COLUMBIA COLLEGE

Promoting life-long learning

catalogue through all seasons...

2004-05 CATALOG

$4.00
Campus Phone Directory

All phone numbers are in the 209 area code except as noted.

A
Academic Achievement Center ... 588.5088
Admissions & Records ... 588.5231
Advanced Technology ... 588.5150
Training Center (ATTCC) ... 532.2953
Computer Lab ... 588.0891
Art Department ... 588.5150
Assessment Office ... 588.5234
Automotive Technology ... 588.5159

B
Bakery Lab ... 588.5301
Biology Lab ... 588.5157
Bookstore ... 588.5300
Buckeye Building Office ... 588.5168
Business Office ... 588.5113

C
Calaveras Center ... 736.5940
CalWORKs/Jobs Now! ... 588.5148
Cafeteria Restaurant ... 588.5278
Child Care Center ... 588.5278
Child Development Department ... 588.5177
Cooperative Agencies Resources for Education (CARE) ... 588.5130
Counseling Office ... 588.5130
Culinary & Pastry Arts Department ... 588.5135

D
Disabled Students Programs & Services (DSP&S) ... 588.5130

E
Extended Opportunity Programs & Services (EOP&S) ... 588.5130

F
Facilities Operations Office ... 588.5366
Facilities Operations/Maintenance Shop ... 588.5230
Financial Aid Office ... 588.5105
Fire Building Lab ... 588.5209
Fire House/Fire Station ... 588.5207
Forestry Department ... 588.5155
Foster Care Department ... 588.5382

G
General Education Development (G.E.D.) Test Center ... 588.5109
Health & Human Performance Department ... 588.5180
Health Services ... 588.5204
Hospitality Management ... 588.5128
Housing (On-campus) ... 533.3039

I
Information (General Exchange) ... 588.5100
Instruction Office ... 588.5130
Arts & Sciences Division ... 588.5143
Vocational Education Division: ... 588.5142
Instructional Materials Center (IMC) ... 588.5136

J
Job Placement ... 588.5312

L
Learning Disabilities Department ... 588.5133
Library ... 588.5119

M
Manzanita Bookstore ... 588.5126
Marketing & Public Relations ... 588.5361
Mathematics Lab ... 588.5276
Media Services ... 588.5122

N
Nurse's Office ... 588.5204

O
Oak Pavilion ... 588.5180
Oak Pavilion Ticket Office ... 588.5266
Observatory ... 588.5297

P
Photo Lab ... 588.5357
President's Office ... 588.5115

S
Security Office ... 588.5167
Security Taxi Booth ... 588.5201
Snack Bar/Food Services ... 588.5321
Student Housing ... 533.3039
Student Senate ... 588.5270
Student Services Office ... 588.5109

T
Technology Services ... 588.5122
Testing Center ... 588.5234
Tram Driver (DSP&S) ... 588.5131
Transit & Career Center ... 588.5109
Transportation Department ... 588.5311

V
Video Conference Room (Fr 2) ... 588.5267

W
Welding Lab ... 588.5365

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### 2004-05 Academic Calendar

**Fall 2004**

- **August 30** - Instruction Begins
- **September 9** - Deadlines for filing for graduation
- **October 11** - Last day to enter Fall classes
- **November 3** - Last day to elect CR/NC grading
- **December 8** - Final Examinations
- **December 20** - Fall Semester Ends

**Spring 2005**

- **January 10** - Registration
- **January 17** - Martin Luther King, Jr. Day
- **February 21** - Presidents' Day
- **March 28** - Last day to withdraw from Spring classes
- **April 30** - Graduation

**Summer 2005**

- **June 23** - Final withdrawal
- **August 1** - Last day of summer

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### 2004-05 Academic Schedule

**First Summer Session**

- **June 26** - DSP/EDP/EPD
- **July 27** - Aug 11 - Continuing students
- **Aug 12-16** - Newly matriculated
- **Aug 20-27** - All students
- **Aug 30** - Instruction Begins
- **Sep 3** - Last day to enter Fall
- **Sep 6** - Holiday
- **Sep 10** - Last day to apply for refund
- **Sep 24** - Last day to withdraw without a W
- **Oct 1** - Deadline for filing for graduation and certificates for Spring 2005
- **Nov 11** - Veterans Day
- **Nov 19** - Last day to withdraw from any course
- **Nov 24** - No Evening Classes
- **Nov 25-26** - Thanksgiving
- **Dec 13-18** - Final Examinations
- **Dec 18** - Fall Semester Ends
- **Dec 20 - Jan 9** - Winter Recess

**Second Summer Session**

- **Apr 11-May 13** - Registration
- **May 16** - Instruction Begins
- **May 26** - Last day to withdraw without a W
- **May 30** - Holiday - Memorial Day
- **Jun 10** - First Summer Session Ends

**Third Summer Session**

- **Apr 11-Jun 9** - Registration
- **Jun 13** - Instruction Begins
- **Jun 16** - Last day to apply for refund
- **Jun 23** - Last day to withdraw without a W
- **Jul 4 Holiday - Independence Day
- **Aug 10** - Last day to withdraw from any course

**Notes:**

- These dates apply to semester-length classes only.
- Contact Admissions & Records for specific short course deadlines.
- **NOTE:** This calendar is subject to change. Refer to semester schedules for up-to-date information.
Small College. Big Opportunities.

Choose Columbia College whether you’re seeking a degree or vocational certificate, planning to transfer to a 4-year university, improving your occupational skills, or simply pursuing an interest or hobby to enrich your life. There’s something for everyone here! Earning one of the College’s numerous Associate in Arts, Associate in Science Degrees, Associate in Science (Occupational Education) Degrees, and Certificates of Achievement will help you prepare a career path and increase your opportunities for the future.

Columbia College Campus

Located on 280 acres of forestland in California’s historic Mother Lode gold country, Columbia College has been described as one of the state’s most beautiful community colleges. The campus is built among conifers and mixed hardwoods, surrounding a peaceful 1/2 acre lake.

In this wooded setting, Columbia provides a comprehensive program of academic and vocational education, which focuses on the dignity and worth of each individual student. Class sizes allow for lots of personal attention, and instructors are very accessible for student consultation.

What you’ll also find here is a very supportivestaff of counselors, financial assistance professionals, academic tutors, and career/job placement specialists with everyone committed to helping you succeed — and all this at a very reasonable community college cost!

If you decide to live on campus, student housing is within easy walking distance of our college buildings. These units are designed as 2-bedroom apartments, and arranged in convenient clusters. Residential supervision and security are available 24 hours a day.

Your Golden Opportunity!

For outdoor recreation, our local area has plenty to do! Pan for gold nuggets, explore underground caverns, visit restored mining towns, snow ski in nearby resorts, fish in neighborhood lakes, hike on one of our campus trails, or just relax alongside a rippling stream.

Whatever your reason for choosing Columbia College, you’ll know that it’s your golden opportunity from the moment that you set foot on our campus!
College Functions

Students can earn an Associate Degree, Vocational Certificate, or both upon completion of specific requirements as outlined in this catalog. Columbia College is committed to meeting the post-secondary educational needs of the community through the following:

**General Education** To provide courses in Communication and Critical Thinking, Physical Universe and its Life Forms, Mathematical Concepts, Music, Drama, Art, Fine Arts, Literature, Philosophy, Foreign Language, Social Science, and Lifelong Understanding and Self-Development to satisfy requirements for transfer to upper division institutions; to develop knowledge and skills, attitudes and values that characterize responsible citizenship; to offer intellectual and cultural enrichment; and to promote mental and physical well-being.

**Vocational Education** To provide courses to prepare students for employment directly after college; to update the skills and knowledge of continuing students in working and to meet the needs of the local business community; and to facilitate student transfer to other post-secondary institutions.

**Remedial Education** To assist the student in acquiring those skills and competencies needed for effective participation in other College programs.

**Student Services** To provide comprehensive support services, designed to facilitate student access to the College; to assist students in educational and career planning; and to help ensure a successful completion of their personal goals.

**Community Services** To serve the educational and cultural needs of the community at large by offering non-credit courses, along with 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 general public.

**Schedule of Classes**

www.gocolumbia.org

Schedules of Classes are the official College listings of courses and are published each semester of the academic year. Schedules contain information regarding registration dates and special instructions for registering in classes. Columbia College reserves the right to make additions or deletions to the Schedules of Classes. Further, classes with insufficient enrollments may be cancelled by the College.

**Contacting Faculty**

Students may contact faculty using the phone numbers found on pages 134-136 in the catalog. See the college website at www.gocolumbia.org for additional information.

Food Service/The Cellar Restaurant

Food services are located on the lower level of the Manzanita Building for the convenience of school patrons.

The Columbia College Snack Bar is open daily to all students and faculty to enjoy a wide variety of menu items. The Cellar Restaurant is open on Mondays and Thursdays to all students and faculty for lunch and dinner specials.

Location:
Manzanita Building

Library

Library hours, along with coin-operated copy machines, audio and visual recordings, popular and classical music, local oral history and a wide variety of documentary and feature films. The Library's media collections include 4,000 audio and video recordings of popular, folk and classical music, local oral history and a wide variety of documentary and feature films.

**Athletics**

Columbia College is a member of the Community College League of California, Central Valley Conference. The college currently sponsors two sports: women's volleyball and men's basketball. Second year eligibility is based on completion of 24 units and a cumulative 2.0 grade point average in the first year.

**Student Activities & Student Life**

**Student Organizations**

Those wishing to form a student organization must contact the Student Senate first for procedures, direction and a handbook.

- Only currently enrolled Columbia College students can participate as members of an officially recognized organization.
- An advisor must be present at all meetings and activities.

- Each semester, organizations must request renewal of their official recognition status.

**Campus Bulletin Boards**

Posting of materials on bulletin boards can be done only by students, faculty or staff and must be approved in advance by the office of the Vice President.

- Posters that promote services or classes for profit (excluding those by other accredited institutions of higher education) cannot be posted.
- Persons posting material are responsible for its removal immediately after the event.
- All materials will be removed within two weeks of posting date.

- Materials should not be affixed to glass, wood or metal surfaces, and posted only on bulletin boards or easels.

- Individuals or organizations, who do not follow correct posting, will have their materials removed.

**Student Housing**

S33.3039

Columbia College is one of only a few community colleges in the state with on-campus housing. Comfortable two-bedroom units are designed for three to four residents per unit.

**Housing fees are:**

- Shared Occupancy: (shared bedroom)
  - $4,390 - School Year Lease (beginning of August to mid-August of the following year)
  - $1,540 - Fall Semester (late August to mid-December)
  - $265 - Winter Break (late December to beginning of January)
  - $1,540 - Spring Semester (beginning of January to mid-April)
  - $1,540 - Summer (beginning of May to mid-August)

- Single Occupancy: (private bedroom)
  - $6,540 - School Year Lease (beginning of August to mid-August of the following year)

**College Policies**

**Student Nondiscrimination Policy**

It is the policy of Columbia College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability in the College programs, activities, and work environment is unlawful.

**Student Housing**

- $2,295 - Fall Semester (late August to late December)
- $2,295 - Winter Break (late December to beginning of January)
- $2,295 - Spring Semester (beginning of January to late April)
- $2,295 - Summer (beginning of May to mid-August)

NOTE: "If you prepay for a full year you will receive a 5% discount (the discount is reflected in the above list and does not apply to individual semesters)."

"If you prepay for a full year your winter rent is included."

**Student Housing costs normally range from $200 to $400 per semester.**

- $2,295 - Fall Semester (late August to mid-December)
- $2,295 - Winter Break (late December to beginning of January)
- $2,295 - Spring Semester (beginning of January to late April)
- $2,295 - Summer (beginning of May to mid-August)

**NOTE:** If you prepay for a full year you will receive a 5% discount (the discount is reflected in the above list and does not apply to individual semesters).


**Sexual Harassment Policy**

9208 of the Yosemite Community College District provides an environment free of unlawful discrimination in its programs, activities, and work environment. As such, sexual harassment will not be tolerated.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment and include:

- Submission to which is explicitly or implicitly made as a term or condition of an individual’s employment, academic status, or progress.
- Submission or to rejection of conduct by an individual which: is used as the basis for an employment or academic decision or evaluation will not be tolerated.
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment and include:
  - Submission to which is explicitly or implicitly made as a term or condition of an individual’s employment, academic status, or progress.
  - Submission or to rejection of conduct by an individual which: is used as the basis for an employment or academic decision or evaluation will not be tolerated.

**Drug & Alcohol Policy**

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

**Student Complaint Procedure**

In the pursuit of academic studies and other college sponsored activities that will promote personal 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 procedures of the Student Code of Conduct.

A complaint may be initiated by a student against another student, 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 or designee.

Students are advised to obtain written instructions for the filing of a complaint from the Vice President or designee.

**Smoking on Campus**

Columbia College has designated specific smoking areas on campus. Designated smoking areas are available in the vicinity of all campus buildings.

Due to the high fire danger during much of the year, the campus policy restricts smoking activity to limited areas on campus. Smoking is prohibited in all buildings, within 20 feet of the entrance and exit of any building, and in all eating areas.

**Substance Abuse Policy**

College policy prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College premises. Substance abuse referral assistance is available through Columbia College’s health services or counseling department. Students are encouraged to seek assistance.

**General Policies**

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 regulatory or decisional standards. 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.

Violations for which students are subject to College discipline include, but are not limited to:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of College documents, records, or identification.
3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or other authorized activities. Pagers, cellular telephones and other similar electronic devices must be turned off in classrooms and at campus sponsored events unless authorized by the appropriate faculty or staff member.
4. Physical or verbal abuse of any person or conduct which threatens to endanger physical or mental health or safety of any person.
5. Theft of or willful damage to the property of the College, its officers, employees, students, or visitors.
6. Unauthorized entry to or use of College facilities.
7. Violation of District policies or College regulations including regulations concerning student organizations, the use of College facilities, or the time, place, and manner of public expression.
8. Intoxication from the use of alcohol or being under the influence of unlawful drugs, or unlawfully distribut­ ing, selling or possessing same on College property or at events sponsored by the College.

The Drug-Free Schools & Communities Act Amend­ ments of 1989 require learning institutions to imple­ ment drug prevention programs.

There are physical and psychological health risks asso­ ciated with drug and alcohol use, including, but not limited to, exhaustion, decreased immunity, depres­ sion and decreased coordination. Columbia College Health Services offer education and information on drug abuse and can refer students to community agen­ cies for counseling and rehabilitation.

9. Failure to comply with the directions of College officials acting in performance of their duties.
10. Gambling on College property.
11. Hazarding or any act that injures, degrades, or disfraces or tends to injure, degrade, or disgrace any fellow stu­ dent or person attending the College.
12. Violation of campus parking or traffic regulations.
13. Smoking in non-smoking designated areas.
14. Disorderly conduct or lewd, indecent, or obscene conduct on College owned or controlled property or at events sponsored by the College.

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.

Reprimand — A person receiving a reprimand either oral or written is thereby notified that continued conduct of the type described may result in formal disciplinary action against the student.

Removal by Instructor — The instructor may remove a student from his or her class for the day of the misconduct and the next class meeting.

Disciplinary Probation — Formal disciplinary action resulting in any one or all of the following:
• Removal from any Associated student organization office held.
• Revocation of the privilege of participating in College and/or student sponsored activities.

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:

Summary Suspension is to protect the school from the immediate possibility of disorder or threat to the safety of all students and employees.

Disciplinary Suspension serves as a penalty against the student as a result of the failure of his or her conduct to meet the standard expected by the College.

Expulsion — Formal action taken by Yosemite Commu­ nity College District terminating a student's privilege to attend the colleges of the District for disciplinary reasons.

Appeals

1. The student must notify by phone or in writing the Vice President or designee within 24 hours of the notification of Findings and Disposition, if he/she plans to appeal the decision.

2. The student shall have five days from the date he/she receives notice of the decision to file an appeal with the Vice President. Appeal forms are available in the office of the Vice President.

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 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.

Refunds are not automatic. Exception: Refunds of fees will automatically be made to students enrolling in classes which are cancelled by the College. Contact the Admissions & Records Office for refund dates on short-term classes. Enrollment fee refunds are subject to a $10 processing fee. No refunds will be made for a credit amount of $10 or less. If fees or tuition are paid by check, a refund will not be pro­ ceeded until the check has cleared the bank. Exception: For short-term classes, contact the Admissions & Records Office for deadline dates. Refunds normally take six to eight weeks.

Parking Fee

Parking fees are only refund­able prior to the first day of instruc­ tion. Return parking permit with receipt of payment and completed Request for Refund Form to College Business Office. If the College cancels a class and a semester parking permit has been purchased, students must return the parking permit and completed Request for Refund Form to receive a refund. Forms are available at the Business Office, the Admissions and Records Office, and www.gocolumbia.org (connectColumbia).

Effective Fall Semester 2004

Expenses & Fees

Educational Expenses

The following is intended as a guide for single students and is based on 12 units per semester and California resi­ dency:

Cost of Education Budget for 9 Months

<table>
<thead>
<tr>
<th>Tuition/fees</th>
<th>Parents' Home</th>
<th>On-Campus</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>$560</td>
<td>$560</td>
<td>$660</td>
<td></td>
</tr>
</tbody>
</table>

Books/Supplies/fees 882

Meters/Housing 6,115 | 6,436

Miscellaneous 1,156 | 1,476 | 1,800

Transportation 792 | 594 | 1,800

Dep. Childcare 900

Total $9,672 | $9,727 | $11,478

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

Students may qualify to have enrollment fees waived if their income falls below specified level or if they are receiving TANF, SSI or GA. Applications for fee waivers are available in the Financial Aid office and should be completed prior to registering for classes.

Refunds are not automatic. Exception: Refunds of fees will automatically be made to students enrolling in classes which are cancelled by the College. Contact the Admissions & Records Office for refund dates on short-term classes. Enrollment fee refunds are subject to a $10 processing fee. No refunds will be made for a credit amount of $10 or less. If fees or tuition are paid by check, a refund will not be pro­ ceeded until the check has cleared the bank. Exception: For short-term classes, contact the Admissions & Records Office for deadline dates. Refunds normally take six to eight weeks.

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Effective Fall Semester 2004

Fee Refund Policy

Upon request, a refund will be made for fees paid by a student in excess of that computed for program changes completed during the first two weeks of the class if the class is a full semester class (Fall and Spring only). After the second week of class, no refunds will be allowed. Fees paid by credit card will be refunded by check.

Students eligible for refunds must obtain a Request for Refund Form from the Admissions & Records Office, Business Office or on the College website (connectColumbia).
Student Admission Procedures

Eligibility

We cordially invite you to apply for admission to Columbia College. If you are a graduate of an accredited high school...hold a high school Certificate of Proficiency or G.E.D. ...are at least 18 years old and can profit from school...are an accredited high school...be out of school for five years or less. Admission Procedures 588.5231 Prospective students must complete and return application forms to our Admissions & Records Office. To apply you can go to the College website at www.gocolumbia.org, and click on connectColumbia. Applications are also available from high school counselors in the Yosemite Community College District and of course, can be obtained in person at our campus, or by requesting a copy in writing from the College. Your official transcripts for all previous college work must be received during the first semester of attendance for processing. High school transcripts are required only if you have been out of school for five years or less. Note that students are responsible for providing official documentation of previous high school and college work for evaluation of credit. These documents will become the property of Columbia College and cannot be reproduced or released for any purpose. Be sure to submit your application as early as possible. To allow for processing, a local mailing address must be submitted prior to completion of registration.

Re-Admission

Planning on returning to Columbia College after an absence of one academic year or more? If so, you need to file an application for re-admission. Transcripts are also required if you have attended another college since last attending Columbia College.

Residence Requirements

For tuition purposes, all new and returning students are classified either as residents or non-residents. Residence will be determined by the College on an individual basis with the submission of each application. California residency is identified by the length of physical presence within the state and one's intent to make California his/her residence. The minimum residence requirement is one year and one day prior to the first day of the term or a late start class. This is based on the date of registration not on the start date of the class.

Those who have resided in California for two years or more must prove intent, which can be established by submitting two items from the following list with your application:
- Owning or renting California residential property for personal use
- Registering to vote in California
- Paying California State Income Taxes
- Having a California Driver's License or ID card
- Registering a motor vehicle in California
- Holding an active checking and/or savings account in a California bank
- Any other proofs of intent for consideration by the College.

Persons who cannot establish the minimum residence requirement as indicated above will be required to pay $149 per unit tuition in addition to other standard student fees. Non-resident tuition is refundable upon withdrawal from classes.

Active duty military and their dependents, who are currently residing in the state, are considered California residents. In addition, members of the armed forces, who were stationed on active duty in California for more than one year, may also be classified as residents for up to one year -- if they live in the state after discharge.

Credentialed employees, migrant agricultural workers and their dependents may be considered California residents.

If their visa does not preclude establishing residency in the U.S., non-citizen students may be classified as residents if they have resided in California for more than one year. INS documents must be issued one year and one day prior to the start of the semester otherwise, non-resident tuition will be charged. Examples of INS documentation include:
- Resident Alien Card
- Permanent Resident Card
- Passport
- Temporary Resident Card.

Residency questions and classification can be appealed by writing to the Director of Student Success/Matriculation.

AB 540

Assembly Bill 540 (January 1, 2002) allows exemption from non-resident tuition in some circumstances. This new law does not grant residency. Instead, it only exempts non-resident students from paying non-resident tuition.

If you feel that you qualify, complete a Student Affidavit for Exemption from Non-Resident Tuition. The form can be obtained from the Admissions & Records Office.

K-12 and Home-Schooled Student Admission 588.5231 Columbia College may admit K-12 and home schooled students who would benefit from advanced scholastic or vocational work according to Education Code 48800, 48800-5, and 76000. To be eligible for admission, a K-12 student must be in good standing with the school in which he/she is enrolled. In addition, the student must submit a Columbia College Admissions Application and the completed Concurrent Enrollment/Release Form to Admissions and Records. Students must satisfy all course prerequisites as defined in the current catalog and complete the college assessment prior to enrollment in Math and/or English. Credit for courses completed shall be at the level determined to be appropriate by the school district and the community college governing board.

Home-schooled students must obtain the signature of the superintendent or principal of the public school district in which the student resides.

No special arrangements for additional supervision of under age students are available at Columbia College. It is the responsibility of the parents to assure that their student is able to handle the college environment, as well as the content of the courses in which the student enrolls.

Admission of International Students 588.5109

We welcome the admission of international students to our community college! Columbia is authorized by the Immigration & Naturalization Service of the Department of Justice to accept international students, who wish to pursue a program of study leading to a Certificate of Achievement, Associate Degree or preparation for transfer to a four-year university.

Application deadlines are:

<table>
<thead>
<tr>
<th>Semester/End Deadline</th>
<th>Fall</th>
<th>Summer</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Sep - Dec</td>
<td>Apr 1</td>
<td>Jan - May</td>
</tr>
<tr>
<td>Spring</td>
<td>Jan - May</td>
<td>Oct 1</td>
<td>Apr - Aug</td>
</tr>
</tbody>
</table>

To help us with processing your application and facilitating your enrollment, we ask that you take the following steps:

1. Submit a completed International Student Application with personal goal statement, which is available from: Columbia College Admissions & Records Office 11600 Columbia College Drive Sonora, CA 95370-8582 USA 209.588.5109, phone 209.588.5337, fax ccinternationalcounselor@yosemite.cc.ca.us

2. Provide the following documents in English:
- Official results of the TOEFL (Test Of English as a Foreign
Language - if your native language is other than Eng-
lish, Citizens of Canada, Great Brit-
ain, Ireland, Australia, Philip-
pines, and New Zealand, whose
native language is English, are
 exempt from the TOEFL.
Minimum scores of 500 on the
paper-based test or 170 on the
computer-based test are required.
Institutional TOEFL scores are
acceptable.
Demonstration of satisfac-
tory financial support.
Submit a notarized or official
statement from your personal
financial sources of funding,
indicating total income and
ability to support you under any
circumstance. In addition, sustain
Columbia College. Plus, a writ-
ten guarantee from the bank of
your current account balance/s in
U.S. dollars. This information is
strictly confidential.
Letters of Recommendation.
As part of the assessment process,
we ask that international students
have an American sponsor, who
resides in the U.S. Have him/her
complete the Sponsor's Certifica-
tion.
Transfer of Transcripts.
Stu-
dents who complete post-secondary
courses at institutions in other
countries must submit an official,
English-translated transcript. Our
Columbia College Foreign Student
Advisor will gladly answer any ques-
tions regarding evaluation of foreign
transcripts.
Up on completion of all applica-
tion requirements listed above by the
deadline date, each applicant for admission
will be given equal consideration along with
other qualified applicants. (See
Admission Procedures Section).
If admitted, the appropriate
documents form will be mailed. The
appropriate documents form must be
presented to the appropriate officials in
order to obtain an I-172 (F) visa
and enter the United States.
Student Success Matriculation Program
588.5234
New and non-matriculated returning
Columbia College students are pro-
duced with a step-by-step approach to a
successful educational experience. The
Student Success Matriculation Program
is designed to give students information
and assistance at the time it is most
needed: at the threshold of their
college careers. All new students with no prior
college credit are required to partici-
ate in the Student Success Matriculation
Program.
Exception: Persons who qualify for one of the matriculation exempt
categories under Exception Categories.
A person participating in the Student Success Program will:
• receive academic advisement in
developing a program of studies based
on the student's major and
goals.
• purchase a College catalog ($4).
• receive general information about
majors, general education
requirements, transfer
requirements, and certificates of
achievement.
• plan a class schedule in accor-
dance with the chosen academic
goals, interests, current skills,
and time available for study
and work.
• begin process of developing an
educational plan which is
required after completion of 15
units. (This includes units trans-
ferred in from other accredited
colleges.)
• receive individual assistance 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
all parts of the Student Success Matriculation Program:
• students holding an associate degree or higher (however, assessment
testing or transcripts showing course completion may be
necessary to meet prerequisite
requirements).
• students enrolled only in activ-
ities that do not require a special
educational plan (Special
Educational, Psychologist, Psychologist,
Learning Disability Specialist, etc.,
verifying the disability.
Assessment
588.5235
Assessment is required by the Cali-
ifornia Education Code, Sec. 51006
and is intended to provide sufficient
information for students selecting the
level of courses to which they have
ability. This includes tutorials on
placement data), and Dean of Instruc-
tional Financial Resources, and
Dean of Student Services.
Confidentiality of Student Records
Student records are confidential.
Student information which is designat-
ed as public directory information
may be released at the discre-
tion of the College to anyone at
time unless the student has
filed a written objection form with
the Admissions & Records Office.
However, Columbia College will
not release student information for
any individual or private business/commercial firm use in
determining eligibility for
admissions or public
ations.
Directory information includes
the student's name, major field of
study, participation in officially
recognized activities and sports,
weight and height of members of
College athletic teams, dates of
attendance, degrees, awards and
honors, and dates of attendance in
campus-sponsored activities.
The District's policies and procedures
regarding student records are cur-
rently under review.
Students may ordinarily review
their own records at any time
during office hours. Under all cir-
cumstances, the College will
make records available within five to
ten working days following receipt of
a written student request.
All other student records apply
regardless of a student's age.
Parents of students under the age of
18 may NOT obtain the stu-
dent's record. (id. Code 40961)
Diploma & Certificate
Replacements
The following fees are appli-
cable to all Columbia College diplomas and certificates: Diplomas $10 Certificates $5
Columbia College
Two Columbia College tran-
scripts will be issued without charge
upon written request from a student
through the Admissions & Records Office.
This includes official or
unofficial copies. Additional
transcripts are $5 each.
Transcript request forms are available on the College website or at the
Admissions & Records Office. Payment must be by
credit card for faxed requests.
Columbia cannot release copies of coursework completed at other colleges to submit official transcripts. Transcripts will not be released to students to submit official transcripts. These scores, however, are handled through the Financial Aid and EOP&S Offices. The primary function of Extended Opportunity Programs & Services (EOP&S) is to recruit, train and transition economically and educationally disadvantaged students. Applications are handled through the Financial Aid and EOP&S Offices. The primary function of Extended Opportunity Programs & Services (EOP&S) is to recruit, train and transition economically and educationally disadvantaged students. Applications are handled through the Financial Aid and EOP&S Offices.
Supplemental Educational Opportunity Grant (FSEOG) programs.

Financial Aid 588.5100


Students who need help to meet expenses, such as tuition and fees, housing, food, books, supplies, transportation, and personal expenses may obtain applications in the Financial Aid Office from January 2, 2004 through December 17, 2004. Eligibility is based on financial need and satisfactory academic progress. Additionally, students must have a high school diploma; a G.E.D. or have passed an approved placement examination administered by the Testing Center at the College. Awards are made on a first-come, first-served basis, contingent upon availability of funds. If a financial aid recipient who is a first-time student at Columbia College withdraws from all classes during the first 60% of the term, a pro-rata refund to the Pell Grant program of the enrollment fee waiver will be calculated.

For your use and to comply with federal regulations, a copy of the Financial Aid Consumer Information is available in the Financial Aid and Admissions & Records Office.

High School Equivalency Diploma (G.E.D.) Test Center 588.5109

Columbia College is an official General Educational Development Testing Center, and provides an opportunity to obtain a high school equivalency, or G.E.D. diploma.

Health Services 588.5204

A registered nurse is on-campus several hours each day to provide a variety of health services for students. Students with chronic health problems should inform the College nurse so that the appropriate steps can be taken in case of an emergency. Illnesses or accidents occurring on the campus should be reported immediately to the College nurse or any administrator. Student health records are confidential.

Job Placement 588.5312

The Job Placement Office offers free employment assistance to all unit-bearing students. Exceptions apply to CalWORKS students. Information is available to all jobs in the local community and on the campus.

Security/Parking/ Lost & Found 588.5111

The Campus Security Department is operation 24 hours daily. Campus Security Officers do not have law enforcement authority. Their role is to "observe and report" only. The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus grounds. Security/crime awareness information is available in various locations on campus. The campus shuttle provides continuous service from the campus parking lots to classroom buildings on Monday through Thursday evenings from 5:15 to 9:30 pm.

Scholarships & Awards 588.5105

Columbia College has an extensive number of scholarships and awards provided by organizations and individuals both inside 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 Financial Aid 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 August 30, 2004; the deadline for applying is November 24, 2004. A special application is required for a specific scholarship, it will be noted.

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

CRIME STATS 2003

For your use and to comply with federal regulations, a copy of the Financial Aid Consumer Information is also available in the Financial Aid and Admissions & Records Office.

CRIMINAL OFFENSES 2003

Forcible Rape

There is no charge to students for the student identification card. The same identification Card will be used for each semester attended.

Validation stickers for the current semester can be obtained at the beginning of every semester from the Admissions & Records Office.

An ID is required for use of Student Services, Math and Computer open labs, the Academic Achievement Center and Business Office.

HATE OFFENSES

Manslaughter

Arrests

Drug Law Violations

DISPARITY ACTIONS/JUDICIAL

Manslaughter

Negligent Manslaughter

ARRESTS

Drug Law Violations

Illegal Weapons Possessions

DISPARITY ACTIONS/JUDICIAL

Drug Law Violations

Illegal Weapons Possessions

For normal processing, this can be submitted at registration. Be sure to inquire at the Veterans Affairs Office for information on any other required documents.

Veterans Affairs 588.5105

Disabled veterans, post-Vietnam era veterans (who participated in pay-roll deduction programs), members of Reserve units and dependents of disabled, deceased or retired veterans may be eligible for educational benefits while attending college at least half-time.

Applications for benefits are located in the Veterans Affairs Office and should be completed 30 to 120 days prior to the beginning of the term. If advance pay is being requested. For normal processing, this can be submitted at registration.

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For your use and to comply with federal regulations, a copy of the Financial Aid Consumer Information is also available in the Financial Aid and Admissions & Records Office.
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 first course or courses at Columbia College and are transferable for to a four year institution as long as the student remains in continuous attendance. Continuous attendance is defined as completion of at least one credit 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 Yosemiti Community College (District college may be accepted.)
- 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-discussion 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-discussion, 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 academic years to complete the requirements for graduation with an associate degree and/or certificate completion 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.

Conversion of Units

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

- Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by 1.5 = quarter unit credit.
- Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half (1.5) = quarter unit credits.

Prerequisites/Co-requisites

- The prerequisite or co-requisite under one or more of the criteria listed below:
  - The prerequisite or co-requisite is:
    - either unlawfully discriminatory, or
    - The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-req.
    - The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite.

Prerequisite Challenge Procedure

Contact the Admissions & Records Office to obtain a Petition for Prerequisite/Co-requisite Challenge Form. Submit the completed form with documentation materials to the Admissions & Records Office. The College shall resolve any challenge within five working days from the time it is filed provided that the student initiates the challenge no later than two weeks prior to the beginning of the semester.

Please note that a prerequisite waiver may not exclude that course from the major requirement.

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 basis upon which grades will be determined by one of the following symbols:

- A - Excellent
- B - Good
- C - Satisfactory
- D - Passing, less than satisfactory
- F - Failure

- W - Withdrawal from course
- I - Incomplete
- CR - Credit (at least satisfactory). This grade cannot be changed to a letter grade.
- NC - No Credit (less than satisfactory). This grade cannot be changed to a letter grade.
- RD - Report Delayed
- IP - In Progress (See IP section)

Satisfactory Course Completion

Satisfactory completion of a course requires a grade of C, Credit or better.

Challenging Grades

All students, including former students, may appeal a grade by submitting a Petition for Grading Challenge Form to the Admissions & Records Office for a final grade judgment. The student's permanent record indicates preparation that a student is required to take simultaneously in order to enroll in another course.

Course Prerequisite and Co-requisite Challenge Information

A student may challenge a prerequisite or co-requisite challenge process (See section below).

Adding a Course

To add a class after the first day of instruction, students must complete an "Add" Form which may be obtained from Admissions & Records. Contact the Admissions & Records Office for specific course deadlines.

All Add Forms processed by the Admissions & Records Office require the student to present a picture ID.

Students who are on a probationary status or are on academic probation must have a counselor's signature on the add slip and must register at the Admissions Office. Students attempting to register for over 18 units during a fall or spring semester, or 12 units during a summer session, must have a counselor's signature on the add slip and must register for these units at the Admissions & Records Office.

Dropping a Course

To drop a course, the student may use the touch-tone telephone system (536-5400), go online at www.gocolumbia.org (see current class schedule for instructions), must occur within two academic years from the time the grade is received. The Dean of Instructional Services is the official to be contacted by any student desiring to exercise the right to access and challenge their academic records.
Any course in which a student drop. Web and touchtone telephone transcript. after 75% of the term drawn. No student drops are allowed symbol will appear indicating office on campus or at the Calaveras Records Office or Calaveras Center.

Repetition of Courses for Improvement of Grades
In conformance with Title 5, Division 9, Chapter 2, Article 5, Section 58161 of the California Administrative Code, an individual may repeat a course under any of the following conditions:

- The student’s grade is at least in part due to extenuating circumstances beyond the control of the student.
- A student who has earned a grade of NC, D, or F in a course may repeat the course for improvement of grade. Only the units and grade earned upon repetition will be computed in the overall GPA and units earned.

Academic Renewal
If the student has completed a minimum of 30 units with at least a 2.0 cumulative GPA, 30 semester units with at least a 2.5 cumulative GPA, or 45 quarter units with a 2.0 cumulative GPA, credit may be applied toward completion of a student's degree program. The student must submit a written application to the Admissions & Records Office.

Incomplete Grades
An incomplete grade I may be given when it is impossible to make a final evaluation of a student's performance because of circumstances beyond the control of the student. The incomplete grade I will be changed to a letter grade when the work is completed and submitted to the instructor within the time designated by the instructor and the student. A copy of the Incomplete Grade form will be kept in the student's permanent record.

Credit/No Credit Grading Option
A student can obtain the Credit/No Credit grading option form. No Credit grading form on the Columbia College: CR/NC grading symbols. (California Administrative Code, Title 5, Section 55752.)

Credit/No Credit Grading (CR/NC)
Some transfer institutions will not accept CR/NC grading symbols. A student may choose a Credit/No Credit (CR/NC) option in courses for which letter grades are issued. A student has 30% of the length of the course to submit the Credit/No Credit grading option form. (California Administrative Code, Title 5, Section 55752.)
Credit by Examination (Course Challenge)

A student may challenge certain specifically designated courses by examination and obtain credit. Grades and point values are recorded on the student’s transcript of record in the same manner as for regular courses of instruction. The intent of this provision is to enable students to pursue courses of study at an accelerated rate and to encourage independent study. In addition, it recognizes training or experience for which credit or advanced standing was not previously granted.

Conditions and Limitations

Only Columbia College courses taken by examination may be challenged by examination. Credit granted by examination at accredited colleges will be accepted; such credit will be included in the maximum allowed by examination. The following are the conditions and limitations:

- These courses shall be excluded from credit by examination:
  - Pre-college level courses
  - Basic Skills courses
  - Laboratory courses
  - Activity courses

- Credit by Examination courses must be awarded a letter grade (A, B, C, D, F) except for courses that have only Credit/No Credit grades (CR/NC).

- A student may not repeat a course taken by examination.

- A student may not take a course for examination that has already been taken for a grade.

- A student may not take a course by examination if the student has already completed a more advanced course in the subject matter unless approved by the Academic Requirements Review Committee.

- Courses taken through Credit by Examination may not be counted as meeting the residence requirement for a degree. (Title 5, Sec. 55735)

- Courses taken through Credit by Examination may not be considered as part of the student’s program for enrollment verification purposes.

- A student taking a course by examination will be charged the regularly established enrollment fee per unit.

- A student may not take more than one course by examination per semester.

- A student may not earn more than 12 units of academic credit through Credit by Examination.

Eligibility

Students must be registered in at least one other Columbia College credit course for a minimum of three units during the semester when another course is being taken by examination.

Students must also have completed at least 12 units of previous coursework at Columbia College with a cumulative grade point average of 2.0.

Procedure

Please contact the Admissions & Records Office for the form and procedural information.

Advanced Placement Examination Credit

Columbia College will award credit for fulfillment of the Associate Degree General Education, Major requirements, and/or those for the Certificates of Achievement. Please see a counselor or the Admissions & Records Evaluators for information regarding how credit for Advanced Placement examinations will be awarded. (See page 62 for listing of accepted test and awarded credit).

College Level Examination Program (CLEP)

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

- A maximum of 20 units of military course 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 students through the Academic Requirements Review Committee. Should there be a question regarding course waivers, substitution, or exceptions to academic standards established by the College, students may petition for review to this committee. Contact the Director of Student Services in your college 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 per semester

**Freshman**
- Fewer than 30 degree or transfer units completed

**Sophomore**
- 30 or more degree or transfer units completed

For the purpose of Financial Aid, 12 units are considered full-time Summer, Fall, Spring.
- Total units required for completion of an Associate in Arts, Associate in Science or Associate in Science (Occupational Education) Degree, is 60 units. Units earned in Skills Development courses (Courses numbered 200 and above) are not counted as part of this 60 unit requirement.

**Attendance**

Students are responsible for making arrangements with their instructors to complete all coursework 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.

Student Load

A student who decides to carry more than 18 units during the fall or spring term, or 12 units during the summer session, must secure written approval from a counselor or the Vice President. Students on progress or academic probation will be limited to a unit load established by the Vice President.

**Final Examinations**

Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor.

**Scholastic Honors**

For Graduation: Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all degree and transferable course work are awarded the Associate Degree With Distinction. Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree With Honors.
- By Term: Students who complete a minimum of 12 degree applicable units in a semester with a GPA of 3.5 and no grade below a C are awarded "Dean's List" for that particular semester. This honor becomes a part of the official academic record as it appears on the official academic transcript below the semester the honor was achieved.

**Satisfactory Progress**

A student whose cumulative Grade Point Average is 2.0 (C average) or better is scholastically in good standing. All units and grade points are counted on a cumulative basis. The method of computing Grade Point Averages follows.

Grade Reports

Students may obtain their final semester grades on the College website approximately 10 working days after the semester ends. Additionally, students may obtain all classes and grades completed at Columbia College since 1985. All outstanding obligations must be cleared to obtain transcripts or access grades.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Not Included in computing GPA, but may be used in determining progress probation and dismissal:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>Non-Credit</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

Grade Point Average

The grade point average (GPA) is determined by the following formula:

\[
\text{GPA} = \frac{\text{Total Points}}{\text{Total Units Attempted}}
\]

Example: A student who earns five units of A, four units of B, three units of C, two units of D, and two units of F would compute GPA as follows.

\[
\text{GPA} = \frac{4 \times 4 + 3 \times 3 + 2 \times 2 + 1 \times 1 + 0 \times 2}{11} = 2.50
\]

Units which are assigned for grades of W, I, CR, NC, or IP are not counted in computing the grade point average but are used in determining progress probation and dismissal.

In calculating students’ degree- applicable course grades, courses in nondegree- applicable courses will not be included.
Probation & Dismissal for Academic Deficiencies

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 College excluding those taken on a Credit/No Credit basis.

Academic Probation Status

After having attempted a minimum of 12 semester units at Columbia College, 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 2.0 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 1.5 or his/her cumulative GPA falls below 1.75.

Progress Deficiencies

The purpose of Progress Probation and Dismissal status 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 grade of W, I and NC (No Credit) are recorded for 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. Registration must be done at the Admissions & Records Office only.
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 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 that all current instructors complete a monthly Student Academic Performance Report form.
6. Take the completed form to monthly counseling meetings with assigned counselor.

Academic Probation and Dismissal status will be noted on the student's permanent record.

The College may dismiss a student on Academic Probation or Progress Dismissal from enrollment in courses for a period of one year. If, in the judgment of the counselor and the Vice President, 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. See Reinstatement After Disqualification.

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:

- Evidence of consistent improvement in the student's record.
- A change from one major to a field of study more appropriate to the student.
- 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.
- The recommendation of the student's physician that the continuation 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 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, on the College website or by completing the drop form at the Admissions & Records Office or the Calaveras Center. Failure to do so may result in F grades recorded on the student's transcript.
AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97 Work Experience In Automotive Technology</td>
<td>1</td>
</tr>
<tr>
<td>AT 100 Introduction to Automotive Technology</td>
<td>4</td>
</tr>
<tr>
<td>AT 101 Automotive Braking Systems I</td>
<td>2</td>
</tr>
<tr>
<td>AT 102 Engine Repair</td>
<td>5</td>
</tr>
<tr>
<td>AT 103 Practical Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>AT 110 Automotive Electrics I</td>
<td>5</td>
</tr>
<tr>
<td>AT 111 Engine Performance I</td>
<td>6</td>
</tr>
<tr>
<td>AT 112 Heating/Air Conditioning</td>
<td>3</td>
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</table>

Total Required Units: 26.5

Recommended Optional Course

WT 100 Introduction to Welding

Automotive Service Technician

<table>
<thead>
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<th>Units</th>
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<tbody>
<tr>
<td>AT 97 Work Experience In Automotive Technology</td>
<td>1</td>
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<tr>
<td>AT 100 Introduction to Automotive Technology</td>
<td>4</td>
</tr>
<tr>
<td>AT 101 Automotive Braking Systems I</td>
<td>2</td>
</tr>
<tr>
<td>AT 102 Engine Repair</td>
<td>5</td>
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<tr>
<td>AT 103 Practical Laboratory</td>
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<tr>
<td>AT 110 Automotive Electrics I</td>
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<tr>
<td>AT 111 Engine Performance I</td>
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<tr>
<td>AT 112 Heating/Air Conditioning</td>
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<tr>
<td>AT 120 Suspension and Steering</td>
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<tr>
<td>AT 121 Automotive Braking Systems II</td>
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<tr>
<td>AT 122 Manual Power Train and Ales</td>
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<tr>
<td>AT 130 Automotive Electrics II</td>
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<tr>
<td>AT 131 Engine Performance II</td>
<td>2</td>
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<tr>
<td>AT 132 Automatic Transmissions and Transaxes</td>
<td>3</td>
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<td>Or</td>
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<tr>
<td>AT 165 Clean Air Car Course &amp; OBD II Update Training</td>
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Total Required Units: 41.5-42.5

Recommended Optional Course

WT 100 Introduction to Welding

BUSINESS ADMINISTRATION

Accounting

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</tr>
<tr>
<td>Busad 18 Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 161A Small Business Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>Busad 161B Small Business Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>Busad 18 Business Law</td>
<td>4</td>
</tr>
<tr>
<td>Busad 151 Finance and Investments</td>
<td>3</td>
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<tr>
<td>Busad 158 Payroll Accounting</td>
<td>3</td>
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<tr>
<td>Busad 163 Business Mathematics</td>
<td>4</td>
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<tr>
<td>Busad 164 Income Tax</td>
<td>3</td>
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<tr>
<td>Cmpsc 30 Financial Worksheets on Computers</td>
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Six (6) Units Required from Computerized Accounting: Busad 152 Computerized Accounting for Business (Quickbooks), Busad 154 Computerized Accounting for Business (Peachtree).

Total Required Units: 36

Recommended Optional Courses

Busad 160 Basic Accounting

Management

<table>
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<th>Required Courses</th>
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<tr>
<td>Busad 18 Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 161A Small Business Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>Busad 161B Small Business Accounting II</td>
<td>4</td>
</tr>
<tr>
<td>Busad 18 Business Law</td>
<td>4</td>
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<tr>
<td>Busad 20 Principles of Business</td>
<td>3</td>
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<tr>
<td>Busad 24 Human Relations in Organizations</td>
<td>3</td>
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<tr>
<td>Busad 30 Principles of Marketing</td>
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<tr>
<td>Busad 160 Basic Accounting</td>
<td>4</td>
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<tr>
<td>Busad 161A Small Business Accounting I</td>
<td>4</td>
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<tr>
<td>Busad 161B Small Business Accounting II</td>
<td>4</td>
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<tr>
<td>Busad 163 Business Mathematics</td>
<td>4</td>
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<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
<td>4</td>
</tr>
<tr>
<td>Econ 10 Principles of Economics</td>
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<tr>
<td>Econ 11 Principles of Economics</td>
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Total Required Units: 43

Recommended Optional Course

Busad 97 Work Experience

CHILD DEVELOPMENT

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<tbody>
<tr>
<td>Child 1 Principles of Child Development</td>
<td>3</td>
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<tr>
<td>Child 16 Practicum</td>
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<tr>
<td>Child 17 Principles of Child Development</td>
<td>3</td>
</tr>
<tr>
<td>Child 22 Child, Family, Community</td>
<td>3</td>
</tr>
<tr>
<td>Child 33 Principles of Child Development</td>
<td>3</td>
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<tr>
<td>Child 28 Books for Young Children</td>
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</tr>
<tr>
<td>Child 10 Creative Activities in the Arts</td>
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<tr>
<td>Child 12 Creative Activities in Math</td>
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<tr>
<td>Child 13 Creative Activities in Science</td>
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Total Required Units: 12-13

Certificates of Achievement

Columbia College 2004-05 Catalog
### Child Development

**Applied Computer Studies - Business Emphasis**

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<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
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<tr>
<td>Cmpsc 4 Windows Operating Systems Essentials</td>
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<td>UNX Operating Systems</td>
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<tr>
<td>Cmpsc 22 Programming Concepts &amp; Methodology I</td>
<td>4</td>
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<td>Or</td>
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<tr>
<td>Cmpsc 15 Java Programming</td>
<td>3</td>
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<tr>
<td>Cmpsc 28 Visual Basic Programming</td>
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<tr>
<td>Cmpsc 30 Financial Worksheets on Computers</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 55 Database Management</td>
<td>3</td>
</tr>
<tr>
<td>Busad 1A Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 18 Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Busad 40 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Cmpsc 55 Project Management</td>
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<td>Or</td>
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<tr>
<td>Cmpsc 58 Intermediate Word Processing</td>
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**Geographic Information Systems**

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<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
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<tr>
<td>Cmpsc 3 Operating Systems</td>
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</tr>
<tr>
<td>Cmpsc 60 Introduction to GIS - ArcView</td>
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<tr>
<td>Cmpsc 85 GIS Applications</td>
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<tr>
<td>Cmpsc 70 Intro to Raster-Based GIS</td>
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<tr>
<td>Cmpsc 75 GIS Applications in Resource Management</td>
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<tr>
<td>Draft 50A Computer Assisted Drafting I</td>
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<td>Or</td>
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<tr>
<td>Art 33/ Art 51 Physical Geology</td>
<td>4</td>
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<tr>
<td>Or</td>
<td></td>
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<tr>
<td>Eng 1A Reading &amp; Comp. Beginning</td>
<td>3</td>
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<tr>
<td>Or</td>
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<tr>
<td>Fort 153 Forest Surveying Techniques</td>
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<tr>
<td>Math 101 Algebra I: Fundamentals or equivalent</td>
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<tr>
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<tr>
<td>Nartc 160 Aerial Photography &amp; Map Interpretation</td>
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<tr>
<td>Cmpsc 53/ Cmpsc 55 Project Management</td>
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<td>Or</td>
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<tr>
<td>Cmpsc 59 GIS-ArcView</td>
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<tr>
<td>Cmpsc 59 Geographic Info &amp; Global Positioning Systems</td>
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<tr>
<td>Math 2</td>
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<td>Math 8</td>
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<td>Spcom 1 Fundamentals of Speech</td>
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**Management Information Systems**

**Emergency Medical Technical Training**

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<tr>
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<tbody>
<tr>
<td>BusAd 20 Principles of Business</td>
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<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
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<tr>
<td>Cmpsc 31 Management Information Systems</td>
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<tr>
<td>Cmpsc 52 E-Commerce</td>
<td>3</td>
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<td>Cmpsc 53 Project Management</td>
<td>3</td>
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<td>Or</td>
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<td>Cmpsc 34 Data Mining</td>
<td>3</td>
</tr>
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<td>Or</td>
<td></td>
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<tr>
<td>Cmpsc 30 Financial Spreadsheets</td>
<td>3</td>
</tr>
<tr>
<td>Busad 30 Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 17 Advanced Internet Research</td>
<td>4</td>
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<tr>
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<tr>
<td>Recommended Optional Courses</td>
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<tr>
<td>Busad 40 Principles of Management</td>
<td>3</td>
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<tr>
<td>Cmpsc 3 Operating Systems</td>
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<td>Cmpsc 55 Database Management</td>
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**Website Development**

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<tr>
<td>Cmpsc 10 Introduction to the Internet</td>
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<tr>
<td>Cmpsc 11 Presentations Using Computers and Media</td>
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<tr>
<td>Cmpsc 12 Website Development Applications</td>
<td>3</td>
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<tr>
<td>Cmpsc 13 Intro to HTML</td>
<td>3</td>
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<tr>
<td>Cmpsc 14 Advanced Topics Website Development</td>
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<td>Cmpsc 17 Advanced Internet Research</td>
<td>3</td>
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<tr>
<td>Cmpsc 33/ Cmpsc 58 Project Management</td>
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<td>Or</td>
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<tr>
<td>Cmpsc 149 Photoshop for the Web</td>
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<td>Recommended Optional Courses</td>
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<tr>
<td>Cmpsc 33/ Art 33/ Art 51 Physical Geology</td>
<td>4</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>Cmpsc 152/ Cmpsc 59 GIS-Based Systems</td>
<td>3</td>
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<td>Cmpsc 55 Database Management</td>
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**EMERGENCY MEDICAL SERVICES**

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<td>Ems 157</td>
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**Emergency Medical Technician Training**

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<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
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<tr>
<td>Cmpsc 31 Management Information Systems</td>
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<tr>
<td>Cmpsc 52 E-Commerce</td>
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<td>Cmpsc 53 Project Management</td>
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<td>Or</td>
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<tr>
<td>Cmpsc 34 Data Mining</td>
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<td>Or</td>
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<tr>
<td>Cmpsc 30 Financial Spreadsheets</td>
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<tr>
<td>Busad 30 Principles of Marketing</td>
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<td>27-29</td>
</tr>
<tr>
<td>Recommended Optional Courses</td>
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<tr>
<td>Busad 40 Principles of Management</td>
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<td>Cmpsc 3 Operating Systems</td>
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<td>Cmpsc 55 Database Management</td>
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**Emergency Medical Technician Training**

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<td>Cmpsc 51 Management Information Systems</td>
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<td>CPR &amp; Basic First Aid</td>
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**FIRE TECHNOLOGY**

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<td>CPR &amp; Basic First Aid</td>
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**FORESTRY TECHNOLOGY**

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<td>Dendrology</td>
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<td>Fore 9</td>
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<td>Forestry Surveying Techniques</td>
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<td>Forest 162 Forest Inventory</td>
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<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
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<tr>
<td>Eng 151 Preparation for College Composition</td>
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<tr>
<td>Higher level English</td>
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<td>For 163 Applied Fire Control</td>
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<tr>
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<td>Higher level algebra</td>
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<tr>
<td>Nature 2007 Parks and Forest Law Enforcement</td>
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<tr>
<td>Nature 160 Introduction to Watershed Management</td>
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<td>Total Required Units</td>
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<tr>
<td>Nature 50 Natural History and Ecology</td>
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<tr>
<td>Bio 24 General Ecology</td>
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<tr>
<td>Nature 160 Aerial Photography &amp; Map Interpretation</td>
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<tr>
<td>Nature 181 California Wildlife</td>
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### HOSPITALITY MANAGEMENT

#### Baker

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<td>Hpmgt 104 Hospitality Laws and Regulations</td>
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<td>Hpmgt 120 Safety and Sanitation</td>
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<tr>
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</tr>
<tr>
<td>Hpmgt 133 Intro to Commercial Food Preparation</td>
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<tr>
<td>Hpmgt 134 Intro to Commercial Food Preparation</td>
<td>2.5</td>
</tr>
<tr>
<td>Hpmgt 135 Commercial Baking: Beginning</td>
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<tr>
<td>Hpmgt 136 Intro to Commercial Food Preparation</td>
<td>2</td>
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<tr>
<td>Hpmgt 148 Intro to Wines</td>
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#### Bartender

<table>
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<tbody>
<tr>
<td>Hpmgt 120 Safety and Sanitation</td>
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<tr>
<td>Hpmgt 147 Beverage Management</td>
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<tr>
<td>Total Required Units</td>
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#### Chef

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Hpmgt 102 Introduction to Hospitality Careers &amp; Human Relations</td>
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<tr>
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<td>1</td>
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<tr>
<td>Hpmgt 126 Nutrition for Chefs</td>
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<td>Hpmgt 128 Kitchen Management</td>
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<td>Hpmgt 133 Intro to Commercial Food Preparation</td>
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<tr>
<td>Hpmgt 134 Intro to Commercial Food Preparation</td>
<td>2.5</td>
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<tr>
<td>Hpmgt 136 Dining Room Service and Management I</td>
<td>2</td>
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<tr>
<td>Hpmgt 140 Contemporary Cuisine</td>
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<tr>
<td>Hpmgt 141 Restaurant Desserts</td>
<td>2</td>
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<td>Hpmgt 142 Garde Manger</td>
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#### Dinner Line Cook

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<td>Hpmgt 134 Intro to Commercial Food Preparation</td>
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#### Hotel Management

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<tr>
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<tr>
<td>Hpmgt 20 Intro to Leisure, Travel and Tourism</td>
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<tr>
<td>Hpmgt 104 Hospitality Laws and Regulations</td>
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<tr>
<td>Hpmgt 112 Front Office Mgmt/Hotel Catering</td>
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<tr>
<td>Hpmgt 114 Intro to Maintenance and Housekeeping</td>
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<tr>
<td>Hpmgt 152 Restaurant Planning</td>
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<tr>
<td>Busad 1A Principles of Accounting</td>
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<td>Or</td>
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</tr>
<tr>
<td>Busad 160 Basic Accounting</td>
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<td>Or</td>
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<td>Busad 161A Small Business Accounting</td>
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#### HOSPITALITY MANAGEMENT

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<td>Hpmgt 120 Safety and Sanitation</td>
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<td>Hpmgt 122 Restaurant Math</td>
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<td>Hpmgt 126 Nutrition for Chefs</td>
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<td>Hpmgt 128 Kitchen Management</td>
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<td>Hpmgt 133 Intro to Commercial Food Preparation</td>
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<tr>
<td>Hpmgt 141 Restaurant Desserts</td>
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<td>Hpmgt 142 Garde Manger</td>
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#### Pantry & Dessert Chef

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<td>Hpmgt 122 Restaurant Math</td>
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<tr>
<td>Hpmgt 126 Nutrition for Chefs</td>
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<td>Hpmgt 128 Kitchen Management</td>
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<tr>
<td>Hpmgt 133 Intro to Commercial Food Preparation</td>
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<tr>
<td>Hpmgt 134 Commercial Baking: Beginning</td>
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<tr>
<td>Hpmgt 136 Dining Room Service and Management I</td>
<td>2</td>
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<tr>
<td>Hpmgt 140 Contemporary Cuisine</td>
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<td>Hpmgt 141 Restaurant Desserts</td>
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<td>Hpmgt 142 Garde Manger</td>
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<td>Hpmgt 148 Intro to Wines</td>
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#### Restaurant Management

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<tr>
<td>Busad 1A Principles of Accounting</td>
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<td>Or</td>
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<tr>
<td>Busad 160 Basic Accounting</td>
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<td>Or</td>
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<tr>
<td>Busad 161A Small Business Accounting</td>
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<td>Hpmgt 97 Work Experience</td>
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<tr>
<td>Hpmgt 104 Hospitality Laws and Regulations</td>
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<td>Hpmgt 120 Safety and Sanitation</td>
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<td>Hpmgt 122 Restaurant Math</td>
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<td>Hpmgt 126 Nutrition for Chefs</td>
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<td>Hpmgt 133 Intro to Commercial Food Preparation</td>
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<tr>
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#### Safety & Sanitation

<table>
<thead>
<tr>
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<tr>
<td>Busad 148 Introduction to Wines</td>
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#### Eco-Adventure/Heritage Tour Business

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Hpmgt 10 Introduction to Recreation and Leisure</td>
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<tr>
<td>Hpmgt 20 Introduction to Leisure Travel and Tourism</td>
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<tr>
<td>Hpmgt 30 Geography of Travel and Tourism: Western Hemisphere</td>
<td>3</td>
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<td>Hpmgt 31 Geography of Travel and Tourism: Eastern Hemisphere</td>
<td>3</td>
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<tr>
<td>Hpmgt 162 Introduction to Tourism, Marketing, Sales, Service</td>
<td>3</td>
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<tr>
<td>Hpmgt 163 Applied Marketing for the Travel Business</td>
<td>3</td>
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<tr>
<td>Or</td>
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<tr>
<td>Hpmgt 164 Tourism Planning and Impacts</td>
<td>3</td>
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<td>Or</td>
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<td>Hpmgt 165 Eco-Adventure/Heritage Travel Business</td>
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<tr>
<td>Development</td>
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<tr>
<td>Hpmgt 168 Developing a Hospitality/Tourism/Recreation Career Path and Portfolio</td>
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<tr>
<td>Hpmgt 169 Capstone Course: Tourism/Recreation</td>
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#### Travel And Tourism (Recreation)

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<td>Hpmgt 11 Introductions to Hospitality Careers &amp; Human</td>
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<td>Relations</td>
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<tr>
<td>Hpmgt 169A Managing a Hospitality/Tourism/Recreation</td>
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<tr>
<td>Total Required Units</td>
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**HUMAN SERVICES**

**Required Courses**
- Cmpsc 1: Computer Concepts & Information Systems
- Guide 108: Introduction to Helping Skills
- Socio 5: Ethnicity & Ethnic Relations in America
- Child 22: Child, Family, Community
- Socio 97: Work Experience
- Child 1: Principles of Child Development
- Guide 1: Career/Life Planning
- Psych 1: General Psychology
- Socio 1: Introduction to Sociology
- Total Required Units: 25

**Recommended Optional Courses**
- Psych 35: Intro to Drugs & Behavior
- Spcom 1: Fundamentals of Speech
- Guide 25: Experience

**NATURAL RESOURCES**

**Watershed Management Technology**

**Required Courses**
- Cmpsc 1: Computer Concepts & Information Systems
- Esc 5: Physical Geology
- Esc 10: Environmental Geology
- Geogr 15: Physical Geography
- Fort: 153: Forestry Surveying Techniques
- Natre 3: Natural Resources and Law
- Natre 9: Parks and Forests Law Enforcement
- Natre 22: Ecology/Use of Fire
- Natre 30: introduction to Watershed Management
- Natre 50: Natural History and Ecology
- Biol 24: General Ecology
- Natre 160: Aerial Photography & Map Interpretation
- Natre 181: California Wildlife
- Plus Option A or Option B

**Option A**
- Cmpsc 60: Introduction to GIS/ArCView
- Draft 50A: Computer Assisted Drafting
- Cmpsc 70: Intro to Raster-Based GIS
- Cmpsc 75: GIS Applications in Resource Management
- Total Required Units: 34-38

**NATURAL RESOURCES TECHNOLOGY**

**Required Courses**
- Natre 1: Environmental Conservation
- Natre 9: Parks and Forests Law Enforcement
- Natre 30: Introduction to Watershed Management
- Natre 50: Natural History and Ecology
- Biol 24: General Ecology
- Natre 155: Interpreting Forests
- Natre 160: Aerial Photography & Map Interpretation
- Natre 181: California Wildlife
- Biol 179: Fishing and Fisheries
- Esc 10: Environmental Geology
- Esc 25: Geology of National Parks
- Engl 151: Preparation for College Composition
- Higher level English
- Fire 7: Wildland Fire Control
- Fort: 153: Forest Surveying Techniques
- Fort: 10: Dendrology
- Fort: 132: Business Communications
- Eth 106: Principles of Management
- Eth 151: Principles of Child Development
- Eth 158: Excel Spreadsheets
- Eth 110: Introduction to the Internet
- Eth 111: Presentations Using Computers
- Eth 155: Access
- Guide 25: Job Search and Interviewing
- Total Required Units: 40-45

**Recommended Optional Courses**
- Other 100: Computer Keyboarding I
- Other 110: Computer Keyboarding II

**OFFICE TECHNOLOGY**

**Administrative Assistant**

**Required Courses**
- Cmpsc 1: Computer Concepts
- Cmpsc 53: Project Management
- Spcom 1: Fundamentals of Speech
- Other: 40: Beginning Word Processing
- Fort: 10: Dendrology
- Natre 155: Interpreting Forests
- Natre 160: Aerial Photography & Map Interpretation
- Natre 181: California Wildlife

**Recommended Optional Courses**
- Cmpsc 60: Introduction to GIS/ArCView
- Draft 50A: Computer Assisted Drafting
- Cmpsc 70: Intro to Raster-Based GIS
- Cmpsc 75: GIS Applications in Resource Management
- Total Required Units: 34-38

**OFFICE TECHNOLOGY**

**Recommended Optional Courses**
- Cmpsc 1: Computer Concepts
- Cmpsc 53: Project Management
- Other: 40: Beginning Word Processing
- Fort: 10: Dendrology
- Natre 155: Interpreting Forests
- Natre 160: Aerial Photography & Map Interpretation
- Natre 181: California Wildlife

**Recommended Optional Courses**
- Cmpsc 60: Introduction to GIS/ArCView
- Draft 50A: Computer Assisted Drafting
- Cmpsc 70: Intro to Raster-Based GIS
- Cmpsc 75: GIS Applications in Resource Management
- Total Required Units: 34-38

**Recommended Optional Courses**
- Other: 40: Beginning Word Processing
- Fort: 10: Dendrology
- Natre 155: Interpreting Forests
- Natre 160: Aerial Photography & Map Interpretation
- Natre 181: California Wildlife

**Recommended Optional Courses**
- Cmpsc 60: Introduction to GIS/ArCView
- Draft 50A: Computer Assisted Drafting
- Cmpsc 70: Intro to Raster-Based GIS
- Cmpsc 75: GIS Applications in Resource Management
- Total Required Units: 34-38

**WELDING TECHNOLOGY**

**Required Courses**
- WT 100: Intro to Welding
- WT 101: Practical Laboratory
- WT 110: M.L.G./T.I.G. Welding
- WT 111: Advanced Arc Welding Techniques
- WT 97: Work Experience in Welding

**Total Required Units: 27**
Columbia College will confer an Associate in Arts, Associate in Science, or Associate in Business (Occupational Education) Degree upon completion of the following requirements. The Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution. The Associate in Science Degree is awarded in Science and Technical fields, and is specifically designed for students who intend to transfer to a four-year institution. The Associate in Business (Occupational Education) Degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce.

1. **TOTAL UNITS:** Completion of 60 degree-applicable semester units from courses numbered 1-199, of which 12 must be taken at a college in the Yosemite Community College District (either Columbia or Modesto Junior College). Units earned in remedial and Skills Development units 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 A.1, A.2, A.3 and B.4.

3. **MAJOR:** Satisfactory completion of any AA/AS/ASOS degree, major listed on pages 45-58. Students completing these degree majors will have completed at least 18 units in a single discipline or related discipline. (Title 5 Section 55868) All courses in the major must be completed with a C or better. Credit (CR) grades are not accepted. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units (72 or more total semester units). A course may only be used to meet the requirements for two different majors when no other course selections are available.

4. **GENERAL EDUCATION 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 A.1 and A.2. Courses in areas A.1, A.2, A.3 and B.4 must be completed with a grade of C or better. Students wishing to transfer to a California State University may follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA, AS, or AS (OE) Degree should follow the requirements listed in the appropriate left-hand column. The courses suitable to satisfy both patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns, the same time by careful selection of courses, in order to graduate with the AA, AS, or AS (OE) Degree as well as transfer to a CSU campus. CSU/UC transfer students should refer to pages 59-64 for an alternative method of transferring transferable General Education Requirements.

5. **COMPETENCY REQUIREMENTS:** State Law mandates that students earning an occupational 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:
   - Engl 1A: Reading and Composition: Beginning
   - Busad 163, Business Mathematics, Math 100B, Algebra I: Second Half
   - 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 physical activity courses numbered 1-99. If you wish to transfer, 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 you intend to transfer to receive your counselor for clarification. (See pages 41 and 42 for specific Associate Degree General Education Requirements.)

7. **Transfer Requirements To A California State University**
   - Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers. Full certification consists of not less than 39 semester units from areas “A” through “E.” In addition, the following transfer requirements and information apply (see pages 46-49).
   - **TOTAL UNITS:** Satisfactory completion of 60 to 70 transferable semester units from courses numbered 1-99. If you wish to transfer with fewer than 60 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 you intend to transfer to receive your counselor for clarification. (See pages 41 and 42 for specific Associate Degree General Education Requirements.)
   - **SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 (C average).
3. MAJOR: Satisfactory completion of lower division prerequisites for the BA/BS major listed in an articulation agreement or the catalog of the California State University transfer campus.

4. GENERAL EDUCATION BREADTH REQUIREMENTS: Satisfactory completion of each Area of General Education "A" through "E", by choosing suitable courses from those listed under each Area on pages 41 and 42. 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, AS, or AS (OE) Degree, should follow the requirements listed in the left-hand column. The courses suitable to satisfy both patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns at the same time by careful selection of courses, in order to graduate with the AA, AS, or AS (OE) Degree as well as transfer to a CSU campus. CSU/UC transfer students should refer to pages 59-65 for further information.

Supplementary Notes

1. Transfer students also have the option of completing the Intersegmental General Education Transfer Curriculum (IGETC) instead of the General Education requirements listed 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 43-44) and a counselor for assistance.

2. At least nine upper division General Education units or more must be taken at CSU to graduate. Additional upper division General Education courses may be required for graduation at some campuses, and/or a foreign language may be required.

3. California law includes a requirement in U.S. History and Federal, State and Local Government for the CSU transfer pursuing the BA/BS Degree. Completion of History 16 or 17 and Political Science 10 from Area D will meet this requirement, but only three units will be credited toward the 39 units required for CSU General Education Certification (units in excess of 39 will count instead for elective credit). Some CSU campuses place the U.S. History and government requirement outside the 39 unit GE Certification while others include it within the 39 units. Some CSU campuses accept one U.S. History and/or one government course while others accept two courses in U.S. History. Consult the catalog of the CSU campus to which you intend to transfer or see your counselor for clarification.

4. Columbia College will automatically send a full or partially completed Lower Division General Certification when a student requests it/ her transcript be sent to any CSU campus. The alternate General Education pattern, Intersegmental General Education Transfer Curriculum (IGETC), (See page 43-44) may be used in lieu of the CSU GE Pattern for students in most majors who are unsure of whether they want to transfer to a CSU or UC. The IGETC must be fully completed and a written request to the Admissions & Records Office must be made before an IGETC Certification will be completed and sent to your transfer UC or CSU campus.

### General Education Breadth Requirements

<table>
<thead>
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<th>Area A</th>
<th>Area B</th>
<th>Area C</th>
<th>Area D</th>
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<tr>
<td>Communications &amp; Critical Thinking</td>
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<tr>
<td>Oral Communication</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Written Communication</td>
<td></td>
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<tr>
<td>Critical Thinking</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses for Each Area of General Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA/AS* Degree: Three courses required: one each from A.1, A.2, A.3 (must have a grade of C or higher in each of Area A). Also acceptable in A.1: SPOM 4</td>
</tr>
<tr>
<td>AS (OCCUPATIONAL EDUCATION) Degree: Two courses required: one course from Area A.2 and one course from Area A.3 (must have a grade of C or higher). Also acceptable in A.1: SPOM 4</td>
</tr>
<tr>
<td>FOR AS TRANSFER***: Three courses required: one each from A.1, A.2, A.3 (must have a grade of C or higher in each of Area A).</td>
</tr>
</tbody>
</table>

*The GE requirements in this column do not apply to the AS (OCCUPATIONAL EDUCATION) Degree. See column at right for AS (OCCUPATIONAL EDUCATION) GE Degree requirements.

**The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree.**

See the current catalog for additional information on AA/AS Degree and CSU Transfer Requirements.
FOR AS (OCCUPATIONAL EDUCATION)** DEGREE: Two courses required:
One course from JRNAL 1 and HIST 55, and one course from H-HP 6A. Also acceptable in D: JRNAL 1 and HIST 55.

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE: Two courses required:
One course from JRNAL 1 and HIST 55, and one course from H-HP 6A. Also acceptable in D: JRNAL 1 and HIST 55.

AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:
Area D.1. Anthropology, Archaeology
ANTHR 1, 2, 3, 10, 15*
Area D.2. Economics
ECON 10, 11, AP
Area D.3. Ethnic Studies
ANTHR 15*, HIST 20*, SOCIO 5*, SPCM 5
Area D.4. Gender Studies
HIST 21, ANTHR 7, SOCIO 7
Area D.5. Geography
GEOG 12, 18
Area D.6. History
HIST 11, 13, 14, 16*, 17*, 20*, 21, AP
Area D.7. Interdisciplinary, Social or Behavioral Science
CHILD 22, NATURE 1
Area D.8. Political Science, Government and Legal Institutions
POUL 10*, 11, 12, AP
Area D.9. Psychology
CHILD 1, PSYCH 1, 35*, AP*
Area D.0. Sociology and Criminology
SOCIO 1, 2, 5*

*Psych 35 may be used to satisfy either Area D.9. or E., but not both.
*Designed to meet an Ethnic Studies Requirement.
**History 16 or 17 and Political Science 10 meet the US History, Constitution and American Ideals Requirement.

FOR AS/AS* DEGREE: One course in E. Also acceptable in E: H-HP 6A

FOR AS/AS* DEGREE: One course in E. Also acceptable in E: H-HP 6A

FOR CSU TRANSFER*** Three courses required:
POUL 10 and HIST 16 or 17, and one course from Areas D1-DO.

FOR CSU TRANSFER*** Three courses required:
POUL 10 and HIST 16 or 17, and one course from Areas D1-DO.

AREA 1: ENGLISH COMMUNICATION: One course each from Area 1A, Area 1B, and Area 1C. (Area 1C is for CSU students only.)
• AREA 1A: ENGLISH COMPOSITION: (One course, three semester units.)
ENGL 1A
(Or course from other college or AP)
• AREA 1B: CRITICAL THINKING/ENGLISH COMPOSITION: (One course, three semester units.)
ENGL 1C
(Or course from other college)
• AREA 1C: ORAL COMMUNICATION: CSU students only. (One course, three semester units.)
SPCM 1
(Or course from other college)

AREA 2A: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: (One course, three semester units.)
MATH 2, 6, 10, 12, 16, 18A, 18B
(Or course from other college or AP)

AREA 2A: MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING: (One course, three semester units.)
MATH 2, 6, 10, 12, 16, 18A, 18B
(Or course from other college or AP)

AREA 3: ARTS AND HUMANITIES: (Completion of at least three courses totaling nine units. One course must be in the Arts and one course must be in the Humanities. The third course may come from either Arts or Humanities.)
• AREA 3A: ARTS:
ART 11, 12, 13; DRAMA 10; HHP 20, MUSIC 2, 10 11, 12
(Or course from another college or AP)
• AREA 3B: HUMANITIES
ENGL 11, 17, 18, 46, 47, 49, 50;
HUMAN 1, 2, 3, 4; INDUS 1; PHILO 1, 4, 25;
SPAN 1B, 2A, 2B
(Or course from other college or AP)

AREA 4: SOCIAL AND BEHAVIORAL SCIENCES: (From at least two disciplines, complete at least three courses totaling at least nine units.)
• AREA 4A: ANTHROPOLOGY AND ARCHAEOLOGY:
ANTHR 1, 2, 10, 15*
• AREA 4B: ECONOMICS:
ECON 10, 11
• AREA 4C: ETHNIC STUDIES:
ANTHR 15*, HIST 20; SOCIO 5*
• AREA 4D: GENDER STUDIES:
HIST 21

*The GE requirements in this column do not apply to the AS (OCCUPATIONAL EDUCATION) Degree. See column at right for AS (Occupational Education) GE Degree requirements.

**The GE requirements in this column only apply to the AS (OCCUPATIONAL EDUCATION) Degree. See column at right for AS (Occupational Education) GE Degree requirements.

***A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements (See pages 43-44).

See pages 38-39 for additional information on Graduation Requirements and pages 39-40 for additional CSU graduation requirements.

Two physical activity courses under Health & Human Performance are required for graduation.

(See Institutional Requirements under Graduation Requirements.) See page 62 for specific information on Advanced Placement (AP) credit.
• AREA 4E: GEOGRAPHY:
  GEOR 12, 18
• AREA 4F: HISTORY:
  HIST 11, 13, 14, 16*, 17*, 20*, 21
• AREA 4G: INTERDISCIPLINARY, SOCIAL
  AND BEHAVIORAL SCIENCES:
  CHILD 1
• AREA 4H: POLITICAL SCIENCE, GOVERNMENT
  AND LEGAL INSTITUTIONS:
  POLSC 10*, 12, 14
• AREA 4I: PSYCHOLOGY
  PSYCH 1, 5, 10, 14
• AREA 4J: SOCIOLOGY AND CRIMINOLOGY:
  SOCIO 1, 2, 5*, 12
(Or courses from other colleges or AP for all of
AREA 4)

AREA 5: PHYSICAL AND BIOLOGICAL
SCIENCES: Completion of at least two courses totaling
seven units or more. One Physical Science and one
Biological Science course with at least one of these courses
to include a Laboratory (L).

• AREA 5A: PHYSICAL SCIENCES:
  CHEM 1A(L), 1B(L), 10(L)**, 20**, ESC 5(L), 10,
  30, 40, 50, 62; GEOGR 13; PHYSICS 1**, 4A(L),
  4B(L), 5A(L), 5B(L)
(Or courses from other colleges or AP)

• AREA 5B: BIOLOGICAL SCIENCES
  BIOL 2(L)**, 4(L), 6(L), 10(L), 17(L)**, 24 (L),
  60(L), 65(L)
(Or courses from other college or AP)

AREA 6: LANGUAGE OTHER THAN ENGLISH -
UC Only. Proficiency equivalent to two years of high
school study (C or better) in the same language.

SPAN 1A
(Or courses from other colleges and/or high schools)
Competency:
Test Name: Score: Date:

AREA 7: CSU GRADUATION REQUIREMENT
IN U.S. HISTORY, CONSTITUTION AND
AMERICAN IDEALS: NOT PART OF IGETC;
(May be completed prior to transfer to CSU; 6 units: one
course from Area 7A and one from Area 7B.)

• AREA 7A:
  POLSC 10* AND
• AREA 7B:
  HIST 16* OR 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.
(L) Designates a Laboratory course or a course that
includes a Laboratory.
## ASSOCIATE IN ARTS DEGREE

An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution. To earn this degree, a student must complete the requirements listed in Column 1 of the G.E. Breadth Requirements on page 41-42.

### FINE ARTS

**EMPHASIS IN ART**

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twelve (12) units required from this section</td>
<td>12</td>
</tr>
<tr>
<td>Art 1 Basic Freshman Drawing (2-3)</td>
<td></td>
</tr>
<tr>
<td>Art 2 Basic Color and Design (2-3)</td>
<td></td>
</tr>
<tr>
<td>Art 9A Life Drawing: Beginning (2-3)</td>
<td></td>
</tr>
<tr>
<td>Art 11 History of Art: Ancient and Medieval (3)</td>
<td></td>
</tr>
<tr>
<td>Art 12 History of Art: Ren., Baroque and Modern (3)</td>
<td></td>
</tr>
<tr>
<td>Art 21A Painting: Beginning (2-3)</td>
<td></td>
</tr>
<tr>
<td>Art 21A Watercolor: Beginning (2-3)</td>
<td></td>
</tr>
<tr>
<td>Art 25 Mixed Media Painting (3)</td>
<td></td>
</tr>
<tr>
<td>Art 31 Ceramics: Introductory (1-3)</td>
<td></td>
</tr>
<tr>
<td>Art 47 Introduction to Ceramic Sculpture (2-3)</td>
<td></td>
</tr>
</tbody>
</table>

B. Three (3) units required from this section | 3 |

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

#### Recommended Optional Courses

- Art 1 Basic Freshman Drawing (2-3)
- Art 2 Basic Color and Design (2-3)
- Art 9A Life Drawing: Beginning (2-3)
- Art 11 History of Art: Ancient and Medieval (3)
- Art 12 History of Art: Ren., Baroque and Modern (3)
- Art 21A Painting: Beginning (2-3)
- Art 21A Watercolor: Beginning (2-3)
- Art 25 Mixed Media Painting (3)
- Art 31 Ceramics: Introductory (1-3)

| Total Required Units | 18 |

### LANGUAGE ARTS

**EMPHASIS IN ENGLISH**

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Sixteen (18) units from any combination of the courses listed under Section A below, or A through D as follows</td>
<td></td>
</tr>
<tr>
<td>Engl 18 Reading and Composition Advanced (3)</td>
<td></td>
</tr>
<tr>
<td>Engl 19 Speaking and Listening Advanced (3)</td>
<td></td>
</tr>
<tr>
<td>Engl 48 Special Topics in Photography (1-4)</td>
<td></td>
</tr>
<tr>
<td>H-HP 20 Dance Survey (3.5)</td>
<td></td>
</tr>
<tr>
<td>H-HP 25A Dance, Contemporary (1-1.5)</td>
<td></td>
</tr>
<tr>
<td>H-HP 25A Dance, Jazz (1-5)</td>
<td></td>
</tr>
</tbody>
</table>

B. Three (3) units required from this section | 3 |

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

#### Recommended Optional Courses

- Engl 18 Reading and Composition Advanced (3)
- Engl 19 Speaking and Listening Advanced (3)
- Engl 48 Special Topics in Photography (1-4)
- H-HP 20 Dance Survey (3.5)
- H-HP 25A Dance, Contemporary (1-1.5)
- H-HP 25A Dance, Jazz (1-5)

| Total Required Units | 18 |

### HEALTH AND HUMAN PERFORMANCE

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Nine (9) units required from this section</td>
<td>9</td>
</tr>
<tr>
<td>H-HP 6A Lifeline (2)</td>
<td></td>
</tr>
<tr>
<td>H-HP 6B Health and Fitness Education (3)</td>
<td></td>
</tr>
<tr>
<td>H-HP 6C Safety and First Aid Education (2)</td>
<td></td>
</tr>
<tr>
<td>Biol 50 Nutrition (3)</td>
<td></td>
</tr>
</tbody>
</table>

B. Eight (8) units required from this section | 8 |

| Biol 10 Human Anatomy (4) | |
| Biol 60 Human Physiology (4) | |

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

| Biol 65 Microbiology (3) | |
| Psych 1 General Psychology (3) | |

| Total Required Units | 20 |

### EMPHASIS IN SPEECH COMMUNICATION

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Six (6) units required from this section</td>
<td>6</td>
</tr>
<tr>
<td>Socm 1 Personal and Public Speaking (3)</td>
<td></td>
</tr>
<tr>
<td>Socm 2 Argumentation (3)</td>
<td></td>
</tr>
</tbody>
</table>

B. Three (3) to twelve (12) units required from this section | 3-12 |

| Socm 18 Voice Dynamics (3) | |
| Socm 19 Exploring Radio Drama (3) | |
| Drama 20 Oral Expression and Interpretation (3) | |
| Drama 22 Radio/Television Theatre (3) | |

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

| Socm 4 Introduction to Human Communication (3) | |
| Socm 5 Interpersonal Communication (3) | |

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

| Socm 11 Film Appreciation (3) | |
| Socm 12 Mass Communication (3) | |

| Total Required Units | 18 |

### LIBERAL STUDIES

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Arts and Humanities six (6) units required</td>
<td>6</td>
</tr>
<tr>
<td>Engl 33A Film Appreciation (3)</td>
<td></td>
</tr>
<tr>
<td>Engl 33B American Literature (3)</td>
<td></td>
</tr>
<tr>
<td>Hist 13 World Civilization to 1650 (3)</td>
<td></td>
</tr>
<tr>
<td>Hist 14 World Civilization 1650 to Present (3)</td>
<td></td>
</tr>
<tr>
<td>Hist 16 United States History: 1877 to Present (3)</td>
<td></td>
</tr>
<tr>
<td>Hist 17 United States History: 1877 to Present (3)</td>
<td></td>
</tr>
<tr>
<td>Phil 1 Introduction to Philosophy (3)</td>
<td></td>
</tr>
<tr>
<td>Phil 25 Twentieth Century Philosophy (3)</td>
<td></td>
</tr>
</tbody>
</table>

| Total Required Units | 18 |

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Arts and Humanities six (6) units required</td>
<td>6</td>
</tr>
<tr>
<td>Engl 11 Film Appreciation (3)</td>
<td></td>
</tr>
<tr>
<td>Engl 12 American Literature (3)</td>
<td></td>
</tr>
<tr>
<td>Engl 18 American Literature (3)</td>
<td></td>
</tr>
<tr>
<td>Engl 46 Survey of English Literature (3)</td>
<td></td>
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<tr>
<td>Engl 47 Survey of American Literature (3)</td>
<td></td>
</tr>
<tr>
<td>Engl 49 California Literature (3)</td>
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<tr>
<td>H-HP 60 Health and Fitness Education (3)</td>
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<tr>
<td>H-HP 62 Safety and First Aid Education (2)</td>
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</tr>
<tr>
<td>Biol 50 Nutrition (3)</td>
<td></td>
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<tr>
<td>Psych 1 General Psychology (3)</td>
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<tr>
<td>Total Required Units</td>
<td>20</td>
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</table>

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
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</thead>
<tbody>
<tr>
<td>A. Three (3) units required from this section</td>
<td>3</td>
</tr>
<tr>
<td>Biol 10 Human Anatomy (4)</td>
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</tr>
<tr>
<td>Biol 60 Human Physiology (4)</td>
<td></td>
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</tbody>
</table>

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

| Biol 52 Microbiology (3) | |
| Psych 1 General Psychology (3) | |

| Total Required Units | 9 |

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Three (3) units required from this section</td>
<td>3</td>
</tr>
<tr>
<td>Art 1 Basic Freshman Drawing (2-3)</td>
<td></td>
</tr>
<tr>
<td>Art 9A Life Drawing: Beginning (2-3)</td>
<td></td>
</tr>
<tr>
<td>Art 2 Basic Color and Design (2-3)</td>
<td></td>
</tr>
<tr>
<td>Art 9A Life Drawing: Beginning (2-3)</td>
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</tr>
<tr>
<td>Art 11 History of Art: Ancient and Medieval (3)</td>
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<tr>
<td>Art 12 History of Art: Ren., Baroque and Modern (3)</td>
<td></td>
</tr>
<tr>
<td>Art 21A Painting: Beginning (2-3)</td>
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</tr>
<tr>
<td>Art 25 Mixed Media Painting (3)</td>
<td></td>
</tr>
</tbody>
</table>

| Total Required Units | 19 |

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
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</thead>
<tbody>
<tr>
<td>A. Three (3) units required from this section</td>
<td>3</td>
</tr>
<tr>
<td>Art 1 Basic Freshman Drawing (2-3)</td>
<td></td>
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<tr>
<td>Art 9A Life Drawing: Beginning (2-3)</td>
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<tr>
<td>Art 2 Basic Color and Design (2-3)</td>
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<tr>
<td>Art 9A Life Drawing: Beginning (2-3)</td>
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<tr>
<td>Art 12 History of Art: Ren., Baroque and Modern (3)</td>
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<tr>
<td>Art 21A Painting: Beginning (2-3)</td>
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<td>Art 25 Mixed Media Painting (3)</td>
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| Total Required Units | 19 |
### MATHEMATICS

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Eleven (11) units required from this section</td>
<td>11</td>
</tr>
<tr>
<td>B. Four (4) units required from this section</td>
<td>4</td>
</tr>
<tr>
<td>C. Four to five (4-5) units required from this section</td>
<td>4-5</td>
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</tbody>
</table>

### MUSIC

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twenty (20) units required from this section</td>
<td>20</td>
</tr>
<tr>
<td>B. Four (4) units required from this section</td>
<td>4</td>
</tr>
<tr>
<td>C. Four (4) units required from this section</td>
<td>4</td>
</tr>
<tr>
<td>D. Four (4) units required from this section</td>
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</table>

### ASSOCIATE IN ARTS MAJORS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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### ASSOCIATE IN SCIENCE MAJORS

<table>
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<tr>
<th>Requirement</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Required Units</td>
<td>29</td>
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</tbody>
</table>

### Transfer Degree

#### Degree Requirements

A. Completion of a minimum of 60 units; 12 units must be completed in residence.
B. Overall grade point average of 2.0 or better (C average) based on all work attempted in college.
C. Filing an application for graduation.

#### Major

Complete a minimum of eighteen (18) units that meet the lower division prerequisites for any major at the institution to which the student plans to transfer. Complete one of the following General Education Breadths:

1. **California State University transfers (30 units):**
   - Complete the California College Pattern of General Education for CSU Transfer listed in Column 3 of pages 41-42 of the Catalog.

2. **University of California transfers (30 units):**
   - Complete the California College IGETC (Intersegmental General Education Transfer Curriculum) pattern listed on pages 43-44 of the Catalog.

#### Activity Courses:
Select two physical activity courses under the Health and Human Performance listings.

#### Electives:
Select additional elective courses to bring the total to 60 units.

### ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution. To earn this degree, a student must complete the requirements listed in Column 1 of the G.E. Breadth Requirements on page 41.

### ALLIED HEALTH

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Total Required Units</td>
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</table>

### BUSINESS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>Total Required Units</td>
<td>29</td>
</tr>
</tbody>
</table>
ASSOCIATE IN SCIENCE MAJORS

EMPHASIS IN BUSINESS ADMINISTRATION

(PROFESSIONAL)

Required

Acceptable Courses Within Major:

Busad 1A Principles of Accounting .......... 4
Busad 1B Principles of Accounting .......... 4
Busad 18 Business Law ............... 4
Busad 20 Principles of Business .......... 3
Busad 24 Human Relations in Organizations ... 3
Cmpsc 3 Operating Systems ............ 3
Cmpsc 30 Financial Worksheets on Computers ... 3
Econ 10 Principles of Economics .......... 4
Econ 11 Principles of Economics .......... 4

Total Required Units .............. 32

CHILD DEVELOPMENT

Required Courses Within Major:

Child 1 Principles of Child Development .......... 3
Child 2 Observing & Recording Behavior .......... 1
Child 3 Principles in Child Development .......... 2
Child 7 Child Health and Safety .......... 3
Child 10 Creative Activities in the Arts .......... 2
Child 12 Creative Activities in Math .......... 2
Child 13 Creative Activities in Science .......... 2
Child 16 Practicum .......... 1
Child 22 Child, Family, Community .......... 3
Child 30 Child Care/Nursery School Administration .... 3
Child 8 Early Literacy Development .......... 3
Child 19 Exceptional Needs Children .......... 3
Or
Child 23 Guiding Children's Social Development .......... 3
Or
Child 25 Infant/Toddler Care .......... 3
Or
Child 28 Books for Young Children .......... 3

Total Required Units .............. 26

COMPUTER SCIENCE

Required Courses Within Major:

Cmpsc 9 UNIX Operating System .......... 3
Cmpsc 22 Programming Concepts & Methodology .......... 4
Cmpsc 24 Programming Concepts & Methodology .......... 4
Cmpsc 28 Visual Basic Programming .......... 3
Cmpsc 55 Database Management .......... 3
Math 18A Calculus I: Differential Calculus .......... 4
Math 18B Calculus II: Integral Calculus .......... 4
Electives Choose 6 credit units
Cmpsc 3 Operating Systems .......... 3
Cmpsc 15 Java Programming .......... 3
Cmpsc 41 Networking Essentials .......... 3
Hlth 31 Health & Safety in Technology .... 3
Busad 53 Project Management .......... 3

Total Required Units .............. 32

BUSINESS ADMINISTRATION

Required Courses Within Major:

Required

Busad 1A Principles of Accounting .......... 4
Busad 1B Principles of Accounting .......... 4
Busad 18 Business Law ............... 4
Busad 20 Principles of Business .......... 3
Busad 24 Human Relations in Organizations ... 3
Cmpsc 3 Operating Systems ............ 3
Cmpsc 30 Financial Worksheets on Computers ... 3
Econ 10 Principles of Economics .......... 4
Econ 11 Principles of Economics .......... 4

Total Required Units .............. 32

Transfer oriented students should see a counselor for additional required courses in Accounting, Bus, Caluclus, Chem, Cmpsc, ESE, Econ, Geog, Ph, and Statistics.

ASSOCIATE IN SCIENCE MAJORS

HOSPITALITY MANAGEMENT

Required Courses Within Major

Required

Busad 161A Introduction to Hospitality Careers & Human Resources .......... 3.5
Hpmgt 102 Introduction to Hospitality Careers & Human Resources .......... 3.5
Hpmgt 104 Hospitality Laws and Regulations .......... 1.5
Hpmgt 120 Safety & Sanitation .......... 1
Hpmgt 121 Hospitality Human Resources .......... 3
Hpmgt 126 Nutrition for Chefs .......... 1
Hpmgt 133A Introduction to Commercial Food Preparation .......... 3
Hpmgt 133B Commercial Food Preparation .......... 3
Hpmgt 133C Commercial Food Preparation .......... 3
Hpmgt 134 Commercial Baking: Beginning .......... 2.5
Hpmgt 136 Dining Room Service and Management .......... 2
Hpmgt 140 Contemporary Cuisine .......... 3.5
Hpmgt 141 Restaurant Desserts .......... 2
Hpmgt 142 Garde Manger .......... 3
Hpmgt 146 Dining Room Service and Management .......... 2
Hpmgt 147 Wine Service and Management .......... 1.5
Hpmgt 152 Restaurant Planning .......... 3
Busad 1A Principles of Accounting .......... 4
Busad 160 Basic Accounting .......... 4
Busad 161A Small Business Accounting .......... 4

Total Required Units .............. 19

Recommended Optional Courses:

Busad 163 Business Mathematics .......... 4
Other 3 Electronic Printing Calculators
Other 131 Office Procedures and Technology .......... 3

Emphasis in Restaurant Management

Required Courses Within Major

Required

Busad 161A Introduction to Hospitality Careers & Human Resources .......... 3.5
Hpmgt 102 Introduction to Hospitality Careers & Human Resources .......... 3.5
Hpmgt 104 Hospitality Laws and Regulations .......... 1.5
Hpmgt 120 Safety & Sanitation .......... 1
Hpmgt 121 Hospitality Human Resources .......... 3
Hpmgt 126 Nutrition for Chefs .......... 1
Hpmgt 133A Introduction to Commercial Food Preparation .......... 3
Hpmgt 133B Commercial Food Preparation .......... 3
Hpmgt 133C Commercial Food Preparation .......... 3
Hpmgt 134 Commercial Baking: Beginning .......... 2.5
Hpmgt 136 Dining Room Service and Management .......... 2
Hpmgt 140 Contemporary Cuisine .......... 3.5
Hpmgt 141 Restaurant Desserts .......... 2
Hpmgt 142 Garde Manger .......... 3
Hpmgt 146 Dining Room Service and Management .......... 2
Hpmgt 147 Wine Service and Management .......... 1.5
Hpmgt 152 Restaurant Planning .......... 3
Busad 1A Principles of Accounting .......... 4
Busad 160 Basic Accounting .......... 4
Busad 161A Small Business Accounting .......... 4

Total Required Units .............. 19

Transfer oriented students should see a counselor for additional required courses in Accounting, Bus, Caluclus, Chem, Cmpsc, ESE, Econ, Geog, Ph, and Statistics.

HOSPITALITY MANAGEMENT

Required Courses Within Major

Required

Busad 161A Introduction to Hospitality Careers & Human Resources .......... 3.5
Hpmgt 102 Introduction to Hospitality Careers & Human Resources .......... 3.5
Hpmgt 104 Hospitality Laws and Regulations .......... 1.5
Hpmgt 120 Safety & Sanitation .......... 1
Hpmgt 121 Hospitality Human Resources .......... 3
Hpmgt 126 Nutrition for Chefs .......... 1
Hpmgt 133A Introduction to Commercial Food Preparation .......... 3
Hpmgt 133B Commercial Food Preparation .......... 3
Hpmgt 133C Commercial Food Preparation .......... 3
Hpmgt 134 Commercial Baking: Beginning .......... 2.5
Hpmgt 136 Dining Room Service and Management .......... 2
Hpmgt 140 Contemporary Cuisine .......... 3.5
Hpmgt 141 Restaurant Desserts .......... 2
Hpmgt 142 Garde Manger .......... 3
Hpmgt 146 Dining Room Service and Management .......... 2
Hpmgt 147 Wine Service and Management .......... 1.5
Hpmgt 152 Restaurant Planning .......... 3
Busad 1A Principles of Accounting .......... 4
Busad 160 Basic Accounting .......... 4
Busad 161A Small Business Accounting .......... 4

Total Required Units .............. 19

Transfer oriented students should see a counselor for additional required courses in Accounting, Bus, Caluclus, Chem, Cmpsc, ESE, Econ, Geog, Ph, and Statistics.
### ASSOCIATE IN SCIENCE MAJORS

#### NATURAL RESOURCES

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<th>Required</th>
<th>Units</th>
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**Total Required Units:** 28-30

#### Emphasis In Earth Science

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</tr>
<tr>
<td>B. Four (4) units required from this section</td>
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</tr>
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<td>C. Four (4) units required from this section</td>
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**Total Required Units:** 22

#### Emphasis In General Science

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<td>C. Three (3) units required from this section</td>
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<td>D. Three (3) units required from this section</td>
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**Total Required Units:** 18

#### Emphasis In Environmental Science

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<td>D. Two (2) units required from this section</td>
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**Total Required Units:** 20

#### TRANSFER DEGREE

**Degree Requirements**

- Completion of a minimum of 60 units; 12 units must be completed in residence.
- Overall grade point average of 2.0 or better (C average) based on all work attempted in college.
- Filing an application for graduation.
- Competence in reading, in written expression and in mathematics demonstrated by completing the following classes with a "C" or better:
  - Eng 1A, Reading and Composition: Beginning
  - Busad 163, Busad 163, Business Mathematics, OR
  - Math 100B, Algebra 2, Second Half, OR
  - Math 101, Algebra I, Fundamentals, OR
  - Any mathematics course of a higher level than Algebra 1.

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

**E. Completion of Associate Degree course requirements as outlined below:**

**Major:**

- Complete a minimum of eighteen (18) units that meet the lower division prerequisites for any major at the institution to which the student plans to transfer.

**Complete one of the following General Education Breadth patterns:**

#### Emphasis In General Science

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required</th>
<th>Units</th>
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<td>E. Three (3) units required from this section</td>
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**Total Required Units:** 20

#### Transfer Degree

- **California State University transfers:** (30 units)
  - Complete the California State University Pattern of General Education for CSU Transfer listed in Column IV on page 41-42 of the Catalog, OR
  - Complete the California College IGETC (Inter- segmental General Education Transfer Curriculum) pattern listed on pages 43-44 of the Catalog.

- **University of California transfers:** (30 units total)
  - Complete the University of California IGETC (Inter- segmental General Education Transfer Curriculum) pattern listed on pages 43-44 of the Catalog or see your counselor for the individual breadth pattern for the campus of your choice.

- **Customized program:** (30 units total)
  - With the guidance of your counselor and the development of your “Education Plan,” identify a general education plan for the college or university campus of your choice.

**Activity Courses:**

Select two physical activity courses under the Health and Human Performance listings.

**Electives:**

Select additional elective courses to bring the total to 60 units.

---

**ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION) DEGREE**

The Associate in Science (Occupational Education) Degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce. These programs are not designed for students planning to transfer to a four-year institution, though some courses in the AS(OE) degree may meet transfer requirements. To earn this degree, a student must complete the requirements listed in Column 2 of the G.E. Breadth Requirements on page 41-42.

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**AUTOMOTIVE TECHNOLOGY**

**Automotive Maintenance Technician**

<table>
<thead>
<tr>
<th>Required Course</th>
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<tbody>
<tr>
<td>AT 97 Work Experience In Automotive Technology</td>
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<tr>
<td>AT 100 Introduction To Automotive Technology</td>
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<tr>
<td>AT 101 Automotive Braking Systems</td>
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</tr>
<tr>
<td>AT 102 Engine Repair</td>
<td>1</td>
</tr>
<tr>
<td>AT 103 Practical Laboratory</td>
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</tr>
<tr>
<td>AT 110 Automotive Electrical I</td>
<td>1</td>
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<tr>
<td>AT 111 Engine Performance</td>
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<tr>
<td>AT 112 Heating And Air Conditioning</td>
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<td>Total Required Units</td>
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**Recommended Option Course**

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</tbody>
</table>
Columbia College 2004-05 Catalog

ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION) MAJORS

AUTOMOTIVE SERVICE TECHNICIAN

Required Courses
- AT 101 Automotive Braking Systems ................................. 3
- AT 102 Engine Repair ......................................................... 3
- AT 103 Practical Laboratory ................................................. 0.5
- AT 110 Automotive Electrics ................................................. 3
- AT 111 Engine Performance .................................................. 3
- AT 112 Heating and Air Conditioning ..................................... 3
- AT 121 Automotive Braking Systems II ................................. 2
- AT 122 Manual Drive Train and Axles .................................. 3
- AT 130 Automotive Electrics II ............................................. 3
- AT 137 Engine Performance II ............................................. 3
- AT 132 Automatic Transmissions and Transaxles ..................... 3
- AT 165 Clean Air Car Course ................................................ 4
Total Required Units ......................................................... 41.5-42.5

Recommended Optional Course
- WFT 100 Introduction to Welding ........................................... 3

BUSINESS ADMINISTRATION

ACCOUNTING

Required Courses
- Busad 1A Principles of Accounting and Business Law ............... 4
- Busad 1B Principles of Business .......................................... 3
- Busad 161A Small Business Accounting I ................................ 4
- Busad 161B Small Business Accounting II ............................... 4
- Busad 162 Business Law ..................................................... 3
- Busad 97 Work Experience in Business .................................. 3
- Busad 151 Finance and Investments ........................................ 3
- Busad 158 Payroll Accounting .............................................. 3
- Busad 163 Business Mathematics .......................................... 4
- Busad 164 Income Tax ......................................................... 3
- Cmpsc 30 Financial Worksheets on Computers ...................... 3
- Nine (9) Units Required from Computerized Accounting
- Busad 152 Computerized Accounting for Business (Quick Books) 3
- Busad 153 Computerized Accounting for Business (MYOB) ...... 3
- Busad 154 Computerized Accounting for Business (Peacocks) ... 3
Total Required Units ......................................................... 45

Recommended Optional Course
- Busad 53/ Cmpsc 3 Project Management .................................. 4
- Busad 90 Business Administration Computer ......................... 3
- Cmpsc 1 Computer Concepts & Information Systems ................ 4
- Cmpsc 3 Operating systems ................................................. 3

MANAGEMENT

Required Courses
- Busad 1A Principles of Accounting and Business Law ............... 4
- Busad 1B Principles of Business .......................................... 3
- Busad 161A Small Business Accounting I ................................ 4
- Busad 161B Small Business Accounting II ............................... 4
- Busad 20 Principles of Business .......................................... 3
- Busad 24 Human Relations in Organizations ......................... 3
- Busad 30 Principles of Marketing ........................................ 3
- Busad 160 Basic Accounting ............................................... 2
- Busad 161A Small Business Accounting I ................................ 4
- Busad 161B Small Business Accounting II ............................... 4
- Busad 163 Business Mathematics .......................................... 4
- Cmpsc 1 Computer Concepts & Information Systems ............... 4
- Econ 10 Principles of Economics ......................................... 4
- Econ 11 Principles of Economics ......................................... 4
Total Required Units ......................................................... 43

Recommended Optional Course
- Busad 97 Work Experience .................................................. Minimum 4

RETAILING

Required Courses
- Busad 18 Business Law ..................................................... 4
- Busad 20 Principles of Business .......................................... 3
- Busad 24 Human Relations in Organizations ......................... 3
- Busad 30 Principles of Marketing ........................................ 3
- Busad 160 Basic Accounting ............................................... 2
- Busad 161A Small Business Accounting I ................................ 4
- Busad 161B Small Business Accounting II ............................... 4
- Busad 163 Business Mathematics .......................................... 4
- Cmpsc 1 Computer Concepts & Information Systems ............... 4
- Econ 10 Principles of Economics ......................................... 4
- Econ 11 Principles of Economics ......................................... 4
Total Required Units ......................................................... 36

Recommended Optional Courses
- Busad 40 Principles of Management ..................................... 3
- Busad 97 Work Experience .................................................. Minimum 4

COMPUTER SCIENCE

Required Courses
- Cmpsc 3 Operating Systems ................................................. 3
- Cmpsc 9 UNIX Operating Systems ......................................... 3
- Cmpsc 13 Java Programming ................................................ 3
- Cmpsc 22 Programming Concepts & Methodology I ................. 4
- Cmpsc 24 Programming Concepts & Methodology II ............... 4
- Cmpsc 28 Visual Basic ...................................................... 3
- Cmpsc 33/ Cmpsc 53 Project Management ................................. 3
- Cmpsc 55 Database Management ........................................... 4
- Math 184 Calculus I .......................................................... 4
- Math 188 Calculus II .......................................................... 4
- ELECTIVES - Choose two (2-4 Units)
  - Cmpsc 12 Website Development ........................................ 2
  - Cmpsc 13 Intro to HTML .................................................. 2
  - Cmpsc 47 Networking Essentials ........................................ 2
Total Required Units ......................................................... 40-41

ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION) MAJORS

APPLIED COMPUTER STUDIES - BUSINESS EMPHASIS

Required Courses
- Cmpsc 1 Computer Concepts & Information Systems ............... 4
- Cmpsc 3 Operating Systems ................................................. 3
- Cmpsc 13 Java Programming ................................................ 3
- Cmpsc 22 Programming Concepts & Methodology I ................. 4
- Cmpsc 24 Programming Concepts & Methodology II ............... 4
- Cmpsc 28 Visual Basic ...................................................... 3
- Cmpsc 55 Database Management ........................................... 4
- Math 184 Calculus I .......................................................... 4
- Math 188 Calculus II .......................................................... 4
- ENGL 101 Fundamentals of Speech ....................................... 3

EMERGENCY MEDICAL SERVICES

Required Courses
- Busad 10 Human Anatomy .................................................. 4
- Busad 60 Human Physiology ................................................ 4
- EMS 20 Basic Cardiology/Cardiac Dysrhythmias .................... 3
- EMS 12 Pre-Paramedic Training ............................................ 8
- EMS 4 Emergency Medical Technician Training ................... 7
- EMS 13 Advanced First Aid/Emergency Care ....................... 3
- EMS 157 First Responder Training ....................................... 3
Total Required Units ......................................................... 18

FIRE TECHNOLOGY

Required Courses
- EMT 1 Firefighter I Academy .............................................. 15
- EMT 106 Hazardous Materials First Responder "Operational" .... 0.5
- EMT 108 Confined Space Awareness .................................... 1
- EMT 110 NCS 200-Basic Incident Command System .............. 1
Total Required Units ......................................................... 3.5

Columbia College 2004-05 Catalog
### Forestry Technology

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>Introduction to Hospitality Careers &amp; Human</td>
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<tr>
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<td>Relations</td>
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<tr>
<td>Hpmgt 104</td>
<td>Hospitality Laws and Regulations</td>
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<td>Hpmgt 120</td>
<td>Safety and Sanitation</td>
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<tr>
<td>Hpmgt 122</td>
<td>Restaurant Math</td>
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<td>Hpmgt 128</td>
<td>Nutrition for Chefs</td>
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<td>Hpmgt 133A</td>
<td>Introduction to Commercial Food Preparation</td>
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<td>Hpmgt 134</td>
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<td>Hpmgt 136</td>
<td>Dining Room Service and Management</td>
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<td>Hpmgt 142</td>
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### Hospitality Management

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<td>Hpmgt 128</td>
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<td>Hpmgt 133A</td>
<td>Introduction to Commercial Food Preparation</td>
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<td>Hpmgt 133B</td>
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<tr>
<td>Hpmgt 134</td>
<td>Commercial Baking: Beginning</td>
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### Hotel Management

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<td>Hpmgt 128</td>
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<td>Hpmgt 133A</td>
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<td>Hpmgt 133B</td>
<td>Commercial Food Preparation</td>
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<td>Hpmgt 134</td>
<td>Commercial Baking: Beginning</td>
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<td>Hpmgt 142</td>
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### Dinner Line Cook

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<td>Relations</td>
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<td>Hospitality Laws and Regulations</td>
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<td>Hpmgt 120</td>
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<td>Hpmgt 128</td>
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<td>Hpmgt 133A</td>
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<tr>
<td>Hpmgt 133B</td>
<td>Commercial Food Preparation</td>
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<tr>
<td>Hpmgt 134</td>
<td>Commercial Baking: Beginning</td>
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<td>Dining Room Service and Management</td>
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<td>Hpmgt 142</td>
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<tr>
<td>Hpmgt 148</td>
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### Human Services

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<tr>
<td>Hpmgt 128</td>
<td>Nutrition for Chefs</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 133A</td>
<td>Introduction to Commercial Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Hpmgt 133B</td>
<td>Commercial Food Preparation</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 134</td>
<td>Commercial Baking: Beginning</td>
<td>2.5</td>
</tr>
<tr>
<td>Hpmgt 136</td>
<td>Dining Room Service and Management</td>
<td>2</td>
</tr>
<tr>
<td>Hpmgt 142</td>
<td>Garde Manager</td>
<td>1</td>
</tr>
</tbody>
</table>

### Watershed Management Technology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hpmgt 102</td>
<td>Introduction to Hospitality Careers &amp; Human</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>Relations</td>
<td></td>
</tr>
<tr>
<td>Hpmgt 104</td>
<td>Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>Hpmgt 120</td>
<td>Safety and Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 122</td>
<td>Restaurant Math</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 128</td>
<td>Nutrition for Chefs</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 133A</td>
<td>Introduction to Commercial Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Hpmgt 133B</td>
<td>Commercial Food Preparation</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 134</td>
<td>Commercial Baking: Beginning</td>
<td>2.5</td>
</tr>
<tr>
<td>Hpmgt 136</td>
<td>Dining Room Service and Management</td>
<td>2</td>
</tr>
<tr>
<td>Hpmgt 142</td>
<td>Garde Manager</td>
<td>1</td>
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### Recommended Courses

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>Hpmgt 102</td>
<td>Introduction to Hospitality Careers &amp; Human</td>
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<tr>
<td></td>
<td>Relations</td>
<td></td>
</tr>
<tr>
<td>Hpmgt 104</td>
<td>Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>Hpmgt 120</td>
<td>Safety and Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 122</td>
<td>Restaurant Math</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 128</td>
<td>Nutrition for Chefs</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 133A</td>
<td>Introduction to Commercial Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>Hpmgt 133B</td>
<td>Commercial Food Preparation</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 134</td>
<td>Commercial Baking: Beginning</td>
<td>2.5</td>
</tr>
<tr>
<td>Hpmgt 136</td>
<td>Dining Room Service and Management</td>
<td>2</td>
</tr>
<tr>
<td>Hpmgt 142</td>
<td>Garde Manager</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 148</td>
<td>Introduction to Wines</td>
<td>2</td>
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</table>

### Total Required Units

- Dinner Line Cook: 29.5
- Hotel Management: 19
- Pantry & Dessert Chef: 1
- Recommended Optional Course: 3.5
- Total Required Units: 49.5
## Office Technology

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Office Assistant</td>
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<tr>
<td>Required Courses</td>
<td>Units</td>
</tr>
<tr>
<td>Office 5 Electronic Printing Calculators</td>
<td>1</td>
</tr>
<tr>
<td>Office 40 Beginning Word Processing</td>
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</tr>
<tr>
<td>Office 41 Intermediate Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>Office 97 Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>Office 110 Computer Keyboarding II</td>
<td>2</td>
</tr>
<tr>
<td>Office 125 Records Management &amp; Filing Applications</td>
<td>3</td>
</tr>
<tr>
<td>Office 130 Business English</td>
<td>3</td>
</tr>
<tr>
<td>Office 131 Office Procedures &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>Office 132 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 10 Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>Cmpsc 11 Presentations Using Computers &amp; Multimedia</td>
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</tr>
<tr>
<td>Cmpsc 155 Access</td>
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</tr>
<tr>
<td>Business 183 Excel Spreadsheets</td>
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</tr>
<tr>
<td>Business 163 Business Mathematics</td>
<td>4</td>
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<tr>
<td>Business 255 Job Search &amp; Interviewing Strategies</td>
<td>1</td>
</tr>
<tr>
<td>Total Required Units</td>
<td>31</td>
</tr>
</tbody>
</table>

Recommended Optional Courses
- Business 1 Project Management | 3 |
- Spcom 1 Fundamentals of Speech Communication | 3 |
- Busad 25 Job Search & Interviewing Strategies | 1 |

Total Required Units: 40

## Medical Office Specialist

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Required Courses</td>
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</tr>
<tr>
<td>Office 40 Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>Office 30 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Office 52 Medical Insurance</td>
<td>2</td>
</tr>
<tr>
<td>Office 130 Office Procedures &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>Office 132 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Office 151 Medical Office Management</td>
<td>3</td>
</tr>
<tr>
<td>Business 150 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>Business 151 Business Algebra</td>
<td>3</td>
</tr>
<tr>
<td>Business 152 Business Calculus</td>
<td>3</td>
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</table>

Total Required Units: 34

## Medical Transcription

<table>
<thead>
<tr>
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<th>Units</th>
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<tbody>
<tr>
<td>Required Courses</td>
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<tr>
<td>Office 40 Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>Office 41 Intermediate Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>Office 50 Medical Terminology</td>
<td>2</td>
</tr>
<tr>
<td>Office 55A Medical Insurance</td>
<td>2</td>
</tr>
<tr>
<td>Office 152 Records Management &amp; Filing Applications</td>
<td>3</td>
</tr>
<tr>
<td>Office 153 Business English</td>
<td>3</td>
</tr>
<tr>
<td>Office 154 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Office 155 Office Procedures &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>Office 156 Pathology Transcription</td>
<td>1</td>
</tr>
<tr>
<td>Office 157 Radiology Transcription</td>
<td>1</td>
</tr>
<tr>
<td>Office 158 Cardiology Transcription</td>
<td>1</td>
</tr>
<tr>
<td>Office 159 Orthopedic Transcription</td>
<td>1</td>
</tr>
<tr>
<td>Office 160 Cardiology Transcription</td>
<td>1</td>
</tr>
<tr>
<td>Office 161 Medical Office Management</td>
<td>3</td>
</tr>
<tr>
<td>Office 162 Medical Office Internship</td>
<td>3</td>
</tr>
<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Required Units: 27

## Lower 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 required lower division general education courses and prerequisites for their major are included in their Columbia College program of study.

Columbia College counselors will assist students in the selection of courses that fulfill both major and General Education Breadth Requirements. The Career/Transfer Center staff will provide students the latest articulation information between Columbia College and the CSU and UC campuses with which agreements have been completed. Agreements are available for some community colleges and independent four-year colleges.

The responsibility for fulfilling requirements rests with the student.

### California State University System (CSU) Transfer Information

The California State University system (CSU) has established the following campuses:
- California State University, Bakersfield
- California State University, Channel Island
- California State University, Chico
- California State University, Dominguez Hills
- California State University, Fresno
- California State University, Fullerton
- California State University, Hayward
- California State University, Long Beach
- California State University, Los Angeles
- California Maritime Academy
- California State University, Monterey Bay
- California State University, Northridge
- California State University, Polytechnic University, Pomona
- California State University, Sacramento
- California State University, San Bernardino
- California Polytechnic State University, San Luis Obispo
- California State University, San Marcos
- California State University, Stanislaus
- San Francisco State University
- San Diego State University
- San Joseph 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:
  - You will meet the freshman admission requirements (courses and tests scores) in effect for the term to which you are applying. (See Admissions Application: "Freshmen Application:" for details.)
  - You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.
  - You were eligible as a freshman at the time of high school graduation except for the subject requirements, have made up the subject deficiency subjects at a high school or college, and have been in continuous attendance in an accredited college since high school graduation.
  - You have completed at least 60 transferable semester (90 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 coursework), or:
  - You have completed at least 30 semester units of college coursework with a grade of C or better in each course to be selected from courses in English, arts and humanities, social science, science and mathematics at a level at least equivalent to courses that meet general education requirements. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

- Applicants who graduated from high school prior to 1988:
  - You have completed 4 years high school English and 2 years high school math, with grades C or better, or:
  - You have completed a baccalaureate course with a grade of C or better that meets the general education requirement in written communication 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 mathematics. The minimum math requirement must be above the level of intermediate algebra.

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

- Students transferring with full certification of lower division general education requirements are assured that they have met the University's minimum unit requirements for the Bachelor's Degree.

- Students transferring without certification of general education must complete the pattern of courses required of "native" students as outlined in the catalog of the particular University. The CSU General Education Breadth Requirements (see pp. 41-42) and the Intersegmental General Education Transfer Curriculum (IGETC, pp. 43-44) are the two patterns of courses which California Colleges use to certify that the student has met the University's minimum semester units of general education.

Transcripts - Request that official transcripts be sent directly from all colleges or universities previously attended even if there is no minimum required or completed coursework. Transcripts must be received in sealed envelopes from each institution attended. You should keep personal copies of all transcripts. You will not be accommodated, you can be redirected to impacted campuses and programs. If you apply by mail, the postmark will be used to determine if you filed in the first month. Priority for admission to impacted programs is given to California residents.

If you choose to apply to more than one CSU campus photocopies of your original application may be made, but each copy must include a score of 480 or above on the English Placement Test (EPT).

Jewett City, IA 52240

TOEFL Requirement - All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least three years full time where English is the principal language of instruction must present a score of 480 or above on the Test of English as a Foreign Language (TOEFL).

Required Placement Tests - The CSU requires new students to be tested in English (English Placement Test—EPT) and mathematics (Basic Level Mathematics Test—ELM) as soon as possible after they are admitted. These are admission tests but may be supplemented by appropriate coursework taken at the community college level.

Immunization - All new and re-admitted students born after January 1, 1957, will be notified of the requirement to present proof of measles and rubella immunizations. This is an academic 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 the California Maritime Academy will be required to have a complete physical examination prior to entry to determine qualifications for a merchant marine license. Cal Maritime will provide the necessary physical examination.

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 do not meet certain minimum criteria, as well as those who qualify for regular admission, if they have a history of low income and limited academic and financial assistance.

If you wish to be considered for admission through EOP, you must indicate on your application that you wish to be considered for admission through EOP. You may change your campus choice after the first month. Priority for admission to impacted programs is given to California residents.

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

The CSU issues separate requirements and application filing dates in the admission of foreign students. Verification of English proficiency (see the TOEFL section on page 42) financial resources, and academic performance are all important considerations. Official academic records from foreign institutions must be on file at least eight weeks before registration for the first term and, if not written in English, must be accompanied by certified English translations. Priority for admission is given to California residents.

Selection of Major - The majors offered at each campus are listed in the back of the CSU application booklet. You should review program descriptions in campus catalogs before you file your application; options within programs at one campus may be different from similarly named programs at other campuses. If you are uncertain about your major, some campuses accept students who are uncertain about their major (undecided). We encourage you to use this category if you are unsure about what field to pursue. There are advising and information resources available on each campus to help you select an appropriate major.

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

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

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

If you choose to apply to more than one CSU campus photocopies of your original application may be made, but each copy must include a score of 480 or above on the English Placement Test (EPT). It is generally unnecessary to file more than one application to CSU during the initial filing period. However, see the following section on Impacted Programs. During periods of high demand and limited resources, some campuses may not accept applications for winter, spring or summer terms.

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### Advanced Placement Examination Credit for Columbia College AA/AS and CSU General Education Breadth Requirements

Students must have scored 3, 4, or 5 on an Advanced Placement examination listed below to receive the credit indicated. All CSU campuses will accept the minimum units shown below toward fulfillment of the designated General Education-Breadth area if the examination is included in a full or subject-area certification; individual CSU campuses may choose to accept more units than those specified below towards completion of General Education-Breadth requirements. The CSU campus to which the student is transferring determines the total number of units awarded for successful completion of an Advanced Placement examination and the applicability of the examination to other graduation requirements. As of 1998-99, the Columbia College catalog reflects the CSU GE Breadth pattern numbering system as per E.O. 595, for the Associate Degree and CSU GE Areas. General Education credit will be awarded on the transcript without using the specific Columbia College equivalent course.

#### Columbia College 2004-05 Catalog

<table>
<thead>
<tr>
<th>AP Subject</th>
<th>Minimum Score Required</th>
<th>Number of Units Applicable to CSU General Education-Breadth Requirements for Students Obtaining Full or Subject-Area Certification</th>
<th>Number of Units Applicable to CSU General Education-Breadth Requirements for Students Obtaining Full or Subject-Area Certification</th>
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<tr>
<td>Art: History of Art</td>
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<tr>
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<td>French: French Literature</td>
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<td>3 semester units toward Area D8</td>
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<tr>
<td>Mathematics: Calculus BC</td>
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<td>Music Theory</td>
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<td>3</td>
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<td>3 semester units toward Area B1 &amp; B3</td>
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<td>Psychology</td>
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<td>Spanish: Spanish Language</td>
<td>3</td>
<td>6 semester units toward Area C2</td>
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<td>Spanish: Spanish Literature</td>
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<td>Statistics</td>
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*Does not meet CSU E.O. 405

### Supplementary Admission Criteria

**Supplementary Admission Criteria** - Supplementary admission criteria may include overall grade point average and a combination of campus-developed criteria. If you are required to submit scores on either the SAT I or the ACT, you should take the test no later than early October or applying for fall admission or November if applying to San Luis Obispo.

Please consult with any CSU campus Admission or Relations with Schools Office for further information.

#### Columbia College 2004-05 Catalog

**University of California Transfer Requirements**

The University of California system has established the following campuses:

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

#### Selecting Campuses and Programs of Study

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

**For each campus you apply to,** you must choose a major and indicate your choice on your application. You may choose the same major at all campuses or a different major at each one. You may also select an alternate major at some campuses, although there is no guarantee that you will be admitted to the alternate major if you are denied admission to your first choice.

You may apply to some schools or colleges at all of the campuses using the Undeclared, Undeclared major option if you have not yet decided on an area of study. The University encourages you to apply as Undeclared rather than indicate a major that does not interest you. If you wish to apply as Undeclared, check with the campus(es) first because the options available to Undeclared majors vary from campus to campus. If you apply for one major and later request a change to another, campuses will make every effort to honor your request but there is no guarantee. When making your selections, keep in mind that some campuses and programs are highly competitive and can accept only a limited number of students each year. The University encourages you to apply to additional campuses that interest you to increase your chance of being admitted to one of your choices.

#### Undergraduate Programs

The undergraduate programs offered by each campus and the concentrations available within these programs, are listed in the admissions application.

All campuses offer the general courses required for admission to professional schools in the health sciences, business, and law. The University does not offer formal pre-professional majors, however some campuses offer special undergraduate programs that include all the professional school prerequisites.

If you have any questions about academic programs, contact the Admissions or Relations with Schools Office at the campus you wish to attend.

### Admission as a Transfer Student

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at a college or university. Do not disregard your college record and apply as a freshman. 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 coursework completed in excess of 70 lower division transferable semester units.

(See also UC Transferable Course Agreement on page 65 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 43-44.) The University publishes a booklet especially for transfer applicants called Answers for Transfers. It is available in the Career/Transfer Center on campus.

### Minimum Eligibility Requirements for Transfer to UC

When there are more eligible applicants than spaces available, each campus uses academic criteria alone, i.e., academic coursework, grade point average, SAT or ACT results, and achievement test scores, to select between 40 and 60 percent of those accepted. Each campus uses a combination of academic and supplemental criteria to select the remaining applicants. If the number of applicants exceeds the spaces available for a particular campus or major, the campus uses criteria that exceed the minimum requirements to select students. Meeting the minimum requirements, therefore, is not enough to gain admission to many UC campuses and programs.

For each campus you apply to, you must choose a major and indicate your choice on your application. You may choose the same major at all campuses or a different major at each one. You may also select an alternate major at some campuses, although there is no guarantee that you will be admitted to the alternate major if you are denied admission to your first choice.

If you wish to apply as Undeclared, check with the campus(es) first because the options available to Undeclared majors vary from campus to campus. If you apply for one major and later request a change to another, courses will make every effort to honor your request but there is no guarantee. When making your selections, keep in mind that some campuses and programs are highly competitive and can accept only a limited number of students each year. The University encourages you to apply to additional campuses that interest you to increase your chance of being admitted to one of your choices.

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If you have any questions about academic programs, contact the Admissions or Relations with Schools Office at the campus you wish to attend.
Nonresidents

The minimum admission requirements for nonresident transfer applicants are the same as those for residents except that nonresidents must maintain a grade point average of 2.8 or higher in all transferable college coursework.

Articulation System Stimulating Interinstitutional Student Transfer (ASSIST)

As a prospective transfer student, it is important to make sure your community college courses are acceptable to the UC or CSU for transfer credit. ASSIST is California's official statewide repository of transfer information, offering easy access to a single database. ASSIST can help you determine if you will receive credit for courses you have already taken and how these courses apply to general education (IGETC or CSU GE Breadth), major preparation requirements and elective credit. (www.assist.org)

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM

The California Articulation Number (CAN) System identifies many transferable, lower-division, major preparation courses commonly taught on California College and University campuses. Courses in the CAN System are primarily lower-division preparation for the major, but may also be used to meet other requirements. The system assures students that CAN courses on one 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. There are also CAN Sequences (CAN S, B, etc.), a sequence means all courses in the sequence at one college must be completed in order to qualify for meeting the sequence for another college. 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 Office for current listings of CAN courses and campuses participating in the CAN System. A CAN catalog listing campuses and courses is published biannually. The following Columbia College courses have been approved as CAN qualified as of the printing of this catalog:

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<tr>
<th>CAN Subject Prefix</th>
<th>CAN Subject Title</th>
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Additional courses might have qualified or been removed from the CAN System after the printing of this catalog. Check with the counseling department or the Transfer Center for the most current information. Columbia College articulates many other courses with many colleges and universities, so in addition to those on the above list. See course descriptions for UC/CSU transfer designations and check in the Transfer Center or with a counselor for articulation agreements. Updated information can be obtained from www.cansystem.org.

Transfer Admission Agreement (TAA)

Columbia College has available guaranteed admission agreements with the University of California campuses at Davis, Riverside, Santa Cruz and Sonoma State University. The purpose of the TAA is to guarantee to students admission to the University or college with which the TAA has been contracted. The TAA assures students that the courses which they have committed will meet requirements for admission, general education and lower division major preparation. The TAA should be written at least one year prior (completion of 30 transferable units) to enrollment in the four-year university or college to which the student is transferring. Students should contact the Transfer Center or with the TAA Coordinator for information about the TAA and the one indicated in the signed agreement. If you plan to transfer to one of the four participating campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Agreement process. There are strict deadlines for UC Davis as well as time and TAA courses not available for all quarters/semesters of the academic year.

UNIVERSITY OF CALIFORNIA

Transferable Course Agreement (TCA)

The Transferable Course Agreement is available at http://www.assist.org. Please contact a counselor or the Transfer Center staff for additional information.
Numbering of Courses

- **1 to 99**: Designated baccalaureate-level courses.
- **94**: Designated Honors courses. (See below)
- **100 to 199**: Not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.
- **200 to 299**: Non-degree applicable courses.
- **300 & above**: Non-credit courses. (These courses are not listed in the College Catalog but are listed in the Schedule of Classes for each academic term.)

Course Articulation With Other Colleges

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

Transferability of Courses

Courses that transfer to the California State University System(CSU) and/or the University of California System (UC) are so 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)**
- **(CSU*)** and **(UC*)** - Transfer credit limited (See below)

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

Course Descriptions

All phone numbers listed are in the 209 area code except as noted.

Visit our website:
www.gocolumbia.org
(connectColumbia)

California Articulation Number System (CAN)

Columbia College participates in the California Articulation Number (CAN) System. An explanation of CAN-designated courses can be found on page 64.

Course Description

A course description is given for each credit course offered by the College. Students should 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. Refer to page 23 for important prerequisite information.

Courses Not Listed in the Catalog

1. **Non-Credit Courses**

   In an effort to meet some of the special interest needs of the populations served by the College, non-credit courses are usually offered each semester. These courses are traditionally offered either through Continuing Education or Community Services sponsor-ship. 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. **70/170 Courses: Special Topics**

   Instruction in a variety of special topics within broader discipline areas (such as child development). Lecture and/or laboratory hours and units of credit may vary. May be repeated with different topics only. Transferability may vary. Check with school to which student is transferring.

3. **98/198 Courses: Experimental Courses**

   Lecture and/or laboratory hours and units of credit may vary. Classes in which a particular topic in a discipline (such as child development). Lecture and/or laboratory hours and units of credit may vary. (See below)

4. **99/199 Courses: Independent Study**

   Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the College. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 25 for conditions, limitations.)

   For UC campuses, these courses may transfer as electives or other credit as pre-authorized by the appropriate UC department chair and admissions office. Check with the Articulation Officer for rules concerning UC transfer.

   Not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities. Please ask your counselor or the Career/Transfer Center Technician for information related to agreements which identify courses that will transfer and those that meet lower-division preparation for the major.

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

   All phone numbers listed are in the 209 area code except as noted.

   Visit our website:
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(connectColumbia)
ANTHR 3: CURRENT ISSUES IN ANTHROPOLOGY
3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
Intra-specific aggression, territoriality, population control, primates social organization, intra- and inter-species communication, and the present and future trends in social organization, war, religion, and cultural change. (UC/CSU)*Transfer credit limited. See a counselor.

ANTHR 7: GENDER, CULTURE AND SOCIETY
3 Units
Lecture: 3 hours
The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g., age, social class), socialization (e.g., rites of passage, conformity & deviance) as well as the science (e.g. concepts, theories & methods) of studying these topics will be addressed. Though course readings will represent many disciplines, the foundation readings reflect the perspectives of bio-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females.

*Credit may be earned for either Anthr 7 or Socio 7, but not both.

ANTHR 10: ARCHAEOLOGY AND NATIVE PEOPLE OF NORTH AMERICA
3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
A survey of the origins, cultures, and customs of peoples indigenous to the North American Continent with a primary emphasis upon Native American peoples. Survey of art history from the Paleolithic Age through the late prehistoric period. Survey of art history from the 14th through the 20th century. (UC/CSU) (MJC ANTHR 130)

ART 13: ART OF AFRICA, ASIA, AND THE AMERICAS
3 Units
Lecture: 3 hours
Survey of the art of Africa, Asia, Mesoamerica, and South America from prehistoric to modern periods. This course is designed to meet an ethnic studies requirement. (UC/CSU) (MJC ART 131)

ART 21A: PAINTING: Beginning
2-3 Units
Pre requisite: Art 21A or equivalent
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Introduction to basic painting techniques, rendering techniques, linear perspective, composition in charcoal and ink. (UC/CSU) (MJC ART 120)

ART 21B: PAINTING: Intermediate
2-3 Units
Pre requisite: Art 21A and/or equivalent
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Continuation of Art 21A with emphasis on personal expression. (UC/CSU) (MJC ART 149)

ART 23A: WATERCOLOR: Beginning
2-3 Units
Pre requisite: Art 23A or equivalent
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Introduction to the basic techniques and problems of transparent watercolors. (UC/CSU) (MJC ART 146)

ART 23B: WATERCOLOR: Intermediate
2-3 Units
Prerequisite: Art 23A or equivalent
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Continuation of Art 23A introducing opaque watercolors and various experimental techniques. (UC/CSU) (MJC ART 145)

ART 31: CERAMICS: Advanced
1-3 Units
Lecture: 1-3 hours
Prerequisite: Art 51, Cmpsc 31 or Art 42, or Csmpcs 31, but only from one discipline.

ART 52: DESKTOP PUBLISHING II
3 Units
Prerequisite: Art 51, Csmpcs 31 or Art 42
Lecture: 2 hours
Laboratory: 3 hours
This course is a continuation of study in problems of desktop publishing with emphasis on graphic design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. (CSU)

ART 53: COMPUTER GRAPHICS I
3 Units
Lecture: 2 hours
Prerequisite: Art 1, Cmpsc 31 or Art 42
Laboratory: 3 hours
Introduces student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. (UC/CSU)

*Credit may be earned for either Art 53 or Csmpcs 33, but not both.
ART 74: COMPUTER GRAPHICS II* 3 Units
Prerequisite: Art 53 or Comp 33
Lecture: 2 hours
Laboratory: 3 hours
This class is a continuation of Computer Graphics I. Topics covered will include more advanced techniques of paint­ing and drawing software, color scanning, publishing for the Web and printing. (UC)(CSU)
May be repeated one time.
*Credit may be earned for either Art 54 or Comp 34, but not both.

ART 71: CERAMIC SCULPTURE 1-3 Units
Introductory
Lecture: 3-1.5 hours
Laboratory: 1.5-4.5 hours
Basic principles, techniques, and problems in sculpture. (UC/CSU)
May be repeated one time.

ART 72: CERAMIC SCULPTURE 2-3 Units
Advanced
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Course emphasis is on advanced problems and techniques in sculpture. (UC/CSU)

ART 73: CERAMIC SCULPTURE 2-3 Units
Special Problems
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Course emphasis is on experimentation and development of personal expression. (UC/CSU)
May be repeated one time.

ART 74: CERAMIC FIGURATIVE 1-3 Units
Lecture: 5-1.5 hours
Laboratory: 1.5-4.5 hours
This course is designed for students interested in the anatomical approach to figure sculpture. Students will gain an understanding of professional sculpting terminol­ogy, still and competency in the anatomical application of figurative sculpture in water-based clay. They will become familiar with the workings of the human body in terms of skeletal structure, underlying form, muscle mass, propor­tion and gesture. Students will use these skills to complete gesture studies, reclining figurative forms, anatomical studies of hands, feet, arms, legs, torso, and a skull and a portrait head. Advanced students will learn how to create armatures for portrait studies and figurative works of art. Students will be required to keep a ongoing journal. May be repeated one time.

ART 165: METAL SCULPTURE* 1.5 Units
Lecture: .5 hours
Laboratory: 1.3 hours
This course will offer an introduction to various metal­working techniques with an emphasis on aesthetic design and quality of metal joining.
*Credit may be earned for either Art 165 or WT 165, but not both.

ART 166: METAL SCULPTURE PROJECTS* 1 Unit
Prerequisite: Art 165 or WT 165
Lecture: 1.5-2 hours
Laboratory: 4 hours
This course is designed to allow students to expand upon their skills in metal sculpture techniques and to provide for the student a more individualized pursuit in metal sculp­turing.
*Credit may be earned for either Art 166 or WT 166, but not both.
May be repeated 3 times.

PHOTOGRAPHY

ART 40: PHOTOGRAPHY: Beginning 4 Units
(CAN ART 18)
Lecture: 3 hours
Laboratory: 3 hours
Introduction to the history, art, craft, and scope of color and black and white photography. Emphasis will be on the choice, types, and use of various cameras and lenses (special emphasis on the 35mm camera), camera work and handling, composition, and black and white darkroom procedures. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU) (MJC ART 170 OR ART 181/182)
Field trips may be required.

ART 41: PHOTOGRAPHY: Intermediate 3 Units
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 3 Units
Recommended for Success: Art 40
Lecture: 3 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 1 Unit
Lecture: 1.5 hours
Laboratory: 1.5 hours
Supervised black and white darkroom work in the pro­duction of negatives and prints to improve photographic skills. (CSU)
May be repeated three times.

ART 45: FIELD PHOTOGRAPHY 1-2 Units
Lecture: .5-1.5 hours
Laboratory: 1.5-3 hours
An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized. (CSU)
Field trips are required.
May be repeated three times.

ART 47A: DIGITAL DARKROOM 3 Units
Beginning
Recommended for Success: Art 40, Comp 1
Lecture: 2 hours
Laboratory: 3 hours
Introduction to the electronic darkroom. Scanning of black-and-white and color prints, slides and negatives into the computer. Use of image control software (Adobe’s Photoshop) to enhance, refine and artistically interpret images. Printing images using inkjet printers and a variety of photo-quality inkjet printers. (UC/CSU)
May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.
For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience, Page 129.

AT 101: AUTOMOTIVE BRAKING 2 Units
Systems I
Recommended for Success: AT 100
Lecture: 1 hour
Laboratory: 3 hours
Principles of operation and repair of automotive drum and disc brake systems. The projects covered allow for compli­ance with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification.
Offered for Credit/No Credit grading only.

AT 102: ENGINE REPAIR 5 Units
Recommended for Success: AT 100
Lecture: 3 hours
Laboratory: 6 hours
Techniques involved in gasoline engine diagnosing and repair. Diagnosis of the engine’s systems will be empha­sized. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification.
May be repeated one time.
AT 103: PRACTICAL LABORATORY  .5-2 Units
Laboratory: 1.5-6 hours
This course includes special automotive repair projects that are assigned to advanced students, with emphasis on speed, accuracy, and quality work habits. Completion of, or concurrent enrollment in six (6) units of Automotive Technology required. Exceptions to the units requirement will be considered on an individual basis. May be repeated three times.

AT 110: AUTOMOTIVE ELECTRICS I  5 Units
Recommended for Success: AT 100
Lecture: 4 hours
Laboratory: 3 hours
This course covers fundamentals of electricity and electronics that apply to all automotive electrical and electronic systems. This course will cover electrical theory, lighting systems, and chassis electrical and electronic circuits. Methods of diagnosis will be emphasized. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated for recertification. May be repeated three times.

AT 111: ENGINE PERFORMANCE I  6 Units
Recommended for Success: AT 100
Lecture: 4 hours
Laboratory: 6 hours
This course covers theory and operation of ignition systems, fuel systems, and on-board computers. Use of hand-held meters, oscilloscopes, late-model computerized analytical systems and four-gas infrared analyzers will be covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated one time.

AT 112: HEATING AND AIR CONDITIONING  3 Units
Recommended for Success: AT 100
Lecture: 2 hours
Laboratory: 3 hours
This course covers fundamentals and theory of air conditioning (R12 and R134a), as well as techniques of service and diagnosis. Recycling refrigerant and handling of hazardous materials are also covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated three times.

AT 120: SUSPENSION AND STEERING  3 Units
Recommended for Success: AT 100
Lecture: 2 hours
Laboratory: 3 hours
Operations of automotive suspension and steering systems. Inspection, diagnosis, part replacement, and alignment procedures, wheel alignment and computerized alignment equipment. Emphasis will be placed on analyzing inspection results. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated for recertification. May be repeated one time.

AT 121: AUTOMOTIVE BRAKING  2 Units
Systems II
Recommended for Success: AT 100 and AT 101
Lecture: 1 hour
Laboratory: 6 hours
Principles and operations of anti-lock braking systems (ABS). Diagnosis and overhaul of power assist units and brake system electrical and electronic circuits. The subject covered allow for compliance with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated one time.

AT 122: MECHANICAL POWER TRAINS  3 Units
And AXLES
Recommended for Success: AT 100
Lecture: 1.5 hours
Laboratory: 4.5 hours
Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmissions, and transfer cases. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to achieve Automotive Service Excellence (ASE) certification. May be repeated for recertification. May be repeated two times.

AT 130: AUTOMOTIVE ELECTRICS II  2 Units
Recommended for Success: AT 100 and AT 110
Lecture: 1 hour
Laboratory: 3 hours
This course covers the study of automotive starting and charging systems and related electrical and electronic controls. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated for recertification. May be repeated one time.

AT 131: ENGINE PERFORMANCE II  2 Units
Recommended for Success: AT 100 and AT 111
Lecture: 1 hour
Laboratory: 9 hours
Operation and diagnosis of domestic computerized engine control systems. Use of hand-held meters, oscilloscopes, late model computerized analyzers and enhanced testing equipment. Use of advanced diagnostic routines common to the industry. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) examinations. May be repeated one time.

AT 132: AUTOMATIC TRANSMISSIONS AND TRANSAXLES  3 Units
Recommended for Success: AT 100
Lecture: 4 hours
Laboratory: 1.5 hours
This course meets the Bureau of Automotive Repair (B.A.R.) 2005 update training requirements for Smog Technician candidate training in emission controls and OBDII systems. Successful candidates will partially satisfy the state's prerequisite requirements for the Smog Check technician examination. May be repeated as needed for recertification. May be repeated three times.

AT 165: CLEAN AIR CAR COURSE  4 Units
And OBD II UPDATE TRAINING
Lecture: 1 hour
Laboratory: 1.5 hours
This course meets the Bureau of Automotive Repair requirements for Smog Technician candidate training in emission controls and OBDII systems. Successful candidates will partially satisfy the state's prerequisite requirements for the Smog Check technician examination. May be repeated as needed for recertification. May be repeated one time.

AT 167: B.A.R. 2003-04 UPDATE .5 Unit
TRAINING
Lecture: .5 hour
This 9-hour course will review changes in the updated Smog Check Manual. Also covered will be best practices in customer communication. This course may not be challenged. May be repeated with different topics only. Offered for Credit/No Credit grading only.

AT 167-05: B.A.R. 2005 UPDATE 1 Unit
TRAINING
Lecture: 1 hour
This course will satisfy the Bureau of Automotive Repair (B.A.R.) 2005 update training requirements for Smog Technicians seeking to renew their licenses.

AT 170: SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY .5-3 Units
Lecture: 1 hour
Laboratory: 1.5-3 hours
Various topics in automotive technology will be covered to meet specific technician needs for in-service training. Emphasis will be placed on special skills pertaining to late model vehicle. May be repeated three times.

AT 180: SMALL ENGINE REPAIR  2 Units
Lecture: 1 hour
Laboratory: 1 hour
Servicing, operation, and maintenance of small gasoline engines, garden and landscape equipment. The student will need safety glasses and a small engine to overhaul. May be repeated three times.

AT 181: PREVENTATIVE MAINTENANCE  1 Unit
Lecture: 1 hour
Laboratory: 1.5 hours
Preventive maintenance procedures with emphasis on lubrication, adjustment and safety inspection as it pertains to the late model automobile.

AT 185: AUTO BODY COLLISION  2 Units
REPAIR I
Lecture: 1.5 hours
Laboratory: 1.5 hours
For beginning students in auto body collision work. Theory and study of the body sheet metal and structure. Theory and manipulative skills in oxy-acetylene welding, sheet metal straightening, plastic filling and shrinking.

AT 186: AUTO BODY COLLISION  2 Units
REPAIR II
Lecture: 1.5 hours
Laboratory: 1.5 hours
Advanced theory and study of body sheet metal and structure and manipulative skills in M.I.G. welding, sheet metal straightening, body alignment, making adjustments and refinishing equipment. May be repeated two times.

AT 187: EXTERIOR DETAILING  1 Unit
Lecture: 1 hour
Laboratory: 1.5 hours
This course is for beginning students in auto detailing work. Topics covered include the theory and study of the proper maintenance and restoring of the automobile exterior finish by use of water or air cleaning materials and methods approved by the industry. May be repeated three times.
BIOL 24: GENERAL ECOLOGY 4 Units
Recommended for Success: Engl 1A and Math 101
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: BIOL 4 + BIOL 6
Field trips may be required.

BIOL 24: GENERAL ECOLOGY 4 Units
Recommended for Success: Engl 1A and Math 101
Lecture: 3 hours
Laboratory: 3 hours
Prerequisite: BIOL 4 + BIOL 6
Field trips may be required.

BIOL 158: BIRDS OF CENTRAL CALIFORNIA 1.5 Units
Lecture: .5-1.5 hours and/or Laboratory: .5-1.5 hours
An overview of the history of Central California through field observations and lectures. Students will learn how to identify birds by sight and sound, then use identification skills as a tool for understanding the impacts of human activity on the birds. Field trips are required. May be repeated three times.

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

BIOL 160: MUSHROOMS OF THE MOTHER LODGE 1.5 Units
Lecture: 1.5 hours
Survey of mushrooms of the Mother Lode with emphasis on mushroom taxonomy, identification, and differentiation of common edibles from poisonous fungi, the ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations. Because there is variability in the mushrooms that fruit annually, this course may be repeated three times. Offered for Credit/No Credit grading only. Field trips are required. May be repeated three times.

BIOL 179: FISHING AND FISHERY 1 Unit
Lecture: 1.5 hours
An overview of the identification, ecology, and management of fish species inhabiting the foothills, forest and alpine communities of the Sierra Nevada. Offered for Credit/No Credit grading only. Field trips are required. May be repeated three times.

BIOL 170: SPECIAL TOPICS IN BIOLOGY .5-3 Units
Lecture: .5-3 hours
Field trips may be required.

BUSINESS
Business Administration

BUSAD 1A: PRINCIPLES OF ACCOUNTING 4 Units
Lecture: 4 hours
Recommended for Success: BUSAD 1678
Prerequisite: BUSAD 1A or equivalent
Field trips are required.

BUSAD 1B: PRINCIPLES OF BUSINESS 4 Units
Lecture: 4 hours
Laws and regulations affecting managerial decisions; legal concepts and case analyses in the areas of ethics, employment agency, consumer transactions, business torts and crimes, business organizations, and with special emphasis on contracts (UC/CSU) (MJC BUSAD 201)

BUSAD 18: BUSINESS LAW 4 Units
Lecture: 4 hours
Laws and regulations affecting managerial decisions; legal concepts and case analyses in the areas of ethics, employment agency, consumer transactions, business torts and crimes, business organizations, and with special emphasis on contracts (UC/CSU) (MJC BUSAD 201)

BUSAD 20: PRINCIPLES OF BUSINESS 3 Units
Lecture: 3 hours
Survey of business principles, problems, and procedures; ownership, recruiting and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; managerial control; government and business relations. (UC/CSU) (MJC BUSAD 248)

BUSAD 24: HUMAN RELATIONS IN ORGANIZATIONS 3 Units
Lecture: 3 hours
People and their roles in organizations. The nature of organizational relationships; working in groups, recognizing and solving human relations problems. Creating the win-win situation of satisfying both individuals and organizational objectives. (UC/CSU)
BUSAD 25: JOB SEARCH AND INTERVIEWING STRATEGIES* 1 Unit
Lecture: 1 hour
Understanding the employment process and development of written and oral presentation skills necessary to conduct an efficient and effective job search. Topics include: the hiring process, employer perspectives, the hidden job market, networking, research, job search planning, making employer contacts and interviewing. Development of a master application, resume and letter of application.(CSU)
Recommended for Success: Busad 20, Cmpsc 1
*Credit may be earned for either Busad 25 or Guide 25, but not both.

BUSAD 52: E-COMMERCE* 3 Units
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinforcing the future of business through electronic commerce, business opportunities in electronic commerce, electronic commerce development and marketing, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures. Because companies are using these strategies in a global business environment, discussions of international, legal, ethical, and tax issues are included. The purpose of this course is to educate a new generation of managers, planners, analysts, marketers, and programmers of the realities and potential for electronic commerce.(CSU)
*Credit may be earned for either Busad 52 or Cmpsc 52, but not both.

BUSAD 30: PRINCIPLES OF MARKETING 3 Units
Lecture: 3 hours
Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices.(CSU) (MJC GUIDE 112)
Offered for Credit/No Credit grading only.

BUSAD 40: PRINCIPLES OF MANAGEMENT 3 Units
Lecture: 3 hours
The functions of management, techniques of decision-making and problem solving and methods used by the manager to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls.(CSU) (MJC BUSAD 245)

BUSAD 51: MANAGEMENT INFORMATION SYSTEMS* 4 Units
Lecture: 4 hours
This course is an introduction to information systems. The objective is to build a basic understanding of the value and use of information system technology for business operations, managerial decision-making, project management, and strategic advantage. Topics of special interest include information system planning, application development, development including systems analysis and design, decision support systems, and expert systems. (UC/CSU)
*Credit may be earned for either Busad 51 or Cmpsc 51, but not both.

BUSAD 53: PROJECT MANAGEMENT* 3 Units
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, risk and procurement management.(CSU)
*Credit may be earned for either Busad 53 or Cmpsc 53, but not both.

BUSAD 54: DATA MINING* 3 Units
Lecture: 3 hours
This course was designed to familiarize individuals with current and emerging data mining technologies using the Internet, database software, and other application software packages as needed for project completion. Data mining knowledge topics will include the process of model building. Students will create a representative model based on an existing dataset to help understand trends, patterns, and correlations, as well as forming predictions based on historical outcomes. Students will be introduced to the tools and technologies needed to research and analyze data, resulting in a strategic decision making, marketing plan development, goal setting and identifying business opportunities.(CSU)
*Credit may be earned for either Busad 54 or Cmpsc 54, but not both.

BUSAD 70: SPECIAL TOPICS IN BUSINESS 1-3 Units
Lecture: 1-3 hours
This course offers a simplified method of financial record keeping that provides the student the opportunity to set up and maintain a cash-basis, single entry bookkeeping system and to utilize and integrate 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.

BUSAD 90: BUSINESS ADMINISTRATION 1 Unit
Laboratory: 3 hours
This course is designed to familiarize individuals with electronic commerce, business opportunities in electronic commerce, and business plans for technology ventures. Because companies are using these strategies in a global business environment, discussions of international, legal, ethical, and tax issues are included. The purpose of this course is to educate a new generation of managers, planners, analysts, marketers, and programmers of the realities and potential for electronic commerce.(CSU)
Recommended for Success: Cmpsc 1
Offered for Credit/No Credit grading only.

BUSAD 131: COMPUTERIZED ACCOUNTING (Peachtree) 1-2 Units
Lecture: 1-2 hours
This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. May be repeated one time.

BUSAD 132: COMPUTERIZED ACCOUNTING (One Write Plus) 1-2 Units
Lecture: 1-2 hours
Recommended for Success: Busad 161A
This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. May be repeated one time.

BUSAD 133: COMPUTERIZED ACCOUNTING (Quicken) .5-2 Units
Lecture: 1-2 hours
Recommended for Success: Busad 161A
This course offers a simplified method of financial record keeping that provides the student the opportunity to set up and maintain a cash-basis, single entry bookkeeping system using commercial computer application software. May be repeated one time.

BUSAD 134: COMPUTERIZED ACCOUNTING (Dac Easy) 1-2 Units
Lecture: 1-2 hours
Recommended for Success: Busad 161A
This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. May be repeated one time.

BUSAD 135: COMPUTERIZED ACCOUNTING (Quickbooks) 1-2 Units
Lecture: 1-2 hours
Recommended for Success: Busad 161A
This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. May be repeated one time.

BUSAD 137: COMPUTERIZED ACCOUNTING (M.Y.O.B.) 1-2 Units
Lecture: 1-2 hours
Recommended for Success: Busad 161A
This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements. May be repeated one time.
BUSAD 150: SMALL BUSINESS MANAGEMENT
Lecture: 3 hours
Small business operation with proper balance between business functions of purchasing, production, sales and finance, and the management functions of planning, organizing, acting, and controlling.

BUSAD 151: FINANCE AND INVESTMENTS
Lecture: 3 hours
A study of financial systems and functions including markets, which funds are traded, institutional practices which participate in fund flows, and principles and concepts of management for making sound financial and investment decisions.

BUSAD 152: COMPUTERIZED ACCOUNTING FOR BUSINESS (QUICKBOOKS)
Recommended for Success: BUSAD 1A, BUSAD 161A
Lecture: 3 hours
This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, inventory, adjusting and closing entries and financial statements.

BUSAD 153: COMPUTERIZED ACCOUNTING FOR BUSINESS (M.Y.O.B.)
Recommended for Success: BUSAD 1A, BUSAD 161A
Lecture: 3 hours
This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, inventory, adjusting and closing entries and financial statements.

BUSAD 154: COMPUTERIZED ACCOUNTING FOR BUSINESS (PEACHTREE)
Recommended for Success: BUSAD 1A, BUSAD 161A
Lecture: 3 hours
This course provides the student opportunities to set up and maintain an accounting system using application software, and is designed to provide the student with a review of financial accounting including payables, receivables, inventory, adjusting and closing entries and financial statements.

BUSAD 158: PAYROLL ACCOUNTING
Lecture: 3 hours
Introduction and practice in all payroll operations, the preparation of payroll registers, recording of payroll transactions, understanding of payroll laws, and preparation of required tax returns and reports.

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 I
Lecture: Accounting procedures and analysis for most small businesses. Includes complete double entry accounting system with journals, ledgers, worksheets, and financial statements, with adjusting and closing entries for service or merchandising businesses; payroll for employers and employees, a voucher system, and use of manual and computerized simulations.

BUSAD 161B: SMALL BUSINESS ACCOUNTING II
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 exercises on computer use in both financial and managerial phases.

BUSAD 163: BUSINESS MATHEMATICS
Lecture: 4 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.

BUSAD 164: INCOME TAX
Lecture: 3 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 170: SPECIAL TOPICS IN BUSINESS
Lecture: .5-3 hours
Instruction in a variety of special topics of business, for example: Entrepreneurship, Supervision, Leadership & Motivation, Training Employees, Budgeting, Conflict Resolution, Planning, Decision Making for Managers, Working with Difficult People. Courses will be presented in a workshop format and may include guest speakers. Offered for Credit/No Credit grading only. May be repeated with different topics only.

OFFICE TECHNOLOGY
See page 117

REAL ESTATE
See page 122

CHEMISTRY

CHEM 1A: GENERAL CHEMISTRY 5 Units
Prerequisite: Chem 10 or equivalent
Lecture: 4 hours
Laboratory: 3 hours
Survey of atoms, molecules, ions, chemical reactions, stoichiometry, chemical bonding, gases, liquids, solids, solutions, and thermodynamics. (UC/CSU) (MJC CHEM 101)

CHEM 1B: GENERAL CHEMISTRY 5 Units
Prerequisite: Chem 1A or equivalent
Lecture: 4 hours
Laboratory: 3 hours
A survey of chemical equilibria, acids and bases, thermochemistry, electrochemistry, nuclear chemistry, inorganic chemistry, and organic chemicals. (UC/CSCM) (MJC CHEM 102)

CHEM 10: FUNDAMENTALS OF CHEMISTRY 4 Units
Prerequisite: Math 101
Lecture: 3 hours
Fundamental theories and principles of chemistry; atomic and molecular structure, chemical reactions, stoichiometry, gases, liquids, solids, solutions, nonmetals, metals, nuclear chemistry, and organic compounds. (UC/CSCM) (Transfer credit limited. See a counselor.) (MJC CHEM 143)
CHEM 25: CONCEPTUAL CHEMISTRY - .5 Unit
APPLIED CHEMISTRY
Lecture: 3 hours
A survey of chemical principles and how they apply to you, the environment and industry. Topics covered include environmental chemistry, food chemistry, geochemistry and industrial chemistry. (CSU) (The satisfactory completion of the series Chem 21 through Chem 26 is equivalent to the satisfactory completion of Chem 20.) (CC CHEM 21-26 = MJC CHEM 150)

CHEM 26: CONCEPTUAL CHEMISTRY - .5 Unit
ORGANIC CHEMISTRY
Lecture: 3 hours
A survey of organic chemistry and how it applies to you and your surroundings. (CSU) (The satisfactory completion of the series Chem 21 through Chem 26 is equivalent to the satisfactory completion of Chem 20.) (CC CHEM 21-26 = MJC CHEM 150)

CHILD DEVELOPMENT
See Pages 31 to 32 for Course Requirements
Students may be required to acquire a fingerprint clearance before working with young children. See your instructor for more details.

CHILD 1: PRINCIPLES OF CHILD DEVELOPMENT
3 Units
Lecture: 3 hours
Growth and development of children, birth through adolescence. Basic concepts related to physical, social, intellectual, and emotional development, including the effects of culture, will be explored. (UC/CSU) (MJC CLDDV 103)

CHILD 2: OBSERVING AND RECORDING BEHAVIOR OF YOUNG CHILDREN
1 Unit
Lecture: 1 hour
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) (MJC CLDDV 244)

CHILD 3: PRACTICES IN CHILD DEVELOPMENT
3 Units
Lecture: 3 hours
The planning and implementing of developmentally appropriate curriculum activities for young children, including anti-bias curriculum and current practices in the field. (CSU)

CHILD 4: 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 injury prevention. Students completing this course with a C or better will be given a certificate to meet Title 22 requirements for child Health and Safety Training. (CSU) (MJC CLDDV 372)

CHILD 5: EARLY LITERACY DEVELOPMENT
3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
This course will improve early childhood educators and care providers' knowledge of early literacy development and the skills in teaching early literacy to children from birth through age five. It includes research-based principles for providing children birth through age five a strong foundation in early reading and writing within a developmentally appropriate approach. Meets or exceeds specifications of external agency. (CSU)

CHILD 6: CREATIVE ACTIVITIES IN THE ARTS
2 Units
Lecture: 2 hours
Survey of a variety of educational activities suitable for young children in art, music, movement, language and literature; for pre-school teachers, family day care providers, parents, teachers aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 7: MATH
2 Units
Lecture: 2 hours
Survey of math activities and concepts developmentally appropriate for young children; for pre-school teachers, family day care providers, teacher aides, parents and anyone interested in early childhood math education. (CSU)

CHILD 8: SCIENCE
2 Units
Lecture: 2 hours
Survey of science activities and concepts developmentally appropriate for young children; for pre-school teachers, family day care providers, teacher aides, parents and anyone interested in early childhood science education. (CSU)

CHILD 9: EXCEPTIONAL NEEDS CHILDREN
3 Units
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 10: CHILD, FAMILY, COMMUNITY
3 Units
Lecture: 3 hours
Study of the impact of interrelationships and community factors on a child's development. Techniques fostering healthy family interactions and use of community resources will be stressed. Cultural aspects of socialization and current events will be explored. (CSU) (MJC CLDDV 109)

CHILD 11: GUIDING CHILDREN'S SOCIAL DEVELOPMENT
3 Units
Lecture: 3 hours
This course is designed to provide early childhood educators and parents with the skills necessary to promote the emotional support and guidance young children need for healthy social development. Topics include: the developmental aspects of social/emotional development, supporting children in stressful situations, fostering self-discipline, supporting children's friendships, promoting prosocial behavior, handling children's aggressive behavior, and diversity issues. (CSU)

CHILD 12: PRACTICUM
1-3 Units
Prerequisite: Child 1 or equivalent
Lecture: 3 hours equals 1 unit of credit
Laboratory: 3 hours equals 2 units of credit
This supervised practicum in the Columbia College Child Development Center, Toddler 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 then attend a weekly seminar to evaluate and discuss projects, teaching skills development, and other aspects of student teaching. (CSU)

CHILD 13: ADULT SUPERVISION
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 14: ADVANCED CHILD CARE
3 Units
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 15: SCHOOL AGE CHILDREN
3 Units
Lecture: 3 hours
An introduction to books on young children. Topics will include how to evaluate content and illustration; choosing books that relate to children's developmental needs and interest; the art of reading aloud. Field work involving reading aloud to children under six years of age is required. (CSU)

CHILD 16: CHILD DEVELOPMENT
3 Units
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 17: SCHOOL ADMINISTRATION
3 Units
Lecture: 3 hours
Administration of public and private child care and nursery school programs in California. Topics include budget development and management; staff selection and supervision; programs, facilities, and equipment; parent and community relationships; and licensing requirements. (CSU) (MJC CLDDV 150)

CHILD 18: ADVANCED ADMINISTRATION
3 Units
Prerequisite: Child 10 or equivalent
Lecture: 3 hours
An advanced course for directors and lead teachers in child care. Students will learn staff development and leadership techniques. Fiscal, advocacy and current issues will be explored. (CSU)
CHILD 97: WORK EXPERIENCE IN CHILD DEVELOPMENT 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 Child Development. The student's employment must be related to educational or occupational goals. (CSU) (“Transfer credit limited. See a counselor.”)

Offered for Credit/No Credit grading only.

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

May be used on an intranet or on the Internet. (UC/CSU) (MJC CMPSC 262)

Lecture: 2-3 hours

Laboratory: 3-4 hours

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

CMPSC 3: OPERATING SYSTEMS 3 Units

Recommended for Success: Cmpsc 1

Lecture: 2 hours

Laboratory: 3 hours

Introduction to file management through a Windows environment and the DOS operating system. Students will learn concepts of a shell, text editors, batch files, desktop procedures, Windows setup, and file handling. (CSU)

CMPSC 4: WINDOWS OPERATING SYSTEMS ESSENTIALS .5-1.5 Units

Lecture: .5 -1.5 hours

This course provides instruction in Operating Systems. Topics include management of window elements, desktop arrangement, folders and files, and file management. Students will use multitasking, cut and paste, linking, and printing operations within selected Windows applications. (CSU) (MJC CMPSC 265)

Offered for Credit/No Credit grading only.

May be repeated one time.

CMPSC 9: UNIX OPERATING SYSTEMS 3 Units

Recommended for Success: Cmpsc 3

Lecture: 3 hours

Laboratory: 1 hour

An Introduction to the UNIX operating system using Linux as the working environment. Topics include operating system commands, shell scripting, TCP/IP basics, ftp, mail, telnet, text editors, disk, file and directory management, GUI interface with X windows, and multitasking. (MJC CMPSC 206)

CMPSC 10: INTRODUCTION TO THE INTERNET .5-1.5 Units

Lecture: .5 -1.5 hours

This course provides instruction in how to access the Internet using communications software and a web browser on desktop PCs. Topics include navigating browsers, electronic mail, search techniques, personal privacy, download applications, and the World Wide Web. (CSU) (MJC CMPGR 262)

Offered for Credit/No Credit grading only.

May be repeated one time.

CMPSC 11: PRESENTATIONS USING COMPUTERS AND MULTIMEDIA 1-2 Units

Prerequisite: Cmpsc 4 or equivalent

Lecture: 1-2 hours

Use presentation software to prepare multimedia presentations. Combine text, graphics, video, and sound. Use the computer and multimedia projector to present information to an audience or to individuals using a PC. (CSU) (MJC CMPGR 215)

May be repeated one time.

CMPSC 12: WEBSITE DEVELOPMENT 2.3 Units

Recommended for Success: Cmpsc 4 or equivalent

Lecture: 2-3 hours

Students will be able to use website/webpage development application software to prepare multimedia presentations for use with an internet browser. They will also be able to combine text, graphics, video, and sound, enhance computer displays for an audience, and prepare home page links for access over the Internet. (CSU) (MJC CMPGR 264)

May be repeated one time.

CMPSC 13: INTRODUCTION TO HTML 1.2 Units

Recommended for Success: Cmpsc 4

Lecture: 1-2 hours

Use HTML authoring tools and/or HTML home page software to prepare multimedia presentations to use with an Internet browser. Concepts include text, graphics, video, and sound. Enhance computer displays for an audience and prepare home page links for access over the Internet. (CSU) (MJC CMPGR 265)

May be repeated one time.

CMPSC 14: ADVANCED TOPICS IN WEBSITE DEVELOPMENT 2.3 Units

Recommended for Success: Cmpsc 13

Lecture: 2-3 hours

This course guides students through the process of exploring advanced tools for website design, which may include but are not limited to Flash, Javascript, ASP, and XML. Students will also attain skills in techniques for publicizing websites and best practices for site maintenance. (CSU)

CMPSC 15: JAVA PROGRAMMING 3 Units

Recommended for Success: Cmpsc 3

Lecture: 2 hours

Laboratory: 3 hours

Learn the Java Programming language, an Intranet/Internet standard language. Topics include classes, objects, arrays, inheritance, interfaces, control flow, input/output, and standard utilities. Create some applications to be used on an intranet or on the Internet. (UC/CSU)

CMPSC 17: ADVANCED INTERNET 1-2 Units

Recommended for Success: Cmpsc 15

Lecture: .5 -1.2 hours

This course provides instruction in Advanced Internet Research and will provide students advanced search and research techniques via the World Wide Web. The course reviews basic components of Internet search engines and includes advanced subject matter research techniques, database resources and advanced Internet technology skills. Topics include E-Commerce, Internet Resources, Digital Content, and Internet Publications. (CSU)

May be repeated one time.

CMPSC 22: PROGRAMMING CONCEPTS 4 Units

Recommended for Success: Math 104 or placement

Lecture: 2 hours

Laboratory: 3 hours

Introduction to computer programming and program design. Presents algorithm development, structured programming techniques, various methods of problem solving, and an introduction to object oriented programming concepts. Programming is done using C++, but includes some basics of the C language. Language topics include data types, conditions and Boolean logic, recursion, arrays, functions, pointers, and a file input/output. (UC/CSU) (MJC CMPSC 205)

CMPSC 24: PROGRAMMING CONCEPTS 4 Units

Recommended for Success: Math 101

Lecture: 3 hours

Laboratory: 3 hours

This course is a continuation of CMPSC 22, concentrating on problem solving techniques using an object oriented design approach. Programming is done using the C++ language. It also includes an introduction to programming in the Windows environment. Topics include data abstraction, recursion, class functions, operator overload­ ing, templates, string handling, data structures (arrays, records, lists, stacks, and queues), search/sort, pointers, dynamic data, linked lists, and binary trees. (UC/CSU) (MJC CMPSC 261)

CMPSC 28: VISUAL BASIC PROGRAMMING 3 Units

Lecture: 3 hours

Design of Visual Basic programs using a hands-on approach. Write client applications in a Windows environ­ ment and create a variety of custom applications. (UC/CSU) (MJC CMPSC 271)

CMPSC 30: FINANCIAL WORKSHOPS 3 Units

Lecture: 2 hours

Laboratory: 3 hours

Electronic spreadsheets will be used to develop a basic understanding of business operations, managerial decision making, and strategic advantage. Students will develop spreadsheets for financial statements, what-if analysis, databases, and other ledger-type applications. Other topics include use of formulas and macros to customize data entry for business applications and combining data between worksheets and link files. Lab projects will focus on the use of spreadsheet design, development, and use for managerial decision making. (CSU) (MJC CMPSC 278)
CMPS 31: DESKTOP PUBLISHING I* 3 Units
Required for Success: Oftec 41
Lecture: 2 hours
Laboratory: 3 hours
This course is an introduction to general desktop publishing theory with emphasis on typography, page layout, graphics and design. Students will create newsletters, brochures, flyers, resumes, and reports. (CSU)
*Credit may be earned for either Cmpsc 31, Art 31 or Oftec 42, but only from one discipline.

CMPS 32: DESKTOP PUBLISHING II* 3 Units
Prerequisite: Cmpsc 31 or equivalent
Lecture: 2 hours
Laboratory: 3 hours
This course is a continuation of study in problems of Desktop Publishing. Areas of focused study will be in advanced problems of page layout, typography, digital image manipulation, and issues related to offset reproduction of graphic design. (CSU)
May be repeated twice.
*Credit may be earned for either Cmpsc 32, Oftec 43 or Art 43, but only from one discipline.

CMPS 33: COMPUTER GRAPHICS I* 3 Units
Lecture: 2 hours
Laboratory: 3 hours
This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, vector versus raster graphics, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. (UC/CSU) (MIC CMPGR 217)
*Credit may be earned for either Cmpsc 33 or Art 33, but not both.

CMPS 34: COMPUTER GRAPHICS II* 3 Units
Prerequisite: Cmpsc 33 or equivalent
Lecture: 2 hours
Laboratory: 3 hours
This course continues with the creation of Computer Graphics I. Topics covered will include more advanced techniques of paint and drawing software, color scanning, publishing for the Web and printing. (UC/CSU)
*Credit may be earned for either Cmpsc 34 or Art 34, but not both.
May be repeated one time.

CMPS 41: NETWORKING ESSENTIALS 3 Units
Recommended for Success: Cmpsc 1
Lecture: 3 hours
This course is an introduction to computer networking and data communications. The focus is on concepts, terminology, and technologies in current networking environments. The course is based on, and covers the OSI model including discussions of Local and Wide Area Networks (LAN & WAN). A laboratory component provides hands-on experience in network setup and computer configuration. This course includes the first semester of Cisco Academy training, which is part of a program leading to CCNA certification. The topics covered are also applicable to Microsoft Certified Systems Engineer (MCSE) and other industry networking certification. (CSU)

CMPS 51: MANAGEMENT INFORMATION SYSTEMS* 4 Units
Lecture: 4 hours
This course is an introduction to Information Systems. The objective is to build a basic understanding of the value and use of Information System technology for business operations, management decision making, project management, and strategic advantage. Topics of special interest include Information system planning, application development, including systems analysis and design, decision support systems, and expert systems. (UC/CSU)
*Credit may be earned for either Cmpsc 51 or Busad 51, but not both.

CMPS 52: E-COMMERCE* 3 Units
Recommended for Success: Cmpsc 1, Busad 20
Lecture: 3 hours
This course is designed to familiarize students with current and emerging electronic commerce practices. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, electronic commerce development and marketing, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures. Because companies are using these strategies in a global business environment, discussions of international, legal, ethical, and tax issues are included. The purpose of this course is to educate a new generation of managers, planners, analysts, marketers, and programmers of the realities and potential of electronic commerce. (CSU)
*Credit may be earned for either Cmpsc 52 or Busad 52, but not both.

CMPS 53: PROJECT MANAGEMENT* 3 Units
Recommended for Success: Cmpsc 1
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. (CSU)
*Credit may be earned for either Cmpsc 53 or Busad 53, but not both.

CMPS 54: DATA MINING* 3 Units
Recommended for Success: Cmpsc 1
Lecture: 3 hours
This course was designed to familiarize individuals with current and emerging data mining technologies using the Internet, database software, and other application software packages as needed for project completion. Data mining knowledge topics will include the process of model building. Students will create a representative model based on an existing dataset to help understand trends, patterns, and correlations, as well as forming predictions based on historical outcomes. Students will be introduced to the tools and technologies needed to research and analyze data, resulting in a strategic decision making, marketing plan development, goal setting and identifying business opportunities. (CSU)
*Credit may be earned for either Cmpsc 54 or Busad 54, but not both.

CMPS 55: DATABASE MANAGEMENT 4 Units
Recommended for Success: Cmpsc 1
Lecture: 4 hours
Fundamentals of database design and administration. Covers basic terminology, types of database systems, and how to design a database appropriate to an application. Topics include linking of tables in a relational database, SQL commands, Query By Example, and design of input forms and reports. Hands-on component uses a commercial database management system in a Windows environment. (CSU)

CMPS 58: GIS-ArcVIEW 1 Unit
Lecture: 1 hour
Introduction to practical application of ArcView software; importation 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 data, analyzing and making predictions. (UC/CSU)
Offered for Credit/No Credit grading only.
*Credit may be earned for either Cmpsc 58 or Geogr 58, but not both.

CMPS 59: GEOGRAPHIC INFORMATION AND GLOBAL POSITIONING SYSTEMS* 1-3 Units
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 (GPS) 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 ArcView GIS units; and the last six weeks will be spent learning to design and carry out a research project merging GIS and GPS technologies. (CSU)
May be repeated with different topics only.
*Credit may be earned for either Cmpsc 59 or Geogr 59, but not both.

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

CMPS 65: GIS APPLICATIONS* 3 Units
Recommended for Success: Cmpsc 60
Lecture: 3 hours
Introduction to practical applications of GIS software, head-up digitizing, conversion of data, building annotation coverages. Students will gain hands-on experience working on specific projects under supervision. Assignments will include compiling and submitting project reports. (CSU)
May be repeated twice.
*Credit may be earned for either Cmpsc 65 or Geogr 65, but not both.

CMPS 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 ArcView. Students should have some familiarity with maps, UNIX, statistics and algebra. (CSU)
May be repeated twice.
*Credit may be earned for either Cmpsc 70 or Geogr 70, but not both.
CMPSC 142: DESKTOP PUBLISHING 1-2 Units

Lecture: 1-2 hours

Dealing with graphic and digital content for optimum use on Web. This course would involve manipulating text, images, and files, as use as database for word mail merge.

CMPSC 149: PHOTOSHOP FOR THE WEB 2-3 Units

Lecture: 1-2 hours

Photoshop is a comprehensive environment for professional designers and graphic producers to integrate digital content for the Web. This course would involve manipulating graphics and digital content for optimum use on any Web-based platform.

CMPSC 155: ACCESS 1-2 Units

Lecture: 1-2 hours

Develop database applications using Database Management (DBMS) software. Create databases, enter and edit data, query the database, create and use forms, create and print reports, customize fields and tables, manage data and files, use as database for word mail merge.

CMPSC 170 SPECIAL TOPICS IN COMPUTER SCIENCE .5-3 Units

Lecture: .5-3 hours

This course will cover special topics in Computer Science to meet individual or agency needs. Emphasis will be on specialized development of skills and knowledge and implementation of training in using computers.

CMPSC 175: GIS APPLICATIONS IN RESOURCE MANAGEMENT* 3 Units

Recommended for Success: Cmpsc 78

Lecture: 1 hour

Application of GIS to resource management issues such as watershed analysis, ecosystem analysis, recreation planning, and fire planning. Emphasis on remote sensing data and image processing to derive GIS data. (CSU)

May be repeated two times.

*Credit may be earned for either Cmpsc 75 or Geogr 75, but not both.

CMPSC 181A: NETWORKING ESSENTIAL - CCNA 1 3 Units

Lecture: 3 hours

Cisco Academy Semester 1. An Introduction to Computer Networking and Data Communications. Focus is on concepts, terminology, and technologies in current networking environments. The course includes an Introduction to the OSI model and discussions of Local and Wide Area Networks (LAN & WAN). The training leads to CCNA certification.

CMPSC 183B: NETWORKING-CCNA 2: ROUTERS AND ROUTING BASICS 1.5 Units

Prerequisites: Cmpsc 183B or equivalent

Lecture: 1 hour

Cisco Academy Semester 2. An Introduction to Wide Area Networks. Emphasis is on the use of routers and data communications equipment. Includes Access Control Lists, Cisco IOS, and the command interface. A laboratory component provides hands-on experience in the configuration of routers.

CMPSC 183C: NETWORKING-CCNA 3: SWITCHING BASICS AND INTERMEDIATE ROUTING 1.5 Units

Prerequisites: Cmpsc 183B or equivalent

Lecture: 1 hour

Laboratory: 2 hours


CMPS 183D: NETWORKING-CCNA 4: WAN TECHNOLOGIES 1.5 Units

Prerequisite: Cmpsc 183C or equivalent

Lecture: 1 hour

Laboratory: 2 hours


DRAFTING

DRAFTING 50A: COMPUTER ASSISTED DRAFTING I 3 Units

Lecture: 2 hours

Laboratory: 3 hours

Introduction to the use of the computer as a tool for accomplishing basic drafting tasks. Included topics: polar and rectangular coordinates, lines, polygons, layers, blocks, editing, hatches, dimensioning, orthographic projections, isometric drawing, layout view, plotter, and an introduction to 3-D. (CSU) (MJC ENGT 210 AND 211)

DRAFTING 50B: COMPUTER ASSISTED DRAFTING II 3 Units

Prerequisite: Draft 50A or equivalent

Lecture: 2 hours

Laboratory: 3 hours

Intermediate to advanced features of AutoCAD through creation of 3-D drawings. Included topics: customizing the AutoCAD environment, use of digitizer tablet, 3-D solids modeling, elevated planes, extrusions, revolution, shading, rendering, scenes, lighting, textures, user coordinate system, views, and ports, exporting of drawing, external databases. (CSU)

DRAFA

DRAMA 10: INTRODUCTION TO THE THEATRE (CAN DRAMA 18) 3 Units

Lecture: 3 hours

This course provides an introduction to the art of theatre, surveying the roles of the playwright, the director, the actor, the designers, the producer, the critics and the audience. This course investigates the variety of theatrical styles observed in contemporary theatre, compares live theatre with the electronic forms, and assesses the value of theatre in modern society. This course is designed to promote the student's greater understanding and enjoyment of the theatrical form. (UC/CSU) (MJC THETR 100)

Laboratory: 3 hours

Field trips will be required.

DRAFA 18: VOICE DYNAMICS* 3 Units

Prerequisite: Drama 45

Lecture: 2 hours

Laboratory: 3 hours

A study of Voice Dynamics will focus on vocal psychology, breathing, relaxation, vocal variety, projections, articulation, placement, phonetics, ear training and vocal analyses, character "voices," dialects and accents. This course is designed for self-improvement and for students who wish to increase their vocal skills for professional use. (UC/CSU) (MJC RAYTSP/DPCOM/THETR 101)

May be repeated three times.

*Credit may be earned for either Drama 18 or Spcom 19, but not both.

DRAFA 19: EXPLORING RADIO 1.5-3 Units

Lecture: 1.5-3 hours

An intensive course focused on the expressive use of the voice and sound effects. It may be taken in two sections, each for 1.5 units. Students will rehearse, perform and provide sound effects for dramatic scripts to be broadcast on radio. Scripts will be rehearsed on campus with final production taped and broadcasted. (CSU)

May be repeated three times.

*Credit may be earned for either Drama 19 or Spcom 19, but not both.

DRAFA 20: ORAL EXPRESSION AND INTERPRETATION 3 Units

Lecture: 3 hours

Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting poetry, prose, and drama; and the production process in the oral performance of literary genre. (UC/CSU) (MJC THETR 120)

DRAFA 22: INTRODUCTION TO PLAYWRIGHTS' THEATRE 3 Units

Lecture: 2 hours

Activity: 3 units

Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script. (UC/CSU) (MJC THETR 122)

DRAFA 42: ACTING FUNDAMENTALS 3 Units

Lecture: 2 hours

Activity: 3 hours

Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art. (UC/CSU) (MJC THETR 160)

May be repeated three times.

DRAFA 43: ACTING DIRECTING 3 Units

Lecture: 2 hours

Activity: 3 hours

A workshop in techniques of both acting and directing with specific focus upon the production of short scenes from a variety of theatrical genres. (UC/CSU) May be repeated three times.

DRAFA 44: ADVANCED ACTING PROJECTS 1-3 Units

Prerequisite: Drama 45

Lecture: 1 hour

Laboratory: 3 hours equals 1 unit of credit

Lecture: 1 hour; Laboratory: 3 hours equals 2 units of credit

Lecture: 1 hour; Laboratory: 6 hours equals 3 units of credit

Advanced workshop activity for production of one-act plays, segments of longer plays or full length plays; intensive workshop concentration designed for public performances. Casting subject to audition. (UC/CSU) May be repeated three times.
DRAMA 46: IMPROVISATIONAL 3 Units
 Lecture: 3 hours Laboratory: 3 hours
 The focus of this course is on the use of improvisation for performance with particular emphasis on complex forms to include various literary genres, song, narrative and mini-plays. The class will perform in a variety of venues, both on campus and in the community for a variety of audiences and purposes. (UC/CSU) (MJC THER 164)
 May be repeated three times.

DRAMA 50: MUSICAL THEATRE 2 Units
 Lecture: 2 hours Laboratory: 3 hours
 Directed activities in acting and technical theatre with participation in public performances and related production activities. (UC/CSU)
 May be repeated three times.

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

EARTH SCIENCE

ESC 5: PHYSICAL GEOLOGY 4 Units
 (CAN GEOL 2)
 Lecture: 3 hours Laboratory: 3 hours
 The study of the earth, its materials, structures, and processes. Erosion and deposition by streams, wind, waves and glaciers; mountain building and volcanoes at subduction zones, and rifting of the earth's plates at mid-ocean ridges; tracing the energy from the sun and from the earth's interior as it drives all of the processes of change on earth; the study of life on earth, past and present; the search for valuable minerals and building materials from the earth. (UC/CSU) (MJC GEOL 161)
 Field trips may be required.

ESC 10: ENVIRONMENTAL GEOLOGY 3 Units
 Lecture: 3 hours Laboratory: 3 hours
 Students will be introduced to environmental geology, which includes the study of hazards associated with seismicity, mass wasting, flooding, coastal processes, and volcanism. Resource and pollution issues will be discussed in the context of population pressures. Global warming and ozone depletion/hole are also covered. Students will learn to conduct geologic research and will work collaboratively with peers inquiring about geo-environmental issues. (UC/CSU)

ESC 25: GEOLOGY OF THE NATIONAL PARKS 3 Units
 Lecture: 3 hours Laboratory: 3 hours
 The study of the earth's surface in relation to the formation of our National Parks. What part glaciation, erosion, volcanism, and other mountain building processes play in the formation of the National Parks. (UC/CSU) (MJC GEOL 64)
 Field trips may be required.

ESC 30: GLOBAL TECTONIC GEOLOGY 3 Units
 Lecture: 3 hours Laboratory: 3 hours
 An introduction to the new global geology and how it has revolutionized man's understanding of the way the earth works. For all who wish to learn about the earth's wandering continents and spreading seas floors; what causes mountain ranges, volcanoes, and earthquakes and the role that magnetism has played in the revelation of the new geology. (UC/CSU)

ESC 35: FIELD GEOLOGY 1-3 Units
 Lecture: 1-3 hours Laboratory: 1 hour
 A field study of selected geologic features and related Earth Science topics. A one to seven day field trip will be taken with pre- and post-classroom sessions. (CSU) (MJC GEOL 171A, B)
 May be repeated three times.

ECONOMICS

ECON 10: PRINCIPLES OF ECONOMICS 4 Units
 (CAN ECON 2)
 Lecture: 4 hours Laboratory: 3 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) (MJC ECON 101)
EMSS 10:  OUTDOOR EMERGENCY CARE TRAINING 6 Units
Lecture: 6 hours
Laboratory: 10 hours

This is an intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the non-urban, pre-hospital environment. The course shall meet or exceed the training guidelines and requirements as specified by the National Ski Patrol and the American Academy of Orthopedic Surgeons. Those students wishing to become National Ski Patrol Basic Patrollers must have approval from sponsoring agency and may be required to pass a skiing proficiency test on the first day of the class or prior to certification. (CSU)
Field trips may be required. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

EMSS 12:  PRE-PARAMEDIC TRAINING 8 Units
Lecture: 8 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.

EMSS 13:  ADVANCED FIRST AID AND 3 Units EMERGENCY CARE
Lecture: 3 hours

This course is designed to develop the functional capabilities of individuals who as part of their employment or everyday experiences may be required to provide emergency first aid prior to the arrival of qualified medical personnel. (CSU) (MIC 103)
May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

EMSS 20:  BASIC CARDIOLOGY AND 3 Units 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 both the health care professional and the pre-hospital care professional. Serves as an excellent ACLS review and/or prepares students for paramedic training program. Meets requirements for "Monitor Technician" at many health care facilities. Current EMT certification and/or LPN or higher nursing certification is required for class eligibility. (CSU) (MIC ALHE 180)
May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

EMSS 43:  PARAMEDIC TRAINING - 13 Units DIDACTIC COMPETENCIES
Prerequisite: EMS 12 or equivalent; or BSL 10, BSL 60, and EMS 20, or equivalent
Lecture: 200 hours
Laboratory: 100 hours

This course is designed to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the prehospital environment. This course provides 100 hours of Paramedic didactic instruction and meets or exceeds those policies outlined in Title 22, Division 9, Chapter 4, Article 3 of the California Code of Regulations for Paramedic Training Programs and assists in preparing students for State Licensure as an Emergency Medical Technician—Paramedic. This course requires possession of a valid and current California EMT certification, as well as a minimum 1 year of experience working as an Emergency Medical Technician. An entrance examination process will be administered to assess minimum base-line competencies required for student success. (CSU)
May be repeated one time.

EMSS 44:  PARAMEDIC TRAINING - 11 Units PRE-CLINICAL TRAINING AND CLINICAL EXPERIENCE
Prerequisite:EMS 43 or equivalent
Lecture: 140 hours
Laboratory: 162 hours

This course is designed to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the pre-hospital environment. This course provides a minimum of 140 hours of Paramedic classroom instruction including Advanced Cardiac Life-Support Training, Pediatric Emergency Care (either PALS or Advanced Trauma Life Support (either PHTLS or BLS)) as well as a minimum of 160 hours of clinical experience in the hospital acute care setting. This course is conducted in accordance with policies outlined in Title 22, Division 9, Chapter 4, Article 3 of the California Code of Regulations for Paramedic Training Programs and assists in preparing students for State Licensure as an Emergency Medical Technician—Paramedic. Entrance to this course requires possession of a valid and current California EMT certification, as well as a minimum 1 year of experience working as an Emergency Medical Technician. An entrance examination process will be administered to assess minimum base-line competencies required for student success. (CSU)
May be repeated one time.

EMSS 45:  PARAMEDIC TRAINING - 9 Units FIELD INTERNSHIP & PARAMEDIC TERMINAL COMPETENCIES
Prerequisite: EMS 43 or equivalent and 44 or equivalent
Lecture: 100 hours

An intensive course of instruction designed to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the pre-hospital environment. This course meets or exceeds all course requirements pertaining to a Field Internship as outlined in Title 22, Division 9, Chapter 4, Article 3 of the California Code of Regulations for Paramedic Training Programs and assists in preparing students for State Licensure as an Emergency Medical Technician—Paramedic. This course meets or exceeds all course requirements pertaining to a Field Internship as outlined in Title 22, Division 9, Chapter 4, Article 3 of the California Code of Regulations for Paramedic Training Programs and assists in preparing students for State Licensure as an Emergency Medical Technician—Paramedic. (CSU)
May be repeated one time.

EMSS 70:  SPECIAL TOPICS IN EMS .5-4 Units
Lecture: .5-4 hours

May be repeated one time.

EMSS 97:  WORK EXPERIENCE IN 1-4 Units EMERGENCY MEDICAL SERVICE
Prerequisite: Must be enrolled in at least seven (7) 75 hours paid employment equals 1 unit of credit 60 hours unpaid employment equals 1 unit of credit Provides students an opportunity to experience supervised employment in EMS. The student's employment must be related to educational or occupational goals. (CSU) (MJC FSCI 365)
May be repeated for a maximum of up to 10 hours per quarter and/or for a total of up to 16 units per academic year. May be repeated if information changes due to state/local government requirements. (MJC FSCI 365)
May be repeated one time.

EMSS 175:  SPECIAL TOPICS IN EMS .5-4 Units
Lecture: .5-4 hours

May be repeated if information changes due to state/local government regulations; as required for employment; to maintain employment.

EMSS 176:  EMS SKILLS DEVELOPMENT 2 Units
Lecture: 1.5 hours
Laboratory: .5 hours

This course is strongly recommended for student success for those students enrolled in any of the following EMS course offerings: First Responder Training (EMS 127), Advanced First Aid (EMS 13) and EMT Training (EMS 4), and Paramedic Training. The course is designed to develop minimum levels of knowledge and skills associated with the delivery of emergency care to the patient experiencing a life-threatening cardiac emergency. This course meets and/or exceeds the minimum standards of state & local EMS agencies, as is consistent with the guidelines as proscribed by the American Heart Association for Automated External Defibrillation Providers.
May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment. Offered for Credit/No Credit grading only
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>ENGL 1A</td>
<td>READING AND COMPOSITION: Beginning</td>
<td>3</td>
<td>-</td>
<td>Study of American literature from its beginning to the late nineteenth century. Reading, analysis, and discussion of the major literary trends and authors of the time, including Emerson, Thoreau, Poe, Hawthorne, Melville, Whitman, and Dickinson.</td>
</tr>
<tr>
<td>ENGL 1B</td>
<td>AMERICAN LITERATURE</td>
<td>3</td>
<td>-</td>
<td>Study of American literature from the late nineteenth century to the present. Reading, analysis, and discussion of the major literary trends and authors of the time, including Twain, James, Crane, Frost, Elliot, and Faubus as well as a diverse group of contemporary writers.</td>
</tr>
<tr>
<td>ENGL 1C</td>
<td>CRITICAL REASONING AND WRITING</td>
<td>3</td>
<td>-</td>
<td>Designed to develop critical thinking, reading, and writing skills beyond the level taught in English 1A. Focus will be on the development of logical reasoning, analysis, and argumentation in composition.</td>
</tr>
<tr>
<td>ENGL 1D</td>
<td>WRITING SKILLS WORKSHOP</td>
<td>1</td>
<td>-</td>
<td>Instruction and practice in writing poetry, fiction, drama, and non-fiction prose, including autobiography, essays, and articles. Students may choose to concentrate on a particular form. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format.</td>
</tr>
<tr>
<td>ENGL 1E</td>
<td>AMERICAN LITERATURE</td>
<td>3</td>
<td>-</td>
<td>Study of American literature from the Anglo-Saxons through the 18th Century. English literature of the 19th and 20th Centuries.</td>
</tr>
<tr>
<td>ENGL 1F</td>
<td>CALIFORNIA LITERATURE</td>
<td>3</td>
<td>-</td>
<td>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, Jefferson, and Murri.</td>
</tr>
<tr>
<td>ENGL 2A</td>
<td>CREATIVE WRITING</td>
<td>3</td>
<td>-</td>
<td>Instruction and practice in writing poetry, fiction drama, and non-fiction prose, including autobiography, essays, and articles. Students may choose to concentrate on a particular form. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format.</td>
</tr>
<tr>
<td>ENGL 2B</td>
<td>ENGLISH LITERATURE</td>
<td>3</td>
<td>-</td>
<td>Instruction and practice in writing poetry, fiction, drama, and non-fiction prose, including autobiography, essays, and articles. Students may choose to concentrate on a particular form. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format.</td>
</tr>
<tr>
<td>ENGL 2C</td>
<td>ENGLISH AS A SECOND LANGUAGE</td>
<td>3</td>
<td>-</td>
<td>Instruction and practice in writing poetry, fiction, drama, and non-fiction prose, including autobiography, essays, and articles. Students may choose to concentrate on a particular form. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format.</td>
</tr>
</tbody>
</table>

**Graduate Courses:**

<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>ENGL 206</td>
<td>ENGLISH AS A SECOND LANGUAGE - Advanced</td>
<td>3</td>
<td>-</td>
<td>This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL.</td>
</tr>
<tr>
<td>ENGL 249</td>
<td>WRITING SKILLS WORKSHOP</td>
<td>1</td>
<td>-</td>
<td>This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL.</td>
</tr>
<tr>
<td>ENGL 250</td>
<td>ENGLISH FUNDAMENTALS</td>
<td>3</td>
<td>-</td>
<td>This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL.</td>
</tr>
<tr>
<td>ENGL 251</td>
<td>INTRODUCTION TO SHAKESPEARE</td>
<td>3</td>
<td>-</td>
<td>An introductory course to representative works by Shakespeare including the characteristics of the different genres—comedy, history, and tragedy, and a study of a number of the sonnets.</td>
</tr>
<tr>
<td>ENGL 252</td>
<td>SERVICE LEARNING II</td>
<td>2</td>
<td>-</td>
<td>A continuation of the Service Learning Experience with a mentoring component in which Service Learning II students mentor Service Learning I students. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture.</td>
</tr>
<tr>
<td>ENGL 253</td>
<td>COLLEGE PREPARATION</td>
<td>4</td>
<td>-</td>
<td>This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL.</td>
</tr>
<tr>
<td>ENGL 254</td>
<td>WRITING SKILLS WORKSHOP</td>
<td>1</td>
<td>-</td>
<td>This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL.</td>
</tr>
<tr>
<td>ENGL 255</td>
<td>INTRODUCTION TO ENGLISH FUNDAMENTALS</td>
<td>3</td>
<td>-</td>
<td>This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL.</td>
</tr>
<tr>
<td>ENGL 256</td>
<td>WRITING SKILLS WORKSHOP</td>
<td>1</td>
<td>-</td>
<td>This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL.</td>
</tr>
<tr>
<td>ENGL 257</td>
<td>INTRODUCTION TO CALIFORNIA LITERATURE</td>
<td>3</td>
<td>-</td>
<td>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, Jefferson, and Murri.</td>
</tr>
<tr>
<td>ENGL 258</td>
<td>INTRODUCTION TO AMERICAN LITERATURE</td>
<td>3</td>
<td>-</td>
<td>Study of American literature from the early origins to Harte, Bierce, and Twain through the realism of Norris and London, the regionalism of Steinbeck, Saroyan, Jefferson, and Murri.</td>
</tr>
</tbody>
</table>

**Fire Technology:**

<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>FIRE 1</td>
<td>FIRE PROTECTION ORGANIZATION</td>
<td>3</td>
<td>-</td>
<td>Introduction to the fire protection industry and its role in the community. The course covers the history of fire protection and related fields, philosophy and history of fire protection, fire investigation, fire prevention and control, fire service organization, fire service nomenclature, fire service nomenclature, fire service organization.</td>
</tr>
<tr>
<td>FIRE 2</td>
<td>FIRE PREVENTION TECHNOLOGY</td>
<td>3</td>
<td>-</td>
<td>Fundamental information about the history and philosophy of fire prevention, organization and operation of fire prevention bureaus, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire service operations and detection and suppression systems.</td>
</tr>
</tbody>
</table>

**Additional Notes:**

- Eng 115: Preparation for College Composition
- Eng 250: English Fundamentals
- Eng 251: Introduction to Shakespeare
- Eng 252: Service Learning II
- Eng 253: College Preparation
FIRE TECHNOLOGY

FIRE 29A: DRIVER/OPERATOR TRAINING 1A
Prerequisite: Fire 101 or Firefighter I certificate or Volunteer Firefighter certification or equivalent
Lecture: 1.5 hours
Laboratory: 1.5 hours
Designated 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) (CC FIRE 29A and 29B = MJC FSCI 364)
May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

FIRE 50: LOW ANGLE ROPE RESCUE* 
Lecture: 1.5 hours
This course is designed to take the student to the basic skill and knowledge levels of Low Angle (not vertical) Rope Rescue. Topics will include, but are not limited to, basic rappelling, rescue of ambulatory and non ambulatory persons with an emphasis on safety and team work. This course will reflect current Urban Search and Rescue and California State Fire Training standards and equipment. Students completing this course will be certified in Low Angle Rope Rescue by the California State Fire Marshall's Office. (CSU)
Offered for Credit/No Credit grading only.
*Credit may be earned for either Fire 50 or SAR 50, but not both.

FIRE 56: EMERGENCY TRENCH SHORING* 
Lecture: 1 hour
This course is designed to take the student from the basic skill and knowledge levels of Emergency Trench Shoring. Topics will include, but are not limited to: preplanning, size up and management of the trench incident, rescuer and victim safety, methods of trench shoring, victim extrication and post incident considerations. This course will reflect current CAL-OSHA and California State Fire Training Standards and equipment. Students completing this course will be certified in Trench Rescue by the California State Fire Marshall's office. (CSU)
May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.
Offered for Credit/No Credit grading only.
*Credit may be earned for either Fire 56 or SAR 56, but not both.

FIRE 57: WILDLAND FIRE CONTROL 3 Units
Prerequisite: Fire 1 or equivalent
Lecture: 3 hours
Covers factors affecting wildland fire prevention, fire behavior, and fire control techniques; the state-wide 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) (MJC FSCI 305)

FIRE 58: TRENCH SHORING* 
Lecture: 1.5 hours
This course will reflect current Trench Rescue Standards and equipment. Students completing this course will be certified in Trench Rescue by the California State Fire Marshall's Office. (CSU)
May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.
Offered for Credit/No Credit grading only.
*Credit may be earned for either Fire 58 or SAR 58, but not both.

FIRE 97: WORK EXPERIENCE IN FIRE TECHNOLOGY 1-4 Units
Prerequisite: Fire 1 or equivalent
May be repeated for no more than a total of 16 units of credit less any units earned in any other work experience course. Students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Wsp 96, page 129.

FIRE 101: FIREFIGHTER I ACADEMY 15 Units
Prerequisite: Fire 1 or equivalent
Lecture: 15 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 Fire Board of Fire Services, "Firefighter I Certification.")

FIRE 102: FIREFIGHTER I INTERNSHIP 4 Units
Prerequisite: Fire 101 or equivalent
300 hours supervised employment equals 4 units of credit
Provides eligible Fire Technology students an opportunity to complete the requirements for the California Firefighter I certification through supervised employment in the fire service.
Offered for Credit/No Credit grading only.
May be repeated two times.
Columbia College

FIRE 103: FIREFIGHTER ACADEMY II 7 Units
Prerequisite: California Firefighter I certification
Lecture: 7 hours
Prepares firefighters to perform essential and advanced emergency scene operations with minimal supervision. Includes safety, rescue operations, use and maintenance of tools and equipment, fire prevention and investigation. Field trips may be required.

FIRE 104: FIREFIGHTER II INTERNSHIP 4 Units
Prerequisite: Fire 103 or equivalent
300 hours of supervised employment equals 4 units of credit.
Provides eligible Fire Technology students an opportunity to complete the requirements for the California Firefighter II certification through supervised employment in the fire service.
Offered for Credit/No Credit grading only.

FIRE 105: 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.

FIRE 106: HAZARDOUS MATERIALS 1 Unit
Prerequisite: Fire 1 or equivalent
Lecture: 1 hour
Meets requirements of CAL-OSHA for training of emergency responders to hazardous materials incidents. Includes awareness and recognition of potential hazards, and procedures to insure safety of emergency personnel, the public and the environment.
Offered for Credit/No Credit grading only.

FIRE 107: SPECIAL TOPICS IN FIRE TECHNOLOGY .5-3 Units
Prerequisite: Fire 106 or equivalent
Lecture: .5-3 hours
Laboratory: 1.5-3 hours
Various topics in Fire Technology will be covered to meet individual or agency needs. Emphasis on specialized development of skills and knowledge, district planning, development and implementation of training and fireground evolutions. May be repeated with different topics only.

FIRE 108: CONFIDENT SPACE .5 Unit
Prerequisite: Fire 101 or Volunteer Firefighter Certification or equivalent
Lecture: 1 hour
Prepares students to safely conduct rescue operations in confined spaces.
Meets the requirements of CAL-OSHA Title 8 for "Confined Space Awareness Level" training.
Field trips may be required.
Offered for Credit/No Credit grading only.

FIRE 109: HAZARDOUS MATERIALS .5 Unit
Prerequisite: Fire 106 or equivalent
Lecture: 5 hours
Review of safety issues and changes in placarding and labeling. Required annual update by CAL-OSHA.
Offered for Credit/No Credit grading only.
May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

FIRE 110: ICS 200-BASIC INCIDENT COMMAND SYSTEM 1 Unit
Prerequisite: Fire 1 or equivalent
Lecture: 1 hour
Introduces students to the principles and features associated with the Incident Command System.
Offered for Credit/No Credit grading only.
May be repeated two times.

FORESTRY TECHNOLOGY/GEOGRAPHY

FORESTRY TECHNOLOGY

FIRE 120: FIREFIGHTER II INTERNSHIP .5 Unit IN THE URBAN INTERFACE
Lecture: 1.5 hours
This course addresses content in initial attack incident command and control of wild land fire that threatens life property and improvements. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

FIRE 155: VOLUNTEER 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.

FORESTRY TECHNOLOGY

FOREST SURVEYING 3 Units
Lecture: 1 hour
Laboratory: 3 hours
Techniques of forest inventories 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.

APPLIED FOREST INVENTORY 2 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Field trips are required.

FOREST SURVEYING 3 Units
Lecture: 1 hour
Laboratory: 3 hours
Techniques of forest inventories 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.

CULTURAL GEOGRAPHY 3 Units
Lecture: 3 hours
The study of humankind's relationship with the environment. The techniques and resources of cultural and physical geography, ethnography, environmental science, history, political science and sociology will be emphasized.

PHYSICAL GEOGRAPHY 3 Units
Lecture: 3 hours
An introduction to the regional geography of the world. A regional study of the people, countries, land forms, climate, vegetation and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man.

WORLD REGIONAL GEOGRAPHY 3 Units
Lecture: 3 hours
An introduction to selected aspects of the earth's physical environment (landforms, weather, climate, soils, and vegetation) and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man.

GEOGRAPHY

FOREST SURVEYING 3 Units
Laboratory: 3 hours
An introduction to practical application of ArcView software, interpretation 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.

FOREST SURVEYING 3 Units
Laboratory: 3 hours
An introduction to practical application of ArcView software, interpretation 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.

CULTURAL GEOGRAPHY 3 Units
Laboratory: 3 hours
The study of humankind's relationship with the environment. The techniques and resources of cultural and physical geography, ethnography, environmental science, history, political science and sociology will be emphasized.

PHYSICAL GEOGRAPHY 3 Units
Laboratory: 3 hours
An introduction to the regional geography of the world. A regional study of the people, countries, land forms, climate, vegetation and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man.

WORLD REGIONAL GEOGRAPHY 3 Units
Laboratory: 3 hours
An introduction to the regional geography of the world. A regional study of the people, countries, land forms, climate, vegetation and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man.

FOREST SURVEYING 3 Units
Laboratory: 3 hours
An introduction to practical application of ArcView software, interpretation 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.
GEORO 70: INTRODUCTION TO RASTER—3 Units
BASED GIS SYSTEMS*
Lecture: 3 hours
The course will introduce students to the Geographic Resources Analysis Support System (GRASS), a powerful, UNIX-based public domain raster GIS system developed by the US Corps of Engineers. Fundamental GIS concepts will be discussed. Various functions of raster-based GIS systems will be demonstrated and contrasted to vector-based systems such as Arc-View. 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 CompSc 70, but not both.

GUIDANCE
GUIDE 1: CAREER/LIFE PLANNING—3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
Designed to help students formulate and experience an organized and realistic approach to career planning. Development of awareness and objectivity in the area of interests, skills, values, aptitudes, etc. Introduction to sources of occupational information, and occupational trends. Introduction to decision-making, career information, career trends and social influences on career-life planning. May include administration of standardized interest and personality inventories. (CSU)

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

GUIDE 10B: INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS—1.5 Units
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 management. 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 25: JOB SEARCH AND INTERVIEWING STRATEGIES*
Lecture: 1 hour
Understanding the employment process and development of written and oral presentation skills necessary to conduct an efficient and effective job search. Topics include: the hiring process, employer perspectives, the hidden labor market, networking, research, job search planning, making employer contacts and interviewing. Development of a master application, resume and letter of application. (CSU) Offered for Credit/No Credit grading only. *Credit may be earned for either Busad 25 or Guide 25, but not both.

GUIDE 100: COLLEGE SURVIVAL—3 Units
Lecture: 3 hours
This course is 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. It is recommended for recent entry students, probationary students, and students whose educational goals will be completed at Columbia College. (UC/CSU) Offered for Credit/No Credit grading only.

GUIDE 107: ORIENTATION TO COLLEGE—.5-1 Unit
Lecture: .5-1 hour
A course designed to prepare the student to meet the demands of college life. Especially beneficial to new students to Columbia College and students returning to college after a long absence, this course addresses policies and practices at Columbia College. Topics covered include academic renewal, grading policy, advanced placement credit, academic and professional probity and dismissal, educational planning, requirements for the associate degree, certificates of achievement and transfer to the four year university, and other topics related to the use of the programs and services at Columbia College. Such topics include financial aid, tutoring, counseling, special services for students with disabilities, career planning and job placement. (MJC GUIDE 110) Offered for Credit/No Credit grading only.

GUIDE 110: HOW TO TRANSFER SUCCESSFULLY—.5 Unit
Lecture: 1 hour
Introduction to the resources and planning process needed for a seamless transition from a community college to another institution of higher education. Recommended for students planning to transfer to either a public or private four-year college or university or another two-year college. Offered for Credit/No Credit grading only.

GUIDE 115: PRINCIPLES OF LEADERSHIP—1 Unit
Lecture: 1 hour
Designed to assist students in gaining basic knowledge of leadership skills, to develop skills in principles and administration of educational law, the co-curricular activity program, finance, including budgetary procedure, and group dynamics. (MJC SOCS 58) Offered for Credit/No Credit grading only.

HEALTH & HUMAN PERFORMANCE
COLUMBIA COLLEGE HEALTH AND HUMAN PERFORMANCE ACTIVITY COURSES RECEIVE EQUIVALENT CREDIT AT MJC FOR PHYSICAL EDUCATION.

H-HP 3: INTRODUCTION TO KINESIOLOGY—3 Units
Prerequisite: Biol 10 or equivalent
Lecture: 3 hours
This course will provide the student with understanding of normal human movement with an introduction to common movement deviations as a result of pathological processes. (UC/CSU)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-HP 7B:</td>
<td>AEROBIC EXERCISE</td>
<td>.5-1.5</td>
<td>Laboratory: 1.5-3.5 hours</td>
</tr>
<tr>
<td>H-HP 9:</td>
<td>CARDIAC REHABILITATION I</td>
<td>1 Unit</td>
<td>Laboratory: 3-6 hours</td>
</tr>
<tr>
<td>H-HP 10:</td>
<td>ADAPTIVE PHYSICAL EDUCATION</td>
<td>.5-2 Units</td>
<td>Activity: 1.5-3.5 hours</td>
</tr>
<tr>
<td>H-HP 11:</td>
<td>PULMONARY REHABILITATION</td>
<td>1 Unit</td>
<td>Laboratory: 2-4 hours</td>
</tr>
<tr>
<td>H-HP 13A:</td>
<td>INTRODUCTION TO CARDIAC 1</td>
<td>1 Unit</td>
<td>Laboratory: 1.5-6 hours</td>
</tr>
<tr>
<td>H-HP 13B:</td>
<td>CARDIAC REHABILITATION PROGRAM: Phase III</td>
<td>1 Unit</td>
<td>Laboratory: 3-6 hours</td>
</tr>
<tr>
<td>H-HP 15A:</td>
<td>INTRODUCTION TO CARDIAC 1 FAMILY FITNESS</td>
<td>1 Unit</td>
<td>Laboratory: 1.5-6 hours</td>
</tr>
<tr>
<td>H-HP 15B:</td>
<td>CARDIAC FAMILY FITNESS</td>
<td>1 Unit</td>
<td>Laboratory: 3-6 hours</td>
</tr>
<tr>
<td>H-HP 17:</td>
<td>STABILITY BALL TRAINING FOR FITNESS</td>
<td>.5-2 Units</td>
<td>Activity: 1.5-6 hours</td>
</tr>
<tr>
<td>H-HP 18A:</td>
<td>YOGA I FOR BETTER HEALTH</td>
<td>.5-2 Units</td>
<td>Lecture: 5-1 hour</td>
</tr>
<tr>
<td>H-HP 18B:</td>
<td>YOGA II FOR BETTER HEALTH</td>
<td>.5-2 Units</td>
<td>Lecture: 5-1 hour</td>
</tr>
<tr>
<td>H-HP 20:</td>
<td>DANCE SURVEY</td>
<td>3.5 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>H-HP 23A:</td>
<td>CONTEMPORARY DANCE I</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 23B:</td>
<td>CONTEMPORARY DANCE II</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 27:</td>
<td>CHOREOGRAPHY</td>
<td>3 Units</td>
<td>Lecture: 2 hours</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</td>
</tr>
<tr>
<td>H-HP 32:</td>
<td>BASKETBALL: Men's Rules</td>
<td>.5-1.5 Units</td>
<td>Activity: 3 hours</td>
</tr>
<tr>
<td>H-HP 33:</td>
<td>BASKETBALL: Advanced Theory and Practice</td>
<td>.5-2 Units</td>
<td>Lecture: 1 hour</td>
</tr>
<tr>
<td>H-HP 35:</td>
<td>VOLLEYBALL: Advanced Theory and Practice</td>
<td>.5-2 Units</td>
<td>Lecture: 5-1 hour</td>
</tr>
<tr>
<td>H-HP 38A:</td>
<td>GOLF I</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 38B:</td>
<td>GOLF II</td>
<td>.5-1.5 Units</td>
<td>Prerequisite: H-HP 38A or equivalent</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</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<th>Units</th>
<th>Prerequisite(s)</th>
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</thead>
<tbody>
<tr>
<td>H-HP 22:</td>
<td>DANCE II</td>
<td>1 Unit</td>
<td>Lecture: 2 hours</td>
</tr>
<tr>
<td>H-HP 23:</td>
<td>CARDIAC REHABILITATION Program without series</td>
<td>1 Unit</td>
<td>Primary physician referral required (CSU)</td>
</tr>
<tr>
<td>H-HP 25A:</td>
<td>JAZZ DANCE</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 25B:</td>
<td>JAZZ DANCE</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 27A:</td>
<td>CHOREOGRAPHY</td>
<td>3 Units</td>
<td>Lecture: 2 hours</td>
</tr>
<tr>
<td>H-HP 28A:</td>
<td>DANCE SURVEY</td>
<td>3.5 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>H-HP 28B:</td>
<td>DANCE PRODUCTION</td>
<td>2 Units</td>
<td>Recommended for Success: H-HP 23A or H-HP 28A</td>
</tr>
<tr>
<td>H-HP 32:</td>
<td>BASKETBALL: Men’s Rules</td>
<td>.5-1.5 Units</td>
<td>Activity: 3 hours</td>
</tr>
<tr>
<td>H-HP 33:</td>
<td>BASKETBALL: Advanced Theory and Practice</td>
<td>.5-2 Units</td>
<td>Lecture: 1 hour</td>
</tr>
<tr>
<td>H-HP 35:</td>
<td>VOLLEYBALL: Advanced Theory and Practice</td>
<td>.5-2 Units</td>
<td>Lecture: 5-1 hour</td>
</tr>
<tr>
<td>H-HP 38A:</td>
<td>GOLF I</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 38B:</td>
<td>GOLF II</td>
<td>.5-1.5 Units</td>
<td>Prerequisite: H-HP 38A or equivalent</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</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-HP 22:</td>
<td>DANCE II</td>
<td>1 Unit</td>
<td>Lecture: 2 hours</td>
</tr>
<tr>
<td>H-HP 23:</td>
<td>CARDIAC REHABILITATION Program without series</td>
<td>1 Unit</td>
<td>Primary physician referral required (CSU)</td>
</tr>
<tr>
<td>H-HP 25A:</td>
<td>JAZZ DANCE</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 25B:</td>
<td>JAZZ DANCE</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 27A:</td>
<td>CHOREOGRAPHY</td>
<td>3 Units</td>
<td>Lecture: 2 hours</td>
</tr>
<tr>
<td>H-HP 28A:</td>
<td>DANCE SURVEY</td>
<td>3.5 Units</td>
<td>Lecture: 3 hours</td>
</tr>
<tr>
<td>H-HP 28B:</td>
<td>DANCE PRODUCTION</td>
<td>2 Units</td>
<td>Recommended for Success: H-HP 23A or H-HP 28A</td>
</tr>
<tr>
<td>H-HP 32:</td>
<td>BASKETBALL: Men’s Rules</td>
<td>.5-1.5 Units</td>
<td>Activity: 3 hours</td>
</tr>
<tr>
<td>H-HP 33:</td>
<td>BASKETBALL: Advanced Theory and Practice</td>
<td>.5-2 Units</td>
<td>Lecture: 1 hour</td>
</tr>
<tr>
<td>H-HP 35:</td>
<td>VOLLEYBALL: Advanced Theory and Practice</td>
<td>.5-2 Units</td>
<td>Lecture: 5-1 hour</td>
</tr>
<tr>
<td>H-HP 38A:</td>
<td>GOLF I</td>
<td>.5-1.5 Units</td>
<td>Activity: 1.5-4.5 hours</td>
</tr>
<tr>
<td>H-HP 38B:</td>
<td>GOLF II</td>
<td>.5-1.5 Units</td>
<td>Prerequisite: H-HP 38A or equivalent</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</td>
</tr>
</tbody>
</table>
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) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 41: FENCING: THE SPORT .5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to the sport of fencing: modern swordplay for women and men. Instruction in the skills, techniques, physical and mental conditioning in preparation for fencing. Overview of strategy and tournament play, rules and officiating. Emphasis on life-long health and fitness, as well as fencing-specific recreation and competition. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 42: FENCING II .5-2 Units
Prerequisite: H-HP 41: FENCING: THE SPORT
Activity: 1.5-4.5 hours
Acquaints students with intermediate and advanced foot and hand technique in fencing, strategies and tactics for fencing competition, psycho-physical preparation for competition, ritualized fitness and individual training regimes. Workouts may include coordination warm-up and flexibility exercises, specific advanced footwork combinations, advanced handwork drills, competitive “bouting scenarios” and practice competitions. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 43: INTRODUCTION TO SAILING 2 Units
Prerequisite: Certified ability to swim fifty yards or tread water for 5 minutes, verified by WSI/Lifeguard certificate
Activity: 1.5-4.5 hours
The course introduces the student to the fundamentals of sailing through classroom lectures and hands-on experience in sailboats. Points of sail, basic terminology, tacking, jibing, theory and safety are stressed. (UC/CSU) (*Transfer credit limited. See a counselor.) Field trips may be required. May be repeated three times.

H-HP 45: CO-ED FLAG FOOTBALL .5-2 Units
Activity: 1.5-6 hours
This course is designed to introduce the necessary skills and knowledge to participate in recreational flag football. Instruction of rules along with drills to improve the student’s skill level. May be repeated three times.

H-HP 46: INDOOR SPORT CLIMBING Laboratory: 1.5-4.5 hours
An introduction to rock climbing using an indoor climbing wall. Instruction and practice in belaying, climbing technique, strength training, flexibility, and injury prevention. Includes discussion of gear, anchors, rappelling, and safety. May be repeated three times.

H-HP 47A: SOCCER I .5-1.5 Units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual skills, and strategy in the field. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 47B: SOCCER II .5-1.5 Units
Prerequisite: H-HP 47A or equivalent
Activity: 1.5-4.5 hours
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) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 48: CO-ED SOFTBALL .5-1.5 Units
Activity: 1.5-4.5 hours
Discussion and practical application of rules, strategy, fielding, throwing, base running, team offense and defense in the sport of softball. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 50A: TENNIS I .5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals of Eastern grip tennis. Emphasis on development of sound strokes, serve, and volley. Includes rules, scoring, and game play in both singles and doubles tennis. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 50B: TENNIS II .5-1.5 Units
Prerequisite: H-HP 50A or equivalent
Activity: 1.5-4.5 hours
Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 53A: VOLLEYBALL I .5-1.5 Units
Activity: 1.5-4.5 hours
Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 53B: VOLLEYBALL II .5-1.5 Units
Prerequisite: H-HP 53A or equivalent
Activity: 1.5-4.5 hours
An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 56A: WEIGHT TRAINING I .5-1.5 Units
Activity: 1.5-4.5 hours
Instruction in use of weights and body building equipment with emphasis upon individual program development. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 56B: WEIGHT TRAINING II .5-1.5 Units
Prerequisite: H-HP 56A or equivalent
Activity: 1.5-4.5 hours
Designed to help individuals accomplish a fine state of physical fitness through the use of “overload” equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze particular needs and establish a program that will help accomplish these goals. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 57: BODY SCULPTING .5-1.5 Units
Activity: 1.5-4.5 hours
The active application of mechanical and anatomical principles designed to develop muscular strength and endurance using free weights, resistance bands, and toning exercises. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 58: ULTIMATE FRISBEE 1 Unit
Activity: 3 hours
This course is designed to enhance the student’s skills and abilities in ultimate Frisbee. Frisbee will be played on cardiovascular and muscular fitness. This course is progressive; the intensity increases as the individual improves abilities. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 59A: BEGINNING TAI CHI 1 Unit
Activity: 3 hours
This is a beginning course in Tai Chi Chuan–Yang style form. This course will be continued from movement 21 through movement 99, and will continue to completion of the long form with movement 150 if possible. Some demonstration of push hands techniques and long wooden sword form will be included. Students will be expected to lead the class in form demonstration and warm-up exercises. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 59B: ADVANCED TAI CHI 1 Unit
Prerequisite: H-HP 59A or equivalent
Activity: 3 hours
A continuation of Tai Chi Chuan Yang style form. Includes discussion of gear, anchors, rappelling, and safety. May be repeated one time.

H-HP 60: HEALTH AND FITNESS EDUCATION 3 Units
Lecture: 2 hours
Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers American Red Cross Standard First Aid certificate available upon satisfactory completion of the course. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 62: SAFETY AND FIRST AID 2 Units
Lecture: 3 hours
Overview of the psychological, physiological, sociological and behavioral dynamics underlying the management of the human stress response. Also included are history of stress management, stress-style choices, relaxation techniques, interpersonal communication techniques. (CSU) May be repeated three times.

H-HP 63: STRESS MANAGEMENT 3 Units
Lecture: 3 hours
Overview of the psychological, physiological, sociological and behavioral dynamics underlying the management of the human stress response. Also included are history of stress management, stress-style choices, relaxation techniques, interpersonal communication techniques. (CSU) May be repeated three times.

H-HP 82: VARSITY BASKETBALL (Men’s Rules) 1 Unit
Co-requisite: Must be enrolled as a full-time student
Activity: 14 hours
Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. (UC/CSU) (*Transfer credit limited. See a counselor.) Field trips will be required. May be repeated three times.
HEALTH OCCUPATIONS

HL-OCC 97: WORK EXPERIENCE IN 1-4 Units

Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
Lecture: 3 hours
Survey of 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 society will be a special topic of study. (UC/CSU) (MJC HIST 107)

HIST 14: WORLD CIVILIZATIONS: 3 Units

1650 to Present
Lecture: 3 hours
Survey of world history from the middle of the seventeenth century to the present time. This course will be designed to meet an ethnic studies requirement. (UC/CSU) (MJC HIST 107)

HIST 16: UNITED STATES: to 1877 3 Units

Lecture: 3 hours
Survey of the history of the United States from pre-European settlement to the end of Reconstruction. Important topics include: The Art and Science of History, pre-European civilizations, Colonization and Society, the War for Independence, Constitutional Development and Federalism, American Leadership, Westward Expansion, Industrialization and Economic Transformation, Urbanization, Sectional Conflicts and the Impending Crisis, Slavery and experiences of historically disadvantaged groups in the United States, relative to their geographic, economic, political, and social contexts. Political and historical developments particular to California and in relation to the federal government will be highlighted. (Meets the California State requirement in American History.) (UC/CSU) (MJC HIST 101)

HIST 17: UNITED STATES: to 1877 3 Units

Lecture: 3 hours
Survey of the history of the United States from the end of Reconstruction to the present era. Course includes examina- tions of Reconstruction, Western Conquest, Federalism, Industrialization and Post-Industrialization, Urbanization, Foreign Relations, Social Movements, Major Wars, the Great Depression, Major Political and Institutional Developments, and Globalization. This course will also examine U.S. citizens' rights and obligations, with special attention given to the experiences of historically disadvantaged groups in the U.S. Political and historical developments particular to California and in relation to the federal government will be highlighted. (UC/CSU) (MJC HIST 102) (With Poli 10 meets the California State requirement in United States History. Constitution and American Ideals.)

HIST 20: AFRICAN-AMERICAN HISTORY 3 Units

Lecture: 3 hours
The history and development of African Americans and their contributions to American culture. Major topics include the African slave trade, slavery and the American Revolution, slave expansion, Civil War and Post-Empmanation America through the twentieth century. This course is designed to meet an ethnic studies requirement. (UC/CSU) (MJC HIST 114)

HIST 21: WOMEN IN AMERICAN HISTORY 3 Units

Lecture: 3 hours
Review and evaluate the roles and contributions of African American women from the colonial period to the present, viewed within the context of the total American experience. The diversity of experience according to class and ethnicity will be emphasized, including the roles and expe- riences of Native American, African American, African, Latino, and Asian women in American history. (UC/CSU) (MJC HIST 116)

HIST 49: THE MOTHER LODE 3 Units

Lecture: 3 hours
History and lore of the Gold Rush country with emphasis on the Central Sierra communities. (UC/CSU) (MJC HIST 128)

HIST 55: THE AMERICAN FRONTIER 3 Units

Lecture: 3 hours
Study of successive frontier zones and hostile environ- ments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century. (UC/CSU) (MJC HIST 128)

HOSPITALITY MANAGEMENT

See Pages 54-55 for Certificate Requirements

HPMGT 97: WORK EXPERIENCE IN 1-4 Units

HOSPITALITY MANAGEMENT
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
Lecture: 3 hours
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 129.

Food Services

HPMGT 120: SAFETY AND SANITATION 1 Unit
Lecture: 1 hour
Sanitation and safety principles and practices for the food service professional. Provides SenSafe certification from the National Restaurant Association. (MJC CLART 311) May be repeated one time.

HPMGT 122: RESTAURANT MATH 1 Unit
Lecture: 1 hour
This is an arithmetic course for restaurant personnel. Stu- dents will be learning and applying basic math skills: ad- dition, subtraction, multiplication, division, fractions, and percentages. There will be use of hand-held calculators, gauges, scales and devices for measuring weights and vol- umes. Currency will be handled and time, distance, and temperature will be measured. There will be an emphasis on recognition and use of geometric shapes. May be repeated one time.
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. May be repeated one time.

HPMGT 128: KITCHEN MANAGEMENT 3 Units
Lecture: Development of skills used to manage a commercial kitchen. Students will write menus and develop recipes, 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. May be repeated one time.

HPMGT 130: SURVEY OF COMMERCIAL 3-6 Units
Lecture: 1-2 hours
Laboratory: 6-12 hours
A survey course which gives practical experience in operating a commercial food service operation. Production efficiency, marketing, Serv-Safe Sanitation guidelines, quality and future of the beverage industry. Students under 21 will do special assignments rather than labs. Field trips may be required.

HPMGT 133A: INTRO TO COMMERCIAL FOOD PREPARATION 3 Units
Co-requisite: Hpmgt 126
Lecture: 1.5 hours
Laboratory: 1 hour
This course is an initial culinary training for chefs. Topics covered include an introduction to safe, sanitary and efficient food production procedures, orientation and training on equipment, hand tools and foods, application of nutritional concepts. Food inventory management and traditional and computer-aided recipe writing/costing. Adopting to professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized.

HPMGT 133B: COMMERCIAL FOOD PREPARATION 4 Units
Prerequisite: Hpmgt 133A or equivalent
Lecture: 1.5 hours
Laboratory: 2 hours
Focus is on restaurant line cook. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from traditional to classical cuisine, including but. Quality assurance, production efficiency and kitchen management are emphasized.

HPMGT 134: COMMERCIAL BAKING: 2.5 Units
Beginning
Co-requisite: Hpmgt 120 and Hpmgt 122
Lecture: 1 hour
Laboratory: 4.5 hours
This course covers tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes and specialty items. Field trips may be required.

HPMGT 135: COMMERCIAL BAKING: 2 Units
Advanced
Prerequisite: Hpmgt 134 or equivalent
Lecture: 2 hours
Laboratory: 4 hours
Formulas, use in commercial pastry shop, cake decoration, marzipan and chocolate work, paté à choux and specialty items. Student participation. Field trips may be required.

HPMGT 136: DINNING ROOM SERVICE AND MANAGEMENT I 2 Units
Lecture: 1 hour
Laboratory: 4 hours
Operation of the Cellar Restaurant dining room and related service support stations. How to train, motivate, schedule and assign jobs to a wait staff. Cost control labor and supplies. Quality assurance and productivity standards. May be repeated one time.

HPMGT 140: CONTEMPORARY CUISINE 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 online cooking stations in pastry, pantry, saute and grill.

HPMGT 141: RESTAURANT DESERTS 2 Units
Prerequisite: Hpmgt 1338 or equivalent
Lecture: 1 hour
Laboratory: 3 hours
The production of presentation of classic 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. May be repeated one time.

HPMGT 142: CARDE MANGER 1 Unit
Lecture: 1.5 hours
Laboratory: 1.5 hours
Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvres, canapés, sauces, salads, forcemeats, pâtés, tray presentations, table setups, room setups, and food show competitions. Field trips may be required.

HPMGT 146: DINING ROOM SERVICE AND MANAGEMENT II 2 Units
Prerequisite: Hpmgt 136 or equivalent
Lecture: 1 hour
Laboratory: 3 hours
Advanced service techniques, table settings and dining room etiquette using the City Hotel as a laboratory. Emphasis is on elegance and showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservation systems, proper staffing and hosting. Field trips may be required.

HPMGT 147: BEVERAGE MANAGEMENT 2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours
Study of all aspects of beverage management including federal, state and local regulations, mixology, background and future of the beverage industry. Students under 21 will do special assignments rather than labs. Field trips may be required.

HPMGT 148: INTRODUCTION TO WINES 2 Units
Lecture: 2 hours
Study of wines from around the world with an emphasis on California. History and development of the wine industry, viticulture, wine making techniques, restaurant sales, and restaurant service. Wine evaluation, marketing, and wine's relationship to food and menus will be covered. Field trips may be required.

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

HPMGT 190: CULINARY ARTS 2 Units
Lecture: 2 hours
Laboratory: 1.5 hours
This course provides students a detailed overview of the culinary, beverage, hospitality and wine related subjects. Recommended for Success: Students should have experience in any one of the following: restaurant, food service, or hospitality. Field trips may be required.

HPMGT 191: CULINARY ARTS INTERNSHIP
3 Units
This course offers students a hands-on experience working in a professional kitchen. The student will work with a mentor to develop a menu and kitchen plan. Field trips may be required.

HPMGT 200: INTRODUCTION TO RECREATION 3 Units
Lecture: 3 hours
Field trips may be required.

HPMGT 201: TOURISM (Recreation) 3 Units
Lecture: 3 hours
Field trips may be required.

HOSPITALITY MANAGEMENT

HOSPITALITY MANAGEMENT

TOURISM (Recreation)
See Page 35 for Certificate Requirements.

HOSPITALITY MANAGEMENT

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TOURISM (Recreation)
See Page 35 for Certificate Requirements.
HPMGT 31: GEOGRAPHY OF TRAVEL AND TOURISM: EASTERN HEMISPHERE
Lecture: 3 hours
This course focuses on the geographic and cultural characteristics of key travel destinations within the Eastern Hemisphere (Europe, Central/S.E. Asia, China, Japan, and the Indian subcontinent and Africa). Three "P's" (place, protocols, and promotion of locational comparative advantages) will assist students with an understanding of why consumers choose certain destinations, and how they are positioned. This is a geography-I.D. oriented course (rather than sales) and will include: identification of maps/locations, key entry requirements/ports of entry and security, attractions, plus how best to prepare for the realities of travel in each region. Basic map-reading skills recommended for success.

HPMGT 162: INTERNATIONAL MARKETING, SALES, AND CUSTOMER SERVICE
Lecture: 3 hours
This course will emphasize the sales and promotion of the services that the tourism/hospitality industries offer guests. The development of business through personal selling, media, advertising, and publicity are covered. Quality customer service will be addressed through the practice of responsive telephone manners and problem-solving techniques.

HPMGT 163: APPLIED MARKETING FOR THE TRAVEL BUSINESS
Lecture: 3 hours
This course will offer the student interested in starting a small travel business the information necessary to select, design, and implement various promotional vehicles including: display advertising, direct mail and catalogs, internet web sites, salesforce multimedia, and measuring effectiveness of the various channels of promotion. This course serves as a complement to the marketing, planning and sales/service components covered in Hpmgt 162. Basic experience with word-processing, desktop publishing, and internet are recommended for success. Field trips may be required.

HPMGT 166: TOUR PLANNING, DESIGN, AND PACKAGING
Lecture: 3 hours
This course prepares students for entry into the travel/recreation business as a tour operator. Focus is on the "back of the house" support aspect of operations required to conceive, research, and successfully execute the tour product. Themes, costing, itinerary design, liability matters, identifying both tour leaders and suppliers, scheduling, and target marketing will be considered. A basic tour package will be developed and accompanying brochure designed. Previous basic experience with word-processing, desk-top publishing, and internet are recommended for success. Field trips may be required.

HPMGT 167: TOUR GUIDING AND LEADERSHIP
Lecture: 3 hours
This course prepares students for entry into the travel/recreation business as a tour guide/interpreter. Tour Ecology, or Tour Director, the focus here is on the "front of the house" aspect of operations required to conduct a tour successfully. Principles of good guiding and interpretation (including heritage, natural and outdoor adventure attractions) will be covered. Group leadership and problem solving, reporting, and customer service expectations will be discussed. coursework or experience in public speaking and/or group recreation leadership is recommended. Field trips may be required.

HPMGT 168: DEVELOPING A HOTEL/HOSPITALITY/TOURISM/RECREATION CAREER PATH AND PORTFOLIO
Lecture: 2 hours
This course prepares students to consider opportunities available in the U.S. (Hospitality/Tourism/Recreation) Mega-Profession, and begin a career planning process. Emphasis is given to development of an introductory job skills portfolio utilizing ten computer-generated template documents. Portfolios allow a more organized preparation for internship/job interviews and scholarship/school applications. Students from all majors are welcome. Experience with word-processing recommended for success.

HPMGT 169: CAPSTONE: TOURISM/RECREATION CAREERS
Lecture: 2 hours
This course will allow the career-track Tourism/Recreation student to comprehensively plan the next movements within this field of study. It serves as a complement to the Portfolio course (Hpmgt168). Activities include: industry speakers, field trips, student self-assessment of skills/competency base, polishing a resume, informational interviewing with area employers, and future options for training/employment and 4-year college transfers. A final student project and several field trips are required. Taking Hpmgt 168 is recommended. Hospitality Management coursework are recommended for success.

HPMGT 180: PLANNING MEETINGS AND EVENTS
Lecture: 1 hour
This course will introduce the student to the basic principles, procedures, and professional standards required in the planning of meetings and events, and convention planning today. Certification standards and career-track options will be covered, as well as such contemporary topics as: video-conferencing, catering for small groups and retreat and wellness programs, and planning for fund-raisers, themed street/regional festivals/fairs, and trade shows. Previous experience with word-processing and internet use recommended.

HUMANITIES

HUMAN 1: OLD WORLD CULTURE
Lecture: 3 hours
An introductory survey of influential on Western culture, historically structured from classical Greece to the Renaissance, presenting enduring works of art, drama, literature, music, and philosophy. (UC/CSU) (MJC HUMAN 105)

HUMAN 2: MODERN CULTURE
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) (MJC HUMAN 106)

HUMAN 3: WORLD CULTURE
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 selected from 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) (MJC PHIL 115)

HUMAN 4: WORLD RELIGIONS AND SPIRITUALITY*
Lecture: 3 hours
Study of the development of religious consciousness, including the earliest belief systems in the world, the major "living religions" today, tribal religions, "new age" religion and spirituality, and an examination of the meaning of the religious experience. (UC/CSU) (MJC PHILO 115)

INDEPENDENT STUDY

INDIS 1: INTRODUCTION TO KNOWLEDGE
Lecture: 3 hours
Recommended for Success: Engl 151
This course introduces the relationship between tourism and "sustainable" development. Consideration is given to planning, implementation and management models within both international tourism and U.S. "gateway" communities. It offers a special emphasis on the assessment of tourism impacts (economic, social, and environmental) in determining the costs/benefits of tourism. Mediation strategies will be addressed, as well as cases of successful "sustainable tourism" development.

INTERDISCIPLINARY STUDIES

INDIS 10: INTRODUCTION TO TRAVEL
Lecture: 3 hours
Recommended for Success: Engl 151
Orientation to the teaching profession. Designed for prospective elementary, secondary, special or alternative education teachers, but open to all students. Classroom experience will include 15 weeks of 2 hours per week tutoring students in content area reading in area schools. Students will receive course credits, share experiences, and receive support from faculty and peers. (UC/CSU) (MJC SOCSC 109)
**INDIS 12: INTRODUCTION TO EDUCATION: INTERMEDIATE FIELD EXPERIENCE**

Recommended for Success: Engl 151 and Indis 10

Lecture: 3 hours

Orientation to the teaching profession. Designed for prospective elementary, secondary, special or alternative education teachers, but open to all students. Classroom experience will include 15 weeks of 2 hours per week of observation in area classrooms as a required part of preparation for teaching careers. Students will be guided by faculty and practicing teachers from area schools. Observations will be analyzed and discussed with attention to teaching styles and classroom management techniques.

(CSU) (MJC SOSSC 110)

**INDIS 14: BASIC STRATEGIES TO 1 Unit IMPROVE CONTENT AREA READING**

Recommended for Success: Engl 151

Lecture: 1 hour

Laboratory: 1 hour

Strategies for improvement of student reading comprehension in a variety of content areas in K-12 schools. Includes both elementary and secondary attention to textbook reading in mathematics, science, social science and any classwork or course that requires non-fiction reading for information through print and/or electronic methods. (CSU) Offered for Credit/No Credit grading only.

**INDIS 210: INTRODUCTION TO TUTORING IN THE K-12 CLASSROOM**

Recommended for Success: Indis 14

Lecture: 3 hours

This course is an orientation to tutoring practices and procedures in the K-12 classroom. The course is designed for AmeriCorps members, but open to all students. Students will receive training for tutoring, share experiences, and receive support from faculty and peers. Emphasis will be given to content literacy strategies. Offered for Credit/No Credit grading only.

**JOURNALISM**

**JRNAL 1: INTRODUCTION TO JOURNALISM**

Lecture: 2 hours

Laboratory: 3 hours

This course will cover the basic techniques of newspaper writing and reporting, including the theory and practice of hard news, features, profiles, columns, interviewing. (CSU) (MJC JRNAL 100)

**JRNAL 10: NEWSPAPER PRODUCTION 1-2 Units**

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) (MJC JRNAL 120A or JRNAL 120B) May be repeated three times.

**INDIS 178: BASIC SKILLS FOR OCCUPATIONAL SUCCESS**

Lecture: 3 hours

This course is designed to develop reading, writing, thinking and problem solving skills as they apply to occupational settings. The format will include both individualized skill development and group activities as well as occupationally specific assignments. The course includes considerable computer and internet assignments that may take place in an online instructional environment or in a traditional classroom setting. Students signing up for an online section are encouraged to take CMPSC 101, How to Succeed As An Online Student, before enrolling. Concurrent enrollment in courses within a certificate program will significantly enhance learning in this class. May be repeated one time.

**LIBRARY/MATHEMATICS**

**LIBR 1: INTRODUCTION TO LIBRARY 1 Unit & INFORMATION RESOURCES**

Recommended for Success: Cmpsc 10 or familiarity with using Internet browsers

Lecture: 1 hour

This course is an introduction to the use of electronic and print resources, including developing effective search strategies and evaluating information sources. Emphasis is on library online catalogs, online periodical database, print and electronic reference sources, and Internet resources. (UC/CSU) Offered for Credit/No Credit grading only.

**MATHEMATICS**

**MATH 2: ELEMENTS OF STATISTICS 3 Units**

Prerequisite: Math 104, or placement through the assessment process, or equivalent

Lecture: 4 hours

Laboratory: 1 hour

Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests. (UC/CSU) (MJC MATH 134)

**MATH 4A: MATHEMATICS FOR ELEMENTARY TEACHERS I**

Prerequisite: Math 104, or placement through the assessment process, or equivalent

Lecture: 4 hours

Structure of arithmetic for prospective elementary school teachers. The definitions, operations, and properties of sets, counting numbers, integers, rational and irrational numbers; numeration systems; number theory; logic. (UC/CSU) (*Transfer credit limited. See a counselor.) (MJC MATH 105)

Field trips may be required.

**MATH 4B: MATHEMATICS FOR ELEMENTARY TEACHERS II**

Prerequisite: Math 4A or equivalent

Recommended for Success: High School Geometry

Lecture: 4 hours

Elementary probability, statistics and geometry for prospective elementary school teachers. Includes Euclidean geometry, measurement, and analytic geometry. (UC/CSU) (*Transfer credit limited. See a counselor.) (MJC MATH 106)

Field trips may be required.

**MATH 6: MATHEMATICS FOR LIBERAL ARTS STUDENTS**

(CAN MATH 2)

Prerequisite: Math 104, or placement through the assessment process, 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) (MJC MATH 101)

**MATH 8: TRIGONOMETRY**

(CAN MATH 8)

Prerequisite: Math 104, or placement through the assessment process, or equivalent

Lecture: 3 hours

This course includes the study of trigonometric functions, their inverses and graphs, identities, solving trigonometric equations, solving right and oblique triangles, vectors, complex numbers and polar coordinates.(CSU (MJC MATH 115)

**MATH 10: COLLEGE ALGEBRA**

(CAN MATH 10)

Prerequisite: Math 104, or placement through the assessment process, 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. (UC/CSU) (*Transfer credit limited. See a counselor.) (MJC MATH 121)

**MATH 12: FINITE MATHEMATICS**

(CAN MATH 12)

Prerequisite: Math 104, or placement through the assessment process, 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. (UC/CSU) (MJC MATH 130)

**MATH 16: PRECALCULUS**

(CAN MATH 16)

Prerequisite: Math 8 or equivalent

Lecture: 5 hours

Topics from Algebra, Trigonometry, and Analytic Geometry are studied in preparation for Calculus. Functions and their graphs will be particularly emphasized. (UC/CSU) (*Transfer credit limited. See a counselor.) (MJC MATH 122)
MATH 18A: CALCULUS I: DIFFERENTIAL 4 Units

CALCULUS
(CAN MATH 18) (CAN MATH 50Q B = MATH 18A + MATH 18B)

Prerequisite: Math 16, or Math 8 and Math 10

Lecture: 5 hours

This course is equivalent to the second half of Math 101, an introduction to concepts and applications of the definite integral. (UC/CSCU) (MJC MATH 171)

MATH 18B: CALCULUS II: INTEGRAL 4 Units

CALCULUS
(CAN MATH 20)

Prerequisite: Math 18A or equivalent

Lecture: 4 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. (UC/CSCU) (MJC MATH 172)

MATH 100A: ALGEBRA I: 3 Units

FUNDAMENTALS First Half

Prerequisite: Math 202 or placement through the assessment process, 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. (MJC MATH 71)

MATH 100B: ALGEBRA I: 3 Units

FUNDAMENTALS 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. (MJC MATH 72)

MATH 101: ALGEBRA I: 5 Units

FUNDAMENTALS

Prerequisite: Math 202 or placement through the assessment process, or equivalent

Lecture: 3 hours

or

Laboratory: 2 hours

Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts. (MJC MATH 70)

MATH 104: ALGEBRA II: MODELING 5 Units

Prerequisite: Math 1008, Math 101, or placement through the assessment process, or equivalent

Lecture: 4 hours

This course is a review of K-8 mathematical concepts with an emphasis on the mathematical learning process; activities to promote student understanding of concepts; alternative approaches to computation algorithms; and mathematical questioning techniques. May be repeated three times. Offered for Credit/No Credit grading only.

MUSIC 4B: ELEMENTARY 2 Units

Prerequisite: MUSIC 4A or equivalent

Lecture: 2 hours

Continuation of Music 4A, including development of individual proficiency in sight singing, dictation, aural and keyboard skills. (UC/CSCU) May be repeated one time.

MUSIC 5B: INTERMEDIATE MUSICIANSHIP

Prerequisite: Music 5A or equivalent

Lecture: 2 hours

Continuation of Music 5A, including sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials and basic keyboard skills. (UC/CSCU) May be repeated one time.

MUSIC 10: SURVEY OF MUSIC HISTORY 3 Units

AND LITERATURE: Ancient to 1750

(CAN MUS B) 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/CSCU) (MJC MUSIC 112)

MUSIC 11: SURVEY OF MUSIC HISTORY 3 Units

AND LITERATURE: 1750 to Present

Lecture: 3 hours

A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copland. (UC/CSCU) (MJC MUSIC 113)

MUSIC 12: SURVEY OF JAZZ AND POPULAR MUSIC

Lecture: 3 hours

An introduction to Jazz style and history and important trends in 20th century popular music. (UC/CSCU)

MUSIC 20A: ELEMENTARY MUSIC 3 Units

THEORY

Recommended for Success: Concurrent enrollment in Music 4A.

Lecture: 3 hours

Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing; study of diatonic 4 part harmony, figured bass, chord progressions, and harmonic motion. (UC/CSCU) (Transfer credit limited. See a counselor.) May be repeated one time.
MUSIC 20B: ELEMENTARY MUSIC 3 Units
THEORY
Prerequisite: Music 20A or equivalent
Lecture: 3 hours
Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, nonharmonic notes, and extended chords. (UC/CSU) (*Transfer credit limited. See a counselor.)
May be repeated one time.

MUSIC 21A: INTERMEDIATE MUSIC 3 Units
THEORY
Prerequisite: Music 20B or equivalent
Lecture: 3 hours
A continuation of the study of the basic structural elements of music such as melody, rhythm, harmony and form with an emphasis on the organization of these elements; also includes a study of chromaticism, chromatic alterations, and complex formal structures. (UC/CSU) (*Transfer credit limited. See a counselor.)
May be repeated one time.

MUSIC 21B: INTERMEDIATE MUSIC 3 Units
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) (*Transfer credit limited. See a counselor.)
May be repeated one time.

MUSIC 31A: ELEMENTARY PIANO 1.5 Units
Lecture: 1 hour
Activity: 2 hours
An introduction to the skill of piano playing based on music reading: fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords. (UC/CSU)

MUSIC 31B: ELEMENTARY PIANO 1.5 Units
Prerequisite: Music 31A 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 1.5 Units
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) (MJC MUSIC 131)

MUSIC 37: ADVANCED ELEMENTARY VOICE 1.5 Units
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) (CC MUSIC 17 OR 38 = MJC MUSIC 132)

MUSIC 38: INTERMEDIATE VOICE 1.5 Units
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) (CC MUSIC 32) = MJC MUSIC 132)

MUSIC 39: ADVANCED INTERMEDIATE VOICE 1.5 Units
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) (MJC MUSIC 133)

MUSIC 41A: INTERMEDIATE PIANO 1.5 Units
Prerequisite: Music 31A 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 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) (MJC MUSIC 163)
May be repeated three times.

MUSIC 50: SERIES - APPLIED MUSIC 1 Unit
Lecture: 1 hour
Activity: 3-6 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 51 - APPLIED MUSIC: Guitar 1 Unit
(MJC MUSIC 166)

MUSIC 52 - APPLIED MUSIC: Woodwinds 1 Unit
(MJC MUSIC 144)

MUSIC 53 - APPLIED MUSIC: Brass 1 Unit

MUSIC 54 - APPLIED MUSIC: Strings 1 Unit

MUSIC 55 - APPLIED MUSIC: Percussion 1 Unit
(MJC MUSIC 134)

MUSIC 60: CHOIR 1 Unit
Activity: 3-6 hours
Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or no choir experience as well as intermediate. Repertoire includes selections of various styles. (UC/CSU) (MJC MUSIC 185)
May be repeated three times.

MUSIC 64: JAZZ CHOIR 1 Unit
Activity: 3-6 hours
Study and performance of vocal jazz and improvisation in an ensemble of limited size. Audition required. (UC/CSU) (MJC MUSIC 155)
May be repeated three times.

MUSIC 65: THEATRE PRODUCTION: Music Emphasis 1 Unit
Activity: 3-6 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: COLUMBIA COLLEGE COMMUNITY CHORUS 1 Unit
Activity: 3-6 hours
Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required. (UC/CSU) (MJC MUSIC 154)
May be repeated three times.

MUSIC 69: MADRIGAL ENSEMBLE 1 Unit
Activity: 3-6 hours
Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods. Audition required. (UC/CSU) (MJC MUSIC 153)
May be repeated three times.

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

MUSIC 72: JAZZ ENSEMBLE 1 Unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. Audition required. (UC/CSU) (MJC MUSIC 149)
May be repeated three times.

MUSIC 75: JAZZ STUDIES 1 Unit
Activity: 6-12 hours
Study and performance of instrumental and vocal jazz in both solo and ensemble (including big band, choir, combos, and solo with accompaniment). Includes beginning jazz theory, improvisation, style, interpretation, performance practice and the development of an individual standard jazz repertoire. Repertoire may vary from semester to semester. (UC/CSU)
Field trips may be required. May be repeated three times.
**MUSIC 76: COMMUNITY ORCHESTRA** 1 Unit  
*Activity: 3-6 hours  
Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed. (UC/CSU) (MJC MUSIC 162)  
May be repeated three times.

**MUSIC 78: ENSEMBLE: Instrumental** 1 Unit  
*Emphasis: 3-6 hours  
Study and performance of music for small ensembles, duets, and chamber groups. Audition required. (UC/CSU) (MJC MUSIC 145)  
May be repeated three times.

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

**NATRE 1: ENVIRONMENTAL CONSERVATION** 3 Units  
*Lecture: 3 hours  
Conservation of the biological and physical environment. History of the conservation movement. A case-study approach to land use practices of environmental conservation with current topics on endangered species, environmental pollution, wilderness management, energy, population, and the uniqueness of California and Alaska natural resources. (UC/CSU) (MJC ENVS 108)  
Field trips may be required.

**NATRE 3: NATURAL RESOURCES LAW** 3 Units  
*And Policy  
*Lecture: 2 hours  
Fundamentals of water-related protection, management, and monitoring with an emphasis on California and the Sierra. Applications of geology, soils, meteorology, hydrology, biology, chemistry, physics and engineering as they pertain to management of our land and water resources and watersheds. Field techniques of sampling and monitoring soil, water, air, vegetation, and other biota for beneficial uses of water. Application of integrated ecosystem approaches to natural resource protection management of watersheds. (CSU)  
Field trips will be required.

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

**NATRE 23: ENVIRONMENTAL AND NATURAL HISTORY** 2 Units  
*Lecture: 2 hours  
Natural history and ecology with an 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 native species, and Sierra Nevada life zones. (CSU)  
Field trips may be required.

**NATRE 25A: SERVICE LEARNING I IN NATURAL RESOURCES** 2 Units  
*Lecture: 1 hour  
Laboratory: 1 hour  
Service Learning Experience I, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture. (CSU)
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OFFICE TECHNOLOGY

OFFTEC 41: INTERMEDIATE WORD PROCESSING
3 Units
Recommended for Success: Office 40
Lecture: 2 hours
Laboratory: 3 hours
Students receive instruction in intermediate word processing features which will be applied to creating business documents. Areas of emphasis will include text columns, macros, styles, math, merge, repetitive documents, sort and select, and graphics. (CSU) May be repeated one time.

OFFTEC 42: DESKTOP PUBLISHING I*
3 Units
Recommended for Success: Office 41
Lecture: 2 hours
Laboratory: 3 hours
This course is an 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 one time.

OFFTEC 43: DESKTOP PUBLISHING II* 3 Units
Prerequisite: Office 42 or equivalent
Lecture: 2 hours
Laboratory: 3 hours
This course is a continuation of study in problems of Desktop Publishing. Areas of focused study will be in advanced problems of page layout, typography, digital image manipulation, and issues related to offset reproduction of graphic design. (CSU)

OFFTEC 50: MEDICAL TERMINOLOGY 3 Units
Prerequisite: Office 50 or equivalent
Lecture: 6 hours (Self-paced)
Continuation of Office Technology 53A. Transcription of medical reports in specialties of orthopedics, cardiology, pulmonary, and neurology. (CSU)

OFFTEC 52: BEGINNING MEDICAL TRANSCRIPTION
2 Units
Recommended for Success: Office 50
Laboratory: 3 hours (Self-paced)
This course is an 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 one time.

OFFTEC 53A: BEGINNING MEDICAL TRANSCRIPTION
2 Units
Recommended for Success: Office 50
Laboratory: 6 hours (Self-paced)
Transcription of authentic physician-dictated reports organized by body systems or medical specialties. Development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physicals, consultations, ER reports, operative reports, discharge summaries, and lab reports. (CSU) May be repeated one time.

OFFTEC 53B: BEGINNING MEDICAL TRANSCRIPTION
2 Units
Prerequisite: Office 53A or equivalent
Laboratory: 6 hours (Self-paced)
Continuation of Office Technology 53A. Transcription of medical reports in specialties of orthopedics, cardiology, pulmonary, and neurology. (CSU)

OFFTEC 54: RADIOLOGY TRANSCRIPTION 1 Unit
Recommended for Success: Office 53B
Laboratory: 3 hours (Self-paced)
Familiarization with radiology terminology and transcription of medical reports, including dictation on bones, soft tissue, ultra sound, CT scans, and MRI studies. (CSU)

OFFTEC 55: CARDIOLOGY 1 Unit
Recommended for Success: Office 53B
Laboratory: 3 hours (Self-paced)
Transcription of radiology procedures including operative and emergency room reports, discharge summaries, history and physical examination. Also included are diagnostic procedures such as echocardiograms, treadmill tests, and cardiac catheterizations. (CSU)

OFFTEC 56: ORTHOPEDIC TRANSCRIPTION
1 Unit
Recommended for Success: Office 53B
Laboratory: 3 hours (Self-paced)
Transcription of orthopedic history and physicals, consultations, discharge summaries, and operative reports. (CSU)

OFFTEC 57: GASTROENTEROLOGY 1 Unit
Recommended for Success: Office 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)

OFFTEC 58: PATHOLOGY TRANSCRIPTION 1 Unit
Recommended for Success: Office 53B
Laboratory: 3 hours (Self-paced)
Familiarization with pathology terminology. Transcription of gross and microscopic autopsies, microscopic descriptions of tissue specimens and diagnoses. (CSU)

OFFTEC 53A: BEGINNING MEDICAL TRANSCRIPTION
2 Units
Recommended for Success: Office 50
Laboratory: 6 hours (Self-paced)
Transcription of authentic physician-dictated reports organized by body systems or medical specialties. Development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physicals, consultations, ER reports, operative reports, discharge summaries, and lab reports. (CSU) May be repeated one time.

OFFTEC 53B: BEGINNING MEDICAL TRANSCRIPTION
2 Units
Prerequisite: Office 53A or equivalent
Laboratory: 6 hours (Self-paced)
Continuation of Office Technology 53A. Transcription of medical reports in specialties of orthopedics, cardiology, pulmonary, and neurology. (CSU)

OFFTEC 54: RADIOLOGY TRANSCRIPTION 1 Unit
Recommended for Success: Office 53B
Laboratory: 3 hours (Self-paced)
Familiarization with radiology terminology and transcription of medical reports, including dictation on bones, soft tissue, ultra sound, CT scans, and MRI studies. (CSU)

OFFTEC 55: CARDIOLOGY 1 Unit
Recommended for Success: Office 53B
Laboratory: 3 hours (Self-paced)
Transcription of radiology procedures including operative and emergency room reports, discharge summaries, history and physical examination. Also included are diagnostic procedures such as echocardiograms, treadmill tests, and cardiac catheterizations. (CSU)

OFFTEC 56: ORTHOPEDIC TRANSCRIPTION
1 Unit
Recommended for Success: Office 53B
Laboratory: 3 hours (Self-paced)
Transcription of orthopedic history and physicals, consultations, discharge summaries, and operative reports. (CSU)

OFFTEC 57: GASTROENTEROLOGY 1 Unit
Recommended for Success: Office 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)

OFFTEC 58: PATHOLOGY TRANSCRIPTION 1 Unit
Recommended for Success: Office 53B
Laboratory: 3 hours (Self-paced)
Familiarization with pathology terminology. Transcription of gross and microscopic autopsies, microscopic descriptions of tissue specimens and diagnoses. (CSU)

OFFTEC 131: OFFICE PROCEDURES AND TECHNOLOGY
3 Units
Prerequisites: Office 125
Lecture: 3 hours
Application of workforce issues and development of skills including decision making, team building, business ethics, communication, and time management. Introduction to meeting management, travel and conference planning. Development of presentation skills and employment portfolios. (CSU)

OFFTEC 132: BUSINESS COMMUNICATIONS
3 Units
Recommended for Success: Office 130 or Engr 250
Lecture: 3 hours
Study and development of a variety of communication skills. Emphasis will be placed on written skills as well as speaking, listening, and nonverbal skills. Students will learn how to compose and create effective documents typically used in business and personal situations including letters, memos, technology-related messages and reports. (CSU) Offered for Credit/No Credit grading only.

OFFTEC 142: DESKTOP PUBLISHING II* 2 Units
ESSENTIALS*
Recommended for Success: Office 215 and Cmpsc 4
Lecture: 1.5 hours
Laboratory: 1.5 hours (Self-paced)
Continuation of Computer Keyboarding I with further emphasis on speed and accuracy development. Provides instruction for creating memos, letters, reports, and tables using a word processing program.

OFFTEC 120: COMPUTER KEYBOARDING III 3 Units
Recommended for Success: Office 110
Lecture: 3 hours
Laboratory: 3 hours (Self-paced)
Development of speed, accuracy, production-level mastery on a wide variety of business documents using word processing functions and features to facilitate the creation of professional looking documents. (MJC OFADM 301 and 302)

OFFTEC 125: RECORDS MANAGEMENT 3 Units
Recommended for Success: Office 120
Lecture: 3 hours
This is a basic course in the principles and practices of effective records management systems and includes practice in classifying, arranging, and storing of records for both manual and computerized records systems. Emphasis is placed on practical applications of alphabetic, numeric, geographic and subject filing systems. Meets or exceeds specifications of American Records Management Association.

OFFTEC 130: BUSINESS ENGLISH 3 Units
Lecture: 3 hours
This is a course in English including grammar, punctuation, sentence structure, spelling, and use of the dictionary.

OFFTEC 132: BUSINESS COMMUNICATIONS
3 Units
Recommended for Success: Office 130 or Engr 250
Lecture: 3 hours
Study and development of a variety of communication skills. Emphasis will be placed on written skills as well as speaking, listening, and nonverbal skills. Students will learn how to compose and create effective documents typically used in business and personal situations including letters, memos, technology-related messages and reports. (CSU) Offered for Credit/No Credit grading only.

OFFTEC 151: MEDICAL OFFICE MANAGEMENT
3 Units
Prerequisites: Office 50 or equivalent
Lecture: 3 hours
This course is an introduction to the multiple functions performed by the Medical Office Specialist. Topics include appointment scheduling; verbal, nonverbal, and written communication; interpersonal skills; telephone techniques; managing office supplies, equipment, and personnel; development of organizational and decision-making skills and financial records.

OFFTEC 190: MEDICAL OFFICE INTERNSHIP
1.5 Units
Prerequisite: Office 130 or equivalent
Lecture: 3 hours
Laboratory: 75 hours of discipline-specific work experience. Supervised practical experience in medical offices and hospitals to develop office and interpersonal skills in preparation for entry-level employment as medical office specialists. May be repeated two times. Offered for Credit/No Credit grading only.
PHILOSOPHY

PHILO 1: INTRODUCTION TO PHILOSOPHY 3 Units
Lecture: 3 hours
Survey of the field of philosophy, including human nature, meaning in life, and values in ethics, social justice, and art; knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (UC/CSU) (MJC PHILO 101)

PHILO 2: WORLD RELIGIONS AND SPIRITUALITY* 3 Units
Lecture: 3 hours
Study of the development of religious consciousness, including the earliest belief systems in the world, the major "living religions" today, tribal religions, "new age" religion and spirituality, and an examination of the meaning of the religious experiences. (UC/CSU) (MJC PHILO 110)

PHILO 25: TWENTIETH CENTURY PHILOSOPHY 3 Units
Lecture: 3 hours
A brief survey of nineteenth and twentieth century philosophy emphasizing the contributions of various thinkers to our understanding of what it is to be human, the nature of society and the relationship of the individual to it, science, technology and human values, and the meaning of life itself. (UC/CSU) (MJC PHILO 123)

PHYSICS

PHYSICS 1: CONCEPTUAL PHYSICS 3 Units
Lecture: 3 hours
A conceptual investigation of the physics of motion, energy, light and color, gravity, magnetism, and an introduction to black holes and relativistic time travel. (UC/CSU) (Transfer credit limited. See a counselor.) (MJC PHYS 160)

PHYSICS 2A: INTRODUCTORY PHYSICS I: 5 Units
Lecture: 5 hours
A calculus-based introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Topics include linear and rotational forces, linear and rotational dynamics, energy, fluids, oscillations, waves, and thermodynamics. This course requires the student to use the following college-level skills: algebra, trigonometry, abstract concept assimilation, and critical thinking. (UC/CSU) (Transfer credit limited. See a counselor.) (MJC PHYS 142)

PHYSICS 2B: INTRODUCTORY PHYSICS II: 5 Units
Lecture: 5 hours
A survey course in the political system of the United States from its inception at the end of the eighteenth century until the present time. Primary focus will be the Constitution, its ideological underpinnings, uses and limitations. Class will also cover the two party system, the process of justice, the specific mechanisms of legislature, and the governmental power at the national, state, and local levels, with specific emphasis on the state of California. The interests and rights of all historically under represented groups will be included in the analysis of the power structure. (UC/CSU) (MJC POLSC 101C)

PHYSICS 2C: INTRODUCTORY PHYSICS III: 5 Units
Lecture: 5 hours
Historical survey of American political processes, traditions and aspirations. Emphasis will be on contemporary political issues. (UC/CSU)

PHYSICS 2D: INTRODUCTORY PHYSICS IV: 5 Units
Lecture: 5 hours
A look at the more advanced areas of study in psychology concentrating on current theoretical approaches and research findings regarding areas of controversy. (UC/CSU) (Transfer credit limited. See a counselor.)

PHYSICS/PHILOSOPHY/POLITICAL SCIENCE/POLS 10: CONSTITUTIONAL GOVERNMENT 3 Units
Lecture: 3 hours
A survey course in the political system of the United States from its inception at the end of the eighteenth century until the present time. Primary focus will be the Constitution, its ideological underpinnings, uses and limitations. Class will also cover the two party system, the process of justice, the specific mechanisms of legislature, and the governmental power at the national, state, and local levels, with specific emphasis on the state of California. The interests and rights of all historically under represented groups will be included in the analysis of the power structure. (UC/CSU) (MJC POLSC 101C)

PHYSICS 2E: INTRODUCTORY PHYSICS V: 5 Units
Lecture: 5 hours
Continues the Service Learning experience with a mentor component in which Service Learning I students mentor Service Learning II students. May be repeated three times.
PSYCH 5: HUMAN SEXUAL BEHAVIOR 3 Units
Recommended for Success: Engl 157
Lecture: 3 hours
The study of human sexuality from a psychological, biological, social, and cultural perspective. (UC/CSU/MJC PSYCH 141)

PSYCH 10: LIFESPAN HUMAN DEVELOPMENT 3 Units
Recommended for Success: Psych 1
Lecture: 3 hours
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 personal experience. (UC/CSU/MJC PSYCH 141)

PSYCH 30: PSYCHOLOGY OF ADJUSTMENT 3 Units
Recommended for Success: Engl 157
Lecture: 3 hours
The study of personal growth and adjustment to help prepare the individual for lifelong understanding of self. Discussion of personality development, interpersonal relationships, sexuality, stress management, family dynamics, dealing with losses, and other concerns of the individual in our society. (CSU/MJC PSYCH 130) Field trips may be required.

PSYCH 35: INTRODUCTION TO DRUGS AND BEHAVIOR 3 Units
Recommended for Success: Psych 1
Lecture: 3 hours
An introduction to how drugs affect behavior. Instruction in basic pharmacology and neurophysiology as it relates to drug self-administration and resultant alteration of behavior. Overview of the history, concepts and theory of drug use. (UC/CSU/MJC PSYCH 130) Field trips may be required.

PSYCH 95A: SERVICE LEARNING I IN PSYCHOLOGY 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. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture. (CSU)

PSYCH 95B: SERVICE LEARNING II IN PSYCHOLOGY 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)

REAL ESTATE
RLEST 1: PRINCIPLES OF REAL ESTATE 3 Units
Lecture: 3 hours
Real and personal acquisition, ownership, estates, joint tenancies, partnerships, sales, contracts, deeds, taxes, and financing real estate. (CSU) (MJC RLES 380)

RLEST 5: REAL ESTATE PRACTICE 3 Units
Lecture: 3 hours
Customer relationship: general real estate operations and the industry; includes types and valuation of listings, selling and current marketing techniques, financing, taxes, leasing, appraisals, insurance, public sales, exchanges, trade-in programs and investments. (CSU) (MJC RLES 381)

RLEST 10: LEGAL ASPECTS OF REAL ESTATE 3 Units
Lecture: 3 hours
California real estate law, titles, encumbrances, recordings, real property acquisition and transfer; Penal Code. (CSU) (MJC RLES 382)

RLEST 15: REAL ESTATE FINANCE 3 Units
Lecture: 3 hours
Residential and commercial financing; lending institutions, money markets and interest rates. (CSU)

RLEST 20: REAL ESTATE APPRAISAL 3 Units
Lecture: 3 hours
Emphasis on appraisal of residential properties, with an introduction to appraising commercial properties. Instruction in the methods and techniques for estimating market value; the appraisal report. (CSU)

RLEST 25: REAL ESTATE ECONOMICS 3 Units
Lecture: 3 hours
Economic factors influencing real estate; real estate market and business cycles; commercial, industrial, and residential properties, urban development and renewal; regulation of land uses. (CSU)

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

SAR 50: LOW ANGLE ROPE RESCUE* 1.5 Units
Lecture: 1.5 hours
This course is designed to take the student to the basic skill and knowledge levels of Low Angle (non-vertical) Rope Rescue. Topics will include, but are not limited to, basic rappelling, rescue of ambulatory and non ambulatory persons with an emphasis on safety and team work. This course will reflect current Urban Search and Rescue and California State Fire Training Standards and equipment. Students completing this course will be certified in Low Angle Rope Rescue by the California State Fire Marshall's Office. (CSU)

SAR 51: HIGH ANGLE ROPE RESCUE* 1.5 Units
Prerequisite: SAR 50 or equivalent
Lecture: 1.5 hours
This course is designed to take the student from the basic skill levels of Low Angle (non-vertical) Rope Rescue Certification to the more complex rappelling and rope rescue skills found in High Angle (vertical) Rope Rescue situations. This course will reflect current Urban Search and Rescue and California State Fire Training Standards. (CSU)

SAR 56: EMERGENCY TRENCH SHORING* 1 Unit
Lecture: 1 hour
This course is designed to take the student to the basic skill and knowledge levels of Emergency Trench Shoring. Topics will include, but are not limited to: preplanning, size up and management of the trench incident, rescue and victim safety, methods of trench shoring, victim extraction and post incident considerations. This course will reflect current CAL/OSHA and California state Fire Training Standards and equipment. Students completing this course will be certified in Trench Rescue by the California State Fire Marshall's office. (CSU)

SAR 58: RESCUE SYSTEMS I: FUNDAMENTALS OF HEAVY RESCUE* 1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shielding; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU)

SAR 59: RESCUE SYSTEMS II: INSTRUCTOR TRAINING* 3 Units
Lecture: 3 hours
Review and update of heavy-duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. (CSU)

SAR 70: SPECIAL TOPICS IN SEARCH AND RESCUE .5-3 Units
Lecture: 3-3 hours
Laboratory: 1.5-3 hours
Various topics in rescue will be covered to meet the individual firefighter/equipment operator's needs. An emphasis on specialized development of skills and knowledge, area planning for rescue, development and implementation of training, and rescue evaluations. (CSU)

SAR 85: RESCUE SYSTEMS III: INSTRUCTOR TRAINING* 1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shielding; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU)

SAR 86: RESCUE SYSTEMS IV: FUNDAMENTALS OF LIGHT RESCUE* 1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shielding; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU)
SERVICE LEARNING EXPERIENCE

SERVICE LEARNING EXPERIENCE I 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Service Learning Experience I, when paired with a course curriculum, is designed to create an opportunity for students to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteering and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests and will be made available in any discipline. Students will be required to participate in the Service Learning experience for a minimum of 34 hours and attend 18 hours of lecture. (CSU)

SERVICE LEARNING EXPERIENCE II 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)

SKILLS DEVELOPMENT

SKLDV 125: INTRODUCTION TO THE GRAPHING CALCULATOR .5 Unit
Lecture: 1 hour
How to use the graphing calculator and develop strategies 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, programming, and (as needed by students) probability statistics and matrices. Instruction will focus on the TI 80-83 series of graphing calculators. Offered for Credit/No Credit grading only.

SKLDV 156: BASIC READING TUTOR .5 Unit
Lecture: 1 hour
Designed for reading tutors to apply their skills with children or adult new readers. (CSU) Offered for Credit/No Credit grading only.

SKLDV 201: INTRODUCTION TO COMPUTER ACCESS .5-1 Unit
Lecture: 1.5-3 hours
This course is designed to provide access to and instruction of specialized computer programs for students with verified learning, developmental, or physical disabilities. Students will work in one or more areas, including adaptive typing and word processing, fundamental academic skills such as reading, spelling, vocabulary, grammar, and mathematics and/or cognitive exercises and memory building techniques. Offered for Credit/No Credit grading only. May be repeated three times.

SKLDV 250: SENTENCE WRITING STRATEGY 3 Units
Lecture: 3 hours
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. Recommended for DSP&S students and others who have difficulty with basic writing skills. May be repeated one time.

SKLDV 251: DIAGNOSTIC LEARNING 1.5 Unit
Lecture: 1.5 hours
Individualized assistance in analyzing learning problems and selecting and applying strategies necessary for academic success in college courses.

SKLDV 270: BASIC ENGLISH SKILLS 2.5 Units
Lecture: 2 hours
Laboratory: 2 hours
Review of basic skills for writing. The focus will be on writing error-free sentences in the context of short pieces of writing. Instruction will be individualized according to student's needs. Writing on the word processor will be available and encouraged. May be repeated one time.

SKLDV 275: COLLEGE SPANNING AND PROOFREADING 2 Units
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.

SKLDV 276: BASIC READING DEVELOPMENT 1 Unit
Lecture: 1.5 hours
Designed for students who read at or below the fifth grade reading level. Students will work one-on-one with tutors from the Basic Reading Tutor Training Course. Instruction will emphasize phonics, sight word recognition, and reading comprehension. Offered for Credit/No Credit only. May be repeated three times.

SKLDV 278: READING DEVELOPMENT I 3 Units
Lecture: 3 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. Enrolment in Eng 250 (English Fundamentals) will complement studies in Skldv 278. May be repeated one time.

SKLDV 297: PREPARATION FOR COLLEGE READING .5 Unit
Lecture: 3 hours
This course will prepare students to read college-level material, including textbooks, essays, short stories, novels and poetry. Reading comprehension will be improved by developing learning strategies and techniques related to reading efficiency and learning to apply word knowledge while reading.

SKLDV 280: READING STRATEGIES .5-3 Units
Lecture: 2-3 hours
Using textbooks from another course, students will work on reading comprehension, learning strategies and techniques related to reading efficiency. This course is particularly directed at students who did not achieve a recommended placement into English 1A following the Columbia College Assessment Test. To participate in this class, students need to be concurrently enrolled in a course for which there are regular reading assignments in a textbook (not a literature text). Offered for Credit/No Credit grading only. May be repeated two times.

SKLDV 287: VOCABULARY DEVELOPMENT 2 Units
Lecture: 2 hours
A systematic strategy of vocabulary development will be presented and practiced with the vocabulary of specific disciplines such as humanities, applied science, social science, and vocational arts. Various aids to vocabulary expansion will also be examined. May be repeated two times.

SKLDV 290: STUDY SKILLS .5 Unit
Lecture: 1 hour
An introductory discussion of effective study methods. Topics will include goal setting, time management, learning styles, note-taking, textbook analysis, memory concentration, and test taking. May be repeated one time.

SKLDV 296: APPLIED TEST-TAKING SKILLS .5-1 Unit
Lecture: 1.5 hours
Basics of successful test taking with emphasis on the skills necessary to improve performance on a specific exam such as the S.A.T., C.B.E.S.T., or Civil Service Exam. Offered for Credit/No Credit grading only. May be repeated three times.

SKLDV 297: PREPARATION FOR COLLEGE READING 3 Units
Lecture: 3 hours
This course will prepare students to read college-level material, including textbooks, essays, short stories, novels and poetry. Reading comprehension will be improved by developing learning strategies and techniques related to reading efficiency and learning to apply word knowledge while reading.
SOCIETY
See Page 36 for Human Services Certificate Requirements

SOCIETY 1: INTRODUCTION TO SOCIOLOGY 3 Units
(CAN SOC 2)
Recommended for Success: Engl 131
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) (MJC SOCIO 101)

SOCIETY 2: AMERICAN SOCIETY: SOCIAL 3 Units
Problems and Deviance
(CAN SOC 4)
Lecture: 3 hours
Social problems, 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) (MJC SOCIO 102)

SOCIETY 5: ETHNICITY AND ETHNIC STUDIES IN AMERICA 3 Units
Lecture: 3 hours
This is a multidisciplinary study of ethnicity (belonging to an ethnic group) and ethnic group relations in the United States from an historical and sociological perspective. It emphasizes the role of ethnicity in the study of the dynamics of emergence, ethnicism, change, marginality and acculturation of major ethnic groups in the United States. The emphasis of these topics will be explored and analyzed through the methodology of research and social psychological research. This course is designed to meet an ethnic studies requirement. (UC/CSU) (MJC SOCIO 159)

SOCIETY 7: GENDER, CULTURE 3 Units
And SOCIETY*
Lecture: 3 hours
The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g., age, social class), socialization (e.g., rites of passage, conformity & deviance) as well as the science (e.g., concepts, theories & methods) of studying these topics will be addressed. Though course readings will present many disciplines, the foundation readings reflect the perspectives of bio-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females.
*Credit may be earned for Socio 7 or atter, but not both.

SOCIETY 12: SOCIOLOGY OF THE FAMILY 3 Units
Lecture: 3 hours
Comparative and historical treatment of the family institution. Analysis of kinship and family structure, roles and relationships within the family. Assessment of the contemporary society on the American family. (UC/CSU) (MJC SOCIO 125)

SOCIETY 28: DEATH AND DYING 3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
Examination of the predominant attitudes and practices with regard to death, dying, and grief in the U.S. will be included material relevant to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death. (CSU) (MJC HUM SR 114)
Field trips may be required.

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

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

SOCIETY 97: WORK EXPERIENCE IN HUMAN SERVICES 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 Human Services. The student's employment must be related to educational or occupational goals. (CSU) *(Transfer credit limited. See a counselor.) Offered for Credit/No Credit grading only. May be repeated one time.

SPANISH

SPAN 1A: SPANISH: Beginning 5 Units
(CAN SPAN 2)
Recommended for Success: Engl 1A
Lecture: 5 hours
Laboratory: 3 hours
Fundamentals of spoken and written Spanish. (UC/CSU) (MJC SPAN 101)

SPAN 1B: SPANISH: Beginning 5 Units
(CAN SPAN SEQ A = SPAN 1A + SPAN 1B)
Prerequisite: SPAN 1A or 2 years of high school Spanish or equivalent
Lecture: 5 hours
Laboratory: 1 hour
Continuation of Spanish 1A, fundamentals of spoken and written Spanish. (UC/CSU) (MJC SPAN 102)

SPAN 2A: SPANISH: Intermediate 5 Units
(CAN SPAN SEQ B = SPAN 2A + SPAN 2B)
Prerequisite: SPAN 1B or 2 years of high school Spanish or equivalent
Lecture: 5 hours
Laboratory: 1 hour
Continuation of Spanish 1B. Includes grammar, conversation, discussion and composition and reading. (UC/CSU) (MJC SPAN 103)

SPAN 2B: SPANISH: Intermediate 5 Units
(CAN SPAN 10)
Prerequisite: SPAN 2A or equivalent
Lecture: 5 hours
Laboratory: 1 hour
Continuation of Intermediate level Spanish, to include poetry and prose, in-depth discussion and composition. An attempt is made to refine all of the language skills in Spanish. (UC/CSU) (MJC SPAN 104)

SPAN 10A: CONVERSATIONAL SPANISH: 3 Units
Beginning
Lecture: 3 hours
Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. (CSU) (MJC SPAN 51)
May be repeated one time.

SPAN 10B: CONVERSATIONAL SPANISH: 3 Units
Beginning
Prerequisite: Span 10A or equivalent
Lecture: 3 hours
A continuation of Spanish 10A with emphasis on ideas, culture and use of the total language. (CSU) May be repeated one time.

SPEECH COMMUNICATION

SPCM 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) (MJC SPCM 100)

SPCM 2: ARGUMENTATION 3 Units
(CAN SPCH 6)
Prerequisite: SPCM 1 or equivalent
Lecture: 3 hours
A study of the art of argumentation; analysis of issues and evidence; the elements of logic; analysis of others' argumentation. Offered for Credit/No Credit grading only. May be repeated with different topics only.

SPCM 4: INTRODUCTION TO HUMAN 3 Units
COMMUNICATION
Lecture: 3 hours
The study of human communication including verbal, nonverbal and listening skills. Effective oral participation in interpersonal contexts, group discussions, and individual presentations in public settings. (UC/CSU) (MJC SPCM 102)
**SPCOM 5: INTERCULTURAL COMMUNICATION**
2 Units
Lecture: 3 hours
A study of intercultural communication with a focus on the analysis and comparisons of message perception and transmission in interactions between people from different cultures. Practical application of skills for effective communication between people of different domestic and international cultures is emphasized.

**SPCOM 12: MASS COMMUNICATION**
3 Units
Lecture: 3 hours
An overview of the evolution of mass media and the cumulative effect on public perception and cultural identity with specific focus on books, newspapers, magazines, film, radio and sound recording, television, internet, advertising, public relations and advertising.

**SPCOM 18: VOICE DYNAMICS**
3 Units
Lecture: 2 hours
Laboratory: 3 hours
A study of Voice Dynamics will focus on vocal psychology, breathing, relaxation, vocal variety, projections, articulation, placement, phonetics, ear training and vocal analyses, character "voices", dialects and accents. This course is designed for self-improvement and for students who wish to increase their vocal skills for professional use. (UC/CSU)

*A Credit may be earned for either Spcom 19 or Drama 18, but not both.

**SPCOM 19: EXPLORING RADIO DRAMA**
1.5-3 Units
Lecture: 1.5-3 hours
An intensive course focused on the expressive use of the voice and sound effects. It may be taken in two sections, each for 1.5 units. Students will rehearse, perform and provide sound effects for dramatic scripts to be broadcast on radio. Scripts will be rehearsed on campus with final production taped and broadcasted. (CSU)

May be repeated three times.

*A Credit may be earned for either Spcom 19 or Drama 19, but not both.

**SPCOM 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 Pigeonized Signed English (PSE), American Sign Language (ASL) and Signed Exact English (SEE). American Sign Language will be emphasized. (CSU)

**SPCOM 50B: SIGN LANGUAGE**
2 Units
Lecture: 2 hours
Prerequisite: Spcm 50A or equivalent
Development of advanced level receptive and expressive skills in conversational sign language and finger spelling.

May be repeated two times.

**TEACHER AIDE TRAINING**
3 Units
Lecture: 3 hours
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.

The student shall gain practical experience by working on an individual project (including certification project).

Emphasis on quality, appearance and function. (CSU)

May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 97.

**WELDING TECHNOLOGY**

**WT 101: PRACTICAL LABORATORY**
1 Unit
Prerequisite: WT 111 or equivalent
Laboratory: 3 hours
The student shall gain practical experience by working on an individual project (including certification project).

Emphasis on quality, appearance and function. (CSU)

May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 97.

**WT 110: METALLIC AND TUNGSTEN**
3 Units
Prerequisite: WT 160 or equivalent
Laboratory: 6 hours
Prepare metals for welding, make basic joints on various metals using the M.I.G. and T.I.G. welding processes.

May be repeated three times.

**WT 111: ADVANCED ARC WELDING TECHNIQUES**
3 Units
Prerequisite: WT 100 or equivalent
Laboratory: 3 hours
This course covers arc welding in flat, horizontal, vertical and overhead positions. Welding cast iron, carbon arc cutting, basic pipe welding, plasma cutting, metalurgy, hard facing technology is included. Special emphasis will be on control of heat and distortion and failure analysis. Students will prepare for A.W.S. welding certification.

**WT 165: METAL SCULPTURE**
1.5 Units
Prerequisite: WT 100 or equivalent
Laboratory: 3 hours
This course will offer an introduction to various metal working techniques with an emphasis on aesthetic design and quality of metal joining.

*Credit may be earned for either WT 165 or Art 165, but not both.

**WT 166: METAL SCULPTURE PROJECTS**
1 Unit
Prerequisite: WT 165 or Art 165 with a grade of "C" or better
Laboratory: 3 hours
This course is designed to allow students to expand upon their skills in metal sculpture techniques and to provide for the student a more individualized pursuit in metal sculpturing.

*Credit may be earned for either WT 166 or Art 165, but not both.

**WT 180: WELDING CERTIFICATION**
.5 Unit
Prerequisite: WT 100 and WT 110 or equivalent
Laboratory: 1.5 hours
This course is designed to prepare the student for the welding certification test according to industry codes and standards. Special emphasis will be placed on welder dexterity and correct procedure in welding techniques.

Offered for Credit/No Credit grading only.

May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

**WORK EXPERIENCE**

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

**WKEXP 96: COOPERATIVE WORK EXPERIENCE**
1-8 Units
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.

The student shall gain practical experience by working on an individual project (including certification project).

Emphasis on quality, appearance and function. (CSU)

May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 97.

**WKEXP 97: COOPERATIVE WORK EXPERIENCE**
1-4 Units
Co-requisite: Enrollment in a minimum of seven (7) units of coursework including Cooperative Work Experience.

The student's part-time of full-time employment is parallel or concurrent with enrollment in regular college classes, and the student shall gain practical experience by working on an individual project.

May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 97.
## Columbia College 2004-05 Catalog

### Course Offerings

#### Course Offerings for the Next Two Years

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<td>163 Applied Marketing for the Travel Business</td>
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2) Aspen, Rms. 1-5
3) Buckeye, Rms. 1-8
4) Oak, Rms. 1-10
5) Dogwood (Forum Bldg.), Rm. 1
6) Fir, Rms. 1-8
7) Juniper, Rms. 1-7 (College Nurse)
8) Tamarack Hall (Library, Media/Technology), Rms. 101-218
9) Mulitnone (Auto & Welding Technology), Rms. 1-2
10) Manzanita, Rms. 2-104 (Administration, Student Services, Instruction Office, Manzanita Bookstore, The Cellar Restaurant & Cafe)
11) Oak Pavilion, Rms. 1-27
12) Ponderosa (Child Development Center)
13) Pinyan (Toddler Center)
14) Redbud, Rms. 1-14
15) Sequoia, Rms. 1-11
16) Tayan, Rms. 1-4
17) Willow (Creative Arts), Rm. 1
18) Fire Department (Tuolumne County Fire Station 79), Rms. 1000-1001
19) Charles Segerstrom, Jr. Memorial Amphitheater
20) Segerstrom Arboretum Nature Trail
21) Warehouse, Shipping/Receiving, Transportation & Maintenance
22) Wi-fi Cultural Center
23) Observatory
24) Start Point, Fitness Jogging Trail
25) Security Office (Davis Cabin)
26) Transit Stop
27) Information/Toll Booth
28) Drawing prepared to be designated areas and not an actual plan of college buildings.

Columbia College Campus