11600 Columbia College Drive  
Sonora, California 95370  
(209) 533-5100

1996-97

Yosemite Community College District

Disclaimer

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

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

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

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

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

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

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

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

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

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

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

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

Finally, we believe that if the student recognizes the commitment that Columbia College has made and the student is willing to give to the college in return, the student's education will be positive, enjoyable and provide a lasting foundation for continued growth.
COLUMBIA COLLEGE  
1996-97 ACADEMIC CALENDAR  
Fall Semester 1996

July 22-25 .... Continuing Students, Telephone Registration by Appointment Only  
July 29-Aug. 1 .... Continuing Students, Telephone Registration by Appointment Only  
August 5-6 .... Newly Matriculated, Telephone Registration or on campus by Appointment Only  
August 7-8 .... All students - Open registration by phone or on campus  
August 12-14 .... All students - Open registration by phone or on campus  
August 19 .... Instruction Begins  
*August 21 .... Last Day to Submit Application for Admissions for Fall 1996  
*August 23 .... Last Day to Enter a Full Semester Class  
*August 30 .... Last Day to Apply for Refund  
September 2 .... Labor Day Holiday  
September 4 .... Deadline for Filing for Graduation and Certificates for Spring 1997  
September 7 .... Last Day to Withdraw Without a "W" Showing on Permanent Record  
*September 27 .... Last Day to Apply for Refund  
*October 4 .... Last Day to Withdraw Without a "W" Showing on Permanent Record  
October 7 .... Last Day to Add a Class  
October 12 .... Last Day to Drop a Class  
October 15 .... Last Day to Withdraw From Any Course  
November 1 .... Veteran's Day Holiday  
November 9 .... Last Day to Withdraw From Any Course  
November 27 .... No Evening Classes  
November 28-30 .... Thanksgiving Holiday  
December 1-6 .... Final Examinations  
December 10 .... Fall Semester Ends  
December 13-24 .... Winter Recess  
December 19-22 .... Winter Recess  
December 26-27 .... Christmas Holiday  
January 3 .... New Year Holiday  
January 4 .... Final Examinations  
January 6 .... Spring Semester Begins  
*January 27 .... Last Day to Add a Class  
*January 27 .... Last Day to Enter a Full Semester Class  
*January 20 .... Martin Luther King Holiday  
*January 27 .... Last Day to Apply for Refund  
*February 7 .... Last Day to Withdraw Without a "W" Showing on Permanent Record  
February 13 .... Last Day to Add a Class  
February 17 .... Washington Day Holiday  
February 19 .... Last Day to Enter a Full Semester Class  
February 24 .... Last Day to Elect for CR/NC Grading  
February 28 .... Deadline for Filing for Graduation and Certificates for Fall 1997  
March 31 .... April 4 - Spring Recess  
*April 23 .... Last Day to Withdraw From Any Course  
May 1 .... Graduation/Records Day  
May 2 .... Spring Semester Ends  
May 23 .... Graduation  
Summer Session 1997  
June 2-5 .... Registration - Telephone and on campus  
June 9-11 .... Registration - Telephone and on campus  
June 16 .... Instruction Begins  
*June 26 .... Last Day to Withdraw without a "W" Showing on Permanent Record  
*June 26 .... Last Day to Elect for CR/NC grading  
*June 26 .... Last Day to Apply for Refund  
July 4 .... Independence Day Holiday  
July 5 .... Last Day to Withdraw From Any Course  
July 24 .... Six Week Summer Session Ends  

December 16-20 .... All students - Open registration by phone or on campus  
January 3, 6-8 .... All students - Open registration by phone or on campus  
January 13 .... Instruction Begins  
*January 15 .... Last Day to Submit Application for Admissions for Spring 1997  
*January 17 .... Last Day to Enter a Full Semester Class  
January 20 .... Martin Luther King Holiday  
*January 27 .... Last Day to Apply for Refund  
*February 7 .... Last Day to Withdraw Without a "W" Showing on Permanent Record  
February 14 .... Lincoln Day Holiday  
February 17 .... Washington Day Holiday  
February 24 .... Last Day to Elect for CR/NC Grading  
February 28 .... Deadline for Filing for Graduation and Certificates for Fall 1997  
March 31 .... April 4 - Spring Recess  
*April 23 .... Last Day to Withdraw From Any Course  
May 16-22 .... Final Examinations  
May 22 .... Spring Semester Ends  
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July 24 .... Six Week Summer Session Ends

* These dates apply to semester length classes only. Contact Admissions and Records for specific short course deadlines.
Campus buildings are planned around San Diego semester system on July 1, 1984. Campus and Facilities quarter system, Columbia College changed to the dropped from the College name in 1978. Starting on the its opening for September, 1968. The word "Junior" was Junior College District was expanded into the larger Modesto Junior College, the Yosemite Community and Santa Clara Counties. Because of an increase in Counties and parts of San Joaquin, Merced, Calaveras east. The boundaries include nearly 4,000 square miles encompassing all of Tuolumne and Stanislaus of the district electorate. The district is geographically one of the largest in the State and transects more than 4,000 square miles 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's collections include nearly 35,000 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 Library Collection. 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 satisfy requirements for transfer to upper division institutions; to develop the knowledge and skills, attitudes and values that characterize responsible citizenship; to foster appreciation of cultural enrichmentment; and to promote mental and physical well-being. • Vocational Education To provide courses and programs to prepare students directly for employment, to update skills and knowledge, to meet the specialized training needs of the local community, and to facilitate transfer to other post-secondary institutions. • Remedial Education To assist the student in acquiring those basic competencies needed for effective participation in other College Programs. • Student Services To provide a comprehensive program of support services designed to facilitate student access to the College; to assist students in educational and career planning; and to help ensure successful completion of their personal goals. • Community Services To serve the educational and cultural needs of the community at large by offering noncredit and fee-funded courses and self-supporting cultural activities and events; by making College facilities available to community groups; and by providing information regarding College programs, personnel and activities to the media and the general public. High School Equivalency Diploma (G.E.D.) Columbia College serves as an official General Educational Development Testing Center and provides the opportunity to obtain the G.E.D. Diploma. For information call (209) 533-5109. 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. In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education 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, disability, 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 regla del Yosemite Community College District no negará al estudiante acceso a ningún servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma ingles tampoco será un obstáculo para la matriculación. (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 disability. Lack of English language skills will not be a barrier to enrollment.)
STUDENT SERVICES

ADMISSIONS

Eligibility

Graduates of accredited high schools, persons holding a high school Certificate of Proficiency, or those persons 18 years of age or older who are able to profit from instruction and who meet the residence requirement are eligible for admission to Columbia College. Students must request any previous colleges of attendance to mail transcripts directly to Columbia College.

Residence Requirements

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

1) Is a legal resident of the Yosemite Community College District or California.
2) Is a student whose legal residence is in another state and pays the non-resident 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 $114.00 per credit or unit plus the California resident unit fee for each unit in which they are enrolled. Non-resident fees and all other required fees are subject to change.

Admission Procedures

Students who desire admission to Columbia College are to complete and return application forms to the College Admissions and Records Office. Application forms are available from Columbia College, high school counselors in the Yosemite Community College District or may be obtained by writing to the College. Official transcripts for all previous college work must be received by the College during the first semester of attendance. High school transcripts are required only if a student has been out of high school five years or less.

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

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

Readmission

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

GOLD Matriculation Program

GOLD (Goal Oriented Learning Development) 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 process including, but not limited to, placement exams in reading, English, and math, plus an evaluation of educational goals, previous academic history and current skills.
- receive an orientation to Columbia College where services and programs are explained.
- receive an interpretation of test scores and course placements based on the results of the assessment process.
- receive academic advisement assistance in developing a program of studies based upon the student’s assessed and chosen major and goals.
- receive a college catalog.
- receive general information 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 available for study and work.
- begin process of development of an educational plan to be completed in a scheduled educational plan (see Educational Plan). Contact the counseling office for an appointment.
- receive individual assistance from a counselor for problems identified through student progress monitoring, instructor referral, or self-referral.

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.

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

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. Forms are available from the counseling office. The Vice President for Student Services may request supporting documentation and/or a conversation with the student prior to making a decision.

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 Program Staff
- special assessment by the Testing Coordinator
- 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.
- submit written documentation by a professional (e.g. Physician, Psychologist, LD Specialist etc.) verifying the disability.

Counseling Services
The Columbia College professional counseling staff provide essential academic advising, career counseling and life planning activities to continuing, new and returning students in order to enhance each student’s educational experience at Columbia. Typical areas of assistance to students may include choosing a major or career(s) appropriate to their values, interests and abilities, coping with life issues and completion of the educational planning process to include appropriate course selection to meet requirements and personal goals. Counselors also teach classes designed to facilitate personal and career exploration and development as well as academic survival skills. Refer to the GUIDANCE section of this catalog for specific course offerings. Counseling services are available during the day and selected evenings, by appointment or drop-in basis.

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 pursuing 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, whether those credits were earned at Columbia College or transferred from another college or both. The Educational Plan is prepared in a series of two sessions, the Information Session and the Filing Session. Students may register for both of these sessions with their counselor. Upon completion of both sessions, the student’s Educational Plan is approved by a counselor and the information entered into the computer data base. It is important to recognize that the student may be denied priority registration for classes, should the student fail to prepare an Educational Plan up to fifteen (15) units of credit. Students may request a waiver from the Educational Plan requirement. (See Matriculation: Exemption Categories.)

Schedule of Classes
A Schedule of Classes is the official listing of courses. It is published each semester of the academic year.

The Schedule of Classes contains information regarding registration dates and special instructions for registering in classes.

The College reserves the right to make additions or deletions to the Schedule of Classes. Any class in which the enrollment is too small to justify continuation may be 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 preparation for transfer to a four year university. The following chart shows the application deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Begin</th>
<th>End</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>Aug. - Dec.</td>
<td>May 1st</td>
<td></td>
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<tr>
<td>Spring</td>
<td>Jan. - May</td>
<td>Nov. 1st</td>
<td></td>
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<tr>
<td>Summer</td>
<td>June - July</td>
<td>Mar. 1st</td>
<td></td>
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If you are an international student interested in applying for admission to Columbia College you must complete the following steps:
1) Submit the International Student Admission Application. This application is available from: Admissions and Records Office Columbia College
11600 Columbia College Drive
Sonora, CA 95370-8582
Phone: (209) 533-6233
Fax: (209) 533-5104

2) The following documents, written in English, are required with the application for admission:
   a) Official results of the TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) if your native language is other than English (Citizens of Canada, Great Britain, Ireland, Australia and New Zealand whose native language is English are exempt from taking the TOEFL). A minimum score of 480 is required;
   b) Evidence of satisfactory financial support by submitting a notarized or official letter from your funding source(s) indicating total income and capability to support you under any and all circumstances while enrolled at Columbia College, and providing a written guarantee from the bank of your funding source(s) stating the current account balance(s) in U.S. dollars;
   c) Two letters of recommendation, one of which must be from a teacher with whom you have studied recently attesting to your ability to do college work;
   d) The PHYSICIAN’S CERTIFICATE OF HEALTH (this form must be completed by a licensed physician and show immunization clearance examination);
   e) Evidence of a sickness and accident insurance policy (if proof is not provided, applicant is refused admission to the Columbia College International Student Sickniss and Accident Insurance prior to registration).
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 incidents may obtain applications in the Financial Aid office from January 17, 1996, through December 20, 1996. Eligibility is based on financial need and satisfactory academic progress. Additionally, students must have a high school diploma, a GED or have passed an approved placement examination administered by the testing center at Columbia College. Awards are made on a first come, first served basis, contingent upon availability of funds.

In compliance with Federal regulations, a detailed Financial Aid Consumer Information pamphlet is available in the Financial Aid Office and the Admissions and Records 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 the community. These 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 20. If a special application is required for a specific scholarship, it will be noted.

Selection is generally based on one or more of the following criteria: grade point average, financial need, major, units completed, participation in 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.

Educationally 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 a resident of California

Services available include:

- Direct Financial Aid — grants and book grants
- Priority Registration — special registration assistance
- Book Service Program — $100 for books without applying for, or eligible for, financial aid
- Tutoring — EOPS students are eligible for free unlimited tutoring
- Counseling — academic, vocational, and personal
- Transfer Assistance — assistance in applying to four-year institutions

Apply for EOPS through the Financial Aid Office or the EOPS Office.

Cooperative Agencies Resources for Education

CARE is an extension of EOPS to serve single parents on AFDC.

Eligibility Criteria:
1. Must be EOPS eligible
2. Must have been an AFDC recipient for the last twelve months
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 EOPS students receive, the CARE student can receive services in the areas of:
- Child care cost — CARE will provide funds toward child care
- Transportation cost — CARE will provide parking permits and may contribute funds toward other costs associated with transportation
- Books and Supplies — CARE will provide funds for books and supplies in addition to what EOPS provides.

EOPS students may apply for CARE through the EOPS 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.

The records are available in the Admissions and Records Office.

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Certificate 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 provided 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
insurance 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
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 is located in Redbud, Room
5. It offers developmental learning programs to enhance
the skills of any student wishing to improve math,
reading, writing, spelling, vocabulary, or study skills.
The Learning Skills Center also offers several academic
support services for students including tutoring,
Supplemental Instruction, and the Bricks and Mortar
Service Learning Program.

Tutoring 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 through the Tutorial
Coordinator in 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, specialized 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 learning strategies to remediate or compensate for basic skill deficits; test
facilitation, other in-class accommodations as
necessary. Tutoring may be provided by specially
trained staff and students for general education
and vocational college course work.

High Tech Center
The High Tech Center was established in 1995 to
provide disabled students with access to, and
training on, adapted computer hardware and
software. This hardware and software includes
computers adapted for use by visually impaired as
well as mobility impaired students. Specifically
designed software for the use of learning disabled
students to increase their skill levels in reading,
writing and math is available.

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

Special Instruction
Adaptive physical education, cardiac rehabilitation,
pulmonary rehabilitation, 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.

Student Organizations
• Student Organizations 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.

Posting of Materials on Campus Bulletin Boards
• Bulletin board posting may be done only by students,
faculty or staff.

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

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
• No charge to students
• Required for use of Student Services, Library, Math
and Computer open labs and the Learning Skills Center
• Carry with you while on campus

Student Activities
Social events, club activities, community projects, and
cultural events are developed through the College
student activity program. There is an optional fee of $5
per semester to support these activities.
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
• Student Organizations 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.

Posting of Materials on Campus Bulletin Boards
• Bulletin board posting may be done only by students,
faculty or staff.
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 Columbia College Child Development Center is operated by HeadStart. The facility is licensed for 30 children at any one time.

Columbia's center also provides students a lab experience in the Child Development program. Parents participate in the program and 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 7:45 A.M. to 4:00 P.M., Monday through Thursday and 7:45 A.M. to 12:30 P.M., Friday, during regular class times. Children aged 3 - 5 may attend. HeadStart provides child care at no cost to qualifying applicants. Applications may be obtained at the HeadStart Office.

For further information or to enroll your child in the Child Development Center, call HeadStart at (209) 533-0361.

Security/Parking — Lost & Found
Campus Security is available to assist students, staff and visitors as needed. Security personnel may be contacted through the Campus Fire Department, the Business Office, or by calling 533-5167. Contact Campus Security for Lost & Found information.

The College maintains parking areas for students, staff, disabled persons and visitors. Various fines will be levied against the public, staff and students for campus traffic or parking violations. Daily or semester fees are charged for parking on campus. Free visitor parking is available.

The campus shuttle provides service from the campus parking lots to classrooms buildings Monday through Thursday evenings from 5:15 to 9:30 p.m. See schedule of classes for more information.

Columbia College Student Housing
The Student Housing Complex is located on campus, within easy walking distance of all college buildings. The buildings are set among the natural wooded beauty of the campus. The facilities are designed as two-bedroom apartments arranged in clusters. Each of the four buildings has three floors, with four apartments to a floor. Each unit has two bedrooms, a bathroom, living/dining area and kitchenette. Units can accommodate up to four students.

Several payment plans are available. Columbia College Student Housing features:

- Each resident is provided with a bed, desk, chair, nightstand and wardrobe.
- Utilities (except telephone) are included with the rent.
- Rec Room for residents includes a big-screen satellite TV, movie rentals, pool table.
- New on-site laundry facilities with coin operated washers and dryers.
- Barbecue facilities, deck, sand volleyball court, and half-court for basketball all available for resident use.
- Street level rooms offer wheelchair access.
- Kitchenette includes two-burner stove, refrigerator and sink.
- All units provide ample closet space, and are equipped for phone and cable.

Call (209) 533-3039 or (800) 743-2224 for information
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 as 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 and is responsible for any changes in requirements.

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. (\( \frac{2}{3} \times \text{quarter units} = \text{semester unit credits} \))
2) Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half. (\( \frac{3}{2} \times \text{semester unit credits} = \text{quarter unit credits} \))

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

A - Excellent
B - Good
C - Satisfactory
D - Passing, Less Than Satisfactory
F - Failure
W - Withdrawal From Course
I - Incomplete
CR - Credit (At Least Satisfactory)
This grade cannot be changed to a letter grade.
NC - No Credit (Less Than Satisfactory)
This grade cannot be changed to a letter grade.
RD - Report Delayed
IP - In Progress (see explanation below)
IP - In Progress
IP - In progress is a grade symbol for:
1. A class that is scheduled to extend beyond the end of the semester (a "bridge" class). e.g.: course begins November 6, course ends February 1; semester ends December 18.

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

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

Adding a Course
Prior to the start of the semester, students may add a class by using the touch tone telephone system. To add a class after the first day of instruction, students must complete an Add Form which may be obtained from Admissions and Records. Classes may be added with the instructor's signature during the first five (5) days of instruction. These deadlines apply to full semester classes only. Contact the Admissions and Records Office for specific course deadlines. All adds processed at the Admissions Office require the student to present a student I.D. card or picture identification e.g.: driver's license.

Dropping a Course
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 Admissions and Records Office. All drops processed at the Admissions 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 grade or course title will appear on official transcript (no record of registration).
• From the first day of the fifth week to the last day of instruction - a grade of "W" will appear on the student's permanent record.
• 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 Admissions and Records Office for deadline dates.

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

Repetition of Courses
• Only designated courses may be repeated for credit. See course descriptions for limitation on course repeatability. Registration will be disallowed when a student reaches the limitation.
• Any course in which a student has earned a "NC" or "W" may be repeated for college credit.
• Special classes for disabled students and adaptive physical education classes for the disabled are subject to additional repetitions in accordance with Title 5 Section 56044.

Repetition of Courses for Improvement of Grades
In conformance with Title 5, Division 9, Chapter 2, Article 5, Section 58161 of the California Administrative Code:
An individual may repeat a course under any of the following conditions:
1. The student's previous grade is, at least in part, due to extenuating circumstances beyond the control of the student.
2. 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 units and grade earned upon repetition will be computed in the overall GPA and units earned.
3. A considerable lapse of time has occurred since the student completed a class.
4. A student must obtain and submit to the Admissions and Records Office the Repetition of Course for Improvement of Grade form.
5. 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.
6. 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.
7. If the course is repeated at another institution, the student must provide the Admissions 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 appear on the Columbia transcript.

Courses may be repeated one time for improvement of grade.

Incomplete Grades
• An incomplete grade "I" may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
• An incomplete can be issued only when the student is lacking a small amount of work.
• Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
• An incomplete grade must be made up by the date designated by the instructor on the agreement for Incomplete Grade Removal, but in no case later than ONE YEAR from the term in which the "I" was issued.
• At the end of the time designated by the instructor, or no longer than one year, if the student has not completed the conditions for removal, the "I" will be changed to the default grade indicated on the Incomplete Grade Removal form.
• Instructors will submit to the Admissions and Records Office a written record of the conditions for removal of the "I" and the default grade to be assigned in lieu of its removal. A copy of this record and related instructions will be provided to the student.
• When the student has completed the course work, the instructor will assign the appropriate grade and notify the Admissions and Records Office. The incomplete grade "I" will be replaced with the appropriate grade.

Academic Renewal
Subject to the following conditions, up to 24 units of substandard grades (D's and F's) from 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 G.P.A., thirty (30) semester units with at least a 2.5 cumulative G.P.A., or forty-five (45) semester units with at least a 2.0 cumulative G.P.A., at any accredited college or university. Renewal will not be granted if there are any grades of "D" or "F" since the completion of the work to be alleviated.
2. A minimum of 4 semesters or 6 quarters must have elapsed since completion of the work to be alleviated.
3. Any student not meeting all the requirements of items number one and two may petition the Academic Requirements Review Committee.
4. The student's permanent record will be annotated in such a way that it will remain 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 Office. 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 will count for elective credit only at the CSU campuses. Independent Study credit may not fulfill either Major or General Education Breadth Requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study for elective credit.

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. (California Administrative Code, Title 5, Section 55752)
- A student has 30% of the length of the course to rescind the written form.
- Student performance equivalent to A, B, or C work will equate to a credit (CR) grade.
- Student performance equivalent to D or F work will equate to a non-credit (NC) grade.
- A CR or NC grade will be recorded on a student's transcript.
- 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 progress dismissal.
- 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 ONLY are EXCLUDED from the maximum of fourteen units counted toward the Associate Degree.
- For courses allowing 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 and Limitations

Only Columbia College courses may be challenged by examination. A maximum of 12 units may be earned by Credit by Examination. In accordance with Title V, Regulation #55753, units earned through Credit by Examination may not be counted in the 12 units in residence required for a degree. Credit granted by examination at accredited colleges will be accepted; such credit will be included in the maximum allowed by examination. The following are the conditions and limitations:

1. The following courses shall be excluded from credit by examination:
   a. Precollegiate level courses
   b. Basic Skills courses
   c. Laboratory courses
   d. Activity courses
2. Credit by Examination courses must be awarded a letter grade (A, B, C, D) except for courses that have only Credit/No Credit grades (CR/NC).
3. A student may not repeat a course taken by examination.
4. A student may not take a course for examination that has already been taken for a grade.
5. A student may not take a course by examination if that student has already completed a more advanced course in the subject matter unless approved by the Academic Requirements Review Committee.
6. Courses taken through Credit by Examination may not be counted as meeting the residence requirement for a degree.
7. Courses taken through Credit by Examination may not be considered as part of the student's program for enrollment verification purposes.
8. A student taking a course by examination will be charged the regularly established enrollment fee per unit.
9. A student may not take more than one course by examination per semester.
10. A student may not earn more than 12 units of academic credit through Credit by Examination.

Eligibility

1. A student must be registered in at least one other Columbia College credit course for a minimum of three units during the semester when another course is being taken by examination.
2. A student must have completed at least 12 units of previous course work at Columbia College with a cumulative grade point average of 2.0.

Procedure

Please contact the Admissions and Records Office for the form and procedural 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:

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

To receive Advanced Placement (AP) credit at Columbia College, students must submit to our Admissions and Records Office original 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)

Credit for College Level Examination Program (CLEP) exams is not awarded at Columbia College.

College Credit From Other Institutions

Previously earned lower division college or university units will be accepted if the institution is accredited by one of the following Accrediting bodies: MSA-Middle States Association of Colleges and Schools, NASC-The Northwest Association of Schools and Colleges, NCA-North Central Association of Colleges and Schools, NBASC-OHIE-New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education, SACS-CC-Southern Association of Colleges and Schools/Commission on Colleges, WASC-Western Association of Schools and Colleges/ Accrediting Commission for Community and Junior Colleges, WASC-Wt-Western Association of Schools and Colleges/ Accrediting Commission for Senior Colleges and Universities. 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:

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

Total units required for completion of an Associate in Arts Degree or Associate in Science Degree is 60 units. Units earned in Skills Development classes are not counted as part of this 60 unit requirement.

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. An instructor may drop a student if the student is not in attendance on the first day of class.

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 determina-

tion of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.

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

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

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

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

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

Total = 40 grade points

GPA = \frac{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", "I", "CR", "NC", or "IP" has been assigned are not counted in computing the Grade Point Average but may be used in determining probation progress and dismissal.

Scholastic Honors

For Graduation:
Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all college work are awarded the Associate Degree With Distinction. Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree Without Honors.

By Term:
Each semester a list of student names is published to recognize scholarship achievement in at least 12 completed units of work. Students whose cumulative Grade Point Average is between 3.5 and 4.0 with no grade lower than "C" are acknowledged on the Dean's List.

Grade Reports
Students will not receive a Final Grade Report if they have outstanding obligations to the College. Students must go to the Admissions and Records Office to receive and complete their Final Grade Report. The report is released only to students. An I.D. is required to pick up grades. Upon receipt of a signed 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 below.

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 advise. Students who are on probation are required to do the following under contractual agreements:

1. Meet with a counselor once a month.
2. Turn in a progress report to their counselor once a month with signatures of all instructors.
3. Enroll and complete either the College & Life Success class, Guidance 7, or College Survival class, Guidance 100, or other appropriate course as recommended by the counselor.
4. Enroll in a maximum of 12 units, including Guidance 100.

A student will be placed on probation for the following semester when the percentage of all semester units shall be placed on Progress Probation subject a student to progress dismissal.

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 by contractual agreement:

1. Meet with a counselor once a month.
2. Turn in a progress report to his/her counselor once a month with signatures of all instructors.
3. Enroll and complete either the College & Life 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, or other appropriate course as recommended by the counselor.

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

1. The term grade point average is less than 1.5, or
2. The cumulative grade point average is below 1.75.

Dismissed students may be re-admitted by special petition. They will be notified to make an appointment with a counselor for program review and possible adjustment.

Progress Probation and Dismissal
A student who has enrolled in a total of at least 12 semester units shall be placed on Progress Probation for the following semester when the percentage of all units in which the student has enrolled and for which "W", "I" and "NC" are recorded reaches or exceeds fifty percent (50%).

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 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. Circumstance 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 dropping all classes by touch tone telephone or by completing the drop form at the Admissions & Records Office. Failure to do so may result in "F" grades recorded on the student's transcript.

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, SSI, or GA. Applications for fee waivers are available in the Financial Aid office and should be completed prior to the student's registration for classes.

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

<table>
<thead>
<tr>
<th>Fee Category</th>
<th>In Parents' Home</th>
<th>Off-Campus</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Supplies/Fees</td>
<td>$364</td>
<td>$364</td>
<td>$364</td>
</tr>
<tr>
<td>Meals/Housing</td>
<td>2,300</td>
<td>4,600</td>
<td>4,600</td>
</tr>
<tr>
<td>Personal</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
</tr>
<tr>
<td>Transportation</td>
<td>600</td>
<td>700</td>
<td>700</td>
</tr>
<tr>
<td>Parole/Probation</td>
<td>5,314</td>
<td>7,314</td>
<td>7,314</td>
</tr>
<tr>
<td>The above costs are only approximate and are subject to change.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 to process.

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.

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).

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
The following violations, for which students are subject to College discipline, include, but are not limited to:

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 other authorized activities.
4. Physical or verbal 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. 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.
10. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
11. Forgery, alteration, or misuse of College documents, records or identification.
12. Violation of campus parking or traffic regulations.
13. 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.
14. Disorderly conduct or lewd, indecent, or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.

Disciplinary Action
Violators of the Student Code of Conduct are subject to the following types of disciplinary action, which will be administered by appropriate College personnel.

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. Instructor Removal — The instructor may remove a student from his or her class for the day of the misconduct and the next class meeting.
3. Disciplinary Probation — Formal disciplinary action resulting in any one or all of the following:
   a. Removal from any Associated Student's organization office held.
   b. Revocation of the privilege of participating in College and/or student sponsored activities.
4. Disciplinary 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 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 all students.
   b. "Disciplinary suspension" serves as a penalty against the student as a result of the failure of his or her conduct to meet the standards expected by the College.
5. Expulsion — Formal action taken by Yosemite Community College District terminating a student's privilege to attend the colleges of the District for disciplinary reasons.

Appeals
1. The student must notify, by phone or in writing, the Vice President of Student Services, within 24 hours of the notification of Findings and Disposition, if he/she receives notice of the decision to file an appeal with the Vice President of Student Services. Appeal forms are available in the office of the Vice President of Student Services.
2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the Vice President of Student Services. Appeal forms are available in the office of the Vice President of Student Services.
3. The student must submit a concise statement based on new evidence or procedural error in interpretation of the evidence to the President of the College.

Smoking on Campus
Columbia College has designated specific smoking areas on campus. Designated smoking areas are available in the vicinity of all campus buildings. Due to the high fire danger during much of the year, College policy restricts smoking activity to limited areas on campus. Smoking is prohibited: in all buildings, on all pathways, within 10 feet of the entrance and exit of any building, and in all eating areas.

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

CERTIFICATES of ACHIEVEMENT

Certificates of Achievement
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, 1996, the following certificate requirements are valid through the 1999-2000 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 all courses listed in the certificate, with a grade of "C" or better. 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.

Certificates of Achievement are offered in the following disciplines:

Automotive Technology
- Engine Repair and Engine Performance
- General Auto Repair

Business Administration
- Accounting
- Management
- Retailing

Child Development
- Civil Drafting Technology
- Computer Science
- Applied Computer Studies
- Computer Science
- Geographic Information Systems (GIS)
- Emergency Medical Services
- Fire Technology
- Forestry Technology
- Hospitality Management
- Baker
- Bartender
- Chef
- Deli Cook & Baker

Dining Room Management
Dining Room Staff
Dinner Line Cook
Hotel Management
Pantry & Dessert Chef
Restaurant Management
Safety & Sanitation
Human Services
Natural Resources
Watershed Management Technology
Natural Resources Technology
Office Technology
Administrative Assistant
General Office Clerk
Information Processing
Legal Office
Medical Office
Medical Transcription
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 of Achievement in the Admissions and Records Office during the semester prior to completion (i.e., for Fall completion a student should submit the petition during the previous Spring semester). Consult the Academic Calendar for filing deadline dates.

AUTOMOTIVE TECHNOLOGY

AUTOMOTIVE TECHNOLOGY GENERAL AUTO REPAIR

REQUISITE COURSES: UNITS
Auto 1 Introduction to Auto Technology ............................................. 3
Auto 2 Engine Performance Electrics ..................................................... 3
Auto 3 Engine Rebuilding ...................................................................... 6
Auto 4 Carburetion Systems ................................................................. 3
Auto 5 Emission Control ....................................................................... 2
Auto 6 Gasoline Engine Tune-up ............................................................. 3
Auto 7 Electronic Fuel Injection............................................................... 3
Auto 8 Manual Transmission Rebuilding ............................................... 1
Auto 9 Axles and Drive Lines .................................................................. 1
Auto 10 Automatic Transmission - (GM) ............................................... 3
Auto 11 Automatic Breaking Systems ...................................................... 3
Auto 12 Front End Alignment .................................................................. 2
Auto 13 Electrical Theory ....................................................................... 3
Auto 14 Charging Systems ...................................................................... 2
Auto 15 Starting and Ignition Systems ..................................................... 2
Auto 16 Lighting and Chassis Electrics ..................................................... 2
Auto 17 Air Conditioning ....................................................................... 2
Auto 18 Practical Laboratory .................................................................... 1
Auto 19 Work Experience ...................................................................... 2

TOTAL REQUIRED UNITS: 42-43

AUTOMOTIVE TECHNOLOGY ENGINE REPAIR & ENGINE PERFORMANCE

REQUISITE COURSES: UNITS
Auto 1 Introduction to Auto Technology ................................................. 3
Auto 2 Engine Performance Electrics ...................................................... 2
Auto 3 Engine Rebuilding ....................................................................... 2
Auto 4 Carburetion Systems ................................................................. 3
Auto 5 Emission Control ....................................................................... 1
Auto 6 Gasoline Engine Tune-up ............................................................. 3
Auto 7 Electronic Fuel Injection............................................................... 3

TOTAL REQUIRED UNITS: 21

BUSINESS ADMINISTRATION

ACCOUNTING

REQUISITE COURSES: UNITS
Busad 1A Principles of Accounting and .................................................. 4
Busad 1B Principles of Accounting .......................................................... 4
Busad 161A Small Business Accounting .......................... 4
Busad 161B Small Business Accounting .................................................. 4

Busad 161A Principles of Accounting ...................................................... 4
Busad 161B Small Business Accounting .................................................. 4

Requirements (60) Units Required from Computerized Accounting:
Cmpsc 31 Computerized Acct. (Pacioli) ................................................... 2
Cmpsc 32 Computerized Acct. (One Write Plus) .................................... 2
Cmpsc 33 Computerized Acct. (Quicken) .................................................. 2
Cmpsc 34 Computerized Acct. (Dick Easy) ............................................... 2
Cmpsc 35 Computerized Acct. (Quick Books) .......................................... 2
Cmpsc 36 Computerized Acct. (Parlial) ..................................................... 2

Compliance Rules:
Busad 161A Principles of Accounting ...................................................... 4
Busad 161B Small Business Accounting .................................................. 4

TOTAL REQUIRED UNITS: 45-47

BUSINESS ADMINISTRATION

MANAGEMENT

REQUISITE COURSES: UNITS
Busad 1A Principles of Accounting .......................................................... 4
Busad 1B Principles of Accounting .......................................................... 4
Busad 161A Small Business Accounting .................................................. 4
Busad 161B 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 Organizations .......................................... 3
Busad 30 Principles of Marketing ............................................................ 3
Busad 40 Principles of Management ........................................................ 3
Busad 150 Small Business Management ................................................ 3
Busad 163 Business Mathematics .......................................................... 3
Cmpsc 1 Computer Concepts & Information Systems .......................... 3
Econ 10 Principles of Economics ........................................................... 3
Econ 11 Principles of Economics ........................................................... 3

TOTAL REQUIRED UNITS: 43

RECOMMENDED OPTIONAL COURSES
Busad 97 Work Experience ................................................................. 4

BUSINESS ADMINISTRATION

RETAILING

REQUISITE COURSES: UNITS
Busad 18A Commercial Law ................................................................. 3
Busad 20 Principles of Business .............................................................. 3
Busad 24 Human Relations in Organizations .......................................... 3
Busad 30 Principles of Marketing ............................................................ 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 .......................................................... 3
Cmpsc 1 Computer Concepts & Information Systems .......................... 3
Econ 10 Principles of Economics ........................................................... 3
Other 25 Business Communications ..................................................... 3

TOTAL REQUIRED UNITS: 36

RECOMMENDED OPTIONAL COURSES
Busad 40 Principles of Management ..................................................... 3
Busad 97 Work Experience ................................................................. 4

CHILD DEVELOPMENT

REQUISITE COURSES
Child 1 Principles of Child Development ................................................ 3
Child 2 Observing & Recording Behavior ................................................. 3
Child 3 Practices in Child Development .................................................. 3
Child 4 Child Nutrition ................................................................. 2
Child 5 Child Health and Safety .............................................................. 1
Child 6 Creative Activities in the Arts ....................................................... 1
Child 7 Creative Activities in Science and Math ..................................... 1.5
Child 8 Special Needs Children ............................................................. 5
Child 9 Infant/Toddler Care ................................................................. 3
Child 10 School Age Children ............................................................... 3
Child 11 Books for Young Children ......................................................... 3

TOTAL REQUIRED UNITS: 25
CERTIFICATES

CIVIL TECHNOLOGY

REQUIRED COURSES:
- Draft 301A: Mapping
- Draft 20B: Planning

UNITS
- 3

APPLIED COMPUTER STUDIES

REQUIRED COURSES:
- Compsc 3: MIS D0S and Windows Management
- Compsc 8: Novell Network Management

UNITS
- 2

EMERGENCY MEDICAL SERVICES

REQUIRED COURSES:
- EMS 5: Basic Cardiology/Advanced Cardiac Life Support

UNITS
- 5

FORESTRY TECHNOLOGY

REQUIRED COURSES:
- For 1: Introduction to Professional Forestry
- For 10: Dendrology
- For 153: Forest Surveying Techniques
- For 163: Forest Inventory
- For 200: Computer Concepts & Information Systems
- Eng 153: Preparation for College Composition

UNITS
- 3

HOSPITALITY MANAGEMENT

REQUIRED COURSES:
- Hpmgt 104: Hospitality Laws and Regulations
- Hpmgt 120: Safety and Sanitation
- Hpmgt 133A: Intro to Commercial Food Preparation
- Hpmgt 134B: Commercial Food Preparation

UNITS
- 5

HOSPITALITY MANAGEMENT

REQUIRED COURSES:
- Busad 101: Introduction to Hospitality Careers & Human Relations
- Busad 104: Hospitality Laws and Regulations
- Busad 120: Safety and Sanitation
- Busad 133A: Intro. to Commercial Food Preparation

UNITS
- 1.5

HOSPITALITY MANAGEMENT

REQUIRED COURSES:
- Hpmgt 104: Hospitality Laws and Regulations
- Hpmgt 120: Safety and Sanitation

UNITS
- 2
HOSPITALITY MANAGEMENT

PANTRY & DESSERT CHEF

REQUIRED COURSES

UNITS
Hmpg 102 Introduction to Hospitality Careers & Human Relations ........................................ 1.5
Hmpg 104 Hospitality Laws and Regulations ................................................................. 2
Hmpg 120 Safety and Sanitation ...................................................................................... 5
Hmpg 122 Restaurant Math ............................................................................................. 5
Hmpg 126 Nutrition for Chefs ......................................................................................... 1
Hmpg 129 Kitchen Management ...................................................................................... 3
Hmpg 133A Intro to Commercial Food Preparation ..................................................... 3
Hmpg 133B Commercial Food Preparation ...................................................................... 4
Hmpg 136 Commercial Baking: Beginning ...................................................................... 2
Hmpg 140A Contemporary Cuisine: Introduction ......................................................... 3.5
Hmpg 141 Restaurant Desserts ......................................................................................... 2
Hmpg 142 Gaufre Manger ................................................................................................. 2
Hmpg 148 Introduction to Wines ....................................................................................... 2
TOTAL REQUIRED UNITS 26

HOSPITALITY MANAGEMENT

RESTAURANT MANAGEMENT

REQUIRED COURSES

UNITS
Hmpg 102 Introduction to Hospitality Careers & Human Relations ........................................ 1.5
Hmpg 104 Hospitality Laws and Regulations ................................................................. 2
Hmpg 120 Safety and Sanitation ...................................................................................... 5
Hmpg 122 Restaurant Math ............................................................................................. 5
Hmpg 126 Nutrition for Chefs ......................................................................................... 1
Hmpg 129 Kitchen Management ...................................................................................... 3
Hmpg 133A Intro to Commercial Food Preparation ..................................................... 3
Hmpg 133B Commercial Food Preparation ...................................................................... 4
Hmpg 136 Commercial Baking: Beginning ...................................................................... 2
Hmpg 140A Contemporary Cuisine: Introduction ......................................................... 3.5
Hmpg 141 Restaurant Desserts ......................................................................................... 2
Hmpg 142 Gaufre Manger ................................................................................................. 2
Hmpg 146 Dining Room Service and Management ....................................................... 2
Hmpg 157 Beverage Management ..................................................................................... 2
Hmpg 148 Introduction to Wines ....................................................................................... 2
Hmpg 152 Restaurant Planning ......................................................................................... 2
TOTAL REQUIRED UNITS 36.5

HOSPITALITY MANAGEMENT

SAFETY & SANITATION

REQUIRED COURSES

UNITS
Hmpg 120 Safety and Sanitation ...................................................................................... 5
TOTAL REQUIRED UNITS 5

HUMAN SERVICES

REQUIRED COURSES

UNITS
Child 1 Principles of Child Development ......................................................................... 3
Child 22 Child, Family, Community ................................................................................. 3
Child 24 Lifespan Finance ................................................................................................ 1
1407-40 Health/Fitness Ed .................................................................................................. 1
Psych 1 General Psychology ............................................................................................ 3
Psych 30 Personal & Social Adjustment .......................................................................... 3
Socio 1 Introduction to Sociology ..................................................................................... 3
Socio 5 Ethnicity & Ethnic Relations in America ............................................................ 3
Socio 12 Sociology of the Family ..................................................................................... 3
Socio 28 Death and Dying ............................................................................................... 3
Socio 97 Work Experience .............................................................................................. 4
TOTAL REQUIRED UNITS 29-31

NATURAL RESOURCES

WATERSHED MANAGEMENT TECHNOLOGY

REQUIRED COURSES

UNITS
Cmpsc 1 Computer Concepts & Information Systems ...................................................... 3
Euc 5 Physical Geography ................................................................................................. 4
Geog 15 Physical Geography ............................................................................................ 3
Fore 10 Dendrology ........................................................................................................ 3
Fore 151 Forest Surveying Techniques ............................................................................ 2
Natue 22 Ecology/Use of Fire .......................................................................................... 3
Natue 245 Natural History and Ecology .......................................................................... 2
Natue 152 Applied Wildlands Management ..................................................................... 4
Natue 160 Aerial Photography & Map Interpretation ................................................... 2
Natue 181 California Wildlife ....................................................................................... 2
Plus Option A or Option B
OPTION A
Draft 90A Computer Assisted Drafting I ....................................................................... 3
Cmpsc 60 GIS-ARC/ESRI ............................................................................................. 3
OPTION B
Cmpsc 70 Intro to Raster-Based GIS ............................................................................... 3
Cmpsc 75 GIS Analysis in Forest Resource Management .............................................. 2
TOTAL REQUIRED UNITS 31-32

NATURAL RESOURCES TECHNOLOGY

REQUIRED COURSES

UNITS
Nature 1 Environmental Conservation ............................................................................ 3
Nature 9 Parks and Forest Law Enforcement .................................................................... 2
Natue 150 Natural History and Ecology .......................................................................... 2
Natue 152 Applied Wildlands Management .................................................................... 3
Natue 155 Interpretive Guided Tours ............................................................................... 2
Natue 160 Aerial Photography & Map Interpretation ................................................... 2
Natue 164 Commercial Baking: Beginning ..................................................................... 2
Bus 179 Fishing and Fisheries ...................................................................................... 1
Eac 25 Geology of National Parks ................................................................................... 3
Eng 151 Preparation for College Composition .............................................................. 4
Higher level English
Fire 7 Wildland Fire Control ............................................................................................ 3
Fore 1 Introduction to Professional Forestry ..................................................................... 3
Fore 101 Forestry ........................................................................................................... 3
Fore 153 Forest Surveying Techniques ........................................................................... 3
Math 101 Beg. Algebra ...................................................................................................... 4
Higher level Algebra
TOTAL REQUIRED UNITS 41

RECOMMENDED OPTIONAL COURSES

UNITS
Other 100 Keyboarding .................................................................................................. 1
Other 110 Basic Typing Applications ............................................................................... 2

OFFICE TECHNOLOGY

CAREER CORE COURSES REQUIRED

TOTAL REQUIRED UNITS 26

CORE REQUIREMENTS

UNITS
Other 5 Electronic Printing Calculators ........................................................................... 1
Other 20 Machine Transcription ..................................................................................... 2
Other 25 Business Communications ............................................................................... 3
Other 31 Office Systems .................................................................................................. 3
Other 40 Beginning WordPerfect 6.1 for Windows ......................................................... 4
Other 120 Intermediate Typing ........................................................................................ 3
Other 130 Business Economics ....................................................................................... 3
Busad 20 Principles of Business ..................................................................................... 3
Busad 103 Business Mathematics ................................................................................... 3
Cmpsc 1 Computer Concepts & Information Systems ................................................... 3
TOTAL REQUIRED UNITS 41

OFFICE TECHNOLOGY

ADMINISTRATIVE ASSISTANT

REQUIRED COURSES

UNITS
Other 41 Intermediate WordPerfect 6.1 for Windows ................................................... 3
Busad 42 Desktop Publishing .......................................................................................... 3
Busad 97 Work Experience ............................................................................................ 3
Cmpsc 30 Financial Workflows on Computers ............................................................... 3
TOTAL REQUIRED UNITS 36

OFFICE TECHNOLOGY

GENERAL OFFICE CLERK

REQUIRED COURSES

UNITS
Other 41 Intermediate WordPerfect 6.1 for Windows ................................................... 3
Busad 1A Principles of Accounting .................................................................................. 4
Busad 160 Basic Accounting ........................................................................................... 4
Busad 161A Small Business Accounting ......................................................................... 4
Cmpsc 30 Financial Workflows on Computers ............................................................... 3
Cmpsc 137 Payroll Accounting ...................................................................................... 3
TOTAL REQUIRED UNITS 39

OFFICE TECHNOLOGY

INFORMATION PROCESSING

REQUIRED COURSES

UNITS
Other 20 Machine Transcription ................................................................................... 2
Other 25 Business Communications ............................................................................... 3
Other 40 Beginning WordPerfect 6.1 for Windows ......................................................... 2
Other 41 Intermediate WordPerfect 6.1 for Windows ................................................... 3
Other 42 Desktop Publishing .......................................................................................... 3
Busad 120 Intermediate Typing ..................................................................................... 3
Busad 130 Business English ......................................................................................... 3
Busad 20 Principles of Business ..................................................................................... 3
Busad 160 Basic Accounting ........................................................................................... 4
Busad 161A Small Business Accounting ......................................................................... 4
Cmpsc 3 Computer Concepts & Information Systems ................................................... 3
Cmpsc 2 MS DOS and Windows Management .............................................................. 3
Cmpsc 30 Financial Workflows on Computers ............................................................... 3
Cmpsc 55 Data Base Management ................................................................................ 3
TOTAL REQUIRED UNITS 38

OFFICE TECHNOLOGY

LEGAL OFFICE

REQUIRED COURSES

UNITS
Other 41 Intermediate WordPerfect 6.1 for Windows ................................................... 3
Busad 60* Legal Transcription/Terminology ................................................................. 3
Busad 97 Work Experience ............................................................................................ 3
Busad 18A Commercial Law ........................................................................................... 3
Busad 18B Commercial Law .......................................................................................... 3
TOTAL REQUIRED UNITS 41

OFFICE TECHNOLOGY

LEGAL MEDICAL OFFICE

REQUIRED COURSES

UNITS
Other 41 Intermediate WordPerfect 6.1 for Windows ................................................... 3
Busad 60* Legal Transcription/Terminology ................................................................. 3
Busad 97 Work Experience ............................................................................................ 3
Busad 18A Commercial Law ........................................................................................... 3
Busad 18B Commercial Law .......................................................................................... 3
TOTAL REQUIRED UNITS 41

REAL ESTATE

REQUIRED COURSES

UNITS
Rlest 25 Real Estate Economics .................................................................................... 3
Rlest 15 Real Estate Finance ............................................................................................ 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 25 Real Estate Economics .................................................................................... 3
Busad 20 Principles of Business ..................................................................................... 3
Busad 163 Business Mathematics .................................................................................. 3
TOTAL REQUIRED UNITS 41

TEACHER AIDE

REQUIRED COURSES

UNITS
Child 1 Principles of Child Development ......................................................................... 3
Child 2 1 Principles of Child Development ......................................................................... 3
Child 10 Creative Activities in the Arts ........................................................................... 3
Child 15 Creative Activities in Science and Math ......................................................... 3
Child 22 Child, Family, and Community ......................................................................... 3
Child 27 School Age Children ......................................................................................... 3
T-Aid 97 Work Experience as a Teacher Aide ................................................................. 3
T-Aid 155 Teacher Aide Training .................................................................................... 3
TOTAL REQUIRED UNITS 16

*Must earn at least a letter grade of "C" in Office 20 before enrolling in Office 53A.

TOTAL REQUIRED UNITS 34
36

**GRADUATION & 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 degree applicable semester units from courses numbered 1-199, of which 12 must be taken in residence at Columbia College. Units earned in remedial and Skills Development unit courses do not count in the 60 unit requirement.

2. **SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 (**C** average) and no grade lower than "C" in General Education and Major classes.

3. **MAJOR:** Satisfactory completion of any AA/AS Major listed on pages 40-46. 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 (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 BREATH REQUIREMENTS:** Satisfactory completion of each Area of General Education "A" through "E," by choosing suitable courses from those listed under each Area on pages 38 and 39. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University may follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA or AS Degree, should follow the requirements listed in the left-hand column. The courses suitable to satisfy BOTH patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns at the same time by careful selection of courses, in order to graduate with the AA/AS Degree as well as transfer to a CSU campus. CSU/UC transfer students should refer to pages 47-53 for further information.

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

   - Eng 1A, 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 Health & Human Performance 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 1996, and are valid through the 1999-2000 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 petitioned to the Academics Requirement Review committee.

3. **Double-counting units:** Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.

4. **California law includes a requirement in U.S. History and Government for the CSU transfer student pursuing the BA/BS Degree. Completion of the two specified courses from D.3 will meet the requirement, but only three units will be credited toward the 39 CSU certified General Education units. (Units above 39 will count instead for elective credit.) Some California State University campuses place the U.S. History and Government requirement outside the General Education requirement, while others include it within. Some CSU campuses require one U.S. History course and one Government course while others accept two courses in U.S. History. Consult the catalog of the California State University campus to which you will transfer, or see your counselor for clarification. (See pages 38 and 39 for specific Associate Degree General Education Requirements.)

5. **A Note Of Intent To Graduate:** The student must file a Notice of Intent to Graduate from Columbia College in the Admissions and Records Office the semester prior to 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.

6. **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 39 semester units from Areas "A" through "E." In addition, the following transfer requirements and information apply (see pages 38-39, 47-53, in the current catalog):

1. **TOTAL UNITS:** Satisfactory completion of 56 to 70 transferable semester units from courses numbered 1-99. If you wish to transfer with less than 56 transferable units, you must submit satisfactory test scores from either the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). For possible exemption from ACT and SAT tests, see 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 are 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 BREATH REQUIREMENTS:** Satisfactory completion of each Area of General Education "A" through "E," by choosing suitable courses from those listed under each Area on pages 38 and 39. Students wishing to transfer to a California State University may follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA or AS Degree, should follow the requirements listed in the left-hand column. The courses suitable to satisfy BOTH patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns at the same time by careful selection of courses, in order to graduate with the AA/AS Degree as well as transfer to a CSU campus. CSU/UC transfer students should refer to pages 47-53 for further information.

**Supplementary Notes**

1. Transfer students also have the option of completing the INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) instead of the General Education requirements listed above. 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 (page 53) and a counselor for assistance.

2. Nine (9) upper division General Education units or more must be taken at CSU to graduate. Additional upper division English courses may be required for graduation.
### General Education Breadth Requirements for CSU

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Communication and Critical Thinking:</strong></td>
<td></td>
</tr>
<tr>
<td>A1. Oral Communication</td>
<td>SPCH 1, Fundamentals of Speech (3) or ENG 1A, Reading and Composition (3) or ENG 1C, Critical Reasoning and Writing (3) or SPCH 2, Argumentation (5)</td>
</tr>
<tr>
<td>A3. Critical Thinking</td>
<td>ENG 1B, Reading and Composition: Advanced (3) or ENG 1C, Critical Reasoning and Writing (3)</td>
</tr>
</tbody>
</table>

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

| **B. The Physical Universe, Its Life Forms and Mathematical Concepts:** |
| B1. Physical Sciences | CHEM 1A, General Chemistry (5), (lab course) or CHEM 1B, General Chemistry (5), (lab course) or CHEM 10, Fundamentals of Chemistry (4), (lab course) or CHEM 20, Conceptual Chemistry (5) |
| B2. Biological Sciences | BIOL 2, Principles of Biology (4), (lab course) or BIOL 4, Principles of Animal Biology (4), (lab course) or BIOL 6, Principles of Plant Biology (4), (lab course) or BIOL 10, Introduction to Human Anatomy (4), (lab course) or BIOL 17, Fundamentals of Biology (4), (lab course) |
| B3. Mathematical Concepts, Quantitative Reasoning, and Applications | MATH 2, Elements of Statistics (3) or MATH 6, Math for Liberal Arts Students (3) or MATH 8, Trigonometry (3) or MATH 10, College Algebra (3) or MATH 12, Finite Mathematics (3) or MATH 16, Precalculus (4) or MATH 18A, Calculus with Analytic Geometry (4) or MATH 18B, Calculus with Analytic Geometry (4) or MATH 18C, Vector and Multivariate Calculus (4) or MATH 24, Intro Linear Algebra/Odinary Differential Equations (4) |

| **C. Arts, Literature, Philosophy, and Foreign Language:** |
| C1. Arts (Art, Dance, Drama, Music) | ART 11, History of Art: Ancient and Medieval (3) or ART 12, History of Art: Renaissance, Baroque, Modern (3) or DRAMA 10, Introduction to the Theatre (3) or DRAMA 20, Oral Expression and Interpretation (3) or DRAMA 42, Acting Fundamentals (3) or MUSIC 2, Introduction to Music (3) or MUSIC 10, Survey of Music History & Literature: Ancient to 1750 (3) or MUSIC 11, Survey of Music History & Literature: 1750 to present (3) or MUSIC 12, Survey of Jazz and Popular Music (3) or H-HP 20, Dance Survey (2) or H-HP 27, Choreography (3) |

*Two Health and Human Performance activity courses are required for graduation. (See Institutional Requirement under Graduation Requirements.)*

| **D. Social, Political and Economic Institutions and Behavior:** |
| D1. General Social Sciences | ANTH 1, Physical Anthropology (3) or ECON 10, Principles of Economics: Micro-Economics (4) or ECON 11, Principles of Economics: Micro-Economics (4) or POLSC 12, American Political Thought (3) or POLSC 14, International Relations (3) or PSYCH 1, General Psychology (3) or SOCIO 1, Introduction to Sociology (3) or SOCIO 2, American Society: Social Problems & Deviance (3) |
| D2. Civilization and Culture | ANTH 2, Cultural Anthropology (3) or ANTH 15, Indians of North America (3) or GEGR 12, Cultural Geography (3) or GEGR 18, World Regional Geography (3) or HIST 13, World Civilizations: to 1650 (3) or HIST 14, World Civilizations: 1650 to Present (3) or HIST 20, African-American History (3) or SOCIO 5, Ethnicity and Ethnic Relations in America (3) |
| D3. United States History and Government | HIST 16, United States: to 1877 (3) or HIST 17, United States: 1877 to Present (3) or POLSC 10, Constitutional Government (3) |

### Columbia College AA/AS Graduation & Transfer to C.S.U.

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C. Arts, Literature, Philosophy, and Foreign Language (cont.):</strong></td>
<td></td>
</tr>
<tr>
<td>C2. Literature, Philosophy and Foreign Language</td>
<td>ENG 1B, Reading and Composition: Advanced (3) or ENG 11, Film Appreciation (3) or ENG 17, Literature of the United States (3) or ENG 18, Literature of the United States (3) or ENG 46, Survey of English Literature (3) or ENG 47, Survey of English Literature (3) or ENG 49, California Literature (3) or ENG 50, Introduction to Shakespeare (3) or HUMAN 1, Old World Culture (3) or HUMAN 2, Modern Culture (3) or HUMAN 3, World Culture (2) or PHILO 1, Introduction to Philosophy (3) or PHILO 25, Twentieth Century Philosophy (3) or SPAN 1A, Spanish: Beginning (4) or SPAN 1B, Spanish: Intermediate (4) or SPAN 2A, Spanish: Intermediate (4) or SPAN 28, Spanish: Intermediate (4)</td>
</tr>
</tbody>
</table>

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

| **D. Social, Political and Economic Institutions and Behavior:** |
| D1. General Social Sciences | ANTH 1, Physical Anthropology (3) or ECON 10, Principles of Economics: Macro-Economics (4) or ECON 11, Principles of Economics: Micro-Economics (4) or POLSC 12, American Political Thought (3) or POLSC 14, International Relations (3) or PSYCH 1, General Psychology (3) or SOCIO 1, Introduction to Sociology (3) or SOCIO 2, American Society: Social Problems & Deviance (3) |

### FOR CSU TRANSFER:

- **For AA/AS Graduation:**
  - Three courses required: one from A1, A2, and A3.
  - A student may opt to follow the Intergeneral General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.

- **For CSU Transfer:**
  - Three courses required: one from C1, one from C2, and one from C1 or C2.
  - A student may opt to follow the Intergeneral General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.

### FOR AA/AS GRADUATION:

- **Two courses required:** one from C1, and one from C2.
AA/AS 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 transfer major.) Following are the course requirements for each major currently offered at Columbia College.

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

- Fine Arts
- Emphasis in Art
- Emphasis in Dramatic Art
- Emphasis in Photography
- Health and Human Performance
- 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

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

- Allied Health
- Emphasis in Radiologic Science
- Emphasis in Respiratory Therapy
- Emphasis in Mental Health
- Emphasis in Dental Assisting
- Emphasis in Medical Assisting
- Emphasis in Allied Health

- Business
- Business Administration (Occupational)
- Business Administration (Professional)
- Child Development
- Computer Science
- Fire Technology
- Forestry Technology
- Hospitality Management

Emphasis in Culinary Arts

AA/AS DEGREE MAJORS

Emphasis in Hotel Management
Emphasis in Restaurant Management
Natural Resources
Office Technology
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

ALLIED HEALTH

REQUIRED UNITS

ACCEPTABLE COURSES WITHIN MAJOR:
A. Eight (8) units required from this section
   - Bus 10 Introduction to Human Anatomy (4)
   - Bus 40 Introduction to Human Physiology (4)
B. Four (4) units required from this section
   - Chem 1A General Chemistry (5)
   - Cmpsc 8 Advanced Technical Emergency Care (3)
C. Seven (7) units required from this section
   - Bus 50 Nutrition (3)
   - Bus 56 Microbiology (4)
   - Ems 3 Emergency Medical Technician Training (6)
   - Ems 13 Advanced Fire and Emergency Care (3)
   - H-HP 60 Health and Fitness Education (3)
   - H-HP 62 Safety and First Aid Education (2)

TOTAL REQUIRED UNITS 19

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION

(DECISION-MAKING)

REQUIRED COURSES WITHIN MAJOR: UNITS

A. Fifteen (15) units required from this section
   - Busad 20 Principles of Business (3)
   - Busad 24 Human Relations in Organizations (3)
   - Busad 163 Business Mathematics (3)
   - Cmpsc 3 MS DOS and Windows Management (2)
   - Cmpsc 8 Novelt Netw Work Management (2)
   - Cmpsc 9 UNIX Operating System (2)
   - Cmpsc 20 C Language Programming (2)
   - Cmpsc 40 Assembly Language Programming (2)
   - Cmpsc 55 Data Base Management (3)
B. Eight (8) units required from this section
   - Busad 1A Principles of Accounting (4)
   - Busad 18 Principles of Accounting (4)
   - Busad 26 Principles of Marketing (3)
   - Busad 40 Principles of Management (3)
   - Busad 150 Small Business Management (3)
   - Busad 151 Finance and Investments (3)
   - Cmpsc 137 Payroll Accounting (3)

TOTAL REQUIRED UNITS 29

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION

(PROFESSIONAL)

REQUIRED COURSES WITHIN MAJOR: UNITS

A. Eight (8) units required from this section
   - Busad 1 Principles of Accounting (4)
   - Busad 18 Principles of Accounting (4)
   - Busad 18A Commercial Law (3)
   - Busad 18B Commercial Law (3)
   - Busad 20 Principles of Business (3)
   - Busad 24 Human Relations in Organizations (3)
   - Cmpsc 3 MS DOS and Windows Management (2)
   - Cmpsc 30 Financial Work S hets on Computers (3)
   - Cmpsc 31 Principles of Economics (4)
   - Cmpsc 32 Principles of Economics (4)
   - Cmpsc 33 Principles of Economics (4)
   - Cmpsc 34 Principles of Economics (4)
   - Cmpsc 35 Principles of Economics (4)
   - Cmpsc 36 Principles of Economics (4)

TOTAL REQUIRED UNITS 34

CHILD DEVELOPMENT

REQUIRED COURSES WITHIN MAJOR: UNITS

A. Twenty two (22) units required from this section
   - Child 1 Principles of Child Development (2)
   - Child 2 Observing & Recording Behavior (1)
   - Child 3 Fraction in Child Development (3)
   - Child 5 Child Nutrition (2)
   - Child 7 Child Health and Safety (1)
   - Child 10 Creative Activities in the Arts (1.5)
   - Child 11 Creative Activities in Science and Math (1.5)
   - Child 16 Fracture (3)
   - Child 22 Child, Family, Community (3)
   - Child 30 Child Care/Nursery School Administration (3)
   - Child 31 Early Childhood Development (3)
   - Child 32 Special Needs Children (3)
   - Child 39 Infant/Toddler Care (3)
   - Child 39 School Age Children (3)
   - Child 38 Books for Young Children (3)

TOTAL REQUIRED UNITS 25

AUTOMOTIVE TECHNOLOGY

REQUIRED COURSES WITHIN MAJOR: UNITS

A. Ten (10) units required from this section
   - Auto 15 Engine Performance Electric (3)
   - Auto 16 Engine Rebuilding (3)
   - Auto 19 Gasoline Engine Tune-up (3)
   - Auto 20 Computerized Engine Control (3)
   - Auto 25 Electronic Fuel Injection (3)
   - Auto 28 Axles and Drive Lines (3)
   - Auto 30 Basic Diesel Technology (3)
   - Auto 31 Automotive Electrical Systems (3)
   - Auto 34 Front End Alignment (3)

TOTAL REQUIRED UNITS 19

COMPUTER SCIENCE

REQUIRED COURSES WITHIN MAJOR: UNITS

A. Twenty two (22) units required from this section
   - Cmpsc 1 Computer Concepts & Information Systems (3)
   - Cmpsc 3 MS DOS and Windows Management (3)
   - Cmpsc 8 Novelt Network Management (2)
   - Cmpsc 9 UNIX Operating System (2)
   - Cmpsc 20 C Language Programming (2)
   - Cmpsc 40 Assembly Language Programming (2)
   - Cmpsc 55 Data Base Management (3)
B. Three (3) units required from this section
   - Cmpsc 6 BASIC Programming (3)
   - Cmpsc 12 Pascal Programming (3)

TOTAL REQUIRED UNITS 25

FINE ARTS

EMPHASIS IN ART

REQUIRED COURSES WITHIN MAJOR: UNITS

A. Twelve (12) units required from this section
   - Art 1 Basic Preparatory Drawing (3)
   - Art 2 Basic Color and Design (2-3)
   - Art 9A Life Drawing Beginning (0-3)
   - Art 11 History of Art: Ancient and Medieval (3)
   - Art 12 History of Art: Renaissance and Modern (3)
   - Art 21A Painting: Beginning (1-2)
   - Art 23A Watercolor: Beginning (1-2)
   - Art 25 Contemporary Ceramics (3)
   - Art 40A Photography: Beginning (4)
   - Art 46 Special Topics in Photography (1-4)
   - H-HP 20 Dance Survey (2)
   - H-HP 21 Ballet (1.5-2)
   - H-HP 23A Dance, Contemporary (1.5-2)
   - H-HP 23A Dance, Jazz (1.5-2)
   - H-HP 29 Theatre Production: Dance Emphasis (1-2)
   - Media 52A Video Production: Beginning (3-2)
   - Music 10 Creative Writing (3)
   - Music 11 Film Appreciation (3)
   - Music 1 Music Fundamentals (2)
   - Music 2 Introduction to Music (3)
   - Music 10 Survey of Music History and Literature (3)
   - Music 20A Western Music History (3)
   - Music 30-78 Course (1-1.5)

TOTAL REQUIRED UNITS 18

FINE ARTS

EMPHASIS IN DRAMA

REQUIRED COURSES WITHIN MAJOR: UNITS

A. Twelve (12) units required from this section
   - Drama 10 Introduction to the Theatre (3)
   - Drama 20 Oral Expression and Interpretation (3)
   - Drama 42 Acting Fundamentals (3)
   - Drama 43 Acting - Directing (3)
   - Drama 45 Improvisation (3)
   - Drama 50 Musical Theatre Workshop (2)
   - Drama 51 Musical Theatre Workshop (2)
   - Drama 52 Musical Theatre Workshop (2)
   - Drama 53 Musical Theatre Workshop (2)
   - Drama 54 Musical Theatre Workshop (2)
   - Drama 55 Musical Theatre Workshop (2)
   - Drama 56 Technical Theatre Laboratory (1-3)
   - Drama 60 Fall Repertory Theatre (5)
   - H-HP 29 Theatre Production: Dance Emphasis (1-2)
   - Music 65 Theatre Production: Music Emphasis (1)
   - Music 30-78 Course (1-1.5)
   - Music 46A Elementary Voice (3)
   - Music 36B Elementary Voice (3)
   - Music 46B Intermediate Voice (3)
   - Music 46C Intermediate Voice (3)

TOTAL REQUIRED UNITS 24
### FINE ARTS

**EMPHASIS IN PHOTOGRAPHY**

**REQUISITED COURSES WITHIN MAJOR:**

<table>
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<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>Art 40A</td>
<td>Beginning Photography</td>
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</tr>
<tr>
<td>Art 40B</td>
<td>Beginning Photography</td>
<td></td>
</tr>
<tr>
<td>Art 40C</td>
<td>Beginning Photography</td>
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</table>

**HEALTH AND HUMAN PERFORMANCE**

**REQUISITED COURSES WITHIN MAJOR:**

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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>H-HP 60</td>
<td>Health and Wellness</td>
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</tr>
<tr>
<td>H-HP 62</td>
<td>Safety and First Aid Education</td>
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</tr>
<tr>
<td>H-HP 63</td>
<td>Risk Management &amp; Prevention</td>
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**LIBERAL STUDIES**

**ACCEPTABLE COURSES WITHIN MAJOR:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>Arts 101</td>
<td>English Composition</td>
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</tr>
<tr>
<td>Arts 102</td>
<td>English Composition</td>
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</tr>
<tr>
<td>Arts 103</td>
<td>English Composition</td>
<td></td>
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<tr>
<td>Arts 104</td>
<td>English Composition</td>
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### FIRE TECHNOLOGY

**REQUISITED COURSES WITHIN MAJOR:**

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<td>Special Topics</td>
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</tr>
<tr>
<td>Fire 71</td>
<td>Advanced Firefighting</td>
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<tr>
<td>Fire 72</td>
<td>Physical Training</td>
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</table>

**TOTAL REQUIRED UNITS:** 19

**EMPHASIS IN PHOTOGRAPHY**

**REQUISITED COURSES WITHIN MAJOR:**

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<th>Course Title</th>
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<tbody>
<tr>
<td>Art 42A</td>
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<tr>
<td>Art 43A</td>
<td>Digital Photography</td>
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<tr>
<td>Art 44A</td>
<td>Innovative Photography</td>
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**TOTAL REQUIRED UNITS:** 20

**EMPHASIS IN CULINARY ARTS**

**REQUISITED COURSES WITHIN MAJOR:**

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<th>Course Title</th>
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<tbody>
<tr>
<td>H-HP 30</td>
<td>Culinary Arts</td>
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<tr>
<td>H-HP 31</td>
<td>Culinary Science</td>
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<tr>
<td>H-HP 32</td>
<td>Culinary Education</td>
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**TOTAL REQUIRED UNITS:** 18

**EMPHASIS IN RESTAURANT MANAGEMENT**

**REQUISITED COURSES WITHIN MAJOR:**

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<tr>
<td>H-HP 40</td>
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<td>H-HP 41</td>
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<td>H-HP 42</td>
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**TOTAL REQUIRED UNITS:** 20

**CONTEMPORARY CUISINE**

**REQUISITED COURSES WITHIN MAJOR:**

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**TOTAL REQUIRED UNITS:** 19

**EMPHASIS IN ENGLISH**

**REQUISITED COURSES WITHIN MAJOR:**

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<tr>
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<tr>
<td>Eng 102</td>
<td>English Composition</td>
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<tr>
<td>Eng 103</td>
<td>English Composition</td>
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**TOTAL REQUIRED UNITS:** 18

**LIBERAL STUDIES**

**ACCEPTABLE COURSES WITHIN MAJOR:**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts 101</td>
<td>English Composition</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>Arts 103</td>
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<td></td>
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<tr>
<td>Arts 104</td>
<td>English Composition</td>
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### FORESTRY TECHNOLOGY

**REQUISITED COURSES WITHIN MAJOR:**

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<tr>
<td>Fore 10</td>
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<td>Fore 11</td>
<td>Introduction to Professional Forestry</td>
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<tr>
<td>Fore 12</td>
<td>Introduction to Professional Forestry</td>
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</tbody>
</table>

**TOTAL REQUIRED UNITS:** 25

**EMPHASIS IN INLAND WATER MANAGEMENT**

**REQUISITED COURSES WITHIN MAJOR:**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>H-HP 60</td>
<td>Water Management</td>
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<tr>
<td>H-HP 61</td>
<td>Water Quality</td>
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<tr>
<td>H-HP 62</td>
<td>Water Conservation</td>
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</tbody>
</table>

**TOTAL REQUIRED UNITS:** 18

**EMPHASIS IN SPEECH**

**REQUISITED COURSES WITHIN MAJOR:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech 10</td>
<td>Introduction to Speech</td>
<td></td>
</tr>
<tr>
<td>Speech 20</td>
<td>Speech and Communication</td>
<td></td>
</tr>
<tr>
<td>Speech 30</td>
<td>Speech and Communication</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS:** 18

**RECOMMENDED OPTIONAL COURSES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Busad 10</td>
<td>Principles of Accounting</td>
<td></td>
</tr>
<tr>
<td>Busad 20</td>
<td>Principles of Accounting</td>
<td></td>
</tr>
<tr>
<td>Busad 30</td>
<td>Principles of Accounting</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REQUIRED UNITS:** 20

**RECOMMENDED PROGRAMS:**

- AA/AS MAJOR AND TRANSFER PROGRAMS
- ASSOCIATES DEGREE PROGRAMS
- TECHNICAL DEGREE PROGRAMS
- CERTIFICATE PROGRAMS
- PREessional and Continuing Education Programs
- Univeristy of California, Davis Transfer Guide

**TOTAL REQUIRED UNITS:** 18
### AA/AS MAJORS

#### LIBERAL STUDIES

<table>
<thead>
<tr>
<th>Section</th>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twenty (20) units required from this section</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

#### MUSIC

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory Musicianship</td>
<td></td>
</tr>
<tr>
<td>Music AA Elementary Musicianship</td>
<td></td>
</tr>
<tr>
<td>Music 48 Elementary Musicianship</td>
<td></td>
</tr>
<tr>
<td>Music AA Intermediate Musicianship</td>
<td></td>
</tr>
<tr>
<td>Music 58 Intermediate Musicianship</td>
<td></td>
</tr>
<tr>
<td>Music AA Elementary Music Theory</td>
<td></td>
</tr>
<tr>
<td>Music 52 Elementary Music Theory</td>
<td></td>
</tr>
<tr>
<td>Music 21A Intermediate Music Theory</td>
<td></td>
</tr>
<tr>
<td>Music 21B Intermediate Music Theory</td>
<td></td>
</tr>
<tr>
<td>B. Four (4) units required from this section</td>
<td>4</td>
</tr>
<tr>
<td>Music 50 Applied Music: Woodwinds</td>
<td></td>
</tr>
<tr>
<td>Music 51 Applied Music: Keyboard</td>
<td></td>
</tr>
<tr>
<td>Music 52 Applied Music: Woodwind Ensemble</td>
<td></td>
</tr>
<tr>
<td>Music 53 Applied Music: Brass</td>
<td></td>
</tr>
<tr>
<td>Music 54 Applied Music: Strings</td>
<td></td>
</tr>
<tr>
<td>Music 55 Applied Music: Percussion</td>
<td></td>
</tr>
<tr>
<td>Music 56 Applied Music: Voice</td>
<td></td>
</tr>
</tbody>
</table>

It is suggested students take private instruction every semester at Columbia College although only 4 units are required for transfer.

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music 60 Choir</td>
<td></td>
</tr>
<tr>
<td>Music 64 Jazz Chor</td>
<td></td>
</tr>
<tr>
<td>Music 66 Community Chorus</td>
<td></td>
</tr>
<tr>
<td>Music 69 Madrigal Ensemble</td>
<td></td>
</tr>
<tr>
<td>Music 70 College Band</td>
<td></td>
</tr>
<tr>
<td>Music 72 Jazz Ensemble</td>
<td></td>
</tr>
<tr>
<td>Music 76 Community Orchestra</td>
<td></td>
</tr>
</tbody>
</table>

#### OFFICE TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twenty-Four (24) units required from this section</td>
<td>24</td>
</tr>
<tr>
<td>Office 3 Electronic Printing Calculators</td>
<td></td>
</tr>
<tr>
<td>Office 20 Machine Transmission</td>
<td></td>
</tr>
<tr>
<td>Office 25 Business Communications</td>
<td></td>
</tr>
<tr>
<td>Office 40 Beginning WordPerfect for Windows</td>
<td></td>
</tr>
<tr>
<td>Office 10 Intermediate Typing</td>
<td></td>
</tr>
<tr>
<td>Office 130 Business Accounting</td>
<td></td>
</tr>
<tr>
<td>Busad 20 Principles of Business</td>
<td></td>
</tr>
<tr>
<td>Busad 161 Small Business Accounting</td>
<td></td>
</tr>
</tbody>
</table>

#### SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Nineteen (19) units required from this section</td>
<td>19</td>
</tr>
<tr>
<td>Office 20 Machine Transmission</td>
<td></td>
</tr>
<tr>
<td>Office 31 Office Systems</td>
<td></td>
</tr>
<tr>
<td>Office 40 Beginning WordPerfect for Windows</td>
<td></td>
</tr>
<tr>
<td>Busad 20 Principles of Business</td>
<td></td>
</tr>
<tr>
<td>Emphasis in Secretarial Studies</td>
<td></td>
</tr>
<tr>
<td>Emphasis in Biology</td>
<td></td>
</tr>
<tr>
<td>Emphasis in Environmental Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Ten (10) units required from this section</td>
<td>10</td>
</tr>
<tr>
<td>Busad 2 Principles of Animal Biology</td>
<td></td>
</tr>
<tr>
<td>Busad 4 Principles of Plant Biology</td>
<td></td>
</tr>
<tr>
<td>Busad 10 Introduction to Human Anatomy</td>
<td></td>
</tr>
<tr>
<td>Busad 100 Intermediate Typing</td>
<td></td>
</tr>
<tr>
<td>Busad 160 Basic Accounting</td>
<td></td>
</tr>
<tr>
<td>Busad 161A Small Business Accounting</td>
<td></td>
</tr>
</tbody>
</table>

### RECOMMENDED OPTIONAL COURSES

- Music 10 Survey of Music History/Literature: Ancient to 1750 (3)
- Music 11 Survey of Music History/Literature: 1750 to 1900 (3)

### NATURAL RESOURCES

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twelve (12) units required from this section</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Nurt 150 Natural History and Ecology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurt 153 Applied Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurt 155 Interpretive Guided Tours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Eight (8) units required from this section</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Busad 107 Fishing and Fisheries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire 7 Wildland Fire Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest 1 Introduction to Professional Forestry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest 10 Adaptive Forestry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forec 153 Forest Surveying Techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forec 162 Applied Forest Inventory/Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurt 9 Parks and Forest Law Enforcement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurt 22 Ecology and Use of Fire in Forest Ecosystems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nurt 181 California Wildlife</td>
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<td></td>
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</tbody>
</table>

### SCIENCE EMPHASIS IN GENERAL SCIENCE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Sixteen (16) units required from this section</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Busad 2 Principles of Animal Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 4 Principles of Plant Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 10 Introduction to Human Anatomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 17 Fundamental of Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Three (3) units required from this section</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Chem 1A General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 1B General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 10 Fundamental of Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Three (3) units required from this section</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Phys 1 General Physics</td>
<td></td>
<td></td>
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</tbody>
</table>

### EMPHASIS IN BIOLOGY

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Sixteen (16) units required from this section</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>Busad 2 Principles of Animal Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 4 Principles of Plant Biology</td>
<td></td>
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</tr>
<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td>Busad 17 Fundamental of Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Three (3) units required from this section</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Chem 1A General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 1B General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 10 Fundamental of Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Four (4) units required from this section</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Chem 1A General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 1B General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Three (3) units required from this section</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Phys 1 General Physics</td>
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### SCIENCE EMPHASIS IN ENVIRONMENTAL SCIENCE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Ten (10) units required from this section</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Busad 2 Principles of Animal Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 4 Principles of Plant Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 10 Introduction to Human Anatomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 17 Fundamental of Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Four (4) units required from this section</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Chem 1A General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 1B General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 10 Fundamental of Chemistry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Two (2) units required from this section</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Busad 39 Field Physiology (1-2)</td>
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<tr>
<td>Busad 35 Field Physiology (1-2)</td>
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<tr>
<td>E. Three (3) units required from this section</td>
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<td></td>
</tr>
<tr>
<td>Chem 1A General Chemistry (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chem 1B General Chemistry (5)</td>
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### SCIENCE EMPHASIS IN GENERAL SCIENCE

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Four (4) units required from this section</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Busad 2 Principles of Animal Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 4 Principles of Plant Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 10 Introduction to Human Anatomy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Busad 17 Fundamental of Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Three (3) units required from this section</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Phys 1 General Physics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Three (3) units required from this section</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Phys 1 General Physics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AA/AS MAJORS

SCIENCE EMPHASIS IN PHYSICAL SCIENCE

REQUIRED COURSES WITHIN MAJOR:
- Chem 1A General Chemistry
- Chem 1B General Chemistry
- Physics 5A General Physics I
- Physics 5B General Physics II

TOTAL REQUIRED UNITS 20

SOCIAL SCIENCE EMPHASIS IN ANTHROPOLOGY

REQUIRED COURSES WITHIN MAJOR:
- Anth 1 Anthropology
- Anth 2 Cultural Anthropology
- Anth 3 Current Issues in Anthropology
- Anth 15 Indians of North America

TOTAL REQUIRED UNITS 18

SOCIAL SCIENCE EMPHASIS IN HISTORY

REQUIRED COURSES WITHIN MAJOR:
- Hist 11 History of California
- Hist 17 United States: 1877 to Present
- Hist 14 World Civilization: 1650 to Present

TOTAL REQUIRED UNITS 24

LOWER DIVISION TRANSFER REQUIREMENTS FOR PUBLIC CALIFORNIA POSTSECONDARY COLLEGES & UNIVERISTIES

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. 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 catalog requirements:

California State College, Bakersfield
California State College, Chico
California State University, Americana
California State University, Los Angeles
California State University, Northridge
California State University, Fullerton
California State University, Hayward
California State University, Long Beach
California State University, Los Angeles
California State University, Chico
California State University, San Bernardino
California State Polytechnic University, Pomona
California State Polytechnic University, San Luis Obispo
San Diego State University
San Francisco State University
Savanna State University

CSU ADMISSION

AS AN UNDERGRADUATE TRANSFER

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

1. You will meet the freshman admission requirements (courses and test scores) in effect for the term to which you are applying. (See Admissions Application: Freshman Requirements section).

2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.

3. You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the missing subjects at a high school or college, and have been in continuous attendance in an accredited college since high school graduation.

4. You have completed at least 56 transferable semester units (64 quarter units) and meet the requirements listed below based on your high school graduation date. Nonresidents must have a 2.4 grade point average or better. Full junior status requires 60 transferable semester units.

Applicants who graduated from high school 1988 or later:

- You have completed all subject requirements in effect when you graduated high school (you can use both high school and college course work) OR

You have completed at least 30 semester units of college course work with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

Applicants who graduated from high school prior to 1988:

- You have completed 4 years high school English and 2 years high school math, with grades C or better OR

You have completed a baccalaureate course with a grade of C or better that meets the gen-
eral education requirement in written commu-
nication and a course with a grade of C or better that meets the general education requirement in mathematics/quantitative reasoning OR the Interssegmental General Education Transfer Curriculum (IGETC) requirements in English composition and mathematical concepts and quantitative reasoning. The course meeting either general education math requirement must be above the level of intermediate algebra.

- Students transferring with full certification of lower division general education requirements can transfer the 48 units with an unencumbered semester 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 pg. 38-39) and the Intersegmental General Education Transfer Curriculum (IGETC, pg. 53) 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.

Transcripts — Request official transcripts be sent directly from all colleges or universities previously attended even if there is no applicable or completed but is required of students by the beginning of their within programs...be received in sealed rubella immunizations is also required for certain differently named programs at other campuses.

The CSU assigns highest admission priority to California Community College transferences for a merchant marine license. Cal Maritime Academy will be required to have a complete and information resources available on each campus to

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

TOEFL Requirement — All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 500 or above on the Test of English as a Foreign Language (TOEFL).

Required Placement Tests — The CSU requires new students to be tested in English Placement Test—EPT and mathematics (Entry Level Mathematics Test—ELM) as soon as possible after they are admitted. These are not admission tests but determine eligibility to enroll in specific courses. Completion of specified English and mathematics courses taken at the community college level may exempt you from these tests.

Immunization — All new and readmitted students born after January 1, 1957, will be notified of the requirement to present proof of measles and rubella immunizations. This is not an admission requirement, but is required of students by the beginning of their second term of enrollment in CSU. Proof of measles and rubella immunizations is also required for certain groups of enrolled students who have increased exposure to these diseases.

Health Screening — Students admitted to California Maritime Academy will be required to have a complete physical examination and a chest x-ray. Students transferring with fewer than 56 transferable semester units of study, you must also submit your

If you apply to an impacted program and are required to submit test scores, you should take the test red 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 dates for the SAT I or ACT are available from high school or college counselors or from CSU campus testing office.

The EOP bookllet is available at each CSU campus EOP office and the Columbia College EOPS Office. Submission of an EOP application which results in pending admission 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 of your choice and an EOPS counselor at Columbia College.

International (Foreign) Student Admission Requirements — The CSU must assess the academic preparation of foreign applicants. For this purpose, "foreign students" include those who hold U.S. visas as students, exchange visitors, or other non-immigrant classifications.

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If you apply to one more than one CSU campus please use the CSU campus that you wish to use. Each campus may provide each copy has an original signature. Be sure, however, to make appropriate changes to campus and major items (1,3, and 10a, b).

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If you apply to one more than one CSU campus please use the CSU campus that you wish to use. Each campus may provide each copy has an original signature. Be sure, however, to make appropriate changes to campus and major items (1,3, and 10a, b).
The CSL 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) since the campus continues to receive more applications in most fields than it can accommodate. Students filing a paper application are required to submit an Admissions Supplemental Questionnaire (ASQ) to the campus prior to the campus ASQ deadline. Cal Poly recommends applicants to the campus utilize Cal Poly's electronic application for admission (XAP), which can be obtained from the campus or any California high school or community college counseling center. If you are required to submit either SAT I 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 accepted programs. Applicants considering the California Maritime Academy should apply during the November initial filing period because of limited openings. Cal Maritime admits students only in the fall of each year.

The University of California system has established the following requirements:

University of California, Berkeley • University of California, Davis
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 I or the ACT, you should take the test no later than December if applying for fall admission or November if applying to San Luis Obispo. Please consult with any CSU campus Admission or Relations with Schools Office for further information.

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, Santa Barbara • University of California, Santa Cruz
Selecting Campuses and Programs of Study

The University encourages you to approach your selection of University campuses and programs carefully. You may be familiar with only one or two of the University's eight general campuses, probably those nearest your home or those mentioned more frequently in the news. However, you should consider the many different educational alternatives and programs offered by the University before you make your selections and complete your application. Each of the eight general campuses offers a full range of undergraduate programs.

For each campus you apply to, you must choose a major and indicate your choice on your application. (See also the University of California, Berkeley, for a complete list of majors.) If you apply to some schools or colleges at all of the campuses using the Underdeclared, Undecided or Exploratory (at Davis) major option if you have not yet decided on an area of study. The University encourages you to apply as Declared (or Exploratory) rather than indicate a major that does not interest you. If you wish to apply as Undeclared, check with the campus(es) first because the options available to Undeclared majors vary from campus to campus. You may apply for one major and later request a change to another, campuses will make every effort to honor your request but there is no guarantee. When making your selections, keep in mind that some campuses and programs are highly selective and that others have a large number of students each year. The University encourages you to apply to additional campuses that interest you to increase your chance of being admitted to one of your choices.

Undergraduate Programs

The undergraduate programs offered by each campus, and the concentrations available within these programs, are listed in the admissions application. All campuses offer the general courses required for admission to professional schools in the health sciences, business, and law. The University does not offer formal pre-professional majors, however some campuses offer specific undergraduate programs that include all the professional school prerequisites. If you have any questions about academic programs, contact the Admissions or Relations with Schools Office at the campus you wish to attend.

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 a college or university. Do not disregard your college record and apply as a fresh man.

If you plan to attend Columbia College before applying to the University, you should take courses that are UC transferable, that satisfy University and college requirements, and that fulfill admission, lower division general education and prerequisite courses in your major. Advisors in the Admissions Office at the campus you wish to attend and Columbia College counselors can help you choose appropriate courses. UC will not grant unit credit toward graduation for course work completed in excess of 70 lower division transfer units. UC recommends you submit the transfer course work in the last quarter of the fall term. A supplementary transfer form must be completed by UC Transferable Course Agreement on page 52 and the Intersegmental General Education Transfer Curriculum (IGET-C) on page 53. The University publishes a booklet especially for transfer applicants called Answers for Transfers, It is available in the Career/Transfer Center on campus.

Minimum Eligibility Requirements for Transfer to UC:

When there are more eligible applicants than spaces available, each campus uses academic criteria嚴重 academic work, grade point average, SAT or ACT results, achievement test scores—to select between 40 and 60 percent of those accepted. Each campus uses a combination of academic and supplemental criteria to select the remaining admittees. If the number of applicants exceeds the spaces available for a particular campus or major, the campus uses criteria that exceed the minimum requirements to select students. Meeting the minimum criteria is not enough to gain admission to many UC programs and majors. 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/Transfer 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 because the end of the fall quarter (early January) 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 three ways in which you can meet the University's minimum admission requirements for transfer students. These requirements are described below. In all cases, you must have at least a "C" (2.0) average in all transferable course work.

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

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

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

a. Complete a minimum of 84 quarter units or 56 semester units of transferable college credit with a grade point average of at least 2.4, and satisfy either (b) or (c) as follows. (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 college course work except in mathematics and English.)

c. Complete one college course in mathematics, one in English, and one selected from either U.S. and/or Canadian / English, a 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 transferable. The course in mathematics must assume a proficiency level equivalent to three years of high school mathematics, i.e., Elementary and Intermediate Algebra, and Geometry. The course may be a non-transferable two-semester or three-quarter unit course in trigonometry; or a transferable mathematics course that employs the topics of intermediate algebra, or a transferable statistics course that has intermediate 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 average of 2.8 or higher in all transferable college course work.

Transfer Ready: Check your eligibility and complete the UC Transferable Course Agreement. The Intersegmental General Education Transfer Curriculum (IGET-C) is also available. The University publishes a booklet especially for transfer applicants called Answers for Transfers, which is available in the Career/Transfer Center on campus.
California Articulation Number (CAN) System

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

California Articulation Number (CAN) System

<table>
<thead>
<tr>
<th>Effective</th>
<th>Columbia College Courses</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>ANTH 1, Physical Anthropology</td>
<td>1996</td>
</tr>
<tr>
<td>CAN ANTH 4</td>
<td>ANTH 2, Cultural Anthropology</td>
<td>1996</td>
</tr>
<tr>
<td>CAN CHEM 2</td>
<td>CHEM 1A, General Chemistry</td>
<td>1996</td>
</tr>
<tr>
<td>CAN CHEM 4</td>
<td>CHEM 1B, General Chemistry</td>
<td>1996</td>
</tr>
<tr>
<td>CAN CSC 24</td>
<td>CMSPC 12, Basic Programming</td>
<td>1996</td>
</tr>
<tr>
<td>CAN CSC 26</td>
<td>CMSPC 12, Advanced Programming</td>
<td>1996</td>
</tr>
<tr>
<td>CAN ECON 1</td>
<td>ECON 10, Principles of Economics</td>
<td>1996</td>
</tr>
<tr>
<td>CAN ECON 2</td>
<td>ECON 11, Principles of Economics</td>
<td>1996</td>
</tr>
<tr>
<td>CAN GEOG 2</td>
<td>GEOG 15, Physical Geography</td>
<td>1996</td>
</tr>
<tr>
<td>CAN GEOG 4</td>
<td>GEOG 12, Cultural Geography</td>
<td>1996</td>
</tr>
<tr>
<td>CAN GEOL 2</td>
<td>GEOL 1, Physical Geology</td>
<td>1996</td>
</tr>
<tr>
<td>CAN GOVT 2</td>
<td>POLSC 10, Constitutional Government</td>
<td>1996</td>
</tr>
<tr>
<td>CAN PHIL 1</td>
<td>PHIL 1, Introduction to Philosophy</td>
<td>1996</td>
</tr>
<tr>
<td>CAN SOC 1</td>
<td>SOCI 1, Introduction to Sociology</td>
<td>1996</td>
</tr>
<tr>
<td>CAN SOC 2</td>
<td>SOCI 2, American Society</td>
<td>1996</td>
</tr>
<tr>
<td>CAN SPAN 2</td>
<td>SPAN 1A, Spanish: Beginning</td>
<td>1996</td>
</tr>
<tr>
<td>CAN SPAN 4</td>
<td>SPAN 1B, Spanish: Beginning</td>
<td>1996</td>
</tr>
<tr>
<td>CAN SPCH</td>
<td>SPCH 1, Fundamentals of Speech</td>
<td>1996</td>
</tr>
<tr>
<td>CAN STAT 2</td>
<td>MATH 2, Elements of Statistics</td>
<td>1996</td>
</tr>
</tbody>
</table>

Additional courses might have qualified for the CAN System after the printing of this catalog. Check with the counseling department or the Transfer Center for the most current information. Columbia College articulates many other courses with many colleges and universities (public and private), in addition to those on the above list. See course descriptions for (UC/CSU transferable 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 campuses at Davis and Riverside, California State University, Stanislaus and California State University, Sacramento. The purpose of the TAA is to guarantee to students admission to the university or college with which the TAA has been contracted. The TAA assures students that the courses to which they have committed will meet requirements for admission, general education and lower division major preparation. The TAA should be written at least one year prior (completion of 30 transferable units) to enrollment in the fourth 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 of these four campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Agreement process. There are strict deadlines for UC, Davis and CSU, Sacramento at this time and TAA's may not be available for all quarters/semesters of the academic year.

UNIVERSITY OF CALIFORNIA TRANSFERABLE COURSE AGREEMENT (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.

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COURSE DESCRIPTIONS

COURSE INFORMATION

Numbering of Courses
1 to 99 are designated baccalaureate level courses. 94 are designated Honors courses. (See below) 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 Career/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:
(CSU) — Transfer to California State University System
(UC) — Transfer to University of California System
(UC/CSU) — Transfer to both systems
(UC under review)

Students must understand that some courses designated as baccalaureate level may not meet certain requirements at the transferring institution; however, they may be used for elective credit at the discretion of the transfer school. Several new courses are under review and should not be considered for transfer until official approval has been received. Check with the Articulation Officer for status of these courses.

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

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

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

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

3. 99/199 Courses: Independent Study
Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 21 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school.

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

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.

Honors Program
The Honors Program provides opportunities for students to participate in special course work that will challenge their competencies and bring together the depth and breadth of their acquired knowledge in a focused area of study. All students with at least 24 or more units earned at Columbia College and a cumulative GPA of 3.5 or better must be invited to enroll by written notice.
### ANTHROPOLOGY

#### ANTHR 1 – PHYSICAL ANTHROPOLOGY (CAN ANTH 2)
**Units:** 3

- **Skill Level Recommended:** Eligibility for Eng 1A Lecture: 3 hours
- **Lab:** 1.5-4 hours

Humankind and our evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with prehuman 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 (CAN ANTH 4)
**Units:** 3

- **Skill Level Recommended:** Eligibility for Eng 1A Lecture: 3 hours

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

#### ANTHR 3 – CURRENT ISSUES IN ANTHROPOLOGY
**Units:** 3

- **Prerequisite:** Anthr 1 or 2

A survey of the origins, cultures, and customs of peoples indigenous to the North American continent prior to interference by foreign cultures; and a secondary emphasis upon the status of the Indians in the USA today. This course is designed to meet an ethnic studies requirement. (UC/CSU)

#### ANTHR 15 – INDIANS OF NORTH AMERICA
**Units:** 3

- **Skill Level Recommended:** Eligibility for Eng 1A Lecture: 3 hours

A survey of the origins, cultures, and customs of peoples indigenous to the North American continent with a primary emphasis upon folkways dominant prior to interference by foreign cultures; and a secondary emphasis upon the status of the Indians in the USA today. This course is designed to meet an ethnic studies requirement. (UC/CSU)

### ART

#### ART 1 – BASIC FREEHAND DRAWING
**Units:** 2-3

- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

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

#### ART 2 – BASIC COLOR AND DESIGN
**Units:** 2-3

- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

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

#### ART 9A – LIFE DRAWING: Beginning
**Units:** 2-3

- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-2 hours

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

#### ART 9B – LIFE DRAWING: Intermediate
**Units:** 2-3

- **Prerequisite:** Art 9A with a grade of "C" or better
- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

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

#### ART 11 – HISTORY OF ART: Ancient and Medieval
**Units:** 3

- **Lecture:** 1 hour
- **Lab:** 1.5-4 hours

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

#### ART 12 – HISTORY OF ART: Renaissance, Baroque, and Modern
**Units:** 3

- **Lecture:** 1 hour
- **Lab:** 1.5-4 hours

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

#### ART 21A – PAINTING: Beginning
**Units:** 2-3

- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

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

#### ART 21B – PAINTING: Intermediate
**Units:** 2-3

- **Prerequisite:** Art 21A with a grade of "C" or better
- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

Continuation of Art 21A with emphasis on personal expression. (UC/CSU)

#### ART 22A – WATERCOLOR: Beginning
**Units:** 2-3

- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

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

#### ART 22B – WATERCOLOR: Intermediate
**Units:** 2-3

- **Prerequisite:** Art 22A with a grade of "C" or better
- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

Continuation of Art 22A introducing opaque watercolors and various experimental techniques. (UC/CSU)

#### ART 23 – MIXED MEDIA PAINTING
**Units:** 3

- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

Introduction to special techniques involving creative mixtures of traditional media: pen and ink over watercolor wash, oil, and acrylic in combination. (UC/CSU)

#### ART 25 – MIXED MEDIA SCULPTURE
**Units:** 2-3

- **Lecture:** 1.5-2 hours
- **Lab:** 1.5-4 hours

May be repeated three times.

#### ART 30 – CERAMICS: Special Problems
**Units:** 2-3

- **Prerequisite:** Eligibility for Eng 151
- **Lab:** 1.5-4 hours

Field trips may be required.

#### ART 40 – PHOTOGRAPHY: Beginning
**Units:** 4

- **Prerequisite:** Art 40A with a grade of "C" or better
- **Lab:** 1.5-4 hours

Field trips may be required.

#### ART 72 – CERAMICS: Advanced
**Units:** 2-3

- **Prerequisite:** Anthr 71 with a grade of "C" or better
- **Lab:** 1.5-4 hours

Field trips may be required.

#### ART 80 – PHOTOGRAPHY: Intermediate
**Units:** 3

- **Prerequisite:** Eligibility for Eng 151
- **Lab:** 1.5-4 hours

Field trips may be required.

#### ART 42 – COLOR PHOTOGRAPHY: Slide Making and Positive Printing
**Units:** 3

- **Prerequisite:** Eligibility for Eng 151
- **Lab:** 1.5-4 hours

Field trips may be required.
AUTOMOTIVE TECHNOLOGY

ART 44—ADVANCED PHOTOGRAPHY 1 Unit
Prerequisite: Art 40A and consent of instructor.
Lecture: 3 hours
Equipment includes a 35mm camera, view camera, darkroom equipment, and chemical supplies. (CSU)

ART 45—FIELD PHOTOGRAPHY 1-2 Units
Co-requisite Recommended: Art 44
Skill Level Recommended: Eligibility for Eng 151
Lecture: 3-1 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. (CSU)

ART 48—SPECIAL TOPICS IN PHOTOGRAPHY 1-4 Units
Prerequisite: Art 40A or consent of instructor
Co-requisite Recommended: Art 44
Skill Level Recommended: Eligibility for Eng 151
Lecture: 5-2 hours
Laboratory: 1.5-6 hours
Various field and studio-oriented courses limited to particular photographic topics such as slide tape presentations, landscape, architecture, portraiture, nude, small product and still-life photography, alternative processes and guest lecture forum. (CSU)

ART 49—INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 3 Units
Lecture: 3 hours
Theory of operation of automobile systems. Fundamentals of math, microcomputer, fasteners, shop safety and tools will be covered. (CSU)

ART 50—PREVENTIVE MAINTENANCE 1 Unit
Lecture: 1 hour
Preventive maintenance procedures with emphasis on lubrication, adjustment and safety inspection as it pertains to the late model automobile. (CSU)

ART 54—AXLES AND DRIVE LINES 1 Unit
Prerequisite: Auto 30 with a grade of "C" or better
Lecture: 3 hours
Laboratory: 1.5 hours
Service, diagnosis, and repair of drivelines, rear axles and third-members, front wheel drive hubs, and 4 x 4 front axles and hubs. (CSU)

AUTOMOTIVE TECHNOLOGY/BIOLOGY

ART 62—AIR CONDITIONING 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Fundamentals and theory of air conditioning, as well as techniques of service and diagnosis. Recycling and handling of hazardous materials are also covered. (CSU)

AUTO 16—ENGINE REBUILDING 6 Units
Prerequisite: Auto 1 with grade of "C" or better
Lecture: 3 hours
Laboratory: 9 hours
Techniques involved in gasoline engine rebuilding. (CSU)

AUTO 17—CARBURETION SYSTEMS 1 Unit
Lecture: 3 hours
Laboratory: 1.5 hours
Theory of carburetor circuits, techniques and procedures for overhaul and service of carburetors and related components. (CSU)

AUTO 18—EMISSION CONTROL 2 Units
Lecture: 2 hours
Installation, operation and repair of automotive pollution control devices. State and federal regulations are also covered. Four gas analyzers will be covered. (CSU)

AUTO 19—GASOLINE ENGINE TUNE-UP 3 Units
Lecture: 1.5 hours
Laboratory: 4.5 hours
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)

AUTO 20—COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS) 3 Units
Lecture: 1.5 hours
Laboratory: 4.5 hours
Operation and diagnosis of domestic computerized engine control systems. (CSU)

AUTO 25—ELECTRONIC FUEL INJECTION 1 Unit (GENERAL MOTORS)
Lecture: 1 hour
Operation and diagnosis of domestic throttle body and multi-port fuel injected systems. (CSU)

AUTO 30—MANUAL TRANSMISSION REBUILDING 1 Unit
Lecture: 0.5 hours
Laboratory: 1.5 hours
Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases. (CSU)

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

AUTO 36—AUTOMATIC TRANSMISSION (GENERAL MOTORS) 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding. (CSU)

AUTO 40—AUTOMOTIVE BRAKING SYSTEMS 3 Units
Lecture: 1.5 hours
Laboratory: 4.5 hours
Principles of operation and repair of automotive drum, disc, and ABS braking systems including diagnosis and overhaul techniques. (CSU)

AUTO 44—FRONT-END ALIGNMENT 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Operations of automotive suspensions and steering systems, as well as inspection, diagnosis, part replacement, and alignment procedures. Four wheel alignment and computerized alignment equipment are also covered. (CSU)

AUTO 50A—ELECTRICAL THEORY 3 Units
Lecture: 3 hours
Fundamentals of electricity that apply to all electrical systems. (CSU)

AUTO 50B—CHARGING SYSTEMS 2 Units
Prerequisite: Auto 50A with a grade of "C" or better
Lecture: 1 hour
Laboratory: 3 hours
Diagnosis and repair of the battery and charging systems. (CSU)

AUTO 50C—STARTING AND IGNITION SYSTEMS 2 Units
Prerequisite: Auto 50A with a grade of "C" or better
Lecture: 1 hour
Laboratory: 3 hours
Diagnosis and repair of starting systems, magnets and battery ignition systems. (CSU)

AUTO 50D—LIGHTING AND CHASSIS ELECTRICS 1 Unit
Prerequisite: Auto 50A with a grade of "C" or better
Lecture: 1 hour
Laboratory: 3 hours
Diagnosis and repair of head lamp, spotlight, turn signals, hazard lights, warning lights and gauges, wiper system, electric seats/windows/tailgates and trailer connections. (CSU)

AUTO 72—SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY 1-2 Units
Prerequisite: 8 units of Automotive Technology courses or consent of instructor
Lecture: 3-6 hours
Special engine repair projects are assigned to advanced students, with emphasis on speed, accuracy, and work habits. May be repeated three times. (CSU)

AUTO 97—WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY 14 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.

75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Auto 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 Work Experience, Page 100.

BIOLOGY

BIOI 2—PRINCIPLES OF BIOLOGY 4 Units
Prerequisite: One year of high school chemistry or Chem 10 with a grade of "C" or better
Lecture: 3 hours
Laboratory: 3 hours
A principles course with special reference given to molecular and cellular biology. Topics include the chemical basis of life, cells, metabolism, molecular genetics, classical genetics, evolution and ecology. Designed for Life Science and related majors. (UC/CSU)

Field trips may be required.
BIOLOGY

BIO 40—INTRODUCTION TO HUMAN PHYSIOLOGY
Prerequisite: One year of high school chemistry with a grade of "C" or better or consent of instructor
Lecture: 3 hours Laboratory: 3 hours
General characteristics of microscopic life, conditions influencing bacterial growth, bacteria in disease and aseptic procedures. (UC/CSU)
Field trips may be required.

BIO 45—MICROBIOLOGY
Prerequisite: Biol 2 or Biol 17 and one year of high school chemistry with a grade of "C" or better and Math 104 with a grade of "C" or better or consent of instructor
Lecture: 3 hours Laboratory: 3 hours
General characteristics of microscopic life, conditions influencing bacterial growth, bacteria in disease and aseptic procedures. (UC/CSU)
Field trips may be required.

BIO 119—WILDFLOWERS OF THE MOTHER LODE
Lecture: 1.5 hours
An introduction to the Mother Lode flora. A non-technical approach to botanical traits will be used to learn common and scientific names of local wildflowers.
Offered for Credit/No Credit grading only.
Field trips are required. May be repeated two times.

BIO 160—MUSHROOMS OF THE MOTHER LODE
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. Study their habitat and role in various ecosystems, as well as their impact on civilizations. Field trips will be required. May be repeated two times.

BUS 20—PRINCIPLES OF BUSINESS
Lecture: 3 hours
Survey of business principles, problems and procedures; ownership; recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; managerial controls; government and business relations. (CSU)

BUS 25—JOB HUNTING STRATEGIES
Lecture: 3 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.

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

BASAD 18A—COMMERCIAL LAW
Prerequisite: Completion of Busad 18A with a grade of "C" or better and Math 104 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
This course covers topics in sales, personal rights, option contracts, warranties, and remedies. (UC/CSU)

BASAD 24—HUMAN RELATIONS IN ORGANIZATIONS
Lecture: 3 hours
People and their roles in organizations. The nature of organizational relationships; working in groups, recognizing and solving human relations problems. Creating the win-win situation of satisfying individual and organizational objectives. (CSU)

BIO 20—PRINCIPLES OF BUSINESS
Lecture: 3 hours
Survey of business principles, problems and procedures; ownership; recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; managerial controls; government and business relations. (CSU)

BUS 159—FISHING AND FISHERY BIOLOGY
Lecture: 5 hours Laboratory: 1.5 hours
An introduction to 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.

BUS 15—INTRODUCTION TO COMPUTER APPLICATIONS
Lecture: 3 hours Laboratory: 3 hours
An introduction to the use of computers for business and personal applications. (UC/CSU)

BUS 20—PRINCIPLES OF BUSINESS
Lecture: 3 hours
Survey of business principles, problems and procedures; ownership; recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; managerial controls; government and business relations. (CSU)

BUS 24—HUMAN RELATIONS IN ORGANIZATIONS
Lecture: 3 hours
People and their roles in organizations. The nature of organizational relationships; working in groups, recognizing and solving human relations problems. Creating the win-win situation of satisfying individual and organizational objectives. (CSU)

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

BUS 30—PRINCIPLES OF MANAGEMENT
Lecture: 3 hours
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 departments, and the importance of policies, procedures and controls. (CSU)

BUS 50—NUTRITION
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 Required: Eligibility for Eng 1A and Math 2
Lecture: 3 hours Laboratory: 3 hours
Introduction to energy and nutrient requirements of the body in relation to growth, maintenance, reproduction, factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition. (UC/CSU)

BUS 17—FUNDAMENTALS OF BIOLOGY
Skill Level Required: Eligibility for Eng 151 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 AA and AS students at Columbia College. The laboratory makes extensive use of computer simulations as well as experimentation in traditional laboratory. (UC/CSU)

BUS 159—FISHING AND FISHERY BIOLOGY
Lecture: 5 hours Laboratory: 1.5 hours
An introduction to 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.

BUS 15—INTRODUCTION TO COMPUTER APPLICATIONS
Lecture: 3 hours Laboratory: 3 hours
An introduction to the use of computers for business and personal applications. (UC/CSU)

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

BUS 50—NUTRITION
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 Required: Eligibility for Eng 1A and Math 2
Lecture: 3 hours Laboratory: 3 hours
Introduction to energy and nutrient requirements of the body in relation to growth, maintenance, reproduction, factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition. (UC/CSU)

BUS 159—FISHING AND FISHERY BIOLOGY
Lecture: 5 hours Laboratory: 1.5 hours
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BUS 17—FUNDAMENTALS OF BIOLOGY
Skill Level Required: Eligibility for Eng 151 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 AA and AS students at Columbia College. The laboratory makes extensive use of computer simulations as well as experimentation in traditional laboratory. (UC/CSU)

BUS 50—NUTRITION
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 Required: Eligibility for Eng 1A and Math 2
Lecture: 3 hours Laboratory: 3 hours
Introduction to energy and nutrient requirements of the body in relation to growth, maintenance, reproduction, factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition. (UC/CSU)

BUS 15—INTRODUCTION TO COMPUTER APPLICATIONS
Lecture: 3 hours Laboratory: 3 hours
An introduction to the use of computers for business and personal applications. (UC/CSU)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 140</td>
<td>FINANCIAL ANALYSIS (HONORS)</td>
<td>2</td>
<td>Prerequisite: Completion of BUSAD 13B. Students with at least 24 or more units earned at Columbia College and a cumulative GPA of 3.5 or better must be enrolled in this course.</td>
</tr>
<tr>
<td>BUSAD 151</td>
<td>FINANCE AND INVESTMENTS</td>
<td>3</td>
<td>Lecture: 3 hours. A study of financial systems and functions including markets, which funds are traded, institutions which participate in fund flows, and principles and concepts of management for making sound financial and investment decisions.</td>
</tr>
<tr>
<td>BUSAD 159</td>
<td>INCOME TAX</td>
<td>2</td>
<td>Lecture: 2 hours. An introduction to income tax preparation and reporting based on the current requirements of the U.S. Internal Revenue Code that follows the Form 1040 format for individuals and expands briefly to partnerships and corporations.</td>
</tr>
<tr>
<td>BUSAD 160</td>
<td>BASIC ACCOUNTING</td>
<td>4</td>
<td>Lecture: 4 hours. Basic accounting theory, principles and procedures as related to service and merchandising firms, with an 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>
<tr>
<td>BUSAD 161A</td>
<td>SMALL BUSINESS ACCOUNTING I</td>
<td>4</td>
<td>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.</td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>SMALL BUSINESS ACCOUNTING II</td>
<td>4</td>
<td>Prerequisite: BUSAD 161A with a grade of &quot;C&quot; or better or consent of instructor. Lecture: 4 hours. Extension of the techniques learned in Business Administration 161A with the introduction of partnerships and corporate accounting, financial analysis using ratios, managerial decision making, decentralized, cost and manufacturing accounting systems, budgeting and planning, income tax procedures, and discussion of automated systems.</td>
</tr>
<tr>
<td>BUSAD 162A</td>
<td>RETAIL SALES AND ADVERTISING</td>
<td>3</td>
<td>Lecture: 3 hours. Fundamental principles and practices of sales with a critical look at the selling process and effective techniques. A study of advertising techniques for overall firm promotion, including media, budgets, research, and ad layout.</td>
</tr>
<tr>
<td>BUSAD 162B</td>
<td>SMALL BUSINESS MANAGEMENT</td>
<td>3</td>
<td>Lecture: 3 hours. Small business operation with proper balance between business functions of purchasing, production, sales and finance, and the management functions of planning, organizing, actuating, and controlling.</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>BUSINESS MATHEMATICS</td>
<td>3</td>
<td>Lectures: 3 hours. 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.</td>
</tr>
<tr>
<td>BUSAD 165</td>
<td>BUSINESS COMMUNICATIONS</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>BUSAD 166</td>
<td>BUSINESS TECHNOLOGY</td>
<td>3</td>
<td>Lecture: 3 hours. Students receive instruction in WordPerfect 6.1 which includes editing, saving, changing format, fonts, tabs, using Spell Check, creating headers/footers and footnotes/endnotes; cutting and pasting; and using file management techniques.</td>
</tr>
<tr>
<td>BUSAD 167</td>
<td>OFFICE TECHNOLOGY</td>
<td>3</td>
<td>Lecture: 3 hours. Students must be awarded a grade of &quot;C&quot; or better or consent of instructor. Lecture: 4 hours. Developing speed by touch on the 10 key pad. Practical instruction in the operations of an electronic calculator emphasizing business applications.</td>
</tr>
<tr>
<td>OFTEC 31</td>
<td>OFFICE SYSTEMS</td>
<td>3</td>
<td>Lecture: 4 hours. Students will learn the advanced features of WordPerfect 6.1 for Windows. Areas of emphasis will be: merge files, macros and templates, graphics, columns and tables, sort and select, creating charts, outlining, and styles.</td>
</tr>
<tr>
<td>OFTEC 40</td>
<td>DESKTOP PUBLISHING</td>
<td>3</td>
<td>Lecture: 4 hours. Study of general desktop publishing theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. May be repeated once using upgraded version of software.</td>
</tr>
<tr>
<td>OFTEC 41</td>
<td>INTERMEDIATE WORDPERFECT 6.1 FOR WINDOWS</td>
<td>3</td>
<td>Lecture: 4 hours. Study of general desktop publishing theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. May be repeated once using upgraded version of software.</td>
</tr>
<tr>
<td>OFTEC 42</td>
<td>MEDICAL TECHNOLOGY</td>
<td>3</td>
<td>Lecture: 3 hours. Students must be awarded a grade of &quot;C&quot; or better or consent of instructor. Lecture: 4 hours. Study of general desktop publishing theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. May be repeated once using upgraded version of software.</td>
</tr>
<tr>
<td>OFTEC 50</td>
<td>MEDICAL TERMINOLOGY</td>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>OFTEC 52</td>
<td>MEDICAL INSURANCE</td>
<td>3</td>
<td>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, Campus and Workers' Compensation.</td>
</tr>
</tbody>
</table>

**BUSINESS ADMINISTRATION/OFFICE TECHNOLOGY**

**BUSINESS ADMINISTRATION**

**BUSINESS ADMINISTRATION**

**BUSINESS ADMINISTRATION/office technology**
OFFICE TECHNOLOGY

OFFTEC 53A — BEGINNING MEDICAL TRANScription
Prerequisite: Oftec 20 or equivalent, and Oftec 50 or consent of instructor
Laboratory 6 hours (Self-paced)
Description of basic medical transcription skills including transcription of basic medical reports, operative reports, discharge summaries, and lab reports. (CSU)

OFFTEC 53B — BEGINNING MEDICAL TRANScription
Prerequisite: Oftec 53A with a grade of "C" or better or consent of instructor
Laboratory 6 hours (Self-paced)
Description of basic medical transcription skills including transcription of basic medical reports, operative reports, discharge summaries, and lab reports. (CSU)

OFFTEC 54 — RADIOLOGY TRANScription
Prerequisite: Completion of Oftec 53A and 53B with grades of "C" or better
Laboratory 3 hours (Self-paced)
Description of transcription of radiology reports including radiation therapy reports, mammograms, and other radiology reports. (CSU)

OFFTEC 55 — CARDIOLOGY TRANScription
Prerequisite: Completion of Oftec 53A and 53B with grades of "C" or better
Laboratory 3 hours (Self-paced)
Description of transcription of cardiology reports including echocardiograms, treadmill tests, and cardiac catheterizations. (CSU)

OFFTEC 56 — ORTHOPEDIC TRANScription
Prerequisite: Completion of Oftec 53A and 53B with grades of "C" or better
Laboratory 3 hours (Self-paced)
Description of transcription of orthopedic reports including operative reports, discharge summaries, and lab reports. (CSU)

OFFTEC 57 — GASTROENTEROLOGY TRANScription
Prerequisite: Completion of Oftec 53A and 53B with grades of "C" or better
Skills: Development of speed and accuracy, preparation of medical reports, including dictation outlines, business forms, and general business correspondence.

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

OFFTEC 110 — BASIC TYPING APPLICATIONS
Prerequisite: Oftec 100 with a grade of "C" or better
Skills: Familiarization with the law library and legal research.

OFFTEC 201 — TYPING SPEED AND ACCURACY
Prerequisite: Oftec 20 with a grade of "C" or better
Skills: Familiarization with legal terminology and its relationship to specialized legal documents.

OFFTEC 202 — TYPING SPEED AND ACCURACY
Prerequisite: Oftec 20 with a grade of "C" or better
Skills: Familiarization with legal terminology and its relationship to specialized legal documents.

OFFTEC 220 — REVIEW SHORTHAND
Course: Review of either ABC or Gregg shorthand theory. Development of transcription skills and speed building activities.

OFFICE TECHNOLOGY/REAL ESTATE

RLEST 1 — PRINCIPLES OF REAL ESTATE
Prerequisite: Rlest 1 with a grade of "C" or better
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
Prerequisite: Rlest 1 with a grade of "C" or better
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
Prerequisite: Rlest 1 with a grade of "C" or better
Lecture: 3 hours
California real estate law, titles, encumbrances, recordings, real property acquisition and transfers, Penal Code. (CSU)

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

RLEST 20 — REAL ESTATE APPRAISAL
Prerequisite: Rlest 1 with a grade of "C" or better
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
Prerequisite: Rlest 1 with a grade of "C" or better
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)
### CHEMISTRY/CHEMISTRY

#### CHEM 1A — GENERAL CHEMISTRY
5 Units
(CAN CHEM 2)
Prerequisite: The year of high school chemistry with a "B" average and Math 10 or equivalent with a grade of "C" or better; or Chem 10 and Math 10, both with a grade of "C" or better
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
5 Units
(CAN CHEM 4)
Prerequisite: Chem 1A with a grade of "C" or better
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
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)

#### CHEM 20 — CONCEPTUAL CHEMISTRY
3 Units
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

#### 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 2 — OBSERVING AND RECORDING
1 Unit
Prerequisite: Eng 1A
Lecture: 1 hour
Students will learn and practice the skill of observing and recording children's behavior, as a tool for responsive teaching and assessment of children's development. Weekly field study required. (CSU)

#### CHILD 3 — PRACTICES IN CHILD DEVELOPMENT
3 Units
Prerequisite: Completion of or concurrent enrollment in Child 15. Child 1 recommended
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
1 Unit
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 1 hour
Overview of health and safety issues for children in child care, including prevention of infectious disease, preventive health practices and prevention policies; signs, symptoms and reporting of child abuse; and injury prevention. Students completing this course with a "C" or better will be given a certificate to meet Title 22 requirements for child Health and Safety Training. (CSU)

#### CHILD 10 — CREATIVE ACTIVITIES IN THE ARTS
1.5 Units
Lecture: 1.5 hours
This course surveys creative activities in the arts for young children. Students actively participate in workshops exploring a variety of art materials, dance and music, and children's books and storytelling. Working collaboratively, students experience first-hand the value of process not product in creative expression. For parents, teachers and anyone interested in promoting self-esteem through creativity. (CSU)

#### CHILD 11 — CREATIVE ACTIVITIES IN SCIENCE AND MATH
1.5 Units
Prerequisite: Eng 1A
Lecture: 1.5 hours
This course surveys science and math experiences for young children using a hands-on approach. Nature activities, block-building, cooking, animal care, and outdoor play are explored in cooperation with high-group discussion. Deepen understanding of fundamental math and science activities for children. For anyone—teachers, parents, recreation leaders—in need of fostering curiosity and exploration in children ages 3-10 years. (CSU)

#### CHILD 16 — PRACTICUM
3 Units
(Formerly Child 15)
Prerequisite: Completion of or concurrent enrollment in Child 1 or Child 3 or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Laboratory: 3 hours equals 1 unit of credit
Lecture: 1 hour
Laboratory: 3 hours equals 2 units of credit
Lecture: 1 hour
Laboratory: 6 hours equals 3 units of credit
Supervised practicum in the Columbia College Head Start or approved field site. Students will plan and implement activities with the children, develop guidance techniques, and work with staff and children in the classroom as a student teacher. Students will also attend a weekly seminar to evaluate and discuss projects, teaching skills development, and other aspects of student teaching. (CSU)
May be repeated one time.

#### CHILD 18 — SPECIAL NEEDS CHILDREN
3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 1 hour
Overview of children from birth to five years of age 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, multi-disciplinary 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 positive self-image, parent education, communication, sources, 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 28 — BOOKS FOR YOUNG CHILDREN
3 Units
Lecture: 3 hours
An introductory course on books for young children. Topics will include how to evaluate content and illustration; choosing books that relate to children's developmental needs and interest; the art of reading aloud. Field work involving reading aloud to children under six years of age is required. (CSU)

#### CHILD 30 — CHILD CARE/NURSERY SCHOOL
3 Units
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 31 — ADVANCED CHILD CARE
3 Units
Prerequisite: Child 30
Lecture: 3 hours
An advanced course for directors and lead teachers in child care. Students will survey child development and leadership techniques. Fiscal, advocacy and current issues will be explored. (CSU)
CHILD DEVELOPMENT/COMPUTER SCIENCE

**CHILD DEVELOPMENT**

**WORK EXPERIENCE IN CHILD DEVELOPMENT**

- **Prerequisite**: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience. 75 hours paid employment equals 1 unit of credit; 60 hours unpaid employment equals 1 unit of credit.

  Provides students an opportunity to experience supervised employment in Child Development. The student's employment must be related to educational or occupational goals. (CSU) May be repeated for no more than a total of 16 units of credit.

  Offers students an opportunity to experience supervisors employment in Child Development. The student's employment must be related to educational or occupational goals. (CSU)

**COMPUTER SCIENCE**

- **CMPSC 1 - COMPUTER CONCEPTS AND APPLICATIONS**
  - **3 Units**
  - **Prerequisite**: One year high school algebra or Math 101 with a grade of "C" or better or consent of instructor.
  - **Lecture**: 2 hours
  - **Laboratory**: 3 hours
  - Provides an introduction to the use of computers, systems, operating systems, software and the process of problem solving. Emphasis is on the use of editors, word processors, database management, spreadsheets, word processing, database management, graphics, Windows 3.1, programming, and communication. (UC/CSU)

- **CMPSC 3 - MS DOS AND WINDOWS**
  - **3 Units**
  - **Prerequisite**: One year high school algebra or Math 101 with a grade of "C" or better or consent of instructor.
  - **Lecture**: 2 hours
  - **Laboratory**: 3 hours
  - 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)

- **CMPSC 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.
  - **Lecture**: 2 hours
  - **Laboratory**: 3 hours
  - Basic language syntax is used to study programming logic. Includes concepts of hierarchy, flowcharting, interactive input, analytical approaches to processing data and creating reports, valid and invalid logic structures, logical operators, comparisons, arithmetic operations, simple arrays, string processing, structures, functions, pointers, and file input/output. (UC/CSU)

- **CMPSC 8 - NOVELL NETWORK MANAGEMENT**
  - **2 Units**
  - **Prerequisite**: Cmpsc 3
  - **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, log-in scripts, batch files, printer control and definitions, applications, software setup (including Windows 3.1), virus protection, backup procedures, and PC workstation configuration. (CSU)

- **CMPSC 9 - UNIX OPERATING SYSTEM**
  - **2 Units**
  - **Prerequisite**: Cmpsc 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)

- **CMPSC 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 Cmpsc 1 with a grade of "C" or better or consent of instructor.
  - **Lecture**: 2 hours
  - **Laboratory**: 3 hours
  - Structured programming using Pascal language. Emphasis is on program design and writing programs that conform to industry standards. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, file management, and modular structured design. (UC/CSU)

- **CMPSC 20 - C LANGUAGE PROGRAMMING**
  - **3 Units**
  - **Prerequisite**: One year high school algebra or Math 101 or Cmpsc 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)

- **CMPSC 26 - ADVANCED COMPUTER PROGRAMMING**
  - **3 Units**
  - **Prerequisite**: Cmpsc 20 or consent of instructor.
  - **Lecture**: 2 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 C++ object-oriented programming. (UC/CSU)

- **CMPSC 30 - FINANCIAL WORKSHEETS ON COMPUTERS**
  - **3 Units**
  - **Prerequisite**: A high school level computer course or Cmpsc 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 and 3.4 and Quattro. Introduction to Excel 4.0 for Windows. Develop spreadsheets for financial statements, what-if analyses, and other ledger-type applications. Use formulas and macros to customize data entry. Combine data between worksheets and link files. (CSU)

- **CMPSC 31 - COMPUTERIZED ACCOUNTING**
  - **2 Units**
  - **Prerequisite**: Cmpsc 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)

- **CMPSC 32 - COMPUTERIZED ACCOUNTING**
  - **2 Units**
  - **Prerequisite**: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor.
  - **Lecture**: 2 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)

- **CMPSC 33 - COMPUTERIZED ACCOUNTING**
  - **2 Units**
  - **Prerequisite**: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor.
  - **Lecture**: 2 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)

- **CMPSC 34 - COMPUTERIZED ACCOUNTING**
  - **2 Units**
  - **Prerequisite**: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor.
  - **Lecture**: 2 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)

- **CMPSC 35 - COMPUTERIZED ACCOUNTING**
  - **2 Units**
  - **Prerequisite**: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor.
  - **Lecture**: 2 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)

- **CMPSC 36 - COMPUTERIZED ACCOUNTING**
  - **2 Units**
  - **Prerequisite**: Cmpsc 1 and Busad 1A or Busad 161A with a grade of "C" or better, or consent of instructor.
  - **Lecture**: 2 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)
CMPSC 56 — COMPUTERIZED ACCOUNTING 2 Units (Facultive)
Prerequisite: Cmpsc 1 and Band 1A or Band 11A with a grade of "C" or better, or consent of instructor
Lecture: 2 hours
This course provides the student opportunities to develop the necessary skills and abilities using computerized applications software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation.

CMPSC 58 — DATA BASE MANAGEMENT 3 Units
Prerequisite: Completion of at least one programming course: Cmpsc 60 or Geogr 60, but not both.
*Credit may be earned for either Cmpsc 58 or Geogr 60, but not both.

CMPSC 60 — INTRODUCTION TO GIS
Introduction to basic GIS concepts which can support the various GIS software programs currently available. Students will be introduced to the ArcCAD GIS software package as the main vehicle for learning GIS. GIS coverages 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)

CMPSC 65 — GIS APPLICATIONS
Introduction to practical applications of GIS software, head-up digitizing, conversion of data, building annotation coverages. Students will gain hands-on experience working on specific projects under supervision. Assignments will include compiling and submitting project reports. (CSU)

CMPSC 70 — INTRODUCTION TO RASTER-BASED GIS SYSTEMS
The course will introduce students to the Geographic Resources Analysis Support System (GRASS), a powerful, UNIX-based public domain raster GIS system developed by the US Corps of Engineers. Fundamental GIS concepts will be discussed. Various functions of raster-based GIS systems will be demonstrated and contrasted to vector-based systems such as Arc-CAD. Students should have some familiarity with maps, UNIX, statistics and Algebra. (CSU)

DP 30A — COMPUTER ASSISTED PLANNING
Introduction to the use of the computer as a tool for accomplishing basic drafting tasks. Topics include the use of layers, lines, fills, hatches, inserts, attributes, dimensioning, basic three-dimensional applications and system management. (CSU)

DP 50A — COMPUTER ASSISTED DRAFTING II
A detailed lecture/lab exploration of intermediate and advanced uses of AutoCAD Release 12 in the professional design workplace. Topics include customizing the AutoCAD environment, including the digitizer tablet using 3D design and modeling concepts and strategies, accessing external databases, managing documents, creating slide shows, and using file transfers. (CSU)

DRAMA 10 — INTRODUCTION TO THE THEATRE
This course provides an introduction to the art of theatre, surveying the roots of the playwright, the director, the actor, the designer, the producer, the critic and the audience. This course investigates the variety of theatrical styles observed in contemporary theatre, compares live theatre with the electronic forms, and assesses the value of the theatre in modern society. This course is designed to promote the student's greater understanding and enjoyment of the theatrical form. (UC/CSU)

DRAMA 20 — ORAL EXPRESSION AND INTERPRETATION
3 Units
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)
DRAMA/EARTH SCIENCE

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

DRAMA 42 - ACTING FUNDAMENTALS
3 Units
Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art. May be repeated three times.

DRAMA 43 - ACTING-DIRECTING
3 Units
Prerequisite: Drama 42 with a grade of "C" or better
Directed activities in acting and technical theatre with participation in both pre-production and related production activities. (UC/CSU)

DRAMA 44 - ADVANCED ACTING PROJECTS
1-3 Units
Prerequisite: Either Drama 20 or Drama 42 with a grade of "C" or better
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)

DRAMA 45 - IMPROVISATION
3 Units
Lecture: 3 hours
Intensive study of the basic techniques of improvisational acting with specific concentration on improvisational theatre production formats as well as development of group inspired and created scenarios and one-act plays. (UC/CSU)

DRAMA 52 - SYNDROMAL THEATRE LABORATORY
1-3 Units
Lecture: 3 hours
Fieldwork 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, and makeup for specific theatre production. (UC/CSU)

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

DRAMA 60 - FALLON REPERTORY THEATRE
8 Units
Prerequisite: Drama 42, Drama 43, or Drama 58 with a grade of "C" or better and/or audition and consent of instructor
Lecture: 3 hours
Field trips may be required.

EARTH SCIENCE

ESC 30 - 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 35 - FIELD GEOLOGY
3 Units
Prerequisite: Eng 5 or Eng 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 40 - 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 the structure of the Milky Way. Outside class assignments include one hour per week of computer-assisted learning activity. (See also companion course Esc 45 Astronomy Lab.) (UC/CSU)

ESC 45 - ASTRONOMY LABORATORY
1 Unit
Prerequisite: Math 101 and previous or concurrent enrollment in Eng 40 or consent of instructor
Lecture: 3 hours
A laboratory course in astronomy. Topics include familiarization with the night sky, observing its contents and its moons; learning constellations; introduction to the tools of astronomy, emphasizing the telescope; using parallax and other distance determinations through visual simulation; using astronomical charts and tables to find risings and settings of celestial objects; finding latitude, longitude, and sidereal time; and a brief introduction to sky photography. (UC/CSU)

ESC 60 - FUNDAMENTALS OF METEOROLOGY
3 Units
Skill Level Recommended: High school chemistry or physics, and high school algebra
Lecture: 2-3 hours
An introduction to weather, temperature, air, and the atmosphere. For all who wish to learn the weather sciences of the atmosphere. Outside class assignments include one hour per week of computer-assisted learning activity. (UC/CSU)

ECONOMICS

ECON 10 - PRINCIPLES OF ECONOMICS
4 Units
(CAN ECON 2)
Lecture: 6 hours
Macro-economics. An introduction to the U.S. economy and capitalism; national income and employment analysis; economic conditions; monetary fiscal policies, economic stability-instability, public finance, and special economic problems. (UC/CSU)

ECON 11 - PRINCIPLES OF ECONOMICS
4 Units
(CAN ECON 4)
Lecture: 6 hours
Micro-economics. The corporation: analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the special implications of various market structures; special economic problems. (UC/CSU)

EMERGENCY MEDICAL SERVICES

See Page 32 for Certificate Requirements

EMS 3 - EMERGENCY MEDICAL TECHNICIAN
6 Units
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 eligible to participate in the EMT-ambulance training. Upon completion of this course, students are eligible for county/state certification. (CSU)
EMS 7 — EMERGENCY MEDICAL TECHNICIAN REFRESH 1.5 Units
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.

EMS 13 — ADVANCED FIRST AID AND EMERGENCY 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.

EMS 20 — BASIC CARDIOLOGY AND CARDIAC DYSRHYTHMIAS 3 Units
Prerequisite: Current EMT certification or LVN or higher certification Lecture: 3 hours
An intensive course that details basic cardiac anatomy and physiology, normal vs. abnormal cardiac function, electrocardiogram recognition of cardiac dysrhythmias, and the interventions, including pharmacologic therapy, pertaining to specific dysrhythmias. Designed for the health care professional and the pre-hospital care professional. Serves as an excellent ACLS review and/or prepares student for paramedic training program. Meets requirements for "Monitor Technician" at many health care facilities. (CSU)
May be repeated three times.

EMS 70 — SPECIAL TOPICS IN EMS 5-3 Units
Lecture: 5.3 hours available Laboratory: 5.3 hours
Various field and classroom courses limited to particular emergency medical services topics, such as Aero-Medical Landing Zone Operations, Multi-Casualty Disaster Management, Crime Scene EMS Operations, blood and airborne pathogen updates, Behavioral Crisis Management, Critical Incident Stress Management, Pediatric Advanced Life Support, Pre-hospital Trauma Life Support, and guest speaker forum. (CSU)
May be repeated with different topics only. Field trips may be required.

EMS 97 — WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE 14 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience. 75 hours paid employment equals 1 unit of credit 60 hours unpaid employment equals 1 unit of credit Provides students an opportunity to experience supervised employment in EMS. 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 Work Exp, page 100.

EMS 157 — FIRST RESPONDER AND CPR 1.5 Units
Lecture: 1.5 hours
or Lecture: 1 hour Laboratory: 1.5 hours
A basic course for the volunteer firefighter who is on a first-responder unit assigned medical responses in the rural setting. Stresses continuity of care through the approach to the patients and prioritizing of their injuries/illnesses where advanced life support response is delayed. Offered for Credit/No Credit grading only

ENGLISH

ENG 1C — CRITICAL REASONING AND WRITING 3 Units
Prerequisite: Satisfactory completion of Eng 1A with a grade of "C" or better Lecture: 3 hours
Designed to develop critical thinking, reading, and writing beyond the level taught in Eng 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition. (UC/CSU)

ENG 10 — CREATIVE WRITING 3 Units
Prerequisite: Eng 1A with a grade of "C" or better or consent of instructor Lecture: 3 hours
Instruction and practice in writing poetry, fiction, drama, and non-fiction prose, including autobiography, essays, and articles. Students may choose to concentrate on one particular form. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format. (UC/CSU)
May be repeated two times.

ENG 11 — FILM APPRECIATION 3 Units
Prerequisite: Eligibility for Eng 1A Lecture: 2.5 hours Laboratory: 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 — AMERICAN LITERATURE 3 Units
Prerequisite: Eng 1A with a grade of "C" or better or consent of instructor Lecture: 3 hours
A study of American literature from its beginning to the late nineteenth century. Reading, analysis, and discussion of the major literary trends and authors of the time, including Emerson, Thoreau, Poe, Hawthorne, Melville, Whitman, and Dickinson. (UC/CSU)

ENG 47 — SURVEY OF ENGLISH LITERATURE 3 Units
Prerequisite: Eng 1A with a grade of "C" or better or consent of instructor Lecture: 3 hours
An overview of the literary heritage of California, from its early origins to Harte, Bierce, and Twain through the realism of Norris and London, the regionalism of Steinbeck, Saroyan, Jefferis to the naturalism of Muir. Also will include writings from the Carmel cadre, the San Francisco Beat writers, to contemporary writers including Stegner, Yamamoto, Soto, Haslan, Tam, Didion, Rose, Miles, and Valdez. The approach will emphasize the rich ethnic diversity that has contributed to our literary heritage. (UC/CSU)

ENG 90 — INTRODUCTION TO SHAKESPEARE 3 Units
Prerequisite: Eng 1A with a grade of "C" or better or consent of instructor Lecture: 3 hours
An introduction to the representative works by Shakespeare including the characteristics of different genres—comedy, history, and tragedy, and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied. (UC/CSU)

ENG 95A — SERVICE LEARNING I IN ENGLISH 2 Units
Lecture: 1 hour Laboratory: 3 hours
Service Learning Experience I, 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. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture. (CSU)

ENG 95B — SERVICE LEARNING II IN ENGLISH 2 Units
Lecture: 1 hour Laboratory: 3 hours
Continues the Service Learning Experience with a mentoring component which Service Learning II students mentor Service Learning I students. (CSU)
May be repeated three times.
ENGLISH/FIRE TECHNOLOGY

ENG 150 - ENGLISH FUNDAMENTALS 3 Units
Lecture: 3 hours
Fundamentals of writing process. Students will engage in the various stages of writing process. Emphasis will be on improving writing fluency and grammatical skills; developing sentence structure and proofreading strategies. Instruction will include using word processing for writing.

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 32 for Certificate Requirements

FIRE 1 - FIRE PROTECTION ORGANIZATION 3 Units
Lecture: 3 hours
Introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. (CSU)

FIRE 2 - FIRE PREVENTION TECHNOLOGY 3 Units
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
Lecture: 3 hours
Fundamental information regarding the history and philosophy of fire protection, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. (CSU)

FIRE 3 - FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 Units
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
Lecture: 3 hours
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. (CSU)

FIRE 4 - BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 Units
Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator
Lecture: 3 hours
This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relation to past fires in residential, commercial, and industrial occupancies. (CSU)

FIRE 5 - FIRE BEHAVIOR AND COMBUSTION 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 and why 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. (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 29A - DRIVER/OPERATOR TRAINING 1A 1 Unit
Prerequisite: Fire 10A & Fire 10B 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 on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CSU)

FIRE 29B - DRIVER/OPERATOR TRAINING 1B 1 Unit
Prerequisite: Fire 29A 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)

FIRE 70 - SPECIAL TOPICS IN FIRE TECHNOLOGY 1-3 Units
Prerequisite: Will vary with topic
Lecture: 3-5 hours
Laboratory: 1-3-5 hours
Various topics in Fire Technology will be covered to meet individual or agency needs. Emphasis on special technical aspects 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 Wksp 96, page 100.

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 1 certification.)

FIRE 155 - VOLUNTEER FIREFIGHTING TRAINING 2.5 Units
Prerequisite: Fire 101A with a grade of "C" or better or consent of program coordinator
Lecture: 2 hours
Laboratory: 1.5 hours
Current concepts, techniques, skills and theories for volunteer firefighters. Offered for Credit/No Credit grading only.

FOREIGN LANGUAGE (See Spanish)
### GEOGRAPHY

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*Prerequisite: Completion of Geo 60 with a grade of C or better

### GUIDANCE

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*Prerequisite: Guide 15A

### Additional Information

- **GEOGR 65 - GIS APPLICATIONS**
  - **Prerequisite:** Completion of Geo 60 with a grade of C or better
  - **Lecture:** 3 hours
  - Introduction to practical applications of GIS software, heads-up digitizing, conversion of data, building annotation coverages. Students will gain hands-on experience working on specific projects under supervision. Assignments will include compiling and submitting project reports. (CSU)
  - May be repeated twice.
  - *Credit may be earned for either Geo 65 or Cmpsc 65, but not both.

- **GEOGR 70 - INTRODUCTION TO RASTER-BASED GIS SYSTEMS**
  - **Lecture:** 3 hours
  - The course will introduce students to the Geographic Resources Analysis Support System (GRASS), a powerful, UNIX-based public domain raster GIS system developed by the US Corps of Engineers. Fundamental GIS concepts will be discussed. Various functions of raster-based GIS systems will be demonstrated and contrasted to vector-based systems such as Arc-CAD. Students should have some familiarity with maps, UNIX, statistics and Algebra. (CSU)
  - May be repeated twice.
  - *Credit may be earned for either Geo 70 or Cmpsc 70, but not both.

- **GEOGR 75 - GIS APPLICATIONS IN RESOURCE MANAGEMENT**
  - **Prerequisite:** Completion of Geo 70 with a grade of "C" or better
  - **Lecture:** 3 hours
  - Application of GIS to resource management issues such as watershed analysis, ecosystem analysis, recreation planning, and fire planning. Emphasis on remote sensing data and image processing to derive GIS data. (CSU)
  - May be repeated twice.
  - *Credit may be earned for either Geo 75 or Cmpsc 75, but not both.

- **GUIDE 7 - COLLEGE AND LIFE SUCCESS**
  - **Lecture:** 3 hours
  - An introduction to the fundamental principles and practices for succeeding in the educational setting. Topics include learning styles, reading, memory, note-taking, test taking, and the use of the library and campus resources. A study of topics related to an understanding of the self. Topics include health, nutrition, exercise, stress management and time management. An introduction to principles and practices pertinent to a healthy adjustment to the social environment. Topics include a study of relationships, money management, critical thinking and creativity, cultural and ethnic diversity, disabilities and community resources. (CSU)

- **GUIDE 101 - OCCUPATIONAL EXPLORATION**
  - **Lecture:** 1 hour
  - An introduction to occupational exploration with an emphasis on Career Center Resources, Personal Interests, Values, and Skills. Includes instruction in decision-making as it relates to the development of occupational educational plans.

- **GUIDE 102 - NOTE TAKING**
  - **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 how an individual views challenging educational experiences and develops personal strategies for success.

- **GUIDE 103 - TIME MANAGEMENT**
  - **Lecture:** 5 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 include goal setting and ways to get the most out of new, studying with children under foot, ABC Daily To Do List, using long term planners, and dealing with procrastination.

- **GUIDE 25 - JOB HUNTING STRATEGIES**
  - **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)

  *Credit may be earned for either Busad 25 or Guide 25, but not both.

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

- **GUIDE 115 - PRINCIPLES OF LEADERSHIP**
  - **Lecture:** 1 hour
  - Designed to assist students in gaining basic knowledge of leadership skills, to develop skills in principles and administration of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics. (CSU)

- **GUIDE 119 - PRINCIPLES OF LEADERSHIP**
  - **Lecture:** 1 hour
  - Further development of leadership skills with emphasis on problem solving, group dynamics and more effective time management techniques. (CSU)

- **GUIDE 20 - TOPICS FOR PERSONAL DEVELOPMENT**
  - **Lecture:** 2 hours
  - The course is designed to provide students the opportunity to investigate topics relevant to self-understanding, personal growth and development, and self-management. Topics will include self-esteem, relationships, personality types, stress management, assertiveness, goal setting, counseling therapy and self-help, and change. (CSU)
H-HP 29 - THEATRE PRODUCTION: Dance 1-2 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.

H-HP 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.

H-HP 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.

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

H-HP 38B - GOLF II 5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice in skills, rules and strategy. (UC/CSU)
May be repeated two times.

H-HP 39 - INTRAMURAL ATHLETICS 5-1.5 Units
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. (UC/CSU)
May be repeated three times.

H-HP 40 - RACQUET 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.

H-HP 47A - SOCCER I 5-1.5 Units
Activity: 1.5-4.5 hours
Emphasis on rules, individual skills, and strategy in the field. (UC/CSU)
May be repeated three times.

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HEALTH and HUMAN PERFORMANCE

H-HP 64 - LIFETIME FITNESS PROGRAM I 1-3 Units
Lecture: 0.5-1.5 hours
Laboratory: 1.5-4.5 hours
Introduction to the fundamental principles and practices of scientific exercise conditioning, nutritional requirements, weight control techniques, coronary heart disease concepts, and considerations of preventive medicine. Basic exercise routine involves the circuit training system. (UC/CSU)

H-HP 65 - LIFETIME FITNESS PROGRAM II 2-5 Units
Prerequisite: H-HP 64A with a grade of "C" or better or consent of instructor
Laboratory: 1.5-6 hours
A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. (UC/CSU)
May be repeated three times.

H-HP 66 - LIFETIME FITNESS PROGRAM III 5-2 Units
Prerequisite: H-HP 65A with a grade of "C" or better or consent of instructor
Laboratory: 1.5-6 hours
A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness III with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. (UC/CSU)
May be repeated three times.

H-HP 10A - ADAPTIVE PHYSICAL EDUCATION 5-1.5 Units
Activity: 1.5-4.5 hours
Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. (UC/CSU)
May be repeated three times.

H-HP 11 - PULMONARY REHABILITATION 1 Unit
Prerequisite: Physician referral
Lecture: 2-1 hour
Laboratory: 2-4 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.

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

H-HP 1B - CARDCIC REHABILITATION PROGRAM: Phase III 1 Unit
Prerequisite: Primary physician referral
Laboratory: 3-5 hours
Continuation of Cardiac Rehabilitation Program without lecture series. (CSU)
May be repeated three times.

H-HP 15A - INTRODUCTION TO CARDIC FAMILY FITNESS 1 Unit
Prerequisite: Must be member of enrolled cardiac student's family
Lecture: 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 modification of risk factors found necessary for the full rehabilitation of the cardiac student. (CSU)
May be repeated three times.

H-HP 15B - CARDCIC FAMILY FITNESS 1 Unit
Prerequisite: Must be member of enrolled cardiac student's family
Lecture: 1 hour
Laboratory: 3-5 hours
A continuation of the H-HP 15A with emphasis on developing a higher level of cardiovascular functional capacity and reducing the risk factors associated with coronary artery disease. (CSU)
May be repeated three times.

H-HP 20 - DANCE SURVEY 2 Units
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 lecture on the history and development of each style along with videotapes of dance performances. (UC/CSU)

H-HP 21 - BALLET 5-1.5 Units
Activity: 1.15-4.5 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.

H-HP 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.

H-HP 25B - JAZZ DANCE II 5-1.5 Units
Prerequisite: H-HP 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 one time or

H-HP 27 - CHOREOGRAPHY 3 Units
Prerequisite: Previous dance experience or consent of instructor
Lecture: 1 hour
Laboratory: 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.

H-HP 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.
HEALTH and HUMAN PERFORMANCE

H-HP 47B - SOCCER II  
- 5.15 Units  
Field Level Recommended: H-HP 47A with a grade of "C" or better or consent of instructor  
Instruction and practice in the advanced aspects of soccer. Emphasis on individual positioning and strategy of the game. Includes set plays and advanced skill builders. (UC under review) (CSU)  
May be repeated three times.

H-HP 50A - TENNIS I  
- 5.15 Units  
Activity: 1.5-5.5 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.

H-HP 50B - TENNIS II  
- 5.15 Units  
Prerequisite: H-HP 50A with a grade of "C" or better or consent of instructor  
Activity: 1.5-5.5 hours  
Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis of the player's game. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis. (UC/CSU)  
May be repeated one time.

H-HP 53A - VOLLEYBALL I  
- 5.15 Units  
Activity: 1.5-5.5 hours  
Basic techniques with emphasis on offensive and defensive tactics and team play. Rules and intra-class competition included. (UC/CSU)  
May be repeated one time.

H-HP 53B - VOLLEYBALL II  
- 5.15 Units  
Prerequisite: H-HP 53A with a grade of "C" or better or consent of instructor  
Activity: 1.5-5.5 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.

H-HP 56A - WEIGHT TRAINING I  
- 5.15 Units  
Activity: 1.5-5.5 hours  
Instruction in the use of weights and body building equipment with emphasis upon individual program development. (UC/CSU)  
May be repeated one time.

H-HP 56B - WEIGHT TRAINING II  
- 5.15 Units  
Prerequisite: H-HP 56A with a grade of "C" or better or consent of instructor  
Activity: 1.5-5.5 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.

H-HP 60 — HEALTH AND FITNESS EDUCATION 3 Units  
Lecture: 3 hours  
Personal and community health: an understanding of contemporary health issues and problems with an emphasis on personal fitness and adjustment. An informative material survey contributing to a person's mental, physical, and social well-being. (UC/CSU)  
May be repeated three times.

H-HP 62 — SAFETY AND FIRST AID  
- 2 Units  
Activity: 1 hour  
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.

H-HP 65 — STRESS MANAGEMENT  
- 3 Units  
Activity: 1.5-5.5 hours  
Overview of the psychological, physiological, sociological and behavioral dynamics underlying the management of the human stress response. Also included are history of stress management, lifestyle choices, relaxation training (including biofeedback), and interpersonal communication techniques. (CSU)

H-HP 82 — VARSITY BASKETBALL  
- 2 Units  
(Men's Rules)  
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.

H-HP 84 — VARSITY TENNIS (COED)  
- 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.

H-HP 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.

H-HP 88 — VARSITY GOLF (COED)  
- 2 Units  
Prerequisite: Must be enrolled as a full-time student  
Activity: 10 hours  
Preparation and training for intercollegiate golf competition. (UC/CSU)  
Field trips will be required.  
May be repeated three times.

H-HP 160 — CARDIOPULMONARY RESUSCITATION  
- 5 Unit  
Lecture: 5 hour  
Information necessary to develop the student's first aid knowledge, skills, and judgment to provide basic life support until the victim recovers or until advanced life support is available. Offered for CPR/First Aid grading only.  
May be repeated three times.

HEALTH OCCUPATIONS

H-LOC 97 — WORK EXPERIENCE IN HEALTH 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 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 15 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 150.

HISTORY

HIST 11 — HISTORY OF CALIFORNIA  
- 3 Units  
Lecture: 3 hours  
Survey of California history from pre-Colombian 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: 5 hours  
Survey of the history of the world from the Neolithic period to the middle of the seventeenth century. The course will use a cross-cultural comparative approach as it analyzes the origins, achievements and decline of civilizations in Asia, Africa and the Americas, as well as the Middle East and Western Europe. Emphasis on the application of major theories of history to various stages of world development. The position of women in society will be highlighted. (UC/CSU)

HIST 14 — WORLD CIVILIZATIONS: 1650 to Present  
- 3 Units  
Lecture: 3 hours  
Survey of world history from the middle of the seventeenth century to the present time. The theme of revolution will be illustrated by the Industrial Revolution, the democratic revolutions of the eighteenth century, and the Communist revolutions of the twentieth century. Contemporary problems in Asia, Africa, Central and South America will be placed in historical context. The contributions of women in history will be a special topic of study. (UC/CSU)

HIST 16 — UNITED STATES: to 1877  
- 3 Units  
Lecture: 3 hours  
Survey of history of the United States from the arrival of European settlers at the beginning of the 17th century to the end of Reconstruction. Important topics include Colonial life, the Revolutionary War, Constitutional Development, Westward Expansion, and the Civil War. Special emphasis will be given the fate of American Indians, the nature and abolition of slavery, the early political organization of workers and the struggles of women for equal rights. (UC/CSU)  
(Meets the California State requirement in American History.)

HIST 17 — UNITED STATES: 1877 to Present  
- 3 Units  
Lecture: 3 hours  
Survey of the history of the United States from the end of Reconstruction to the present era. Course includes discussion of major foreign wars, Depression, Industrialization and Presidential power. Special attention will be given to the efforts of American Indians, Blacks, Women, Workers and the disabled to gain full recognition in law and practice. Problems facing post-industrial society will be highlighted. (UC/CSU)  
(Meets the California State requirement in American History.)

HIST 20 — AFRICAN-AMERICAN HISTORY  
- 3 Units  
Lecture: 3 hours  
The history and development of African Americans and their contributions to American culture. Major topics include the African slave trade, slavery and the American Revolution, slave expansion, Civil War and Post-Empmanectomy America through the twentieth century. This course is designed to meet an ethnic studies requirement. (UC/CSU)

HIST 49 — THE MOTHER LODE  
- 3 Units  
Lecture: 3 hours  
History and lore of the Gold Rush country with emphasis on the Central Sierra communities. (CSU)
HOSPITALITY MANAGEMENT
See Pages 33 and 34 for Certificate Requirements

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

HOSPITALITY MANAGEMENT

HPMT 97—WORK EXPERIENCE IN HOSPITALITY MANAGEMENT
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.
75 hours paid employment equals 1 unit of credit.
60 hours unpaid employment equals 1 unit of credit.
Provides students an opportunity to experience supervised employment in Hospitality Management.
The student’s employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit 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.
Two units of hotel work is required of hotel students.
For students interested in working full time one semester and attending classes one semester on an alternate basis, see Whp, page 100.

HPMT 102—INTRODUCTION TO HOSPITALITY CAREERS AND HUMAN RELATIONS
Lecture: 1.5 hours
Introduction to the hospitality industry (comprising lodging, food and beverage services and tourism) with focus on its career opportunities. Human relations management in the hospitality industry. Individual goal-setting and career planning are emphasized.

HPMT 104—HOSPITALITY LAWS AND REGULATIONS
Lecture: 2 hours
The study of legal issues relating to commercial food service and lodging operations—national, state and local laws. Using both the case method and specific statutes, this class introduces students to general concepts including the types of law, the nature of agreements and the judicial system, as well as regulatory agencies and the particular laws they enforce in the hospitality field.

HPMT 112—FRONT OFFICE MANAGEMENT/2 Units HOTEL CATERING
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.

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

Food Services

HPMT 120—SAFETY AND SANITATION 3 Unit
Lecture: 5 hours
Sanitation and safety principles and practices for the food service professional. Provides ServSafe certification from the National Restaurant Association.

HPMT 122—RESTAURANT MATH 5 Unit
Lecture: 5 hours
Arithmetic for restaurant personnel. Learning and applying basic math skills: addition, subtraction, multiplication, division, fractions and percentages. Use of hand-held calculators, gauges, scales and devices for measuring weights and volumes. Handling currency. Measuring time, distance, temperature. Recognition and use of geometric shapes.

HPMT 126—NUTRITION FOR CHEFS 1 Unit
Lecture: 1 hour
Techniques of healthy cooking for the professional chef. The use of fresh ingredients, reduced fat and salt, particular cooking methods and tools plus shorter cooking times are brought together to provide satisfying dining with fewer calories, cholesterol and sodium while retaining more of food’s nutritional value.

HPMT 128—KITCHEN MANAGEMENT 1 Unit
Lecture: 1 hour
Development of skills used to manage a commercial kitchen. Students will write menus and develop recipes, establish portion sizes and recipe costs, then price the menu items. Purchasing foods and supplies: comparative pricing among vendors, ordering, receiving, rotating and storing goods; taking and extending inventories. Students will learn to base production plans on sales forecasts, staff the kitchen accordingly, establish policies, standards and procedures regarding production, staff issues, facility/equipment maintenance and kitchen cleanliness. Basic concepts from the Uniform System of Accounts for Restaurants relating to kitchen operations.

HPMT 133A—INTRO TO COMMERCIAL FOOD PREPARATION
Co-requisite: Hpmgt 120 and Hpmgt 122
Lecture: 1.5 hours
Laboratory: 4.5 hours

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

HPMT 134—COMMERCIAL BAKING: BEGINNING 2 Units
Co-requisite: Hpmgt 120 and Hpmgt 122
Lecture: 1 hour
Laboratory: 4.5 hours
Tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes, and specialty items.
Field trips may be required.

HPMT 135—COMMERCIAL BAKING: ADVANCED 2 Units
Prerequisite: Hpmgt 134
Lecture: 2 hours
Laboratory: 6 hours
Formulas used in commercial pastry shop, cake decoration, marzipan and chocolate work, paté à choux and specialty items. Student participation.
Field trips may be required.

HPMT 136—DINING ROOM SERVICE AND MANAGEMENT
Co-requisite: Hpmgt 120 and Hpmgt 122
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.

HPMT 138A—CONTEMPORARY CUISINE: 3.5 Units
Introduction
Prerequisite: Hpmgt 133A with a grade of “C” or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 6 hours
Contemporary cuisine with focus on the preparation of seasonal ingredients used to develop the menus at the City Hotel. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will begin to prepare for working on-line cooking stations in pastry, pantry, sauté, and grill.

HPMT 140—CONTEMPORARY CUISINE: 3.5 Units
Introduction
Prerequisite: Hpmgt 140A with a grade of “C” or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 6 hours
Explores the subject of seasonal menu development in the contemporary American kitchen. The course objective is to develop the students’ level of understanding and technical proficiency and prepare them for leadership positions in pastry, pantry, sauté, and grill.

HPMT 141—RESTAURANT DESSERTS 2 Units
Lecture: 1 hour
Laboratory: 3 hours
The production and presentation of classical and contemporary restaurant desserts. A practical study of the restaurant pastry chef’s special vendors, equipment, supplies, foods, processes and techniques used to produce a wide variety of desserts.

HPMT 142—GARDE MANGER 1 Unit
Lecture: 5 hours
Laboratory: 1.5 hours
Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d’oeuvre, canapes, sauces, salads, force meats, patés, tray presentations, table setups, room setups, and food show competitions.
Field trips may be required.

HPMT 146—DINING ROOM SERVICE AND MANAGEMENT
Prerequisite: Hpmgt 136 with a grade of “C” or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 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.
HOSPITALITY MANAGEMENT/HUMANITIES/JOURNALISM

HPMGT 147 — BEVERAGE MANAGEMENT  2 Units
Lecture: 1.5 hours
Laboratory: 1.5 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 — INTRODUCTION TO WINES  2 Units
Lecture: 2 hours
Study of wines from around the world with an emphasis on California. History and development of the wine industry, viticulture, wine making techniques, restaurant sales, and restaurant service. Wine evaluation, marketing, and wine's relationship to food and menus will be covered.
Field trips may be required.

HPMGT 152 — RESTAURANT PLANNING  3 Units
Lecture: 3 hours
Using a restaurant as a vehicle for attaining personal and professional goals. Conceiving, designing, staffing, equipping, stocking, marketing and opening the restaurant. Developing systems, policies and procedures for daily operations as well as relationships with professional service providers, vendors, lenders and regulatory agencies. This is an advanced class. Many topics will have been addressed and skills developed in earlier courses. This class unifies that knowledge and skill in the formation of a comprehensive restaurant plan.

Recreation Industry

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)

HUMAN 3 — WORLD CULTURE  3 Units
Lecture: 3 hours
A study of selected works of literature, art, music, film, religion, philosophy, theatre and other forms of expression, particularly emphasizing the non-Western world. The works will be studied in their historical and cultural contexts. Specific works will vary from time to time, depending upon the interests and needs of students and the instructor. (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 21 for conditions, limitations. These courses may transfer as electives or other credit as authorized by the transfer school.

JOURNALISM

JRNAL 1 — INTRODUCTION TO JOURNALISM  3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 2 hours
Laboratory: 3 hours
This course will cover the basic techniques of newspaper writing and reporting, including the theory and practice of hard news, features, profiles, columns, interviewing. (CSU)

JRNAL 10 — NEWSPAPER PRODUCTION  1-2 Units
Laboratory: 3-4 hours
Production of the campus newspaper. Students are introduced to writing, editing, advertising sales and layout, pagan design and paste-up preparation for printing. (CSU)

MATH 2 — ELEMENTS OF STATISTICS (CAN STAT 2)  3 Units
Prerequisite: Math 10A B or 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
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. Satisfies high school math deficiency for UC admission. (UC/CSU)

MATH 6 — MATHEMATICS FOR LIBERAL ARTS STUDENTS  3 Units
Prerequisite: Math 103A
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 103A B or Math 104 with a grade of "C" or better or two years of high school algebra
Lecture: 4 hours
or
Laboratory: 2 hours
Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometric identities, graphs, and logarithms. Satisfies high school math deficiency for UC admission. (CSU)

MATH 10 — COLLEGE ALGEBRA  3 Units
Prerequisite: Math 103A B or Math 104 with a grade of "C" or better or two years of high school algebra
Lecture: 4 hours
or
Laboratory: 2 hours
Mathematics of polynomials, factoring, equations, inequalities, systems of equations, complex numbers, matrices, determinants, and polynomial, exponential, and logarithmic functions. Satisfies high school math deficiency for UC admission. (UC/CSU)

MATH 12 — FINITE MATHEMATICS  3 Units
Prerequisite: Math 103A B or Math 104 with a grade of "C" or better or two years of high school algebra
Skill Level Recommended: Eligibility for Eng 1A
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. Satisfies high school math deficiency for UC admission. (UC/CSU)

MATH 16 — PRECALCULUS  4 Units
Prerequisite: One year of high school geometry and Math 104 B or 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. Satisfies high school math deficiency for UC admission. (UC/CSU)

MATH 18A — CALCULUS WITH ANALYTIC GEOMETRY  4 Units
Prerequisite: Math 16 with a grade of "C" or better, or Math 8 and Math 10 with grades of "C" or better, or equivalent high school course work. Math 8 followed by Math 16 is the recommended pathway for calculus.
Lecture: 4 hours
Laboratory: 2 hours
This is an integrated course in calculus and analytic geometry including limits, continuity, differentiation and integration with applications, logarithmic functions, and exponential functions. Satisfies high school math deficiency for UC admission. (UC/CSU)

MATH 18B — CALCULUS WITH ANALYTIC GEOMETRY  4 Units
Prerequisite: Math 18A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Laboratory: 2 hours
This is 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. Satisfies high school math deficiency for UC admission. (UC/CSU)
MATH 18C — VECTOR AND MULTIVARIATE 4 Units
Prerequisite: Math 18B with grade of "B" or better or consent of instructor
Lecture: 4 hours
Laboratory: 2 hours
Vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, vector fields, and topics in vector calculus. Satisfies high school math deficiency for UC admission. (UC/CSU)

MATH 24 — INTRODUCTION TO LINEAR ALGEBRA AND ORDINARY DIFFERENTIAL EQUATIONS 4 Units
Prerequisite: Satisfactory completion of Math 18C or equivalent
Lecture: 5 hours
Linear algebra topics including linear equations, vector spaces, scalar products, linear transformations, determinants, and eigenvalues. Differential equation topics including solutions to first order equations, higher order linear equations, series solutions, systems of equations, and Laplace transforms. (UC/CSU)

MATH 100A — BEGINNING ALGEBRA: First Half 2 Units
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: Second Half 2 Units
Prerequisite: Math 100A or one year of high school algebra
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 103A and Math 103B is equivalent to completion of Math 104. Satisfies high school math deficiency for UC admission.

MATH 103A — INTERMEDIATE ALGEBRA: First Half 2 Units
Prerequisite: Math 101 or 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 103B — INTERMEDIATE ALGEBRA: Second Half 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. Satisfies high school math deficiency for UC admission.

MATH 104 — 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. Satisfies high school math deficiency for UC admission.

MATH 150 — INTERACTIVE ALGEBRA PREPARATION 4 Units
Lecture: 4 hours
Laboratory: 2 hours
This course is designed to help students prepare for algebra and develop a broader understanding of mathematics. By experimenting, analyzing data, developing conjectures, and refining intuition and skills, students develop and enhance math strands of problem solving, reasoning, communication, and making connections. Topics include signed numbers, linear equations of the form ax + by = c, symmetry, tessellations, transformations, patterns, proportion, similarity, basic right triangle trigonometry, and probability.

MATH 103B — INTERMEDIATE ALGEBRA: Second Half
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. Satisfies high school math deficiency for UC admission.

MEDIA TECHNOLOGY

MEDIA TECHNOLOGY

MATH 10A — BEGINNING ALGEBRA: First Half 2 Units
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.

MUSIC 5A — INTERMEDIATE MUSICIANSHIP 2 Units
Prerequisite: Music 4A with a grade of "C" or better or equivalent
Lecture: 2 hours
Continuation of Music 4B, including development of individual proficiency in sight singing, dictation, aural and keyboard skills. (UC/CSU)
May be repeated one time.

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. (UC/CSU)
May be repeated one time.

MUSIC 10 — SURVEY OF MUSIC HISTORY 3 Units
AND LITERATURE: Ancient to 1750
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 of Palestrina, Bach, and Handel. (UC/CSU)

MUSIC 11 — SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to Present
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 Copland. (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. (UC/CSU)

MUSIC 20A — ELEMENTARY MUSIC THEORY 3 Units
Prerequisite: Concurrent enrollment in Music 4A
Lecture: 3 hours
Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing, study of diatonic and chromatic music, harmony, and music notation. (UC/CSU)
May be repeated one time.
MUSIC 20B - ELEMENTARY MUSIC THEORY 3 Units
Prerequisite: Music 20A with a grade of "C" or better or concurrent enrollment in Music 2B
Lecture: 3 hours
Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, non-harmonic notes, and extended chords. (UC/CSU)
May be repeated one time.

MUSIC 21A - INTERMEDIATE MUSIC THEORY 3 Units
Prerequisite: Music 20B with a grade of "C" or better or concurrent enrollment in Music 2A
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. (UC/CSU)
May be repeated one time.

MUSIC 21B - INTERMEDIATE MUSIC THEORY 3 Units
Prerequisite: Music 20B with a grade of "C" or better or concurrent enrollment in Music 2A
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. (UC/CSU)
May be repeated one time.

MUSIC 31A - 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 31B - ELEMENTARY PIANO 1.5 Units
Prerequisite: Music 31A 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 and keys, chords, and inversions including seventh chords, improvisation, and transposition. Piano literature will include both classical and popular compositions as well as exercises and technical studies. (UC/CSU)

MUSIC 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 and keys, chords, and inversions including seventh chords, improvisation, and transposition. Piano literature will include both classical and popular compositions as well as exercises and technical studies. (UC/CSU)

MUSIC 41B - INTERMEDIATE PIANO 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 60 - CHOIR 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)
May be repeated three times.

MUSIC 64 - JAZZ CHOIR 1 Unit
Prerequisite: Audition
Activity: 3-6 hours
Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. (UC/CSU)
May be repeated three times.

MUSIC 66 - COMMUNITY CHOIR 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)
May be repeated three times.

MUSIC 67 - 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)
May be repeated three times.

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

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)
May be repeated three times.
MUSIC/NATURAL RESOURCES

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)
May be repeated three times.

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)
May be repeated three times.

NATURAL RESOURCES

See Page 34 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, and the uniqueness of California and Alaska natural resources. (UC/CSU)
Field trips may be required.

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: an 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. (UC/CSU)

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.

NATRE 22 — ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS 2 Units
Lecture: 1.5 hours
Introduction to the ecology of fire in the mixed coniferous forest and to the use of prescribed burning as a resource management tool. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and esthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; the planning and implementation of a prescribed burning program in selected locations. (CSU)
Field trips will be required.

NATRE 95A — SERVICE LEARNING I IN NATURAL RESOURCES 2 Units
Lecture: 1 hour
Service Learning Experience I, 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. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture. (CSU)

NATRE 95B — SERVICE LEARNING II IN NATURAL RESOURCES 2 Units
Lecture: 1 hour
Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU)
Field trips may be required.

NATRE 95C — SERVICE LEARNING III IN NATURAL RESOURCES 2 Units
Lecture: 1 hour
Continues the Service Learning experience with a mentoring component in which Service Learning III students mentor Service Learning II students. (CSU)
Field trips may be required.

NARTC 150 — NATURAL HISTORY AND ECOLOGY 2 Units
Lecture: 2 hours
Natural history and ecology with emphasis on the interrelationships among plants, animals, soils, geology, and climate of California. Selected topics on plant succession, terrestrial and aquatic ecosystems, organism adaptation and diversity, evolution, California's physical/biological environment, California biomes, and Sierra Nevada life zones. Field trips may be required.

NARTC 152 — APPLIED WILDLANDS MANAGEMENT 3 Units
Prerequisite: Nartc 160 recommended
Lecture: 2 hours
Laboratory: 3 hours
Techniques of managing wildlands for maximum forage, soil, water, wildlife, and recreation quality. Field observations and applications for restoration and protection of watershed, range, wildlife, and recreation values. Field trips will be required.

NARTC 155 — INTERPRETIVE GUIDED TOURS 2 Units
Lecture: 2 hours
Methods of meeting and serving diverse public groups in their social, cultural, and recreational use of wildland recreation sites. Field trips will be required.

NARTC 156 — AERIAL PHOTOGRAPHY AND MAP INTERPRETATION 2 Units
Lecture: 4 hours
Laboratory: 3 hours
Use of basic photogrammetric instruments and equipment; techniques of delineating soil-vegetation and timber types and distinguishing physical features on aerial photographs; techniques of interpretation of planimetric, topographic, orthophoto-topographic, and geologic maps; principles of remote sensing. Field trips may be required.

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

NARTC 167 — WILDLANDS AND FOREST TECHNOLOGY 2 Units
Lecture: 3 hours
Provides students an opportunity to experience supervised employment in Forestry and Natural Resources. The student's employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit grading only. May be repeated for no more than a total of 16 units of credit provided students an opportunity to experience supervised employment in Forestry and Natural Resources. The student's employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit grading only. Meets Water Treatment Plant Operator state certification prerequisite for examination at Grade 2 level. Field trips may be required.

NARTC 168 — CALIFORNIA WILDLIFE 4 Units
Lecture: 4 hours
Study of the field identification characteristics, habitat requirements, life history, management, and population dynamics of selected California mammals, birds, and fish; methods and problems of appraising and manipulating game mammals, furbearers, upland game, and fisheries to improve populations; techniques of habitat appraisal and manipulation to improve wildlife populations. Field trips are required.

OFFICE TECHNOLOGY

(See Business)

PHILOSOPHY

PHILO 1 — INTRODUCTION TO PHILOSOPHY 3 Units
(CAN PHIL.2)
Skill Level Recommended: 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)

PHILO 25 — TWENTIETH CENTURY PHILOSOPHY 3 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
A brief survey of nineteenth and twentieth century philosophy emphasizing the contributions of various thinkers to our understanding of what it is to be human, the nature of society and the relationship of the individual to it, science, technology and human values, and the meaning of life itself. (UC/CSU)

PHOTOGRAPHY

(See Art)

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: 4 hours
A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. (UC/CSU)

PHYS 5A — GENERAL PHYSICS I 5 Units
Prerequisite: Math 18A with a grade of "B" or better or Math 4 with grade of "B" or better and concurrent enrollment in Math 18A or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 4 hours
Laboratory: 3 hours
A general calculus level investigation of Newtonian mechanics and fluid mechanics. (UC/CSU)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
<th>Prerequisites/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 5B</td>
<td>General Physics II</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>Prerequisite: Math 11A with a grade of &quot;B&quot; or better and Physics 5A with a grade of &quot;C&quot; or better or consent of instructor. Skill Level Recommended: Eligibility for Eng 1A.</td>
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<tr>
<td>POLSC 10</td>
<td>Constitutional Government (Can GOVT)</td>
<td></td>
<td>3</td>
<td></td>
<td>A general calculus level investigation of the physics of electricity and magnetism. (UC/CSU)</td>
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<tr>
<td>POLSC 95A</td>
<td>Service Learning I in Political Science</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>Lecture: 1 hour                      Laboratory: 3 hours Service Learning Experience I, 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. Volunteerism and Service Learning will be evaluated from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture. (CSU)</td>
</tr>
<tr>
<td>PSYCH 1</td>
<td>General Psychology</td>
<td>3</td>
<td>3</td>
<td></td>
<td>Skill Level Recommended: Eligibility for Eng 1A. 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)</td>
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<tr>
<td>PSYCH 2</td>
<td>Current Issues in Psychology</td>
<td>3</td>
<td>3</td>
<td></td>
<td>Skill Level Recommended: Eligibility for Eng 1A. 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)</td>
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<tr>
<td>PSYCH 50</td>
<td>Personal and Social Adjustment</td>
<td>3</td>
<td>3</td>
<td></td>
<td>Skill Level Recommended: Eligibility for Eng 1A. 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.</td>
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<tr>
<td>PSYCH 95A</td>
<td>Service Learning II in Psychology</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>Lecture: 1 hour                      Laboratory: 3 hours Service Learning Experience II, 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. Volunteerism and Service Learning will be evaluated from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture. (CSU)</td>
</tr>
<tr>
<td>SAR 10</td>
<td>Introduction to Search Theory</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>Lecture: 2 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.</td>
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<tr>
<td>SAR 20</td>
<td>Low Angle Rope Rescue</td>
<td>1.5</td>
<td>1.5</td>
<td></td>
<td>Lecture: 1.5 hours                    Instruction in techniques used to evacuate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU) This course meets or exceeds CAL-OSHA and California State Fire Training requirements in trench rescue procedures. Offered for Credit/No Credit grading only. May be repeated two times.</td>
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<tr>
<td>SAR 51</td>
<td>Rappelling Safety Tower Rescue for the Fire Service</td>
<td>1</td>
<td>1</td>
<td></td>
<td>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 raller and safe management of the training tower and/or incident scene. May also include discussion of documented rappelling accidents. (CSU) Offered for Credit/No Credit grading only. May be repeated three times.</td>
</tr>
<tr>
<td>SAR 56</td>
<td>Emergency Trench Shoring</td>
<td>1</td>
<td>1</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>SAR 58</td>
<td>Rescue Systems I: Fundamentals of Heavy Rescue</td>
<td>1.5</td>
<td>1.5</td>
<td></td>
<td>Lecture: 1.5 hours                    Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU) This course meets or exceeds CAL-OSHA and California State Fire Training requirements in trench rescue procedures. Offered for Credit/No Credit grading only. May be repeated three times.</td>
</tr>
<tr>
<td>SAR 59</td>
<td>Heavy Rescue Instructor Training</td>
<td>3</td>
<td>3</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>SAR 70</td>
<td>Special Topics in Rescue for the Fire Service</td>
<td>.5</td>
<td>.5</td>
<td></td>
<td>Lecture: 5-3 hours                    Various topics in rescue will be covered to meet the individual firefighter or fire department needs. Emphasis on specialized development of skills and knowledge, area planning for rescue, development and implementation of training, and rescue evolutions. (CSU) Offered for Credit/No Credit grading only. May be repeated with different topics only.</td>
</tr>
</tbody>
</table>
## SERVICE LEARNING EXPERIENCE/SKILLS DEVELOPMENT

### SKILLS DEVELOPMENT

#### SKLDV 10 — BASIC READING TUTOR TRAINING COURSE

- **5 Unit**
- Skill Level Recommended: Eligibility for Eng 1A
- Lecture: 1 hour
- Laboratory: 3 hours
- Designed for reading tutors using the language experience approach for reading and comprehension and the word pattern approach for phonics. Tutors will apply their skills during the laboratory section. (CSU)
- Offered for Credit/No Credit grading only.

#### SKLDV 11 — BASIC READING TUTOR TRAINING COURSE LABORATORY

- **1 Unit**
- Prerequisite: Skldv 10 or concurrent enrollment
- Skill Level Recommended: Eligibility for Eng 1A
- Laboratory: 3 hours
- Designed for reading tutors to apply their skills with children or adult new readers. (CSU)
- Offered for Credit/No Credit grading only.
- May be repeated three times.

#### SKLDV 197 — ADVANCED PEER TUTORING

- **3 Unit**
- Prerequisite: Skldv 196
- Lecture: 5 hour
- 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 200 — SENTENCE WRITING STRATEGY

- **3 Unit**
- Designed for students with learning disabilities and others who have difficulty with basic writing skills. The course emphasizes mastering basic English concepts 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 201 — DIAGNOSTIC LEARNING

- **1.5 Unit**
- Lecture: 1.5 hours
- Individualized assistance in analyzing learning problems and selecting and applying strategies necessary for academic success in college courses.

#### SKLDV 204 — BASIC ARITHMETIC I

- **1.5 Unit**
- Laboratory: 1 hour
- 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 205 — BASIC ARITHMETIC II

- **1.5 Unit**
- Prerequisite: Satisfactory completion of Skldv 204 or consent of the instructor
- Lecture: 1.5 hours
- Laboratory: 1 hour
- Designed for the student who needs to develop arithmetic skills at the pre-college level. Instruction will focus on 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 206 — APPLIED ARITHMETIC

- **1.5 Unit**
- Prerequisite: Satisfactory completion of Skldv 205 or consent of the instructor
- Lecture: 1.5 hours
- 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 250 — BASIC READING DEVELOPMENT I

- **3.5 Unit**
- Lab: 2 hours
- Individually paced class, 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 260 — STUDY SKILLS

- **.5 Unit**
- Lecture: 1 hour
- An introductory discussion of effective study habits. Study skills will include goal setting, time management, learning strategies, test-taking, textbook analysis, memory/concentration, and test-taking.
- May be repeated one time.

#### SKLDV 261 — BASIC ENGLISH SKILLS

- **1 Unit**
- Laboratory: 3 hours
- In this individually paced class, students will review basic grammar concepts and apply these concepts to their writing. The purpose of the course is to assist students to write effective paragraphs. Proofreading, editing and revision will also be addressed.
- May be repeated one time.

#### SKLDV 265 — REVIEW ALGEBRA

- **.5 Unit**
- Prerequisite: High school algebra
- Laboratory: 1.5 hours
- 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 — BASIC ENGLISH SKILLS

- **1 Unit**
- Laboratory: 3 hours
- In this individually paced class, students will review basic grammar concepts and apply these concepts to their writing. The purpose of the course is to assist students to write effective paragraphs. Proofreading, editing and revision will also be addressed.
- May be repeated one time.

#### SKLDV 275 — SPELLING

- **1 Unit**
- Lecture: 1 hour
- 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 spellings of words. Effective paragraphs. Proofreading, editing and revision will also be addressed.
- May be repeated two times.

#### SKLDV 277 — BASIC READING DEVELOPMENT

- **1 Unit**
- Laboratory: 4 hours
- Designed for students who read at or below the fifth grade reading level. Students will work on one on one with tutors from the Basic Reading Tutoring Course. Instruction will emphasize phonics, sight word recognition, and reading comprehension.
- Offered Credit/No Credit only.
- May be repeated three times.

#### SKLDV 290 — VOCABULARY DEVELOPMENT

- **2 Units**
- Lecture: 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 296 — APPLIED TEST-TAKING SKILLS

- **.5-1 Unit**
- Lecture: 5-1 hour
- 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 Exams.
- Offered for Credit/No Credit grading only.
- May be repeated three times.
SOCIAL SCIENCE

SOCIO 1 - INTRODUCTION TO SOCIOLOGY 3 Units
Lecture: 3 hours
Introduction to the principal concepts and methods of sociology; survey of interactions, interactions through the methodology of society, such as culture, socialization, stratification, minorities, primary and secondary groups, social change. (UC/CSU)

SOCIO 12 - SOCIOLOGY OF THE FAMILY 3 Units
Lecture: 3 hours
Study and discussion of sexual behavior, feelings, skill level recommended: Eligibility for Eng 1A.

SOCIO 25 - DEATH AND DYING 3 Units
Lecture: 3 hours
Examination of the predominant attitudes and practices with regard to death, dying, and grief in the U.S., including will material relevant to suicide, the terminal illness, bereavement, and various viewpoints about the phenomenon of death. (CSU)

SOCIO 95A - SERVICE LEARNING I IN SOCIOLOGY 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Service Learning Experience I, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture. (CSU)

SOCIO 95B - SERVICE LEARNING II IN SOCIOLOGY 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU)

SOCIO 97 - WORK EXPERIENCE IN HUMAN SERVICES 1-4 Units
Prerequisite: Employment must be approved by Work Experience Instructor. May be enrolled in at least seven units including Work Experience. 75 hours paid employment equals 1 unit of credit. May be repeated for no more than a total of 16 units of credit. (Can SOC 4)

SPANISH

SPAN 1A - SPANISH: Beginning I (CAN SPAN 1) 5 Units
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 5 hours
Introduction to the Spanish language, emphasizing natural communications and supported by grammatical development. For students with less than two years of high school Spanish or the equivalent. (UC/CSU)

SPAN 1B - SPANISH: Beginning II (CAN SPAN 2) 5 Units
Prerequisite: Span 1A with grade of "C" or better; two years of high school Spanish, or consent of the instructor.
Lecture: 5 hours
Laboratory: 1 hour
Continuation of Spanish 1A. Recommended for students with two years of high school Spanish. (UC/CSU)

SPAN 2A - SPANISH: Intermediate 3 Units
Prerequisite: Span 1B with grade of "C" or better, three years of high school Spanish, or equivalent
Lecture: 5 hours
Laboratory: 1 hour
An intermediate level course designed to refine skills in oral and written expression through reading, composition and the study of contemporary issues, cultural material and literature. Course includes complete review of Spanish grammar and syntax. (UC/CSU)

SPAN 2B - SPANISH: Intermediate 3 Units
Prerequisite: Span 2A with grade of "C" or better, four years of high school Spanish, or equivalent
Lecture: 5 hours
Laboratory: 1 hour
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. (UC/CSU)

SPAN 10A - CONVERSATIONAL SPANISH: Beginning 3 Units
Skill Level Recommended: Eligibility for Eng 1A
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: Beginning 3 Units
Prerequisite: Span 10A with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours
A continuation of Spanish 10A with emphasis on ideas, culture and use of the total language. (CSU)

SPEECH

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

SPCH 2 - ARGUMENTATION 3 Units
Prerequisite: Spch 1 with a grade of "C" or better.
Lecture: 3 hours
A study of the art of argument; 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 will be emphasized. Signing systems will include Pigeoned Signed English (PSE), American Sign Language (ASL) and Signed 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 conversational sign language and finger spelling. (CSU)

98
99
TEACHER AIDE TRAINING/WELDING TECHNOLOGY/WORK EXPERIENCE

WORK EXPERIENCE
All CSU campuses will accept Work Experience; see your counselor or work experience coordinator for limitations.

WELDING TECHNOLOGY

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

WLDTC 3—ADVANCED ARC WELDING 3 Units
Techniques
Prerequisite: Wldtc 1 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 6 hours
Advanced in all positions (flat, horizontal, and overhead). Course includes basic M.I.G.-T.I.G., welding symbols, cast iron, air arc, basic pipe. Special emphasis on control of heat and distortion, preparation for welding certification. (CSU)

WLDTC 60—PRACTICAL LABORATORY 1 Unit
Prerequisite: Wldtc 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 REQUIRED 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.


COURSE FALL SPR. FALL SPR.

BUSINESS ADMINISTRATION
1A Principles of Accounting yes no yes no
1B Principles of Accounting yes no yes no
1A Commercial Law yes no yes no
18 Business Law yes no yes no
20 Principles of Business yes no yes no
24 Human Relations in Organizations yes no yes no
30 Principles of Marketing yes no yes no
40 Principles of Management yes no yes no
97 Work Experience yes no yes no
124 Retail Sales and Advertising yes no yes no
130 Small Business Management yes no yes no
151 Finance and Investments yes no yes no
159 Income Tax yes no yes no
160 Basic Accounting yes no yes no
16A Small Business Accounting yes no yes no
16B Small Business Accounting yes no yes no
163 Business Mathematics yes yes yes yes

CHEMISTRY
1A General Chemistry yes no yes yes
1B General Chemistry yes no yes yes
10 Fundamental Chemistry yes yes yes yes
20 Conceptual Chemistry yes no yes yes

CHILD DEVELOPMENT
1 Principles of Child Dev. yes no yes yes
2 Observ/Recording Behavior yes no yes yes
3 Practition in Child Dev. yes no yes yes
5 Child Nutrition yes yes yes yes
7 Child Health and Safety yes yes yes yes
10 Creative Activities in the Arts yes yes yes yes
11 Creative Activities in Science & Math yes yes yes yes
15 Practicum yes yes yes yes
17 Special Needs Children yes 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
28 Books for Young Children yes yes yes yes
30 Child Care/Infant Care yes yes yes yes

COMPUTER SCIENCE
1 Computer Concepts and Information System yes yes yes yes
3 MB DOS & Windows Mgmt. yes yes yes yes
4 BASIC Programming yes yes yes yes
5 Manual Trans. Rebuild. yes yes yes yes
6 Principles of Management yes yes yes yes
7 UNIX Operating System yes yes yes yes
12 Pascal Programming yes yes yes yes
13 C++ Programming yes yes yes yes
14 C Programming yes yes yes yes
16 Assembly Language Programming yes yes yes yes
20 Language Programming yes yes yes yes
26 Accounting yes yes yes yes
27 Financial Worksheets yes yes yes yes
30 Financial Accounting yes yes yes yes
32 Comp. Acct. (Delphi) yes yes yes yes
33 Comp. Acct. (WIN) yes yes yes yes
34 Comp. Acct. (Cold) yes yes yes yes
35 Comp. Acct. (Quick) yes yes yes yes
36 Comp. Acct. (Cold) yes yes yes yes
40 Assembly Language Programming yes yes yes yes
50 Data Base Management yes yes yes yes
60 Inter to GIS-ARC CAD yes yes yes yes
65 GIS Applications yes yes yes yes
70 Inter to Raster-Based yes yes yes yes
75 GIS Systems yes yes yes yes
76 GIS Applications yes yes yes yes
157 Payroll Accounting yes yes yes yes
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<tr>
<th>COURSE</th>
<th>1996-97 Fall</th>
<th>1996-97 Spring</th>
<th>1997-98 Fall</th>
<th>1997-98 Spring</th>
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<tr>
<td><strong>DRAFTING</strong></td>
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<tr>
<td>20A Mapping</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<tr>
<td>20B Typing</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>30A Structural Concretes &amp; Piping</td>
<td>No</td>
<td>No</td>
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<td>30B Weldment, Structural &amp; Light</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>50A Computer Assisted Draft. 1</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
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<td>50B Computer Assisted Draft. 2</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<td><strong>DRAMA</strong></td>
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<td>10 Intro to the Theatre</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
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<td>20 Intro to Expression Interpretation</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<td>21 Intro to Reader's Theatre</td>
<td>Yes</td>
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<td>Yes</td>
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<td>42 Acting Fundamentals</td>
<td>Yes</td>
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<td>43 Acting/Directing</td>
<td>Yes</td>
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<td>Yes</td>
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<td>44 Advanced Acting Projects</td>
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<td>45 Improvisation</td>
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<td>No</td>
<td>Yes</td>
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<td>50 Musical Theatre Workshop</td>
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<td>No</td>
<td>No</td>
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<td>56 Tech Theatre</td>
<td>No</td>
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<td>60 Fallon Repertory Theatre</td>
<td>Yes</td>
<td>Yes</td>
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<td><strong>EARTH SCIENCE</strong></td>
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<td>5 Physical Geology</td>
<td>Yes</td>
<td>Yes</td>
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<td>25 Geology of the National Parks</td>
<td>No</td>
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<td>30 Global Geologic Geology</td>
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<td>35 Field Geology</td>
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<td>40 Descriptive Astronomy</td>
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<td>45 Astronomy Lab</td>
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<td><strong>ECONOMICS</strong></td>
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<td>10 Principles of Economics</td>
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<td>11 Principles of Economics</td>
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<td><strong>EMERGENCY MEDICAL SERVICES</strong></td>
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<td>3 Emer. Medical Tech. Training</td>
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<td>7 EMRT Refresher</td>
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<td>13 Advanced EMT/EMR</td>
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<td>Yes</td>
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<td>20 Basic Cardiology/ Cardiac Dysrhythmias</td>
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<td>No</td>
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<td><strong>ENGLISH</strong></td>
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<td>1A Com. A: Beginning</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>1B Reading &amp; Comps: Advanced</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>1C Critical Reading &amp; Writing</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>10 Creative Writing</td>
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<td>Yes</td>
<td>Yes</td>
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<td>11 Appreciation of Poetry</td>
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<td>Yes</td>
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<td>16 American Literature</td>
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<td>18 American Literature</td>
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<td>19 American Literature</td>
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<td>25 Survey of English Literature</td>
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<td>45 California Literature</td>
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<td>50 Introduction to Shakespeare</td>
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<td>110 Shakespeare</td>
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<td><strong>FIRE TECHNOLOGY</strong></td>
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<tr>
<td>1 Fire Protection Organization</td>
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<td>2 Fire Prevention Tech.</td>
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<td>3 Fire Prevention Equipment</td>
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<td>4 Building Construction for Fire Protection</td>
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<td>5 Fire Behavior &amp; Combustion</td>
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<td>10A Driver/Operator Training 1A</td>
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<td>29B Driver/Operator Training 1B</td>
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<td>97 Work Experience</td>
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<td>101A Firefighter Academy 1</td>
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<td>101B Firefighter Academy 2</td>
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<td>20 Dance Survey</td>
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<td>21 Ballet</td>
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<td>23A Contemporary Dance</td>
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<td>25A Jazz Dance</td>
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<td>27 Choreography</td>
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<td>29 Dance Production</td>
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<td>62 Safety &amp; 1st Aid Education</td>
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<td>17 United States: 1877 to Present</td>
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<td>20 African-American History</td>
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<td>55 The American Frontier</td>
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<td><strong>HOSPITALITY MANAGEMENT</strong></td>
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<td>97 Work Experience</td>
<td>Yes</td>
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<td>102 Care/ Human Relations</td>
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<td>104 Hospitality Laws &amp; Reg.</td>
<td>Yes</td>
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<td>114 Intro. to Food. Mgmt.</td>
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<td>122 Restaurant Mgmt</td>
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<td>126 Nutrition for Chefs</td>
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<td>128 Kitchen Management</td>
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<td>133A Intro. to Comm. Food Prep.</td>
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<td>134 Commercial Food Preparation</td>
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<td>140A Contemporary Cuisine Intro.</td>
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<td>141 Contemporary Cuisine: Adv.</td>
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<td>143 Restaurant Management</td>
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<td>144A Guest Services</td>
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<td>145A Food Service Management</td>
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<td>146A Food Service Management</td>
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<td><strong>HUMANITIES</strong></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>9 Music History</td>
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<td>10 Principles of Economics</td>
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<td><strong>JOURNALISM</strong></td>
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<td><strong>MATHEMATICS</strong></td>
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<td>1 Introduction to Music</td>
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<td>2 20 Typical Instruments in the Orchestra</td>
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**FACULTY**

_District appointment follows name_

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<tr>
<th>Faculty Name</th>
<th>Department</th>
<th>Field of Study</th>
<th>Institution 1</th>
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<tr>
<td>Dennis L. Albers (1985)</td>
<td>Mathematics, Physics</td>
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<td>B.S., M.S.P., University of Nebraska</td>
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<td>David E. Alford (1989)</td>
<td>Humanities, Philosophy, Political Science</td>
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<td>Joan Barrett (1991)</td>
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<td>Dale L. Bunse (1975)</td>
<td>Art</td>
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<td>Ross A. Carkeet, JR. (1968)</td>
<td>Biology, Forestry, Natural Resources</td>
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<td>A.A., Modesto Junior College, B.S., University of California, Berkeley M.S., Humboldt State University</td>
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<td>Gerald Casimere (1994)</td>
<td>Anthropology, Sociology</td>
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<td>Anne D'Orazio (1991)</td>
<td>Political Science, History</td>
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<td>A.B., Indiana University, Bloomington J.D., Humphreys Law School, Stockton</td>
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**COLLEGE STAFF**

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<td>Laurel M. Grindy (1990)</td>
<td>Mathematics</td>
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<td>Delores A. Hall (1987)</td>
<td>College Nurse</td>
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<td>B.S.N., M.S.N., University of South Carolina</td>
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<td>Patricia Harrelson (1982)</td>
<td>Skills Development</td>
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<td>B.S., M.A., California State University, Stanislaus</td>
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<td>Rod D. Harris (1979)</td>
<td>Music</td>
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<td>A.A., Fort Snelling Community College B.A.E., M.M., Pacific Lutheran University Ph.D., University of North Texas</td>
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<td>Michael N. Hill (1988)</td>
<td>Business Administration</td>
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<td>A.A., Sacramento City College B.S., California State University, Sacramento M.A., California State University, Consortium Ph.D., Colorado State University</td>
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<td>Gerald L. Hodge (1988)</td>
<td>Biology</td>
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<td>B.S., Pepperdine University, Los Angeles M.A., University of California, Los Angeles</td>
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<td>Kathryn E. Jeffery (1994)</td>
<td>Vice President for Student Services</td>
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<td>B.S., M.S., Oklahoma State University</td>
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<td>Maryl Landess (1992)</td>
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<td>Raymond D. Liedlisch (1981)</td>
<td>English, Speech</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>Paul W. Lockman (1981)</td>
<td>Disabled Student Programs</td>
<td></td>
<td>Director, Counselor, ROPS &amp; A.A., Fresno City College</td>
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<td>Francis T. Lynch (1989)</td>
<td>Program Coordinator, B.B.A., University of San Francisco Disabled Student Programs</td>
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<td>Jean Mallory (1990)</td>
<td>Counselor</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>Lynn Martin (1996)</td>
<td>Counselor</td>
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<td>B.A., California State University, San Francisco M.Ed., University of San Francisco M.A., University of La Verne</td>
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SUZANNE PATTERSON (1991)  Health, M.A., University of the Pacific


DAVID G. PURDY (1971)  Drama, B.A., M.A., California State University, Hayward


BLAINE D. ROGERS (1972)  Biology, A.A., Bakersfield College

MERYL SOTO (1994)  English, A.A., Fresno City College

RAYMOND L. STEBEN (1976)  Director, B.A., University of California, Santa Barbara Library Services M.L.S., University of California, Los Angeles and LMC.

ELLEN STEWART (1976)  Drama, Speech, B.A., San Francisco State University


CANDACE L. WILLIAMSON (1979)  Business, Business Manager, B.A., M.A., Humboldt State University Technology Coordinator of Support Services

DAVID L. WILSON (1975)  Asst. Dean for Instruction B.S., M.A., California Polytechnic State Univ., San Luis Obispo

WILLIAM H. WILSON, JR. (1974)  Psychology, A.A., Sonoma College B.A., San Jose State University M.S., California State University, Hayward


FACULTY EMERITI

JACKIE D. APPLETON  Coordinator, Child Development Center (1993-1995)

PAUL K. BECKER  Dean of Student Services (1971-1987)

L. FRANCES CULLEN  Psychology, Counseling, Student Activities (1971-1983)

W. DEAN CUNNINGHAM  President (1979-1992)

RICHARD L. DYER  History, Political Science (1980-1989)

MARION C. EVANS  Health Occupations (1968-1983)

McKinley FROST  Welding Technology (1970-1985)

JON M. HAGSTROM  English (1982-1996)

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

FRANCES V. HEGWEIN  Health Occupations (1974-1988)


FLOYD L. HOPPER  Counselor (1977-1988)


THELMA A. JENSEN  Health Occupations (1966-1986)

DONALD A. JONES  Biological Science (1968-1988)

JAMES R. KINDLE  Learning Skills (1974-1990)

WALTER L. LEINEKE  Assistant Dean of Instruction (1968-1991)


V. PETER SULLIVAN  Physical Education, Athletic Director (1981-1992)

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

SIRGID A. ANDERSEN (1985)  Instructional Assistant, Learning Skills

WENDY ARCHER (1989)  Program Specialist, Career/Transfer Center

SHERRYL A. BAHTEN (1990)  Career/Transfer Center Manager, Book Store

CANDY BAILEY (1990)  Technicians, Media Services

KATHLEEN BURBY (1991)  Search and Rescue, Health

DEBORAH K. BOSWELL (1978)  Library Technician, Auto Technology

KATHLEEN BURKMAN (1993)  Library Assistant

NANCY BULL (1996)  Fiscal Services Technician, Business Services

KATHLEEN BURR (1991)  Mail Clerk, Instructional Materials Center

DAVID CHESNUT (1994)  Program Specialist, Student Services

JEAN DADDOW (1993)  Program Specialist, Gateway/Trio

DENISE DEATSCH (1978)  Secretary, Instruction Office

TERRIL DEATSCH (1975)  Specialist, Administration/Grants

LINDA DuTEMPLE (1993)  Grant Coordinator, New Horizons

CYNTHIA K. FRAGUERO (1987)  Buyer, Bookstore

STEVEN FROST (1994)  Custodian


DORIS L. GOLDSON (1970)  Secretary, Library/Media Services

LINNETH C. GREELEY (1975)  Reference Specialist, Library/Media Services

MICHELE GRIFFITH (1988)  Technical, Instructor Center

ROBERT GRITZ (1989)  Instructional Assistant, Mathematics


FREDERICK GROLLE (1991)  Electronics Engineer

NORINE D. HOLMES (1978)  Secretary, Instruction 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

GARY LARGENT (1975)  Community Services

CASS LARKIN (1992)  Skilled Maintenance Specialist

WENDY LINK (1984)  Job Placement Specialist

KATHLEEN LOWE (1991)  Instructional Assistant, Drama

KENNETH R. LUCAS (1967)  Athletic Equipment Attendant

ANDREW B. MAURER (1974)  Graphic Artist Coordinator, Instructional Materials Center

CONNIE MCAL (1996)  Executive Secretary, Vice President for Instruction

REBECCA MILLER-CRIPPS (1990)  Executive Secretary, Vice President for Instruction

ADDIE MINNERS (1989)  Typist/Phlebotomist

WAYNE MORRIS (1994)  Custodian

NANCY M. MYERS (1982)  Technician, Library/Media Services

PATRICIA PANTAILEONI (1985)  Executive Assistant, President

JESSE PEARSON (1992)  Oath Press Coordinator, Instructional Materials Center

JOHN PALMER (1996)  Campus Security Officer

DORYENE M. RAPIN (1975)  Coordinator, Instructional Materials Center

KAREN RASMUSSEN (1996)  Software Technician

ANDREW REESE (1991)  Instructional Assistant, Learning Skills

KAREN RODD (1989)  Instructional Assistant, Learning Disabilities


JOANNE SCHMIDT (1994)  Coordinator, Facilities/Events Accounts Auditor, California

STEVEN SHIVELY (1987)  Custodian/Grounds

KATHLEEN SMITH (1984)  Coordinator, Admissions and Records

DIANA SUNDAY (1988)  Testing Coordinator

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 WILKIN (1985)  Specialist, Library/Media Services

BARBARA YOUNG (1986)  Custodian

BRUCE ZIMMER (1992)  Information Technology, Library/Media Services

LEAD SKILLED CRAFT TECHNICIAN, MAINTENANCE SPECIALIST, LEARNING SKILLS SPECIALIST, JOB PLACEMENT SPECIALIST
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Columbia College
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3 Aspen, Rms. 1-5* *
4 Buckeye, Rms. 1-6*
5 Cedar, Rms. 1-10
6 Dogwood (Forum Bldg.), Rm. 1
7 Fir, Rms. 1-8**
8 Juniper, Rms. 1-7*, College Nurse *
9 Madrone (Auto Tech.), Rms. 1-2*
10 Ponderosa (Child Development Center)
11 Redbud, Rms. 1-14* *
12 Sequoia, Rms. 1-11** *
13 Toyon, Rms. 1-4 *
14 Willow (Creative Arts), Rm. 1*
15 Oak Pavilion, Rms. 1-27**
16 Fire Science Center, Rms. 1000-1001
17 Tennis Courts
18 Judge Ross Carkeet Community Park
19 Nature Trail
20 Warehouse, Ship./Rec., Transport. & Maintenance
21 Mi-wok Cultural Center
22 Astronomy Dome
23 Fitness Jogging Trail
24 Staff Parking
25 Disabled Parking
26 Student Housing

* Restrooms in building
** Disabled Accessible Restrooms
Emergency Telephone