ</td>
<td>Supervising Custodian</td>
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<tr>
<td>RONALD R. ROACH</td>
<td>Instructional Materials Center</td>
</tr>
<tr>
<td>SALLY SCHOETTGEN</td>
<td>Officer, Financial Aids, Veterans' Affairs, Scholarships and Awards</td>
</tr>
<tr>
<td>JACQUELINE J. SEYBOLT</td>
<td>Manager, Food Services</td>
</tr>
<tr>
<td>WILLIAM M. SHANKEY</td>
<td>Safety Patrolperson, Food Services</td>
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<tr>
<td>KATHLEEN SMITH</td>
<td>Evaluation Technician, Admissions and Records</td>
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<td>CAROL A. VAUGHN</td>
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<tr>
<td>JAMES B. WOOD, SR.</td>
<td>Custodian</td>
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</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 special student populations, and the relevance of vocational training to the work of the professions, industry, government, labor, business, and the community-at-large. 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
**CHARLIE CRIST**, Service Manager
Kelley Motors

**STEVE KOEHLER**, Auto. Tech. Instructor
Best Haze High School

**STANLEY SMITH**, Auto. Tech. Instructor
Sonora Union High School

**ED SUNDERLAND**, Owner
Sun Automotive

**LOGAN MILLER**, Service Manager
Mather Lode Motors

**FRED SCHROEDER**, Service Manager
Hammond Ford

** MARTY ROBILLARD**, Owner
Marty's Auto Service

**STANLEY SMITH**, Owner
Sun Automotive

**JAMES MOSSON**, M.D.

**JOANN RIOS**, R.N.

**TERRIL SPITZ**, M.D.

**TODD STOLL**, M.D.

**CHARLES WALDMAN**, M.D.

### CARDIAC REHABILITATION PROGRAM
**PENNY ABLIN**, M.D.

**DANNY ANDERSON**, M.D.

**LYNN AUSTIN**, M.D.

**WARREN BORGQUIST**, M.D.

**JAMES COMAZZI**, M.D.

**CARLA DAVIS**, R.N.

**TED R. FERNISH**, M.D.

**RUSSEL HOESES**, M.D.

**JERRY K. HONGRA**, M.D.

**DIXIE HUKARI**, R.N.

**GARY JOHNSON**, M.D.

**LAWRENCE LONG**, Administrator
Tuolumne General Hospital

**DEE MINNEY**, R.N.

**JAMES MOSSON**, M.D.

**JOANN RIOS**, R.N.

### CHILD DEVELOPMENT PROGRAM
**EVELYN CONDON**, Executive Director
Infant/Child Enrichment Services

**PIERKO DYER**, Director
Sunrise Parent/Nursery School

**NANCY FELDMAN**, Director
University of California

**BARBARA FOULKS**, Director
Head Start

**MELINDA FRASER**, Aide
Infant/Child Enrichment Services

**SANDRA GALLOP**, Instructor
Head Start

**LOLITA GRIFFITHS**, Coordinator
Senior/Youth Partnership, Archivist

**GILL GRIMSLY-MCKEE**, Coordinator
Tri-County Consortium for Special Education

**CAROL GUZZETTA**, Director/Instructor
Little Angels Preschool

**DONNA REHDER**, Instructor
Discovery PreSchool

**BILL SULLIVAN**, Director
Discovery Preschool

**KATHY SULLIVAN**, Director
Discovery Preschool

**JOAN WANAMAKER**, Counselor
Sonora Union High School

**JUNE YAPP**, Director
Yapp's Learning Center

### COMMUNITY EDUCATION
**ALMARENE COOK**

**MARJORIE DOR**

**LORRAINE KILLOUGH**

**MARIJE LAVONI**

**RACHEL SCOTT**

**MARJORIE WARD**

**WRIGHT WILLIAMS**

### COMPUTER SCIENCE
**BOB BECK**, Accountant

**BENNY DAVIS**, Office Manager
Computer Software Designers

**PETER DOHMS**, Vice President
Cordoro Mining Mr. Inc.

**DWAYNE MCDONALD**, Assistant Superintendent
Tuolumne County Schools

**JIM WAGNER**, Data Processing/Instructor
Mother Lode Data Service

**JERRY YOUNGSTROM**, President
Sequoia Corporation

**ALLEN SPENCER**, Supervisor Computer Specialist
United States Forest Service

### DISABLED STUDENT SERVICES
**DOUG BOWSER**, Tri-County Consortium

**BEVERLY BRITTS**, Teacher, Hearing Impaired
Sonora Elementary School

**JIM DAVIS**, Voc. Rehab. Counselor
Department of Rehabilitation

**WAYNE FRANCES**, Student
Columbia College

**JIM KINDLE**, Director, Learning Skills Center
Columbia College

**SANDEE KLUDT**, Director of Special Education
Tuolumne County Schools

**DONNA LAWSON**, Representative
Social Security Administration

**JANICE LUBEC**, Case Manager
Valley-Mt. Regional Learning Center

**DR. CHARLES McRAE**, Optometrist
Generations, Tuolumne

**FRANK MANNING**, Retired Judge

**JEAN MULIN**, Physical Therapist

### DRAFTING
**NEIL BURCKART**, President
Burckart Construction Company

**DONALD GROVER**, President
Donald Grover and Associates

**GEORGE LEE**, Engineer
Calaveras Asbestos, Ltd.

**MICHAEL PEREZ**, Engineering Technician
United States Forest Service

**JERRY SINKARD**, Vice President
Raymond VaI and Associates

### EMERGENCY MEDICAL SERVICES
**CAROL WILEY**, R.N.
Tri-County Emergency Services

**JEFF REAGOR**, Coordinator
Mammoth and Training

**JUNE YAPP**, Director
Si03a EMS Agency

**WILLIAM STIERS**, M.D.
Sonora Community Hospital

**VALERIE WHEELER**, R.N.
Sonora Community Hospital

**CHARLOTTE STEER**, Coordinator
Emergency Medical Systems for Calaveras County

**BILL CALDERIA**, Manager
Tuolumne County Ambulance Service

**RANDELL LAWSON**, R.N.
Sonora Community Hospital

**RICKY MATHIAS**, R.N.
Sonora Community Hospital

### FOREST TECHNOLOGY
**JAMIE CRABTREE**, Training Director
Tri-County Fire Protection District

**D. SCOTT NEWMAN**, Battalion Chief
California Dept. of Forestry

**GUY C. MILLS**, Chief
Sonora Fire Department

**DWAYNE (DAVE) BROWN**, Chief
Angelo Camp Fire Department

**MERRITT LOVEJOY**, Dispatcher
United States Forest Service

**LEONARD SHEPHERD**, Training Director
California Dept. of Forestry

**ROBERT SIGON**, Training Director
California Dept. of Forestry

**LARRY COTTON**, Chief
Sierra Conservation Center

### FOREST SCIENCE/ NATURAL RESOURCES TECHNOLOGY
**MARK BEYER**, Fk, Forestry Consultant

**CHAS CONRAD**, Forester
Cubbage Corporation

**WAYNE HARRISON**, Associate State Park Resource Ecologist
Calaveras Big Trees State Park

**JOYCE MOUSSEAU**, Cultural Technician
United States Forest Service

**JIM MADDOX**, Wildlife Biologist
California Dept. of Fish and Game

**TIM NEELEY**, Chief, Nature Center
California and Railtown State Historic Parks

**JIM OWEN**, Unit Ranger
California Dept. of Forestry

**RICHARD PLAND**, Forester/Logging Supt.
Fireboard Corporation

**BRIAN QUELVOG**, Fisheries Biologist
California Dept. of Fish and Game

**JILL M. SIEHOWICZ**, Chief Park Ranger
New Melones Lake

**DON WARD**, Forester
California Dept. of Forestry

**STEVE WATERMAN**, Public Information Officer
United States Forest Service
COLUMBIA COLLEGE

Columbia College is a public community College located in the foothills of the Sierra Nevada and the heart of California's Gold Country. Over 200 acres of forest land adjacent to Columbia State Historic Park provide an idyllic setting for this unique campus, which has often been described as one of the most beautiful in the nation. With a variety of natural wonders nearby, the College is ideally situated for outdoor recreational activities through all four seasons of the year. Total enrollments and class sizes are such that faculty know every student on an individual basis. This size, along with the informal, friendly atmosphere of the College promotes close and continuing interaction between students and staff. A wide variety of support services is readily available. By virtue of its natural setting, small size, and dedicated staff, the College is not only committed to, but capable of, providing a quality education in a quality environment.

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 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. 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.

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.

[Information about College Functions and Curriculum]

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.
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.

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

STATEMENT OF INTENT
The Yosemite Community College District and Columbia College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered together with other matters contained herein, are subject to change without notice by the administration of the Yosemite Community College District or Columbia College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.
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 nonresident 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. In order to be classified as a resident for tuition purposes, a student must have been a legal resident of the State of California for more than one year immediately preceding their enrollment. Nonresidents of California, including international students, are required to pay an out-of-state tuition fee of $955.00 per unit plus the $5.00 per unit regular tuition and required fees.

Admission Procedures

Students who desire admission to Columbia College are to complete and return application forms to the College Admissions and Records Office. Application forms are available from Columbia College, high school counselors in the Yosemite Community College District or may be obtained by writing to the College. Before admittance, official transcripts for all previous college and high school work must be received by the College. If no transcript is available due to withdrawal, an official letter stating this fact is required.
STUDENT SERVICES

Financial Aid
The College Financial Aid Office administers the following Federal and State assistance programs: Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Perkins Loan, Cal Grant, Extended Opportunity Programs and Services, California Board of Governors Grant and California Guaranteed Student Loan.

Students who need help to meet the expenses of going to college; i.e., tuition and fees, housing, food, books, supplies, transportation and personal incidentals may obtain applications in the Financial Aid office from January 15, 1988, through February 1, 1989. Eligibility is based on financial need and satisfactory academic progress and is distributed on a first-come, first served basis, contingent upon availability of funds.

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

Veterans Affairs
Disabled veterans, Vietnam Era veterans, Post Vietnam Era veterans who contributed to the program, members of Reserve units and dependents of disabled, deceased or retired veterans may be eligible to receive educational benefits while attending college at least half-time. The applications which are available in the Veterans Affairs Office should be completed 30-120 days prior to the beginning of the term if advance pay is being requested, or at the time of registration for normal processing. Information regarding other documents that may be required is also available in the Veterans Affairs Office.

Scholarships and Awards
Columbia College has an extensive number of scholarships and awards provided by organizations and individuals both within and outside our community which are publicly announced on the MONEYBOOK outside the Admissions Office and in the MONEYBOOK, a brochure available in the Scholarship Office.

The standard application which may be obtained from the Scholarship Office is used to determine student's eligibility for most of the awards. If a special application is required for a specific scholarship, it will be noted.

Selection is generally based on one or more of the following criteria: grade point average, financial need, major, units completed, participation in extracurricular activities including employment and/or homemaking. Awards are given to students pursuing goals in most every major, certificate or transfer program offered and they are available for new, continuing, returning, and transferring students.

Food Service
Food Service is located on the lower level of the Learning Resource Center and is operated by students in the College's Culinary Arts Program.

The Cellar Restaurant is open Monday through Thursday serving a daily hot lunch special.

Breakfast, lunch and dinner are available Monday through Thursday and until 2:00 p.m. on Friday in the school cafeteria.

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.
Transferring - 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.
Columbia College Transcripts

- Upon WRITTEN request from the student to the Admissions and Records Office, two Columbia College transcripts will be issued without charge. This includes official and unofficial copies.
- Transcripts cannot be sent in response to a TELEPHONE request (Family Education Rights & Privacy Act of 1974).
- Transcripts will not be released to anyone other than the student unless the person has written authorization from the student.
- Transcript request forms are available in the Admissions and Records Office.

Student’s Rights and Procedures for Grievance

- All students, including former students, have the right to review their records and the right to challenge the content of their records if, in their opinion, the records contain material that is incorrect, inaccurate or otherwise inappropriate. The Dean of Student Services is the official to be contacted by any student desiring to exercise his/her rights to access and challenge.
- Written student consent is needed for release or review of student records to all parties or officials except for those specifically authorized access under the Act.

Columbia College Transcripts

Other College or High School Transcripts

- New students are required to submit official transcripts during their enrollment at Columbia College and/or high schools.
- The student should request from the sending college or high school that transcripts be mailed directly to Columbia College. Columbia will only accept a transcript that is official and received in a sealed envelope.
- Transcripts sent to Columbia from other colleges or high schools may NOT be released to: a) students, b) other colleges, or c) agencies. They must be obtained from the sending institution.

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 access and challenge.
- Written student consent is needed for release or review of student records to all parties or officials except for those specifically authorized access under the Act.

Learning Skills Center

The Learning Skills Center offers individual learning programs to enhance the background of any student wishing to improve vocabulary, reading, writing, spelling, or math skills. Flexible scheduling allows students to use the Center anytime their schedules permit.

Tutoring

Peer tutoring assistance is available to students in the following areas: EOP & Office and Learning Skills Center. Students desiring tutoring should contact either of these areas.

Disabled Student Services

The Disabled Student Services Program is designed to provide access to educational programs and activities for students with disabilities. The College has made changes in campus design to allow the disabled student access to the College campus.

Services offered:
- Physical Disabilities
- Disability parking, on-campus transportation, mobility assistance, academic tutoring, assistance in locating notetakers, readers, and test taking assistance.
- Communication Disabilities
- Sign language interpreters, speech therapy, notetakers, and academic tutoring.

Learning Disabilities

Individualized educational assessment; followed by the development of an Individual Education Plan designed to teach learning strategies and skills development appropriate to the student’s needs.

Additional Services

- Personal and vocational counseling, academic advising, special equipment loan, and liaison with campus and community resources.
- Special Instruction
- Adaptive physical education, cardiac therapy, written language development, and diagnostic learning.

Health Services

A registered nurse is on campus several hours each class day to provide a variety of health services for students registered at the College. Health services are also available for evening and housing students.

Students having chronic health problems are requested to inform the College nurse so that the best possible aid may be rendered in case of an emergency. Student health records are confidential.

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 each semester. To be eligible the second year, the athlete must attain a cumulative 2.0 GPA the first year.

Career Center/Transfer Center

The Career Center, located adjacent to the Library, offers materials and services to assist students with career information. The Career Center maintains a variety of resources including occupational publications, newsletters, college catalogs, and computerized vocational/educational information system.

The Transfer Center contains college catalogs and articulation agreements with selected colleges and universities.

Limited off-campus housing information is available in the Career Center.

Student Employment

Employers are encouraged to list job openings, full or part-time, with the Career Center which maintains a list of off-campus employment.

Student Insurance

- Student accident insurance is provided by the College.
- Students who are accident or health insurance deficient 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 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 the 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.

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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. A campus Bookstore Advisory Committee provides suggestions and ideas to enhance the services provided to the campus community by the Manzanita Bookstore.

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, shorthand, and a wide variety of other topics as well as cassette players, slide-tape kits, and Polaroid cameras.

The Library is open when college is in session Monday through Thursday, 8:00 a.m. to 9:00 p.m., and Friday, 8:00 a.m. to 4:30 p.m. It is closed weekends and school holidays.

Security/Parking

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

The College maintains parking areas for students, staff, disabled persons and visitors as needed. Security personnel may be contacted through the Campus Fire Department or the Dean of Student Services Office.

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Student Housing

A student housing complex is located on campus. The facility is designed as cluster apartments and is partially furnished including a kitchenette. Four students may be housed in each apartment. Additional information is available for contact with the Residence Manager or the Admissions and Records Office.
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:

* Ample parking lots adjoining the buildings. Parking fees are minimal.
* Furnished rooms which include desk, chairs, wardrobe, bookcase, bed and dresser. (Soft furniture such as couches are not provided.) The resident need only to bring linens, towels, dishes and personal articles.
* Kitchenette with stove and refrigerator and dinette set.
* T.V. and telephone outlets pre-wired to each suite. Student must provide sets.
* Coin operated washer/dryer facilities on the premises.
* Utilities (except telephone) are included with the rent.

Suites for the disabled are provided in the manager’s building allowing wheelchair access to rooms. Outdoor volleyball, basketball, lighted tennis courts and a jogging course (PAR) are available to residents.
Academic Policies And Procedures

Catalog Rights

- A student will be held responsible only for the policies and requirements designated in the catalog for the academic year in which the student completes the first credit course.
- Student's catalog rights begin with the semester a student completes their first course or courses at Columbia College. Attendance at other colleges is not included in determining catalog rights at Columbia College.

*Exception: Attendance at another Yosemitie Community College District college may be excepted.

- Continuous attendance is defined as completion of at least one credit course per academic year (July 1 - June 30) at Columbia College.
- A student has ONLY four (4) years in which to complete the requirements for graduation as defined in the catalog.
- A student who has not met the educational goal at the end of the four years, must select a subsequent catalog.

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. It is common to find combinations of lecture-recitation, independent and tutorial study, or directed and individual laboratory experience in a course. In these cases there 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.

Columbia College operates on a semester system.

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 2-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 the appropriate background or the 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)

This grade CANNOT be changed to a letter grade.

IP - In Progress
O - Ungraded Class

IP - In Progress is a grade symbol for:
1. An open entry/open exit course. The student must complete the requirements for graduation during a subsequent semester in order to receive the units and a letter grade.
2. A class that is scheduled to extend beyond the end of the semester (a "bridge" class) e.g.: Course begins November 6, Course ends February 16
   Semester ends December 18
   In the case where a student does not re-register, the IP grade will be changed to the grade earned at the end of the semester the IP was given.
   The student's permanent record will reflect an IP for the semester in which the class began.
   Final grade and units for an open entry and bridge class will be issued during the semester in which a class ends.

A - 4 grade points per unit
B - 3 grade points per unit
C - 2 grade points per unit
D - 1 grade point per unit
F - 0 grade points per unit
W - Not included in computing grade point average but may be used in determining progress probation and dismissal.

Grade Point Average

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

GPA = Total grade points earned / 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 + 20 grade points
4 units = B + 12 grade points
3 units = C + 6 grade points
2 units = D + 2 grade points
2 units = F + 0 grade points
16 units = 40 grade points

GPA = 40 grade points / 16 units attempted

The result in this example is a GPA of 2.50.

Units for which a grade of "W" or "I" or "IP" or "NC" or "CR" may be given for an uncompleted course are identified under the course title in the College Catalog.

Incomplete Grades

(1) Any course in which a student has earned a grade of "W" or "I" or "IP" or "NC" or "CR" may be repeated for college credit.

(2) Semester units of credit are converted to quarter units by one and one-half.

Repetition of Courses

For a course in which an IP grade is issued, no units are awarded. A student must re-enroll and complete the course to be awarded college credit.

Repetition of Courses for Improvement of Grades

- A student who has earned a grade of D or F in a course may repeat the course ONE time for grade improvement only if the student has earned the higher grade computed in the grade point average at Columbia.
- When repeating a course in which a D was earned, the higher grade and grade points will be recorded, but no additional units for the course will be allowed.
- When repeating a course in which an F grade was earned, the higher grade, grade points and units earned for the course will be recorded.
- Courses in which the student has earned a C or better (including CR) may NOT be repeated for improvement of grade.

Incomplete Grades

- An incomplete grade (I) may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the Agreement for Incomplete Grade Removal, but in no case later than ONE YEAR from the term in which the (I) was issued.
- At the end of one year following the term in which the (I) was assigned, if the student has not completed the conditions for removal, the (I) will be changed to the grade the instructor indicated would be issued if the conditions were not met for removal.
- Instructors will submit to the Admissions and Records Office a written record of the conditions for removal of the (I) and the grade to be assigned in lieu of its removal. A copy of this record and related instructions will be provided to the student upon request.
- The student who has completed the course work after the instructor has assigned the appropriate grade and notified the Admissions and Records Office. The incomplete grade (I) will be replaced with the appropriate grade.

Academic Renewal

Subject to the following conditions, up to 24 units of substandard work (D's and F's) from two semesters or 36 units from three quarters, taken at any accredited college or university, may be alleviated from computation of the grade point average at Columbia College:

(1) Since completion of the work to be alleviated, the student must have completed fifteen (15) semester units with at least 2.0 G.P.A., thirty (30) semester units with at least 2.5 G.P.A., or forty-five (45) semester units with at least 2.0 G.P.A. at any accredited college or university.
Independent Study Courses

Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the College. Independent Study courses do not appear in the catalog and must be approved by the student's counselor for specific procedures. The following limitations apply to Independent Study courses:

1. Registration is restricted to one Independent Study course per semester and registration must be completed prior to the fourth week of the semester.
2. A minimum of two years must have elapsed since completion of the work to be alleviated.
3. Any student not meeting all the requirements of items number one and number two may petition the Student Petition Committee/Dean of Students for special consideration.
4. The student's permanent record will be annotated in such a way that all work remains legible, ensuring a true and complete academic history.
5. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
6. The student must submit a request for Academic Renewal Evaluation to the Admissions and Records Office. Forms are available in Admissions and Records.

99.199. Independent Study Courses

Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the College. Independent Study courses do not appear in the catalog as such because these courses are designed to meet specific student needs. Independent study courses may be made available in any subject matter area. Consult your counselor for specific procedures.

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 unit value for any Independent Study course for any one semester will be 3 units of credit.

LIMITATIONS

The following limitations apply to Independent Study courses:
1. Credit/No Credit Grading
   - A student may choose a credit/no credit (CR/NC) option in courses for which letter grades are issued.
   - A student must exercise the option no later than the first thirty percent (30%) of the term.
   - Student performance equivalent to A, B, or C work will equate to a credit (CR) grade.
   - Student performance equivalent to D or F work will equate to a no credit (NC) grade.
   - A CR/NC grade may not later be converted to a letter grade.
   - A CR or NC grade will be recorded on a student's transcript and remain permanent.
   - CR/NC units may not be applied toward a student's major for the Associate Degree.
   - CR/NC units are not computed in determining a student's grade point average at Columbia.
   - Units attempted for which NC is recorded are counted in determining progress probation and progress dismissal.
   - The maximum number of credit (CR) semester units, earned under the CR/NC option, that may be counted toward the Associate Degree is fourteen (14).
   - Courses offered ONLY for CR/NC are EXCLUDED from the maximum of fourteen units counted toward the Associate Degree.
   - For courses allowing a letter grade of CR/NC option, the student is limited to enrollment in one course per semester. For courses designated as ON-LY CR/NC grading and no letter grade, there is no limit to the number of courses in which enrollment is allowed each semester.
   - A student must obtain and submit the completed Credit/No Credit Grading Request Form from the Admissions and Records Office.

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 record in the same manner as for regular courses of instruction. The intent of this provision is to:
1. Enable students to pursue courses of study at an accelerated rate and to encourage independent study, and
2. Recognize training or experience for which credit or advanced standing was not previously granted.

Conditions

Only Columbia College courses may be challenged by examination. A maximum of 30 units may be earned by Credit by Examination. Credit granted by examination at accredited colleges will be accepted; such credit will be included in the maximum allowed by examination.

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

PROCEDURE

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

Previously Earned Credit

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 satisfactory service may receive:
1. Two semester units and waive P.E. requirement for graduation.
2. Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
3. Credit for certain USAFI lower division college-level courses provided that the student earns a passing grade and is awarded credit 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 is two years of 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 first class meeting may cancel registration in the course.

Continuous Attendance

Students must complete at least one credit course per academic year at Columbia College (July 1 - June 30) or risk the loss of the right to their original catalog year.

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 completed 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 Dean's List.

Not more than three units of Learning Skills courses a semester may be counted to qualify for the Dean's List. Pre-collegiate level courses also can count towards unit total.

Graduate Programs

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 Progress
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 27.

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. Students who are on probation will be assigned to a counselor.

Students who are on probation will be required to complete the College Success class, Guidance 107, in which they will receive information and assistance to guide their educational pursuits.

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 at Columbia 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, or
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 disqualified for academic reasons will be required to complete the College Success class, Guidance 107, during the semester they are readmitted to Columbia.

A disqualified 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 counselor of the student believes may have been of sufficient gravity to affect adversely the performance of the student.
(d) The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to the student to warrant the granting of an additional opportunity.

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

Conduct
A Code of Student Conduct has been adopted by the Yosemite Community College District Board of Trustees. Copies are available in the Student Services Office.

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
The enrollment fee for attending Columbia College is $5 per unit through nine units; for ten units or more the fee is $50. Students may qualify to have the fee waived if their income falls below a specified level or if they are receiving AFDC, SSI or GA. Applications, which are available in the Admissions and Financial Aid Offices need to be submitted to the Financial Aid Office for processing prior to the student's registering for classes.

The following "Cost of Education Budget for 9 Months" is a guide for single students:

<table>
<thead>
<tr>
<th>In Parents' Home</th>
<th>On-Campus</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Books/Supplies/</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,500</td>
<td>$3,350</td>
</tr>
<tr>
<td>Meals/Housing</td>
<td>$700</td>
<td>$1,000</td>
</tr>
<tr>
<td>Personal</td>
<td>$500</td>
<td>$600</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,000</td>
<td>$5,250</td>
</tr>
<tr>
<td>Totals</td>
<td>$3,200</td>
<td>$5,750</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. 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, 1988, the following certificate requirements are valid through the 1991-92 academic year. A student taking more than four (4) years of continuous attendance 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.

For certificates listing competency requirements, contact the Office of Instruction for further information. 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 Technology
Interpretation
Office Occupations
Clerk Typist
General Clerk
Legal Secretarial
Medical Receptionist
Medical Transcription
Secretarial
Real Estate
Search and Rescue
Teacher Aide

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

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

REQUIREDS 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>1</td>
</tr>
<tr>
<td>Auto. Tech. 114 Machine Shop Procedures</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 116 Engine Rebuilding</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 117a Fuel Systems</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 117b Electrical/Chassis</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>1</td>
</tr>
<tr>
<td>Auto. Tech. 119b Gasoline Engine Tune-up: Advanced</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 120 General Inspection</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 122a Automatic Transmission - GM</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 122b Automatic Transmission - Ford</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 123 Computerized Engine Control - G.M.</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 125a Front End and Suspension</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 125b Front End and Suspension</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 127a Automatic Transmission - Ford</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 22

AUTOMOTIVE TECHNOLOGY
FRONT END AND BRAKE

REQUIREDS 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. 104a Brakes - Drum</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 104b Brakes - Disc</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 104c Brakes - Disc</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 124a Front End and Suspension</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 124b Front End and Suspension</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 170a 170b or 170c or 170d</td>
<td>2</td>
</tr>
<tr>
<td>Practical Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 10

AUTOMOTIVE TECHNOLOGY
POWER TRAIN

REQUIREDS 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. 120 Manual Transmission Rebuilding</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 124a Front End and Suspension</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 124b Front End and Suspension</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 140a Gasoline Engine Tune-up: Basic</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 140b Gasoline Engine Tune-up: Advanced</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 141a Automatic Transmission - Ford</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 142a Automatic Transmission - GM</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 143a Automatic Transmission - GM</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 144a Front End and Suspension</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 144b Front End and Suspension</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 10

BUSINESS ADMINISTRATION

MANAGEMENT

REQUIREDS COURSES: UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Ad. 101 Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 115a Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 120 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 130 Principles of Accounting and Auditing</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 140 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 150 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Econ. 101a Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>Econ. 101b Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>Off. Oc. 68 Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 30

COMMENDED:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Sc. 101 Intro. to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 103 Computer Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 125 Pascal Programming I</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 126 Pascal Programming II</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 120 BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 127 FORTRAN Programming</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 129 COBOL Programming</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 132 RPG II Programming</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 140 Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>Computer Sc. 155 Data Base Management</td>
<td>3</td>
</tr>
<tr>
<td>English 101a Reading and Composition</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics 101a Logic</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy 104 Logic</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS 28
CERTIFICATES

COMPUTER SCIENCE
APPLIED COMPUTER STUDIES

REQUIRED COURSES: UNITS

- Computer Sci. 101 Intro. to Computer Concepts ........ 2
- Computer Operating Systems .................. 3
- Computer Sci. 103 Microcomp. Data File Mgmt. ....... 2
- Computer Sci. 109 Financial Workbooks ............... 2
- Computer Sci. 125 PASCAL Programming I .................. 4
- Computer Sci. 155 Data Base Management ............. 3
- Bus. Ad. 130 Accounting .................................. 4
- Bus. Ad. 130b Accounting .................................. 4
- Bus. Ad. 140 Principles of Management .................. 3
- English 101 Composition ................................ 3
- Office Off. 106 Beginning Word Processing ............... 1

TOTAL REQUIRED UNITS 27

PROVEN COMPETENCY REQUIREMENT: Business Mathematics examination or Bus. Ad. 63 Business Mathematics 3

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

TOTAL REQUIRED UNITS 9

FORESTRY TECHNOLOGY

REQUIRED COURSES: UNITS

- Computer Sci. 101 Intro. to Comp. Concepts .............. 2
- Fire Tech. 117 Wildland Fire Control ...................... 2
- Fire Tech. 200 Intro. to Technical Forestry ............... 2
- Forestry 101 Introduction to Professional Forestry ....... 3
- Forestry 123 Forest Surveying Techniques ................. 3
- Forestry 127 Tree & Plant Identification ................. 3
- Forestry 110 Dendrology .................................. 3
- Forestry 62 Applied Forest Inventory and Management .... 3
- Nat. Res. Tech. 50 Natural History and Ecology ........... 2
- Nat. Res. Tech. 52 Applied Wildlife Management ......... 2
- Nat. Res. Tech. 60 Aerial Photo & Map Interpretation .... 2
- S.A.R. 122 Wilderness Navigation ......................... 2
- Nat. Res. Tech. 81 California Wildlife ..................... 4
- Nat. Res. 109 Environmental Conservation ................. 3
- Nat. Res. 109 Parks & Forests Law Enforcement ............ 2

TOTAL REQUIRED UNITS 33-33

PROVEN COMPETENCY REQUIREMENT: Mathematics Examination or Mathematics 50 Basic Mathematics (or higher) 2

Reading Examination or
- English 51 or 101a ................................ 3
- Typing Examination or
- Off. 106a Keyboarding ................................ 2
- Off. 106b Basic Typing Applications ................... 1-2
- Writing Examination or
- English 51 or 101a ................................ 3

ADDITIONAL REQUIREMENT: Appropriate Summer Employment Approved by Forestry Staff.

HOSPITALITY MANAGEMENT

CULINARY ARTS

REQUIRED COURSES: UNITS

- Hosp. Mgmt. 103 Marketing of Hospitality Services ....... 3
- Hosp. Mgmt. 140a Classical Cuisine: Bag ............... 2
- Hosp. Mgmt. 140b Classical Cuisine: Crepe ......... 2
- Hosp. Mgmt. 140c Classical Cuisine: Inter. ............... 3
- Hosp. Mgmt. 142 Garde Manager ...................... 2
- Hosp. Mgmt. 147a Beverage Management .......... ...... 2
- Hosp. Mgmt. 147b Beverage Management .......... ...... 3

TOTAL REQUIRED UNITS 19

HOSPITALITY MANAGEMENT

FOOD SERVICE TECHNOLOGY

REQUIRED COURSES: UNITS

- Hosp. Mgmt. 101 Introduction to Hospitality Industry ....... 3
- Hosp. Mgmt. 131 Introduction to Commercial Food Preparation ...... 2
- Hosp. Mgmt. 132 Dining Room Management ............... 1-5
- Hosp. Mgmt. 133a Intro. to Commercial Food Preparation .... 3-5
- Hosp. Mgmt. 135 Commercial Baking ..................... 2
- Hosp. Mgmt. 139 Food Science .......................... 2
- Hosp. Mgmt. 144 Meat Analysis .......................... 2

TOTAL REQUIRED UNITS 21-5

HOSPITALITY MANAGEMENT

HOTEL MANAGEMENT

REQUIRED COURSES: UNITS

- Hosp. Mgmt. 101 Introduction to Hospitality Industry ....... 3
- Hosp. Mgmt. 103 Marketing of Hospitality Services ....... 3
- Hosp. Mgmt. 112 Front Office Management/Hotel Catering .... 3
- Hosp. Mgmt. 114 Intro. to Maintenance and Housekeeping .... 1-5
- Hosp. Mgmt. 130 Service Management ..................... 3
- Hosp. Mgmt. 130 Food Service Management ................. 3
- Hosp. Mgmt. 160 Intro. to Travel-Tourism Industry/Tours .... 2
- Bus. Ad. 179 Work Experience .......................... 2

TOTAL REQUIRED UNITS 19.5

RECOMMENDED OPTIONAL COURSES:
- Bus. Ad. 60a Bookkeeping and .......................... 3
- Bus. Ad. 60b Bookkeeping and .......................... 3
- Bus. Ad. 130a Accounting ............................... 4
- Off. 106c Electronic Printing Calculations ............... 1

HUMAN SERVICES

DISABLED

REQUIRED COURSES: UNITS

- Physical Ed. 105 Personal Fitness Concepts/ Evaluation .... 3
- Physical Ed. 171a Lifetime Fitness Program .................. 1-3
- Psychology 101 General Psychology ................. 3
- Psychology 103 Social Psychology ...................... 3
- Psychology 125 Stress and Management .................. 3
- Psychology 130 Personal Adjustment .................... 3
- Sociology 101 Introduction to Sociology ................. 3
- Sociology 110 Depth of Sociology ........................ 3
- Sociology 179 Work Experience .......................... 3

TOTAL REQUIRED UNITS 25-27

HUMAN SERVICES

SOCIAL WELFARE

REQUIRED COURSES: UNITS

- Health Ed. 50 Cardio pulmonary Resuscitation ........... 3
- Health Ed. 105 Consumer Health .......................... 2
- Physical Ed. 171a Lifetime Fitness Program .............. 1-3
- Psychology 101 General Psychology ................. 3
- Psychology 130 Personal and Social Adjustment ......... 3
- Sociology 122 Family, Marriage, and the Individual ......... 3
- Sociology 128 Death and Dying .......................... 3
- Sociology 179 Work Experience .......................... 3

TOTAL REQUIRED UNITS 26-28

NATURAL RESOURCES TECHNOLOGY

REQUIRED COURSES: UNITS

- Earth Sci. 125 Geology of National Parks ................. 3
- Earth Sci. 173 Field Geology ............................. 3
- For. Tech. 30 Intro. to Technical Forestry .................. 3
- Forestry 101 Introduction to Professional Forestry ....... 3
- Forestry 133 Forest Surveying Techniques ................. 3
- For. Tech. 56 Tree & Plant Identification .................. 3
- For. Tech. 56 Tree & Plant Identification .................. 3
- Earth Sci. 125 Geology of the National Parks .......... 3
- For. Tech. 56 Tree and Plant Identification ............... 3
- For. Tech. 113 The Americas Frontier ..................... 3
- Nat. Res. 100 Environmental Conservation ................ 3
- Nat. Res. 109 Parks and Forests Law Enforcement .......... 2
- Nat. Res. 109 Parks and Forests Law Enforcement .......... 2
- Nat. Res. 109 Parks and Forests Law Enforcement .......... 2
- Nat. Res. Tech. 35 Interpretive Guided Tours .............. 3
- Nat. Res. 81 California Wildlife ........................ 4

TOTAL REQUIRED UNITS 37-37.5

NATURAL RESOURCES INTERPRETATION

REQUIRED COURSES: UNITS

- Earth Sci. 125 Geology of National Parks ................. 3
- Earth Sci. 173 Field Geology ............................. 3
- Nat. Res. 100 Environmental Conservation ................ 3
- Nat. Res. 109 Parks and Forests Law Enforcement .......... 2
- Nat. Res. 109 Parks and Forests Law Enforcement .......... 2
- Nat. Res. Tech. 35 Interpretive Guided Tours .............. 3
- Nat. Res. 81 California Wildlife ........................ 4

TOTAL REQUIRED UNITS 37-37.5

PROVEN COMPETENCY REQUIREMENTS: Mathematics Examination or Math 50 Basic Mathematics (or higher) 2

Reading Examination or
- English 51 or 101a ................................ 3
- Typing Examination or
- Off. 106a Keyboarding ................................ 2
- Off. 106b Basic Typing Applications ................... 1-2
- Writing Examination or
- English 51 or 101a ................................ 3

TOTAL REQUIRED UNITS 31-32

CERTIFICATES
CERTIFICATES

OFFICE OCCUPATIONS

CLERK TYPIST

REQUIRED COURSES: UNITS
Bus. Ad. 58 Business Mathematics .......... 3
Bus. Ad. 60a Business English .......... 3
Bus. Ad. 60b Bookkeeping .......... 3
Bus. Ad. 61 Small Business Accounting .......... 4
Bus. Ad. 130a Accounting .......... 4
Bus. Ad. 130b Accounting .......... 4
Comp. Sci. 101 Intro. to Computer Concepts .......... 2
Office Oc. 65 Business Communications .......... 3
Office Oc. 68 Business Communications .......... 3
Office Oc. 103 Intermediate Typing .......... 3
Office Oc. 108 Word Processing: Electronic Typewriter .......... 2
Office Oc. 109 Word Processing: Electronic Typewriter .......... 2
Office Oc. 132 Machine Transcription .......... 2
Office Oc. 136 Electronic Printing Calculators .......... 2
Office Oc. 138 Office Procedures .......... 2
Office Oc. 140 Medical Terminology .......... 2
Office Oc. 142a Medical Transcription .......... 2
Office Oc. 144 Medical Insurance .......... 2
TOTAL REQUIRED UNITS 22

MEDICAL RECEPIENTIST

REQUIRED COURSES: UNITS
Bus. Ad. 58 Pegboard Payroll .......... 1
Bus. Ad. 65 Business Mathematics .......... 3
Bus. Ad. 60a Business Math .......... 3
Comp. Sci. 101 Intro. to Computer Concepts .......... 2
Office Oc. 65 Business English .......... 3
Office Oc. 68 Business Communications .......... 3
Office Oc. 103 Intermediate Typing .......... 3
Office Oc. 108 Word Processing: Electronic Typewriter .......... 2
Office Oc. 109 Word Processing: Electronic Typewriter .......... 2
Office Oc. 132 Machine Transcription .......... 2
Office Oc. 136 Electronic Printing Calculators .......... 2
Office Oc. 138 Office Procedures .......... 2
Office Oc. 140 Medical Terminology .......... 2
Office Oc. 142a Medical Transcription .......... 2
Office Oc. 142b Medical Transcription .......... 2
TOTAL REQUIRED UNITS 31

REAL ESTATE

REQUIRED COURSES: UNITS
Bus. Ad. 63 Business Mathematics .......... 3
Bus. Ad. 60a Bookkeeping .......... 3
Bus. Ad. 60b Business English .......... 3
Comp. Sci. 101 Intro. to Computer Concepts .......... 2
Office Oc. 65 Business English .......... 3
Office Oc. 68 Business Communications .......... 3
Office Oc. 103 Intermediate Typing .......... 3
Office Oc. 108 Beginning Word Processing .......... 2
Office Oc. 132 Machine Transcription .......... 2
Office Oc. 142a Medical Transcription .......... 2
Office Oc. 142b Machine Transcription .......... 2
*Must earn at least a letter grade of "C" in Office Oc. 132 before enrolling in Office Oc. 142b.
TOTAL REQUIRED UNITS 24

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 must plan to travel considerable distances in order to take these courses.

TEACHER AIDE

REQUIRED COURSES: UNITS
Teacher Aide Training: Beg .......... 3
Reading Fundamentals for Teacher Aide .......... 2
Teacher Aide 155 Teacher Aide Training: Adv .......... 3
Teacher Aide 65 Reading Fundamentals for Teacher Aides .......... 2
TOTAL REQUIRED UNITS 8

TOTAL REQUIRED UNITS 15.5

SEARCH AND RESCUE

FIRE SERVICE

REQUIRED COURSES: UNITS
Health Oc. 103 Emergency Med. Tech. Training .......... 6
S.A.R. 150 Swift Water Rescue .......... 5
S.A.R. 151 Rope Rescue .......... 1.5
S.A.R. 153 Vehicle Extrication .......... 1
S.A.R. 154 Fire Service Ladders & Rescue Tools .......... 3
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

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 must plan to travel considerable distances in order to take these courses.

TEACHER AIDE

REQUIRED COURSES: UNITS
Teacher Aide Training: Beg .......... 3
Teacher Aide 155 Teacher Aide Training: Adv .......... 3
Teacher Aide 65 Reading Fundamentals for Teacher Aides .......... 2
TOTAL REQUIRED UNITS 8
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. All courses in the major must be completed with a "C" or better grade. 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. (Student must petition for this requirement to be waived.)

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

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

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

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

<table>
<thead>
<tr>
<th>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AREA A. COMMUNICATION AND CRITICAL THINKING:</strong></td>
</tr>
<tr>
<td>A.2 Written Communication</td>
</tr>
<tr>
<td>A.3 Critical Thinking</td>
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</table>

### FOR AA/AS GRADUATION:

Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2. Also acceptable in B.3: Business Administration 63, Business Mathematics (3), Mathematics 60, Geometry (4), and Mathematics 101, Intermediate Algebra (4).

<table>
<thead>
<tr>
<th>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B.1 Physical Sciences:</strong></td>
</tr>
<tr>
<td>Chemistry 100, Fundamentals of Chemistry (4), (lab course).</td>
</tr>
<tr>
<td>Chemistry 101a, General Chemistry (5), (lab course).</td>
</tr>
<tr>
<td>Earth Science 114, Physical Geology (4), (lab course).</td>
</tr>
<tr>
<td>Earth Science 133, Global Tectonic Geology (3).</td>
</tr>
<tr>
<td>Earth Science 142, Descriptive Astronomy (3).</td>
</tr>
<tr>
<td>Earth Science 143, Astronomy Laboratory (1), (lab course).</td>
</tr>
<tr>
<td>Earth Science 161, Fundamentals of Meteorology (3), (lab course).</td>
</tr>
<tr>
<td>Physics 100, Conceptual Physics (3).</td>
</tr>
<tr>
<td>Physics 120a, General Physics (5), (lab course).</td>
</tr>
</tbody>
</table>

| **B.2 Biological Sciences:** |
| Biology 108, Fundamentals of Biology (3). |
| 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). |

| **B.3 Quantitative Reasoning and Mathematics:** |
| Math. 102, Trigonometry (4). |
| Math. 103, College Algebra (4). |
| Math. 105, Elements of Statistics (4). |
| Math. 110, Finite Mathematics (4). |
| Math. 120a, Calculus with Analytic Geometry (4). |

### FOR AA/AS GRADUATION:

Two courses required: one each from C.1 and C.2.

<table>
<thead>
<tr>
<th>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C.1 Arts (Art, Dance, Drama, Music):</strong></td>
</tr>
<tr>
<td>Art 111a, History of Art:</td>
</tr>
<tr>
<td>Ancient and Medieval (3).</td>
</tr>
<tr>
<td>Art 111b, History of Art:</td>
</tr>
<tr>
<td>Renaissance, Baroque, Modern (3).</td>
</tr>
<tr>
<td>Drama 102, Oral Expression and Interpretation (3).</td>
</tr>
<tr>
<td>Music 100, Music Fundamentals (2).</td>
</tr>
<tr>
<td>Music 102, Introduction to Music (2).</td>
</tr>
<tr>
<td>Music 110a, Survey of Music History (3).</td>
</tr>
<tr>
<td>Music 110b, Survey of Music History (3).</td>
</tr>
<tr>
<td>Physical Education 117, Choreography and Composition (3).</td>
</tr>
</tbody>
</table>

| **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: one each from A.1, A.2, A.3.

<table>
<thead>
<tr>
<th>FOR TRANSFER:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>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.</strong></td>
</tr>
</tbody>
</table>

### FOR TRANSFER:

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

<table>
<thead>
<tr>
<th>FOR TRANSFER:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Three Courses required, including one each from C.1 and C.2.</strong></td>
</tr>
</tbody>
</table>
FOR AA/AS GRADUATION:

Two courses required: one from either D.1 or D.2, and one from D.3. Also acceptable in D.2: History 155, The American Frontier (3).

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.)

AREA D. SOCIAL POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:

D.1 General Sciences:
- Anthropology 101, Introduction to Anthropology: Physical (3).
- Economics 101a, Principles of Economics: Macro-Economics (4).
- Political Science 110, American Political Thought (3).
- Political Science 115, International Relations (3).
- Political Science 125, Comparative Political Systems (3).
- Psychology 101, General Psychology (3).
- Sociology 101, Introduction to Sociology (3).
- Sociology 102, American Social Patterns (3).

D.2 Civilization and Cultures:
- Anthropology 102, Introduction to Anthropology: Cultural (3).
- Anthropology 115, Indians of North America (3).
- Geography 102, Introduction to Cultural Geography (3).
- Geography 105, Physical Geography (3).
- History 104a, World Civilizations: to 1650 (3).
- History 104b, World Civilizations: 1650 to Present (3).

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

FOR TRANSFER:

Required: One course in E. Also acceptable in E: Physical Education 173a, Lifetime Fitness Program (3) and/or Physical Education 173b, Lifetime Fitness Program (3).

FOR AA/AS GRADUATION:

Required: One course in E.

SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:

AREA E. LIFELONG 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 Sciences 140, Human Sexual Behavior (3).

SUPPLEMENTARY NOTES:

1. These requirements for graduation and General Education apply to Associate Degree and transfer students entering Columbia College for the first time in Fall semester 1988, and are valid through the 1991-92 academic year. Students previously enrolled may continue to follow their older catalog, but those taking more than four years of continuous attendance to graduate must use graduation requirements not older than four years.

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

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

4. Students transferring to other than the C.S.U. system are advised to follow the requirements listed in the catalog of the transfer institution.

5. Beginning Fall 1988, all students are required to complete two high school years or one college year of foreign language.

NOTICE OF INTENT TO GRADUATE: The student must file a Notice of Intent to Graduate from Columbia College in the Admissions and Records Office no later than the seventh week of the semester in which completion of the graduation requirements is expected. Graduation requirements may be completed during any college term, but degrees are conferred only at graduation exercises at the close of the Spring Semester.
Students are required to complete an academic major to fulfill the Associate Degree requirements of Columbia College. A four-year college or university should consult the catalog of the transfer school for lower division requirements for the transfer major. Following are the course requirements for each major currently offered at Columbia College.

**ART MAJORS**

**REQUIRED COURSES:**

- Art 101: Freshman Drawing
- Art 102: Basic Color & Design
- Art 109a: Life Drawing: Beginning
- Art 111a: History of Art, Ancient and Medieval
- Art 111b: History of Art, Renaissance, Modern
- Art 121a: Painting, Beginning
- Art 121b: Watercolor: Beginning
- Art 131a: Ceramics: Introductory

**TOTAL REQUIRED UNITS:** 22.5

**ART PHOTOGRAPHY MAJORS**

**REQUIRED COURSES:**

- Art 101: Basic Color & Design
- Art 111a: Photography: Beginning
- Art 111b: Photography: Intermediate
- Art 121c: Photography: Advanced
- Art 122: Color Photo., Beginning
- Art 131a: Special Topics in Photography

**TOTAL REQUIRED UNITS:** 18

**AUTOMOTIVE TECHNOLOGY MAJORS**

**REQUIRED COURSES:**

- Auto. Tech. 106: Engine Rebuilding
- Auto. Tech. 107a: Fuel Systems
- Auto. Tech. 119a: Gasoline Engine Tune-up: Basic
- Auto. Tech. 131: Engines and Drive Line
- Auto. Tech. 140: Brakes (Drum)
- Auto. Tech. 140a: Front-end and Suspension
- Auto. Tech. 150a: Electrical Theory
- Auto. Tech. 150b: Charging Systems
- Auto. Tech. 150c: Starting & Ignition Systems

**TOTAL REQUIRED UNITS:** 24

**BILOGY MAJORS**

**REQUIRED COURSES:**

- Biol 111: Principles of Biology
- Biol 112: Principles of Plant Biology
- Biol 131: Principles of Animal Biology
- Biol 135: Introductory Human Anatomy
- Biol 165: Microbiology

**TOTAL REQUIRED UNITS:** 12

**AND AT LEAST 8 UNITS FROM:**

- Any Biology course 100 or above not counted to the above list
- Chemistry 100 or higher
- Earth Science 139: Field Geology
- Health Ed. 120: Nutrition
- Natural Res. 100: Environmental Conservation
- Physics 100 or higher

**BUSINESS MAJORS**

**BUSINESS ADMINISTRATION (PROFESSIONAL):**

**REQUIRED COURSES:**

- Bus. Ad. 115a: Commercial Law
- Bus. Ad. 115b: Commercial Law
- Bus. Ad. 130a: Accounting
- Bus. Ad. 130b: Accounting
- Computer Sci. 101: Computer Operating Systems
- Economics 101a: Priniciples of Economics
- Economics 101b: Principles of Economics

**TOTAL REQUIRED UNITS:** 16

**BUSINESS ADMINISTRATION (OCCUPATIONAL):**

**REQUIRED COURSES:**

- Bus. Ad. 43: Business Mathematics
- Bus. Ad. 101: Principles of Business
- Bus. Ad. 60a: Bookkeeping and Bookkeeping
- Bus. Ad. 60b: Bookkeeping
- Bus. Ad. 61: Small Business Accounting

**OFFICE OCCUPATIONS:**

- Office Oc. 68: Business Correspondence
- Office Oc. 132: Machine Transcription

**TOTAL REQUIRED UNITS:** 22-24

**CHILD DEVELOPMENT MAJORS**

**REQUIRED COURSES:**

- Child Dev. 101: Principles of Child Dev.
- Child Dev. 103: Principles in Child Dev.
- Child Dev. 105: Child Nutrition
- Child Dev. 107: Child Health Care
- Child Dev. 110: Creative Activities I
- Child Dev. 111: Creative Activities II
- Child Dev. 115: Observation & Participation
- Child Dev. 122: Child, Family, Community
- Child Dev. 125: Infant/Toddler Care
- Child Dev. 127: School Age Children
- Child Dev. 130: Child Care/Nursery School Administration

**TOTAL REQUIRED UNITS:** 22-24

**COMPUTER SCIENCE MAJORS**

**REQUIRED COURSES:**

- Computer Sci. 103: Intro. to Computer Concepts
- Computer Sci. 104a: Assembly Language Programming
- Computer Sci. 104b: COBOL Programming
- Computer Sci. 120: BASIC Programming
- Computer Sci. 125: FORTRAN Programming
- Computer Sci. 127: Programming
- Computer Sci. 128: Pascal Programming
- Computer Sci. 129: Small Business Programming

**TOTAL REQUIRED UNITS:** 28

**ENGLISH MAJORS**

**REQUIRED COURSES:**

- English 101a: Reading and Composition
- English 101b: Reading and Composition: Advanced

**TOTAL REQUIRED UNITS:** 6

**FIRE TECHNOLOGY MAJORS**

**REQUIRED COURSES:**

- Fire Tech. 101: Intro. to Fire Technology
- Fire Tech. 104: Fire Fighting, Strategy, Tactics
- Fire Tech. 105a: Fire Prevention I
- Fire Tech. 105b: Fire Prevention II
- Fire Tech. 106: Fire Prevention I
- Fire Tech. 107: Fire Fighting, Strategy, Tactics
- Fire Tech. 108: Fire Prevention I
- Fire Tech. 109: Fire Prevention II

**TOTAL REQUIRED UNITS:** 22

**FINANCIAL AND BANKING MAJORS**

**REQUIRED COURSES:**

- Bus. Ad. 60a: Bookkeeping and Bookkeeping
- Bus. Ad. 60b: Bookkeeping
- Bus. Ad. 61: Small Business Accounting

**TOTAL REQUIRED UNITS:** 22

**HUMANITIES MAJORS**

**REQUIRED COURSES:**

- English 101a: Intro. to English
- English 101b: English Composition
- English 102: Intro. to Literature

**TOTAL REQUIRED UNITS:** 22

**PHILOSOPHY MAJORS**

**REQUIRED COURSES:**

- Philosophy 101: Intro. to Philosophy
- Philosophy 102: Intro. to Philosophy

**TOTAL REQUIRED UNITS:** 22-24

**PHYSICS MAJORS**

**REQUIRED COURSES:**

- Physics 100 or higher

**TOTAL REQUIRED UNITS:** 12
**FORESTRY TECHNOLOGY**

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>REQUIRED COURSES:</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>For. Tech. 50</td>
<td>Intro. to Technical Forestry</td>
<td>2</td>
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<tr>
<td>Forestry 101</td>
<td>Intro. to Professional Forestry</td>
<td>3</td>
</tr>
<tr>
<td>For. Tech. 53</td>
<td>Forest Surveying Techniques</td>
<td>3</td>
</tr>
<tr>
<td>For. Tech. 56</td>
<td>Tree &amp; Plant Identification</td>
<td>3</td>
</tr>
<tr>
<td>Forestry 110</td>
<td>Entomology</td>
<td>2</td>
</tr>
<tr>
<td>Nat. Res. Tech. 60</td>
<td>Aerial Photography and Map Interpretation</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Wildlife Management</td>
<td>2</td>
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<td><strong>TOTAL 9-10 UNITS FROM:</strong></td>
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<tr>
<td></td>
<td>Fire Tech. 117</td>
<td>Wildland Fire Control</td>
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<tr>
<td></td>
<td>Forestry Tech 62</td>
<td>Applied Forest Inventory and Management</td>
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<tr>
<td></td>
<td>Nat. Res. Tech. 50</td>
<td>Natural History and Ecology</td>
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<td>Nat. Res. Tech. 52</td>
<td>Applied Wildlife Management</td>
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<td>Nat. Res. Tech. 81</td>
<td>California Wildlife</td>
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<td>Natural Res. 100</td>
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<td>Natural Res. 109</td>
<td>Parks and Forest Law Enforcement</td>
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<td><strong>TOTAL REQUIRED UNITS 20</strong></td>
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**HOSPITALITY MANAGEMENT**

**FOOD SERVICE TECHNOLOGY**

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>REQUIRED COURSES:</th>
<th>UNITS</th>
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</thead>
<tbody>
<tr>
<td>Hosp. Mngt. 101</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 103</td>
<td>Marketing of Hospitality Services</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 111</td>
<td>Intro. to Food Service Management</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 113</td>
<td>Dining Room Service</td>
<td>2</td>
</tr>
<tr>
<td>Hosp. Mngt. 133a</td>
<td>Intro. to Commercial Food Preparation</td>
<td>3.5</td>
</tr>
<tr>
<td>Hosp. Mngt. 136</td>
<td>Food Science and Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 140a</td>
<td>Classical Cuisine: Beginning</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 140b</td>
<td>Classical Cuisine: Advanced</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL REQUIRED UNITS 26</strong></td>
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**HUMANTIES** (Minimum of 6 Units):

<table>
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<tr>
<th>MAJORS</th>
<th>REQUIRED COURSES:</th>
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</thead>
<tbody>
<tr>
<td>Art 11a</td>
<td>History of Art: Ancient and Medieval</td>
<td>3</td>
</tr>
<tr>
<td>Art 11b</td>
<td>History of Art: Ren., Baroque, Modern</td>
<td>3</td>
</tr>
<tr>
<td>Drama 102</td>
<td>Oral Expression and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>English 117a</td>
<td>Literature of the United States</td>
<td>3</td>
</tr>
<tr>
<td>English 117b</td>
<td>Literature of the United States</td>
<td>3</td>
</tr>
<tr>
<td>English 144a</td>
<td>Survey of English Literature</td>
<td>3</td>
</tr>
<tr>
<td>English 146b</td>
<td>Survey of English Literature</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 101</td>
<td>Old World Culture</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 102</td>
<td>Modern Culture</td>
<td>3</td>
</tr>
<tr>
<td>Music 103a</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>Music 110b</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy 115</td>
<td>World Religions</td>
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<td><strong>TOTAL REQUIRED UNITS 19.5</strong></td>
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<tbody>
<tr>
<td>Art 111a</td>
<td>History of Art: Ancient and Medieval</td>
<td>3</td>
</tr>
<tr>
<td>Art 111b</td>
<td>History of Art: Ren., Baroque, Modern</td>
<td>3</td>
</tr>
<tr>
<td>Drama 102</td>
<td>Oral Expression and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>English 117a</td>
<td>Literature of the United States</td>
<td>3</td>
</tr>
<tr>
<td>English 117b</td>
<td>Literature of the United States</td>
<td>3</td>
</tr>
<tr>
<td>English 144a</td>
<td>Survey of English Literature</td>
<td>3</td>
</tr>
<tr>
<td>English 146b</td>
<td>Survey of English Literature</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 101</td>
<td>Old World Culture</td>
<td>3</td>
</tr>
<tr>
<td>Humanities 102</td>
<td>Modern Culture</td>
<td>3</td>
</tr>
<tr>
<td>Music 103a</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>Music 110b</td>
<td>Survey of Music History and Literature</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy 101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy 115</td>
<td>World Religions</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS 19</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**MATHEMATICS**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math. 103</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Math. 105</td>
<td>Elements of Statistics</td>
</tr>
<tr>
<td>Math. 120a</td>
<td>Calculus w/ Analytic Geometry</td>
</tr>
<tr>
<td>Math. 120b</td>
<td>Calculus w/ Analytic Geometry</td>
</tr>
<tr>
<td><strong>TOTAL 12</strong></td>
<td></td>
</tr>
</tbody>
</table>

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**MUSIC**

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>REQUIRED COURSES:</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 120a</td>
<td>Music Theory</td>
<td>5</td>
</tr>
<tr>
<td>Music 120b</td>
<td>Music Theory</td>
<td>5</td>
</tr>
<tr>
<td>Music 150</td>
<td>Applied Music (Major Instrument)</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS 22</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**HISTORY**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>History 104a</td>
<td>World Civilization: to 1650</td>
</tr>
<tr>
<td>History 104b</td>
<td>World Civilization: 1650 to Present</td>
</tr>
<tr>
<td>History 117a</td>
<td>United States: to 1865</td>
</tr>
<tr>
<td>History 117b</td>
<td>United States: 1865 to Present</td>
</tr>
<tr>
<td><strong>TOTAL 12</strong></td>
<td></td>
</tr>
</tbody>
</table>

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**NATURAL SCIENCES AND MATHEMATICS**

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>REQUIRED COURSES:</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science 101</td>
<td>Introduction to Science</td>
<td>3</td>
</tr>
<tr>
<td>Science 102</td>
<td>American Social Patterns</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS 18</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**HOSPITALITY MANAGEMENT**

**CULINARY ARTS**

<table>
<thead>
<tr>
<th>MAJORS</th>
<th>REQUIRED COURSES:</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosp. Mngt. 103</td>
<td>Marketing of Hospitality Services</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 131</td>
<td>Dining Room Service</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 140b</td>
<td>Classical Cuisine: Inter.</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 142</td>
<td>Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td>Hosp. Mngt. 147b</td>
<td>Beverage Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED UNITS 19</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**NATURAL RESOURCES TECHNOLOGY**

**REQUIRED COURSES:**
- Units: 
  - Na. Res. Tech. 30 Natural History and Ecology
  - Na. Res. Tech. 55 Inter. Guided Tours
  - Na. Res. Tech. 60 Aerial Photo. and Map Inter.
  - S.R. 122 Wilderness Navigation
  - Na. Res. 100 Environmental Conservation

**TOTAL UNITS: 12**

**AND 8 UNITS FROM:**
- Fire Sci. 117 Wildland Fire Control
- For. Tech. 50 Introduction to Technical Forestry
- Forestry 101 Introduction to Professional Forestry
- For. Tech. 53 Forest Surveying Techniques
- For. Tech. 56 True and Plant Identification
- Forestry 110 Introduction to Forestry
- For. Tech. 62 Applied Forest Inventory and Management
- Na. Res. Tech. 81 California Wildlife
- Na. Res. 109 Parks and Forests Law Enforcement
- Na. Res. 130 Wild Edible and Useful Plants

**TOTAL REQUIRED UNITS: 20**

**PHILOSOPHY**

**REQUIRED COURSES:**
- Units: 
  - Philosophy 101 Introduction to Philosophy
  - Philosophy 104 Introduction to Logic
  - Math 104 Introduction to Logic
  - Philosophy 115 World Religions
  - Philosophy 125 Twentieth Century Philosophy
  - History 104a World Civilizations: to 1650
  - History 104b World Civilizations: 1650 to Present
  - Psychology 130 Personal and Social Adjustment
  - Psychology 160 Personality Theory
  - Social Science 140 Human Sexual Behavior
  - Sociology 112 Family, Marriage, and the Individual

**TOTAL REQUIRED UNITS: 18**

**PHYSICAL EDUCATION**

**REQUIRED COURSES:**
- Units: 
  - P.E. 101 Introduction to Physical Education
  - P.E. 105 Personal Fitness Concepts and Evaluation
  - Biology 108 Fundamentals of Biology
  - Chemistry 100 Fundamentals of Chemistry
  - Health Ed. 101 Health and Fitness Education
  - Health Ed. 110 Safety and First Aid Education

**TOTAL UNITS: 17**

**MINIMUM OF 4 UNITS FROM:**
- P.E. 112 Theatre Production: Dance Emphasis
- P.E. 116 Dance Production
- P.E. 117 Choreography and Composition
- Biology 140 Introductory Human Anatomy
- Biology 160 Introduction to Human Physiology
- Health Ed. 105 Consumer Health
- Health Ed. 113 Advanced First Aid and Emergency Care

**TOTAL REQUIRED UNITS: 21**

**SCIENCE MAJOR**

**EMPHASIS IN CHEMISTRY**

**REQUIRED COURSES:**
- Units: 
  - Chemistry 101 General Chemistry
  - Chemistry 102 General Chemistry
  - Biology 108 Fundamentals of Biology or Biology 111 Principles of Biology
  - Earth Science 114 Physical Geology
  - Earth Science 142 Descriptive Astronomy and Earth Science 143 Astronomy Laboratory
  - Physics 100 Conceptual Physics or Physics 120a General Physics

**TOTAL REQUIRED UNITS: 20**

Students planning to become Chemistry majors upon transfer to a four-year school should also take Chemistry 110ab and Physics 120ab while at Columbia College.

**SCIENCE MAJOR**

**EMPHASIS IN EARTH SCIENCE**

**REQUIRED COURSES:**
- Units: 
  - Earth Science 104 Physical Geology
  - Earth Science 114 Field Geology
  - Earth Science 142 Descriptive Astronomy
  - Earth Science 143 Astronomy Laboratory
  - Plan: Biology 108 Fund. of Biology or Biology 111 Principles of Biology
  - Chemistry 109a General Chemistry
  - Physics 100 Conceptual Physics or Physics 120a General Physics

**TOTAL REQUIRED UNITS: 20**

Students planning to become Earth Science majors upon transfer to a four-year school should also take Chemistry 110ab and Physics 120ab while at Columbia College.

**SCIENCE MAJOR**

**EMPHASIS IN PHYSICS**

**REQUIRED COURSES:**
- Units: 
  - Physics 120a General Physics
  - Physics 120b General Physics
  - Biology 108 Fundamentals of Biology or Biology 111 Principles of Biology
  - Chemistry 100 Fund. of Chemistry or Chemistry 101a General Chemistry
  - Earth Science 114 Physical Geology or Earth Science 142 Descriptive Astronomy
  - Earth Science 143 Astronomy Laboratory

**TOTAL REQUIRED UNITS: 20**

Students planning to become Physics majors upon transfer to a four-year school should also take Chemistry 110ab while at Columbia College.

**SOCIOLOGY**

**REQUIRED COURSES:**
- Units: 
  - Sociology 101 Introduction to Sociology
  - Sociology 102 American Social Patterns
  - Sociology 110 Deviance and Conflict
  - Sociology 112 Family, Marriage, Individual
  - Sociology 128 Death and Dying

**TOTAL REQUIRED UNITS: 15**

**NOTES**

Students planning to become Sociology majors upon transfer to a four-year school should also take Sociology 101ab while at Columbia College.
LOWER DIVISION REQUIREMENTS
CALIFORNIA'S FOUR-YEAR COLLEGES AND UNIVERSITIES

Students should consult the latest catalog of the college to which they plan to transfer to ensure that all possi-
ble required lower division general education courses and prerequisites for the major are included in their
California Community College program of study.

Columbia College counselors will assist students in the
selection of 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 University, Dominguez Hills
- California State University, Fresno
- California State University, Fullerton
- California State University, Hayward
- Humboldt State University
- California State University, Long Beach
- California State University, Los Angeles
- California State University, Northridge
- California State Polytechnic University, Pomona
- California State University, Sacramento
- California State University, Stanislaus
- California State University, San Bernardino
- San Diego State University
- San Francisco State University
- San Francisco State University, Hayward
- San Francisco State University, Hayward
- 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 admis-
sion if you have a grade point average of 2.0 (C) or better in all transferable units at
attempted, are in good standing at the last college or
university attended, and meet one of the following stan-
dards:

1. were eligible as a freshman (see your counselor for
"Freshman Requirements") at the time of applica-
tion for admission or at the time of graduation from
high school, provided you have been in con-
secutive semester or quarter since graduation or;
2. were eligible as a freshman except for the college
preparatory subject requirements and have com-
pleted appropriate college courses in the missing
subjects, or
3. have completed at least 56 transferable semester (84
quarter) units and have completed appropriate col-
lege preparatory subject requirements in the
missing subjects (see your counselor for "Sub-
ject Requirements"). (Nonresidents must have a 2.4
grade point average or better.)

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

A maximum of 70 transferable semester units of con-
munications, natural science, social science, and
mathematics, foreign language, visual and performing arts, and
agriculture.

Subject Requirement Substitution for Students with Disabilities—Disabled student applicants are strongly
encouraged to complete college preparatory course re-
quirements if at all possible. If an applicant is judged
unable to fulfill a specific course requirement because of
his or her disability, alternative college preparatory
requirements may be substituted for specific subject re-
quirements. Students who are deaf and hearing im-
paired, have learning disabilities, or are blind and
visually impaired, may in certain circumstances be
qualified for substitutions for the foreign language, mathematics, and
lab science subject requirements. Substitu-
tions may be authorized on an individual basis after
review and recommendation by the applicant's academic advis-
tory committee in consultation with the director of a CSU disabled student services pro-
gram.

Although the distribution may be slightly different from
the course pattern required of other students, students
qualifying for substitutions will still be held for 15 units
of college preparatory study. Students should be aware that
course substitutions may limit later enrollment in
certain majors, particularly those involving
mathematics. Placement exams and substitution forms,
please call the director of disabled student serv-
ices at your nearest CSU campus.

Phase Two of the Subject Requirements—CSU will phase in the 1988 subject requirements and during the phase-in
period will admit, on condition freshman applicants
who meet all other admission requirements but are miss-
ing a limited number of the required subjects. Applic-
ants will be admitted on condition that they make up
any missing subjects early in their CSU studies, as deter-
mined by the college.

Beginning Fall 1988, and through the Summer Semester
1989, freshman applicants must complete at least 10 of
the required higher division units to be eligible for ad-
mission on condition. Further, applicants will be ex-
pected to include at least 6 of the 7 required units
in English and the remaining 4 in mathematics.

The remainder of the 15-unit requirement will be phased
in by Fall 1992. Please consult CSU admissions offices
for dates of phases 1989 and later.

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 coun-
sel you how to strengthen your preparation prior to begin-
ing undergraduate studies. You might be exempted from
one or both of these tests if you present evidence of other
specified tests or completed appropriate courses.

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

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

Health Screening—All new and reenrolled students, born after January 1, 1956, will be notified of the re-
quirement to present proof of measles and rubella im-
munizations. This is not an admissions requirement, but
shall be required of students by the beginning of their
second term of enrollment in CSU. Proof of measles and
rubella immunizations shall also be required for certain
groups of enrolled students who have increased
exposure to these diseases.

Selection of Major—The majors offered at each campus
are listed in the back of the application. You should
check program descriptions in campus catalogs before
you file your application; options within programs at
one campus may be similar to differently named pro-
grams at the campuses. If you are uncertain about your
major, you should be aware that all campuses do not ac-
ccept students who are undecided.

Choice of Campus—Submit your application to the CSU campus of your choice. You may list an alternative
campus to which your application will be forwarded in
the event your first choice campus cannot accommodate
you. When designating an alternative campus, be sure
that the major or alternative major is offered at that
 campus.

CSU accepts most applications at the first choice major.
And will, at most campuses, consider you in your alter-
native major before sending your application to another campus. If your first choice campus cannot accommodate you, you will be considered at your alternative choice campuses, provided you have not applied to a system-wide impacted program. If time allows, you may change your campus choice after filing your application by writing the campus you wish to attend. It is generally unnecessary to file more than one application to CSU, but check with your counselor for updated information.

Impacted Programs—CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some majors are impacted at every campus where they are offered; others may be impacted only at some campuses. Applicants to impacted majors must file the application for admission during the first month of the filing period and meet supplementary admissions criteria. If you are required to submit scores on either the SAT or ACT, you should take the test no later than December if applying for fall admission.

If you wish to be considered in impacted majors at two or more campuses, you must file an application to each. If you apply by mail, the postmark is used to determine if you filed in the first month. Nonresident applicants are rarely admitted to impacted programs.

The CSU announces each fall the majors that are impacted and the supplementary criteria required by the campuses. That announcement is published in the CSU School and College Review distributed to high school and college counselors. Information about the supplementary criteria will also be given to program applicants.

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

If you wish to be considered for admission through EOP, enter a "Y" in the appropriate item on part A of the application. In addition, you must complete and submit the forms included in the EOP Information and Supplementary Application booklet. The EOP booklet is available at each CSU campus EOP Office and the Columbia College EOPS Office.

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

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. Minimum Admission Requirements for Transfer:
To qualify for admission to the University as a transfer student, you must meet one of the three sets of requirements described below:

1. If you were eligible for admission to the University when you graduated from high school—meaning you satisfied the Subject,* Scholarship, and Examination Requirements—you are eligible to transfer if you have a C (2.0) average in your transferable college course work.

2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement,* you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of C or better in each of these required courses, and an overall C (2.0) average in all transferable college course work. If you completed less than 12 quarter or semester units of transferable college course work, you must also satisfy the Examination Requirement for freshman applicants.

3. If you were not eligible for admission to the University when you graduated from high school because you did not meet the Scholarship Requirement, or you did not meet the Scholarship Requirement and did not complete all the required "a-f" subjects,* you must:
   a. Complete 84 quarter units or 56 semester units of transferable college credit with a grade point average of at least 2.4, satisfy either (b) or (c) below.
   b. Take college courses in the subjects you are lacking and earn a grade of C or better in each. The University will waive up to two units of the required high school course work except in mathematics* and English.
   c. Complete one college course in mathematics,* one in English, and one selected from either U.S. History, laboratory science, or foreign language. You must earn a grade of C or better in each course. The course in mathematics* must have a prerequisite of at least advanced algebra. All courses, with the exception of mathematics, must be transferable.

The University will not grant credit toward graduation for work completed in excess of 70 lower division transferable 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 Columbia College counselor, determine courses needed to fulfill requirements. The Career Center maintains University catalogs for student reference.

* If you graduated from high school before June 1986, your "c" and "f" subject requirements are different from those currently required. Please contact the Admissions Officer at any campus for more information.
### ANTHROPOLOGY

**Course Information**

**Numbering of Courses**
- Courses numbered 1 to 49 are non-credit courses.
- Courses numbered 50 to 99 are not intended for transfer.
- May be applied for transfer credit by agreement with specific four-year colleges and universities.
- Courses numbered 100 and above are designated baccalaureate level courses.

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

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

**Courses Not Listed in the Catalog**

1. **Credit Free Course**
   - 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 session. 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. **80/100 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 a unique way. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. 80/100 Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fulfill requirements.

3. **85/115 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 independently. The topics, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. 85/115 Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fulfill requirements.

4. **89/119 Courses: Independent Study**
   - Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 28 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.
- A prerequisite may be waived when, in the instructor’s judgment, the student has adequate preparation to satisfy the course objectives.

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

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

**Course Repetition**
- Courses may be repeated for credit only if (1) the student has received a substandard grade (D, F, or NC) or (2) the course is approved as repeatable by the College Curriculum Committee and is so identified in this catalog.

**Title 5 Course Review**
- The College is in the process of reviewing all courses in the curriculum to comply with the new academic standards established by the State (Title 5, Sections 55002 and 55805.5). The process will continue during the 1988-89 academic year; but beginning with the Fall Semester, courses will be offered only if they are in compliance with the new requirements.

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### ART

#### 110 INTRODUCTION TO ARCHAEOLOGY
- Lecture: 3 hours
- Development of archaeology as an anthropological study; a review of archaeological projects in North and South America. Archaeological methods, techniques, and site survey methods.

#### 112 ARCHAEOLOGICAL SURVEY AND SITE IDENTIFICATION
- Prerequisite: Anthropology 110 with a grade of “C” or better
- Lecture: 3 hours
- Field techniques in identifying, evaluating, and recording archaeological sites. Emphasis on California and Sierra prehistoric and historic period sites.

#### 114 ARCHAEOLOGICAL EXCAVATION AND LABORATORY TECHNIQUES
- Prerequisite: Anthropology 110 with a grade of “C” or better or concurrent enrollment or consent of instructor
- Laboratory: 3 hours
- Archaeological field and laboratory techniques through participation in an excavation and the processing of recovered artifacts.

#### 115 INDIANS OF NORTH AMERICA
- Lecture: 3 hours
- A survey of the origins, cultures, and customs of peoples indigenous to the North American Continent with a primary emphasis upon folkways dominant prior to interference by foreign cultures; and a secondary emphasis upon the status of the Indians in the USA today.

#### 118 HISTORY OF MODERN ART
- Lecture: 3 hours
- Survey of art history from the Impressionist era through contemporary art. Field trips are required.

#### 119a PAINTING: Beginning
- Lecture: 1-2 hours
- Studio: 3 hours
- Introduction to basic painting techniques, rendering techniques, linear perspective, composition and various drawing media.

#### 119b PAINTING: Intermediate
- Lecture: 1-2 hours
- Studio: 4 hours
- Continuation of Art 119a with emphasis on personal expression. May be repeated one time.

#### 121a WATERCOLOR: Beginning
- Lecture: 1-2 hours
- Studio: 4 hours
- An extension of Art 121a emphasizing various transparent watercolors. May be repeated one time.

#### 121b WATERCOLOR: Intermediate
- Lecture: 1-2 hours
- Studio: 4 hours
- An extension of Art 121a introducing opaque watercolors and various experimental techniques. May be repeated one time.

#### 123a WATERCOLOR: Intermediate
- Lecture: 1-2 hours
- Studio: 4 hours
- Continuation of Art 123a introducing opaque watercolors and various experimental techniques. May be repeated one time.

#### 125 MIXED MEDIA PAINTING
- Studio: 3 hours
- Introduction to special techniques involving creative mixtures of traditional media: pen and ink over watercolor wash, oil and acrylic in combination.
131a CERAMICS: Introductory
Lecture: 1-2 hours
Laboratory: 2-4 hours
Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration.

131b CERAMICS: Advanced
Lecture: 1-2 hours
Laboratory: 2-4 hours
Continuation of Art 131a with emphasis on glazes, formulation and application with increased opportunity for personal expression and experimentation.

131c CERAMICS: Special Problems
Lecture: 1-2 hours
Laboratory: 2-4 hours
An extension of Art 131a with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, inks, photographic materials and special problems.

150a COMMERCIAL FREEHAND LETTERING: Beginning
Lecture: 1-2 hours
Laboratory: 2-4 hours
Introduction to basic intaglio and relief printmaking procedures, including etching, engraving, collagraph, linocut, and woodcut.

150b COMMERCIAL FREEHAND LETTERING: Intermediate
Lecture: 1-2 hours
Laboratory: 2-4 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.

150c COMMERCIAL FREEHAND LETTERING: Advanced
Lecture: 1-2 hours
Laboratory: 2-4 hours
Introduction to the production of professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized.

Field trips are required.

151b PHOTOGRAPHY: Intermediate
Prerequisite: Recommended for success: Grade 12 reading and arithmetic skills
Lecture: 2 hours
Laboratory: 3 hours
Introduction to history, art, craft, and scope of color and black and white photography. Emphasis will be on the choice, types, and use of various cameras and lenses (with special emphasis on the 35mm camera), camera work and handling, composition, and black and white darkroom procedures. Adjustable 35mm camera or equivalent will be utilized.

Field trips may be required.

151c PHOTOGRAPHY: Advanced
Prerequisite: Art 141b with a grade of "C" or better and consent of instructor
Laboratory: 3 hours
Emphasis upon refinement of darkroom skills, personal style, and visual literacy, which includes elements of design, composition, and semiotics. Both color and black and white acceptable. Adjustable camera will be utilized.

Field trips may be required.

152 PULLING AND INSTALLING ENGINES
Laboratory: 3 hours
Preventive maintenance procedures, emphasis on lubrication and safety inspection as well as record keeping.

153a SILKSCREEN PRINTMAKING: Beginning
Lecture: 1-2 hours
Laboratory: 2-4 hours
Introduction to basic silkscreen printmaking using various stencil techniques.

153b SILKSCREEN PRINTMAKING: Advanced
Prerequisite: Art 153a with a grade of "C" or better and consent of instructor
Laboratory: 1-2 hours
An extension of Art 153a with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, inks, photographic materials and special problems.

153c SILKSCREEN PRINTMAKING: Special Problems
Prerequisite: Art 153a recommended
Laboratory: 1-2 hours
Continuation of Art 153a with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, inks, photographic materials and special problems.

155 AUTOMOTIVE SERVICE
Laboratory: 1-4 hours
Prerequisite: Recommended for success: Grade 12 reading and arithmetic skills
Lecture: 1-2 hours
Laboratory: 1-4 hours
An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized.

Field trips are required.

156 ADVANCED PHOTOGRAPHY LABORATORY
Prerequisite: Art 142b or equivalent with a grade of "C" or better, Art 102 or equivalent with a grade of "C" or better
Laboratory: 3 hours
Development and printing of color slides. Includes the history and theory of color photography, survey and analysis of slide films, color balance and temperature, exposure, film speed and push processing and related aspects, positive printing.

Field trips may be required.

157 METAL SCULPTURE
Laboratory: 1-2 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 one time.

158 PHOTOGRAPHY I
Lecture: 1-2 hours
Laboratory: 3 hours
Prerequisite: Art 141a with a grade of "C" or better and consent of instructor
Laboratory: 1-2 hours
Lecture: 1-2 hours
A Slide Making and Positive Printing
Prerequisite: Art 141a with a grade of "C" or better, Art 102 or equivalent with a grade of "C" or better
Laboratory: 3 hours
Lecture: 1-2 hours
Lecture: 1-2 hours
Laboratory: 2-4 hours
Continuation of Art 171b emphasizing advanced problems and techniques in sculpture.

159 PHOTOGRAPHY II
Lecture: 1-2 hours
Prerequisite: Recommended for success: Grade 12 reading and arithmetic skills
Laboratory: 1-4 hours
Field trips may be required.

160 PHOTOGRAPHY III
Lecture: 1-2 hours
Laboratory: 3 hours
Development and printing of color slides. Includes the history and theory of color photography, survey and analysis of slide films, color balance and temperature, exposure, film speed and push processing and related aspects, positive printing.

Field trips may be required.

161 PHOTOGRAPHY IV
Lecture: 1-2 hours
Laboratory: 3 hours
Development and printing of color slides. Includes the history and theory of color photography, survey and analysis of slide films, color balance and temperature, exposure, film speed and push processing and related aspects, positive printing.

Field trips may be required.
Techniques and procedures for overhaul and service of carburetor and accessories. Fuel injection service is also covered.

Installation, operation and repair of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases.

Service, diagnosis, and repair of drivelines, rear axles and third members, front wheel drive hubs, and 4 x 4 front axles and hubs.

Practical experience in disassembly and assembly, failure and analysis, troubleshooting, pressure testing, and automatic transmission rebuilding.

Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding.

Principles and operation of automotive drum brakes, including diagnosis and overhaul techniques.

Prerequisites: Auto. Tech. 101 with a grade of "C" or better or consent of instructor

Prerequisites: Auto. Tech. 144a with a grade of "C" or better or consent of instructor

Prerequisites: Auto. Tech. 105 with a grade of "C" or better or consent of instructor

Prerequisites: Auto. Tech. 150a with a grade of "C" or better or consent of instructor

Prerequisites: Auto. Tech. 144a with a grade of "C" or better or consent of instructor

Prerequisites: Auto. Tech. 170a with a grade of "C" or better or consent of instructor
121 PRINCIPLES OF PLANT BIOLOGY
Prerequisite: Biology 111 with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
A general botany course with emphasis on plant anatomy, morphology, physiology, and systematics of fungi, and vascular plants are studied.
Field trips may be required.

122 INTRODUCTION TO PLANT TAXONOMY
Of the Sierra Nevada
Lecture: 1 hour
Laboratory: 1 hour
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.

123 PRINCIPLES OF ANIMAL BIOLOGY
Prerequisite: Biology 111 with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
A general zoology course for students majoring in related biological sciences. A survey of the animal kingdom including embryological, morphological, anatomical and evolutionary relationships of the group studied. Animal dissection is required. Field trips are required.

129 FUNDAMENTALS OF BIOLOGY
Lecture: 3 hours
Laboratory: 2-1.5 hours
An introductory course for non-science majors emphasizing the fundamental principles common to all forms of life. These include cell structure and function, reproduction, genetics, ecology, and evolution. (Biology 108 with Biology 109 fulfills the laboratory requirement for transfer and Associate Degree students.)

130 PRINCIPLES OF PLANT BIOLOGY
Prerequisite: Biology 111 with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
A study of a course in botany. Topics discussed include anatomy, physiology, ecology, horticulture, and relationships of plants to human history. Field trips may be required.

131 PRINCIPLES OF ANIMAL BIOLOGY
Prerequisite: Biology 111 with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
A general zoology course for students majoring in related biological sciences. A survey of the animal kingdom including embryological, morphological, anatomical and evolutionary relationships of the group studied. Animal dissection is required. Field trips are required.

132 PLANT TAXONOMY
Of the Sierra Nevada
Lecture: 1 hour
Laboratory: 1 hour
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.

133 PRINCIPLES OF ANIMAL BIOLOGY
Prerequisite: Biology 111 with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
A general zoology course for students majoring in related biological sciences. A survey of the animal kingdom including embryological, morphological, anatomical and evolutionary relationships of the group studied. Animal dissection is required. Field trips are required.

139 FIELD BIOLOGY
Lecture: 1-2 hours
Laboratory: 3 hours
A field course in biology to be held in natural surroundings. The study site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. May be repeated two times.

140 INTRODUCTORY HUMAN ANATOMY
Prerequisite: One year of high school biology with a grade of "B" or better or Biology 108 or Biology 111 with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
A survey course in human anatomy with special emphasis on skeletal, muscular, circulatory, respiratory, and nervous systems.

146 INTRODUCTION TO HUMAN PHYSIOLOGY
Prerequisite: Biology 140 with a grade of "B" or better and one year of high school chemistry or Chemistry 100 with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
A course survey in human physiology with special emphasis upon digestive, reproductive, muscular, nervous and endocrine systems.

165 MICROBIOLOGY
Prerequisite: Biology 108 or Biology 111 with a grade of "C" or better and 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
Laboratory: 3 hours
General characteristics of microbial life, conditions influencing bacterial growth, bacteria in disease and aseptic procedures. Field trips may be required.

62 COMPUTER ACCOUNTING
Simulation
Prerequisite: A grade of "C" or better in Bus. Ad. 60a or Bus. Ad. 61 or Bus. Ad. 61a or consent of instructor.
Lecture: 2 hours
Introduction into automated accounting using the microcomputer. Includes journalization of daily transactions and correcting, adjusting and closing entries. Students work with standard internal and external documents such as journals, general and subsidiary ledgers, ticker files, trial balances, schedule of accounts receivable and payable, and financial statement.

63 BUSINESS MATHEMATICS
Lecture: 3 hours
Mathematical problems of buying, selling, interest, discounts, insurance commissions, payrolls, depreciation, taxes, checking accounts, consumer applications, balance sheet and income statements, inventory and stocks and bonds.

65 THE METRIC SYSTEM
Lecture: 1 hour
A basic 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
Lecture: 3 hours
Survey of business principles, problems and procedures; ownership; recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; managerial controls; government and business relations.

104 HUMAN RELATIONS IN BUSINESS
Lecture: 3 hours
Influence of industrial development on employer and employee unions, management practices, methods of supervision, employer-employee relationships, mass production and the employee.

115 COMMERCIAL LAW
Lecture: 3 hours
Historical development of common law; legal and social environment of business, federal and state court decisions, legal aspects of business, law of contract, personal property, bailments and law of sales are covered in this portion of commercial law.

115b COMMERCIAL LAW
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.

125 ADVERTISING 3 Units
Lecture: 3 hours
Analysis of the social and economic impact of advertising on a local, state and national scope. Study of media, budgets, research, copy, layout and institutions.

130 ACCOUNTING 4 Units
Lecture: 4 hours
Accounting principles and procedures, owner’s equity, closing books, revenue and expense adjustments, merchandising operations, statement and ledger organization, forms of organization, cash and investments, receivables and inventories.

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

140 PRINCIPLES OF MANAGEMENT 3 Units
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.

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

179 WORK EXPERIENCE IN BUSINESS AND COMMERCE 1-4 Units
Prerequisite: Employment must be approved by a Work Experience instructor. Must be enrolled in at least one unit including Work Experience. During Summer Session must be enrolled in at least one course. 75 hours paid employment equals 1 unit of credit. 60 hours unpaid employment equals 1 unit of credit.

190 BUSINESS COMUNICATIONS 3 Units
Lecture: 3 hours
Study of communication skills in business with an emphasis on writing business documents. Techniques for writing requests, refusal, collection and adjustment letters, as well as writing memorandums and business reports.

210 KEYBOARDING 1 Unit
Laboratory: 1 hour (Self-paced)
Designed for students wishing to master the touch method of keyboarding using the electric typewriter.

215 BASIC TYPING APPLICATIONS 2 Units
Prerequisite: Office Occupations 101b with a grade of “C” or better or previous typing course or consent of instructor
Lecture: 2 hours
Development of speed and accuracy, preparation of advanced correspondence, tabulation, manuscripts, outlines, business forms, and general business correspondence.

216 BEGINNING WORD PROCESSING 3 Units
Laboratory: 2 hours
Use of IBM personal computers will be utilized, but no previous computer experience is required.

217 BEGINNING SHORTHAND 4 Units
Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours
Presentation of ABC shorthand theory and development of dictation speeds ranging from 60-80 words a minute.

218 INTERMEDIATE SHORTHAND 4 Units
Prerequisite: Dictation rate of 40 words per minute for three minutes and typing rate of 40 words per minute
Laboratory: 4 hours
Continued development of either Gregg or ABC shorthand skills. Development of transcription skills used in dictating speed building activities leading to employable shorthand skills.

220 FILED SYSTEMS AND RECORDS MANAGEMENT 2 Units
Lecture: 2 hours
The study of alphanumeric, numeric, geographic, and subject filing systems, as well as the management and control of business records and micrographics.

230 MACHINE TRANSCRIPTION 3 Units
Prerequisite: Office Occupations 103 with a grade of “C” or better or consent of instructor
Lecture: 3 hours
Developing speed by touch on the 10-key pad. Study and use of various transcribing machines emphasizing the development of an employable skill in machine transcribing mailable business documents.

232 ELECTRONIC PRINTING CALCULATORS 1 Unit
Laboratory: 3 hours (Self-paced)
Developing speed by touch on the 10-key pad. Practical instruction in the operations of an electronic calculator, emphasizing business applications.

233 OFFICE PROCEDURES 3 Units
Prerequisite: A grade of “C” or better in Office Oc. 103 or Office Oc. 106 or consent of instructor
Lecture: 3 hours
Designed to acquaint the student with the duties and responsibilities of an office worker including mail services, telephone techniques, travel arrangements, financial duties, office records, office organization and procedures.
OFFICE OCCUPATIONS/REAL ESTATE

140 MEDICAL TERMINOLOGY
3 Units
Prerequisite: Office Oc. 103, Office Oc. 140, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours; Laboratory: 3 hours
Study of basic medical terminology; introduction to the medical language; use of prefixes, suffixes and roots and special terms used in medical science.

142 MEDICAL TRANSCRIPTION
2 Units
Prerequisite: A grade of "C" or better in Office Oc. 140 or equivalent, and Office Oc. 132 and Office Oc. 140, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours; Laboratory: 6 hours (Self-paced)
Continuation of Medical Terminology. The student's work will be evaluated and counted towards final grade.

154 LEGAL TRANSCRIPTION
2 Units
Prerequisite: Office Oc. 103 and Office Oc. 132, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours; Laboratory: 6 hours (Self-paced)
Study of legal terminology and its relationship to the law office with introduction as well as instruction of the law office and its operations.

156 MEDICAL RECORDS
2 Units
Prerequisite: Office Oc. 103, Office Oc. 140, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours; Laboratory: 6 hours (Self-paced)
Introduction to the medical records field, including basic medical terminology and procedures.

144 MEDICAL INSURANCE
2 Units
Prerequisite: Office Oc. 103, Office Oc. 140, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours; Laboratory: 6 hours (Self-paced)
Prerequisite: Office Oc. 103 and Office Oc. 132, 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.

145 LEGAL TRANSCRIPTION/TERMINOLOGY
2 Units
Prerequisite: Office Oc. 103 and Office Oc. 132, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours; Laboratory: 6 hours (Self-paced)
Study of legal terminology and its relationship to the transcription of specialized legal documents and legal correspondence. Electronic typewriters and/or computers are used.

157 LEGAL OFFICE PROCEDURES
2 Units
Prerequisite: Office Oc. 103 and Office Oc. 132 and Office Oc. 140, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours; Laboratory: 6 hours
A comprehensive course of students who desire to become legal secretaries. General procedures in the law office, "child safe" enriched as well as instruction in the utilization of legal documents and introduction to the law library and legal research.

179 WORK EXPERIENCE IN OFFICE OCCUPATIONS
1-4 Units
Prerequisite: Department must be approved by 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: 2 hours
35 hours paid employment equals 1 unit of credit. 66 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.

191 REAL ESTATE
See Page 37 for Certificate Requirements
30 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.

301 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.

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

310 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
Real estate market and business cycles; commercial, industrial, and residential properties, urban development and renewal; regulation of land uses.

60 SPECIAL TOPICS IN REAL ESTATE
5-3 Units
Prerequisite: Real Estate 101 with a grade of "C" or better or consent of instructor.
Lecture: 2-6 hours
A variety of topics oriented toward consumer protection, consumer service and professional competency.

60 CHEMISTRY
5 Units
Prerequisite: One year of high school chemistry with a "B" average and Math 103 or equivalent with a grade of "C" or better, or Chemistry 101 and Math 111, both 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.

101 PRINCIPLES OF CHILD DEVELOPMENT
3 Units
Lecture: 3 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 guidance techniques. Child Development 115 provides a supervised practicum for this course.

105 CHILD NUTRITION
2 Units
Prerequisite: One year of high school chemistry with a "B" average and Math 103 or equivalent with a grade of "C" or better, or Chemistry 101 and Math 111, both with a grade of "C" or better or consent of instructor.
Lecture: 3 hours
Basic nutrition concepts related to their physical, motor, intellectual, and social development. Child Nutrition I provides the nutrition concepts related to their physical, motor, intellectual, and social development.

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 maltreatment and abuse.
110 CREATIVITIES I
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.

1.5 Units

111 CREATIVITIES II
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.

1.5 Units

115 OBSERVATION AND PARTICIPATION
Prerequisite: Concurrent enrollment in Child Development 101
Lecture: 3 to 9 hours
Supervised observation and participation in nursery schools and development of guidance techniques with opportunity for staff-child-student interaction. Students may be placed in parent participation programs, child care centers, Head Start programs, or private/church-sponsored centers for experience.

1-3 Units

118 SPECIAL NEEDS CHILDREN, PART I
Prerequisite: Concurrent enrollment in Child Development 101
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.

1 Unit

119 SPECIAL NEEDS CHILDREN, 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. development, maintaining, multidisciplinary teamwork, and active parent involvement. Observations within special education settings required.

2 Units

122 CHILD, FAMILY, COMMUNITY
Lecture: 3 hours
Study of the impact of family interrelationships and community factors on a child's development techniques fostering healthy family interactions and use of community resources will be stressed. Visitation to local programs that serve young children and their families will be required.

3 Units

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

3 Units

127 SCHOOL AGE CHILDREN
Prerequisite: Child Development 101
Lecture: 3 hours
Overview of cognitive and personality development of children seven to seventeen years of age. Stages and critical periods will be studied. Current 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.

3 Units

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 and community relationships; and licensing requirements.

3 Units

179 WORK EXPERIENCE IN CHILD DEVELOPMENT
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 Child Development. The student's employment must be related to educational or occupational goals.

1-4 Units

197 DATE FILE APPLICATIONS WITH MICROCOMPUTERS
Prerequisite: Computer Science 120 with a grade of "C" or better or Computer Science 103 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
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.

1 Unit

101 INTRODUCTION TO COMPUTER CONCEPTS
Lecture: 1.5 hours
Laboratory: 1.5 hours
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.

2 Units

103 COMPUTER OPERATING SYSTEMS
Prerequisite: One year of high school algebra or Mathematics 13 with a grade of "C" or better or consent of instructor
Lecture: 3 hour
Laboratory: 1.5 hours
An introduction to the use of computer operating systems, including hardware and software. Emphasis is on the use of menus, utility 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.

1 Unit

107 BASIC PROGRAMMING
Lecture: 1.5 hours
Prerequisite: Two years of high school algebra or Math 101 with a grade of "C" or better plus 2 years of high school algebra or Math 101 with a grade of "C" or better or consent of instructor
Laboratory: 1.5 hours
Continuation of Computer Science 125, PASCAL Programming I. Advanced techniques of programming in PASCAL language, including disc operation and file management, optimization of core usage, algorithm efficiency, and advanced I/O commands.

2 Units

108 DATA FILE PROGRAMMING WITH BASIC
Prerequisite: Computer Science 120 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
Structured programming using the PASCAL language. Emphasis is on program design and writing programs that conform to industry standards. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, file management, and modular structured design.

3 Units

126 PASCAL PROGRAMMING II
Prerequisite: Computer Science 125 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Continuation of Computer Science 125, PASCAL Programming I, and program design. Topics include array and string processing, data structures, records, search/ sort techniques, file pointers, linked lists, and advanced language syntax. Emphasis will be on structured and modular program design.

2 Units
127 FORTRAN PROGRAMMING
3 Units
Prerequisite: Two years high school algebra or Math. 101 with a grade of "C" or better, and Computer Science of "C" or better or consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
Recommended for mathematics and science majors and business students expecting to program using the FORTRAN language. Emphasis is on program design, debugging, and documentation.
Topics include input/output, calculations, looping, logical operators, arrays, algorithms, and modular structured design.

129 COBOL PROGRAMMING
3 Units
Prerequisite: Computer Science 101 and Computer Science 103, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours
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.

132 RPG II PROGRAMMING
3 Units
Prerequisite: Computer Science 101 and Computer Science 103, both with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours
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.

140 ASSEMBLY LANGUAGE PROGRAMMING
3 Units
Prerequisite: Completion of at least one programming course (Computer Science 120, 125, 127, 129, or 132 with a grade of "C" or better) or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours
Techniques of writing assembly language instructions. Study includes computer architecture and machine language. Plan, edit, assemble, link, and execute and debug assembly language programs for the IBM computer.

145 COMPUTER PROGRAMMING: APPLICATIONS
3 Units
Prerequisite: One programming language course or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours
Individualized course emphasizing program development for a business or home. Computer lab projects will emphasize strings, functions, arrays, files, procedures, or graphics. IBM PC, C64, HP150 and HP3000 computers will be utilized. May be repeated one time.

155 DATA BASE MANAGEMENT
3 Units
Prerequisite: Computer Science 101 with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours
Instruction in designing and using a data management system on computers. Enter, store data and generate periodic business reports (including mailing labels). Customize customer accounts, accounts payable, order processing, general ledger, payroll inventory, or any data resulting from business transactions. Topics include planning, data structures, query, indexing, sorting, and merging.

CONSTRUCTION
Construction Technology

101 INTRODUCTION TO RESIDENTIAL CONSTRUCTION
3 Units
Lecture: 3 hours
An introductory course designed to provide a basic understanding of residential construction. Topics include: the purchase of property, design, layout, foundations, framing, finish carpentry, relationships among subcontractors. Field trips are required.

102 ORAL EXPRESSION
3 Units
Lecture: 2 hours
Activity: 3 hours
Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting prose, poetry, and dramatic literature; processes in the oral performance of primary literary genre.

103 ARCHITECTURAL DRAFTING
3 Units
Prerequisite: Drafting 115a with a grade of "C" or better or consent of instructor.
Laboratory: 2 hours
Laboratory: 3 hours
Study and preparation of residential designs. Creative as well as technical aspects of design will be covered. Problems relating to finance and codes will be discussed.

110a BASIC DRAFTING
3 Units
Lecture: 2 hours
Laboratory: 3 hours
An introductory course for beginners or a refresher course for those with a limited drafting background. Basic instruction on the use of tools, lettering form and balance is stressed; geometric figures, orthographic projections, dimensioning.

110b BASIC DRAFTING
3 Units
Prerequisite: Drafting 110a with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours
Continuation of Drafting 110a: sectioning, auxiliary projections, pictorial, tolerances, and inkling experiences.

115a ADVANCED DRAFTING
3 Units
Prerequisite: Drafting 110b with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours
Specialized areas of mechanical drafting, technical illustrations, map making, sheet metal layouts, welding, cams and gears, template inking.

115b ADVANCED DRAFTING
1 Unit
Prerequisite: Drafting 112a with a grade of "C" or better or consent of instructor.
Laboratory: 3 hours
Practical laboratory in an area of interest such as map drafting, electrical and electronic, aerospace, and technical illustration. Projects must involve current industrial practices.

115a ADVANCED DRAFTING
3 Units
Prerequisite: Drafting 110b with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours
Study and preparation of residential designs. Creative as well as technical aspects of design will be covered. Problems relating to finance and codes will be discussed.

115b ADVANCED DRAFTING
1 Unit
Prerequisite: Drafting 112a with a grade of "C" or better or consent of instructor.
Laboratory: 3 hours
Practical laboratory in an area of interest such as map drafting, electrical and electronic, aerospace, and technical illustration. Projects must involve current industrial practices.

121 INTRODUCTION TO RESIDENTIAL PLUMBING
3 Units
Lecture: 3 hours
Types of pipes and common fittings, cold and hot water supply, soil pipe and drainage systems, fixture mounting, and natural gas plumbing; applicable local code ordinances.

122 INTRODUCTION TO READING THEATRE
3 Units
Lecture: 2 hours
Activity: 3 hours
Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script.

136 PLAYWRITING
3 Units
Lecture: 3 hours
Theory and practice of writing for the theatre; analysis of relevant literature and productions; investigation of dramatic methods appropriate to the playwright. May be repeated one time.

143b ACTING: Acting-Directing
3 Units
Prerequisite: Drama 143a with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Activity: 3 hours
A workshop in techniques of both acting and directing with specific focus upon the production of short scenes from a variety of theatrical genre.

143c ACTING: Advanced Projects
1-3 Units
Prerequisite: Either Drama 143b or Drama 145 with a grade of "C" or better or audition depend­ing upon the focus of the course during the semester is being offered.
Laboratory: 3 hours equals 1 unit of credit
Lecture: 1 hour
Laboratory: 3 units equals 2 units of credit
Lecture: 1 hour
Laboratory: 6 hours equals 3 units of credit
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 pupil performances in the areas of improvisation or mime.
May be repeated one time.

145 IMPROVISATION
3 Units
Lecture: 2 hours
Activity: 3 hours
Intensive study of the basic techniques of improvisational acting with specific concentration on improvisational theatre production formats as well as development of and group inspired and created scenarios and one-act plays.

147 AUDITIONS
3 Units
Lecture: 2 hours
Activity: 3 hours
Theory, techniques, and practice in auditioning for performance; development of audition materials, practical audition experience for theatre, film, and television.

150 TECHNICAL THEATRE LABORATORY
1-3 Units
Laboratory: 3-9 hours
Applied laboratory experience in all phases of technical theatre related to mounting a production; practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and make-up for a specific theatre production.

158 THEATRE PRODUCTION
4 Units
Lecture: 1 hour
Laboratory: 9 hours
Directed activities in acting and technical theatre with participation in public performances and related production activities. May be repeated three times.
160 FALLON REPERTORY THEATRE 8 Units
Prerequisite: Drama 143a, Drama 143b or Drama 138 with a grade of "C" or better and/or audition and consent of instructor.
Lecture: 3 hours
Laboratory: 3 hours
Field trips may be required.

139 FIELD GEOLOGY 1-3 Units
Prerequisite: A previous course in Earth Science desirable. Lecture: 5-1.5 hours Laboratory: 1-1.5-3 hours
A field study of selected geologic features and related Earth Science topics. A one to seven day field trip will be taken with pre and post-classroom sessions. May be repeated two times.

142 DESCRIPTIVE ASTRONOMY 3 Units
Lecture: 3 hours
A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extra-terrestrial life. (See also companion course, Earth Science 143, Astronomy Laboratory.) Field trips may be required.

143 ASTRONOMY LABORATORY 1 Unit
Prerequisite: Previous or concurrent enrollment in Earth Science 143
Lecture: 3 hours
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.

125 GEOL OGY 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 geologists responsible for their formation. Students may choose a particular park for their in-depth 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; what causes rising mountain ranges, volcanoes, and earthquakes; and the role that magnetism has played in the revolutionizing of the new geology.

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

179 WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE 1-4 Units
Prerequisite: Employment must be approved by Work Experience instructor. Must be enrolled in at least three units including Work Experience. During Summer Session must be enrolled in at least one other course.
25 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Fire Technology. The student's employment must be related to educational or occupational 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.

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

101b READING AND COMPOSITION: 3 Units
Advanced
Prerequisite: English 101a with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Further development of reading and composition skills; writing longer documented essays, reading and interpreting poetry, drama, and the novel.

110 CREATIVE WRITING 3 Units
Prerequisite: English 101a 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.
ENGLISH/FIRE TECHNOLOGY

117 LITERATURE OF THE UNITED STATES
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.

117b LITERATURE OF THE UNITED STATES
Prerequisite: Recommended for success: Grade I 2 or better
Lecture: 3 hours
Development of technical awareness and critical thinking in individual response to cinema into video.

146b SURVEY OF ENGLISH LITERATURE
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.

146b SURVEY OF ENGLISH LITERATURE
Prerequisite: English 101a with a grade of "C" or better or consent of instructor
Lecture: 3 hours
A chronological survey of California literature in the 19th and 20th Centuries.

149 CALIFORNIA LITERATURE
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 realism to the present.

150 INTRODUCTION TO SHAKESPEARE
Prerequisite: English 101a with a grade of "C" or better or consent of instructor
Lecture: 3 hours
An introduction to the representative works by Shakespeare including the characteristics of the different genres—comedy, history, and tragedy—and a study of a number of the sons. In addition, students will study the literature, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied.

### FIRE TECHNOLOGY

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

51 COMBUSTION AND EXTINGUISHMENT THEORY
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
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
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 ROPES, KNOTS, AND HITCHES
Lecture: 1 hour
Technical and manipulative training in the construction, care and use of ropes. How to tie and use various fire department knots, and safety considerations. Meets Firefighter I certification requirements for Unit E.

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

56 FORCIBLE ENTRY
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
Lecture: 1.5 hours
A basic course for the volunteer firefighter who is on a first-responder unit assigned medical responsibilities 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
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
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 effective 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
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 above, below, at ground level and on ladders. Meets Firefighter I certification requirements for Unit H.

61 GROUND LADDERS
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 OVERHAUL
Lecture: 3 hours
Technical and manipulative training in purposes and value of overhaul procedures, how hidden fires are detected, uses of carryalls, remove debris and methods to restore premises. Meets Firefighter I certification requirements for Unit O.

63 SELF CONTAINED BREATHING APPARATUS
Lecture: 1 hour
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 G.

64 SELF CONTAINED BREATHING APPARATUS
Lecture: 1 hour
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 G.

### CERTIFIED FIREFIGHTER I:

65 FIRE CONTROL
Lecture: 3 hours
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.

66 FIRE STREAMS
Lecture: 3 hours
Technical instruction in the basic selection of hose streams, how they react, different nozzles that are used; safety precautions in use and operations. Meets Firefighter I certification requirements for Unit M.

67 FIRE EXTINGUISHERS
Lecture: 3 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.

68 RESCUE
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.

69 VENTILATION
Lecture: 3 hours
Technical and manipulative training in ventilation procedures, equipment, safety, and opening buildings for vertical or horizontal ventilation. Meets Firefighter I certification requirements for Unit K.

70 SUPPLEMENTAL REQUIREMENTS
Prerequisite: Certified Volunteer Firefighter or equivalent
Lecture: 3 hours
Laboratory: 2 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
Lecture: 3 hours
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
Lecture: 3 hours
Technical instruction in the basic selection of hose streams, how they react, different nozzles that are used; safety precautions in use and operations. Meets Firefighter I certification requirements for Unit M.

73 FIRE EXTINGUISHERS
Lecture: 3 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
Lecture: 3 hours
Technical and manipulative training in purposes and value of overhaul procedures, how hidden fires are detected, uses of carryalls, remove debris and methods to restore premises. Meets Firefighter I certification requirements for Unit O.
Firefighter I certification requirements for Unit R.

Technical training in the basic considerations of size-up, prioritizing emergencies and an introduction to the incident command system. Meets Firefighter I certification requirements for Unit R.

This course meets the requirement for Fire Command IA, or better or equivalent. Offered for credit/No Credit only.

Prerequisite: Will vary with topic

Laboratory: 1.5 hours

Lecture: .5 hour

FIRE TECHNOLOGY

FIRE PREVENTION

This class meets part of the requirements for Driver Operator, Firefighter II or equivalent. Must be enrolled in Fire Technology.

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.

Prerequisite: Must be enrolled in Fire Technology.

Lecture: 3 hours

Lecture: 2 hours

FIRE TECHNOLOGY

FIRE EQUIPMENT REPAIR AND MAINTENANCE

Prerequisite: Fire Technology 61 through 67 with a grade of "C" or better or equivalent.

Laboratory: 1.5 hours

Laboratory: 3 hours

Fire investigation of commonly used fire service equipment including hand tools, small and auxiliary gas or electric powered tools, hydraulics, mechanized and personnel safety devices. Includes preventive maintenance, inspection procedures and measuring tolerances of calibrated equipment and devices.

Determination of causes and types of fires; possible evidence at the scene; interviewing witnesses and suspects; arrest, detention, and court procedures; giving court testimony. (Students may not receive credit for both Fire Science 127 and Law Enforcement 140ab.)

Prerequisite: Fire Technology 104 and Fire Technology 130, both with a grade of "C" or better, or equivalent

Lecture: 2 hours

Laboratory: 1.5-3 hours

FIRE TECHNOLOGY

This course meets the requirements for Driver Operator, a state certified class.

Prerequisite: Fire Technology 101 with a grade of "C" or better or equivalent

Laboratory: 1.5 hours

Lecture: 1 hour

FIRE TECHNOLOGY

This course meets the requirement for Fire Prevention 1B, a state certified class.

Prerequisite: Fire Technology

Lecture: 2 hours

Laboratory: 1.5 hours

FIRE TECHNOLOGY

Theory of heavy equipment used by a certified fire control team in fighting range fires.

Lecture: 3 hours

FIRE TECHNOLOGY

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.

Prerequisite: Mathematics 55 with a grade of "C" or better or equivalent

Laboratory: 3 hours

Lecture: 3 hours

FIRE TECHNOLOGY

Preparation: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. During summer session, at least seven units must be enrolled in at least one other course.

Prerequisite: Mathematics 55 with a grade of "C" or better

Laboratory: 1.5 hours

Lecture: 1 hour

FIRE TECHNOLOGY

50% 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.

Prerequisite: Fire Technology 101 with a grade of "C" or better or equivalent

Laboratory: 1.5 hours

Lecture: 1 hour
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100a</td>
<td>CONVERSATIONAL SPANISH: Beginning</td>
<td>3-4 Units</td>
<td>See Page 34 for Certificate Requirements</td>
</tr>
<tr>
<td>100b</td>
<td>CONVERSATIONAL SPANISH: Intermediate</td>
<td>3-4 Units</td>
<td>See Page 34 for Certificate Requirements</td>
</tr>
<tr>
<td>101a</td>
<td>SPANISH: BEGINNING</td>
<td>4 Units</td>
<td>See NATURAL RESOURCES 179</td>
</tr>
<tr>
<td>101b</td>
<td>SPANISH: BEGINNING</td>
<td>4 Units</td>
<td>See NATURAL RESOURCES 179</td>
</tr>
<tr>
<td>110</td>
<td>DENDROLOGY</td>
<td>3 Units</td>
<td>Study of trees and other resources. Sources of timber and other forest products.</td>
</tr>
<tr>
<td>62</td>
<td>APPLIED FOREST INVENTORY AND MANAGEMENT</td>
<td>4 Units</td>
<td>Techniques of forest inventory including cruising, scaling and evaluation; field tabulation and computer methods; location and inventory of a given forest property in the field; development of property boundaries and inventory of timber and other forest resources; topographic map and road system design for property.</td>
</tr>
<tr>
<td>101</td>
<td>INTRODUCTION TO TECHNICAL FORESTRY</td>
<td>2 Units</td>
<td>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. Practical forestry skills needed for private land management for long-term production of timber, fuelwood, Christmas trees and other resources.</td>
</tr>
<tr>
<td>53</td>
<td>FOREST SURVEYING TECHNIQUES</td>
<td>3 Units</td>
<td>Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, abney and dumpy level, plane table and alidade, engineer's transit and red mapper. Field recording techniques, laboratory computations and map drafting.</td>
</tr>
<tr>
<td>56</td>
<td>TREE AND PLANT IDENTIFICATION</td>
<td>3 Units</td>
<td>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.</td>
</tr>
<tr>
<td>107</td>
<td>COLLEGE SUCCESS</td>
<td>2 Units</td>
<td>Designed to increase success in college by assisting students in obtaining skills necessary to reach their educational objectives. Topics include time planning, communication skills, study techniques, question-asking skills, library use, and personal issues that face many college students.</td>
</tr>
<tr>
<td>110</td>
<td>INTRODUCTION TO HELPING SKILLS</td>
<td>1.5 Units</td>
<td>An introduction to the skills basic to a helping relationship. Includes instruction in the concepts and principles, as well as experience in the use of specific skills. Designed for non-professional and para-professional helpers such as peer tutors, peer counselors, advisors, managers, supervisors, etc.</td>
</tr>
<tr>
<td>115a</td>
<td>PRINCIPLES OF LEADERSHIP</td>
<td>1 Unit</td>
<td>Designed to assist students in gaining basic knowledge of leadership skills, to develop skills in principles and administration of parliamentary law; the co-curricular activity program, finances, including budgetary procedure, and group dynamics.</td>
</tr>
<tr>
<td>115b</td>
<td>PRINCIPLES OF LEADERSHIP</td>
<td>1 Unit</td>
<td>See NATURAL RESOURCES 179</td>
</tr>
<tr>
<td>50</td>
<td>CARDIOPULMONARY RESUSCITATION</td>
<td>.5 Unit</td>
<td>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.</td>
</tr>
<tr>
<td>55</td>
<td>BASIC FIRST AID</td>
<td>.5 Unit</td>
<td>Designed as a basic course for coaches and school personnel; stresses the continuity of care through prioritization of injuries and patient assessment.</td>
</tr>
<tr>
<td>60</td>
<td>COPING WITH STRESS</td>
<td>1 Unit</td>
<td>The nature of stress and the coping strategies that can lead to effective stress management and self regulation; combined with relaxation exercises, visualization techniques, and demonstrations.</td>
</tr>
</tbody>
</table>
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 no more than a total of 10 units of credit
less any units earned in any other Work Experience course.

HEALTH EDUCATION/HEALTH OCCUPATIONS/HEAVY EQUIPMENT/HISTORY

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

110 SAFETY AND FIRST AID EDUCATION
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
Prerequisite: 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 being qualified medical personnel.
May be repeated one time.

115 ADVANCED FIRST AID AND EMERGENCY CARE REFRESHER
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
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

117A UNITED STATES: to 1865
Lecture: 3 hours

HISTORY

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

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

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

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

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

HOSPITALITY MANAGEMENT

101 INTRODUCTION TO THE HOSPITALITY INDUSTRY
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 examination 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
Lecture: 3 hours
A study of people, product, package, price, and promotion, and how they interrelate and constitute the ingredients of the marketing program.
Field trips may be required.

112 FRONT OFFICE MANAGEMENT/HOTEL CATERING
Lecture: 2 hours
Laboratory: 3 hours
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 may cater.

114 INTRODUCTION TO MAINTENANCE AND HOUSEKEEPING
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
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
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
Lecture: 1.5 hour
Laboratory: 4.5 hours
Developing the individual's abilities to cope with public and in-house demands. Service techniques, table settings, and etiquete used in all aspects of dining room service. Emphasis on developing the finer points in skills and showmanship. Concentration on building moral and personal skills.
Field trips may be required.

132 DINING ROOM MANAGEMENT
Lecture: 1 hour
Laboratory: 3 hours
Management of service in the dining room; including the importance of service, how to organize and set up a dining room, what to look for in staff members, training new staff and front of the house's responsibility for safety and sanitation.
133b INTRODUCTION TO COMMERCIAL FOOD PREPARATION
Lecture: 1.5 hours
Laboratory: 6 hours
Study of the work of Garde Manger which includes tools, vegetable and fruit carvings, appetizers, hors d'oeuvres, canapes, sauces, salads, force meats, tray presentations and decorations, centerpieces, table set-ups, room set-up and table-top preparations and food show competitions. Field trips may be required.

144 MEAT ANALYSIS
Lecture: 1.5 hours
Laboratory: 1.5 hours
Study of various cuts of meat and their use in restaurant sales. Cost control and fabrication. Field trips may be required.

147a BEVERAGE MANAGEMENT
Prerequisite: Hospitality Management 135 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 1 hour
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
Lecture: 2 hours
Introduction to the history, development, production and types of wines. Field trips are required.

151 INTRODUCTION TO PARKS AND RECREATION
Lecture: 2 hours
Laboratory: 1 hour
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
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 may be required.

179 WORK EXPERIENCE IN HOSPITALITY MANAGEMENT
Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. Summer Session must be enrolled in at least one summer course. 75 hours paid employment equals 1 unit of credit. Field trips may be required. Offered for Credit/No Credit only. May be repeated for no more than a total of 16 units of credit, any unit received in any other Work Experience course.

HUMANITIES
101 OLD WORLD CULTURE
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.

102 MODERN CULTURE
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.

LAW ENFORCEMENT
140a ARSON INVESTIGATION
Beginning Lecture: 2 hours
Designed to prepare new fire investigators and detectives from law enforcement to carry out the responsibility of arson detection and establish the foundation for an in-depth arson investigation. (Students may not receive credit for both Fire Science 127 and Law Enforcement 140a.)

140b ARSON INVESTIGATION: Advanced
Prerequisite: Law Enforcement 140a with a grade of "C" or better or consent of instructor
Lecture: 2 hours
A continuation of the introductory course emphasizing preservation of evidence, explosive devices, testimony as an expert, insurance laws, and advanced fire problems.
101 INTERMEDIATE ALGEBRA
Prerequisite: Mathematics 52i with a grade of "C" or better or one year high school algebra or consent of instructor
Lecture: 4 hours
Laboratory: 3 hours
Study of algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; application of algebra in a variety of contexts.

102 TRIGONOMETRY
Prerequisite: A grade of "C" or better in Mathematics 60 or Mathematics 101 or second year high school algebra and one year geometry or consent of instructor
Lecture: 4 hours
or Laboratory: 3 hours
Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometries, identities, graphs, and logarithms.

103 COLLEGE ALGEBRA
Prerequisite: Mathematics 101 with a grade of "C" or better or equivalent high school course or consent of instructor
Lecture: 4 hours
or Laboratory: 3 hours
Extension of algebraic concepts; includes quadratic equations, inequalities, systems of equations, complex numbers, matrices, determinants, and polynomial, exponential, and logarithmic functions.

104 INTRODUCTION TO LOGIC
(See also Philosophy 104)
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 will be awarded for either Mathematics 104 or Philosophy 104, but not both.)

105 ELEMENTS OF STATISTICS
Prerequisite: Mathematics 101 with a grade of "C" or better or second year high school algebra or consent of instructor
Lecture: 4 hours
or Laboratory: 3 hours
Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests.

110 FINITE MATHEMATICS
Prerequisite: Mathematics 101 with a grade of "C" or better or two years of high school algebra or consent of instructor
Lecture: 4 hours
or Laboratory: 3 hours
Symbolic, logic, sets, probability, vectors, matrices, and game theory.

120A CALCULUS WITH ANALYTIC GEOMETRY
Prerequisite: Two years of high school algebra, one year of plane geometry, and one-half year of trigonometry or Mathematics 102 with a grade of "C" or better. Mathematics 103 recommended
Lecture: 4 hours
or Laboratory: 3 hours
An integrated course in calculus and analytic geometry including limits, continuity, differentiation, and integration with applications, transcendental functions, infinite series, conics, and polar coordinates.

120B CALCULUS WITH ANALYTIC GEOMETRY
Prerequisite: Mathematics 120a with a grade of "C" or better or consent of instructor
Lecture: 4 hours
or Laboratory: 3 hours
Polar coordinates, vectors in the plane, techniques in integration, and applications of the integral.

120C VECTOR AND MULTIVARITE CALCULUS
Prerequisite: Mathematics 120b with a grade of "B" or better
Lecture: 3 hours
Laboratory: 3 hours
Vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, vector fields, and topics in vector calculus.

MEDIA TECHNOLOGY
152A VIDEO PRODUCTION: BEGINNING
3 Units
Lecture: 2 hours
Laboratory: 3 hours
The art and technique of beginning video production stressing the skills of camera, lighting, editing, and sound. Emphasis on production techniques for the local public access channel.

152B 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.

MUSIC
100 MUSIC FUNDAMENTALS
2 Units
Prerequisite: Music 120a with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training.

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

109 PERFORMANCE PRACTICUM
5 Units
Activity: 1.5 hour
A series of concerts and recital demonstrations involving 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: 3 hours
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. Includes the music of Palestrina, Bach, and Handel.

110B SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to Present
3 Units
Lecture: 3 hours
A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods, from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Capland.

120A MUSIC THEORY
5 Units
Lecture: 5 hours
Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing; study of diatonic 4-part harmony, figured bass, chord progressions, harmony motion, ear training, and keyboard applications.

120B MUSIC THEORY
5 Units
Prerequisite: Music 120a with a grade of "C" or better or consent of instructor
Lecture: 5 hours
Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, non-harmonic notes, extended chords, harmonic ear training, and keyboard harmony.

126 COMPOSITION
3 Units
Prerequisite: Music 120a 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 of different methods of composition of music in relation to project chosen by student.

May be repeated one time.

131A ELEMENTARY CLASS PIANO
1.5 Units
Lecture: 1 hour
Activity: 2 hours
An introduction to the skill of piano playing based on music reading; fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords.

131B ELEMENTARY CLASS PIANO
1.5 Units
Lecture: 1 hour
Activity: 2 hours
Continuation of the fundamentals of piano performance with emphasis given to the essentials of music reading. Theory will include the presentation of scales and keys, both major and minor, review and application of chords and inversions, and an introduction to improvisation. Piano literature will include both classical and popular compositions as well as exercises and technical studies.

136A ELEMENTARY CLASS VOICE
1.5 Units
Lecture: 1 hour
Activity: 2 hours
Group and individual instruction in singing at a beginning level including improving and strengthening vocal tone, extending the vocal range, selecting songs and performing.

136B ELEMENTARY CLASS VOICE
1.5 Units
Prerequisite: Music 136a with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Group and individual instruction in singing including continued work in strengthening and expanding the vocal range and reinforcement of vocal skills taught in Music 136a.

141A INTERMEDIATE CLASS PIANO
1.5 Units
Prerequisite: Music 131b 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 interpretation.
MUSIC/NATURAL RESOURCES

141B INTERMEDIATE CLASS PIANO 1.5 Units
Prerequisite: Music 141a 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 1.5 Units
Prerequisite: Music 136b with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Group and individual instruction in the refinement of singing technique using classical and popular solo repertoire from 1600 to the present and emphasizing style, interpretation, vocal physiology, and increased musicianship.

146B INTERMEDIATE CLASS VOICE 1.5 Units
Prerequisite: Music 146a with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Group and individual instruction in advanced/intermediate vocal techniques including advanced song literature, interpretation, physiology, and increased musicianship.

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.

150 APPLIED MUSIC: Guitar 1 Unit
151 APPLIED MUSIC: Keyboard 1 Unit
152 APPLIED MUSIC: Woodwinds 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
Study of performance of orchestral literature of various styles and media. May be repeated three times.

160 CHOIR
Activity: 3-6 hour
Study and performance of mixed choral works of various periods and styles. May be repeated three times.

164 JAZZ CHOIR
Prerequisite: Audition
Activity: 3-6 hour
Study and performance of mixed choral works of various periods and styles. May be repeated three times.

165 THEATER PRODUCTION: Music Emphasis
Prerequisite: Audition
Activity: 3-6 hour
Directied 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: 3-6 hour
Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. May be repeated three times.

169 MADRIGAL ENSEMBLE 1 Unit
Prerequisite: Audition
Activity: 3-6 hour
Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods.

170 COLLEGE BAND
Activity: 3-6 hour
Study and performance of band repertoire of all styles. May be repeated three times.

172 JAZZ ENSEMBLE 1 Unit
Prerequisite: Audition. Concurrent enrollment in Music 109 recommended
Activity: 3-6 hour
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. May be repeated three times.

176 COMMUNITY ORCHESTRA
Prerequisite: Audition for wind, brass, and percussion players as needed
Activity: 3-6 hour
Study and performance of orchestral literature of various styles and media. May be repeated three times.

178 ENSEMBLE
Prerequisite: Audition. Concurrent enrollment in Music 109 recommended
Activity: 3-6 hour
Study and performance of music for small ensembles, duets, and chamber groups. May be repeated three times.

NATURAL RESOURCES
See Page 35 for Certificate Requirements

185 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 will be required.

190 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.

193 WILD EDIBLE AND USEFUL PLANTS 3 Units
Lecture: 2 hours
Survey of wild edible and useful plants with particular emphasis on the Sierra Nevada. Methods of collection, preserving and preparing wild plants with an emphasis on acorn preparation. Use of plant identification keys. Exposure to the nutritional content of plants, poisonous plants, basketry, dyeing, wild herbs and maple sugaring.
Field trips will be required.

NATURAL RESOURCES TECHNOLOGY
See Page 35 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.
Field trips will be required.

52 APPLIED WILDLANDS MANAGEMENT
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 animals, 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
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 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 but not 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  3 Units
(See also Mathematics 104)
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 will be awarded in either Philosophy 104 or Mathematics 106, 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.

PHOTOGRAPHY

(See ART - Page 57)

PHYSICAL EDUCATION

101 INTRODUCTION TO PHYSICAL EDUCATION  2 Units
Lecture: 2 hours
The fundamental concepts, principles, and practices of modern physical education as a career and sport. Study of the aims and objectives of physical education, including physical fitness concepts, activities, and sports. Study of the aims and objectives of modern physical education with a view toward development of basic philosophy of physical education and background for professional education.

103 BASKETBALL: ADVANCED THEORY AND PRACTICE  2 Units
Lecture: 1 hour
Activity: 3 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of college basketball.

May be repeated two times.

105 PERSONAL FITNESS CONCEPTS AND EVALUATIONS  3 Units
Lecture: 2 hours
Activity: 1 hour
A study of "how," "why," and "what" of physical activity and exercise. This course is intended to help students make important decisions about their own personal exercise program and their personal physical fitness directions for a lifetime.

112 THEATRE PRODUCTION: DANCE EMPHASIS  2 Units
Prerequisite: Audition
Lecture: 2 hours
Activity: 1.5-4.5 hours
Directed activities in theatre production for public performance with a concentration in dance.

May be repeated three times.

116 DANCE PRODUCTION  2 Units
Prerequisite: Audition and concurrent enrollment in Physical Education 117
Activity: 1.5-4.5 hours
Dance production for public performance; theory and practice in choreography, performance styles, and dance rehearsal combined with theatrical structure, non-verbal dramatic techniques, and technical staging designed for concert presentation.

May be repeated three times.

117 CHOREOGRAPHY AND COMPOSITION  3 Units
Prerequisite: Previous or concurrent enrollment in P.E. 116 or consent of instructor and P.E. 125 or P.E. 127 or P.E. 129 or P.E. 130 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Activity: 3 hours
Exploration of choreography fundamentals through a problem solving approach. Studies deal with aspects of time, space, dynamic and design in movement with emphasis on extending communication skills of the body.

120 AEROBIC EXERCISE I  5-1.5 Units
Activity Courses
Activity: 1.5-4.5 hours
Aerobic Exercise I
Designed to promote cardiovascular fitness, flexibility, muscle tone, and general overall conditioning.

121 AEROBIC EXERCISE II  5-1.5 Units
Prerequisite: P.E. 120 with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
A rigorous exercise class designed to increase cardiovascular fitness. Each workout will include exercises to build strength, flexibility, and endurance.

May be repeated two times.

123 BALLET I  1.5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with ballet as an expressive art form while developing strength, flexibility, and coordination.

124 BALLET II  1.5-1.5 Units
Prerequisite: P.E. 123 with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Continuing study of techniques and principles of classical ballet including phrasing, combinations, and stylistic elements.

May be repeated two times.

126 DANCE, JAZZ I  1.5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to the fundamentals of jazz dance designed to acquaint the student with basic technique in a cultural and historical context while developing strength, flexibility, and stylistic awareness.

128 DANCE, JAZZ II  1.5-1.5 Units
Prerequisite: P.E. 127 with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Continuing work in jazz dance with emphasis on developing stylistic elements and performance techniques. Specific attention given to learning extended movement combinations and compositional forms indigenous to American jazz.

May be repeated two times.

129 DANCE, CONTEMPORARY I  1.5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to modern dance movement. Fundamentals, basic movement, and composition presented and practiced as an opportunity for creative self-expression.

130 DANCE, CONTEMPORARY II  1.5-1.5 Units
Prerequisite: P.E. 129 with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Contemporary dance technique at the intermediate level with emphasis on developing artistic competence, performance skills, and basic choreographic skills, concepts, and techniques.

May be repeated two times.

132 FENCING  1.5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to swordsmanship for men and women. Fencing with the French foil, with instruction in the basic skills, rules and officiating of the sport. Intra-class contests will be played.

May be repeated three times.

134 GOLF I  1.5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals.

PHYSICAL EDUCATION
144 TENNIS II .5-.1.5 Units
Prerequisite: P.E. 143 with a grade of "C" or better or consent of instructor
Activity: 1-3.5-4 hours
Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis. May be repeated two times.

146 VOLLEYBALL I .5-.1.5 Units
Activity: 1.5-4.5 hours
Basic techniques, rules with emphasis on offensive and defensive tactics of team play. Rules and intraclass competition included.

147 VOLLEYBALL II .5-.1.5 Units
Prerequisite: P.E. 146 with a grade of "C" or better or consent of instructor
Activity: 1-3.5-4 hours
An intermediate level of skills and strategies for the more experienced player; and introduction to power volleyball play. May be repeated two times.

149 WEIGHT TRAINING I .5-.1.5 Units
Activity: 1.5-3.5 hours
Instruction and practice in the use of weights and body building equipment with emphasis upon individual program development.

150 WEIGHT TRAINING II .5-.1.5 Units
Prerequisite: P.E. 146 with a grade of "C" or better or consent of instructor
Activity: 1.5-3.5 hours
Designed to help individuals accomplish a fine state of physical fitness through the use of "overload" equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze his/her particular needs and establish a program that will help accomplish these goals. May be repeated two times.

151 BASKETBALL: MEN'S RULES .5-.1.5 Units
Activity: 1.5-3.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. May be repeated one time.

152 BASKETBALL: WOMEN'S RULES .5-.1.5 Units
Activity: 1.5-3.5 hours
Instruction, practice, and participation in game play with emphasis on rules, individual and team skills, and team strategy. May be repeated one time.

155 SOCCER .5-.1.5 Units
Activity: 1.5-4.5 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-.1.5 Units
Activity: 1.5-4.5 hours
Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular flexibility and strength components. May be repeated three times.

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 PROGRAM: PHASE III 1 Unit
Prerequisite: Primary Physician Referral
Lecture: 3.5-1 hour
Activity: 1.5-5 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.) May be repeated three times.

171 INTRODUCTION TO ADULT FITNESS 1.5 Units
Activity: 1.5 hours
An overview of the essential principles of physical fitness for adults.

173a LIFETIME FITNESS PROGRAM I 1-3 Units
Lecture: 3.5-1.5 hours
Activity: 1.5-4.5 hours
Introduction to the fundamental principles and practices of scientific exercise conditioning, nutritional requirements, weight control techniques, coronary heart disease concept, and considerations of preventive medicine. Basic exercise routine involves the circuit training system.

173b LIFETIME FITNESS PROGRAM II 1-2 Units
Prerequisite: Physical Education 172a with a grade of "C" or better
Activity: 3.5-4 hours
A continuation of the exercise principles and practices employed in the circuit training system presented in Lifetime Fitness I with emphasis on improving fitness component level, compliance, motivation, and increased awareness of sound nutritional practices. May be repeated two times.

175 HEALTH AND PHYSICAL FITNESS WORKSHOP 1 Unit
Lecture: 1.5 hours
Activity: 1.5 hours
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 two times.

176 CONCEPTUAL PHYSICS 3 Units
Prerequisite: Mathematics 15 with a grade of "C" or better
Lecture: 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.

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

180 GENERAL PHYSICS 3 Units
Prerequisite: Physics 120a with a grade of "C" or better or consent of instructor
Lecture: 4.5 hours
Laboratory: 3 hours
A general calculus level investigation of the physics of temperature and heat, thermodynamics, electricity and magnetism.

PHYSICAL EDUCATION/PHYSICS/POLITICAL SCIENCE/PSYCHOLOGY

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 power and sources of power at the national, state, and local levels and the rights and responsibilities of democratic citizenship.

109 AMERICAN POLITICAL THOUGHT 3 Units
Lecture: 3 hours
Historical survey of American political processes, traditions, and institutions. Emphasis will be on contemporary political issues.

115 INTERNATIONAL RELATIONS 3 Units
Lecture: 3 hours
Dynamics of interstate 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.

PSYCHOLOGY

101 GENERAL PSYCHOLOGY 3 Units
Lecture: 3 hours
An introductory survey course of the general field of psychology. Topics to be covered include conditioning, 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
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.

103 SOCIAL PSYCHOLOGY 3 Units
Prerequisite: Psychology 101 with a grade of "C" or better
Lecture: 3 hours
Interrelationship between the individual and his social environment. Social influence upon motivation, perception, group pressure, conformity, attraction, prejudice, behavior. Development of changes of attitudes and opinions. Psychological analysis of small groups, social stratification and mass phenomena.
PSYCHOLOGY/SEARCH AND RESCUE

125 BIOFEEDBACK AND STRESS MANAGEMENT
Lecture: 3 hours
Lifestyles, psychological coping strategies, communication techniques, and the philosophical context which underlie and promote self-control, optimal well-being, and potential of the student; use of biofeedback equipment to enhance self-awareness and to learn the "relaxation response."
3 Units

130 PERSONAL AND SOCIAL ADJUSTMENT
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.
3 Units

145 DEVELOPMENTAL PSYCHOLOGY
3 Units
Prenatal Through Early Childhood
Prerequisite: Psychology 101 with a grade of "C" or better or consent of instructor
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 reconsidered.
Lecture: 3 hours

145 DEVELOPMENTAL PSYCHOLOGY
3 Units
Later Childhood Through Adulthood
Prerequisite: Psychology 101, Psychology 140 recommended
Research and theories in developmental psychology from later childhood through adulthood, covering continuing developmental changes and special concerns of these years, e.g., peer acceptance, sexuality, sex roles, drug usage, parent-child relations, career choices, mid-life crisis, etc.
Lecture: 3 hours

160 PERSONALITY THEORY
3 Units
Prerequisite: Psychology 101 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
A survey course of the various theories of personality development. See page 37 for Certificate Requirements

103 ENVIRONMENTAL INJURIES
1 Unit
Prerequisite: Previous enrollment in Health Education 115 is recommended
Lecture: 1 hour
A review of injuries caused by recreational and vocational activities in the outdoors, including heat, cold, water, altitude, and animal-caused injuries.

105 MOUNTAIN MEDICINE
1 Unit
Prerequisite: Health Education 113 is recommended
Lecture: 1 hour
Review of common injuries and illnesses encountered in the outdoors. Emphasis on improvisation and self-help, with a minimum of manpower, equipment and mobility, includes discussion of psychological aspects, proper nutrition, diseases arising from travel in rural areas and recommended first aid supplies.

107 BASIC SURVIVAL
1 Unit
Lecture: 1 hour
An intensive seminar in short-term wilderness survival with emphasis on preventing survival emergencies by psychological and skills preparedness. Human energy and water balance will be stressed as well as core emergency responses to survival in arid and cold climates. Also included will be instruction regarding proper clothing and the makeup of a simple, inexpensive survival kit.

109 COLD WEATHER SURVIVAL
1 Unit
Lecture: 1 hour
An intensive seminar in short-term survival in cold and wet wilderness environments. Psychological skills, equipment preparedness and emergency prevention will be emphasized. Adaptation of basic skills to the factors of snow, rain, and high winds will be stressed. Illnesses caused by cold/wet environment will be reviewed.

110 INTRODUCTION TO SEARCH THEORY
2 Units
Lecture: 2 hours
An overview of current search theories as developed by the National Park Service and the National Association for Search and Rescue.

112 WILDERNESS NAVIGATION
2 Units
Lecture: 1.5 hours
Laboratory: 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-personnel techniques and concise communication of location.

116 THE USE OF SEARCH AND RESCUE DOGS
1 Unit
Lecture: 1 hour
Designed to familiarize search and rescue personnel with the uses and limitations of Search and Rescue dogs; availability of dog units, call-out procedures, OES transportation availability, weather, terrain factors, avalanche dogs and night searching.
Offered for Credit/No Credit only.
Field trips may be required.

122 GRID SEARCH TECHNIQUES
1 Unit
Lecture: 1 hour
An overview of current non-winter grid search techniques as developed by William G. Syurock of the National Association of Search and Rescue.
Offered for Credit/No Credit only.

126 GRID SEARCH TECHNIQUES
1 Unit
Lecture: 1 hour
A survey course covering the following three specialized areas critical to an effective and field safe search and rescue person: rescue carriers, rope management and communication.

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

132 ASCENDING AND DESCENDING TECHNIQUES
1 Unit
Prerequisite: Search and Rescue 130 with grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 1.5 hours
Review of rope safety techniques for rescue personnel with emphasis on methods of ascent and descent for rescuers and ambulatory victims in various rescue environments. Instruction and demonstration of safe techniques for the ascent and descent of slopes, buildings and cliffs. Emphasis on rope-safety techniques; knots, belaying and anchors; basic four-point climbing techniques and use of friction knots and mechanical ascenders. Handling and safe use of fire-service ladders reviewed.
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, instrumentation, rescue information and procedures, selecting a landing zone, crash procedures, and communications.
Offered for Credit/No Credit only.

135 AVALANCHE RESCUE
1 Unit
Lecture: 3 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
Laboratory: 1.5 hours
A general introduction to the problems and solutions of river and flood rescue for emergency personnel, whitewater guides and outfitters and interested recreationalists with an emphasis on applicable techniques for effecting rescues in up to Class VI Whitewater while working to assure the safety of the rescuers.
Offered for Credit/No Credit only.

150 ROPE RESCUE
1.5 Units
Lecture: 1.5 hours
Instruction in techniques used to evacuate injured parties in various settings. Demonstrations of the use of the stokes litter in conjunction with mechanical advantages, rope systems in gentle and moderate terrain situations. Review of rope safety bailing 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 individual 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.

153 VEHICLE EXTRICATION
1 Unit
Lecture: 1 hour
Use of the Hurst Tool and Black Hawk Extrication kits; hands-on instruction on various extrication techniques with special emphasis given to patient management and handling at the accident scene.
Offered for Credit/No Credit only.
Field trips may be required.
154 FIRE SERVICE LADDERS
AS RESCUE TOOLS
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
Lecture: 3 hour
Safe and effective use of improvised building materials to shore unstable environments. Review of the uses and applications of emergency shoring relative to structural collapse, debris, tunneling and heavy objects. Offered for Credit/No Credit only.

156 EMERGENCY TREICH SHORING
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-OHSA and California State Fire Training requirements in trench rescue procedures.) Offered for Credit/No Credit only.

158 HEAVY RESCUE TRAINING
FOR THE FIRE SERVICE
Prerequisite: Search and Rescue 130 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.

159 HEAVY RESCUE
INSTRUCTOR TRAINING
Prerequisite: Search and Rescue 158 or consent of Instructor
Lecture: 3 hours
Laboratory: 1.5 hours
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. Offered for Credit/No Credit only.

170 SPECIAL TOPICS IN RESCUE
FOR THE FIRE SERVICE
Prerequisite: Will vary with topic
Lecture: 1-4 hours and/or Laboratory: 1.5-3 hours
Various topics in rescue will be covered to meet the individual firefighter or fire department needs. Emphasis on specialized development of skills and knowledge, area planning for rescue, development and implementation of training and rescue evolution. Offered for Credit/No Credit only.

SKILLS DEVELOPMENT

59a WRITTEN LANGUAGE
DEVELOPMENT
Lecture: 3-4 hours
Prerequisite: Verbal learning disability
Lab: 3-4 hours
Individualized instruction and self-instructional materials in specific reading skills units. May be repeated three times.

87 VOCABULARY DEVELOPMENT
Lecture: 3-4 hours
Laboratory: 1-2 hours
Prerequisite: Will vary with student
Lab: 1-2 hours
Designed to help readers improve their vocabulary skills. May be repeated one time.

88 SPEED READING
Lecture: 3-4 hours
Laboratory: 1-2 hours
Lab: 1-2 hours
Designed to help competent readers improve their reading rate. May be repeated one time.

90 STUDY SKILLS
Laboratory: 3-6 hours
Prerequisite: Will vary with topic
Lab: 3-6 hours
Improvement of the basic study skills. May be repeated two times.

96 APPLIED TEST-TAKING SKILLS
Prerequisite: Will vary with topic
Lecture: 3 hours
Lab: 3-6 hours
Laboratory: 1-2 units
Prepared for Credit/No Credit only.

98 PEER TUTORING
Lecture: 3-6 hours
Prerequisite: Will vary with topic
Lab: 3-6 hours
Laboratory: .5 units
May be repeated one time.

110 DEVIANCE AND CONFLICT
Prerequisite: Will vary with topic
Lecture: 3 hours
Examines the theory and behavioral explanations of deviant behavior. May be repeated three times.

112 FAMILY, MARRIAGE
AND THE INDIVIDUAL
Prerequisite: Will vary with topic
Lecture: 3 hours
Examines the predominant attitudes and practices in regard to death, dying, and grief in the U.S.; includes historical, cultural and practical aspects of dealing with death in the American family.

128 DEATH AND DYING
Prerequisite: Will vary with topic
Lecture: 3 hours
Examination of the predominant attitudes and practices in regard to death, dying, and grief in the U.S.; includes historical, cultural and practical aspects of dealing with death in the American family.

179 WORK EXPERIENCE IN HUMAN SERVICES
Prerequisite: Will vary with topic
Lecture: 1-4 units
Lab: 1-4 units
May be repeated for no more than a total of 16 units of credit; may be repeated for no more than a total of 16 units of credit.

SPEECH

101 FUNDAMENTALS OF SPEECH
Prerequisite: Eligibility for English 101A recommended
Lecture: 3 hours
Lab: 3-6 hours
Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, ideas, critical thinking, and evaluative listening.
179 WORK EXPERIENCE AS A TEACHER AIDE
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.
25 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 will be related to educational or operational goals.
Offered for Credit/No Credit only.
May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

WELDING TECHNOLOGY

101 INTRODUCTION TO WELDING
Prerequisite: Welding Technology 103 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours
Basic arc and oxygen-acetylene welding as it applies to shop and field techniques.

103 ADVANCED ARC WELDING TECHNIQUES
Prerequisite: Welding Technology 103 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
Prerequisite: Welding Technology 103 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
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.
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