COLUMBIA COLLEGE
A Quality Education in a Quality Environment
11600 Columbia College Drive
Sonora, California 95370
(209) 588-5100
Internet Address: http://www.yosemite.cc.ca.us/columbia

1997-98

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 agreements 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 1997-98 Academic Calendar

Fall Semester 1997

July 21-24 .......... Continuing students, telephone registration by appointment only
July 28-31 .......... Continuing students, telephone registration by appointment only
Aug. 4-5 .......... Newly matriculated, telephone registration or on campus by appointment only
Aug. 6-7 .......... All students - Open registration by phone or on campus
Aug. 11-13 .......... All students - Open registration by phone or on campus
Aug. 18 .......... Instruction Begins
Aug. 22 .......... Last day to enter a full semester class
Aug. 25 .......... Last day to apply for refund
Aug. 29 .......... Last day to submit application for refunds

Spring Semester 1998

Dec. 15-19 .......... All students - Open registration by phone or on campus
Dec. 20 - Jan. 4 .......... All students - Open registration by phone only
Jan. 5-7 .......... All students - Open registration by phone or on campus
Jan. 12 .......... Instruction Begins
Jan. 16 .......... Last day to submit application for admissions for Spring 1998
Jan. 16 .......... Last day to enter a full semester class
Jan. 19 .......... Martin Luther King holiday
Jan. 26 .......... Last day to apply for refund
Feb. 6 .......... Last day to withdraw without a "W" showing on permanent record
Feb. 13 .......... Lincoln Day holiday
Feb. 16 .......... Washington Day holiday
Feb. 19 .......... Last day to elect for CR/NC grading
Feb. 27 .......... Deadline for filing for graduation and certificates for Fall 1998
Mar. 1 .......... First day for processing applications for 1998 Summer session
Mar. 1 .......... First day for processing applications for 1998 Fall semester
Apr. 10 .......... Spring Day (no classes)
Apr. 13-17 .......... Spring Recess
Apr. 23 .......... Last day to withdraw from any course
May 15-22 .......... Final Examinations
May 22 .......... Spring Semester Ends
May 22 .......... Graduation

Summer Session 1998

June 1-4 .......... Registration - phone & on campus
June 8-10 .......... Registration - phone & on campus
June 15 .......... Instruction Begins
June 24 .......... Last day to elect for CR/NC grading
June 25 .......... Last day to withdraw without a "W" showing on permanent record
June 25 .......... Last day to apply for refund
July 6 .......... Independence Day holiday observed
July 14 .......... Last day to withdraw from any course
July 23 .......... Six Week Summer Session Ends

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

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

Background

COLUMBIA COLLEGE AND MODESTO JUNIOR COLLEGE are the two community colleges located in the YOSEMITE COMMUNITY COLLEGE DISTRICT. The former Modesto Junior College District was expanded into the larger Yosemite Community College District in 1964 by action of the district electorate. The district is geographically one of the largest in the State and transects more than 100 miles of the fertile San Joaquin Valley from the Coast Range on the west to the Sierra Nevada on the east. The boundaries include nearly 4,000 square miles encompassing all of Tuolumne and Stanislaus Counties and parts of San Joaquin, Merced, Calaveras and Santa Clara Counties. Because of an increase in student enrollment, the need for greater educational opportunities in the mountain counties, and the great distance involved in travel for students to attend Modesto Junior College, the Yosemite Community College District Board of Trustees authorized the formation of Columbia Junior College and scheduled its opening for September, 1964. The word 'junior' was dropped from the College name in 1978. Starting on the quarter system, Columbia College was expanded into the larger Yosemite Community College District and scheduled its opening for September, 1968. The design concept of the campus is in the Post-secondary style of early California during the Gold Rush Days. In this unusual and picturesque setting, the College is committed to a comprehensive program of academic and occupational education which focuses on the worth and dignity of each student.

Athletics

The College is a member of the Central Valley Conference. To be eligible to participate in intercollegiate athletics, a student must be enrolled in at least 12 units of credit each semester. To be eligible the second year, the athlete must complete 24 units and attain a cumulative 2.0 GPA the first year.

Child Development Center

The Columbia College Child Development Center opened its doors on campus for Spring 1991. In addition to providing child care for preschool and kindergarten children of students and staff, the center serves as a laboratory for students in the College's Child Development Program.

Library

The Columbia College Library is a center for study, class research, and leisure reading, and welcomes use by students, staff and community members. The Library'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 College Library. As a member of the Central Association of Libraries, the Library has quick access to the collections of more than 50 libraries. This service is available to students, community residents, and college staff.

Non-Discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (ADA), and the Age Discrimination Act of 1975, Columbia College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs or activities. Students and employees may appeal to the Vice President for Student Services.

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) 588-5109.
Sexual Harassment Policy

It is the policy of the Yosemite Community College District (Policy 5028) to provide an environment free of unlawful discrimination in its programs, activities, and work environment. Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the District. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

Drug and Alcohol Policy

Yosemite Community College District policy 4019 states that the District is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988.

Confidentiality of Student Records

Information in a student's cumulative record or information in any other student record MAY NOT be released except under provisions of Education Code Section 76240-76246 and Title 5 regulations. The Yosemite Community College District identifies the following categories of student information as Directory Information. Directory information is considered to be information that is not harmful or an invasion of student privacy if disclosed. Directory information can be released without written consent of the student, unless a student notifies Columbia College in writing or via electronic procedures established by the College that any or all of the categories of information about that student may not be disclosed.

The district includes the following categories of student information as Directory Information:

1. Student's Name
2. Major field of study
3. Participation in officially recognized college activities
4. Weight and height of members of athletic teams
5. Dates of attendance
6. Degrees and awards received
7. Other information authorized in writing by the student.

Directory Information can only be released by the Admissions and Records Office, with the exception of numbers 3 and 4 which can be released by the Physical Education Office, and the Student Activities Office, respectively.

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 nonresident fee.
3) Is an international student who complies with special admission requirements and pays the nonresident 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.

Nonresidents of California, including international students, are required to pay an out-of-state tuition fee of $518.00 for each unit plus the California resident unit fee, health fees and all other required fees. (Fees are subject to change.)

Student Services

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.

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.

Student Success Matriculation Program

New and non-matriculated returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success Matriculation Program is designed to give
A person participating in the Student Success Program 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 workshop after completion of 15 total semester units of college work (see Educational Plan). Contact the counseling office for an appointment.
- receive individual advisement from a counselor for problem areas identified through student progress monitoring, instructor referral, or student self-referral.

Exemption Categories

Students meeting one or more of the following criteria are exempt from 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 Student Success 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
- 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 Vice President for Student Services. Forms are available from the Counseling Services. The Vice President for Student Services may request supporting documentation and/or a conversation with the student prior to making a decision.

**Final selection of classes and completion of program requirements are the responsibility of the student.**

**Educational Plan**

The Student Success 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 the counseling secretary.

Upon completion of both sessions, the student's Educational Plan is approved by a counselor and the student's Educational Plan is completed 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 continuance may be cancelled.

**Admission of International Students**

Columbia College is authorized by the Immigration and Naturalization Service of the United States Department of Justice to accept international students who wish to pursue a program of study leading to the Certificate of Achievement, the Associate Degree or 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.</td>
<td>Dec.</td>
<td>May 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>Jan.</td>
<td>May</td>
<td>Nov. 1st</td>
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<tr>
<td>Summer</td>
<td>June</td>
<td>July</td>
<td>Mar. 1st</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.

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, the Philippines 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) **Three 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 a immunization clearance examination); a negative chest X-Ray or a TB test dated within one year of application is also required;

   e) **Evidence of a sickness and accident insurance policy (if proof is not provided, applicant, if
accepted, must purchase the Columbia College International Student Health Insurance prior to registration;  
f) The name of a sponsor in the United States (the Sponsor’s Certification form must be completed by your sponsor);  
g) An English evaluation of all post secondary coursework. An English evaluation of your transcript may be obtained from:  
International Education Research Foundation Credentials Evaluation Service, Inc.  
P.O. Box 66940  
Los Angeles, CA 90066

Upon completion of all application requirements listed above by the deadline date, each applicant for admission will be given equal consideration along with all other qualified applicants. (See page 9 for Admission Procedures.) If admitted, the I-20 form will be mailed. The I-20 form must be presented to the appropriate officials in order to obtain an F1 (Student) Visa and enter the United States.

Columbia College offers available on-campus housing to students. For information about cost and application please contact:  
The Resident Manager  
Columbia College Housing  
11800 Columbia College Drive  
Sonora, CA 95370 USA  
Phone: (209) 533-3039 — Fax: (209) 533-3464

Admission of High School Students  
Columbia College may admit high school students for a maximum of two courses each semester if the student:  
a) is concurrently enrolled in a public educational institution, or legally established private school, or is receiving private tutoring (pursuant to Education Code Sections 48200 and 48224).  
b) has attained junior or senior standing.  
c) has provided the college Admissions and Records Office with an official high school transcript.  
d) has written authorization from a high school official.

High school students do not receive priority registration until they are no longer in attendance at high school.

Financial Aid  
The College Financial Aid Office administers the following Federal and State assistance programs:


Students who need help to meet the expenses of going to college; i.e., tuition and fees, housing, food, books, supplies, transportation, and personal incidentals may obtain applications in the Financial Aid office from January 13, 1997, through December 18, 1997. 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 our 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 18. 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 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 Manhattan 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 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 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 fee, 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

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.

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

<table>
<thead>
<tr>
<th>Type of Diploma/Certificate</th>
<th>Fee</th>
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<tbody>
<tr>
<td>CERTIFICATES</td>
<td>$ 5.00</td>
</tr>
<tr>
<td>DIPLOMAS</td>
<td>$ 10.00</td>
</tr>
</tbody>
</table>

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.
Verifications of enrollment and academic status will be conducted in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. All students, including former students, have the right to review their records and the right to challenge the content of their records if, in their opinion, the records contain material that is incorrect, inaccurate or otherwise inappropriate. This challenge must occur within two academic years from the time the grade is received. The Vice President for Student Services is the official to be contacted by any student desiring to exercise the right to access and challenge.

Written student consent is needed for release or review of student records to all parties or officials except for those specifically authorized access under the Family Educational Rights and Privacy Act of 1974.

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 to the Admissions and Records Office.

Academic Resource Center
The Academic Resource Center offers assistance to students, including tutorial support for instructional programs (see Tutorial Program below) and support for writing activities across the curriculum. The staff in the Center offers students one-to-one assistance with writing assignments on a drop-in basis or by appointment. Students who wish to work independently can find quiet space at tables in the Center, with ready access to the dictionary, thesaurus, grammar guides and other resources. The Center has word processing software on both PC and Macintosh computers available for student use. Check the Schedule of Classes for hours.

Tutorial Program
Individual or group tutoring services in most subjects 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 note takers, 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 is used 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 nontraditional (enrolled in a vocational program nontraditional 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.

Health Services
Students having chronic health problems are requested to inform the College nurse so that the appropriate aid may be rendered in case of an emergency. Student health records are confidential.

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

Health service fees are refundable during the first two weeks of a full semester class. Students eligible for refunds must obtain a Request for Refund Form from the Admissions and Records Office.

Student Identification Cards
No charge to students for the initial card. A replacement fee of $4.00 will be charged for lost cards and name changes.

Required for use of Student Services, Library, Math and Computer open labs and the Academic Resource 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
Students wishing to form a student organization must contact the student senate for procedures, direction and a handbook.

Only currently enrolled Columbia College students may participate as members of an officially recognized student organization.

Student organizations must have an advisor present at all meetings and activities.

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

Career Center
The Career Center, located within the Manzanita building adjacent to the Counseling area, offers materials and services to assist students with career information. The Center maintains a variety of resources including books, occupational publications, newswires, college catalogs, and Eureka, a computerized vocational/educational information system.

Transfer Center
The Transfer Center staff, counselors and resources help to facilitate the transition from Columbia College to completion of educational goals at other colleges and universities. Many faculty approved articulation and transfer credit agreements, especially those between Columbia and UC and CSU campuses are available to assist with completing student Educational Plans and expedite the transfer process. The Transfer Center coordinates regular visits of representatives from regional two- and four-year colleges and universities and has current applications to many schools on hand. These services help students develop more direct contact with personnel, procedures, policies and requirements of specific transfer campuses, thus clarifying questions regarding academic preparation. The Transfer Center provides service to all students. Special assistance is provided for under represented students (minorities, remnant women, low income and disabled) to increase their chances of success in higher education through participation in a guaranteed Transfer Admission Agreement program with regional universities.

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

College Bookstore
The Manzanita Bookstore, located in the Manzanita Building, carries textbooks, materials and supplies required for classes. The bookstore also sells paperbacks, greeting cards, sundries, snacks, and many other items. Student representatives serve on a campus Bookstore Advisory Committee and provide suggestions and ideas to enhance the services provided to the campus community by the Manzanita Bookstore.

Career Center
Nestled among beautiful trees is the Columbia College Child Development Center. The center is funded through the Tuolumne County Superintendent of Schools Office to provide a morning state preschool program and afternoon child care free to eligible families. Children must be at least three years old to attend.

Columbia's center also provides a lab experience to adult students 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 P.M. Monday through Thursday and 7:45 A.M. to 1 P.M. on Friday. The center operates on the college calendar, including serving summer school.

For further information or to enroll your child, call the Child Development Center at (209) 588-5277. (Fac #553602594)

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 588-5167. 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 continuous service from the campus parking lots to classrooms buildings Monday through Thursday evenings from 5:15 to 9:30 P.M.
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. (# of quarter units x .667 = 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. (# of semester unit credits x 1.5 = quarter unit credits)

Prerequisites/Corequisites /Recommended for Success
A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. A corequisite is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. A course recommended for success indicates preparation that a student is advised, but not required to take before enrolling in a course or program.

Satisfactory completion of a course requires a grade of "C" or better.

Columbia College has an approved prerequisite policy that may be found in the Library or the Office of Instruction, both located in the Manzanita building.

Course Prerequisite and Corequisite Challenge Information
A student may challenge a prerequisite or corequisite on one or more of the following criteria listed below:

The prerequisite or corequisite:
a. has not been established in accordance with district processes;
b. is in violation of Title 5 regulations;
c. is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner or
d. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
e. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite has not been made reasonably available.

Prerequisite Challenge Procedure
Contact the Admissions and Records Office to obtain a Petition for Prerequisite/Corequisite Challenge form. Submit the completed form with documentation materials to the Office of Instruction. The College shall resolve any challenge within five (5) working days from the time it is filed provided that the student initiates the challenge not less than two (2) weeks prior to the beginning of the semester.

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
- B
- C
- D
- F

- "A" indicates a high level of scholarship.
- "B" indicates a good level of scholarship.
- "C" indicates a satisfactory level of scholarship.
- "D" indicates a low level of scholarship.
- "F" indicates a fundamental failure.

- "S" indicates satisfactory completion of a course.
- "U" indicates unsatisfactory completion of a course.
- "P" indicates pass/fail completion of a course.
- "I" indicates incomplete grade.
Office for specific course deadlines. All adds processed during the semester in which a class ended. The student's permanent record will reflect an IP for Full semester courses:

- In Progress is a grade symbol for:
  - IP - In progress
  - RD - Report Delayed
  - IP - In Progress (see explanation below)

Adding a Course

Prior to the start of the semester, students may add a course by using the touch tone telephone system. To add a course after the first day of instruction, students must complete an Add Form which may be obtained from Admissions and Records. Forms 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).

RD - Report Delayed

For less than full semester classes, contact the Admissions and Records Office for deadline dates.

Repetition of Courses

Only designated courses may be repeated for credit. See course descriptions for limitation on course repetitability. 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 5604.

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 Incomplete Grade form, but in no case later than ONE YEAR from the term in which the "I" was issued. The student will receive a copy of the Incomplete Grade form.
- 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 form.
- When repeating a course in which a "D" was earned, the grade earned in the repeated course and grade points will be recorded, but no additional units for the course will be allowed.
- When repeating a course in which an "F" grade was earned, the grade, grade points and units earned in the repeated course will be recorded.
- If the course is repeated at another institution, the student must provide the 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.

Academic Renewal

Subject to the following conditions, up to 24 units of substandard grades (D's and F's) from no more than two semesters or 56 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. (Summer session is not counted on the required semesters.)
3. Any student not meeting all the requirements of items number one and number two may petition the Academic Requirements Review Committee.
4. The student's permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history.
5. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
6. The student must submit a request for Academic Renewal Evaluation to Admissions and Records. Forms are available in the Admissions and Records office.

99/199 Independent Study Courses

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

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

Conditions

To be admitted to Independent Study, a student must:

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

Breadth Requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study for elective credit.

• Some transfer institutions will not accept CR/NC
• Student performance equivalent to A, B, or C work
• Student performance equivalent to D or F work will
• A CR or NC grade will be recorded on a student's
• A CR/NC grade may NOT later be converted to a

Units attempted for which NC is recorded are counted in determining progress probation and
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

A student must have completed at least 12 units of previous course work at Columbia College with a
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:

Biology 2
Chemistry 1A
English 1A (English Language/Composition)
English 1B (English Literature)
History 16 & 17
Mathematics 18A (Score of 3 or better on Calculus AB test)
Mathematics 18A & 18B (Score of 3 or better on Calculus BC test)
Music 20A & 20B

Physics 5A (Score of 4 or better on "Mechanic" section of Physics C test)
Physics 5A & 5B (Score of 4 or better on "Mechanics" and "Electricity and Magnets" sections of Physics C test)

Political Science 10
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 Colleges and Schools, NCA-North Central Association of Colleges and Schools, NEASC-CHBE-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-Jr-Western Association of Schools and Colleges, WASC-Sr-Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges, NEASC-SEWestern 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 USAP 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, substitutions, 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 established by the Vice President for Student Services.

Final Examinations

Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor. Final grades are considered permanent. The determination of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.

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 GPA but may be used in determining progress probation and dismissal.

NC | Not counted in computing GPA or for purposes of academic probation or dismissal.

IP | Not included in computing GPA or for purposes of academic probation or dismissal.

Grade Point Average

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

\[
\text{GPA} = \frac{\text{Total Hours}}{\text{Total Grade Points}}
\]

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

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

\[
\text{GPA} = \frac{58}{16} \text{ units attempted}
\]

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 Probation and Dismissal

For Academic Deficiencies

The purpose of academic probation and dismissal at Columbia College is to ensure that students who are deficient in scholastic achievement, on the basis of either cumulative or semester Grade Point Average (GPA), will receive special counseling and advisement. Computation of the GPA is based on all units attempted at Columbia excluding those taken on a Credit/No Credit basis.

Academic Probation Status

After having attempted a minimum of 12 semester units at Columbia, a student shall be placed on Academic Probation status for the semester following any term in which his/her GPA falls below 2.0.

Academic Dismissal Status

The second consecutive semester that a student fails to maintain a 2.00 cumulative GPA, the student is placed on Academic Dismissal Status. A student will also be placed on Academic Dismissal if, while on Academic Probation, his/her semester GPA falls below 1.50 or his/her cumulative GPA falls below 1.75.

For Progress Deficiencies

The purpose of Progress Probation and Dismissal at Columbia College is to ensure that students who fail to complete a majority of the courses they attempt will receive special counseling and advisement.

Progress Probation Status

After having enrolled in a total of at least 12 semester units at Columbia College, a student shall be placed on Progress Probation status for the semester following any term in which grades of "W", "I" and "NC" (No Credit) are recorded for fifty percent (50%) or more of all units enrolled.

Progress Dismissal Status

A student will be placed on Progress Dismissal status if that student is on Progress Probation for two consecutive semesters.

Students who are on Academic or Progress Probation/Dismissal are REQUIRED to do the following:

1. obtain written approval from a counselor prior to registration;
2. complete an Academic/Progress Probation/Dismissal Contract with a counselor of their choice preferably prior to the start of the term, and no later than the first week of the term;
3. comply with the following unit limitation: Probation Status: enrollment limit of 12 units maximum per term

Dismissal Status: enrollment limit of 8 units maximum per term;
4. enroll in and successfully complete Guidance 7, College and Life Success, or Guidance 100, College Survival, or, if applicable, another guidance course as per counselor recommendation. NOTE: these units are included in the unit limitation above;
5. request all current instructors complete a monthly Student Academic Performance Report form;
6. bring the completed form to monthly counseling meetings.

Academic Probation and Dismissal status will be noted on the student's permanent record. The college may disqualify a student on Academic Dismissal or Progress Dismissal from enrolling in courses for a period of one year if, in the judgment of the counselor and the Vice President for Student Services, the student is not making appropriate progress after being placed in either status. A disqualified student may be readmitted by special petition to the Vice President for Student Services. See Reinstatement After Disqualification below.

Reinstatement After Disqualification

A disqualified student may not be reinstated under the admissions provision until one semester from the date of disqualification. If the GPA of a student readmitted after disqualification falls below 2.0 for the following semester, the student may be permanently disqualified.

In the event of disqualification a student may petition for readmission on the basis of the following circumstances that might warrant an exception:
**STUDENT FEE INFORMATION**  
**EFFECTIVE FALL SEMESTER, 1997**  
*(Fees subject to change)*

<table>
<thead>
<tr>
<th>FEES</th>
<th>AMOUNT</th>
<th>APPLIES TO:</th>
<th>EXEMPTIONS/WAIVERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Fee</strong></td>
<td>$13 per Unit No Maximum</td>
<td>Credit Students</td>
<td>Apprentice Enrollees</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BOGW Qualified</td>
</tr>
<tr>
<td><strong>Health Service Fee</strong></td>
<td>$11 per Semester $8 Summer</td>
<td>Credit Students</td>
<td>BOGW Qualified</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Dependant on Prayer for Healing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Class length less than 16 hours</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Closed enrollment classes</td>
</tr>
<tr>
<td></td>
<td>15¢ per class hour (included in class fee)</td>
<td>Fully fee-funded classes</td>
<td>Out-of-District</td>
</tr>
<tr>
<td></td>
<td>$10 per Semester</td>
<td>Comm. participants Non-Credit classes</td>
<td>Out-of-District</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Apprentice</td>
</tr>
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<td></td>
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<tr>
<td><strong>Parking Fee</strong></td>
<td>$1.00 a day</td>
<td>Non-student Drivers</td>
<td>Disabled Persons with Placard from DMV</td>
</tr>
<tr>
<td></td>
<td>$1.00 a day or $20 per Semester</td>
<td>Student Drivers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Off Campus Classes</td>
</tr>
<tr>
<td><strong>Non-Resident Tuition</strong></td>
<td>$118 per Unit plus enrollment fee of $13 per Unit</td>
<td>Non-residents/foreign students</td>
<td>Residents</td>
</tr>
<tr>
<td><strong>Student Center Fee</strong></td>
<td>$1.00 per Unit to Maximum $10 per year</td>
<td>Credit Students</td>
<td>BOGW A Recipients</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Apprentice</td>
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<td></td>
<td>Closed Enrollment classes</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Class length less than 16 hours</td>
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<td>Community Education &amp; Professional Development</td>
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<td></td>
<td>Non-Credit Students</td>
</tr>
<tr>
<td><strong>Community Participant Fee</strong></td>
<td>$15 per Unit</td>
<td>Specific activity classes for persons who have exhausted registration in unit section</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any person who registers</td>
<td></td>
</tr>
</tbody>
</table>

**Community Education Fee** *(fully fee-funded class)*  
Class stated fee  
Any person who registers  

Note: Materials fees may be assessed for certain classes in order to enhance the learning process and provide convenient access to learning aids.

*Only refundable prior to the first class meeting.*  
**Only refundable during the first two weeks of the class.*

---

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 warrant the granting of an additional opportunity

If a student has been disqualified 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 registering for classes.

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

<table>
<thead>
<tr>
<th></th>
<th>In Parents' Home</th>
<th>On-Campus</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee</td>
<td>$364</td>
<td>$364</td>
<td>$364</td>
</tr>
<tr>
<td>Books/Supplies/Fees</td>
<td>650</td>
<td>650</td>
<td>650</td>
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<tr>
<td>Meals/Housing</td>
<td>2,300</td>
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<tr>
<td>Personal</td>
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<tr>
<td>Transportation</td>
<td>600</td>
<td>500</td>
<td>700</td>
</tr>
<tr>
<td>Totals</td>
<td>$5,114</td>
<td>$7,614</td>
<td>$7,814</td>
</tr>
</tbody>
</table>

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

**Enrollment Fee Refund Policy**

A refund will be made, upon request, for any enrollment fee paid by the 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. Fees paid by credit card will be refunded by check. REFUNDS ARE NOT AUTOMATIC. Exceptions: Refunds of fees will automatically be made to students enrolling in classes which are cancelled by the college.

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

**Parking Fee Refund Policy**

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

**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 environments 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 it is 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 Administrative Code Section 98220.)
C. "Age" means how old a person is, or the number of elapsed years from the date of a person's birth. (22 California Administrative Code Section 98230(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 discriminatory practice;
4. any rule, policy, or practice or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. (22 California Administrative Code Section 98240, 98242, 98244.)

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

1. "Disabled person" means any person who has a physical or mental impairment which substantially limits one or more major life activities.
2. "Obstruct or disrupt" means to perform any activity or conduct on College owned or controlled property or at College sponsored activities.
3. "Violate" means to fail to comply with the requirements of due process.

Student Code of Conduct
Columbia College under the Yosemite Community College District Board Policy (C5007) has specified those standards of student behavior which it considers essential to its educational mission and its community life. These regulations are designed to represent reasonable standards of conduct. The Student Code of Conduct governs the behavior of students and guests on campus and at College sponsored activities. Violations of the codes may subject individuals to disciplinary action, which complies with the requirements of due process.

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 hereby 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.

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

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

Substance Abuse Policy
Columbia College Health Services offer education and information on drug abuse and can refer students to community agencies for counseling and rehabilitation.

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 plans to appeal the decision.
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.
4. The student shall receive notice of the determination of the President of the College within ten (10) days. The decision of the President shall be final.
5. The following are not subject to appeal: a. Short-term suspension of five school days or less, and lesser sanctions. b. Short-term removal by a College instructor. c. Disciplinary probation for a period of one year or less.

Smoking on Campus
Columbia College has designated specific smoking areas on campus. Designated smoking areas are available in the vicinity of all campus buildings. 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
Columbia 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 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, 1997, the following certiﬁcate requirements are valid through the 2000-2001 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. 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

Associate Child Development Teacher

Child Development

Computer Science

Applied Computer Studies

Computer Science

Geographic Information Systems (GIS)

Emergency Medical Services

Fire Technology

Forestry Technology

Hospitality Management

Baker

Bartender

Automotive Technology

Engine Repair & Engine Performance

REQUiRED COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto 1 Introduction to Auto Technology</td>
<td>3</td>
</tr>
<tr>
<td>Auto 15 Engine Performance Design</td>
<td>3</td>
</tr>
<tr>
<td>Auto 16 Engine Rebuilding</td>
<td>6</td>
</tr>
<tr>
<td>Auto 17 Carburetion Systems</td>
<td>3</td>
</tr>
<tr>
<td>Auto 18 Emission Control</td>
<td>2</td>
</tr>
<tr>
<td>Auto 19 Gasoline Engine Tune-up</td>
<td>3</td>
</tr>
<tr>
<td>Auto 20 Computerized Engine Control</td>
<td>3</td>
</tr>
<tr>
<td>Auto 25 Electronic Fuel Injection</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS: 21

Automotive Technology

General Auto Repair

REQUiRD COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto 1 Introduction to Auto Technology</td>
<td>3</td>
</tr>
<tr>
<td>Auto 3 Preventive Maintenance</td>
<td>1</td>
</tr>
<tr>
<td>Auto 15 Engine Performance Design</td>
<td>2</td>
</tr>
<tr>
<td>Auto 16 Engine Rebuilding</td>
<td>6</td>
</tr>
<tr>
<td>Auto 17 Carburetion Systems</td>
<td>3</td>
</tr>
<tr>
<td>Auto 18 Emission Control</td>
<td>2</td>
</tr>
<tr>
<td>Auto 19 Gasoline Engine Tune-up</td>
<td>3</td>
</tr>
<tr>
<td>Auto 20 Computerized Engine Control</td>
<td>3</td>
</tr>
<tr>
<td>Auto 25 Electronic Fuel Injection</td>
<td>1</td>
</tr>
<tr>
<td>Auto 30 Manual Transmission Rebuilding</td>
<td>1</td>
</tr>
<tr>
<td>Auto 34 Axles and Drive Lines</td>
<td>1</td>
</tr>
<tr>
<td>Auto 36 Automatic Transmission (GM)</td>
<td>2</td>
</tr>
<tr>
<td>Auto 44 Front End Alignment</td>
<td>2</td>
</tr>
<tr>
<td>Auto 50 Electrical Theory</td>
<td>3</td>
</tr>
<tr>
<td>Auto 51 Charging Systems</td>
<td>1</td>
</tr>
<tr>
<td>Auto 52 Starter and Ignition Systems</td>
<td>2</td>
</tr>
<tr>
<td>Auto 53 Lightning and Chassis Electrics</td>
<td>2</td>
</tr>
<tr>
<td>Auto 62 Air Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>Auto 70 Practical Laboratory</td>
<td>1-2</td>
</tr>
<tr>
<td>Auto 97 Work Experience</td>
<td>2</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS: 42-43

Business Administration

Accounting

REQUiRD COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Busad 1A Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 1B Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Busad 1A Small Business Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 1B Small Business Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 1A S Small Business Accounting</td>
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</tr>
<tr>
<td>Busad 1B Small Business Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Six (6) Units Required from Computerized Accounting:</td>
<td></td>
</tr>
<tr>
<td>Cmpsc 31 Computerized Acct (Peachtree)</td>
<td>2</td>
</tr>
<tr>
<td>Cmpsc 32 Computerized Acct (One Write Plus)</td>
<td>2</td>
</tr>
<tr>
<td>Cmpsc 33 Computerized Acct (Quicken)</td>
<td>2</td>
</tr>
<tr>
<td>Cmpsc 34 Computerized Acct (One Easy)</td>
<td>2</td>
</tr>
<tr>
<td>Cmpsc 35 Computerized Acct (Quick Books)</td>
<td>2</td>
</tr>
<tr>
<td>Cmpsc 36 Computerized Acct (Pacifi两地)</td>
<td>2</td>
</tr>
<tr>
<td>Busad 18A Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Busad 18B Commercial Law</td>
<td>3</td>
</tr>
<tr>
<td>Busad 18 Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 19C Principles of Business</td>
<td>2</td>
</tr>
<tr>
<td>Busad 19B Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>Busad 181 Finance and Investments</td>
<td>3</td>
</tr>
<tr>
<td>Busad 189 Income Tax</td>
<td>2</td>
</tr>
<tr>
<td>Busad 183 Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>Cmpsc 2 Windows and DOS Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 30 Financial Workshops on Computers</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 137 Payroll Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL REQUIRED UNITS: 46-48

Business Administration

Management

REQUiRD COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Busad 1A Principles of Accounting</td>
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<tr>
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<td>4</td>
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<tr>
<td>Busad 1B Small Business Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 1A Small Business Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 1B Small Business Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 1A Accounting and</td>
<td>4</td>
</tr>
<tr>
<td>Busad 1B Principles of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Busad 1A Small Business Accounting</td>
<td>4</td>
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<tr>
<td>Six (6) Units Required from Computerized Accounting:</td>
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</tr>
<tr>
<td>Cmpsc 137 Payroll Accounting</td>
<td>3</td>
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</tbody>
</table>

TOTAL REQUIRED UNITS: 46-48

Associate Child Development

Teacher

REQUiRD COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
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<td>3</td>
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<tr>
<td>Busad 1B Principles of Child Development</td>
<td>3</td>
</tr>
<tr>
<td>Busad 1C Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 1D Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 1E Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 1F Principles of Business</td>
<td>3</td>
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<tr>
<td>Busad 1G Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>Busad 1H Principles of Business</td>
<td>3</td>
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<tr>
<td>Busad 1I Principles of Business</td>
<td>3</td>
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<tr>
<td>Busad 1J Principles of Business</td>
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<tr>
<td>Busad 1K Principles of Business</td>
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<tr>
<td>Busad 1L Principles of Business</td>
<td>3</td>
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<tr>
<td>Busad 1M Principles of Business</td>
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<td>Busad 1N Principles of Business</td>
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<td>Busad 1O Principles of Business</td>
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<td>Busad 1P Principles of Business</td>
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<tr>
<td>Busad 1Q Principles of Business</td>
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<tr>
<td>Busad 1R Principles of Business</td>
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<td>Busad 1S Principles of Business</td>
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<tr>
<td>Busad 1T Principles of Business</td>
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<tr>
<td>Busad 1U Principles of Business</td>
<td>3</td>
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<tr>
<td>Busad 1V Principles of Business</td>
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<tr>
<td>Busad 1W Principles of Business</td>
<td>3</td>
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<tr>
<td>Busad 1X Principles of Business</td>
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<tr>
<td>Busad 1Y Principles of Business</td>
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<tr>
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<td>Busad 1A Creative Activities in the Arts and</td>
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<tr>
<td>Busad 1W Creative Activities in Science and Math</td>
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<td>Busad 1Y Creative Activities in Science and Math</td>
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<tr>
<td>Busad 1Z Creative Activities in Science and Math</td>
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</table>

TOTAL REQUIRED UNITS: 12

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 Calen­ dar for ﬁling deadline dates.
## Child Development

**REQUIRED COURSES:**
- Principles of Child Development
- Practices in Child Development
- Child Nutrition
- Child Health and Safety
- Creative Activities in the Arts
- Creative Activities in Science and Math
- Preschool Practices
- Family, Community
- Child Care/Nursery School Administration
- Exceptional Needs Children
- Infant/Toddler Care
- School Age Children
- Books for Young Children
- Preparation for College Reading & Composition

**REQUIRED COURSES: UNITS**
- 3

## Child Development

**REQUIRED COURSES:**
- Principles of Child Development
- Practices in Child Development
- Child Nutrition
- Child Health and Safety
- Creative Activities in the Arts
- Creative Activities in Science and Math
- Preschool Practices
- Family, Community
- Child Care/Nursery School Administration
- Exceptional Needs Children
- Infant/Toddler Care
- School Age Children
- Books for Young Children
- Preparation for College Reading & Composition

**REQUIRED COURSES: UNITS**
- 3

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## Computer Science

### Geographic Information Systems

**REQUIRED COURSES:**
- Computer Concepts & Information Systems
- Windows and DOS Operations
- GIS - ArcCAD
- GIS Applications
- Intro to Remote-Based GIS
- GIS Analysis for Resource Management
- Drafting Mapping
- Computer Assisted Drafting
- Physical Geology
- Eng 151

**REQUIRED COURSES: UNITS**
- 3

## Computer Science

### UNIX Operations/Communication

**REQUIRED COURSES:**
- UNIX Operations/Communications

**REQUIRED COURSES: UNITS**
- 3

### Higher Level Algebra

- Algebra I: Fundamentals

**REQUIRED COURSES: UNITS**
- 6

### Total Required Units

- 33

---

## Forestry Technology

**REQUIRED COURSES:**
- Foundation to Professional Forestry
- Forest Technology
- Forest Surveying Techniques
- Applied Forest Inventory
- Principles of Forest Concepts & Information Systems
- Preparation for College Reading & Composition
- Higher Level English
- Fire
- Natural Environment Conservation
- Environmental Conservation

**REQUIRED COURSES: UNITS**
- 3

## Hospitality Management

### Baking

**REQUIRED COURSES:**
- Safety and Sanitation
- Commercial Baking: Beginning
- Commercial Baking: Advanced

**REQUIRED COURSES: UNITS**
- 7

### Bartender

**REQUIRED COURSES:**
- Safety and Sanitation
- Beverage Management

**REQUIRED COURSES: UNITS**
- 1

### Total Required Units

- 8

---

## Hospitality Management

### Hotel Management

**REQUIRED COURSES:**
- Introduction to Hospitality Careers & Human Relations
- Hospitality Laws and Regulations
- Safety and Sanitation
- Restaurant Management
- Intro. to Commercial Food Preparation
- Commercial Baking: Beginning
- Garde Manager

**REQUIRED COURSES: UNITS**
- 6

### Total Required Units

- 11
CERTIFICATES

HOSPITALITY MANAGEMENT
PANTRY & DESSERT CHEF
REQUuRED COURSES:
Units
Hpmgt 102 Introduction to Hospitality Careers & Human Relations .... 1.5
Hpmgt 104 Hospitality Laws and Regulations .......................... 2
Hpmgt 120 Safety and Sanitation ........................................... 1
Hpmgt 122 Restaurant Math ................................................. 1
Hpmgt 126 Nutrition for Chefs .............................................. 1
Hpmgt 136 Kitchen Management ............................................ 1
Hpmgt 133A Intro to Commercial Food Preparation ............... 3
Hpmgt 133B Commercial Food Preparation ............................ 4
Hpmgt 134 Commercial Raking: Beginning ......................... 2.5
Hpmgt 136 Dining Room Service and Management ............... 3.5
Hpmgt 140A Contemporary Cuisine: Introduction .................. 3
Hpmgt 141 Restaurant Desserts ............................................. 2
Hpmgt 146A Contemporary Cuisine: Advanced ....................... 1.5
Hpmgt 146B Restaurant Service and Management .................... 2
Hpmgt 147 Beverage Management ........................................ 1
Hpmgt 148 Introduction to Wines ........................................... 3
Hpmgt 152 Restaurant Planning ............................................. 3

TOTAL REQUIRED UNITS: 26.5

HOSPITALITY MANAGEMENT
RESTAURANT MAnAGEMENT
REQUuRED COURSES:
Units
Hpmgt 102 Introduction to Hospitality Careers & Human Relations .... 1.5
Hpmgt 104 Hospitality Laws and Regulations .......................... 2
Hpmgt 120 Safety and Sanitation ........................................... 1
Hpmgt 122 Restaurant Math ................................................. 1
Hpmgt 126 Nutrition for Chefs .............................................. 1
Hpmgt 128 Kitchen Management ............................................ 1
Hpmgt 133A Intro to Commercial Food Preparation ............... 3
Hpmgt 133B Commercial Food Preparation ............................ 4
Hpmgt 134 Commercial Raking: Beginning ......................... 2.5
Hpmgt 136 Dining Room Service and Management ............... 3.5
Hpmgt 140A Contemporary Cuisine: Introduction .................. 3
Hpmgt 141 Restaurant Desserts ............................................. 2
Hpmgt 146 Contemporary Cuisine: Advanced ......................... 1.5
Hpmgt 146B Restaurant Service and Management .................... 2
Hpmgt 147 Beverage Management ........................................ 1
Hpmgt 148 Introduction to Wines ........................................... 3
Hpmgt 152 Restaurant Planning ............................................. 3

TOTAL REQUIRED UNITS: 37

HOSPITALITY MANAGEMENT
SAFETY & SANITATION
REQUuRED COURSES:
Units
Hpmgt 120 Safety and Sanitation ........................................... 1

TOTAL REQUIRED UNITS: 1

HUMAN SERVICES
REQUuRED COURSES:
Units
Child 1 Principles of Child Development ................................ 3
Child 22 Child, Family, Community ...................................... 3
Hlit 14A Lifetime Fitness I .................................................. 1.5
Hlit 14B Health/fitness Education ........................................ 1.5
Psych 1 General Psychology ............................................... 3
Psych 30 Personal and Social Adjustment ......................... 3
Soci 1 Introduction to Sociology ........................................ 3
Soci 5 Ethnicity & Ethnic Relations in America .................. 3
Soci 12 Sociology of the Family ........................................ 3
Soci 28 Death and Dying .................................................... 3
Soci 97 Work Experience .................................................. 3

TOTAL REQUIRED UNITS: 29.5

NATURAL RESOURCES
WATERSHED MANAGEMENT TECHNOLOGY
REQUuRED COURSES:
Units
Cmpsc 1 Computer Concepts & Information Systems ............... 3
Env 5 Physical Geology ..................................................... 4
Geog 13 Physical Geography .............................................. 3
Fore 10 10 Forestry .......................................................... 1.5
Fore 151 Forest Surveying Techniques ............................... 3
Nurt 3 Natural Resources Law and Policy .......................... 3
Nurt 4 Parks and Forests Law Enforcement ........................ 2
Nurt 22 Ecology/Use of Fire .............................................. 3
Nurt 30 Introduction to Watershed Management .................... 3
Nurt 50 Natural History and Ecology ................................ 3
Nurt 160 Aerial Photography & Map Interpretation .............. 4
Nurt 181 California Wildlife .............................................. 4
Flag Option A or Option B

OPTION A
Draft 55A Computer Assisted Drafting I ............................ 3
Cmpsc 66 GIS-ArcCAD ...................................................... 3

OPTION B
Cmpsc 75 Intro toRaster-Based GIS .................................. 3
Cmpsc 75 GIS Analysis in Resource Management .................. 3

TOTAL REQUIRED UNITS: 34-36

NATURAL RESOURCES TECHNOLOGY
REQUuRED COURSES:
Units
Nurt 1 Environmental Conservation .................................. 4
Nurt 3 Parks and Forests Law Enforcement ........................ 2
Nurt 30 Introduction to Watershed Management .................... 3
Nurt 50 Natural History and Ecology ................................ 3
Nurt 151 Applied Wildlands Management ............................ 3
Nurt 155 Interpretive Guided Tours .................................... 1
Nurt 160 Aerial Photography & Map Interpretation .............. 4
Nurt 181 California Wildlife .............................................. 4
Bot 179 Fishing and Fishery ............................................. 1
Env 25 Geology of National Parks ..................................... 3
Eng 151 Preparation for College Reading & Composition ...... 4
Eng 151 or Higher level English:
Fief 7 Wildland Fire Control ............................................ 3
Fore 10 10 Forestry .......................................................... 3
Fore 151 Forest Surveying Techniques ............................... 3
Math 101 Algebra I: Fundamentals ................................... 6
or Higher level algebra

TOTAL REQUIRED UNITS: 47

RECOMMENDED OPTIONAL COURSES:
Units
Other 100 Keyboarding ..................................................... 1
or
Other 110 Keyboarding II .................................................. 2

OFFICE TECHNOLOGY
CORE COURSES REQUIRED
REQUuRED COURSES:
Units
Other 5 Electronic Printing Calculators ............................... 1
Other 20 Machine Transcription ....................................... 2
Other 25 Business Communications ................................. 3
Other 31 Office Procedures & Technology ......................... 2
Other 40 Beginning WordPerfect 6.1 for Windows ............... 2
Other 120 Keyboarding III ............................................... 3
Other 130 Business English .............................................. 3
Basu 20 Principles of Business ......................................... 3
Basu 150 Business Mathematics ....................................... 3
Cmpsc 1 Computer Concepts & Information Systems ........... 4

TOTAL REQUIRED UNITS: 27

OFFICE TECHNOLOGY
ADMINISTRATIVE ASSISTANT
REQUuRED COURSES:
Units
Other 5 Core Courses (pg. 34) .......................................... 27
Other 41 Intermediate Word Perfect 6.1 for Windows .......... 3
Other 42 Desktop Publishing .............................................. 3
Other 97 Work Experience ................................................ 1
Cmpsc 30 Financial Worksheets on Computers ..................... 3

TOTAL REQUIRED UNITS: 37

OFFICE TECHNOLOGY
GENERAL OFFICE CLERK
REQUuRED COURSES:
Units
Other 40 Core Courses (pg. 34) .......................................... 27
Other 41 Intermediate Word Perfect 6.1 for Windows .......... 3
Other 45 Principles of Accounting ...................................... 4
Other 161A Basic Accounting .......................................... 4
Basu 161A Small Business Accounting: I ......................... 4
Cmpsc 30 Payroll Accounting .......................................... 3

TOTAL REQUIRED UNITS: 40

OFFICE TECHNOLOGY
INFORMATION PROCESSING
REQUuRED 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 .......... 2
Other 42 Desktop Publishing .............................................. 3
Other 120 Keyboarding III ............................................... 3
Other 130 Business English .............................................. 3
Basu 20 Principles of Business ......................................... 3
Basu 161A Basic Accounting .......................................... 4
Basu 161A Small Business Accounting: I ......................... 4
Cmpsc 1 Computer Concepts & Information Systems ........... 4
Cmpsc 3 Windows and DOS Operating Systems .................. 3
Cmpsc 30 Financial Worksheets on Computers ..................... 3
Cmpsc 55 Data Base Management .................................... 3

TOTAL REQUIRED UNITS: 39

OFFICE TECHNOLOGY
LEGAL OFFICE
REQUuRED COURSES:
Units
Other 20 Machine Transcription ....................................... 2
Other 25 Business Communications ................................. 3
Other 40 Beginning WordPerfect 6.1 for Windows ............... 2
Other 60 Legal Transcription/Terminology ......................... 2
Other 62 Legal Office Procedures ...................................... 3
Other 97 Work Experience ................................................ 3
Basu 184A Commercial Law ............................................. 3
Basu 188 Commercial Law ............................................. 3

TOTAL REQUIRED UNITS: 42

OFFICE TECHNOLOGY
MEDICAL OFFICE
REQUuRED COURSES:
Units
Other 40 Core Courses (pg. 34) .......................................... 27
Other 50 Medical Terminology .......................................... 3
Other 52 Medical Insurance ............................................. 3
Other 53A Beginning Medical Transcription ....................... 3

TOTAL REQUIRED UNITS: 35

OFFICE TECHNOLOGY
MEDICAL TRANSCRIPTION
REQUuRED COURSES:
Units
Other 40 Beginning WordPerfect 6.1 for Windows ............... 2
Other 41 Intermediate Word Perfect 6.1 for Windows .......... 3
Other 53B Beginning Medical Transcription ....................... 2
Other 53C Beginning Medical Transcription ....................... 3
Other 54 Radiology Transcription ...................................... 1
Other 55 Cardiology Transcription .................................... 1
Other 56 Orthopedic Transcription .................................... 1
Other 57 Gastroenterology Transcription ............................. 1
Other 58 Pathology Transcription ...................................... 1
Other 130 Business English .............................................. 3
Cmpsc 1 Computer Concepts & Information Systems ........... 4

TOTAL REQUIRED UNITS: 27

CERTIFICATES

TEACHER AIDE
REQUuRED COURSES:
Units
Child 1 Principles of Child Development ............................. 3
Child 10 Creative Activities in the Arts .............................. 1.5
Child 11 Creative Activities in Science and Math ................ 1.5
Child 22 Child, Family, Community .................................. 3
Child 27 School Age Children ......................................... 3
T-Aid 97 Work Experience as a Teacher Aide ..................... 1
T-Aid 125 Teacher Aide Training ..................................... 1

TOTAL REQUIRED UNITS: 16
Graduation & Transfer Requirements

Columbia College will confer the Associate in Arts or 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 major classes and General Education areas A1, A2, A3 and B3.

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 stated above plus 12 extra units (72 or more total semester units). A course may only be used to meet both the requirements for two different majors when no other course selections are available.

4. GENERAL EDUCATION BREADTH REQUIREMENTS: Satisfactory completion of each Area of General Education "A" through "E" by choosing suitable courses from those listed under each Area on pages 38 and 39. Courses in areas A1, A2, A3 and B3 must be completed with a "C" or better. Students transferring 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 for an articulation agreement or the catalog of the California State University campus to which they intend to transfer and seek assistance from a counselor to ensure that all possible required lower division general education courses and prerequisites for the major are included in their Columbia College program of study.

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 Basad 163, Business Mathematics, Math 100B, Algebra I: Second half, or Math 101, Algebra I: Fundamentals, or any mathematics course of a higher level than Algebra I.
   - 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. These courses are in addition to Area E of the General Education Breadth pattern.

Supplementary Notes

1. These requirements for graduation and General Education apply to Associate Degree and CSU transfer students. Columbia College for the first time in Fall Semester 1997, and are valid through the 2000-2001 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 Academic Requirements 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 D3 will meet the requirement, but only those 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 Governing 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. Students should consult the appropriate catalog of the college to which they intend to transfer and seek assistance from a counselor to ensure that all possible required lower division general education courses and prerequisites for the major are included in their Columbia College program of study.

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

Notice Of Intent To Graduate

The student must file a Notice of Intent to Graduate form with the Admissions and Records Office the semester prior to the semester in which completion of the graduation requirements is expected. The Notice of Intent to Graduate form may be obtained from the Admissions and Records Office. Graduation requirements may be completed during any college term, but diplomas are conferred only at graduation exercises at the close of the Spring Semester. It is strongly recommended that students see a counselor the semester prior to the term they graduate to review their progress toward fulfilling all requirements.

Transfer Requirements To A California State University

Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers. Full certification consists of not less than 39 semester units from Areas "A" through "E". In addition, the following transfer requirements and information apply: (See pages 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 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 major listed in an articulation agreement or the catalog of the California State University transfer campus.

4. GENERAL EDUCATION BREADTH REQUIREMENTS: Satisfactory completion of each Area of General Education "A" through "E", by choosing suitable courses from those listed under each Area on pages 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 may only be used 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.

5. CETIVITY REQUIREMENTS: 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 Basad 163, Business Mathematics, Math 100B, Algebra I: Second half, or Math 101, Algebra I: Fundamentals, or any mathematics course of a higher level than Algebra I.
   - 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. These courses are in addition to Area E of the General Education Breadth pattern.

Supplementary Notes

1. These requirements for graduation and General Education apply to Associate Degree and CSU transfer students. Columbia College for the first time in Fall Semester 1997, and are valid through the 2000-2001 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 Academic Requirements 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 D3 will meet the requirement, but only those 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 Governing 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. Students should consult the appropriate catalog of the college to which they intend to transfer and seek assistance from a counselor to ensure that all possible required lower division general education courses and prerequisites for the major are included in their Columbia College program of study.

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

Notice Of Intent To Graduate

The student must file a Notice of Intent to Graduate form with the Admissions and Records Office the semester prior to the semester in which completion of the graduation requirements is expected. The Notice of Intent to Graduate form may be obtained from the Admissions and Records Office. Graduation requirements may be completed during any college term, but diplomas are conferred only at graduation exercises at the close of the Spring Semester. It is strongly recommended that students see a counselor the semester prior to the term they graduate to review their progress toward fulfilling all requirements.

Transfer Requirements To A California State University

Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers. Full certification consists of not less than 39 semester units from Areas "A" through "E". In addition, the following transfer requirements and information apply: (See pages 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 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 major listed in an articulation agreement or the catalog of the California State University transfer campus.

4. GENERAL EDUCATION BREADTH REQUIREMENTS: Satisfactory completion of each Area of General Education "A" through "E", by choosing suitable courses from those listed under each Area on pages 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 may only be used 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 CURRICULUM (IGETC) instead of the General Education requirements listed here. Completion of IGETC will permit a student to transfer to either a CSU or UC campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (page 53) for specific requirements.

2. Nine (9) upper division General Education units or more must be taken at a CSU or UC campus to graduate. Additional upper division English courses may be required for graduation.
GENERAL EDUCATION BREADTH REQUIREMENTS for

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

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

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

FOR AA/AS GRADUATION: Two courses required: one from C.1, and one from C.2.

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

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

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

FOR AA/AS GRADUATION: Two courses required: one from C.1, and one from C.2.

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

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

See pages 36-37 for additional information on Graduation Requirements and page 37 for additional CSU graduation requirements.

Suitable Courses For Each Area Of General Education:

A.1. Oral Communication
SIPC 1. Fundamentals of Speech (3)

A.2. Written Communication
ENG 1A. Reading and Composition: Beginning (3)

A.3. Critical Thinking
ENG 1B. Reading and Composition: Advanced (3)
ENG 1C. Critical Reasoning and Writing (3)

SPCH 2. Argumentation (3)

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

SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION

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

FOR CSU TRANSFER: These courses required: one from C.1, one from C.2, and one from C.3.

COLUMBIA COLLEGE AA/AS GRADUATION & TRANSFER TO CSU

FOR CSU TRANSFER: Required: one course in E: H-HP 6A, Lifetime Fitness Program 1 (1-3).

FOR CSU TRANSFER: Required: one course in E: H-HP 6A, Lifetime Fitness Program 1 (1-3) and/or H-HP 6B, Lifetime Fitness Program 2 (5-2). Three units minimum.

**Two Health and Human Performance activity courses are required for graduation. (See Institutional Requirement under Graduation Requirements.)
Columbia College. All courses in the major must be completed with a grade of “C” or better. Credit (CR) grades are not accepted.

COLUMBIA COLLEGE MAJORS

for which the Associate of Arts Degree is awarded:

Fine Arts
Emphasis in Art
Emphasis in Drama
Emphasis in Photography

Health and Human Performance

Language Arts

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

Automotive Technology

Business

Business Administration (Occupational)

Business Administration (Professional)

Child Development

Computer Science

Fire Technology

Forestry

Hospitality Management

Emphasis in Culinary Arts

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

AA/AS MAJORS

AA/AS Degree Majors

Students are required to complete an academic major to fulfill the Associate Degree requirements of Columbia College. All courses in the major must be completed with a grade of “C” or better. Credit (CR) grades are not accepted. (Students transferring to a four-year college or university should consult the catalog of the transfer school for lower division requirements for the transfer major.) Following are the course requirements for each major currently offered at Columbia College.

ALLIED HEALTH

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED
A. Eight (8) units required from this section .......... 8
   Biol 10 Human Anatomy (4)
   Biol 60 Human Nutrition (2-3)
B. Four (4) units required from this section .......... 4
   Chem 1A General Chemistry (5)
   Chem 10 Fundamentals of Chemistry (4)
C. Seven (7) units required from this section ........ 7
   Biol 50 Nutrition (3)
   Biol 65 Microbiology (4)
   EMS 4 Emergency Medical Technician Training (6)
   EMS 15 Advanced First Aid and Emergency Care (3)
   H-HP 60 Health and Fitness Education (3)
   H- HP 62 Safety and First Aid Instruction (2)

TOTAL REQUIRED UNITS 19

AUTOMOTIVE TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED
A. Twenty two (22) units required from this section ...... 22
   Child 1 Principles of Child Development (3)
   Child 2 Observing & Recording Behavior (1)
   Child 3 Practical in Child Development (3)
   Child 5 Child Nutrition (2)
   Child 7 Child Health and Safety (1)
   Child 10 Observations in the Arts (1.5)
   Child 11 Creative Activities in Science and Math (1.5)
   Child 16 Practicum in Child Development (3)
   Child 22 Child, Family, Community (3)
   Child 30 Child Care/Nursery School Administration (3)
   Child 33 Exceptional Needs Children (3)
   Child 25 Infant/Toddler Care (3)
   Child 27 School Age Children (3)
   Child 28 Books for Young Children (3)

TOTAL REQUIRED UNITS 24

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION (OCCUPATIONAL)

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED
A. Fifteen (15) units required from this section........ 15
   Busad 20 Principles of Business (3)
   Busad 24 Human Relations in Organizations (3)
   Busad 163 Business Mathematics (3)
   Cmpsc 3 Windows and DOS Operating Systems (3)
   Office 25 Business Communications (3)
   Busad 61 Business Mathematics (4)
   Busad 62 Business Accounting (4)
   Busad 161 Business Accounting (4)
   Busad 18A Commercial Law (3)
   Busad 18B Commercial Law (3)
   Busad 30 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 20

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION (PROFESSIONAL)

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED
A. Busad 1A Principles of Accounting (4)
B. Busad 1B Principles of Accounting (4)
C. Busad 18A Commercial Law (3)
D. Busad 18B Commercial Law (3)
E. Busad 20 Principles of Business (3)
F. Busad 24 Human Relations in Organizations (3)
G. Cmpsc 3 Windows and DOS Operating Systems (3)
H. Cmpsc 30 Financial Worksheets on Computers (3)
I. Econ 11 Principles of Economics (4)
J. Econ 12 Principles of Economics (4)

TOTAL REQUIRED UNITS 34

COMPUTER SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED
A. Cmpsc 9 UNIX Operations/Communications (3)
B. Cmpsc 20 C Language Programming (4)
C. Cmpsc 26 Advanced C/C++ Programming (4)
D. Cmpsc 40 Assembly Language Programming (4)
E. Cmpsc 55 Data Base Management (3)
F. Math 12 Finite Mathematics (3)
G. Math 13A Calculus I (4)
H. Math 13B Calculus II

TOTAL REQUIRED UNITS 33

FINE ARTS

EMPHASIS IN ART

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED
A. Twelve (12) units required from this section ....... 12
   Art 1 Basic Freehand Drawing (2-3)
   Art 2 Basic Color and Design (2-3)
   Art 5A Life Drawing: Beginning (2-3)
   Art 5B Life Drawing: Intermediate (2-3)
   Art 21A Painting: Beginning (2-3)
   Art 21B Painting: Intermediate (2-3)
   Art 31 Ceramics: Introductory (2-3)
   Art 32 Ceramics: Intermediate (2-3)
B. Three (3) units required from this section ........ 3
   Art 40 Photography (3)
   Art 48 Special Topics in Photography (1-4)
   Art 200 Drawing (4)
   Art 201 Drawing (4)

TOTAL REQUIRED UNITS 18

FINE ARTS

EMPHASIS IN PHOTOGRAPHY

ACCEPTABLE COURSES WITHIN MAJOR: REQUIRED
A. Twelve (12) units required from this section ....... 12
   Art 40 Photography: Beginning (2-3)
   Art 40 Photography: Intermediate (2-3)
   Art 41 Intermediate Photography (3)
   Art 42 Color Photography (3)
B. Six (6) units required from this section .......... 6
   Art 1 Basic Freehand Drawing (2-3)
   Art 5A Life Drawing: Beginning (2-3)
   Art 5B Life Drawing: Intermediate (2-3)
   Art 42 Color Photography (3)
   Art 43A Advanced Color Photography (3)
C. Three (3) units required from this section ....... 3
   Art 31 History of Art (3)
   Art 12 History of Art (3)
   Art 45 Field Photography (1-2)
   Art 46 Special Topics in Photography (1-4)
   Art 57 Film Appreciation (3)
   Art 59 Video Production: Beginning (3-4)

TOTAL REQUIRED UNITS 19
**FIRE TECHNOLOGY**

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>1. Fire Protection Organization (3)</td>
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<tr>
<td>2. Fire Prevention Technology (3)</td>
</tr>
<tr>
<td>3. Fire Prevention Equipment/Systems (3)</td>
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<tr>
<td>5. Fire Behavior and Combustion (3)</td>
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**EMPHASIS WITHIN CULINARY ARTS**

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>1. Introduction to Hospitality Careers &amp; Human Relations (2)</td>
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<tr>
<td>2. Hospitality Laws and Regulations (2)</td>
</tr>
<tr>
<td>3. Safety &amp; Sanitation (1)</td>
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<tr>
<td>4. Restaurant Math (2)</td>
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<td>5. Kitchen Management (1)</td>
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<tr>
<td>6. Intro to Commercial Food Preparation (3)</td>
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<td>7. Commercial Food Preparation (3)</td>
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<tr>
<td>8. Dining Room Service and Management (2)</td>
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</tr>
<tr>
<td>10. Contemporary Cuisine: Introductory (3.5)</td>
</tr>
<tr>
<td>11. Introduction to Wines (2)</td>
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**TOTAL REQUIRED UNITS 20**

**FORESTRY**

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<tr>
<td>1. Environmental Conservation (3)</td>
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<tr>
<td>2. Introduction to Watershed Management (3)</td>
</tr>
<tr>
<td>3. Ecology and Use of Fire in Forest Ecosystems (2)</td>
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<tr>
<td>4. Natural History and Ecology (2)</td>
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<td>5. Nativi California Wildland (2)</td>
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**TOTAL REQUIRED UNITS 20**

**LIBERAL STUDIES**

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**TOTAL REQUIRED UNITS 20**

**HOSPITALITY MANAGEMENT**

**EMPHASIS IN HOTEL MANAGEMENT**

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**TOTAL REQUIRED UNITS 20**

**LANGUAGE ARTS**

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<tr>
<td>1. Reading and Composition: Advanced (3)</td>
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<tr>
<td>2. American Literature (3)</td>
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<tr>
<td>3. Survey of English Literature (3)</td>
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<td>5. Introduction to Shakespeare (3)</td>
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**TOTAL REQUIRED UNITS 18**

**HEALTH AND HUMAN PERFORMANCE**

**EMPHASIS IN RESTAURANT MANAGEMENT**

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**TOTAL REQUIRED UNITS 20**
AA/AS MAJORS

LIBERAL STUDIES (Continued)

MUSIC REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR:
A. Twenty (20) units required from this section ................................ 20
  Theory/Musicianship
  Music 4A Elementary Music商贸 (2)
  Music 48 Intermediate Music商贸 (2)
  Music 5A Intermediate Music商贸 (2)
  Music 58 Intermediate Music商贸 (2)
  Music 20A Elementary Music Theory (3)
  Music 20B Elementary Music Theory (3)
  Music 21A Intermediate Music Theory (3)
  Music 21B Intermediate Music Theory (3)
  Music 50A Applied Music (3)
  Music 51 Applied Music (3)
  Music 52 Applied Music (3)
  Music 53 Applied Music (3)
  Music 54 Applied Music (3)
  Music 56 Applied Music (1)
  It is suggested that students take private instruction every semester at Columbia College although only 4 units are required for transfer.

B. Four (4) units required from this section .................................... 4
  Music 50A Applied Music (3)
  Music 51 Applied Music (3)
  Music 52 Applied Music (3)
  Music 53 Applied Music (3)

C. Four (4) units required from this section .................................... 4
  Music 60 Choral (1)
  Music 64 Jazz Ensemble (2)
  Music 66 Community Chorus (3)
  Music 69 Madrigal Ensemble (1)
  Music 70 College Band (1)
  Music 72 Jazz Ensemble (3)
  Music 76 Community Orchestra (1)

D. Proficiency Required
  Voice Proficiency (for non-music majors; may be achieved independently through credit by examination or through the following courses
  Music 37 Elementary Voice (1)
  Piano Proficiency (for non-music majors; may be achieved independently through credit by examination or through the following courses
  Music 41B Intermediate Piano (1.5)

RECOMMENDED OPTIONAL COURSES:
Music 413 Intermediate Piano (1.5)  TOTAL REQUIRED UNITS 31

BIOLOGY

SCIENCE EMPHASIS IN BIOMEDICAL

RECOMMENDED OPTIONAL COURSES:
A. Sixteen (16) units required from this section ................................ 16
  Biol 2 Principles of Biology (4)
  Biol 4 Principles of Animal Biology (4)
  Biol 6 Principles of Plant Biology (4)
  Biol 10 Human Anatomy (4)
  Biol 17 Fundamentals of Biology (4)
  Three (3) units required from this section ..................................... 3
  Chem 1A General Chemistry (4) or higher
  *Any transferrable Earth Science course
  Math 5 Elements of Statistics (3)
  Math 16 Precalculus (6)
  Math 21A Calculus I (4)
  Math 21B Calculus II (4)
  Math 21C Calculus III (4)
  Physics 1 Conceptual Physics (3) or higher
  Three (3) units required from this section ..................................... 3
  Chem 1A General Chemistry (4) or higher
  *Any transferrable Earth Science course
  Math 5 Elements of Statistics (3)
  Math 16 Precalculus (6)
  Math 21A Calculus I (4)
  Math 21B Calculus II (4)
  Math 21C Calculus III (4)
  Physics 1 Conceptual Physics (3) or higher

SCIENCE EMPHASIS IN ENVIRONMENTAL SCIENCE

A. Ten (10) units required from this section ..................................... 10
  Biol 5 Physical Geography (4)
  Biol 6 Principles of Animal Biology (4)
  Biol 7 Principles of Plant Biology (4)
  Biol 17 Fundamentals of Biology (4)
  Four (4) units required from this section ..................................... 4
  Chem 1A General Chemistry (4)
  Chem 10 Fundamentals of Chemistry (4)
  Chem 1A General Chemistry (4)
  Phys 1 Conceptual Physics (3)
  Phys 1A General Physics (5)

TOTAL REQUIRED UNITS 22

Students planning to become Earth Science majors upon transfer to a four-year school should take Chem 1A and 1B, Math 18A, and Phys 5A and 5B while at Columbia College.
AA/AS MAJORS

SCIENCE

EMPHASIS IN PHYSICAL SCIENCE

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR: UNITS

Chem 18 General Chemistry (5)

TOTAL REQUIRED UNITS: 20

SOCIAL SCIENCE

EMPHASIS IN ANTHROPOLOGY

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR: UNITS

Anth 1 Physical Anthropology (3)

B. Three (3) units required from this section

Geog 12 Cultural Geography (3)

Hist 13 World Civilization: to 1650 (3)

Hist 16 United States: to 1877 (3)

Hist 17 United States: 1877 to Present (3)

D. Three (3) units required from this section

Hist 16 United States: to 1877 (3)

Hist 17 United States: 1877 to Present (3)

TOTAL REQUIRED UNITS: 18

SCIENCE or HUMANITIES

EMPHASIS IN HISTORY

REQUIRED

ACCEPTABLE COURSES WITHIN MAJOR: UNITS

Hist 13 World Civilization: to 1650 (3)

Hist 14 World Civilization: 1650 to Present (3)

Hist 16 United States: to 1877 (3)

Hist 17 United States: 1877 to Present (3)

Hist 11 History of California (3)

Hist 49 The Mother Lode (3)

Hist 55 The American Frontier (3)

Anth 2 Cultural Anthropology (3)

Psych 1 General Psychology (3)

Psych 30 Personal/Social Adjustment (3)

C. Three (3) units required from this section

Hist 13 World Civilization: to 1650 (3)

Hist 14 World Civilization: 1650 to Present (3)

Hist 16 United States: to 1877 (3)

Hist 17 United States: 1877 to Present (3)

D. Three (3) units required from this section

Anth 1 Physical Anthropology (3)

Anth 2 Cultural Anthropology (3)

Psych 1 General Psychology (3)

Psych 2 Current Issues in Psychology (3)

Psych 30 Personal/Social Adjustment (3)

Econ 10 Fundamentals of Economics (4)

Econ 11 Principles of Economics (4)

Socio 1 Introduction to Sociology (3)

Socio 2 American Society: Social Problems/Deviance (3)

Socio 5 Ethnicity & Ethnic Relations in America (3)

TOTAL REQUIRED UNITS: 18

LOWE DIVISION TRANSFER REQUIREMENTS

FOR PUBLIC CALIFORNIA FOUR-YEAR COLLEGES & UNIVERSITIES

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 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 campuses:

California State College, Bakersfield
California State University, Chico
California State University, Dominguez Hills
California State University, Fresno
California State University, Fullerton
California State University, Long Beach
California State University, Los Angeles
California State University, Monterey Bay
California State Polytechnic University, Pomona
California State University, Sacramento
California State University, San Bernardino
California State Polytechnic University, San Luis Obispo
California State University, San Marcos
California State University, Stanislaus
Humboldt State University
San Diego State University
San Francisco State University
San Jose State University
Sonoma 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 freshmen admission requirements (course and test scores) in effect when you graduated high school.

2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in 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 (48 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 sciences, 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 general education requirement in written communica-
tion and a course with a grade of C or better that meets the general education requirement in mathematics/quantitative reasoning OR the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English composition and mathematical concepts and quantitative reasoning. The course must be a general education math requirement or be above the level of intermediate algebra.

- A maximum of 70 semester (105 quarter) units earned in a community college may generally be transferred to the California State University and applied toward the baccalaureate degree. Students transferring with full certification of lower division general education requirements are allowed to have met 39 of the 48 unit requirement for the Bachelors Degree.

Students transferring without certification of general education must complete the pattern of courses required in the particular state university.

The CSU General Education Breadth Requirements (see pp. 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 course work. Transcripts must be received in sealed envelopes from each institution attended. You should keep personal copies of all transcripts and test scores for academic advising sessions and to complete the admission application.

If transferring with fewer than 56 transferable semester (84 quarter) units of study, you must also submit your high school transcript. Applicants with 56 or more transferable semester units may be accepted based on high school transcripts if admittance cannot be determined by the college or university transcripts.

Test Scores — Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college credit must submit test scores, unless exempt from either the Scholastic Assessment Test (SAT I) or the California College Board BOPS Office. SAT or ACT application which results in eligibility will delay processing of your application for regular admission.

Because the number of BOP places is limited, you should file your application forms early in the filing period. Before doing so, please consult with the BOPS Office at your campus. Required test scores for applications to the BOPS Office are:

- TOEFL (see the TOEFL section on previous page). (Minimum required score is 500)
- SAT I or ACT (see the SAT I or ACT section on previous page)

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 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 prior to entry and to comply with certain regulations for a merchant marine license. Cal Maritime will provide the necessary physical examination form.

Educational Opportunity Program (EOP) Admission Requirements — Each CSU campus has an Educational Opportunity Program for low-income undergraduate students who are disadvantaged because of their economic or educational background. EOP serves California residents who are not transferable. Transfer students may be considered for admission if they have a history of low income and need academic and financial assistance.

If you wish to be considered for admission through EOP, you must take the placement tests. In addition, you must complete and submit the forms included in the EOP Information and Supplementary Application booklet. The EOP booklet is available at each CSU campus EOP office and the Columbia College BOPS Office. EOP application which results in eligibility will delay processing of your application for regular admission.

If you choose to apply to more than one CSU campus, you must complete the application forms for each campus. The CSU assigns highest admission priority to California Community College transfer students who have completed the first two years of their baccalaureate program, including those applying for impacted programs. In addition, CSU campuses will make every effort to see that California Community College transfer students originally eligible for admission as first-time freshmen are admitted to their first choice CSU campus.

If time allows and enrollment capacities have not been reached, you may change your campus choice after filling your application by writing the campus you wish to attend.

Impacted Programs - The CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some majors are impacted at every campus where they are offered; others may be impacted only at some campuses. Applicants to impacted majors must file an application for admission during the first month of the filing period and will be subject to supplementary admission criteria. If you apply by mail, the postmark will be used to determine if you filed in the first month.

The CSU announces each fall the majors that are impacted. Information about the supplementary criteria is available at the campus of your choice, transfer students originally eligible for admission as first-time freshmen are admitted to their first choice CSU campus.

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

Last year, several programs were impacted at every CSU campus offering the programs. If you apply to one of these programs and are not accommodated, you can be redirected only in an alternate major that is not impacted.
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 impacted 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 January, and you should take the SAT no later than January if applying for fall admission. Please consult with the campus for further information. See the CSU undergraduate admissions application for a list of impacted programs.

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 with your planning. UC will not grant unit credit toward graduation for course work completed in excess of 70 lower division transferable semester units. (See also UC Transferable Course Agreement on page 52 and the Intersegmental General Education Curriculum (IGETC) 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 applicants than spaces available, each campus uses academic criteria alone—academic course work, grade point average, SAT or ACT results, achievement test scores—to select between students. Meeting the minimum requirements, therefore, is not enough to gain admission to many UC campuses and programs.

The selection criteria for each academic year described in the UC publication Introducing the University and some campus catalogs may be found in the Career/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 semester (typically late January) and the beginning of the spring semester (typically early January) overlap. Therefore, you often cannot transfer to the University for the winter quarter if you enroll in a community college or eligible applicant 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—and met all Subject, Scholarship, and Examination Requirement—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 satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of “C” or better in each of these required courses, and an overall “C” (2.0) average in all transferable college 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-f” 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 of them. Each major is particularly strong in a few units of the required high school course work except in mathematics and English.
   c. Complete one college course in mathematics, one in English, and one selected from either U.S. history, laboratory science, or language other than English. You must earn a grade of “C” or better in each course. All courses, with the exception of the 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 (originally on 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.
COLUMBIA 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 participating campus will be accepted in lieu of the comparable CAN courses on another participating campus. For example, CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. Check with the Counseling Office, departmental office, Career/Transfer Center, or Articulation Officer for current listings of CAN courses and campuses participating in the CAN system. A CAN catalog listing courses and campuses is published bimannually. The following Columbia College courses have been approved as CAN qualified as of the printing of this catalog:

California Articulation Number Effective
Number Columbia College Courses Date
CAN ANTH 2 ANTH 1, Cultural Anthropology 590
CAN ANTH 4 ANTH 2, Cultural Anthropology 590
CAN ART 2 ART 11, History of Art: Ancient & Medieval 590
CAN ART 4 ART 12, History of Art: Renaissance, Baroque, & Modern 590
CAN ART 8 ART 1, Basic Freehand Drawing 590
CAN ART 10 ART 21A, Painting: Beginning 590
CAN ART 14 ART 2, Basic Color & Design 590
CAN BIOL 2 BIO 2, Principles of Biology 590
CAN BIOL 4 BIO 4, Principles of Animal Biology 590
CAN BIOL 6 BIO 6, Principles of Plant Biology 590
CAN BIOL 10 BIO 10, Human Anatomy 590
CAN BIOL 12 BIO 12, Human Physiology 590
CAN BUS 2 BUSAD 1A, Principles of Accounting 590
CAN BUS 4 BUSAD 1B, Principles of Accounting 590
CAN CHEM 2 CHEM 1, General Chemistry 590
CAN CHEM 4 CHEM 1B, General Chemistry 590
CAN CSCI 10 CMCSP 40, Assembly Language 590
CAN CSCI 14 CMCSP 44, Language Programming 590
CAN CSCI 24 CMCSP 26, Advanced Programming 590
CAN CRIM 8 CRIM 4, Acting Fundamentals 590
CAN ECON 2 ECON 10, Principles of Economics 590
CAN ECON 4 ECON 11, Principles of Economics 590
CAN ENGL 1 ENGL 1A, Reading & Composition: Reg. 590
CAN ENGL 1 ENG 1B, Reading & Composition: Adv. 590
CAN ENGL 6 ENG 10, Creative Writing 590
CAN ENGL 14 ENG 17, American Literature 590
CAN ENGL 16 ENG 18, American Literature 590
CAN GEOG 2 GEOG 15, Physical Geography 590
CAN GEOG 4 GEOG 12, Cultural Geography 590
CAN GEOG 5 ESC 5, Physical Geography 590
CAN GOVT 2 POLSC 10, Constitutional Government 590

TRANSFER ADMISSION AGREEMENT (TAA)

Columbia College has available guaranteed admission agreements with the University of California campuses at Davis and Riverside, California State University, San Bernardino, California State University, Sacramento, the University of Southern California, and California State University, Los Angeles. The purpose of the TAA is to guarantee students admission to the university or college with which the TAA has been established. 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 to transfer (completion of 30 transferable units) to enrollment in the four year university or college to which the student is transferring. Students applying for admission through the TAA will be assigned a college admissions counselor. The counselor will provide and explain the admissions process. The counselor will ensure that the student has met the requirements for admission. The counselor will also provide any additional requirements.

TRANSFER CURRICULUM (IGETC) 1997-98

The Associate in Arts degree Transfer Curriculum (IGETC) will permit a student to transfer to a community college or a university in California without, or with the student's approval, fulfilling the lower-division general education requirements. IGETC is the current California General Education Pattern approved by the California State University and the University of California. Students should refer to UC or CSU catalogs for specific course requirements.

Full completion of the Interssegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer to a community college or to the University of California, or a California State University. The student must complete the IGETC pattern with the minimum number of units required. The IGETC will probably be the most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

The course requirements for all areas must be fully completed with a grade of "C" or better before the IGEC can be certified. A student must request an IGEC Certification from the Admissions and Records Office. Certification will be sent after the last semester is completed at Columbia College. Students should carefully select and complete IGETC courses as noted with asterisks and other information.

AREA 1 - ENGLISH COMMUNICATION

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

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

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

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

Speech 1

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester/4-5 quarter units

Mathematics 2, 6, 10, 12, 16, 18A, 18B, 18C, 24

AREA 3 - ARTS AND HUMANITIES

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

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

Humanities: English 11, 17, 18, 46, 47, 49, 50, Humanities 1, 2, 3, Philosophy 1, 2, 5

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

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

Group 1: Anthropology 1, 2, 15, Economics 10, 11 Geography 12, 18, History 11, 13, 14, 16, 17, 20 Political Science 10*, 12, 14, Psychology 1, 5 Sociology 1, 2, 5

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

At least 2 courses from at least two disciplines, one from Physical Sciences and one from Biological Sciences; at least one must include a laboratory (indicated by "L" in parentheses), 7-9 semester/9-12 quarter units

Physical Sciences: Chemistry 1A(L), 1B(L), 10(L), 20(L)

Earth Science 5(L), 30, 40, 45(L)

Physics 1*, 5A(L), 5B(L)

Biological Sciences: Biology 2L**, 4L(L), 6(L), 10L(L), 17L**, 60(L), 65(L)

LANGUAGE OTHER THAN ENGLISH

UC Requirement Only

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

Spanish 1B

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

At least two courses, one course from Group A and one course from Group B, 6 semester units. Courses used to meet this requirement may not also be used to satisfy requirements for IGETC in AREA 4.

Group A: Political Science 10*

Group B: History 10*, 17

* Courses designated with an asterisk may be counted in one area only

** Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

(L) Designates course with a laboratory.
**Course Descriptions**

**Course Information**

**Numbering of Courses**

1 to 99 are designated non-credit courses.

100 to 199 are designated Honors courses.

200 to 299 are designated baccalaureate level courses.

300 and above are designated lower-division courses.

400 to 499 are designated upper-division courses.

900 to 999 are designated graduate level courses.

**Prerequisites and Corequisites**

Prerequisites and corequisites are listed in each course description.

**Schedule of Classes**

Courses are listed in the Schedule of Classes for each academic term.

**Course Articulation With Other Colleges**

Courses that transfer to the California State University System (CSU) and/or the University of California System (UC) are designated in parentheses following the course description:

- (CSU) - Transfer to CSU System
- (UC) - Transfer to UC System
- (UC/CSU) - Transfer to both systems
- (UC under review)
- (UC) - Transfer credit limited
- (No transfer)

**Transferability of Courses**

Courses may be repeated for credit only if (1) the course is approved as repeatable by the appropriate UC department chair and admissions office or (2) the course is approved as repeatable by the appropriate UC department chair and admissions office.

**Credit Value**

Credit value is determined by the appropriate UC department chair and admissions office.

**Field Trips**

Field trips may be required in a number of courses.

**Non-Credit Courses**

Non-credit courses may vary by discipline (such as history) and may vary among UC campuses.

**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.

**Independent Study Courses: Special Topics**

Independent study courses may transfer as electives or other credit as preauthorized by the appropriate UC department chair and admissions office.

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**California Articulation Number System (CAN)**

Columbia College participates in the California Articulation Number System (CAN). 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 interests 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. Courses may be required in the College Catalog but are listed in the Schedule of Classes for each academic term.

3. **99/199 Courses: Independent Study**

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**Course Repetition**

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**Transfer Center Technician**

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.

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2. **98/198 Courses: Special Topics**

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<table>
<thead>
<tr>
<th>ART/PHOTOGRAPHY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 40 — PHOTOGRAPHY: Beginning</td>
</tr>
<tr>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>Laboratory: 3 hours</td>
</tr>
<tr>
<td>Introduction to the history, art, craft, and scope of color and black and white photography. Emphasis will be on the choice, types, and use of various cameras and lenses (special emphasis on the 35mm camera), camera work and handling, composition, and black and white darkroom procedures. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU) Field trips may be required.</td>
</tr>
</tbody>
</table>

| ART 41 — PHOTOGRAPHY: Intermediate |
| Recommended for Success: Art 40 |
| Lecture: 2 hours |
| Laboratory: 3 hours |
| Emphasis will be on refining camera work, composition, visual concepts; exposure and development of the negative, and printing skills in black and white. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU) Field trips may be required. |

| ART 42 — COLOR PHOTOGRAPHY: Slide Making and Positive Printing |
| Recommended for Success: Art 40 |
| Lecture: 2 hours |
| Laboratory: 3 hours |
| Development and printing of color slides. Includes the history and theory of color photography; a survey and analysis of slide films, color balance and temperature, exposure, film speed and push processing and related effects, positive printing. (CSU) Field trips may be required. May be repeated one time. |

| ART 44 — ADVANCED PHOTOGRAPHY |
| Laboratory |
| Recommended for Success: Art 40 |
| Laboratory: 5 hours |
| Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills. (CSU) May be repeated three times. |

<p>| ART 45 — FIELD PHOTOGRAPHY |
| Lecture: 5-1 hour |
| Laboratory: 1.5-3 hours |
| An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized. (CSU) Field trips are required. May be repeated three times. |</p>
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 1</td>
<td>INTRODUCTION TO AUTOMOTIVE TECHNOLOGY</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>AUTO 3</td>
<td>PREVENTIVE MAINTENANCE</td>
<td>1</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 15</td>
<td>ENGINE PERFORMANCE ELECTRICS</td>
<td>2</td>
<td>3</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 16</td>
<td>ENGINE REBUILDING</td>
<td>6</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 17</td>
<td>CARBURETION SYSTEMS</td>
<td>1</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 18</td>
<td>EMISSION CONTROL</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

**ART 48 — SPECIAL TOPICS IN PHOTOGRAPHY**

Recommended for Success: Art 40

Lecture: 3 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)

Field trips may be required.

May be repeated with different topics only.

**PHOTOGRAPHY/AUTOMOTIVE TECHNOLOGY**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
<th>Lecture Hours</th>
<th>Laboratory Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTO 20</td>
<td>COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS)</td>
<td>3</td>
<td>1.5</td>
<td>4.5</td>
</tr>
<tr>
<td>AUTO 21</td>
<td>CHARGING SYSTEMS</td>
<td>2</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 22</td>
<td>STARTING AND IGTION SYSTEMS</td>
<td>2</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 25</td>
<td>ELECTRONIC FUEL INJECTION (GENERAL MOTORS)</td>
<td>1</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 30</td>
<td>MANUAL TRANSMISSION REBUILDING</td>
<td>1</td>
<td>5</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 34</td>
<td>AXLES AND DRIVE LINES</td>
<td>1</td>
<td>1.5</td>
<td>5</td>
</tr>
<tr>
<td>AUTO 36</td>
<td>AUTOMOTIVE TRANSMISSIONs (GENERAL MOTORS)</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 40</td>
<td>AUTOMOTIVE BRAKING SYSTEMS</td>
<td>3</td>
<td>1.5</td>
<td>4.5</td>
</tr>
<tr>
<td>AUTO 44</td>
<td>FRONT-END ALIGNMENT</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 49</td>
<td>ELECTRICAL THEORY</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 50</td>
<td>GASOLINE ENGINE TUNE-UP</td>
<td>3</td>
<td>1.5</td>
<td>4.5</td>
</tr>
<tr>
<td>AUTO 51</td>
<td>CHARGING SYSTEMS</td>
<td>2</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 52</td>
<td>STARTING AND IGNITION SYSTEMS</td>
<td>2</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 53</td>
<td>LIGHTING AND CHASSIS ELECTRICKS</td>
<td>1</td>
<td>1</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTO 62</td>
<td>AIR CONDITIONING</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>AUTO 70</td>
<td>PRACTICAL LABORATORY</td>
<td>1-2</td>
<td>3-6</td>
<td>3-6</td>
</tr>
<tr>
<td>AUTO 72</td>
<td>SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY</td>
<td>3-5</td>
<td>3-5</td>
<td>3-5</td>
</tr>
</tbody>
</table>

**BIOL 2 — PRINCIPLES OF BIOLOGY**

Recommended for Success: Chem 10

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.

**BIOL 4 — PRINCIPLES OF ANIMAL BIOLOGY**

Recommended for Success: Can Biol 4

Lecture: 3 hours

Laboratory: 3 hours

A general zoology course for students majoring in related biological sciences. A survey of the animal kingdom including embryological, morphological, anatomical and evolutionary relationships of each of the animal groups. Dissection of animals is required. (UC/CSU)

Field trips are required.

**BIOL 6 — PRINCIPLES OF PLANT BIOLOGY**

Recommended for Success: Can Biol 6 or Biol 17 or equivalent

Lecture: 3 hours

Laboratory: 3 hours

A general botany course with emphasis on habitat, plant anatomy, morphology, physiology, and systematics of non-vascular and vascular plants. (UC/CSU)

Field trips may be required.

**BIOL 10 — HUMAN ANATOMY**

Lecture: 3 hours

Laboratory: 3 hours

An introduction to the study of the gross and microscopic structure of the human body. Lab work entails dissection of cats, microscopic work, and demonstrations on models. (UC/CSU)
**BIOLOGY/BUSINESS ADMINISTRATION**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 110</td>
<td>FIELD BIOLOGY</td>
<td>1-2</td>
<td></td>
<td>A laboratory course in biology to be held in natural surroundings. The study site will vary with the season. Natural history, ecology, and biology of the locale will be studied. (CSU) May be repeated three times.</td>
</tr>
<tr>
<td>BIOL 397</td>
<td>WILDFLOWERS</td>
<td>1</td>
<td></td>
<td>Survey of mushrooms of the Mother Lode with emphasis on mushroom taxonomy, identification, and differentiation of common edibles from poisonous fungi. The ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations. Field trips will be required. May be repeated two times.</td>
</tr>
<tr>
<td>BIOL 159</td>
<td>WILDFLOWERS</td>
<td>1-1.5</td>
<td></td>
<td>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 may be repeated three times.</td>
</tr>
<tr>
<td>BUSAD 109</td>
<td>BUSINESS ADMINISTRATION</td>
<td>1</td>
<td></td>
<td>The Business Administration Computer Applications Labs are scheduled during a variety of hours during each week throughout each semester. The lab provides instruction and assistance with assigned exercises in all types of Business Administration courses. By either acquiring the necessary software or by using programs installed on the network, business students are able to complete projects, homework, practice sets, reports, and generic applications in order to experience a well-rounded business curriculum. (CSU) Offered for Credit/No Credit grading only. Students who are business majors may repeat the lab each semester they are enrolled in business courses until they have completed the business program.</td>
</tr>
<tr>
<td>BUSAD 94A(H)</td>
<td>FINANCIAL ANALYSIS FOR DECISION-MAKING (HONORS)</td>
<td>2</td>
<td></td>
<td>This course serves as a comprehensive exercise that will test a wide variety of competencies learned by completion of the business program. Students will have an opportunity to participate as a business firm in competition with other firms in a simulated industry. The course emphasizes data gathering and interpretation, operations analysis, and decision making. It will include formal presentations, written exercises, and spreadsheet calculations that involve resource allocation and planning. This is an Honors course and is so designated in student records. (CSU)</td>
</tr>
</tbody>
</table>

**BUSINESS ADMINISTRATION**

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>BUSAD 1A</td>
<td>PRINCIPLES OF ACCOUNTING</td>
<td>4</td>
<td>BUS 14</td>
<td>Accounting principles and procedures, including set up and maintenance of an accounting system for sole proprietorships in either service or merchandising businesses. Indirect and direct cost accounting will include job order and process cost accounting, activity based costing systems, and JIT production. Cost-volume-profit analysis, budgeting, performance evaluation, decision making, and budgeting for capital expenditures using present value. (UC/CSU)</td>
</tr>
<tr>
<td>BUSAD 1B</td>
<td>PRINCIPLES OF ACCOUNTING</td>
<td>4</td>
<td>BUS 14</td>
<td>Accounting principles and procedures, including set up and maintenance of an accounting system for sole proprietorships in either service or merchandising businesses. Indirect and direct cost accounting will include job order and process cost accounting, activity based costing systems, and JIT production. Cost-volume-profit analysis, budgeting, performance evaluation, decision making, and budgeting for capital expenditures using present value. (UC/CSU)</td>
</tr>
<tr>
<td>BUSAD 25</td>
<td>JOB HUNTING STRATEGIES</td>
<td>5</td>
<td></td>
<td>Development of job hunting strategies. Effective use of tools and techniques necessary in the job search including the application, resume, letter of application and interview. Primarily for the student nearing graduation or currently looking for employment. Offered for Credit/No Credit grading only.</td>
</tr>
<tr>
<td>BUSAD 30</td>
<td>PRINCIPLES OF MARKETING</td>
<td>3</td>
<td></td>
<td>Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. (CSU)</td>
</tr>
<tr>
<td>BUSAD 40</td>
<td>PRINCIPLES OF MANAGEMENT</td>
<td>3</td>
<td></td>
<td>The functions of management, techniques of decision making and problem solving and methods used by the manager to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls. (CSU)</td>
</tr>
</tbody>
</table>
BUSAD 124 — RETAIL SALES AND ADVERTISING
Lecture: 3 hours
Fundamental principles and practices of sales with a critical look at the selling process and effectual techniques. A study of advertising techniques for overall market promotion including media, budgets, research, and ad layout.

BUSAD 150 — SMALL BUSINESS MANAGEMENT
Lecture: 3 hours
Small business operation with proper balance between business functions of purchasing, production, sales, finance, and the management function of planning, organizing, actuating, and controlling.

BUSAD 151 — FINANCE AND INVESTMENTS
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.

BUSAD 159 — INCOME TAX
Lecture: 2 hours
An introduction to income tax preparation and reporting based on the current requirements of the U.S. Internal Revenue Code that follows the Form 1040 format for individuals and expands briefly to partnerships and corporations.

BUSAD 160 — BASIC ACCOUNTING
Lecture: 4 hours
Basic accounting theory, principles and procedures as related to service and merchandising firms, with emphasis on the sole proprietorship. Double entry accounting, general and special journals/ledgers, worksheets, financial statements, adjustments, accruals and prepaid items, payroll, depreciation, analysis and interpretation of financial statements; completion of the basic accounting cycle.

BUSAD 161A — SMALL BUSINESS ACCOUNTING
Prerequisite: BUSAD 161A or equivalent
Lecture: 4 hours
Extension of the techniques learned in Business Administration 161A with more in depth treatment of receivables, notes, inventory and depreciation, and with the introduction of partnership and corporation accounting and statements of cash flow and financial analysis; also an introduction to managerial accounting for decision making, departmentalized, cost and manufacturing systems, planning and budgeting, and discussions of computer use in both financial and managerial phases.

BUSAD 163 — BUSINESS MATHEMATICS
Lecture: 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.

Office Technology
See Page 35 for Certificate Requirements

OFFTEC 5 — ELECTRONIC PRINTING CALCULATORS
Laboratory: 3 hours
Developing speed by touch on the 10 key pad. Practical instruction in the operations of an electronic calculator emphasizing business applications. (CSU)

OFFTEC 20 — MACHINE TRANSCRIPTION
Laboratory: 3 hours
Study and use of various transcribing machines, emphasizing the development of an employable skill in machine transcription, saleable business documents. (CSU)

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

OFFTEC 31 — OFFICE PROCEDURES AND TECHNOLOGY
Recommended for Success: OFFTEC 100
Lecture: 2 hours
Laboratory: 3 hours
Course will establish a foundation in office procedures, provide experience in integration of business skills and issues, and develop decision-making and team building skills. Students will participate in a variety of electronic office technologies and procedures. Experience will be gained in all aspects of the document cycle. Emphasis will be placed on oral and written communications including organization and research as well as presentations. Introduction to travel and conference planning, financial procedures, records management, and employment preparation. (CSU)

OFFTEC 40 — BEGINNING WORDPERFECT 6.1 FOR WINDOWS
Prerequisite: OFFTEC 100 or equivalent
Lecture: 2 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. (CSU) May be repeated one time.

OFFTEC 41 — INTERMEDIATE WORDPERFECT 6.1 FOR WINDOWS
Recommended for Success: OFFTEC 40
Lecture: 3 hours
Laboratory: 3 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. (CSU) May be repeated one time.

OFFTEC 42 — DESKTOP PUBLISHING
Recommended for Success: OFFTEC 41
Lecture: 2 hours
Laboratory: 3 hours
Introduction to general desktop publishing theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. (CSU) May be repeated once using upgraded version of software.

OFFTEC 50 — MEDICAL TERMINOLOGY
Laboratory: 3 hours
An introduction to basic word structure including word roots, prefixes and suffixes used in medical vocabulary; also specialized vocabulary for the various anatomical systems used by allied health fields. (CSU)
### Office Technology/Real Estate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 57</td>
<td>Gastroenterology Transcription</td>
<td>1 Unit</td>
</tr>
<tr>
<td>OFTEC 58</td>
<td>Pathology Transcription</td>
<td>1 Unit</td>
</tr>
<tr>
<td>OFTEC 59</td>
<td>Legal Transcription</td>
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<tr>
<td>OFTEC 60</td>
<td>Legal Office Procedures</td>
<td>2 Units</td>
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<tr>
<td>OFTEC 61</td>
<td>Legal Practice</td>
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<tr>
<td>CHEM 1A</td>
<td>General Chemistry (Can Chem 2)</td>
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<tr>
<td>RLEST 10</td>
<td>Legal Aspects of Real Estate</td>
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<td>RLEST 15</td>
<td>Real Estate Finance</td>
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<tr>
<td>RLEST 20</td>
<td>Real Estate Appraisal</td>
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<tr>
<td>CHEM 20</td>
<td>Conceptual Chemistry</td>
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### Child Development

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<tr>
<td>CHIL 1</td>
<td>Principles of Child Development</td>
<td>3 Units</td>
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<tr>
<td>CHIL 2</td>
<td>Observing and Recording the Behavior of Young Children</td>
<td>3 Units</td>
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<tr>
<td>CHIL 3</td>
<td>Practices in Child Development</td>
<td>3 Units</td>
</tr>
<tr>
<td>CHIL 5</td>
<td>Child Nutrition</td>
<td>2 Units</td>
</tr>
</tbody>
</table>

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**Course Descriptions**

- **OFTEC 57 — GASTROENTEROLOGY TRANSSCRIPTION**: Recommended for Success: Oftec 53B
  - Laboratory: 3 hours (Self-paced)
  - Transcription of gastroenterology reports including history and physicals, consultations, discharge summaries, emergency room records and operative reports. Includes medical treatments and GI procedures such as endoscopy and cholecystectomy. (CSU)

- **OFTEC 58 — PATHOLOGY TRANSSCRIPTION**: Recommended for Success: Oftec 53B
  - Laboratory: 3 hours (Self-paced)
  - Familiarization with pathology terminology. Transcription of gross and microscopic autopsies, microscopic descriptions of tissue specimens and diagnoses. (CSU)

- **OFTEC 59 — LEGAL TRANSCRIPTION**: Recommended for Success: Oftec 110
  - Laboratory: 6 hours (Self-paced)
  - Study of legal terminology and its relationship to transcriptions of specialized legal documents and legal correspondence. Electronic typewriters and/or computers are used. (CSU)

- **OFTEC 60 — LEGAL OFFICE PROCEDURES**: Recommended for Success: Oftec 110
  - Laboratory: 6 hours (Self-paced)
  - A comprehensive course for students who desire to become legal secretaries. General procedures in the law office will be introduced as well as instruction in the preparation of legal documents and introduction to the law library and legal research. (CSU)

- **OFTEC 61 — LEGAL PRACTICE**: Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
  - Provides students an opportunity to experience supervised employment in Office Technology. The student's employment must be related to educational or occupational goals. (CSU)

- **CHEM 1A — GENERAL CHEMISTRY (Can Chem 2)**
  - Laboratory: 3 hours
  - Survey of atoms, molecules, ions, chemical reactions, stoichiometry, chemical bonding, gases, liquids, solids, solutions, and thermodynamics. (UC/CSU)

- **RLEST 10 — LEGAL ASPECTS OF REAL ESTATE**: Recommended for Success: Math 101
  - A survey of chemical equilibria, acids and bases, thermodynamics, kinetics, electrochemistry, nuclear chemistry, inorganic chemistry, and organic chemistry. (UC/CSU)

- **RLEST 15 — REAL ESTATE FINANCE**: Recommended for Success: Math 101
  - 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 20 — REAL ESTATE APPRAISAL**: Recommended for Success: Math 101
  - Economic factors influencing real estate; real estate market and business cycles; commercial, industrial, and residential properties; urban real estate and renewal; regulations and land use. (CSU)

- **CHEM 20 — CONCEPTUAL CHEMISTRY**: Recommended for Success: Chem 10 or equivalent
  - A survey of chemical equilibria, acids and bases, thermodynamics, kinetics, electrochemistry, nuclear chemistry, inorganic chemistry, and organic chemistry. (UC/CSU)

- **CHIL 1 — PRINCIPLES OF CHILD DEVELOPMENT**: Recommended for Success: Child 1
  - 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)

- **CHIL 2 — OBSERVING AND RECORDING THE BEHAVIOR OF YOUNG CHILDREN**: Recommended for Success: Math 101
  - A survey of chemical equilibria, acids and bases, thermodynamics, kinetics, electrochemistry, nuclear chemistry, inorganic chemistry, and organic chemistry. (UC/CSU)

- **CHIL 3 — PRACTICES IN CHILD DEVELOPMENT**: 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 16 provides a supervised practicum for this course. (CSU)

- **CHIL 5 — CHILD NUTRITION**: Lecture: 2 hours
  - Basic nutritional needs of children from the prenatal period through adolescence. (UC/CSU)
CHILD DEVELOPMENT

CHILD 7 — CHILD HEALTH AND SAFETY
1 Unit
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 intervention. 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
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, carpentry and outdoor play are explored in cooperative projects. Readings and group discussion deepen understanding of fundamental math and science activities for children. For anyone—teachers, parents, recreation leaders—interested in fostering curiosity and exploration in children ages 3-10 years. (CSU)

CHILD 16 — PRACTICUM
1-3 Units
Prerequisite: Child 1 or equivalent
Laboratory: 3 hours equals 1 unit of credit
Lecture: 1 hour, Laboratory: 3 hours equals 2 units of credit
Laboratory: 1 hour, Laboratory: 6 hours equals 3 units of credit
Supervised practicum in the Columbia College Child Development Center 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, teach skills development, and other aspects of student teaching. (CSU) May be repeated one time.

CHILD 17 — ADULT SUPERVISION PRACTICUM
2 Units
Lecture: 1 hour
Laboratory: 3 hours
This course will provide students with the skills and techniques needed to supervise adults in a developmentally appropriate children's program. Meets the adult supervision requirement for the Child Development permit. (CSU)

CHILD 19 — EXCEPTIONAL NEEDS CHILDREN
3 Units
(formerly Child 18)
Lecture: 3 hours
A comprehensive overview for the child care provider who will work with young children with disabilities. Includes historical perspective, diversity issues, family partnerships, identifying and referring, caregiver strategies and administrative issues. (CSU)

CHILD 22 — CHILD, FAMILY, COMMUNITY
3 Units
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. Visits to local programs that serve young children and their families will be required. (CSU)

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

CHILD 27 — SCHOOL AGE CHILDREN
3 Units
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 of latch-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)
CMPSC 20 — C LANGUAGE PROGRAMMING 4 Units
(CAN CSCI 16)
Prerequisite: Math 100B or Math 101 or equivalent
Recommended for Success: Cmpsc 1
Lecture: 3 hours
Laboratory: 3 hours
Computer programming and program design using the C Language. Topics include language syntax, preprocessors, data types, conditions, structures, bit operations, pointers, interactive programming, and file input/output. (UC/CSU)

CMPSC 26 — ADVANCED C++ PROGRAMMING (CAN CSCI 24)
Prerequisite: Cmpsc 20 or equivalent
Lecture: 3 hours
Laboratory: 3 hours
Continuation of C Language computer programming syntax and concepts using C and C++. Topics include arrays and string processing, data structures, records, search/sort techniques, file pointers, linked lists, and advanced language programming. (UC/CSU)

CMPSC 30 — FINANCIAL WORKSHOPS 3 Units
ON COMPUTERS
Prerequisite: Cmpsc 1 or equivalent
Lecture: 2 hours
Laboratory: 3 hours
Spreadsheet applications on computers using Lotus 123 v. 2.4 and 3.4 Quatro Pro. Introduction to Excel 4.0 for Windows. Develop spreadsheets for financial statements, what-if analysis, databases, and other receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

CMPSC 31 — COMPUTERIZED ACCOUNTING 2 Units
(Peachtree)
Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent
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 32 — COMPUTERIZED ACCOUNTING 2 Units
(Quicken)
Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent
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
(Doc Easy)
Prerequisite: Cmpsc 1 or equivalent, and Busad 1A or Busad 161A or equivalent
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 49 — GEOGRAPHIC INFORMATION 1-3 Units
(Lab 3 hours)
Recommended for Success: Cmpsc 39 or Geogr 161A
Prerequisite: Cmpsc 1 or equivalent
Lecture: 1-3 hours
Introduction to basic GIS concepts which can support several different data sources. Emphasis will be on computer application software as the main vehicle for learning geometric information system developed by the US Corps of Engineers. Fundamental GIS concepts will be discussed and demonstrated in the classroom. Several 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)

CMPSC 59 — GEOGRAPHIC INFORMATION 1-3 Units
(GIS AND GLOBAL POSITIONING SYSTEMS)*
(Lab 3 hours)
Recommended for Success: Cmpsc 39 or Geogr 161A
Prerequisite: Cmpsc 1 or equivalent
Lecture: 1-3 hours
Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System base stations and rover units, combined with Geographic Information System software, to collect field data and produce maps for spatial analysis and decision-making purposes. The first six weeks will be spent learning ArcView software; the second six weeks will be spent learning to use Ashtech GPS units; and the last six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. (CSU)

CMPSC 60 — INTRODUCTION TO GIS - ArcCAD
(Lab 3 hours)
Recommended for Success: Cmpsc 59 or Geogr 59, but not both
Prerequisite: Cmpsc 1 or equivalent
Lecture: 3 hours
Introduction to basic GIS concepts which can support several different data sources. Emphasis will be placed on learning the design of Geographic Information System software which will permit specific types of queries. (CSU)

CMPSC 65 — GIS APPLICATIONS* 3 Units
Recommended for Success: Cmpsc 60
Prerequisite: Cmpsc 1 or equivalent
Lecture: 3 hours
May be repeated two times.*Credit may be earned for either Cmpsc 65 or Geogr 65, but not both.

CMPSC 70 — INTRODUCTION TO RASTER-BASED GIS SYSTEMS* 3 Units
Recommended for Success: Cmpsc 70
Prerequisite: Cmpsc 1 or equivalent
Lecture: 3 hours
May be repeated two times.*Credit may be earned for either Cmpsc 70 or Geogr 70, but not both.

CMPSC 117 — PAYROLL ACCOUNTING 3 Units
Prerequisite: Cmpsc 1 or equivalent
Lecture: 3 hours
Designed to allow the student to develop a thorough understanding of the purpose, procedures, and current techniques used in a payroll system.
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<th>Course Title</th>
<th>Units</th>
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<td>DRAFT 11</td>
<td>MACHINE DRAFTING</td>
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<td>DRAFT 20</td>
<td>MAPPING</td>
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<td>DRAFT 50</td>
<td>COMPUTER ASSISTED</td>
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<td>WELDMENTS, STRUCTURAL 3 Units</td>
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<td>DRAFT 40</td>
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<td>DRAFT 45</td>
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ECONOMICS

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

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

EMERGENCY MEDICAL SERVICES
See Page 32 for Certificate Requirements

EMS 11 — PRE-PARAMEDIC TRAINING
Prerequisite: Possession of a valid EMT-1 certificate or equivalent
Lecture: 3 hours
Laboratory: 3 hours
Provides prerequisites needed for entry into a Paramedic Training program. An intensive course dealing with anatomy, physiology, pharmacology, and EKG interpretation, and their relationship in the pre-hospital environment. Current EMT certification is required. Two or more years of pre-hospital work experience is strongly recommended. A class entrance exam will be administered on the first evening of class. (CSU) May be repeated one time.

EMS 13 — ADVANCED FIRST AID AND EMERGENCY CARE
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
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. Servs as an excellent ACLS review and/or prepares students for paramedic training program. Meets requirements for "Monitor Technician" at many health care facilities. (CSU) May be repeated three times.

EMS 50 — SPECIAL TOPICS IN EMS
Lecture: 5-3 hours and/or
Laboratory: 1.5-3 hours
Various field and classroom courses limited to particular emergency medical services topics, such as Aeromedical 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, Prehospital Trauma Life Support, and guest lecture forum. (CSU) May be repeated with different topics only. Field trips may be required.

ECONOMICS

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(CAN ECON 4) 4 Units
Lecture: 4 hours
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ENGLISH

ENG 1C — CRITICAL REASONING AND WRITING
Prerequisite: Eng 1A or equivalent
Lecture: 3 hours
Designed to develop critical thinking, reading, and writing beyond the level taught in English 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition.
(U/C/SU)

ENG 10 — CREATIVE WRITING (CAN ENGL)
Prerequisite: Eng 1A or equivalent
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
Prerequisite: Eng 151 or equivalent
Lecture: 2.5 hours
Lab: 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 (CAN ENGL)
Prerequisite: Eng 1A or equivalent
Recommended for Success: Eng 1B
Lecture: 3 hours
A study of American literature from its beginning to the late nineteenth century. Reading, analyzing, and discussion of the major literary trends and authors of the time, including Emerson, Thoreau, Poe, Hawthorne, Melville, Whitman, and Dickinson.
(U/C/SU)

ENG 18 — AMERICAN LITERATURE (CAN ENGL)
Prerequisite: Eng 1A or equivalent
Recommended for Success: Eng 1B
Lecture: 3 hours
A study of American literature from the late nineteenth century to the present. Reading, analyzing, and discussion of the major literary trends and authors of the time, including Twain, James, Crane, Frost, Eliot, and Faulkner as well as a diverse group of contemporary writers. (U/C/SU)

ENG 46 — SURVEY OF ENGLISH LITERATURE
Prerequisite: Eng 1A or equivalent
Recommended for Success: Eng 1B
Lecture: 3 hours
Continues the Survey of English Literature and provides an introduction to the works of significant authors of the 19th and 20th Centuries. (U/C/SU)

ENG 47 — SURVEY OF ENGLISH LITERATURE
Prerequisite: Eng 1A or equivalent
Recommended for Success: Eng 1B
Lecture: 3 hours
English literature of the 19th and 20th Centuries. (U/C/SU)

ENG 49 — CALIFORNIA LITERATURE
Prerequisite: Eng 1A or equivalent
Recommended for Success: Eng 1B
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, Jeffer's to the naturalism of Muir. Will also include writings from the Carmel cadre, the San Francisco Beat writers, to contemporary writers including Segrer, Yamamoto, Soto, Haslam, Tan, Didion, Rose, Miles, and Valdez. The approach will emphasize the rich ethnic diversity that has contributed to our literary heritage. (U/C/SU)

ENG 50 — INTRODUCTION TO SHAKESPEARE
Prerequisite: Eng 1A or equivalent
Recommended for Success: Eng 1B
Lecture: 3 hours
An introduction to the representative works by Shakespeare including the characteristics of the different genres-comedy, history, and tragedy, and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied. (U/C/SU)

ENG 95A — SERVICE LEARNING I IN ENGLISH
Lecture: 1 hour
Lab: 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 minimum for 198 hours and attend 18 hours of lecture. (CSU)

ENG 95B — SERVICE LEARNING II IN ENGLISH
Lecture: 1 hour
Lab: 3 hours
Continuous the Service Learning Experience with a mentoring component in which Service Learning I students mentor Service Learning II students. (CSU) May be repeated three times.

ENG 151 — PREPARATION FOR COLLEGE READING AND COMPOSITION
Prerequisite: Eng 250
Recommended for Success: Eng 250
Lecture: 4 hours
Developing writing skills. Students will implement writing process strategies in the production of 500-750 word essays. A course will emphasize techniques for developing descriptive, narratove, and expository essays, while demonstrating control over structural components of writing. Reading skills as they relate to writing will be developed in conjunction with writing assignments. Instruction will include using word processing for writing. Satisfactory completion of this course will prepare students for English 1A. Note: Concurrent enrollment in Writing Skills Workshop (Eng 249) will facilitate success in English 151.

ENG 249 — WRITING SKILLS WORKSHOP
Co-requisite: Concurrent enrollment in Eng 151 or Eng 250
Lecture: 1 hour
Individual assistance for students enrolled in English 151 or English 250. Students will be assisted with prewriting, revision and proofreading strategies. The focus will be on encouraging students to identify their specific problems when completing writing assignments for English 151/250.

ENG 250 — ENGLISH FUNDAMENTALS
Formerly Eng 150
Lecture: 3 hours
Fundamentals of writing process. Emphasis will be on improving writing fluency and grammatical skills; developing sentence structure and strategies within the context of brief 250-500 word essays. Instruction will include using word processing for writing.

ENGLISH/FIRE TECHNOLOGY

FIRE 1 — FIRE PROTECTION ORGANIZATION
Prerequisite: Fire 1 or equivalent
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
Prerequisite: Fire 1 or equivalent
Lecture: 3 hours
Fundamental information regarding the history and philosophy of fire prevention; 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
Prerequisite: Fire 1 or equivalent
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
Prerequisite: Fire 1 or equivalent
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
Prerequisite: Fire 1 or equivalent
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
Prerequisite: Fire 1 or equivalent
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)

ENGLISH/FIRE TECHNOLOGY

FIRE 2 — FIRE PREVENTION TECHNOLOGY
Prerequisite: Fire 1 or equivalent
Lecture: 3 hours
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Prerequisite: Fire 1 or equivalent
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 TECHNOLOGY/FOREIGN LANGUAGE/FORESTRY/FORESTRY TECHNOLOGY**

**FIRE 29A — DRIVER/OPERATOR TRAINING 1A** 1 Unit  
Prerequisite: Fire 101 or Firefighter I certificate or Volunteer firefighter certification or equivalent  
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 101 or Firefighter I certificate or Volunteer firefighter certification or equivalent  
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** 5-3 Units  
Lecture: 5-3 hours  
Laboratory: 1.5-3 hours  
Various topics in Fire Technology will be covered to meet individual and agency needs. Emphasis on specialized development of skills and knowledge, district planning, development and implementation of training and fire ground evolutions.  
(CSU)

**FIRE 97 — WORK EXPERIENCE IN FIRE TECHNOLOGY** 1-4 Units  
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.  
75 hours paid employment equals 1 unit of credit  
60 hours unpaid employment equals 0.5 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 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 96, page 100.

**FIRE 101 — FIREFIGHTER I ACADEMY** 12 Units  
(Formerly Fire 101/1A)  
Prerequisite: Fire 1 or equivalent  
Lecture: 12 hours  
Basic Firefighter Academy includes: firefighter safety, use and maintenance of tools and equipment, emergency scene operations, basic fire prevention and investigation.  
(Partial fulfillment of requirements for California State Board of Fire Services, "Firefighter I Certification.")

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

**FOREIGN LANGUAGE** (See Spanish)

**FORESTRY**

**FORES 1 — INTRODUCTION TO PROFESSIONAL FORESTRY** 3 Units  
Lecture: 3 hours  
Survey of the major U.S. forest regions and significant forest history events. Forestry practices, woody utilization and applied technology.  
Field trips are required.

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

**FORESTRY TECHNOLOGY**  
See Page 33 for Certificate Requirements

**FORTC 162 — APPLIED FOREST INVENTORY** 2 Units  
Lecture: 1 hour  
Laboratory: 3 hours  
Techniques of forest inventory including cruising, scaling, and evaluation; field tabulation and computation methods; location and inventory of a given forest property in the field including property corners and boundaries; inventory of timber and other natural resource uses of property.  
Field trips are required.

**FOREST TECHNOLOGY**

**FORESTRY TECHNOLOGY/GEOGRAPHY**

**GEOGR 59 — GEOGRAPHIC INFORMATION** 1-3 Units  
AND GLOBAL POSITIONING SYSTEMS  
Lecture: 1-3 hours  
Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System base stations and rover units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. The first six weeks will be spent learning ArcView software; the second six weeks will be spent learning to use Ashtech GPS units; and the last six weeks will be spent learning to design and carry out a research project merging GIS and GPS technologies.  
(CSU)

**GEOGR 60 — INTRODUCTION TO GIS** 3 Units  
-ArcCAD-  
Lecture: 3 hours  
Introduction to basic GIS concepts which can support the various GIS software programs currently available. Students will be introduced to the ArcCAD software package as the main vehicle for learning GIS. GIS coversages and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coversages which will permit specific type data queries.  
(CSU)  
*Credit may be earned for either GeoGr 60 or Cmpsc 60, but not both.*

**GEOGR 65 — GIS APPLICATIONS**  
*Recommended for Success: GeoGr 60*  
Lecture: 3 hours  
Introduction to practical applications of GIS software, hands-on digitalization, and 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 two times.*  
*Credit may be earned for either GeoGr 65 or Cmpsc 65, but not both.*

**GEOGR 70 — INTRODUCTION TO RASTER-BASED GIS SYSTEMS** 3 Units  
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-CAST. Students should have some familiarity with maps, UNIX, statistics and Algebra.  
(CSU)  
*May be repeated two times.*  
*Credit may be earned for either GeoGr 70 or Cmpsc 70, but not both.*

**GEOGR 85 — GIS-ArcView** 1 Unit  
Lecture: 1 hour  
Introduction to practical application of ArcView software: visualization of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in displaying, analyzing, and plotting a standard ArcView GIS application.  
(CSU)  
Offered for Credit/No Credit grading only.  
*Credit may be earned for either GeoGr 58 or Cmpsc 58, but not both.*
GUIDE 01A—PRINCIPLES OF LEADERSHIP
Prerequisite: Guide 01A or equivalent
Lecture: 1 hour
Further development of leadership skills with emphasis on problem solving, group dynamics and more effective time management techniques. (CSU)
Offered for Credit/No Credit grading only.

GUIDE 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 Columbia College.

GUIDE 101—OCCUPATIONAL EXPLORATION
1 Unit
Lecture: 1 hour
An introduction to occupational exploration with an emphasis on Career Center resources, personal interests, values, and skills. Includes instruction in decision-making as it relates to the development of occupational educational plans.
Offered for Credit/No Credit grading only.

GUIDE 102—NOTE TAKING
Lecture: 3 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.
Offered for Credit/No Credit grading only.

GUIDE 103—TIME MANAGEMENT
Lecture: 1 hour
The course is designed to familiarize the student with techniques of effective time management including an analysis of the effects of personal attitudes and choices. Topics include goal setting strategies for success. Offered for Credit/No Credit grading only.

GUIDE 107—INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS
Prerequisite: Guide 10A or equivalent
Lecture: 1.5 hours
Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict resolution. Designed for non-professional and para-professional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. (CSU)
Offered for Credit/No Credit grading only.

GUIDE 108—INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS
3 Units
Offered for Credit/No Credit grading only.

GUIDE 109—COLLEGE SUCCESS
Lecture: 3 hours
Written and verbal communication, with an emphasis on the use of the help center and the development of a successful educational program. Emphasis on the study of the institutions of higher education, the development of educational objectives, assessment of personal and educational needs, and the planning and implementation of strategies for academic success.
Offered for Credit/No Credit grading only.

GUIDE 110—INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS
Prerequisite: Guide 10A or equivalent
Lecture: 1.5 hours
Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict resolution. Designed for non-professional and para-professional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. (CSU)
Offered for Credit/No Credit grading only.

GUIDE 111—INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS
Prerequisite: Guide 10A or equivalent
Lecture: 1.5 hours
Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict resolution. Designed for non-professional and para-professional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. (CSU)
Offered for Credit/No Credit grading only.

GUIDE 112—INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS
Prerequisite: Guide 10A or equivalent
Lecture: 1.5 hours
Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict resolution. Designed for non-professional and para-professional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. (CSU)
Offered for Credit/No Credit grading only.

GUIDE 113—INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS
Prerequisite: Guide 10A or equivalent
Lecture: 1.5 hours
Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict resolution. Designed for non-professional and para-professional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. (CSU)
Offered for Credit/No Credit grading only.

GUIDE 114—INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS
Prerequisite: Guide 10A or equivalent
Lecture: 1.5 hours
Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict resolution. Designed for non-professional and para-professional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. (CSU)
Offered for Credit/No Credit grading only.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-HP 15A</td>
<td>BALLET</td>
<td>.5-1.5</td>
<td>Introduction to fundamental classical technique, including basic concepts, positions, and combinations 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.</td>
</tr>
<tr>
<td>H-HP 15B</td>
<td>CARDIAC FAMILY FITNESS</td>
<td>1 Unit</td>
<td>Lecture: 1 hour Laboratory: 3-6 hours A continuation of H-HP 15A with emphasis on developing a higher level of cardiovascular functional capacity and reducing the risk factors associated with coronary artery disease. Must be a member of enrolled cardiac student's family. (CSU) May be repeated three times.</td>
</tr>
<tr>
<td>H-HP 20</td>
<td>DANCE SURVEY</td>
<td>2 Units</td>
<td>Lecture: 1 hour Laboratory: 3 hours Introduction to the fundamentals of dance movement, including ballet, jazz, contemporary, and folk. Participatory work will be supplemented with lectures on the history and development of each style along with videotapes of dance performances. (UC/CSU)</td>
</tr>
<tr>
<td>H-HP 21</td>
<td>BALLET</td>
<td>.5-1.5</td>
<td>Activity: 1.5-4.5 hours Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with ballet as an expressive art form while developing strength, flexibility, and coordination. (UC/CSU) May be repeated one time.</td>
</tr>
<tr>
<td>H-HP 23A</td>
<td>CONTEMPORARY DANCE I</td>
<td>.5-1.5</td>
<td>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.</td>
</tr>
<tr>
<td>H-HP 23B</td>
<td>CONTEMPORARY DANCE II</td>
<td>.5-1.5</td>
<td>Prerequisite: H-HP 23A or equivalent Activity: 1.5-4.5 hours Contemporary dance technique at the intermediate level with emphasis on developing artistic competence, performance skills, and basic choreographic concepts. (UC/CSU) May be repeated one time.</td>
</tr>
<tr>
<td>H-HP 25A</td>
<td>JAZZ DANCE I</td>
<td>.5-1.5</td>
<td>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.</td>
</tr>
<tr>
<td>H-HP 25B</td>
<td>JAZZ DANCE II</td>
<td>.5-1.5</td>
<td>Prerequisite: H-HP 25A or equivalent 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.</td>
</tr>
<tr>
<td>H-HP 27</td>
<td>CHOREOGRAPHY</td>
<td>3 Units</td>
<td>Lecture: 2 hours Activity: 3 hours A comprehensive exploration of choreography fundamentals through a sequential progression of movement experiences designed to develop the creative potential and provide a fuller understanding of the creative process. (UC/CSU) May be repeated three times.</td>
</tr>
<tr>
<td>H-HP 28</td>
<td>DANCE PRODUCTION</td>
<td>2 Units</td>
<td>Recommended for Success: H-HP 23A or H-HP 25A or H-HP 27, or previous dance training 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.</td>
</tr>
<tr>
<td>H-HP 29</td>
<td>THEATRE PRODUCTION: Dance Emphasis</td>
<td>1 Unit</td>
<td>Laboratory: 3-6 hours Directed activities in theatre production for public performance with a concentration in dance. (UC/CSU) May be repeated three times.</td>
</tr>
<tr>
<td>H-HP 32</td>
<td>BASKETBALL: Men's Rules</td>
<td>.5-1.5 Units</td>
<td>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.</td>
</tr>
<tr>
<td>H-HP 34</td>
<td>BASKETBALL: Advanced Theory and Practice</td>
<td>2 Units</td>
<td>Lecture: 1 hour Activity: 3 hours recommended for success: H-HP 32 or equivalent Activity: 1.5-4.5 hours Instruction and practice in skills, rules and strategy. (UC/CSU) May be repeated two times.</td>
</tr>
<tr>
<td>H-HP 39</td>
<td>INTRAMURAL ATHLETICS</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours Organized competition for school championships in a variety of sports. Fall - Volleyball, Basketball, Table Tennis; Spring - Basketball, Table Tennis, Paddle Ball, Tennis, Golf, and a variety of other activities. (UC/CSU) May be repeated three times.</td>
</tr>
<tr>
<td>H-HP 40</td>
<td>RACQUET SPORTS</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours An introductory level course with instruction and participation in badminton, paddle tennis, and tennis. Each activity is taught for six weeks and provides the student with instruction in basic skills, rules, and strategies of each of the above activities. (UC/CSU) May be repeated three times.</td>
</tr>
<tr>
<td>H-HP 47 A</td>
<td>SOCCER I</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours Instruction, practice, and participation in game play. Emphasis on rules, individual skills, and strategy in the field. (UC/CSU) May be repeated three times.</td>
</tr>
<tr>
<td>H-HP 47 B</td>
<td>SOCCER II</td>
<td>.5-1.5 Units</td>
<td>Prerequisite: H-HP 47 A or equivalent 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/CSU) May be repeated three times.</td>
</tr>
</tbody>
</table>
HEALTH and HUMAN PERFORMANCE/HISTORY

**H-HP 60 — HEALTH AND FITNESS EDUCATION**
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)

**H-HP 62 — SAFETY AND FIRST AID EDUCATION**
Lecture: 2 hours
Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. (UC/CSU)

May be repeated three times.

**H-HP 65 — STRESS MANAGEMENT**
Lecture: 1 hour
Overview of the psychological, physiological, sociological and behavioral dynamics underlying the management of the human stress response. Also includes the history of stress management, life-style choices, relaxation training (including biofeedback), and interpersonal communication techniques. (CSU)

**H-HP 68 — VARSITY GOLF (COED)**
Co-requisite: 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 82 — VARSITY BASKETBALL**
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 160 — CARDIOPULMONARY RESUSCITATION**
Lecture: 5 hours
Information necessary to develop the student's first aid knowledge, skills, and judgment to provide basic life support until the victim recovers or until advanced life support is available.

Offered for Credit/No Credit grading only.

May be repeated three times.

**HEALTH OCCUPATIONS**

**HL-OCE 10 — WORK EXPERIENCE IN HEALTH OCCUPATIONS**
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.

75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit

Provides students an opportunity to experience supervised employment in Health Occupations. The student's employment must be related to educational or occupational goals. (CSU)

Offered for Credit/No Credit grading only.

May be repeated for no more than a total of 16 units of credit 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 100.

**HIST 11 — HISTORY OF CALIFORNIA**
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**
Lecture: 3 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**
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**
Lecture: 3 hours
Survey of the 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 the Colonial life, the Revolutionary War, Constitutional Development, Westward Expansion, and the Civil War. Particular 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)

**HIST 17 — UNITED STATES: 1877 to Present**
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)

With Polc 10 meets the California State requirement in American History.

**HIST 20 — AFRICAN-AMERICAN HISTORY**
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-Emancipation America through the twentieth century. This course is designed to meet an ethnic requirement. (UC/CSU)

**HIST 49 — THE MOTHER LODE**
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

**HPMG 97 — WORK EXPERIENCE IN HOSPITALITY MANAGEMENT**
Prerequisite: Must be enrolled in at least seven (7) 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 Wkexp 96, page 100.

**HPMG 102 — INTRODUCTION TO HOSPITALITY CAREERS AND HUMAN RELATIONS**
Lecture: 3 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.

1.5 Units

**HPMG 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 in scope. 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.

2 Units

**HPMG 112 — FRONT OFFICE MANAGEMENT/ 2 Units**
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.
HPMGT 114 — INTRO TO MAINTENANCE AND HOUSEKEEPING
Lecture: 1.5 hours
Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.

HPMGT 120 — SAFETY AND SANITATION
1 Unit
Lecture: 1 hour
Sanitation and safety principles and practices for the food service professional. Provides ServSafe certification from the National Restaurant Association.

HPMGT 122 — RESTAURANT MATH
5 Units
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.

HPMGT 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.

HPMGT 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: competitive 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.

HPMGT 133A — INTRO TO COMMERCIAL FOOD PREPARATION
3 Units
Co-requisite: Hpmgt 120 and Hpmgt 122 or equivalent
Lecture: 1.5 hours
Laboratory: 4.5 hours

HPMGT 133B — COMMERCIAL FOOD PREPARATION
4 Units
Prerequisite: Hpmgt 133A or equivalent
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.

HPMGT 134 — COMMERCIAL BAKING: Beginning
2 Units
Co-requisite: Hpmgt 120 and Hpmgt 122 or equivalent
Lecture: 2 hours
Focus is on the restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.

HPMGT 135 — COMMERCIAL BAKING: Advanced
2 Units
Prerequisite: Hpmgt 134 or equivalent
Lecture: 2 hours
Focus is on the restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.

HPMGT 136 — DINING ROOM SERVICE AND MANAGEMENT
2 Units
Co-requisite: Hpmgt 120 and Hpmgt 122 or equivalent
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.

HPMGT 140A — CONTEMPORARY CUISINE: Introduction
3.5 Units
Prerequisite: Hpmgt 133B or equivalent
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, saute, and grill.

HPMGT 140B — CONTEMPORARY CUISINE: Advanced
3.5 Units
Prerequisite: Hpmgt 140A or equivalent
Lecture: 1.5 hours
Laboratory: 6 hours
Explores the subject of seasonal menu development in the contemporary American kitchen. The course objective is to develop the students' level of understanding and technical proficiency and prepare them for lead positions in pastry, pantry, saute, and grill.

HPMGT 141 — RESTAURANT DESSERTS
2 Units
Prerequisite: Hpmgt 134 or equivalent
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.

HPMGT 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'oeuvres, canapés, sauces, salads, force meats, patés, tray presentations, tables, setups, room setups, and food show competitions.

HPMGT 144 — BEVERAGE MANAGEMENT
3 Units
Prerequisite: Hpmgt 140A or equivalent
Lecture: 1.5 hours
Laboratory: 3 hours
Study of all aspects of beverage management and alcohol knowledge. Emphasis on 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.

HPMGT 147 — BEVERAGE MANAGEMENT
2 Units
Lecture: 2 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 TRAVEL-TOURISM INDUSTRY/TOURS
2 Units
Lecture: 2 hours
Field trips may be required.

FIELD TRIPS MAY BE REQUIRED.
HUMANITIES/INDEPENDENT STUDY/JOURNALISM/MATHEMATICS

HUMAN 2—MODERN CULTURE
3 Units
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 procedures.

JOURNALISM
JRNAL 1—INTRODUCTION TO JOURNALISM
3 Units
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, and interviewing. (CSU)

JRNAL 1B—NEWSPAPER PRODUCTION
2 Units
Lecture: 3 hours
Laboratory: 3-4 hours
Production of the campus newspaper, including writing, editing, advertising sales and layout, page design and paste-up preparation for printing. (CSU) May be repeated three times.

MATHEMATICS
MATH 2—ELEMENTS OF STATISTICS
(CAN STAT 2)
3 Units
Prerequisite: Math 103B, Math 104 or equivalent
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 2 hours
Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests. Satisfies high school math deficiency for UC admission. (UC/Csu)

MATH 6—MATHEMATICS FOR LIBERAL ARTS STUDENTS
3 Units
Prerequisite: Math 103B, Math 104 or equivalent
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 103B, Math 104 or equivalent
Lecture: 3 hours
Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometric identities, graphs, and logarithms. Satisfies high school math deficiency for UC admission. (UC/Csu)

MATH 10—COLLEGE ALGEBRA
3 Units
Prerequisite: Math 103B, Math 104 or equivalent
Lecture: 3 hours
Extension of algebraic concepts; includes quadratic 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 103B, Math 104 or equivalent
Lecture: 3 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
(CAN MATH 16)
6 Units
Prerequisite: Math 103B, Math 104 or equivalent
Recommended for Success: Math 8
Lecture: 6 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 10A—ALGEBRA I: FUNDAMENTALS
3 Units
First Half
Prerequisite: Math 202 or Skilled 202 or equivalent
Lecture: 3 hours
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 10B—ALGEBRA I: FUNDAMENTALS
3 Units
Second Half
Prerequisite: Math 100A or equivalent
Lecture: 3 hours
This course is equivalent to the second half of Math 101, allowing the student more study time for the course topics. Completion of both Math 100A and Math 100B is equivalent to completion of Math 101.

MATH 101—ALGEBRA I: FUNDAMENTALS
6 Units
Prerequisite: Math 202 or Skilled 202 or equivalent
Lecture: 6 hours
Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

MATH 103A—ALGEBRA II: MODELING
3 Units
First Half
Prerequisite: Math 100B, Math 101 or equivalent
Lecture: 3 hours
A study of mathematical modeling with linear and absolute value functions through verbal, numerical, algebraic and graphical representations. Other topics include systems of linear equations, inequalities and rational exponents. The use of graphing calculators is required. This course with Math 103B is prerequisite to undergraduate transfer general education mathematics courses.

MATH 103B—ALGEBRA II: MODELING
3 Units
Second Half
Prerequisite: Math 103A or equivalent
Lecture: 3 hours
A study of mathematical modeling with quadratic, exponential and logarithmic functions through verbal, numerical, algebraic and graphical representations. Other topics include systems of nonlinear equations, inequalities and inverse functions. The use of graphing calculators is required. This course with Math 103A is prerequisite to undergraduate transfer general education mathematics courses.

MATH 104—ALGEBRA II: MODELING
6 Units
Prerequisite: Math 100B, Math 101 or equivalent
Lecture: 6 hours
A study of mathematical modeling with linear, absolute value, quadratic, exponential and logarithmic functions through verbal, numerical, algebraic and graphical representations. Other topics include systems of linear and nonlinear equations, linear and nonlinear inequalities and rational exponents. The use of graphing calculators is required. This course is prerequisite to undergraduate transfer general education mathematics courses.

MATH 108A—CALCULUS I: DIFFERENTIAL CALCULUS
(CAN MATH 18)
6 Units
Prerequisite: Math 15, or Math 8 and Math 10, or equivalent
Lecture: 6 hours
Numerical, graphic and algebraic exploration of the rate of change of a function, including trigonometric, exponential and logarithmic functions. Topics include families of functions, the concepts of limits, continuity, and the derivative, derivative formulas, implicit differentiation, applications of derivatives, Newton's method, and an introduction to concepts and applications of the definite integral. Satisfies high school math deficiency for UC admission. (UC/Csu)

MATH 18B—CALCULUS II: INTEGRAL CALCULUS
(CAN MATH 20)
6 Units
Prerequisite: Math 18A or equivalent
Lecture: 6 hours
Evaluation and application of definite integrals. Topics include the fundamental theorem of calculus, techniques of integration, numerical methods, differential equations, Taylor series, areas defined by polar curves, and applications to geometry, physics, probability, and economics. Satisfies high school math deficiency for UC admission. (UC/Csu)

MATH 18C—CALCULUS III: MULTIVARIABLE CALCULUS
(CAN MATH 22)
6 Units
Prerequisite: Math 18B or equivalent
Lecture: 6 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 21A—DEVELOPMENTAL MATH
6 Units
Prerequisite: Math 103B, Math 104 or equivalent
Lecture: 6 hours
Topics include systems of linear equations, inequalities and rational exponents. The use of graphing calculators is required. This course with Math 21B is prerequisite to undergraduate transfer general education mathematics courses.

MATH 21B—DEVELOPMENTAL MATH
6 Units
Prerequisite: Math 21A or equivalent
Lecture: 6 hours
A study of mathematical operations with linear and exponential functions through verbal, numerical, algebraic and graphical representations. Other topics include systems of linear and nonlinear equations, inequalities and inverse functions. The use of graphing calculators is required. This course is prerequisite to undergraduate transfer general education mathematics courses.
MATH 201 — MATH CONCEPTS: AN INTERACTIVE APPROACH  
Lecture: 4 hours  
Prerequisite: Math 101 or Math 201 or equivalent  
This course is designed for students who want to approach math from a "what's it for? and why does it work?" point of view. Students investigate and express mathematical ideas and mathematics relevant to their lives. Students will experiment, analyze data, develop conjectures, and refine intuition and skills in order to broaden their picture of mathematics and prepare for algebra. As students examine the real world of applications, they will develop and enhance the math strands of problem solving, reasoning, communication, and making connections. Topics include analyzing data, exponents, estimation, order of operations, signed numbers, expressions, linear equations of the form ax+by=c, symmetry, tessellations, transformations, patterns, ratio, proportion, similarity, scaling, right triangle trigonometry (3 basic functions of sine, cosine, and tangent), and linear functions to describe change. (This course replaces Skldv 261A and Skldv 261B.)  
*Credit may be earned for either Math 201 or Skldv 201, but not both.

MATH 202 — INTERACTIVE ALGEBRA PREPARATION  
Lecture: 4 hours  
This course is designed for students who want to approach math from a "what's it for? and why does it work?" point of view. Students investigate and express mathematical ideas and mathematics relevant to their lives. Students will experiment, analyze data, develop conjectures, and refine intuition and skills in order to broaden their picture of mathematics and prepare for algebra. As students examine the real world of applications, they will develop and enhance the math strands of problem solving, reasoning, communication, and making connections. Topics include analyzing data, exponents, estimation, order of operations, signed numbers, expressions, linear equations of the form ax+by=c, symmetry, tessellations, transformations, patterns, ratio, proportion, similarity, scaling, right triangle trigonometry (3 basic functions of sine, cosine, and tangent), and linear functions to describe change. (This course replaces Skldv 262A and Skldv 262B.)  
*Credit may be earned for either Math 202 or Skldv 202, but not both.

MUSIC 10 — SURVEY OF MUSIC HISTORY AND LITERATURE Ancient to 1750  
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 BC through 1750 AD includes the music of Palestrina, Bach, and Handel. (UC/CSU)

MUSIC 21A — INTERMEDIATE MUSIC THEORY  
Prerequisite: Music 21A or equivalent  
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  
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  
Prerequisite: Music 31A or equivalent  
Lecture: 1 hour  
Activity: 2 hours  
Continuation of the fundamentals of piano performance with emphasis given to the essentials of music reading. Theory will include the presentation of scales and keys, both major and minor, review and application of chords and inversions, and an introduction to improvisation. Piano literature will include both classical and popular compositions as well as exercises and technical studies. (UC/CSU)

MUSIC 36 — ELEMENTARY VOICE  
(Formerly Music 36A)  
Lecture: 1 hour  
Activity: 2 hours  
Large group instruction in singing for those with little or no vocal solo training. Includes basic singing techniques and songs for improving pitch, building range, endurance, tone, and breath control. (UC/CSU)

MUSIC 37 — ADVANCED ELEMENTARY VOICE  
(Formerly Music 36B)  
Lecture: 1 hour  
Activity: 2 hours  
Large group instruction in singing for those with one semester of private or solo class voice. Includes reinforcement of basic singing techniques for building range, endurance, tone, and breath capacity as taught in Music 36. Music includes folk/traditional as well as English and Italian art song. (UC/CSU)
MUSIC 38 — INTERMEDIATE VOICE  
1.5 Units  
(Formerly Music 46A)  
Lecture: 1 hour  
Activity: 2 hours  
Individual and small group instruction in the refinement of vocal technique for people with two semesters of class voice. Includes continued development of tone, endurance, and flexibility with an emphasis on solo public performance with traditional and art song literature. (UC/CSU)

MUSIC 39 — ADVANCED INTERMEDIATE VOICE  
1.5 Units  
(Formerly Music 46B)  
Lecture: 1 hour  
Activity: 2 hours  
Individual and small group instruction in the development of vocal technique for people with three semesters of class voice. Includes continued development of expression and increased emphasis on public performance. (UC/CSU)

MUSIC 41A — INTERMEDIATE PIANO  
1.5 Units  
Prerequisite: Music 31B or equivalent  
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 or equivalent  
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 48 — BEGINNING MUSICAL INSTRUMENT  
1.5 Units  
Lecture: 1 hour  
Activity: 2 hours  
Beginning techniques on woodwind, brass, percussion, or string necessary for individual and group performance. Designed for students with no previous experience in instrumental music, students who wish to review fundamentals of instrumental music, and experienced instrumentalists who wish to learn a secondary instrument. Students must supply their own instruments. (UC/CSU) May be repeated three times.

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

MUSIC 50 — SERIES: APPLIED MUSIC  
1 Unit  
Lecture: 1 hour  
Activity: 2 hours  
Study of performance techniques, interpretation, and repertoire related to private music instruction. Designated for music majors and minors. (UC/CSU) May be repeated three times.

MUSIC 50 — APPLIED MUSIC: Guitar  
1 Unit  
Activity: 2.5 hours  
Lecture: 1.5 hours  
Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or no choir experience as well as intermediate. Repertoire includes selections of various styles. (UC/CSU) May be repeated three times.

MUSIC 56 — APPLIED MUSIC: Voice  
1 Unit  
Activity: 2 hours  
Lecture: 1 hour  
Activity: 1 hour  
Study and performance of vocal jazz and improvisation in an ensemble of limited size. Audition required. (UC/CSU) May be repeated three times.

MUSIC 60 — CHOIR  
1 Unit  
Activity: 3.6 hours  
Lecture: 1.5 hours  
Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or no choir experience as well as intermediate. Repertoire includes selections of various styles. (UC/CSU) May be repeated three times.

MUSIC 64 — JAZZ CHOIR  
1 Unit  
Activity: 3.6 hours  
Lecture: 1.5 hours  
Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or no choir experience as well as intermediate. Repertoire includes selections of various styles. (UC/CSU) May be repeated three times.

MUSIC 65 — THEATRE PRODUCTION: Music Emphasis  
1 Unit  
Activity: 3.6 hours  
Lecture: 1.5 hours  
Activity: 2 hours  
Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. Audition required. (UC/CSU) May be repeated three times.

MUSIC 66 — COMMUNITY CHOIR  
1 Unit  
Activity: 3.6 hours  
Lecture: 1.5 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 68 — MADRIGAL ENSEMBLE  
1 Unit  
Activity: 3.6 hours  
Lecture: 1.5 hours  
Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods. Audition required. (UC/CSU) May be repeated three times.

MUSIC 71 — COLLEGE BAND  
1 Unit  
Activity: 3.6 hours  
Lecture: 1.5 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  
Activity: 3.6 hours  
Lecture: 1.5 hours  
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. Audition required. (UC/CSU) May be repeated three times.

MUSIC 73 — COMMUNITY ORCHESTRA  
1 Unit  
Activity: 3.6 hours  
Lecture: 1.5 hours  
Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed. (UC/CSU) May be repeated three times.

MUSIC 76 — APPLIED MUSIC: Strings  
1 Unit  
Activity: 2 hours  
Lecture: 1 hour  
Activity: 1 hour  
Study and performance of music for small ensembles, duets, and chamber groups. Audition required. (UC/CSU) May be repeated three times.

MUSIC 77 — APPLIED MUSIC: Woodwinds  
1 Unit  
Activity: 2 hours  
Lecture: 1 hour  
Activity: 1 hour  
Study and performance of music for small ensembles, duets, and chamber groups. Audition required. (UC/CSU) May be repeated three times.

MUSIC 78 — APPLIED MUSIC: Brass  
1 Unit  
Activity: 2 hours  
Lecture: 1 hour  
Activity: 1 hour  
Study and performance of music for small ensembles, duets, and chamber groups. Audition required. (UC/CSU) May be repeated three times.

MUSIC 79 — APPLIED MUSIC: Percussion  
1 Unit  
Activity: 2 hours  
Lecture: 1 hour  
Activity: 1 hour  
Study and performance of music for small ensembles, duets, and chamber groups. Audition required. (UC/CSU) May be repeated three times.

MUSIC 80 — APPLIED MUSIC: Keyboard  
1 Unit  
Activity: 2 hours  
Lecture: 1 hour  
Activity: 1 hour  
Study and performance of music for small ensembles, duets, and chamber groups. Audition required. (UC/CSU) May be repeated three times.

MUSIC 91 — ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS  
2 Units  
Lecture: 1.5 hours  
Activity: 3 hours  
Laboratory: 1.5 hours  
Introduction to the ecology of fire in the mixed coniferous forest and to the use of prescribed burning as a resource management tool. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and esthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; the planning and implementation of a prescribed burning program in selected locations. (CSU) Field trips will be required.

MUSIC 100 — INTRODUCTION TO WATERSHED MANAGEMENT  
3 Units  
Lecture: 2 hours  
Laboratory: 3 hours  
Field trips may be required.

NATRE 3 — NATURAL RESOURCES LAW AND POLICY  
3 Units  
Lecture: 3 hours  
Field trips may be required.

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

NATRE 22 — ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS  
2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours  
Field trips may be required.

NATRE 30 — INTRODUCTION TO WATERSHED MANAGEMENT  
3 Units  
Lecture: 2 hours  
Field trips may be required.

NATRE 61 — ENVIRONMENTAL CONSERVATION  
3 Units  
Lecture: 3 hours  
Field trips may be required.

NATRE 91 — NATURAL RESOURCES LAW AND POLICY  
3 Units  
Lecture: 3 hours  
Field trips may be required.

NATRE 92 — ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS  
2 Units  
Lecture: 1.5 hours  
Laboratory: 1.5 hours  
Field trips may be required.
NATRE 50 - 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. (CSU) Field trips may be required.

NATRE 95A - SERVICE LEARNING I IN NATURAL RESOURCES 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 lectures of hour. (CSU)

NATRE 95B - SERVICE LEARNING II IN NATURAL RESOURCES 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) May be repeated three times.

NATRE 97 - WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES 1-4 Units
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Forestry and Natural Resources. The student's employment must be related to educational or occupational goals. (CSU) Offered for Credit/No Credit grading only.

OFFICE TECHNOLOGY (See Business)
PSYCH 10 — LIFESPAN HUMAN DEVELOPMENT
Prerequisite: Psych 1 or equivalent
Introduction to the scientific study of the human being from conception to death. The interplay of biological, psychological, social and cultural forces on the developing human will be examined. Instruction will include theoretical concepts as well as practical application. (UC under review/CSU)

PSYCH 30 — PERSONAL AND SOCIAL ADJUSTMENT
Recommended for Success: Eng 151
The study of personal growth and adjustment to help prepare the individual for lifelong understanding of self. Discussion of personality development, interpersonal relationships, sexuality, stress management, family dynamics, dealing with losses, and other concerns of the individual in our society. (CSU) Field trips may be required.

PSYCH 95A — SERVICE LEARNING II IN PSYCHOLOGY
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) May be repeated three times

REAL ESTATE
(See Business)
### SKILLS DEVELOPMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKLDV 10</td>
<td>Basic Reading Tutor</td>
<td>SKLDV 10 or equivalent</td>
<td>.5 Unit</td>
</tr>
<tr>
<td>SKLDV 11</td>
<td>Basic Reading Tutor</td>
<td>SKLDV 201 or Math 201 or equivalent</td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 210</td>
<td>Math Concepts: An Interactive Approach</td>
<td>Lecture: 4 hours</td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 215</td>
<td>Graphing Calculator</td>
<td>Lecture: 1 hour</td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 216</td>
<td>Peer Tutoring</td>
<td>Lab: 4 hours</td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 217</td>
<td>Advanced Peer Tutoring</td>
<td>Lecture: 5 hours</td>
<td>5 Units</td>
</tr>
<tr>
<td>SKLDV 219</td>
<td>Intro to the Graphing Calculator</td>
<td></td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 220</td>
<td>Sentence Writing Strategy</td>
<td>Lecture: 3 hours</td>
<td>1.5 Unit</td>
</tr>
<tr>
<td>SKLDV 225</td>
<td>Review Algebra</td>
<td>Lecture: 1 hour Lab: 2 hours</td>
<td>1.5 Unit</td>
</tr>
<tr>
<td>SKLDV 227</td>
<td>College Spelling and Proofreading</td>
<td>Lecture: 2 hours</td>
<td>2 Units</td>
</tr>
<tr>
<td>SKLDV 228</td>
<td>Reading Development I</td>
<td>Lecture: 2 hours</td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 229</td>
<td>Reading Development II</td>
<td>Lecture: 2 hours</td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 237</td>
<td>Vocabulary Development</td>
<td>Lecture: 2 hours</td>
<td>2 Units</td>
</tr>
<tr>
<td>SKLDV 240</td>
<td>Study Skills</td>
<td>Lecture: 5 hour</td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 249</td>
<td>Learning Skills Individualized Study</td>
<td>Laboratory: 1.5-3 hours</td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 249</td>
<td>Applied Test-Taking Skills</td>
<td>Lecture: 5 hour</td>
<td>1 Unit</td>
</tr>
</tbody>
</table>

### SKILLS DEVELOPMENT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SKLDV 275</td>
<td>College Spelling and Proofreading</td>
<td></td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 276</td>
<td>Review Algebra</td>
<td>Math 101 or equivalent</td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 277</td>
<td>Basic English Skills</td>
<td>Lecture: 1 hour Laboratory: 1.5 hours</td>
<td>2 Units</td>
</tr>
<tr>
<td>SKLDV 278</td>
<td>Reading Development I</td>
<td>Lecture: 2 hours</td>
<td>2 Units</td>
</tr>
<tr>
<td>SKLDV 279</td>
<td>Reading Development II</td>
<td>Lecture: 2 hours</td>
<td>2 Units</td>
</tr>
<tr>
<td>SKLDV 280</td>
<td>Sentence Writing Strategy</td>
<td>Lecture: 3 hours</td>
<td>1.5 Units</td>
</tr>
<tr>
<td>SKLDV 281</td>
<td>Diagnostic Learning</td>
<td>Individualized assistance</td>
<td>1.5 Units</td>
</tr>
<tr>
<td>SKLDV 282</td>
<td>Review Algebra</td>
<td>Math 101 or equivalent</td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 283</td>
<td>Review Algebra</td>
<td>Math 101 or equivalent</td>
<td>3 Units</td>
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<td>SKLDV 284</td>
<td>Review Algebra</td>
<td>Math 101 or equivalent</td>
<td>3 Units</td>
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<td>SKLDV 285</td>
<td>Review Algebra</td>
<td>Math 101 or equivalent</td>
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</tr>
<tr>
<td>SKLDV 286</td>
<td>Review Algebra</td>
<td>Math 101 or equivalent</td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 287</td>
<td>Vocabulary Development</td>
<td>Lecture: 2 hours</td>
<td>2 Units</td>
</tr>
<tr>
<td>SKLDV 288</td>
<td>Reading Development I</td>
<td>Lecture: 2 hours</td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 289</td>
<td>Reading Development II</td>
<td>Lecture: 2 hours</td>
<td>3 Units</td>
</tr>
<tr>
<td>SKLDV 290</td>
<td>Study Skills</td>
<td>Lecture: 5 hour</td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 291</td>
<td>Learning Skills Individualized Study</td>
<td>Laboratory: 1.5-3 hours</td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 292</td>
<td>Learning Skills Individualized Study</td>
<td>Laboratory: 1.5-3 hours</td>
<td>1 Unit</td>
</tr>
<tr>
<td>SKLDV 293</td>
<td>Applied Test-Taking Skills</td>
<td>Lecture: 5 hour</td>
<td>1 Unit</td>
</tr>
</tbody>
</table>

### Course Descriptions

#### SKLDV 210 - Math Concepts: An Interactive Approach
- **Lecture:** 4 hours
- Concept topics include patterns and symbolic representation, estimation, models for operations, fractions, decimals, percents, perimeter, area, volume, mean, mode, median, ratio, proportion, prime factoring, theoretical and empirical probabilities, and student skills. This course is taught in a visual and computational way and is designed to help the student build a meaningful, internal, intuitive mathematical framework. It includes the "why" behind computation. (This course replaces SKLDV 261/LAB.)

- *Credit may be earned for either SKLDV 201 or Math 201, but not both.*

#### SKLDV 212 - Introduction to the Graphing Calculator
- **Recommended:** SKLDV 10 or equivalent
- **Recommended:** Eligibility for Eng 151
- **Laboratory:** 3 hours
- Designed for students to apply their skills with children or adult new readers. (CSU)
- Offered for Credit/No Credit grading only.
- May be repeated three times.

#### SKLDV 215 - Introduction to Computer Access
- **Lab:** 4 hours
- Provides students with an opportunity to use the accompanying instruction booklet.
- Applications and topics will cover basic operation, general concepts, graphing, zooming, range changes, tracing, friendly windows, plotting, storing and retrieving variables, solutions, editing, programming, and error messages. Also covered are keyboard menus for math, number, testing, drawing, program, graph, and graph. Tutorial is needed by students.
- Probability and statistics. Instruction will be individualized according to student's needs.

#### SKLDV 216 - Peer Tutoring
- **Lecture:** 1 hour
- Designed for 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 217 - Advanced Peer Tutoring
- **Prerequisite:** SKLDV 196 or equivalent
- **Lecture:** 5 hours
- 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 220 - Sentence Writing Strategy
- **Lecture:** 3 hours
- Designed for students with learning disabilities and others who have difficulty with basic writing skills.
- The course emphasizes mastering basic English sentence structure and how to write four kinds of sentences: simple, compound, complex and compound-complex. Students will learn a set of steps and key formulas that help them recognize and write different types of sentences.
- May be repeated one time.

#### SKLDV 221 - Diagnostic Learning
- **Lecture:** 1.5 hours
- Individualized assistance in analyzing learning problems and selecting and applying strategies necessary for academic success in college courses.
- Offered for Credit/No Credit grading only.
- Recommended: Eligibility for Eng 151
- May be repeated one time.

#### SKLDV 225 - Review Algebra
- **Prerequisite:** Math 101 or equivalent
- **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 227 - College Spelling and Proofreading
- **Lecture:** 2 hours
- For the student needing to improve spelling and proofreading for college writing. Will include using resources to correct spelling, "tricks" to recall the correct spelling of words, understanding traditional conventions of writing and proofreading strategies. Students will also learn to use word processing to complete writing assignments.
- Offered for Credit/No Credit grading only.
- May be repeated three times.

#### SKLDV 228 - Applied Test-Taking Skills
- **Lecture:** 5 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 Exam.
- Offered for Credit/No Credit grading only.
- May be repeated three times.

#### SKLDV 229 - Reading Development I
- **Lecture:** 2 hours
- Designed for the student who needs to develop reading skills. The course is conducted as a reading workshop which focuses on sustained silent reading in combination with short lessons on literature and the reading process. Enrollment in Eng 150 (English Fundamentals) will compliment studies in SKLDV 228.
- May be repeated one time.

#### SKLDV 230 - Sentence Writing Strategy
- **Lecture:** 3 hours
- Designed for students with learning disabilities and others who have difficulty with basic writing skills.
- The course emphasizes mastering basic English sentence structure and how to write four kinds of sentences: simple, compound, complex and compound-complex. Students will learn a set of steps and key formulas that help them recognize and write different types of sentences.
- May be repeated one time.

#### SKLDV 231 - Diagnostic Learning
- **Lecture:** 1.5 hours
- Individualized assistance in analyzing learning problems and selecting and applying strategies necessary for academic success in college courses.
- Offered for Credit/No Credit grading only.
- Recommended: Eligibility for Eng 151
- May be repeated one time.

#### SKLDV 235 - Review Algebra
- **Prerequisite:** Math 101 or equivalent
- **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 239 - Reading Development II
- **Lecture:** 2 hours
- Designed to continue to develop the reading skills of students who have successfully completed Skills Development 228 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.
- Offered for Credit/No Credit grading only.
- May be repeated two times.

#### SKLDV 240 - Study Skills
- **Lecture:** 5 hour
- An introductory discussion of effective study methods. Topics include goal setting, time management, learning styles, note-taking, textbook analysis, memory/concentration, and test taking.
- May be repeated two times.

#### SKLDV 249 - Learning Skills Individualized Study
- **Laboratory:** 1.5-3 hours
- The student, with the aid of the instructor, will plan a program of study to improve a specific basic skill. Skill areas may include basic arithmetic, reading development, spelling, vocabulary, grammar, or test preparation.
- May be repeated two times.

#### SKLDV 249 - Applied Test-Taking Skills
- **Lecture:** 5 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 Exam.
- Offered for Credit/No Credit grading only.
- May be repeated three times.
### Sociology/Spanish

#### Sociology

See Page 34 for Human Services Certificate Requirements

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

**SOCIO 2 — AMERICAN SOCIETY: SOCIAL PROBLEMS AND DEVIANCE** 3 Units  
(CAN SOC 4)  
**Lecture: 3 hours**  
Social concerns, such as family disorganization, religious conflicts, educational inequalities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems will be studied from the social institutions and social deviance perspectives. (UC/CSU)

**SOCIO 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 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)

**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. (UC/CSU)

#### Spanish

**SPAN 1A — SPANISH: Beginning** 5 Units  
(CAN SPAN 1)  
**Prerequisite: Span 1A or equivalent**  
**Lecture: 5 hours**  
An intermediate level conversational course designed for the practice of listening and speaking skills in Spanish with a focus on everyday activities in a comparative cultural context. Preparations includes reading of assigned material. (CSU)

**SPAN 1B — SPANISH: Beginning** 5 Units  
(CAN SPAN 4)  
**Prerequisite: Span 1A or equivalent**  
**Lecture: 5 hours**  
Continuation of Spanish 1A. Recommended for students with two years of high school Spanish. (UC/CSU)

**SPAN 2A — SPANISH: Intermediate** 5 Units  
(CAN SPAN 8)  
**Lecture: 5 hours**  
An intermediate level course designed to refine skills in oral and written expression through reading, composition and discussion of contemporary issues, cultural material and literature. Course includes complete review of Spanish grammar and syntax. (UC/CSU)

**SPAN 2A — SPANISH: Intermediate** 5 Units  
(CAN SPAN 10)  
**Prerequisite: Span 2A or equivalent**  
**Lecture: 5 hours**  
Continues the development of the intermediate language skills, 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 70A — CONVERSATIONAL SPANISH: Beginning** 3 Units  
**Lecture: 3 hours**  
Continuing emphasis on listening and speaking skills in Spanish with a focus on everyday activities in a comparative cultural context. Preparations includes reading of assigned material. (CSU)

**SPAN 10B — CONVERSATIONAL SPANISH: Beginning** 3 Units  
**Lecture: 3 hours**  
An intermediate level conversation course designed to refine listening and speaking skills through discussion of contemporary issues in a comparative cultural context. Preparations includes reading of assigned material. (CSU)

**SPCH 1 — FUNDAMENTALS OF SPEECH** 3 Units  
(CAN SPCH 4)  
**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  
(CAN SPCH 6)  
**Lecture: 3 hours**  
A study of the art of argumentation; analysis of issues and evidence; the elements of logic; analysis of others’ arguments; oral presentation of arguments. (UC/CSU)

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

**SPCH 50B — SIGN LANGUAGE** 2 Units  
**Lecture: 2 hours**  
Development of advanced level receptive and expressive skills in conversational sign language and finger spelling. (CSU)
TEACHER AIDE TRAINING/WELDING TECHNOLOGY/WORK EXPERIENCE

TEACHER AIDE TRAINING
See Page 35 for Teacher Aide Certificate Requirements

T-AID 97 — WORK EXPERIENCE AS A TEACHER AIDE
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Teacher Aide Training. The student’s employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit grading only.
May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 57.

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

WKEXP 96 — OCCUPATIONAL WORK EXPERIENCE (ALTERNATE TERM PLAN)
Prerequisite: Must have successfully completed seven (7) units of other course work at Columbia College prior to enrollment. An additional seven (7) units of other course work at Columbia College must be taken prior to re-enrollment in the Alternate Term Plan.
75 hours of paid employment equals 1 unit of credit.
60 hours of unpaid employment equals 1 unit of credit.
Provides students with occupational learning opportunities through semesters of full-time employment alternated with semesters of instruction. The student employment must be related to educational or occupational goals. Work experience is available in occupational areas as well as these academic areas: Anthropology, Art, Biology, Geography, Health and Human Performance, History, Spanish, Speech, Photography, Guidance, Mathematics, and Political Science. (CSU)
Offered for Credit/No Credit grading only.
May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 57.

WELDING TECHNOLOGY

WLDTC 1 — INTRODUCTION TO WELDING
3 Units
Lecture: 3 hours
Laboratory: 0 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 or equivalent
Lecture: 0 hours
Laboratory: 6 hours
Arc welding 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 or equivalent
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
18A Commercial Law yes no yes no
18B Commercial 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 yes yes yes
124 Retail Sales and Advertising yes no yes no
150 Small Business Management yes no yes no
151 Finance and Investments no no yes yes
159 Income Tax yes no yes yes
160 Basic Accounting yes yes yes yes
161A Small Business Accounting yes yes yes yes
161B Small Business Accounting yes yes yes yes
163 Business Mathematics yes yes yes yes

CHEMISTRY

1A General Chemistry yes yes yes yes
1B General Chemistry no no yes yes
10 Fundamentals of Chemistry yes yes yes yes
20 Conceptual Chemistry no yes yes yes

CHILD DEVELOPMENT

1 Principles of Child Dev. yes yes yes yes
2 Child Observation/Behavior yes no yes no
3 Practices in Child Dev. yes no yes no
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 Science & Math yes no yes no
16 Practicum yes yes yes yes
19 Except. Needs Children yes no yes yes
22 Child, Family, Community yes yes yes yes
25 Infant/Toddler Care no no yes yes
27 School Age Children yes yes yes yes
30 Books for Young Children yes yes yes yes
30 Child Care/Nursery S. A. yes yes yes yes

COMPUTER SCIENCE

3 Windows/DOS Oper. Systems yes yes yes yes
6 Visual C++ Programming yes yes yes yes
20 Basic Network Management no yes yes yes
21 Unix Operations yes yes yes yes
29 C Language Programming yes yes yes yes
31 Windows/DOS Oper. Systems no yes yes yes
101
null
LI CHING ACCURSO (1995)  
A.S., Contra Costa College  
B.A., M.F.A., University of California, Berkeley  
**Art**

DENNIS L. ALBERS (1985)  
B.S., M.S., Ph.D., University of Nebraska  
**Mathematics, Physics**

DAVID E. ALFORD (1980)  
A.B., M.A., Stanford University  
**Philosophy, Political Science**

ERIK ANDAL (1987)  
A.A., San Joaquin Delta College  
**Automotive Technology**

JOSHUA E. BIGELOW (1983)  
A.A., Columbia College  
**Health & Human Performance**

VONNA BREEZE-MARTIN (1990)  
B.A., M.A., University of Utah  
**English, Spanish**

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

DALE L. BUNSE (1975)  
B.A., Willamette University  
M.F.A., Arizona State University  
**M.F.A., Arizona State University**

ROSS A. CARKEET, JR. (1968)  
B.A., University of California, Berkeley  
M.S., Humboldt State University  
**Biology, Forestry, Natural Resources**

JANET M. CARYT (1966)  
B.A., San Jose State University  
M.A., California State University, Stanislaus  
**Business, Office Technology**

GERALD CASIMERE (1994)  
B.S., University of California, Berkeley  
M.A., Stanford University  
**Anthropology, Sociology**

EDWARD C. DOELL JR. (1973)  
A.A., Foothill Junior College  
B.A., M.A., San Francisco State University  
**English, Photography**

MARGO ELLIOTT (1991)  
B.A., University of Louisville  
M.A., Spalding University  
**Psychology, Sociology**

RONALD L. ERICKSON (1981)  
Hospitality Management  
**Hospitality Management**

VIRGINIA GRAY (1994)  
B.A., University of California, San Diego  
M.A., Southern Oregon State College  
**Mathematics**

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

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

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

TED HAMILTON (1976)  
B.A., Modesto Junior College  
B.A., University of California, Berkeley  
M.A., California State University, Stanislaus  
**Geography, History, Political Science**

PATRICIA HARRELS (1982)  
B.S., M.A., California State University, Stanislaus  
**Skills Development**

ROD D. HARRIS (1973)  
B.A., University of California, Berkeley  
M.A., California State University, Stanislaus  
**Music**

GLEN HEFFERMAN (1990)  
Health & Human Performance  
AA., Harper Junior College  
B.A., Northwestern University  
M.S., Ball State University  
**Basketball Coach**

MCGILL L. HODGE (1980)  
B.S., Pepperdine University, Los Angeles  
M.A., University of California, Los Angeles  
**Biology**

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B.A., University of California, Berkeley  
M.A., Mills College  
**Health & Human Performance**

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B.S., M.S., Oklahoma State University  
**Visiting President for Student Services**

DOUGLAS E. KOTAREK (1973)  
B.S., M.B.A., Northern Illinois University  
**Business, Economics**

MARYLAND ESS (1992)  
B.S., M.A., University of California, Davis  
**Mathematics**

RAYMOND D. LIDLICH (1983)  
B.S., Rowland Green State University  
M.A., California State University, Los Angeles  
**English, Speech**

PAUL W. LOCKMAN (1981)  
Director, Counselor, EOPS & Disabled Student Programs  
B.A., Frazier City College  
B.A., M.A., California State University, Fresno  
**Counselor**

JEAN MALLORY (1990)  
B.A., Shasta Junior College  
M.A., Chapman College  
**Counselor**

LYNN MARTIN (1990)  
Counselor, Transfer Center Coordinator  
M.Ed., University of San Francisco  
M.A., University of La Verne  
**Transfer Center Coordinator**

GEORGE MELENDREZ (1993)  
Fire Technology, Fire Chief  
**Fire Technology, Fire Chief**

JAMES R. MENDONSA (1976)  
Search & Rescue, Speech  
B.A., M.A., California State University, Stanislaus  
**Search & Rescue, Speech**
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2 Alder, Rms. 3-5*]
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4 Buckeye, Rms. 1-5*]
5 Cedar, Rms. 1-10
6 Dogwood (Forum Bldg.), Rm. 1
7 Fr, 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-wock 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