THE COLLEGE COMMITMENT

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

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

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

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

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

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

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

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

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

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

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

Finally, we believe that if the student recognizes the commitment that Columbia College has made and the student is willing to give to the college in return, the student's education will be positive, enjoyable and provide a lasting foundation for continued growth.
FACULTY
(Date of District appointment follows name.)

DENNIS L. ALBERS (1983)
B.S., M.S., Ph.D., University of Nebraska
Mathematics, Physics

DAVID E. ALFORD (1989)
A.B., M.A., Stanford University
Humanities, Philosophy, Political Science

JACKIE D. APPLETON (1980)
A.A., University of California, Davis
Coordinator, Child Development Center

DENNIS P. AYE (1985)
B.A., St. Ambrose College
Physical Education, Basketball Coach

JOEL C. BARBER (1967)
A.A., Williams University
Art

JOSHUA E. BIGELOW (1981)
A.A., Columbia College
Physical Education

ELSIE M. BRUNO (1980)
S.S., University of California, Los Angeles
Counselor, Articulation Officer
M.S., California State University, Los Angeles

DALE L. BUNSE (1979)
B.A., Williams College
M.F.A., Arizona State University

ROSS A. CARKEET, JR. (1968)
A.A., Modesto Junior College
B.S., University of California, Berkeley
M.S., California State University, Humboldt

JOHN R. CARTER (1984)
B.M., Chapman College
Music

W. DEAN CUNNINGHAN (1979)
B.A., Duane College
M.A., Illinois Wesleyan University
S.L.B., Arizona State University

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

RONALD L. ERICKSON (1981)
Hospitality Management

ROBERT H. GIBSON (1970)
A.A., Graceland College
B.A., Central College
M.A., Calif. State University, San Jose
S.D., University of Central Arizona

ARLENE S. GIORDANO (1976)
A.B., Hunter College
M.A., Ph.D., University of California, Berkeley

PHYLIS T. GREENLEAF (1962)
B.S., Tufts University, Massachusetts
M.Ed., School of Education, Massachusetts

LAUREL M. GRINDY (1990)
B.A., M.A., California State University, Stanislaus
Mathematics

JON M. HAGSTROM (1982)
B.A., Shanta College
A.A., California State University, Chico
M.A., University of the Pacific

DELORES A. HALL (1987)
B.S.N., M.S.N., University of South Carolina
College Nurse

PATRICIA HARRISON (1982)
Learning Disabilities
B.S., M.A., California State College, Stanislaus

ROD D. HARRIS (1979)
A.A., Fort Sill U.S. Army College
B.A., M.M., Pacific Lutheran University
Ph.D., University of North Texas

MICHAEL N. HILL (1980)
A.A., Sacramento City College
B.S., California State University, Sacramento
M.A., California State University, Chico
Ph.D., Colorado State University

GERALD L. HODGE (1988)
B.S., Pepperdine University, Los Angeles
M.A., University of California, Los Angeles

TERRY J. HOFF (1974)
B.A., University of California, Berkeley
M.A., Mills College

TOM G. HOLST (1974)
A.B., Augsburg College
M.A., University of the Pacific

NANCY T. HORNBERGER (1970)
B.A., University of Rochester
M.A., University of the Pacific

DOUGLAS E. KOTAREK (1974)
B.S., M.B.A., Northern Illinois University
Business/Economics

RAYMOND D. LIEBLICH (1981)
B.S., Bowling Green State University
M.A., California State University, Los Angeles

PAUL W. LOCKMAN (1981)
A.A., Foothill Junior College
B.A., M.A., California State University, Fresno

FRANCIS T. LYNN (1989)
Program Coordinator,
B.B.A., University of San Francisco

JAMES R. MENDONSA (1983)
Counselor

JOHN C. MINOR (1970)
B.A., University of Washington

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

DAVID G. PURDY (1971)
B.A., California State University, San Jose
M.A., California State University, Fresno

ALLAN RAMSARAN (1980)
B.A., M.S., Pepperdine University

JOHN G. ROGERS (1981)
B.A., California State University, San Jose

MELBORN N. SIMMONS (1969)
B.S., M.S., University of Arkansas

RAYMOND L. STEIJEN (1970)
Director of
B.A., University of California, Santa Barbara
Library Services/IMC

B.A., University of California, Los Angeles

B.S., M.A., University of the Pacific

M.A., University of California, Los Angeles

M.A., Mills College

M.A., University of the Pacific

M.A., University of California, Davis

M.A., University of California, Los Angeles

M.A., University of California, Berkeley

M.A., University of California, Berkeley
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHESTER H. PALMER</td>
<td>English/Speech</td>
</tr>
<tr>
<td>HARVEY B. ROHDES</td>
<td>President</td>
</tr>
<tr>
<td>RICHARD H. ROGERS</td>
<td>Business</td>
</tr>
<tr>
<td>JOHN R. ROSS</td>
<td>Health Education, Health Occupations, Search and Rescue (1957-1987)</td>
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<tr>
<td></td>
<td><strong>CLASSIFIED STAFF</strong></td>
</tr>
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<td></td>
<td><strong>(Date of District appointment follows name.)</strong></td>
</tr>
<tr>
<td>KATHLEEN L. ABBOTT</td>
<td>Fiscal Services</td>
</tr>
<tr>
<td>ROSS L. ALDRICH</td>
<td>Specialized Business Services</td>
</tr>
<tr>
<td>SIGRID A. ANDERSEN</td>
<td>Performing Arts Production Technician</td>
</tr>
<tr>
<td>WENDY ARCHER</td>
<td>Instructional Assistant, Disabled Student Services</td>
</tr>
<tr>
<td>SHERRYL A. BAHTEN</td>
<td>Book Store Manager</td>
</tr>
<tr>
<td>CANDY BAILLEY</td>
<td>Financial Aid Technician</td>
</tr>
<tr>
<td>MERLIN BART</td>
<td>Lab Technician, Vocational Ed.</td>
</tr>
<tr>
<td>JUDY BASSI</td>
<td>Program Assistant-Career/Transfer Technician</td>
</tr>
<tr>
<td>DORYENE M. BENTLEY</td>
<td>Coordinator, Instructional Materials Center</td>
</tr>
<tr>
<td>CASEY BONAVIA</td>
<td>Instructional Aide Mathematics</td>
</tr>
<tr>
<td>DEBORAH K. BOSWELL</td>
<td>Typist Clerk, Disabled Student Services</td>
</tr>
<tr>
<td>L. C. CRAIN</td>
<td>Custodian</td>
</tr>
<tr>
<td>JOHN CURTIS</td>
<td>Executive Secretary, Dean of Student Services</td>
</tr>
<tr>
<td>MADELINE CURTIS</td>
<td>Specialist, Admissions and Records</td>
</tr>
<tr>
<td>JOHN CURTIS</td>
<td>Custodian</td>
</tr>
<tr>
<td>DOROTHY A. DANZ</td>
<td>Executive Secretary, Dean of Student Services</td>
</tr>
<tr>
<td>JENADDOW</td>
<td>Specialist, Admissions &amp; Records</td>
</tr>
<tr>
<td>DENISE F. DEATSCH</td>
<td>Secretary, Instruction office</td>
</tr>
<tr>
<td>TERRILL O. DEATSCH</td>
<td>Grounds Maintenance and Transportation Specialist</td>
</tr>
<tr>
<td>CYNTHIA K. FRAGUERO</td>
<td>Bookstore Buyer, Bookstore</td>
</tr>
<tr>
<td>STEVEN FROST</td>
<td>Custodian</td>
</tr>
<tr>
<td>WILLIAM J. GAINER</td>
<td>Equipment Mechanic</td>
</tr>
<tr>
<td>HAZEL GARAVENTA</td>
<td>Instructional Aide, Business</td>
</tr>
<tr>
<td>DORIS I. GOLDSON</td>
<td>Secretary, Library/Media Services</td>
</tr>
<tr>
<td>LINNETT C. GREELEY</td>
<td>Library/Media Coordinator</td>
</tr>
<tr>
<td>MICHELE GRIFFITH</td>
<td>Tutoring Center Technician</td>
</tr>
</tbody>
</table>

This edition of the catalog is dedicated to the memory of Jim Hasting — teacher, colleague, friend.
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

BOB DRAECK, Service Writer
Mother Lode Motors

STEVE KOEHLER, Auto. Tech. Instructor
Bret Harte High School

GREG ONASCH, Owner
Marty's Auto Service

FERD SCHROEDER, Service Manager
Hammond Ford

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

ED SUNDAY, Owner
Sun Automotive

BUSINESS

LYNN BRADSWAY, Medical Records Supervisor
Sonora Community Hospital

KAREN ETHIER, Business Instructor
Sonora Union High School

JUDY GORMELEY, Manager of Materials
Contract Manufacturing

LINDA GRANT, Office Services
Stanislaus National Forest

BEN GARCIA, Community Resource Manager
Sierra Conservation Center

CLAY MADDOX, Accountant
Sonora Union High School

GEORGE PERRY, A.O.P. Instructor
Sonora Union High School

MELODY PERRY, Administrative Assistant
Sonora Medical Group

SHIRLEY PHILSON, Employment Program Rep.
Employment Development Department

MARILYN RICHARDS, Secretary
California Department of Forestry

PATRICIA SAKASITZ, Office Manager
Foothill Medical Group

CARDED RELABILITABION

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.

DIXIE HUKARI, R.N.

GARY JOHNSON, M.D.

JAMES MOSSON, M.D.

JOAN RIOS, R.N.

TERRIL SPITZE, M.D.

TODD STOLP, M.D.

CHARLES WALDMAN, M.D.

CHILD DEVELOPMENT PROGRAM

CELESTE BOYD, Director of Instruction
Tuolumne County Schools

PIERKKO DYER, Director
Summerville Parent/Nursery School

NANCY FELDMAN, Home Economist
University of California

MELINDA FRASER, Teacher
Infants/Child Enrichment Services

LOLITA GRIFFIN, Coordinator
Senior/Youth Partnership

ALICE PAXTON, 7th County Consortium for Special Education

DONNA REHDER, Teacher
Discovery Preschool

MARGARET SMITH, Director
A-TCAA Head Start

KATHY SULLIVAN, Director
Discovery Preschool

EVELYN THOMPSON, Executive Director
Infants/Child Enrichment Services

JUNE YAPP, Director
Yapp's Learning Center

COMPUTER SCIENCE

BOB BECK, Accountant

DWAYNE MC DONALD, Assistant Superintendent
Tuolumne County Schools

ALLEN SPENCER, Superintendent/Computer Specialist, United States Forest Service

JIM WAGONER, Data Processing/Instructor
Mother Lode Data Service

JERRY YOUNGSTROM, President
Seasoft Corporation
COLUMBIA COLLEGE

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

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

Campus and Facilities

Campus buildings are planned around San Diego Reservoir from which wooded foothills join the rugged majesty of the Sierra Nevada. In keeping with the historic atmosphere of the Mother Lode Region, the design concept of the campus is in the architectural style of early California during the Gold Rush Days. In this unusual and picturesque setting, the College is committed to a comprehensive program of academic and occupational education which focuses on the worth and dignity of each student. The Columbia College Child Development Center opened its doors on campus for Spring 1991. In addition to providing child care for preschool and kindergarten children of students and staff, the center serves as a laboratory for students in the college's Child Development Program.

During the 1991-92 academic year, Health and Physical Education personnel and programs will be moving into a new multi-use sports and fitness complex with a domed roof and a second floor (mezzanine) running and exercise area. The main floor will include a lobby-student lounge area, faculty offices, classrooms, human performance laboratory, locker rooms, and a central sports activity floor area. The latter area will accommodate physical education classes as well as competitive events for athletic teams. The main floor area will also be suitable for concerts and various presentations in the entertainment field.

Well planned and long awaited, the new multi-use sports complex will be an outstanding addition to the college campus and to the community at large.

Accreditation

Columbia College is accredited by the Accrediting Commission for Junior Colleges, Western Association of Schools and Colleges. The College is listed in directories of the United States Office of Education, the American Council on Education, and the Western Association of Schools and Colleges. Appropriate lower division courses completed at Columbia College will be accepted with full credit upon transfer to California State Universities and other four year colleges.

College Functions

Columbia College is committed to meeting the postsecondary educational needs of the community through the following functions. Students may earn an Associate Degree or Vocational certificate or both upon completion of specific requirements outlined in this catalog.

• General Education
To provide programs in the Humanities, Natural Sciences, Social Sciences and Physical Education to satisfy requirements for transfer to upper division institutions; to develop the knowledge and skills, and attitudes and values that characterize informal, responsible, citizenship; to offer intellectual and cultural enrichment; and to promote mental and physical well-being.

• Vocational Education
To provide courses and programs to prepare students directly for employment, to update skills and knowledge, to meet the specialized training needs of the local community, and to facilitate transfer to other postsecondary institutions.

• Remedial Education
To assist the student in acquiring those basic competencies needed for effective participation in other College Programs.

• Student Services
To provide a comprehensive program of support services designed to facilitate student access to the College; to assist students in educational and career planning; and to help ensure successful completion of their personal goals.
Community Services
To serve the educational and cultural needs of the community at large by offering noncredit and fee-funded courses and self-supporting cultural activities and events; by making College facilities available to community groups; and by providing information regarding College programs, personnel and activities to the media and the general public.

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

Open Class Policy
Unless specifically exempted from statute, every course, course section, or class, the average daily attendance of which is to be reported for state aid, is open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established. Exception to this policy will be made where health, safety, legal requirements, or the facility is a limiting factor in the conduct of the course. Students denied enrollment by this policy may appeal to the Dean of Student Services.

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

Es las reglas del Yosemite Community College District no negar al estudiante acceso a ningún servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma inglés tampoco será un obstáculo para la matriculación.

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. (District Policy 5028)

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

Eligibility
Grades 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. Students must request any 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 a California high school district not affiliated with a community college district.
2. Is a student whose legal residence is in another state and pays the out-of-state fee.
3. 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 who 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 calendar year and one day prior to the first day of instruction.

Non-residents of California, including international students, are required to pay an out-of-state tuition fee of $102.00 per unit plus the $5.00 per unit registration and required health fees (fees are subject to change).

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.

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 and returning 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 students with no prior college credit are REQUIRED to participate in the matriculation program, GOLD. Exceptions: 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 a group orientation session where College services and programs are explained
• receive academic advisement in developing a program of studies based upon the chosen major and goals

Notice 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 continuation may be canceled.

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

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

Applications are required to submit the following information in English for admission to Columbia College:
(1) Submit the following information by April 1st for Fall admission to:
   International Education Research Foundation
   Credentials Evaluation Service, Inc.
   P.O. Box 66940
   Los Angeles, CA, 90041
(2) Submit the following information by May 1st for Fall admission to Columbia College:
   (a) TheCOLUMBIA COLLEGE INTERNATIONAL STUDENT SUPPLEMENTAL APPLICATION FOR ADMISSION;
   (b) Original results of the TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) if your native language is other than English (Citizens of Canada, Great Britain, Ireland, Australia and New Zealand whose native language is English are exempt from taking the TOEFL). A minimum score of 480 is required.
   (c) Evidence of satisfactory financial support by submitting a notarized letter from your funding source(s) indicating total income and capability to support you under any and all circumstances while enrolled at Columbia College and provide a written guarantee from the bank of your funding source(s) stating the current account balance(s) in U.S. dollars;
   (d) Two letters of recommendation, one of which must be from a teacher with whom you have studied recently attesting to your ability to do college work;
   (e) The PHYSICIAN'S CERTIFICATE OF HEALTH (this form must be completed by a licensed physician and show immunization clearance examination).

(1) Evidence of a sickness and accident insurance policy (if proof is not provided, applicant, if accepted, must purchase the Columbia College International Student Sickness and Accident Insurance prior to registration);
(2) The name of a California sponsor who resides within a 150 mile radius of Columbia College (the Sponsor's Certificate form must be completed by your sponsor). If assistance is needed in locating a sponsor, upon your request the college will refer you to the local sponsoring organization.

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

Available in the Schedule of Classes

* an orientation via video will be available for off-campus sites
Upon completion of all application requirements listed above by the deadline date, each applicant for admission will be given equal consideration along with all other qualified applicants. If admitted, the I-20 form and information requesting travel plans will be mailed. The I-20 form must be presented to the appropriate officials in order to obtain an F-1 (Student) Visa and enter the United States. See admission of non-resident students for fees.

A college counselor serves as advisor to international students. This college is authorized under federal law to enroll non-immigrant alien students (F1 Visa).

Admission of High School Students
High school students in their junior or senior year, upon written authorization of their principal and approval of the College, or those holding a Certificate of Proficiency, may enroll in Columbia College classes. Parental authorization must be provided for students in less than junior standing.

Counseling Services
Counselors are available by appointment during the day and evening. They also have some available drop-in hours scheduled during the day. Professional counselors assist students with academic planning, determining vocational goals and resolving personal and social problems. When appropriate, testing services to evaluate occupational interest or aptitude are provided by counselors. Counselors may refer students to other services provided by the College or other agencies.

/** FINAL SELECTION OF CLASSES AND COMPLETION OF PROGRAM REQUIREMENTS ARE THE RESPONSIBILITY OF THE STUDENT. **/

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

Students who need help to meet the expenses of going to college, i.e., tuition and fees, housing, food, books, supplies, transportation, and personal incidentals may obtain applications in the Financial Aid office from January 15, 1991, through February 1, 1992. Eligibility is based on financial need and satisfactory academic progress and is distributed on a first-come, first-served basis, contingent upon availability of funds.

In compliance with Federal regulations, a detailed Financial Aid Handbook is available in the Financial Aid Office.

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

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

The standard application which may be obtained from the Scholarship Office is used to determine a student's eligibility for most of the awards. If a special application is required for a specific scholarship, it will be noted. Selection is generally based on one or more of the following criteria: grade point average, financial need, major, units completed, attendance in extracurricular activities, employment and/or homemaking. Awards are given to students pursuing goals in most every major, certificate or transfer program offered and are available for new, continuing, returning, and transferring students.

Food Service
Food Service is located on the lower level of the Learning Resource Center.

The Cellar Restaurant is open Monday through Thursday serving a daily hot lunch special. Breakfast, lunch, and dinner are available Monday through Thursday and until 2:00 p.m. on Friday in the school cafeteria.

Extended Opportunity Programs and Services
The program is funded by grants to the City College of San Francisco and matches available students with academic, vocational, and personal counseling and tutoring services to enhance their learning skills and provide assistance in meeting educational needs.

Eligibility Criteria:
Economically disadvantaged students must be eligible for the Board of Governors Grant to qualify for EOPS.

Educationally disadvantaged students must qualify in one of the following ways:
1. Does not meet eligibility for degree level Math or English on the ASSET Test.
2. Did not graduate from High School or obtain a GED.
3. Was below a 2.5 GPA in high school.
4. Previously enrolled in a remedial class in high school or college.

Services available include:
- Direct Financial Aid—grants, book grants, and work study
- Priority Registration—special registration assistance
- Book Service Program—$100 for books without applying for financial aid
- Tutoring—EOPS students are eligible for free unlimited tutoring
- Counseling—academic, vocational, and personal
- Counseling—academic, vocational, and personal
- Transferring—assistance in applying to four-year institutions
- Apply for EOP&G through the Financial Aid Office or the EOPS Center.

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

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

Diploma and Certificate Replacement
Students requesting replacement of diplomas and certificates will be assessed the following fee:
- CERTIFICATES—$5.00
- DIPLOMAS—$10.00

Columbia College Transcripts
- Upon WRITTEN request from the student to the Admissions and Records Office, two Columbia College transcripts will be issued without charge. This includes official and unofficial copies.
- Additional transcripts are $3.00 each.
- Transcripts will NOT be forwarded for students who have 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. Exceptions: 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 and/or high schools.

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

Enrollment and Grade Verification
A $3.00 fee will be assessed for the following:
- Educational verification for employment
- Child care provider, enrollment verification
- Enrollment and academic status verification for insurance purposes
- All other verification of enrollment or academic status.

Privacy Rights of Students
All student records of Columbia College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

All students, including former students, have the right to review their records and the right to challenge the content of their records if, in their opinion, the records contain material that is incorrect, inaccurate or otherwise inappropriate. The Dean of Student Services is the official to be contacted by any student desiring to exercise the right to access and challenge.

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


Change of Official Records
Students requesting a change of name or social security number on official records must present legal documentation verifying the requested change.

Learning Skills Center
The Learning Skills Center offers individual learning programs to enhance the background of any student wishing to improve vocabulary, reading, writing, spelling, or math skills.

Tutoring
Peer tutoring assistance is available to students in the following areas: EOPS Office, Learning Skills Center. Students desiring tutoring should contact either of these areas.
Disabled Student Services
The Disabled Student Services Program is designed to provide access to educational programs and activities for students with disabilities. The College has made changes in campus design to allow the disabled students access to the College campus.

Services offered:

- Physical Disabilities
  - Disabled parking, limited to those students possessing DMV placard or plates, 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, academic tutoring.

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

- Illness or accidents occurring on campus should be reported immediately to the College nurse or any administrator.

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

- Student Identification Cards
  - Carry on person while on campus
  - Required for use of student services
  - New student cost $5.00 per semester
  - Continuing student cost $2.00 renewal

  - Refunds of card fee granted only on submission of card and completed College Withdrawal Form. Refund maximum fee of $2.00
  - Community and college business discounts available upon presentation of the card

Student Activities
Social events, club activities, community projects, and cultural events are developed through the College student activity program.

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

Intercollegiate Activities
The College is a member of the Coast Valley Conference. To be eligible to participate in intercollegiate athletics, a student must be enrolled in at least 12 units of credit each semester. To be eligible the second year, the athlete must attain a cumulative 2.0 GPA the first year.

Career Center/Transfer Center
The Career Center, located within the Counseling area adjacent to the Learning Skills Center, offers materials and services to assist students with career information.

- The Center maintains a variety of resources including occupational publications, newsletters, college catalogs, and Eureka, a computerized vocational/educational information system.

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

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. Thirty-minute parking spaces are provided for nonstudent visitors conducting short-term business on campus. Various fines will be levied against the public and students for campus traffic or parking violations. Daily or semester fees are charged for parking on campus.

Library
The Columbia College Library is a center for study, class research, and leisure reading, and welcomes use by students, staff and community members. The Library’s collections include nearly 30,000 books, current subscriptions to 300 magazines and six newspapers, pamphlets, maps and art prints. Available in the Audio-Visual Department are more than 5,000 cassette tapes of popular, folk, and classical music, local oral history, and 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 on Interlibrary Loan materials not in the College Library. As a member of the Central Association of Libraries, the Library has quick access to the collections of more than 50 libraries. This service is available to students, community residents, and college staff.

The Library is open when the college is in session 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.

Child Care Facility
The facility is licensed for 30 children at any one time; however, due to college schedules, about 40 to 50 children will be in and out of the program daily.
Housing ...

Designed For The Student

Student Housing
A student housing complex is located on campus. The facility is designed as cluster apartments and is partially furnished including a kitchenette. Four students may be housed in each apartment. Additional information is available 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 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 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.

Typical Floor Plan.

- Coin operated washer/dryer facilities on the premises.
- Utilities (except telephone) are included with the rent.

Suites for the disabled are provided in the manager’s building allowing wheelchair access to rooms.

Outdoor volleyball, basketball, lighted tennis courts and a jogging course (PAR) are available to residents.
ACADEMIC POLICIES AND PROCEDURES

Catalog Rights
- A student will be held responsible only for the policies and requirements designated in the catalog for the academic year in which the student completed the first credit course.
- Student's catalog rights begin with the semester in which the student completes the first credit course.
- Continuation of attendance is defined as completion of at least one credit course per academic year (July 1–June 30) at Columbia College.
- A student has ONLY four (4) years to complete the requirements for graduation and certificate requirements as defined in the catalog.
- A student who has not met the educational goal at the end of the four years must select a subsequent catalog.

Unit of Credit
A "unit of credit" is earned on the basis of one hour of lecture-recitation per week or a minimum of three hours of laboratory per week during a semester. It is common to find courses composed of learning activities resulting in combinations of lecture-recitation, independent and tutorial study, or directed and individual laboratory experiences. In all cases these are to be equated with the unit of credit.

The following terms are synonymous in expressing a unit of credit: semester unit, semester hour, class hour, credit and credit hour.

Columbia College operates on a semester system.

Conversion of Units
To convert quarter and semester units of credit, the following methods of computation are used:
1. Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds.
2. Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half.

Prerequisites
Course prerequisites or skill level recommendations are intended to ensure that the student will have sufficient preparation before entering a course and to assure a reasonable chance for success. Knowledge of course prerequisites is the student's responsibility.

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

Grading System
Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course the instructor will explain the course objectives and the basis upon which grades will be determined by one of the following symbols:
- A - Excellent
- B - Good
- C - Satisfactory
- D - Passing, Less Than Satisfactory
- F - Failure
- W - Withdrawal From Course
- I - Incomplete
- CR - Credit (At Least Satisfactory)
- NC - No Credit (Less Than Satisfactory)
- RD - Report Delayed

IP - In Progress
IP - In Progress

Grades

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

\[
\text{GPA} = \frac{\sum (\text{grade points} \times \text{units})}{\text{total units attempted}}
\]

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

- 5 units A x 4 = 20 grade points
- 4 units B x 3 = 12 grade points
- 3 units C x 2 = 6 grade points
- 2 units D x 1 = 2 grade points
- 2 units F x 0 = 0 grade points

Total = 40 grade points

GPA = 40 grade points

IP - In Progress

Incompletes
A grade of "I" (In Progress) may be given for an incompletely completed course. The student's permanent record will reflect an IP grade. The result in this example is a GPA of 2.50.

Incomplete and Dismissal
A student who has earned a grade of "I" may request the course to be dropped. The instructor must determine if the student has made sufficient progress to earn a grade. The student's permanent record will reflect an IP grade. If the student's progress is unsatisfactory, the student will be placed on probation.

Adding A Course
To add a class, students must complete an Add Form and pay the appropriate fee. Students must have the instructor's written approval. Adding a course will be allowed.

IP - In Progress

Dropping A Course
A student may drop a course or reduce the number of units in a course during the first ten (10) days of instruction, during days 6 through 10, students must have the instructor's written approval.

Grading System
A student may drop a course or reduce the number of units in a course during the first four weeks of instruction. The student or the student's program of attendance without a grade being recorded. From the fifth week to the last day to drop without penalty, a student may drop a course and a grade of "W" will be recorded on the student's transcript of record providing the student has officially withdrawn from the course.

The last day to withdraw without penalty for all full- term credit courses shall be the last day of the term in which the student withdraws. When dropping courses, IT IS THE STUDENT'S RESPONSIBILITY TO FILE ALL WITHDRAWALS FROM THE COURSES.

Repetition of Courses
Designated courses may be repeated for credit. See course descriptions for limitation on course repetition. Registration will be disallowed when a student attempts a course for the second time.

- Any course in which a student has earned a "NC" or "W" may be repeated for college credit.
- A course in which an "IP" grade is issued, no units are awarded. A student must re-enroll and

the next semester complete the course to be awarded college credit.

Special classes for disabled students and adaptive physical education classes for the disabled are subject to additional repetitions in accordance with Title 5 Section 5004.

Students who have met the limit of repetition for certain specified credit courses may continue to enroll in such courses as a "Community Participant."

Repetition of Courses for Improvement of Grades
In accordance with Title 5, Division 9, Chapter 2, Article 5, Section 5816 of the California Administrative Code:

A. An individual may repeat a course under any of the following conditions:

1. To improve cumulative grade point average.
2. The student's previous grade is, at least in part, the result of extenuating circumstances beyond the control of the student.
3. A student who has earned a grade of "D" or "F" and has only the HIGHER grade computed in the grade point average at Columbia.

A student must obtain and complete the form in Admissions and Records in order to have the transcript reflect this adjustment.

- When repeating a course in which a "D" was earned, the higher grade and grade points will be recorded, but no additional units for the course will be allowed.

- When repeating a course in which an "F" grade was earned, the higher grade and grade points and units earned in the course will be recorded. Students repeating a course as authorized by these procedures may do so only once.

Incomplete Grades
- An incomplete grade "I" may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.

- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.

- An incomplete grade must be made up by the date designated by the instructor on the agreement for Incomplete Grade Removal, but in no case later than ONE YEAR from the term in which the "I" was issued.

- At the end of the time designated by the instructor or no longer than one year, if the student has not completed the conditions for removal, the "I" will be changed to the default grade indicated on the Incomplete Grade Removal form.
Instructors will submit to the Admissions and Records Office a written record of the conditions for removal of the "I" and the default grade to be assigned. A copy of this record and related instructions will be provided to the student.

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 substandard (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 a 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 Dean of Student Services for special consideration.

(4) The student's permanent record will be annotated in such a way that all work remains legitimate 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 Admissions and Records. Forms are available in Admissions and Records.

99/99 Independent Study Courses
Independent study courses are offered to give students an opportunity to independently research specialized areas not available as regular course offerings of the College.

Independent Study courses do not appear in the catalog grades. Credit awarded may not be counted toward the major, 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/NCR grading symbols.

- A student may choose a credit/no credit (CR/NCR) option in courses for which letter grades are not issued.

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

- Student performance equivalent to A, B, or C work will equate to a credit (CR) grade.

- Student performance equivalent to D or F work will equate to a non-credit (NC) grade.

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

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

- CR/NCR units may NOT be applied toward a student's major for the Associate Degree nor toward completion of a certificate program unless the course is offered for CR/NCR only.

- CR/NCR 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/NCR are EXCLUDED from the maximum of fourteen units counted toward the Associate Degree.

For courses allowing a letter grade of CR/NCR option, the student is limited to enrollment in one course per semester. For courses designated as ONLY CR/NC grading, credit will not be awarded for a letter grade. A maximum of two courses in which enrollment is allowed each semester.

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

Exception to the CR/NCR standards must be petitioned to the Dean of Student Services.

Credit by Examination (Course Challenge)
A student may challenge certain specifically designated courses by examination and obtain credit. Grades and grade points are entered on the student's transcript of record in the same manner as for regular courses of instruction. The intent of this provision is to:

(1) enable students to pursue courses of study at an accelerated rate and to encourage independent study;

(2) recognize training or experience for which credit or advanced standing was not previously granted.

Conditions

Only Columbia College courses may be challenged by examination. A maximum of 20 units may be earned by students by taking examination. Credit granted upon successful completion of examination.

In order to challenge a course for credit, a student must:

(1) be registered in Columbia College and enrolled in the course which is being challenged.

(2) have completed at least 12 units of course work.

(3) have a cumulative Grade Point Average of 2.0 (C average).

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. The grade earned will be entered on the student's record at the end of the term.

College Credit From Other Institutions

Previously earned lower division college or university credit for which approval was granted by a recognized accreditation association when the student was in attendance.

A maximum of 15 semester units will be applied toward courses taken by correspondence form 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 waiver 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 lower division college level courses. Procedures for granting credit to armed forces personnel and veterans are subject to the following conditions:

At least 12 semester units of work must be completed at Columbia College before a student may receive credit.

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

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 completion of an 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 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 Student Services. Students on progress or academic probation will be limited to a unit load required by the Dean of Student Services.

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 are final in the absence of mistake, fraud, bad faith, or incompetency.
Scholastic Honors
Graduating students who have earned a cumulative Grade Point Average of 3.75 or higher in all college work are awarded the Associate Degree With Distinction.

students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree With Honors. Each semester a list of student names is published to recognize scholarship in at least 12 completed units of work. Students whose Grade Point Average is between 3.5 and 4.0 with no grade lower than C are acknowledged on the Dean’s List.

Only three units of Learning Skills courses a semester may be counted to qualify for the Dean’s List. Pre-collegiate level courses also can count toward unit total.

Grade Reports
Students will not receive a Final Grade Report if they have outstanding obligations to the College. Students must receive a Final Grade Report before the Admissions and Records Office will 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") or higher is considered to be 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 23.

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, in which they will receive information and assistance to guide their educational pursuits.

Withdrawal from College
A student wishing to withdraw from the College, is required to obtain and sign an institutional Withdrawal Form in the Admissions and Records Office.

Educational Expenses
The enrollment fee for California residents attending Columbia College is $5 per unit through nine units; for ten units or more the fee is $10. These fees are subject to change. Students may qualify for the fee waived if their income falls below specified level or if they are receiving AFDC, SSI, or other assistance. Applications, which are available in the Admissions and Financial Aid Office, must be submitted to the Financial Aid Office for processing prior to the student’s registering for classes.

Progress Probation and Dismissal
A student who has enrolled in a total of at least 12 semester units in the fall term whose Grade Point Average exceeds 2.0 in the following semester when the percentage of all units in which the student has enrolled and for which "W", "I" and "NC" are recorded reaches or exceeds fifty percent (50%).

Two consecutive semesters on progress probation will subject a student to progress dismissal.

Disqualification
A student disqualified for academic reasons will be required to complete the College Success class, Guidance 7, during the semester they are readmitted to Columbia. Failure to complete Guidance 7 may result in the student being dismissed.

A disqualified student may not be reinstated until after the academic term in which the student has been dismissed, and must go 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.

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

<table>
<thead>
<tr>
<th>In Parents' Chase</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Books/Supplies/ Fees</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Meals/Housing</td>
<td>1,500</td>
<td>3,600</td>
</tr>
<tr>
<td>Personal</td>
<td>700</td>
<td>1,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>500</td>
<td>400</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,300</strong></td>
<td><strong>$5,600</strong></td>
</tr>
</tbody>
</table>

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

Enrollment Fee Refund Policy
A refund will be made, upon request, for any enrollment fee paid by a student in excess of that computed for program changes completed during the first two weeks of the class. After the second week of class no refunds will be allowed. Students eligible for refunds must obtain a Request for Refund Form from the Admissions and Records Office. REFUNDS ARE NOT AUTOMATIC.

Exception: Refund of fees will automatically be made to students enrolling in classes which are cancelled by the college.

Due to administrative cost of processing refunds, no refunds will be made if the amount is $5.00 or less. If fees were paid by check, a refund will not be made until the check has cleared the bank. Refunds normally take four to six weeks.

Parking Fee Refund Policy
Upon presentation of the receipt of payment and decal, a student may receive a refund through the first two weeks of classes.

Exception: Summer Session and short-term classes.

Student Non-Discrimination Policy
It is the policy of Columbia College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnicity group identification, religion, age, sex, color, or physical or mental disability in the College programs, activities, and work environment is unlawful and will not be tolerated by the College. (District Policy – 5027)

The College strongly forbids any form of discrimination and has enacted the following procedures to recognize and eliminate unlawful discrimination. These regulations provide for the investigation of alleged unlawful discrimination in its programs or activities. The college will seek to resolve the complaints in an expeditious manner.

Definitions
A. "Color or Ethnic Group Identification" means possessing the racial, cultural, or linguistic characteristics of one's racial, cultural, or ethnic group or the country or ethnic group from which a person or his or her forebears originated. (22 California Administrative Code Section 982100.)

B. The term "religion" includes all aspects of religious observance, practice and belief, including duties of the worship or celebrations of a religious body, with or without a minister. (22 California Administrative Code Section 98220.)

C. "Age" means how old a person is, or the number of elapsed years from the date of a person's birth. (22 California Administrative Code Section 98230.)

D. "Sex" discrimination includes:

1. any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex.

2. any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other pregnancy-related medical conditions which bears equally on women and men.

3. any rule, policy, or practice concerning sex or gender identity or expression which bears equally on women and men.

4. any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief or statistical probability is a discriminatory practice.

5. any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of administrative cost of processing refunds, no refunds will be made if the amount is $5.00 or less. If fees were paid by check, a refund will not be made until the check has cleared the bank. Refunds normally take four to six weeks.

Parking Fee Refund Policy
Upon presentation of the receipt of payment and decal, a student may receive a refund through the first two weeks of classes.

Exception: Summer Session and short-term classes.

Sexual Harassment Policy
Sexual harassment is a form of unlawful discrimination and will not be tolerated by the College. (District Policy - 5028)

Sexual harassment includes:

A. submission to conduct which is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress;
The College 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.

Student Grievance Procedure

In the pursuit of academic studies and other college sponsored activities that will promote intellectual growth and personal development, the student should be free of unlawful discrimination by any employed member of the academic community. (Students disturbed by the acts of another student have recourse through the procedure of the Student Code of Conduct.)

Grievance action may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A student complaining of unlawful discrimination shall, within 120 days of occurrence, meet with the Dean of Student Services.

STUDENTS ARE ADVISED TO OBTAIN WRITTEN INSTRUCTIONS FOR THE FILING OF A GRIEVANCE FROM THE DEAN OF STUDENT SERVICES OFFICE.

Student Code of Conduct

A student enrolling at Columbia College assumes an obligation to conduct oneself in a manner compatible with the published college regulations and with the college's function as an educational institution. Students may take part in any orderly authorized activity which takes place in the name of Columbia College as long as the activity does not in any way interfere with the primary function of the college which is education. The following misconduct for which students are subject to college discipline applies at all times on campus and to college discipline applies at all times on campus and to any off-campus functions sponsored or supervised by the college.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents, records or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or of other authorized activities.
4. Physical abuse of any person or conduct which threatens or endangers the health or safety of any such person.
5. Theft or willful damage to property of the college, its officers, employees, students, or visitors.
6. Unauthorized entry to or use of college facilities.
7. Violation of District policies or College regulations including regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
8. Intoxication from the use of alcohol or being under the influence of unlawful drugs, or unlawfully distributing, selling, or possessing same on college property or at events sponsored by the college.
9. Failure to comply with the directions of college officials in performance of their duties.
10. Gambling on college property.
11. Falsifying or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or person attending the college.
12. Violation of campus parking or traffic regulations.
13. Willfully defacing or injuring in any way, real or personal property of the district.
14. Smoking in non-designated areas.
15. Disorderly conduct or lewd, indecent, or obscene conduct on college-owned or controlled property or at college-sponsored or college-supervised functions.

Disciplinary Action

The following forms of disciplinary action may be taken against a student who may be in violation of any of the foregoing regulations.

1. Reprimand — A person receiving a reprimand either oral or written is thereby notified that continued conduct of the type described may result in formal disciplinary action against the student.
2. Disciplinary Probation: Formal disciplinary action resulting in any one or all of the following:
   a. Ineligibility for all college organization offices.
   b. Removal from any college organization office held.
   c. Revocation of the privilege of participating in college and/or student-sponsored activities.
3. Instructor Removal — The instructor may remove a student from his or her class for the day of the removal and the next class meeting.
4. Suspension — Formal disciplinary action dening all campus privileges for a specified period of time. A suspended student is not to occupy any portion of the campus and is denied all college privileges including class attendance, and privileges noted under "disciplinary probation" for a specified, limited period of time. There shall be two classes of suspensions. The first, "summary suspension," is to protect the school from the immediate possibility of disorder or threat to the safety of students. The second, "disciplinary suspension," serves as a penalty against the student as a result of failure to meet the standards of conduct expected at the college.
5. Expulsion — Formal action taken by the Board of Trustees terminating a student's privilege to attend the colleges of the District for disciplinary reasons.

All disciplined parties have the right to appeal. Copies of the appeal procedure may be obtained from the Dean of Student Services.

Substance Abuse Policy

College policy prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College campus. Violation of this policy is cause for disciplinary action and could result in the suspension or dismissal of the student.

Substance abuse referral assistance is available through Columbia College's health services or counseling department. Students are encouraged to seek assistance.
CERTIFICATES

CERTIFICATES OF ACHIEVEMENT

Certificate programs are designed to prepare the vocational students for employment. Requirements of each certificate have been determined by the faculty offering the program with the help of their advisory committees.

For students entering Columbia College for the first time in Fall, 1991, the following certificate requirements are valid through the 1994-95 academic year. A student seeking more than four (4) years of continuous attendance to complete may only use certificate requirements in effect up to four (4) years prior to the date of completion.

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

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

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

Certificates of Achievement are offered in the following disciplines:

Automotive Technology

- Engine Repair
- Front End and Brake
- General Auto Repair
- Power Train
- Business Administration
- Management
- Retailing
- Child Development
- Computer Science
- 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

AUTOMOTIVE TECHNOLOGY

REQUIRED COURSE: UNITS
Auto. Tech. 1 Introduction to Auto Technology ......................... 1
Auto. Tech. 3 Preventive Maintenance .................................... 1
Auto. Tech. 12 Pulling and Installing Engines ......................... 1
Auto. Tech. 14 Machine Shop Procedures ............................... 2
Auto. Tech. 16 Engine Rebuilding ....................................... 4
Auto. Tech. 17A Carburetor Systems .................................... 2
Auto. Tech. 17B Electro Mechanical Carburetors ...................... 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 Electrical Theory ........................................ 2
Auto. Tech. 21 Power Train .............................................. 4
Auto. Tech. 22 Engine Performance .......................... .......... 2
Auto. Tech. 23 Power Train .............................................. 4
Auto. Tech. 24 Engine Performance .......................... .......... 2
Auto. Tech. 25 Power Train .............................................. 4
Auto. Tech. 26 Power Train .............................................. 4
Auto. Tech. 27 Power Train .............................................. 4
Auto. Tech. 28 Power Train .............................................. 4
Auto. Tech. 29 Power Train .............................................. 4
Auto. Tech. 30 Power Train .............................................. 4
Auto. Tech. 31 Power Train .............................................. 4
Auto. Tech. 32 Power Train .............................................. 4
Auto. Tech. 33 Power Train .............................................. 4
Auto. Tech. 34 Power Train .............................................. 4
Auto. Tech. 35 Power Train .............................................. 4
Auto. Tech. 36 Power Train .............................................. 4
Auto. Tech. 37 Power Train .............................................. 4
Auto. Tech. 38 Power Train .............................................. 4
Auto. Tech. 39 Power Train .............................................. 4
Auto. Tech. 40 Power Train .............................................. 4
Auto. Tech. 41 Power Train .............................................. 4
Auto. Tech. 42 Power Train .............................................. 4
Auto. Tech. 43 Power Train .............................................. 4
Auto. Tech. 44 Power Train .............................................. 4
Auto. Tech. 45 Power Train .............................................. 4
Auto. Tech. 46 Power Train .............................................. 4
Auto. Tech. 47 Power Train .............................................. 4
Auto. Tech. 48 Power Train .............................................. 4
Auto. Tech. 49 Power Train .............................................. 4
Auto. Tech. 50 Power Train .............................................. 4
Auto. Tech. 51 Power Train .............................................. 4
Auto. Tech. 52 Power Train .............................................. 4
Auto. Tech. 53 Power Train .............................................. 4
Auto. Tech. 54 Power Train .............................................. 4
Auto. Tech. 55 Power Train .............................................. 4
Auto. Tech. 56 Power Train .............................................. 4
Auto. Tech. 57 Power Train .............................................. 4
Auto. Tech. 58 Power Train .............................................. 4
Auto. Tech. 59 Power Train .............................................. 4
Auto. Tech. 60 Power Train .............................................. 4
Total Required Units 39

ENGINE REPAIR & ENGINE PERFORMANCE

REQUIRED COURSE: UNITS
Auto. Tech. 1 Introduction to Auto Technology ......................... 1
Auto. Tech. 12 Pulling and Installing Engines ......................... 1
Auto. Tech. 14 Machine Shop Procedures ............................... 2
Auto. Tech. 16 Engine Rebuilding ....................................... 4
Auto. Tech. 17A Carburetor Systems .................................... 2
Auto. Tech. 17B Electro Mechanical Carburetors ...................... 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 Electronic Fuel Injection ................................ 1
Auto. Tech. 23 Computerized Engine Control (Ford) ............... 1
Auto. Tech. 25 Electronic Fuel Injection (G.M.) ...................... 1
Auto. Tech. 70 Practical Laboratory ..................................... 2
Total Required Units 22
AUTOMOTIVE TECHNOLOGY
FRONT-END AND BRAKE
REQUISITED COURSES
Units
Auto. Tech. 40A Bridge... 2
Auto. Tech. 40B Bridge... 2
Auto. Tech. 44A Front End and Suspension... 2
Auto. Tech. 49A Front End and Suspension... 2
Auto. Tech. 70 Practical Laboratory... 2
TOTAL REQUIRED UNITS 10

AUTOMOTIVE TECHNOLOGY
POWER TRAIN
REQUISITED COURSES
Units
Auto. Tech. 1 Introduction to Auto Technology... 1
Auto. Tech. 20 Manual Transmissions: Rebuilding... 2
Auto. Tech. 34 Axles and Drives Line... 1
Auto. Tech. 36 Automatic Transmission - ECM... 2
Auto. Tech. 38 Automatic Transmission - Fond... 2
Auto. Tech. 70 Practical Laboratory... 2
TOTAL REQUIRED UNITS 8

BUSINESS ADMINISTRATION
MANAGEMENT
REQUISITED COURSES
Units
Bus. Ad. 18 Commercial Law... 3
Bus. Ad. 20 Principles of Business... 3
Bus. Ad. 30 Principles of Marketing... 3
Bus. Ad. 41A Principles of Accounting... 4
Bus. Ad. 41B Principles of Accounting... 4
Bus. Ad. 161A Small Business Accounting... 4
Bus. Ad. 161B Small Business Accounting... 4
Bus. Ad. 162 Introduction to Computer Concepts... 2
Bus. Ad. 163 Business Mathematics... 3
Econ. 10 Principles of Economics... 4
Econ. 11 Principles of Economics... 4
Off. Ct. 25 Business Communications... 1
TOTAL REQUIRED UNITS 35-39

PROVEN COMPETENCY REQUIREMENT:
Business Mathematics Examination or
Bus. Ad. 97 Work Experience... Minimum 4

BUSINESS ADMINISTRATION
RETAILING
REQUISITED COURSES
Units
Bus. Ad. 18 Commercial Law... 3
Bus. Ad. 20 Principles of Business... 3
Bus. Ad. 30 Principles of Marketing... 3
Bus. Ad. 123 Sales... 3
Bus. Ad. 125 Advertising... 3
Bus. Ad. 160A Bookkeeping and
Bus. Ad. 160B Bookkeeping... 3
Bus. Ad. 161A Small Business Accounting... 4
Bus. Ad. 161B Small Business Accounting... 4
Comp. Sc. 6 Introduction to Computer Concepts... 2
Econ. 10 Principles of Economics... 4
Econ. 11 Principles of Economics... 4
Off. Ct. 25 Business Communications... 1
TOTAL REQUIRED UNITS 32-34

PROVEN COMPETENCY REQUIREMENT:
Business Sciences Examination or
Bus. Ad. 163 Business Mathematics... 3
RECOMMENDED OPTIONAL COURSES:
Bus. Ad. 97 Work Experience... Minimum 4

CHILDFELD
REQUISITED COURSES
Units
Child Dev. 1 Principles of Child Development... 3
Child Dev. 2 Parenting Evaluation... 3
Child Dev. 5 Nutrition... 2
Child Dev. 7 Child Health and Safety... 1
Child Dev. 10 Creative Activities I... 1
Child Dev. 11 Creative Activities II... 1.5
Child Dev. 15 Observation and Participation... 3
Child Dev. 22 Child, Family, Community... 3
Child Dev. 18 Special Needs Children... 3
Child Dev. 25 Infant/Toddler Care... 3
Child Dev. 27 School Age Children... 3
Child Dev. 30 Child Care/Nursery School Administration... 3
TOTAL REQUIRED UNITS 24

COMPUTER SCIENCE
APPLIED COMPUTER STUDIES
REQUISITED COURSES
Units
Computer Sc. 1 Introduction to Computer Concepts... 2
Computer Sc. 2 Financial Workstation... 2
Computer Sc. 3 Computer Operating Systems... 2
Computer Sc. 12 PASCAL Programming... 3
Computer Sc. 35 Data Base Management... 2
Bus. Ad. 1A Accounting... 4
Bus. Ad. 18 Accounting... 4
Bus. Ad. 41 Principles of Management... 4
English 1A Reading and Composition... 4
Mathematics 10 College Algebra... 3
Mathematics 12 Finite Mathematics... 4
TOTAL REQUIRED UNITS 29

EMERGENCY MEDICAL SERVICES
REQUISITED COURSES
Units
E.M.S. 3 Emergency Medical Technician Training... 6
EMT II... 3
Fire Tech. 100 Fire Service Organization & Responsibility... 3
Fire Tech. 150 Combination and Oating Theory... 3
Fire Tech. 155 Self-contained Breathing Apparatus... 3
Fire Tech. 156 Hose, Knots, Hitches... 3
Fire Tech. 156 Forkible Entry... 3
Fire Tech. 158 Hose, Nozzles, Fighting... 3
Fire Tech. 160 Hose Loads and Uses... 3
Fire Tech. 161 Ground Ladders... 3
Fire Tech. 168 Rescue... 3
Fire Tech. 171 Ventilation... 3
Fire Tech. 171 Fire Control... 3
Fire Tech. 172 Fire Control... 3
Fire Tech. 175 Fire Divinghoses... 3
Fire Tech. 176 Overhead... 3
Fire Tech. 177 Fire Protection Systems... 3
Fire Tech. 178 Sirens... 3
Fire Tech. 179 Wildland Fire Fighting... 3
Fire Tech. 181 Hands-On Structural... 3
Fire Tech. 182 Fire Investigation... 3
Fire Tech. 183 Communications... 3
Fire Tech. 184 Vehicle Extrication... 3
TOTAL REQUIRED UNITS 79

FIREFIGHTING
REQUISITED COURSES
Units
Fire Tech. 100 Fire Service Organization & Responsibility... 3
Fire Tech. 150 Combination and Oating Theory... 3
Fire Tech. 155 Self-contained Breathing Apparatus... 3
Fire Tech. 156 Hose, Knots, Hitches... 3
Fire Tech. 156 Forkible Entry... 3
Fire Tech. 158 Hose, Nozzles, Fighting... 3
Fire Tech. 160 Hose Loads and Uses... 3
Fire Tech. 161 Ground Ladders... 3
Fire Tech. 168 Rescue... 3
Fire Tech. 171 Ventilation... 3
Fire Tech. 171 Fire Control... 3
Fire Tech. 172 Fire Control... 3
Fire Tech. 175 Fire Divinghoses... 3
Fire Tech. 176 Overhead... 3
Fire Tech. 177 Fire Protection Systems... 3
Fire Tech. 178 Sirens... 3
Fire Tech. 179 Wildland Fire Fighting... 3
Fire Tech. 181 Hands-On Structural... 3
Fire Tech. 182 Fire Investigation... 3
Fire Tech. 183 Communications... 3
Fire Tech. 184 Vehicle Extrication... 3
TOTAL REQUIRED UNITS 79

HOSPITALITY MANAGEMENT
CULINARY ARTS
REQUISITED COURSES
Units
Hosp. Mgmt. 101 Introduction to Hospitality Industry... 3
Hosp. Mgmt. 103 Marketing of Hospitality Services... 3
Hosp. Mgmt. 103 Front Office Management in Hotel Catering... 2
Hosp. Mgmt. 110 Intro. to Maintenance and Housekeeping I & II... 3
Hosp. Mgmt. 130 Intro. to Food Service Management... 2
Hosp. Mgmt. 160 Intro. to Travel Tourism Industry... 3
Hosp. Mgmt. 99 Work Experience... 4
TOTAL REQUIRED UNITS 25

RECOMMENDED OPTIONAL COURSES
Bus. Ad. 1A Accounting... 4
Bus. Ad. 18 Accounting... 4
Bus. Ad. 1604 Bookkeeping and Bookkeeping... 3
Bus. Ad. 160B Bookkeeping... 3
Off. Ct. 5 Electronic Printing Calculators... 1

HOSPITALITY MANAGEMENT
FOOD SERVICE TECHNOLOGY
REQUISITED COURSES
Units
Hosp. Mgmt. 101 Introduction to Hospitality Industry... 3
Hosp. Mgmt. 103 Marketing of Hospitality Services... 3
Hosp. Mgmt. 105 Food Service Management... 2
Hosp. Mgmt. 110 Intro. to Food Service Management... 2
Hosp. Mgmt. 110 Intro. to Cannonballing Systems... 3
Hosp. Mgmt. 130 Intro. to Food Service Management... 2
Hosp. Mgmt. 144 Food Science and Nutrition... 3
TOTAL REQUIRED UNITS 25

RECOMMENDED ONLINE COURSE
Hosp. Mgmt. 130 Intro. to Food Service Management... 2

HOSPITALITY MANAGEMENT
HOTEL MANAGEMENT
REQUISITED COURSES
Units
Hosp. Mgmt. 101 Introduction to Hospitality Industry... 3
Hosp. Mgmt. 103 Marketing of Hospitality Services... 3
Hosp. Mgmt. 105 Food Service Management... 2
Hosp. Mgmt. 110 Intro. to Maintenance and Housekeeping... 3
Hosp. Mgmt. 130 Intro. to Food Service Management... 2
Hosp. Mgmt. 160 Intro. to Travel Tourism Industry... 3
Hosp. Mgmt. 99 Work Experience... 4
TOTAL REQUIRED UNITS 25

RECOMMENDED OPTIONAL COURSES
Bus. Ad. 1A Accounting... 4
Bus. Ad. 18 Accounting... 4
Bus. Ad. 1604 Bookkeeping and Bookkeeping... 3
Bus. Ad. 160B Bookkeeping... 3
Off. Ct. 5 Electronic Printing Calculators... 1

HUMAN SERVICES
REQUISITED COURSES
Units
Child Dev. 1 Principles of Child Development... 3
Child Dev. 22 Child, Family, Community... 3
Health Ed. 1 Health/Innls Ed... 3
Physical Ed. 6A Life Skills Program... 3
Psychology 1 General Psychology... 3
Psychology 2 Personality and Social Adjustment... 3
Sociology 1 Family, Marriage and the Individual... 3
Sociology 10 Death and Dying... 3
Sociology 97 Work Experience... 4
TOTAL REQUIRED UNITS 291
### Office Occupations

#### General Clerk

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
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<tbody>
<tr>
<td>Bus. Ad. 1A</td>
<td>Accounting and...</td>
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<td>Bus. Ad. 1B</td>
<td>Accounting</td>
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<tr>
<td>Bus. Ad. 160A</td>
<td>Bookkeeping and...</td>
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</tr>
<tr>
<td>Bus. Ad. 160B</td>
<td>Bookkeeping</td>
<td>4</td>
</tr>
<tr>
<td>Bus. Ad. 161A</td>
<td>Small Business Accounting and...</td>
<td>4</td>
</tr>
<tr>
<td>Bus. Ad. 161B</td>
<td>Small Business Accounting</td>
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<tr>
<td>Bus. Ad. 163</td>
<td>Business Mathematics</td>
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<tr>
<td>Comp. Sc. 1</td>
<td>Introduction to Computer Concepts</td>
<td>2</td>
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<td>Office O. 1</td>
<td>Records Management</td>
<td>3</td>
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<tr>
<td>Office O. 5</td>
<td>Electronic Printing Calculators</td>
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<tr>
<td>Office O. 20</td>
<td>Machine Transcription</td>
<td>2</td>
</tr>
<tr>
<td>Office O. 25</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Office O. 30</td>
<td>Office Procedures</td>
<td>3</td>
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<tr>
<td>Office O. 40</td>
<td>Beginning Word Processing</td>
<td>2</td>
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<tr>
<td>Office O. 41</td>
<td>Intermediate Word Processing</td>
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<tr>
<td>Office O. 50</td>
<td>Medical Terminology</td>
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<td>Office O. 51A</td>
<td>Medical Transcription</td>
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<tr>
<td>Office O. 120</td>
<td>Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>Office O. 130</td>
<td>Business English</td>
<td>3</td>
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**TOTAL REQUIRED UNITS: 24**

#### Medical Receptionist

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<th>Description</th>
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<tbody>
<tr>
<td>Bus. Ad. 10A</td>
<td>Bookkeeping</td>
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<td>Bus. Ad. 163</td>
<td>Business Mathematics</td>
<td>3</td>
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<tr>
<td>Comp. Sc. 1</td>
<td>Introduction to Computer Concepts</td>
<td>3</td>
</tr>
<tr>
<td>Office O. 1</td>
<td>Records Management</td>
<td>3</td>
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<tr>
<td>Office O. 5</td>
<td>Electronic Printing Calculators</td>
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<tr>
<td>Office O. 10</td>
<td>ASC Beginning Shorthand</td>
<td>4</td>
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<td>Office O. 20</td>
<td>Machine Transcription</td>
<td>2</td>
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<tr>
<td>Office O. 25</td>
<td>Business Communications</td>
<td>3</td>
</tr>
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<td>Office O. 30</td>
<td>Office Procedures</td>
<td>3</td>
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<tr>
<td>Office O. 40</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>Office O. 41</td>
<td>Intermediate Word Processing</td>
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<td>Office O. 120</td>
<td>Intermediate Typing</td>
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<tr>
<td>Office O. 130</td>
<td>Business English</td>
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**TOTAL REQUIRED UNITS: 35**

#### Legal Secretary

<table>
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<th>Description</th>
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<tr>
<td>Bus. Ad. 18</td>
<td>Commercial Law</td>
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<td>Bus. Ad. 19</td>
<td>Commercial Law</td>
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<tr>
<td>Bus. Ad. 190</td>
<td>Pegboard Payroll</td>
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<tr>
<td>Comp. Sc. 1</td>
<td>Introduction to Computer Concepts</td>
<td>2</td>
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<tr>
<td>Office O. 1</td>
<td>Records Management</td>
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<tr>
<td>Office O. 5</td>
<td>Intermediate Shorthand</td>
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<td>Machine Transcription</td>
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<td>Office O. 40</td>
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<td>Office O. 41</td>
<td>Intermediate Word Processing</td>
<td>2</td>
</tr>
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<td>Office O. 60</td>
<td>Legal Transcription/Termology</td>
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<tr>
<td>Office O. 62</td>
<td>Legal Office Procedures</td>
<td>3</td>
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<tr>
<td>Office O. 120</td>
<td>Intermediate Typing</td>
<td>3</td>
</tr>
<tr>
<td>Office O. 130</td>
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**TOTAL REQUIRED UNITS: 36**

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### Natural Resources Technology Interpretation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>Nat. Res. 1</td>
<td>Environmental Conservation</td>
<td>3</td>
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<td>Nat. Res. 9</td>
<td>Parks and Forest Law Enforcement</td>
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<tr>
<td>Nat. Res. Tech. 150</td>
<td>Applied Wildlands Management</td>
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<tr>
<td>Nat. Res. Tech. 155</td>
<td>Interpretive Guide Tours</td>
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<td>Nat. Res. Tech. 181</td>
<td>California Wildlife</td>
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<tr>
<td>Art 65</td>
<td>Field Photography</td>
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<tr>
<td>Biology 158</td>
<td>Birds of the Mother Lode</td>
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<td>Biology 159</td>
<td>Wildflowers of the Mother Lode</td>
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<td>Biology 179</td>
<td>Fishing and Fisheries</td>
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<tr>
<td>Earth Sci. 25</td>
<td>Geology of the National Parks</td>
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<td>Earth Sci. 150</td>
<td>Geology of the Mother Lode</td>
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<tr>
<td>Forestry 10</td>
<td>Dendrology</td>
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<td>History 49</td>
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<td>History 55</td>
<td>The American Frontier</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS: 33-33.5**

### Natural Resources Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nat. Resources 1</td>
<td>Environmental Conservation</td>
<td>3</td>
</tr>
<tr>
<td>Nat. Resources 9</td>
<td>Parks and Forest Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>Nat. Res. Tech. 150</td>
<td>Applied Wildlands Management</td>
<td>3</td>
</tr>
<tr>
<td>Nat. Res. Tech. 155</td>
<td>Interpretive Guide Tours</td>
<td>2</td>
</tr>
<tr>
<td>Nat. Res. Tech. 160</td>
<td>Aerial Photography &amp; Map Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>Nat. Res. Tech. 181</td>
<td>California Wildlife</td>
<td>4</td>
</tr>
<tr>
<td>Biology 179</td>
<td>Field Photography</td>
<td>2</td>
</tr>
<tr>
<td>Earth Science 25</td>
<td>Geology of the National Parks</td>
<td>3</td>
</tr>
<tr>
<td>Forestry Tech. 7</td>
<td>Wildland Fire Control</td>
<td>3</td>
</tr>
<tr>
<td>Forestry 10</td>
<td>Dendrology</td>
<td>3</td>
</tr>
<tr>
<td>Forestry Tech. 153</td>
<td>Forest Surveying Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS: 33**

### Proven Competency Requirements

<table>
<thead>
<tr>
<th>Description</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics Examination or Math, 101, Basic Mathematics (or higher)</td>
<td>2</td>
</tr>
<tr>
<td>Reading Examination or English 150 or English 1A</td>
<td>2</td>
</tr>
<tr>
<td>Typing Examination or Office, 100, Keyboarding or Office, 110, Basic Typing Applications</td>
<td>1.2</td>
</tr>
<tr>
<td>Writing Examination or English 151 or English 1A</td>
<td>3</td>
</tr>
</tbody>
</table>

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### Search and Rescue

#### Requirements

- **Units:**
  - E.M.S. 3: Emergency Medical Tech. Training
  - S.A.R. 50: Search and Rescue
  - S.R. 52: Swift Water Rescue
  - S.A.R. 53: Vehicle Extrication
  - S.R. 56: Emergency Tactical Operations
  - S.A.R. 58: Rescue Systems

**TOTAL REQUIRED UNITS: 125**

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### Teacher Aide

#### Requirements

- **Units:**
  - Child Dev. 1: Principles of Child Development
  - Child Dev. 10: Creative Activities I
  - Child Dev. 11: Creative Activities II
  - Child Dev. 22: School Age Children
  - Child Dev. 27: Teacher Aide Skills
  - Teacher Aide 179: Teacher Aide Skills

**TOTAL REQUIRED UNITS: 18**

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### Other Certificates

#### Search and Rescue

**TOTAL REQUIRED UNITS: 24**

#### Teacher Aide

**TOTAL REQUIRED UNITS: 24**

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**TOTAL REQUIRED UNITS: 35**

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**TOTAL REQUIRED UNITS: 24**

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**TOTAL REQUIRED UNITS: 35**

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**TOTAL REQUIRED UNITS: 35**

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**TOTAL REQUIRED UNITS: 35**
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 sciences or in occupational programs; the Associate in Arts Degree is awarded for all other majors.)

1. TOTAL UNITS: Satisfactory completion of 60 or more semester units from courses numbered 1-199, of which the last 12 required units must be taken in residence at Columbia College.

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

3. MAJOR: Satisfactory completion of any AA/AS Major listed on pages 42-47. 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.

4. 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 on pages 40 and 41. 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 well as transfer to a C.S.U. campus. CSU transfer students should refer to page 48 for further information.

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

   - English 1A, Reading and Composition
   - Business Administration 163
   - Business Mathematics, Intermediate Algebra or any mathematics course of a higher level than Intermediate Algebra.

   They may also be met through completion of a challenge examination with a grade of "C" or better.

6. INSTITUTIONAL REQUIREMENT: Two Physical Education activity courses are required.

SUPPLEMENTARY NOTES

1. These requirements for graduation and General Education apply to Associate Degree and CSU transfer students entering Columbia College for the first time in Fall Semester 1991, and are valid through the 1994-95 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 CSU transfer student pursuing the BA/BS Degree. Completion of the two specified courses from D.3 will meet the requirement, but only three units will be credited toward the 39 CSU 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 one U.S. History course and one Government course while others accept two courses in U.S. History. 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.

4. Request for Waiver or Substitution: Request for waiver or substitution of any graduation requirement must be approved by the Dean of Instruction.

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 diplomas are conferred only at graduation exercises at the close of the Spring Semester.
FOR AA/AS GRADUATION:

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

FOR CSU TRANSFER:

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

A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for C.S.U. General Breadth requirements see page 50.

**FOR AA/AS GRADUATION:**

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

**A. COMMUNICATION AND CRITICAL THINKING:**

- Oral Communication
  - Speech 1, Fundamentals of Speech (3).
- Written Communication
  - English 1A, Reading and Composition: Beginning (3).
- Critical Thinking
  - Speech 2, Argumentation (3).

**A.1. Oral Communication**

**A.2. Written Communication**

**A.3. Critical Thinking**

*English 1B may be used to satisfy either Area A.3 or C.2 but not both.*

**FOR CSU TRANSFER:**

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

**FOR AA/AS GRADUATION:**

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

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

- **B.1 Physical Sciences:**
  - Chemistry 1A, General Chemistry (5).
  - Chemistry 10, Fundamentals of Chemistry (4).
  - Chemistry 20, Chemistry for Liberal Arts Students (3).
  - Earth Science 5, Physical Geology (4).
  - Earth Science 30, Global Tectonic Geology (3).
  - Earth Science 40, Descriptive Astronomy (3).
  - Earth Science 45, Astronomy Laboratory (1).
  - Earth Science 60, Fundamentals of Meteorology (3).
  - Earth Science 70, Fundamentals of Oceanography (3).
- **B.2 Biological Sciences**
  - Biology 2, Principles of Biology (4).
  - Biology 4, Principles of Animal Biology (5).
  - Biology 6, Principles of Plant Biology (4).
  - Biology 18, Fundamentals of Biology (3).
  - Biology 19, Fundamentals of Biology Laboratory (1).
  - Biology 20, Fundamentals of Plant Biology (2).
- **B.3 Mathematical Concepts, Quantitative Reasoning, and Applications**
  - Math 2, Elements of Statistics (4).
  - Math 6, Math for Liberal Arts Students (3).
  - Math 8, Trigonometry (4).
  - Math 10, College Algebra (4).
  - Math 12, Finite Mathematics (4).

*English 1B may be used to satisfy either Area A.3 or C.2 but not both.*

**FOR CSU TRANSFER:**

Three courses required:
- one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2. Also acceptable in B.3: Business Administration (3), Business Mathematics (3), and Mathematics 163, Business Administration (3). Acceptable in B.3: Business Administration course from one each from A.1, A.2, A.3, and 8.3, including one from either A.1 or A.2.

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 no fewer than nine units total from AREA B.

**FOR CSU TRANSFER:**

Three courses required:
- one from C.1, C.2, and one from C.1, C.2, or C.3.

A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for C.S.U. General Breadth requirements see page 50.

**FOR AA/AS GRADUATION:**

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

**C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:**

- **C.1 Arts (Art, Dance, Drama, Music):**
  - Art 11, History of Art: Ancient and Medieval (3).
  - Art 12, History of Art: Renaissance, Baroque, Modern (3).
  - Drama 20, Oral Expression and Interpretation (3).
  - Music 1, Music Fundamentals (2).
  - Music 2, Introduction to Music (3).
  - Music 10, Survey of Music History and Literature: Ancient to 1750 (3).
  - Music 11, Survey of Music History and Literature: 1750 to present (3).
  - Physical Education 20, Dance Survey (2).
  - Physical Education 27, Choreography (3).
- **C.2 Literature, Philosophy:**
  - *English 1B, Reading and Composition: Advanced (3).
  - English 17, Literature of the United States (3).
  - English 18, Literature of the United States (3).
  - English 46, Survey of English Literature (3).
  - English 47, Survey of English Language (3).
  - Humanities 1, Old World Culture (3).
  - Humanities 2, Modern Culture (3).
  - Philosophy 1, Introduction to Philosophy (3).
  - Philosophy 25, Twentieth Century Philosophy (3).
- **C.3 Foreign Language:**
  - Spanish 1A, Spanish: Beginning (4).
  - Spanish 18, Spanish: Beginning (4).

**FOR CSU TRANSFER:**

Three courses required:
- one from C.1, C.2, and one from C.1, C.2, or C.3.

A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for C.S.U. General Breadth requirements see page 50.

**FOR D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:**

- **D.1 General Social Sciences:**
  - Anthropology 1, Introduction to Anthropology: Physical (3).
  - Economics 2, Macroeconomics (4).
  - Political Science 12, American Political Thought (3).
  - Political Science 14, International Relations (3).
  - Psychology 1, General Psychology (3).
  - Sociology 1, Introduction to Sociology (3).
  - Sociology 2, American Society, Social Problems and Deviance (3).
- **D.2 Civilization and Culture:**
  - Anthropology 2, Cultural Anthropology (3).
  - Anthropology 15, Indians of North America (3).
  - Geography 12, Introduction to Cultural Geography (3).
  - Geography 15, Physical Geography (3).
  - History 15, World Civilizations to 1650 (3).
  - History 14, World Civilizations: 1650 to Present (3).
- **D.3 United States History and Government:**
  - History 16, United States to 1865 (3).
  - History 17, United States: 1865 to Present (3).
  - Political Science 10, Constitutional Government (3).

**FOR CSU TRANSFER:**

Four courses required:
- one from D.1 and D.2, and two from D.3.

Four courses required:
- one each from D.1 and D.2, and two from D.3, including History 16 or 17 and Political Science 10. (Refer to Supplementary note 2 on page 39 for more information about D.3.)

**FOR AA/AS GRADUATION:**

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

**D. INSTITUTIONS AND BEHAVIOR:**

- **Guidance 1, Career-Life Planning (3).**
- **Health Education 1, Health and Fitness Education (3).**
- **Physical Education 5, Personal Fitness Concepts and Evaluation (3).**
- **Psychology 30, Personal and Social Adjustment (3).**
- **Social Science 40, Human Sexual Behavior (3).**

**FOR CSU TRANSFER:**

Required: one course in E. Also acceptable in E: Physical Education 6A, Lifeline Fitness Program 1 (1-3) and/or Physical Education 6B, Lifeline Fitness Program II (1-2). Three units minimum.

*English 1B may be used to satisfy either Area A.3 or C.2 but not both.*
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

REQUISITED COURSES WITHIN MAJOR:

Auto. Tech. 7A Introduction to Automotive Technology
Auto. Tech. 18 Communication Systems
Auto. Tech. 19A Automotive Engine Transmissions
Auto. Tech. 36 Automatic Transmission (G.M.)
Auto. Tech. 40A Brake Systems
Auto. Tech. 43A Front End and Steering
Auto. Tech. 50B Charging Systems
Auto. Tech. 50C Starting and Ignition Systems

TOTAL REQUIRED UNITS 24

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION (OPTIONAL)

REQUISITED COURSES WITHIN MAJOR:

Bus. Ad. 10 Principles of Accounting
Bus. Ad. 15 Business Law
Bus. Ad. 20 Principles of Business
Bus. Ad. 21A Principles of Business
Bus. Ad. 21C Principles of Business
Bus. Ad. 25 Principles of Business

TOTAL REQUIRED UNITS 11

CHILD DEVELOPMENT

REQUISITED COURSES WITHIN MAJOR:

Child Dev. 2 Principles of Child Development
Child Dev. 3 Principles of Child Development
Child Dev. 4 Child Nutrition
Child Dev. 6 Child Health and Safety
Child Dev. 7 Creative Activities I
Child Dev. 11 Creative Activities II
Child Dev. 12 Special Needs Children
Child Dev. 22 Child, Family, Community
Child Dev. 28 Child or Infant Care
Child Dev. 27 School Age Children
Child Dev. 30 Child Care/Preschool Administration

TOTAL REQUIRED UNITS 19

COMPUTER SCIENCE

REQUISITED COURSES WITHIN MAJOR:

Comp. Sci. 40 Introduction to Computer Concepts
Comp. Sci. 50 Computer Operations Systems
Comp. Sci. 12 Pascal Programming
Comp. Sci. 25 Advanced Computer Programming
Comp. Sci. 40 Assembly Language Programming
Comp. Sci. 45 Data Base Management
Comp. Sci. 6 BASIC Programming
Comp. Sci. 14 FORTRAN Programming

TOTAL REQUIRED UNITS 15

FINE ARTS

EMPHASIS IN DANCE

REQUISITED COURSES WITHIN MAJOR:

A. Twelve (12) units required from this section
   P.E. 20 Dance Survey (2)
   P.E. 21A Ballet (1-1.5)
   P.E. 23A Dance, Contemporary I (1.5-2)
   P.E. 25B Dance, Contemporary II (1.5-2)
   P.E. 25A Dance, Jazz I (1.5-2)
   P.E. 29 Theatre Production: Dance Emphasis (1-2)

B. Three (3) units required from this section
   P.E. 21A Ballet (1-1.5)
   P.E. 23A Dance, Contemporary I (1.5-2)
   P.E. 25B Dance, Contemporary II (1.5-2)

TOTAL REQUIRED UNITS 15

EMPHASIS IN MUSIC

REQUISITED COURSES WITHIN MAJOR:

A. Twelve (12) units required from this section
   Music 2 Introduction to Music (3)
   Music 10 Survey of Music History and Literature (3)
   Music 11 Survey of Music History and Literature (3)
   Music 16 Music Theory (3)
   Music 17 Music Theory (3)
   Music 2013 Music Theory (5)
   Music 20A Music Theory (5)
   Music 21A Music Theory (5)
   Music 22A Music Theory (5)
   Music 23A Music Theory (5)
   Music 24A Music Theory (5)
   Music 25A Music Theory (5)
   Music 26A Music Theory (5)
   Music 29A Music Theory (5)
   Music 30A Music Theory (5)
   Music 30B Music Theory (5)
   Music 30C Music Theory (5)
   Music 30D Music Theory (5)
   Music 30E Music Theory (5)
   Music 30F Music Theory (5)
   Music 30G Music Theory (5)
   Music 30H Music Theory (5)
   Music 30I Music Theory (5)

B. Three (3) units required from this section
   Music 19A Life Drawing: Beginning (1-2)
   Music 19B Life Drawing: Beginning (1-2)
   Music 19C Life Drawing: Beginning (1-2)

TOTAL REQUIRED UNITS 15

FORESTRY TECHNOLOGY

REQUISITED COURSES WITHIN MAJOR:

Bus. Ad. 1A Principles of Accounting
Bus. Ad. 1B Principles of Accounting
Bus. Ad. 1C Principles of Accounting
Bus. Ad. 1D Principles of Accounting
Bus. Ad. 2A Principles of Accounting
Bus. Ad. 2B Principles of Accounting
Bus. Ad. 2C Principles of Accounting
Bus. Ad. 2D Principles of Accounting
Bus. Ad. 2E Principles of Accounting
Bus. Ad. 2F Principles of Accounting

TOTAL REQUIRED UNITS 11
### HEALTH AND PHYSICAL EDUCATION
- **Units:**
  - A. Nine (9) units required from this section.
  - Health Ed 1 Health and Fitness Education (3)
  - Health Ed 10 Safety and First Aid Education (2)
  - Biology 50 Nutrition (2)
  - Math 110 College Algebra (3)
  - Math 120 College Trigonometry (3)

### HOSPITALITY MANAGEMENT
- **Emphasis in Culinary Arts**
- **Units:**
  - A. Marketing of Hospitality Services (3)
  - B. Contemporary Cuisine: Introduction (3)
  - C. Meats Analysis (2)
  - D. Garde Manger (3)
  - E. Contemporary Cuisine: Introduction (3.5)

### LANGUAGE ARTS
- **Emphasis in English**
- **Units:**
  - A. English 18 Reading and Composition Advanced (3)
  - B. Three (3) units required from this section.
  - C. Three (3) units required from this section.

### MATHEMATICS
- **Units:**
  - A. Twelve (12) units required from this section.
  - Math 110 College Algebra (3)
  - Math 120 College Trigonometry (3)
  - Math 188 Calculus with Analytic Geometry (4)
  - Math 210 Linear Algebra (3)
  - Math 220 Calculus with Analytic Geometry (4)
  - Math 230 Calculus with Analytic Geometry (4)

### NATURAL RESOURCES
- **Units:**
  - A. Twelve (12) units required from this section.
  - Biol 100 Introduction to Environmental Conservation (3)
  - Biol 110 Introduction to Environmental Conservation (3)
  - Biol 120 Introduction to Environmental Conservation (3)
  - Biol 130 Introduction to Environmental Conservation (3)

### OFFICE OCCUPATIONS
- **Emphasis in Clerical Studies**
- **Units:**
  - A. Twenty-One (21) units required from this section.
  - Office Oc. 110 Intermediate Typing (3)
  - Office Oc. 120 Intermediate Typography (3)
  - Office Oc. 200 Electronic Printing Calculators (1)

### SOCIAL SCIENCES
- **Units:**
  - A. Eighteen (18) units required from this section.
  - Anthro 2 Cultural Anthropology (3)
  - History 1 World Civilization to 1600 (3)
  - History 16 United States History to 1865 (3)
  - History 17 United States History to 1865 (3)
  - Pol. Sci. 1 Introduction to Political Science (3)
  - Pol. Sci. 13 United States Government (3)
  - Pol. Sci. 14 United States Government (3)

### TOTAL REQUIRED UNITS
- **45**
### SCIENCE EMPHASIS IN BIOLOGY

**REQUIRED COURSES WITHIN MAJOR:**

A. Ten (10) units required from this section
   - Biology 19: Fundamentals of Biology

B. Four (4) units required from this section
   - Biology 10: General Chemistry
   - Biology 10: General Chemistry Lab

C. Two (2) units required from this section
   - Earth Sci. 28: Field Geology

D. Three (3) units required from this section
   - Physics 5A: General Physics

### SCIENCE EMPHASIS IN ENVIRONMENTAL SCIENCE

**REQUIRED COURSES WITHIN MAJOR:**

A. Ten (10) units required from this section
   - Earth Sci. 30: Geoscience (10)

B. Four (4) units required from this section
   - Biology 4: Principles of Biology

C. Four (4) units required from this section
   - Chemistry 10: Foundations of Chemistry (4)

D. Three (3) units required from this section
   - Physics 5A: General Physics

### SCIENCE EMPHASIS IN CHEMISTRY

**REQUIRED COURSES WITHIN MAJOR:**

A. Nine (9) units required from this section
   - Chemistry 1A: General Chemistry

B. Three (3) units required from this section
   - Biology 2: Principles of Biology

C. Three (3) units required from this section
   - Earth Sci. 3: Descriptive Astronomy

D. Three (3) units required from this section
   - Physics 5A: General Physics

### SOCIAL SCIENCE EMPHASIS IN HISTORY

**REQUIRED COURSES WITHIN MAJOR:**

A. Nine (9) units required from this section
   - History 13: World Civilization: to 1500

B. Three (3) units required from this section
   - History 14: World Civilization: to 1650

C. Three (3) units required from this section
   - History 15: World Civilization: to 1650

### SOCIAL SCIENCE EMPHASIS IN PSYCHOLOGY

**REQUIRED COURSES WITHIN MAJOR:**

A. Nine (9) units required from this section
   - Psychology 1: General Psychology

B. Three (3) units required from this section
   - Psychology 2: Cognitive Psychology

C. Three (3) units required from this section
   - Psychology 3: Social Psychology

### SOCIAL SCIENCE EMPHASIS IN ANTHROPOLOGY

**REQUIRED COURSES WITHIN MAJOR:**

A. Nine (9) units required from this section
   - Anthropology 1: Cultural Anthropology

B. Three (3) units required from this section
   - Anthropology 2: Biological Anthropology

C. Three (3) units required from this section
   - Anthropology 3: Cultural Anthropology

### 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 to which the student plans to transfer. Each student must also complete the General Education Transfer Requirements and Graduation Requirements as described in the Columbia College Catalog.* All courses must be completed with a grade of C or better. Courses taken to satisfy the Transfer Major may also count toward the General Education Requirements for transfer and the associate degree.

* Students planning to transfer into a Liberal Studies major should consult a counselor for additional information.

### LOWER DIVISION TRANSFER REQUIREMENTS

#### CALIFORNIA FOUR-YEAR COLLEGES AND UNIVERSITIES

Students should consult the latest catalog of the college to which they intend to transfer to determine the specific requirements for their major. Each college may have different requirements.

The Career/Transfer Center staff will provide students with the latest articulation information between Community College and the C.S.U. and U.C. campuses with which agreements have been negotiated. The responsibility for fulfilling requirements rests with the student.
1. Complete appropriate courses with a "C" or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a "C" or better.
3. Earn acceptable scores on specified examinations.
4. If you have more than one course of a specific type, you may complete one of the following alternatives:
   - Transfer Requirements - You will qualify for admission if you meet any of the following standards:
     - 1989 or earlier high school graduates: complete the CSU General Education requirements in communication in the English language (at least 9 semester units) and mathematics (Usually 3 semester units) with a "C" or better in each course;
     - 1988 and later high school graduates: complete a minimum of 30 semester units (45 quarter units) with a "C" or better in each course, to be chosen from courses in English, arts, and humanities, social science, science, and mathematics of at least equivalent level to courses that meet general education or transfer curriculum requirements. You must complete all CSU general education requirements in communication in the English language (at least 9 semester units) and mathematics (usually 3 semester units) as part of the 30 unit requirement.
   - A maximum of 70 semester (105 quarter units) earned in a community college may generally be transferred to the California State University.
   - Students transferring with full certification of general education requirements are assured that they have met 39 of the 48 unit minimum required for the Bachelor's Degree. Students transferring without certification of general education must complete the pattern of courses, CSU General Education/Breadth Requirements and the Intersegmental General Education Curriculum (IGETC), which Columbia College uses to certify that the student has met the required minimum of 39 semester units of general education is printed in this section of the catalog.

Transfer Students — Submit official transcripts from all colleges or universities previously attended even if no coursework was completed. If transferring with fewer than 56 transferable semester (84 quarter units) of college credit, you must provide your high school transcript. Applicants with 56 or more transferable semester units may be asked to submit high school transcripts. You should keep personal copies of all transcripts and test scores for academic advising sessions and to complete part A of the application.

Test Scores - Freshman and transfer applicants who have fewer than 56 semester units or 84 quarter units of college credit must submit scores, unless exempt (see "Eligibility Index" on page 1), from either the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing Program (ACT). If you are applying to a university that requires you to submit test scores, you should take the test no later than early December if applying for fall admission or no later than January of the year of your intended enrollment at CSU. Test scores are also used for advising and placement purposes. Registration forms and date for the SAT or ACT are available from your counselors or from a CSU campus testing office. If you fail to write or call:
   - The College Board (SAT), Registration Office, Princeton, New Jersey 08541
   - American College Testing Program (ACT), Registration Unit, Box 168 Iowa City, Iowa 52240

Selection of Major — The majors offered at each campus are listed in the back of the application form. You should review program descriptions in campus catalogs before you apply. Options within general education programs at one campus may be different at other campuses. If you are uncertain about your major, you should be aware that all campuses do not accept students who are undecided.

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

The University of California system has established the following campuses:
- University of California, Berkeley
- University of California, Los Angeles
- University of California, Santa Barbara
- University of California, Irvine
- University of California, Riverside
- University of California, San Diego
- University of California, San Francisco
- University of California, Santa Cruz

Admission as a Transfer Student
The University considers a transfer student applying if you graduated from a community college or the University. You can apply to any campus provided you have a minimum of 36 transferable semester units. A college catalog of the University of California, Berkeley, for fall admission states that of the 36 units of college credit accepted, at least 24 units must have been earned in at least 3 years of high school. You must complete all courses with at least a "C" in the following ways. One college course of at least three semester units of college credit will be considered equivalent to one year of high school study.

If you wish to be considered for admission through EOP, enter "Y" on line 3 of the application form. In addition, you must complete and submit the forms included in the EOP Information and Supplement. If you meet the requirements for EOP, an application packet is available at each CSU campus EOP office and the Columbia College EOPS Office.

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

TRANSFER REQUIREMENTS TO THE UNIVERSITY OF CALIFORNIA

The University of California system has established the following campuses:

- University of California, Berkeley
- University of California, Los Angeles
- University of California, Santa Barbara
- University of California, Irvine
- University of California, Riverside
- University of California, San Diego
- University of California, San Francisco
- University of California, Santa Cruz

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The selection criteria for each academic year are described in internship transitioning and some campus requirements. The criteria vary from year to year and from campus to campus.

All University campuses are on the quarter calendar except Berkeley, which is on the semester system. The quarter calendar often prohibits mid-year transfer because the end of the fall semester (typically late January) and the winter quarter (early January) overlap. Therefore, you cannot transfer to the University for the winter quarter if you enroll in a community college or other institution with a fall semester that does not end prior to January 1.

For California residents

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 all transferable coursework.

1. If you are 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 met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of "C" (2.0) or better in each of these required courses, and an overall "C" (2.0) average in all transferable 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-f" subjects, you must:
   a. Complete 84 quarter units or 56 semester units of transferable college credit with a grade point average of at least 2.4, 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 certain 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 can count 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, advanced algebra, and geometry). The course must also be a more advanced course in mathematics or statistics for which advanced algebra is 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.

Financial Aid

Some campuses apply you to will send you information about financial aid programs during December or January if you check "YES" or mark an item on the application form. You should file your Undergraduate Application Form during the filing period if you plan to apply for financial aid or scholarships.

If you live in California and want to apply for financial aid, you must file a Student Aid Application for California (SAAC) between January 1, 1992 and March 2, 1992. If you live out-of-state, file a Financial Aid Form (FAF) with the campuses you select except Berkeley, which requires the SAAC for all students regardless of where they live. You may obtain a financial aid application from a high school, community college, University of California campus or California State University campus, and most independent colleges.

You can find more information about financial aid in "Introducing the University of California, Answers for Transfer, and the campus General Catalogs. You may also contact the campus Financial Aid Officers.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Official U.C. and C.S.U. approval of IGETC was not received at the time this catalog was printed. Students are advised to see a counselor for updated information.

Full completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy general education requirements.

It should be noted that completion of the IGETC is not a requirement for Transfer to C.S.U. or U.C., nor is it the only way to fulfill the lower-division, general education requirements of these systems prior to transfer. Depending upon the major and/or the campus of choice, some students may be better served by taking courses which fulfill the C.S.U. General Education/Breadth requirements listed on pages 40 and 41 or those listed in the C.S.U. or U.C. campus catalog to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the find the IGETC option to be advantageous. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular C.S.U. or U.C. campus.

The course requirements for all areas must be completed before the IGETC can be certified.

AREA 1 — ENGLISH COMMUNICATIONS

C.S.U. — 3 courses required, one from each group below

U.C. — 2 courses required, one from each group A and B below

Group A: English Composition
1 course, 3 semester/4-5 quarter units

Group B: Critical Thinking/English Composition
1 course, 3 semester/4-5 quarter units

English 1A

AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester/4-5 quarter units

Mathematics 2, (CAN STAT 2), 6, 10, 12, 18A

AREA 3 — ARTS AND HUMANITIES

At least three courses, with at least one from the Arts and one from the Humanities, 9 semester/12-15 quarter units

Arts:
Art 11, 12
Drama 20
Music 2, 10, 11
Humanities:
English 11, 17, 18, 46, 47
History 13, 14, 16*, 17*
Psychology 1

Spanish 1A*, 1B*

AREA 4 — SOCIAL AND BEHAVIORAL SCIENCES

At least 3 semester courses, at least two disciplines, 9 semester/12-15 quarter units

Anthropology 1, 2, (CAN ANTH 2, 4), 15
Economics (CAN ECON 2, 4) 10, 11
Geography 12, 15
History 13, 14, 16*, 17*
Political Science 10*, 12, 14
Psychology 1

Sociology 1, 2

AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES

2 courses, one from Physical Sciences and one from Biological Sciences: at least one must include a laboratory, 9-semester/9-12 quarter units

Physical Sciences:
Chemistry 1A, (CAN CHEM 20, 10) (L) or (L) Earth Science 5 (L), 30, 40, 45 (L), 60 (L), 70 (L)

Physics 1++, 5A (L)

Biological Sciences:
Biology 2L (CAN BIOL 2L), 4L (CAN BIOL 4), 6L (CAN BIOL 6L), 18++, 1L, 13L, 2L++

LANGUAGE OTHER THAN ENGLISH (U.C. Only)

Proficiency equivalent to two years of high school in the same language.

Spanish 1A*, 1B*

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (C.S.U. Graduation Requirement Only)

(Not part of IGETC) may be completed prior to transfer)

Courses chosen from Group A and B must be 6 units, courses used to meet this requirement may not be used to satisfy requirements for IGETC.

Group A:
History 16*, 17*

Group B:
Political Science 10*

* Courses designated with an asterisk may be counted as the lower-division portion of a requirement for a major. (L) Designates course with a laboratory
++ Indicates that transfer credit may be limited by either U.C. or C.S.U. or both.

NOTE: It is advisable to consult with a counselor for assistance with selecting the appropriate general education transfer pattern.

UNIVERSITY OF CALIFORNIA/ COLUMBIA COLLEGE TRANSFER CORE CURRICULUM (TCC) OPTION

(General Education Breadth Requirements)

College transfer student to U.C. may fulfill the lower division breadth and general education requirements by completing the Transfer Core Curriculum option. The Transfer Core Curriculum option consists of a series of subject courses which, if completed prior to transfer, will satisfy the breadth and general education requirements at any campus of the University of California. You have the option, however, to fulfill the breadth and general education requirements by either completing the Transfer Core Curriculum in its entirety, the IGETC, or the specific lower division breadth and general education requirements listed in the catalog of the school or college to which you plan to transfer.

If all of the breadth and general education requirements of the Transfer Core Curriculum or the IGETC are not completed with a grade of "C" or better before transferring to the University, you will be subject to the regulations regarding breadth and general education requirements of the school or of the campus to which you have been admitted. (Courses where a "CR" is earned are accepted.)

Staff in the admissions or relations with schools office at the campus to which you wish to transfer will assist you with your transition to the Transfer Core Curriculum option or the IGETC option.
ELIGIBILITY TO TRANSFER TO U.C.: A student is eligible to transfer to U.C. after completion of 56 transferable units, but is encouraged to complete 60 units for full junior status. This may affect priority for registration at the transfer campus as well as the amount of financial aid loans for which you may apply.

MAXIMUM ALLOWABLE TRANSFER UNITS: U.C. will not grant credit toward graduation for course work completed in excess of 70 lower division transferable semester units. See handbook: COURSES FROM COLUMBIA COLLEGE ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA — ALL CAMPUSES for Columbia College courses that are U.C. transferable.

EXCEPTIONS TO THE USE OF THE TRANSFER CORE CURRICULUM: Following the Transfer Core Curriculum is not advisable for 1) any student pursuing an impacted major or a major requiring high unit lower division prerequisites such as business administration, engineering, chemistry, etc.; 2) students transferring to U.C. Berkeley: School of Business, College of Engineering or Environmental Design; U.C. San Diego: Revelle or Fifth Colleges; U.C.L.A.: College of Fine Arts. Students considering any of the options listed above should consult with personnel at the transfer institution, the appropriate campus catalog, and/or a Columbia College counselor.

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM
The California Articulation Number (CAN) system identifies many transferable, lower-division, preparation courses commonly taught on California College and University campuses. Courses in the CAN System are primarily lower-division preparation for the major, but may also be used to meet other requirements. The System assures students that CAN courses on one participating campus will be accepted in "lieu of" the comparable CAN courses on another participating campus. For Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. Check with the counseling office, departmental office, Transfer Center, or articulation offices for current listings of CAN courses and campuses participating in the CAN System. A CAN Catalog listing campuses and courses is published biannually. The following Columbia College courses have been approved as CAN qualified as of the printing of this catalog:

COLUMBIA COLLEGE TRANSFER TO THE UNIVERSITY OF CALIFORNIA UNIVERSITY OF CALIFORNIA TRANSFER CORE CURRICULUM OPTION REQUIREMENTS — ALL CAMPUSES—EFFECTIVE THROUGH SPRING, 1993

(See page 52 for additional information)

SUBJECT AREAS:  

<table>
<thead>
<tr>
<th>TERMS REQUIRED</th>
<th>UNITS REQUIRED</th>
</tr>
</thead>
</table>
| AREA 1. Foreign Language  
(See Notes: Area 1)  | Proficiency  |
| 2 Semesters  | 6 units minimum  |
| AREA 2. English Composition  
(See Notes: Area 2)  | English 1A and 1B  |
| 1 Course  | 3 units minimum  |
| AREA 3. Mathematics/Quantitative Reasoning  
(See Notes: Area 3)  | Mathematics 2, 6, 10, 12, 18A, 18B, 18C  |
| 3 Semesters  | 9 units minimum  |
| AREA 4. Arts and Humanities  
(See Notes: Area 4)  | Art 11, 12  |
| 3 Semesters  | 9 units minimum  |
| AREA 5. Social and Behavioral Sciences  
(See Notes: Area 5)  | Economics 10, 11  |
| 2 Semesters  | 7 units minimum  |
| AREA 6. Physical and/or Biological Sciences  
(See Notes: Area 6)  | Physics 1A, 1B, 2A, 2B  |
| 3 Units required  | At least one laboratory (+) must be included  |

AMERICAN HISTORY AND INSTITUTIONS REQUIREMENT: This requirement may be met by completion of either History 16 or 17 and Political Science 10 with a grade of "C" or higher. These courses may be double counted as applicable in Area 4 — Humanities and Area 5 — Social and Behavioral Sciences. In some cases, campuses of the University of California accept higher division courses in fulfillment of this requirement. Check the catalog of the campus to which you plan to transfer for more specific information.

Columbia College catalog listing campuses and courses is published biannually. The following Columbia College courses have been approved as CAN qualified as of the printing of this catalog:

California Articulation Number:  

<table>
<thead>
<tr>
<th>Area</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ANT1H 1, Physical Anthropology</td>
</tr>
<tr>
<td>2</td>
<td>ANT1H 2, Cultural Anthropology</td>
</tr>
<tr>
<td>3</td>
<td>BIEL 2, Principles of Biology</td>
</tr>
<tr>
<td>4</td>
<td>BIEL 3, Principles of Animal Biology</td>
</tr>
<tr>
<td>5</td>
<td>BIEL 4, Principles of Plant Biology</td>
</tr>
<tr>
<td>6</td>
<td>CHEM 1A, General Chemistry</td>
</tr>
<tr>
<td>7</td>
<td>CHEM 1B, General Chemistry</td>
</tr>
<tr>
<td>8</td>
<td>ECON 10, Principles of Economics</td>
</tr>
<tr>
<td>9</td>
<td>ECON 11, Principles of Economics</td>
</tr>
<tr>
<td>10</td>
<td>POL2 1, Constitutional Government</td>
</tr>
<tr>
<td>11</td>
<td>SOCIO 1, Introduction to Sociology</td>
</tr>
<tr>
<td>12</td>
<td>SPCH 6, Fundamentals of Speech</td>
</tr>
<tr>
<td>13</td>
<td>MATH 2, Elements of Statistics</td>
</tr>
</tbody>
</table>

Additional courses might have qualified for the CAN System after the printing of this catalog. Check with the counseling department or the Transfer Center for the most current information. Columbia College articulates many other courses with many colleges and universities (public and private), in addition to those on the above list. See course descriptions for (UC/CSU) transfer designations and check in the Transfer Center or with a counselor for articulation agreements.

TRANSFER CORE CURRICULUM NOTES:  

Area 1. Foreign Language: This requirement may be fulfilled by completion of two years of a foreign language in high school with a grade of "C" or better, or equivalent proficiency demonstrated by college courses or performance on tests such as the SAT, TOEFL, or other appropriate test. Students must be approved as CAN qualified as of the printing of this catalog. The following courses, along with other course work accepted "in lieu of" the core foreign language requirement, are also applicable to the American History and Institutions requirement.

Area 2. English Composition: This requirement must be fulfilled by completion of a one-year lower division English composition sequence.

Area 3. Mathematics/Quantitative Reasoning: This requirement may be fulfilled by earning a minimum score of 550 on the College Board Achievement Test in a foreign language, or the two-semester sequence at Columbia College.

Area 4. Arts and Humanities: This requirement must be fulfilled by completion of at least one course from Area 4.1 Arts and one course from Area 4.2 Humanities.

Area 5. Social and Behavioral Sciences: This requirement must be fulfilled by completion of at least one laboratory. In some cases, campuses of the University of California may accept higher division courses in fulfillment of this requirement. Check the catalog of the campus to which you plan to transfer for more specific information.

Area 6. Physical and/or Biological Sciences: This requirement must be fulfilled by completion of at least one laboratory. In some cases, campuses of the University of California may accept higher division courses in fulfillment of this requirement. Check the catalog of the campus to which you plan to transfer for more specific information.
COURSE INFORMATION

Numbering of Courses
1 to 99 are designated baccalaureate level courses.
100 to 199 are not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.
200 to 299 are non-degree applicable courses.
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.

Course Articulation With Other Colleges
Columbia College articulates many of its courses with other two or four year colleges and universities. Please ask your counselor for information related to agreements which identify courses that will transfer and those that meet lower-division preparation for the major selected.

Transferability of Courses
Courses that transfer to the California State University System and/or the University of California System are so designated in parentheses following the course description:

CSU — Transfer to California State University System
UC — Transfer to University of California System
CSU/UC — Transfer to both systems.

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 at the discretion of the transferring school.

California Articulation Number (CAN) System
Columbia College participates in the California Articulation Number (CAN) System. An explanation of CAN designated courses can be found on page 52.

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

2. 98/198 Courses: Special Topics
Lecture and/or laboratory hours and units of credit may vary. Classes in which a particular topic in a discipline (such as history) is treated with in-depth study. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. 98/198 Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fulfill requirements unless authorized by the transfer school.

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. Consult your advisor for specific procedures. (See page 26 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school.

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.

ANTHROPOLOGY

ANTHR 1 — PHYSICAL ANTHROPOLOGY 3 Units
CAN ANTH 2
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 civilization and contemporary hunter-gatherers. (UC/CSU)

ANTHR 2 — CULTURAL ANTHROPOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
The study of preliterate societies and the concept of culture basic to anthropology. Emphasis is on methods of field work, cultural ecology, language, social and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (UC/CSU)
ART 1 — BASIC FREEHAND DRAWING 1-2 Units
Introduction to basic drawing techniques, rendering techniques, linear perspective, composition and various drawing media. (UC/CSU)
May be repeated three times.

ART 2 — BASIC COLOR AND DESIGN 1-2 Units
Introduction to elements and principles of visual design and color theory as applied in a studio setting. (UC/CSU)
May be repeated three times.

ART 9A — LIFE DRAWING: Beginning 1-2 Units
Problems in figure drawing working from the undraped model. (UC/CSU)
May be repeated three times.

ART 9B — LIFE DRAWING: Intermediate 1-2 Units
Problems in figure drawing working from the draped model. (UC/CSU)
May be repeated three times.

ART 9C — LIFE DRAWING: Advanced 1-2 Units
An extension of Art 9A emphasizing various media and compositional problems. (UC/CSU)
May be repeated one time.

ART 11 — HISTORY OF ART: 3 Units
Ancient and Medieval
Lecture: 3 hours
Survey of art history from the Paleolithic Age through the Late Gothic Era. (UC/CSU)
Field trips may be required.

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

ART 16 — HISTORY OF MODERN ART 3 Units
Lecture: 3 hours
Survey of art history from the Impressionist era through contemporary art. (UC/CSU)
Field trips may be required.

ART 21A — PAINTING: Beginning 1-2 Units
Lecture: 3-6 hours
Basic principles, techniques, and materials of easel painting in a variety of media. (UC/CSU)

ART 21B — PAINTING: Intermediate 1-2 Units
Prerequisite: Art 21A with a grade of "C" or better
Lecture: 3-6 hours
Continuation of Art 21A with emphasis on personal expression. (UC/CSU)
May be repeated two times.

ART 23A — WATERCOLOR: Beginning 1-2 Units
Lecture: 3-6 hours
Introduction to the basic techniques and problems of transparent watercolors. (UC/CSU)

ART 23B — WATERCOLOR: Intermediate 1-2 Units
Prerequisite: Art 23A with a grade of "C" or better
Lecture: 3-6 hours
Continuation of Art 23A introducing opaque watercolors and various experimental techniques. (UC/CSU)
May be repeated two times.

ART 25 — MIXED MEDIA PAINTING 1 Unit
Lecture: 3 hours
Introduction to special techniques involving creative mixtures of traditional media: pen and ink over watercolor, tempera, oil, and acrylic in combination. (UC/CSU)
May be repeated three times.

ART 31 — CERAMICS: Introductory 1-2 Units
Lecture: 3-6 hours
Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. (UC/CSU)

ART 32 — CERAMICS: Advanced 1-2 Units
Lecture: 3-6 hours
Continuation of Art 31 with emphasis on glazes, formulation and application with increased opportunity for personal expression and experimentation. (UC/CSU)

ART 33 — CERAMICS: Special Problems 1-2 Units
Lecture: 3-6-6 hours
Continuation of Introductory and Advanced Ceramics with emphasis on personal growth and independence. (UC/CSU)
May be repeated one time.

ART 35 — INTRODUCTION TO RAKU 1-2 Units
Recommended: Art 32 Lectures: 3 hours
Introduction to raku process, historical origins and contemporary uses. Practical experience in clay bodies, glazes, and raku firing. (UC/CSU)
May be repeated three times.

ART 37 — INTRODUCTION TO PRINTMAKING 1-2 Units
Lecture: 3-6 hours
Introduction to basic intaglio and relief printmaking procedures, including etching, engraving, collagraph, linocut, and woodcut. (UC/CSU)
May be repeated three times.

ART 39A — COMMERCIAL FREEHAND LETTERING: Beginning 1-2 Units
Lecture: 3 hours
Introduction to freehand lettering and calligraphy: practice in the three major calligraphic styles of sign writing and commercial lettering. Roman, Gothic, and script technique emphasis. (CSU)

ART 39B — COMMERCIAL FREEHAND LETTERING: Intermediate 1-2 Units
Prerequisite: Art 39A with a grade of "C" or better or consent of instructor
Lecture: 3-6 hours
Continuation of Art 39A with emphasis on signs, truck lettering, show cards, billboards, illustrations, wood routing signs, and concrete signs. (CSU)
May be repeated two times.

ART 39A — SILKSCREEN PRINTMAKING: Beginning 1-2 Units
Lecture: 3 hours
Introduction to basic silkscreen printmaking using various stencil techniques. (UC/CSU)

ART 39B — SILKSCREEN PRINTMAKING: Advanced 1-2 Units
Prerequisite: Art 39A with a grade of "C" or better or consent of instructor
Lecture: 3-6 hours
Continuation of Art 39A emphasizing advanced problems and techniques in silkscreen. (UC/CSU)
May be repeated two times.

ART 41 — CERAMIC SCULPTURE: 1-2 Units
Prerequisite: Art 31A
Lecture: 3-6 hours
Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. (UC/CSU)

ART 42 — ADVANCED PHOTOGRAPHY 1 Unit
Lecture: 3 hours
Development and printing of color slides. Includes the history and theory of color photography, a survey and analysis of slide films, color balance and temperature, exposure, film speed and push processing and related effects, positive printing. (CSU)
Field trips may be required.
May be repeated one time.

ART 44 — ADVANCED PHOTOGRAPHY 1 Unit
Lecture: 3 hours
Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills. (CSU)
May be repeated three times.

ART 45 — FIELD PHOTOGRAPHY 1-2 Units
Co-requisite: ART 40B
Lecture: 3 hours
Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. (UC/CSU)
Field trips are required.
May be repeated three times.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 36</td>
<td>AUTOMOTIVE TECHNOLOGY</td>
<td>1 Unit</td>
<td>Principles and operations of automotive drums, including diagnosis and overhaul techniques. (CSU)</td>
</tr>
<tr>
<td>AUTO 40A</td>
<td>BRAKES: Drum</td>
<td>2 Units</td>
<td>Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques. (CSU)</td>
</tr>
<tr>
<td>AUTO 40B</td>
<td>BRAKES: Disc</td>
<td>1 Unit</td>
<td>Principles of operation of automotive disc brakes, including diagnosis and overhaul techniques. (CSU)</td>
</tr>
<tr>
<td>AUTO 16</td>
<td>ENGINE REBUILDING</td>
<td>4 Units</td>
<td>Principles of operation of Ford computerized engine control systems. (CSU)</td>
</tr>
<tr>
<td>AUTO 17</td>
<td>ELECTRO MECHANICAL CARBURETORS</td>
<td>1 Unit</td>
<td>Principles of operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases. (CSU)</td>
</tr>
<tr>
<td>AUTO 41B</td>
<td>FRONT-END AND SUSPENSION</td>
<td>2 Units</td>
<td>Fundamentals of automotive suspension and steering systems; adjustments, diagnosis, inspection, and repair of alignment problems, including wheel balancing and tire problems. (CSU)</td>
</tr>
<tr>
<td>AUTO 55A</td>
<td>VEHICLE ELECTRICITY</td>
<td>2 Units</td>
<td>Fundamentals of electricity that apply to all electrical systems. (CSU)</td>
</tr>
</tbody>
</table>
BIOLOGY

BIOL 2—PRINCIPLES OF BIOLOGY 4 Units
Prerequisite: Biology 1 or Biology 3 with a grade of "C" or better in course and instructor

Lecture: 3 hours
Laboratory: 3 hours
A principles course with special reference given to molecular and cellular biology. Topics include the chemical basis of life, evolution and ecology. Designed for Life Science and related majors. (UC/CSU)

Field trips may be required.

BIOL 6—PRINCIPLES OF PLANT BIOLOGY 4 Units
Prerequisite: Biology 2 or Biology 3 with a grade of "C" or better in course and instructor

Lecture: 1 hour
Laboratory: 3 hours
A general botany course with emphasis on plant anatomy, morphology, physiology, and systematics of vascular and non-vascular plants. (UC/CSU)

Field trips may be required.

BIOL 10—INTRODUCTORY HUMAN ANATOMY 4 Units
Prerequisite: One year of high school biology with a grade of "C" or better in course and instructor

Lecture: 3 hours
Laboratory: 3 hours
A survey course in human anatomy with special emphasis on skeletal, muscular, circulatory, respiratory, and nervous systems. (UC/CSU)

BIOL 18—FUNDAMENTALS OF BIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 151 and Mathematics 101

Lecture: 3 hours
An introductory course for non-Science majors emphasizing the fundamental principles common to all forms of life. These include cell structure and function, reproduction, genetics, ecology, and evolution. (Biology 18 with Biology 19 fulfills the laboratory requirements for transfer and Associate Degree students.) (UC/CSU)

BIOL 19—FUNDAMENTALS OF BIOLOGY LABORATORY
Prerequisite: Prerequisite or concurrent enrollment in Biology 18
Skill Level Recommended: Eligibility for English 151 and Mathematics 101

Lecture: 1 hour
Laboratory: 3 hours
An optional laboratory to be taken concurrently with Biology 18; designed to complement and amplify Biology 18 which is the lecture portion of the course. (UC/CSU)

Field trips are required.

BIOL 39—FIELD BIOLOGY 1-2 Units
Skill Level Recommended: Eligibility for English 151 and Mathematics 101

Lecture: 1-2 hours
Field course in biology to be held in natural surroundings. The study site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. (UC/CSU)

Field trips may be required. May be repeated three times.

BIOL 50—NUTRITION 3 Units
Prerequisite: One year of high school chemistry with a grade of "B" or better in course and instructor

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours
Introductory study of energy and nutrient requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism; emphasis on nutrition of the adequate diet. Emphasis is placed upon the chemical properties of nutrients. (UC/CSU)

Field trips are required.

BIOL 60—INTRODUCTION TO HUMAN PHYSIOLOGY 4 Units
Prerequisite: One year of high school chemistry with a grade of "C" or better in course and instructor

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours
Laboratory: 3 hours
A survey course in human physiology with special emphasis upon digestive, reproductive, muscular, nervous and endocrine systems. (UC/CSU)

Field trips may be required.

BIOL 65—MICROBIOLOGY 4 Units
Prerequisite: Biology 2 or Biology 3 and Biology 18 and Biology 19 or Biology 2 with a grade of "C" or better in course and instructor

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours
Laboratory: 3 hours
General characteristics of microbial life, conditions, influencing bacterial growth, bacteria in disease and aseptic procedures. (UC/CSU)

Field trips may be required.

BIOL 158—BIRDS OF THE MOTHER LODGE 1.5 Units
Laboratory: 1.5 hours
Field course in birds of the Mother Lodge region of California through field observations. Stresses recognition of plumage, song, and behavior patterns. Discussion of ecological relationships, nesting habits, and economic importance. (UC/CSU)

Field trips are required. May be repeated three times.

BIOL 159—WILDFLOWERS OF THE MOTHER LODGE 1.5 Units
Laboratory: 1.5 hours
Field course in wildflowers of the Mother Lodge region of California through field observations. Stresses recognition of floral habits, systematic names, and economic importance. (UC/CSU)

Field trips are required. May be repeated three times.

BIOL 160—MUSHROOMS OF THE MOTHER LODGE 1.5 Units
Laboratory: 1.5 hours
Field course in fungi of the Mother Lodge region of California through field observations. Stresses recognition of fruiting bodies, systematic names, and economic importance. (UC/CSU)

Field trips are required. May be repeated three times.

BIOL 168—BIRDS OF THE SIERRA NEVADA 3 Units
Laboratory: 1.5 hours
Field course in birds of the Sierra Nevada region of California through field observations. Stresses identification of resident and migratory birds, systematic names, and economic importance. (UC/CSU)

Field trips are required. May be repeated three times.

BIOL 170—WINTERING BIRDS OF CALIFORNIA 1.5 Units
Laboratory: 1.5 hours
Field course in birds of California during the winter months. Stresses identification of resident and migratory birds, systematic names, and economic importance. (UC/CSU)

Field trips are required. May be repeated three times.

BUSAD 1—ACCOUNTING 4 Units
Lecture: 4 hours
Accounting principles and procedures, owner's equity, closing books, revenue and expense adjustments, merchandising operations, statement and ledger organization, forms of organization, cash and investments, receivables and inventories. (UC/CSU)

BUSAD 2—BUSINESS ADMINISTRATIONS
BUSAD 3—HUMAN RESOURCES ADMINISTRATION
BUSAD 4—ACCOUNTING 4 Units
Lecture: 4 hours
Accounting principles and procedures, owner's equity, closing books, revenue and expense adjustments, merchandising operations, statement and ledger organization, forms of organization, cash and investments, receivables and inventories. (UC/CSU)

The functions of management, techniques of decision-making and methods used by the managers to achieve organizational goals, various theories of management, line of authority, functions of departments, importance of policies, procedures and controls. (CSU)

BUSAD 8—COMMERCIAL LAW 3 Units
Lecture: 3 hours
Historical development of common law, legal and social environment of business, federal and state court decisions, legal aspects of business, law of contract, personal property, bailments and law of sales are covered in this portion of commercial law. (UC/CSU)

BUSAD 9—COMMERCIAL LAW 3 Units
Lecture: 3 hours
Introduction to the legal aspects of the profession, the legal and social environment of business, the legal aspects of business, the law of contract, personal property, bailments and law of sales are covered in this portion of commercial law. (UC/CSU)

BUSAD 10—PRINCIPLES OF BUSINESS 3 Units
Lecture: 3 hours
Survey of business principles, procedures, and procedures; ownership, recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; management; government and business relations. (UC/CSU)

BUSAD 30—PRINCIPLES OF MARKETING 3 Units
Lecture: 3 hours
Marketing principles, policies, and procedures, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. (CSU)

BUSAD 40—PRINCIPLES OF MANAGEMENT 3 Units
Lecture: 3 hours
The functions of management, techniques of decision-making and methods used by the managers to achieve organizational goals, various theories of management, line of authority, functions of departments, importance of policies, procedures and controls. (CSU)
BUS 161A — SMALL BUSINESS ACCOUNTING II
Prerequisite: Business Administration 161A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Study of the techniques learned in Business Administration 161A with the introduction of partnership and corporate accounting. Financial analysis using ratios, managerial decision making, departmentalized, cost and manufacturing accounting along with planning, income tax procedures, and discussion of automated systems.

BUS 162A — COMPUTERIZED ACCOUNTING SIMULATION
Prerequisite: Business Administration 160B, Business Administration 162A, or Business Administration 125 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Introduction to automated accounting using the microcomputer. Includes journalization of daily transactions and condensed adjusting, and closing entries. Students work with standard internal and external documents such as journals, general and subsidiary ledgers, tickler files, trial balances, schedule of accounts receivable and payable, and financial statements.

BUS 165B — THE METRIC SYSTEM
Prerequisite: Office Occupations 35 or 45 or equivalent
Lecture: 3 hours
Mathematical problems of buying, selling, interest, discounts, insurance commissions, payrolls, depreciation, taxes, checking accounts, consumer applications, balance sheet and income statements, inventory and stocks and bonds.

BUS 165C — BUSINESS MATHEMATICS
Lecture: 3 hours
A basic presentation of the new language of the modernized metric system in areas of common, everyday applications: volume, weight, linear, and cubic measures, temperature, and electricity.

OFFICE OCCUPATIONS
See page 36-37 for Certificate Requirements

OFFICE OCCUPATIONS

BUS 97 — WORK EXPERIENCE IN BUSINESS AND COMMERCE
Prerequisite: Employment must be approved by a Work Experience Instructor. Must be completed in at least seven units including Work Experience.
75 hours per work experience equals 1 unit of credit.
60 hours unpaid employment equals 1 unit of credit.
Provides students an opportunity to experience supervised employment in a variety of occupational settings within Business and Commerce (e.g., Business Administration, Hospitality Management, Computer Science). The student's employment must be approved for partial or full occupational goal. (CSU)
Offered for Credit/No Credit only
May be repeated for no more than a total of 16 units of credit but no units earned in any other Work Experience Course.

BUS 123 — SALES
Prerequisite: None
Lecture: 3 hours
Description of the fundamental principles and practices of sales. Critical look at the selling process and the practical aspects of effective sales techniques for both retail and direct applications.

BUS 125 — ADVERTISING
Prerequisite: None
Lecture: 3 hours
Analysis of the social and economic impact of advertising on a local, state and national scope. Study of media, budgets, research, copy, layout, and institutions.

BUS 150 — SMALL BUSINESS MANAGEMENT
Prerequisite: None
Lecture: 3 hours
Small business operation with proper balance between business functions of purchasing, production, sales, finance, and management functions of planning, organizing, acting, and controlling.

BUS 1627 — PEGBOARD PAYROLL SYSTEM
Prerequisite: Office Occupations 127
Lecture: 1 hour
A business simulation designed to give realistic experience in keeping payroll records using a pegboard system.

BUS 162A — BOOKKEEPING
Prerequisite: Business Administration 160A with a grade of "C" or better or consent of instructor
Lecture: 2.5 hours
Double entry bookkeeping, general and special journals, general and subsidiary ledgers, business forms, financial statements, and completion of the bookkeeping cycle.

BUS 160B — BOOKKEEPING
Prerequisite: Business Administration 160A with a grade of "C" or better or consent of instructor
Lecture: 2.5 hours
Bookkeeping records requiring analysis, interpretation and recording, promissory notes, adjustments for prepaid and accrued items; depreciation; payroll records; the development and use of specialized journals.

BUS 161A — SMALL BUSINESS ACCOUNTING I
Prerequisite: Business Administration 160A with a grade of "C" or better or consent of instructor
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.

BUS 163B — BUSINESS MATHEMATICS
Lecture: 3 hours
Mathematical problems of buying, selling, interest, discounts, insurance commissions, payrolls, depreciation, taxes, checking accounts, consumer applications, balance sheet and income statements, inventory and stocks and bonds.

BUS 165 — THE METRIC SYSTEM
Lecture: 1 hour
A basic presentation of the new language of the modernized metric system in areas of common, everyday applications: volume, weight, linear, and cubic measures, temperature, and electricity.

OFFICE OCCUPATIONS
OFFICE OCCUPATIONS/REAL ESTATE

OFFOC 60 — LEGAL TRANSCRIPTION/TERMINOLOGY
Prerequisite: Office Occupations 20 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Laboratory: 4 hours (Self-paced)
Study of legal terminology and its relationship to legal correspondence. Electronic typewriters and/or computers are used. (CSU)

OFFOC 62 — LEGAL OFFICE PROCEDURES
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. (CSU)

OFFOC 97 — WORK EXPERIENCE IN OFFICE OCCUPATIONS
Prerequisite: Must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.
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. (CSU)
Offered for Credit/No Credit only. May be repeated for no more than a total of 16 units of credit six or more hours earned in any other Work Experience course.

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

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

OFFOC 120 — INTERMEDIATE TYPING
Prerequisite: Office Occupations 110 with a grade of "C" or better or typing rate of 65 words per minute on consent of instructor
Laboratory: 3 hours (Self-paced)
Development of typewriting speed and accuracy, preparation of advanced correspondence, tabulation, manuscripts, outlines, business forms, and general correspondence.

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

OFFOC 200 — COMPUTER KEYBOARDING/TYPWRITING
Lecture: 1 hour
1 Unit
Through the use of a computer, students will master the alphabetic and numeric keys by touch.

OFFOC 210 — TYING SPEED AND ACCURACY BUILDING
Prerequisite: Requirement: Laboratory: 3 hours (Self-paced)
1 Unit
Speed building and accuracy on straight copy, and statistical writing, intensive drills, timed writings and remedial work.

OFFOC 215 — WORD PROCESSING FOR PERSONAL USE
Prerequisite: Ability to type by touch
Lecture: 1 hour
Instruction in typing, storing, revising, and printing documents of a personal nature including a resume, a personal business letter and a report. No previous computer experience is required. Offered for Credit/No Credit only.

OFFOC 220 — REVIEW SHORTHAND
Prerequisite: One college semester or one year course in shorthand with a grade of "C" or better. Ability to type at a rate of 30 words per minute.
Laboratory: 4 hours
Review of either ABC or Gregg shorthand theory. Development of transcription skills and speed building activities.

The Real Estate
See Page 37 for Certificate Requirements

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

BREST 5 — REAL ESTATE PRACTICE
Lecture: 3 hours
3 Units
Customer relationship; general real estate operations and the industry; includes types and valuation of listings, selling and closing, marketing techniques, financing, taxes, leasing, appraisals, insurance, public sales, exchanges, trade-in programs and investments. (CSU)

BREST 10 — LEGAL ASPECTS OF REAL ESTATE
Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
3 Units
California real estate law, titles, encumbrances, recording, real property acquisition and transfer; Penal Code. (CSU)

CHEM 10 — FUNDAMENTALS OF CHEMISTRY
Prerequisite: Mathematics 101 with a grade of "C" or better or one year of high school chemistry
Skill Level Recommended: Eligibility for English 1A and Mathematics 101
Lecture: 3 hours
Laboratory: 3 hours
Fundamental theories and principles of chemistry; atomic and molecular structure, chemical reactions, stoichiometry, gases, liquids, solids, solutions, nonmetals, metals, nuclear chemistry, and organic compounds. (UC/CSU)

CHEM 20 — CHEMISTRY FOR LIBERAL ARTS STUDENTS
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
A survey of chemical principles and how they apply to you, the environment and industry. Topics covered include matter, energy, compounds, acid-base chemistry, electrochemistry, environmental chemistry, geochemistry, organic chemistry, and biochemistry. (UC/CSU)

CHILD DEVELOPMENT
See Page 34 for Certificate Requirements

CHILD 1 — PRINCIPLES OF CHILD DEVELOPMENT
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Growth and development patterns of children from infancy through early school years. Basic concepts related to their physical, motor, intellectual, creative, social, and emotional development and the implications of these concepts for organizing and implementing Early Childhood Education Programs.

CHILD 3 — PRACTICES IN CHILD DEVELOPMENT
Skill Level Required: Consent in Child Development 1.
Lecture: 1 hour
An intensive course designed as preparation for taking the state examination for a Real Estate Salesperson License.

CHEMISTRY

CHEM 1A — GENERAL CHEMISTRY
(CAN CHEM 2)
5 Units
Prerequisite: One year of high school chemistry with a "B" averaged Mathematics 10 or equivalent with a grade of "C" or better, or Chemistry 10 and Mathematics 10, both with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 4 hours
Laboratory: 5 hours
The planning and carrying out of learning experiences and educational materials appropriate for young children; young children's behavior, and appropriate guidance techniques. Child Development 15 provides a supervised practicum for this course. (CSU)

CHILD 5 — CHILD NUTRITION
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Basic nutritional needs of children from the prenatal period through adolescence, study of the nutrients in foods, the calculation of nutritional needs, program requirements, and cooking activities for children in Early Childhood Education programs. (CSU)

CHILD 7 — CHILD HEALTH AND SAFETY
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Overview of health and safety issues for children, birth to seven years of age. Study of basic health needs, medical care, outdoor and indoor safety procedures, and "child safe" programs to prevent molestation and abuse. (CSU)
CHILD 10 — CREATIVE ACTIVITIES I 1.5 Units
Lecture: 1.5 hours
Survey of a variety of educational activities suitable for young children in art, music, movement, language, and literature; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 11 — CREATIVE ACTIVITIES II 1.5 Units
Lecture: 3 hours
Survey of educational activities suitable for young children in math and science, cooking and nutrition, woodworking, and the outdoor environment; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 15 — OBSERVATION AND PARTICIPATION 2-3 Units
Prerequisite: Completion of one quarter enrollment in Child Development 3 or Child Development 1 or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 1 hour
Laboratory: 3-4 hours
Survey of a variety of educational activities suitable for young children in art, music, movement, language, and literature; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 16 — SPECIAL NEEDS CHILDREN 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
The study of children from birth to five years with special needs: i.e., physical, speech, hearing, visual, intellectual, emotional, and chemical impairments. Includes an overview of the assessment process; individual Education Plan development; mandatory and voluntary paperwork; and active parent involvement. Field observations required. (CSU)

CHILD 22 — CHILD, FAMILY, COMMUNITY 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Study of the impact of family relationships and community factors on a child’s development. Techniques fostering healthy family interactions and use of community resources will be stressed. Visitation to local programs that serve young children and their families will be required. (CSU)

CHILD 25 — INFANT/TODDLER CARE 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Principles and philosophy of infant care for children up to two years of age including growth and development, health and nutrition, social and emotional development, cognitive development, and cultural and ethnic differences. (CSU)

CHILD 27 — SCHOOL AGE CHILDREN 3 Units
Prerequisite: Child Development 1 recommended
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Overview of cognitive and personality development of children seven to seventeen years of age. Stages and critical periods will be studied. Current issues emphasized include: peer influence, sex roles and values, drug awareness, self-esteem, substance abuse, sexual abuse and eating disorders. Appropriate education as well as child development majors, and providers ofLatch-key programs. (CSU)

CHILD 30 — CHILD CARE/CAREERS 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Administration of public and private child care and nursery school programs in California. Topics include budget development and management; staff selection and supervision; programs, facilities, and equipment; parent and community relationships; and licensing requirements. (CSU)

CHILD 97 — WORK EXPERIENCE IN CHILD DEVELOPMENT 14 Units
Prerequisite: Employment must be approved by Work Experience Instruction. Must be enrolled in at least six units including Work Experience.
75 hours paid employment equals 1 unit of credit to a maximum of 15 hours of work. Some students may be eligible to experience supervised employment in Child Development. The student’s employment must be related to educational or occupational goals. (CSU)

COMPUTER SCIENCE
See Page 34 for Certificate Requirements

CMPS 01 — INTRODUCTION TO COMPUTER CONCEPTS 2 Units
Skill Level Recommended: Eligibility for Mathematics 101
Lecture: 1.5 hours
Laboratory: 1.5 hours
Concepts of computers in business and industry and their implications for society. Computer equipment, applications, operating systems, and actual practice on personal computer. Applications include spreadsheets, word processing, database management, graphics, and BASIC programming and communications. (CSU)

CMPS 02 — FINANCIAL WORKSHEETS ON MICROCOMPUTERS 2 Units
Prerequisite: A high school level computer or Computer Science 1 with a grade of "C" or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 1.5 hours
Introduction in using Lotus 1-2-3 on IBM PC computers to manage and project cash flow, maintain financial statements, and learn other ledger-type applications of a spreadsheet program. Topics include customizing, data manipulation and special features which simplify business and mathematical accounting processes. (CSU)

CMPS 03 — COMPUTER OPERATING SYSTEMS 2 Units
Prerequisite: One year high school algebra or Mathematics 101 with a grade of "C" or better or a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 1.5 hours
An introduction to the use of computer operating systems, including hardware/software. Emphasis is on the use of menus, utility programs, storage management, operating system design and general machine familiarity. Topics include concepts applicable to small business or home computers which use a popular type of operating system. (CSU)

CMPS 04 — COMPUTERIZED ACCOUNTING 4 Units
Prerequisite: Computer Science 3 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
Commercial computerized accounting/inventory/payroll software: general ledger, accounts payable, accounts receivable, invoicing, inventory, and payroll. Currently using Peachtree Complete II software on IBM computers. (CSU)

CMPS 05 — BASIC PROGRAMMING 3 Units
Prerequisite: One year high school algebra in Mathematics 101 with a grade of "C" or better or consent of instructor. 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
BASIC language syntax is used to study programming logic. Includes concepts of hierarchy, flowcharting, interactive input, analytic approach to processing data, and creating reports, valid and invalid logic structures, logical operators, comparisons, arithmetic operations, logical operators, arrays, search logic, sorting techniques, sub-routines, modular and top-down program design, and string processing. (UC/CSU)

CMPS 12 — PASCAL PROGRAMMING 3 Units
Prerequisite: One year high school algebra in Mathematics 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: 2 hours
Continuation of study of program design and programming using a structured language such as PASCAL or the "C" language. Topics include array and string processing, data structures, records, searching techniques, file pointers, linked lists, and advanced language syntax. Emphasis will be on structured and modular program design. (UC/CSU)

CMPS 14 — FORTRAN PROGRAMMING 3 Units
Prerequisite: Two years high school algebra or Mathematics 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: 2 hours
Study of FORTRAN language designed to promote algorithm analysis and design. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, and modular structured design. (UC/CSU)

CMPS 16 — RPG II PROGRAMMING 3 Units
Prerequisite: One year high school algebra or Mathematics 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
Language specifically designed for generating reports in a business-oriented environment. Topics include language structure, data representation, file manipulation, input/output, and arithmetic. (UC/CSU)

CMPS 18 — COROL PROGRAMMING 3 Units
Prerequisite: One year high school algebra or Mathematics 101 for a grade of "C" or better; and a high school level computer course or Computer Science 3 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, input/output, and arithmetic. (UC/CSU)

CMPS 21 — DATA FILE PROGRAMMING WITH BASIC 3 Units
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 of programming in BASIC language, including disc operation and file management, optimization of core usage, algorithms, efficiency, and advanced operating systems. (UC/CSU)

CMPS 26 — ADVANCED COMPUTER PROGRAMMING 3 Units
Prerequisite: Computer Science 6 or 12 or 14 or 18 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Continuation of study of program design and programming using a structured language such as PASCAL, or the "C" language. Topics include array and string processing, data structures, records, searching techniques, file pointers, linked lists, and advanced language syntax. Emphasis will be on structured and modular program design. (UC/CSU)

CMPS 40 — ASSEMBLY LANGUAGE PROGRAMMING 3 Units
Prerequisite: Computer Science 6 or 12 or 14 or 18 with a grade of "C" or better plus one year of high school algebra
Lecture: 2 hours
Laboratory: 3 hours
Techniques of writing assembly language instructions. Study includes computer architecture and machine language; low level programming concepts, linking and execute, and assemble language programming for the IBM computer. (UC/CSU)
CMPS 59 — DATA BASE MANAGEMENT 3 Units
Prerequisite: Computer Science 1 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 1 hour
Includes designing and using a data management system on computers, entering data and generating periodic business reports (including mailing labels), customizing customer accounts, accounts payable, order processing, general ledger, payroll, inventory, or other data necessary from business transactions. Topics include planning, data structures, query, indexing, sorting, merging, and writing programs in the applications environment. (CSU)

CMPS 107 — DATA FILE APPLICATIONS 1 Unit
With MICROCOMPUTERS
Prerequisite: A high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor
Lecture: 5 hours
Laboratory: 2 hours
Instruction on the use of a data management program such as Ibis 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.

CMPS 145 — COMPUTER PROGRAMMING: 3 Units
APPLICATIONS
Prerequisite: One programming language course or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Individualized course emphasizing problem development in a business or home. Computer lab projects will emphasize strings, functions, arrays, files, procedures, or graphics. IBM PC, C64, HP150 and HP2000 computers will be utilized. May be repeated one time.

CMPS 166 — EDUCATIONAL APPLICATIONS 1 Unit
Of MICROCOMPUTERS
Lecture: 5 hours
Laboratory: 1.5 hours
Provides hands-on experience using a microcomputer with an emphasis on educational applications. Will utilize a variety of software to explore the areas of computer assisted instruction, tutorial, drills, and simulation; will include software evaluation and learning theory as applied to computer-based instruction.

CONSTRUCTION
Construction Technology

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

CONST 111 — INTRODUCTION TO RESIDENTIAL WIRING 3 Units
Lecture: 3 hours
Electrical theory, blueprint reading, service, circuits, conduits, and flexible wiring in residential construction. Remodeling and large appliance installation procedures; applicable local code ordinances.

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

DRAFTING

DRAFT 10A — BASIC DRAFTING 3 Units
Lecture: 2 hours
Laboratory: 3 hours
A beginning course in drafting covering tools and equipment, lettering, scales, geometric construction, orthographic projections, sections, dimensions, and auxiliary views. (CSU)

DRAFT 10B — BASIC DRAFTING 3 Units
Prerequisite: DRAFT 10A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Continuation of Drafting 10A including pictorial drawing, threads and fasteners, dimensioning tolerancing, and geometric tolerancing to ANSI Y 14.5 standards. Working machine drawings to include details, assemblies, and pictorials. (CSU)

DRAFT 15A — ADVANCED DRAFTING 3 Units
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. (CSU)

DRAFT 15B — ADVANCED DRAFTING 1 Unit
Prerequisite: Drafting 14A 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. (CSU)

DRAFT 20A — MAPPING 3 Units
Prerequisite: Drafting 10A, one year of high school drafting or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours
A course in basic mapping, covering plot plans, plat maps for public record, topographic maps and route surveys.

DRAFT 20B — PLANNING 3 Units
Prerequisite: Drafting 20A or consent of instructor
Lecture: 3 hours
Laboratory: 4 hours
A beginning course in planning covering site analysis and selection; land use; circulation, landscape planning, grading and drainage, recreation, and service facilities; as related to park, recreation, and subdivision planning.

DRAFT 20C — STRUCTURAL CONCRETE AND PIPING 3 Units
Prerequisite: Drafting 20A and Drafting 20D or one year of high school architecture or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours
A course for the preparation and development of detail drawings of structural components and conventions for detailing of process piping plans.

DRAFT 20D — WELDMENTS AND STRUCTURAL STEEL DETAILING 3 Units
Prerequisite: Drafting 20C or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours
A basic course in weldments and structural steel detailing. Weldments will include processes, types of joints, and graphical symbolology for detailing welded connections. Structural steel drafting will include arrangement, detail and complete working drawings.

DRAFT 30 — ARCHITECTURAL DRAFTING 3 Units
Prerequisite: Drafting 30A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Study and preparation of residential designs. Creative as well as technical aspects of design will be covered. Problems relating to finance and codes will be discussed. (CSU)

DRAMA

DRAMA 20 — ORAL EXPRESSION AND INTERPRETATION 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 2 hours
An introduction to the process of developing voice and character, monologues, and dialects utilized in the interpretive theatre production formats as well as development of group inspired and created scenarios and one-act plays. (UC/CSU)

DRAMA 25 — PLAYWRITING 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Theatre and practice of writing for the theatre: analysis of relevant literature and productions; investigation of dramatic methods appropriate to the playwright. (UC/CSU)

May be repeated three times.

DRAMA 42 — ACTING FUNDAMENTALS 3 Units
Lecture: 1 hour
Activity: 3 hours
Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor’s art. (UC/CSU)

May be repeated three times.

DRAMA 43 — ACTING-DIRECTING 3 Units
Prerequisite: Drama 42 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Activity: 3 hours
A workshop in techniques of both acting and directing with specific focus upon the production of short scenes from a variety of theatrical genres. (UC/CSU)

May be repeated three times.

DRAMA 44 — ADVANCED ACTING PROJECTS 1-3 Units
Prerequisite: Either Drama 20 or Drama 42 with a grade of "C" or better depending upon the focus of the course during the semester it is being offered.
Lecture: 1 hour
Laboratory: 2 hours equal to 1 unit of credit
Lecture: 1 hour
Laboratory: 3 hours equal to 2 units of credit
Lecture: 1 hour
Laboratory: 4 hours equal to 3 units of credit
Advanced workshop activity for production of one-act plays, scenes, or longer plays or full length play; intensive workshop concentration designed for public performances. (UC/CSU)

May be repeated three times.

DRAMA 45 — IMPROVISATION 3 Units
Lecture: 3 hours
Laboratory: 1 hour
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. (UC/CSU)

May be repeated three times.

DRAMA 47 — AUDITIONS 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 2 hours
Laboratory: 1 hour
Theory, techniques, and practice in auditioning for performance: development of audition materials, practical audition experience for theatre, film, and television. (CSU)

May be repeated three times.

DRAMA 50 — MUSICAL THEATRE WORKSHOP 2 Units
Lecture: 1 hour
Laboratory: 1 hour
An exploration of musical theatre to develop singing, dancing, and acting skills, culminating in a public performance of scenes from selected musicals. (CSU)

May be repeated three times.
ECONOMICS/EMERGENCY MEDICAL SERVICES/ENGLISH

EMC 10 — PRINCIPLES OF ECONOMICS
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Micro-economics. Introduction to the U.S. economy and capitalism; national income and employment analysis, economic fluctuations, monetary fiscal policies, economic instability-stability, public finance, and special economic problems. (UC/CSU)
4 Units

EMC 11 — PRINCIPLES OF ECONOMICS
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Micro-economics. The corporation, analysis of costs, theory of production, pricing factor inputs including: wages, rent, and interest; the social implications of various market structures; special economic problems. (UC/CSU)
4 Units

EMC 13 — ADVANCED FIRST AID AND EMERGENCY CARE
Prerequisite: American Red Cross First Aid Certificate
Lecture: 1.5 hours
To develop the functional capabilities of individuals who as a part of everyday experiences may be required to provide emergency first aid prior to care by qualified medical personnel. (UC/CSU)
1 Unit

ENG 1A — READING AND COMPOSITION 3 Units
Beginning
Prerequisite: Satisfactory completion of English placement test or completion of English 01 with a grade of "C" or better
Lecture: 3 hours
Development of reading and composition skills with emphases on applying techniques of logic in interpreting and writing, the expository essay and reading and interpreting the short story. (UC/CSU)
3 Units

ENG 10 — CREATIVE WRITING 3 Units
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Introduction and practice in writing poetry, fiction and drama. Analysis of contemporary works with respect to literary techniques. (UC/CSU)
May be repeated one time.
3 Units

ENG 11 — FILM APPRECIATION 3 Units
Prerequisite: English 1A or consent of instructor
Lecture: 1.5 hours
Development of technical awareness and critical thinking in viewing, evaluating, and interpreting the short story. (UC/CSU)
May be repeated up to two times.
3 Units

ENG 17 — LITERATURE OF THE UNITED STATES 3 Units
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
A study of the literature of the United States from the beginning of the English colonization to the transcendentalists. Reading, analysis, and discussion of the major literary trends and authors of the time. (UC/CSU)
3 Units
ENGLISH/FIRE TECHNOLOGY

ENG 18 - LITERATURE OF THE UNITED STATES
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture 3 hours
A study of the literature of the United States from realism to the present. (UC/CSU)

ENG 46 - SURVEY OF ENGLISH LITERATURE
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture 3 hours
English literature from the Anglo-Saxons through the 18th Century. (UC/CSU)

ENG 47 - SURVEY OF ENGLISH LITERATURE
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture 3 hours
English literature of the 19th and 20th Centuries. (UC/CSU)

ENG 49 - CALIFORNIA LITERATURE
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture 3 hours
A chronological survey of California literature in the 19th and 20th Centuries with emphasis on selected works of major American authors writing and living in California. (UC/CSU)

ENG 50 - INTRODUCTION TO SHAKESPEARE
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture 3 hours
An introduction to the representative works by Shakespeare including the characteristics of the different genres - comedy, history, and tragedy, and a study of a number of the 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. (UC/CSU)

ENG 151 - PREPARATION FOR COLLEGE
Lecture 8 hours
Training in basic composition skills, reading, interpretation, and discussion of college-level materials; basic mechanics, sentence structure, paragraph development, and essay organization. May be repeated one time.

ENG 275 - WRITING FUNDAMENTALS
Lecture 1 hour
Individual instruction in the fundamentals of writing. May be repeated one time.

FIRE TECHNOLOGY

FIRE 1 - INTRODUCTION TO FIRE TECHNOLOGY
Lecture 3 hours
Introduction to fire protection; career opportunities in fire protection and related fields; history of fire protection, fire loss analysis, public, quasi-public, and private fire protection services, specified fire protection systems. Computer fire chemistry and physics. Designed to provide an overview of fire technology, the fire service, and the fire protection field as a career potential. (UC/CSU)

FIRE 2 - FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL
Lecture 3 hours
Theory and fundamentals of how fires start, spread and are controlled. An in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques. Designed to provide a comprehensive exposure to basic fundamentals of fire behavior and control in preparation for more advanced study in the field of fire protection. (CSU)

FIRE 3 - FIRE PROTECTION EQUIPMENT AND SYSTEMS
Lecture 3 hours
Introduction to portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems. (CSU)

FIRE 4 - FUNDAMENTALS OF FIRE PREVENTION
Lecture 3 hours
Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention. (CSU)

FIRE 5 - FUNDAMENTALS OF FIRE SERVICE OPERATIONS
Lecture 3 hours
Fundamental information on how fire departments are organized, managed, the resources available to a department, and how those resources are used to control various emergencies. (CSU)

FIRE 7 - WILDLAND FIRE CONTROL
Lecture 3 hours
Covers factors affecting wildland fire prevention, fire behavior, and fire control techniques; the statewide wildland fire and prevention program; 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. (CSU)

FIRE 9 - FIRE HYDRAULICS
Lecture 3 hours
Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply systems; underwriters' requirements for pumps. (CSU)

FIRE 26A - FIRE PREVENTION 1A
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. (CSU)

FIRE 26B - FIRE PREVENTION 1B
Lecture 2 hours
Recognition of fire and life safety factors, sprinkler and stand pipe systems, fire extinguisher systems, electrical hazards, fire alarm and detection systems, public safety considerations and special problems in fire prevention. (CSU)

FIRE 27 - FIRE INVESTIGATION
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. (CSU)

FIRE 28A - FIRE COMMAND 1A
Lecture 2 hours
Fire chemistry; equipment and manpower, fire fighting tactics and strategy, methods of attack, pre-planning fire fighting. This course meets the requirements of Fire Command 1A, a state certified officer class.

FIRE 28B - FIRE COMMAND 1B
Prerequisite: Fire Technology 28A with a grade of "C" or better or consent of instructor
Lecture 2 hours
Fire command; organizational and manpower, fire fighting tactics and strategy, methods of attack, pre-planning fire fighting. This course meets the requirements of Fire Command 1B, a state-certified officer class.

FIRE 29A - DRIVER/OPERATOR TRAINING 1A
Lecture 3 hours
Prerequisite: Fire Technology 28A with a grade of "C" or better or consent of instructor
Lab: 3 hours
Designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CSU)

FIRE 29B - DRIVER/OPERATOR TRAINING 1B
Lecture 5 hours
Prerequisite: Will vary with topic
Lab: 1.5 hours
Designed to provide the student with information and skills on Pump Technology and Operations including basic inspection and maintenance. (CSU)

FIRE 70 - SPECIAL TOPICS IN FIRE TECHNOLOGY
Prerequisite: Will vary with topic
Lecture: 2.5 hours
Laboratory: 1.5 hours
Various topics in Fire Technology will be covered to meet individual or agency needs. Emphasis on specialized development of skills and knowledge, district planning, development and implementation of training and fire ground evolutions. May be repeated with different topics only.

FIRE 97 - WORK EXPERIENCE IN FIRE TECHNOLOGY
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students the opportunity to experience supervised employment in Fire Technology. The student's employment must be related to educational or occupational goals. (CSU)

FIRE 150 - FIRE SERVICE ORGANIZATION AND RESPONSIBILITY
Lecture: 1 hour
Technical training in the makeup of fire departments, their responsibilities, rules, and interaction with other programs, organizations, and laws. Meets Firefighter Certification requirements for Unit A.

FIRE 151 - COMBUSTION AND EXTINGUISHMENT THEORY
Lecture: 1 hour
Technical training in the study of the combustion process, extinguishing agents, and their interactions. Meets Firefighter Certification requirements for Unit B.

FIRE 152 - PROTECTIVE EQUIPMENT AND SAFETY
Lecture: 5 hours
Technical and hands-on instruction in the use of protective clothing, devices and their limitations; hazards presented at structure and vehicle fires; accident prevention and methods of traffic control at emergency scenes. Meets Firefighter Certification requirements for Unit C.
FIRE TECHNOLOGY

FIRE 150 - SELF-CONTAINED BREATHING APPARATUS 1.5 Units
Lecture: 1.5 hours
Technical and manipulative training in the operation of self-contained breathing apparatus, including testing, maintenance and the effects of stress due to its use. Safety considerations and how to avoid injury.
Meets Firefighter I certification requirements for Unit D.

FIRE 154 - ROPE, KNOTS, AND HITCHES 1 Unit
Lecture: 1 hour
Technique and manipulative training in the construction, care, use and use of ropes. How to tie and use various fire department knots, and safety considerations.
Meets Firefighter I certification requirements for Unit E.

FIRE 155 - VOLUNTEER FIREFIGHTING TRAINING 2.5 Units
Lecture: 2 hours
Laboratory: 1.5 hours
Current concepts, techniques, skills and theories for volunteer firefighters. Offered for Credit/No Credit only.

FIRE 156 - FORCIBLE ENTRY 1 Unit
Lecture: 1 hour
Technical and manipulative training in the construction, use and care of tools. How to use various forcible entry methods. Meets Firefighter I certification requirements for Unit G.

FIRE 157 - FIRST RESPONDER AND CPR 1.5 Units
Lecture: 1.5 hours
Laboratory: 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 transfer to the patients and prioritization of injuries/illnesses where advanced life support response is delayed.
Offered for Credit/No Credit only.

FIRE 158 - HOSE, NOZZLES AND FITTINGS 1.5 Units
Lecture: 1.5 hours
Technical and manipulative training in basic hose regulations, hose, tool and appliance handling; hose rolls and uses, and the care and maintenance of hose. Meets Firefighter I certification requirements for Unit H.

FIRE 159 - FIRE COMMANDERS FOR THE VOLUNTEER FIREFIGHTER 1 Unit
Lecture: 1 hour
Command and control techniques used at the scene of an emergency by the volunteer fire company officer. Emphasizes decision making, the act of commanding, personal and organizational structures and pre-planning for effective command performance. Includes a review of the Incident Command System instituted by the State of California for Fire Services. Offered for Credit/No Credit only.

FIRE 160 - HOSE LOADS AND USES 1.5 Units
Lecture: 1.5 hours
Technical and manipulative training in engine hose loads, attaching to hydrants, stand pipes, and sprinkler connections, fire hydrant terminology, advancing hose above and below ground level. Meets Firefighter I certification requirements for Unit H.

FIRE 161 - GROUND LADDERS 1.5 Units
Lecture: 1.5 hours
Technical and manipulative training in fire service ladder evolution, ladder types, ladder strength testing, maintenance and operations. Methods of raising, lowering, carrying and removing ladders from apparatus. Meets Firefighter I certification requirements for Unit I.

FIRE 168 - RESCUE 1 Unit
Lecture: 1 hour
Technical and manipulative training in rescue operations, fire fighting and smoke filled buildings, methods of victim removal and care; tool use and use. Meets Firefighter I certification requirements for Unit J.

FIRE 169 - VENTILATION 1.5 Units
Lecture: 5 hours
Technical and manipulative training in ventilation procedures, equipment, safety, and opening buildings for vertical or horizontal ventilation. Meets Firefighter I certification requirements for Unit K.

FIRE 170 - CERTIFIED FIREFIGHTER I SUPPLEMENTAL REQUIREMENTS 2 Units
Prerequisites: Certified Volunteer Firefighter or equivalent
Lecture: 2 hours
Laboratory: 5 hours
Designed to provide the Certified volunteer firefighter with the advanced and supplemental training requirements necessary to upgrade their competence and certification of Certified Firefighter I.

FIRE 171 - FIRE CONTROL 1.5 Units
Lecture: 5 hours
Technical instruction in methods of basic fire control including protecting exposures, how fire spreads, methods of extinguishing and safety precautions on fire.
Meets Firefighter I certification requirements for Unit L.

FIRE 172 - FIRE STREAMS 1.5 Units
Lecture: 5 hours
Technical instruction in the basic selection of hose streams, how they react, different nozzles that are used; safety precautions in use and operations.
Meets Firefighter I certification requirements for Unit M.

FIRE 173 - FIRE EXTINGUISHERS 1.5 Units
Lecture: 1.5 hours
Technical and manipulative instruction in the characteristics, operation, and application of the proper fire extinguisher, and safety precautions in their use.
Meets Firefighter I certification requirements for Unit N.

FIRE 174 - OVERHAUL 1 Unit
Lecture: 2 hour
Technical and manipulative training in purposes and values 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.

FIRE 176 - PROPERTY CONSERVATION 1.5 Units
Lecture: 1 hour
Technical and manipulative training in basic salvage operations, salvage cover operations and maintenance, protection of property, and removal of water. Meets Firefighter I certification requirements for Unit P.

FIRE 177 - FIRE PROTECTION SYSTEMS 1.5 Units
Lecture: 1 hour
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.

FIRE 178 - SIZE UP 1 Unit
Lecture: 2 hours
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 of Unit R.

FIRE 179 - WILDLAND FIRE FIGHTING 1 Unit
Lecture: 3 hours
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.

FIRE 180 -HAZARDOUS MATERIALS 1.5 Units
Lecture: 1 hour
Technical training in the basic study of hazardous materials, including definitions, label identification, placard identification, and the purpose of the DOT Emergency Response Guidebook. Meets Firefighter I certification requirements for Unit T.

FIRE 182 - FIRE INVESTIGATION 1.5 Units
Lecture: 1 hour
Technical instruction in the basic factors in fire-cause investigation including observations enroute, on arrival, and during a fire. Operations of investigation, recognition and documentation of evidence, indications of arson intent, materials used, and indicators of arson. Meets Firefighter I certification requirements for Unit U.

FIRE 183 - COMMUNICATIONS 1.5 Units
Lecture: 1 hour
Technical training in the basics of communications including command and control operations, how alarms are received and transmitted, clear text, and radio licensing and procedures. Meets Firefighter I certification requirements for Unit V.

FIRE TECHNOLOGY/FOREIGN LANGUAGE/FORESTRY/FORESTRY TECHNOLOGY

FORESTRY

FORESTS 1 — INTRODUCTION TO PROFESSIONAL FORESTRY 3 Units
Lecture: 2 hours
Laboratory: 1 hour
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. (CSU) Field trips are required.

FORESTS 10 - DENDROLOGY 3 Units
Lecture: 2 hours
Laboratory: 1 hour
Silvicultural and botanical characteristics; identification, classification, range, and uses of native tree species of the United States; emphasis on plants of economic importance to forest practices in California and the western United States. (CSU) Field trips will be required.

FOREST SURVEYING TECHNIQUES
See Page 35 for Certificate Requirements

FORTC 153 - FOREST SURVEYING TECHNIQUES 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer’s chain, clinometer, dumpy and auto level, E-Z scope, red eye mapper, red mapper, plane table and alidade, engineer’s transit, theodolite, electronic distance meter and total station. Field recording techniques, laboratory computations and map drafting. Field trips will be required.

FORTC 162 - APPLIED FOREST INVENTORY AND MANAGEMENT 2 Units
Prerequisite: Forestry 51, Forestry 10 and Natural Resources Technology 160 recommended or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours
Techniques of forest inventory including cruising, scaling, and evaluation; field tabulation and computerization methods; location and inventory of a given forest property in the field including property ownership and natural resource uses of property. Field trips are required.
GEOGRAPHY/GUIDANCE/HEALTH EDUCATION

GEOGR 12- INTRODUCTION TO CULTURAL GEOGRAPHY
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. (UC/CSU)

GUIDE 15A - PRINCIPLES OF LEADERSHIP
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. (CSU) Offered for Credit/No Credit only.

HE-OC 97 - WORK EXPERIENCE IN HEALTH OCCUPATIONS
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience. 75 hours paid employment equals 1 unit of credit; 60 hours unpaid employment equals 1 unit of credit. Provides students with an opportunity to experience supervised employment in Health Occupations. The student's employment must be related to educational or occupational goals. (CSU) Offered for Credit/No Credit only. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

GEO-ED 10 - SAFETY AND FIRST AID EDUCATION
Lecture: 1.5 hours
Theory and skills involved in the immediate temporary care of illness, and sudden accidents and illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. (UC/CSU) May be repeated three times.

GUIDE 8 - WORLD REGIONAL GEOGRAPHY
Lecture: 3 hours
Introduction to the regional geography of the world. A regional study of the people, countries, land forms, climate, religions, languages, political and economic systems, and natural resources of the world. (UC/CSU)

GUIDE 10 - INTRODUCTION TO HELPING SKILLS
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, administrative aides, supervisors etc. (CSU) Offered for Credit/No Credit only.

HE-ED 10 - HEALTH AND FITNESS EDUCATION
Lecture: 3 hours
Personal and community health: an understanding of contemporary health issues and problems with an emphasis on mental, physical, and social well-being. (UC/CSU)

HE-ED 16 - CARDIOPULMONARY RESUSCITATION
Lecture: 1 hour
Information necessary to develop the student's first aid knowledge, skills, and judgment to provide basic life support until the victim's recovery or until advanced first aid support is available. Offered for Credit/No Credit only. May be repeated three times.

HE-ED 97 - SAFETY AND FIRST AID EDUCATION
Lecture: 1.5 hours
Theory and skills involved in the immediate temporary care of illness, and sudden accidents and illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. (UC/CSU) May be repeated three times.

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HE-ED 10 - HEALTH AND FITNESS EDUCATION
Lecture: 3 hours
Personal and community health: an understanding of contemporary health issues and problems with an emphasis on mental, physical, and social well-being. (UC/CSU)

HIST 11 - HISTORY OF CALIFORNIA
Lecture: 3 hours
Survey of California history from pre-Columbian period to the present. Emphasis will include the Indians, Spanish, Mexicans, and Anglo-Americans. Considerable attention will be devoted to California's influential role in national and world events. (UC/CSU)

HIST 12 - WORLD CIVILIZATIONS: to 1600
Lecture: 3 hours
Survey of civilizations to 1600: origins in Near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas, Industrial Revolutions. (UC/CSU)

HIST 13 - WORLD CIVILIZATIONS: to 1600
Lecture: 3 hours
Survey of civilizations to 1600: origins in Near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas, Industrial Revolutions. (UC/CSU)

HIST 14 - WORLD CIVILIZATIONS: 1650 to Present
Lecture: 3 hours
Survey of civilizations since 1650: emergence of modern national states, their struggle for world status and their impact on international affairs. (UC/CSU)

HIST 15 - UNITED STATES: to 1865
Lecture: 3 hours
Survey of United States history from colonization to Reconstruction. Analysis of English Imperialism, Revolution, Nationalism, Democratic, Secession, and Civil War. (UC/CSU) (Meets the California State Requirement in American History.)

HIST 16 - UNITED STATES: 1865 to Present
Lecture: 3 hours
Survey of United States history from Reconstruction to the present. Analysis of Industrialism, Progressivism, New Deal, Internationalism and Contemporary America. (UC/CSU) (Meets the California State requirement in American History.)

HIST 49 - THE MOTHER LODE
Lecture: 3 hours
History and lore of the Gold Rush country with emphasis on the Central Sierra communities. (CSU)

HIST 55 - THE AMERICAN FRONTIER
Lecture: 3 hours
Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century. (UC/CSU)

HEAVY EQUIPMENT

HPMT 97 - WORK EXPERIENCE IN HOSPITALITY MANAGEMENT
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience. 75 hours paid employment equals 1 unit of credit; 60 hours unpaid employment equals 1 unit of credit. Provides students with an opportunity to experience supervised employment in Hospitality Management. The student's employment must be related to educational or occupational goals. (CSU) Offered for Credit/No Credit only. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

HIST 10 - COLLEGE SURVIVAL
Lecture: 3 hours
Designed to familiarize the student with college procedures and personnel, community resources, and study techniques that can assist the student in successfully achieving an educational goal. Recommended for re-entry students, probationary students, and students whose educational goals will be completed at Columbia College.

HIST 11 - HISTORY OF CALIFORNIA
Lecture: 3 hours
Survey of California history from pre-Columbian period to the present. Emphasis will include the Indians, Spanish, Mexicans, and Anglo-Americans. Considerable attention will be devoted to California's influential role in national and world events. (UC/CSU)

HIST 12 - WORLD CIVILIZATIONS: to 1600
Lecture: 3 hours
Survey of civilizations to 1600: origins in Near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas, Industrial Revolutions. (UC/CSU)

HIST 13 - WORLD CIVILIZATIONS: to 1600
Lecture: 3 hours
Survey of civilizations to 1600: origins in Near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas, Industrial Revolutions. (UC/CSU)

HIST 14 - WORLD CIVILIZATIONS: 1650 to Present
Lecture: 3 hours
Survey of civilizations since 1650: emergence of modern national states, their struggle for world status and their impact on international affairs. (UC/CSU)

HIST 15 - UNITED STATES: to 1865
Lecture: 3 hours
Survey of United States history from colonization to Reconstruction. Analysis of English Imperialism, Revolution, Nationalism, Democratic, Secession, and Civil War. (UC/CSU) (Meets the California State Requirement in American History.)

HIST 16 - UNITED STATES: 1865 to Present
Lecture: 3 hours
Survey of United States history from Reconstruction to the present. Analysis of Industrialism, Progressivism, New Deal, Internationalism and Contemporary America. (UC/CSU) (Meets the California State requirement in American History.)

HIST 49 - THE MOTHER LODE
Lecture: 3 hours
History and lore of the Gold Rush country with emphasis on the Central Sierra communities. (CSU)

HIST 55 - THE AMERICAN FRONTIER
Lecture: 3 hours
Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century. (UC/CSU)
HOSPITALITY MANAGEMENT

HPMGT 130 — MARKETING OF HOSPITALITY SERVICES
3 Units
Lecture: 3 hours
A study of people, product, package, price, and promotion, and how they interrelate and constitute the ingredients in a marketing program.
Field trips may be required.

HPMGT 131 — FRONT OFFICE MANAGEMENT/HOTEL CATERING
2 Units
Lecture: 2 hours
Essential equipment, routines, and duties of the front desk clerk and the executive relationship to other hotel departments. Planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater.

HPMGT 131A — INTRODUCTION TO MAINTENANCE AND HOUSEKEEPING
1.5 Units
Lecture: 1.5 hours
Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.
Field trips may be required.

Food Services

HPMGT 133A — COMMERCIAL FOOD PREPARATION
4 Units
Lecture: 1.5 hours
History and careers in food service; the care, safe use and selection of culinary tools and equipment; sanitation and safety; menu planning, food costs, recipe conversion, inventory, food ordering, purveyor relationships. Basic cooking techniques, storage, cash register procedures, money handling, short order cooking, food preparation work; preparation of salads, dairy products, vegetables, sandwiches, breakfast items and customer relations.
Field trips may be required.

HPMGT 133B — COMMERCIAL FOOD PREPARATION
4 Units
Prerequisite: Hospitality Management 133A with a grade of "C" or better or consent of instructor
Lecture: 1.5 hours
Field trips may be required.
Focus is on restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.

HPMGT 135A — COMMERCIAL BAKING
3 Units
Lecture: 1 hour
Field trips may be required.

HPMGT 135B — COMMERCIAL BAKING
2 Units
Prerequisite: Hospitality Management 135A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Field trips may be required.
Formulas used in commercial pastry shop, cake decoration, marzipan and chocolate work, paté à choux and specialty items. Student participation. Field trips may be required.

HPMGT 139 — FOOD SCIENCE AND NUTRITION
3 Units
Lecture: 3 hours
Field trips may be required.
Study of all aspects of beverage management including federal, state and local regulations, mocktail preparation and future of the beverage industry. Students under 21 will do special assignments rather than labs.
Field trips may be required.

HPMGT 144 — METAL ANALYSIS
2 Units
Lecture: 1.5 hours
Field trips may be required.
Study of various grades and cuts of meat and their use in restaurants, operations control and fabrication, sausage making; curing and smoking of foods.

HPMGT 147 — BEVERAGE MANAGEMENT
3 Units
Lecture: 2 hours
Field trips may be required.
Study of all aspects of beverage management including federal, state and local regulations, mocktail background and future of the beverage industry. Students under 21 will do special assignments rather than labs.
Field trips may be required.

HPMGT 148 — HISTORY AND PRODUCTION OF CALIFORNIA WINES
3 Units
Lecture: 2 hours
Field trips may be required.
Introduction to the history, development, production and types of wines.

Recreation Industry

HPMGT 151 — INTRODUCTION TO PARKS AND RECREATION
3 Units
Lecture: 3 hours
Field trips may be required.
An introductory course for individuals interested in parks and recreation, with exposure to park management, design, maintenance and construction, recreation facilities and job opportunities and duties.

HPMGT 160 — INTRODUCTION TO TRAVEL INDUSTRY TOURS
2 Units
Lecture: 2 hours
Field trips may be required.
Introduction to tourism as an industry. Survey of domestic and international travel, laws, services, communications systems, principles and procedures of group tour management and planning.

HUMANITIES

HUMAN 1 — OLD WORLD CULTURE
3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
An introductory survey of influences on Western culture, historically structured from classical Greece to the Renaissance, presenting enduring works of art, drama, literature, music and philosophy.

HUMAN 2 — MODERN CULTURE
3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
An introductory survey of humanistic culture, historically structured from the enlightenment to the present, presenting enduring works of arts, drama, literature, music and philosophy.

INDEPENDENT STUDY

See Independent Study pg. 55

LAW ENFORCEMENT

LAWEN 140A — ARSON INVESTIGATION:
2 Units
Lecture: 2 hours
Field trips may be required.
Designed to prepare new fire investigators and detectives from law enforcement to carry out the responsibility of arson investigation and establish the foundation for in-depth arson investigation.

LAWEN 140B — ARSON INVESTIGATION:
Advanced
2 Units
Lecture: 2 hours
Field trips may be required.
A continuation of the introductory course emphasizing preservation of evidence, explosive devices, testimony as an expert, insurance laws, and advanced fire problems.

MATHEMATICS

MATH 2 — ELEMENTS OF STATISTICS
(CAN STAT 2)
4 Units
Lecture: 4 hours
Field trips may be required.
Prerequisite: Mathematics 104 or second year high school algebra within the last two years with a grade of "B" or better or consent of instructor
An introductory survey of statistics, probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests.
MATH 6 — MATHEMATICS FOR LIBERAL ARTS STUDENTS
Prerequisite: Mathematics 104 with a grade of "C" or better, or consent of instructor
Lecture: 4 hours
A survey of important mathematical ideas with insight into their historical development. Topics may include standard logic, number theory, functions and graphs, geometric ideas, probability and statistics.

(UC/CSU)

MATH 8 — TRIGONOMETRY
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
Laboratory: 3 hours
Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometrics, identities, graphs, and logarithms.

(UC/CSU)

MATH 10 — COLLEGE ALGEBRA
Prerequisite: Mathematics 104 with a grade of "C" or better or equivalent high school course or consent of instructor
Lecture: 4 hours
Laboratory: 3 hours
Extension of algebraic concepts; includes quadratic equations, inequalities, systems of equations, complex numbers, matrices, determinants, and polynomial, exponential, and logarithmic functions.

(UC/CSU)

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

(UC/CSU)

MATH 18A — CALCULUS WITH ANALYTIC GEOMETRY
Prerequisite: Two years of high school algebra, one year of plane geometry, and one half year trigonometry or Mathematics 8 with a grade of "C" or better. Mathematics 101 required or consent of instructor.
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. (UC/CSU)

MATH 18B — CALCULUS WITH ANALYTIC GEOMETRY
Prerequisite: Mathematics 16A with a grade of "C" or better or consent of instructor
Lecture: 4 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. (UC/CSU)

MATH 12C — VECTOR AND MULTIVARIATE CALCULUS
Prerequisite: Mathematics 18B 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. (UC/CSU)

MATH 100 — BASIC MATHEMATICS
Prerequisite: Mathematics 104 with a grade of "C" or better or consent of instructor
Lecture: 4 hours
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 Only.

MATH 101 — BEGINNING ALGEBRA
Lecture: 4 hours
or
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.

MATH 102 — ENTRY LEVEL GEOMETRY
Prerequisite: One year of high school algebra or Mathematics 101 recommended
Lecture: 3 hours
An introduction to the symbols and vocabulary, relations, measurement, and application involving geometric concepts. Offered for Credit Only.

MATH 103 — GEOMETRY
Prerequisite: One year of high school algebra or Mathematics 101 recommended
Lecture: 3 hours
Laboratory: 3 hours
Recitation/figures, circles, parallels, perpendiculor areas, similarity, constructions, logic, and proofs.

MATH 104 — INTERMEDIATE ALGEBRA
Prerequisite: Mathematics 101 with a grade of "C" or better or two years of high school algebra or consent of instructor
Lecture: 4 hours
Laboratory: 3 hours
Study of algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; applications of algebra in a variety of contexts.

MEDIA TECHNOLOGY
MEDIA 22A — VIDEO PRODUCTION: Beginning
Lecture: 2 hours
Laboratory: 2 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. (CSU)

MUSIC
MUSIC 10 — SURVEY OF MUSIC HISTORY
Lecture: 4 hours
or
Lecture: 2 hours
Skill Level Recommended: Eligibility for English 1A
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, Schönberg, and Capland. (UC/CSU)

MUSIC 101 — ELEMENTARY PIANO
Lecture: 2 hours
Activity: 2 hours
Continuation of fundamentals of piano playing based on music reading and fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords. (UC/CSU)

MUSIC 102 — ELEMENTARY PIANO
Lecture: 2 hours
Activity: 2 hours
Continuation of the skill of piano playing based on music reading and fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords. (UC/CSU)

MUSIC 103 — ELEMENTARY VOICE
Lecture: 2 hours
Activity: 2 hours
Large group instruction in singing for those with little or no previous background in voice training. Includes basic singing techniques and songs for building range, endurance, tone, and breath capacity. (UC/CSU)
**MUSIC 41A - INTERMEDIATE PIANO**
Prerequisite: MUSIC 31B with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of the fundamentals of piano performance attained in MUSIC 31A and 31B with more emphasis given to technique, phrasing, and dynamics. The weekly lesson will be slightly difficult material presented. Theory will include additional major and minor scales, and keys, chords, and inversions including seventh chords, improvisation, and transposition. Piano literature will include both classical and popular compositions as well as exercises and technical studies. (UC/CSU)

**MUSIC 41B - INTERMEDIATE PIANO**
Prerequisite: MUSIC 41A with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of the fundamentals of piano performance attained in MUSIC 31A, 31B, and 41A with more emphasis given to the adaptation of various techniques regarding style, touch, dynamics, and phrasing as they apply to different periods of piano literature. Opportunity to accompany instrumentalists and vocalists is offered as well as the performance of two-piano works. Theory will include all key signature scales, embellishments, diminished and augmented chords, and study of the Baroque, Classical, Romantic, and Contemporary periods in Music. (UC/CSU)

**MUSIC 46A - INTERMEDIATE VOICE**
Prerequisite: Music 36 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Individual and small group instruction in the refinement of vocal technique. Includes continued development of tone, endurance, and flexibility with an emphasis on public performance. (UC/CSU)

**MUSIC 46B - INTERMEDIATE VOICE**
Prerequisite: Music 46A with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of Music 46A. (UC/CSU)

**MUSIC 48 - BEGINNING MUSICAL INSTRUMENT**
Lecture: 1 hour
Activity: 2 hours
Beginning techniques on woodwind, brass, percussion, or string necessary for individual and group performance. Designed for students with no previous experience in instrumental music, students who wish to review fundamentals of instrumentation, and experienced instrumentalists who wish to learn a secondary instrument. Students must supply their own instruments. (UC/CSU)

**MUSIC 49 - BEGINNING GUITAR**
Lecture: 1 hour
Activity: 3 hours
Basic guitar techniques, open string chords, right hand stringing and finger-picking. Introduction to music reading, basic chords, simple song accompaniments and music playing in first position. Student must provide a tunable, nylon string acoustic guitar. (UC/CSU)

**MUSIC 50 - SERIES - APPLIED MUSIC**
Prerequisite: Audition
Lecture: 1 hour
Study of performance techniques, interpretation, and repertoire related to private music instruction. Designated for music majors and minors. (UC/CSU)

**MUSIC 50 - SERIES - APPLIED MUSIC**
Prerequisite: Audition
Activity: 3 hours
Study and performance of orchestral literature of various styles and media. (UC/CSU)

**MUSIC 50 - SERIES - APPLIED MUSIC**
Prerequisite: Audition
Activity: 3 hours
Study and performance of vocal music for small ensembles, duets, and chamber groups. (UC/CSU)

**MUSIC 69 - MADRIGAL ENSEMBLE**
Prerequisite: Audition
Activity: 3-6 hours
Study and performance of vocal chamber music with emphasis on Renaissance and contemporary periods. (UC/CSU)

**MUSIC 70 - COLLEGE BAND**
Activity: 3-6 hours
Study and performance of band and instrumental ensemble literature of all styles. (UC/CSU)

**MUSIC 72 - JAZZ ENSEMBLE**
Prerequisite: Audition
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

**MUSIC 76 - COMMUNITY ORCHESTRA**
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. (UC/CSU)

**MUSIC 78 - ENSEMBLE: Instrumental Emphasis**
Prerequisite: Audition
Activity: 3-6 hours
Study and performance of music for small ensembles, duets, and chamber groups. (UC/CSU)

**MUSIC 60 - CHOIR**
Activity: 3-6 hours
Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or no choir experience as well as intermediates. Repertoire includes selections of various styles. (UC/CSU)

**MUSIC 64 - JAZZ CHOIR**
Prerequisite: Audition
Activity: 3-6 hours
Study and performance of vocal jazz and improvisation in an ensemble of limited size. (UC/CSU)

**MUSIC 65 - THEATER PRODUCTION**
Prerequisite: Audition
Activity: 3-6 hours
Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. (UC/CSU)

**GEOLOGY**

**NATURAL RESOURCES**
See Page 36 for Certificate Requirements

**NATRE 1 - ENVIRONMENTAL CONSERVATION**
Lecture: 3 hours
Conservation of the biological and physical environment. History of the conservation movement. A case-study approach to land use practices of endangered species, environmental pollution, wilderness management, energy, and the environment. (UC/CSU)

**NATRE 7 - PANKS AND FORESTS**
Law Enforcement
Lecture: 7 hours
Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. (UC/CSU)

**NATRE 15 - INTERPRETIVE GUIDED TOURS**
Lecture: 3 hours
Methods of meeting and serving diverse public groups in their social, cultural, and recreational use of wildland recreation sites. Field trips will be required.
PHILO 25 - TWENTIETH CENTURY
NATURAL RESOURCES TECHNOLOGY/PHILOSOPHY/PHYSICAL EDUCATION

PHILO 25B - JAZZ DANCE II 1.5-1.5 Units
Activity: 1.5-4.5 hours
Prerequisite: Physical Education 25A with a grade of "C" or better or consent of instructor
Program: Phase III
May be repeated three times.

PHILO 25A - JAZZ DANCE I 1.5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to the fundamentals of jazz dance designed to acquaint the student with the creative process and to share in the development of artistic competence, performance skills, and basic choreographic concepts. (UC/CSU)
May be repeated one time.

PHILO 25 - TWENTIETH CENTURY
NATURAL RESOURCES TECHNOLOGY/PHILOSOPHY/PHYSICAL EDUCATION

PHILO 28 - DANCE PRODUCTION 2 Units
Prerequisite: Previous dance experience 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 and technical staging designed for concert presentation. (UC/CSU)
May be repeated three times.

PHILO 27 — CHOREOGRAPHY 3 Units
Prerequisite: Previous dance experience or consent of instructor
Activity: 6 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. (UC/CSU)
May be repeated three times.

PHILO 26 — BALLET II 1.5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with an expressive art form while developing strength, flexibility, and stylistic awareness. (UC/CSU)
May be repeated one time.

PHILO 21B — BALLET II 1.5-1.5 Units
Prerequisite: Physical Education 21A 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 with an emphasis on phrases, combinations, and stylistic elements. (UC/CSU)
May be repeated one time.

PHILO 21A — BALLET I 1.5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with an expressive art form while developing strength, flexibility, and stylistic awareness. (UC/CSU)
May be repeated one time.

PHILO 20 — DANCE SURVEY 1 Unit
Prerequisite: Previous dance experience or consent of instructor
Activity: 1 hour
Lecture: .5-.1 hour
Laboratory: 3-6 hours
A survey of the different dance forms and art forms such as ballet, jazz, contemporary, and folk. (UC/CSU)
May be repeated one time.

PHILO 19 — INTRODUCTION TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
Survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 18 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 17 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 16 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 15 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 14 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 13 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 12 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 11 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 10 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 9 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 8 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 7 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 6 —卡一相TO PHYSIOLOGY 3 Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 5 —卡一相TO PHYSIOLOGY 3Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 4 —卡一相TO PHYSIOLOGY 3Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 3 —卡一相TO PHYSIOLOGY 3Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 2 —卡一相TO PHYSIOLOGY 3Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)

PHILO 1 —卡一相TO PHYSIOLOGY 3Units
Skill Level Recommended: Eligibility for English 1A
Activity: 3 hours
Lecture: 4 hours
A survey of the field of physiology, including human nature, meaning in life, and values in ethics, social justice, and art. Knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU)
PE 33 — BASKETBALL: WOMEN’S RULES 5-1.5 Units
Laboratory: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. (UC/CSU)
May be repeated three times.

PE 34 — BASKETBALL: ADVANCED 2 Units
Theory and Practice
Lecture: 1 hour
Activity: 3 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball. (UC/CSU)
May be repeated three times.

PE 35 — DISTANCE RUNNING 5-1.5 Units
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. (UC/CSU)
May be repeated three times.

PE 36 — FENCING 5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to swordsmanship for men and women. Fencing with the French foil, with instruction in the basic skills, rules, and officiating of the sport. Intraclass contests (fencing bouts) will be played. (UC/CSU)
May be repeated three times.

PE 38A — GOLF I 5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals. (UC/CSU)

PE 38B — GOLF II 5-1.5 Units
Prerequisite: Physical Education 38A 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. (UC/CSU)
May be repeated two times.

PE 40 — RAQUET SPORTS 5-1.5 Units
Activity: 1.5-4.5 hours
An introductory 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. (UC/CSU)
May be repeated three times.

PE 42 — SKIING CONDITIONING 5-1.5 Units
Activity: 1.5-4.5 hours
Instruction in progressive exercises and conditioning for snow skiing. (UC/CSU)
May be repeated three times.

PE 43A — SKIING — ALPINE I 5-1.5 Units
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. (CSU)
Offered for Credit/No Credit only.

PE 43B — SKIING — ALPINE II 5-1.5 Units
Prerequisite: Physical Education 43A 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. (CSU)
Offered for Credit/No Credit only.

PE 45 — SKIING: CROSS COUNTRY 5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice for snow skiing in the open country. Care and selection of equipment, safety, and outdoor orientation emphasized. (CSU)
Offered for Credit/No Credit only.

PE 47 — SOCCER 5-1.5 Units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual skills, and strategy in the field. (UC/CSU)
May be repeated three times.

PE 50A — TENNIS I 5-1.5 Units
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. (UC/CSU)
May be repeated one time.

PE 50B — TENNIS II 5-1.5 Units
Prerequisite: Physical Education 50A 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 development of sound ground strokes, serve, and volley. Includes rules, scoring, and game play in both singles and doubles tennis. (UC/CSU)
May be repeated one time.

PE 51A — VOLLEYBALL I 5-1.5 Units
Activity: 1.5-4.5 hours
Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. (UC/CSU)
May be repeated one time.

PE 51B — VOLLEYBALL II 5-1.5 Units
Prerequisite: Physical Education 51A 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. (UC/CSU)
May be repeated one time.

PE 56A — WEIGHT TRAINING I 5-1.5 Units
Prerequisite: Physical Education 56A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Instruction in use of weights and body building equipment with emphasis upon individual program development. (UC/CSU)
May be repeated one time.

PE 56B — WEIGHT TRAINING II 5-1.5 Units
Prerequisite: Physical Education 56A 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 accomplish these goals. (UC/CSU)
May be repeated one time.

Intercollegiate Athletics

PE 82 — VARSITY BASKETBALL (Men's Rules) 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. (UC/CSU)
Field trips will be required.
May be repeated three times.

PE 54 — VARSITY TENNIS (CO-ED) 5-1.5 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. (UC/CSU)
Field trips will be required.
May be repeated three times.

PHYSICS

PHYS 1 — CONCEPTUAL PHYSICS 5 Units
Prerequisite: Mathematics 101 with a grade of "B" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 4 hours
Laboratory: 3 hours
A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. (UC/CSU)

PHYS 5A — GENERAL PHYSICS I 5 Units
Prerequisite: Mathematics 18A with a grade of "B" 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 Newtonian mechanics and fluid mechanics. (UC/CSU)

PHYS 5B — GENERAL PHYSICS II 5 Units
Prerequisite: Mathematics 18A with a grade of "B" or better or Physical Science 5A 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. (UC/CSU)
POLITICAL SCIENCE

POLITSC 40 — CONSTITUTIONAL GOVERNMENT 3 Units
Lecture: 3 hours
Basic principles of United States and California state constitutions, powers and duties of the national, state and local levels of government and the rights and responsibilities of democratic citizenship. This course is a specified course approved for the California State requirement for American Institutions (UC/CSU)

POLITSC 14 — INTERNATIONAL RELATIONS 3 Units
Lecture: 3 hours
Historical survey of American political processes, traditions and aspirations. Emphasis will be on contemporary political issues. (UC/CSU)

REAL ESTATE

PSYCH 1 — GENERAL PSYCHOLOGY 3 Units
Lecture: 3 hours
An introductory survey course of the general field of psychology. Topics to be covered include: conditioning, personality, development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, abnormal psychology. (UC/CSU)

PSYCH 2 — CURRENT ISSUES IN PSYCHOLOGY 3 Units
Lecture: 3 hours
An introductory course designed to present current theoretical approaches and research findings regarding areas of controversy. (UC/CSU)

PSYCH 25 — BIOFEEDBACK AND STRESS MANAGEMENT 3 Units
Lecture: 3 hours
Lifestyles, psychological coping strategies, communication techniques, and the philosophical, psychological, ethical and legal issues which underlie and promote self-control. Psychological optima for self-guidance and potential of the student; use of biofeedback equipment to enhance self-awareness and to learn the "relaxation response." (CSU)

PSYCH 30 — PERSONAL AND SOCIAL ADJUSTMENT 3 Units
Lecture: 3 hours
The study of personal growth and adjustment to help prepare the individual for lifelong understanding of self. Discussion of personality development, interpersonal relations, sexuality, stress management, family dynamics, dealing with losses, and other concerns of the individual in our society. (CSU) Field trips may be required.

PSYCH 39 — INTRODUCTION TO SEARCH THEORY 2 Units
Lecture: 2 hours
An overview of current search theories as developed by the National Park Service and the National Association for Search and Rescue. National Association for Search and Rescue Certification available to the student. (CSU) May be repeated twice.

PSYCH 39A — TRACKING AND SIGN CUTTING 1 Unit
Lecture: 1 hour
An overview of current tracking techniques and skills as developed by the U.S. Border Patrol. (CSU) Offered for Credit/No Credit only. Field trips may be required. May be repeated three times.

PSYCH 39B — THE USE OF SEARCH AND RESCUE DOGS 1 Unit
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. (CSU) Offered for Credit/No Credit only. Field trips may be required. May be repeated three times.

PSYCH 39C — HELICOPTER OPERATIONS 1 Unit
Lecture: 1 hour
The role of the helicopter in rescue situations with emphasis on the role of ground rescue personnel. Helicopter safety rules, interagency helicopter request information and procedures, selecting a landing zone, evaluation, insert and extract procedures and communications. (CSU) Offered for Credit/No Credit only. May be repeated three times.

PSYCH 39D — LOW ANGLE ROPE RESCUE 1.5 Units
Lecture: 1.5 hours
Instruction in techniques used to evacuate injured or trapped people from below terrain settings. Topics include knots, anchor systems, and rescue of ambulatory and nonambulatory persons. (CSU) Offered for Credit/No Credit only. May be repeated three times.

PSYCH 39E — RAFFLING SAFETY/TOWER RESCUE FOR THE FIRE SERVICE 1 Unit
Lecture: 1 hour
Designed to update rescue personnel in equipment and techniques used in rappelling. (CSU) Offered for Credit/No Credit only. May be repeated three times.

PSYCH 39F — HEAVY RESCUE INSTRUCTOR TRAINING 3 Units
Prerequisite: Search and Rescue 58 or consent of instructor
Lecture: 3 hours
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. (CSU) Offered for Credit/No Credit only. May be repeated three times.

SAR 2 — SWIFTWATER RESCUE 5 Units
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 rescue in up to Class VI Whitewater while working to assure the safety of the rescuers. (CSU) Offered for Credit/No Credit only. May be repeated twice.

SAR 5 — VEHICLE EXTRICATION 1 Unit
Lecture: 1 hour
This course meets or exceeds current CAL-OSHA and California State Fire Training requirements for rescue procedures. (CSU) Offered for Credit/No Credit only. May be repeated twice.

SAR 6 — EMERGENCY TRENCH SHORING 1 Unit
Lecture: 1 hour
Pre-planning, size-up and management of the trench rescue. Hands-on experience in emergency shoring techniques. (CSU) This course meets or exceeds current CAL-OSHA and California State Fire Training requirements for rescue procedures. (CSU) Offered for Credit/No Credit only. May be repeated twice.

SAR 8 — RESCUE SYSTEMS 1, FUNDAMENTALS OF HEAVY RESCUE 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 shafting; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU) This course meets or exceeds current CAL-OSHA and California State Fire Training requirements for heavy rescue procedures. (CSU) Offered for Credit/No Credit only. May be repeated three times.

SAR 9 — HEAVY RESCUE 3 Units
Prerequisite: Search and Rescue 58 or consent of instructor
Lecture: 3 hours
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. (CSU) Offered for Credit/No Credit only. May be repeated three times.
### SKILLS DEVELOPMENT

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<tr>
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<th>Course Title</th>
<th>Units</th>
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<tr>
<td>SKLDV 100</td>
<td>BASIC READING TUTOR TRAINING COURSE</td>
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<td>SKLDV 101</td>
<td>BASIC READING TUTOR COURSE LABORATORY</td>
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<td>SKLDV 188</td>
<td>SPEED READING</td>
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<td>SKLDV 196</td>
<td>PEE TUTORING</td>
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<td>WRITTEN LANGUAGE DEVELOPMENT</td>
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<td>DIAGNOSTIC LEARNING</td>
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<td>SKLDV 255</td>
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<td>SKLDV 256</td>
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<td>PRE-ALGEBRA</td>
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<td>SKLDV 261</td>
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### SOCIETY

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<td>SOCIO 12</td>
<td>FAMILY, MARRIAGE</td>
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### SOCIAL SCIENCE

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<td>SKLDV 281</td>
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<td>SKLDV 256</td>
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<td>SKLDV 257</td>
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<td>SKLDV 290</td>
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