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.

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 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.

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.
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### COLUMBIA COLLEGE

#### 1989-90 ACADEMIC CALENDAR

#### Fall Semester 1989

- **Fall Registration:**
  - August 14: Continuing
  - August 15-16: Continuing, New, Returning
  - August 21-25: Late Registration (all)
  - August 21: Instruction Begins
  - August 25: Last Day to Enter a Class Without Instructor's Written Approval

- **September 1:**
  - Last Day to Enter a Class With Instructor's Written Approval
  - September 1: Last Day to Apply for Refund
  - September 4: Labor Day Holiday
  - September 5: Last Day to Withdraw Without a "W" Showing on Permanent Record
  - September 25: Last Day to Enter or Withdraw Without a "W" Showing on Permanent Record

- **October 9:**
  - Deadline for Filing for Graduation & Certificate for Fall Semester

- **November 10:**
  - Veteran's Day
  - November 16: Last Day to Withdraw From Any Course Without Penalty (will show on permanent record) (75%)

- **November 23-24:**
  - Thanksgiving Holiday

- **December 14-20:**
  - Final Examinations
  - December 20: Last Day to Withdraw Without Instructor's Written Approval

- **December 21-January 9:**
  - Winter Recess

- **Spring Semester 1990**

- **Spring Registration:**
  - December 5: Continuing
  - December 6-7: Continuing, New, Returning

- **January 3-4-5:**
  - Late Registration (all)

- **January 10:**
  - Instruction Begins

- **January 15:**
  - Martin Luther King Holiday

- **January 16:**
  - Last Day to Enter a Class Without Instructor's Written Approval

- **January 23:**
  - Last Day to Enter a Class With Instructor's Written Approval

- **February 2:**
  - Last Day to Withdraw Without a "W" Showing on Permanent Record

- **February 14:**
  - Last Day to Enter or Withdraw Without a "W" Showing on Permanent Record

- **February 19:**
  - Washington Day Holiday

- **February 23:**
  - Deadline for Filing for Graduation or Certificate for Spring Semester

#### Summer Session 1990

- **Summer Registration:**
  - June 13-15: Registration (all)
  - June 18-22: Late Registration (all)
  - June 26: Last Day to Withdraw Without Instructor's Written Approval

- **April 6:**
  - Last Day to Withdraw

#### 1989-90 ACADEMIC CALENDAR

#### Fall Semester 1989

- **July:**
  - 1: 2 3

- **August:**
  - 1: 2 3 4 5
  - 2: 3 4 5 6

- **September:**
  - 1: 2 3 4 5
  - 2: 3 4 5 6

- **October:**
  - 1: 2 3 4 5
  - 2: 3 4 5 6

- **November:**
  - 1: 2 3 4 5
  - 2: 3 4 5 6

- **December:**
  - 1: 2 3 4 5
  - 2: 3 4 5 6

#### Spring Semester 1990

- **January:**
  - 1: 2 3

- **February:**
  - 1: 2 3

- **March:**
  - 1: 2 3

- **April:**
  - 1: 2 3

- **May:**
  - 1: 2

- **June:**
  - 1: 2

#### Winter Recess

- January 10-17

#### Summer Recess

- Summer Registration:
  - June 13-15
  - June 18-22
  - June 26

#### Holiday

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Indigenous People's Day
- Columbus Day
- Veterans Day
- Thanksgiving
- Christmas
- Winter Recess
- Spring Recess
- Summer Recess
- Spring Break
- Spring Break
### Staff

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<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Degree Details</th>
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<tbody>
<tr>
<td>DENNIS LEE ABERS</td>
<td>Mathematics/Physics</td>
<td>B.S., University of Nebraska</td>
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<tr>
<td>PH.D., University of Nebraska</td>
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<tr>
<td>DENNIS P. AYE (1965)</td>
<td>Physical Education, Basketball Coach</td>
<td>B.A., St. Ambrose College</td>
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<td>M.A., University of Connecticut</td>
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<tr>
<td>JOEL C. BARBER (1967)</td>
<td>Art</td>
<td>B.A., Willamette University</td>
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<td>RICHARD J. BARRIEAU (1989)</td>
<td>Fire Chief/Fire Technology</td>
<td>A.A., Chabot College</td>
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<tr>
<td>RICHARD L. Dyer (1989)</td>
<td>President</td>
<td>A.A., Modesto Junior College</td>
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<td>JOHN R. CARTER (1984)</td>
<td>President</td>
<td>B.M., Chapman College</td>
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<td>W. DEAN CUNNINGHAM (1979)</td>
<td>President</td>
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<td>EDWARD C. DOELL JR. (1973)</td>
<td>English, Photography</td>
<td>A.A., Foothill Junior College</td>
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<td>DELORES A. HALL (1987)</td>
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<td>PAUL W. LOCKMAN (1981)</td>
<td>Director of EOPS and Disabled Student Programs</td>
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<td>ELIZABETH MASON (1988)</td>
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### Certificated Staff

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</table>
MELBORN N. SIMMONS (1969) Mathematics
B.S.E., Henderson State College
M.S., University of Arkansas

RAYMOND L. STEUEN (1976) Director of
Library Services/ I.M.C.
B.A., University of California, Santa Barbara
M.S., University of California, Los Angeles

JUDITH A. STRATTAN (1987) Dean of
Student Services
B.S., Indiana University
M.S., Indiana University

V. PETER SULLIVAN (1961) Physical Education
A.A., Modesto Junior College
B.A., San Jose State University

JANET M. SWEENEY (1984) Business
B.A., San Jose State University
M.A., California State University, Stanislaus

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

DAVID L. WILLSON (1975) Automotive Technology
B.S., California Polytechnic State University, San Luis Obispo
M.A., California Polytechnic State University, San Luis Obispo

A.A., Solano College
B.A., San Jose State University
M.S., California State University, Hayward

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

FACULTY EMERITI

PAUL K. BECKER
Dean of Student Services
1971-1987

L. FRANCES CULLEN
Psychology, Counselor, Student Activities
1971-1983

MARION C. EVANS
Health Occupations
1968-1983

McKinley Frost
Welding Technology
1970-1983

ROBERT H. HAMILTON
History, Political Science, Humanities, Philosophy
1968-1985

FRANCES V. HEGWEN
Health Occupations
1974-1985

FLOYD L. HOPPER
Counselor
1976-1988

THELMA A. JENSEN
Health Occupations
1968-1984

DONALD A. JONES
Biological Science
1968-1985

MATILD M. KAMBER
Philosophy
1976-1982

JERRY D. LYON
Business
1971-1984

BARBARA C. PAINTER
Counselor
1969-1988

CHESTER H. PALMER
English/Speech
1974-1989

Harvey B. Rhodes
President
1967-1979

RICHARD H. ROGERS
Business
1968-1982

JOHN H. ROSS
Health Education, Health Occupations, Search and Rescue
1970-1987

CLASSIFIED STAFF
(Date of District appointment follows name.)

KATHLEEN L. ABBOTT (1976) Clerk, Business Services
ROSS L. ALDRICH (1976) Performing Arts
SIRGD R. A. ANDERSEN (1985) Instructional Aide, Learning Skills
SHERRLY A. BAHTEN (1986) Clerk
MERLIN BART (1974) Admissions and Records
DOROTHEA M. BENTLEY (1975) Secretary, Instrucional Aide, Auto Technology
PATRICIA BERHANE (1986) Clerk, Admissions and Records
DEBORAH K. BOSWELL (1987) Typist Clerk, Disabled Student Services
JOHN CURTIS (1989) Campus Patrol Officer
L. C. CRAIN (1976) Disabled Student Center
DOROTHY A. DANZ (1965) Secretary, Dean of Student Services
DENISE F. DEATSCH (1978) Secretary, Instructor Office
TERRILL D. DEATSCH (1975) Bus Driver, Groundskeeper
CYNTHIA K. FRAUERO (1987) Account Clerk, Bookstore
STEVEN FROST (1979) Disabled Student Services
WILLIAM J. GAISER (1970) Instructional Aids
HAZEL GARAVANTA (1984) Instructional Aids, Business
DORIS L. GOLDSH (1979) Disabled Student Center
LINNETT C. GREELY (1975) Media Assistant, Library
MICHELLE GRIFFITH (1988) Instructional Aids
JOSEPH J. GRILLO, JR. (1986) Business Office Manager
DOLORES C. HALL (1975) Manager, Bookstore
NORINE D. HOLMS (1978) Secretary, Assistant Dean of Instruction
DWAIN JACK (1976) Skilled Maintenance Worker
RONALD D. JACKSON (1976) Disabled Student Services
JANICE M. JORD (1976) Public Information Writer
LENISE KIMES (1985) Clerk, Admissions and Records
GARY LARGENT (1975) Skilled Maintenance Worker
FRANCES K. LEONE (1983) Instructional Aide, Computer Science
WENDY LINK (1984) Media Assistant, Library A.V.
KATHLEEN A. MACKER (1981) Asacompant, Instructional Aide, Music

TIMOTHY MANN (1983) Athletic Equipment Attendant
ARDIS MARTINEZ (1984) Typist Clerk, Student Services
ANDREW B. MAURER (1976) Graphic Arts, Instrucional Materials Center
JOHN H. MILLER (1972) Supervisor, Buildings and Maintenance
NANCY M. MYERS (1982) Media Assistant, Library
PATRICIA PANTALEONI (1985) Secretary, President
LUIS C. RAMIREZ (1975) Supervising Custodian
RONALD R. ROACH (1978) Priming Technician, Instrucional Material Center
SALLY SCHOTTGEN (1981) Officer, Financial Aids, Veterans' Affairs, Scholarships and Awards
JACQUELINE J. SEYBOLT (1985) Manager, Food Services

BARBARA SMITH (1984) Food Services Worker
DIANA SUNDAY (1988) Testing Coordinator
PATRICIA C. THOMAS (1972) Account Clerk, Business Services
WILLIAM R. THORPE (1985) Typist Clerk, Instrucional Materials Center
BERNICE A. WADDELO (1970) Secretary, Dean of Instruction
CHRISTINE M. WALKER (1978) Instructional Aids, Learning Skills
ADELE WIKNER (1985) Media Assistant, Library
JAMES B. WOOD SR. (1977) Custodian, Library
ROBIN WOOD (1989) Laboratory Assistant, Life Sciences
# ADVISORY COMMITTEES

On a voluntary basis, regional representatives of business, the professions, industry, government, labor and the community-at-large assist Columbia College in determining the needs and evaluating the performance of many of its programs. These processes are critical to the future overall direction of the College, the appropriateness of services to special student populations, and the relevance of vocational training to the world of work. These individuals provide an invaluable service to the administration, faculty, and present and future students and, for that, the College is deeply grateful.

### AUTOMOTIVE TECHNOLOGY

- **Charlie Crist,** Service Manager  
  Kelley Motors
- **Steve Koehler,** Auto. Tech. Instructor  
  Brett Harre High School
- **Stanley Smith,** Auto. Tech. Instructor  
  Sonora Union High School
- **Ed Sunday,** Owner  
  Sun Automotive
- **Logan Miller,** Service Manager  
  Mother Lode Motors
- **Fred Schroeder,** Service Manager  
  Hammond Ford
- **Marty Robillard,** Owner  
  Marty's Auto Service

### BUSINESS

- **Lynn Bradshaw,** Medical Records Supervisor  
  Sonora Community Hospital
- **Karen Ethier,** Business Instructor  
  Sonora Union High School
- **Tom Firth,** Manager  
  Lucky Stores
- **Clay Maddox,** Accountant
- **George Perry,** R.O.P. Instructor  
  Sonora Union High School
- **Marilyn Richards,** Secretary  
  California Dept. of Forestry
- **Ken Roy,** Manager  
  Longs Drugs, Inc.
- **Patricia Sakasitz,** Office Manager  
  FootHill Medical Group
- **Linda Grant,** Office Services  
  Stanislaus National Forest
- **Marsha Thorlakson-Dorman,** Employment Program Representative  
  Employment Development Department
- **Jerry Youngstrom,** Data Processing

### 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.
- **Russell Hoenes,** M.D.
- **James R. Hongola,** 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.
- **Terril Spitzt,** M.D.
- **Todd Stolp,** M.D.
- **Charles Waldman,** M.D.

### CHILD DEVELOPMENT PROGRAM

- **Evelyn Condon,** Executive Director  
  Infant/Child Enrichment Services
- **Pierro Dyer,** Director  
  Summerville Parent/Nursery School
- **Nancy Feldman,** Home Economist  
  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
- **Gill Grimsley-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 Wananaker,** Counselor  
  Sonora Union High School
- **June Yapp,** Director  
  Yapp's Learning Center

### COMMUNITY EDUCATION

- **Almarené Cook**  
  RACHEL SCOTT
- **Marjorie Doe**  
  MARJORIE WARD
- **Lorraine Killough**  
  WRIGHT WILLIAMS
- **Mary Laveroni**

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**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.**
- **Russell Hoenes, M.D.**
- **James R. Hongola, 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.**
- **Terril Spitzt, M.D.**
- **Todd Stolp, M.D.**
- **Charles Waldman, M.D.**

**Child Development Program**

- **Evelyn Condon, Executive Director**
  - Infant/Child Enrichment Services
- **Pierro Dyer, Director**
  - Summerville Parent/Nursery School
- **Nancy Feldman, Home Economist**
  - 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
- **Gill Grimsley-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 Wananaker, Counselor**
  - Sonora Union High School
- **June Yapp, Director**
  - Yapp's Learning Center

**Community Education**

- **Almarené Cook**  
  - RACHEL SCOTT
- **Marjorie Doe**  
  - MARJORIE WARD
- **Lorraine Killough**  
  - WRIGHT WILLIAMS
- **Mary Laveroni**
COMPUTER SCIENCE

BOB BECK, Accountant
BINKY DOHMS, Office Manager
Computer Security Specialist/Designer
PETER DOHMS, Vice President
Computer Science Department
DWAYNE MCDONALD, Assistant Superintendent
Tuolumne County Schools
JIM WAGNER, Data Processing / Instructor
Mother Lode Data Service
JERRY YOUNGSTROM, President
Snead Corporation
ALLEN SPENCER, Supervising Computer Specialist
United States Forest Service

DISABLED STUDENT SERVICES

DOUG BOWSER, Tri-County Consortium
Tuolumne County Schools
BEVERLY BRITTS, Teacher, Hearing Impaired
Sonora Elementary School
HAL DAVIS, Voc. Rehab. Counselor
Department of Rehabilitation
WAYNE FRANCIS, Student
Columbia College
JIM KINDLE, Director, Learning Skills Center
Columbia College
SANDEE KLUDT, Director of Special Education
Tuolumne County Schools
DONNA LARSON, Representative
Social Security Administration
JANICE LUBECK, Case Manager
Valley-Mt. Regional Learning Center
DR. CHARLES MCRANE, Opthalmologist
General Practice
FRANK McNELLY, Retired Judge
JEAN MCNALLY, Physical Therapist

DRAFTING

NEIL BURKART, President
Burkart Construction Company
DONALD GROVER, Architect
Donald Grover and Associates
GEORGE JACKSON, Engineer
Calaveras Assoc., Ltd.
MICHAEL PEREZ, Engineering Technician
United States Forest Service
JERRY SLINKARD, Vice President
Raymond Vail and Associates

EMERGENCY MEDICAL SERVICES

CAROL WILEY, R.N.
Tuolumne General Hospital
JEFF REAGOR, Coordinator
Mariposa and Yosemite
San Joaquin 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 CANDREVA, Manager
Tuolumne County Ambulance Service
ROMEL MATHIAS, R.N.
Sonora Community Hospital

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

PATRICIA BERHANE, Admission and Records Clerk
Columbia College
ELSIE BRUNO, Counselor
Columbia College
WALLACE DAY, Tuschem/ MiWat Tribal Council Chairman
SALLY SCHOTTEG, Financial Aid
Columbia College
JACKIE JACKMAN, Teacher
Vallecito High School
SHIRLEY PHILSON, Employment Services
Employment Development Department
VIOLA WESSEL, Community Representative

FIREFIGHTING TECHNOLOGY

JAMIE CRABTREE, Training Director
Tuolumne County Fire Department
D. SCOTT NEWMAN, Battalion Chief
California Dept. of Forestry
GUY C. MILLS, Chief
Sonora Fire Department
DWAYNE (DAVE) BROWN, Chief
Angio Camp Fire Department
MERRITT LOVEJOY, Dispatcher
United States Forest Service
LEONARD SHEPARD, Training Director
California Dept. of Forestry
ROBERT SIGNOR, Training Director
California Dept. of Forestry
LARRY COTTON, Chief
Sierra Conservation Center

FOREST TECHNOLOGY / NATURAL RESOURCES TECHNOLOGY

MARK BEVAN, Forestry Consultant
CRAIG CONRAD, Forester
Fiberecord Corporation
WAYNE HARRISON, Associate State Park Resource Ecologist
Calaveras Big Trees State Park
JOYCE MOUSSEAU, Cultural Technician
United States Forest Service
JIM MADDUX, Wildlife Biologist
California Dept. of Fish and Game
TIM NEELEY, Chief Ranger
Columbia and Railtown State Historic Parks
JIM OWEN, Unit Ranger
California Dept. of Forestry
RICHARD PLAND, Forester/Logging Supr.
Fiberecord Corporation
BRIAN QUELGOG, Fishery Biologist
California Dept. of Fish and Game
WILLIAM J. SUEHOWICE, Chief Park Ranger
New Melones Lake
DON WARD, Forester
California Dept. of Forestry
STEVE WATERMAN, Public Information Officer
United States Forest Service

FOSTER PARENT TRAINING PROGRAM

JANET AMBROSE, Coordinator
Foster Parent Training Program
Amador and Tuolumne Counties
ARLENE MARTIN, Foster Parent
STEVE CLARD
Tuolumne County Sheriff’s Department
JOY McCLURE
Department of Social Welfare
EVELYN CONDON
Infant and Child Enrichment Services
PEGGY DUTEMPLE
Tuolumne County Dept. of Social Services
TERRY BEAUDREAU
Calaveras County Dept. of Social Services
NANCY FELDMAN
University of California Coop. Extension
NANCY GOODMAN
Tuolumne County Dept. of Social Services
PAUL JOHNSON
Tuolumne County Schools
MARY LOUIS
Calaveras County Dept. of Social Services
GEORGE LOOMIS
Calaveras County Emergency Shelter
BIL MITCHELL
Tuolumne County Probation Department
MARGARET SCHULZ
Tuolumne County Foster Parent
WILLIAM SCHULZ
Tuolumne County Foster Parent
ANNE HUNT, Social Worker
Drug / Alcohol Counseling
LARRY WADE
California Dept. of Probation
NAOMI STEINFEILD, Social Worker
CINDY STEVENS
Human Resource Counsel
MARGARET HINCHLIFF
Tuolumne County Foster Parent
SUSAN WISI
Tuolumne County Foster Parent
GEORGIA MCKEE
Mariposa County Foster Parent
MAGGIE GREENHILL
Tuolumne County Probation Department
CANDACE KATOSIC
Mother Lode Job Training
RICK MANDERS
Calaveras County Probation Department
BILL WILSON, Counselor
Columbia College

HOSPITALITY MANAGEMENT

LEO BALDONADO, Owner
La Sierra Taquiza Hotel
DAN CUNEO, Owner
Black Butte Inn
ROBERT DeVINC, Owner
Hemingway’s Cafe / Restaurant
MARILYN HAMILTON, Vice President / Manager
Security Pacific National Bank
CARL HAMMER, Sales Representative
Major Sys (Modesto Store)
ROBIN HOLMES, Executive Chef
Copper Core Marina
JOE MASTERS, Office Manager
Brown’s Restaurant
KAREN MILES, Office Manager
Brown’s Restaurant
NANCY NELLS, Chef Ranger
Columbia State Historic Park
DARRYL PECK, General Manager
Best Western - Sonora Oaks
GARY WICKEL, General Manager
Best Western - The Glenview

MEDICAL PROFESSIONS

CLARK BURTON, D.D.S.
Tuolumne County Dental Society
MIKE GHORSO, Chief Pharmacist
Sonora Community Hospital
GAIL GEE, Secretary
Tuolumne County Medical Society
GARY HINMANN, Pharmacist
Altralife Drug
DIXIE HUKARI, Inservice Director
Sonora Community Hospital
GEORGE LOOMIS
Sonora General Hospital
MARGARET SCHULZ
Tuolumne County Foster Parent
CINDY STEVENS
Tuolumne County Foster Parent
SUSAN WISI
Tuolumne County Foster Parent
GEORGIA MCKEE
Mariposa County Foster Parent
MAGGIE GREENHILL
Tuolumne County Probation Department
CANDACE KATOSIC
Mother Lode Job Training
RICH MANDERS
Calaveras County Probation Department
BILL WILSON, Counselor
Columbia College
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 small town and community college. 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 small 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.

Background

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 spans more than 100 miles of the fertile San Joaquin Valley from the Coast Range on the west to the Sierra Nevada on the east. The boundaries include nearly 4,000 square miles encompassing all of Tuolumne and Stanislaus Counties and parts of San Joaquin, Merced, Calaveras and Santa Clara Counties. Because of an increase in student enrollment, the need for greater educational opportunities in the mountain counties, and the great distance involved in travel for students to attend Modesto Junior College, the Yosemite Community College District Board of Trustees authorized the formation of Columbia Junior College and scheduled its opening for September, 1968. The word "Junior" was dropped from the College name in 1978. Starting on the quarter system, Columbia College changed to the semester system on July 1, 1984.

Campus and Facilities

Campus buildings are planned around San Diego Reservoir from which wooded foothills join the rugged majesty of the Sierra Nevada. In keeping with the historic atmosphere of the Mother Lode Region, the design concept of the campus is in the architectural style of early to mid-19th Century 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.

Accreditation

Columbia College is accredited by the Accrediting Commission for Junior Colleges, Western Association of Schools and Colleges. The College is listed in directories of the United States Office of Education, the American Council on Education, and the Western Association of Schools and Colleges.

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 spans more than 100 miles of the fertile San Joaquin Valley from the Coast Range on the west to the Sierra Nevada on the east. The boundaries include nearly 4,000 square miles encompassing all of Tuolumne and Stanislaus Counties and parts of San Joaquin, Merced, Calaveras and Santa Clara Counties. Because of an increase in student enrollment, the need for greater educational opportunities in the mountain counties, and the great distance involved in travel for students to attend Modesto Junior College, the Yosemite Community College District Board of Trustees authorized the formation of Columbia Junior College and scheduled its opening for September, 1968. The word "Junior" was dropped from the College name in 1978. Starting on the quarter system, Columbia College changed to the semester system on July 1, 1984.

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Accreditation

Columbia College is accredited by the Accrediting Commission for Junior Colleges, Western Association of Schools and Colleges. The College is listed in directories of the United States Office of Education, the American Council on Education, and the Western Association of Schools and Colleges.

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: Judy Stratton, Coordinator
Gender Equity
(209) 533-5107

Section 504: Paul Lockman, Director
Handicapped Students Program
(209) 533-5172

SEXUAL HARASSMENT POLICY

It is the policy of the Yosemite Community College District to provide an environment free of unlawful discrimination in its programs, activities and work environment. Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the District.

Sexual harassment includes:

(1) submission to conduct which is explicit or implicitly made a term or a condition of an individual's employment, academic status, or progress;
(2) submission to, or rejection of, conduct by an individual which is used as the basis of an employment or academic decision affecting the individual or has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and
(3) submission to, or rejection of, conduct by the individual which is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. (Education Code Section 212.5.)

The District strongly forbids any form of sexual harassment, including acts of nonemployees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment.

DISCLAIMER

The Yosemite Community College District and Columbia College have made a 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.
STUDENT SERVICES

ADMISSIONS

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

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

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

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

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 $94.00 per unit plus the $5.00 per unit regular tuition and required health 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.

Official transcripts for all previous college and high school work must be received by the College during the first semester of attendance. If no transcript is available due to withdrawal, an official letter stating this fact is required.

It is the student's responsibility to furnish the College with official documentation for previous high school and college work or training to be evaluated for credit. These documents become the property of Columbia College and cannot be reproduced or released for any purpose.

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

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

Matriculation
GOLD (Goal Oriented Learning Development)
GOLD Matriculation Program

New Columbia College students are provided with a step-by-step approach to a successful educational experience. The GOLD (Goal Oriented Learning Development) program is designed to give students information and assistance at the time it is most needed: at the threshold of their college careers. All new students with no prior college credit are REQUIRED to participate in the matriculation program, GOLD.

Exception: Persons who qualify for one of the matriculation exempt categories.

A person participating in GOLD will:

• complete the assessment battery: placement exams in reading, English, and math
• attend an orientation session where College services and programs are explained
• receive academic advisement assistance in developing a program of studies based upon the chosen major and goals
• begin process of development of an educational plan and complete in a scheduled educational plan workshop during the semester
• learn strategies for planning a class schedule
• receive interpretation of the reading, English and math placement tests
• find out about majors, general education requirements, transfer requirements, and certificates of achievement
• plan a class schedule in accordance with the chosen academic goals, interests, current skills, and time available for study and work
• participate in a smooth, problem-free registration process
• receive individual attention and assistance if class progress monitoring identifies a problem area.

Students meeting one or more of the following criteria are exempt from all or parts of the GOLD matriculation program:
• Students enrolled in community services and noncredit courses only
• Students holding an associate or higher degree
• Students enrolled only in *activity courses for which there is no basic skill prerequisite
• Students enrolled only in contract education or courses for in-service training.

*Available in the Admissions Office.

Notices of Acceptance
New and former students will be notified officially of their acceptance and opportunities for orientation and advisement appointments after all application forms have been received.

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

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

Students meeting one or more of the following criteria are exempt from all or parts of the GOLD matriculation program:
• Students enrolled only in contract education or courses for in-service training.
• Students enrolled only in *activity courses for which there is no basic skill prerequisite
• Students enrolled only in contract education or courses for in-service training.

*Available in the Admissions Office.

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Students' Rights and Procedures for Grievance

Information pertaining to students' rights, conduct and grievance procedure is available in the Student Services Office.

Columbia College Transcripts

- In 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.
- Additional transcripts are $2.00 each.
- Transcripts will NOT be forwarded for any student who has an official hold placed on their record by the College.
- 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.
- A minimum of three working days is required. EXCEPTION: Same day service is provided at a cost of $10.00 in addition to the regular fee.

Other College or High School Transcripts

- New students are required to submit official transcripts from course work taken at other colleges 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 school 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 contents of their records and to request that 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 the following: a) the student, b) parents of students under 18 years of age, and c) Columbia College.

Students requesting access to or correction of student records shall be given a copy of the Family Educational Rights and Privacy Act of 1974.

Services offered:

- Physical Disabilities
- Disabled 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. Services of a physician are available on an appointment basis.

Students suffering 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.

Injuries or illnesses occurring on campus should be reported immediately to the College nurse or any administrator. The nurse's office is located in the Health Occupations (500) building.

Columbia College Transcripts

- New students are required to submit official transcripts from course work taken at other colleges. Columbia will only accept a transcript that is official and received in a sealed envelope.
- Transcripts will NOT be forwarded for any student who has an official hold placed on their record by the College.
- Transcripts CANNOT be sent in response to a TELEPHONE request (Family Education Rights & Privacy Act of 1974).
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- A minimum of three working days is required. EXCEPTION: Same day service is provided at a cost of $10.00 in addition to the regular fee.

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, 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. A typing room with electric and manual typewriters is open for use during Library hours. Photocopying can be done on a coin-operated machine near the Library. The Library can locate and borrow Interlibrary Loan materials not in the College Library. As a member of the Central Association of Libraries, the Library has quick access to the collections of more than 50 libraries. This service is available to students, community residents, and college staff.

The Library is open seven days a week, Monday through Thursday, 7:45 a.m. to 9:00 p.m. and Friday, 7:45 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. Parking regulations are strictly enforced by Campus Security. A fee is charged for parking.

Student Housing

A student housing complex is located on campus. The facility is designed as cluster apartments and is partially furnished including a basic furniture and essential meal plan is provided to residents by the College Cafeteria Monday through Thursday. Four students may be housed in each apartment. Additional information is available by contacting the Residence Manager or the Admissions and Records Office. First priority for housing is given to full-time Columbia College students.

Columbia College Transcripts

- New students are required to submit official transcripts from course work taken at other colleges. Columbia will only accept a transcript that is official and received in a sealed envelope.
- Transcripts will NOT be forwarded for any student who has an official hold placed on their record by the College.
- 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.
- A minimum of three working days is required. EXCEPTION: Same day service is provided at a cost of $10.00 in addition to the regular fee.

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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 a built-in sofa and chair with storage and coffee table, desk, chairs, wardrobe, bookcase, bed and dresser. 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.
A student who has not met the educational goal 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

Course prerequisites are intended to ensure that the student will have sufficient preparation before entering a course or officially drop a student from class who has not met the limit of repetition for certain specified credit courses may continue to enroll in such courses as a "community participant."
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.

When the student has completed the course work, the instructor will assign the appropriate grade and notify 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 standard 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 a 3.0 G.P.A., thirty (30) semester units with at least a 2.5 G.P.A., or forty-five (45) semester units with at least a 2.0 G.P.A. at any accredited college or university.
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 the opportunity to independently research specialized areas not available as regular course offerings of the College.

Independent Study courses do not appear in the catalog made available in any subject matter area. Consult your counselor for specific procedures.

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 ONLY CR/NC grading students, there is no limit to the number of courses in which enrollment is allowed each semester.

A student must submit and the completed Credit/No Credit Grading Request Form from the Admissions and Records Office.

A student's grade point average at Columbia will be calculated with credit/NC grading and no letter grade, there is no limit to the number of courses in which enrollment is allowed each semester.

The student's Independent Study, and written verification by the Admissions and Records Office that the maximum credit limitation for Independent Study will not be exceeded. Maximum unit value for any Independent Study course for any one semester will be 3 units of credit.

LIMITATIONS
The following limitations apply to Independent Study courses:

1. Registration is restricted to one Independent Study course per semester.
2. An overall maximum of 7 units of credit completed will be allowed for Independent Study.

Students who intend to transfer are advised that Independent Study credit may not fulfill either major or General Education Breadth Requirements. Students pursuing a degree at Columbia College may use Independent Study credits for partial fulfillment of major requirements. (See course substitutions.)

Credit/No Credit Grading

Some transfer institutions will not accept CR/NC grading symbols.

A student may choose a credit/no credit (CR/NC) option in courses for which letter grades may be issued.

A student must exercise the option no later than the first thirty percent (30%) of the semester.

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 non credit (NC) grade.

A CR or NC grade will be recorded on a student's transcript.

A CR/NC grade may NOT later be converted to a letter grade.

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.

PROCEDURE

The student must complete a form in Admissions and Records prior to making arrangements for credit by examination with the individual instructor, who, on approval, will schedule the examination. Whatever grade the student earns will be entered on his/her record at the end of the term.

College Credit From Other Institutions
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 of elective credit and waive institutional P.E. requirements for graduation.
2. Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
3. Credit for certain USAF officer training courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:

At least 12 semester units of military course work must be completed at Columbia College before a student may receive credit. Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.

A maximum of 20 units of military course work will be evaluated for acceptance as transfer credit.

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

Classification of Students

While the minimum full-time program that will qualify a student for graduation in two years is 15 units per semester, the following classifications have been established:

Full-time — registered for 12 or more units.
Freshman — fewer than 30 units completed.
Sophomore — 30 or more units completed.

Total units required for the Associate in Arts Degree or Associate in Science Degree is 60 units.

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 lose the right to their original catalog year.

Student Load

A student who decides to carry more than 18 units must secure written approval from a counselor or the Dean of Students. Students on academic probation will be limited to a unit load recommended by their counselor.

Final Examinations

Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor.

Final grades are considered permanent. The determination of instructor issued grades is final in the absence of mistake, fraud, bad faith, or incompleteness.
Academic Probation and Dismissal

A student with a Grade Point Average less than 2.0 will be placed on academic probation for the following semester when the cumulative 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 Deans' List. Pre-collegiate level courses also can count towards unit total.

Grade Reports

Students will not receive a Final Grade Report if they have outstanding obligations to the College. Students must come to the Admissions and Records Office to receive their Final Grade Report. The report is released only to the student. Upon request and submission of a stamped, self-addressed envelope, the report will be mailed.

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

Academic Probation and Dismissal

The purpose of academic probation at Columbia College is to ensure that students who are deficient in scholastic achievement will receive special advisement. 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 7, during the semester they are readmitted to Columbia. Failure to complete Guidance 7 will subject a student to dismissal. A disqualified student may not be reinstated under the conditions noted above. A student disqualified for academic reasons will 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 discontinuance 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.

Withdrawal From College

If a student wishes to withdraw from the College, it is his/her responsibility to complete and sign an Institutional Withdrawal Form in 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></th>
<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>
<td>$100</td>
</tr>
<tr>
<td>Books/Supplies/Fees</td>
<td>400</td>
<td>400</td>
<td>400</td>
</tr>
<tr>
<td>Meals/Housing</td>
<td>1,500</td>
<td>3,350</td>
<td>3,600</td>
</tr>
<tr>
<td>Personal</td>
<td>700</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>500</td>
<td>400</td>
<td>650</td>
</tr>
<tr>
<td>Totals</td>
<td>$3,200</td>
<td>$5,250</td>
<td>$5,750</td>
</tr>
</tbody>
</table>

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

Refunds

Due to the administrative cost of processing refunds, no refunds will be made if the amount is $5.00 or less. If fees or tuition were paid by check, a refund will not be made until the check has cleared the bank. Refunds are not automatic. The student must submit a completed request for refund form. Refunds of fees will automatically be made to students enrolling in classes which are canceled by the College.

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 day of the semester.
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, 1989, the following certificate requirements are valid through the 1992-93 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 in evening only or a combination of both day and evening classes.

For certificates listing competency requirements, contact the Office of Instruction for further information.

Certificates of achievement are offered in the following disciplines:

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, 1989, the following certificate requirements are valid through the 1992-93 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 in evening only or a combination of both day and evening classes.

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
- Applied Computer Studies
- Emergency Medical Services
- Fire Technology
- Forestry Technology
- Hospitality Management
- Culinary Arts
- Food Service Technology
- Hotel Management
- Human Services
- Natural Resources
- Interpretation
- Natural Resources Technology
- 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

REQUIRED COURSES: UNITS

- Auto. Tech. 1 Intro. to Auto Technology ................ 1
- Auto. Tech. 3 Preventive Maintenance ................ 1
- Auto. Tech. 12 Pulling and Installing Engines ....... 1
- Auto. Tech. 14 Machine Shop Procedures .......... 1
- Auto. Tech. 16 Engine Rebuilding .................. 1
- Auto. Tech. 17a Fuel Systems ....................... 2
- Auto. Tech. 17b Electro Mechanical Carburettors ...... 1
- Auto. Tech. 18 Emission Control .................... 1
- Auto. Tech. 19a Gasoline Engine Tune-up: Basic ...... 2
- Auto. Tech. 19b Gasoline Engine Tune-up: Advanced .... 2
- Auto. Tech. 20 Manual Transmission Rebuilding .... 1
- Auto. Tech. 30 Axles and Drive Lines ............... 1
- Auto. Tech. 31 Automatic Transmissions - GM ....... 2
- Auto. Tech. 35 Automatic Transmissions - Ford ...... 1
- Auto. Tech. 40a Brakes - Drum ..................... 2
- Auto. Tech. 40b Brakes - Disc ....................... 1
- Auto. Tech. 44a Front End and Suspension .......... 2
- Auto. Tech. 44b Front End and Suspension .......... 2
- Auto. Tech. 50a Electrical Theory .................... 2
- Auto. Tech. 50b Charging Systems ................... 2
- Auto. Tech. 50c Starting and Ignition Systems ...... 2
- Auto. Tech. 50d Lighting and Chassis Electrics ....... 2
- Auto. Tech. 70 Practical Laboratory .................. 2

TOTAL REQUIRED UNITS 39

AUTOMOTIVE TECHNOLOGY

ENGINE REPAIR & ENGINE PERFORMANCE

REQUIRED COURSES: UNITS

- Auto. Tech. 1 Intro. to Auto Technology ................ 1
- Auto. Tech. 12 Pulling and Installing Engines ....... 1
- Auto. Tech. 14 Machine Shop Procedures .......... 1
- Auto. Tech. 16 Engine Rebuilding .................. 1
- Auto. Tech. 17a Fuel Systems ....................... 2
- Auto. Tech. 17b Electro Mechanical Carburettors ...... 1
- Auto. Tech. 18 Emission Control .................... 1
- Auto. Tech. 19a Gasoline Engine Tune-up: Basic ...... 2
- Auto. Tech. 19b Gasoline Engine Tune-up: Advanced .... 2
- Auto. Tech. 20 Computerized Engine Control (G.M.) .... 1
- Auto. Tech. 21 Computerized Engine Control (Ford) .... 1
- Auto. Tech. 25 Electronic Fuel Injection .............. 1
- Auto. Tech. 70 Practical Laboratory .................. 2

TOTAL REQUIRED UNITS 32
## AUTOMOTIVE TECHNOLOGY

### FRONT-END AND BRAKE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto. Tech. 40a</td>
<td>Brakes - Drum</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 40b</td>
<td>Brakes - Disc</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 44a</td>
<td>Front End and Suspension</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 44b</td>
<td>Automatic Transmission - GM</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 70</td>
<td>Practical Laboratory</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS:** 10

### POWER TRAIN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Auto. Tech. 1</td>
<td>Intro. to Auto Technology</td>
<td></td>
</tr>
<tr>
<td>Auto. Tech. 30</td>
<td>Manual Transmission Rebuilding</td>
<td></td>
</tr>
<tr>
<td>Auto. Tech. 34</td>
<td>Axle and Drive Lines</td>
<td></td>
</tr>
<tr>
<td>Auto. Tech. 36</td>
<td>Automatic Transmission - Ford</td>
<td></td>
</tr>
<tr>
<td>Auto. Tech. 70</td>
<td>Practical Laboratory</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS:** 8

### BUSINESS ADMINISTRATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus. Ad. 10b</td>
<td>Commercial Law</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 20</td>
<td>Principles of Business</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 30</td>
<td>Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 10a</td>
<td>Principles of Accounting</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 16a</td>
<td>Small Business Accounting</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 16b</td>
<td>Small Business Accounting</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 40</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 100</td>
<td>Principles of Marketing</td>
<td></td>
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<tr>
<td>Econ. 10</td>
<td>Principles of Economics</td>
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<td>Econ. 11</td>
<td>Principles of Economics</td>
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<tr>
<td>Off. Oc. 25</td>
<td>Business Communications</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS:** 10

### PROVEN COMPETENCY REQUIREMENT:

- Business Mathematics Examination or
- BUS. AD. 163 Business Mathematics

**RECOMMENDED:**

- BUS. AD. 97 Work Experience

**MIN. 4**

### COMPUTER SCIENCE

#### APPLIED COMPUTER STUDIES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Sc. 1</td>
<td>Intro. to Computer Concepts</td>
<td></td>
</tr>
<tr>
<td>Computer Sc. 2</td>
<td>Financial Workstations</td>
<td></td>
</tr>
<tr>
<td>Computer Sc. 3</td>
<td>Computer Operating Systems</td>
<td></td>
</tr>
<tr>
<td>Computer Sc. 4</td>
<td>PASCAL Programming I</td>
<td></td>
</tr>
<tr>
<td>Computer Sc. 5</td>
<td>Basic Business Management</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 1a</td>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 1b</td>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 40</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>English 1a</td>
<td>Reading Cares / Business Communication</td>
<td></td>
</tr>
<tr>
<td>Office Oc. 40</td>
<td>Beginning Word Processing</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS:** 26

### FORESTRY TECHNOLOGY

#### REQUIRED COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forestry 1</td>
<td>Intro. To Prof. Forestry</td>
<td></td>
</tr>
<tr>
<td>Forestry 10</td>
<td>Introduction to Arboriculture</td>
<td></td>
</tr>
<tr>
<td>Forestry 30</td>
<td>Forest Surveying Tech</td>
<td></td>
</tr>
<tr>
<td>Computer Sc. 1</td>
<td>Intro. to Comp. Concepts</td>
<td></td>
</tr>
<tr>
<td>Fire Tech. 5</td>
<td>Wildland Fire Control</td>
<td></td>
</tr>
<tr>
<td>Nat. Res. 10</td>
<td>Ecosystem Conservation</td>
<td></td>
</tr>
<tr>
<td>Nat. Res. 9</td>
<td>Parks &amp; Forests Law Enf.</td>
<td></td>
</tr>
<tr>
<td>Nat. Res. 16</td>
<td>Forest Ecosystems</td>
<td></td>
</tr>
<tr>
<td>Nat. Res. 100</td>
<td>Aerial Photo &amp; Map Interpret.</td>
<td></td>
</tr>
<tr>
<td>Nat. Res. 101</td>
<td>California Wildlife</td>
<td></td>
</tr>
<tr>
<td>Forestry 30b</td>
<td>Applied Forest Inventory</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS:** 33

### PROVEN COMPETENCY REQUIREMENT:

- Business Mathematics Examination or
- BUS. AD. 163 Business Mathematics

**RECOMMENDED OPTIONAL COURSES:**

- BUS. AD. 97 Work Experience

**MIN. 4**

### HOSPITALITY MANAGEMENT

#### CULINARY ARTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hosp. Mgmt. 101</td>
<td>Intro. to Hospitality Industry</td>
<td></td>
</tr>
<tr>
<td>Hosp. Mgmt. 130</td>
<td>Food Service Management</td>
<td></td>
</tr>
<tr>
<td>Hosp. Mgmt. 132</td>
<td>Dining Room Management</td>
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</tr>
<tr>
<td>Hosp. Mgmt. 136</td>
<td>Intro. to Commercial Food Preparation</td>
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<tr>
<td>Hosp. Mgmt. 139</td>
<td>Food Science and Nutrition</td>
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</tr>
<tr>
<td>Hosp. Mgmt. 197</td>
<td>Work Experience</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS:** 33

### RECOMMENDED OPTIONAL COURSES:

- Bus. Ad. 14a Accounting and
- Bus. Ad. 14b Accounting
- Bus. Ad. 16a Bookkeeping and
- Bus. Ad. 16b Bookkeeping
- Off. Oc. 5 Electronic Printing Calculators

**TOTAL REQUIRED UNITS:** 4

### HUMAN SERVICES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Ed. 2</td>
<td>Physical Culture Policy</td>
<td></td>
</tr>
<tr>
<td>Psychology 1</td>
<td>General Psychology</td>
<td></td>
</tr>
<tr>
<td>Psychology 30</td>
<td>Personal and Social Adjustment</td>
<td></td>
</tr>
<tr>
<td>Sociology 1</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>Sociology 12</td>
<td>Family, Marriage and the Individual</td>
<td></td>
</tr>
<tr>
<td>Sociology 28</td>
<td>Death and Dying</td>
<td></td>
</tr>
<tr>
<td>Sociology 97</td>
<td>Work Experience</td>
<td></td>
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<tr>
<td>Health Ed. 1</td>
<td>Health/Physical Ed.</td>
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</tr>
<tr>
<td>Child Dev. 22</td>
<td>Child, Family, Community</td>
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**TOTAL REQUIRED UNITS:** 40

### HOSPITALITY MANAGEMENT

#### HOTEL MANAGEMENT

<table>
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<th>Course Name</th>
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<tr>
<td>Hosp. Mgmt. 114</td>
<td>Intro. to Maintenance and Housekeeping</td>
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<td>Hosp. Mgmt. 116</td>
<td>Laws of Inking</td>
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<td>Hosp. Mgmt. 197</td>
<td>Work Experience</td>
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**TOTAL REQUIRED UNITS:** 25

### RECOMMENDED OPTIONAL COURSES:

- Bus. Ad. 14a Accounting and
- Bus. Ad. 14b Accounting
- Bus. Ad. 16a Bookkeeping and
- Bus. Ad. 16b Bookkeeping
- Off. Oc. 5 Electronic Printing Calculators

**TOTAL REQUIRED UNITS:** 4

### HUMAN SERVICES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Physical Ed. 2</td>
<td>Physical Culture Policy</td>
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</tr>
<tr>
<td>Psychology 1</td>
<td>General Psychology</td>
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<tr>
<td>Psychology 30</td>
<td>Personal and Social Adjustment</td>
<td></td>
</tr>
<tr>
<td>Sociology 1</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>Sociology 12</td>
<td>Family, Marriage and the Individual</td>
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</tr>
<tr>
<td>Sociology 28</td>
<td>Death and Dying</td>
<td></td>
</tr>
<tr>
<td>Sociology 97</td>
<td>Work Experience</td>
<td></td>
</tr>
<tr>
<td>Health Ed. 1</td>
<td>Health/Physical Ed.</td>
<td></td>
</tr>
<tr>
<td>Child Dev. 22</td>
<td>Child, Family, Community</td>
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**TOTAL REQUIRED UNITS:** 40
**NATURAL RESOURCES TECHNOLOGY**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Nat. Res. 1</td>
<td>Environmental Conservation</td>
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<tr>
<td>Nat. Res. 9</td>
<td>Parks and Forests Law Enforcement</td>
</tr>
<tr>
<td>Nat. Res. 10</td>
<td>Wildlife and Useful Plants</td>
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<tr>
<td>Nat. Res. 59</td>
<td>Natural History and Ecology</td>
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<tr>
<td>Nat. Res. 30</td>
<td>Applied Wildlife Management</td>
</tr>
<tr>
<td>Nat. Res. 155</td>
<td>Interpreting Geologic Tours</td>
</tr>
<tr>
<td>Nat. Res. 181</td>
<td>California Wildlife</td>
</tr>
<tr>
<td>Art 65</td>
<td>Field Photography</td>
</tr>
<tr>
<td>Biology 158</td>
<td>Birds of the Mother Lode</td>
</tr>
<tr>
<td>Biology 159</td>
<td>Wildflowers of the Mother Lode</td>
</tr>
<tr>
<td>Earth Sci. 25</td>
<td>Geology of the National Parks</td>
</tr>
<tr>
<td>Earth Sci. 150</td>
<td>Geology of the Mother Lode</td>
</tr>
<tr>
<td>Forestry 35</td>
<td>Silviculture</td>
</tr>
<tr>
<td>Health Ed. 35</td>
<td>Advanced First Aid and Emergency Care</td>
</tr>
<tr>
<td>History 49</td>
<td>The Mother Lode</td>
</tr>
<tr>
<td>History 55</td>
<td>The American Frontier</td>
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**TOTAL REQUIRED UNITS 17-37.5**

**NATURAL RESOURCES INTERPRETATION**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus. Ad. 1a</td>
<td>Accounting and</td>
</tr>
<tr>
<td>Bus. Ad. 1b</td>
<td>Accounting</td>
</tr>
<tr>
<td>Bus. Ad. 10a</td>
<td>Bookkeeping and</td>
</tr>
<tr>
<td>Bus. Ad. 10b</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>Bus. Ad. 16ia</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>Bus. Ad. 16ib</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>Bus. Ad. 163</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>Comp. Sci. 1</td>
<td>Intro. to Computer Concepts</td>
</tr>
<tr>
<td>Office Oc. 1</td>
<td>File Systems/Records Management</td>
</tr>
<tr>
<td>Office Oc. 5</td>
<td>Electronic Printing Calculators</td>
</tr>
<tr>
<td>Office Oc. 20</td>
<td>Machine Transcription</td>
</tr>
<tr>
<td>Office Oc. 25</td>
<td>Business Communications</td>
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<tr>
<td>Office Oc. 30</td>
<td>Procedure Manuals</td>
</tr>
<tr>
<td>Office Oc. 40</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>Office Oc. 41</td>
<td>Intermediate Word Processing</td>
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<tr>
<td>Office Oc. 50</td>
<td>Medical Terminology</td>
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<td>Office Oc. 51a</td>
<td>Medical Terminology</td>
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<tr>
<td>Office Oc. 52</td>
<td>Medical Insurance</td>
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<tr>
<td>Office Oc. 120</td>
<td>Intermediate Typing</td>
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<tr>
<td>Office Oc. 130</td>
<td>Business English</td>
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**TOTAL REQUIRED UNITS 32**

**OFFICE OCCUPATIONS**

**MEDICAL TRANSCRIPTION**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Comp. Sci. 1</td>
<td>Intro. to Computer Concepts</td>
</tr>
<tr>
<td>Office Oc. 20</td>
<td>Medical Transcription</td>
</tr>
<tr>
<td>Office Oc. 25</td>
<td>Beginning Word Processing</td>
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<td>Office Oc. 40</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>Office Oc. 50</td>
<td>Medical Terminology</td>
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<td>Office Oc. 52</td>
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<td>Office Oc. 51c</td>
<td>Medical Transcription</td>
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<tr>
<td>Office Oc. 120</td>
<td>Intermediate Typing</td>
</tr>
<tr>
<td>Office Oc. 130</td>
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**TOTAL REQUIRED UNITS 32**

**GENERAL CLERK**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Bus. Ad. 1a</td>
<td>Accounting and</td>
</tr>
<tr>
<td>Bus. Ad. 1b</td>
<td>Accounting</td>
</tr>
<tr>
<td>Bus. Ad. 10a</td>
<td>Bookkeeping and</td>
</tr>
<tr>
<td>Bus. Ad. 10b</td>
<td>Bookkeeping</td>
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<tr>
<td>Bus. Ad. 16ia</td>
<td>Small Business Accounting</td>
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<tr>
<td>Bus. Ad. 16ib</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>Bus. Ad. 163</td>
<td>Business Mathematics</td>
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<tr>
<td>Comp. Sci. 1</td>
<td>Intro. to Computer Concepts</td>
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<td>File Systems/Records Management</td>
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<td>Office Oc. 5</td>
<td>Electronic Printing Calculators</td>
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<tr>
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<td>Machine Transcription</td>
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<tr>
<td>Office Oc. 25</td>
<td>Business Communications</td>
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<td>Office Oc. 30</td>
<td>Procedure Manuals</td>
</tr>
<tr>
<td>Office Oc. 40</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>Office Oc. 41</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>Office Oc. 50</td>
<td>Medical Terminology</td>
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<tr>
<td>Office Oc. 51a</td>
<td>Medical Terminology</td>
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<td>Office Oc. 52</td>
<td>Medical Insurance</td>
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<td>Office Oc. 120</td>
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**TOTAL REQUIRED UNITS 32**

**LEGAL SECRETARY**

**REQUIRED COURSES:**

<table>
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<th>Course</th>
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<td>Bus. Ad. 18a</td>
<td>Commercial Law</td>
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<tr>
<td>Bus. Ad. 18b</td>
<td>Commercial Law</td>
</tr>
<tr>
<td>Bus. Ad. 18c</td>
<td>Pegboard Payroll</td>
</tr>
<tr>
<td>Comp. Sci. 1</td>
<td>Intro. to Computer Concepts</td>
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<tr>
<td>Office Oc. 1</td>
<td>File Systems/Records Management</td>
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<td>Office Oc. 15</td>
<td>Intermediate Shorthand</td>
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<tr>
<td>*Office Oc. 20</td>
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<td>Business Communications</td>
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<tr>
<td>Office Oc. 40</td>
<td>Beginning Word Processing</td>
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<td>Office Oc. 41</td>
<td>Intermediate Word Processing</td>
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<td>*Office Oc. 60</td>
<td>Legal Transcription/Typing</td>
</tr>
<tr>
<td>Office Oc. 62</td>
<td>Legal Office Procedures</td>
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<td>Intermediate Typing</td>
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<td>Business English</td>
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**TOTAL REQUIRED UNITS 35**

**TOTAL UNITS 2-29**

**REAL ESTATE**

**REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Bus. Ad. 163</td>
<td>Business Math</td>
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<tr>
<td>Real Estate 1</td>
<td>Principles of Real Estate</td>
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<tr>
<td>Real Estate 5</td>
<td>Real Estate Practice</td>
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<tr>
<td>Real Estate 10</td>
<td>Legal Aspects of Real Estate</td>
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<td>Real Estate 15</td>
<td>Real Estate Finance</td>
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<tr>
<td>Real Estate 20</td>
<td>Real Estate Appraisal</td>
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<td>Real Estate 25</td>
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**TOTAL REQUIRED UNITS 24**

**SEARCH AND RESCUE**

**REQUIRED COURSES:**

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<th>Course</th>
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<tbody>
<tr>
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<td>Emergency Med. Tech. Training</td>
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<tr>
<td>S.A.R. 50</td>
<td>Rope Rescue</td>
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<tr>
<td>S.A.R. 51</td>
<td>Rappelling Safety/Tower Rescue</td>
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<tr>
<td>S.A.R. 52</td>
<td>Swift Water Rescue</td>
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<tr>
<td>S.A.R. 53</td>
<td>Vehicle Extrication</td>
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<tr>
<td>S.A.R. 56</td>
<td>Emergency Trench Shoring</td>
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<td>S.A.R. 58</td>
<td>Rescue Systems I</td>
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**TOTAL REQUIRED UNITS 14.5**

**TEACHER AIDE**

**REQUIRED COURSES:**

<table>
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<tbody>
<tr>
<td>Teacher Aid 155a Teacher Aide Training: Eng.</td>
<td>3</td>
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<tr>
<td>Teacher Aid 159a Teacher Aide Training: Adv.</td>
<td>3</td>
</tr>
<tr>
<td>Teacher Aid 165 Reading Fund for Teacher Aide</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS 8**

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

GRADUATION REQUIREMENTS
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 science 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 courses numbered 199 or below 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. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above 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.

GENERAL EDUCATION BREADTH REQUIREMENTS
Satisfactory completion of each Area of General Education "A" through "E," by choosing suitable courses from those listed under each Area. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University 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.

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 1a, Reading and Composition
- Bus. Ad. 163, Business Math or Mathematics 104, Intermediate Algebra 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 REQUIREMENT: Two Physical Education activity courses. (Student must petition for this requirement to be waived.)

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 1989, and are valid through the 1992-93 academic year. Students continuously enrolled may continue to follow their older catalog, but those taking more than four years of continuous attendance to graduate must use graduation requirements not older than four years.

2. 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. Some CSU campuses require U.S. History and Government while others accept two courses in U.S. History only. 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 for the Associate Degree.

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.
### Graduation and Transfer Requirements

#### For AA/AS Graduation:

**Area A. Communication and Critical Thinking:**
- Oral Communication
  - Math 18, Calculus with Analytic Geometry (4).
- Critical Thinking
  - Speech 1, Fundamentals of Speech (3).
- Written Communication
  - English 1a, Reading and Composition, Beginning (3).

**Area B. The Physical Universe, Its Life Forms and Mathematical Concepts:**
- Physical Sciences
  - Chemistry 1a, General Chemistry (5), (lab course).
  - Earth Science 40, Descriptive Astronomy (3), (lab course).
- Biological Sciences
  - Biology 18, Fundamentals of Biology (3), (lab course).

**Area C. Arts, Literature, Philosophy, and Foreign Language:**
- Visual Arts
  - Drama 20, Oral Expressions and Interpretation (3).
- Music
  - Music 10, Survey of Music History (3).

**Area D. Social, Political and Economic Institutions and Behavior:**
- Social Sciences
  - Sociology 1, Introduction to Sociology (3).
  - Political Science 12, American Political Thought (3).
- History
  - History 13, World Civilizations: to 1650 (3).
  - History 14, World Civilizations: 1650 to Present (3).

**Area E. Lifelong Understanding and Self-Development:**
- Physical Education
  - Physical Education 1, Health and Fitness Education (3).
  - Physical Education 3, Personal Fitness Concepts & Evaluation (3).
  - Physical Education 7, Lifet ime Fitness Program I (1-3) and/or Physical Education 2, Lifetime Fitness II (1-2).

**FOR TRANSFER:**
- Three courses required, including one each from C.1 and C.2.

### Suitable Courses for Each Area of General Education:

#### FOR AA/AS

**Area A:**
- Oral Communication
- Critical Thinking
- Written Communication

**Area B:**
- Physical Sciences
- Biological Sciences

**Area C:**
- Visual Arts
- Music

**Area D:**
- Social Sciences
- History

**Area E:**
- Physical Education

**FOR TRANSFER:**
- Three courses required, one each from A.1, A.2, A.3.
- Three courses required, one each from B.1, B.2, B.3, including one laboratory course from either B.1 or B.2. Also acceptable in B.3: Business Administration 163, Business Mathematics 104, Intermediate Algebra (4).

**FOR AA/AS Transfer:**
- Three courses required, including one each from area A, B, and C.

**FOR TRANSFER:**
- Three courses required, including one each from A.1, A.2, A.3.

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

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

---

**FOR TRANSFER:**
- Three courses required, one each from D.1 or D.2, and one from D.3.

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

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**FOR TRANSFER:**
- Required: One course in E.

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**FOR TRANSFER:**
- Required: One course in E. Also acceptable in E: Physical Education 6.
COLUMBIA COLLEGE MAJORS

Students are required to complete an academic major to fulfill the Associate Degree requirements of Columbia College. All courses in the major must be completed with a grade of "C" or better. (Students transferring to a four-year college or university should consult the catalog of the transfer school for lower division requirements for the transfer major.) Following are the course requirements for each major currently offered at Columbia College.

AUTOMOTIVE TECHNOLOGY

REQUIRED COURSES WITHIN MAJOR: UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp. Sci. 2 Financial Worksheets on Computers</td>
<td>2</td>
</tr>
<tr>
<td>Bus. Ad. 18b Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 18a Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 1 b Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus. Ad. la Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 16 Engine Rebuilding</td>
<td>4</td>
</tr>
<tr>
<td>Auto. Tech. 17a Fuel Systems</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 19a Gasoline Engine Tune-up</td>
<td>2</td>
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<tr>
<td>Auto. Tech. 34 Asels and Drive Trains</td>
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<tr>
<td>Auto. Tech. 36 Auto. Transmission (G.M.)</td>
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<tr>
<td>Auto. Tech. 40a Brakes (Drum)</td>
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<tr>
<td>Auto. Tech. 44a Electric Theory</td>
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<tr>
<td>Auto. Tech. 50b Charging Systems</td>
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<tr>
<td>Auto. Tech. 44t Front-end and Suspension</td>
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<tr>
<td>Auto. Tech. 50c Starting and Ignition Systems</td>
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<tr>
<td>Child Dev. 26 Infant/Toddler Care</td>
<td>1</td>
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<tr>
<td>Child Dev. 27 School Age Children</td>
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<tr>
<td>Child Dev. 30 Child Care/Nursery School Admin.</td>
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TOTAL REQUIRED UNITS 26

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION (OCCUPATIONAL)

REQUIRED COURSES WITHIN MAJOR: UNITS

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Bus. Ad. 163 Business Mathematics (3)</td>
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<tr>
<td>Comp. Sci. 3 Computer Operating Systems (2)</td>
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<tr>
<td>Bus. Ad. 16oa Bookkeeping (3)</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 160b Bookkeeping (3)</td>
<td>3</td>
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<tr>
<td>Bus. Ad. 16la Accounting (4) and</td>
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<td>Bus. Ad. 16la Accounting (4) and</td>
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<td>Bus. Ad. 161la Small Business Accounting (4)</td>
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<td>Bus. Ad. 161la Small Business Accounting (4)</td>
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<tr>
<td>Bus. Ad. 18a Commercial Law (3)</td>
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<tr>
<td>Bus. Ad. 18b Commercial Law (3)</td>
<td>3</td>
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<tr>
<td>Bus. Ad. 18c Principles of Marketing (3)</td>
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<tr>
<td>Bus. Ad. 40 Principles of Management (3)</td>
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<tr>
<td>Bus. Ad. 150 Small Business Management (3)</td>
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TOTAL REQUIRED UNITS 19

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION (PROFESSIONAL)

REQUIRED COURSES WITHIN MAJOR: UNITS

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<tr>
<td>Bus. Ad. 1a Accounting</td>
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<tr>
<td>Bus. Ad. 18a Commercial Law (3)</td>
<td>3</td>
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<tr>
<td>Bus. Ad. 18b Commercial Law (3)</td>
<td>3</td>
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<tr>
<td>Comp. Sci. 3 Computer Operating Systems (2)</td>
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<tr>
<td>Comp. Sci. 10 Principles of Economics</td>
<td>3</td>
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<td>Economics 11 Principles of Economics</td>
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TOTAL REQUIRED UNITS 26

CHIL DEVELOPMENT

REQUIRED COURSES WITHIN MAJOR: UNITS

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<tr>
<td>Child Dev. 1 Principles of Child Development</td>
<td>3</td>
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<tr>
<td>Child Dev. 3 Practices in Child Development</td>
<td>3</td>
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<tr>
<td>Child Dev. 5 Nutrition</td>
<td>3</td>
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<tr>
<td>Child Dev. 6 Child Health and Safety</td>
<td>1.5</td>
</tr>
<tr>
<td>Child Dev. 10 Creative Activities I</td>
<td>1.5</td>
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<tr>
<td>Child Dev. 11 Creative Activities II</td>
<td>1.5</td>
</tr>
<tr>
<td>Child Dev. 15 Observation and Participation</td>
<td>3</td>
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<tr>
<td>Child Dev. 22 Child Development</td>
<td>3</td>
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<tr>
<td>Child Dev. 25 Infant/Toddler Care</td>
<td>1</td>
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<tr>
<td>Child Dev. 27 School Age Children</td>
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<td>Child Dev. 30 Child Care/Nursery School Admin.</td>
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TOTAL REQUIRED UNITS 26

COMPUTER SCIENCE

REQUIRED COURSES WITHIN MAJOR: UNITS

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<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>Comp. Sci. 2 Financial Workbooks</td>
<td>2</td>
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<tr>
<td>Comp. Sci. 3 Computer Operating Systems (2)</td>
<td>2</td>
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<tr>
<td>Comp. Sci. 12 Pascal Programming</td>
<td>3</td>
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<tr>
<td>Comp. Sci. 26 Advanced Computer Programming</td>
<td>3</td>
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<tr>
<td>Comp. Sci. 40 Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>Comp. Sci. 35 Data Base Management</td>
<td>3</td>
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<tr>
<td>Comp. Sci. 6 Basic Programming</td>
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<tr>
<td>Comp. Sci. 14 Fortran Programming</td>
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TOTAL REQUIRED UNITS 19

FINES ARTS — EMPHASIS IN DANCE

REQUIRED COURSES WITHIN MAJOR: UNITS

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<tbody>
<tr>
<td>Art 1 Basic Freehand Drafting (1.5-3)</td>
<td>3</td>
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<tr>
<td>Art 2 Basic Color and Design (1.5-3)</td>
<td>3</td>
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<tr>
<td>Art 9a Life Drawing: Beginning (1.5-3)</td>
<td>3</td>
</tr>
<tr>
<td>Art 11 History of Art: Ancient and Medieval</td>
<td>3</td>
</tr>
<tr>
<td>Art 12 History of Art: Renaissance and Modern</td>
<td>3</td>
</tr>
<tr>
<td>Art 21 Painting: Beginning (1.5-3)</td>
<td>3</td>
</tr>
<tr>
<td>Art 23a Watercolor: Beginning (1.5-3)</td>
<td>3</td>
</tr>
<tr>
<td>Art 31 Ceramics: Introductory (1.5-3)</td>
<td>3</td>
</tr>
<tr>
<td>Media Tech. 32a Video Production (3)</td>
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</table>

TOTAL REQUIRED UNITS 18

FINES ARTS — EMPHASIS IN MUSIC

REQUIRED COURSES WITHIN MAJOR: UNITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>Music 1 Music Fundamentals (2)</td>
<td>3</td>
</tr>
<tr>
<td>Music 2 Introduction to Music</td>
<td>3</td>
</tr>
<tr>
<td>Music 10 Survey of Music History and Literac</td>
<td>3</td>
</tr>
<tr>
<td>Music 11 Survey of Music History</td>
<td>3</td>
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<tr>
<td>Music 11 Theory — at least one level</td>
<td>3</td>
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<tr>
<td>Music 10 Survey of Music History and Literac</td>
<td>3</td>
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<tr>
<td>Music 20a Music Theory (5)</td>
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<tr>
<td>Music 20b Music Theory (5)</td>
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<tr>
<td>Music 20c Music Theory (5)</td>
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TOTAL REQUIRED UNITS 18

FORESTRY TECHNOLOGY

REQUIRED COURSES WITHIN MAJOR: UNITS

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<th>Course</th>
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<tr>
<td>Nat. Res. 152 Applied Wildland Management</td>
<td>3</td>
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<tr>
<td>Nat. Res. 181 California Wildlife (4)</td>
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<tr>
<td>Nat. Res. 1 Resource Conservation (3)</td>
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<tr>
<td>Nat. Res. 9 Parks and Forestry Law Enforcement</td>
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TOTAL REQUIRED UNITS 20

FINE ARTS — EMPHASIS IN PHOTOGRAPHY

REQUIRED COURSES WITHIN MAJOR: UNITS

<table>
<thead>
<tr>
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<tr>
<td>Art 161 History of Art (3)</td>
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<tr>
<td>Art 12 History of Art: Renaissance and Modern</td>
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<tr>
<td>Art 21 Painting: Beginning (1.5-3)</td>
<td>3</td>
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<tr>
<td>Art 23a Watercolor: Beginning (1.5-3)</td>
<td>3</td>
</tr>
<tr>
<td>Art 31 Ceramics: Introductory (1.5-3)</td>
<td>3</td>
</tr>
<tr>
<td>Media Tech. 32a Video Production (3)</td>
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TOTAL REQUIRED UNITS 18

FINES ARTS — EMPHASIS IN PHOTOGRAPHY

REQUIRED COURSES WITHIN MAJOR: UNITS

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Art 161 History of Art (3)</td>
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<tr>
<td>Art 12 History of Art: Renaissance and Modern</td>
<td>3</td>
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<tr>
<td>Art 21 Painting: Beginning (1.5-3)</td>
<td>3</td>
</tr>
<tr>
<td>Art 23a Watercolor: Beginning (1.5-3)</td>
<td>3</td>
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<tr>
<td>Art 31 Ceramics: Introductory (1.5-3)</td>
<td>3</td>
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<tr>
<td>Media Tech. 32a Video Production (3)</td>
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TOTAL REQUIRED UNITS 18

MAJORS
<table>
<thead>
<tr>
<th>MAJORS</th>
<th>HEALTH AND PHYSICAL EDUCATION</th>
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<tr>
<td></td>
<td>A. Nine (9) units from this section</td>
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<tr>
<td></td>
<td>Health Ed. 1 Health and Fitness Education (3)</td>
<td></td>
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<tr>
<td></td>
<td>Health Ed. 10 Safety and First Aid Education (3)</td>
<td></td>
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<tr>
<td></td>
<td>Health Ed. 20 Nutrition (3)</td>
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<td></td>
<td>P.E. 6 Lifeline Fitness (3)</td>
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<tr>
<td>B. Eight (8) units required from this section</td>
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<td></td>
<td>Biology 10 Introductory Human Anatomy (4)</td>
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<td></td>
<td>Biology 60 Intro to Human Physiology (4)</td>
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<tr>
<td>C. Three (3) units required from this section</td>
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<td></td>
<td>Biology 65 Microbiology (4)</td>
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<td>Psychology 1 General Psychology (3)</td>
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<td>Psychology 25 Biofeedback and Self-Control (3)</td>
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<tr>
<th>MAJORS</th>
<th>HOSPITALITY MANAGEMENT</th>
<th>EMBRASIS IN HOTEL MANAGEMENT</th>
<th>REQUIRED</th>
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<tbody>
<tr>
<td></td>
<td>Hosp. Mgmt. 101</td>
<td>Introduction to Hospitality Industry</td>
<td>3</td>
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<tr>
<td></td>
<td>Hosp. Mgmt. 103</td>
<td>Marketing of Hospitality Services</td>
<td>3</td>
</tr>
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<td></td>
<td>Hosp. Mgmt. 112</td>
<td>Front Office/Hotel Catering</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Hosp. Mgmt. 114</td>
<td>Intro. to Maintenance and Housekeeping</td>
<td>1.5</td>
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<tr>
<td></td>
<td>Hosp. Mgmt. 130</td>
<td>Food Service Management</td>
<td>2</td>
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<td>Hosp. Mgmt. 160</td>
<td>Intro. to Travel-Tourism/Industry</td>
<td>2</td>
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<td>Bus. Ad. 197</td>
<td>Work Experience</td>
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<th>LANGUAGE ARTS - EMBRASIS IN ENGLISH</th>
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<td>A. English 16, Reading and Composition</td>
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<tr>
<td>English 10 Creative Writing</td>
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<td>English 17 Literature of the United States (3)</td>
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<td>English 18 Literature of the United States (3)</td>
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<td>English 46 Survey of English Literature</td>
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<td>English 47 Survey of English Literature (3)</td>
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<td>English 49 Oral Communication</td>
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<td>English 50 Introduction to Shakespeare (3)</td>
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<tr>
<td>Drama 20 20th Century Theatre (3)</td>
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<tr>
<td>Speech 1 Fundamentals of Speech (3)</td>
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<tr>
<td>Speech 2 Argumentation</td>
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<tr>
<td>Anthropology 2 Cultural Anthropology (3)</td>
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<tr>
<td>Humanities 1 Old World Culture (3)</td>
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<tr>
<td>Humanities 2 Modern Culture</td>
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<tr>
<td>Music 11 Survey of Music History and Literature</td>
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<tr>
<td>Philosophy 1 Introduction to Philosophy</td>
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<thead>
<tr>
<th>MAJORS</th>
<th>HOSPITALITY MANAGEMENT</th>
<th>EMBRASIS IN FOOD SERVICE TECHNOLOGY</th>
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<td>Front Office/Hotel Catering</td>
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<td>Hosp. Mgmt. 130</td>
<td>Food Service Management</td>
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<td>Hosp. Mgmt. 132</td>
<td>Dining Room Management</td>
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<td>Introduction to Commercial Food Prep.</td>
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<td>Hosp. Mgmt. 139</td>
<td>Food Science and Nutrition</td>
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<td>Hosp. Mgmt. 408c</td>
<td>Culinary Science: Beginning</td>
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<td>Culinary Science: Intermediate</td>
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<td>Philosophy 1 Introduction to Philosophy</td>
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<td>Philosophy 2 Twentieth Century Philosophy</td>
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<th>HOSPITALITY MANAGEMENT</th>
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<td>Hosp. Mgmt. 112</td>
<td>Front Office/Hotel Catering</td>
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<td>Hosp. Mgmt. 114</td>
<td>Intro. to Maintenance and Housekeeping</td>
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<td>Hosp. Mgmt. 130</td>
<td>Food Service Management</td>
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<td>Hosp. Mgmt. 160</td>
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<tr>
<td>Mathematics 1 College Algebra</td>
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<tr>
<td>Mathematics 2 Calculus with Analytic Geometry</td>
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<tr>
<td>Mathematics 3 Linear Algebra</td>
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<tr>
<td>Mathematics 12 Finite Mathematics</td>
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<tr>
<td>Physics 10 Computer Physics</td>
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<td>Physics 20 General Physics</td>
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<tr>
<td>Computer Science - Any Computer Programming Course</td>
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<th>MAJORS</th>
<th>HEALTH AND PHYSICAL EDUCATION</th>
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<td>A. Nine (9) units from this section</td>
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<tr>
<td></td>
<td>Health Ed. 1 Health and Fitness Education (3)</td>
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<td>Health Ed. 10 Safety and First Aid Education (3)</td>
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<td>Health Ed. 20 Nutrition (3)</td>
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<th>MAJORS</th>
<th>HOSPITALITY MANAGEMENT</th>
<th>EMBRASIS IN FOOD SERVICE TECHNOLOGY</th>
<th>REQUIRED</th>
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<td>Hosp. Mgmt. 101</td>
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<td>Hosp. Mgmt. 130</td>
<td>Food Service Management</td>
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<td></td>
<td>Hosp. Mgmt. 132</td>
<td>Dining Room Management</td>
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<td>Hosp. Mgmt. 135a</td>
<td>Introduction to Commercial Food Prep.</td>
<td>1.5</td>
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<td>Hosp. Mgmt. 139</td>
<td>Food Science and Nutrition</td>
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<td></td>
<td>Hosp. Mgmt. 408c</td>
<td>Culinary Science: Beginning</td>
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</tr>
<tr>
<td></td>
<td>Hosp. Mgmt. 408d</td>
<td>Culinary Science: Intermediate</td>
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<tr>
<th>SOCIAL SCIENCES (Minimum of 6 Units)</th>
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<tbody>
<tr>
<td>Anthropology 2 Cultural Anthropology (3)</td>
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<tr>
<td>Humanities 1 Old World Culture (3)</td>
<td></td>
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<tr>
<td>Humanities 2 Modern Culture</td>
<td></td>
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<tr>
<td>Philosophy 1 Introduction to Philosophy</td>
<td></td>
</tr>
<tr>
<td>Philosophy 2 Twentieth Century Philosophy</td>
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</table>
## MAJORS

### SCIENCE - EMPHASIS IN BIOLOGY

**ACCEPTABLE COURSES WITHIN MAJOR:**

<table>
<thead>
<tr>
<th>Science</th>
<th>Units</th>
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<tr>
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<tr>
<td>Biology</td>
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<tr>
<td>Laboratory</td>
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</table>

### SCIENCE - EMPHASIS IN CHEMISTRY

**ACCEPTABLE COURSES WITHIN MAJOR:**

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<thead>
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<td>Chemistry</td>
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<tr>
<td>Laboratory</td>
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### SCIENCE - EMPHASIS IN PHYSICS

**ACCEPTABLE COURSES WITHIN MAJOR:**

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</thead>
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<tr>
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<tr>
<td>Physics</td>
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<tr>
<td>Physics</td>
<td>20b</td>
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### SCIENCE - EMPHASIS IN ENVIRONMENTAL SCIENCE

**ACCEPTABLE COURSES WITHIN MAJOR:**

<table>
<thead>
<tr>
<th>Science</th>
<th>Units</th>
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<tbody>
<tr>
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<td>Earth Sci.</td>
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### SCIENCE - EMPHASIS IN GEOMORPHOLOGY

**ACCEPTABLE COURSES WITHIN MAJOR:**

<table>
<thead>
<tr>
<th>Science</th>
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</thead>
<tbody>
<tr>
<td>MAJORS</td>
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<tr>
<td>Geomorpho.</td>
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### SOCIAL SCIENCE EMPHASIS IN HISTORY

**ACCEPTABLE COURSES WITHIN MAJOR:**

<table>
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### SOCIAL SCIENCE EMPHASIS IN PSYCHOLOGY

**ACCEPTABLE COURSES WITHIN MAJOR:**

<table>
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<th>Units</th>
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<tbody>
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### SOCIAL SCIENCE EMPHASIS IN SOCIOLGY

**ACCEPTABLE COURSES WITHIN MAJOR:**

<table>
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<th>Units</th>
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<tbody>
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<td>Sociology</td>
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<tr>
<td>Sociology</td>
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</table>

### TRANSFER MAJOR

This major may be fulfilled by the satisfactory completion of a minimum of 18 units from the courses available at Columbia College that meet the lower division requirements for the major at the institution and the degree requirements of the student's home institution.

**TOTAL REQUIRED UNITS:**

- 21

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**Students planning to become Biologists majors upon transfer to a four-year school should take Chemistry I and Biology 20 while at Columbia College.**

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**Students planning to become Chemistry majors upon transfer to a four-year school should take Chemistry I and Physics 20 while at Columbia College.**

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**Students planning to become Earth Science majors upon transfer to a four-year school should take Chemistry I, Mathematics 18, and Physics 20 while at Columbia College.**
Students should consult the appropriate catalog of the college or university where the courses are offered to determine equivalencies of the required lower division general education courses and prerequisites for the major are included in their Columbia College catalog.

Columbia College counselors will assist students in the selection of courses that fulfill both major and general Education Breadth Requirements.

The Career/Transfer Center staff will provide you with the latest articulation information between Columbia College and the CSU.

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

- California State College, Bakersfield
- California State University, Chico
- California State University, Dominguez Hills
- California State University, Fresno
- California State University, Fullerton
- California State University, Long Beach
- California State University, Los Angeles
- California State University, Monterey Bay
- California State Polytechnic University, Pomona
- California State University, Sacramento
- California State University, San Bernadino
- California State University, San Luis Obispo
- Humboldt State University
- San Diego State University
- San Francisco State University
- San Jose State University
- Sonoma State University

C.S.U. ADMISSION AS AN UNDERGRADUATE TRANSFER

Transfer Requirements — You will qualify for admission as a transfer student if you have obtained a grade point average of 2.0 (C or better) in all transferable units attempted, are in good standing at the last college or university attended and met any of the following standards:

- You will qualify from 24 transfer assignment requirements in effect for the term to which you are applying.
- You were eligible as a freshman or were eligible except for the college preparatory subject requirements, and
- You have completed at least 56 semester units of transferable credit or 84 quarter.

If your college courses in the missing subject, and have been in continuous attendance at an accredited college since high school graduation.

You must have completed at least 56 semester transferable (45 quarter) units and have completed appropriate college courses to make up any major deficiencies presented in the catalog of the California State University generally. Upper division credit is not allowed for courses taken in a community college.

- Students transferring with certification of general education requirements are required to have 20 of the 46 units approved by the College of Education at the University, regardless of the degree sector. Students transferring without certification of general education must complete 56 semester units of transferable credit. Students should consult the catalog of the particular state university. The pattern of coursework and lower division credits are required for students who have not met the required number of 39 semester units of general education is printed in this section of the catalog.

Making up Missing College Preparatory Subject Requirements — Undergraduate transfer applicants who do not complete the subject requirements while in secondary school may make up missing units in any of the following ways:

1. complete appropriate courses with a C or better in adult school or high school summer sessions;
2. complete the required courses in college with a C or better. Consult your Columbia College counselor for requirements related to the particular college.
3. earn acceptable scores on specified examinations.
4. Transfer applicants with 56 or more transferable semester units can satisfy the preparatory subject requirements by completing, with a C or better, one of the following alternatives:
   a. 1973 or earlier high school graduates: the CSU general education requirements in communication in the English language and mathematics: b. 1988 and later high school graduates: 36 semester (45 quarter) units applicable to CSU general education requirements. Appropriate flexibility will be provided for applicants to certain "high-unit" majors identified in the CSU Review. That flexibility will be determined by the major requirement:
5. One year of study in high school is equal to one semester of study in college.

English, 4 years (required previous to 1988)
   Mathematics, 3 years (2 years required previous to 1988): algebra, geometry, and intermediate algebra.
   Science, 4 years: life science, physical science, and certain "high-unit" majors identified in the CSU Review. That flexibility will be determined by the major requirement:
   Visual and performing arts, 1 year: art, dance, drama, theater, or music.
   Electives, 3 years: selected from English, advanced mathematics, social science, history, laboratory science, foreign language, visual and performing arts, and agriculture.

For this section, one course of at least three semester or four quarter units will be considered to satisfy the subject requirement.

Please consult with any CSU campus admissions or relations with disabled student services at your nearest CSU campus. Information about the supplementary criteria will also be given on the application.

Selection of Major — The majors offered at each campus are listed in the back of the application. You should review program information carefully before completing and submitting your application; options within programs at one campus may be similar to differently named programs at another. If you are uncertain about your major, you should be aware that all campuses do not accept students who are undecided.

Choice of Campus — To which campus you apply will depend on your personal major. The Career/Transfer Center staff will provide you with the latest articulation information between Columbia College and the CSU.

TOEFL Requirement

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

- California State University, Sacramento
- California State University, Los Angeles
- California State University, Long Beach
- California State University, Fullerton
- California State University, Fresno
- San Diego State University
- San Francisco State University
- San Jose State University
- Sonoma State University

The Career/Transfer Center staff will provide you with the latest articulation information between Columbia College and the CSU. An alternative campus, it may be transferred to the California State University generally. Upper division credit is not allowed for courses taken in a community college.

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 or equivalent units of transferable credit. If you meet the freshman admission requirements in effect for the major to which you apply; options within programs at one campus may be similar to differently named programs at another. If you are uncertain about your major, you should be aware that all campuses do not accept students who are undecided.

Choice of Campus — To which campus you apply will depend on your personal major. The Career/Transfer Center staff will provide you with the latest articulation information between Columbia College and the CSU.
TRANSFER REQUIREMENTS

UNIVERSITY OF CALIFORNIA

The University of California has established campuses at Berkeley, Davis, Irvine, Los Angeles, Riverside, San Diego, San Francisco, Santa Barbara, and Santa Cruz.

Admission as a Transfer

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at another college or university. You can't disregard your college record and apply as a freshman.

If you plan to attend Columbia College before applying to the University, you should take courses that are transferable, that satisfy University and college requirements, and that fulfill lower division prerequisites in your major. Advisors in the Admissions Office at the campus you wish to attend and Columbia College counselors can help you with your planning.

The University publishes a booklet especially for transfer applicants called Answers for Transfers. It is available in the Career/Transfer Center on campus.

University of California

Transfer Core Curriculum

(General Education Breadth Requirements)

A list of lower division Transfer Core Curriculum courses that meet the general education breadth requirements for transfer to and at the U.C. campuses is available in the Career/Transfer Center or from a Columbia College Counselor. A student may choose to follow the Transfer Core Curriculum or the graduation requirements as listed in the catalog of the transfer campus. It is recommended that you work closely with a counselor in planning your transfer program.

The University will not grant credit toward graduation for work completed in excess of 70 lower division transferable semester units.

California Residents

In addition to the Transfer Core Curriculum there are basically three ways in which you can meet the University's minimum admission requirements for transfer students. These requirements are described below. In all cases, you must have at least a "C" (2.0) average in your transferable college coursework.

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 coursework.

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

3. If you were not eligible for admission to the 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-t" 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, and satisfy either (b) or (c) as follows.

   b. Take college courses in the subjects you are lacking and earn a grade of C or better in each one. (The University will waive up to two units of the required high school coursework except in mathematics and English.)

   c. Complete one college course in mathematics, 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. All courses, with the exception of the required mathematics course, must be transferable. The course in mathematics must assume a proficiency level equivalent to three years of high school mathematics (i.e., elementary algebra, intermediate algebra, and geometry). The course may be trigonometry or a more advanced course in mathematics or statistics for which intermediate algebra is a prerequisite.

Nonresidents

The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must have a grade point average of 2.8 or higher in all transferable college coursework.

Special Admission

If you don't meet the regular admission requirements due to special circumstances, but can demonstrate the ability and potential to succeed at the University, you may be eligible for Special Admission. Call or write the Admissions Office at the campus where you plan to apply for more information.

COURSE DESCRIPTIONS
ANTHROPOLOGY

Course Information

Numbering of Courses
Courses numbered 1 to 99 are designated baccalaureate level courses; courses numbered from 100 to 199 are not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.

Courses numbered 200 to 299 are non-degree applicable courses.

Courses numbered 300 and above are credit-free courses.

These courses are not listed in the College Catalog but are listed in the Schedule of Classes for each academic term.

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

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

Courses Not Listed in the Catalog

1. Credit Free Courses
   In an effort to meet some of the special interest needs of the populations served by the College, Credit Free courses are usually offered each semester. These courses are traditionally offered either through Continuing Education or Community 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. 98-198 Courses: Special Topics
   Lecture and/or laboratory hours and unit credit may vary. Courses in which a particular topic in a discipline (such as history) is tried with in-depth study. The topic, the number of units assigned to the course, and prerequisites (if any), will be determined in advance and "listed in the Schedule of Classes. 98-198 Courses may be repeated for credit with different topics only. These courses may transfer for electives but will not fill requirements.

3. 99/199 Courses: Independent Study
   Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the College. They are designed to meet specific student interests and may be made available in any subject matter area. Contact your advisor for specific procedures. (See page 26 for conditions, limitations.)

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

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.

ANTHROPOLOGY

1. INTRODUCTION TO ANTHROPOLOGY: Physical
   (formerly 101)
   Skill Level Recommended: Eligibility for English 1a.
   Lecture: 3 hours
   Humankind and our evolutionary history with emphasis on recent developments, primatology; the fossil sequence beginning with pre-human through the paleolithic era to the domestication of plants and animals and the dawn of civilizations; and contemporary gatherer-hunters.

2. INTRODUCTION TO ANTHROPOLOGY: Cultural
   (formerly 102)
   Skill Level Recommended: Eligibility for English 1a.
   Lecture: 3 hours
   The study of pre-literate societies and the concept of culture basic to anthropology. Emphasis is on methods of field work, cultural ecology, language, social structure, the psychological perspective, religion, medicine and the anthropology of the United States.

3. CURRENT ISSUES IN ANTHROPOLOGY
   (formerly 103)
   Prerequisite: Anthropology 1 or Anthropology 2 with a grade of "C" or better or consent of Instructor.
   Skill Level Recommended: Eligibility for English 1a.
   Lecture: 3 hours
   Intra-species aggression, territoriality, population control, primate social organization, intra- and inter-species communication, and the present and future trends in social organization, war, religion, and cultural change.

4. HISTORY OF ART: Ancient and Medieval
   (formerly 111a)
   Lecture: 3 hours
   Survey of art history from the Paleolithic Age through the Late Gothic Era.
   Field trips may be required.

5. HISTORY OF ART: Renaissance, Baroque, and Modern
   (formerly 111b)
   Lecture: 3 hours
   Survey of art history from the 14th through the 20th century.
   Field trips may be required.

6. HISTORY OF MODERN ART
   (formerly 118)
   Lecture: 3 hours
   Survey of art history from the Impressionist era through contemporary art.
   Field trips may be required.

7. PAINTING: Beginning
   (formerly 121a)
   Lecture: 1-2 hours
   Laboratory: 2-4 hours
   Basic principles, techniques, and materials of easel painting in a variety of media.

8. PAINTING: Intermediate
   (formerly 121b)
   Lecture: 1-2 hours
   Laboratory: 2-4 hours
   Continuation of Art 21 with emphasis on personal expression.
   May be repeated two times.

9. LIFe DRAWING: Beginning
   (formerly 109a)
   Lecture: 1-2 hours
   Laboratory: 2-4 hours
   Problems in figure drawing working from the undraped model.
   May be repeated one time.

10. LIFe DRAWING: Intermediate
    (formerly 109b)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    An extension of Art 9a emphasizing various media and compositional problems.
    May be repeated one time.

11. HISTORY OF ART: Ancient and Medieval
    (formerly 111a)
    Lecture: 3 hours
    Survey of art history from the Paleolithic Age through the Late Gothic Era.
    Field trips may be required.

12. HISTORY OF ART: Renaissance, Baroque, and Modern
    (formerly 111b)
    Lecture: 3 hours
    Survey of art history from the 14th through the 20th century.
    Field trips may be required.

13. HISTORY OF MODERN ART
    (formerly 118)
    Lecture: 3 hours
    Survey of art history from the Impressionist era through contemporary art.
    Field trips may be required.

14. PAINTING: Beginning
    (formerly 121a)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    Basic principles, techniques, and materials of easel painting in a variety of media.

15. PAINTING: Intermediate
    (formerly 121b)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    Continuation of Art 21 with emphasis on personal expression.
    May be repeated two times.

16. LIFe DRAWING: Beginning
    (formerly 109a)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    Problems in figure drawing working from the undraped model.
    May be repeated one time.

17. LIFe DRAWING: Intermediate
    (formerly 109b)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    An extension of Art 9a emphasizing various media and compositional problems.
    May be repeated one time.

18. HISTORY OF MODERN ART
    (formerly 118)
    Lecture: 3 hours
    Survey of art history from the Impressionist era through contemporary art.
    Field trips may be required.

19. PAINTING: Beginning
    (formerly 121a)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    Basic principles, techniques, and materials of easel painting in a variety of media.

20. PAINTING: Intermediate
    (formerly 121b)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    Continuation of Art 21 with emphasis on personal expression.
    May be repeated two times.

21. LIFe DRAWING: Beginning
    (formerly 109a)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    Problems in figure drawing working from the undraped model.
    May be repeated one time.

22. LIFe DRAWING: Intermediate
    (formerly 109b)
    Lecture: 1-2 hours
    Laboratory: 2-4 hours
    An extension of Art 9a emphasizing various media and compositional problems.
    May be repeated one time.

23. HISTORY OF ART: Ancient and Medieval
    (formerly 111a)
    Lecture: 3 hours
    Survey of art history from the Paleolithic Age through the Late Gothic Era.
    Field trips may be required.

24. HISTORY OF ART: Renaissance, Baroque, and Modern
    (formerly 111b)
    Lecture: 3 hours
    Survey of art history from the 14th through the 20th century.
    Field trips may be required.
53b SILKSCREEN PRINTMAKING: 1.5-3 Units
   Advanced (formerly 153b)
   Prerequisite: Art 53a with a grade of "C" or better or consent of instructor.
   Lecture: 1-2 hours
   Laboratory: 2-4 hours
   An extension of Art 53a with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, ink, photographic materials and special problems. May be repeated two times.

71 CERAMIC SCULPTURE: 1.5-3 Units
   Introductory (formerly 171a)
   Lecture: 1-2 hours
   Laboratory: 2-4 hours
   Basic principles, techniques, and problems of sculpture.

72 CERAMIC SCULPTURE: 1.5-3 Units
   Advanced (formerly 171b)
   Lecture: 1-2 hours
   Laboratory: 2-4 hours
   Continuation of Art 71 emphasizing advanced problems and techniques in sculpture. May be repeated three times.

73 CERAMIC SCULPTURE: 1.5-3 Units
   Special Problems (formerly 171c)
   Lecture: 1-2 hours
   Laboratory: 2-4 hours
   Continuation of Art 72 with emphasis on experimentation and development of personal expression. May be repeated one time.

40 PHOTOGRAPHY: Beginning 4 Units
   (formerly 141a)
   Prerequisite: Eligibility for English 151 and Mathematics 100
   Lecture: 3 hours
   Laboratory: 3 hours
   Introduction to the 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 (special emphasis on the 35mm camera), camera work and handling, composition, basic image design, and black and white darkroom procedures. Field trips may be required.

41 PHOTOGRAPHY: Intermediate 4 Units
   (formerly 141b)
   Prerequisite: Art 40 or equivalent with a grade of "C" or better or consent of instructor
   Lecture: 3 hours
   Laboratory: 3 hours
   This is the second in a sequence of two basic photography courses which expands the knowledge and skills introduced in Art 40. Emphasis will be on refining camera work, design and composition, visual concepts, critique negative, and printing skills in black and white. Field trips may be required.

42 COLOR PHOTOGRAPHY: Slide Making and Positive Printing 3 Units
   (formerly 142)
   Prerequisite: Art 40 with a grade of "C" or better or consent of instructor
   Co-requisite: Art 2
   Lecture: 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. May be repeated one time.

44 ADVANCED PHOTOGRAPHY LABORATORY 1 Unit
   (formerly 144)
   Prerequisite: Art 41 with a grade of "C" or better or Art 42 or equivalent, with a grade of "C" or better or consent of instructor
   Laboratory: 3 hours
   Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills. May be repeated three times.

45 FIELD PHOTOGRAPHY 1-2 Units
   (formerly 145)
   Co-requisite: Art 44
   Lecture: 3-4 hours
   Laboratory: 1.5-3 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. May be repeated three times.

48 SPECIAL TOPICS IN PHOTOGRAPHY 1-4 Units
   (formerly 148)
   Prerequisite: Art 40 or consent of instructor
   Co-requisite: Art 44
   Lecture: 3-5 hours
   Laboratory: 3-5 hours
   Various field and studio-oriented courses limited to particular photographic topics such as studio or location, presentations, landscape, architecture, portraiture, nude, small product and still-life, photojournalism, alternative processes and guest lecture forum. Field trips may be required. May be repeated with different topics only.

1 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 1 Unit
   (formerly 105)
   Lecture: 1 hour
   Theory of operation of automobile systems. Fundamentals of machine, instrument, fasteners, shop safety and tools will be covered. Offered for Credit/No Credit only.

3 PREVENTIVE MAINTENANCE 1 Unit
   (formerly 103)
   Lecture: 1 hour
   Laboratory: 1.5 hours
   Preventive maintenance procedures, emphasis on lubrication and safety inspection as well as record keeping.

12 PULLING AND INSTALLING 1 Unit
   (formerly 112)
   Lecture: 1 hour
   Laboratory: 2 hours
   Practical experience in pulling and installing engines.

14 MACHINE SHOP PROCEDURES 2 Units
   (formerly 114)
   Lecture: 1 hour
   Laboratory: 3 hours
   Practical experience in head, block service, and common machine shop procedures used in repair shops.

16 ENGINE REBUILDING 4 Units
   (formerly 116)
   Lecture: 1 hour
   Laboratory: 6 hours
   Techniques involved in engine rebuilding.

17a CARBURETION SYSTEMS 2 Units
   (formerly 117a)
   Lecture: 1 hour
   Laboratory: 3 hours
   Techniques and procedures for overhaul and service of carburetors and accessories. Fuel injection service is also covered.

17b ELECTRICAL MECHANICAL CARBURETORS 1 Unit
   (formerly 117b)
   Prerequisite: Auto. Technology 17a with a grade of "C" or better or consent of instructor
   Lecture: 1 hour
   Laboratory: 1.5 hours
   Principles and operations of carburetors used with General Motors and Ford computerized fuel systems including diagnosis, rebuilding and offset car adjustments.
18 EMISSION CONTROL 1 Unit
(formerly 138) Lecture: 5 hour
Laboratory: 1.5 hours
Institution, operation and repair of automotive pollution control devices. State and federal regulations are also covered.

19a BASIC GASOLINE ENGINE TUNE-UP 1-2 Units
(formerly 179a) Lecture: 2-3 hour
Laboratory: 1.5-3 hours
Operation and service of standard and electronic ignition systems. Emphasis on hand-held equipment.

19b ADVANCED GASOLINE ENGINE TUNE-UP 2 Units
(formerly 119b) Prerequisite: Auto Tech. 19a with a grade of "C" or better
Lecture: 1 hour
Laboratory: 3 hours
Diagnosis and trouble-shooting of ignition systems using the oscilloscope, infrared, and other specialized tune-up equipment.

20 COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS) 1 Unit
(formerly 120) Lecture: 5 hour
Laboratory: 3 hours
Operation and diagnosis of domestic computerized engine control systems.

21 ELECTRONIC FUEL INJECTION (FORD) 1 Unit
(formerly 121) Lecture: 1 hour
Laboratory: 1.5 hours
Operation and diagnosis of electronic fuel injected engines. Emphasis on Ford systems.

22 COMPUTERIZED ENGINE CONTROL (FORD) 1 Unit
(formerly 122) Lecture: 1 hour
Laboratory: 1.5 hours
Operation and diagnosis of Ford computerized engine control systems.

23 ELECTRONIC FUEL INJECTION (GENERAL MOTORS) 1 Unit
(formerly 123) Lecture: 1 hour
Laboratory: 1.5 hours
Operation and diagnosis of General Motors fuel injected engines.

30 MANUFACT TRANSMISSION REBUILDING 1 Unit
(formerly 130) Lecture: 3 hour
Laboratory: 1.5 hours
Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases.

34 AXLES AND DRIVE LINES 1 Unit
(formerly 3a) Prerequisite: Auto. Tech 30 with a grade of "C" or better
Lecture: 5 hour
Laboratory: 1.5 hours
Service, diagnosis, and repair of drivelines, rear axles and third members, front wheel drive hubs, and 4 x 4 front axles and hubs.

38 AUTOMATIC TRANSMISSION (FORD) 1 Unit
(formerly 138) Lecture: 1 hour
Laboratory: 3 hours
Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding.

40 BRAKES: Drum 2 Units
(formerly 140a) Prerequisite: Auto. Tech 40a with a grade of "C" or better
Lecture: 1 hour
Laboratory: 3 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

40 BRAKES: Disc 1 Unit
(formerly 140b) Prerequisite: Auto. Tech 40a with a grade of "C" or better
Lecture: 1 hour
Laboratory: 3 hours
Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques.

46 FRONT-END AND SUSPENSION 2 Units
(formerly 146) Lecture: 1 hour
Laboratory: 3 hours
Principles and operation of automotive suspension and steering systems, adjustments, diagnosis, inspection, and repair of alignment problems, including wheel balancing and tire problems.

50a VEHICLE ELECTRICITY: Electrical Theory 2 Units
(formerly 150a) Prerequisite: Auto. Tech 50a with a grade of "C" or better
Lecture: 1 hour
Laboratory: 3 hours
Principles and operation of automotive suspension and steering systems, adjustments, diagnosis, inspection, and repair of alignment problems, including wheel balancing and tire problems.
<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 PRINCIPLES OF ANIMAL BIOLOGY</td>
<td>5</td>
</tr>
<tr>
<td>(formerly 130)</td>
<td></td>
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<tr>
<td>Prerequisite: Biology 2 or Biology 18 with a grade of &quot;C&quot; or better</td>
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<tr>
<td>or consent of instructor</td>
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<tr>
<td>Skill Level Recommended: Eligibility for English 1a and Math 6</td>
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<tr>
<td>Lecture: 3 hours</td>
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<tr>
<td>Laboratory: 3 hours</td>
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<tr>
<td>A general zoology course for students majoring in related biological</td>
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<tr>
<td>sciences. A survey of the animal kingdom including embryological,</td>
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<tr>
<td>morphological, anatomical and evolutionary relationships of the</td>
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<tr>
<td>group studied. Animal dissection is required. Field trips are</td>
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<tr>
<td>required.</td>
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<tr>
<td>6 PRINCIPLES OF PLANT BIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>(formerly 121)</td>
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<tr>
<td>Prerequisite: Biology 2 or Biology 18 with a grade of &quot;C&quot; or better</td>
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<tr>
<td>or consent of instructor</td>
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<tr>
<td>Skill Level Recommended: Eligibility for English 1a and Math 6</td>
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</tr>
<tr>
<td>Lecture: 3 hours</td>
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<tr>
<td>Laboratory: 3 hours</td>
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<tr>
<td>A general botany course with emphasis on plant anatomy, morphology,</td>
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<tr>
<td>physiology, and systematics of fungi, and vascular plants. Field</td>
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<tr>
<td>trips may be required.</td>
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<tr>
<td>10 INTRODUCTORY HUMAN ANATOMY</td>
<td>4</td>
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<tr>
<td>(formerly 140)</td>
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<tr>
<td>Prerequisite: One year of high school biology with a grade of &quot;B&quot;</td>
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<tr>
<td>or Biology 18 and Biology 19 or Biology 2 with a grade of &quot;C&quot; or</td>
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<td>better or consent of instructor</td>
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<tr>
<td>Skill Level Recommended: Eligibility for English 1a</td>
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<tr>
<td>Lecture: 3 hours</td>
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<tr>
<td>Laboratory: 3 hours</td>
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<tr>
<td>A survey course in human anatomy with special emphasis on skeletal,</td>
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<tr>
<td>muscular, circulatory, respiratory, and nervous systems.</td>
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<tr>
<td>18 FUNDAMENTALS OF BIOLOGY</td>
<td>3</td>
</tr>
<tr>
<td>(formerly 100)</td>
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<tr>
<td>Skill Level Recommended: Eligibility for English 15 and Math 101</td>
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<tr>
<td>Lecture: 3 hours</td>
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<tr>
<td>An introductory course for non-science majors emphasizing the</td>
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<tr>
<td>fundamental principles common to all forms of life. These include</td>
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<tr>
<td>cell structure and function, reproduction, genetics, ecology, and</td>
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<tr>
<td>evolution. Biology 18 with Biology 19 fulfills the laboratory</td>
<td></td>
</tr>
<tr>
<td>requirements for transfer and Associate Degree students.</td>
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<tr>
<td>19 FUNDAMENTALS OF BIOLOGY LABORATORY</td>
<td>1</td>
</tr>
<tr>
<td>(formerly 106)</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: Previous or concurrent enrollment in Biology 18</td>
<td></td>
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<tr>
<td>Skill Level Recommended: Eligibility for English 15 and Math 101</td>
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</tr>
<tr>
<td>Laboratory: 3 hours</td>
<td></td>
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<tr>
<td>An optional laboratory to be taken concurrently with Biology 18,</td>
<td></td>
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<tr>
<td>designed to complement and amplify Biology 18 which is the lecture</td>
<td></td>
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<tr>
<td>portion of the course.</td>
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<tr>
<td>Field trips are required.</td>
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<tr>
<td>20 FUNDAMENTALS OF PLANT BIOLOGY</td>
<td>2</td>
</tr>
<tr>
<td>(formerly 128)</td>
<td></td>
</tr>
<tr>
<td>Skill Level Recommended: Eligibility for English 15 and Math 101</td>
<td></td>
</tr>
<tr>
<td>Lecture: 1 hour</td>
<td></td>
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<tr>
<td>Laboratory: 3 hours</td>
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<tr>
<td>A survey course in botany. Topics discussed include anatomy,</td>
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<tr>
<td>physiology, ecology, horticulture, and relationships of plants to</td>
<td></td>
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<tr>
<td>human history.</td>
<td></td>
</tr>
<tr>
<td>25 PLANT TAXONOMY OF THE SIERRA NEVADA</td>
<td>2</td>
</tr>
<tr>
<td>(formerly 125)</td>
<td></td>
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<tr>
<td>Skill Level Recommended: Eligibility for English 15 and Math 101</td>
<td></td>
</tr>
<tr>
<td>Lecture: 1 hour</td>
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<tr>
<td>Laboratory: 3 hours</td>
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<tr>
<td>A study of the flora of the Sierra Nevada with emphasis on the</td>
<td></td>
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<tr>
<td>classification of local species of fungi, mosses, ferns, conifers,</td>
<td></td>
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<tr>
<td>and flowering plants. Standard taxonomic references are used with</td>
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<tr>
<td>an emphasis on scientific nomenclature. Field trips are required.</td>
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</tr>
<tr>
<td>39 FIELD BIOLOGY</td>
<td>1-2</td>
</tr>
<tr>
<td>(formerly 139)</td>
<td></td>
</tr>
<tr>
<td>Skill Level Recommended: Eligibility for English 1a and Math 6</td>
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<tr>
<td>Lecture: 1-2 hours</td>
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<tr>
<td>A lecture field course in biology to be held in natural surroundings.</td>
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<tr>
<td>The study site will vary with the seasons. Natural history, ecology,</td>
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<tr>
<td>and biology of the locale will be studied. May be repeated three</td>
<td></td>
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<tr>
<td>times.</td>
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<tr>
<td>60 INTRODUCTION TO HUMAN PHYSIOLOGY</td>
<td>4</td>
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<tr>
<td>(formerly 160)</td>
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<tr>
<td>Prerequisite: Biology 10 with a grade of &quot;C&quot; or better and one year</td>
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<tr>
<td>of high school chemistry or Chemistry 10 and Biology 18 or Biology 19</td>
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<tr>
<td>or Biology 2 with a grade of &quot;C&quot; or better or consent of instructor</td>
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<tr>
<td>Skill Level Recommended: Eligibility for English 1a</td>
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<tr>
<td>Lecture: 3 hours</td>
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<tr>
<td>Laboratory: 3 hours</td>
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<tr>
<td>A survey course in human physiology with special emphasis upon</td>
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<tr>
<td>digestive reproductive, muscular, nervous and endocrine systems.</td>
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<td>65 MICROBIOLOGY</td>
<td>4</td>
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<tr>
<td>(formerly 165)</td>
<td></td>
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<tr>
<td>Prerequisite: Biology 2 and Biology 18 or Biology 19 and one year</td>
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<tr>
<td>of high school chemistry with a grade of &quot;B&quot; or better or Biology</td>
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<tr>
<td>10 with a grade of &quot;C&quot; or better or consent of instructor</td>
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<tr>
<td>Skill Level Recommended: Eligibility for English 1a</td>
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<tr>
<td>Lecture: 3 hours</td>
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<tr>
<td>Laboratory: 3 hours</td>
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<tr>
<td>General characteristics of microscopic life, conditions,</td>
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<td>influencing bacterial growth, bacteria in disease and aseptic</td>
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<tr>
<td>procedures. Field trips may be required. Field trips may be</td>
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<tr>
<td>repeated three times.</td>
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<tr>
<td>158 BIRDS OF THE MOTHER LODGE</td>
<td>1.5</td>
</tr>
<tr>
<td>(formerly 54)</td>
<td></td>
</tr>
<tr>
<td>Lecture: 1 hour</td>
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<tr>
<td>Laboratory: 1.5 hours</td>
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<tr>
<td>An introduction to the Mother Lode flora. A nontechnical approach</td>
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<tr>
<td>to botanical traits will be used to learn common and scientific</td>
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<tr>
<td>names of local wildflowers. Offered for Credit/No Credit only.</td>
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<tr>
<td>Field trips are required. May be repeated three times.</td>
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<tr>
<td>159 WILDFLOWERS OF THE MOTHER LODGE</td>
<td>1-1.5</td>
</tr>
<tr>
<td>(formerly 59)</td>
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<tr>
<td>Lecture: 1-1.5 hours</td>
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<tr>
<td>An introduction to the Mother Lode flora. A nontechnical approach</td>
<td></td>
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<tr>
<td>to botanical traits will be used to learn common and scientific</td>
<td></td>
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<tr>
<td>names of local wildflowers. Offered for Credit/No Credit only.</td>
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<tr>
<td>Field trips are required. May be repeated three times.</td>
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<tr>
<td>168 BIRDS OF THE SIERRA NEVADA</td>
<td>5-1</td>
</tr>
<tr>
<td>(formerly 68)</td>
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<tr>
<td>Laboratory: 1.5-3 hours</td>
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<tr>
<td>A study of bird species inhabiting Alpine Meadows and forests of</td>
<td></td>
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<tr>
<td>the Sierra Nevada through field observations and lectures.</td>
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<tr>
<td>Offered for Credit/No Credit only. Field trips are required.</td>
<td></td>
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<tr>
<td>May be repeated three times.</td>
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<tr>
<td>170 WINTERING BIRDS OF CALIFORNIA</td>
<td>1</td>
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<tr>
<td>(formerly 70)</td>
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<tr>
<td>Lecture: 1 hour</td>
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<tr>
<td>Emphasizes identification of residential and migratory species</td>
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<td>which winter in California's Central Valley and Sierra foothills.</td>
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<tr>
<td>Discussion topics include winter ecology, foraging activities,</td>
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<tr>
<td>and the mysteries of migration. Field trips are required.</td>
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</tr>
<tr>
<td>May be repeated three times.</td>
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</tr>
<tr>
<td>3 Principles of Business</td>
<td></td>
</tr>
</tbody>
</table>
160a BOOKKEEPING 3 Units
(formerly 60a)
Lecture: 2.5 hours
Laboratory: 1.5 hours

Double entry bookkeeping, general and special journals, adjustments or prepaid and accrued items; depreciation; payroll records; the development and use of specialized journals.

160b BOOKKEEPING 3 Units
(formerly 60b)
Prerequisite: Business Administration 160a with a grade of "C" or better or consent of instructor
Lecture: 2.5 hours
Laboratory: 1.5 hours

Bookkeeping entries requiring analysis, interpretation and recording, promissory notes, adjustments or prepaid and accrued items; depreciation; payroll records; the development and use of specialized journals.

161a SMALL BUSINESS ACCOUNTING 4 Units
(formerly 61)
Lecture: 4 hours

Accounting procedures and analysis for most small businesses. Includes study of the accounting cycle, accounts receivable and bad debts, notes receivable and payable, merchandise inventory, depreciation, accruals and deferrals, vouchers, payroll, and financial statements.

161b SMALL BUSINESS ACCOUNTING 4 Units
(formerly 61)
Prerequisite: Business Administration 161a with a grade of "C" or better or consent of instructor
Lecture: 4 hours

Extension of the techniques learned in Business Administration 161a with the introduction of partnership and corporate accounting, financial analysis using computerized decision making, departmentalized cost and manufacturing accounting systems, budgeting and planning, income tax procedures, and discussion of automated systems.

162a COMPUTERIZED ACCOUNTING SIMULATION 5 Units
(formerly 62)
Prerequisite: Business Administration 160b, Business Administration 161a, or Business Administration 1a and Business Administration 162a with a grade of "C" or better or consent of instructor
Lecture: 5 hours

Introduction into automated accounting using the microcomputer. Includes journalization of daily transactions and correcting, adjusting, and closing entries. Students are assigned 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 statements.

162b COMPUTERIZED ACCOUNTING SIMULATION .5 Unit
(formerly 62a)
Prerequisite: Business Administration 160b, Business Administration 161a, or Business Administration 1a and Business Administration 162a with a grade of "C" or better or consent of instructor
Lecture: 5 hours

Extension of the techniques learned in Business Administration 162a with the introduction of internal control procedures related to inventory control and quantity reorder, purchasing, costing, and ratio analysis.

163 BUSINESS MATHEMATICS 3 Units
(formerly 63)
Lecture: 1 hour

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.

165 THE METRIC SYSTEM 1 Unit
(formerly 65)
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.

166 COMPUTERIZED ACCOUNTING SIMULATION .5 Unit
(formerly 62a)
Prerequisite: Business Administration 160b, Business Administration 161a, or Business Administration 1a and Business Administration 162a with a grade of "C" or better or consent of instructor
Lecture: 5 hours

Extension of the techniques learned in Business Administration 162a with the introduction of internal control procedures related to inventory control and quantity reorder, purchasing, costing, and ratio analysis.

167 ELECTRONIC PRINTING 2 Units
(formerly 136)
Lecture: 3 hours
Laboratory: 2 hours

Study of a communication skills in business with an emphasis on writing business documents. Techniques for writing request, refusal, collection and adjustment letters, as well as writing memorandums and letters of reference and reports.

168A THE METRIC SYSTEM 1 Unit
(formerly 65)
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.

168B THE METRIC SYSTEM .5 Unit
(formerly 65a)
Prerequisite: Business Administration 160b, Business Administration 161a, or Business Administration 1a and Business Administration 162a with a grade of "C" or better or consent of instructor
Lecture: 1 hour

Extension of the techniques learned in Business Administration 162a with the introduction of internal control procedures related to inventory control and quantity reorder, purchasing, costing, and ratio analysis.

169 INTERMEDIATE WORD PROCESSING 2 Units
(formerly 138)
Prerequisite: Ability to use typewriter keyboard by touch
Lecture: 2 hours
Laboratory: 3 hours

Using a microcomputer, students will receive hands-on instruction in the operation of a word processing program. The course will include keyboarding, storing, retrieving, editing and printing information.

May be repeated one time.

170 INTERMEDIATE WORD PROCESSING 2 Units
(formerly 138)
Prerequisite: Business Occupations 60 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours

Continuation of Word Processing instruction begun in Office Occupations 40. Using microcomputers and word processing software, students will learn additional skills and techniques in document preparation. Areas of emphasis will include: text column processing, page documents, repetitive documents, sort and select, and introduction to graphics.

171 BUSINESS ADMINISTRATION/OFFICE OCCUPATIONS 5 Units
(formerly 112)
Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours

Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills.

172 MACHINE TRANSCRIPTION 2 Units
(formerly 132)
Prerequisite: Business Occupations 120 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours (Self-paced)

Study and use of various transcribing machines emphasizing the development of an employable skill in machine transcribing marketable business documents.

173 BUSINESS COMMUNICATIONS 3 Units
(formerly 68)
Lecture: 3 hours

Study of a communication skills in business with an emphasis on writing business documents. Techniques for writing request, refusal, collection and adjustment letters, as well as writing memorandums and letters of reference and reports.

174 BUSINESS COMMUNICATIONS 3 Units
(formerly 68)
Lecture: 3 hours

Study of a communication skills in business with an emphasis on writing business documents. Techniques for writing request, refusal, collection and adjustment letters, as well as writing memorandums and letters of reference and reports.

175 BUSINESS COMMUNICATIONS 3 Units
(formerly 68)
Lecture: 3 hours

Study of a communication skills in business with an emphasis on writing business documents. Techniques for writing request, refusal, collection and adjustment letters, as well as writing memorandums and letters of reference and reports.

176 BUSINESS ADMINISTRATION/OFFICE OCCUPATIONS 5 Units
(formerly 112)
Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours

Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills.

177 BUSINESS ADMINISTRATION/OFFICE OCCUPATIONS 5 Units
(formerly 112)
Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours

Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills.

178 BUSINESS ADMINISTRATION/OFFICE OCCUPATIONS 5 Units
(formerly 112)
Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours

Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills.

179 BUSINESS ADMINISTRATION/OFFICE OCCUPATIONS 5 Units
(formerly 112)
Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours

Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills.

180 BUSINESS ADMINISTRATION/OFFICE OCCUPATIONS 5 Units
(formerly 112)
Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours

Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills.
42 ADVANCED WORD PROCESSING 2 Units
Prerequisite: Office Occupations 41 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours
Use of microcomputers and word processing and integrated software in document preparation using advanced program features. Topics to be covered include: desktop publishing, file management, reference aids, and printing techniques, and review of terminology and technology.

50 MEDICAL TERMINOLOGY 3 Units
(formally 140)
Lecture: 2 hours
An introduction to basic word structure including word roots, prefixes and suffixes used in medical vocabulary; also specialized vocabulary for the various anatomical systems used by allied health fields.

51a MEDICAL TRANSCRIPTION 2 Units
(formally 142a)
Prerequisite: Office Oc. 20 or equivalent, and Office Oc. 50 and Office Oc. 126, both with a grade of "C" or better or consent of instructor
Laboratory: 6 hours (Self-paced)
Development of skills for medical transcription in physicians' offices, clinics, hospitals and related allied health fields. Students will transcribe history and physical reports, surgical reports, and related documents of a personal nature including a resume, a personal business letter and a report. IBM personal computers will be utilized, but no previous computer experience is required.

51b MEDICAL TRANSCRIPTION 2 Units
(formally 142b)
Prerequisite: Office Occupations 51a with a grade of "C" or better or consent of instructor
Laboratory: 6 hours (Self-paced)
Continuation of Office Occupations 51a. Students will type surgical reports and discharge summaries in a variety of medical specialties.

52 MEDICAL INSURANCE 2 Units
(formally 144)
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, Chapmus and Workers' Compensation.

60 LEGAL TRANSCRIPTION/ TERMINOLOGY 2 Units
(formally 154)
Prerequisite: Office Occupations 20 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1a
Laboratory: 6 hours (Self-paced)
Study of legal terminology and its relationship to transcriptions of specialized legal documents and legal correspondence. Electronic typewriters and/ or computers are used.

62 LEGAL OFFICE PROCEDURES 2 Units
(formally 157)
Prerequisite: Office Occupations 60 with a grade of "C" or better or consent of instructor
Laboratory: 6 hours (Self-paced)
A comprehensive course for students who desire to become legal secretaries. General procedures in the law office will be introduced as well as instruction in the preparation of legal documents and introduction to the law library and legal research.

97 WORK EXPERIENCE IN OFFICE OCCUPATIONS 1-4 Units
(formally 179)
Prerequisite: Employment 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 course.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Office Occupations. The student's employment must be related to educational or occupational goals.
Offered for Credit/No Credit only.
May be repeated for no more than a total of 15 units of credit less any units earned in any other Work Experience course.

100 KEYBOARDING 1 Unit
(formally 101a)
Laboratory: 3 hours (Self-paced)
Designed for students wishing to master the touch method of keyboarding using the electric typewriter.

110 BASIC TYPING APPLICATIONS 2 Units
(formally 105)
Prerequisite: Office Occupations 100 with a grade of "C" or better or previous typing course or consent of instructor
Lecture: 1.5 hours
Laboratory: 1.5 hours (Self-paced)
Focuses further development of typing speed and accuracy. Provides instruction for centering, typing business letters, tables and reports.

120 INTERMEDIATE TYPING 3 Units
(formally 103)
Prerequisite: Office Occupations 10 with a grade of "C" or better or typing rate of 45 words per minute or consent of instructor
Lecture: 2 hours
Laboratory: 1.5 hours (Self-paced)
Development of speed and accuracy, preparation of advanced correspondence, tabulation, manuscripts, outlines, business forms, and general business correspondence.

130 BUSINESS ENGLISH 3 Units
(formally 65)
Laboratory: 3 hours
The mechanics of English including grammar, punctuation, sentence structure, spelling, and use of the dictionary.

200 COMPUTER KEYBOARDING/ TYPEWRITING 1 Unit
(formally 102)
Prerequisite: One college semester or one year of high school shorthand with a grade of "C" or better.
Lecture: 1 hour
Through the use of a computer, students will master the alphabetic and numeric keys by touch.
Students may receive credit for either Office Occupations 100 or Office Occupations 200, but not both.

210 TYPING SPEED AND ACCURACY BUILDING 1 Unit
(formally 56)
Prerequisite: Beginning typing skill
Laboratory: 3 hours (Self-paced)
Speed building and accuracy on straight copy, and statistical writing, intensive drills, timed writings and remedial work.
May be repeated three times.

215 WORD PROCESSING FOR PERSONAL USE 1 Unit
(formally 53)
Prerequisite: Ability to type by touch
Laboratory: 1 hour
Instruction in typing, storing, revising and printing documents of a personal nature including a resume, a personal business letter and a report. IBM personal computers will be utilized, but no previous computer experience is required.

220 REVIEW SHORTHAND 4 Units
(formally 60)
Prerequisite: Ability to type 30 words per minute.
Laboratory: 1 hour
Review of either ABC or Gregg Shorthand theory.
Development of transcription skills and speedbuilding activities.

250 REAL ESTATE EXAM PREPARATION 1 Unit
(formally 60)
Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor
Laboratory: 1 hour
An intense course designed for preparation for the state examination for a Real Estate Salesperson License.

61 COMPUTER KEYBOARDING/ TYPEWRITING 1 Unit
(formally 102)
Prerequisite: One college semester or one year of high school shorthand with a grade of "C" or better.
Lecture: 1 hour
Through the use of a computer, students will master the alphabetic and numeric keys by touch.
Students may receive credit for either Office Occupations 100 or Office Occupations 200, but not both.

210 TYPING SPEED AND ACCURACY BUILDING 1 Unit
(formally 56)
Prerequisite: Beginning typing skill
Laboratory: 3 hours (Self-paced)
Speed building and accuracy on straight copy, and statistical writing, intensive drills, timed writings and remedial work.
May be repeated three times.

215 WORD PROCESSING FOR PERSONAL USE 1 Unit
(formally 53)
Prerequisite: Ability to type by touch
Laboratory: 1 hour
Instruction in typing, storing, revising and printing documents of a personal nature including a resume, a personal business letter and a report. IBM personal computers will be utilized, but no previous computer experience is required.

220 REVIEW SHORTHAND 4 Units
(formally 60)
Prerequisite: Ability to type 30 words per minute.
Laboratory: 1 hour
Review of either ABC or Gregg Shorthand theory.
Development of transcription skills and speedbuilding activities.

Real Estate
See Page 35 for Certificate Requirements

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

5 REAL ESTATE PRACTICE 3 Units
(formally 105)
Prerequisite: Real Estate 1 with a grade of "C" or better or Real Estate License or consent of instructor
Lecture: 3 hours
Customer relationship; general real estate operations and the industry; includes types and valuation of listings, selling and current marketing techniques, financing, taxes, leasing, appraisals, insurance, mortgages, exchanges, trade-in programs and investments.

1a GENERAL CHEMISTRY 5 Units
(formally 101a)
Prerequisite: One year of high school chemistry with a "B" average and Math 10 or equivalents with a grade of "C" or better, or Chemistry 10 and Math 10, both with a grade of "C" or better or Chemistry 10 and Math 10, both with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1a
Lecture: 3 hours
Laboratory: 3 hours
Survey of atoms, chemical bonding, gases, liquids, solids, solutions, kinetics, and equilibria.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
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<tbody>
<tr>
<td>1b</td>
<td>CHEMISTRY/CHILD DEVELOPMENT</td>
<td>5</td>
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</tr>
<tr>
<td>10</td>
<td>FUNDAMENTALS OF CHEMISTRY</td>
<td>4</td>
<td>formerly 100</td>
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<tr>
<td>22</td>
<td>CHILD, FAMILY, COMMUNITY</td>
<td>3</td>
<td>formerly 122</td>
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</tbody>
</table>
12  PASCAL PROGRAMMING  3 Units
(Formerly 135)  
Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor 
Lecture: 2 hours  
Laboratory: 3 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.

14  FORTRAN PROGRAMMING  3 Units
(Formerly 127)  
Prerequisite: Two years of high school algebra or Math 104 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor 
Lecture: 2 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, logical operators, arrays, algorithms, and modular structured design.

16  RPG II PROGRAMMING  3 Units
(Formerly 132)  
Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 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.

18  COBOL PROGRAMMING  3 Units
(Formerly 129)  
Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 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.

21  DATA FILE PROGRAMMING WITH BASIC  3 Units
(Formerly 121)  
Prerequisite: Computer Science 6 with a grade of "C" or better plus one year of high school algebra 
Lecture: 2 hours  
Laboratory: 3 hours 
Advanced techniques in programming in BASIC language, including disc operation and file management, optimization of core usage, algorithm efficiency, and advanced I/O commands.

26  ADVANCED COMPUTER PROGRAMMING  3 Units
(Formerly 126)  
Prerequisite: Computer Science 12 or Computer Science 14 or Computer Science 18 with a grade of "C" or better or consent of instructor 
Lecture: 2 hours  
Laboratory: 3 hours 
Continue to study program design and programming using a structured language such as Pascal or the "C" language. Topics include array and string processing, data structure, records, search/search techniques, file pointers, linked lists, and advanced language syntax. Emphasis will be on structured and modular program design.

40  ASSEMBLY LANGUAGE PROGRAMMING  3 Units
(Formerly 140)  
Prerequisite: Completion of at least one programming course: Computer Science 6, 12, 14, 16, or 18 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.

55  DATA BASE MANAGEMENT  3 Units
(Formerly 125)  
Prerequisite: Computer Science 1 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 data and generate periodic business reports (including mailing labels). Customize customer accounts, accounts payable, order processing, general ledger, payroll, inventory, or day data resulting from business transactions. Topics include planning, data structures, query, indexing, sorting, and merging.

107  DATA FILE APPLICATIONS WITH MICROCOMPUTERS  1 Unit
Prerequisite: A high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor 
Lecture: 3 hours  
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.

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.

166  EDUCATIONAL APPLICATIONS OF MICROCOMPUTERS  1 Unit
Prerequisite: Computer Science 1 with a grade of "C" or better or consent of instructor 
Laboratory: 3 hours 
Continuation of Drafting 10a; sectioning, auxiliary projections, pictorial, tolerances and inkings experiences.

15a  ADVANCED DRAFTING  3 Units
(Formerly 115a)  
Prerequisite: Drafting 10b 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.

15b  ADVANCED DRAFTING  1 Unit
(Formerly 115b)  
Prerequisite: Drafting 15a with a grade of "C" or better or consent of instructor 
Laboratory: 3 hours 
Practical laboratory in area of interest such as map drafting, electrical and electronic, aerospace, and technical illustration. Projects must involve current industrial practices.

30  ARCHITECTURAL DRAFTING  3 Units
(Formerly 130)  
Prerequisite: Drafting 15a with a grade of "C" or better or consent of instructor 
Laboratory: 2 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.
44 ADVANCED ACTING PROJECTS 1-3 Units
(formerly 143a)
Prerequisite: Either Drama 20 or Drama 42 with a grade of "C" or better or audition depending upon the focus of the course during the semester it is being offered.
Laboratory: 3 hours equals 1 unit of credit
Activity: 1.5 hours
May be repeated three times.

45 IMPROVISATION 3 Units
(formerly 145)
Lecture: 2 hours
Laboratory: 3 hours
Intensive study of the basic techniques of improvisational acting with specific concentration on improvisational theatre production formats as well as development of group inspired and created scenarios and one-act plays.
May be repeated three times.

47 AUDITIONS 3 Units
(formerly 147)
Lecture: 2 hours
Laboratory: 3 hours
Theory, techniques, and practice in auditioning for performance; development of audition materials, practical audition experience for theatre, film, and television.
May be repeated three times.

56 TECHNICAL THEATRE LABORATORY 1-3 Units
(formerly 156)
Laboratory: 1.5-4.5 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.
May be repeated three times.

58 THEATRE PRODUCTION 4 Units
(formerly 158)
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.

60 FALLON REPERTORY THEATRE 8 Units
(formerly 160)
Prerequisite: Drama 42, Drama 43, or Drama 58 with a grade of "C" or better and/or audition and consent of instructor
Lecture: 3 hours
Laboratory: 15 hours
Rehearsal, performance and production experience during a nine-month professional season at Columbia's historic Fallon Theatre; acting in at least one out of three productions per semester with related participation in all production activities as assigned.
May be repeated three times.

69 FIELD GEOLOGY 3 Units
(formerly 161)
Prerequisite: Earth Science 5 or Earth Science 30 or consent of instructor
Laboratory: 1.5-4.5 hours
Field trips may be required.

70 METEOROLOGY 3 Units
(formerly 162)
Lecture: 3 hours
Laboratory: 3 hours
A laboratory course in meteorology. Topics include historical sources, weather systems, weather and climate, concepts and practice of forecasting, introduction to the tools of meteorology, emphasizing the telescope; using parallax and other distance determinations through simulation; using astronomical charts and tables to find risings and settings of celestial objects; finding latitude, longitude, and sidereal time; and a brief introduction to sky photography.
Field trips may be required.

80 FUNDAMENTALS OF METEOROLOGY 3 Units
(formerly 165)
Skill Level Recommended: Completion of High School chemistry or physics and high school algebra. Eligibility for Earth Science 40 or consent of instructor
Laboratory: 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 three times.
150 GEOLOGY OF THE MOTHER LODE

Skill Level Recommended: High school chemistry or Physics, beginning to present; including rocks and minerals, rivers, glaciers, mountains, earthquakes, and volcanoes. Field trips may be required.

1.5 Units

Lecture: 8 hours
Laboratory: 4 hours
Field trips may be required.

EMERGENCY MEDICAL SERVICES

See Page 33 for Certificate Requirements

1.5 Units

ENGLISH

Reading and Composition:

1a READING AND COMPOSITION: 3 Units

Beginning (formerly 101)
Prerequisite: SAT verbal plus completion of English placement test or completion of English 151 with a grade of "C" or better
Lecture: 3 hours
Development of reading and composition skills.

1b READING AND COMPOSITION: 3 Units

Advanced (formerly 101B)
Prerequisite: English 1a with a grade of "C" or better
Lecture: 3 hours
Further development of reading and composition skills.

10 CREATIVE WRITING

3 Units

Introduction to poetry, fiction, and drama. Analysis of contemporary works with respect to literary techniques.

11 FILM APPRECIATION

3 Units

A study of the literature of the United States from the 18th Century.

17 LITERATURE OF THE UNITED STATES

3 Units

A study of literature of the United States from the beginning of the English colonization to the present with major authors of the period.

19 LITERATURE OF THE UNITED STATES

3 Units

A study of the literature of the United States from the beginning of the English colonization to the present with major authors of the period.

275 WRITING FUNDAMENTALS

1 Unit

Individual instruction in the fundamentals of writing.

FIRE TECHNOLOGY

See Page 33 for Certificate Requirements

1 INTRODUCTION TO FIRE TECHNOLOGY

3 Units

Introduction to fire protection; career opportunities in fire protection and related fields, history of fire protection, fire loss analysis, public, quasi-public and private fire protection services, fire suppression, firefighting officer, fire marshal, fire investigator, fire inspector, fire code enforcement, and the training of fire service personnel.

70 FUNDAMENTALS OF OCEANOGRAPHY

(formerly 171)

Skill Level Recommended: High school chemistry or physics, and high school algebra. Eligibility for English 1a
Lecture: 2 hours
Laboratory: 3 hours
The origins of the world's oceans, its structure, composition, and circulation; tides, currents, salinity, density, oceanographic instruments and their use, life in the sea, the interaction of the ocean and the atmosphere, the ocean and modern society.

2 Units

Lecture: 4 hours
Laboratory: 3 hours
Introduction to existing EMT certificates which are expiring. An intensive course to assist and refresh the student on the latest techniques and proper application of equipment, recognition of illness and injuries and the latest proper procedures in emergency care. The student will reacquaint himself/herself with the equipment, systems and skills used in emergency medical situations.

May be repeated three times.

8a EMERGENCY MEDICAL TECHNICIAN II

(formerly 18a)
Prerequisite: E.M.T. Certification, one year E.M.T. practice, CPR Certification
Lecture: 8 hours
Laboratory: 4 hours
Design to provide students with the knowledge and skills necessary to be certified as an Emergency Medical Technician II in California. Laboratory assignments will be conducted in hospitals.

9 Units

Lecture: 8 hours
Laboratory: 4 hours
A continuation of E.M.S. 8a. Emphasis will be on the musculoskeletal system, obstetrics, pediatrics, multiple injury and casualty situations and psychiatric emergencies.

8b EMERGENCY MEDICAL TECHNICIAN II

(formerly 18b)
Prerequisite: E.M.S. 8a with a grade of "C" or better
Lecture: 8 hours
Laboratory: 4 hours
A continuation of E.M.S. 8a. Emphasis will be on the musculoskeletal system, obstetrics, pediatrics, multiple injury and casualty situations and psychiatric emergencies.

9 Units

Lecture: 8 hours
Laboratory: 4 hours
A continuation of E.M.S. 8a. Emphasis will be on the musculoskeletal system, obstetrics, pediatrics, multiple injury and casualty situations and psychiatric emergencies.

3 Units

Lecture: 1.5 hours
Laboratory: 1.5 hours
A study of Shakespeare including the characteristics of the different genres-comedy, history, and tragedy, and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied.

3 Units

Lecture: 3 hours
Laboratory: 1.5 hours
A study of the literature of the United States from the beginning of the English colonization to the present with major authors of the period.

3 Units

Lecture: 3 hours
Laboratory: 1.5 hours
A study of the literature of the United States from the beginning of the English colonization to the present with major authors of the period.

1.5 Units

Lecture: 1 hour
An introduction to the representative works by Shakespeare including the characteristics of the different genres-comedy, history, and tragedy, and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied.

1.5 Units

Lecture: 1 hour
An introduction to the representative works by Shakespeare including the characteristics of the different genres-comedy, history, and tragedy, and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied.

3 Units

Lecture: 1.5 hours
Laboratory: 1.5 hours
A study of the literature of the United States from the beginning of the English colonization to the present with major authors of the period.

3 Units

Lecture: 3 hours
Laboratory: 1.5 hours
A study of the literature of the United States from the beginning of the English colonization to the present with major authors of the period.
26a FIRE PREVENTION 1A (formerly 106a) 2 Units
Lecture: 2 hours
History and organization of fire prevention agencies, inspection procedures and practices, special hazards, and protection systems, portable fire extinguishers, and public fire prevention education.
This class meets the requirement for Fire Prevention 1A: a state certified class.

26b FIRE PREVENTION 1B (formerly 106b) 2 Units
Lecture: 2 hours
Recognition of fire and life safety factors, sprinkler and stand pipe systems, water supply systems, electrical hazards, fire alarm and detection systems, public safety considerations and special problems in fire prevention.
This class meets the requirement for Fire Prevention 1A: a state certified class.

27 FIRE INVESTIGATION (formerly 127) 2 Units
Lecture: 2 hours
Determining causes and types of fires; possible evidence at the scene; interviewing witnesses and suspects; arrest, detention, and court procedures; giving court testimony.
Meets requirements for Fire Investigation; a state certified class.

28a FIRE COMMAND 1A (formerly 109a) 2 Units
Lecture: 2 hours
Fire chemistry; equipment and manpower, fire fighting tactics and strategy, methods of attack, preplanning fire problems.
This course meets the requirements of Fire Command 1A, a state certified officer class.

28b FIRE COMMAND 1B (formerly 109b) 2 Units
Lecture: 2 hours
Fire chemistry; equipment and manpower, fire fighting tactics and strategy, methods of attack, preplanning fire problems.
This course meets the requirements of Fire Command 1A, a state certified officer class.

29 DRIVER OPERATOR TRAINING 1A (formerly 14a) 2 Units
Lecture: 2 hours
Review of basic mathematics, fire protection, and fire control techniques; the statewide wildland fire problem and protection system; pre-suppression, suppression, post-suppression activities of a protection organization; and the utilization of resources to complete the suppression organization activities using strategy and tactics and safety procedures effectively.
This class meets part of the requirements for Driver Operator, a state certified class.

30 DRIVER OPERATOR TRAINING 1B (formerly 14b) 2 Units
Lecture: 2 hours
Review of basic mathematics, fire protection, and fire control techniques; the statewide wildland fire problem and protection system; pre-suppression, suppression, post-suppression activities of a protection organization; and the utilization of resources to complete the suppression organization activities using strategy and tactics and safety procedures effectively.
This class meets part of the requirements for Driver Operator, a state certified class.

31 SPECIAL TOPICS IN FIRE TECHNOLOGY (formerly 170) .5-3 Units
Lecture: 2 hours
Various topics in Fire Technology will be covered to meet individual or agency needs. Emphasis on specialized development or knowledge, district planning, and development and implementation of training and fireground evolutions. May be repeated with different topics only.

32 SELF-CONTAINED BREATHING APPARATUS 1.5 Units
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 consideration and how to avoid injury.
Meets Firefighter 1 certification requirements for Unit D.

33 ROPE, KNOTS, AND HITCHES 1 Unit
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 1 certification requirements for Unit E.

34 VOLUNTEER FIREFIGHTING TRAINING 2.5 Units
Lecture: 2 hours
Current concepts, techniques, skills and theories for volunteer firefighters.
Offered for Credit/No Credit only.

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

36 FIRST RESPONDER AND CPR 1.5 Units
Lecture: 1 hour
A basic course for the volunteer firefighter who is on a first-responder unit assigned medical responses in the rural setting. Stresses continuity of care through the approach to the patients and prioritization of their injuries/illnesses when advanced life support response is delayed.
Offered for Credit/No Credit only.

37 HOSE, NOZZLES AND FITTINGS 3 Units
Lecture: 2 hours
Technical and manipulative training in basic hose evolution, hose, tool and appliance handling; hose rolls and uses, and the care and maintenance of hose.
Meets Firefighter 1 certification requirements for Unit G.
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<th>Units</th>
<th>Description</th>
<th>Lecture Hours</th>
<th>Supplementary Requirements</th>
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<tr>
<td>159</td>
<td>FIRE COMMAND/ICS FOR THE VOLUNTEER FIREFIGHTER</td>
<td>1</td>
<td>Command and control techniques used at the scene of an emergency by the volunteer fire company officer. Emphasizes decision making, the art 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 Service. Offered for Credit/No Credit only.</td>
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<tr>
<td>160</td>
<td>HOSE LOADS AND USES</td>
<td>2</td>
<td>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 I.</td>
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<tr>
<td>161</td>
<td>GROUND LADDERS</td>
<td>2.5</td>
<td>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.</td>
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<tr>
<td>168</td>
<td>RESCUE</td>
<td>1.5</td>
<td>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 I.</td>
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<tr>
<td>169</td>
<td>VENTILATION</td>
<td>0.5</td>
<td>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.</td>
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<tr>
<td>170</td>
<td>CERTIFIED FIREFIGHTER I: SUPPLEMENTAL REQUIREMENTS</td>
<td>2</td>
<td>Designed to provide the certified volunteer firefighter with the advanced and supplemental training requirements necessary to upgrade their competence and certification of Certified Firefighter I.</td>
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<tr>
<td>171</td>
<td>FIRE CONTROL</td>
<td>0.5</td>
<td>Technical instruction in methods of basic fire control including protective exposures, how fire spreads, methods of extinguishing and safety precautions on fire. Meets Firefighter I certification requirements for Unit L.</td>
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<tr>
<td>172</td>
<td>FIRE STREAMS</td>
<td>0.5</td>
<td>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.</td>
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<tr>
<td>173</td>
<td>FIRE EXTINGUISHERS</td>
<td>0.5</td>
<td>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.</td>
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<tr>
<td>174</td>
<td>OVERHAUL</td>
<td>0.5</td>
<td>Technical and manipulative training in purposes and value of overhaul procedures, how hidden fires are detected; uses of carryall to remove debris and methods to restore premises. Meets Firefighter I certification requirements for Unit O.</td>
<td></td>
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<tr>
<td>176</td>
<td>PROPERTY CONSERVATION</td>
<td>2</td>
<td>Technical and manipulative training in basic salvage operations, including objectives, salvage cover operations and maintenance, protection of property, and removal of water. Meets Firefighter I certification requirements for Unit P.</td>
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<tr>
<td>177</td>
<td>FIRE PROTECTION SYSTEMS</td>
<td>0.5</td>
<td>Technical instruction in the operating principles of common fire protection systems, various smoke and fire detectors, sprinkler components, stand pipe systems and support measures for them. Meets Firefighter I certification requirements for Unit Q.</td>
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<tr>
<td>178</td>
<td>SIZE UP</td>
<td>0.5</td>
<td>Technical training in the basic considerations of size-up, priorities at emergencies and an introduction to the incident command system. Meets Firefighter I certification requirements for Unit R.</td>
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<tr>
<td>179</td>
<td>WILDLAND FIRE FIGHTING</td>
<td>0.5</td>
<td>Technical and manipulative instruction in the basics of wildland fire fighting, including progressive hose lays, terminology apparatus spread factors, and major safety considerations. Meets Firefighter I certification requirements for Unit S.</td>
<td></td>
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<tr>
<td>181</td>
<td>HAZARDOUS MATERIALS</td>
<td>0.5</td>
<td>Technical training in the basic study of hazardous materials, including definitions, label identification, placard identification, and the purpose of the D.O.T. Emergency Response Guidebook. Meets Firefighter I certification requirements for the Unit T.</td>
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<tr>
<td>182</td>
<td>FIRE INVESTIGATION</td>
<td>0.5</td>
<td>Technical instruction in the basic factors in fire cause investigation including observations, enroute, on arrival, and during a fire. Operations for investigation, recognition of and preservation of evidence, indications of arson intent, materials used, and indicators of arson. Meets Firefighter I certification requirements for Unit U.</td>
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<tr>
<td>183</td>
<td>COMMUNICATIONS</td>
<td>0.5</td>
<td>Technical training in the basics of communications including command center operations, how alarms are received and transmitted, clear text, and radio licensing and procedures. Meets Firefighter I certification requirements for Unit V.</td>
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<tr>
<td>184</td>
<td>VEHICLE EXTRICATION</td>
<td>0.5</td>
<td>Technical training in the basics of vehicle extrication using light rescue tools. Meets Firefighter I certification requirements for Unit W.</td>
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<tr>
<td>191</td>
<td>SPANISH: Beginning</td>
<td>4</td>
<td>Prerequisite: Spanish 1a with grade of &quot;C&quot; or better; two years of high school Spanish; or consent of the instructor.</td>
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</tbody>
</table>

**FORESTY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>INTRODUCTION TO PROFESSIONAL FORESTRY</td>
<td>3</td>
<td>Survey of the major U.S. forest regions and significant forest history events. Forestry practices wood utilization and applied techniques of private tree farm/woodlot management for long-term production of timber, fuelwood, Christmas trees and other resources.Forestry education, career opportunities, licensing and ethics. Field trips are required.</td>
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<tr>
<td>10b</td>
<td>CONVERSATIONAL SPANISH: Beginning</td>
<td>4</td>
<td>Prerequisite: Spanish 1a with a grade of &quot;C&quot; or better or consent of the instructor.</td>
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</tbody>
</table>

**FOREIGN LANGUAGE**

<table>
<thead>
<tr>
<th>Language</th>
<th>Course Code</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>1a SPANISH: Beginning</td>
<td>4</td>
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</table>

**DENDROLOGY**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Description</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>DENDROLOGY</td>
<td>3</td>
<td>Silvicultural and botanical characteristics, identification, classification, range, and uses of native forest species of the United States; emphasis on plants of economic importance to forest practices in California and the western United States. Field trips will be required.</td>
<td>Lecture: 2 hours</td>
<td>Laboratory: 3 hours</td>
</tr>
</tbody>
</table>
FOREST SURVEYING TECHNIQUES 3 Units
(formally 53)
Lecture: 2 hours
Laboratory: 3 hours
Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, clinometer, abney, dumpy and auto level, E-Z arc slope reducer, redy mapper, plane table and alidade, engineer's transit, theodolite, electronic theodolite, electronic distance meter and total station. Field recording techniques, laboratory computations and map drafting. Field trips will be required.

FIELD TRIPS WILL BE REQUIRED.

APPLIED FOREST INVENTORY AND MANAGEMENT 4 Units
(formally 62)
Prerequisite: Forestry Technology 153, Forestry 10 and Natural Resources Technology 160 recommended or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours
Techniques of forest inventory including cruising, scaling and evaluation; field tabulation and computation methods; location and inventory of a given forest property in the field; development property boundaries and inventory of timber and road system design for property. Field trips are required.

GEOGRAPHY

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

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

WORLD REGIONAL GEOGRAPHY 3 Units
(formally 106)
Lecture: 3 hours
Introduction to the regional geography of the world. A regional study of the people, countries, landforms, climate, religions, languages, political and economic systems, and natural resources of the world.

GUIDANCE

1 CAREER/LIFE PLANNING 2 Units
(formally 101)
Lecture: 2 hours
Designed to help students formulate and experience an organized and realistic approach to career planning. Development of awareness and objectivity in the areas of interest, skills, values, aptitudes, etc. Introduction to sources of occupational information, and occupational trends. May include administration of standardized interest, personality, and aptitude inventories.
Offered for Credit/No Credit only.

5 JOB HUNTING STRATEGIES .5 Unit
(formally 105)
Lecture: 5 hours
Development of job hunting strategies. Effective use of tools necessary in the job search including the application, resume, letter of application and interview. Primarily for the student nearing graduation or currently looking for employment.
Offered for Credit/No Credit only.

7 COLLEGE SUCCESS 2 Units
(formally 107)
Lecture: 2 hours
Designed to increase success in college by assisting students in obtaining skills necessary to reach educational objectives. Topics include time planning, communication skills, study techniques, question-asking skills, library use, and personal issues that face many college students.
Offered for Credit/No Credit only.

10 INTRODUCTION TO HELPING SKILLS 1.5 Units
(formally 110)
Lecture: 1.5 hours
An introduction to the skills basic to a helping relationship. Includes instruction in the concepts and principles, as well as experience in the use of specific skills. Designed for non-professional and para-professional helpers such as peer tutors, peer counselors, advisors, managers, supervisors, etc.
Offered for Credit/No Credit only.

15A PRINCIPLES OF LEADERSHIP 1 Unit
(formally 115a)
Lecture: 1 hour
Designed to assist students in gaining basic knowledge of leadership skills, to develop skills in principles and administration of parliamentary law, the co-curricular activity program; finances, including budgetary procedure; and group dynamics.
Offered for Credit/No Credit only.

15B PRINCIPLES OF LEADERSHIP .1 Unit
(formally 115b)
Prerequisite: Guidance 15a
Lecture: 1 hour
Further development of leadership skills with emphasis on problem solving, group dynamics and more effective time management techniques.
Offered for Credit/No Credit only.

20 TOPICS FOR PERSONAL DEVELOPMENT 1.5 Units
(formally 107)
Lecture: 1.5 hours
Lecture and investigation into issues critical to increased awareness of self. Topics directly related to three major areas of self development including self-understanding, self-management, and personal growth/health.
Offered for Credit/No Credit only.

HEALTH EDUCATION

1 HEALTH AND FITNESS EDUCATION 3 Units
(formally 101)
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.

5 CONSUMER HEALTH 2 Units
(formally 105)
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.

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

13 ADVANCED FIRST AID AND EMERGENCY CARE 3 units
(formally 115)
Skill Level Recommended: Eligibility for English 1a
Lecture: 3 hours
To develop functional capabilities of individuals who as a part of everyday experiences may be required to provide emergency first aid care prior to care by qualified medical personnel.
May be repeated three times.

15 ADVANCED FIRST AID AND EMERGENCY CARE REFRESHER .1 Unit
(formally 115)
Prerequisite: A valid certificate in Advanced First Aid
Lecture: 1 hour
A review and update 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.

20 NUTRITION 3 Units
(formally 160)
Prerequisite: One year of high school chemistry with a grade of "C" or better or Chemistry 10 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.

150 CARDIOPULMONARY RESUSCITATION .5 Unit
(formally 50)
Lecture: 9 hours total
Information necessary to develop the student's first aid knowledge, skills, and judgment to provide basic life support until the victim recovers or until advanced life support is available.
Offered for Credit/No Credit only
May be repeated three times.

155 BASIC FIRST AID .5 Unit
(formally 55)
Lecture: 3 hours
Designed as a basic course for coaches and school personnel; stresses the continuity of care through prioritization of injuries and patient assessment.
May be repeated one time.

160 COPING WITH STRESS 1 Unit
(formally 60)
Lecture: 6 hours
The nature of stress and the coping strategies that can lead to effective stress management and self regulation; combined with relaxation exercises, visualizing techniques, and demonstrations.
144 MEAT ANALYSIS
Lecture: 1.5 hours
Laboratory: 1.5 hours
Study of various grades and cuts of meat and their use in restaurant sales. Cost control and fabrication.
Field trips may be required.

146 BEVERAGE MANAGEMENT
Lecture: 2 hours
Control, distribution, planning of bar inventories and purchases, labor planning, laws.

147 BEVERAGE MANAGEMENT
Prerequisite: At least 21 years of age
Lecture: 2 hours
Laboratory: 3 hours
Study of all aspects of beverage management including federal, state and local regulations, mixology background and future of the beverage industry.
Field trips may be required.

148 HISTORY AND PRODUCTION OF CALIFORNIA WINES
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: 3 hours
An introductory course for individuals interested in parks and recreation, with exposure to park management, design, maintenance and construction; recreational aspects, job opportunities and duties.

160 INTRODUCTION TO TRAVEL - TOURISM INDUSTRY/TOUR
Lecture: 2 hours
Evolution of tourism as an industry. Survey of domestic and international travel, laws, services, communications systems, principles and procedures of group tour management and planning.
Field trips may be required.

197 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. 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 Hospitality Management. The student's employment must be related to educational or occupational goals.
Offered for Credit/No Credit only.
May be repeated for no more than a total of 16 units of credit to any units earned in any other Work Experience course.

1 INTRODUCTION TO LIBRARY RESOURCES
(Formerly 101)
Lecture: 3 hours
Laboratory: 1.5 hours
Introduction to the effective use of a library, its resources and services. Provides training in use of the card catalog, periodical indexes, major reference tools, and in developing an effective search strategy.

2 ELEMENTS OF STATISTICS
(Formerly 105)
Prerequisite: Mathematics 104 with a grade of "C" or better or second year high school algebra or consent of instructor
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of test.

2 TRIGONOMETRY
(Formerly 102)
Prerequisite: A grade of "C" or better in Mathematics 104 or Mathematics 103 or second year high school algebra and one year geometry or consent of instructor
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometrics, identities, graphs, and logarithms.

8 COLLEGE ALGEBRA
(Formerly 103)
Prerequisite: Mathematics 104 with a grade of "C" or better or equivalent high school course or consent of instructor
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
Introduction to mathematical modeling, linear equations, inequalities, systems of equations, quadratic functions, logarithmic functions, and exponential functions.

12 FINITE MATHEMATICS
(Formerly 110)
Prerequisite: Mathematics 104 with a grade of "C" or better or second year high school algebra or consent of instructor
Skill Level Recommended: Eligibility for English 1a
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming) sets, combinatorics, probability, statistics, and the mathematics of finance.

18 CALCULUS WITH ANALYTIC GEOMETRY
(Formerly 120a)
Prerequisite: Two years of high school algebra, one year of plane geometry and one-half year of trigonometry or Mathematics 8 with a grade of "C" or better.
Mathematics 10 recommended
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
An integrated course in calculus and analytic geometry including limits, continuity, differentiation and integration with applications, logarithmic functions, and exponential functions.

20 CALCULUS WITH ANALYTIC GEOMETRY
(Formerly 120b)
Prerequisite: Mathematics 18 with a grade of "C" or better or consent of instructor
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
An integrated course in calculus and analytic geometry including transcendental functions, indeterminate forms, improper integrals, Taylor's Formula, infinite series, conic sections, polar coordinates, and polar curves.

22 VECTOR AND MULTIVARIATE CALCULUS
(Formerly 120c)
Prerequisite: Mathematics 20 with grade of "B" or better or consent of instructor
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.

100 BASIC MATHEMATICS
(Formerly 50)
Lecture: 2 hours
or
Lecture: 1 hour
Laboratory: 3 hours
Basic mathematical theory and notation; arithmetic skills with introduction to algebraic expressions, equations, geometric formulas, and measurement; application of skills in a variety of contexts.
Offered for Credit/No Credit only.
101 BEGINNING ALGEBRA 4 Units
(formally 55)
Lecture: 4 hours
Activity: 3 hours
Lecture: 3 hours
Laboratory: 3 hours
Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

102 ENTRY LEVEL GEOMETRY 1 Unit
(formally 58)
Prerequisite: One Year of High School Algebra or Math 101 recommended
Laboratory: 3 hours
An introduction to the symbols and vocabulary, relations, measurement, and application involving geometric concepts.
Offered for Credit/No Credit only.

103 GEOMETRY 3 Units
(formally 60)
Prerequisite: One Year of High School Algebra or Math 101 recommended
Lecture: 3 hours
Activity: 2 hours
Lecture: 2 hours
Laboratory: 3 hours
Rectilinear figures, circles, parallels, perpendiculars, areas, similarity, constructions, logic, and proofs.

104 INTERMEDIATE ALGEBRA 4 Units
(formally 101)
Prerequisite: Mathematics 101 with a grade of "C" or better or one year of high school algebra or consent of instructor
Lecture: 4 hours
Activity: 3 hours
Laboratory: 3 hours
Study of algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; application of algebra in a variety of contexts.

MUSIC TECHNOLOGY

52a VIDEO PRODUCTION: Beginning 3 Units
(formally 152a)
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.

52b VIDEO PRODUCTION: Advanced 3 Units
(formally 152b)
Prerequisite: Media Technology 52a 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 52a and apply them to production of programs on the local public access channel.
May be repeated two times.

MUSIC

1 MUSIC FUNDAMENTALS 2 Units
(formally 100)
Lecture: 2 hours
Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training.

2 INTRODUCTION TO MUSIC 3 Units
(formally 102)
Skill Level Recommended: Eligibility for English 1a
Lecture: 1 hour
Study and analysis of music, including instrumentation, form, basic elements, and general background of styles and composers.

3 SURVEY OF MUSIC HISTORY AND LITERATURE: Ancient to 1750 3 Units
(formally 110a)
Skill Level Recommended: Eligibility for English 1a
Lecture: 1 hour
A survey of elements of style, major composers, and masterpieces of music from the Greek era through Medieval, Renaissance, Baroque, and Early Classic periods; survey from 1000 B.C. through 1750 A.D. Includes the music of Palestrina, Bach, and Handel.

4 SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to present 3 Units
(formally 110b)
Skill Level Recommended: Eligibility for English 1a
Lecture: 1 hour
A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Capland.

5 MUSIC THEORY 5 Units
(formally 120a)
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, harmonic motion, ear training and keyboard applications.
May be repeated one time.

6 MUSIC THEORY 5 Units
(formally 120b)
Prerequisite: Music 50a 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.

31a ELEMENTARY CLASS PIANO 1.5 Units
(formally 131a)
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.

31b ELEMENTARY CLASS PIANO 1.5 Units
(formally 131b)
Prerequisite: Music 31a with a grade of "C" or better or consent of the instructor
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.

36a ELEMENTARY CLASS VOICE 1.5 Units
(formally 136a)
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.

36b ELEMENTARY CLASS VOICE 1.5 Units
(formally 136b)
Prerequisite: Music 56a with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1a
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 56a.

41a INTERMEDIATE CLASS PIANO 1.5 Units
(formally 141a)
Prerequisite: Music 31b with a grade of "C" or better or consent of the 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.

41b INTERMEDIATE CLASS PIANO 1.5 Units
(formally 141b)
Prerequisite: Music 41a with a grade of "C" or better or consent of the instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of Music 41a.

46a INTERMEDIATE CLASS VOICE 1.5 Units
(formally 146a)
Prerequisite: Music 46a 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.

46b INTERMEDIATE CLASS VOICE 1.5 Units
(formally 146b)
Prerequisite: Music 46b 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.

50 SERIALS - APPLIED MUSIC (formerly 150)
Prerequisite: Audition
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.

50 APPLIED MUSIC: Guitar 1 Unit
51 APPLIED MUSIC: Keyboard 1 Unit
52 APPLIED MUSIC: Woodwinds 1 Unit
53 APPLIED MUSIC: Strings 1 Unit
54 APPLIED MUSIC: Percussion 1 Unit
56 APPLIED MUSIC: Voice 1 Unit
57 APPLIED MUSIC: Synthesizer 1 Unit

60 CHOIR 1 Unit
(formally 160)
Activity: 3-6 hours
Rehearsal and performance of music written for choirs. Repertoire includes selections of various styles. May be repeated three times.

64 JAZZ CHOIR 1 Unit
(formally 164)
Prerequisite: Audition
Activity: 3-6 hours
Study and performance of vocal jazz and improvisation in an ensemble of limited size. May be repeated three times.

65 THEATER PRODUCTION: Music Emphasis 1 Unit
(formally 165)
Prerequisite: Audition
Activity: 3-6 hours
Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. May be repeated three times.
**MUSIC**

66 COMMUNITY CHORUS 1 Unit
- Activity: 3-6 hours
- Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship.
- May be repeated three times.

69 MADRIGAL ENSEMBLE 1 Unit
- Activity: 3-4 hours
- Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods.
- May be repeated three times.

70 COLLEGE BAND 1 Unit
- Activity: 3-4 hours
- Study and performance of band repertoire of all styles.
- May be repeated three times.

72 JAZZ ENSEMBLE 1 Unit
- Prerequisite: Audition
- Activity: 3-4 hours
- Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored.
- May be repeated three times.

76 COMMUNITY ORCHESTRA 1 Unit
- Prerequisite: Audition for wind, brass, and percussion players as needed.
- Activity: 3-6 hours
- Study and performance of orchestral literature of various styles and media.
- May be repeated three times.

78 ENSEMBLE: Instrumental Emphasis 1 Unit
- Prerequisite: Audition
- Activity: 3-4 hours
- Study and performance of music for small ensemble, duets, and chamber groups.
- May be repeated three times.

**NATURAL RESOURCES**

1 ENVIRONMENTAL CONSERVATION 3 Units
- Activity: 3 hours
- Conservation of the biological and physical environment. History of the conservation movement. A case-study approach to land use practices of environmental conservation with current topics on endangered species, environmental pollution, wilderness management, energy, population, and the uniqueness of California and Alaska natural resources.
- Field trips may be required.

5 ALTERNATIVE ENERGY SOURCES 3 Units
- Activity: 10 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.

9 PARKS AND FORESTS LAW ENFORCEMENT 2 Units
- Activity: 1.5 hours
- Introduction to the ecology of fire in the mixed coniferous forest and to the use of prescribed burning as a resource management tool. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and aesthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; and the planning and implementation of a prescribed burning program in selected locations.
- Field trips will be required.

22 ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS 3 Units
- Activity: 1 hour
- Study of the field identification characteristics, habitat requirements, life history, management and the planning and implementation of a prescribed burning program in selected locations.
- Field trips will be required.

30 WILD EDIBLE AND USEFUL PLANTS 3 Units
- Activity: 10 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**

150 NATURAL HISTORY AND ECOLOGY 2 Units
- Activity: 1 hour
- Home study of the field and field ecology with emphasis on the interrelationships among plants, animals, soils, geology and climate of California. Selected topics on plant succession, terrestial, and aquatic ecosystems, organism adaptation and diversity, evolution, California's physical/biological environment, California biomes, and Sierra Nevada Life Zones.
- Field trips may be required.

152 APPLIED WILDLANDS MANAGEMENT 3 Units
- Activity: 1.5 hours
- Techniques of managing wildlands for maximum forest, 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.

155 INTERPRETIVE GUIDED TOURS 2 Units
- Activity: 1 hour
- Methods of meeting and serving diverse public groups in their social, cultural, and recreational use of wildland recreation sites.
- Field trips will be required.

160 AERIAL PHOTOGRAPHY AND MAP INTERPRETATION 2 Units
- Activity: 1 hour
- 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.

163 WATER FOR CONSUMPTION 3 Units
- Activity: 1 hour
- 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.

**PHILOSOPHY**

1 INTRODUCTION TO PHILOSOPHY 3 Units
- Activity: 1 hour
- Survey of this 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.

25 TWENTIETH CENTURY PHILOSOPHY 3 Units
- Activity: 1 hour
- 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 52)
PHYSICAL EDUCATION

1 INTRODUCTION TO PHYSICAL EDUCATION 2 Units
(formerly 101) Lecture: 2 hours
The background and principles of physical education and sports. Study of the aims and objectives of modern physical education with a view toward development of basic philosophy and background for professional education.

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

6 LIFETIME FITNESS PROGRAM 1-3 Units
(formerly 175a) Lecture: 5-1.5 hours
Laboratory: 1.5-4.5 hours
Introduction to the fundamental principles and practices of scientific exercise conditioning, nutritional requirements, weight control techniques, coronary heart disease concepts, and considerations of preventive medicine. Basic exercise routine involves the circuit training system.

7 LIFETIME FITNESS PROGRAM II 1-2 Units
(formerly 178b) Prerequisite: Physical Education 6 with a grade of "C" or better or consent of instructor
Laboratory: 3.5-6 hours
A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. May be repeated two times.

8 CARDIAC REHABILITATION PROGRAM: Phase III 1 Unit
(formerly 170) Prerequisite: Primary physician referral
Lecture: 5-1 hour
Laboratory: 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.

10 ADAPTIVE PHYSICAL EDUCATION .5-1.5 Units
(formerly 186) 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.

21 BALLET I .5-1.5 Units
(formerly 123) 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 development strength, flexibility, and coordination. May be repeated one time.

22 BALLET II .5-1.5 Units
(formerly 124) Prerequisite: P.E. 21 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 inphrasing, combinations, and stylistic elements. May be repeated one time.

23 CONTEMPORARY DANCE .5-1.5 Units
(formerly 129) Activity: 1.5-4.5 hours
Introduction to contemporary dance technique, designed to acquaint the student with the fundamentals of dance and creative movement exploration while developing strength, flexibility, and expressiveness. May be repeated one time.

24 CONTEMPORARY DANCE II .5-1.5 Units
(formerly 130) Prerequisite: P.E. 23 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 concepts. May be repeated one time.

25 JAZZ DANCE I .5-1.5 Units
(formerly 127) Activity: 1.5-4.5 hours
Introduction to the fundamentals of jazz dance, designed to acquaint the student with basic technique in a non-verbal and historical context while developing strength, flexibility, and stylistic awareness. May be repeated one time.

26 JAZZ DANCE II .5-1.5 Units
(formerly 128) Prerequisite: P.E. 25 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 one time.

27 CHOREOGRAPHY .3 Units
(formerly 117) Prerequisite: Audition and concurrent enrollment in P.E. 26 or consent of instructor
Lecture: 2 hours
Activity: 3 hours
A comprehensive exploration of choreography fundamentals through a sequential progression of movement experiences designed to develop the creative potential and provide a fuller understanding of the creative process. May be repeated three times.

28 DANCE PRODUCTION .2 Units
(formerly 156) Prerequisite: Audition and concurrent enrollment in P.E. 27 or consent of instructor
Activity: 6 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 stagings designed for concert presentation. May be repeated three times.

29 THEATRE PRODUCTION: DANCE EMPHASIS .1-2 Units
(formerly 112) Prerequisite: Audition
Laboratory: 3.6 hours
Directed activities in theatre production for public performance with a concentration in dance. May be repeated three times.

30 AEROBIC EXERCISE .5-1.5 Units
(formerly 120) Laboratory: 1.5-4.5 hours
A fitness class designed to promote cardiovascular conditioning, muscular strength and endurance, and flexibility with emphasis on the fundamental principles of exercise as a component of health. May be repeated three times.

32 BASKETBALL: MEN'S RULES .5-1.5 Units
(formerly 152) Laboratory: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. May be repeated three times.

33 BASKETBALL: WOMEN'S RULES .5-1.5 Units
(formerly 153) Laboratory: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. May be repeated three times.

34 BASKETBALL: ADVANCED THEORY AND PRACTICE .2 Units
(formerly 103) Lecture: 1 hour
Activity: 3 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball. May be repeated three times.

35 DISTANCE RUNNING .5-1.5 Units
(formerly 137) Activity: 1.5-4.5 hours
Instruction and practice in the sport of distance running with emphasis on training techniques to enable students to safely negotiate distances of two or more miles. May be repeated three times.

36 FENCING .5-1.5 Units
(formerly 132) 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 (fencing bouts) will be played. May be repeated three times.

38 GOLF I .5-1.5 Units
(formerly 134) Activity: 1.5-4.5 hours
Instruction and practice in fundamentals.

39 GOLF II .5-1.5 Units
(formerly 135) Prerequisite: P.E. 38 with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Instruction and practice in skills, rules and strategy. May be repeated two times.

40 RACQUET SPORTS .5-2 Units
(formerly 142) Activity: 1.5-4.5 hours
An introductory level course with instruction and practice in badminton and paddle tennis. Each activity is taught for nine weeks and provides the student with an exposure to the fundamentals, rules, and strategy of each. May be repeated three times.
PHYSICAL EDUCATION

42 SKIING CONDITIONING
(formally 136)
Activity: 1.5-4.5 hours
Instruction in progressive exercises and conditioning for snow skiing. May be repeated three times.

43 SKIING—ALPINE I
(formally 139a)
Activity: 1.5-4.5 hours
Instruction and practice in basic fundamentals of snow skiing on the slopes. Care and selection of equipment, terminology, and safety included. Offered for Credit/No Credit only.

44 SKIING—ALPINE II
(formally 139b)
Prerequisite: Physical Education 41 or consent of instructor
Activity: 1.5-4.5 hours
Instruction and practice in intermediate through advanced snow skiing techniques employed by the American teaching method. Classes are held on the ski slopes. Offered for Credit/No Credit only.

45 SKIING: CROSS COUNTRY
(formally 140)
Activity: 1.5-4.5 hours
Instruction and practice for skiing in the open country. Care and selection of equipment, safety, and outdoor orientation emphasized. Offered for Credit/No Credit only. May be repeated one time.

47 SOCCER
(formally 155)
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.

50 TENNIS I
(formally 143)
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals of eastern grip tennis. Emphasis on development of sound ground strokes, serve and volley. Includes rules, scoring, and game play in both singles and doubles. Tennis. May be repeated one time.

51 TENNIS II
(formally 144)
Prerequisite: Physical Education 30 with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis. May be repeated one time.

53 VOLLEYBALL I
(formally 146)
Activity: 1.5-4.5 hours
Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. Offered for Credit/No Credit only. May be repeated one time.

54 VOLLEYBALL II
(formally 147)
Prerequisite: Physical Education 33 with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play. Offered for Credit/No Credit only. May be repeated one time.

56 WEIGHT TRAINING I
(formally 149)
Activity: 1.5-4.5 hours
Instruction in use of weights and body building equipment with emphasis upon individual program development. May be repeated one time.

57 WEIGHT TRAINING II
(formally 150)
Prerequisite: Physical Education 36 with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 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 particular needs and establish a program that will help accomplishing these goals. May be repeated one time.

Intercalcal Athletics

82 VARSITY BASKETBALL
(Formerly 162)
2 Units
Prerequisite: Must be enrolled as a 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.

84 VARSITY TENNIS
(formally 154)
2 Units
Prerequisite: Must be enrolled as a 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.

86 VARSITY VOLLEYBALL
(formally 166)
2 Units
Prerequisite: Must be enrolled as a 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.

PHYSICS

1 CONCEPTUAL PHYSICS
3 Units
Prerequisite: Mathematics 101 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1a Lecture: 3 hours
A conceptual investigation of the physics of motion, energy, light and color, gravitation, vibrations and waves and an introduction to black holes.

5a GENERAL PHYSICS
5 Units
Prerequisite: Math 8 with grade of "C" or better or Math 18 with grade of "C" or better and concurrent enrollment in Math 8 or consent of instructor
Skill Level Recommended: Eligibility for English 1a Lecture: 4 hours
Laboratory: 3 hours
A general, calculus level investigation of Newtonian mechanics and fluid mechanics.

6b GENERAL PHYSICS
5 Units
Prerequisite: Physics 25 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1a Lecture: 4 hours
Laboratory: 3 hours
A general calculus level investigation of the physics of electricity and magnetism.

10 CONSTITUTIONAL GOVERNMENT
3 Units
Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
Basic principles of United States and California constitutional governments with emphasis on dynamics of the American federal systems, governmental power and sources of power at the national, state and local levels and the rights and responsibilities of democratic citizenship.

12 AMERICAN POLITICAL THOUGHT
3 Units
Skill Level Recommended: Eligibility for English 1a Lecture: 3 hours
Historical survey of American political processes, traditions and aspirations. Emphasis will be on contemporary political issues.

PHYSICAL EDUCATION | PHYSICS | POLITICAL SCIENCE | PSYCHOLOGY

14 INTERNATIONAL RELATIONS
3 Units
Prerequisite: Must be enrolled as a full-time student
Skill Level Recommended: Eligibility for English 1a Lecture: 3 hours
Dynamics of interstate relations; diplomacy and international law; international, regional, and supranational organizations; war and peace; foreign policy.

1 GENERAL PSYCHOLOGY
3 Units
Prerequisite: Must be enrolled as a full-time student
Skill Level Recommended: Eligibility for English 1a 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.

2 CURRENT ISSUES IN PSYCHOLOGY
3 Units
Prerequisite: Must be enrolled as a full-time student
Skill Level Recommended: Eligibility for English 1a 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.

25 BIOFEEDBACK AND STRESS MANAGEMENT
3 Units
Prerequisite: Must be enrolled as a full-time student
Skill Level Recommended: Eligibility for English 1a Lecture: 3 hours
Lifestyles, psychological coping strategies, communication techniques, and the philosophical contexts 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."

30 PERSONAL AND SOCIAL ADJUSTMENT
3 Units
Prerequisite: Must be enrolled as a full-time student
Skill Level Recommended: Eligibility for English 1a Lecture: 3 hours
The study of personal growth and adjustment to help prepare the individual for the lifelong understanding of self. Discussion of personality development, interpersonal relations, intimacy, stress management, family dynamics, dealing with pressures and other concerns of the individual in our society. Field trips may be required.
3 ENVIRONMENTAL INJURIES
(Formerly 103) 
Skill Level Recommended: Health Education 13 or Advanced First Aid
Lecture: 1 hour
A review of injuries caused by recreational and voluntary activities in the outdoors, including heat, cold, water, altitude, and animal-caused injuries.

5 MOUNTAIN MEDICINE
(Formerly 105) 
Skill Level Recommended: Health Education 13 or Advanced First Aid
Lecture: 1 hour
Review of common injuries and illnesses encountered in the outdoors. Emphasis on improvised treatment of trauma 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.

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

9 COLD WEATHER SURVIVAL
(Formerly 109) 
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.

10 INTRODUCTION TO SEARCH THEORY
(Formerly 110)
Lecture: 2 hours
An overview of current search theories as developed by the National Park Service and the National Association for Search and Rescue. National Association for Search and Rescue Certification available to the student. May be repeated two times.

14 TRACKING AND SIGN CUTTING
(Formerly 114) 
Lecture: 1 hour
An overview of current tracking theories and techniques as developed by the U.S. Border Patrol. Displayed for Credit/No Credit only.
Field trips may be required.
May be repeated three times.

15 SEARCH AND RESCUE DOGS
(Formerly 116) 
Lecture: 1 hour
Designed to familiarize search and rescue personnel with the latest uses and limitations of Search and Rescue dogs; updated 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.
May be repeated three times.

34 HELICOPTER OPERATIONS
(Formerly 134) 
Lecture: 1 hour
The role of the helicopter in rescue situations with emphasis on the role of ground rescue personnel. Helicopter safety rules, interagency helicopter request information and procedures, selecting a landing zone, evaluations, inserts, crash procedures, and communications.
Offered for Credit/No Credit only.

50 LOW ANGLE ROPE RESCUE
(Formerly 150) 
Lecture: 1.5 hours
Instruction in techniques used to evacuate injured or trapped people in less than vertical terrain settings. Topics include knots, anchor systems, rescue of ambulatory and nonambulatory persons. This course meets certification requirements from the California State Fire Marshal's Office in Low Angle Rope Rescue.
Offered for Credit/No Credit only.
May be repeated three times.

51 RAPPELLING SAFETY/TOUR RESCUE FOR THE FIRE SERVICE
(Formerly 151) 
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.
May be repeated three times.

52 SWIFITWATER RESCUE
(Formerly 136) 
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 IV Whitewater while working to assure the safety of the rescuers.
Offered for Credit/No Credit only.
May be repeated two times.

53 VEHICLE EXTRICATION
(Formerly 155) 
Lecture: 1 hour
Designed to update the rescuer with the use of the Hurst Tool and Black Hawk Extrication kits; hands-on instruction on the latest 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.
May be repeated three times.

56 EMERGENCY TRENCH SHORING
(Formerly 156) 
Laboratory: 1 hour
Pre-planning, size-up and management of the trench rescue. Hands-on experience in emergency shoring techniques. (The course meets or exceeds latest CAL-OSHA and California State Fire Training requirements in trench rescue procedures.
Offered for Credit/No Credit only.
May be repeated two times.

58 RESCUE SYSTEMS I
(Formerly 158) 
1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue, building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools.
This course meets or exceeds requirements from the California State Fire Marshal's Office and the Federal Emergency Management Agency in Rescue Systems I: Fundamentals of Heavy Rescue.
Offered for Credit/No Credit only.
May be repeated three times.

59 HEAVY RESCUE INSTRUCTOR TRAINING
(Formerly 159) 
Prerequisite: Search and Rescue 58 or consent of instructor
Lecture: 1 hour
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.
May be repeated three times.

60 FUNDAMENTALS OF HEAVY RESCUE
(Formerly 158) 
1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue, building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools.
This course meets or exceeds requirements from the California State Fire Marshal's Office and the Federal Emergency Management Agency in Rescue Systems I: Fundamentals of Heavy Rescue.
Offered for Credit/No Credit only.
May be repeated three times.

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

188 SPEED READING
(Formerly 88) 
Laboratory: 3-6 hours
Designed to help competent readers improve their reading rate.
May be repeated one time.

196 PEER TUTORING
(Formerly 90) 
Laboratory: 3 units
Provides students with an opportunity to give academic assistance to other students. Required for any student interested in tutoring for the college.
Offered for Credit/No Credit only.
May be repeated one time.

250 WRITTEN LANGUAGE DEVELOPMENT
(Formerly 50) 
3 Units
Prerequisite: Verified learning disability
Lecture: 1 hour
Designed for students with learning disabilities who have difficulty succeeding in a traditional classroom. Presents a precise systematic approach to learning basic communication skills including instruction in phonics, vocabulary building, English speech patterns, reading and writing. The emphasis will be on the development of compensatory strategies for particular skills of compensatory strategies for particular skills deficits.
May be repeated three times.

251 DIAGNOSTIC LEARNING LABORATORY
(Formerly 51) 
Prerequisite: Verified learning disability
Laboratory: 3 hours
Individualized assistance in analyzing study problems and selecting and applying suitable learning strategies necessary for academic success in college courses.
Offered for Credit/No Credit only.
May be repeated three times.
187 VOCABULARY DEVELOPMENT

Lecture: 3 hours

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

SOCIOLOGY

See Page 33 for Human Services Certificate Requirements

1 INTRODUCTION TO SOCIOLOGY

Laboratory: 3-6 hours

Introduction to the principal concepts and methods of sociology; survey of interactions, interrelationships and processes of society, such as culture, socialization, stratification, minority, primary and secondary groups, social change.

2 AMERICAN SOCIETY: SOCIAL PROBLEMS AND DEVIANCE

Laboratory: 3 units

Social concerns, such as family disorganization, religious conflicts, educational irregularities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems will be studied from the social institutions and social deviance perspectives.

12 FAMILY, MARRIAGE AND THE INDIVIDUAL

Laboratory: 3 units

Analysis of kinship and family structure, roles and relationships within the family. Assessment of the contemporary society on the American family.

28 DEATH AND DYING

Laboratory: 3 units

Study of death issues and evidence; the elements of logic; analysis of others’ arguments; oral presentation of arguments.

50a SIGN LANGUAGE

Laboratory: 2 units

Developing receptive and expressive skills in sign language, including skills in finger spelling. Receptive skills emphasized. The sign language system emphasized is American Sign Language (ASL). Pigeon Signed English (PSE) and Signing Exact English (SEE) will be discussed.

50b SIGN LANGUAGE

Laboratory: 2 units

Development of advanced level receptive and expressive skills in conversational sign language and finger spelling.

97 WORK EXPERIENCE AS A TEACHER AIDE

Laboratory: 2 units

Preparation for teacher aide duties that assist teachers in the classroom learning process with emphasis on the school environment as the place for learning.

155b TEACHER AIDE TRAINING: Advanced

Laboratory: 1.5 hours

Prerequisite: Teacher Aide Training 155a with a grade of "C" or better or consent of instructor

Laboratory: 3 hours

Preparation for teacher aide duties that assist teachers in the classroom learning process with emphasis on the school environment as the place for learning.

165 READING FUNDAMENTALS FOR TEACHER AIDES

Laboratory: 2 units

Principles of teaching reading and the role of a teacher’s aide. Includes approaches to reading, development of reading lessons, word analysis, including phonics; use of manipulative aids; and individualized skill development. Some field trips to local elementary schools in lieu of regular class meetings will be required.

97 WORK EXPERIENCE AS A TEACHER AIDE

Laboratory: 2 units

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

155b TEACHER AIDE TRAINING: Advanced

Laboratory: 1.5 hours

Prerequisite: Teacher Aide Training 155a with a grade of "C" or better or consent of instructor

Laboratory: 3 hours

Preparation for teacher aide duties that assist teachers in the classroom learning process with emphasis on the school environment as the place for learning.

155b TEACHER AIDE TRAINING: Advanced

Laboratory: 2 units

Prerequisite: Teacher Aide Training 155a with a grade of "C" or better or consent of instructor

Laboratory: 3 hours

Preparation for teacher aide duties that assist teachers in the classroom learning process with emphasis on the school environment as the place for learning.

165 READING FUNDAMENTALS FOR TEACHER AIDES

Laboratory: 2 units

Principles of teaching reading and the role of a teacher’s aide. Includes approaches to reading, development of reading lessons, word analysis, including phonics; use of manipulative aids; and individualized skill development. Some field trips to local elementary schools in lieu of regular class meetings will be required.

97 WORK EXPERIENCE AS A TEACHER AIDE

Laboratory: 2 units

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.
3 ADVANCED ARC WELDING TECHNIQUES
(formerly 103)
Prerequisite: Welding Technology 1 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.

60 PRACTICAL LABORATORY
(formerly 160)
Prerequisite: Welding Technology 3 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.

97 GENERAL WORK EXPERIENCE 1-3 Units
Prerequisite: Employment must be approved by Work Experience Coordinator. Must be enrolled in at least seven units including Work Experience. During Summer Session must be enrolled in at least one other course.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in order to develop good work habits, responsibility, and positive job attitudes in real life work situations. The student's employment need not be related to the student's educational and/or occupational goal.
A student may not enroll in both General and Occupational Work Experience concurrently. A maximum of 16 semester credit hours may be granted during the student's enrollment in any community college.
Offered for Credit/No Credit only.
May be repeated for no more than a total of 6 units of credit.
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