COLUMBIA COLLEGE
A Quality Education in a Quality Environment

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

1992-93

YOSEMITE COMMUNITY COLLEGE DISTRICT
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COLUMBIA COLLEGE
1992-93 ACADEMIC CALENDAR

Fall Semester 1992
Fall Registration:
May 12-14 .......... Continuing Students, Appointment Only
August 7 .......... Continuing Students
August 8-10 .... Continuing, New, Returning Students
August 12-21 .... Late Registration (all students)
August 17 ...... Instruction Begins
*August 21 .... Last Day to Enter a Class Without Instructor's Written Approval
*August 28 .... Last Day to Enter a Class Without Instructor's Written Approval
September 7 .......... Labor Day Holiday
*September 11 .... Last Day to Withdraw Without a "W" Showing on Permanent Record
*September 22 .... Last Day to Elect for CR/NC or Letter Grade
October 2 .......... Deadline for Filing for Graduation and Certificates for Fall Semester
October 9 .......... Staff In-Service Day (no classes)
November 9 .......... Veteran's Day Holiday
*November 17 .... Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)
November 25 .......... No Evening Classes
November 26-27 .......... Thanksgiving Holiday
December 14-18 .. Final Examinations
December 18 .......... Fall Semester Ends
December 21 - January 8 -- Winter Recess

Spring Semester 1993
Spring Registration:
December 1-3 .... Telephone Registration, Continuing Students, Appointment Only
January 4-6 .... Continuing, New, Returning Students
January 11-15 .... Late Registration (all students)
January 11 .......... Instruction Begins
January 18 .......... Martin Luther King Holiday
*January 15 .... Last Day to Enter a Class Without Instructor's Written Approval
*January 22 .... Last Day to Enter a Class With Instructor's Written Approval
*January 22 .... Last Day to Apply for Refund
*February 5 .... Last Day to Withdraw Without a "W" Showing on Permanent Record
February 12 .......... Lincoln Day Holiday
February 15 .......... Washington Day Holiday
*February 18 .... Last Day to Elect for CR/NC or Letter Grade
February 26 .......... Deadline for Filing for Graduation and Certificates for Spring Semester
March 1 .......... Staff Flex Day (no classes)
March 18, 19 .... Staff In-Service Day (no classes)
April 5-9 .......... Spring Recess
*April 26 .... Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)

May 19-25 .......... Final Examinations
May 25 .......... Spring Semester Ends
May 26 .......... Graduation

Summer Session 1993
Summer Registration:
June 5-7, 9-11 ...... Registration (Telephone and Continuing Students Only)
June 14-16 ...... Late Registration (all students)
June 14 .......... Instruction Begins
June 24 .......... Last Day to Withdraw Without a "W" Showing on Permanent Record
June 24 .......... Last Day to Elect for CR/NC or Letter Grade
June 24 .......... Last Day to Apply for Refund
July 5 .......... Independence Day Holiday
July 13 .......... Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)
*July 23 .......... Six Week Summer Session Ends

1992
JULY
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

AUGUST
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7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30

SEPTEMBER
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21 22 23 24 25 26 27
28 29 30

OCTOBER
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21 22 23 24 25 26 27
28 29 30

NOVEMBER
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21 22 23 24 25 26 27
28 29 30

DECEMBER
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1993
JANUARY
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FEBRUARY
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21 22 23 24 25 26 27
28 29 30

MARCH
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APRIL
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MAY
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21 22 23 24 25 26 27
28 29 30

JUNE
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13 14 15 16 17 18 19
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27 28 29 30

* These dates apply to semester length classes only. Contact Admissions and Records for specific short course deadlines.
FACULTY

(DATE OF DISTRICT APPOINTMENT FOLLOWS NAME.)

B.S., M.S., Ph.D., University of Nebraska

DAVID E. ALFORD (1990) Humanities, Philosophy, Political Science
A.B., M.A., Stanford University

JACKIE D. APPLETON (1990) Coordinator, Child Development
A.A., University of California, Davis
B.A., University of California, Berkeley
M.A., California State University, Sacramento

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

JOAN BARRETT (1989) Assistant Dean of Instruction
B.A., Concordia College
M.Ed., University of Minnesota

ELISIE M. BRUNO (1988) Counselor, Articulation Officer
B.S., University of California, Los Angeles
M.S., California State University, Los Angeles

Nancy T. Hornberger (1974) Sociology
B.A., University of Rochester

B.A., Chapman College

MARY L. LANDERS (1990) Mathematics
B.S., M.A., University of California, Davis

R. C. DOELL (1985) Visual Arts Coordinator
B.S., San Jose State University
M.A., California State University, Stanislaus

ANNE D’ORAZIO-WHITE (1991) Business, History
A.B., Indiana University
J.D., Humphreys Law School, Stockton
Ph.D., Indiana University

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

MARGO ELLIOTT (1990) Psychology
B.A., University of Louisville
M.A., Spalding University

RONALD E. ERICKSON (1983) Hospitality Management
B.S., University of Oregon

ROBERT H. GIBSON (1970) Physical Education, Area Coordinator, Physical Education
A.A., Cosumnes River College
B.A., Central College
M.A., Cal Poly State University, San Jose
Ed.D., University of Central Arizona

ARLENE S. GIORDANO (1970) Psychology
A.B., Hunter College
M.A., Ph.D., University of California, Berkeley

PHILLIS T. GREENLEAF (1990) Child Development
B.S., Tufts University, Massachusetts
M.Ed., Harvard Graduate School of Education, Massachusetts

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

JON M. HAGSTROM (1992) English
A.A., Shasta College
B.A., California State University, Chico
M.A., University of the Pacific

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

PATRICIA HARRELS (1992) Area Coordinator, M.A., California State College, Stanislaus
B.S., M.A., University of North Texas

ROD D. HARRIS (1979) Music
A.A., Fort Belknap Community College

MICHAEI E. HOFF (1970) Business Administration
B.S., Sacramento City College

TERRY J. HOFF (1970) Business Administration
B.S., Pepperdine University, Los Angeles
M.A., Mills College

B.A., Augustana College
M.A., University of South Dakota
Ph.D., University of Northern Colorado

NANCY T. HORNBERGER (1974) Sociology
B.A., University of Rochester

DOUGLAS E. KOTAREK (1970) Business Administration
B.S., M.A., Northern Illinois University

MARGARET K. KOZAK (1990) Guidance and Counseling
B.S., M.A., California State University, Stanislaus

PAUL W. LOCKMAN (1981) Vice President for Instruction
B.S., Pacific City College

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

JEAN MALLORY (1990) Counselor
A.A., Shasta Junior College
B.A., California State University, Chico
M.A., Chapman College

B.A., California State University, Stanislaus
M.Ed., Azusa Pacific University

GEORGE MELENDEZ (1992) Fire Technology, Fire Chief
A.S., College of the Canyons

JAMES R. MENDONZA (1992) Search and Rescue
B.A., M.A., California State University, Stanislaus

JOHN C. MINOR (1970) English
B.A., Linfield College

SUSANNE PATTERSON (1992) Learning Disabilities Specialist
B.A., University of California, Berkeley
For the past thirteen years, Dr. W. Dean Cunningham served as President of Columbia College. This edition of the catalog is respectfully dedicated to Dean in appreciation for his contributions to both the college and the community.
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 DRABECK, Service Writer, Mother Lode Motors
STEVE KOEHLER, Automotive Technology Instructor, Bear Saine High School
GREG ONASCHL, Owner, Auto Tech
MARTY ROBILLARD, Owner, Marty’s Auto Service
FERD SCHROEDER, Service Manager, Hammond Ford
STANLEY SMITH, Automotive Technology Instructor, Sonora Union High School
ED SUNDAY, Owner, Sun Automotive

BUSINESS

LYNN BRADSHAW, 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
GEORGE PERRY, R.O.P. Instructor, Sonora Union High School
MELODY PERRY, Administrative Assistant, Sonora Medical Group
SHIRLEY PHILSON, Employment Program Representative, Employment Development Department
Marilyn Richards, Secretary, California Department of Forestry
PATRICIA SAKASITZ, Office Manager, Foothill Medical Group

CARDIAC REHABILITATION

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.
JOANN 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, Infant Child Enrichment Services
LORITA GRIFFIN, Coordinator, Senior/Youth Partnership
ALICE PAXTON, Tri-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, Infant 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, Supervising Computer Specialist, United States Forest Service
JIM WAGONER, Data Processing/Instructor, Mother Lode Data Service
JERRY YOUNGSTROM, President, Seasoft Corporation
DISABLED STUDENT SERVICES
BARBARA BARENFELD, Case Manager, Valley-Mountain Regional Learning Center
BEVERLY BRYTTS, Teacher, Hearing Impaired, Sonora Elementary School
JOE DANDREA, Tri-County Consortium, Tuolumne County Fire Department
HAI DAVIS, Vocational Rehabilitation Counselor, Department of Rehabilitation
PATRICIA HARRELSON, Director, Learning Skills Center, Columbia College
SANDEE KLUND, Director of Special Education, Tuolumne County Schools
PAT LAUNCHBURY, Social Security Representative, Social Security Administration
DR. CHARLES McBANE, Optometrist, General Practice
FRANK McNALLY, Retired Judge
JEAN McNALLY, Physical Therapist
ROBERT J. PHILLIPS, Executive Director, Area VI Developmental Disabilities Board

EMERGENCY MEDICAL SERVICES
STEPHEN BAILEY, Emergency Medical Systems Coordinator, Calaveras County Public Health Agency
DON BURNS, A.N., Sonora Community Hospital
BILL CALDERA, Manager, Tuolumne County Ambulance Service
ROB LYONS, M.D., Sonora Community Hospital
ROMEL MATHIAS, R.N., Sonora Community Hospital
DON MILLER, R.N., Tuolumne General Hospital
JEFF REAGOR, Manager and Training Coordinator, San Joaquin EHS Agency
WILLIAM SITERS, M.D. Head Emergency Room Physician, Sonora Community Hospital

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES
LIZ ATKINS, Principal, Califia High School
RUTH BURKE, Instructo, Vallecito High School
LINDA DuTEMPLE, Central Sierra Planning Council,
NIKKI KARPINSKI, GAIN
VICKY LONG, Extended Opportunity Program and Services Student, Columbia College
ALLAN RAMSARAN, Counselor, Columbia College
SALLY SCHOFIETGEN, Financial Aid Officer, Columbia College
DIANA SUNDAY, Training Coordinator, Columbia College, Chairman, Tuolumne Mi-Wuk Tribal Council
ANNABELLE TRAVIS, Clerk-typist, Mother Lode Job Training
CANDACE WILLIAMSON, Work Experience Coordinator, Columbia College

FOSTER PARENT TRAINING
CELESTE BOYD, Tuolumne County Schools
NANCY DALBERG, Calaveras County Department of Social Services
CABO DAVIS, Foster Parent, Mariposa County
NANCY FELDMAN, U.S. Cooperative Extension
NANCY GOODMAN, Tuolumne County Department of Social Services
CANDACE KATOSIC, Mother Lode Job Training
JOY McCLURE, Licensed Clinical Social Worker, Foster Care Educational Program Instructor
JIM PHILLIPS, Mariposa County Department of Social Services
JOHN ROBERTSON, Foster Parent, Calaveras County
JANE SIEBENEICHER, Foster Parent, Mariposa County
MARGARET SCHULZ, Foster Parent, Tuolumne County
NAOMI STEINFELD, Licensed Clinical Social Worker
EVELYN THOMPSON, Infant Child Enrichment Services
BONNIE TUEL, Tuolumne County Department of Social Services
LARRY WADE, Calaveras County Probation Department
LISA WALKER, Mariposa County Department of Social Services

HOSPITALITY MANAGEMENT
LEO BALDONADO, Owner, LaSierra Taqueria
ROB & ROSETTA BANNWARTH, Owners, Banny’s
DAC CUNEO, Owner, Black Bart Inn
KIM DATERS, Mountain Springs Golf Club
MIRALYN HAMILTON, Vice President/Manager, Security Pacific National Bank
TERRY & CAROLYN LaTORRE, Owners, LaTorre Restaurant
CATHERINE & RENÉ MASVIDAL, Owners, La Maison/Utica Mansion Inn
TIM NEELEY, Chief Ranger, Calaveras and Railtown State Historic Parks
WILLIAM J. SUEHOWICZ, Chief Park Ranger, New Melones Lake
STEVE WATERMAN, Public Information Officer, United States Forest Service, Stanislaus National Forest

REAL ESTATE
BILL FREEZE, Realtor, Henrietta Realty
BARE GIBSON, Realtor, Mother Lode Real Estate
JOHN GLEASON, Realtor, Wildwood Properties
LARRY HAUN, Attorney at Law
PETER KAY, Realtor
MARK KRAFT, Realtor
**COLUMBIA COLLEGE**

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

**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 quarter system, Columbia College changed to the semester system on July 1, 1984.

**Campus and Facilities**

Campus buildings are planned around San Diego Reservoir from which wooded foothills join the rugged majesty of the Sierra Nevada. In keeping with the historic atmosphere of the Mother Lode Region, the design concept of the campus is in the architectural style of early California during the Gold Rush Days. In this unusual and picturesque setting, the College is committed to a comprehensive program of academic and occupational education which focuses on the worth and dignity of each student.

**Athletics**

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.

**Child Development Center**

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.

**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.

**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 post-secondary 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, attitudes and values that characterize 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 post-secondary 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 prompted 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 met the eligibility requirements for admission 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 Vice President for 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, Americans with Disabilities Act of 1990 (ADA), 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:

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 at or through the educational institution. (Education Code Section 212.5)

The District strongly forbids any form of sexual harassment, including acts of non-employees. 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.
Eligibility
Graduates of accredited high schools, persons holding a high school diploma, or those persons over 18 years of age or older who are able to profit from instruction and who meet the residence requirements 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 the Yosemite Community College District/California.
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.
4. Appeal: Any student may appeal his/her resident classification. Such appeal should be written to the Coordinator of Admissions and Records.

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

In order to be classified as a resident for tuition purposes, a student must have been a legal resident of the State of California for more than one year 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 $105.00 for each unit plus the $6.00 per unit regular tuition 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.

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

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

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

Matriculation
GOLD (Goal Oriented Learning Development) GOLD Matriculation Program

New 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 new students with no prior college credit are REQUIRED to participate in the matriculation program, GOLD. Exception: Persons who qualify for one of the matriculation exempt categories.

A person participating in GOLD will:
- complete the assessment battery: placement exams in reading, English, and math
- attend a group orientation session where College services and programs are explained
- receive academic advisement assistance in developing a program of studies based upon the chosen major and goals

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

Courses Exempt
The college offers a variety of courses which may be taken without participating in the matriculation process. These courses do not require specific academic knowledge or learning prior to enrollment. A current, complete list of such courses is available in the Office of Admissions and Records and in the Class Schedule.

Challenge Procedures
A student may challenge the required participation in matriculation if they do not meet the exemption categories. The challenge must be submitted, along with any supporting data, to the Vice President for Student Services. The Vice President for Student Services will then have conversation with the students prior to making a decision. Students who qualify for exemption from matriculation are welcomed and encouraged to participate.

Notice of Acceptance
New and returning students will be notified officially of their acceptance and opportunities for assistance, orientation and advisement appointments after all application forms have been received. Complete instructions, along with current course exemption criteria and challenge procedures are included in the "Welcome" packet.

Alternative Matriculation for Disabled Students
Applicants to the college who have a disability and feel they cannot participate in the GOLD Program due to the limitations imposed by their disability are eligible for alternative matriculation services.

These services may include:
- special assessment by the Assessment Coordinator
- one on one orientation and advisement with Disabled Student Services Program Staff
- one on one development of a Educational Plan with a staff member of Disabled Student Services
- priority registration

To qualify for alternative matriculation the applicant must:
- inform the Admission and Records Office or the Disabled Student Services Office that they have a disability and want to be considered for the alternative matriculation program.
- submit written documentation by a professional (e.g., Physician, Psychologist, LD Specialist etc.) verifying the disability.

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 specific instructions for registering in classes.

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

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

The College may restrict the number of international students from a foreign country so that many nations of the world may be represented on the Columbia campus. Application information is available from the Admission and Records Office. Applicants are required to submit the following information in English for admission to Columbia College:

1. Submit the following information by April 1st for Full admission to:
   International Education Research Foundation
   Credentials Evaluation Service, Inc.
   P.O. Box 66940
   Los Angeles, CA. 90066

(2) The Foundation application and an original or certified copy plus one photo copy of all transcripts of previous schools attended that are equivalent to high school or college level (a fee will be charged for this service by the Foundation):

* Available in the Schedule of Classes
Admission of High School Students

Columbia College may admit high school students for maximum of two courses each semester if: the student:

a) is concurrently enrolled in a public educational institution, or legal correspondence school; or is receiving private tutoring (pursuant to Education Code Sections 48200 and 48224)
b) has attained junior or senior standing
c) has completed the Columbia Admissions and Records Office with an official high school transcript

d) has written authorization from a high school official.

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 Real People Win Scholarships brochure available in the Scholarship Office.

A standard application, which may be obtained from the Scholarship Office, is used to determine a student's eligibility for most of the awards. It is available starting September 1; the deadline for applying is December 20. If a special application is required for a specific scholarship, it will be noted.

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

Food Service

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

The Columbia College Book Service Program — $100 for books without applying for financial aid

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 and aptitude are provided by counselors.

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, CalGrant, Extended Opportunity Programs and Services, and California Board of Governors Grant.

Students who need help 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, 1992, through February 1, 1993. Eligibility is based on financial need and satisfactory academic progress. Additionally, students must have a high school diploma, a GED or have passed the computerized entrance examination administered by the testing center at Columbia College. Awards are made 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 program, members of Reserve units and dependents of disabled, deceased or retired veterans may be eligible to receive educational benefits while attending college at least half-time. The applications which are available in the Veterans Affairs Office should be completed 30-120 days prior to the beginning of the term if advance pay is being requested, or at the time of registration for normal processing. Information regarding other documents that may be required is also available in the Veterans Affairs Office.
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 to the right to challenge the content of their records if, in their opinion, the records contain material that is incorrect, inaccurate or otherwise inappropriate. This challenge must occur within one academic year from the time the grade is received. The Vice President for 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: EOP&S Office and Learning Skills Center. Students desiring tutoring should contact either of these areas.

Disabled Student Services
The Disabled Student Services Program is designed to provide access to educational programs and activities for students with disabilities. The College has made changes in campus design to allow the disabled students access to the College campus. Accessibility is assured to students through the use of support services, special equipment, specially trained staff and the removal of architecture barriers.

Programs and services offered:
- Physical Disabilities
  - Disabled parking (limited to those students possessing DMV placard or plates), tram service, mobility assistance, tutoring, assistance in locating notetakers, readers, test-taking assistance.
- Learning Disabilities Program
  - Provides academic support services to students with a professionally verified learning disability. Services include: Individual Assessment, individualized instruction in remediation or compensatory services. Tutoring is provided by specially trained staff and students for general education and vocational college work course.
  - Additional Services
    - Personal and vocational counseling, academic advising, special equipment loan, and liaison with campus community resources.
  - Special Instruction
    - Adaptive physical education, cardiac therapy, pulmonary therapy, and diagnostic learning.

Health Services
A registered nurse is on campus several hours each day class to provide a variety of health services for students registered at the College.

- Students having chronic health problems are requested to inform the College nurse so that the appropriate 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.

Health service fees are refundable prior to the first day of instruction. Students eligible for refunds must obtain Request for Refund Form from the Admissions and Records Office.

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
- Student I.D. Card fees are nonrefundable.
- Community and college business discounts available upon presentation of the card.

Student Activities
Social events, club activities, community projects, and cultural events are funded 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 Senate is designed to fit the needs of the students at that particular time.

Student Organizations
- Students wishing to form a student organization must contact the student senate for procedures and a handbook.
- Only currently enrolled Columbia College students may participate as members of an officially recognized student organization.
- Student organizations must have an advisor present at all meetings and activities.
- Every student organization must request renewal of their official recognition status each semester. Recognition or renewal is requested of the student senate.
- Student organizations wishing to travel for club purposes should contact the student senate advisor for travel procedures to be followed.

Posting of Materials on Campus Bulletin Boards
- Bulletin board posting may be done only by students, faculty or staff.
- All materials posted on campus must be approved and stapled in advance by the Vice President for Student Services.
- No posters will be permitted that promote services—excluding classes—for profit other than those by other accredited institutions of higher education.
- Persons posting materials are responsible for removal of the materials. Removal should occur immediately following the activity.
- All materials approved for posting will be removed within two weeks of the posting date.
- Materials are not to be adhered to glass, wood or metal surfaces. They may be posted only on bulletin boards or easels.
- Individuals/organizations not following correct posting procedures.

Career Center/Transfer Center
The Career Center, located within the Counseling area adjacent to the Manzanita Building, 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, various other transfer-related resources and advising services.

Student Employment
Employers are encouraged to list job openings, full or part-time, within their office center which maintains a list of off-campus employment. Student may review the list during Career Center operational hours.

College Bookstore
The Manzanita Bookstore, located in the Manzanita Building, carries textbooks, materials and supplies required for all classes. The bookstore also sells paperback, greeting cards, sundries, snacks, and many other items.

Student representatives serve on a campus Bookstore Advisory Committee and provide suggestions and ideas to enhance the services provided to the campus community by the Manzanita Bookstore.

Costs of textbooks and educational supplies vary with the type of program the student is pursuing. Costs normally range from $100 to $300 each semester depending on the program.

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.

Columbia’s center also provides students a lab experience with parents, as well as children, as parents with children in the center are required to assist one hour each week. While parents are participating in the program, they will observe both students and staff interacting with children in positive ways. This serves as a model for their own parenting skills.

The Child Development Center is open from 8:00 a.m. to 4:00 p.m. Monday through Friday during regular class times. Children aged 2 - 5 may attend. A copy of the current fee schedule is available from the Child Development Center office; financial assistance is available for full time students who qualify for aid.

For further information or to enroll your child in the Child Development Center, call (209) 533-5277.

Security/Parking
Campus Security is available to assist students, staff and visitors as needed. Security personnel can be contacted through the Campus Fire Department or the Vice President for 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. Violation 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.
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.
- Coin operated washer/dryer facilities on the premises.
- Utilities (except telephone) are included with the rent.

Suites for the disabled are provided in the manager's building allowing wheelchair access to rooms. Outdoor volleyball, basketball, lighted tennis courts and a jogging course (PAR) are available to residents.
ACADEMIC POLICIES AND PROCEDURES

Catalog Rights

- A student will be held responsible only for the policies and requirements designated in the catalog for the academic year in which the student completes the first credit hour.
- Student's catalog rights begin with the semester a student completes the first credit hour.
- Continuous attendance is defined as completion of at least one credit course per academic year (July 1 - June 30) at Columbia College.
- A student has ONLY four (4) years 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 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 hour, unit hour, class hour, 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 by multiplying the number of quarter units by two-thirds.
2. Semester units of credit are converted to quarter units 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. Prerequisite policy is currently under review. See your counselor for details.

Prerequisites may be waived when in the instructor's judgment the student has adequate preparation to satisfy the course objectives.

Course Prerequisite Appeal

Any student may appeal to the Vice President for Student Services or the Vice President for Instruction for waiver of a prerequisite requirement for a course that is not available in the class schedule.

Grading System

Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course the instructor will explain the course objectives and the basis upon which grades will be determined by one of the following symbols:

- A - Excellent
- B - Good
- C - Satisfactory
- D - Passing, Less Than Satisfactory
- F - Failure
- W - Withdrawal From Course
- I - Incomplete
- CR - Credit (At Least Satisfactory)
- NC - No Credit (Less Than Satisfactory)
- IP - In Progress

This grade CANNOT be changed to a letter grade.

Grade Point Average

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

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

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

16 units 40 grade points

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

Grading Scale

- A - 4 grade points per unit
- B - 3 grade points per unit
- C - 2 grade points per unit
- D - 1 grade point per unit
- F - 0 grade points per unit

W - Not included in computing grade point average but may be used in determining progress probation and dismissal.

IP - In Progress

IP - In Progress is a grade symbol for:

1. An open entry/open exit course. The student must re-register for the course in the subsequent semester in order to receive the units and a letter grade.
2. A class that is scheduled to extend beyond the end of the semester (a "bridge" class). The course begins November 6, course ends February 1; Semester ends December 18

In the case where a student does not re-register, the IP grade will be changed to the grade earned at the end of the semester the IP was given.

The student's permanent record will reflect an IP for the semester in which the class began.

Final grades for units for an open entry and bridge class will be issued during the semester in which a class ends.

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 reaches the limitation.
- Any course in which a student has earned a "NC" or "W" may be repeated for college credit.
- For a course in which an "IP" grade is issued, no units are awarded. A student MUST re-enroll the next semester and 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 56044.

Repetition of Courses for Improvement of Grades

In conformance with Title 5, Division 9, Chapter 2, Article 5, Section 56161 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 exterminating circumstances beyond the control of the student.
   3. A student who has earned a grade of "D" or "F" in a course may repeat the course one time for grade improvement and have only the HIGHER grade computed in the grade point average at Columbia.
   4. A student must obtain and complete the form from the Admissions and Records Office.

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

Incomplete Grades

- A student may withdraw from a course in which "I" grade is 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 "I" grade was earned, the higher grade, grade points and units earned for the course will be recorded.

Students repeating a course as authorized by these procedures may do so only once.

Inconclusive 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.
Independent Study courses do not appear in the catalog since these courses are designed to meet specific student interests. Independent study courses may be made available in any subject matter area. Consult your Admissions and Records Office for specific procedures.

**Conditions to be Admitted to Independent Study, a student must:**

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

**Limitations**
The following limitations apply to Independent Study courses:

1. Registration is restricted to one Independent Study course per semester.
2. An overall maximum of 7 units of credit completed will be allowed for Independent Study. Students who intend to transfer are advised that Independent Study may fulfill either General Education Breadth Requirements. Students pursuing a degree at Columbia College may use Independent Study credits for partial fulfillment of major requirements. (See course substitutions.)

**Credit/No Credit Grading**

Some transfer institutions will not accept CR/NC grading symbols. A student may choose a credit/no credit (CR/NC) option in courses for which letter grades are issued. A student has 30% of the length of the course to submit the credit/no credit grading option form. A student has 30% of the length of the course to rescind the written form. 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.

**CR/NC units 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 attempted under the CR/NC option, that may be counted toward the Associate Degree is fourteen (14).**

**Courses offered ONLY for CR/NC are EXCLUDED from the maximum of fourteen units counted toward the Associate Degree.**

**For courses allowing a letter grade of CR/NC option, the student is limited to enrollment in one course per semester. For courses designated as ONLY CR/NC grading and no letter grade, there is no limit to the number of courses in which enrollment is allowed each semester.**

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

**Exception to the CR/NC standards must be petitioned to the Vice President for 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, and
2. recognize training or experience for which credit or advanced standing was not previously granted.

**Conditions**

Only Columbia College courses may be challenged by examination. A maximum of 20 units may be earned by Credit by Examination. Credit granted by examination at accredited colleges will be accepted; such credit will be included in the maximum allowed by examination. In order to challenge a course for credit, a student must:

1. be registered in Columbia College and enrolled in the course which is being challenged.
2. have completed at least 12 units of course work.
3. have a cumulative Grade Point Average of 2.0 (C average).

**Procedure**
The procedure for Credit by Examination is currently under review. Please see the Admissions and Records Office or your counselor for detailed information.
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**Advanced Placement Credit**

Columbia College accepts Advanced Placement Credit. Please contact the Admissions and Records Office for the current policy.

**College Level Examination Program (CLEP)**

A policy for the acceptance of College Level Examination Program (CLEP) credit is currently under review. Please contact the Admissions and Records Office for the current policy.

**College Credit From Other Institutions**

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

**Credit for Military Service**

Armed forces personnel or veterans with a minimum of one year of satisfactory service may receive:

1. Two semester units of elective credit and waive institutional P.E. requirements for graduation.
2. Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
3. Credit for certain USAFI lower division college level courses. Provisions 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 Vice President for Student Services. Students on probation or academic probation will be limited to a unit load required by the Vice President for 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**

**For Graduation:** Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all college work are awarded the Associate Degree With Distinction. Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree With Honors.

**By Term:** Each semester a list of student names is published to recognize scholarship achieved 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.

**Grade Reports**

Students will not receive a Final Grade Report if they have outstanding obligations to the College. Students 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.

**Satisfactory Progress**

A student whose cumulative Grade Point Average is 2.0 ("C" average) is scholastically in "good standing." All units and grade points are counted on a cumulative basis. The method of computing the Grade Point Average is illustrated on page 25.

**Academic Probation and Dismissal**

Probation: The purpose of academic probation at Columbia College is to ensure that students who are deficient in scholastic achievement will receive special advisement. Students on academic probation are required to do the following:

1. Meet with a counselor once a month.
2. Turn in a progress report to their counselor once a month.
3. Enroll and complete either the College Success class, Guidance 7 or College Survival class, Guidance 100.
4. Enroll in a maximum of 12 units, including Guidance 7 or Guidance 100.

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

Dismissal: The second consecutive semester that a student does not maintain a 2.0 cumulative grade point average, the student is required to do the following:

1. Meet with a counselor once a month.
2. Turn in a progress report to their counselor once a month.
3. Enroll and complete either the College Success class, Guidance 7 or College Survival class, Guidance 100, if not previously completed successfully.
4. Enroll in a maximum of 8 units, including Guidance 7 or Guidance 100.

A student will be dismissed for one year if while on academic probation:

1. The term grade point average is less than 1.5, or
2. The cumulative grade point average is below 1.75.
Dismissed students admitted by special petition will be notified in writing, along with the date the petition will be reviewed and possible adjustment.

Progress Probation and Dismissal will have the same restrictions as Academic Probation and Dismissal.

A student who has enrolled in a total of at least 12 units per semester when enrolled in Columbia College will be subject to progress probation or possible adjustment.

Two consecutive semesters on progress probation will subject a student to progress dismissal. A dismissed student may not be reinstated under the admissions provision until one semester from the date of dismissal.

In the event of dismissal a student may petition for readmission on the basis of the following circumstances that might warrant an exception:

1. Evidence of consistent improvement in the student's record.
2. A change from one major to a field of study more appropriate to the student.
3. Circumstances in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student.
4. The recommendation of the student's instructor that the continuation in college would be of sufficient therapeutic benefit to the student to warrant the granting of an additional opportunity.

If a student has been dismissed and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President for Student Services. That employee has the discretion to grant an additional opportunity.

Withdrawal From College

A student wishing to withdraw from the College, is responsible for completing and signing an Institutional Withdrawal Form. A student's withdraw date will be the date the institution is notified of the withdrawal.

Withdrawing students, due to tuition paid by other means (outside agencies or student loans), must receive their refund by following the institutional procedures for processing refunds. Refund policies are available in the Financial Aid Office.

Withdrawal Fee Refund Policy

A student who withdraws from the College will be allowed a refund of fees paid by a student in excess of that computed for the number of the student's units remaining at the time of withdrawal. 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 made except in the following circumstances:

- A student may withdraw from any or all classes, and request a refund of fees and tuition paid by check, if the college cancels a class and a semester parking permit has been purchased.
- A student who has been dismissed and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President for Student Services.

STUDENTS ARE ADVISED TO OBTAIN WRITTEN CONFIRMATION FROM THE VICE PRESIDENT FOR STUDENT SERVICES OFFICE.

Student Code of Conduct

A student enrolling at Columbia College assumes an obligation to conduct himself or herself 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 applies to any off-campus functions sponsored or supervised by the college.

Sexual Harassment Policy

Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the College.
1. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or of other authorized activities.

2. Physical abuse of any person or conduct which threatens or endangers the health or safety of any such person.

3. Theft of or willful damage to property of the college, its officers, employees, students, or visitors.

4. Unauthorized entry to or use of college facilities.

5. 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.

6. 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.

7. Failure to comply with the directions of college officials acting in performance of their duties.

8. Gambling on college property.

9. Hazing or any act that injures, degrades, or tends to injure, degrade, or disgrace any fellow student or person attending the college.

10. Violation of campus parking or traffic regulations.

11. Willfully defacing or injuring in any way, real or personal property of the district.

12. Smoking in non-designated areas.

13. Disorderly conduct or lewd, indecent, or obscene conduct on college-owned or controlled property or at college-sponsored or college-supervised activities.

14. Possession or use of firearms, knives, air rifles, pellet guns, fireworks and explosives of any kind.

15. Riding of bicycles or skateboards on college pathways.

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 denying 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 college for disciplinary reasons.

All disciplined parties have the right to appeal. Copies of the appeal procedure may be obtained from the Vice President for 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.
COMPLETION OF CERTIFICATE

In order to receive a Certificate of Achievement, students must complete a Petition for Certificate in the Admission Office during the fall semester in which they are fulfilling the certificate requirements. Complete the College Calendar for filing deadlines dates.

AUTOMOTIVE TECHNOLOGY

CAREER AUTO REPAIR

REQUIRED COURSE: UNITS

Auto. Tech. 1 Introduction to Auto Technology .......... 3
Auto. Tech. 15 Engine Performance Electrics .......... 3
Auto. Tech. 17A Carbohydrate Systems ................. 3
Auto. Tech. 17B Electrical Carbohydrate .......... 3
Auto. Tech. 18 Emission Control .................. 3
Auto. Tech. 19 Gasoline Engine Tune-up ............. 3
Auto. Tech. 20 Computerized Engine Control ......... 3
Auto. Tech. 25 Electronic Fuel Injection .......... 3
Auto. Tech. 30 Manual Transmission Rebuilding .... 3
Auto. Tech. 34 Drive and Drive Lines ............... 3
Auto. Tech. 36 Automatic Transmission (CM) ......... 3
Auto. Tech. 40 Automatic Repair Systems ............ 3
Auto. Tech. 44 Front End Alignment ................. 3
Auto. Tech. 54A Electrical System .................. 3
Auto. Tech. 50B Charging Systems .............. 3
Auto. Tech. 90C Starting and Ignition Systems .. 3
Auto. Tech. 50D Lighting and Chassis Electrics ................. 3
Auto. Tech. 62 Air Conditioning ............... 3
Auto. Tech. 70 Practical Laboratory ............... 3
Auto. Tech. 97 Work Experience .................. 2

TOTAL REQUIRED UNITS 40-43

AUTOMOTIVE TECHNOLOGY

ENGINE REPAIR & ENGINE PERFORMANCE

REQUIRED COURSES: UNITS

Auto. Tech. 1 Introduction to Auto Technology .......... 3
Auto. Tech. 15 Engine Performance Electrics .......... 3
Auto. Tech. 16 Engine Rebuilding .................. 3
Auto. Tech. 17A Carbohydrate Systems ................. 3
Auto. Tech. 17B Electrical Carbohydrate .......... 3
Auto. Tech. 18 Emission Control .................. 3
Auto. Tech. 19 Gasoline Engine Tune-up ............. 3
Auto. Tech. 20 Computerized Engine Control ......... 3
Auto. Tech. 25 Electronic Fuel Injection .......... 3

TOTAL REQUIRED UNITS 22

BUSINESS ADMINISTRATION

ACCOUNTING

REQUIRED COURSES: UNITS

Bus. Ad. 1A Principles of Accounting .................. 4
Bus. Ad. 1B Principles of Accounting .................. 4
Bus. Ad. 15A Small Business Accounting ............... 4
Bus. Ad. 15B Small Business Accounting ............... 4
Bus. Ad. 16A Computerized Accounting Simulation and Introduction Simulation .................. 3
Comp Sci 4 Computerized Acc./Inventory/Payroll ....... 4
Bus. Ad. 18 Commercial Law ........................ 3
Bus. Ad. 19 Commercial Law ........................ 3
Bus. Ad. 97 Work Experience .................. 2

TOTAL REQUIRED UNITS 32-36

BUSINESS ADMINISTRATION

MANAGEMENT

REQUIRED COURSES: UNITS

Bus. Ad. 18 Commercial Law .................. 3
Bus. Ad. 19 Commercial Law .................. 3
Bus. Ad. 20 Principles of Business ............... 3
Bus. Ad. 30 Principles of Marketing .................. 3
Bus. Ad. 2A Principles of Accounting .................. 4
Bus. Ad. 18A Small Business Accounting ............... 4
Bus. Ad. 16A Small Business Accounting ............... 4
Bus. Ad. 16B Principles of Accounting .................. 4
Bus. Ad. 15A Small Business Management ............... 4
Bus. Ad. 15B Small Business Management ............... 4
Comp Sci 1 Computer Concepts & Information Systems ............... 3
Econ. 10 Principles of Economics .................. 4
Econ. 11 Principles of Economics .................. 4
Off. Oc 25 Business Communications ............... 3

TOTAL REQUIRED UNITS 40

PROVEN COMPETENCY REQUIREMENT:

Business Mathematics Examination or Bus. Ad. 163 Business Mathematics .......................... 3

RECOMMENDED:

Bus. Ad. 97 Work Experience .................. 2

MINIMUM 4

BUSINESS ADMINISTRATION

RETAILING

REQUIRED COURSES: UNITS

Bus. Ad. 1A Commercial Law .................. 3
Bus. Ad. 20 Principles of Business ............... 3
Bus. Ad. 123 Sales .................................. 3
Bus. Ad. 125 Advertising .................. 3
Bus. Ad. 126 Bookkeeping and Accounting ............... 3
Bus. Ad. 16A Small Business Accounting ............... 4
Bus. Ad. 15B Small Business Accounting ............... 4
Comp Sci 1 Computer Concepts & Information Systems ............... 3
Econ. 10 Principles of Economics .................. 4
Econ. 11 Principles of Economics .................. 4
Off. Oc 25 Business Communications ............... 3

TOTAL REQUIRED UNITS 46-47

PROVEN COMPETENCY REQUIREMENT:

Business Mathematics Examination or Bus. Ad. 163 Business Mathematics .......................... 3

RECOMMENDED OPTIONAL COURSES:

Bus. Ad. 40 Principles of Management .................. 3

RECOMMENDED:

Bus. Ad. 97 Work Experience .................. 2

MINIMUM 4

CHILD DEVELOPMENT

REQUIRED COURSES: UNITS

Child Dev. 1 Principles of Child Development ............... 3
Child Dev. 2 Principles of Child Development ............... 3
Child Dev. 3 Practices in Child Development ............... 3
Child Dev. 5 Child Nutrition .................................. 3
Child Dev. 7 Child Health and Safety .................. 3
Child Dev. 10 Creative Activities I .................. 1.5
Child Dev. 11 Creative Activities II .................. 1.5
Child Dev. 15 Observation and Participation ............... 3
Child Dev. 16 Child, Family, Community ............... 3
Child Dev. 30 Child Care/Nursery School Administration ............... 3
Child Dev. 18 Special Needs Children ............... 3
Child Dev. 25 Infant/Toddler Care ............... 3
Child Dev. 27 School Age Children ............... 3

TOTAL REQUIRED UNITS 24

COMPUTER SCIENCE

REQUIRED COURSES: UNITS

Computer Sci 1 Computer Concepts & Information Systems ............... 3
Computer Sci 3 C Programming .................. 3
Computer Sci 4 UNIX Operating System ............... 2
Computer Sci 12 PASCAL Programming ............... 3
Computer Sci 20 C Language Programming ............... 3
Computer Sci 40 Assembly Language Programming ............... 3
Computer Sci 55 Data Base Management ............... 3
Computer Sci 6 BASIC Programming ............... 3
Computer Sci 14 FORTRAN Programming ............... 3
Computer Sci 18 COBOL Programming ............... 3
Mathematics 3 Trigonometry ............... 4
Mathematics 10 College Algebra ............... 4
Mathematics 12 Finite Mathematics ............... 4

TOTAL REQUIRED UNITS 37

COMPUTER SCIENCE

APPLIED COMPUTER STUDIES

REQUIRED COURSES: UNITS

Computer Sci 1 Computer Concepts & Information Systems ............... 3
Computer Sci 2 Financial Workbooks on Computers ............... 2
Computer Sci 3 C Programming .................. 3
Computer Sci 4 UNIX Operating System ............... 2
Computer Sci 12 PASCAL Programming ............... 3
Computer Sci 35 Data Base Management ............... 3
Bus. Ad. 14 Accounting .................. 4
Bus. Ad. 40 Principles of Management .................. 3
Office Oc 40 Beginning Word Processing ............... 2

TOTAL REQUIRED UNITS 28

PROVEN COMPETENCY REQUIREMENT:

Business Mathematics Examination or Bus. Ad. 163 Business Mathematics .......................... 3

RECOMMENDED OPTIONAL COURSES:

One or more of the following programming courses:

Computer Sci 6 BASIC Programming ............... 3
Computer Sci 14 FORTRAN Programming ............... 3
Computer Sci 18 COBOL Programming ............... 3
Computer Sci 20 C Language Programming ............... 3
Computer Sci 26 Advanced Computer Programming ............... 3

TOTAL REQUIRED UNITS 28

EMERGENCY MEDICAL SERVICES

REQUIRED COURSES: UNITS

E.M.S. 3 Emergency Medical Technician Training ............... 6
S.A.R. 3 Environmental Injuries ............... 1
S.A.R. 24 Helicopter Operations ............... 1
S.A.R. 53 Vehicle Extrication ............... 1

TOTAL REQUIRED UNITS 9

FIRE TECHNOLOGY

REQUIRED COURSES: UNITS

E.M.S. 3 Emergency Medical Technician Training ............... 6
Fire Tech. 301A Fire Fighter I Academy ............... 9
Fire Tech. 301B Fire Fighter I Academy ............... 9

TOTAL REQUIRED UNITS 24
<table>
<thead>
<tr>
<th>COURSES</th>
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<tbody>
<tr>
<td><strong>FORESTRY TECHNOLOGY</strong></td>
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<td>REQUIRED COURSES:</td>
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<tr>
<td>Forestry 1й, Introduction to Professional Forestry</td>
<td>3</td>
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<tr>
<td>Forestry 10й, Introduction to Forestry</td>
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</tr>
<tr>
<td>Forestry Tech. 1й, Introduction to Forest Inventory</td>
<td>2</td>
</tr>
<tr>
<td>Computer Sci. 1й, Introduction to Computer Concepts</td>
<td>2</td>
</tr>
<tr>
<td>Fire Tech. 1й, Wildland Fire Control</td>
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<tr>
<td>Nat. Resourc. 1й, Environmental Conservation</td>
<td></td>
</tr>
<tr>
<td>Nat. Resourc. 9й, Parks and Forests Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>Nat. Resourc. Tech. 1й, Forest Management</td>
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<tr>
<td>Nat. Resourc. 1й, Intro. to Maintenance and Housekeeping</td>
<td>1.5</td>
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<tr>
<td>Nat. Resourc. 1й, Intro. to Food Service</td>
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<tr>
<td>Nat. Resourc. 1й, Intro. to Animal Science</td>
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<td>Nat. Resourc. 1й, Intro. to Soil Science</td>
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<tr>
<td>Nat. Resourc. 1й, Intro. to Aquaculture</td>
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<td>Total Required Units</td>
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<td>REQUIRED COURSES:</td>
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<tr>
<td>Hosp. Mgmt. 1й, Introduction to Hospitality Industry</td>
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<tr>
<td>Hosp. Mgmt. 1й, Marketing of Hospitality Services</td>
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<tr>
<td>Hosp. Mgmt. 1й, Front Office Mgmt/Hotel Catering</td>
<td></td>
</tr>
<tr>
<td>Hosp. Mgmt. 1й, Intro. to Tourism</td>
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<tr>
<td>Hosp. Mgmt. 1й, Work Experience</td>
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<td>Total Required Units</td>
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<td><strong>NATURAL RESOURCES TECHNOLOGY</strong></td>
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<td>Nat. Resourc. 9й, Parks and Forests Law Enforcement</td>
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<td>Nat. Resourc. Tech. 1й, Applied Wildlands Mgmt Management</td>
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<td>Nat. Resourc. 1й, Wildland Fire Control</td>
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<td>Nat. Resourc. 1й, Aerial Photography &amp; Map Interpretation</td>
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<td>Nat. Resourc. 1й, California Wildlife</td>
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<td><strong>HOTEL MANAGEMENT</strong></td>
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<td>REQUIRED COURSES:</td>
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<td>Hosp. Mgmt. 1й, Food Service Management</td>
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<td>Hosp. Mgmt. 1й, Dining Room Service Management</td>
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<tr>
<td>Hosp. Mgmt. 1й, Commercial Kitchen</td>
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<tr>
<td>Hosp. Mgmt. 1й, Catering Service Management</td>
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<tr>
<td>Hosp. Mgmt. 1й, Food and Beverage Service</td>
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<tr>
<td>Hosp. Mgmt. 1й, Work Experience</td>
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<tr>
<td>Total Required Units</td>
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<tr>
<td><strong>FOOD SERVICE TECHNOLOGY</strong></td>
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<td>REQUIRED COURSES:</td>
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<tr>
<td>Hosp. Mgmt. 1й, Introduction to Hospitality Industry</td>
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<tr>
<td>Hosp. Mgmt. 1й, Front Office Mgmt/Hotel Catering</td>
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<tr>
<td>Hosp. Mgmt. 1й, Intro. to Tourism</td>
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<tr>
<td>Hosp. Mgmt. 1й, Work Experience</td>
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<td><strong>OCCUPATIONAL CERTIFICATES</strong></td>
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<td>Hotel Management</td>
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<td>Restaurant Management</td>
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<td>Work Experience</td>
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<td><strong>CERTIFICATES</strong></td>
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**TOTAL REQUIRED UNITS:** 31
### SEARCH AND RESCUE

**FIRE SERVICE**

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<th>COURSE</th>
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<tr>
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<td>S.A.R. 58</td>
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<td><strong>TOTAL REQUIRED UNITS</strong></td>
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</table>

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

**TOTAL REQUIRED UNITS 14.5**

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

### TEACHER AIDE

<table>
<thead>
<tr>
<th>COURSE</th>
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<td>Child Dev. 1</td>
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<td>Teacher Aide 155</td>
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<tr>
<td><strong>TOTAL REQUIRED UNITS</strong></td>
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</table>

### GRADUATION AND TRANSFER REQUIREMENTS
**GRADUATION REQUIREMENTS**

Columbia College will confer the Associate in Arts or the Associate in Science Degree upon completion of the following requirements. (The Associate in Science Degree is awarded for majors in physical or biological 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 44-50. All courses in the major must be completed with a grade of "C" or better. More than one Associate Degree may be awarded to a student who completes applicable requirements as listed above plus 12 extra units in residence (72 or more total semester units). A course may only be used in two different majors when no other course selections are available.

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 42 and 43. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University may 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 to transfer to a C.S.U. campus.

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.
   - Alternatively, students 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 1992, and are valid through the 1995-96 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. Request for Waiver or Substitution: Request for waiver or substitution of any graduation requirement must be approved by the Vice President for Instruction.

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. 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.

5. Students should consult the appropriate catalog of the college to which they intend to transfer and seek assistance from a counselor to ensure that all possible required lower division general education courses and prerequisites for the major are included in their Columbia College program of study.

6. Columbia College will automatically send a Lower Division General Education Certification when a student requests his/her transcript to be sent to a C.S.U. campus.

**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.

**TRANSFER REQUIREMENTS TO A CALIFORNIA STATE UNIVERSITY**

Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers. Full certification consists of not less than 39 semester units from Areas "A" through "E". In addition, the following transfer requirements and information apply (See pages 42-43, 50-54, 57 in the current catalog).

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

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

3. **MAJOR:** Satisfactory completion of lower division prerequisites for the BA/BS Major listed in an articulation agreement or the catalog of the California State University Transfer campus.

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 42 and 43. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University may 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 at the same time by careful selection of courses, in order to graduate with the AA/AS Degree as well as to transfer to a C.S.U. campus. CSU/UC transfer students should refer to pages 50-57 for further information.

**NOTE:** Transfer students also have the option of completing the INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (I.G.E.T.C.) instead of the General Education requirements listed here. Completion of I.G.E.T.C. will permit a student to transfer to either a C.S.U. or U.C. campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (page 57) and a counselor for assistance.
GRADUATION & C.S.U. GENERAL EDUCATION

FOR AA/AS GRADUATION:
Three courses required:
one each from A.1, A.2, A.3.

FOR SUITABLE COURSES FOR EACH AREA
OF GENERAL EDUCATION:

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

FOR AA/AS GRADUATION:
Three courses required:
one each from B.1, B.2, B.3, including one
laboratory course from either B.1 or B.2.

FOR SUITABLE COURSES FOR EACH AREA
OF GENERAL EDUCATION:

B.1 Physical Sciences:
   Chemistry 1A, General Chemistry (5), (lab course).
   Chemistry 10, Fundamentals of Chemistry (4), (lab course).
   Chemistry 20, Chemistry for Liberal Arts Students (3).
   Earth Science 5, Physical Geology (4), (lab course).
   Earth Science 30, Global Tectonic Geology (3).
   Earth Science 40, Descriptive Astronomy (3).
   Earth Science 45, Astronomy Laboratory (1), (lab course).
   Earth Science 60, Fundamentals of Meteorology (5), (lab course).
   Earth Science 70, Fundamentals of Oceanography (3), (lab course).
   Physics 1, Conceptual Physics (3).
   Physics 5A, General Physics (5), (lab course).

B.2 Biological Sciences:
   Biology 2, Principles of Biology (4), (lab course).
   Biology 4, Principles of Animal Biology (4), (lab course).
   Biology 6, Principles of Plant Biology (4), (lab course).
   Biology 18, Fundamentals of Biology (3).
   Biology 19, Fundamentals of Biology Laboratory (1), (lab course).

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).
   Math 16, Pre-calculus (4).
   Math 18A, Calculus with Analytic Geometry (4).

FOR CSU TRANSFER:
Three courses required:
one each from B.1, B.2, B.3, and one from
either C.2 or C.3.

FOR AA/AS GRADUATION:
Four courses required:
one from either C.1 or C.2, and one from
D.1 or D.2.

FOR SUITABLE COURSES FOR EACH AREA
OF GENERAL EDUCATION:

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 (3).
   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 11, Film Appreciation (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 Literature (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 1B, Spanish: Beginning (4).
   Spanish 18, Spanish: Beginning (4).

FOR CSU TRANSFER:
Four courses required:
one each from C.1, one from C.2 or C.3, and one from
D.1, C.2, or C.3.

FOR AA/AS GRADUATION:
Two Courses required:
one each from D.1 and

FOR SUITABLE COURSES FOR EACH AREA
OF GENERAL EDUCATION:

D.1 General Social Sciences:
   Anthropology 1, Introduction to Anthropology: Physical (3).
   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 13, Introduction to Cultural Geography (3).
   Geography 15, Physical Geography (3).
   History 13, 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 1789 (3).
   History 17, United States: 1785 to Present (3).
   Political Science 10, Constitutional Government (3).

FOR CSU TRANSFER:
Four courses required:
one each from D.1 and D.2, and two from D.3,
including History 16 or

FOR AA/AS GRADUATION:
Required: One course in

FOR SUITABLE COURSES FOR EACH AREA
OF GENERAL EDUCATION:

E.1 Personal and Social Development:
   Guidance 1, Career-Life Planning (3).
   Health Education 1, Health and Fitness Education (3).
   Physical Education 3, 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.

FOR AA/AS GRADUATION:
Three courses required:
one each from E.1, E.2, and one from

FOR SUITABLE COURSES FOR EACH AREA
OF GENERAL EDUCATION:

E.2 Interpersonal Understanding and Self-
   Development:
   Guidance 1, Career-Life Planning (3).
   Health Education 1, Health and Fitness Education (3).
   Physical Education 3, Personal Fitness Concepts and
   Evaluation (3).
   Psychology 30, Personal and Social Adjustment (3).
   Social Science 40, Human Sexual Behavior (3).

FOR CSU TRANSFER:
Three courses required:
one each from E.1, E.2, and one from

FOR AA/AS GRADUATION:
Three courses required:
one each from F.1, F.2, and one from

FOR SUITABLE COURSES FOR EACH AREA
OF GENERAL EDUCATION:

F.1 Social, Political and Economic Institutions
   and Behavior:
   Anthropology 1, Introduction to Anthropology: Physical (3).
   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).

F.2 Science and Technology:
   Anthropology 2, Cultural Anthropology (3).
   Anthropology 15, Indians of North America (3).
   Geography 13, Introduction to Cultural Geography (3).
   Geography 15, Physical Geography (3).
   History 13, World Civilizations: to 1650 (3).
   History 14, World Civilizations: 1650 to Present (3).

F.3 Recreation and Leisure:
   Anthropology 2, Cultural Anthropology (3).
   Anthropology 15, Indians of North America (3).
   Geography 13, Introduction to Cultural Geography (3).
   Geography 15, Physical Geography (3).
   History 13, World Civilizations: to 1650 (3).
   History 14, World Civilizations: 1650 to Present (3).

F.4 Personal and Social Behavior:
   Anthropology 2, Cultural Anthropology (3).
   Anthropology 15, Indians of North America (3).
   Geography 13, Introduction to Cultural Geography (3).
   Geography 15, Physical Geography (3).
   History 13, World Civilizations: to 1650 (3).
   History 14, World Civilizations: 1650 to Present (3).

FOR CSU TRANSFER:
Three courses required:
one each from F.1, F.2, and F.3.

FOR AA/AS GRADUATION:
Three courses required:
one each from G.1, G.2, and one from

FOR SUITABLE COURSES FOR EACH AREA
OF GENERAL EDUCATION:

G.1 Personal and Social Behavior:
   Anthropology 2, Cultural Anthropology (3).
   Anthropology 15, Indians of North America (3).
   Geography 13, Introduction to Cultural Geography (3).
   Geography 15, Physical Geography (3).
   History 13, World Civilizations: to 1650 (3).
   History 14, World Civilizations: 1650 to Present (3).

G.2 Science and Technology:
   Anthropology 2, Cultural Anthropology (3).
   Anthropology 15, Indians of North America (3).
   Geography 13, Introduction to Cultural Geography (3).
   Geography 15, Physical Geography (3).
   History 13, World Civilizations: to 1650 (3).
   History 14, World Civilizations: 1650 to Present (3).

G.3 Recreation and Leisure:
   Anthropology 2, Cultural Anthropology (3).
   Anthropology 15, Indians of North America (3).
   Geography 13, Introduction to Cultural Geography (3).
   Geography 15, Physical Geography (3).
   History 13, World Civilizations: to 1650 (3).
   History 14, World Civilizations: 1650 to Present (3).

FOR CSU TRANSFER:
Four courses required:
one each from G.1 and G.3, and two from G.2.
COLUMBIA COLLEGE AA/AS DEGREE 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.

COLUMBIA COLLEGE MAJORS for which the Associate of Arts Degree is awarded are:

- Fine Arts
  - Emphasis in Art
  - Emphasis in Dance
  - Emphasis in Drama
  - Emphasis in Music
- Emphasis in Photography
- Health and Physical Education
- Language Arts
- Emphasis in English
- Emphasis in Speech
- Liberal Studies
- Mathematics
- Social Science
- Emphasis in Anthropology
- Emphasis in History
- Emphasis in Psychology
- Emphasis in Sociology

COLUMBIA COLLEGE MAJORS for which the Associate of Science Degree is awarded are:

COLUMBIA COLLEGE MAJORS

AA/AS MAJORS

COLUMBIA COLLEGE MAJORS

AA/AS DEGREE MAJORS

AUTOMOTIVE TECHNOLOGY

<table>
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<tr>
<th>REQUIRED COURSES WITHIN MAJOR:</th>
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<tbody>
<tr>
<td>Auto. Tech. 1: Introduction to Auto Technology</td>
<td>3</td>
</tr>
<tr>
<td>Auto. Tech. 15: Engine Performance Electronics</td>
<td>2</td>
</tr>
<tr>
<td>Auto. Tech. 16: Engine Rebuilding</td>
<td>6</td>
</tr>
<tr>
<td>Auto. Tech. 19: Gasoline Engine Tune-up</td>
<td>3</td>
</tr>
<tr>
<td>Auto. Tech. 20: Computerized Engine Control</td>
<td>3</td>
</tr>
<tr>
<td>Auto. Tech. 25: Electronic Fuel Injection</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 34: Axles and Drive Lines</td>
<td>1</td>
</tr>
<tr>
<td>Auto. Tech. 40: Automotive Braking Systems</td>
<td>3</td>
</tr>
<tr>
<td>Auto. Tech. 44: Front End Alignment</td>
<td>2</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
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BUSINESS EMPHASIS IN BUSINESS ADMINISTRATION (OCCUPATIONAL)

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<tr>
<th>REQUIRED COURSES WITHIN MAJOR:</th>
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<tbody>
<tr>
<td>Comp. Sci. 3: IBM/MS DOS Operating System</td>
<td>2</td>
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<tr>
<td>Off. Oc. 25: Business Communications (3)</td>
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</tr>
<tr>
<td>B. Six (6) units required from this section.</td>
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</tr>
<tr>
<td>Bus. Ad. 1A: Principles of Accounting</td>
<td>4</td>
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<tr>
<td>and</td>
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</tr>
<tr>
<td>Bus. Ad. 1B: Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>and</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 16A: Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 16B: Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Bus. Ad. 161A: Small Business Accounting</td>
<td>4</td>
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<tr>
<td>and</td>
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<tr>
<td>Bus. Ad. 161B: Small Business Accounting</td>
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<tr>
<td>C. Six (6) units required from this section.</td>
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<tr>
<td>Bus. Ad. 18: Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 19: Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 30: Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 40: Principles of Management</td>
<td>3</td>
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<tr>
<td>Bus. Ad. 150A: Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 157: Payroll Accounting</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
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BUSINESS EMPHASIS IN BUSINESS ADMINISTRATION (PROFESSIONAL)

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<tr>
<th>REQUIRED COURSES WITHIN MAJOR:</th>
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<tbody>
<tr>
<td>Bus. Ad. 1A: Principles of Accounting</td>
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<tr>
<td>Bus. Ad. 1B: Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus. Ad. 18: Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Bus. Ad. 19: Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Comp. Sci. 2: Financial Workshops on Computers</td>
<td>2</td>
</tr>
<tr>
<td>Comp. Sci. 3: IBM/MS DOS Operating System</td>
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</tr>
<tr>
<td>Economics 10: Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>Economics 11: Principles of Economics</td>
<td>4</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>26</td>
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</table>

CHILD DEVELOPMENT

<table>
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<tr>
<th>REQUIRED COURSES WITHIN MAJOR:</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Dev. 1: Principles of Child Development</td>
<td>3</td>
</tr>
<tr>
<td>Child Dev. 3: Practical in Child Development</td>
<td>3</td>
</tr>
<tr>
<td>Child Dev. 5: Child Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>Child Dev. 7: Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>Child Dev. 10: Creative Activities</td>
<td>1.5</td>
</tr>
<tr>
<td>Child Dev. 11: Creative Activities</td>
<td>1.5</td>
</tr>
<tr>
<td>Child Dev. 15: Observation and Participation</td>
<td>3</td>
</tr>
<tr>
<td>Child Dev. 22: Child, Family, Community</td>
<td>3</td>
</tr>
<tr>
<td>Child Dev. 30: Child Care/Nursery School Administration</td>
<td>3</td>
</tr>
<tr>
<td>Child Dev. 18: Special Needs Children</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Child Dev. 25: Infant/ Toddler Care</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>Child Dev. 27: School Age Children</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
<td>24</td>
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</table>

COMPUTER SCIENCE

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<tr>
<th>REQUIRED COURSES WITHIN MAJOR:</th>
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<tbody>
<tr>
<td>Comp. Sci. 3: IBM/MS DOS Operating System</td>
<td>2</td>
</tr>
<tr>
<td>Comp. Sci. 9: UNIX Operating System</td>
<td>2</td>
</tr>
<tr>
<td>Comp. Sci. 12: Pascal Programming</td>
<td>3</td>
</tr>
<tr>
<td>Comp. Sci. 20: C Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>Comp. Sci. 26: Advanced Computer Programming</td>
<td>3</td>
</tr>
<tr>
<td>Comp. Sci. 40: Assembly Language Programming</td>
<td>3</td>
</tr>
<tr>
<td>Comp. Sci. 50: Data Base Management</td>
<td>3</td>
</tr>
<tr>
<td>Comp. Sci. 6: BASIC Programming</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
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</tr>
<tr>
<td>Comp. Sci. 14: FORTRAN Programming</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL REQUIRED UNITS</td>
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FINE ARTS EMPHASIS IN ART

<table>
<thead>
<tr>
<th>REQUIRED COURSES WITHIN MAJOR:</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Art 11: Basic Freehand Drawing</td>
<td>1-2</td>
</tr>
<tr>
<td>Art 2: Basic Color and Design</td>
<td>1-2</td>
</tr>
<tr>
<td>Art 4: Life Drawing: Beginning</td>
<td>1-2</td>
</tr>
<tr>
<td>Art 11: History of Art: Ancient and Medieval (3)</td>
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</tr>
<tr>
<td>Art 12: History of Art: Baroque and Modern (3)</td>
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</tr>
<tr>
<td>Art 21A: Painting: Beginning (1-2)</td>
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</tr>
<tr>
<td>Art 23A: Watercolor: Beginning (1-2)</td>
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<tr>
<td>Art 35: Ceramics: Introductory (1-2)</td>
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</tr>
<tr>
<td>Media 56A: Video Production: Beginning (3)</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
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FINE ARTS EMPHASIS IN DRAMA

<table>
<thead>
<tr>
<th>REQUIRED COURSES WITHIN MAJOR:</th>
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<tbody>
<tr>
<td>Drama 2: Oral Expression and Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>Drama 42: Acting Fundamentals (3)</td>
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</tr>
<tr>
<td>Drama 43: Acting - Directing (3)</td>
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<tr>
<td>Drama 45: Improvement (3)</td>
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<tr>
<td>Drama 46: Mime (3)</td>
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<tr>
<td>Drama 50: Musical Theatre Workshop (2)</td>
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<tr>
<td>TOTAL REQUIRED UNITS</td>
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FINE ARTS EMPHASIS IN MUSIC

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<thead>
<tr>
<th>REQUIRED COURSES WITHIN MAJOR:</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>Music 1: Music Fundamentals (2)</td>
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<tr>
<td>P.E. 28: Dance Production: Dance Emphasis (1-2)</td>
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<td>TOTAL REQUIRED UNITS</td>
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FINE ARTS EMPHASIS IN DANCE

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<th>REQUIRED COURSES WITHIN MAJOR:</th>
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<tbody>
<tr>
<td>Music 36A: Elementary Voice (1.5)</td>
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<tr>
<td>Music 36B: Elementary Voice (1.5)</td>
<td></td>
</tr>
<tr>
<td>Music 46A: Intermediate Voice (1.5)</td>
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</tr>
<tr>
<td>Music 46B: Intermediate Voice (1.5)</td>
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<tr>
<td>P.E. 20: Dance Survey (3)</td>
<td></td>
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<td>TOTAL REQUIRED UNITS</td>
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### Fine Arts Emphasis in Music

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<thead>
<tr>
<th>Course Name</th>
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<td>A. Three (3) units required from this section</td>
<td>3</td>
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<tr>
<td>B. Six (6) units required from this section</td>
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</tr>
<tr>
<td>C. Performance - at least one course</td>
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</tr>
<tr>
<td>English 11 Film Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>Music 11 Survey of Music History and Literature</td>
<td>3</td>
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<tr>
<td>Music Theory - at least one course</td>
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### Fine Arts Emphasis in Photography

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<tr>
<th>Course Name</th>
<th>Units</th>
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<tbody>
<tr>
<td>A. Three (3) units required from this section</td>
<td>3</td>
</tr>
<tr>
<td>B. Six (6) units required from this section</td>
<td>6</td>
</tr>
<tr>
<td>C. Art 1 Basic Freehand Drawing (1-2)</td>
<td></td>
</tr>
<tr>
<td>C. Art 2 Basic Color and Design (1-2)</td>
<td></td>
</tr>
<tr>
<td>C. Art 42 Color Photography (3)</td>
<td></td>
</tr>
<tr>
<td>C. Art 21A Painting: Beginning (1-2)</td>
<td></td>
</tr>
<tr>
<td>C. Art 21A Watercolor: Beginning (1-2)</td>
<td></td>
</tr>
<tr>
<td>Media 20A Video Production: Beginning</td>
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### Health and Physical Education

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<tr>
<td>A. Nine (9) units required from this section</td>
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<td>B. Eight (8) units required from this section</td>
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### Foreign Technology

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<td>A. Eleven (11) units required from this section</td>
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### Hospitality Management Emphasis in Culinary Arts

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<td>C. Additional courses within major</td>
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<td>D. Course prerequisites include</td>
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### Language Arts Emphasis in English

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### HOSPITALITY MANAGEMENT EMPHASIS IN HOTEL MANAGEMENT

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### HOSPITALITY MANAGEMENT EMPHASIS IN FOOD SERVICE TECHNOLOGY

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### HOSPITALITY MANAGEMENT EMPHASIS IN RESTAURANT MANAGEMENT

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### LANGUAGE ARTS EMphasis in Music

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### Language Arts Emphasis in Speech

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### LIBERAL STUDIES
A minimum of six (6) semester units must be completed in each of the three areas. A minimum of eighteen (18) semester units total must be completed from the three areas combined. (Course used to fulfill the General Education requirements for the AA or AS degrees.)

#### HUMANITIES (Minimum of 6 Units)
- Art History 7 Art History: Ancient and Medieval
- Art 7 History of Art: Baroque, Modern
- Drama 9 Oral Interpretation
- English 115 English Literature of the United States
- English 116 English Literature of the United States
- English 117 Survey of English Literature
- History 101 History of the United States

#### SOCIAL SCIENCES (Minimum of 6 Units)
- Psychology 1 Personality/Social Adjustment
- Sociology 1 Introduction to Sociology
- Sociology 12 Family, Marriage, and the Individual
- Sociology 2 American Society

#### NATURAL SCIENCES AND MATHEMATICS (Minimum of 6 Units)
- Biology 1 General Biology
- Biology 1A General Biology
- Computer Science - Any Computer Programming Course (3)
- Mathematics 1A General Statistics (4)
- Physics 1A General Physics (5)

#### EMPIRICAL OCCUPATIONS

#### OFFICE OCCUPATIONS

### NATURAL RESOURCES

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required
- **Science:** Required

#### SCIENCE

### SCIENCE EMPHASIS IN BIOLOGY

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required

### SCIENCE EMPHASIS IN ENVIRONMENTAL SCIENCE

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required

### SCIENCE EMPHASIS IN PHYSICS

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required

### SOCIAL SCIENCE

### SOCIAL SCIENCE EMPHASIS IN ANTHROPOLOGY

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required

### SCIENCE EMPHASIS IN ANTHROPOLOGY

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required

### SCIENCE EMPHASIS IN COMPUTER SCIENCE

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required

### SCIENCE EMPHASIS IN ENVIRONMENTAL SCIENCE

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required

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#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required

### SCIENCE EMPHASIS IN ENVIRONMENTAL SCIENCE

#### ACCEPTABLE COURSES WITHIN MAJOR:
- **Units:** Required
AA/AS MAJORS

SOCIAL SCIENCE EMPHASIS IN HISTORY

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR:

A. Nine (9) units required from this section

- History 13 World Civilization: to 1600 (3)
- History 14 World Civilization: 1600 to Present (3)
- History 16 United States: to 1605 (3)
- History 17 United States: 1606 to Present (3)
- History 49 The Mother Lode (3)
- History 55 The American Frontier (3)

B. Three (3) units required from this section

- Anthropology 2 Cultural Anthropology (3)
- Geography 12 Cultural Geography (3)
- Geography 15 Physical Geography (3)
- Sociology 2 American Institutions (3)
- Sociology 12 Family and Society (3)
- Sociology 28 Death and Dying (3)

C. Six (6) units required from this section

- Anthropology 2 Cultural Anthropology (3)
- Anthropology 2 Cultural Anthropology Cultural (3)
- Psychology 1 General Psychology (3)
- Psychology 2 Current Issues in Psychology (3)
- Psychology 30 Personal/Social Adjustment (3)

D. Three (3) units required from this section

- Economics 1 Principles of Economics (3)
- Economics 1 Principles of Economics (3)
- Pol. Science 10 Constitutional Government (3)
- Psychology 1 General Psychology (3)
- Sociology 12 Family and Society (3)
- Sociology 2 American Institutions (3)

TOTAL REQUIRED UNITS: 9

SOCIAL SCIENCE EMPHASIS IN POLITICAL SCIENCE

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR:

A. Nine (9) units required from this section

- Psychology 1 General Psychology (3)
- Anthropology 2 Cultural Anthropology (3)
- Sociology 12 Family and Society (3)

B. Three (3) units required from this section

- Geography 12 Cultural Geography (3)
- Geography 15 Physical Geography (3)
- History 16 United States: to 1605 (3)

C. Three (3) units required from this section

- History 14 World Civilization: 1600 to Present (3)
- History 16 United States: to 1605 (3)
- History 17 United States: 1606 to Present (3)

TOTAL REQUIRED UNITS 18

SOCIAL SCIENCE EMPHASIS IN PSYCHOLOGY

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR:

A. Nine (9) units required from this section

- Psychology 1 General Psychology (3)
- Psychology 2 Current Issues in Psychology (3)
- Psychology 25 Biobehavioral (3)

B. Three (3) units required from this section

- Geography 12 Cultural Geography (3)
- Geography 15 Physical Geography (3)
- History 16 United States: to 1605 (3)

C. Three to six (3-6) units required from this section

- Biology 26 Animal Behavior (3)
- Biology 19 Fundamentals of Biology (3)
- Biology 20 Introduction to Human Physiology (4)
- Chemistry 10 Fundamentals of Chemistry (4)
- Physics 1 Conceptual Physics (3)

D. Three to six (3-6) units required from this section

- Anthropology 2 Cultural Anthropology (3)
- Anthropology 1 Phy s ical Anthropology (3)
- Child Dev. 1 Principles of Child Development (3)
- Sociology 1 Introduction to Sociology (3)
- Sociology 2 American Institutions (3)

TOTAL REQUIRED UNITS 18-24

TRANSFER MAJOR

This major may be fulfilled by the satisfactory completion of a minimum of 18 units (from the courses available at California State University, Chico) and 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 Requirements and Graduation Requirements as described in the California State University Catalog. All courses must be completed with a grade of "C" or better. For admission to the University, each student must also complete the lower division 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

Students should consult the latest catalog of the college to which they plan to transfer to ensure that all possible lower division general education and major courses are included in their catalog. Nonresidents must have a 2.4 grade point average or better.

- Students should consult a counselor for additional information.

CALIFORNIA STATE UNIVERSITY SYSTEM

(C.S.U.) TRANSFER INFORMATION

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

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

S.C.U. ADMISSION AS AN UNDERGRADUATE TRANSFER

Transfer Requirements: Students planning to transfer into a Liberal Studies major must have a grade point average of 2.0 (C) or better in all transferable units attempted, and be in good standing at the last college or university attended. Each student must also meet any of the following requirements:

1. You will meet the freshman admission requirements in effect for the term to which you are applying.
2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.
3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects, and have been in continuous attendance in an accredited college since high school graduation.
4. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects, and have been in continuous attendance in an accredited college since high school graduation.

Transfer Students — Submit official transcripts from all colleges or universities previously attended even if no course work was completed. If transferring with fewer than 56 transferable semester (84 quarter) units of study, you must also submit a high school transcript. Applicants with 56 or more transferable semester units may be asked to submit a high school transcript. 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 or 84 quarter units of transferable credit must submit scores, unless exempt from either the Scholastic Aptitude Test (SAT) or ACT scores.
If you are applying to an impacted program and are required to submit test scores, you should take the test no later than early December if applying for fall placement purposes. Registration forms and date for the SAT or ACT are available from school or college counselors or from a CSU campus testing office. Or you may write to or call:
The College Board (SAT),
Registration Unit, Box 592
Princeton, New Jersey 08541
(609) 771-7588

American College Testing Program (ACT),
Registration Unit, Box 168
Iowa City, Iowa 52240
(319) 337-1270

Selection of Major — the majors offered at each campus are listed in the application booklet. You should review program descriptions in campus catalogs before you file your application; options within programs at one campus may be similar to differently named programs at other campuses. If you are uncertain about your major, you should be aware that some campuses may admit students who are undecided as to major. Check the application for a list of these schools.

Choice of Campus — Submit your application to the CSU campus of your choice. You may list an alternate campus to which your application will be forwarded if the 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 CSU accepts all applications at the first choice campus in the first choice major. Most campuses accept applications for an alternative major before forwarding the application to the Alternative campus. When designating an alternative campus, you should be certain that the major or alternative major is offered and not impacted at that campus (see “Impacted Programs” below) and that the alternative campus is still accepting applications. It may not be possible for your application to be redirected to Long Beach or San Luis Obispo because these campuses are approaching capacity in a number of enrollment categories. If time allows and enrollment capacities have not been reached, you may check with the Admissions Office at your first choice campus to see if they are willing to accept your application. They may also suggest other options for you to consider. If you are uncertain about your major, you should be aware that some campuses may admit students who are undecided as to major. Check the application for a list of these schools.

Transfer Requirements to the University of California

The University of California system has established the following campuses:

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

Admission as a Transfer Student

The University considers you a transferee applicant if you graduated from high school and enrolled in the University as an entering student. You cannot disregard your college record and apply as a freshman. If you plan to attend Columbia College before transferring to the University, you should take courses that are transferable, that satisfy University and college requirements, and that fulfill lower division general education admission and prerequisite courses in your major. Advisors in the Admissions Office at the University of California will assist you with your planning.

Common Entrance Test (CET) is required for all transfer students. You should submit your test scores with an application for admission. CET scores are valid for one year.

If you are interested in participating in the CSU Early Assessment Program (EAP), you should take the ACT or SAT before your senior year.

Examination Requirements— you are eligible to transfer if you have a "C" (2.0) average in your transfer coursework.

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

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

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 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 applicable.

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

   c. Complete one college course in mathematics, one in English, and one selected from either U.S. history, laboratory science, or foreign language. You must earn a grade of "C" or better in each course.

   d. It is recommended that you complete one more advanced course in mathematics or statistics for which advanced algebra is prerequisite.

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 coursework completed in excess of 70 lower division transferable semester units. See handout: COURSES FROM COLUMBIA COLLEGE ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA — ALL CAMPUSES for Columbia College courses that are U.C. transferable.

Nonresidents

The minimum admission requirements for nonresident transfer students are the same as those for residents except that nonresidents must have a grade point average of 2.5 or higher in all transferable college coursework.

Financial Aid

Some UC campuses you apply to will send you information about financial aid available during December if you check "YES" or an item on the application form. You should submit your Undergraduate Application Form during the initial 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 appropriate year to apply for financial aid from the SAAC. All applications must be filed for 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 and the Career/Transfer Center.

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

<table>
<thead>
<tr>
<th>California Articulation Number</th>
<th>Columbia College Courses</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>ANTH 1, Physical Anthropology</td>
<td>590</td>
</tr>
<tr>
<td>CAN ANTH 4</td>
<td>ANTH 2, Cultural Anthropology</td>
<td>590</td>
</tr>
<tr>
<td>CAN BIOL 2</td>
<td>BIOC 2, Principles of Biology</td>
<td>590</td>
</tr>
<tr>
<td>CAN BIOL 4</td>
<td>BIOC 4, Principles of Animal Biology</td>
<td>590</td>
</tr>
<tr>
<td>CAN BIOL 6</td>
<td>BIOC 6, Principles of Plant Biology</td>
<td>590</td>
</tr>
<tr>
<td>CAN CHEM 1A</td>
<td>CHEM 1A, General Chemistry</td>
<td>590</td>
</tr>
<tr>
<td>CAN CHEM 1B</td>
<td>CHEM 1B, General Chemistry</td>
<td>590</td>
</tr>
<tr>
<td>CAN ECON 2</td>
<td>ECON 10, Principles of Economics</td>
<td>590</td>
</tr>
<tr>
<td>CAN ECON 4</td>
<td>ECON 11, Principles of Economics</td>
<td>590</td>
</tr>
<tr>
<td>CAN CNGVT 2</td>
<td>POLSCI 10, Constitutional Government</td>
<td>590</td>
</tr>
<tr>
<td>CAN CST 1</td>
<td>MATH 1, Elements of Statistics</td>
<td>590</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 ADMISSION AGREEMENT (TAA)**

Columbia College has available guaranteed admission agreements with the University of California, Davis, California State University, Stanislaus and California State University, Sacramento. The purpose of the TAA is to guarantee students admission to the university or college with which the TAA has been contracted. The TAA assures students that the courses to which they have committed will meet requirements for admission, general education and lower division major courses. The TAA should be written at least one year prior to enrollment in the four year university or college to which the student is transferring and cannot be used for any term other than the one indicated in the signed agreement. If you plan to transfer to any one of these three campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Agreement process. There are strict deadlines for UC, Davis and CSU, Sacramento at this time and TAA's may not be available for all quarters/semesters of the academic year.

**UNIVERSITY OF CALIFORNIA TRANSFERABLE COURSE AGREEMENT 1989-91 Review**

Courses from Columbia College acceptable at the University of California - All Campuses.

### COURSE UNITS

#### ANTHROPOLOGY

| 1 | Introduction to Anthropology: Physical | 1-2 |
| 2 | Introduction to Anthropology: Cultural | 1-2 |
| 3 | Current Issues in Anthropology | 1-2 |

#### ART PHOTOGRAPHY

| 1 | Basic Freehand Drawing | 1-2 |
| 2 | Basic Color and Design | 1-2 |

### BIOLOGY

| 1 | 1A Principles of Child Development | 3 |
| 5 | 1A Principles of Zoology | 4 |
| 6 | 1B Principles of Plant Biology | 4 |

### CHEMISTRY

| 1 | 1A General Chemistry (with lab) | 5 |
| 2 | 1B General Chemistry (with lab) | 5 |

### GEOGRAPHY

| 1 | 1A Principles of Cultural Geography | 3 |
| 2 | 1B Principles of Physical Geography | 3 |

### GEOLOGY

| 1 | 1A Principles of Geology | 3 |

### HISTORY

| 1 | 1A History of California | 3 |
| 2 | 1B World Civilization to 1650 | 3 |
| 3 | 1B World Civilization to 1800 | 3 |
| 4 | 1B United States to 1865 | 3 |
| 5 | 1B The American Frontier | 3 |

### HEALTH EDUCATION

| 1 | 1A Health and Fitness Education | 3 |
| 2 | 1B Safety and First Aid Education | 3 |

### CHILD DEVELOPMENT

| 1 | Principles of Children Development | 3 |

### COMPUTER SCIENCE

| 1 | 1A Basic Programming, Algorithms | 3 |
| 2 | 1B Assembly Language Programming | 3 |
| 3 | 1C FORTRAN Programming | 3 |
| 4 | 1D Basic COBOL Programming | 3 |
| 5 | 1E Data File Programming with BASIC | 3 |
| 6 | 1F Advanced Computer Programming | 3 |

### EARTH SCIENCE

| 1 | 1A Physical Geology (with lab) | 3 |
| 2 | 1B Global Geology | 3 |

### DRAMA

| 1 | 1A Reading and Composition: Beginning | 3 |
| 2 | 1B Reading and Composition: Advanced | 3 |
| 3 | 1C Creative Writing | 3 |

### ECONOMICS

| 1 | 1A General Economy | 3 |
| 2 | 1B General Statistics | 3 |

### ENGLISH

| 1 | 1A Principles of Communication | 3 |
| 2 | 1B Principles of English | 3 |

### HOME ECONOMICS

| 1 | 1A Principles of Home Economics | 3 |
| 2 | 1B Principles of Family Living | 3 |

### POLITICAL SCIENCE

| 1 | 1A Principles of Political Science | 3 |
| 2 | 1B Principles of American Government | 3 |

### PSYCHOLOGY

| 1 | 1A Principles of Psychology | 3 |

### SCIENCE

| 1 | 1A Principles of Science | 3 |
| 2 | 1B Principles of Mathematics | 3 |

### SOCIAL SCIENCE

| 1 | 1A Principles of Social Science | 3 |
| 2 | 1B Principles of Sociology | 3 |

### SPORTS SCIENCE

| 1 | 1A Principles of Physical Education | 3 |
| 2 | 1B Principles of Exercise Physiology | 3 |

### WORLD REGIONS

| 1 | 1A Principles of World Regions | 3 |
INDEPENDENT STUDY
# 99 Independent Study .......... (See 15) Independent Study 99, Directed Study, Special Problems, etc.: maximum credit allowed, 3.0 units per term; 5 units total in any or all appropriate subject areas combined. Please Note: The granting of transfer credit for courses of this kind is contingent upon a review of the course outline by UC campuses.

MATHEMATICS
# 2 Elements of Statistics .......... 4 # 6 Mathematics for Liberal Arts Students .......... 3 # 10 College Algebra .......... 3 # 12 Finite Mathematics .......... 3 # 18 Calculus with Analytic Geometry (See 18A) .......... 4 # 22 Vector and Multivariate Calculus (See 18C) .......... 4

MUSIC

PHYSICS
# 1 Conceptual Physics .......... 3 # 5A General Physics with lab .......... 5 # 5B General Physics with lab .......... 5

POLITICAL SCIENCE
# 10 Constitutional Government .......... 3 # 12 American Political Thought .......... 3 # 14 International Relations .......... 3

PSYCHOLOGY
# 1 General Psychology .......... 3 # 2 Current Issues in Psychology (See 15)

SPEECH
# 1 Fundamentals of Speech .......... 2 # 2 Argumentation .......... 3

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 1992-93
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 satisfy campus lower-division 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. The IGETC is an alternative General Education Pattern for transfer to the UC or CSU system.

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 42 and 43 of this catalog or those listed in the C.S.U. or U.C. campus catalog to which they plan to transfer. Students pursuing majors that require the lower-division major preparation may not 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 with a grade of "C" or better before the IGETC can be certified. A student must request an IGETC Certification from the Admissions and Records Office.

AREA 1 - ENGLISH COMMUNICATION
C.S.U. - 3 courses required, one from each group below:

U.C. 2 courses required, one each from 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 1C (English 1B and 1C may be used instead of English 1C if either or both courses were completed prior to 1992-93)

Group C: Oral Communication (CSU only)
1 course, 3 semester/4-5 quarter units

Speech 1

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING
1 course, 3 semester/4-5 quarter units

Mathematics 2, 6, 10, 12, 18A, 18B, 18C

AREA 3 - ARTS AND HUMANITIES
At least three courses, at least one from the Arts and one from the Humanities, 9 semester/12-15 quarter units

Arts: Art 11, 12
Music 2, 10, 11

Humanities 1, 2, 3, 4

PHILOSOPHY

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES
At least 3 courses from at least two disciplines or interdisciplinary sequence, 9 semester/12-15 quarter units

Antropology 1, 2, 15
Economics 10, 11
Geography 12, 18
History 13, 14, 16, 17*, 17*
Political Science 10*, 12, 14
Psychology 1
Social Science 40
Sociology 1, 2

ARIES — PHYSICAL AND BIOLOGICAL SCIENCES
At least two courses, one from Physical Sciences and one from Biological Sciences; at least one must include a laboratory (indicated by "L" in parentheses), 7.5-9 semester/9-12 quarter units

Physical Sciences:
Chemistry 1A (L), 1B (L), 10 (L)*, 20**
Earth Science 5 (L), 30 (L), 60 (L), 70 (L)
Physics 1*, 5A (L), 5B (L)

Biological Sciences:
Biology 2(1,)*, 4L(1,)*, 6L(1,)*, 10L(1,)*, 19L(1,)*, 60L(1,)*,

LANGUAGE OTHER THAN ENGLISH
(U.C. Requirement Only)

Complete two years of the same foreign language of high school level work with a grade of "C" or better OR earn a score of 3 or higher on the Foreign Language Advanced Placement Test, OR score 50 or higher on the College Board Achievement Test in Foreign Language OR complete 4-5 semester units from the course below.

Spanish 1B

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS
(C.S.U. Graduation Requirement Only - Not part of IGETC; may be completed prior to transfer)

At least two courses, one from Group A and one course from Group B, 6 semester units.

Group A: Political Science 10*

Group B: History 16*, 17*

Note: Courses used to meet this requirement may not be used also to satisfy requirements for IGETC in AREA 4.

* Courses designated with an asterisk may be counted in one area only.
** Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.
(L) Designates course with a laboratory.
null
ART 98 - LIFE DRAWING: Intermediate 1-2 Units
Lecture: 3-6 hours
Field trips may be required.

ART 218 - PAINTING: Introductory 1-2 Units
Prerequisite: Art 21A with a grade of "C" or better
Lecture: 3-6 hours
Introduction to basic techniques and problems of transparent watercolor. (UC/CSU)
May be repeated three times.

ART 319 - SILKSCREEN PRINTMAKING: Advanced 1-2 Units
Prerequisite: Art 318A with a grade of "C" or better
Lecture: 3-6 hours
Introduction to basic silkscreen printmaking using various stencil techniques. (UC/CSU)
May be repeated three times.

ART 31A - CERAMICS: Introductory 1-2 Units
Lecture: 3-6 hours
Introduction to basic ceramic techniques in hand-building and wheel-thrown forms, and introduction to glazes and decoration. (UC/CSU)
May be repeated one time.

ART 71 - CERAMIC SCULPTURE: Laboratory 1-2 Units
Lecture: 3-6 hours
Basic principles, techniques, and problems of sculpture. (UC/CSU)
May be repeated one time.

ART 72 - CERAMIC SCULPTURE: Advanced 1-2 Units
Prerequisite: Art 71A with a grade of "C" or better
Lecture: 3-6 hours
Continuation of Art 71A emphasizing advanced problems and techniques in sculpture. (UC/CSU)
May be repeated one time.

ART 73 - CERAMIC SCULPTURE: Special Problems 1-2 Units
Laboratory: 3-6 hours
Continuation of Art 72 with emphasis on experimentation and development of personal expression. (UC/CSU)
May be repeated one time.

ART 30A - COMMERCIAL FREEHAND LETTERING: Intermediate 1-2 Units
Lecture: 3-6 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)
May be repeated three times.

ART 50B - COMMERCIAL FREEHAND LETTERING: Intermediate 1-2 Units
Prerequisite: Art 50A with a grade of "C" or better or consent of instructor
Laboratory: 3-6 hours
Introduction to the history, art, craft, and scope of color and black and white photography. Emphasis will be on the choice, types, and use of various cameras and lenses (special emphasis on the 35mm camera), camera work and handling, composition, and black and white darkroom procedures. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU)
Field trips may be required.

ART 408 - PHOTOGRAPHY: Intermediate 3 Units
Prerequisite: Art 404 with a grade of "C" or better or consent of instructor
Co-requisite: Art 37
Lecture: 3 hours
Laboratory: 3 hours
Emphasis will be on refining camera work, composition, visual concepts, exposure and development of the negative, and printing skills in black and white. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU)
Field trips may be required.

ART 42 - COLOR PHOTOGRAPHY: Slide Making and Positive Printing 1-2 Units
Prerequisite: Art 408 with a grade of "C" or better or consent of instructor
Laboratory: 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 LABORATORY 1 Unit
Prerequisite: Art 408 with a grade of "C" or better or Art 42 or equivalent, with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Laboratory: 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
Prerequisite: Art 44
Co-requisite: Art 44
Laboratory: 3 hours
An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized. (CSU)
Field trips are required. May be repeated three times.

ART 40A - PHOTOGRAPHY: Beginning 4 Units
Prerequisite: Eligibility for English 112 and Mathematics 101
Lecture: 3 hours
Laboratory: 2 hours
Introduction to the history, art, craft, and scope of color and black and white photography. Emphasis will be on the choice, types, and use of various cameras and lenses (special emphasis on the 35mm camera), camera work and handling, composition, and black and white darkroom procedures. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU)
Field trips may be required.

ART 37 - INTRODUCTION TO PRINTMAKING Laboratory 1-2 Units
Prerequisite: Anthropology 1 or Anthropology 2 with a grade of "C" or better
Lecture: 3 hours
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)
May be repeated two times.

ART 218 - PAINTING: Introductory 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 25 - MIXED MEDIA PAINTING 1 Unit
Lecture: 3 hours
Field trips may be required.

ART 319 - SILKSCREEN PRINTMAKING: Beginning 1-2 Units
Lecture: 3 hours
Introduction to basic techniques and problems of transparent watercolors. (UC/CSU)
May be repeated three times.

ART 31A - CERAMICS: Introductory 1-2 Units
Lecture: 3-6 hours
Introduction to basic ceramic techniques including hand-building and wheel-thrown forms, and introduction to glazes and decoration. (UC/CSU)
May be repeated one time.

ART 88 - LIFE DRAWING: Introductory 1-2 Units
Prerequisite: Art 88A with a grade of "C" or better
Lecture: 3-6 hours
An extension of Art 88A emphasizing various media and compositional problems. (UC/CSU)
May be repeated one time.

ART 9A - LIFE DRAWING: Beginning 1-2 Units
Lecture: 3 hours
Problems in figure drawing working from the undraped model. (UC/CSU)
May be repeated one time.

ART 88 - LIFE DRAWING: Introductory 1-2 Units
Prerequisite: Art 88A with a grade of "C" or better
Lecture: 3-6 hours
An extension of Art 88A emphasizing various media and compositional problems. (UC/CSU)
May be repeated one time.

ART 11 - HISTORY OF ART: Ancient and Medieval 3 Units
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: Renaissance, Baroque, and Modern 3 Units
Lecture: 3 hours
Survey of art history from the 14th through the 20th century. (UC/CSU)
Field trips may be required.

ART 312 - 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 318 - 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 37 - INTRODUCTION TO PRINTMAKING Laboratory 1-2 Units
Prerequisite: Anthropology 1 or Anthropology 2 with a grade of "C" or better
Lecture: 3 hours
Introduction to basic intaglio and relief printmaking procedures, including etching, engraving, collagraph, linocut, and woodcut. (UC/CSU)
May be repeated three times.
BIOLOGY

BIO 10 — INTRODUCTORY HUMAN 4 Units
Prequisite: Completion of at least one year of high school biology with a grade of "C" or better. (UC/CSU)
ANATOMY
SKILL LEVEL RECOMMENDED: Eligibility for English 1A
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)

BIO 15 — 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 life forms. 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)

BIO 19 — FUNDAMENTALS OF BIOLOGY LAB 1 Laboratory
PREPREREQUISITE: Concurrent enrollment in Biology 18
SKILL LEVEL RECOMMENDED: Eligibility for English 151 and Mathematics 101
Laboratory: 3 hours
An optional laboratory to be taken concurrently with Biology 19, designed to complement and amplify Biology 18 which is the lecture portion of the course. (UC/CSU)

BIO 30 — NUTRITION 3 Units
PREPREREQUISITE: Completion of at least one year of high school biology with a grade of "B" or better or Chemistry 10 with a grade of "C" or better or consent of instructor
SKILL LEVEL RECOMMENDED: Eligibility for English 1A
Lecture: 1.5 hours
Laboratory: 1.5 hours
Introductory study of energy and nutrient requirements of the body in relation to growth, maintenance, energy, reproduction, factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition. (UC/CSU)

BIO 65 — MICROBIOLOGY 4 Units
PREPREREQUISITE: Biology 2 or Biology 18 and Biology 19 and one year of high school chemistry with a grade of "C" or better and Mathematics 106 with a grade of "C" or better or consent of instructor
SKILL LEVEL RECOMMENDED: Eligibility for English 1A
Lecture: 3 hours
Laboratory: 3 hours
General characteristics of micro life, conditions influencing bacterial growth, bacteria in disease and aseptic procedures. (UC/CSU)

BIO 158 — BIRDS OF THE MOTHER LODE 3 Unit
Lecture: 1.5 hours
A survey of the birds of the Mother Lode region of California through field observations. Stresses recognition by physical characters and descriptions. Emphasis on bird bands, and natural history, ecology, and behavior. (UC/CSU)

BIO 159 — WILDFLOWERS OF THE MOTHER LODE 1-1.5 Units
Lecture: 1-1.5 hours
An introduction to the Mother Lode flora. A non-technical approach to botanical traits will be used to learn common and scientific names of local wildflowers. Offered for Credit/No Credit only. Field trips are required. May be repeated three times. (UC/CSU)

BIO 160 — MUSHROOMS OF THE MOTHER LODE 1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Survey of the mushrooms of the Mother Lode with emphasis on macroscopy, identification, and differentiation of common edibles from poisonous fungi, the ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations. Field trips will be required. May be repeated twice. (UC/CSU)

BIO 168 — BIRDS OF THE SIERRA NEVADA 3 Units
Lecture: 1.5 hours
A study of bird species inhabiting alpine meadows and forests of the Sierra Nevada through field observations and lectures. Offered for Credit/No Credit only. Field trips are required. May be repeated three times. (UC/CSU)

BIO 170 — WINTERING BIRDS OF CALIFORNIA 3 Unit
Lecture: 1 hour
Emphasizes identification of resident and migratory birds which winter in California's Great Central Valley and Sierra foothills. Discussion topics include winter ecology, foraging activities, and the mysteries of migration. Field trips are required. May be repeated three times. (UC/CSU)

BIO 179 — FISHING AND FISHERY BIOLOGY 1 Unit
Lecture: 1 hour
An overview of the identification, ecology, and management of fish species inhabiting the foothill, forest, and alpine communities of the Sierra Nevada. Offered for Credit/No Credit only. Field trips are required. (UC/CSU)

BUSINESS

BUSINESS ADMINISTRATION

BUS 20 — PRINCIPLES OF BUSINESS 3 Units
Lecture: 3 hours
Survey of business principles, problems and procedures and the environment and training of personnel; labor-management relations; production and distribution of goods; competition; profit and loss; finance; personnel; regulation and control. (CSU)

BUS 30 — PRINCIPLES OF MARKETING 3 Units
Lecture: 3 hours
Marketing principles, policies, and functions, price and marketing, advertising, and competitive practices. (CSU)

BUS 40 — PRINCIPLES OF MANAGEMENT 3 Units
Lecture: 3 hours
The functions of management, techniques of decision-making and problem solving and methods used by the manager to achieve the organization's goals. Various theories of management, lines of authority, functions of departments, and the importance of policies, procedures, and controls. (UC/CSU)

BUS 57 — WORK EXPERIENCE IN BUSINESS AND COMMERCE 1-14 Units
Prequisite: Employment must be approved by a Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.

BUS 70 — ADVANCED MARKETING 3 Units
Lecture: 3 hours
Marketing principles, policies and functions of sales. Critical look at the job search and the practical aspects of effective sales techniques for both retail and direct applications. (UC/CSU)

BUS 120, 320, 520 — ACCOUNTING 3, 2, 4 Units
Lecture: 3 hours
Course covers the fundamentals of business, federal and state tax, and legal considerations of the problems and procedures of ownership and operation of businesses. (UC/CSU)

BUS 150 — SMALL BUSINESS MANAGEMENT 3 Units
Lecture: 3 hours
Small business operation with proper balance between business functions of purchasing, production, sales and financing, and the management functions of planning, organizing, actuating, and controlling. (UC/CSU)

BUS 157 — PAYROLL ACCOUNTING 3 Units
Lecture: 3 hours
Designed to allow the student to develop a thorough understanding of the student's employment duties, and current techniques used in a payroll system. (CSU)

BUS 159 — INCOME TAX 2 Units
Lecture: 2 hours
An introduction to income tax preparation and reporting based on the current requirements of the U.S. Internal Revenue Code that follows the Form 1040 format for individuals and expands briefly to partnerships and corporations.
BUSAD 160A — BUSINESS ACCOUNTING I 4 Units
Lecture: 4 hours
Prerequisite: Business Administration 161A with a grade of "C" or better or consent of instructor
Laboratory: 1 lab hour
A fundamental course in bookkeeping, general and special journals, general and subsidiary ledgers, business forms, financial statements, and the methods of bookkeeping cycle.

BUSAD 160B — BUSINESS ACCOUNTING II 4 Units
Lecture: 4 hours
Prerequisite: Business Administration 160A with a grade of "C" or better or consent of instructor
Laboratory: 4 lab hours
A comprehensive course for students who desire to become legal secretaries. General procedures in the preparation of legal documents and introduction to the terminology and transcription skills. (CSU)

OFFICE OCCUPATIONS

OFFOC 10 — ABC BEGINNING SHORTHAND 4 Units
Lecture: 4 hours
Prerequisite: Typing rate of 30 words per minute
Laboratory: 1 lab hour
Introduction to automated accounting using the microcomputer. Includes journalization of daily transactions, bookkeeping, preparing balance sheets, adjusting and closing entries. Students work with standard internal and external documents such as journals, general and subsidiary ledgers, checks, ledger files, trial balance, schedule of accounts receivable and payable, and financial statements.

OFFOC 15 — INTERMEDIATE SHORTHAND 4 Units
Lecture: 4 hours
Prerequisite: Dictation rate of 50 words per minute for three minutes
Laboratory: 1 lab hour
Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills. (CSU)

OFFOC 20 — MACHINE TRANSCRIPTION 2 Units
Lecture: 2 hours
Prerequisite: Office Occupations 120 with a grade of "C" or better or consent of instructor
Laboratory: 1 lab hour
Study and use of various transcribing machines, emphasizing the development of an employable skill in machine transcribing valuable business documents. (CSU)

OFFOC 25 — BUSINESS COMMUNICATIONS 3 Units
Lecture: 3 hours
Study of communication skills in business with an emphasis on writing business documents. Techniques for writing request, refusal, collection and adjustment letters, as well as writing memorandums and business reports. (CSU)

OFFOC 51A — MEDICAL TRANSCRIPTION 2 Units
Prerequisite: Office Occupations 20 or equivalent, and Office Occupations 120, both with a grade of "C" or better or consent of instructor
Laboratory: 6 lab hours (Self-paced)
An introduction to basic word structure including word roots, prefixes and suffixes used in medical vocabulary, as well as specialized vocabulary for the various anatomical systems used by allied health fields. (CSU)

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

OFFOC 52 — MEDICAL INSURANCE 3 Units
Lecture: 3 hours
A fundamental course in medical insurance and insurance billing including the use of coding systems such as Blue Cross and Blue Shield forms, Medicaid and Medi-Cal, Medicare, Champus and Workers Compensation. (CSU)

OFFOC 60 — LEGAL TRANSCRIPTION/ TERMINOLOGY 2 Units
Prerequisite: Office Occupations 20 with a grade of "C" or better or consent of instructor
Laboratory: 4 lab hours (Self-paced)
A comprehensive course for students who desire to become legal secretaries. General procedures in the legal 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 1-4 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience. May be repeated one time. 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 occupation. (CSU)

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

OFFOC 110 — BASIC TYPING APPLICATIONS 2 Units
Prerequisite: Office Occupations 100 or previous typing course or consent of instructor
Laboratory: 1.5 lab hours (Self-paced)
Emphasizes further development of typing speed and accuracy in the use of computers and word processing for classroom preparation, typing business letters, tables and reports.
OFFICE OCCUPATIONS/REAL ESTATE/CHEMISTRY

OFFICE OCCUPATIONS 200 - COMPUTER KEYBOARDING 3 Units
Prerequisite: Office Occupations 110 with a grade of "C" or better and typing rate of 45 words per minute or consent of instructor. Lecture: 3 hours
Laboratory: 3 hours (Self-paced)

OFFICE OCCUPATIONS 130 - BUSINESS ENGLISH 3 Units
Lecture: 3 hours
The mechanics of English including grammar, punctuation, sentence structure, spelling, and use of proper English in the workplace. May be repeated three times.

OFFICE OCCUPATIONS 220 - REVIEW SHORTHAND 4 Units
Prerequisite: Business English 1 with a grade of "C" or better and one year of high school shorthand with a grade of "C" or better. Ability to type at a rate of 60 words per minute. Lecture: 4 hours
Review of either AIGC or Gregg shorthand theory. Development of transcription skills and speed building activities.

REAL ESTATE
See Page 38 for Certificate Requirements

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

RLEST 15 - REAL ESTATE FINANCE 3 Units
Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor. Lecture: 3 hours
Residential and commercial financing; lending institutions, money markets and interest rates. (CSU)

RLEST 20 - REAL ESTATE APRAISAL 3 Units
Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor. Lecture: 3 hours
Emphasis on appraisal of residential properties, with an introduction to appraising commercial properties. Instruction in the methods and techniques for evaluating market value; the appraisal report. (CSU)

RLEST 25 - REAL ESTATE ECONOMICS 3 Units
Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor. Lecture: 3 hours
Economic factors influencing real estate; real estate market and business cycles; commercial, industrial, and residential properties, urban development and renewal; regulation of land uses. (CSU)

RLEST 60 - SPECIAL TOPICS IN REAL ESTATE 3-5 Units
Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor. Lecture: 3-5 hours
Includes one or more of the short course topics approved for continuing education. General topic areas are Agency Relationships, Duties in Brokerage Practice, Ethics, Professional Responsibilities, Consumer Protection, Consumer Service, and Professional Competence. (CSU)

RLEST 260 - REAL ESTATE EXAM PREPARATION 1 Unit
Lecture: 1 hour
An intense course designed as preparation for taking the state examination for a Real Estate Salesperson License.

CHEMISTRY

CHEM 1A - GENERAL CHEMISTRY (CAN CHEM 1) 5 Units
Prerequisite: One year of high school chemistry with a "B" average and Mathematics 10 or equivalent with a grade of "C" or better or consent of instructor. Skill Level Required: Eligibility for Chemistry 1A and Mathematics 10. Lecture: 4 hours Laboratory: 3 hours Survey of atoms, nuclear chemistry, molecules, ions, chemical bonding, gases, liquids, solids, solutions, kinetics, and equilibria. (UC/CSU)

CHEM 1B - GENERAL CHEMISTRY (CAN CHEM 4) 5 Units
Prerequisite: Chemistry 1A with a grade of "C" or better or consent of instructor. Lecture: 4 hours
Survey of thermodynamics, electrochemistry, nonmetals, qualitative analysis and organic compounds. (UC/CSU)

CHEM 10 - FUNDAMENTALS OF CHEMISTRY 4 Units
Prerequisite: Mathematics 101 with a grade of "C" or better or one year of high school algebra or consent of instructor. Skill Level Required: Eligibility for Chemistry 1A and Mathematics 104. 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 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
A survey of chemical principles and how they apply to you, the environment and society. Topics covered include matter, energy, compounds, stoichiometry, acid-base chemistry, electrochemistry, environmental chemistry, geochemistry, organic chemistry, and biochemistry. (UC/CSU)

CHILD DEVELOPMENT
See Page 35 for Certificate Requirements

CHILD 1 - PRINCIPLES OF CHILD DEVELOPMENT 3 Units
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 physical, motor, intellectual, social, emotional development of children, the implications of these concepts for organizing and implementing Early Childhood Education Programs. (UC/CSU)

CHILD 2 - PRACTICES IN CHILD DEVELOPMENT 2 Units
Prerequisite: Completion of or concurrent enrollment in Child Development 1 or Child Development 1A and Child Development 1B.
Lecture: 3 hours
Focuses on 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 2 also provides a supervised practicum for this course. (CSU)

CHILD 5 - CHILD NUTRITION 2 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 2 hours
Basic nutritional needs of children from the prenatal period through adolescence, study of the nutrients involved in growth and development, assessment of nutritional needs, program requirements/planning, and cooking activities for children in Early Childhood Education Programs. (CSU)

CHILD 7 - CHILD HEALTH AND SAFETY 1 Unit
Skill Level Recommended: Eligibility for English 1A
Lecture: 1 hour
Overview of health and safety issues for children, birth to seven years old. 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 1 Unit
Lecture: 1.5 hours
Survey of a variety of educational activities suitable for young children in art, music, movement, language, and literature; food science, library, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 11 - CREATIVE ACTIVITIES 1 Unit
Lecture: 1.5 hours
Survey of educational activities suitable for young children in math and science, cooking and nutrition, woodworking, and the outdoor environment; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 12 - FAMILY, COMMUNITY DEVELOPMENT 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
The study of the impact of family interrelationships and community factors on a child's development. Techniques fostering healthy family interactions and use of community resources will be stressed. Visitation and child care programs that serve young children and their families will be required. (CSU)
CHILD DEVELOPMENT/COMPUTER SCIENCE

CHILD 25 — INFANT/TODDLER CARE
3 Units
Skill Level Required: Eligibility for English 1A
Lecture: 3 hours
Principles and philosophy of infant care up to two years of age including growth and development, health and nutritional needs, emotional development, cognitive development, language development, and motor development of a positive self-image, parent education, community resources, and cultural and ethnic differences. (CSU)

CHILD 27 — SCHOOL AGE CHILDREN
3 Units
Prerequisite: Child Development
Skill Level Recommended: Eligibility for English of children seven to seventeen years of age. Stages emphasized include: peer influence, sexual substance abuse, sex education, social awareness, budget development and management; staff selection and employment in Child Development. The student's employment must be related to educational or occupational objectives. (CSU)

CHILD 30 — CHILD CARE/NURSERY SCHOOL 3 Units
Skill Level Required: 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 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 Child Development. The student’s employment must be related to educational or occupational objectives. Credit may be repeated for a total of 16 units of credit to any one unit with a grade of "C" or better. (CSU)

COMPUTER SCIENCE
See Page 35 for Certificate Requirements

CMPS 1 — COMPUTER CONCEPTS AND INFORMATION SYSTEMS
3 Units
Skill Level Required: Eligibility for Mathematics 104
Lecture: 2 hours
Concepts of computer information systems in business and industry. Study of computers and applications. Actual practice is on IBM Personal Computers. Application include MS-DOS, spreadsheets, word processing, database management, graphics, Windows 3.0, programming, and communications. (CSU)

CMPS 2 — FINANCIAL WORKSHEETS ON COMPUTERS
2 Units
Prerequisite: A high school level course in Computer Science 104 with a grade of "C" or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 1.5 hours
This course is designed for students majoring in the field of business to develop their understanding of the financial aspects of the computer. Topics include financial statements, the balance sheet, income statement, and the statement of cash flows. Applications include spreadsheets, word processing, database management, graphics, W indows 3.0, programming, and communications. (CSU)

CMPS 3 — IBM/MSDOS OPERATING SYSTEM
2 Units
Prerequisite: One year of high school algebra or Mathematics 101 with a grade of "C" or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 1.5 hours
This course is designed to familiarize students with the MS-DOS environment. Topics include installation, startup, file management, and the use of the command line interface. Applications will include word processing, spreadsheets, databases, and the use of the Internet. (CSU)

CMPS 4 — COMPUTERIZED ACCOUNTING/INVENTORY/PAYROLL
4 Units
Prerequisite: Computer Science 104 with a grade of "C" or better, or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
Commercial computerized accounting/inventory/payroll software applications. Emphasis on accounts receivable, invoicing, inventory, and payroll. Currently using Peachtree Complete III software on IBM computers. (CSU)

CMPS 6 — BASIC PROGRAMMING
5 Units
Prerequisite: One year of high school algebra or Mathematics 101 with a grade of "C" or better or consent of instructor. 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
Basic language syntax is used to study programming logic. Includes concepts of hierarchy, flowcharting, interactive input, analytic approaches to processing data and creating reports, valid and invalid logic structures, logical operators, comparisons, arrays, loops, structures, subroutines, modular and top-down program design, and string processing. (UC/CSU)

CMPS 9 — UNIX OPERATING SYSTEM
2 Units
Prerequisite: Computer Science 3 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 the UNIX operating systems. Emphasis on the use of UNIX in system administration, storage management, operating system design, internal communications, and general operating familiarity. (UC/CSU)

CMPS 12 — PASCAL PROGRAMMING
3 Units
Prerequisite: One year of high school algebra or Mathematics 101 with a grade of "C" or better. 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
Continuation of study of program design and programming using a structured language such as PASCAL. (CSU)

CMPS 18 — COBOL PROGRAMMING
3 Units
Prerequisite: One year of high school algebra or Mathematics 101 with 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 assignment emphasis on business applications. Topics include language structure, data representation, file manipulation, report generation, input/output, and arithmetic. (UC/CSU)

CMPS 20 — C LANGUAGE 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
Computer Programming and program design using the C Language. Topics include language syntax, array and string processing, functions, structures, bit operations, pointers, and file input/output. (UC/CSU)

CMPS 21 — DATA FILE PROGRAMMING WITH BASIC
3 Units
Prerequisite: Computer Science 104 with a grade of "C" or better plus one unit of high school algebra
Lecture: 2 hours
Laboratory: 1.5 hours
Advanced techniques of programming in BASIC language, including disc operation and file management, optimization of core usage, algorithm efficiency, and advanced I/O commands. (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, search/ sort techniques, file pointers, linked lists, and advanced file management. Emphasis will be placed on structured and modular program design. (UC/CSU)

CMPS 40 — ASSEMBLY LANGUAGE PROGRAMMING
3 Units
Prerequisite: Completion of one basic programming course: Computer Science 6, 12, 14, or 18 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Techniques of writing assembly language instructions. Study includes computer architecture and machine logic. Plan, edit, assemble, link, execute and debug assembly language programs on IBM computers. (UC/CSU)

CMPS 55 — DATA BASE MANAGEMENT
3 Units
Prerequisite: Computer Science 3 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
Includes designing and using a data management system on computers, entering data and generating periodic business reports (including mailing labels), customizing computerized data entry, accounts payable, order processing, general ledger, payroll, inventory, or any data resulting from business transactions. Topics include planning, data structures, query languages, indexing, sorting, merging, and writing programs in the applications environment. (CSU)

CMPS 145 — COMPUTER PROGRAMMING: 3 Units
Applications
Prerequisite: Programming language course or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Individualized specialized course emphasizing program development for a business or hobby. Computer laboratory projects will emphasize strings, functions, arrays, files, procedures, or graphics. IBM PC computers will be utilized. May be repeated one time.

CMPS 166 — EDUCATIONAL APPLICATIONS
1 Unit
Prerequisite: Laboratory 1.5 hours
Provides hands-on experience using a microcomputer with an emphasis on educational applications. Writing a software program to explore the areas of computer assisted instruction, tutorials, drills, and simulation; will include software evaluation and goals. Application as theory to applied computer-based instruction.
CONSTRUCTION/DRAFTING/DRAMA

CONSTRUCTION

CONSTRUCTION Technology

CONST 100 — 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.

CONSTRUCTION/DRAFTING

DRAFT 10A — BASIC DRAFTING 3 Units
Prerequisite: Drafting 10A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
A beginning course in drafting covering architectural symbols, scales, orthographic projections, sections, dimensions, and auxiliary views. (CSU)

DRAFT 10B — BASIC DRAFTING 3 Units
Continuation of Drafting 10A including pictorial drafting, threads and fasteners, dimensioning tolerances, and geometric tolerances to ANSI Y 14.5 standards. Working machine drawings to include assemblies, and pictorials. (CSU)

DRAFT 15A — ADVANCED DRAFTING 3 Units
Prerequisite: Drafting 15A with a grade of "C" or better or consent of instructor
Lecture: 2 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 15B — ADVANCED DRAFTING 1 Unit
Prerequisite: Drafting 15B with a grade of "C" or better or consent of instructor
Laboratory: 1 hour

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

DRAFT 20B — PLANNING 3 Units
Prerequisite: Drafting 20A or consent of instructor
Lecture: 2 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. (CSU)

DRAFT 20C — STRUCTURAL CONCRETE AND PIPING 3 Units
Prerequisite: Drafting 20C or consent of instructor
Lecture: 2 hours
A course for the preparation and development of detail drawings of structural concretes and conventions for detailing of process piping plans. (CSU)

DRAFT 20D — WELDMENTS AND STRUCTURAL STEEL DETAILING 3 Units
Prerequisite: Drafting 20D or consent of instructor
Lecture: 2 hours
A basic course in weldments and structural steel detailing. Weldments will include processes, types of joints and symbolic nomenclature for detailing welded connectors. Structural steel detailing will include arrangement, detail and complete working drawings. (CSU)

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

DRAMA

DRAMA 20 — ORAL EXPRESSION AND INTERPRETATION 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 2 hours
Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script. (UC/CSU)

DRAMA 36 - PLAYWRITING 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 2 hours
Theory and practice of writing for the theatre; analysis of relevant literature and productions; investigation of dramatic methods appropriate to the playwright. (UC/CSU)

DRAMA 42 — ACTING FUNDAMENTALS 3 Units
Lecture: 2 hours
Activity: 3 hours
Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art. (UC/CSU)

DRAMA 43 — ACTING-DIRECTING 3 Units
Prerequisite: Drama 43 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Activity: 3 hours
Advanced work shop activity for production of one-act plays. (UC/CSU)

DRAMA 44 — ADVANCED ACTING PROJECTS 3 Units
Prerequisite: Either Drama 40 or Drama 42 with a grade of "C" or better or audition depending upon the focus of the course during the semester it is being offered.
Lecture: 1 hour
Laboratory: 3 hours equals 2 units of credit
Laboratory: 6 hours equals 3 units of credit

DRAMA 46 — IMPROVISATION 3 Units
Lecture: 1 hour
Laboratory: 1 hour
Intensive study of the basic techniques of improvisation as they are used in theatre and the cinema. Directed experiences in the development and improvement of improvisational acting techniques. (UC/CSU)

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

DRAMA/EARTH SCIENCE

DRAMA 22 — INTRODUCTION TO READERS' THEATRE 3 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 2 hours
Activity: 3 hours
Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script. (UC/CSU)

DRAMA 50 — MUSICAL THEATRE WORKSHOP 2 Units
Lecture: 1 hour
Laboratory: 3 hours
An exploration of musical theatre to develop singing, dancing, and acting skills, culminating in a public performance of scenes from selected musicals. (UC/CSU)

DRAMA 56 — TECHNICAL THEATRE LABORATORY 1-3 Units
Laboratory: 3 hours
Applied laboratory experience in all phases of technical theatre related to mounting a production; practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and make-up for a specific theatre production. (UC/CSU)

DRAMA 58 — THEATRE PRODUCTION 4 Units
Lecture: 1 hour
Laboratory: 9 hours
Directed activities in acting and technical theatre with participation in public performances and related production activities. (UC/CSU)

DRAMA 60 — FALLON REPERTORY THEATRE 8 Units
Prerequisite: Drama 60, Drama 63, or Drama 58 with a grade of "C" or better and/or audition and consent of instructor.
Lecture: 3 hours
Laboratory: 15 hours
Rehearsal and performance of six plays in rotating repertory during a nine-month professional season at Columbia's historic Fallon Theatre. Acting in at least two productions with related participation in all production activities as assigned. (UC/CSU)

EARTH SCIENCE

ESC 5 — PHYSICAL GEOLOGY 4 Units
Skill Level Recommended: Completion of high school chemistry or Physics. Eligibility for English 1A
Lecture: 3 hours
Laboratory: 3 hours
The study of the earth, its materials, structures, and processes; Erosion and deposition by streams, winds, waves and glaciers; mountain building and volcanoes at subduction zones, and rifting of the earth's plates at mid-ocean ridges; tracing the energy from the sun and from the earth's interior as it drives all of the processes of change on earth; the study of life on earth and present; the search for valuable minerals and building materials from the earth. (UC/CSU)

ESC 25 — GEOLOGY OF THE NATIONAL PARKS 3 Units
Field trips required.
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Field trips required.
The study of the earth's surface in relation to the formation of the Parks, the processes of glaciation, erosion, volcanism, and other mountain building processes play in the formation of the National Parks. (UC/CSU)

Field trips may be required.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Lecture Hours</th>
<th>Field Trip Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC 30</td>
<td>GLOBAL TECTONIC GEOLOGY</td>
<td>3</td>
<td>Skill Level Recommended: Eligibility for English 1A</td>
<td>3</td>
<td>May be repeated three times.</td>
</tr>
<tr>
<td>ESC 35</td>
<td>FIELD GEOLOGY</td>
<td>1-3</td>
<td>Skill Level Recommended: Eligibility for Earth Science 40 or consent of instructor</td>
<td>1-3</td>
<td>A laboratory course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extra-terrestrial life. (See also companion course Earth Science 45 Astronomy Lab.)</td>
</tr>
<tr>
<td>ESC 40</td>
<td>DESCRIPTIVE ASTRONOMY</td>
<td>3</td>
<td>Skill Level Recommended: Eligibility for English 1A</td>
<td>2</td>
<td>May be repeated three times.</td>
</tr>
<tr>
<td>ESC 45</td>
<td>ASTRONOMY LABORATORY</td>
<td>1</td>
<td>Prerequisite: Mathematics 101 and previous concurrent enrollment in Earth Science 40 or consent of instructor</td>
<td>Laboratory: 3 hours</td>
<td>A laboratory course in astronomy. Topics include familiarization with the night sky, observing its contents and its motions, learning constellations, introduction to the tools of astronomy, emphasizing the telescope; using parallaxes and other distance determinations through simulation; using astronomical charts and tables to find risings and settings of celestial objects; finding latitude, longitude, and sidereal time; and a brief introduction to sky photography. (UC/SCU)</td>
</tr>
<tr>
<td>ECON 10</td>
<td>PRINCIPLES OF ECONOMICS</td>
<td>4</td>
<td>(CAN ECON 2)</td>
<td>Lecture: 4 hours</td>
<td>Micro-economics: Introduction to the U.S. economy and capitalism; national income and employment analysis, economic fluctuations, monetary fiscal policies, economic stability-instability, public finance, and special economic problems. (UC/SCU)</td>
</tr>
<tr>
<td>ECON 11</td>
<td>PRINCIPLES OF ECONOMICS</td>
<td>4</td>
<td>(CAN ECON 4)</td>
<td>Lecture: 4 hours</td>
<td>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/SCU)</td>
</tr>
<tr>
<td>EMS 10</td>
<td>EMERGENCY MEDICAL TECHNICIAN</td>
<td>6</td>
<td>Training: Completion of an advanced first aid course within the last two years or consent of instructor</td>
<td>Lecture: 6 hours</td>
<td>An intensive course to assist the student in developing skills in recognition of illness and injuries and proper procedures in administering emergency care. (UC/SCU)</td>
</tr>
<tr>
<td>EMS 11</td>
<td>EMERGENCY MEDICAL TECHNICIAN REFRESHER</td>
<td>1.5</td>
<td>Prerequisite: Emergency Medical Technician Certificate</td>
<td>Lecture: 1.5 hours</td>
<td>Designed to update existing EMT certificates which are expiring. An intensive course to assist and refresh the student on the latest techniques and proper application of equipment, recognition of illness and injuries and the latest proper procedures in emergency care. Students will reacquaint themselves with the equipment, systems and skills used in emergency medical situations. (UC/SCU)</td>
</tr>
<tr>
<td>EMS 13</td>
<td>ADVANCED FIRST AID AND EMERGENCY CARE</td>
<td>3</td>
<td>Skill Level Recommended: Eligibility for English 1A</td>
<td>Lecture: 3 hours</td>
<td>To develop functional capabilities of individuals who as a part of everyday experiences may be required to provide emergency first aid prior to carefully supervised medical personnel. (UC/SCU)</td>
</tr>
<tr>
<td>EMS 15</td>
<td>ADVANCED FIRST AID AND EMERGENCY CARE REFRESHER</td>
<td>1</td>
<td>Prerequisite: A valid certificate in Advanced First Aid</td>
<td>Lecture: 1 hour</td>
<td>A review and update of emergency first aid care. Upon the successful completion of the course a certificate is issued for Advanced First Aid and Emergency Care. (CSU)</td>
</tr>
<tr>
<td>EMS 97</td>
<td>WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE</td>
<td>1-4</td>
<td>Prerequisite: Employment must be approved by Work Experience Instructor. Must be employed in at least seven units including Work Experience.</td>
<td>Lecture: 1-4 hours</td>
<td>May be repeated one time.</td>
</tr>
<tr>
<td>ENG 1A</td>
<td>READING AND COMPOSITION</td>
<td>3</td>
<td>Prerequisite: Satisfactory completion of English placement test or completion of English 1A with a grade of &quot;C&quot; or better</td>
<td>Lecture: 3 hours</td>
<td>Development of reading and composition skills with emphasis on applying technical logic in interpreting and reading the expository essay and reading and interpreting the short story. (UC/SCU)</td>
</tr>
<tr>
<td>ENG 18</td>
<td>READING AND COMPOSITION</td>
<td>3</td>
<td>Prerequisite: English 1A with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>Lecture: 3 hours</td>
<td>Further development of reading and composition skills; critical thinking in writing longer documented essays and in reading and interpreting poetry, drama, and the novel. (UC/SCU)</td>
</tr>
<tr>
<td>ENG 19</td>
<td>CRITICAL READING AND WRITING</td>
<td>3</td>
<td>Prerequisite: Satisfactory completion of English 1A with a grade of &quot;C&quot; or better</td>
<td>Lecture: 3 hours</td>
<td>Designed to develop critical thinking, reading, and writing beyond the level taught in English 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition. (UC/SCU)</td>
</tr>
<tr>
<td>ENG 20</td>
<td>CREATIVE WRITING</td>
<td>3</td>
<td>Prerequisite: English 1A with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>Lecture: 3 hours</td>
<td>Instruction and practice in writing poetry, fiction and drama. Analysis of contemporary works with related meditative techniques. (UC/SCU)</td>
</tr>
<tr>
<td>ENG 59</td>
<td>INTRODUCTION TO SHAKESPEARE</td>
<td>3</td>
<td>Prerequisite: English 1A with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>Lecture: 3 hours</td>
<td>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 and how it affected the meaning of the works studied. (UC/SCU)</td>
</tr>
</tbody>
</table>
ENGLISH/FIRE TECHNOLOGY

ENG 151 — PREPARATION FOR COLLEGE COMPOSITION 3 Units
Lecture: 3 hours
Training in basic composition skills, reading, interpretation, and discussion of college-level materials; basic mechanics, sentence structure, paragraph development, and essay organization. May be repeated one time.

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

FIRE TECHNOLOGY

See Page 35 for Certificate Requirements

FIRE 1 — INTRODUCTION TO FIRE TECHNOLOGY 3 Units
Lecture: 3 hours
Introduction to fire protection; career opportunities in government and related fields, history of fire protection, fire loss analysis, public, quasi-public and private fire protection services, specified fire protection functions, basic fire chemistry and physics. Designed to provide an overview of fire technology, the fire service, and the fire protection field as career potential.

FIRE 2 — FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL 3 Units
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 3 Units
Lecture: 3 hours
Introduction to portable fire extinguishing equipment, special fire alarm systems, protection systems for special hazards, fire alarm and detection systems. (CSU)

FIRE 4 — FUNDAMENTALS OF FIRE PREVENTION 3 Units
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 3 Units
Lecture: 3 hours
Fundamental information on how fire departments are organized, managed, the resources available to the department, and how those resources are used to control various emergencies. (CSU)

FIRE 7 — WILDLAND FIRE CONTROL 3 Units
Lecture: 3 hours
Covers factors affecting wildland fire prevention, fire behavior, and fire control techniques; the statewide wildland fire problem and protection system; pre-suppression, suppression, post-suppression and the role of the 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 2 Units
Lecture: 2 hours
Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems; underwriters' requirements for pumps. This class meets part of the requirements for Driver Operator, a state certified class.

FIRE 26A — FIRE PREVENTION 1A 2 Units
Lecture: 2 hours
History and organization of fire prevention agencies, inspection procedures and practices, special hazards, and protection systems, portable fire extinguishers, and public fire prevention education. (CSU) This class meets the requirement for Fire Prevention 1A, a state certified class.

FIRE 26B — FIRE PREVENTION 1B 2 Units
Prerequisite: Fire Technology 26A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Recognition of fire and life safety factors, sprinkler and stand pipe systems, water supply systems, electrical hazards, fire alarm and detection systems, public safety communications and special problems in fire prevention. (CSU) This class meets the requirement for Fire Prevention 1B, a state certified class.

FIRE 27 — FIRE INVESTIGATION 2 Units
Lecture: 2 hours
Determining causes and types of fires; possible evidence at the scene; interviews with witnesses and suspects; crime scene; detection, and court procedures; giving court testimony. (CSU)

FIRE 28A — FIRE COMMAND 1A 2 Units
Fire chemistry; equipment and manpower, fire fighting tactics and strategy, methods of attack, pre-planning fire problems. (CSU) This course meets the requirement of Fire Command 1A, a state certified officer class.

FIRE 28B — FIRE COMMAND 1B 2 Units
Prerequisite: Fire Technology 28A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Hazardous materials storage, handling laws, standards and emergency practices with emphasis on firefighting and incident control at the company officer level. (CSU) This class meets the requirement of Fire Command 1B, a state certified class.

FIRE 29A — DRIVER/OPERATOR TRAINING 1A 1 Unit
Lecture: 5 hours
Laboratory: 1.5 hours
Designed to provide the student with information on driver techniques for emergency vehicles and principles of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CSU)

FIRE 29B — DRIVER/OPERATOR TRAINING 1B 1 Unit
Prerequisite: Fire Technology 29A with a grade of "C" or better or consent of instructor
Lecture: 5.5 hours
Laboratory: 1.5 hours
Designed to provide the student with information and skills on Driver Techniques and Operations including basic inspection and maintenance. (CSU)

FIRE 70 — SPECIAL TOPICS IN FIRE TECHNOLOGY 3 Units
Prerequisite: Will vary with topic
Lecture: 3-5 hours
Laboratory: 1.5-3 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 growth evolutions. (CSU) May be repeated with different topics only.

FIRE 97 — WORK EXPERIENCE IN FIRE TECHNOLOGY 1-4 Units
Lecture: 1-4 hours
Prerequisite: Must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience credit. 75 hours paid employment equals 1 unit of credit 40 hours unpaid employment equals 1 unit of credit Provides students an opportunity to experience supervised employment in Fire Technology. The student's employment must be related to educational or occupational goals. (CSU) Offered for Credit/No Credit only. May be repeated for a maximum of 16 units credit less any units earned in any other Work Experience courses. For students interested in working full time our semester and attending classes one semester an on-campus basis, see Work Experience 50, Page 70.

FOREIGN LANGUAGE (See Spanish)

FOREST

FOREST 1 — INTRODUCTION TO PROFESSIONAL FORESTRY 3 Units
Lecture: 3 hours
Survey of the major U.S. forest regions and significant forest history events. Forestry practices, wood utilization and applied techniques of private tree farm, woodland 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.

FOREST 9 — DENDROLOGY 3 Units
Lecture: 3 hours
Survey of the major U.S. forest regions and significant forest history events. Forestry practices, wood utilization and applied techniques of private tree farm, woodland 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.

FIRE TECHNOLOGY/FOREIGN LANGUAGE/FORESTRY

FIRE 157 — FIRST RESPONDER AND CPR 1.5 Units
Lecture: 1.5 hours
Laboratory: 1 hour
Designed to provide the first responder with the knowledge and skills necessary to respond to emergency situations in an effective, efficient, and safe manner. (CSU) Offered for Credit/No Credit only.

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

FIRE 170 — CERTIFIED FIREFIGHTER I: 2 Units
Supplemental Requirements
Prerequisite: Certified Volunteer Firefighter or equivalent
Lecture: 2 hours
Laboratory: 5 hour
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.

FOREIGN LANGUAGE (See Spanish)
FORESTRY TECHNOLOGY/GEOGRAPHY/GUIDANCE

GUIDE

GUIDE 1 — CAREER/LIFE PLANNING

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Designed to assist students develop and experience an organized and realistic approach to Career-Life Planning. Development of awareness and objectivity in areas of interests, skills, values, etc. Introduction to decision-making, career information, career trends, and social influences on Career-Life Planning. Includes administration of interest and personality inventories. (CSU)

GUIDE 5 — JOB HUNTING STRATEGIES

Lecture: 5 hour
Development of job hunting strategies. Effective use of tools and techniques necessary in the job search including the application, resume, letter of application and interview. Primarily for the student nearing graduation or currently looking for employment (CSU)

GUIDE 7 — COLLEGE SUCCESS

Lecture: 1 hour
An introduction to occupational exploration with an emphasis on Career Center Resources, Personal Interests, Values, and Skills. Includes instruction in decision-making as it relates to the development of occupational educational plans. Offered for Credit/No Credit only.

GUIDE 20 — TOPICS FOR PERSONAL DEVELOPMENT

Lecture: 2 hours
The course is designed to provide students the opportunity to investigate topics relevant to self-understanding, personal growth and development, and self-management. Topics will include self-esteem, relationships, personality types, stress management, assertiveness, goal setting, counseling therapy and self-help, and change. (CSU)

GUIDE 100 — OCCUPATIONAL EXPLORATION

Lecture: 1 hour
An introduction to occupational exploration with an emphasis on Career Center Resources, Personal Interests, Values, and Skills. Includes instruction in decision-making as it relates to the development of occupational educational plans. Offered for Credit/No Credit only.

HEALTH EDUCATION

HE-ED 1 — HEALTH AND FITNESS EDUCATION

Lecture: 3 hours
Personal and community health: an understanding of contemporary health issues and problems with an emphasis on fitness and adjustment. An informative material survey contributing to a person's mental, physical, and social well-being. (UC/CSU)

HE-ED 10 — SAFETY AND FIRST AID EDUCATION

Lecture: 1 hour
Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illness, including American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. (UC/CSU)

HE-ED 150 — CARDIOPULMONARY RESUSCITATION

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

HEALTH OCCUPATIONS

HLC-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.

HEAVY EQUIPMENT

HYVEQ 150 — SCHOOL BUS DRIVER TRAINING

Prerequisite: Possession of a valid California driver's license
Lecture: 2.5 hours
Instruction in the driver's responsibility for pupils, care and operation of a school bus, and laws relating to pupil transportation.

HISTORY

HIST 11 — HISTORY OF CALIFORNIA

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

HIST 13 — WORLD CIVILIZATIONS: to 1650

Lecture: 3 hours
Survey of civilizations to 1650: origins in Near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas, to colonial empires. (UC/CSU)

HIST 14 — WORLD CIVILIZATIONS: 1650 to Present

Lecture: 3 hours
Survey of civilizations since 1650: emergence of modern nationalism in world status and their impact on international affairs. (UC/CSU)

HIST 16 — UNITED STATES: to 1865

Lecture: 3 hours
Survey of United States history from Colonization to Reconstruction. Analysis of English Imperialism, Revolution, Nationalism, Democracy, sectionalism and Civil War. (UC/CSU) (Meets the California State requirement in American History.)

HIST 17 — 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.)

UNITED STATES: 1865 to Present
HISTORY/HOSPITALITY MANAGEMENT

HOSPITALITY MANAGEMENT
See Page 36 for Certificate Requirements

HPMGT 97 — WORK EXPERIENCE IN HOSPITALITY MANAGEMENT
Prerequisite: Employment must be approved by Work Experience Instructor. Must be registered in at least seven units including Work Experience. 75 hours paid employment equals 1 unit of credit. 1-2 Units

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

HPMGT 103 — MARKETING OF HOSPITALITY SERVICES
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. 3 Units

HPMGT 112 — FRONT OFFICE MANAGEMENT/ HOTEL CATERING
Lecture: 2 hours Essential equipment, routines, and duties of the front desk clerk and busser in hotel or motel. Planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater. 2 Units

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

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

Food Services

HPMGT 130 — FOOD SERVICE MANAGEMENT
Lecture: 2 hours Introductions to culinary nomenclature, cost controls, kitchen equipment, restaurant design, report management, menu planning, food purchasing, nutrition and sanitation. Field trips may be required. 2 Units

HPMGT 131A — DINING ROOM SERVICE AND MANAGEMENT
Lecture: 1 hour Laboratory: 3 hours Operation of the Cellar Restaurant dining room and related service support stations. How to hire, train, motivate, schedule and assign jobs to a wait staff. Cost controls labor and supplies. Quality assurance and productivity standards. 2 Units

HPMGT 131B — DINING ROOM SERVICE AND MANAGEMENT
Prerequisite: Hospitality Management 113A with a grade of "C" or better or consent of instructor. Lecture: 1.5 hours Laboratory: 4.5 hours Advanced service techniques, table settings and dining room etiquette using the City Hotel as a laboratory. Emphasis is on elegance and showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservation systems, proper staffing and hosting. Field trips may be required. 3 Units

HPMGT 133A — INTRO TO COMMERCIAL FOOD PREPARATION
Lecture: 1.5 hours Laboratory: 4.5 hours Initial culinary training for chefs. Introduction to safe, sanitary and efficient food production procedures. Preparation and training on equipment, hard tools and foods. Application of nutritional concepts. Food inventory management. Traditional and computer-based recipe writings. Adapting professional standards regarding uniforms, dependability, teamwork and quality performance. 3 Units

HPMGT 133B — COMMERCIAL FOOD PREPARATION
Prerequisite: Hospitality Management 133A with a grade of "C" or better or consent of instructor. Lecture: 1.5 hours Laboratory: 7.5 hours Focus is on restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starchy. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized. 4 Units

HPMGT 135A — COMMERCIAL BAKING
Beginning 1 hour Laboratory: 6 hours Tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes, and specialty items. Field trips may be required. 3 Units

HPMGT 140A — CONTEMPORARY CUISINE
Prerequisite: Hospitality Management 135B with a grade of "C" or better or consent of instructor. Lecture: 1.5 hours Laboratory: 6 hours Contemporary cuisine with focus on the preparation of seasonal ingredients used to develop the menus at the City Hotel. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will begin to prepare for working on-line cooking stations in pastry, pantry, sause, and grill. 3 Units

HPMGT 140B — CONTEMPORARY CUISINE
Prerequisite: Hospitality Management 140A with a grade of "C" or better or consent of instructor. Lecture: 1.5 hours Laboratory: 6 hours Explores the subject of seasonal menu development in the contemporary American kitchen. The course objective is to develop the students' level of understanding and technical proficiency and prepare them for leadership positions in pastry, pantry, sause, and grill. 3 Units

HPMGT 142 — GARDE MANAGER
Lecture: 1.5 hours Laboratory: 3 hours Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvre, canapés, breads, force meats, pastries, tray presentations, table set-ups, room set-ups, and food show competitions. Field trips may be required. 2 Units

HPMGT 144 — MEAT ANALYSIS
Lecture: 1.5 hours Laboratory: 3.5 hours Study of various grades and cuts of meat and their use in restaurant sales; cost control and fabrication, sausage making, curing and smoking foods. Field trips may be required. 2 Units

Recruitment Industry

HPMGT 151 — INTRODUCTION TO PARKS AND RECREATION
An introductory course for individuals interested in parks and recreation with exposure to park management, design, maintenance and construction; recreational aspects, job opportunities and duties. Lecture: 2 hours Field trips are required. 3 Units

Recreation Industry

HPMGT 152 — INTRODUCTION TO TRAVEL-TOURISM INDUSTRY
Evolution of tourism as an industry. Survey of domestic and international travel and tourism, services, communications systems, principles and procedures of group tour management and planning. Field trips may be required. 2 Units

HUMANITIES

HUMAN 1 — OLD WORLD CULTURE
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. (UC/CSU) 3 Units

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

INDEPENDENT STUDY

(See Independent Study page 58)
## LAW ENFORCEMENT/MATHEMATICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW 140A</td>
<td>ARSON INVESTIGATION</td>
<td>2</td>
</tr>
<tr>
<td>LAW 140B</td>
<td>ARSON INVESTIGATION</td>
<td>2</td>
</tr>
</tbody>
</table>

### Beginning

- **LAW 140A — ARSON INVESTIGATION**
  - Lecture: 2 hours
  - Designed to prepare new fire investigators and detectives from law enforcement to carry out the responsibility of arson detection and establish the foundation for an in-depth arson investigation. (Students must receive credit for either Law Enforcement 140A or 140B or Fire Technology 23.)

### Advanced

- **LAW 140B — ARSON INVESTIGATION**
  - Prerequisite: Law Enforcement 140A with a grade of "C" or better or consent of instructor
  - Lecture: 2 hours
  - A continuation of the introductory course emphasizing preservation of evidence, explosive devices, testimony as an expert, insurance laws, and advanced fire problems.

### MATHEMATICS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 8</td>
<td>TRIGONOMETRY</td>
<td>4</td>
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<tr>
<td>MATH 6</td>
<td>MATHEMATICS FOR LIBERAL</td>
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<tr>
<td>MATH 2</td>
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<td>MATH 101</td>
<td>BEGINNING ALGEBRA</td>
<td>4</td>
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<tr>
<td>MATH 100</td>
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<td>MATH 104</td>
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<tr>
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</tr>
<tr>
<td>MATH 188</td>
<td>CALCULUS WITH ANALYTIC GEOMETRY</td>
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<tr>
<td>MATH 18C</td>
<td>VECTOR AND MULTIVARIATE CALCULUS</td>
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<td>MATH 100</td>
<td>BASIC MATHEMATICS</td>
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<tr>
<td>MATH 103</td>
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<td>MATH 101</td>
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<tr>
<td>MATH 14A</td>
<td>ELEMENTARY MUSICIANSHIP</td>
<td>2</td>
</tr>
<tr>
<td>MATH 4B</td>
<td>ELEMENTARY MUSICIANSHIP</td>
<td>2</td>
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<tr>
<td>MATH 4A</td>
<td>BEGINNING MUSICIANSHIP</td>
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<td>MATH 5A</td>
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<td>MATH 5B</td>
<td>INTERMEDIATE MUSICIANSHIP</td>
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<tr>
<td>MATH 10</td>
<td>SURVEY OF MUSIC HISTORY</td>
<td>3</td>
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<tr>
<td>MATH 11</td>
<td>SURVEY OF MUSIC HISTORY</td>
<td>3</td>
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</tbody>
</table>

### Calculus

- **MATH 10 — COLLEGE ALGEBRA**
  - Prerequisite: Mathematics 103 or second year high school algebra and one year geometry or consent of instructor
  - Lecture: 4 hours or
  - Laboratory: 3 hours
  - Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometries, identities, graphs, and logarithms.

- **MATH 100 — BASIC MATHEMATICS**
  - Lecture: 2 hours
  - Basic mathematical theory and notation; arithmetic skills with introduction to algebraic expressions, equations, geometric formulas, and measurement; application of skills in a variety of contexts. Offered for Credit/No Credit only.

- **MATH 101 — BEGINNING ALGEBRA**
  - Lecture: 4 hours
  - Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

- **MATH 103 — BEGINNING ALGEBRA**
  - Lecture: 4 hours
  - Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

- **MATH 104 — INTERMEDIATE ALGEBRA**
  - Prerequisite: One year of high school algebra or Mathematics 103 or second year high school algebra.
  - Lecture: 4 hours or
  - Laboratory: 2 hours
  - Study of algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; applications of algebra in a variety of contexts.

- **MATH 105 — GEOMETRY**
  - Lecture: 3 hours
  - Topics from Algebra, Trigonometry, and Analytic Geometry are studied in preparation for Calculus. Functions and their graphs will be particularly emphasized.

- **MATH 108 — CALCULUS WITH ANALYTIC GEOMETRY**
  - Prerequisite: Two years of high school algebra, one year of plane geometry, and one half year of trigonometry.
  - Mathematics 10 or two years of high school algebra.
  - Lecture: 4 hours or
  - Laboratory: 3 hours
  - An integrated course in calculus and analytic geometry including limits, continuity, differentiation and integration with applications, logarithmic, exponential, and hyperbolic functions, and applications for engineers. (UC/CSU)

- **MATH 188 — CALCULUS WITH ANALYTIC GEOMETRY**
  - Prerequisite: Mathematics 18A with a grade of "C" or better or consent of instructor.
  - Lecture: 4 hours or
  - 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 18C — VECTOR AND MULTIVARIATE CALCULUS**
  - Prerequisite: Mathematics 18B with a grade of "B" or better or consent of instructor.
  - Lecture: 3 hours
  - Vector and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, vector fields, and the geometry of vector calculus. (UC/CSU)

- **MATH 101 — INTRODUCTION TO MUSIC**
  - Lecture: 4 hours
  - Survey of the many fields within the discipline of music, including a brief overview of fundamentals, music history, the voice, music instruments, the science of acoustics, rock, jazz, and current styles, psychology of music, and analytical listening. Attendance at selected local concerts is required. (UC/CSU)

- **MATH 14A — ELEMENTARY MUSICIANSHIP**
  - Lecture: 2 hours
  - Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. (CSU)

- **MATH 4B — ELEMENTARY MUSICIANSHIP**
  - Lecture: 2 hours
  - Continuation of Music 4A to develop skills in sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials, and basic keyboard skills. (CSU)

- **MATH 5A — INTERMEDIATE MUSICIANSHIP**
  - Lecture: 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)

- **MATH 5B — VIDEO PRODUCTION**
  - Lecture: 2 hours
  - Basic keyboard skills. (CSU)

- **MATH 10 — SURVEY OF MUSIC HISTORY**
  - Lecture: 3 hours
  - A survey of elements of style, major composers, and masterpieces of music from the Greek era through Medieval, Renaissance, Baroque, and Early Classic periods; survey from 1000 B.C. through 1760 A.D. Includes the music of Palestrina, Bach, and Handel. (UC/CSU)

- **MATH 11 — SURVEY OF MUSIC HISTORY**
  - Lecture: 3 hours
  - A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1760 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copland. (UC/CSU)
MUSIC 31A — ELEMENTARY MUSIC THEORY
Prerequisite: Concurrent enrollment in Music 4A
Lecture: 3 hours
Activity: 2 hours
An introduction to the skill of piano playing based on music reading; fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords. (UC/CSU)

MUSIC 31B — ELEMENTARY PIANO
Prerequisite: Music 31A with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 1 hour
Continuation of the fundamentals of piano performance attained in Music 31A and 31B 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 signatures, scales, embellishments, diminished and augmented chords, and study of the Baroque, Classical, Romantic, and Contemporary periods in Music. (UC/CSU)

MUSIC 36A — ELEMENTARY VOICE
Prerequisite: Music 31A with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Large group instruction in singing for those with little or no background in individual voice training. Includes basic singing techniques and songs for building range, endurance, tone, and breath capacity. (UC/CSU)

MUSIC 36B — ELEMENTARY VOICE
Prerequisite: Music 36A with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 1 hour
Activity: 1 hour
Large group instruction in singing for those with little or no background in individual 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: 1 hour
Continuation of the fundamentals of piano performance attained in Music 31A and 31B with more emphasis given to technique, phrasing, and dynamics as progressively difficult music is presented. Theory will include additional major and minor scales, 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: 1 hour
Continuation of the fundamentals of piano performance attained in Music 31A, 31B, and 31D 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 signatures, 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 36B with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 1 hour
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: 1 hour
Continuation of Music 46A. (UC/CSU)

MUSIC 49 — BEGINNING GUITAR
Lecture: 1 hour
Activity: 2 hours
Basic guitar techniques, open string chords, right hand string and finger-picking. Introduction to music reading, basic chords, simple song accompaniments and melodic playing in first position. Student must provide a tunable, nylon string acoustic guitar. (UC/CSU)

MUSIC 50 — APPLIED MUSIC: Guitar 1 Unit
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 experience as well as intermediate. Repertoire includes selections of various styles. (UC/CSU)

MUSIC 51 — APPLIED MUSIC: Keyboard 1 Unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

MUSIC 52 — APPLIED MUSIC: Woodwinds 1 Unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

MUSIC 53 — APPLIED MUSIC: Brass 1 Unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

MUSIC 54 — APPLIED MUSIC: Strings 1 Unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

MUSIC 55 — APPLIED MUSIC: Percussion 1 Unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

MUSIC 56 — APPLIED MUSIC: Voice 1 Unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

MUSIC 57 — APPLIED MUSIC: Synthesizer 1 Unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. (UC/CSU)

MUSIC 60 — CHOIR 1 Unit
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 experience as well as intermediate. Repertoire includes selections of various styles. (UC/CSU)

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

MUSIC 66 — COMMUNITY CHORUS 1 Unit
Activity: 3-6 hours
Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. (UC/CSU)

MUSIC 69 — MADRIGAL ENSEMBLE 1 Unit
Activity: 3-6 hours
Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods. (UC/CSU)

MUSIC 70 — COLLEGE BAND 1 Unit
Activity: 3-6 hours
Study and performance of band and instrumental ensemble literature of all styles. (UC/CSU)

MUSIC 72 — JAZZ ENSEMBLE 1 Unit
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 1 Unit
Prerequisite: Audition for wind, brass, and percussion players as needed
Activity: 3-6 hours
Study and performance of orchestral literature of various styles and media. (UC/CSU)

MUSIC 78 — ENSEMBLE: Instrumental Emphasis 1 Unit
Prerequisite: Audition
Activity: 3-6 hours
Study and performance of music for small ensembles, duets, and chamber groups. (UC/CSU)

MUSIC 79 — JAZZ ORCHESTRA 1 Unit
Activity: 3-6 hours
Study and performance of jazz and improvisation, techniques of improvisation will be explored. (UC/CSU)

MUSIC/NATURAL RESOURCES

NATURE 9 — PARKS AND FORESTS LAW 2 Units
Lecture: 3 hours
Field trips may be required.

NATURE 1 — ENVIRONMENTAL CONSERVATION 3 Units
Lecture: 3 hours
Conservation of the biological and physical environment. History of the conservation movement. A case-study approach to land use practices of environmental conservation with current topics on endangered species, environmental pollution, wilderness management, energy, population, and the uniqueness of California and Alaska natural resources. (UC/CSU)

NATURE 36 — COMMUNITY SERVICES AND EDUCATION 4 Units
Activity: 3-6 hours
Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. (CSU)

NATURE 37 — COMMUNITY SERVICES AND EDUCATION 4 Units
Activity: 3-6 hours
Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. (CSU)

NATURE 38 — COMMUNITY SERVICES AND EDUCATION 4 Units
Activity: 3-6 hours
Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. (CSU)
NATRE 22 — ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS 2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours
Introduction to the ecology of fire in the mixed coniferous forest and to the use of prescribed burning as a resource management tool. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and esthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; the planning and implementation of a prescribed burning program in selected locations. (SU)
Field trips may be required.

NATRE 97 — WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES 1-4 Units
Prerequisites: 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 an opportunity to experience supervised employment in Forestry and Natural Resources. The student’s employment must be related to educational or occupational goals. (SU)
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. For students interested in working full time one semester and attending classes one semester on an elective basis, see Work Experience 95, page 96.

NATURAL RESOURCES TECHNOLOGY See Page 37 for Certificate Requirements

PHILOSOPHY

PHILO 1 — INTRODUCTION TO PHILOSOPHY 3 Units
Skill Level Required: Eligibility for English 1A
Lecture: 3 hours
Survey of the field of philosophy, 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 25 — TWENTIETH CENTURY PHILOSOPHY 3 Units
Skill Level Required: Eligibility for English 1A
Lecture: 3 hours
A brief survey of twentieth century philosophy emphasizing the leading exponents of each school of thought and their contributions to our understanding of man, nature, society, history, science, technology, human values, and the meaning of life. (UC/CSU)

PHOTOGRAPHY See Art

NARTC 150 — APPLIED WILDLANDS MANAGEMENT 3 Units
Prerequisites: Natural Resources Technology 150 recommended
Lecture: 2 hours
Laboratory: 3 hours
Techniques of managing wildlands for maximum enjoyment of flora, fauna, wildlife, and wilderness recreation area. Field observations and applications for restoration and protection of watershed, range, wildlife, and recreation values. Field trips will be required.

NARTC 160 — AERIAL PHOTOGRAPHY AND MAP INTERPRETATION 2 Units
Lecture: 1 hour
Laboratory: 2 hours
Use of basic photogrammetric instruments and equipment; techniques of delineating soil-vegetation and timber types and distinguishing physical features on aerial photographs; techniques of interpreting planimetric, topographic, orthophoto-topographic, and geologic maps; principles of remote sensing. Field trips may be required.

NARTC 163 — WATER FOR CONSUMPTION 3 Units
Lecture: 3 hours
Study of present and future sources of community water supply with special attention to state standards for potable water; analysis, processing, treatment, quality control, storage, and distribution of community water.
Offered for Credit/No Credit only. Meets Water Treatment Plant Operator state certification prerequisite for examination at Grade 2 level
Field trips may be required.

NARTC 181 — CALIFORNIA WILDLIFE 4 Units
Lecture: 4 hours
Study of the field identification characteristics, habitat requirements, life history, management, and population dynamics of selected California mammals, birds, and fish. Methods and problems of appraising and manipulating game mammals, furbearers, upland game, and fisheries to improve population; techniques of habitat appraisal and manipulation to improve wildlife populations.
Field trips are required.

OFFICE OCCUPATIONS (See Business)

PE 8A — INTRODUCTION TO CARDIAC REHABILITATION PROGRAM 1 Unit
Prerequisite: Physician referral
Lecture: 3 hours
Laboratory: 1.5-5 hours
A secondary prevention program designed for patients with angina pectoris, healed myocardial infarctions, or post-cardiac surgical referrals whose functional capacity is relatively uncompromised. (Primary physician referral is mandatory) (CSU)
May be repeated three times.

PE 8B — CARDIAC REHABILITATION PROGRAM: Phase III 1 Unit
Prerequisite: Physician referral
Laboratory: 3-5 hours
Continuation of Cardiac Rehabilitation Program without lecture series. (CSU)
May be repeated three times.

PE 9A — INTRODUCTION TO CARDIAC FAMILY FITNESS 1 Unit
Prerequisite: Must be member of enrolled cardiac student’s family
Lecture: 5-6 hours
Laboratory: 5-8 hours
Designed to introduce the cardiac student’s family to cardiovascular fitness principles and practices and to share the modification of risk factors found necessary for the full rehabilitation of the cardiac student. (SU)
May be repeated three times.

PE 9B — CARDIAC FAMILY FITNESS 1 Unit
Prerequisite: Must be member of enrolled cardiac student’s family
Lecture: 5-6 hours
Laboratory: 5-8 hours
A continuation of Physical Education 9A with emphasis on developing a higher level of cardiovascular functional capacity and reducing the risk factors associated with coronary artery disease. (CSU)
May be repeated three times.

PE 10 — ADAPTIVE PHYSICAL EDUCATION 5.5 Units
Activity: 5-5.4 hours
Prerequisite: To offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. (UC/CSU)
May be repeated three times.

PE 11 — PULMONARY REHABILITATION 1 Unit
Prerequisite: Physician referral
Lecture: 5-6 hours
Laboratory: 4-5.5 hours
Involves the education, evaluation, care, treatment, and management of breathing difficulties. Designed to help individuals with chronic lung disease such as asthma, emphysema, bronchitis, bronchiectasis, or other respiratory problems. (CSU)
May be repeated three times.

PE 20 — DANCE SURVEY 2 Units
Lecture: 1 hour
Activity: 1.5-4.5 hours
Introduction to the fundamentals of dance movement, including ballet, jazz, contemporary, and folk. (UC/CSU)

PE 21A — BALLET I 5.5 Units
Activity: 1.5-4.5 hours
Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with ballet as an expressive art form while developing strength, flexibility, and coordination. (UC/CSU)
May be repeated one time.

PE 21B — BALLET II 5.5 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 emphasis on phrasing, combinations, and stylistic elements. (UC/CSU)
May be repeated one time.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 23A</td>
<td>CONTEMPORARY DANCE I</td>
<td>0.5-1.5</td>
<td>May be repeated one time.</td>
</tr>
<tr>
<td>PE 23B</td>
<td>CONTEMPORARY DANCE II</td>
<td>0.5-1.5</td>
<td>Prerequisite: Physical Education 22A with a grade of &quot;C&quot; or better or consent of instructor.</td>
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<td>PE 23C</td>
<td>JAZZ DANCE</td>
<td>0.5-1.5</td>
<td>Activity: 1.5-4.5 hours.</td>
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<td>PE 23D</td>
<td>JAZZ DANCE</td>
<td>0.5-1.5</td>
<td>Activity: 1.5-4.5 hours.</td>
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<tr>
<td>PE 24A</td>
<td>BASKETBALL: Men’s Rules</td>
<td>0.5-1.5</td>
<td>Prerequisite: Previous dance experience or consent of instructor.</td>
</tr>
<tr>
<td>PE 24B</td>
<td>BASKETBALL: Women’s Rules</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 25A</td>
<td>BASKETBALL: Advanced Theory and Practice</td>
<td>2 Units</td>
<td>Lab: 1 hour.</td>
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<tr>
<td>PE 25B</td>
<td>DISTANCE RUNNING</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 26A</td>
<td>FENCING</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<td>PE 28A</td>
<td>GOLF I</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
</tr>
<tr>
<td>PE 28B</td>
<td>GOLF II</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
</tr>
<tr>
<td>PE 30A</td>
<td>AEROBIC EXERCISE</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 30B</td>
<td>CIRCUIT CROSS-TRAINING</td>
<td>0.5-1.5</td>
<td>Lab: 2.5-4.5 hours.</td>
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<tr>
<td>PE 31A</td>
<td>SKATING I</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
</tr>
<tr>
<td>PE 31B</td>
<td>SKATING II</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
</tr>
<tr>
<td>PE 32A</td>
<td>SKATING III</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 33A</td>
<td>SKATING IV</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 34A</td>
<td>SKATING V</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 35A</td>
<td>SKATING VI</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 36A</td>
<td>SKATING VII</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 38A</td>
<td>GOLF I</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
</tr>
<tr>
<td>PE 38B</td>
<td>GOLF II</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 40A</td>
<td>RACQUET SPORTS</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 42A</td>
<td>SKATING CONDITIONING</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 43A</td>
<td>SKATING — ALPINE I</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 43B</td>
<td>SKATING — ALPINE II</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 44A</td>
<td>SKATING — ALPINE III</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 45A</td>
<td>SKATING — CROSS COUNTRY</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 47A</td>
<td>SOCCER</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 50A</td>
<td>TENNIS I</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
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<tr>
<td>PE 50B</td>
<td>TENNIS II</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
</tr>
<tr>
<td>PE 53A</td>
<td>VOLLEYBALL I</td>
<td>0.5-1.5</td>
<td>Lab: 1.5-4.5 hours.</td>
</tr>
</tbody>
</table>

**Notes:**
- Prerequisites and requirements may vary by course.
- May be repeated as specified in the course descriptions.
- Lab and Activity hours may vary.
- Offered for Credit/No Credit only.
- Offered for Credit or No Credit only.
PHYSICAL EDUCATION/PHYSICS/POLITICAL SCIENCE

**PHYSICS**

**PHYSICS 1 — CONCEPTUAL PHYSICS**
3 Units
Prerequisite: Mathematics 10A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Lab: 4 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)

**PHYSICS 2 — GENERAL PHYSICS II**
3 Units
Prerequisite: Mathematics 1A with a grade of "B" or better
Lecture: 4 hours
Lab: 3 hours
A general, calculus level investigation of Newtonian mechanics and fluid mechanics. (UC/CSU)

**POLITICAL SCIENCE**

**POLSC 10 — CONSTITUTIONAL GOVERNMENT**
3 Units
(CAN GOVT 2)
Lecture: 3 hours
Basic principles of the United States and California constitutional government with emphasis on the dynamics of the American federal system, governmental power and sources of power at the national, state and local levels and the rights and responsibilities of democratic citizenship. (Meets California State requirement for American Institutions.) (UC/CSU)

**POLSC 12 — AMERICAN POLITICAL THOUGHT**
3 Units
Lecture: 3 hours
Historical survey of American political processes, traditions and aspirations. Emphasis will be on contemporary political issues. (UC/CSU)

**POLSC 14 — INTERNATIONAL RELATIONS**
3 Units
Lecture: 3 hours
Dynamics of interstate relations; diplomacy and international legal issues, regional, and supranational organizations; war and peace; foreign policy. (UC/CSU)

**PSYCHOLOGY**

**PSYCH 1 — GENERAL PSYCHOLOGY**
3 Units
Skill Level Required: Eligibility for English 1A
Lecture: 3 hours
An introductory survey course of the general field of psychology. Topics to be covered include conditioning, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology. (UC/CSU)

**PSYCH 2 — CURRENT ISSUES IN PSYCHOLOGY**
3 Units
Prerequisite: Psychology 1 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
A look at the more advanced areas of study in psychology concentrating on current theoretical approaches and research findings regarding areas of controversy. (UC/CSU)

**REAL ESTATE**

(See Business)

**SEARCH AND RESCUE**

See Page 38 for Certificate Requirements

**SAR 3 — ENVIRONMENTAL INJURIES**
1 Unit
Lecture: 1 hour
A review of injuries caused by recreational and vocational activities in the outdoors, including heat, cold, water, altitude, and animal-caused injuries. (CSU)

**SAR 5 — MOUNTAIN MEDICINE**
1 Unit
Lecture: 1 hour
Preparation of students in wilderness survival medical practices. Students will be exposed to various medical applications in the wilderness as well as emergency medical techniques. (CSU)

**SAR 7 — BASIC SURVIVAL**
1 Unit
Lecture: 1 hour
An intensive survival course in the survival skills of wilderness and coastal areas with emphasis on preventing survival emergencies by psychological and skills preparedness. Human energy and water balance will be stressed as well as practical emergency responses to survival in arid and cold climates. Also included will be instruction regarding proper clothing and equipment. (CSU)

**SAR 9 — COLD WEATHER SURVIVAL**
1 Unit
Lecture: 1 hour
An intensive seminar in short-term wilderness survival with emphasis on preventing survival emergencies in cold and wet environments. Psychological skills, equipment preparedness and emergency prevention will be emphasized. Adaptation of basic skills to the factors of snow, rain, and high winds will be stressed. Illnesses caused by cold/wet environment will be reviewed. (CSU)

**SAR 10 — INTRODUCTION TO SEARCH THEORY**
2 Units
Lecture: 3 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 is available to the student. May be repeated two times.

**SAR 14 — TRACKING AND SIGN CUTTING**
1 Unit
Lecture: 1 hour
An overview of current tracking theories and techniques as developed by the U.S. Border Patrol. (CSU)

**SAR 16 — 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; IES transportation availability, weather, terrain factors, avalanche dogs and night searching. (CSU)

**PSYCHOLOGY/SEARCH AND RESCUE**

91
SAR 34 — 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, radio operation, helicopter request information and procedures, selecting a landing zone, evaluations, inserts, crash procedures, and communications. (CSU) Offered for Credit/No Credit only. May be repeated one time.

SAR 39 — LOW ANGLE ROPE RESCUE 1.5 Units Lecture: 1.5 hours
Instruction in techniques used to evacuate injured or trapped people in less than vertical terrain settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU)

SAR 50 — RAPPELLING SAFETY/TOWER RESCUE FOR THE FIRE SERVICE 1 Unit Lecture: 1 hour
Designed to update rescue personnel in equipment and technical developments in rappelling. Emphasis on individual safety, rescue of the injured or trapped rappeller and safety management of the training tower and/or incident scene, review and discussion of documented rappelling accidents. (CSU) Offered for Credit/No Credit only. May be repeated three times.

SAR 51 — RAPPELLING SAFETY/TOWER RESCUE FOR THE FIRE SERVICE 1.5 Units Laboratory: 1.5 hours
A general introduction to the problems and solutions of river and flood rescue in emergency situations. Also introduces the roles of river and flood rescue for emergency personnel, whitewater guides and outfitters and interested participants. White water rescue, with emphasis on the role of ground rescue personnel. May be repeated with different topics only.

SAR 53 — SWIFTWATER RESCUE 1.5 Units Laboratory: 1.5 hours
Prerequisites: Will vary with topic. Lecture: 3 hours on the development of compensatory strategies for individual safety, rescue of the injured or trapped rappeller and safety management of the training tower and/or incident scene, review and discussion of documented rappelling accidents. (CSU) Offered for Credit/No Credit only. May be repeated three times.

SAR 57 — 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) Offered for Credit/No Credit only. May be repeated two times.

SAR 58 — RESCUE SYSTEMS I: 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 shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU)

SAR 59 — 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 70 — SPECIAL TOPICS IN RESCUE FOR THE FIRE SERVICE -3 Units Lecture: 1 hour
Laboratory: 1 hour-3 hours
Prerequisite: Will vary with topic. Lecture: 3-3 hours on the development of compensatory strategies for individual safety, rescue of the injured or trapped rappeller and safety management of the training tower and/or incident scene, review and discussion of documented rappelling accidents. (CSU) Offered for Credit/No Credit only. May be repeated three times.

SKILLS DEVELOPMENT

SKLDV 10 — BASIC READING TUTOR 1 Unit Lecture: 1 hour
Preparation for introductory college reading courses. Designed for students who read at or below the fifth grade level or below. Tutors will apply their individualized assistance in analyzing learning problems and selecting and applying strategies necessary for academic success in college courses.

SKLDV 26A — BASIC ARITHMETIC I 1 Unit Lecture: 1 hour Laboratory: 1 hour
Designed for the student who needs to develop arithmetic skills at the pre-college level. Instruction will emphasize problem solving using the basic operations of addition, subtraction, multiplication and division with whole numbers and fractions. Problem solving using the basic operations of addition, subtraction, multiplication and division with whole numbers and fractions will also be studied.

SKLDV 26B — BASIC ARITHMETIC II 1 Unit Prerequisite: Basic Arithmetic I
Designed for the student who needs to develop pre-algebra skills including properties, signed numbers, exponents, order of operations, divisibility, and prime factorization. (CSU)

SKLDV 277 — BASIC READING DEVELOPMENT 1 Unit Lecture: 1 hour Laboratory: 1 hour
Designed for students who read at or below the fifth grade reading level. Students will work on one with tutors from the Basic Reading Tutor Training Course. Instruction will emphasize phonics, sight word recognition, and reading comprehension.

SKLDV 278 — READING DEVELOPMENT I 2 Units Lec: 2 hours Lab: 2 hours
Designed for the student who needs to develop reading skills at the pre-college level. Instruction will emphasize pre-algebra skills including properties, signed numbers, exponents, order of operations, divisibility, and prime factorization. May be repeated one time.

SKLDV 297 — READING DEVELOPMENT II 2 Units Prerequisite: Completion of Skills Development 278 or equivalent
Designed to continue to develop the reading skills of students who have successfully completed Skills Development 278 or to improve reading comprehension for entry into college level courses. Reading comprehension will be improved by developing critical evaluative skills, learning strategies and techniques related to reading efficiency, and learning to apply word knowledge while reading.

SKLDV 299 — READING DEVELOPMENT III 2 Units Prerequisite: Completion of Skills Development 278 or equivalent
Designed to continue to develop the reading skills of students who have successfully completed Skills Development 278 or to improve reading comprehension for entry into college level courses. Reading comprehension will be improved by developing critical evaluative skills, learning strategies and techniques related to reading efficiency, and learning to apply word knowledge while reading.
SKLDV 287 — VOCABULARY DEVELOPMENT 2 Units
Lecture: 2 hours
Laboratory: 2 hours
A systematic strategy of vocabulary development will be presented and practiced with the vocabulary of specific disciplines such as humanities, applied science, social science, and vocational arts. Various aids to vocabulary expansion will also be examined. May be repeated two times.

SKLDV 290 — STUDY SKILLS .5 Unit
Lecture: 5 hours
An introductory discussion of effective study methods. Topics will include goal setting, time management, learning styles, note-taking, textbook analysis, memory/concentration, and test taking. May be repeated one time.

SKLDV 292 — LEARNING SKILLS INDIVIDUALIZED STUDY Laboratory: 1.5-3 hours
The student, with the aid of the instructor, will plan a program of study to improve a specific basic skill. Skill areas may include basic arithmetic, reading development, spelling, vocabulary, grammar, or test preparation.

May be repeated two times.

SKLDV 296 — APPLIED TEST-TAKING SKILLS .5 Unit
Lecture: 5 hours
Basic skills of successful test taking with emphasis on the skills necessary to improve performance on a specific exam such as the S.A.T., C.B.E.S.T., or Civil Service Exams. Offered for Credit/No Credit only. May be repeated three times.

SOCIAL SCIENCE
SOCSC 40 — HUMAN SEXUAL BEHAVIOR 3 Units
Skill Level Recommended: Eligibility for English 1A Lecture: 3 hours
Exploration of issues in human sexuality from the perspective of the behavioral and social sciences. Study and discussion of sexual behavior, feelings, and attitudes as they affect one’s self and others. (UC/CSU)

SOCIOLOGY
SOCIO 2 — AMERICAN SOCIETY: SOCIAL PROBLEMS AND DEVIANC 3 Units
Lecture: 3 hours
Social concerns, such as family disorganization, religious conflicts, educational irregularities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems will be studied from the social institutions and social deviance perspectives. (UC/CSU)

SOCIO 12 — SOCIOLOGY OF THE FAMILY 3 Units
Skill Level Recommended: Eligibility for English 151 Lecture: 3 hours
Comparative and historical treatment of the family institution. Analysis of kinship and family structure, roles and relationships within the family. Assessment of the contemporary society on the American family. (CSU)

SOCIO 28 — DEATH AND DYING 3 Units
Skill Level Recommended: Eligibility for English 151 Lecture: 3 hours
Examination of the predominant attitudes and practices with regard to death, dying, and grief in the U.S.; included will be material relevant to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death. Field trips may be required.

SOCIO 97 — WORK EXPERIENCE IN HUMAN SERVICES 1-4 Units
Lecture: 3 hours
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 an opportunity to experience supervised employment in Human Services. 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 13 units of credit.

SPANISH
SPAN 1A — SPANISH: Beginning 4 Units
Skill Level Recommended: Eligibility for English 1A Lecture: 3 hours
Introduction to the Spanish language, emphasizing natural communications and supported by foundation grammar. (UC/CSU)

SPAN 1B — SPANISH: Beginning 4 Units
Prerequisite: Spanish 1A with grade of "C" or better; two years of high school Spanish, or consent of the instructor. Lecture: 3 hours
Laboratory: 3 hours
A continuation of Spanish 1A. Recommended for students with two or more years of high school Spanish. (UC/CSU)

SPAN 2A — SPANISH: Intermediate 4 Units
Prerequisite: Spanish 1B with grade of "C" or better, three years of high school Spanish, or equivalent Lecture: 3 hours
Laboratory: 3 hours
An intermediate level course designed to refine skills in oral and written expression through reading, composition and discussion of contemporary issues, cultural material and literature. Course includes complete review of Spanish grammar and syntax. (CSU)

SPAN 2B — SPANISH: Intermediate 4 Units
Prerequisite: Spanish 2A with grade of "C" or better, four years of high school Spanish, or equivalent Lecture: 3 hours
Laboratory: 3 hours
An intermediate level course designed to refine skills in oral and written expression through reading, composition and discussion of contemporary issues, cultural material and literature. Course includes complete review of Spanish grammar and syntax. (CSU)

SPECIFIC TGT 2 — ARGUMENTATION 3 Units
Prerequisite: English 1A with a grade of "C" or better or consent of instructor Lecture: 3 hours
Laboratory: 3 hours
Focus on logical argument, the analysis of issues and evidence; the elements of logic; analysis of others' arguments; oral presentation of arguments. (UC/CSU)

SPCH 1 — FUNDAMENTALS OF SPEECH (CAN SPCH 4) 3 Units
Prerequisite: Eligibility for English 1A Lecture: 3 hours
Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluative listening. (UC/CSU)

SPCH 2 — ARGUMENTATION 3 Units
Prerequisite: Speech 1 with a grade of "C" or better Lecture: 3 hours
A study of the art of argumentation; analysis of issues and evidence; the elements of logic; analysis of others' arguments; oral presentation of arguments. (UC/CSU)

TEACHER AIDE TRAINING
See Page 38 for Teacher Aide Certificate Requirements

T-AID 97 — WORK EXPERIENCE AS A TEACHER AIDE 1-4 Units
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 an opportunity to experience supervised employment in Teacher Aide Training. 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 13 units of credit.

For students interested in working full time one semester and attending classes one semester or on an alternate basis, see Work Experience 96, page 93.

T-AID 155 — TEACHER AIDE TRAINING 3 Units
Lecture: 3 hours
Preparation for teacher aide responsibilities to assist teachers in the classroom learning process with emphasis on the school environment as the place for learning. Course includes focus on personalities in the classroom: teachers, aids, students, and interpersonal relationships.

WELDING TECHNOLOGY
WLDTC 1 — INTRODUCTION TO WELDING 3 Units
Lecture: 1 hour
Laboratory: 6 hours
Basic arc and oxygen-acylene welding as it applies to shop and field techniques. (CSU)

WLDTC 3 — ADVANCED ARC WELDING 3 Units
Prerequisite: Welding Technology 1 with a grade of "C" or better or consent of instructor Lecture: 1 hour
Laboratory: 6 hours
Arc welding in all positions (flat, horizontal and overhead). Special emphasis on control of heat and distortion. (CSU)
PROPOSED TWO-YEAR SCHEDULE OF COURSES REQUIRED FOR CERTIFICATES AND ADVISEE DEGREES

To assist students in planning their schedules, Columbia College has prepared a proposed listing of courses to be offered for the next two years. This list is subject to change due to fiscal constraints and availability of staff and/or facilities.

WELDING TECHNOLOGY/WORK EXPERIENCE

WELDT 60 — PRACTICAL LABORATORY 1 Unit
Prerequisite: Welding Technology 3 with a grade of "C" or better or unsupervised laboratory. Involves practical welding experience on an individual project (including certification projects). Emphasis on quality, appearance, and function. (CGA)

May be repeated one time.

WORK EXPERIENCE

Not all CCA courses accept Work Experience see your counselor or work experience coordinator.

WKEXP 96 — OCCUPATIONAL WORK 1-4 Units
EXPERIENCE (ALTERNATE TERM PLAN)
Prerequisite: Enrollment in Alternate Term Plan. Must be submitted in writing to the Work Experience Coordinator. Must have successfully completed 7 units of other coursework at Columbia College prior to enrollment. Involves supervised employment in the Alternate Term Plan and before transferring from a regular Work Experience Program to the Alternate Term Plan and in addition 7 units of other coursework must be completed.

75 hours of paid employment equals 1 unit of credit.
40 hours unpaid employment equals 1/2 unit of credit.

Provides students with vocational learning opportunities through semesters of full-time employment alternated with semesters of instruction. The student employment must be related to educational or vocational goals. (CSU)

Offered for Credit/No Credit only.

May be repeated for a maximum of 16 units of credit.

WKEXP 97 — OCCUPATIONAL WORK 1-4 Units
EXPERIENCE (PARALLEL PLAN)
Prerequisite: Employment must be approved by Work Experience Coordinator. Must have successfully completed 7 units of other coursework at Columbia College prior to enrollment. Involves supervised employment in the Alternate Term Plan and before transferring from a regular Work Experience Program to the Alternate Term Plan and in addition 7 units of other coursework must be completed.

75 hours of paid employment equals 1 unit of credit.
40 hours unpaid employment equals 1/2 unit of credit.

Provides students with vocational learning opportunities through supervised employment. Work experience is available in occupational areas as well as at least three other disciplines. Anthropology, Art, Biology, Geography, History, Physical Education, Spanish, Speech, Photography, Guidance, Mathematics, and Political Science. (See Work Experience Coordinator for additional information.) (CSU)

Offered for Credit/No Credit only.

May be repeated for a maximum of 16 units of credit.

WKEXP 197 — GENERAL WORK EXPERIENCE 1-3 Units
Prerequisite: Enrollment in General Work Experience Program. Involves practical employment in a Work Experience Program. Must be enrolled in at least seven units of coursework (including this course). Involves practical work experience in the student’s chosen occupational field.

75 hours paid employment equals 1 unit of credit.
40 hours unpaid employment equals 1/2 unit of credit.

Provides students an opportunity to experience supervised employment in order to develop good work habits, responsible and positive job attitudes in real life work situations. The student’s employment need not be related to the student’s educational and/or occupational goals. Students may not enroll in both General and Occupational Work Experience courses concurrently.

May be repeated for a maximum of 6 units.
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