THE COLLEGE COMMITMENT

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

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

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

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

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

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

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

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

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

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

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

Finally, we believe that if the student recognizes the commitment that Columbia College has made and the student is willing to give to the college in return, the student’s education will be positive, enjoyable and provide a lasting foundation for continued growth.
COLUMBIA COLLEGE
1994-95 ACADEMIC CALENDAR

Fall Semester 1994

July 25-28 ........ Continuing Students, Telephone Registration Appointment Only
August 1, 2 .......... Continuing Students, Telephone Registration Appointment Only
August 3, 4 .......... Newly Matriculated, Telephone Registration or on campus Appointment Only
August 8-11 .......... All students - Open phone or on campus
August 15 .......... Instruction Begins

*August 17 .......... Last Day to Submit Application for Admissions for Fall 1994
*August 19 .......... Last Day to Enter a Full Semester Class
*August 26 .......... Last Day to Apply for Refund
September 5 .......... Staff In-Service Day (no classes)

*September 9 .......... Last Day to Withdraw Without a "W" showing on Permanent Record
*September 22 .......... Last Day to Elect for CR/NC Grading
September 30 .......... Deadline for Filing for Graduation and Certificates for Fall Semester
October 20 .......... Staff In-Service Day (no classes)
November 11 .......... Veteran's Day Holiday
*November 14 .......... Last Day to Withdraw From Any Course
November 23 .......... No Evening Classes
November 24-25 .......... Thanksgiving Holiday
December 9-15 .......... Final Examinations
December 15 .......... Fall Semester Ends
December 16 .......... Records Day
December 19-1 January 13 — Winter Recess

Spring Semester 1995

December 1-2 .......... Continuing Students, Telephone Registration Appointment Only
December 5-8 .......... Continuing Students, Telephone Registration Appointment Only
December 15-16 .......... Newly Matriculated, Telephone Registration Appointment Only
January 4-6, 9-11 .......... Newly Matriculated, Telephone Registration or on campus Appointment Only
January 12 .......... All students - Open phone or on campus
January 16 .......... Martin Luther King Holiday
January 17 .......... Instruction Begins

*January 19 .......... Last Day to Submit Application for Admissions for Spring 1995
*January 23 .......... Last Day to Enter a Full Semester Class
*January 27 .......... Last Day to Apply for Refund

*February 10 .......... Last Day to Withdraw Without a "W" showing on Permanent Record
February 17 .......... Lincoln Day Holiday
February 20 .......... Washington Day Holiday
February 24 .......... Deadline for Filing for Graduation and Certificates for Spring Semester

*February 27 .......... Last Day to Elect for CR/NC Grading
April 10-14 .......... Spring Recess
*April 26 .......... Last Day to Withdraw From Any Course
May 19-25 .......... Final Examinations
May 25 .......... Spring Semester Ends
May 26 .......... Graduation
May 26 .......... Records Day

Summer Session 1995

June 1, 5-7 .......... Registration - Telephone and on campus
June 12 .......... Instruction Begins

*June 22 .......... Last Day to Withdraw without a "W" showing on Permanent Record
*June 22 .......... Last Day to Elect for CR/NC grading

*June 22 .......... Last Day to Apply for Refund
July 4 .......... Independence Day Holiday
July 11 .......... Last Day to Withdraw From Any Course
July 20 .......... Six Week Summer Session Ends

1994

AUGUST

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* These dates apply to semester length classes only. Contact Admissions and Records for specific short course deadlines.
<table>
<thead>
<tr>
<th>FACULTY</th>
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<tbody>
<tr>
<td><strong>DENNIS L. ALBERS</strong> (1985)</td>
<td>Mathematics, Physics</td>
</tr>
<tr>
<td>B.S., M.S., Ph.D., University of Nebraska</td>
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<tr>
<td><strong>DAVID E. ALFORD</strong> (1989)</td>
<td>Humanities, Philosophy, Political Science</td>
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<tr>
<td>A.B., M.A., Stanford University</td>
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<tr>
<td><strong>DENNIS P. AYE</strong> (1985)</td>
<td>Physical Education, Basketball Coach, Athletic Director</td>
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<tr>
<td>B.A., St. Ambrose College, M.A., University of Connecticut</td>
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<tr>
<td><strong>JOEL C. BARBER</strong> (1967)</td>
<td>Art</td>
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<tr>
<td>B.A., Willamette University, M.A., University of Oregon</td>
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<tr>
<td><strong>JOAN BARRETT</strong> (1991)</td>
<td>Vice President for Instruction</td>
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<tr>
<td>B.A., Concordia College</td>
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<tr>
<td><strong>DENNIS P. AYE</strong> (1985)</td>
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<tr>
<td>B.S., M.S., Ph.D., University of Nebraska</td>
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<tr>
<td><strong>JOSHUA E. BIGELOW</strong> (1981)</td>
<td></td>
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<tr>
<td>A.A., Columbia College, A.B., M.A., University of California, Berkeley</td>
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<tr>
<td><strong>VONNA BREEZE-MARTIN</strong> (1992)</td>
<td>English, ESL, Spanish</td>
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<tr>
<td>B.A., M.A., University of Utah</td>
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<tr>
<td><strong>ELSIE M. BRUNO</strong> (1980)</td>
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<tr>
<td>B.S., University of California, Los Angeles, M.S., California State University, Los Angeles</td>
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<tr>
<td><strong>DALE L. BUNSE</strong> (1975)</td>
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<tr>
<td>B.A., Willamette University, M.F.A., Arizona State University</td>
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<tr>
<td><strong>ROSS A. CARKEET, JR.</strong> (1968)</td>
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<tr>
<td>A.A., Modesto Junior College, B.S., University of California, Berkeley, M.S., California State University, Humboldt</td>
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<tr>
<td><strong>JOHN R. CARTER</strong> (1986)</td>
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<tr>
<td>B.M., Chapman College, M.M., Westminster Choir College</td>
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<tr>
<td><strong>JANET M. CARY</strong> (1986)</td>
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<tr>
<td>B.A., San Jose State University, M.A., California State University, Stanislaus</td>
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<tr>
<td><strong>ANNE D’ORAZIO</strong> (1993)</td>
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<tr>
<td>A.B., Indiana University, Bloomington, J.D., Humphreys Law School, Stockton, Ph.D., Indiana University</td>
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<td><strong>EDWARD C. DOELL JR.</strong> (1973)</td>
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<tr>
<td>A.A., Fresno Junior College, B.A., M.A., California State University, San Francisco</td>
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<td><strong>MARGO ELLIOTT</strong> (1991)</td>
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<td>B.A., University of Louisville, M.A., Spalding University</td>
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<td><strong>RICHARD L. ERICKSON</strong> (1981)</td>
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<tr>
<td>B.S., Tufts University, Massachusetts, M.Ed., Harvard Graduate School of Education, Massachusetts</td>
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<tr>
<td><strong>LAUREL M. GRINDY</strong> (1990)</td>
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<td>B.A., M.A., California State University, Stanislaus</td>
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<td><strong>JON M. HAGSTROM</strong> (1962)</td>
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<td>A.A., Shasta College, B.A., California State University, Chico</td>
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<td><strong>DELORES A. HALL</strong> (1987)</td>
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<tr>
<td>B.S.N., M.S.N., University of South Carolina</td>
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<td><strong>PATRICIA HARRELSON</strong> (1982)</td>
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<td>B.S., M.A., California State College, Stanislaus</td>
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<td><strong>ROD D. HARRIS</strong> (1979)</td>
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<td>A.A., Fort Belvoir Community College, B.A.E., M.M., Pacific Lutheran University, Ph.D., University of North Texas</td>
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<td><strong>MICHAEL N. HILL</strong> (1988)</td>
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<td>A.A., Sacramento City College, B.S., California State University, Sacramento, M.A., California State University, Consortium</td>
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<td><strong>GERALD L. HODGE</strong> (1988)</td>
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<td>B.S., Pepperdine University, M.A., University of California, Los Angeles</td>
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<td><strong>TERRY J. HOFF</strong> (1974)</td>
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<td>B.A., University of California, Berkeley, M.A., Mills College</td>
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<td><strong>DONALD E. KOTAREK</strong> (1974)</td>
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<td>B.S., M.B.A., Northern Illinois University</td>
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<td><strong>MARYL LANDESS</strong> (1992)</td>
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<td>B.S., M.A., University of California, Davis</td>
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<td><strong>RAYMOND D. LIEDEICH</strong> (1981)</td>
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<td>B.S., Bowling Green State University, M.A., California State University, Los Angeles</td>
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<td><strong>PAUL W. LOCKMAN</strong> (1981)</td>
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<td>A.A., Fresno City College, B.A., M.A., California State University, Fresno, M.S., University of South Dakota, Ed.D., University of Northern Colorado</td>
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<td><strong>FRANCIS T. LYNCH</strong> (1989)</td>
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<tr>
<td>B.B.A., University of San Francisco, Program Coordinator, B.A., University of San Francisco, M.S., University of Northern California</td>
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<td><strong>JEAN MALLOW</strong> (1990)</td>
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<td>A.A., Shasta Junior College, B.A., California State University, Chico, M.A., Chapman College</td>
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<td><strong>MORGAN McBride</strong> (1991)</td>
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<tr>
<td>B.A., California State University, Stanislaus, M.Ed., Azusa Pacific University</td>
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<td><strong>GEORGE MELENDREZ</strong> (1991)</td>
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<td>A.S., Chaffey College, M.S., University of Nebraska, M.S., University of Nebraska, M.A., University of California, Los Angeles</td>
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</tr>
</tbody>
</table>
CLASSIFIED STAFF  
(Date of District appointment follows name)

KATHLEEN L. ABBOTT (1976) Fiscal Services Specialist, Business Services  
ROSS L. ALDRICH (1975) Production Technician, Performing Arts  
SIGRID A. ANDERSEN (1985) Instructional Assistant, Learning Skills  
WENDY ARCHER (1980) Instructional Assistant, Disabled Student Services  
SHERRY A. BAHTEN (1990) Manager, Book Store  
CANDY BAILEY (1990) Technician, Financial Aid  
MERLIN BART (1984) Lab Technician, Auto Technology  
DOREEN BASS (1993) Lab Technician, Biology  
JUDY BASSI (1989) Program Assistant, Career/Transfer Center  
JERRY BAUGHAM (1977) Supervising Custodian  
DORYENE M. BENTLEY (1973) Coordinator, Instructional Materials Center  
FRANCES BORICCHIO (1991) Specialist, Administration and Records  
CASEY BONAVIA (1991) Instructional Assistant, Mathematics  
DEBORAH K. BOSWELL (1977) Typist, Custodian, Disabled Student Services  
WENDY BUCKMAN (1991) Mail Clerk, Instructional Materials Center  
KATHLEEN BURBY (1974) Mail Clerk, Instructional Materials Center  
ROBERT E. BYRNE (1990) Teacher, Child Development Center  
JEAN DADDOW (1992) Specialist, Admissions and Records  
DENISE F. DEATSCHE (1978) Secretary, Instructional Office  
TERRILL O. DEATSCHE (1977) Specialist, Transportation/Grounds  
CYNTHIA K. FRAGUERO (1987) Buyer, Bookstore  
STEVEN FROST (1979) Custodian  
HAZEL GARAVENATA (1984) Instructional Assistant, Office Occupations  
DORIS I. GOLDSON (1970) Secretary, Library/Media Services  
LINNETT C. GREELEY (1970) Reference Specialist, Library/Media Services  
MICHELE GRIFFIN (1980) Technican, Instructional Center  
JOSEPH J. GRILLO, JR. (1980) Manager, Business Office  
FREDERICK GROLLIE (1980) Electronics Engineer  
NORINE D. HOLMES (1978) Secretary, Instructional Office  
DWAIN JACK (1974) Lead Skilled Craft Technician  
RONALD JACKSON (1976) Maintenance Specialist  
SHARON JOHNSON (1991) Teacher, Child Development Center  
JANICE M. JORN (1974) Public Information/Secretary, Community Services  
SHARON KARR (1992) Information Systems Trainer  
GARY LARGENT (1975) Skilled Maintenance Specialist  
CASS LARKIN (1992) Job Placement Specialist  
WENDY LINK (1984) Technician, Media Services  
KATHLEEN LOWE (1991) Instructional Assistant, Drama  
KENNETH R. LUCAS (1967) Supervisor, Transportation/Grounds  
DOROTHY A. MAECHLER (1983) Accompany, Music  
TIMOTHY MANN (1983) Athletic Equipment Attendant  
ANDREW B. MAURER (1974) Graphic Artist Coordinator, Instructional Materials Center  
CONNIE MICAL (1992) Support Technician  
JOHN H. MILLER (1972) Supervisor, Buildings and Maintenance  
REBECCA MILLER-CRIPPENS (1990) Executive Secretary, Vice President for Instruction  
NANCY M. MYERS (1982) Technician, Library/Media Services  
PATRICIA PANTALEYO (1985) Executive Assistant, President  
JESSE PEARSON (1992) Offsite Press Coordinator, Instructional Materials Center  
KAREN RASMUSSEN (1989) Lab Technician, Computer Science  
ANDREW REESE (1991) Instructional Assistant, Learning Skills  
KAREN RODTS (1999) Instructional Assistant, Learning Disabilities  
SALLY SCHROETTGEN (1983) Coordinator, Financial Aid, Scholarships and Awards, Veterans Affairs  
WILLIAM M. SHANKEY (1982) Campus Security Officer  
BARBARA SMITH (1986) Specialist, Food Services  
KATHLEEN SMITH (1984) Coordinator, Admissions and Records  
DIANA SUNDAY (1988) Testing Coordinator  
ADDIE TAYLOR (1989) Typist Clerk, Physical Education  
PATRICIA C. THOMAS (1972) Fiscal Services Technician, Business Services  
CAROL A. VAUGHN (1974) Support Staff Specialist, Instructional Materials Center  
RINNE WEST (1990) Specialist, Admissions and Records  
ADELE WIXNER (1985) Specialist, Library/Media Services  
BARBARA YOUNG (1986) Custodian  

FACULTY EMERITI  

JAMES R. MENDONSA (1981) Fire Technology, B.A., M.A., California State University, Stanislaus  
Search and Rescue, Speech  
SUZANNE PATTERSON (1991) Learning Disabilities, M.A., University of the Pacific  
FRED J. PETERSEN (1981) Computer Science, B.A., California State University, San Jose  
M.A., University of Washington  
DAVID G. PURDY (1973) Drama, B.A., California State University, San Jose  
M.A., California State University, Fresno  
BLAINE D. ROGERS (1972) Biology, A.A., Bakersfield College  
B.A., M.A., California State University, Humboldt  
RAYMOND L. STEUEN (1974) Director, B.A., University of California, Santa Barbara  
Library Services and L.M.C.  
ELLEN STEWART (1974) Drama, Speech, M.A., California State University, San Francisco  
KENNETH B. WHITE (1992) President, A.A., Marin College  
B.A., California State University, Chico  
M.A., Florida State University  
Ph.D., University of Arizona  
CANDACE L. WILLIAMSON (1979) Business, Office Occupations, Humboldt  
Coordinator of Instructional Support Services  
DAVID J. WILLSON (1979) Automotive Technology, B.S., M.A., California Polytechnic State University  
San Luis Obispo  
A.A., San Jose State College  
M.S., California State University, Hayward  
CLARENCE O. WOLGAMOTT, JR. (1973) Chemistry, B.S., M.A., Tennessee Technological University  

FACULTY\n
MARION C. EVANS  
Health Occupations  
(1968-1983)  
McKinley Frost  
Welding Technology  
(1970-1982)  
ROBERT H. HAMILTON  
History, Humanities, Philosophy, Political Science, (1968-1985)  
FRANCES V. HEGWEN  
Health Occupations  
(1974-1985)  
FLOYD L. HOPPER  
Counselor  
(1976-1988)  
ROBERT H. GIBSON  
Physical Education  
THELMA A. JENSEN  
Health Occupations  
(1968-1984)  
DONALD A. JONES  
Biological Science  
(1968-1985)  
WALTER L. LEINEKE  
Assistant Dean of Instruction  
(1968-1991)  
JERRY D. LYON  
Business  
(1971-1984)  
JOHN C. MINOR  
English  
BARBARA C. PAINTER  
Counselor  
(1969-1988)  
CHESTER H. PALMER  
English, Speech  
(1975-1989)  
HARVEY B. RHODES  
President  
(1967-1979)  
RICHARD H. ROGERS  
Business  
(1968-1982)  
JOHN R. ROSS  
Health Education, Health Occupations, Search and Rescue  
(1970-1987)  
MELBORN N. SIMMONS  
Physical Education, Athletic Director  
(1968-1992)  
V. PETER SULLIVAN  

CLASSIFIED STAFF  
(Date of District appointment follows name)
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 BROGLIO, Technician, Kelley Motors
LOREN KAISER, Technician, Marty’s Auto Service
GREG ONASCH, Owner, Auto Tech
MARTY ROBILLARD, Owner, Marty’s Auto Service
JOHN Secore, Automotive Technology Instructor, Sonora Union High School
ED SUNDAY, Owner, Sun Automotive

BUSINESS

STEVE ANDERSON, Manager, Andy’s True Value Hardware
GEORGE PERRY, Owner, Sonora Employment Agency
RON ROBERSON, CPA, Hohne, Hohne & Roberson
MONA LISA VAN YUR, Employment Program Representative, Employment Development Department

FOREST TECHNOLOGY

CIVIL DRAFTING TECHNOLOGY

PHIL SHAW, Drafter, Golden State Surveying and Engineering
DAVE SHEPARD, Structural Engineer, D.A. Shepard, Consulting Structural Engineer Incorporated
BRIAN SELBY, Drafter and Owner, Sonora Blueprint
FRANK TORRES, Civil Engineer, Tuolumne County Public Transportation Department
RICHARD YORK, Civil Engineer, Frank Walters and Associates Engineering

CARDIAC REHABILITATION

DANNY ANDERSON, M.D.
LYNN AUSTIN, M.D.
WARREN BORGQUIST, M.D.
JAMES COMAZZI, M.D.
CARLA DAVIS, R.N.
RUSSELL HOENES, M.D.
DIXIE HUKARI, R.N.
GARY JOHNSON, M.D.
JAMES MOSSON, M.D.
JOANN RIOS, R.N.
TERRIL SPITZER, M.D.
TODD STOLP, M.D.
CHARLES WALDMAN, M.D.
COMPUTER SCIENCE

DWAIN MC DONALD, Assistant Superintendent, Tuolumne County Schools
SHARI PECK
JOHN SHIFLETT, Vocational Instructor, Sierra Conservation Center
ALLEN SPENCER, Supervising Computer Specialist, United States Forest Service
ELVIA TORRES, ROP Instructor, Sonora Union High School
JIM WAGONER, Data Processing/Instructor, Sonora Union High School
JERRY YOUNGSTROM, President, Seaforth Corporation

DISABLED STUDENT SERVICES

KIRA BARTLETT, Student, Columbia College
CHRISTINE DALY, Director, WATCH
HAL DAVIS, Vocational Rehabilitation Counselor, Department of Rehabilitation
DR. CHARLES McBANE, Optometrist, Columbia College
ELAINE OWENS, Independent Living Center
REBECCA PAULE, Coordinator, Valley-Mountain Regional Learning Center
ROBERT J. PHILLIPS, Executive Director, Area VI Developmental Disabilities Board
BEATRICE READEL, Tuolumne County Mental Health Department
LANE WILLEY, Coordinator, Tri-County Consortium, Calaveras County

EMERGENCY SERVICES

BILL BONDSHU, Fire Chief, Mariposa Public Utilities District
GARY BUEL, United States Forest Service
BILL CALDERA, Manager, Tuolumne County Ambulance Service
ROGER HENNESS, Training Director, Tuolumne County Fire Department, Calif., Dept. of Forestry
BOB KEMPVANEE, Tuolumne County Fire Department, Calif., Dept. of Forestry
MERRITT LOVEJOY, E.E.C. Chief, United States Forest Service, Stanislaus National Forest

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES/COOPERATIVE AGENCIES RESOURCES for EDUCATION

LIZ ATKINS, Principal, California High School
VALERIE BASILE, EOP/SCARE Student, Columbia College
LINDA DuTEMPLE, Central Sierra Planning Council, Sonora
NIKKI KARPINSKI, GAIN Department of Welfare, Tuolumne County
ELIZABETH MARLER, Mother Lode Job Training
ALLAN RAMSARAN, Counselor, Columbia College
SALLY SCHOETTGEN, Financial Aid Coordinator, Columbia College
DIANA SUNDAY, Testing Coordinator, Columbia College
CANDACE WILLIAMSON, Work Experience Coordinator, Columbia College

FOREST TECHNOLOGY/NATURAL RESOURCES TECHNOLOGY

MARK BEVAN, Forestor, Sequoia Forest Industries
CHRIS CONRAD, Forestor, Fibreboard Corporation
TOM FRANCIS, Forestor, California Department of Forestry
WAYNE HARRISON, Associate State Park Resource Ecologist, Calaveras Big Trees State Park
RANDY KELLY, Fishery Biologist, California Department of Fish and Game
JIM MADDIX, Wildlife Biologist, California Department of Fish and Game
ART SMITH, Recreation Lands Officer, United States Forest Service, Stanislaus National Forest
WILLIAM J. SUEHOWICZ, Chief Park Ranger, Bureau of Land Management, New Melones Lake
DAN WARD, Forestor, California Department of Forestry

FOSTER PARENT EDUCATION/INDEPENDENT LIVING PROGRAM

TERRI BEAUDREAU Calaveras County Department of Social Services
CELESTE BOYD, Director of Instruction, Tuolumne County Schools
JILL CRAIG, Foster Parent, Tuolumne County
CANDI DELGARDO Infant Child Enrichment Services
PEGGY DuTEMPLE Tuolumne County Department of Social Services
NANCY FELDMAN, Home Economist, U.C. Cooperative Extension
BARBARA FLAHERTY, Foster Parent, Tuolumne County Department of Social Services
BRENDA KIDD, Foster Parent, Tuolumne County
MARTHA LOUIS Calaveras County Department of Social Services, San Andreas
JOY McCURE, Licensed Clinical Social Worker, Columbia College
LUCY SANDS-BERGER Chancellor's Office, Sacramento
MARGARET SCHULZ, Foster Parent, Tuolumne County
JANE SIEBENEICHER, Foster Parent, Mariposa County
VAL SLANKARD
CHRIS STEELE Community College Foundation, Sacramento
BONNIE TUEL Tuolumne County Department of Social Services

HOSPITALITY MANAGEMENT

LEO BALDONADO, Owner, La Sierra Taqueria
ROB & ROSETTA BANNWARTH, Owner, Barry's Cafe
DAN CUNEO, Owner, Black Bear Inn
KIM DALTERS, Mountain Springs Golf Club
MARIJL HAMILTON, Vice President/Manager, Security Pacific National Bank
TERRY & CAROLYN LA TORRE, Owners, Cali Giovanni
DARRYL PECK, General Manager, Best Western-Sonora Oaks
SAM TAYLOR, Director, Senior/Youth Partnership
NORA TRAMONTANO, Manager, Sonora Aladdin Motor Inn
BOB & DONNA WILHELM, Owners, Twain Hart's Inn

OFFICE OCCUPATIONS

KAREN ETHEIER, Business Instructor, Sonora Union High School
STEPHANIE GRIMES, Legal Assistant, Tuolumne County Council
CANDACE KATOSIC, Program Coordinator, Mother Lode Job Training
PAT NORTH, Medical Records, Sonora Community Hospital
MIDGE PERRY, Owner, Sonora Employment Agency

REAL ESTATE

SALLY DAVIS, Mortgage Banker, Foothill Mortgage
PETER KAY, Realtor, Buyer's Resource
JEFF KERN, Title/Escrow Officer, Fremont Title
VAL OGLEETREE, Realtor/Student, Sugar Pine Realty
DOUGLAS PETERS, Appraiser, Douglas Peters Appraisals
JOHN REDDY, Realtor/Student, Apple Valley Realty
GILL (Wally) WALDTRAUT, Realtor, Murphys Realty
GENERAL INFORMATION

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 YOSMITE 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 Central Valley Conference. To be eligible to participate in intercollegiate athletics, a student must be enrolled in at least 12 units of credit each semester. To be eligible the second year, the athlete must complete 24 units and 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 collections include nearly 32,000 books, current subscriptions to 300 magazines and six newspapers, pamphlets, maps and art prints. Available in the Audio-Visual Department are nearly 4,000 audio and video tapes of popular, folk, and classical music, local oral history, and a wide variety of other topics as well as calculators, slide-tape kits, and Polaroid cameras. A schedule of loan periods and overdue charges is posted in the library. A typing room with typewriters and personal computers is open for use during Library hours. Photocopying can be done on a coin-operated machine in 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 8:00 p.m., and on 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
High School Equivalency Diploma (G.E.D.)
Columbia College serves as an official General Educational Development Testing Center and provides the opportunity to obtain the High School Equivalency (G.E.D.) Diploma.

Open Class Policy
Unless specifically exempted from statute, every course, course section, or class, the average daily attendance of which is to be reported for state aid, is open to enrollment and participation by any person who has 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, 11600 Columbia College Drive, Sonora, CA 95370.

Es las reglas del Yosemite Community College District no regaran el estudiante acceso a ningún servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma ingles tampoco sera un obstaculo para la matriculacion.

(It is the policy of the Yosemite Community College District that no student shall be denied access to any course, service or activity on the basis of race, creed, national origin, age, sex, or handicap. Lack of English language skills will not be a barrier to enrollment.)

Title IX: Joan Barrett
Vice President for Instruction
(209) 533-5140

Section 504: Paul Lockman, Director
Disabled Students Program ADA
(209) 533-5130

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 5228)

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.

Drug and Alcohol Policy
Yosemite Community College District policy 3990 states that the District "...is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and the drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989."
Eligibility
Graduates of accredited high schools, persons holding a high school Certificate of Proficiency, or those persons 18 years of age or older who are able to profit from instruction and who meet the residence requirement are eligible for admission to Columbia College. 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 a 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/Columbia.
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 parents or legal guardian.

In order to be classified as a resident for tuition purposes, a student must have been a legal resident of the State of California for more than one year 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 $112.00 per unit. California residents are exempt from all or parts of the GOLD matriculation fee, health fees and all other required 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 colleges of attendance 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.

Admission of Non-Resident Students

Eligibility
Students who desire admission 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 non-matriculated returning Columbia College students are provided with a step-by-step approach to a successful educational experience. Matriculation, or 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 in developing a program of studies based upon the chosen major and goals
• purchase a college catalog
• receive interpretation of the reading, English, and math placement test

• find out about majors, general education requirements, transfer requirements, and certificates of achievement
• plan a class schedule in accordance with the chosen academic goal, interests, current skills, and time availability
• begin process of development of an educational plan to be completed in a scheduled educational plan workshop during the subsequent semesters
• contact the counseling office for an appointment
• receive individual attention and assistance if class progress indicates a problem area

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, non-credit courses or personal enrichment only
• students enrolled only in contract education, courses for in-service training or employer required training courses.

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 may request supporting documentation and/or a conversation with the student prior to making a decision.

Although a student may qualify for exemption from matriculation, participation is welcomed and encouraged.

Notice of Acceptance
New and former students will be notified officially of their acceptance and opportunities for assessment, orientation and advisement appointments after all application forms have been received. Complete instructions, along with current 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 Testing Coordinator
• special assessment by the Learning Disability Specialist

• one-on-one orientation and advisement with Disabled Student Services
• one-on-one development of an Educational Plan with a staff member of Disabled Student Services
• priority registration

To qualify for alternative matriculation the applicant must:
• inform the Admissions and Records Office or the Disabled Student Services Office of the student’s disability and ask to be considered for the alternative matriculation program.

Final Selection of Classes and Completion of Program Requirements are the Responsibility of the Student.

Educational Plan
The Matriculation Program requires that all California Community College students pursue an educational goal must prepare an Educational Plan. At Columbia College, students must prepare this Educational Plan by the time they have completed fifteen (15) units of credit, who are students at Columbia College or transferred from another college or both. The Educational Plan is prepared in a series of sessions, the Information Session and the Filing Session. Students may register for both of these sessions with the counseling office or by appointment. The Educational Plan is approved by the counselor and placed into the computer database. It is important to recognize that the student may be denied priority registration for classes, should the student fail to prepare an Educational Plan upon completion of fifteen (15) units of credit.
Schedule of Classes
A Schedule of Classes is the official listing of courses. It is published each semester of the academic year. The Schedule of Classes contains information regarding registration dates and special instructions for registering in classes.

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

Admission of International Students
Columbia College is authorized by the Immigration and Naturalization Service of the United States Department of Justice to accept international students who wish to pursue a program of study leading to the Certificate of Achievement, the Associate Degree or a major, units completed, participation in extracurricular activities including employment and/or homemaking.

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 Waiver.

Students who need help to meet the expenses of going to college, i.e., tuition and fees, housing, food, books, supplies, transportation, and personal incidentals may obtain applications in the Financial Aid office from January 15, 1994, through December 16, 1994. 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.

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

Scholarships and Awards
Columbia College has an extensive number of scholarships and awards provided by organizations and individuals both within and outside our community, which are publicly announced on the SCHOLARSHIP BULLETIN board 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 16. If a special application is required for a specific scholarship, it will be noted.

Selection is generally based on one or more of the following criteria: grade point average, financial need, major, units completed, participation in extracurricular activities including employment and/or homemaking.

Awards are given to students pursuing goals in almost every major, certificate or transfer program offered and they are available for new, continuing, returning, transferring, and part-time students.

Food Service
Food Service is located on the lower level of the Manzanita Building.

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

Extended Opportunity Programs and Services
Extended Opportunity Programs and Services (EOPS) primary function is to recruit, retain, and transition economically and educationally disadvantaged students.

Eligibility Criteria:
Economic - Students must be eligible for the Board of Governors Waiver A or Board of Governors Waiver B to qualify for EOPS.

Economically disadvantaged in one of the following ways:
1. On the assessment test does not meet eligibility for degree level Math or English.
2. Did not graduate from High School or obtain a GED.
3. High School GPA was below a 2.5.
4. Previously enrolled in a remedial class in high school or college.

Other requirements:
be enrolled in 12 units be a resident of California

Services available include:
• Direct Financial Aid — grants, book grants, and work study.
• Priority Registration — special registration assistance.
• Book Service Program — $100 for books without work study.
• Direct Financial Aid - assistance in applying for financial aid
• Tutoring — EOPS students are eligible for free tutoring.
• Counseling — academic, vocational, and personal.
• Transfer Assistance — assistance in applying to four-year institutions.
Cooperative Agencies Resources in Education

CARE is an extension of EOP&S to serve single parents with court orders as permitted in Sections 54620 and 54622 of the California Administrative Code. CARE students may apply for CARE through the EOP&S office.

Eligibility Criteria:
1. Must be EOP&S eligible
2. Must have been an AFDC recipient for one year
3. Must have at least one child under the age of six
4. Must be at least 18 years old and single head of household
5. Be enrolled in 12 units

In addition to services all EOP&S students receive, the CARE student can receive services in the areas of:

- Child care cost - CARE will provide funds for child care
- Transportation cost - CARE will provide parking permits and other costs associated with transportation
- Books and Supplies - CARE will provide funds for books and supplies in addition to what EOP&S provides

EOP&S students may apply for CARE through the EOP&S office.

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

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

Diploma and Certificate Replacement
Requests for replacements of diplomas and certificates will be assessed the following fee.

CERTIFICATES — $ 5.00
DIPLOMAS — $ 10.00

Columbia College Transcripts
- Upon written request from the student to the Admissions and Records Office, two Columbia College transcripts will be issued without charge. This includes official or unofficial copies.
- Additional transcripts are $3.00 each.
- Transcripts will not be forwarded for students who have an official hold placed on their record by the College.
- Transcripts cannot be sent in response to a TELEPHONE request (Family Education Rights & Privacy Act of 1974).
- Transcripts will not be released to anyone other than the student unless the person has written authorization from the student.
- Transcript request forms are available in the Admissions and Records Office.
- A minimum of five working days is required. Exception: Same day service is provided at a cost of $10.00 in addition to the regular fee.

Other College or High School Transcripts
- New students are required to submit official transcripts from course work taken at other colleges and/or high schools.
- The student should request from the sending college or high school that transcripts be mailed directly to Columbia College. Columbia will only accept a transcript that is official and received in a sealed envelope. High School transcripts are only required if the student has been out of high school in the last five years.
- Transcripts sent to Columbia from other colleges or a high school may not be released to: a) students, b) other colleges, or c) agencies. They must be obtained from the sending institution.

Enrollment and Academic Status Verification
Verifications of enrollment and academic status will be provided upon signed consent from the student for the following purposes:

- Educational verification for employment
- Child care provider, enrollment verification
- Enrollment and academic status verification for insurane purposes
- All other verification of enrollment or academic status.

The first two (2) verifications of enrollment and academic status will be provided free of charge, a three dollar ($3.00) fee will be charged for additional request.

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

All students, including former students, have the right to review their records and the right to challenge the content of their records if, in their opinion, the records contain material that is incorrect, inaccurate or otherwise inappropriate. This challenge must occur within two academic years 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 developmental learning programs to enhance the skills of any student wishing to improve math, reading, writing, spelling, vocabulary, or study skills.

Tutorial Program
Individual or group tutoring services in any subject are provided free to Columbia College students (to a maximum of 18 hours per semester).

Students may receive tutoring assistance at any point during the semester. For best results, however, students are urged to arrange for tutoring early in the semester.

Tutors are students who successfully completed a course and have received special training.

Anyone who would like to receive tutorial assistance, or to be hired as a tutor, may apply at the Learning Skills Center, Manzanita 17.

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 architectural 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, and test taking assistance.
- Learning Disabilities Program
  - Provides academic support services to students with a professionally verified learning disability.

Services include: Individual assessment, individualized instruction to remediate or compensate for basic skill deficits; group interaction in written language development, test facilitation, other in-class accommodations as necessary, tutoring is provided by specially trained staff and students for general education and vocational college course work.

Additional Services
- Personal and vocational counseling, academic advising, special equipment loan, and liaison with campus and community resources.

Special Instruction
- Adaptive physical education, cardiac therapy, pulmonary therapy, and diagnostic learning.

New Horizons/Reentry Program
The New Horizons program offers services to single parents, displaced homemakers, and students who are considered reentry (returning to school after a break in education) or non-traditional (enrolled in a vocational program non-traditional for their gender).

The program provides one-on-one advocacy, weekly support groups, registration assistance, life skills workshops and limited financial assistance.

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

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.

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

Student Insurance
Student accident insurance, a secondary insurance, is paid through student health fees. Students who desire additional accident or health insurance information may contact the College Business Office.

Student Identification Cards
- Student cost $4.00 per semester
- Student I.D. Card fees are nonrefundable
- Required for use of student services
- Carry with you while on campus
- Local business discounts available upon presentation of the card.
Student Activities
Social events, club activities, community projects, and cultural events are developed through the College student activity program.

All students are members of the Associated Students of Columbia College and they in turn develop a student government. Student Senate is a representative group of students which addresses issues related to student affairs, coordinates the social activities of campus organizations, and serves as spokesperson for the student body.

Student Organizations
• Students wishing to form a student organization must contact the student senate for procedures, direction 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.

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 stamped in advance by the Vice President for Student Services.
• No posters will be permitted that promote services—including 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 automatically 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 will have the material removed.

Career Center
The Career Center, located within the Manzanita Building adjacent to the Counseling area, 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.

Transfer Center
The Transfer Center staff, counselors and resources help to facilitate the transition from Columbia College to completion of educational goals at other colleges and universities. Many officially approved articulation and transfer credit agreements, especially those between Columbia and UC and CSU campuses are available to assist with completing student Educational Plans and expedite the transfer process. The Transfer Center coordinates regular visits of representatives from regional two and four-year colleges and universities and hosts live and televised conferences related to transfer. These services help students develop more direct contact with personnel, procedures, policies and requirements to specific transfer campuses thus clarifying questions regarding transferability of credits and opportunities of academic preparation. The Transfer Center provides service to all students. However, special assistance is provided for underrepresented students (minorities, re-entry women, disabled) to increase their chances of success in higher education through participation in a guaranteed Transfer Admission Agreement program with regional universities and early evaluation via the UC Field Evaluation Program.

Job Placement Services
The Columbia College job placement office offers free employment assistance to all students. The office serves as a source of information on jobs available in the local community and on-campus.

College Bookstore
The Manzanita Bookstore, located in the Manzanita Building, carries textbooks, materials and supplies required for classes. The bookstore also sells paperbacks, 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 have a chance to 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.

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 and bed. 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.
- Street level rooms are wheelchair accessible.
- Outdoor volleyball, basketball, lighted tennis courts and a jogging course (P.A.S.) are available to residents.
- Student lounge in housing office has a TV with VCR and pool table.
ACADEMIC POLICIES AND PROCEDURES

Catalog Rights

- A student will be held responsible only for the policies and requirements designated in the catalog for the academic year in which the student completes the first credit course.

- Student's catalog rights begin with the semester a student completes the first course or courses at Columbia College and are applicable so long as the student remains in continuous attendance. Continuous attendance is defined as completion of at least one credit course per academic year (July 1-June 30) at Columbia College. Attendance at other colleges is not included in determining catalog rights at Columbia College. (Exception: Attendance at another Yosemite Community College District college may be accepted.)

- A student has only four (4) years to complete the requirements for graduation and certificate requirements as defined in the catalog.

- A student who has not met the educational goal at the end of the four years must select a subsequent catalog.

Unit of Credit

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

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

Conversion of Units

To convert quarter and semester units of credit, the following methods of computation are used:

1) Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds.

2) Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half.

Prerequisites

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A corequisite is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Course Prerequisite and Corequisite Appeal

A student may challenge a prerequisite or corequisite on one or more of the grounds listed below:

- The prerequisite or corequisite has not been established in accordance with district processes;
- The prerequisite or corequisite is in violation of Title 5 regulations;
- The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner or
- The prerequisite or corequisite has not been made reasonably available.

Petitions for challenge will be reviewed by the Academic Requirements Review Committee. Contact the Coordinator of Admissions and Records for procedures.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Passing, Less Than Satisfactory</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal From Course</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>CR</td>
<td>Credit (At Least Satisfactory)</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (Less Than Satisfactory)</td>
</tr>
<tr>
<td>RD</td>
<td>Report Delayed</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

IP - In Progress
IP 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.
The student's permanent record will reflect an IP for the 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 a class began.

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

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>1</td>
</tr>
<tr>
<td>CR</td>
<td>0.5</td>
</tr>
<tr>
<td>NC</td>
<td>0</td>
</tr>
<tr>
<td>IP</td>
<td>0</td>
</tr>
</tbody>
</table>

Grade Point Average

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

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

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

- 5 units A x 4 = 20 grade points
- 4 units B x 3 = 12 grade points
- 3 units C x 2 = 6 grade points
- 2 units D x 1 = 2 grade points
- 2 units F x 0 = 0 grade points
- 16 units total attempted
- GPA = 40 grade points / 16 units attempted = 2.5 GPA

The result in this example is a GPA of 2.50.

Grade Point Average (GPA) is determined by the following formula:

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

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

- 5 units A x 4 = 20 grade points
- 4 units B x 3 = 12 grade points
- 3 units C x 2 = 6 grade points
- 2 units D x 1 = 2 grade points
- 2 units F x 0 = 0 grade points
- 16 units total attempted
- GPA = 40 grade points / 16 units attempted = 2.5 GPA

The result in this example is a GPA of 2.50.

Units for which a grade of "W", "F", "CR", "NC", or "IP" has been assigned are not counted in computing the Grade Point Average but may be used in determining progress probation and dismissal.

Adding a Course

1. A student or student must complete an Add Form which may be obtained from Administrations and Records.
2. Classes may be added during the first five (5) days of instruction.
3. These deadlines apply to full semester classes only.
4. Contact the Administrations and Records Office for specific course deadlines.

Dropping a Course

1. To drop a course the student may use the touch tone telephone system (see current class schedule for instructions) or submit a Drop Form to the Administrations and Records Office.
2. All drops processed at the Administrations Office require the student to present a student I.D. card or picture identification (e.g., driver's license).

Full semester courses:
- Within the first four weeks — no course or grade title will appear on official transcript (no record of registration).
- From the first day of the fifth week to 75% of the semester, a symbol of "W" will appear indicating withdrawal.
- No student drops after 75% of the term — possible grade of "F" on official transcript.
- Appropriate dates appear in the College Academic Calendar (see page 4).
- For less than full semester classes, contact the Administrations and Records Office for deadline dates.

When dropping courses, it is the student's responsibility to complete and submit all necessary forms to the Administrations & Records Office.

Incomplete Grades

1. An individual may repeat a course under any of the following conditions:
   - The student's previous grade is at least in part, due to extenuating circumstances beyond the control of the student.
   - A student who has earned a grade of "NC", "D" or "F" in a course may repeat the course ONE time for improvement of grade.
   - The grade and units earned upon repetition will be computed in the overall GPA and units earned.
   - A considerable lapse of time has occurred since the student completed a class.
   - A student must obtain and submit to the Administrations and Records Office the Repetition of Course for Improvement of Grade form.
   - When repeating a course in which a "D" was earned, the grade earned in the repeated course and grade points will be recorded, but no additional units for the course will be allowed.
   - When repeating a course in which an "F" grade was earned, the grade, grade points and units earned in the repeated course will be recorded.
   - If the course is repeated at another institution, the student must provide the Administrations and Records Coordinator with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia course, the repetition notation will be noted on the Columbia transcript.
   - Courses may be repeated ONE time for improvement of grade.

Incomplete Grades

1. 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.
2. An incomplete grade "I" may be issued only when the student is lacking a small amount of work.
3. Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
4. An incomplete grade must be made up by the date designated by the instructor on the agreement for Incomplete Grade Removal, but in no case later than one year from the term in which the "I" was issued.
5. At the end of the time designated by the instructor, or no longer than one year, if the student has not completed the conditions for removal, the "I" will be changed to the default grade indicated on the Incomplete Grade Removal form.

Academic Renewal

Subject to the following conditions, up to 24 units of substandard grades (D's and F's) from no more than two semesters or 36 units from three quarters, taken at any accredited college or university, may be alleviated from computation of the grade point average at Columbia College.

1. Since completion of the work to be alleviated, the student must have completed a minimum of fifteen (15) semester units with at least a 3.0 cumulative GPA, thirty (30) semester units with at least a 2.5 cumulative GPA, or forty-five (45) semester units with a least a 2.0 cumulative GPA at any accredited college or university.
2. A minimum of two years must have elapsed since completion of the work to be alleviated.
3. Any student not meeting all the requirements of items number one and number two may petition the Academic Requirements Review Committee.
4. The student's permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history.
5. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
6. The student must submit a request for Academic Renewal Evaluation to Admissions and Records. Forms are available in the Admissions and Records Office.

99/199 Independent Study Courses

Independent study courses are offered to give students an opportunity to independently research specialized areas not available as regular course offerings of the College.
Independent Study courses do not appear in the catalog since these courses are designed to meet specific student interests. Independent study courses may be made available in any subject matter area. Consult the 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 credit may not fulfill either Major or General Education Breadth Requirements. Students pursuing a degree at Columbia College may use Independent Study credits for partial fulfillment of major requirements.

**Credit/No Credit Grading (CR/NC)**

- 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 (CR) grade.
- Student performance equivalent to D or F work will equate to a (NC) grade.
- A CR or NC grade will be recorded on a student's transcript.

- A CR/NC grade may not later be converted to a letter grade.
- CR (Credit) units may not be applied toward a student's major for the Associate Degree nor toward completion of a certificate program unless the course is offered for CR/NC GRADING ONLY.
- CR (Credit) units are accepted toward completion of the general education requirements for the Associate Degree.
- CR/NC units are not computed in determining a student's grade point average at Columbia.
- Units attempted for which NC is recorded are counted in determining progress probation and progression.
- The maximum number of credit (CR) semester units, earned under the CR/NC grading option, that may be counted toward the Associate Degree is fourteen (14).
- Courses offered for CR/NC grading option are excluded from the maximum of fourteen units counted toward the Associate Degree.
- For courses offering a letter grade or CR/NC grading option, the student is limited to enrollment in one course per semester. For courses designated as CR/NC grading only 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 Academic Requirements Review Committee.

**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**

Please see the Admissions and Records Office for detailed information.

**Advanced Placement Credit**

Columbia College accepts Advanced Placement Credit. If potential students pass the appropriate Advanced Placement test with a score of three (3) or better, they will receive credit for the following courses at Columbia College:

- Biology 2
- Chemistry 1A
- English 1A
- History 16 & 17
- Mathematics 18A (Score of 3 or better on Calculus AB test)
- Mathematics 18A & 18B (Score of 3 or better on Calculus BC test)
- Music 20A & 20B
- Physics 5A (Score of 4 or better on "Mechanics" section of Physics C test)
- Physics 5A & 5B (Score of 4 or better on "Mechanics" and "Electricity and Magnetism" sections of Physics C test)
- Political Science 10
- Psychology 1

To receive Advanced Placement (AP) credit at Columbia College, students should submit to our Admissions and Records Office proof of AP test results. Credit will be granted after the student has registered.

Please note that four year college AP policies vary from campus to campus. Students should check with the campus of their choice for more specific information.

**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 PE requirements for graduation.
2. Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
3. Credit for certain USAF lower division college level courses. 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.

**Academic Requirements Review Committee**

A petition process is available to a student through the Academic Requirements Review Committee. Should there be a question regarding course waivers, challenge of course prerequisites, course corequisites, substitution, transfer equivalencies or exceptions to academic standards, students may petition for review to this committee. Contact the Coordinator of Admissions and Records for procedures.

**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:

- 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 progress 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 will receive special advisement. Students who are on 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 the following semester when the percentage of all units in which the student has enrolled and for which "W", "T" and "NC" are recorded reaches or exceeds fifty percent (50%).

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

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

Reinstatement After Dismissal
A dismissed student may not be reinstated until the admission probation period has expired. The determination of grades, credits, and academic status is the right of the Columbia College to ensure that students who are deficient in scholastic achievement will receive special advisement. Students who are on 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 the following semester when the percentage of all units in which the student has enrolled and for which "W", "T" and "NC" are recorded reaches or exceeds fifty percent (50%).

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

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

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 28.

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 who are on 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 the following semester when the percentage of all units in which the student has enrolled and for which "W", "T" and "NC" are recorded reaches or exceeds fifty percent (50%).

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

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

Reinstatement After Dismissal
A dismissed student may not be reinstated until the admissions provision until one semester from the date of disqualification. If the Grade Point Average of a student readmitted after dismissal falls below 2.0 for the following semester, the student may be permanently dismissed.

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 physician that the continuance in college would be of sufficient therapeutic benefit to the student to warrant the granting of an additional opportunity.

If a student has been 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 the one semester period of dismissal be waived.

Withdrawal From College
A student wishing to withdraw from the College, is responsible for completing and signing an Institutional Withdrawal Form in the Admissions and Records Office.

Educational Expenses
The enrollment fee for California residents attending Columbia College is $13 per unit. These fees are subject to change. Students may qualify to have the fee waived if their income falls below specified level or if they are receiving AFDC, SSL or GA. Applications for fee waivers are available in the Financial Aid office and should be completed prior to the student's registering for classes.

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

<table>
<thead>
<tr>
<th></th>
<th>In Parents' Home</th>
<th>On-Campus</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$ 364</td>
<td>$ 364</td>
<td>$ 364</td>
</tr>
<tr>
<td>Books/Supplies/Fees</td>
<td>650</td>
<td>650</td>
<td>650</td>
</tr>
<tr>
<td>Meals/Housing</td>
<td>1,700</td>
<td>3,700</td>
<td>3,800</td>
</tr>
<tr>
<td>Personal</td>
<td>900</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>Transportation</td>
<td>500</td>
<td>400</td>
<td>650</td>
</tr>
<tr>
<td>Total</td>
<td>$4,114</td>
<td>$6,314</td>
<td>$6,664</td>
</tr>
</tbody>
</table>

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

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

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

Due to administrative cost of processing refunds, no refunds will be made if the amount is $10.00 or less. If fees or tuition were paid by check, a refund will not be made until the check has cleared the bank. Refunds normally take four to six weeks.

Parking Fee Refund Policy
Parking fees are refundable prior to the first day of instruction. Return decal with receipt of payment and complete a Request for Refund Form obtained from the Admissions and Records Office. If the college cancels a class and a semester parking permit has been purchased, to receive a refund students must return decal and complete a Request for Refund Form obtained from the Admissions and Records Office.

Exception: For short-term classes contact the Admissions and Records Office for deadline dates.

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

Meals/Housing 1,700 3,700 3,800
Transportation 500 400 650
Total

33
### Student Fee Information - Effective Fall Semester, 1994

**Fees subject to change**

<table>
<thead>
<tr>
<th>FEES</th>
<th>AMOUNT</th>
<th>APPLIES TO:</th>
<th>EXEMPTIONS/WAIVERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Enrollment Fee</em></td>
<td>$13 per Unit for each Unit No</td>
<td>Credit Students</td>
<td>Apprentice Enroll, Baccalaureate Degree or Higher</td>
</tr>
<tr>
<td></td>
<td>Maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Service Fee</td>
<td>$10 per Semester $7.50 Summer</td>
<td>Credit Students</td>
<td>BOGW Qualified, Out-of-District</td>
</tr>
<tr>
<td></td>
<td>$5 per Class Hour (included in</td>
<td>Fee-funded classes</td>
<td>Depend on Prior for Healing</td>
</tr>
<tr>
<td></td>
<td>class fee)</td>
<td></td>
<td>Class length less than 16 hrs.</td>
</tr>
<tr>
<td></td>
<td>$10 per Semester</td>
<td>Community participants</td>
<td>Closed enrollment classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Credit classes</td>
<td></td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$1.00 a day</td>
<td>Non-student Drivers Students</td>
<td>Disabled Persons from Handicapped DMV</td>
</tr>
<tr>
<td></td>
<td>$1.00 a day or $20 a Semester</td>
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<td></td>
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<tr>
<td><em>Student I.D.</em></td>
<td>$4.00 per semester</td>
<td>All Credit Classes</td>
<td>Closed Enrollment classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Credit on campus classes</td>
<td>Class length less than 16 hrs.</td>
</tr>
<tr>
<td>Non-Resident Tuition</td>
<td>$12 per Unit plus enrollment fee</td>
<td>Non-residents/foreign</td>
<td>Community Education &amp; Professional Development</td>
</tr>
<tr>
<td></td>
<td>$35 per Unit</td>
<td>students</td>
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<tr>
<td><em>Student Center Fee</em></td>
<td>$1.00 per Unit to Maximum $15</td>
<td>Credit Students</td>
<td>BOGW A Recipients, Closed Enrollment classes</td>
</tr>
<tr>
<td></td>
<td>per year</td>
<td></td>
<td>Class length less than 16 hrs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Apprentice</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Community Education &amp; Professional Development</td>
<td></td>
</tr>
<tr>
<td>Community Participant Fee</td>
<td>$15.00 per Unit</td>
<td>Specific activity classes for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>persons who have exhausted registration in unit section</td>
<td></td>
</tr>
<tr>
<td>Comm. Education</td>
<td>Class stated fee</td>
<td>Anyone who registers</td>
<td></td>
</tr>
<tr>
<td><em>(fully fee-funded class)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Differential Fee</td>
<td>$90 per Unit</td>
<td>Those holding BA/BS degree or</td>
<td>ATDC, Dislocated Worker, Low Income as SSI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>higher</td>
<td>Displaced Homemaker defined by BOGW SSI</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>General Assistance standards</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Non-Residents, Financial need in excess of the fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Public safety employees and volunteers enrolled in courses required to fulfill a state mandated training requirement</td>
</tr>
<tr>
<td>Foreign Student Application Fee</td>
<td>$100</td>
<td>Citizen &amp; Resident of Foreign Country</td>
<td>College Approved Special Program</td>
</tr>
</tbody>
</table>

*Non-refundable (exception - classes cancelled by the college) **Subject to change based on state mandates

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

**Definitions**

A. "Color or Ethnic Group Identification" means possessing the racial, cultural, or linguistic characteristics common to a racial, cultural, or ethnic group or the country or ethnic group from which a person or his or her forebears originated. (22 California Administrative Code Section 98210(b))

B. The term "religion" includes all aspects of religious observance, practice and belief, including duties of the clergy or elders. A belief is religious if sincerely held and, in the scheme of the believer, holds a place analogous to that filled by the deity of those people whose religion may be more orthodox or more widely accepted. (22 California Code Section 98220.)

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

D. "Sex" discrimination includes:

1. any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex;
2. any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act;
3. any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief, or statistical probability is a discriminatory practice;
4. any rule, policy, or practice which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. (22 California Administrative Code Section 98240, 98242, 98244.)

E. "Physical or Mental Disability" means any physical or mental impairment which substantially limits one or more major life activities.

1. "Disabled person" means any person who has a physical or mental impairment which substantially limits one or more major life activities.

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**Student Grievance Procedure**

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

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

**STUDENTS ARE ADVISED TO OBTAIN WRITTEN INSTRUCTIONS FOR THE FILING OF A GRIEVANCE FROM THE VICE PRESIDENT FOR STUDENT SERVICES.**

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**Student Code of Conduct**

A student enrolling at Columbia College assumes an obligation to conduct oneself in a manner compatible with the published college regulations and with the college's function as an educational institution. Students may take part in any orderly authorized activity which takes place in the name of Columbia College as long as the activity does not in any way interfere with the primary function of the college which is education.

The following misconduct for which students are subject to disciplinary action by the College or District applies at all times on campus and applies to any off-campus functions sponsored or supervised by the college.

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
2. Forgery, alteration, or misuse of college documents, records or identification.
3. Obstruction or disruption of teaching, research,
administration, disciplinary proceedings, or other college activities, including its public service functions, or of other authorized activities.

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

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

6. Unauthorized entry to or use of college facilities.

7. Violation of District policies or College regulations including regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.

8. Intoxication from the use of alcohol or being under the influence of unlawful drugs, or unlawfully distributing, selling or possessing same on college property or at events sponsored by the college.

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

10. Gambling on college property.

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

12. Violation of campus parking or traffic regulations.

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

14. Smoking in non-designated areas.

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

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

17. Riding of bicycles or skateboards on college pathways.

18. Violation of the college Substance Abuse Policy could result in the suspension or expulsion of the student.

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:
   a. “summary suspension,” is to protect the school from the immediate possibility of disorder or threat to the safety of students.
   b. “disciplinary suspension,” serves as a penalty against the student as a result of failure to meet the standards of conduct expected at the college.

5. Expulsion — Formal action taken by the Board of Trustees terminating a student’s privilege to attend the colleges of the District for disciplinary reasons.

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

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

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

For students entering Columbia College for the first time in Fall, 1994, the following certificate requirements are valid through the 1996-97 academic year. A student taking more than four (4) years of continuous attendance to complete may only use certificate requirements in effect up to four (4) years prior to the date of completion.

In order to qualify for a certificate, a student must complete required and elective courses with at least a Grade Point Average of 2.0 ("C"). Credit (CR) grades are not accepted. No more than 30 percent of the courses required for the certificate may be fulfilled with parallel courses completed at other accredited institutions.

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

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

Certificates of Achievement are offered in the following disciplines:

Automotive Technology

Business Administration

Child Development

Civil Drafting Technology

Computer Science

Culinary Arts

Emergency Medical Services

Forestry Technology

Hospitality Management

Human Services

Information Processing

Information Technology

Real Estate

Teacher Aide

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

COMPLETION OF CERTIFICATE

In order to receive a Certificate of Achievement, students must complete a Petition for Certificate in the Admissions and Records Office during the semester in which they are fulfilling the certificate requirements. Consult the College Calendar for filing deadline dates.

AUTOMOTIVE TECHNOLOGY

GENERAL AUTO REPAIR

REQUIRED COURSES: UNITS

Auto 1 Introduction to Auto Technology ........................................ 3
Auto 3 Preventive Maintenance .................................................. 1
Auto 15 Engine Performance Electric ......................................... 2
Auto 16 Engine Rebuilding ..................................................... 6
Auto 17A Carbohydration Systems ............................................. 1
Auto 17B Electro Mechanical Carbohydration................................. 1
Auto 18 Emission Control ....................................................... 2
Auto 19 Gasoline Engine Tune-up ............................................... 2
Auto 20 Computerized Engine Control ........................................ 3
Auto 25 Electronic Fuel Injection ................................................ 1
Auto 30 Manual Transmission Rebuilding .................................... 1
Auto 34 Axles and Drive Lines .................................................. 1
Auto 35 Automatic Transmission (EMT) ..................................... 1
Auto 40 Automotive Braking Systems ......................................... 3
Auto 44 Front End Alignment .................................................... 2
Auto 50A Electrical System ..................................................... 2
Auto 50B Charging Systems ..................................................... 2
Auto 50C Starting and Ignition Systems ..................................... 2
Auto 50D Lighting and Chassis Electrics .................................... 1
Auto 62 Air Conditioning ......................................................... 2
Auto 70 Practice Laboratory ................................................... 1
Auto 97 Work Experience ....................................................... 1

TOTAL REQUIRED UNITS 42-43

BUSINESS ADMINISTRATION

ACCOUNTING

REQUIRED COURSES: UNITS

Busad 1A Principles of Accounting ........................................... 4
Busad 1B Principles of Accounting ........................................... 4
Busad 51A Small Business Accounting ...................................... 4
Busad 51B Commercial Accounting .......................................... 4
Six (6) Units Required from Computerized Accounting:
Busad 3 Computerized Acct. (Peachtree) .................................. 2
Busad 4 Computerized Acct. (One Write Plus) ............................. 2
Busad 5 Computerized Acct. (Quick) ......................................... 2
Busad 6 Computerized Acct. (Easy-Go) ...................................... 2
Busad 7 Computerized Acct. (Quickbooks) ................................ 2
Busad 8 Computerized Acct. (Peachtree) .................................. 2
Busad 2 Financial Workshops on Computers ................................ 3
Busad 18A Commercial Law ................................................... 3
Busad 18B Commercial Law ................................................... 3
Busad 20 Principles of Business .............................................. 3
Busad 97 Work Experience ..................................................... 2-4
Busad 151 Finance and Investments ......................................... 3
Busad 157 Payroll Accounting ................................................ 3
Busad 159 Income Tax ......................................................... 2
Busad 160 Business Mathematics ............................................. 3
Cmpsc 1 Computer Concepts & Information Systems ................... 3
Cmpsc 3 MS DOS and Windows Management ................................ 3

TOTAL REQUIRED UNITS 46-48

BUSINESS ADMINISTRATION

MANAGEMENT

REQUIRED COURSES: UNITS

Busad 1A Principles of Accounting ........................................... 4
Busad 1B Principles of Accounting ........................................... 4
Busad 51A Small Business Accounting ...................................... 4
Busad 51B Small Business Accounting ...................................... 4
Busad 18A Commercial Law ................................................... 3
Busad 18B Commercial Law ................................................... 3
Busad 20 Principles of Business .............................................. 3
Busad 24 Human Relations in Business ..................................... 3
Busad 50 Principles of Marketing ............................................ 3
Busad 51 Principles of Management ......................................... 3
Busad 150 Small Business Management ..................................... 3
Busad 163 Business Mathematics ............................................. 4
Cmpsc 1 Computer Concepts & Information Systems ................... 3
Econ 10 Principles of Economics ............................................ 4
Econ 11 Principles of Economic ............................................. 4

RECOMMENDED:

Busad 97 Work Experience ..................................................... Minimum 4

BUSINESS ADMINISTRATION

RETAILING

REQUIRED COURSES: UNITS

Busad 18A Commercial Law ................................................... 3
Busad 20 Principles of Business .............................................. 3
Busad 24 Human Relations in Business ..................................... 3
Busad 112 Customer Relations ................................................ 3
Busad 124 Retail Sales and Advertising .................................... 3
Busad 160 Basic Accounting .................................................. 4
Busad 161A Small Business Accounting ................................... 4
Busad 161B Small Business Accounting ................................... 4
Busad 163 Business Mathematics ............................................ 4
Cmpsc 1 Computer Concepts & Information Systems ................... 3
Econ 10 Principles of Economics ............................................ 4
Office 25 Business Communications ....................................... 3

TOTAL REQUIRED UNITS 47

RECOMMENDED OPTIONAL COURSES:

Busad 40 Principles of Management ........................................ 3
Busad 97 Work Experience ..................................................... Minimum 4

CIVIL DRAFTING TECHNOLOGY

REQUIRED COURSES: UNITS

Draft 10A Basic Drafting ....................................................... 3
Draft 20A Mapping ............................................................... 3
Draft 20B Planing .............................................................. 3
Draft 30A Structural Concrete and Piping ................................... 3
Draft 30B Weldments, Structural and Ligage Steel ....................... 3

TOTAL REQUIRED UNITS 29-30

COMPUTER SCIENCE

REQUIRED COURSES: UNITS

Cmpsc 1 Computer Concepts & Information Systems ................... 3
Cmpsc 3 MS DOS and Windows Management ................................ 3
Cmpsc 8 Novell Network Management ..................................... 2
Cmpsc 9 UNIX Operating System ............................................ 2
Cmpsc 12 PASCAL Programming ............................................. 3
Cmpsc 26 Advanced Computer Programming ............................... 3
Cmpsc 40 Assembly Language Programming ................................ 3
Cmpsc 50 Data Base Management ........................................... 3
Cmpsc 6 BASIC Programming ............................................... 3
Cmpsc 12 PASCAL Programming ............................................. 3
Cmpsc 14 FORTRAN Programming ......................................... 3
Matth 8 Trigonometry .......................................................... 3
Matth 10 Calculus .............................................................. 3
Matth 12 Finite Mathematics .................................................. 3

TOTAL REQUIRED UNITS 34
CERTIFICATES

COMPUTER SCIENCE

APPLIED COMPUTER STUDIES

REQUIRED COURSES: UNITS
Cmpsc 1 Computer Concepts & Information Systems ............................. 3
Cmpsc 2 Intro to Windows Management ............................................. 3
Cmpsc 8 Novell Network Management .................................................. 2
Cmpsc 9 UNIX Operating System ....................................................... 2
Cmpsc 20 C Language Programming ................................................... 3
Cmpsc 35 Data Base Management ..................................................... 3
Busad 1A Principles of Accounting .................................................... 4
Busad 1F Principles on Workstations on Computers ............................. 3
Busad 40 Principles of Management ................................................... 3
Office 40 Beginning Word Processing ................................................ 2

TOTAL REQUIRED UNITS 18

PROVEN COMPETENCY REQUIREMENT: Business Mathematics examination or
Busad 163 Business Mathematics ....................................................... 4

RECOMMENDED OPTIONAL COURSES: One or more of the following programming courses:
Cmpsc 6 BASIC Programming ................................................................ 3
Cmpsc 12 FORTRAN Programming .................................................... 3
Cmpsc 14 FORTRAN Programming .................................................... 3
Cmpsc 26 Advanced Computer Programming ....................................... 3

TOTAL REQUIRED UNITS 33

GEOPHYSICAL INFORMATION SYSTEMS

REQUIRED COURSES: UNITS
Cmpsc 1 Computer Concepts & Information Systems ............................. 3
Cmpsc 3 MS DOS and Windows Management ....................................... 3
Cmpsc 6 GIS - ArcCAD ........................................................................ 3
Cmpsc 40 GIS - General Programming ................................................ 3
Cmpsc 110A Basic Drafting .................................................................. 3
Cmpsc 110B Drafting - AutoCAD ....................................................... 3
Ec 5 Physical Geology ........................................................................... 4
Geog 15 Physical Geography .................................................................. 3
Eng 1A Reading & Comp Beg ............................................................. 3
Eng 151 Preparation for College Composition ...................................... 3
Fork 1A Surveying Techniques ............................................................ 3
Math 101B Beg. Algebra - Second Half ................................................ 2
or Math 101A Beg. Algebra ................................................................... 4
or Higher level algebra 
Name 1 Environmental Conservation ................................................... 3

TOTAL REQUIRED UNITS 32-35

RECOMMENDED OPTIONAL COURSES:
Busad 97 Work Experience (AutoCAD or GIS) - minimum 4
Cmpsc 12 BASIC Programming ........................................................... 3
Cmpsc 9 UNIX Operating System ....................................................... 3
Math 8 Trigonometry ............................................................................ 3
Name 160 Air Photo and Map Interpretation ......................................... 2
Spch 1 Fundamentals of Speech .......................................................... 3

EMERGENCY MEDICAL SERVICES

REQUIRED COURSES: UNITS
EM 20 Emergency Medical Technician Training ........................................ 4
EMSI 1 Pre-Paramedic Training ............................................................... 4

TOTAL REQUIRED UNITS 10

HOSPITALITY MANAGEMENT

FOOD SERVICE TECHNOLOGY

REQUIRED COURSES: UNITS
Hmpgt 101 Introduction to Hospitality Industry ...................................... 3
Hmpgt 130 Food Service Management .................................................. 3
Hmpgt 131B Intro to Commercial Food Preparation ............................. 3
Hmpgt 135A Commercial Baking ......................................................... 3
Hmpgt 141 Guide Manager ................................................................... 2
Hmpgt 144 Menu Analysis .................................................................... 2
Hmpgt 147 Beverage Management ....................................................... 3

TOTAL REQUIRED UNITS 23

CORE COURSE PREREQUISITES INCLUDE:
Hmpgt 137A, 135A, 133B, and 135A.

TOTAL REQUIRED UNITS WITH PREREQUISITES 41

NATURAL RESOURCES TECHNOLOGY

REQUIRED COURSES: UNITS
Name 1 Environmental Conservation ................................................... 3
Name 2 Parks and Forests Law Enforcement ........................................... 3
Name 150 Natural History and Ecology .................................................. 2
Name 152 Applied Wildlands Management ............................................ 3
Name 155 Interpretive Guide Tours ....................................................... 2
Name 160 Aerial Photography & Map Interpretation ............................... 2
Name 181 California Wildlife ................................................................ 4
Name 183 Fishing and Fisheries ............................................................. 1
Bus 25 Geology of National Parks ....................................................... 3
Fork 1A Introduction to Professional Forestry ....................................... 3
Busad 350 Forest Surveying Technology .............................................. 3

TOTAL REQUIRED UNITS 33

RECOMMENDED COMPETENCY REQUIREMENTS:
Mathematics Examination or
Eng 151 or Eng 1A ............................................................................. 3
Typing Examination or
Office 100, Keyboarding ................................................................. 3
Office 110, Basic Typing Applications ............................................... 1.2
or Writing Examination or
Eng 151 or Eng 1A ............................................................................. 3

ADDITIONAL REQUIREMENT: Appropriate Summer Employment Approved by Forestry Staff.

HOSPITALITY MANAGEMENT

CULINARY ARTS

REQUIRED COURSES: UNITS
Hmpgt 101 Introduction to Hospitality Industry ...................................... 3
Hmpgt 130 Food Service Management .................................................. 3
Hmpgt 131B Intro to Commercial Food Preparation ............................. 3
Hmpgt 135A Commercial Baking ......................................................... 3
Hmpgt 140 Contemporary Cuisine: Introduction ................................. 3.5
Hmpgt 142B Contemporary Cuisine: Advanced ................................... 3.5
Hmpgt 142C Garde Manger ................................................................... 2
Hmpgt 144 Menu Analysis .................................................................... 2
Hmpgt 147 Beverage Management ....................................................... 3
Hmpgt 148 California Wines ................................................................. 2

TOTAL REQUIRED UNITS 29-31

HOSPITALITY MANAGEMENT

INTERPRETATION

REQUIRED COURSES: UNITS
Hmpgt 101 Introduction to Hospitality Industry ...................................... 3
Hmpgt 130 Food Service Management .................................................. 3
Hmpgt 131B Intro to Commercial Food Preparation ............................. 3
Hmpgt 135A Commercial Baking ......................................................... 3
Hmpgt 141 Guide Manager ................................................................... 2
Hmpgt 144 Menu Analysis .................................................................... 2
Hmpgt 147 Beverage Management ....................................................... 3
Hmpgt 148 California Wines ................................................................. 2

TOTAL REQUIRED UNITS 23-24

HOSPI TALITY MANAGEMENT

HOTEL MANAGEMENT

REQUIRED COURSES: UNITS
Hmpgt 101 Introduction to Hospitality Industry ...................................... 3
Hmpgt 130 Food Service Management .................................................. 3
Hmpgt 131B Intro to Commercial Food Preparation ............................. 3
Hmpgt 135A Commercial Baking ......................................................... 3
Hmpgt 140 Intro to Travel-Tourism Industry/Tours ................................ 3
Hmpgt 97 Work Experience ................................................................... 3

TOTAL REQUIRED UNITS 16.5

RECOMMENDED OPTIONAL COURSES:
Busad 1A Principles of Accounting ....................................................... 4
Busad 1B Principles of Accounting ....................................................... 4
or Busad 160 Basic Accounting ............................................................ 4
or Office 5 Electronic Printing Calculators .......................................... 1

TOTAL REQUIRED UNITS 29-31

NATURAL RESOURCES

INTERPRETATION

REQUIRED COURSES: UNITS
Name 1 Environmental Conservation ................................................... 3
Name 2 Parks and Forests Law Enforcement ........................................... 3
Name 150 Natural History and Ecology .................................................. 2
Name 152 Applied Wildlands Management ............................................ 3
Name 155 Interpretive Guide Tours ....................................................... 2
Name 160 Aerial Photography & Map Interpretation ............................... 2
Name 181 California Wildlife ................................................................ 4
Name 183 Fishing and Fisheries ............................................................. 1
Bus 25 Geology of National Parks ....................................................... 3
Fork 1A Introduction to Professional Forestry ....................................... 3
Busad 350 Forest Surveying Technology .............................................. 3

TOTAL REQUIRED UNITS 33

RECOMMENDED COMPETENCY REQUIREMENTS:
Mathematics Examination or
Eng 151 or Eng 1A ............................................................................. 3
Typing Examination or
Office 100, Keyboarding ................................................................. 3
Office 110, Basic Typing Applications ............................................... 1.2
or Writing Examination or
Eng 151 or Eng 1A ............................................................................. 3

OFFICE OCCUPATIONS

Core Courses Required

REQUIRED COURSES: UNITS
Name 1 Records Management .............................................................. 3
Name 5 Electronic Printing Calculators ................................................ 1
Name 20 Machine Transcription ............................................................ 3
Name 25 Business Communications .................................................... 3
Office 20 Beginning Word Processing ................................................ 3
Office 120 Intermediate Typing ............................................................ 3
Office 130 Business English ................................................................. 3
Busad 20 Principles of Business ........................................................... 6
Busad 163 Business Mathematics ......................................................... 4
Cmpsc 1 Computer Concepts and Info. Systems .................................... 3

TOTAL REQUIRED UNITS 30

REQUIREMENTS: UNITS
Name 1 Records Management .............................................................. 3
Name 5 Electronic Printing Calculators ................................................ 1
Name 20 Machine Transcription ............................................................ 3
Name 25 Business Communications .................................................... 3
Office 20 Beginning Word Processing ................................................ 3
Office 120 Intermediate Typing ............................................................ 3
Office 130 Business English ................................................................. 3
Busad 20 Principles of Business ........................................................... 6
Busad 163 Business Mathematics ......................................................... 4
Cmpsc 1 Computer Concepts and Info. Systems .................................... 3

TOTAL REQUIRED UNITS 30
CERTIFICATES

OFFICE OCCUPATIONS
ADMINISTRATIVE ASSISTANT
REQUiRED COURSES: UNITS
Offoc Core Courses (above) ..................30
Offoc 41 Intermediate Word Processing .......3
Offoc 42 Desktop Publishing with WordPerfect ......3
Offoc 97 Work Experience .....................1
Busad 2 Financial Worksheets .................3
TOTAL REQUIRED UNITS 49

REQUiRED COURSES: UNITS
*Must earn at least a letter grade of "C" in Offoc 20 before
enrolling in Offoc 20.

OFFICE OCCUPATIONS
GENERAL OFFICE CLERK
REQUiRED COURSES: UNITS
Offoc Core Courses (above) ..................30
Busad 2 Financial Worksheets .................3
Busad 35 Payroll Accounting ..................3
Busad 14 Principles of Accounting .............4
Busad 160 Basic Accounting ...................4
Busad 361A Small Business Accounting .......4
TOTAL REQUIRED UNITS 49

REQUiRED COURSES: UNITS
*Must earn at least a letter grade of "C" in Offoc 20 before
enrolling in Offoc 20.

OFFICE OCCUPATIONS
LEGAL OFFICE
REQUiRED COURSES: UNITS
Offoc Core Courses (above) ..................30
Offoc 60 Legal Transcription/Terminology ....2
Offoc 62 Legal Office Procedures ..........2
Offoc 97 Work Experience .....................1
Busad 18A Commercial Law ...................3
Busad 18B Commercial Law ...................3
TOTAL REQUIRED UNITS 42

REQUiRED COURSES: UNITS
*Must earn at least a letter grade of "C" in Offoc 20 before
enrolling in Offoc 20.

OFFICE OCCUPATIONS
MEDICAL OFFICE
REQUiRED COURSES: UNITS
Offoc Core Courses (above) ..................30
Offoc 50 Medical Terminology .................3
Offoc 52 Medical Insurance ..................3
Offoc 53A Beginning Medical Transcription ....2
TOTAL REQUIRED UNITS 38

OFFICE OCCUPATIONS
MEDICAL TRANSCRIPTION
REQUiRED COURSES: UNITS
Offoc 40 Beginning Word Processing ............2
Offoc 41 Intermediate Word Processing .......3
Offoc 42 Medical Terminology ..................3
Offoc 53A Beginning Medical Transcription ....2
Offoc 53B Business Medical Transcription ....2
Offoc 54 Radiology Transcription .................3
Offoc 55 Cardiology Transcription ..............1
Offoc 56 Orthopedic Transcription ..............1
Offoc 57 Gastroenterology Transcription .......1
Offoc 58 Pathology Transcription ................1
Offoc 120 Intermediate Typing .................3
Offoc 130 Business English .....................3
Cmpsc 1 Computer Concepts and Info. Systems .3
TOTAL REQUIRED UNITS 26

OFFICE OCCUPATIONS
INFORMATION PROCESSING
REQUiRED COURSES: UNITS
Office 20 Machine Transcription ...............2
Office 25 Business Communications ..........2
Office 40 Beginning Word Processing ..........2
Office 41 Intermediate Word Processing .......3
Office 42 Desktop Publishing with WordPerfect ..3
Office 130 Business English .....................3
Busad 2 Financial Worksheets on Computers ...3
Busad 20 Principles of Business .................3
Busad 160 Basic Accounting ........................4
Busad 161A Small Business Accounting .......4
TOTAL REQUIRED UNITS 38

REAL ESTATE
REQUiRED COURSES: UNITS
Rlest 1 Principles of Real Estate .................3
Rlest 5 Real Estate Practice ........................3
Rlest 10 Legal Aspects of Real Estate ...........3
Rlest 15 Real Estate Finance ........................3
Rlest 20 Real Estate Appraisal .....................3
Rlest 24 Real Estate Economics ...................3
Busad 20 Principles of Business ..................3
Busad 163 Business Mathematics ..................5
TOTAL REQUIRED UNITS 25

TEACHER AIDE
REQUiRED COURSES: UNITS
Child 1 Principles of Child Development ........3
Child 10 Creative Activities I ......................1.5
Child 11 Creative Activities II .....................1.5
Child 22 Child, Family, and Community .........3
Child 27 School Age Children .....................3
T-Aid 97 Work Experience as a Teacher Aide ....1
T-Aid 105 Teacher Aide Skills .....................3
TOTAL REQUIRED UNITS 16

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 48-54. All courses in the major must be completed with a "C" or better. Credit (CR) grades are not accepted. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units in residence (72 or more total semester units). A course may only be used to meet the requirements for 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 "F", by choosing suitable courses from those listed under each Area on pages 46 and 47. 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. Students who complete all applicable requirements as listed above plus 12 extra units in residence (72 or more total semester units). A course may only be used to meet the requirements for two different majors when no other course selections are available.

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: Eng IA, Reading and Composition: Beginning Busad 163, Business Mathematics, Math 100B, Beginning Algebra: 2nd half, or Math 101, Beginning Algebra or any mathematics course of a higher level than Beginning Algebra. They may also be met through completion of a challenge examination with a grade of "C" or better.

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

SUPPLEMENTARY NOTES
1. These requirements for graduation and General Education apply to Associate Degree and CSU transfer students entering Columbia College for the first time in Fall Semester 1994, and are valid through the 1997-98 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 D3 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. (See pages 46 and 47 for specific Associate Degree General Education Requirements.)

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 CSU 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 thirteenth 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. It is strongly recommended that students see a counselor the semester prior to the term they graduate to review their progress toward fulfilling all requirements.

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 46-47, 55-58, in the current catalog).

1. TOTAL UNITS: Satisfactory completion of 50 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 (ACT). For possible exemption from ACT and SAT tests, see the catalog of the college to which student plans to transfer. Transfer requirements vary from campus to campus within both CSU and UC systems. You may be required to complete 60 transferable units in order to attain full junior status upon transfer. Contact a counselor for specific requirements relative to your transfer choice.

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 46 and 47. 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 transfer to a CSU campus. CSU/UC transfer students should refer to pages 54-60 for further information.

NOTE: Transfer students also have the option of completing the INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) instead of the General Education requirements listed here. Completion of IGETC will permit a student to transfer to either a CSU or UC campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (pages 59 and 60) and a counselor for assistance.
GENERAL EDUCATION BREADTH REQUIREMENTS for

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. COMMUNICATION AND CRITICAL THINKING:

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).
   * English 1C, Critical Reasoning and Writing (3).
   * Speech 2, Argumentation (3).
   * English 1B may be used to satisfy either Area A.3 or C.2 but not both.

FOR CSU TRANSFER:

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

A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.

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

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 (5)
   Earth Science 5, Physical Geology (4), (lab course)
   Earth Science 30, Global Tectonic Geology (3)
   Earth Science 40, Descriptive Astronomy (3)
   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 17, Fundamentals of Biology (4), (lab course)

B.3 Mathematical Concepts, Quantitative Reasoning, and Applications:
   Math 2, Elements of Statistics (3)
   Math 6, Math for Liberal Arts Students (3)
   Math 8, Trigonometry (3)
   Math 10, College Algebra (3)
   Math 12, Finite Mathematics (3)
   Math 16, Precalculus (4)
   Math 18A, Calculus with Analytic Geometry (4)

FOR CSU TRANSFER:

Three courses required:
one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2. Also acceptable in B.3: Business Administration
   163, Business Mathematics (4), Mathematics 100B, Beginning Algebra
   Second Half (2) and Mathematics 101, Beginning Algebra (4).

FOR CSU TRANSFER:

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

A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.

COLUMBIA COLLEGE AA/AS GRADUATION & TRANSFER to C.S.U.

FOR AA/AS GRADUATION:

Two courses required:
one from C.1, and one from C.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 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)
   Music 12, Survey of Jazz and Popular Music (3)
   Physical Education 20, Dance Survey (2)
   Physical Education 27, Choreography (3)

C.2 Literature, Philosophy and Foreign Language:
   * 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 17, Survey of English Literature (3)
   English 48, 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 United States History and Government:
   * English 1A, Spanish: Beginning (4)
   Spanish 1B, Spanish: Beginning (4)
   Spanish 2A, Spanish: Intermediate (4)
   Spanish 28, Spanish: Intermediate (4)

FOR CSU TRANSFER:

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

FOR SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:

D.1 General Social Sciences:
   Anthropology 1, Physical Anthropology (3)
   Economics 10, Principles of Economics: Micro-Economics (4)
   Economics 11, Principles of Economics: Micro-Economics (4)
   Political Science 12, American Political Thought (3)
   Political Science 14, International Relations (3)
   Psychology 1, General Psychology (3)
   Sociology 1, Introduction to Sociology (3)
   Sociology 2, American Society: Social Problems and Deviance (3)

D.2 Civilization and Culture:
   Anthropology 2, Cultural Anthropology (3)
   Anthropology 15, Indians of North America (3)
   Geography 12, Cultural Geography (3)
   Geography 15, Physical Geography (3)
   History 13, World Civilizations to 1600 (3)
   History 14, World Civilizations: 1650 to Present (3)

D.3 United States History and Government:
   History 15, United States: 1606 to Present (3)
   History 17, United States: 1606 to Present (3)
   Political Science 10, Constitutional Government (3)

FOR AA/AS GRADUATION:

Two courses required:
one from either D.1 or D.2, and one from D.3.

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

D.1 General Social Sciences:
   Anthropology 1, Physical Anthropology (3)
   Economics 10, Principles of Economics: Macro-Economics (4)
   Economics 11, Principles of Economics: Micro-Economics (4)
   Political Science 12, American Political Thought (3)
   Political Science 14, International Relations (3)
   Psychology 1, General Psychology (3)
   Sociology 1, Introduction to Sociology (3)

FOR FOR CSU TRANSFER:

Four courses required:
one each from D.1 and D.2, and two from D.3, including History 16 gg 17 and Political Science 10. (Refer to Supplementary note page 4 for more information about D.3.)

FOR AA/AS GRADUATION:

Required: One course in

FOR AREA E. LIFELONG 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:

Required: One course in

E. Also acceptable in E:
   Physical Education 6A, Lifetime Fitness Program I (1-3) and/or Physical Education 6B, Lifetime Fitness Program II (1-2).}

Three units minimum.
### COLUMBIA COLLEGE MAJORS

#### 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. Credit (CR) grades are not accepted. Students transferring to a four-year college or university should consult the catalog of the transfer school for lower division requirements for the 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:**

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

**for which the Associate of Science Degree is awarded:**

- Automotive Technology
- Business Administration (Occupational)
- Business Administration (Professional)
- Child Development
- Computer Science
- Fire Technology
- Forestry Technology
- Hospitality Management
- Emphasis in Culinary Arts
- Emphasis in Food Service Technology
- Emphasis in Hotel Management
- Natural Resources
- Office Occupations
- Emphasis in Clerical Studies
- Emphasis in Secretarial Studies
- Science
- Emphasis in Biology
- Emphasis in Earth Science
- Emphasis in Environmental Science
- Emphasis in General Science
- Emphasis in Physical Science
- Transfer Major

### AUTOMOTIVE TECHNOLOGY

<table>
<thead>
<tr>
<th>COURSES WITHIN MAJOR</th>
<th>REQUIRED UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto 11 Introduction to Auto Technology</td>
<td>3</td>
</tr>
<tr>
<td>Auto 15 Engine Performance Engine</td>
<td>2</td>
</tr>
<tr>
<td>Auto 16 Engine Rebuilding</td>
<td>6</td>
</tr>
<tr>
<td>Auto 19 Gasoline Engine Tune-Up</td>
<td>3</td>
</tr>
<tr>
<td>Auto 20 Computerized Engine Control</td>
<td>3</td>
</tr>
<tr>
<td>Auto 25 Electronic Fuel Injection</td>
<td>1</td>
</tr>
<tr>
<td>Auto 34 Axles and Drive Line</td>
<td>3</td>
</tr>
<tr>
<td>Auto 40 Automotive Braking Systems</td>
<td>3</td>
</tr>
<tr>
<td>Auto 41 Front End Alignment</td>
<td>3</td>
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</tbody>
</table>

**TOTAL REQUIRED UNITS 24**

### BUSINESS EMPHASIS IN BUSINESS ADMINISTRATION (OCCUPATIONAL)

<table>
<thead>
<tr>
<th>COURSES WITHIN MAJOR</th>
<th>REQUIRED UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Sixteen (16) units required from this section</td>
<td>16</td>
</tr>
<tr>
<td>Busad 20 Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 24 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 163 Business Mathematics (4)</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 3 MS DOS and Windows Management (3)</td>
<td>6</td>
</tr>
<tr>
<td>Cmpsc 40 Assembly Language Programming (3)</td>
<td>3</td>
</tr>
<tr>
<td>B. Eight (8) units required from B1 or B2</td>
<td>8</td>
</tr>
<tr>
<td>B1. Eight (8) units required</td>
<td>8</td>
</tr>
<tr>
<td>Busad 1A Principles of Accounting (4)</td>
<td>4</td>
</tr>
<tr>
<td>Busad 1B Principles of Accounting (4)</td>
<td>4</td>
</tr>
<tr>
<td>B2. Eight (8) units required</td>
<td>8</td>
</tr>
<tr>
<td>Busad 16A Small Business Accounting (4) or Busad 16B Small Business Accounting (4)</td>
<td>4</td>
</tr>
<tr>
<td>Busad 160 Basic Accounting (4)</td>
<td>4</td>
</tr>
<tr>
<td>and Busad 160 Small Business Accounting (4)</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS 20**

### BUSINESS EMPHASIS IN BUSINESS ADMINISTRATION (PROFESSIONAL)

<table>
<thead>
<tr>
<th>COURSES WITHIN MAJOR</th>
<th>REQUIRED UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required 1A Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Required 1B Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Financial Worksheets on Computers</td>
<td>3</td>
</tr>
<tr>
<td>Busad 16A Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Business Administration</td>
<td>3</td>
</tr>
<tr>
<td>Busad 18 Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 24 Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 30 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Busad 50 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Busad 151 Finance and Investments</td>
<td>3</td>
</tr>
<tr>
<td>Busad 157 Payroll Accounting</td>
<td>3</td>
</tr>
</tbody>
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**TOTAL REQUIRED UNITS 30**

### CHILD DEVELOPMENT

<table>
<thead>
<tr>
<th>COURSES WITHIN MAJOR</th>
<th>REQUIRED UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twenty two (22) units required from this section</td>
<td>22</td>
</tr>
<tr>
<td>Child 1 Principles of Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>Child 2 Principles in Child Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>Child 5 Child Nutrition (2)</td>
<td>2</td>
</tr>
<tr>
<td>Child 7 Child Health and Safety (2)</td>
<td>2</td>
</tr>
<tr>
<td>Child 10 Creative Activities (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>Child 11 Creative Expression (1.5)</td>
<td>1.5</td>
</tr>
<tr>
<td>Child 15 Observation and Participation (3)</td>
<td>3</td>
</tr>
<tr>
<td>Child 22 Family, Child, Community (3)</td>
<td>3</td>
</tr>
<tr>
<td>Child 30 Child Development and Family School Administration (3)</td>
<td>3</td>
</tr>
<tr>
<td>B. Three (3) units required from this section</td>
<td>3</td>
</tr>
<tr>
<td>Child 16 Special Needs (6)</td>
<td>6</td>
</tr>
<tr>
<td>Child 25 Infant/ Toddler Care (3)</td>
<td>3</td>
</tr>
<tr>
<td>Child 27 Classroom Age Children (5)</td>
<td>5</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS 25**

### COMPUTER SCIENCE

<table>
<thead>
<tr>
<th>COURSES WITHIN MAJOR</th>
<th>REQUIRED UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twenty two (22) units required from this section</td>
<td>22</td>
</tr>
<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 3 MS DOS and Windows Management (3)</td>
<td>6</td>
</tr>
<tr>
<td>Cmpsc 40 Assembly Language Programming (3)</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 50 Data Base Management (3)</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 6 BASIC Programming (3)</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 12 Pascal Programming (3)</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 14 FORTRAN Programming (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS 25**

### FINE ARTS EMPHASIS IN PHOTOGRAPHY

<table>
<thead>
<tr>
<th>COURSES WITHIN MAJOR</th>
<th>REQUIRED UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twenty (20) units required from this section</td>
<td>20</td>
</tr>
<tr>
<td>A. Art 11 Film Appreciation (3)</td>
<td>3</td>
</tr>
<tr>
<td>A. Art 12 History of Art (3)</td>
<td>3</td>
</tr>
<tr>
<td>A. Art 21A Painting (Beginning 1-2)</td>
<td>2</td>
</tr>
<tr>
<td>A. Art 25A Watercolor (Beginning 1-2)</td>
<td>2</td>
</tr>
<tr>
<td>A. Art 31 Ceramics Introductory (1-2)</td>
<td>2</td>
</tr>
<tr>
<td>B. Three (3) units required from this section</td>
<td>3</td>
</tr>
<tr>
<td>B. Art 40A Photography Beginning (4)</td>
<td>4</td>
</tr>
<tr>
<td>B. Art 49 Special Topics in Photography (1-4)</td>
<td>1</td>
</tr>
<tr>
<td>B. Cmpsc 54A Video Production Beginning (3)</td>
<td>3</td>
</tr>
<tr>
<td>B. FE 20 Dance Survey (2)</td>
<td>2</td>
</tr>
<tr>
<td>B. FE 21A Ballet (1-1.5)</td>
<td>1</td>
</tr>
<tr>
<td>B. FE 21A Dance, Contemporary 1 (1-1.5)</td>
<td>1</td>
</tr>
<tr>
<td>B. FE 25 Dance, Jazz (1-1.5)</td>
<td>1</td>
</tr>
<tr>
<td>B. FE 29 Theatre Production, Dance Emphasis (1-2)</td>
<td>2</td>
</tr>
<tr>
<td>C. Three (3) units required from this section</td>
<td>3</td>
</tr>
<tr>
<td>C. English 10 Creative Writing (3)</td>
<td>3</td>
</tr>
<tr>
<td>C. English 12 Film Appreciation (3)</td>
<td>3</td>
</tr>
<tr>
<td>C. Music 1 Music Fundamentals (2)</td>
<td>2</td>
</tr>
<tr>
<td>C. Music 2 Introduction to Music (3)</td>
<td>3</td>
</tr>
<tr>
<td>C. Music 10 Survey of Music History and Literature (3)</td>
<td>3</td>
</tr>
<tr>
<td>C. Music 20A Music Theory (1-1.5)</td>
<td>1</td>
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</tbody>
</table>

**TOTAL REQUIRED UNITS 19**

### FIRE TECHNOLOGY

<table>
<thead>
<tr>
<th>COURSES WITHIN MAJOR</th>
<th>REQUIRED UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Fire 11 Fire Prevention (3)</td>
<td>3</td>
</tr>
<tr>
<td>A. Fire 2 Fundamentals of Fire Behavior/Control (3)</td>
<td>3</td>
</tr>
<tr>
<td>A. Fire 3 Fire Protection Equipment/Syst (3)</td>
<td>3</td>
</tr>
<tr>
<td>A. Fire 4 Fundamentals of Fire Prevention (3)</td>
<td>3</td>
</tr>
<tr>
<td>A. Fire 5 Fundamentals of Fire Department Operations (3)</td>
<td>3</td>
</tr>
<tr>
<td>B. Three (3) units required from this section</td>
<td>3</td>
</tr>
<tr>
<td>B. Fire 7 Wildland Fire Control (3)</td>
<td>3</td>
</tr>
<tr>
<td>B. Fire 8A Driver/Oper 18 (1)</td>
<td>1</td>
</tr>
<tr>
<td>B. Fire 9A Special Topics (5-5)</td>
<td>5</td>
</tr>
<tr>
<td>B. Fire 79 Work Experience (1-4)</td>
<td>4</td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS 18**
FORESTRY TECHNOLOGY

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR

Hpgm 102 Introduction to Forestry Technology... 3
Fen 100 Introduction to Forestry Technology 3
Hpgm 131A Commercial Baking: Introduction 2
Hpgm 133A Contemporary Cuisine: Introduction 3.5

TOTAL REQUIRED UNITS 11

HEALTH AND PHYSICAL EDUCATION

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR

A. Nine (9) units required from this section ............................ 9

He-Ed 1 Health and Fitness Education (3) 3
He-Ed 10 Safety and First Aid Education (2) 2
Bus 50 Nutrition (3) 3
PE 5A Dietetics (3) 3

TOTAL REQUIRED UNITS 21

HOSPITALITY MANAGEMENT

EMPHASIS IN CULINARY ARTS

REQUIRED

Hpgm 101 Introduction to Hospitality Industry ... 3
Hpgm 103 Marketing of Hospitality Services 3
Hpgm 116 Laws of Hospitality 3
Hpgm 131A Commercial Baking: Introduction 2
Hpgm 131A Contemporary Cuisine: Introduction 3.5
Hpgm 133A Intro. to Commercial Food Preparation 2
Hpgm 133B Intro. to Commercial Food Preparation 4
Hpgm 135A Contemporary Cuisine: Introduction 3.5
Hpgm 140A Contemporary Cuisine: Introduction 3.5
Hpgm 142 Garde Manger 2
Hpgm 144 Beverage Management 3

TOTAL REQUIRED UNITS 38

HOSPITALITY MANAGEMENT

EMPHASIS IN HOTEL MANAGEMENT

REQUIRED

Hpgm 101 Introduction to Hospitality Industry ... 3
Hpgm 103 Marketing of Hospitality Services 3
Hpgm 116 Laws of Hospitality 3
Hpgm 131A Commercial Baking: Introduction 2
Hpgm 131A Contemporary Cuisine: Introduction 3.5
Hpgm 133A Intro. to Commercial Food Preparation 2
Hpgm 133B Intro. to Commercial Food Preparation 4
Hpgm 135A Contemporary Cuisine: Introduction 3.5
Hpgm 140A Contemporary Cuisine: Introduction 3.5
Hpgm 142 Garde Manger 2
Hpgm 144 Beverage Management 3

TOTAL REQUIRED UNITS 38

LANGUAGE ARTS

EMPHASIS IN ENGLISH

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR

A. Eng 18 Reading and Composition Advanced plus
Six (6) units required from this section ............................ 6
Eng 10 Creative Writing (3) 3
Eng 17 Literature of the United States (3) 3
Eng 18 Literature of the United States (3) 3
Eng 46 Survey of English Literature (3) 3
Eng 47 Survey of English Literature (3) 3
Eng 20 Introductory Shakespeare (3) 3

B. Three (3) units required from this section

Drama 20 Oral Expression and Interpretation (3)
Spc 1 Fundamentals of Speech (3)
Spc 2 Argumentation (3)

C. Three (3) units required from this section

Anthr 2 Cultural Anthropology (3)
Human 1 Old World Culture (3)
Human 2 Modern Culture (3)
Psych 1 General Psychology (3)
Spc 1A Spanish: Beginning (3)

D. Three units required from this section

Phil 1Introduction to Philosophy (3)
Phil 25 Twentieth Century Philosophy (3)

TOTAL REQUIRED UNITS 18

COURSE FRESHMEN REQUIRE: Hpgm 131A Contemporary Cuisine: Introduction 3.5
TOTAL REQUIRED UNITS WITH FRESHMEN 41

MUSIC

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR

A. Twenty (20) units required from this section ........................... 20

Music 21A Humanities (6) units required (6)
Music 21B Humanities (6) units required (6)
Music 21C Humanities (6) units required (6)

TOTAL REQUIRED UNITS 17

LIBERAL STUDIES

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR

A. Humanities six (6) units required (6)

Art 11 History of Art: Ancient and Medieval (3)
Art 12 History of Art: Ren., Baroque, Modern (3)
Drama 20 Oral Expression and Interpretation (3)
Eng 17 Literature of the United States (3)
Eng 18 Literature of the United States (3)
Eng 47 Survey of English Literature (3)
Eng 20 Introductory Shakespeare (3)
Hist 14 World Civilization: 1650 to Present (3)
Hist 16 United States History: to 1865 (3)
Hist 13 World Civilization: to 1650 (3)
Hist 46 Survey of English Literature (3)
Math 18A Calculus with Analytic Geometry (4)
Math 18B Calculus with Analytic Geometry (4)

TOTAL REQUIRED UNITS 16

MUSIC

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR

A. Eleven (11) units required from this section ............................ 11

Math 2, Elementary Mathematics (2)
Math 18A, Calculus with Analytic Geometry (4)
Math 18B, Calculus with Analytic Geometry (4)

TOTAL REQUIRED UNITS 11
### SCIENCE \textbf{EMPHASIS IN BIOLOGY} \textbf{REQUIRED UNITS}

**Acceptable Courses Within Major:**

- **A.** Biol 17 Fundamentals of Biology...
- **B.** Four (4) units required from this section...
- **C.** Three (3) units required from this section...

**Acceptable Courses Within Major:**

- **A.** Che 1A General Chemistry (3)
- **B.** Chem 10 Fundamentals of Chemistry (4)
- **C.** Four (4) units required from this section...

**Acceptable Courses Within Major:**

- **A.** Cmpsc 1 Computer Concepts & Information Systems (3)
- **B.** Offoc 120 Intermediate Typing (3)
- **C.** Offoc 20 Machine Transcription (2)

**Acceptable Courses Within Major:**

- **A.** Busad 161A Small Business Accounting (4)
- **B.** Busad 161A Principles of Accounting (4)
- **C.** Busad 2 Financial Workshops (3)
- **D.** Busad 20 Principles of Business (3)
- **E.** Cmpsc 1 Computer Concepts & Information Systems (3)

**Acceptable Courses Within Major:**

- **A.** Math 1 Calculus at Columbia College.
- **B.** Math 154 Calculus with Review
- **C.** Math 1A Calculus (4)
- **D.** Math 1B Calculus II (4)

**Acceptable Courses Within Major:**

- **A.** Econ 10 Principles of Economics
- **B.** Econ 11 Principles of Economics
- **C.** Socio 1 Introduction to Sociology
- **D.** Socio 2 American Society: Social Problems/Deviance (3)

**Acceptable Courses Within Major:**

- **A.** Hist 13 World Civilization: to 1650
- **B.** Hist 16 United States: 1865 to Present
- **C.** Hist 17 United States: 1865 to Present
- **D.** Hist 18 California History

**Acceptable Courses Within Major:**

- **A.** Phys 1 Conceptual Physics (3)
- **B.** Phys 4 General Physics I (3)
- **C.** Phys 5A General Physics I (3)

**Acceptable Courses Within Major:**

- **A.** Busad 163 Business Mathematics (4)
- **B.** Busad 163 Business Mathematics (4)
- **C.** Cmpsc 1 Computer Concepts & Information Systems (3)

**Acceptable Courses Within Major:**

- **A.** Hort 1 Principles of Plant Science
- **B.** Hort 2 Principles of Plant Science
- **C.** Hort 21 Principles of Plant Science

**Acceptable Courses Within Major:**

- **A.** Hist 11 History of California
- **B.** Hist 49 The Mother Lode
- **C.** Hist 55 The American Frontier

**Acceptable Courses Within Major:**

- **A.** Phys 1A General Physics I (3)
- **B.** Phys 1B General Physics II (3)
- **C.** Phys 1C General Physics III (3)

**Acceptable Courses Within Major:**

- **A.** Econ 10 Principles of Economics
- **B.** Econ 11 Principles of Economics
- **C.** Socio 1 Introduction to Sociology
- **D.** Socio 2 American Society: Social Problems/Deviance (3)

**Acceptable Courses Within Major:**

- **A.** Hist 13 World Civilization: to 1650
- **B.** Hist 16 United States: 1865 to Present
- **C.** Hist 17 United States: 1865 to Present
- **D.** Hist 18 California History

**Acceptable Courses Within Major:**

- **A.** Phys 1 Conceptual Physics (3)
- **B.** Phys 4 General Physics I (3)
- **C.** Phys 5A General Physics I (3)

**Acceptable Courses Within Major:**

- **A.** Busad 163 Business Mathematics (4)
- **B.** Busad 163 Business Mathematics (4)
- **C.** Cmpsc 1 Computer Concepts & Information Systems (3)

**Acceptable Courses Within Major:**

- **A.** Hist 11 History of California
- **B.** Hist 49 The Mother Lode
- **C.** Hist 55 The American Frontier

**Acceptable Courses Within Major:**

- **A.** Phys 1A General Physics I (3)
- **B.** Phys 1B General Physics II (3)
- **C.** Phys 1C General Physics III (3)

**Acceptable Courses Within Major:**

- **A.** Econ 10 Principles of Economics
- **B.** Econ 11 Principles of Economics
- **C.** Socio 1 Introduction to Sociology
- **D.** Socio 2 American Society: Social Problems/Deviance (3)
SOCIAL SCIENCE EMPIASIS IN SOCIOLOGY

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR:

A. Nine (9) units required from this section ..................................... 9

Socio 1 Introduction to Sociology (3)
Socio 2 American Society: Social Problems/Deviance (3)
Socio 12 Sociology of the Family (3)
Socio 28 Death and Dying (3)

B. Six (6) units required from this section .................................. 6

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

C. Three (3) units required from this section ................................. 3

Econ 10 Principles of Economics (4)
Econ 11 Principles of Economics (4)
Polic 10 Constitutional Government (3)

D. Three (3) units required from this section ................................. 3

Geogr 15 Physical Geography (3)
Geogr 12 Cultural Geography (3)
Hist 13 World Civilization: to 1650 (3)
Hist 14 World Civilization: 1650 to Present (3)
Hist 16 United States: to 1865 (3)
Hist 17 United States: 1865 to Present (3)

TOTAL REQUIRED UNITS 21

TRANSFER MAJOR

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR: UNITS

A. Eighteen (18) units required .................................................. 18

This major may be fulfilled by satisfactory completion of a minimum of 18 units taken at Columbia College that meet the lower division prerequisites for any major at the institution to which the student plans to transfer.

TOTAL REQUIRED UNITS 18

B. Each student must also complete the Columbia College AA or AS graduation requirements and other requirements as listed on pages 46 and 47 of this catalog.

C. Transfer students are encouraged to complete the appropriate transfer general education pattern for the transfer institution.*

Note: All courses must be completed with a grade of "C" or better. Courses taken to satisfy the Transfer Major may also count toward the General Education Breadth Requirements.

The Career/Transfer Center staff will provide students the latest articulation information between Columbia College and the CSU and UC campuses with which agreements have been completed. Agreements are available for some community colleges and independent four-year colleges.

The responsibility for fulfilling requirements rests with the student.

CALIFORNIA STATE UNIVERSITY SYSTEM (CSU) TRANSFER INFORMATION

The California State University system (CSU) has established the following campuses:

California State College, Bakersfield
California State University, Chico
California State University, Dominguez Hills

LOWER DIVISION TRANSFER REQUIREMENTS FOR CALIFORNIA FOUR-YEAR COLLEGES & UNIVERITIES

Students should consult the catalog of the college for which they have catalog rights and to which they intend to transfer to ensure that all possible required lower division general education courses and prerequisites for their major are included in their Columbia College program of study.

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

The Career/Transfer Center staff will provide students the latest articulation information between Columbia College and the CSU and UC campuses with which agreements have been completed.

For this reason, transferable courses are those so designated by the college or university offering the courses.

Making Up Missing College Preparatory Subject Requirements — If you did not complete the subject requirements in high school, you may make up missing subjects by any of the following ways. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.

1. Complete appropriate courses with a "C" or better in adult school or high school summer sessions.

2. Complete appropriate college courses with a "C" or better.

3. Earn acceptable scores on specified examinations.

4. If you have 56 or more semester (84 quarter) units you may complete one of the following alternatives:

• 1987 OR EARLIER HIGH SCHOOL GRADUATE: complete the CSU General Education Breadth Requirements in communication in the English language (at least 9 semester units) and mathematics (usually 3 semester units), with a "C" or better in each course;

• 1988 AND LATER HIGH SCHOOL GRADUATES: complete a minimum of 30 semester (45 quarter) units, with a "C" or better in each course, to be chosen from courses in English, arts and humanities, social science, science, and mathematics of at least equivalent level to courses that meet general education or transfer curriculum requirements. You must complete all CSU general education requirements in communication in the English language (at least 9 semester units) and mathematics (usually 3 semester units) as part of the 30 unit requirement.

   A maximum of 70 semester (105 quarter) units earned in a community college may generally be transferred to the California State University and applied toward the baccalaureate degree.

   Students transferring with full certification of lower division general education requirements are assured that they have met 39 of the 48 unit minimum requirements for the Bachelors Degree. Students transferring without certification of general education must complete the pattern of courses required of "native" students as outlined in the catalog of the particular state university. The CSU General Education Breadth Requirements (see pgs. 46-47) and the Intersegmental General Education Transfer Curriculum (IGETC, pgs. 59-60) are the two patterns of courses which Columbia College uses to certify that the student has met the required minimum semester units of general education.
Transfer Students — Submit official transcripts (in sealed envelopes) from all colleges or universities previously attended even if there is no applicable or completed course work. If transferring with fewer than 56 transferable semester (84 quarter) units of study, you must also submit your high school transcript. Applicants with 56 or more transferable semester units may be asked to submit high school transcripts if admissability cannot be determined by the college or university transcripts. You should keep personal copies of all transcripts and test scores for academic advising sessions and complete part A of the admissions application.

Test Scores — Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college credit must submit scores, unless exempt from either the Scholastic Aptitude Test (SAT) of the College Board or the American College Testing Program (ACT).

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 admission or no later than November if applying to San Luis Obispo. Test scores are also used for advising and placement purposes. Registration forms and date for the SAT or ACT are available from high school or college counselors or from a CSU campus testing office. Or you may write to or call:

The College Board (SAT), Registration Unit, P.O. Box 592, Princeton, N.J. 08541 (609) 771-7588
American College Testing Program (ACT), Registration Unit, P.O. Box 168, Iowa City, Iowa 52240 (319) 337-1270

Selection of Major — The majors offered at each campus are listed in the back of 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 different named programs at other campuses. If you are uncertain about your major, you should be aware that some campuses may not admit junior transfer students who are uncertain about their major. Check the application for a list of these schools and for those campuses which do accept undecided majors.

Choice of Campus — The CSU application allows you to designate the CSU campus of your choice and an alternate campus to which your application will be forwarded in the event your first choice campus cannot accommodate you. When designating an alternative campus, be sure that your major or alternate major is offered at that campus.

The CSU accepts most applications at the first choice campus in the first choice major during the initial filing period. Most campuses consider applications for an alternate major before forwarding the application to the alternate campus. When designating an alternate campus, you should be certain that the major or alternate major is offered and not impacted at the alternate campus (see Impacted Programs below) and the alternate campus is still accepting applications. It is not possible for your application to be redirected to impacted campuses and programs.

It is generally unnecessary to file more than one application to CSU during the initial filing period (see the following section on Impacted Programs). During periods of high demand and limited resources, some campuses may not accept applications for winter, spring or summer terms.

Photocopies of your original application may be used should you choose to apply to more than one CSU campus. Be sure, however, to make appropriate changes to campus and major and re-sign the photocopied application.

The CSU assigns highest admission priority to California Community College transfer students who have completed the first two years of their baccalaureate program and are applying for an impacted program. In addition, CSU campuses will make every effort to see that California Community College transfer students are admitted to their first-choice major during the initial filing period. Most campuses consider applications for an impacted major and the alternate campus in the first choice major during the initial filing period.

If you wish to be considered for admission through EOP, enter a "Y" in the appropriate item on part A of the application. If you apply by mail, the postmark date will be used to determine if you filed in the first month. Nonresident applicants are rarely admitted to impacted programs.

If you wish to be considered in impacted majors at two or more campuses, you must file an application to each. The CSU announces each fall the majors that are impacted and the supplementary criteria required by the campuses. That announcement is published in the CSU Review distributed to high school and college counselors. Information about the supplementary criteria is also sent to program applicants.

The CSU expects that most of the programs currently impacted will continue to be impacted. Please see your counselor for the latest information.

If you are applying to California Polytechnic State University, San Luis Obispo, you should do so during the first month of the filing period (November for the fall term). San Luis Obispo continues to receive more applications in most fields than it can accommodate and does not consider applicants for a second major. Applicants will receive an Admissions Supplemental Questionnaire from the campus. You are encouraged to refer to your personal copies of transcripts to complete the questionnaire. If you are required to submit either SAT or ACT scores, you should take the test no later than November if applying for fall admission. Please consult with the campus for further information. See the CSU undergraduate admissions application for a list of impacted programs.

Supplementary Admission Criteria - Supplementary admission criteria may include overall grade point average and a combination of campus-developed criteria. If you are required to submit scores on either the SAT or the ACT, you should take the test no later than November if applying for fall admission. Please consult with the campus for further information. See the CSU undergraduate admissions application for a list of impacted programs.

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

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

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

UNIVERSITY OF CALIFORNIA TRANSFER REQUIREMENTS

The University of California system has established the following campuses:

- University of California, Berkeley
- University of California, Davis
- University of California, Irvine
- University of California, Los Angeles
- University of California, Riverside
- University of California, San Diego
- University of California, Santa Barbara
- University of California, San Francisco (medical majors only)
- University of California, Santa Cruz

Admission as a Transfer Student

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

If you plan to attend Columbia College before applying to the University, you should take courses that are UC
transferrable, that satisfy University and college re-
quirements, and that fulfill admission, lower division
general education and prerequisite courses in your
major. Advisors in the Admissions Office at the cam-
pus you wish to attend and Columbia College counse-
lor can help you with your planning. U.C. will not grant
unit credit toward graduation for course work completed in
excess of 70 lower division transferrable semester units. (See
also UC Transferable Course Agreement on page 59
and the Intersegmental General Education Transfer
Curriculum (IGETC) on pages 59 and 60.) The Univer-
sity publishes a booklet especially for transfer appli-
cants called Answers for Transfers. It is available in
the Career/Transfer Center on campus.

Minimum Eligibility Requirements for Transfer to
U.C. Berkeley. To be eligible for applicants than
spaces available, each campus uses academic criteria
alone--academic course work, grade point average,
SAT or ACT results, achievement test scores--to select
spaces available, each campus uses academic criteria
between 40 and 60 percent of those accepted. Each
campus uses a combination of academic and supple-
mental criteria to select the remaining admissions. If
the number of applicants exceeds the spaces available for
a particular campus or major, the campus uses criteria
meeting the minimum requirements, therefore,
is not enough to gain admission to many UC campuses
and programs.

The selection criteria for each academic year described
in the UC publication Introducing the University and some
campus catalogs, may be found in the Career
Center. The criteria vary from year to year and from
campus to campus.

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

For California Residents

There are basically three ways in which you can meet
the University's minimum admission requirements for
transfer students. These requirements are described
below. In all cases, you must have at least a "C" (2.0)
average in all transferrable course work.

1. If you were eligible for admission to the Univer-
sity 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
transferrable college course work.

2. If you met the Scholarship Requirement, but did not
meet the Examination Requirement, you must
take college courses in the subjects you are miss-
ing to be eligible to transfer. You will need to
gain a grade of "C" or better in each of these
required courses, and an overall "C" (2.0) aver-
age in all transferrable college course work. If you
completed less than 12 quarter or semester units of
transferable college course work, you must also
satisfy the Examination Requirement.

3. If you were not eligible for admission to the
University when you graduated from high school because you did not meet the Scholarship
Requirement, or you did not meet the Scholar-
ship Requirement and did not complete all the
required "a-f" subjects, you must:

a. Complete a minimum of 84 quarter units or 56
semester units of transferrable college credit
with a grade of "C" or better in each of these
required courses, and satisfy either (b) or (c) as follows. (A student is
encouraged to complete 60 units for full junior
status and the best chance for admission.)

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

c. Complete one college course in mathematics,
one in English, and one selected from either
U.S. history, laboratory science, or language
other than English. You must earn a grade of
"C" or better in each course. All courses, with
the exception of the required mathematics
course, must be transferrable. The course in
mathematics must assume a proficiency level
equivalent to three years of high school math-
ematics (i.e., elementary algebra, advanced
algebra, and geometry). The course may be
a non-transferable two-semester or three-quar-
ter unit course in trigonometry; or a transfer-
able mathematics course that employs the top-
ics of intermediate algebra or a transferrable
statistics course offered by either the math-
ematics or statistics department that has inter-
mediate algebra as a prerequisite.

Nonresidents

The minimum admission requirements for nonresident
transfer applicants are the same as those for residents
except that nonresidents must have a grade point aver-
age of 2.6 or higher in all transferrable college course
work.

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM

The California Articulation Number (CAN) system
identifies many transferrable, lower-division, prepara-
tion 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 partici-
pat ing campus will be accepted "in lieu of" the compar able
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 par-
enthetically in its publications. Check with the counsel-
 ing office, departmental office, Transfer Center, or ar-
ticulation officers for current listings of CAN courses and
courses participating in the CAN System. A CAN Catalog listing courses and courses is pub-
lished 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>990</td>
</tr>
<tr>
<td>CAN ANTH 3</td>
<td>ANTH 2, Prehistoric Archaeology</td>
<td>990</td>
</tr>
<tr>
<td>CAN BIOL 4</td>
<td>BIOL 4, Principles of Animal Biology</td>
<td>990</td>
</tr>
<tr>
<td>CAN BIOL 6</td>
<td>BIOL 6, Principles of Plant Biology</td>
<td>990</td>
</tr>
<tr>
<td>CAN CHEM 2</td>
<td>CHEM 1A, General Chemistry</td>
<td>990</td>
</tr>
<tr>
<td>CAN CHEM 4</td>
<td>CHEM 1B, General Chemistry</td>
<td>990</td>
</tr>
<tr>
<td>CAN ECON 2</td>
<td>ECON 10, Principles of Economics</td>
<td>990</td>
</tr>
<tr>
<td>CAN ECON 4</td>
<td>ECON 11, Principles of Economics</td>
<td>990</td>
</tr>
<tr>
<td>CAN GOVT 2</td>
<td>GOVT 1, Introduction to State and Local Government</td>
<td>990</td>
</tr>
<tr>
<td>CAN MATH 2</td>
<td>MATH 1A, Calculus</td>
<td>990</td>
</tr>
<tr>
<td>CAN MATH 3</td>
<td>MATH 1B, Calculus</td>
<td>990</td>
</tr>
<tr>
<td>CAN PHYS 2</td>
<td>PHYS 1A, Physics for Scientists</td>
<td>990</td>
</tr>
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<td>CAN PSYCH 1</td>
<td>PSYCH 1, Introduction to Psychology</td>
<td>990</td>
</tr>
<tr>
<td>CAN SOC 1</td>
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<td>CAN SOC 2</td>
<td>SOC 2, Introduction to Sociology</td>
<td>990</td>
</tr>
<tr>
<td>CAN STAT 1</td>
<td>STAT 1A, Probability and Statistics</td>
<td>990</td>
</tr>
<tr>
<td>CAN STAT 2</td>
<td>STAT 1B, Probability and Statistics</td>
<td>990</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 articu-
lates many other courses with many colleges and uni-
versities (public and private), in addition to those on the
above list. See course descriptions for (UC/CSU) trans-
fer 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 ad-
mision, general education and lower division major
preparation. 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. These three campuses are listed
below:

UNIVERSITY OF CALIFORNIA TRANSFERABLE COURSE AGREEMENT (TCA)

The Transferable Course Agreement is currently under
review. Please contact a counselor or the Transfer Center
staff for the revised list once it becomes available.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM(IGETC) 1994-95

Please check with a counselor for changes to this list
since the printing of the catalog.

Full completion of the Intersegmental General Educa-
tion Transfer Curriculum (IGETC) will permit a stu-
dent to transfer from a community college to a campus in
either the California State University or the Univer-
sity of California system without the need, after trans-
fer, to satisfy campus lower-division general education
requirements.

It should be noted that completion of the IGETC is not a
requirement for transfer to CSU or UC, nor is it the only way
to fulfill the lower-division, general education requirements of these systems prior to transfer. The IGETC is an alterna-
tive 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 are not included in the UC General Educa-
tion/Breadth requirements listed on pages 46 and 47 of
this catalog or those listed in the CSU or UC campus
catalog to which they plan to transfer. Students pursuing majors that require extensive 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 CSU or UC campus.

The course requirements for all areas must be fully 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**

CSU — 3 courses required, one from each group below
UC — 2 courses required, one from group A and one from group B below

<table>
<thead>
<tr>
<th>Group A: English Composition</th>
<th>1 course, 3 semester/4-5 quarter units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English 1A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group B: Critical Thinking/English Composition</th>
<th>1 course, 3 semester/4-5 quarter units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English 1C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group C: Oral Communication (CSU only)</th>
<th>1 course, 3 semester/4-5 quarter units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Speech 1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Arts</th>
<th>11, 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music</td>
<td>2, 10, 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Humanities:</th>
<th>English 11, 17, 18, 46, 47, 49, 50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities 1, 2</td>
<td></td>
</tr>
<tr>
<td>Philosophy 1, 25</td>
<td></td>
</tr>
</tbody>
</table>

**AREA 4 — SOCIAL AND BEHAVIORAL SCIENCES**

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

<table>
<thead>
<tr>
<th>Anthropology 1, 2, 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics 10, 11</td>
</tr>
<tr>
<td>Geography 12, 18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>History 13, 14, 16*, 17*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Political Science 10*, 12, 14</td>
</tr>
<tr>
<td>Psychology 1</td>
</tr>
<tr>
<td>Social Science 40</td>
</tr>
<tr>
<td>Sociology 1, 2</td>
</tr>
</tbody>
</table>

**AREA 5 — 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, 7-9 semester/9-12 quarter units

<table>
<thead>
<tr>
<th>Physical Sciences:</th>
<th>Chemistry 1A (L), 1B (L), 10 (L)*, 20**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earth Science 5 (L), 30, 40, 45 (L), 60 (L), 70 (L)</td>
<td></td>
</tr>
<tr>
<td>Physics 1**, 5A (L), 5B (L)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biological Sciences:</th>
<th>Biology 2**, 4(L)<strong>, 10 (L), 17(L)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(formerly Biol 18 &amp; 19)</td>
</tr>
</tbody>
</table>

**LANGUAGE OTHER THAN ENGLISH** (UC 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 550 or higher on the College Board Achievement Test in Foreign Language OR complete 4 semester or 5 quarter units from the course below.

| Spanish 1B |

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

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

<table>
<thead>
<tr>
<th>Group A:</th>
<th>Political Science 10*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Group B:</th>
<th>History 16*, 17*</th>
</tr>
</thead>
</table>

Note: Courses used to meet this requirement may not also be used 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.

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* This list is contingent upon final approval from the California Community Colleges Chancellor's office. See your counselor for more information.
COURSE INFORMATION

Numbering of Courses
1 to 99 are designated baccalaureate level courses.
100 to 199 are not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.
200 to 299 are non-degree applicable courses.
300 and above are credit-free courses. These courses are not listed in the College Catalog but are listed in the Schedule of Classes for each academic term.

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

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

California Articulation Number (CAN) System
Columbia College participates in the California Articulation Number (CAN) System. An explanation of CAN designated courses can be found on page 59.

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

Courses Not Listed in The Catalog

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

2. 95 Courses: Service Learning Experience
Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. This course will examine volunteerism and Service Learning from theory to reality. This course is designed to meet specific student interests and may be made available in any subject matter area. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture.

3. 97/198 Courses: Special Topics
Lecture and/or laboratory hours and units of credit may vary. Classes in which a particular topic in a discipline (such as history) is treated with in-depth study. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. 97/198 courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fulfill requirements unless authorized by the transfer school.

99/199 Courses: Independent Study
Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. These courses may transfer as electives or other credit as authorized by the transfer school.

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

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

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

ANTHROPOLOGY

ANTH 1 — PHYSICAL ANTHROPOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>Physical Anthropology</td>
<td>3</td>
<td>Skill Level Recommended: Eligibility for Eng 1A</td>
</tr>
</tbody>
</table>

Lecture: 3 hours
Humankind and our evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with pre-human through the Paleolithic era to the domestication of plants and animals and the dawn of civilization and contemporary hunter-gatherers. (UC/CSU)

ANTHR 2 — CULTURAL ANTHROPOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 4</td>
<td>Cultural Anthropology</td>
<td>3</td>
<td>Skill Level Recommended: Eligibility for Eng 1A</td>
</tr>
</tbody>
</table>

Lecture: 3 hours
The study of preliterate societies and the concept of culture basic to anthropology. Emphasis is on methods of field work, cultural ecology, language, social and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (UC/CSU)

ANTHR 3 — CURRENT ISSUES IN ANTHROPOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
</table>

Lecture: 3 hours
Intra-specific aggression, territoriality, population control, primatc social organization, intra-and interspecies communication, and the present and future trends in social organization, war, religion, and cultural change. (UC/CSU)

ANTHR 15 — INDIANS OF NORTH AMERICA

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>Indians of North America</td>
<td>3</td>
<td>Skill Level Recommended: Eligibility for Eng 1A</td>
</tr>
</tbody>
</table>

Lecture: 3 hours
A survey of the origins, cultures, and customs of peoples indigenous to the North American Continent with a primary emphasis upon the developments and eventual assimilation of peoples by European colonists; and a secondary emphasis upon the status of the Indians in the USA today. (UC/CSU)

ART

ART 1 — BASIC FREEHAND DRAWING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Freehand Drawing</td>
<td>1-2</td>
<td>Laboratory: 3-6 hours</td>
</tr>
</tbody>
</table>

Introduction to basic drawing techniques, rendering techniques, perspective, composition and various drawing media. (UC/CSU)

May be repeated three times.

ART 2 — BASIC COLOR AND DESIGN

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Basic Color and Design</td>
<td>1-2</td>
<td>Laboratory: 3-6 hours</td>
</tr>
</tbody>
</table>

Introduction to elements and principles of visual design and color theory as applied in a studio setting. (UC/CSU)

May be repeated three times.

ART 9A — LIFE DRAWING: Beginning

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Life Drawing: Beginning</td>
<td>1-2</td>
<td>Laboratory: 3-6 hours</td>
</tr>
</tbody>
</table>

Problems in figure drawing working from the undraped model (UC/CSU)

May be repeated one time.

ART 9B — LIFE DRAWING: Intermediate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Life Drawing: Intermediate</td>
<td>1-2</td>
<td>Laboratory: 3-6 hours</td>
</tr>
</tbody>
</table>

An extension of Art 9A emphasizing various media and compositional problems. (UC/CSU)

May be repeated one time.

ART 11 — HISTORY OF ART: Ancient and Medieval

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>History of Art: Ancient and Medieval</td>
<td>3</td>
<td>Lecture: 3 hours</td>
</tr>
</tbody>
</table>

Survey of art history from the Paleolithic Age through the Late Gothic Era. (UC/CSU)

ART 12 — HISTORY OF ART: Renaissance, Baroque, and Modern

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>History of Art: Renaissance, Baroque, and Modern</td>
<td>3</td>
<td>Lecture: 3 hours</td>
</tr>
</tbody>
</table>

Survey of art history from the 14th through the 20th century. (UC/CSU)

ART 18 — HISTORY OF MODERN ART

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>History of Modern Art</td>
<td>3</td>
<td>Lecture: 3 hours</td>
</tr>
</tbody>
</table>

Survey of art history from the Impressionist era through contemporary art. (UC/CSU)

ART 21A — PAINTING: Beginning

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Painting: Beginning</td>
<td>1-2</td>
<td>Laboratory: 3-6 hours</td>
</tr>
</tbody>
</table>

Basic principles, techniques, and materials of easel painting in a variety of media. (UC/CSU)

ART 21B — PAINTING: Intermediate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
</table>
|                 | Painting: Intermediate | 1-2 | Continuation of Art 21A with emphasis on personal expression. (UC/CSU)

May be repeated two times.

ART 21A — WATERCOLOR: Beginning

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Watercolor: Beginning</td>
<td>1-2</td>
<td>Laboratory: 3-6 hours</td>
</tr>
</tbody>
</table>

Introduction to the basic techniques and problems of transparent watercolors. (UC/CSU)
ART/PHOTOGRAPHY

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

ART 25—MIXED MEDIA PAINTING 1-2 Units
Laboratory: 3-6 hours
Introduction to special techniques involving creative mixtures of traditional media: pen and ink over watercolor wash, oil, and acrylic in combination. (UC/CSU)
Continuation of Art 23B with emphasis on experimentation and development of personal expression. (UC/CSU)
May be repeated once.

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

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

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

ART 35—INTRODUCTION TO RAKU 1-2 Units
Recommended: Art 31
Laboratory: 3-6 hours
Introduction to raku process, historic origins and contemporary uses. Practical experience in clay bodies, glazes, and raku firing. (UC/CSU)
May be repeated three times.

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

ART 50A—COMMERCIAL FREEHAND LETTERING: Beginning 1-2 Units
Laboratory: 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)

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
Continuation of Art 50A with emphasis on various sign writing media such as banner writing, real estate signs, truck lettering, show cards, billboards, illustrations, wood routing, signs, and concretel signwriting. (CSU)
May be repeated two times.

ART 53A—SILKSCREEN PRINTMAKING: Beginning 1-2 Units
Laboratory: 3-6 hours
Introduction to basic silkscreen printmaking using various stencil techniques. (UC/CSU)

ART 53B—SILKSCREEN PRINTMAKING: Advanced 1-2 Units
Prerequisite: Art 53A with a grade of "C" or better or consent of instructor
Laboratory: 3-6 hours
An expansion of Art 53A with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, inks, photographic materials and special problems. (UC/CSU)
May be repeated two times.

ART 71—CERAMIC SCULPTURE: Introductory 1-2 Units
Laboratory: 3-6 hours
Basic principles, techniques, and problems of sculpture. (UC/CSU)

ART 72—CERAMIC SCULPTURE: Advanced 1-2 Units
Laboratory: 3-6 hours
Continuation of Art 71 emphasizing advanced problems and techniques in sculpture. (UC/CSU)

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 42—COLOR PHOTOGRAPHY: Slide Making and Positive Printing 3 Units
Prerequisite: Art 40B with a grade of "C" or better or consent of instructor
Laboratory: 1.5-3 hours
Field trips may be required.

ART 44—ADVANCED PHOTOGRAPHY 1 Unit
Laboratory
Prerequisite: Art 40B with a grade of "C" or better or Art 42 or consent of instructor
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
Co-requisite Recommended: Art 44
Skill Level Recommended: Eligibility for Eng 151
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized. (CSU)
Field trips are required.
May be repeated three times.

ART 46—SPECIAL TOPICS IN PHOTOGRAPHY 1-4 Units
Prerequisite: Art 40A or consent of instructor
Co-requisite Recommended: Art 46
Skill Level Recommended: Eligibility for Eng 151
Lecture: 1.5-3 hours
Field trips may be required.

ART 48—ADVANCED PHOTOGRAPHY LABORATORY 1-4 Units
Prerequisite: Art 40A or consent of instructor
Co-requisite Recommended: Art 48
Skill Level Recommended: Eligibility for Eng 151
Laboratory: 1.5-3 hours
Field trips may be required.

ART 55—AUTOMOTIVE TECHNOLOGY 3 Units
See Page 38 for Certificate Requirements

AUTO 1—INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 3 Units
Lecture: 3 hours
Theory of operation of automobile systems. Fundamentals of math, micrometer, fasteners, shop safety and tools will be covered. (CSU)
Offered for Credit/No Credit grading only.

AUTO 3—PREVENTIVE MAINTENANCE 1 Unit
Lecture: 3 hours
Preventive maintenance procedures with emphasis on lubrication, adjustment and safety inspection as it pertains to the late model automobile. (CSU)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 15</td>
<td>ENGINE PERFORMANCE ELECTRICS</td>
<td>2 Units</td>
<td>2 hours</td>
<td></td>
<td>Fundamentals of electricity and circuits and the use of meters, scopes, and other electrical test equipment. (CSU)</td>
<td>May be repeated twice.</td>
</tr>
<tr>
<td>AUTO 16</td>
<td>ENGINE REBUILDING</td>
<td>6 Units</td>
<td>3 hours</td>
<td>3 hours</td>
<td>Prerequisites: Auto 1 with grade of &quot;C&quot;.</td>
<td>Techniques involved in gasoline engine rebuilding. (CSU)</td>
</tr>
<tr>
<td>AUTO 17A</td>
<td>CARBURATION SYSTEMS</td>
<td>1 Unit</td>
<td>3 hours</td>
<td>1.5 hours</td>
<td>Theory of carburetor circuits, techniques and procedures for overhaul and service of carburetors and related components. (CSU)</td>
<td></td>
</tr>
<tr>
<td>AUTO 17B</td>
<td>ELECTRO MECHANICAL CARBURETORS</td>
<td>1 Unit</td>
<td>5 hours</td>
<td>1.5 hours</td>
<td>Prerequisites: Auto 17A with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>Principles and operations of carburetors used with General Motors and Ford computerized fuel systems including diagnosis, rebuilding and on and off car adjustments. (CSU)</td>
</tr>
<tr>
<td>AUTO 18</td>
<td>EMISSION CONTROL</td>
<td>2 Units</td>
<td>2 hours</td>
<td></td>
<td>Installation, operation and repair of automotive pollution control devices. State and federal regulations are also covered. Four gas analyzers will be covered. (CSU)</td>
<td></td>
</tr>
<tr>
<td>AUTO 19</td>
<td>GASOLINE ENGINE TUNE-UP</td>
<td>3 Units</td>
<td>1.5 hours</td>
<td>4.5 hours</td>
<td>Operation of various solid state ignition systems as well as techniques of engine tune-up. Hand-held meters, oscilloscopes, late model computerized analyzers, and four gas infrared analyzers will be covered. (CSU)</td>
<td></td>
</tr>
<tr>
<td>AUTO 20</td>
<td>COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS)</td>
<td>3 Units</td>
<td>1.5 hours</td>
<td>4.5 hours</td>
<td>Operation and diagnosis of domestic computerized engine control systems. (CSU)</td>
<td></td>
</tr>
<tr>
<td>AUTO 21</td>
<td>ELECTRICITY</td>
<td>1 Unit</td>
<td>1 hour</td>
<td></td>
<td>Operation and diagnosis of domestic throttle body and multipoint fuel injected systems. (CSU)</td>
<td></td>
</tr>
<tr>
<td>AUTO 22</td>
<td>AUTOMATIC FUEL INJECTION (GENERAL MOTORS)</td>
<td>1 Unit</td>
<td>1 hour</td>
<td></td>
<td>Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrive, and transfer cases. (CSU)</td>
<td></td>
</tr>
<tr>
<td>AUTO 23</td>
<td>MANUAL TRANSMISSION REBUILDING</td>
<td>1 Unit</td>
<td>5.5 hours</td>
<td>1.5 hours</td>
<td>Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrive, and transfer cases. (CSU)</td>
<td></td>
</tr>
<tr>
<td>AUTO 24</td>
<td>AXLES AND DRIVE LINES</td>
<td>1 Unit</td>
<td>5.5 hours</td>
<td>1.5 hours</td>
<td>Prerequisites: Auto 23 with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>Service, diagnosis, and repair of drivelines, rear axles and third members, front wheel drive hubs, and 4 x 4 front axles and hubs. (CSU)</td>
</tr>
<tr>
<td>AUTO 25</td>
<td>AUTOMATIC TRANSMISSION (GENERAL MOTORS)</td>
<td>2 Units</td>
<td>5 hours</td>
<td>3 hours</td>
<td>Prerequisites: Auto 24 with a grade of &quot;C&quot; or better or consent of instructor</td>
<td>Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding. (CSU)</td>
</tr>
</tbody>
</table>
BIOLOGY

BIOL 10—INTRODUCTORY HUMAN ANATOMY 4 Units
Prerequisite: One year of high school biology with a grade of "C" or better in Biol 17 or Biol 2 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 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)

BIOL 17—FUNDAMENTALS OF BIOLOGY 4 Units
Skill Level Recommended: Eligibility for Eng 155 and Math 101
Lecture: 3 hours
Laboratory: 3 hours
An integrated lecture and laboratory course of study emphasizing the fundamental principles common to all forms of life. The course is a core biology class for transfer students; and A-A and AS students at Co-Lumbia College. The laboratory makes extensive use of computer simulations as well as experimentation in traditional laboratory. (UC/CSU)

BIOL 39—FIELD BIOLOGY 1-2 Units
Skill Level Recommended: Eligibility for Eng 155 and Math 101
Lecture: 1-2 hours
Laboratory: 1 hour
A lecture field course in biology to be held in natural surroundings. The study site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. (CSU)
May be repeated three times.

BIOL 50—NUTRITION 3 Units
Prerequisite: One year of high school chemistry with a grade of "B" or better or Chem 10 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
Introductory study of energy and nutrient requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition. (UC/CSU)

BIOL 60—INTRODUCTION TO HUMAN PHYSIOLOGY 4 Units
Prerequisite: One year of high school chemistry with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
Laboratory: 3 hours
A survey course in human physiology with special emphasis upon digestive, reproductive, muscular, nervous and endocrine systems. (UC/CSU)

BIOL 65—MICROBIOLOGY 4 Units
Prerequisite: Biol 2 or Biol 17 and one year of high school chemistry with a grade of "C" or better and Math 106 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
Laboratory: 3 hours
General characteristics of microbe life, conditions influencing bacterial growth, bacteria in disease and aseptic procedures. (UC/CSU)
Field trips may be required.

BIOL 158—BIRDS OF THE MOTHER LODGE 3 Unit
Laboratory: 1.5 hours
A survey of the birds of the Mother Lode region of California through field observations. Stresses recognition by plumage, song, and behavior patterns. Discusses ecological relationships, nesting habits, and economic importance. Offered for Credit/No Credit grading only.
Field trips are required.
May be repeated three times.

BIOL 159—WILDFLOWERS OF THE MOTHER LODGE 1-1.5 Units
Lecture: 1-1.5 hours
An introduction to the Mother Lode flora. A nontechnical approach to botanical trails will be used to learn common and scientific names of local wildflowers.
Offered for Credit/No Credit grading only.
Field trips are required.
May be repeated three times.

BIOL 160—MUSHROOMS OF THE MOTHER LODGE 1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Survey of mushrooms of the Mother Lode with emphasis on mushroom taxonomy, 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 two times.

BIOL 164—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 grading only.
Field trips are required.
May be repeated three times.

BIOL 170—WINTERING BIRDS OF CALIFORNIA 0.5 Unit
Laboratory: 1.5 hours
Emphasizes identification of residential and migratory species which winter in California's Great Central Valley and Sierra foothills. Discussion topics include winter ecology, foraging activities, and the mysteries of migration.
Offered for Credit/No Credit grading only.
Field trips are required.
May be repeated three times.

BIOL 179—WINTERING BIRDS OF THE SIERRA NEVADA 1 Unit
Laboratory: 4 hours
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 grading only.
Field trips are required.

BUSINESS

Business Administration
See Page 39 for Certificate Requirements

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

BUSAD 1B—PRINCIPLES OF ACCOUNTING 4 Units
Prerequisite: BUSAD 1A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Cost data and management needs, analysis of data, supplementary statement, uses of capital cash-flow statements, department and branch operation, consolidation, profit planning, and income tax. (UC/CSU)

BUSAD 2—FINANCIAL WORKSHEETS ON COMPUTERS 3 Units
Prerequisite: A high school level computer course or Comp 1 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Spreadsheet applications on computers using Lotus 123 v. 2.4. Introduction to Excel 4.0 for Windows. Develop spreadsheets for financial statements, what-if analysis, databases, and other ledger-type applications. Use formulas and macros to customize data entry. Combine data between workbooks and link files. (CSU)

BUSAD 3—COMPUTERIZED ACCOUNTING 2 Units
(Formerly Computerized Accounting/Inventory/Payroll)
Prerequisite: Comp 1 and BUSAD 1A or BUSAD 161A with a grade of "C" or better, or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, and receivables, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

BUSAD 4—COMPUTERIZED ACCOUNTING 2 Units
(One Write Plus)
(Formerly Human Relations in Business)
Prerequisite: Comp 1 and BUSAD 1A or BUSAD 161A with a grade of "C" or better, or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

BUSAD 5—COMPUTERIZED ACCOUNTING 2 Units
(Quicken)
(Formerly Job Hunting Strategies)
Prerequisite: Comp 1 and BUSAD 1A or BUSAD 161A with a grade of "C" or better, or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 6</td>
<td>COMPUTERIZED ACCOUNTING</td>
<td>2</td>
<td>2</td>
<td>This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)</td>
</tr>
<tr>
<td>BUSAD 10</td>
<td>PRINCIPLES OF BUSINESS</td>
<td>3</td>
<td>3</td>
<td>Survey of business principles, problems and procedures; ownership; recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; managerial controls; government and business relations. (CSU)</td>
</tr>
<tr>
<td>BUSAD 14</td>
<td>HUMAN RELATIONS IN BUSINESS</td>
<td>3</td>
<td>3</td>
<td>Influence of industrial development on employer and employee unions, management practices, methods of supervision, employer-employee relationships, mass production and the employee. (CSU)</td>
</tr>
<tr>
<td>BUSAD 15</td>
<td>JOB HUNTING STRATEGIES*</td>
<td>5</td>
<td>5</td>
<td>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 near graduation or currently looking for employment. (CSU)</td>
</tr>
<tr>
<td>BUSAD 18A</td>
<td>COMMERCIAL LAW</td>
<td>3</td>
<td>3</td>
<td>Historical development of common law; legal and social environment of business, federal and state court decisions, legal aspects of business, law of contract, personal property, bailments, and law of sales are covered in this portion of commercial law. (UC/CSU)</td>
</tr>
<tr>
<td>BUSAD 18B</td>
<td>COMMERCIAL LAW</td>
<td>3</td>
<td>3</td>
<td>Completion of BUSAD 18A with a grade of &quot;C&quot; or better or consent of instructor. Commercial types of paper, secured transactions, creditors, rights, insurance, agency and employment, types of business organizations, real property and estates. (UC/CSU)</td>
</tr>
<tr>
<td>BUSAD 30</td>
<td>PRINCIPLES OF MARKETING</td>
<td>3</td>
<td>3</td>
<td>Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. (CSU)</td>
</tr>
<tr>
<td>BUSAD 40</td>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>3</td>
<td>3</td>
<td>The functions of management, techniques of decision-making and problem solving and methods used by the manager to achieve organizational goals, various theories of management, lines of authority, functions of departaments, and the importance of policies, procedures and controls. (CSU)</td>
</tr>
<tr>
<td>BUSAD 90</td>
<td>BUSINESS ADMINISTRATION</td>
<td>1</td>
<td>3</td>
<td>This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)</td>
</tr>
<tr>
<td>BUSAD 94</td>
<td>MANAGEMENT CHALLENGE</td>
<td>4</td>
<td>3</td>
<td>This course serves as a comprehensive exercise that will test a wide variety of competencies learned by completion of the business program. Students will have an opportunity to participate as a business firm in competition with other firms in a simulated industry. The course emphasizes data gathering and interpretation, operations analysis, and decision making. It includes formal presentations, written exercises, and spreadsheet calculations that involve resource allocation and planning. This is an Honors course and is not designated in student records (CSU)</td>
</tr>
<tr>
<td>BUSAD 97</td>
<td>WORK EXPERIENCE IN BUSINESS AND COMMERCE</td>
<td>14</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>BUSAD 100</td>
<td>BASIC ACCOUNTING</td>
<td>4</td>
<td>4</td>
<td>Basic accounting theory, principles and procedures as related to service and merchandising firms, with emphasis on the sole proprietorship. Double entry accounting, general and special journals/ledgers, work sheets, financial statements, adjustments, accruals and prepaid items, payroll, depreciation, analysis and interpretation of financial statements; completion of the basic accounting cycle.</td>
</tr>
</tbody>
</table>
BUSINESS ADMINISTRATION/OFFICE OCCUPATIONS

BUSAD 161A — SMALL BUSINESS
ACCOUNTING I
Lecture: 4 hours
Accounting procedures and analysis for most small businesses. Includes study of the accounting cycle, accounts receivable and bad debts, notes receivable and payable, merchandise inventory, depreciation, accruals and deferrals, vouchers, payroll, and financial statements.

BUSAD 161B — SMALL BUSINESS
ACCOUNTING II
Lecture: 4 hours
Extension of the techniques learned in Business Administration 161A with the introduction of partnership and corporate accounting, financial analysis using ratios, managerial decision making, departmentalized, cost and manufacturing accounting systems, budgeting and planning, income tax procedures, and discussion of automated systems.

BUSAD 160 — BUSINESS MATHEMATICS
Lecture: 4 hours
Skill Level Recommended: Completion of Skills 262 or a score of CPT 55ASSET 33 on assessment exam
After review of mathematical processes, students will apply math skills in business situations that include banking, credit cards, discounts, retailing, payroll, interest, compounding, present value, annuities, sinking funds, revolving credit, home mortgages, financial analysis and ratio interpretation, depreciation, inventory, taxes, insurance, stocks, bonds, business statistics.

OFFICE OCCUPATIONS
See pages 41 and 42 for Certificate Requirements

OFFOC 1 — RECORDS MANAGEMENT
Lecture: 3 hours
Study of all aspects of the records management system from its establishment through filing, storing, and retrieving of business records (CSU)

OFFOC 2 — ELECTRONIC PRINTING CALCULATORS
Laboratory: 3 hours (Self-paced)
Developing speed by touch on the 10-key pad. Practical instruction in the operations of an electronic calculator emphasizing business applications (CSU)

OFFOC 10 — ABC BEGINNING SHORTHAND
4 Units
Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours
Presentation of ABC shorthorthand theory and development of dictation speeds ranging from 60-80 words a minute (CSU)

OFFOC 15 — INTERMEDIATE SHORTHAND
4 Units
Prerequisite: Dictation rate of 60 words per minute for three minutes and typing rate of 45 words per minute
Lecture: 4 hours
Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills. (CSU)

OFFOC 20 — MACHINE TRANSCRIPTION
2 Units
Prerequisite: Office 120 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours (Self-paced)
Study and use of various transcribing machines, emphasizing the development of employable skill in machine transcribing mailable 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 30 — OFFICE PROCEDURES
3 Units
Prerequisite: Office 60 or Office 120 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Designed to acquaint the student with the duties and responsibilities of an office worker including mail services, telephone techniques, travel arrangements, financial duties, office records, office organization and procedures. (CSU)

OFFOC 40 — BEGINNING WORD PROCESSING
2 Units
Prerequisite: Ability to use typewriter keyboard by touch
Lecture: 2 hours
Using a microcomputer, students will receive hands-on instruction in the operation of a word processing program. The course will include keyboarding, storing, retrieving, editing and printing information. (CSU)

OFFOC 41 — INTERMEDIATE WORD PROCESSING
3 Units
Prerequisite: Office 60 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours
Continuation of word processing instruction begun in Office Occupations 40. Using microcomputers and word processing software, students will learn additional skills and techniques in document preparation. Areas of emphasis will include: text columns, math, merge, multiple page documents, repetitive documents, sort and select, and introduction to graphics. (CSU)

OFFOC 42 — DESKTOP PUBLISHING WITH WORDPERFECT
3 Units
Prerequisite: Office 41 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 6 hours
Introduction to general desktop publishing features with special emphasis on the advanced document capabilities of WordPerfect. Students will learn to use the graphics and font features of the program to produce attractive newsletters, brochures, flyers, and reports. (CSU)

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

OFFOC 51 — MEDICAL INSURANCE
3 Units
Lecture: 3 hours
A fundamental course in medical insurance and insurance billing including instruction in coding, Blue Cross and Blue Shield forms, Medicaid and Medi-Cal, Medicare, CHampus and Workers' Compensation. (CSU)

OFFOC 52 — MEDICAL INSURANCE
3 Units
Lecture: 3 hours
A fundamental course in medical insurance and insurance billing including instruction in coding, Blue Cross and Blue Shield forms, Medicaid and Medi-Cal, Medicare, CHampus and Workers' Compensation. (CSU)

OFFOC 53A — BEGINNING MEDICAL TRANSCRIPTION
2 Units
Prerequisite: Office 20 or equivalent, and Office 50 or consent of instructor
Laboratory: 6 hours (Self-paced)
Transcription of authentic physician-dictated reports organized by body systems or medical specialties. Development of accuracy, speed, and medical knowledge for transcription of letters, charts, notes, history and physicals, consultations, ER reports, operative reports, discharge summaries, and lab reports. (CSU)

OFFOC 53B — BEGINNING MEDICAL TRANSCRIPTION
2 Units
Prerequisite: Office 53A with a grade of "C" or better or consent of instructor
Laboratory: 6 hours (Self-paced)
Continuation of Office Occupations 53A. Transcription of medical reports in specialties of orthopedics, cardiology, pulmonology, OB, GYN, ENT, and neurology. (CSU)

OFFOC 54 — RADIOLOGY TRANSCRIPTION
1 Unit
Prerequisite: Completion of Office 53A and ABC with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute.
Laboratory: 3 hours (Self-paced)
Familiarization with radiology terminology and transcription of medical reports, including dictation on bones, soft tissue, ultra sound, CT scans, and MRI studies. (CSU)

OFFOC 55 — CARDIOLOGY TRANSCRIPTION
1 Unit
Prerequisite: Completion of Office 53A and ABC with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute.
Laboratory: 3 hours (Self-paced)
Transcription of cardiology procedures including operative and emergency room reports, discharge summaries, and history and physical examination. Also included are diagnostic procedures such as echocardiograms, treadmill tests, and cardiac catheterizations. (CSU)

OFFOC 56 — ORTHOPEDIC TRANSCRIPTION
1 Unit
Prerequisite: Completion of Office 53A and ABC with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute.
Laboratory: 3 hours (Self-paced)
Transcription of orthopedic history and physicals, consultations, discharge summaries, and operative reports. (CSU)

OFFOC 57 — GASTROENTEROLOGY TRANSCRIPTION
1 Unit
Prerequisite: Completion of Office 53A and ABC with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute.
Laboratory: 3 hours (Self-paced)
Transcription of gastroenterology reports including history and physicals, consultations, discharge summaries, emergency room records and operative reports. Includes medical treatments and GI procedures such as endoscopy and cholecystectomy. (CSU)
OFFICE OCCUPATIONS

OFFOC 58 — PATHOLOGY TRANSCRIPTION  1 Unit
Prerequisite: Completion of Office 55A and 55B with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute
Laboratory: 3 hours (Self-paced)
Familiarization with pathology terminology. Transcription of gross and microscopic autopsies, microscopic descriptions of tissue specimens and diagnoses. (CSU)

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

OFFOC 65 — LEGAL CLERKSHIP  2 Units
Prerequisite: Office 60 with a grade of "C" or better or consent of instructor
Laboratory: 6 hours (Self-paced)
A comprehensive course for students who desire to become legal secretaries. General procedures in the law office will be introduced as well as instruction in the preparation of legal documents and introduction to the legal 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.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Office Occupations. The student's employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit grading only

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

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

OFFOC 120 — INTERMEDIATE TYPING  3 Units
Prerequisite: Office 110 with a grade of "C" or better or typing rate of 50 words per minute or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours (Self-paced)
Development of speed and accuracy, preparation of advanced correspondence, tabulation, manuscripts, outlines, business forms, and general business correspondence. (CSU)

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

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

OFFOC 215 — WORD PROCESSING FOR PERSONAL USE  1 Unit
Prerequisite: Ability to type by touch
Lecture: 1 hour
Instruction in typing, storing, revising, and printing and other beginning commands for a variety of applications using WordPerfect 5.1. Designed for non-majors; no previous computer experience is required.
Offered for Credit/No Credit grading only

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

Real Estate
See Page 42 for Certificate Requirements

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

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

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

RLEST 15 — REAL ESTATE FINANCE  3 Units
Prerequisite: Rlest 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 APPRAISAL  3 Units
Prerequisite: Rlest 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 estimating market value; the appraisal report. (CSU)

RLEST 25 — REAL ESTATE ECONOMICS  3 Units
Prerequisite: Rlest 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  5-3 Units
Prerequisite: Rlest 1 with a grade of "C" or better or consent of instructor
Lecture: 5-3 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 Conduct, Legal Aspects, Consumer Protection, Consumer Service, and Professional Competence. (CSU)
Offered for Credit/No Credit grading only
May be repeated with different topics only.

RLEST 280 — 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 2)  5 Units
Prerequisite: One year of high school chemistry with a "B" average and Math 10 or equivalent with a grade of "C" or better, or Chem 1A and Math 10, both with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
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: Chem 1A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Laboratory: 3 hours
Survey of thermodynamics, electrochemistry, nonmetals, qualitative analysis and organic compounds. (UC/CSU)

CHEM 10 — FUNDAMENTALS OF CHEMISTRY  4 Units
Prerequisite: Math 101 with a grade of "C" or better or one year of high school algebra or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A and Math 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)
CHEMISTRY/CHILD DEVELOPMENT

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

CHILD DEVELOPMENT
See Page 39 for Certificate Requirements

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

CHILD 3 — PRACTICES IN CHILD DEVELOPMENT 3 Units
Prerequisite: Completion of or concurrent enrollment in Child 15.
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
The planning and carrying out of learning experiences and educational materials appropriate for young children; young children’s behavior, and appropriate guidance techniques. Child Development 15 provides a supervised practicum for this course. (CSU)

CHILD 5 — CHILD NUTRITION 2 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 2 hours
Basic nutritional needs of children from the prenatal period through adolescence, study of the nutrients in foods, nutrition analysis, assessment of nutritional needs, program requirements/planning, and cooking activities for children in Early Childhood Education programs. (CSU)

CHILD 7 — CHILD HEALTH AND SAFETY 2 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 2 hours
Overview of health and safety issues for children, birth to seven years of age. Study of basic health needs, medical care, outdoor and indoor safety procedures, and “child safe” programs to prevent molestation and abuse. Students will be expected to participate in training workshops in pediatric first aid and CPR techniques, which meet the standards of the American Red Cross and American Heart Association. (CSU)

CHILD 10 — CREATIVE ACTIVITIES I 1.5 Units
Lecture: 1.5 hours
Survey of a variety of educational activities suitable for young children in art, music, movement, language, and literature; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 11 — CREATIVE ACTIVITIES II 1.5 Units
Lecture: 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 15 — OBSERVATION AND PARTICIPATION 2-3 Units
Prerequisite: Completion of or concurrent enrollment in Child 1 or Child 3 or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 1 hour
Laboratory: 3-4 hours
Supervised observation and participation in campus Child Development Center and development of guidance techniques with the opportunity for staff-child-student interaction. Students may be placed in parent participation programs, child care centers, headstart programs, or private/church-sponsored centers for additional (advanced) experience. (CSU)
May be repeated one time.

CHILD 18 — SPECIAL NEEDS CHILDREN 3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
The study of children from birth to five years with special needs: i.e., physical, speech, hearing, visual, intellectual, emotional, and chemical impairments. Includes an overview of the assessment process; individual Education Plan development; mainstreaming, multidisciplinary teamwork, and active parent involvement. Field observations required. (CSU)

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

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

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

CHILD 30 — CHILD CARE/NURSERY SCHOOL 3 Units
ADMINISTRATION
Skill Level Recommended: Eligibility for Eng 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 DEVELOPMENT/COMPUTER SCIENCE

CMFSC 1 — COMPUTER CONCEPTS AND INFORMATION SYSTEMS 3 Units
Skill Level Recommended: Eligibility for Math 104
Lecture: 2 hours
Laboratory: 3 hours
Concepts of computer information systems in business and industry. Study of computers and applications. Actual practice is on IBM Personal Computers in a network. Applications include MS DOS, spreadsheets, word processing, database management, graphics, Windows 3.1, programming, and communications (CSU)

CMFSC 3 — MS DOS AND WINDOWS MANAGEMENT 3 Units
Prerequisite: One year of high school algebra or Math 101 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours
Introduction to file management using IBM/MS DOS and Windows 3.1. Topics include internal and external DOS commands to manipulate files and file contents on the computer disk. Students will learn concepts of a shell, text editors, batch files, and will practice Windows set-up and file handling procedures. (CSU)

COMPUTER SCIENCE
See Pages 39 and 40 for Certificate Requirements

CMFSC 7 — WORK EXPERIENCE IN CHILD DEVELOPMENT 1-4 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least three 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 goals. (CSU)
Offered for Credit/No Credit grading only. May be repeated for a total of 12 units of credit. (CSU)
For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wickes 96, page 106.

See Pages 79 and 80 for Certificate Requirements
CMPS 6 — BASIC PROGRAMMING 3 Units
Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better or consent of instructor. A high school level computer course, or Comp 1 with a grade of "C" or better.
Lecture: 2 hours
Laboratory: 3 hours

Basic language syntax is used to study program logic. Includes concepts of hierarchy, flowcharting, interactive input, analytic approaches to processing data and creating reports, valid and invalid logic structures, logical operators, comparisons, arithmetic operations, loop structures, arrays, search logic, sorting techniques, sub-routines, modular and top-down program design and string processing. (UC/CSU)

CMPS 8 — NOVELL NETWORK MANAGEMENT 2 Units
Prerequisite: Comp 1 or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 1.5 hours

Introduction to routine network management skills on a Novell 3.11 network. Topics include user accounts, trustee rights, groups, mappings, login scripts, batch files, printer control and definitions, applications software setup (including Windows 3.1), virus protection, backup procedures, and PC workstation configuration. (CSU)

CMPS 9 — UNIX OPERATING SYSTEM 2 Units
Prerequisite: Comp 1 and 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 computer operating system. Emphasis is on the use of editors, system administration, storage management, operating system design, internal communications, and general operating familiarity. (CSU)

CMPS 12 — PASCAL PROGRAMMING 3 Units
Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Comp 1 with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours

Structured programming using the Pascal language. Emphasis is on program design and writing programs to conform to industry standards. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, file management, and modular structured design. (UC/CSU)

CMPS 14 — FORTRAN PROGRAMMING 3 Units
Prerequisite: Two years of high school algebra or Math 104 with a grade of "C" or better; and a high school level computer course or Comp 1 with a grade of "C" or better or consent of instructor.
Lecture: 2 hours
Laboratory: 3 hours

Recommended for mathematics and science majors and business students expecting to program using the FORTRAN language. Emphasis is on program design, debugging, and documentation. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, and modular structured design. (UC/CSU)

CMPS 15 — DATA BASE MANAGEMENT 3 Units
Prerequisite: Comp 3 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours

Design database applications using Dbase IV, v. 1.5. Types of applications may include data entry and information retrieval techniques for topics related to business accounting, payroll, inventory, checkbook, mailing list, and similar business/home computerized activities. Design screens and write programming for data entry, query and report generation. (CSU)

CMPS 20 — C LANGUAGE PROGRAMMING 3 Units
Prerequisite: One year high school algebra or Math 100B or Math 101, or Comp 1 or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours

Computer programming and structured program design using the C Language. Topics include language syntax, repeat loops, logical operators, simple arrays, string processing, structures, functions, pointers, and file input/output. (UC/CSU)

CMPS 26 — ADVANCED COMPUTER PROGRAMMING 3 Units
Prerequisite: Comp 20 or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours

Advanced study of structured and modular design using the C Language. Topics include multidimensional arrays, string processing, data structures, pointers, linked lists, and advanced language syntax, including an introduction to object-oriented programming. (UC/CSU)

CMPS 40 — ASSEMBLY LANGUAGE PROGRAMMING 3 Units
Prerequisite: Completion of all one programming course: Comp 6, 12, 14, or 18 with a grade of "C" or better or consent of instructor.
Lecture: 3 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: Comp 3 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Laboratory: 3 hours

Design database applications using Dbase IV, v. 1.5. Types of applications may include data entry and information retrieval techniques for topics related to business accounting, payroll, inventory, checkbook, mailing list, and similar business/home computerized activities. Design screens and write programming for data entry, query and report generation. (CSU)

CMPS 40 — INTRODUCTION TO GIS - ArcCAD3 Units
Skill Level Recommended: Completion of Draft 50 or working knowledge of AutoCAD and Beginning Algebra.
Lecture: 3 hours
Laboratory: 3 hours

Introduction to basic GIS concepts which can support the various GIS software programs currently available. Students will be introduced to the ArcCAD software package as the main vehicle for learning GIS. GIS coverage and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries. (CSU)

CONST 101 — INTRODUCTION TO RESIDENTIAL CONSTRUCTION 3 Units
Prerequisite: Draft 20A or consent of instructor
Lecture: 3 hours
Laboratory: 4 hours

An introductory course designed to provide a basic understanding of residential construction. Topics include: the purchase of property, design, layout, foundations, framing, finishing, carpentry, relationships among subcontractors.

CONST 111 — INTRODUCTION TO RESIDENTIAL WIRING 3 Units
Prerequisite: Draft 20A, one year of high school drafting or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours

Electrical theory, blueprint reading, service, circuits, conduits, and flexible wiring in residential construction. Remodeling and large appliance installation procedures; applicable local code ordinances.

CONST 121 — INTRODUCTION TO RESIDENTIAL PLUMBING 3 Units
Prerequisite: Draft 20A or consent of instructor
Lecture: 3 hours
Laboratory: 3 hours

Types of pipes and common fittings, cold and hot water supply, soil pipe and drainage systems, fixture mounting, and natural gas plumbing; applicable local code ordinances.

CONSTRUCTION
Construction Technology

PLANNING 3 Units
Prerequisite: Draft 20A or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours

A beginning course in planning covering site analysis and selection; land use; circulation, landscape planning, grading and drainage; recreation; and service facilities, as related to the zoning codes. Working in the cowpens to include details, assemblies, and porticos. (CSU)

STRUCTURAL CONCRETE AND LIGHT GAGE STEEL DETAILING 3 Units
Prerequisite: Draft 20A or one year of high school drafting or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours

A course for the preparation and development of detail drawings for poured-in-place and precast structural concrete. Included in the course are conventions for detailing of process piping plans. (CSU)

WELDMENTS Structural 3 Units
Prerequisite: Draft 20A or consent of instructor
Lecture: 2 hours
Laboratory: 4 hours

A basic course in weldments, including processes, types of joints and graphic symbolication for detailing, welded connectors. Structural steel will include arrangement details and fabrication details. Light gage residential steel will include floor, wall, roof framing, sections and details. (CSU)
DRAFTING/DRAMA

DRAFT 50 — COMPUTER ASSISTED DRAFTING I
3 Units
Prerequisite: Draft 10A or equivalent
Lecture: 2 hours
Laboratory: 1 hour
Introduction to the use of the computer as a tool for accomplishing basic drafting tasks. Includes topics in the use of layers, blocks, editing and hatchures, inserts, attributes, dimensioning, basic three-dimensional applications and system management. (CSU)

DRA M A

DRA M A 2 0 — ORAL EXPRESSION AND INTERPRETATION
3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting prose, poetry, and dramatic literature; processes in the oral performance of principal literary genre. (UC/CSU)

DRA M A 2 2 — INTRODUCTION TO READERS’ THEATRE
3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 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)

DRA M A 3 6 — PLAYWRITING
3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
Theory and practice of writing for the theatre; analysis of relevant literature and productions; investigation of dramatic methods appropriate to the playwright. (UC/CSU)

DRA M A 4 2 — ACTING FUNDAMENTALS
3 Units
Lecture: 2 hours
Activity: 3 hours
Investigation of techniques and theories prerequisite to theatrical performance; psychological, philosophical, and practical preparation for the actor’s art. (UC/CSU)

DRA M A 4 3 — ACTING-DIRECTING
3 Units
Prerequisite: Drama 42 with a grade of “C” or better or consent of instructor
Lecture: 2 hours
Activity: 3 hours
A workshop in techniques of both acting and directing with specific focus upon the production of short scenes from a variety of theatrical genres. (UC/CSU)

DRA M A 4 4 — ADVANCED ACTING PROJECTS
1-3 Units
Prerequisite: Either Drama 20 or Drama 42 with a grade of “C” or better or audition depending upon the focus of the course during the semester it is being offered
Lecture: 1 hour
Laboratory: 3 hours equals 2 units of credit
Lecture: 1 hour
Laboratory: 6 hours equals 3 units of credit
Advanced workshop activity for production of one-act plays, segments of longer plays or full length plays; intensive workshop concentration designed for public performances. (UC/CSU)

DRA M A 4 5 — IMPROVISATION
3 Units
Lecture: 3 hours
Laboratory: 1 hour
Intensive study of the basic techniques of improvisational acting with specific concentration on improvisational theatre production formats as well as development of group inspired and created scenarios and one-act plays. (UC/CSU)

DRA M A 4 7 — AUDITIONS
3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 2 hours
Laboratory: 3 hours
Theory, techniques, and practice in auditioning for performance; development of audition materials; practical audition experience for theatre, film, and television. (CSU)

DRA M A 5 0 — 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)

DRA M A 5 6 — TECHNICAL THEATRE LABORATORY
1-3 Units
Laboratory: 3-9 hours
Applied laboratory experience in all phases of technical theatre related to mounting a production; practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and make-up for a specific theatre production. (UC/CSU)

E A R T H S C I E N C E

ESC 2 5 — GEOLOGY OF THE NATIONAL PARKS
3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
The study of the earth’s surface in relation to the formation of our National Parks. What part glaciation, erosion, volcanism, and other mountain building processes play in the formation of the National Parks. (CSU)

ESC 3 0 — GLOBAL TECTONIC GEOLOGY
3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
An introduction to the new global geology and how it has revolutionized man’s understanding of the way the earth works. For all who wish to learn about the earth’s wandering continents and spreading sea floors; what causes rising mountain ranges, volcanoes, and earthquakes; and the role that magnetism has played in the revelation of the new geology. (UC/CSU)

ESC 3 5 — FIELD GEOLOGY
1-3 Units
Prerequisite: Ex 5 or Ex 30 or consent of instructor
Lecture: 1-3 hours
A field study of selected geologic features and related Earth Science topics. A one to seven day field trip will be taken with pre- and post-classroom sessions. (CSU)

ESC 4 0 — DESCRIPTIVE ASTRONOMY
3 Units
Skill Level Recommended: Eligibility for Eng 1A and completion of Beginning Algebra
Lecture: 3 hours
A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extra-terrestrial life. (See also companion course Ex 45 Astronomy Lab.) (UC/CSU)

ESC 4 5 — ASTRONOMY LABORATORY
1 Unit
Prerequisite: Math 101 and previous or concurrent enrollment in Ex 40 or consent of instructor
Laboratory: 3 hours
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 parallax and other distance determinations through simulation; using astro-nomical 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/CSU)
ESC 60 — FUNDAMENTALS OF
METEOROLOGY
Skill Level Recommended: High school chemistry or physics, and high school algebra. Eligibility for Eng 1A
Lecture: 3 hours
Laboratory: 3 hours
Origin of the world’s atmosphere, its structure, composition, and circulation; the weather elements, weather instruments and their use, gas laws, air masses, frontal movements, cloud types; lab techniques; meteorological effects on modern society. (UC/CSU) Field trips may be required.

ESC 70 — FUNDAMENTALS OF
OCEANOGRAPHY
Skill Level Recommended: High school chemistry or physics, and high school algebra. Eligibility for Eng 1A
Lecture: 2 hours
Laboratory: 3 hours
The origins of the world’s oceans, its structure, composition, and circulation; tides, currents, salinity, density, oceanographic instruments and their use, life in the sea, the interaction of the ocean and the atmosphere, the ocean and modern society. (UC/CSU)

ECON 11 — PRINCIPLES OF ECONOMICS
(CAN ECON 2)
Lecture: 4 hours
Macro-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/CSU)

ECON 12 — PRINCIPLES OF ECONOMICS
(CAN ECON 4)
Lecture: 4 hours
Micro-economics. The corporation: analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; special economic problems. (UC/CSU)

EMERGENCY MEDICAL SERVICES
See Page 40 for Certificate Requirements

EMERGENCY MEDICAL SERVICES TRAINING
Prerequisite: Completion of EMS 157 or an advanced first aid course within the last two years or consent of instructor
Lecture: 6 hours
An intensive course to assist the student in developing skills in recognition of illness and injuries and proper procedures in administering emergency care. Both EMT ambulance and non-ambulance training available. Students must have proof of a Hepatitis B vaccination and a current TB skin test to be able to participate in the EMT ambulance training. Upon completion of this course, students are eligible for county/state certification. (CSU)

EMERGENCY MEDICAL TECHNICIAN 6 Units
EMT-Paramedic. 120 hour program for students who wish to become registered EMT-Paramedics. Students will perform all duties of an EMT level and will be trained to provide advanced life support care. Satisfactory completion of an EMT-advanced first aid course and an approved Emergency Medical Technician program is required. (UC/CSU) Field trips may be required.

EMERGENCY MEDICAL TECHNICIAN REFRESHER
Prerequisite: Emergency Medical Technician Certificate
Lecture: 1.5 hours
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. (CSU) May be repeated three times.

EMERGENCY MEDICAL CARE 3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
To develop functional capabilities of individuals who as a part of everyday experiences may be required to provide emergency first aid prior to care by qualified medical personnel. (CSU) May be repeated three times.

EMERGENCY MEDICAL SERVICE 1-4 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled 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 E.M.S. The student’s employment must be related to educational or occupational goals. (CSU) Offered for Credit/No Credit grading 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 alternate basis, see WkEx 96, pages 50-51.

ENG 11 — FILM APPRECIATION
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3.5 hours
Lab/Rec: 1.5 hours
Development of technical awareness and critical thinking in individual response to cinema and cinema into video. (UC/CSU) May be repeated one time.

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

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

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

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

ENG 49 — CALIFORNIA LITERATURE
Prerequisite: Eng 1A with a grade of “C” or better or consent of instructor
Lecture: 3 hours
A chronological survey of California literature in the 19th and 20th Centuries with emphasis on selected works of major American authors living and writing in California. (UC/CSU)
ENG 50 — INTRODUCTION TO SHAKESPEARE 3 Units
Prerequisite: ENG LA with a grade of "C" or better or consent of instructor
Lecture: 3 hours
An introduction to the representative works by Shakespeare including the characteristics of the different genres - comedy, history, and tragedy, and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's works as they affect the meaning of the works studied. (UC/CISL)

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.

FIRE TECHNOLOGY See Page 40 for Certificate Requirements

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

FIRE 2 — FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL 3 Units
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
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 3 Units
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
Lecture: 3 hours
Introduction to portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems. (CSU)

FIRE 4 — FUNDAMENTALS OF FIRE PREVENTION 3 Units
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
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
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
Lecture: 3 hours
Fundamental information on how fire departments are organized, managed, the resources available to a department, and how those resources are used to control various emergencies. (CSU)

FIRE 7 — WILDLAND FIRE CONTROL 3 Units
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
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 activities of a protection organization; and the utilization of resources to complete the suppression organization activities using strategy and tactics and safety procedures effectively. (CSU)

FIRE 204 — DRIVER/Operator Training 1A 1 Unit
Prerequisite: Fire 204 with a grade of "C" or better or consent of program coordinator
Lecture: 5 hours
Laboratory: 1.5 hours
Design to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CSU)

FIRE 208 — DRIVER/Operator Training 1B 1 Unit
Prerequisite: Fire 208 with a grade of "C" or better or consent of program coordinator
Lecture: 5 hours
Laboratory: 1.5 hours
Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance. (CSU) May be repeated two times.

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

FIRE 97 — WORK EXPERIENCE IN FIRE TECHNOLOGY 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 Fire Technology. The student's employment must be related to educational or occupational goals. (CSU) Offered for Credit/No Credit grading 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 alternate basis, see Wkexp 96, page 106.

FIRE 101A — FIREFIGHTER I ACADEMY 6 Units
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
Lecture: 6 hours
Basic Firefighter Academy.

FIRE 101B — FIREFIGHTER I ACADEMY 6 Units
Prerequisite: Fire 101A with a grade of "C" or better or consent of program coordinator
Lecture: 6 hours
Continuation of Basic Firefighter Academy. (Meets requirements of the California State Board of Fire Service for Firefighter I certification.)

FIRE 155 — SPECIAL TOPICS IN FIRE TECHNOLOGY 1-4 Units
Prerequisite: Will vary with topic
Lecture: 1-4 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 ground evolutions. (CSU) May be repeated with different topics only.

FOREST TECHNOLOGY See Page 40 for Certificate Requirements

FORTC 153 — FOREST SURVEYING TECHNIQUES 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, clometers, surveyor's tape, and computer based level line systems. Forestry mathematics. (CSU) Field trips are required.

FORTC 162 — APPLIED FOREST INVENTORY 3 Units
Prerequisite: Forte 153, Fore 10 and Nartc 160 recommended or consent of instructor
Lecture: 3 hours
Laboratory: 1.5-3 hours
Field trips are required.

FORESTRY See Page 40 for Certificate Requirements

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

FOREST 105 — FORESTY 3 Units
Lecture: 3 hours
Lecture: 2 hours
Laboratory: 3 hours
Survey of the major U.S. forest regions and significant forest history events. Forestry practices, wood utilization and applied techniques of private tree farm/woodlot management for long-term production of timber, fuelwood, Christmas trees and other resources. Forestry education, career opportunities, licensing and ethics. (CSU) Field trips are required.

FOREST 153 — FOREST SURVEYING TECHNIQUES 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, climeters, surveyor's tape, and computer based level line systems. Forestry mathematics. (CSU) Field trips are required.

FOREST 162 — APPLIED FOREST INVENTORY 2 Units
Prerequisite: Forte 153, Texts 10 and Natc 160 recommended or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours
Techniques of forest inventory including cruising, scaling, and evaluation; field tabulation and computation methods; location and inventory of a given forest property in the field including property corners and boundaries; inventory of timber and other natural resource uses of property. Field trips are required.
GEORPHY/GUIDANCE

GEORPHY

GEOR 12 – CULTURAL GEOGRAPHY 3 Units
Lecture: 3 hours
The study of humankind’s relationship with the environment. The techniques and resources of physical and cultural geography, anthropology, environmental science, history, political science and sociology will be emphasized. (UC/CSU)

GEOR 15 – PHYSICAL GEOGRAPHY 3 Units
Lecture: 3 hours
An introduction to selected aspects of the earth’s physical environment (landforms, weather, climate, soils, and vegetation) and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man. (UC/CSU)

GUIDANCE

GUIDE 1 – CAREER/LIFE PLANNING 3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 2.5 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 7 – COLLEGE SUCCESS 2-3 Units
Lecture: 2.5 hours
Introduction to the skills, behaviors and attitudes helpful in succeeding in educational settings. Topics include goal-setting, learning styles, time and money management, memory, reading, note taking, test taking, creativity, relationships, communication, health and the use of the library and other resources. The depth of the topics covered will be based on whether the 2 or the 3 unit course is selected. (CSU)

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

GUIDE 10A – PRINCIPLES OF LEADERSHIP 1 Unit
Lecture: 1 hour
Designed to assist students in gaining basic knowledge of leadership skills, to develop skills in principles and administration of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics. (CSU)
Offered for Credit/No Credit grading only.

GUIDE 10B – PRINCIPLES OF LEADERSHIP 1 Unit
Prerequisite: Guide 10A
Lecture: 1 hour
Further development of leadership skills with emphasis on problem solving, group dynamics and more effective time management techniques. (CSU)
Offered for Credit/No Credit grading only.

GUIDE 20 – TOPICS FOR PERSONAL DEVELOPMENT 2 Units
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 25 – JOB HUNTING STRATEGIES* 0.5 Unit
(formerly Guide 4)
Lecture: 5 hours
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)
Offered for Credit/No Credit grading only.
* Credit may be earned for either BUSAD 25 or GUIDE 25, but not both.

GUIDE 100 – COLLEGE SURVIVAL 3 Units
Lecture: 3 hours
Designed to familiarize the student with college procedures and personnel, community resources, and study techniques that can assist the student in successfully achieving an educational goal. Recommended for re-entry students, probationary students, and students whose educational goals will be completed at Columbia College.

GUIDE 101 – OCCUPATIONAL EXPLORATION 1 Unit
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 grading only.

GUIDE 102 – NOTE TAKING 0.5 Unit
Lecture: 5 hours
The course is designed to familiarize students with the Cornell, mind mapping and outlining methods of taking notes. Topics will include note-taking from lectures and reading materials, hints for handling lectures that move at a fast pace and word abbreviating techniques. This course will also examine if an individual views challenging educational experiences and develops personal strategies for success.
Offered for Credit/No Credit grading only.

GUIDE 103 – TIME MANAGEMENT 0.5 Unit
Lecture: 2 hours
The course is designed to familiarize the student with techniques of effective time management including an examination of the effects of personal attitudes and choices. Topics will include goal setting ways to get the most out of your time, studying with children under foot, ABC Daily To Do List, using long term planners, and dealing with procrastination.
Offered for Credit/No Credit grading only.

HEALTH EDUCATION

HE-ED 1 – HEALTH AND FITNESS EDUCATION 3 Units
Lecture: 3 hours
Personal and community health; an understanding of contemporary health issues and problems with emphasis on personal fitness and adjustment. An informative and factual survey contributing to a person’s mental, physical, and social well-being.
(UC/CSU)

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

HEALTH OCCUPATIONS

HE-OC 97 – WORK EXPERIENCE IN HEALTH OCCUPATIONS
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Health Occupations. The student’s employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit grading only.
May be repeated for no more than a total of 16 units of credit, but any units earned in any other Work Experience course for students interested in working full time or semester and attending classes one semester or an alternate basis, see Weps 96, page 156.

HEAVY EQUIPMENT

HVYEQ 150 – SCHOOL BUS DRIVER TRAINING 2.5 Units
Prerequisite: Possession of a valid California driver’s license
Lecture: 2.5 hours
Instruction in the driver’s responsibility for pupil, care and operation of a school bus, and laws relating to pupil transportation.
May be repeated three times.

HISTORY

HIST 11 – HISTORY OF CALIFORNIA 3 Units
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 3 Units
Lecture: 3 hours
Survey of civilizations to 1650: origins in Near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas, to colonial empires. (UC/CSU)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 14</td>
<td>WORLD CIVILIZATIONS: To 1600</td>
<td>3</td>
<td>Study of civilizations since 1650: emergence of modern national states, their struggle for world status, and their impact on international affairs. (UC/CSU)</td>
</tr>
<tr>
<td>HIST 16</td>
<td>UNITED STATES: To 1865</td>
<td>3</td>
<td>Survey of United States history from Colonization to Reconstruction. Analysis of English Imperialism, Revolution, Nationalism, Democracy, Sectionalism and Civil War. (UC/CSU)</td>
</tr>
<tr>
<td>HIST 49</td>
<td>THE MOTHER LODE</td>
<td>3</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>HIST 55</td>
<td>THE AMERICAN FRONTIER</td>
<td>3</td>
<td>Lecture: 3 hours Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century. (UC/CSU)</td>
</tr>
<tr>
<td>HOSPITALITY MANAGEMENT</td>
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### HOSPITALITY MANAGEMENT

See Pages 40 and 41 for Certificate Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 101</td>
<td>INTRODUCTION TO THE HOSPITALITY INDUSTRY</td>
<td>3</td>
<td>Lecture: 3 hours Survey of the hotel-motel, food services, travel-tourism, club and recreation business. Analysis of the organizational structure of the hospitality industry, including historical development and examination of industry trends. Major emphasis will be placed on career planning and management in the hospitality industry. Field trips may be required.</td>
</tr>
<tr>
<td>HPMGT 103</td>
<td>MARKETING OF HOSPITALITY SERVICES</td>
<td>3</td>
<td>Lecture: 3 hours A study of people, product, package, price, and promotion, and how they interrelate and constitute the ingredients in a marketing program. Field trips may be required.</td>
</tr>
<tr>
<td>HPMGT 112</td>
<td>FRONT OFFICE MANAGEMENT/ 2/ HOTEL CATERING</td>
<td>2</td>
<td>Lecture: 2 hours Essential equipment, routines, and duties of the front desk clerk and relationship to other hotel departments; planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater.</td>
</tr>
<tr>
<td>HPMGT 114</td>
<td>INTRO TO MAINTENANCE AND HOUSEKEEPING</td>
<td>1.5</td>
<td>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.</td>
</tr>
<tr>
<td>HPMGT 116</td>
<td>LAWS OF INNKEEPING</td>
<td>1</td>
<td>Lecture: 1 hour Legal relationships between California innkeepers and others; rights, duties, and liabilities of innkeepers and their personnel. Field trips may be required.</td>
</tr>
<tr>
<td>HPMGT 130</td>
<td>FOOD SERVICE MANAGEMENT</td>
<td>2</td>
<td>Lecture: 2 hours Introduction to culinary nomenclature, cost controls, kitchen equipment, restaurant design, management reports, menu planning, food purchasing, nutrition and sanitation. Field trips may be required.</td>
</tr>
<tr>
<td>HPMGT 131A</td>
<td>DINING ROOM SERVICE AND MANAGEMENT</td>
<td>2</td>
<td>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.</td>
</tr>
<tr>
<td>HPMGT 132B</td>
<td>DINING ROOM SERVICE AND MANAGEMENT</td>
<td>3</td>
<td>Prerequisite: HPMGT 131A with a grade of &quot;C&quot; or better or consent of instructor Lecture: 1.5 hours Laboratory: 6.5 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.</td>
</tr>
<tr>
<td>HPMGT 133A</td>
<td>INTRO TO COMMERCIAL FOOD PREPARATION</td>
<td>3</td>
<td>Lecture: 1.5 hours Laboratory: 4.5 hours Initial culinary training for chefs. Introduction to safe, sanitary and efficient food production procedures. Orientation and training on equipment, hand tools and foods. Application of nutritional concepts. Food inventory management. Traditional and computer-aided recipe writing/costing. Adopting professional standards regarding uniforms, dependability, teamwork and quality performance.</td>
</tr>
<tr>
<td>HPMGT 139A</td>
<td>COMMERCIAL FOOD PREPARATION</td>
<td>4</td>
<td>Prerequisite: HPMGT 133A with a grade of &quot;C&quot; 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 starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.</td>
</tr>
<tr>
<td>HPMGT 135A</td>
<td>COMMERCIAL BAKING: Beginning</td>
<td>3</td>
<td>Lecture: 1 hour Laboratory: 6 hours Tools, terms and functions in preparation of baked goods, yeasted breads and pastries, cookies, cakes, and specialty items. Field trips may be required.</td>
</tr>
<tr>
<td>HPMGT 136A</td>
<td>COMMERCIAL BAKING: Advanced</td>
<td>2</td>
<td>Prerequisite: HPMGT 135A with a grade of &quot;C&quot; or better or consent of instructor Lecture: 2 hours Field trips may be required. Formulas used in commercial pastry shop, cake decoration, marzipan and chocolate work, pastries and specialty items. Student participation.</td>
</tr>
<tr>
<td>HPMGT 140A</td>
<td>CONTEMPORARY CUISINE: 3.5 Units</td>
<td></td>
<td>Prerequisite: HPMGT 133A with a grade of &quot;C&quot; or better or consent of instructor Lecture: 1.5 hours Laboratory: 4 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, sauté, and grill.</td>
</tr>
<tr>
<td>HPMGT 140B</td>
<td>CONTEMPORARY CUISINE: 3.5 Units</td>
<td></td>
<td>Prerequisite: HPMGT 140A with a grade of &quot;C&quot; 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 lead positions in pastry, pantry, sauté, and grill.</td>
</tr>
<tr>
<td>HPMGT 142</td>
<td>BAR MANAGEMENT</td>
<td>2</td>
<td>Lecture: 1.5 hours Laboratory: 3.5 hours Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d’oeuvre, canapes, sauces, salads, force meats, pates, tray presentations, table set-ups, room set-ups, and food shows competitions. Field trips may be required.</td>
</tr>
<tr>
<td>HPMGT 144</td>
<td>MEAT ANALYSIS</td>
<td>2</td>
<td>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 of foods. Field trips may be required.</td>
</tr>
</tbody>
</table>
HOSPITALITY MANAGEMENT/HUMANITIES/LAW ENFORCEMENT/MATHEMATICS

HPMGT 107 — BEVERAGE MANAGEMENT 3 Units
Lecture: 2 hours Laboratory: 3 hours
Study of all aspects of beverage management including federal, state and local regulations, mixology, background and future of the beverage industry. Students under 21 will do special assignments rather than labs.
Field trips may be required.

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

Recreation Industry

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

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

HUMANITIES

HUMAN 1 — OLD WORLD CULTURE 3 Units
Skill Level Recommended: Eligibility for Eng 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)

HUMAN 2 — MODERN CULTURE 3 Units
Skill Level Recommended: Eligibility for Eng 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)

INDEPENDENT STUDY

Independent Study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 29 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school.

LAW ENFORCEMENT

LAWEN 140A — ARSON INVESTIGATION: 2 Units
Beginning
Lecture: 2 hours
Designed to prepare new fire investigators and detectives from law enforcement to carry out the responsibility of arson detection and establish the foundation for an in-depth arson investigation.
(Students may receive credit for either Lawen 140A and 140B or Fire 75, but not both.)

LAWEN 140B — ARSON INVESTIGATION: 2 Units
Advanced
Prerequisite: Lawen 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, and as an expert, insurance laws, and advanced fire problems.

MATHEMATICS

MATH 2 — ELEMENTS OF STATISTICS (CAN STAT 2) 3 Units
Prerequisite: Math 104 with a grade of "C" or better or two years of high school algebra
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 2 hours
Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests. (UC/CSU)

MATH 5 — MATHEMATICS FOR LIBERAL ARTS STUDENTS 3 Units
Prerequisite: Math 104 with a grade of "C" or better, or two years of high school algebra
Lecture: 3 hours
A survey of important mathematical ideas with insight into their historical development. Topics may include sets and logic, number theory, functions and graphs, geometric ideas, probability and statistics. (UC/CSU)

MATH 8 — TRIGONOMETRY 3 Units
Prerequisite: Math 104 with a grade of "C" or better, or two years of high school algebra
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 2 hours
Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometric identities, graphs, and logarithms. (CSU)

MATH 10 — COLLEGE ALGEBRA 3 Units
Prerequisite: Math 104 with a grade of "C" or better or two years of high school algebra
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 2 hours
Introduction to the history, development, production and types of wines. (UC/CSU)

MATH 112 — FINITE MATHEMATICS 3 Units
Prerequisite: Math 104 with a grade of "C" or better or two years of high school algebra
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 2 hours
Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming) sets, combinatorics, probability, statistics, and the mathematics of finance. (CSU)

MATH 116 — PRECALCULUS 4 Units
Prerequisite: One year of high school geometry and either Math 104 or two years of high school algebra
Lecture: 4 hours
Laboratory: 2 hours
Topics from Algebra, Trigonometry, and Analytic Geometry are studied in preparation for Calculus. Functions and their graphs will be particularly emphasized. (CSU)

MATH 118A — CALCULUS WITH ANALYTIC GEOMETRY 4 Units
Prerequisite: Math 116 with a grade of "C" or better, or Math 8 and Math 104 with grades of "C" or better, or equivalent high school course work. Math 118A followed by Math 116 is the recommended pathway for calculus.
Lecture: 4 hours
Laboratory: 2 hours
An integrated course in calculus and analytic geometry including limits, continuity, differentiation and integration with applications, logarithmic functions, and exponential functions. (UC/CSU)

MATH 150A — BEGINNING ALGEBRA: 2 Units
First Half
Lecture: 2 hours
Laboratory: 1 hour
This course is equivalent to the first half of Math 101, allowing the student more study time for the course topics. Completion of both Math 100A and Math 100B is equivalent to completion of Math 101.

MATH 100B — BEGINNING ALGEBRA: 2 Units
Second Half
Lecture: 2 hours
Laboratory: 1 hour
This course is equivalent to the second half of Math 101, allowing the student more study time for the course topics. Completion of both Math 100A and Math 100B is equivalent to completion of Math 101.

MATH 101 — BEGINNING ALGEBRA: 4 Units
Lecture: 6 hours
Laboratory: 2 hours
Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

MATH 103A — INTERMEDIATE ALGEBRA: 2 Units
First Half
Prerequisite: Math 103 or Math 100B with a grade of "C" or better, or one year of high school algebra
Lecture: 2 hours
Laboratory: 1 hour
This course is equivalent to the first half of Math 104, allowing the student more study time for the course topics. Completion of both Math 103A and Math 103B is equivalent to completion of Math 104.

MATH 110A — CALCULUS WITH ANALYTIC GEOMETRY 4 Units
Prerequisite: Math 110A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Laboratory: 2 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 103B — INTERMEDIATE ALGEBRA: 2 Units
Prerequisite: Math 103A with a grade of "C" or better or two years of high school algebra
Lecture: 2 hours
Laboratory: 1 hour
This course is equivalent to the second half of Math 104, allowing the student more study time for the course topics. Completion of both Math 103A and Math 103B is equivalent to completion of Math 104.

MATH 101 — INTERMEDIATE ALGEBRA: 4 Units
Prerequisite: Math 101 with a grade of "C" or better or one year of high school algebra
Lecture: 4 hours
Laboratory: 2 hours
Study of algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; applications of algebra in a variety of contexts.

MUSIC 1 — MUSIC FUNDAMENTALS: 3 Units
Lecture: 3 hours
Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training. (UC/CSU)

MUSIC 2 — INTRODUCTION TO MUSIC: 3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
Survey of the many fields within the discipline of music, including a brief overview of fundamentals, music history, the voice, musical 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)

MUSIC 4A — ELEMENTARY MUSICIANSHIP: 2 Units
Lecture: 2 hours
Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. (CSU)

MUSIC 4B — ELEMENTARY MUSICIANSHIP: 2 Units
Prerequisite: Music 4A with a grade of "C" or better or equivalent
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)

MUSIC 5A — INTERMEDIATE MUSICIANSHIP: 2 Units
Prerequisite: Music 4A with a grade of "C" or better or equivalent
Lecture: 2 hours
Continuation of Music 4A to develop skills in sight singing, melodic and rhythmic dictation, and aural and keyboard skills. (CSU)

MUSIC 5B — INTERMEDIATE MUSICIANSHIP: 2 Units
Prerequisite: Music 5A with a grade of "C" or better or equivalent
Lecture: 2 hours
Continuation of Music 5A, including sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials and basic keyboard skills. (CSU)

MUSIC 10 — SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to Present: 3 Units
Skill Level Recommended: Eligibility for Eng 1A
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 1750 A.D. Includes the music ofPalestina, Bach, and Handel. (UC/CSU)

MUSIC 11 — SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to Present: 3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copeland. (UC/CSU)

MUSIC 12 — SURVEY OF JAZZ AND POPULAR MUSIC: 3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
An introduction to jazz style and history and important trends in 20th century popular music. (CSU)

MUSIC 20A — ELEMENTARY MUSIC THEORY: 3 Units
Prerequisite: Concurrent enrollment in Music 6A
Lecture: 3 hours
Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing; study of diatonic 4-part harmony, figured bass, chord progressions, and harmonic motion. (UC/CSU)

MUSIC 20B — ELEMENTARY MUSIC THEORY: 3 Units
Prerequisite: Concurrent enrollment in Music 6B, and Music 20A
Lecture: 3 hours
Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, nonharmonic notes, and extended chords. (UC/CSU)

MUSIC 21A — INTERMEDIATE MUSIC THEORY: 3 Units
Prerequisite: Music 20B with a grade of "C" or better or concurrent enrollment in Music 5A
Lecture: 3 hours
A continuation of the study of the basic structural elements of music such as melody, rhythm, harmony and form with an emphasis on the organization of these elements; also includes a study of chromaticism, chromatic alterations, and complex tertian structures. (CSU)

MUSIC 21B — INTERMEDIATE MUSIC THEORY: 3 Units
Prerequisite: Music 21A with a grade of "C" or better or concurrent enrollment in Music 5B
Lecture: 3 hours
Continued development of analytical and compositional techniques; study of modal and tonal counterpoint; introduction to Impressionism and to 20th century concepts of melody, harmony, and form. (CSU)

MUSIC 30A — ELEMENTARY PIANO: 1.5 Units
Lecture: 1 hour
Activity: 2 hours
An introduction to the skill of piano playing based on music reading; fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords. (UC/CSU)

MUSIC 30B — ELEMENTARY PIANO: 1.5 Units
Prerequisite: Music 30A with a grade of "C" or better or concurrent enrollment in instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of the fundamentals of piano performance with emphasis given to the essentials of music reading. Theory will include the presentation of scales and keys, both major and minor, review and application of chords and inversions, and an introduction to improvisation. Piano literature will include both classical and popular compositions as well as exercises and technical studies. (UC/CSU)

MUSIC 36A — ELEMENTARY VOICE: 1.5 Units
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 1.5 Units
Prerequisite: Music 36A 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 41A — INTERMEDIATE PIANO 1.5 Units
Prerequisite: Music 31B with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of the fundamentals of piano performance attained in Music 31A and 31B with more emphasis given to technique, phrasing, and dynamics 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 1.5 Units
Prerequisite: Music 41A with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of the fundamentals of piano performance attained in Music 31A, 31B, and 41A with more emphasis given to the adaptation of various techniques regarding style, touch, dynamics, and phrasing as they apply to different periods of piano literature. Opportunity to accompany instrumentalists and vocalists is offered as well as the performance of two-piano works. Theory will include all key 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 1.5 Units
Prerequisite: Music 36B with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Individual and small group instruction in the refinement of vocal technique. Includes continued development of tone, endurance, and flexibility with an emphasis on public performance. (UC/CSU)

MUSIC 46B — INTERMEDIATE VOICE 1.5 Units
Prerequisite: Music 46A with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Activity: 2 hours
Continuation of Music 46A. (UC/CSU)

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

MUSIC 49 — BEGINNING GUITAR 1.5 Units
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 — SERIES — APPLIED MUSIC
Prerequisite: Audition
Lecture: 1 hour
Study of performance techniques, interpretation, and repertoire related to private music instruction. Designated for music majors and minors. (UC/CSU)

MUSIC 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 choir experience as well as intermediate. Repertoire includes selections of various styles. (UC/CSU)

MUSIC 64 — JAZZ CHOIR 1 Unit
Prerequisite: Audition
Activity: 3-6 hours
Study and performance of vocal jazz and improvisation in an ensemble of limited size. (UC/CSU)

MUSIC 65 — THEATRE PRODUCTION: Music Emphasis
Prerequisite: Audition
Activity: 3-6 hours
Directed activities in theatre production for public performance with a 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
Prerequisite: Audition
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)

NATURAL RESOURCES
See Page 41 for Certificate Requirements

NATRE 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 Alaskan natural resources. (UC/CSU)

NATRE 3 — NATURAL RESOURCES LAW AND POLICY 3 Units
Lecture: 3 hours
Introduction to principles and practice of environmental law in the United States; exposure to major legislation and significant cases, and discussion of their interrelationships. Topics include overview of development and limits of legislative and judicial approaches to solving environmental problems; environmental ethics; local action and historical role of activists in legislative change and enforcement.

NATRE 9 — PARKS AND FORESTS LAW ENFORCEMENT 2 Units
Lecture: 2 hours
Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. (CSU)

Field trips may be required.
PHILO 25 — TWENTIETH CENTURY PHILOSOPHY
Skill Level Required: Eligibility for Eng 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)

PHYSICAL EDUCATION

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

PE 3 — PERSONAL FITNESS CONCEPTS AND EVALUATIONS
Lecture: 2 hours
Activity: 3 hours
A study of "how," "why," and "what" of physical activity and exercise. Designed to help students make important decisions about their own personal exercise program and their personal physical fitness directions for a lifetime. (UC/CSU)

PE 6A — LIFETIME FITNESS PROGRAM I
Lecture: 5.5-15 hours
Laboratory: 1.5-4.5 hours
Introduction to the fundamental principles and practices of scientific exercise conditioning, nutritional requirements, weight control techniques, coronary heart disease concepts, and considerations of preventive medicine. Basic exercise routine involves the circuit training system. (UC/CSU)

PE 6B — LIFETIME FITNESS PROGRAM II
Lecture: 2-2 hours
Prerequisite: PE 6A with a grade of "C" or better or consent of instructor
Laboratory: 3-6 hours
A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. (UC/CSU)

PE 8A — INTRODUCTION TO CARDIAC REHABILITATION PROGRAM
Prerequisite: Primary physician referral
Lecture: 3-1 hour
Laboratory: 3.5-6 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
Prerequisite: Primary physician referral
Laboratory: 3.5-6 hours
Continuation of Cardiac Rehabilitation Program without lecture series. (CSU) May be repeated three times.

PE 9A — INTRODUCTION TO CARDIAC FAMILY FITNESS
Prerequisite: Must be member of enrolled cardiac student's family
Lecture: 3-1 hour
Laboratory: 3-5 hours
Designed to introduce the cardiac student's family to cardiovascular fitness principles and practices and to share in the modified risk factor modification. May be repeated three times.

PE 9B — CARDIAC FAMILY FITNESS
Prerequisite: Must be member of enrolled cardiac student's family
Lecture: 3-1 hour
Laboratory: 3-5 hours
A continuation of PE 9A with emphasis on developing a higher level of cardiovascular functional capacity and reducing the risk factors associated with coronary artery disease. (CSU)

PE 10 — ADAPTIVE PHYSICAL EDUCATION
Lecture: 3-1.5 hours
Activity: 1.5-5 hours
Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. (UC/CSU)

PE 12 — PULMONARY REHABILITATION
Prerequisite: Physician referral
Lecture: 3-1 hour
Laboratory: 3-4 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.

PHILO 10 — INTRODUCTION TO PHILOSOPHY
Skill Level Required: Eligibility for Eng 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)
PE 20—DANCE SURVEY  2 Units
Activity: 1 hour
Lecture: 1 hour
Laboratory: 3 hours
Introduction to the fundamentals of dance movement, including ballet, jazz, contemporary, and folk. Participatory work will be supplemented with lectures on the history and development of each style along with videotapes of dance performance. (UC/CSU)

PE 21A—BALLET I  5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with ballet as an expressive art form while developing strength, flexibility, and coordination. (UC/CSU)
May be repeated one time.

PE 21B—BALLET II  5-1.5 Units
Prerequisite: PE 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.

PE 22A—CONTEMPORARY DANCE I  5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to contemporary dance technique, designed to acquaint the student with the fundamentals of dance and creative movement exploration while developing strength, flexibility, and expressiveness. (UC/CSU)
May be repeated one time.

PE 22B—CONTEMPORARY DANCE II  5-1.5 Units
Prerequisite: PE 22A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Contemporary dance technique at the intermediate level with emphasis on developing artistic competence, performance skills, and basic choreographic concepts. (UC/CSU)
May be repeated one time.

PE 25A—JAZZ DANCE I  5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to the fundamentals of jazz dance; designed to acquaint the student with basic technique in a cultural and historical context while developing strength, flexibility, and stylistic awareness. (UC/CSU)
May be repeated one time.

PE 25B—JAZZ DANCE II  5-1.5 Units
Prerequisite: PE 25A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Continuing work in jazz dance with emphasis on developing stylistic elements and performance techniques. Specific attention given to learning extended movement combinations and compositional forms indigenous to American jazz. (UC/CSU)
May be repeated three times.

PE 27—CHOREOGRAPHY  3 Units
Prerequisite: Previous dance experience or consent of instructor
Activity: 6 hours
Lecture: 2 hours
A comprehensive exploration of choreography fundamentals through a sequential progression of movement experiences designed to develop the creative potential and provide a fuller understanding of the creative process. (UC/CSU)
May be repeated three times.

PE 28—DANCE PRODUCTION  2 Units
Prerequisite: Previous dance experience or consent of instructor
Activity: 6 hours
Dance production for public performance; theory and practice in choreography, performance styles, and dance rehearsal combined with theatrical structure and technical staging designed for concert presentation. (UC/CSU)
May be repeated three times.

PE 29—THEATRE PRODUCTION: Dance Emphasis  1-2 Units
Prerequisite: Audition, 5-6 hours
Directed activities in theatre production for public performance with a concentration in dance. (UC/CSU)
May be repeated three times.

PE 30—AEROBIC EXERCISE  5-1.5 Units
Laboratory: 5-1.5 hours
Designed to promote cardiovascular conditioning, muscular strength and endurance, and flexibility with emphasis on the fundamental principles of exercise as a component of health. (UC/CSU)
May be repeated three times.

PE 31—CIRCUIT CROSS-TRAINING  5-1.5 Units
Activity: 2-3 hours
A comprehensive workout to achieve personal fitness goals through the use of cardiovascular and strength training systems. (CSU)
May be repeated three times.

PE 32—BASKETBALL: Men's Rules  5-1.5 Units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. (UC/CSU)
May be repeated three times.

PE 33—BASKETBALL: Women's Rules  5-1.5 Units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy (UC/CSU)
May be repeated three times.

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

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

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

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

PE 38B—GOLF II  5-1.5 Units
Prerequisite: PE 38A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Instruction and practice in skills, rules and strategy. (UC/CSU)
May be repeated three times.

PE 39—INTRAMURAL ATHLETICS  5-1.5 Units
Activity: 1.5-4.5 hours
Organized competition for school championships in a variety of sports. Fall—Volleyball, Basketball, Table Tennis. Spring—Basketball, Table Tennis Paddle Ball, Tennis, Golf, and a variety of other activities. May be repeated three times.

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

PE 41—SKIING CONDITIONING  5-1.5 Units
Activity: 1.5-4.5 hours
Instruction in progressive exercises and conditioning for snow skiing. (UC/CSU)
May be repeated three times.

PE 43A—SKIING—ALPINE I  5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice in basic fundamentals of snow skiing on the slopes. Care and selection of equipment, terminology, and safety included. (CSU) Offered for Credit/No Credit grading only.

PE 43B—SKIING—ALPINE II  5-1.5 Units
Prerequisite: PE 43A or consent of instructor
Activity: 1.5-4.5 hours
Instruction and practice in intermediate through advanced snow skiing techniques employed by the American teaching method. Classes are held on the ski slopes. (CSU) Offered for Credit/No Credit grading only.

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

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

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

PE 50B — TENNIS II
Prerequisite: PE 50A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis. (UC/CSU)
May be repeated one time.

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

PE 51B — VOLLEYBALL II
Prerequisite: PE 51A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play. (UC/CSU)
May be repeated one time.

PE 54A — WEIGHT TRAINING I
Activity: 1.5-4.5 hours
Instruction in use of weights and body building equipment with emphasis upon individual program development. (UC/CSU)
May be repeated one time.

PE 54B — WEIGHT TRAINING II
Prerequisite: PE 54A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
Designed to help individuals accomplish a fine state of physical fitness through the use of "overload" equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze particular needs and establish a program that will help accomplish these goals. (UC/CSU)
May be repeated one time.

Inter-Collegiate Athletics

PE 82 — VARSITY BASKETBALL (Men's Rules)
2 Units
Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. (UC/CSU)
Field trips will be required.
May be repeated three times.

PE 84 — VARSITY TENNIS (CO-ED)
2 Units
Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
Preparation and training for intercollegiate varsity tennis competition. Participation in contests with other colleges will be scheduled. (UC/CSU)
Field trips will be required.
May be repeated three times.

PE 86 — VARSITY VOLLEYBALL (Women)
2 Units
Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled. (UC/CSU)
Field trips will be required.
May be repeated two times.

PE 88 — VARSITY GOLF (CO-ED)
2 Units
Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
Preparation and training for intercollegiate golf competition. (CSE)
Field trips will be required.
May be repeated three times.

PHYSICS

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

PHYS 5A — GENERAL PHYSICS I
5 Units
Prerequisite: Math 10A with a grade of "B" or better or Math 8 with a grade of "B" or better and concurrent enrollment in Math 10A or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 4 hours
Laboratory: 3 hours
A general calculus level introduction to motion and mechanics. Emphasis on Newtonian mechanics and fluid mechanics. (UC/CSU)

PHYS 5B — GENERAL PHYSICS II
5 Units
Prerequisite: Math 10A with a grade of "B" or better and Physics 5A
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 6 hours
Laboratory: 4 hours
A general calculus level introduction of the physics of electricity and magnetism. (UC/CSU)

PSYCHOLOGY

PSYCH 1 — GENERAL PSYCHOLOGY
3 Units
Skill Level Required: Eligibility for Eng 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: Psyc 1 or a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
A look at the more advanced areas of study in psychology concentrating on current theoretical approaches and research findings regarding areas of controversy. (UC/CSU)

PSYCH 30 — PERSONAL AND SOCIAL ADJUSTMENT
3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
The study of personal growth and adjustment to help prepare the individual for lifelong understanding of self. Discussion of personality development, interpersonal relations, sexuality, stress management, family dynamics, dealing with losses and other concerns of the individual in our society. (CSU)
Field trips may be required.

REAL ESTATE

(Sign Business)

SEARCH AND RESCUE

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

SAR 50 — 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 knots, anchor systems, and rescue of ambulatory and nonambulatory persons. (CSU)
This course meets certification requirements from the California State Fire Marshal's Office in Low Angle Rope Rescue. Offered for Credit/No Credit grading only.
May be repeated three times.

POLITICAL SCIENCE

POLSC 10 — CONSTITUTIONAL GOVERNMENT
3 Units
Skill Level Required: Eligibility for Eng 1A
Lecture: 3 hours
Basic principles of United States and California constitutional governments with emphasis on dynamics of the American federal systems, governmental power and sources of power at the national, state and local levels and the rights and responsibilities of democratic citizenship. (Mercy California State requirement for American Institutions.) (UC/CSU)

POLSC 12 — AMERICAN POLITICAL THOUGHT
3 Units
Skill Level Required: Eligibility for Eng 1A
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
Skill Level Required: Eligibility for Eng 1A
Lecture: 3 hours
Dynamics of interstate relations; diplomacy and international law; international, regional, and supranational organizations; war and peace; foreign policy. (UC/CSU)
SEARCH AND RESCUE/SERVICE LEARNING EXPERIENCE/SKILLS DEVELOPMENT

SAR 51 — RAPPELLING SAFETY/TOWER RESCUE FOR THE FIRE SERVICE
Lecture: 1 hour
Designed to update rescue personnel in equipment and technical developments in rappelling. Emphasis on individual safety, rescue of the injured or trapped rappeller and safe management of the training tower and/or incident scene, review and discussion of documented rappelling accidents. (CSU) Offered for Credit/No Credit grading only. May be repeated three times.

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

SAR 58 — RESCUE SYSTEMS I, FUNDAMENTALS OF HEAVY RESCUE
Lecture: 1 hour
1.5 units
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include: personnel rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU) This course meets or exceeds certificate requirements from the California State Fire Marshals Office and the Federal Emergency Management Agency in Rescue Systems I & II; Fundamentals of Heavy Rescue. Offered for Credit/No Credit grading only. May be repeated three times.

SAR 59 — HEAVY RESCUE INSTRUCTOR TRAINING
Prerequisite: SAR 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 grading only. May be repeated three times.

SAR 79 — SPECIAL TOPICS IN RESCUE FOR THE FIRE SERVICE
Prerequisite: Will vary with topic
Lecture: 3-6 hours
Various topics in rescue will be covered to meet the individual firefighter or fire department needs. Emphasis on specialized development of skills and knowledge, area planning for rescue, development and implementation of training, and rescue evolution training. (CSU) Offered for Credit/No Credit grading only. May be repeated with different topics only.

SERVICE LEARNING EXPERIENCE

SERVICE LEARNING EXPERIENCE
Lecture: 5 hour
1 unit
Designed to update rescue personnel in equipment and technical developments in rappelling. Emphasis on individual safety, rescue of the injured or trapped rappeller and safe management of the training tower and/or incident scene, review and discussion of documented rappelling accidents. (CSU) Offered for Credit/No Credit grading only. May be repeated three times.

SKILLS DEVELOPMENT

SKLDV 197 — ADVANCED PEER TUTORING
Prerequisite: Skldv 196
Lecture: .5 hour
1.5 units
The Advanced Peer Tutoring course will train students to facilitate a structured group tutoring session. Particular emphasis will be on tutoring techniques designed to improve study skills of students attending group sessions.

SKLDV 250 — SENTENCE WRITING STRATEGY
Lecture: 3 hours
3 units
Designed for students with learning disabilities and others who have difficulty with basic writing skills. The course emphasizes mastering basic English sentence structure and how to write four kinds of sentences: simple, compound, complex, and compound-complex. Students will learn a set of steps and key formulas that help them recognize and write different types of sentences. May be repeated one time.

SKLDV 251 — DIAGNOSTIC LEARNING
Lecture: 1 hour
1 unit
Individualized assistance in analyzing learning problems and selecting and applying strategies necessary for academic success in college courses.

SKLDV 254 — BASIC ARITHMETIC I
Prerequisite: satisfactory completion of Skldv 261A or consent of the instructor
Lecture: 1.5 hours
1.5 units
Designed for the student who needs to develop arithmetic skills at the pre-college level. Instruction will emphasize increasing speed and accuracy in the basic operations of addition, subtraction, multiplication and division with whole numbers and fractions. Problem solving using the basic operations with whole numbers and fractions will also be studied. May be repeated one time.

SKLDV 257 — BASIC ARITHMETIC II
Prerequisite: satisfactory completion of Skldv 254 or consent of the instructor
Lecture: 1.5 hours
1.5 units
Designed for the student who needs to develop arithmetic skills at the pre-college level. Instruction will emphasize problem solving using basic operations of addition, subtraction, multiplication and division with whole numbers, fractions and decimals. The concepts of divisibility, prime factorization, ratio and proportion, and percentage will be studied. May be repeated one time.

SKLDV 262 — APPLIED ARITHMETIC
Prerequisite: satisfactory completion of Skldv 261B or consent of the instructor
Lecture: 1.5 hours
1.5 units
Designed for the student who needs to develop applied arithmetic skills at the pre-college level. Topics of study will include the basic concepts of measurement, geometry, statistics, graphs, and business math. Other number systems such as Roman numerals and binary systems may also be studied. May be repeated one time.

SKLDV 263 — PRE-ALGEBRA
Prerequisite: satisfactory completion of Skldv 261B or consent of the instructor
Lecture: 1.5 hours
1.5 units
Designed for the student who needs to develop pre-algebraic skills at the pre-college level. This course will emphasize pre-algebra skills including properties, signed numbers, exponents, order of operations, divisibility, and prime factorization. May be repeated one time.

SKLDV 265 — REVIEW ALGEBRA
Prerequisite: High school algebra
Lecture: 1.5 hours
1.5 units
Designed for the student who has successfully completed a course in algebra and wants to review concepts and applications. May be repeated one time.

SKLDV 270 — WRITING FUNDAMENTALS
Lecture: 1 hour
1 unit
(formerly Eng 270)
Individual instruction in the fundamentals of writing. May be repeated one time.

SKLDV 275 — SPELLING
Lecture: 1 hour
1 unit
Designed for the student who needs to develop spelling skills. Instruction will use a phonics approach to improve spelling. Spelling patterns and rules will be presented as well as "tricks" to recall the correct spelling of words. May be repeated two times.

SKLDV 277 — BASIC READING DEVELOPMENT
Lecture: 4 hours
1 unit
Designed for students who read at or below the fifth grade reading level. Students will work on one or more modules from the Basic Reading Tutor Training Course. Instruction will emphasize phonics, sight word recognition, and reading comprehension. Offered Credit/No Credit only. May be repeated three times.
SKILDS DEVELOPMENT/SOCIAL SCIENCE/SOCIOLOGY

SKLDV 279 — READING DEVELOPMENT II 3 Units
Lecture: 3 hours
Laboratory: 2 hours
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 3 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 291 — LEARNING SKILLS INDIVIDUAL STUDY 5-1 Unit
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 5-1 Unit
Lecture: 3-5 hours
Basics 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 Exam. Offered for Credit/No Credit grading only. May be repeated three times.

SOCIAL SCIENCE

SOCSC 40 — HUMAN SEXUAL BEHAVIOR 3 Units
Skill Level Recommended: Eligibility for Eng 151
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 1 — INTRODUCTION TO SOCIOLOGY 3 Units
CAN SOC 2
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
Introduction to the principal concepts and methods of sociology; survey of interactions, interrelationships and processes of society, such as culture, socialization, stratification, minorities, primary and secondary groups, social change. (UC/CSU)

SOCIO 2 — AMERICAN SOCIETY: SOCIAL PROBLEMS AND Deviance 3 Units
Lecture: 3 hours
Social concerns, such as family disorderization, 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 Required: Eligibility for Eng 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. (UC/CSU)

SOCIO 28 — DEATH AND DYING 3 Units
Skill Level Required: Eligibility for Eng 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. (CSU)
Field trips may be required.

SOCIO 97 — WORK EXPERIENCE IN HUMAN SERVICES 1-4 Units
Prerequisite: Eligibility 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 grading only. May be repeated for a total of 16 units of credit 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 alternate basis, see Wkexp 96, page 150.

SPANISH

SPAN 1A — SPANISH: Beginning 3.4 Units
Skill Level Required: Eligibility for Eng 1A
Lecture: 3 hours
Introduction to the Spanish language, emphasizing natural communications and supported by foundational grammar. For students with less than two years of high school Spanish or the equivalent. (UC/CSU)

SPAN 1B — SPANISH: Beginning 4 Units
Prerequisite: Span 1A with grade of "C" or better; two years of high school Spanish or consent of instructor.
Laboratory: 3 hours
Lecture: 3 hours
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: Span 1B with grade of "C" or better, three years of high school Spanish, or equivalent.
Lecture: 3 hours
Lecture: 3 hours
Continuation of Spanish 1B. Required for students desiring to complete the major or minor in Spanish. (UC/CSU)

SPAN 2B — SPANISH: Intermediate 4 Units
Prerequisite: Span 1A with grade of "C" or better, four years of high school Spanish, or equivalent.
Lecture: 3 hours
Lecture: 3 hours
A continuation of intermediate level Spanish, to include poetry and prose, in-depth discussion and composition. An attempt is made to refine all of the language skills in Spanish. (CSU)

SOCIOLOGY/SPANISH/SPEECH

SPAN 10A — CONVERSATIONAL SPANISH: 3-4 Units
Beginning
Skill Level Required: Eligibility for Eng 1A
Lecture: 3 hours
or
Laboratory: 3 hours
Lecture: 3 hours
Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. (CSU)

SPAN 10B — CONVERSATIONAL SPANISH: 3-4 Units
Intermediate
Prerequisite: Span 10A with a grade of "C" or better or consent of instructor
Skill Level Required: Eligibility for Eng 1A
Lecture: 3 hours
Laboratory: 3 hours
A continuation of Spanish 10A with emphasis on ideas, culture and use of the total language. (CSU)
May be repeated two times.

SPEECH

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

SPCH 2 — ARGUMENTATION 3 Units
Prerequisite: Spch 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)

SPCH 50A — SIGN LANGUAGE 2 Units
Lecture: 2 hours
Development of expressive and receptive skills in sign language including skills in finger spelling. Receptive skills may be emphasized. Signing systems will include Pigeon Signed English (PSE), American Sign Language (ASL) and Signing Exact English (SEE). American Sign Language will be emphasized. (CSU)

SPCH 50B — SIGN LANGUAGE 2 Units
Prerequisite: Spch 50A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Development of advanced level receptive and expressive skills in conventional sign language and finger spelling. (CSU)
May be repeated two times.
TEACHER AIDE TRAINING/WELDING TECHNOLOGY/WORK EXPERIENCE

TEACHER AIDE TRAINING
See Page 42 for Teacher Aide Certificate Requirements

T-AID 97 — WORK EXPERIENCE AS A 1-Units

TEACHER AIDE
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 grading only. May be repeated for a total of 16 units of credit. 60 hours of paid employment equals 1 unit of credit. 60 hours of unpaid employment equals 1 unit of credit.

WORK EXPERIENCE
Not all CSU campuses accept Work Experience; see your counselor or work experience coordinator.

WKEXP 96 — OCCUPATIONAL WORK 1-Units

EXPERIENCE (ALTERNATE TERM PLAN)
Prerequisite: Employment must be approved by Work Experience Instructor. Must have successfully completed 7 units of other coursework at Columbia College prior to enrollment. Between each enrollment in the Alternate Term Plan and before transferring from a regular Work Experience Program to the Alternate Term Plan an additional 7 units of other coursework must be completed. 75 hours of paid employment equals 1 unit of credit. 60 hours of unpaid employment equals 1 unit of credit. Provides students with vocational learning opportunities through semesters of full-time employment alternated with semesters of instruction. The student’s employment must be related to educational or occupational goals. (CSU) Offered for Credit/No Credit grading only. May be repeated for a maximum of 16 units of credit.

WKEXP 97 — OCCUPATIONAL WORK 1-Units

EXPERIENCE (PARALLEL PLAN)
Prerequisite: Employment must be approved by Work Experience Instructor. Must have successfully completed 7 units of other coursework at Columbia College prior to enrollment. Between each enrollment in the Alternate Term Plan and before transferring from a regular Work Experience Program to the Alternate Term Plan an additional 7 units of other coursework must be completed. 75 hours of paid employment equals 1 unit of credit. 60 hours of unpaid employment equals 1 unit of credit. Provides students with vocational learning opportunities through supervised employment. Work experience is available in occupational areas as well as those academic disciplines. Offered for Credit/No Credit grading only. May be repeated for a maximum of 16 units of credit.

WKEXP 197 — GENERAL WORK EXPERIENCE 1-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 areas to develop good work habits, responsibility, and positive job attitudes in real life work situations. The student’s employment need not be related to the student’s educational and/or occupational goals. A student may NOT enroll in both General and Occupational Work Experience concurrently. Offered for Credit/No Credit grading only. May be repeated for a maximum of 6 units.

WELDING TECHNOLOGY

WDLTC 1 — INTRODUCTION TO WELDING 3 Units

Lecture: 3 hours Laborator: 6 hours Basic arc and oxygen-acetylene welding as it applies to shop and field techniques. (CSU)

WDLTC 2 — ADVANCED ARC WELDING 3 Units

Prerequisite: WDLTC 1 with a grade of “C” or better or consent of instructor

Lecture: 3 hours Laboratory: 6 hours Arc welding in all positions (flat, horizontal and overhead). Special emphasis on control of heat and distortion. (CSU)

WDLTC 60 — PRACTICAL LABORATORY 1 Unit

Prerequisite: WDLTC 3 with a grade of “C” or better or consent of instructor

Laboratory: 3 hours The student shall gain practical experience by working on an individual project (including certification projects). Emphasis on quality, appearance and function. (CSU) May be repeated one time.

PROPOSED TWO-YEAR SCHEDULE OF COURSES REQUISITED FOR CERTIFICATES AND ASSOCIATE 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.

2094-1995 FALL SPR. FALL SPR.

ANTHROPOLOGY
1 Physical Anthropology yes yes yes yes
2 Cultural Anthropology yes yes yes yes
15 Indians of North America yes no yes no

ART
1 Basic Freehand Drawing yes yes yes yes
2 Basic Color and Design no yes no yes
9A Life Drawing: Beginning yes no yes yes
11 Hist. of Art: Anc. & Med. yes no yes yes
12 Hist. of Art: Rom. & Mod. no yes no yes
21A Painting: Beginning yes yes yes yes
21A Watercolor: Beginning yes yes yes yes
31 Ceramics: Introduction yes yes yes yes
40A Photography: Beginning yes yes yes yes
40B Photography: Intermediate no yes no yes
42 Color Photography no yes no yes
46 Special Topics in Photography no yes yes yes

AUTOMOTIVE TECHNOLOGY
1 Introduction to Auto. Tech. no no yes yes
15 Engine Performance Electric no yes no yes
16 Engine Rebuilding no yes no yes
17A Carburation Systems no no yes yes
17B Fuel System Diagnosis no no yes yes
18 Emission Control no yes yes yes
19 Gasoline Engine Tune-up no yes yes yes
20 Computerized Engine Control no yes yes yes
25 Electronic Fuel Injection no no yes yes
30 Manual Transmission no yes yes yes
34 Aides and Drive Lines no yes yes yes
36 Automotive Technology no yes yes yes
40 Automotive Banking Systems no yes yes yes
44 Front-End Alignment no yes yes yes
40A Electrical Theory no yes yes yes
50B Charging Systems no yes yes yes
50C Starting and Ignition Systems no yes yes yes
50D Lighting and Chassis Electric no yes yes yes
62 Air Conditioning no yes yes yes
70 Practical Laboratory yes yes yes yes
* Note: Exemptions Class Offerings

BIOLGY
2 Principles of Biology yes no yes yes
4 Principles of Animal Biology yes no yes yes
6 Principles of Plant Biology no no yes yes
10 Intro. Human Anatomy yes yes yes yes
17 Fundamentals of Basic Medical Science yes yes yes yes
50 Nutrition no yes yes yes
64 Intro. to Human Physiology yes yes yes yes
65 Microbiology no yes yes yes
79 Fishing & Fishery Biology yes no no yes

179 Fishing & Fishery Biology yes no no yes

COMMUNICATION SCIENCE

1B Principles of Accounting yes no yes yes
2B Principles of Accounting no yes yes yes
3B Financial Accounting yes no yes yes
4B Comp. Acct. (Peachtree) yes yes yes yes
5B Comp. Acct. (Quickbooks) yes yes yes yes
6B Comp. Acct. (Dake Easy) yes yes yes yes
7B Comp. Acct. (Quickbooks) yes yes yes yes
8B Comp. Acct. (Pacioli) no yes yes yes
2A Computer Law yes no yes yes
18B Commercial Law no yes yes yes
20 Principles of Business yes no yes yes
24 Human Relations in Business yes no yes yes
30 Principles of Marketing yes no yes yes
40 Principles of Management yes no yes yes
57 Work Experience yes yes yes yes
124 Retail Sales and Advertising yes no yes yes
150 Small Business Management yes no yes yes
151 Finance and Investments yes yes yes yes
157 Payroll Accounting yes no yes yes
159 Income Tax yes no yes yes
160 Basic Accounting yes no yes yes
161A Small Business Accounting no no yes yes
161B Small Business Accounting yes no yes yes
163 Business Mathematics yes yes yes yes

CHEMISTRY
1A General Chemistry yes yes yes yes
1B General Chemistry no yes yes yes
10 Fundamentals of Chemistry yes yes yes yes
20 Chemistry for Liberal Arts yes yes yes yes

CHILD DEVELOPMENT
1 Principles of Child Dev. yes yes yes yes
2 Principles of Child Dev. no yes yes yes
3 Child Nutrition yes yes yes yes
7 Child Health and Safety yes yes yes yes
11 Creative Activities I yes yes yes yes
11 Creative Activities II yes yes yes yes
15 Observation & Participation yes yes yes yes
18 Special Needs Children no yes yes yes
22 Child, Family, Community yes yes yes yes
25 Infant/Toddler Care yes yes yes yes
27 School Age Children yes yes yes yes
30 Child Care/Nursery S. A. no yes yes yes

COMPUTER SCIENCE

1 Computer Concepts and yes yes yes yes
Information Systems yes yes yes yes
3 MS-DOS and Windows no yes yes yes
4 BASIC Programming yes yes yes yes
6 BASIC Programming no no no no
8 Visual Networking Management no yes yes yes
9 UNIX Operating System yes yes yes yes
12 Pascal Programming no yes yes yes
20 C Language Programming no yes yes yes
26 Adv. Comp. Programming no yes yes yes

19 Course Offerings 1995-1996 FALL SPR. FALL SPR.

BUSINESS ADMINISTRATION
1 Principles of Accounting yes yes yes yes
2 Principles of Accounting no yes yes yes
3 Financial Accounting yes yes yes yes
4 Comp. Acct. (Peachtree) yes yes yes yes
5 Comp. Acct. (Quickbooks) yes yes yes yes
6 Comp. Acct. (Dake Easy) yes yes yes yes
7 Comp. Acct. (Quickbooks) yes yes yes yes
8 Comp. Acct. (Pacioli) no yes yes yes
1 Computer Concepts and yes yes yes yes
Information Systems yes yes yes yes
3 MS-DOS and Windows yes yes yes yes
4 BASIC Programming yes yes yes yes
6 BASIC Programming no no no no
8 Visual Networking Management no yes yes yes
9 UNIX Operating System yes yes yes yes
12 Pascal Programming no yes yes yes
20 C Language Programming no yes yes yes
26 Adv. Comp. Programming no yes yes yes

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<td>40 Assembly Language Prog.</td>
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<td>60 Intro to GIS/Arc CAD</td>
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<td>DRAFTING</td>
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<td>10A Basic Drafting</td>
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<td>10B Machine Drafting</td>
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<td>30A Structural Concrete &amp; Pipe</td>
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<td>30B Weldments, Structural &amp; Light</td>
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<td>20 Oral Expressions &amp; Interpr.</td>
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<td>43 Acting/Directors</td>
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<td>44 Advanced Acting</td>
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<td>45Improv</td>
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<td>50 Musical Theatre Workshop</td>
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<td>56 Tech Theatre Lab</td>
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<td>60 Fellon Repertory Theatre</td>
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<td>EARTH SCIENCE</td>
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<td>5 Physical Geology</td>
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<td>25 Geology of the National Parks</td>
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<td>30 Global Tectonic Geology</td>
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<td>35 Field Geology</td>
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<td>10 Principles of Economics</td>
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<td>EMERGENCY MEDICAL SERVICES</td>
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<td>36A Cardiac Medic. Training</td>
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<td>7 EMT Training Refresher</td>
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<td>151 First Responder and CPR</td>
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<td>FIRE TECHNOLOGY</td>
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<td>1 Introduction to Fire Tech.</td>
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<td>2 Fund. of Fire Behavior</td>
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<td>3 Fire Protection Equipment</td>
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<td>1 Old World Culture</td>
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<td>2 Modern Culture</td>
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<td>2 Elements of Statistics</td>
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<td>6 Math for Liberal Arts</td>
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