COLUMBIA COLLEGE
2005-06 CATALOG

Catch the Excitement of Higher Education!
COLUMBIA COLLEGE
2005-06 CATALOG

Small College. Big Opportunities.

11600 Columbia College Drive
Sonora, California 95370 • 209.588.5100

Visit Our Website: www.gocolumbia.org
# 2005-06 Academic Schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Events/Important Dates</th>
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<tbody>
<tr>
<td>Jul 1</td>
<td>Spring Semester Ends</td>
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<tr>
<td>Jul 10</td>
<td>Last day to add without instructor approval</td>
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<tr>
<td>Jul 25</td>
<td>Graduation</td>
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<tr>
<td>Aug 15</td>
<td>Last day to withdraw without a refund</td>
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<tr>
<td>Sep 1</td>
<td>Last day to elect for CR/NC grading</td>
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### FIRST SUMMER SESSION

- Apr 3 - May 8: Registration - Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays & Holidays).
- May 8: Instruction Begins
- May 11: Last day to apply for refund
- May 15: Last day to withdraw without a W showing on permanent record.
- May 18: Last day to add without CR/NC grading
- May 22: Last day to withdraw without a W showing on permanent record.
- May 24: Last day to elect for CR/NC grading
- May 29: Holiday - Memorial Day
- Jun 1: Last day to withdraw from any course
- Jun 8: First Summer Session Ends

### SECOND SUMMER SESSION

- Apr 3 - Jun 9: Registration - Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays & Holidays).
- Jun 13: Instruction Begins
- Jun 15: Last day to apply for refund
- Jun 19: Last day to withdraw without a W showing on permanent record.
- Jun 22: Last day to elect for CR/NC grading
- Jul 4: Holiday - Independence Day
- Jul 5: Last day to withdraw from any course
- Jul 8: Second Summer Session Ends

### THIRD SUMMER SESSION

- Apr 3 - Jul 14: Registration - Touch-tone phone, online or on-campus (Touchtone phone and online only on Fridays, Saturdays, Sundays & Holidays).
- Jul 17: Instruction Begins
- Jul 19: Last day to apply for refund
- Jul 23: Last day to withdraw without a W showing on permanent record.
- Jul 25: Last day to elect for CR/NC grading
- Aug 5: Last day to withdraw from any course
- Aug 8: Third Summer Session Ends

### FALL-SEMIESTER 2005

- Sep 7: Newly matriculated - Touch-tone phone/Online registration by appointment only.
- Sep 7: Last day to apply for refund
- Sep 21: Last day to withdraw without a W showing on permanent record.
- Sep 30: Last day to request for CR/NC grading and certificates for Fall 2006.
- Oct 11: Graduation

### FALL 2005

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<td>Graduation</td>
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<tr>
<td>Sep 20</td>
<td>Last day to elect for CR/NC grading</td>
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<td>Sep 28</td>
<td>Last day to withdraw without a refund</td>
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<td>Oct 2</td>
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### LEGEND

- Flex-In/Service Day
- Holiday
- Flex Day
- Classes Begin
- Last Day of Semester
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 Degrees, 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 ¾ 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 supportive staff 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!
Students can earn an Associate Degree, Ved 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 comprehensive learning outcomes, including: (a) an understanding of the basic content and methodology of the major areas of knowledge, including the humanities and fine arts, the natural sciences, and the social sciences; (b) the capability to be a productive individual and lifelong learner - skills include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the ability to acquire knowledge through a variety of means; and (c) recognition of what it means to be an ethical human being and effective citizen - qualities include an appreciation of ethical principles, citizenship and intercultural respect for cultural diversity, historical and aesthetic sensitivity, and the willingness to assume civic, political, and social responsibilities locally, nationally and globally.

**Vocational Education** To provide courses and programs to prepare students for employment directly after college: to update the skills and knowledge of students who are 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 basic competencies needed for effective participation in other College programs.

**Services to Students** 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 successful completion of their personal goals.

**Community Services** To serve the educational and cultural needs of the community at large by offering fee-based courses; along with self-supporting cultural art 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.

**Student Right-to-Know Rate**

The College participates in the Federal Student Right-to-Know Rate program. The College maintains a record of the success rate of its graduation students. This information is published each semester of the academic year in hardcopy and online.

**Schedule of Classes**

The schedule of classes is published each semester of the academic year in hardcopy and online. The schedule contains information regarding registration dates and instructions for registering in classes. Columbia College reserves the right to make additions or deletions to the Schedule of Classes. Classes with insufficient enrollment may be cancelled by the College.

**Contacting Faculty**

Students may contact faculty using the following numbers from page 138-140 in the catalog. See the college website at: www.gocolumbia.org for additional information.

**College Activities & Student Life**

**Athletics** 588.5143

Columbia College is a member of the Community College League of California, Central Valley Conference. The college currently sponsors three intercollege sports: Women’s Volleyball, Men’s Basketball, and Men & Women’s Combined Cross-Country. Second year eligibility is based on completion of 24 units and a cumulative 2.0 grade point average in the first year.

**Food Service/The Cellar Restaurant**

The Cellar Snack Bar is open daily from 7:45 a.m. to 7:50 p.m. except during holidays and summer sessions. The Cellar Snack Bar offers a wide variety of food items through the Manzanita Bookstore on a daily basis. The Cellar Restaurant is open Monday through Thursday, serving breakfast and lunch. In conjunction with the College’s Hospitality Management Program, The Cellar is operated and run by students, who plan, prepare and serve meals as part of their training.

**Library** 588.5119

Located in Tamarack Hall, the Columbia College Library is a center for student research and reading. It welcomes use by students, staff and community residents. Among its resources are nearly 50,000 books, current subscriptions to 250 magazines and six newspapers, books, maps, art prints, and a variety of electronic databases, including full-text magazines and journals, encyclopedias, statistics and other reference sources. Personal computers are available for use during Library hours. A special student pay-per-coin-operated photocopier is available. 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.

Through the Interlibrary Loan Program, Columbia College Library can locate and borrow materials which are unavailable on campus. Library’s membership in the Central Association of Libraries allows quick access to the collections of more than 100 libraries for students, community residents and staff. The Library staff are available for assistance in locating needed materials, whether from local, regional or national locations.

The Library is open when the College is in session: Mondays through Thursdays (7:45 a.m.-4:30 p.m.) and Fridays (7:45 a.m.-4:00 p.m.). It is closed on weekends and during school holidays. Changes to the Library’s public opening hours take effect immediately. To locate the front entrance to the Library, and on the Library’s webpage: www.gocolumbia.org/library.

**Manzanita Bookstore** 588.5126

Located in the Manzanita Building, the Bookstore carries textbooks, materials and supplies as required for classes. Available also are backnumbers, greeting cards, sundries, computer software and many other items as suggested by student representatives on a Bookstore Advisory Committee.

**Registrar**

The official catalog of textbooks and educational supplies vary with the types of programs, but costs normally range from $300 to $600 each semester.

The bookstore offers used books to students at substantial savings. Students may also order textbooks online conveniently for textbooks at www.manzanitabookstore.com OR www.gocolumbia.org and click on bookstore.

**Student Activities** 588.5111

Social events, club activities, community projects and cultural events are conducted through Student Activities. An optional Library 15 per semester fee pays for a student activity card, which helps support these activities on-campus and also entitles students to discounts at local businesses as a bonus.

All students are members of the Associated Students of Columbia College and they, in turn, develop a student government.

Student Senate is a representative group, which addresses student affairs, social activities of campus organizations, and serves as spokesperson for the entire student body.

**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 stamped in advance by the office of the Dean of Learning Support Services.

- 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 bulletin boards.

**Student Housing** $33.02

Columbia College is one of the California community colleges that has on-campus housing. Student Housing at Columbia College consists of two bedroom units designed for three to four people per unit.

**House Fees are:**

- **Shared Housing**:
  - **$4,415** (Fall & Spring Semester)
  - **$7,620** (Year Lease)

- **Single Occupancy**:
  - **$6,865** (Fall & Spring Semester)
  - **$6,210** (Fall or Spring Semester)

- **Summer**:
  - **$1,210** (Summer: beginning May to mid August)

**Room Rates**:

- **$265** (Shared)
- **$4,820** (Single)

**Shared Occupancy**

- **$4,415** (Fall & Spring Semester)
- **$7,620** (Year Lease)
- **$6,210** (Fall or Spring Semester)

**Single Occupancy**

- **$6,865** (Fall & Spring Semester)
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- **$588.5126**

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**Room Rates**:

- **$265** (Shared)
- **$4,820** (Single)
The College strongly forbids any form of discrimination and has enacted the following procedures to recognize and eliminate unlawful discrimination. These regulations provide for the investigation of alleged unlawful discrimination in its programs or activities. The college will seek to resolve the complaints in an expeditious manner.

**Definitions**

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

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

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

**Sex discrimination** includes: Any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex.

Any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex.

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**Sexual Harassment** Policy 5028 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 by the District.

**Drug & Alcohol Policy**

Yosemite Community College District Policy 4019, as amended, prohibits use, possession, manufacture or distribution of controlled substances on the Columbia College campus.

**Substance Abuse Policy**

Columbia College prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College campus.
Columbia College under the Yosemite Community College District Board Policy (5500) has specified those standards of student behavior which it considers essential to its educational mission and its community life. These regulations are designed to represent reasonable standards of conduct. The Student Code of Conduct governs the behavior of students and guests on campus and at college-sponsored activities. Violations of the code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facemask, firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission from his/hers immediate supervisor or from a district employee, which is concurred in by the college president.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11045.4.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to campus property or to private property on campus.
6. Stealing or attempting to steal campus property or private property on campus, or knowingly receiving stolen campus property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status or sexual orientation or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.
16. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or any other unauthorized activities. Pagers, cellular telephones and other similar electronic devices must be turned off in classrooms and other campus sponsored events unless authorized by an appropriate faculty or staff member.

Misconduct Penalties

Disciplinary Action

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

1. Reprimand — A person receiving a reprimand, either oral or written, is thereby notified that continued conduct for the type described may result in formal disciplinary action against the student.
2. Instructor Removal — An instructor may remove a student from his/her class for the purpose of the misconduct and the next class meeting.
3. Probation — Formal disciplinary action may include, but is not limited to, the following:
   a. Removal from any Associated Students (ASCO) organization office held.
   b. Revocation of the privilege of participating in College and/or student-sponsored activities.
4. Suspension — Formal disciplinary action denying 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 suspension:
   a. The first “summary suspension” is to protect the school from the immediate possibility of disorder or threat to the safety of all students.
   b. The second “disciplinary suspension” serves as a punishment to the student as a result of the failure of his/her conduct to meet standards expected by the College.
5. Expulsion — Formal action taken by the Yosemite Community College District terminating a student’s privilege to attend the Colleges of the District, for disciplinary reasons.

Due Process

The student disciplinary procedure is an administrative process used to reviewed alleged student conduct violations. Findings will be based upon a preponderance of the evidence.

The following due process procedures will be followed:
1. Student will be given oral notice of the alleged violation.
2. Student will be given an opportunity to respond to the allegations.
3. The Vice President for Student Learning or designee will investigate and notify the student of the findings and shall be given an opportunity to respond to the allegations.
4. The investigation will be completed within 15 days.
5. All disciplined parties will have the right to appeal.

Appeals

1. The student must notify, by phone or in writing, the Dean of Learning Support Services within 24 hours of the notification of findings and disposition if his/she plans to appeal the decision.
2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the Dean of Learning Support Services. Appeal forms are available in the office of the Dean of Learning Support Services.
3. Using the appeal form, 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 or designee.
4. The student shall receive notice of the determination of the President of the College within 10 days. The decision of the President or designee shall be final.

The following are not appealable:
1. Short-term suspension of five school days or less, and lesser sanctions.
2. Short-term removal by a College instructor.
3. Disciplinary probation for a period of one year or less.
4. Written or verbal reprimand.

Academic Integrity as Defined by the Academic Senate at Columbia College

The Academic Senate at Columbia College has defined academic integrity and identified possible means for maintaining academic integrity at the College.

Violations

Cheating — Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit or hours.

Facilitating Academic Dishonesty — Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.

Plagiarism — The deliberate adoption or reproduction of ideas, words or statements of another person as one’s own, without acknowledgment. This includes all group work and written assignments.

Maintaining Academic Integrity

All faculty, administrators and some staff share the original jurisdiction for conduct violations in the areas of academic integrity. 1. Academic areas may develop a statement of the application of the Academic Integrity Policy in their courses; and 2. Each faculty member is encouraged to include in his/her introduction to a course:

a. A statement of the application of the Academic Integrity Policy within his/her course.
   b. The statement notifying students that violation of the Academic Integrity Policy will be reported.

Consequences

Consequences for violation of the Academic Integrity Policy may range from partial credit to no credit on an examination or assignment.

Due Process Procedural Safeguards

Violations of this policy may also violate the Student Code of Conduct. If this occurs:

1. Student shall be given by the faculty member in charge of the class or the activity.
2. Student shall have an opportunity to respond to the allegation.
3. Student shall have the right to appeal to the appropriate Dean of Instructional Services.
4. Violations of the Student Code of Conduct will be handled in accordance with the Disciplinary Action described in the Student Code of Conduct. Discipline may range from reprimand to expulsion.
### Expenses & Fees

#### Educational Expenses

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

<table>
<thead>
<tr>
<th>Cost of Education</th>
<th>Parents' Home</th>
<th>On-Campus</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td>$700</td>
<td>$700</td>
<td>$700</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$82</td>
<td>$82</td>
<td>$82</td>
</tr>
<tr>
<td>Meals/Housing</td>
<td>$2,682</td>
<td>$6,135</td>
<td>$4,636</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$7,656</td>
<td>$1,476</td>
<td>$1,800</td>
</tr>
<tr>
<td>Transportation</td>
<td>$92</td>
<td>$94</td>
<td>$800</td>
</tr>
<tr>
<td>Dep. Childcare</td>
<td></td>
<td></td>
<td>$900</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$6,712</strong></td>
<td><strong>$9,767</strong></td>
<td><strong>$12,518</strong></td>
</tr>
</tbody>
</table>

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.

### 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 (connect.Columbia).

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 processed until the check has cleared the bank. Refunds normally take six to eight weeks.

### Parking Fee Refund Policy

Parking fees are only refundable prior to the first day of instruction. Return parking permit with receipt of payment 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 (connect.Columbia).

### Effective Fall Semester 2005

#### FEES

<table>
<thead>
<tr>
<th>FEES</th>
<th>AMOUNT</th>
<th>APPLIES TO</th>
<th>EXEMPTIONS/WAIVERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Fee (Subject to change)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20 per Unit (No Maximum)</td>
<td></td>
<td>Credit Students</td>
<td></td>
</tr>
<tr>
<td><strong>Health Services Fee</strong></td>
<td>$125</td>
<td>Credit Students</td>
<td></td>
</tr>
<tr>
<td>$125 per Semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Student Services Fee</strong></td>
<td>$18</td>
<td>Non-Credit Classes</td>
<td></td>
</tr>
<tr>
<td>$18 per Class Hour</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking Fee</strong></td>
<td>$4 per Class Hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-Biolaet Tuition</strong></td>
<td>$20 per semester</td>
<td>Non-Credit Classes</td>
<td></td>
</tr>
<tr>
<td><strong>Student Center Fee</strong></td>
<td>$4 per semester</td>
<td>Student Drivers</td>
<td></td>
</tr>
<tr>
<td><strong>Student Representative Fee</strong></td>
<td>$4 per semester</td>
<td>Credit &amp; Non-Credit Students</td>
<td>Non-Credit Classes</td>
</tr>
</tbody>
</table>

**EXEMPTIONS/WAIVERS**

- Appropriate Reinstatement (RO/Committed)
- SGOW Qualified (RO/Wardbound)
- Non-Credit Classes (Full Biolaet Classes)
- Disabled Persons with Handicap from OEO (unless in off-campus classes only)
- California Residents
- Community Education & Professional Development (Non-Credit Students)

### Columbia College 2005-06 Catalog

**Services for Students**

#### 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. ...or are at least 18 years old and can profit from higher education, plus meet the residence requirements, you are eligible for admission.

**Admission Procedures**

588.5231

Applications for admission to Columbia College are available on the internet, the Columbia College Admissions and Records Office, high school counseling offices or by requesting a copy in writing from the College.

Prospective students may access the online application at www.gocolumbia.org, and click on connect.Columbia.

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.

Visit our website: www.gocolumbia.org (connect.Columbia)
Residency Requirements

For tuition purposes, all new and returning students are classified either as residents or non-residents. Residency will be determined by the California residence status at the time of application.

California residency is determined by the length of physical presence within the state and one's intent to make California his/her residence. The minimum residency requirement is 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
- Visa
- 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

Columbia College may admit K-12 and home schooled students who would benefit from advanced scholastic or vocational work according to Education Code 48800-48805-S, 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 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 a signature of the superintendent or principal of the public school district in which the student resides.

K-12 students must apply via the four-page paper application. Students may register for appropriate classes on the college website, touchtone phone or on campus during open registration providing that the application and concurrent enrollment form are on file in the Admissions and Records office.

No special arrangements for additional supervision of underage 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 is enrolled.

Admission of International Students 588.5109

We welcome the admission of international students to our community college. Columbia College 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:

- Semesters: Begin-End-Due Date
  - Fall: Sep - Dec
  - Spring: Jan - May
  - Summer: Jan - Jul

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 Admission Application with personal global statement, which is available from:
   - Columbia College
   - Admissions & Records Office 11600 Columbia College Drive
   - Sonora, CA 95370-8582

2. Provide the following documents in English:
   - Official results of the TOEFL (Test Of English as a Foreign Language) where language is other than English.
   - Citizens of Canada, Great Britain, Ireland, Australia, Philippines, and New Zealand, whose native language is English, are exempt from TOEFL.

   Minimum scores of 500 on the paper-based test or 173 on the computer-based test are required.

   Institutional TOEFL scores are acceptable.

   **Demonstration of financial support.** Submit a notarized or official statement from your personal financial source(s) of funding, indicating total income and ability to support you under any circumstances while enrolled at Columbia College. Plus, a written guarantee from the bank of your supporting source(s), stating your current account balance in U.S. dollars. This information is strictly confidential.

   **Letters of Recommendation.** As part of the assessment process, we ask for two testimonials, one from a teacher or instructor, who can attest to your ability to do college-level work.

   **College Transcript.** Submit a college transcript to document your academic history and current skills.

International Student Application forms are available at:

- http://www.columbiacollege.org/
- InternationalStudents/default.htm

**American Sponsor.** If applicable, non-citizen students may have an American sponsor, who resides in the U.S. Have him/her complete the Sponsor's Certification.

**Transfer of Transcripts.** Students who complete post-secondary work at institutions in other countries must submit an official, English-translated transcript.

Our Columbia College Foreign Student Advisor will gladly answer any questions regarding evaluation of foreign transcripts.

Upon completion of all satisfactory 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 documentation form will be mailed. The appropriate documents form must be presented to the appropriate officials in order to obtain an F-1 (student) visa and enter the United States. Course Auditing

Course auditing is available to students who have completed the allowable number of enrollments in a specific course. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units.

Call the Business Office at 588.5114 for information on the cost to audit a course.

No student auditing course shall be permitted to change his/her enrollment to receive credit for the course. Prior to class enrollment shall be given to students enrolled in the course for credit and who have a degree or certificate. Please contact the Admissions & Records Office for further information and to obtain the required form.

[College Catalog]

**Student Success Matriculation Program 588.5234**

New and non-matriculated returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success Matriculation Program is designed to give students information and assistance at the time it is most needed: at the threshold of their college career. All new students with no prior college credit are required to participate in the Student Success Matriculation Program. Exceptions: Persons who qualify for one of the matriculation exempt categories under Exemption Categories.

A person participating in the Student Success Program will:

- complete the assessment process including placement exams in reading, English, and math; an evaluation of educational background, previous academic history and current skills.
- receive an orientation to Columbia College where services and procedures are explained.
- receive an interpretation of test scores and course placements based on the results of the assessment process and other measures.
- receive priority registration.
- receive academic advisement in developing a program of studies based upon the student's major and goals.
- purchase a College catalog ($4).
- **American Sponsor.** If applicable, non-citizen students may have an American sponsor, who resides in the U.S. Have him/her complete the Sponsor's Certification.

Call the Business Office at 588.5114 for information on the cost to audit a course.

No student auditing course shall be permitted to change his/her enrollment to receive credit for the course. Prior to class enrollment shall be given to students enrolled in the course for credit and who have a degree or certificate. Please contact the Admissions & Records Office for further information and to obtain the required form.

[College Catalog]
Alternative Matriculation for Disabled Students

Applicants to the College with disabilities can seek alternative matriculation services, which include:

- Special assessment
- Assessment by the Learning Disability Specialist
- One-on-one orientation, advisement and development of an educational plan with Disabled Student Services Program staff
- Priority registration.

To qualify, the applicant must inform the Admissions & Records Office or the Disabled Student Services Office about his/her disability and request the alternative matriculation program.

Additionally, he/she must submit written documentation by a professional (Physician, Psychologist, Learning Disability Specialist, etc.), verifying the disability.

Assessment

Assessment is required by the California Education Code, Sec. 51006 and is intended to provide sufficient information about a person's proficiency in English and math.

The testing simply helps students in choosing appropriate coursework, and can also be used to satisfy certain course prerequisites. For more information, see the Student Success Matriculation Program.

Educational Plan

The Student Success Matriculation Program requires the completion of an Educational Plan by all California Community College students who are pursuing an educational goal.

At Columbia, students should prepare this by the time they have completed 15 units of credit, regardless of whether those credits were earned at Columbia, transferred from another college, or obtained through alternative means.

The Counseling Office will gladlly assist with specific information on preparing your Educational Plan. After the plan has been reviewed with a counselor, it will be placed in your permanent file.

Students may be denied priority registration for classes if they fail to prepare an Educational Plan. For a waiver from this requirement, see Student Success for Matriculation: Exemption Categories.

Regulations on Student Records

Student records are open to the student himself/herself, employees of the College acting in the course of their duties, and state or federal officials (California Administrative Code Sec. 54638).

The College may grant access to individual student records for educational or emergency purposes and for court orders (California Administrative Code Sec. 54620 and 54622).

Confidentiality of Student Records

Student records are the responsibility of the Admissions & Records Office. However, each college information agency which houses student records is charged with maintaining privacy and access according to College policy.

In addition, student information is maintained under the Chief Operations Officer, (student financial aid), Dean of Learning Support Services, (course prerequisites, and placement data), and Dean of Instructional Services (apprenticeship, community services and work experience).

Student information which is designated as public directory information may be released at the discretion of the College to anyone at any time unless the student has filed a written objection form with the Admissions & Records Office.

However, Columbia College will not release directory information for individual use or private business/ commercial firm use in advertising or publicity.

Directory information includes the student's name, name of study, participation in officially recognized activities and sports, weight and height of members of College athletic teams, dates of attendance, degrees, awards and student's photograph in relation to officially recognized activities. The District's policies and procedures regarding student records are currently under review.

Students may ordinarily review their own records at any time during office hours. Under certain circumstances, the College will make records available within five to ten working days of receipt of a written student request.

All of the preceding statements apply regardless of a student's age. Parents of students under the age of 18 may not obtain the student's record. (Ed. Code 49065)

Diploma & Certificate Replacements

The following fees are applicable for replacing official College diplomas and certificates:

Diplomas.............$10
Certificates.............$5

Columbia College Transcripts

Two Columbia College transcripts will be issued without charge upon written request from the student through the Admissions & Records Office. This includes official or unofficial copies. Additional transcripts are $5 each.

Transcript request forms are available under the Chief Operations Officer, or at the Admissions & Records Office. Payment must be by credit card for faxed requests. Mailed-in requests can be paid by check or credit card. Credit card payment must include credit card number, name on the card, expiration date, mailing address of the card.

Requests must include student's full name, designation of transcript, current address and any funds due to the College.

In order to process your request, provide a signed legal document, such as a Power of Attorney, from the student who is requesting the transcript.

When requesting a change of name or address, documentation verifying the change to the Admissions & Records Office.

Enrollment & Academic Status Verification

With signed consent from the student, enrollment and academic status will be verified by the College for the following purposes: educational purposes...student financial aid...child care provider enrollment...insurance...etc.

The first two verifications will be done free of charge. All others will be for a $5 fee.

Note that there is no charge for verification for federal loans and federal verification will not be released if the student has an outstanding obligation at the College.

Privacy Rights of Students

In accordance with the Family Educational Rights and Privacy Act of 1974, written consent is needed for release of student records to all parties or officials, except those specifically authorized access under the act.

Change of Official Records

When requesting a change of name or social security number on official records, you must present legal documentation verifying the change to the Admissions & Records Office.

Academic Achievement Center

The Academic Achievement Center (AAC) will assist in improving critical thinking skills by helping you make connections in your own mind and deepening your understanding of course material.

There is no charge for this tutoring service. Tutors work individually with students on coursework for most classes offered each semester, including reading and writing assignments.

The AAC also has a computer lab with ten computers, loaded with Microsoft Office Suite 2000 and Internet access, which can be used without charge.

Tutoring is available by appointment five days a week, seven hours a day. Appointments can be made by calling the AAC.

Columbia College 2005-06 Catalog
In fall 1998, toddler classrooms were opened in the Child Care Center. The center is designed to provide a "family friendly environment that fosters positive relationships", the center offers free or low cost child care for families, who qualify on the basis of income and need.

**Eligibility Criteria**

1. Eligible for EOP&S.
2. Currently receiving TANF for self or family.
3. Parent of at least one child under the age of 14.
4. Must be at least 18 years old and single head of household.
5. Resided in 12 units.

**Program Services**

Services may include child care assistance, books, academic supplies, computer technology loans, meal vouchers, career counseling, workshops, seminars, and Incentive grants as funds permit.

**Career Center**

The center is located in the Manzanita Building. There are materials and services to assist with career information. The center maintains a variety of books, occupational publications, newsgroups, college catalogues, and Eureka, a computerized vocational/educational information system.

**Child Care Center**

- 1999, providing on-campus care for preschool and kindergarden children.
- In fall 1998, toddler classrooms were added for children 18 to 36 months old. The facility serves as a laboratory for students enrolled in the Child Development Program.

**Disabled Students Programs & Services**

- Disables Students Programs & Services (DSP&S) provides access to educational programs and activities for students with disabilities.
- The department provides extended eligibility through use of support services, special equipment, specially trained staff and removal of architectural barriers.

**Programs and Services**

**Physical Disabilities** - Disabled parking (limited to those students with DMV placards or plates), tram service, mobility support, specialized testing, and note-taking assistance.

**Learning Disabilities Program**

- Provides academic support for those with professionally verified learning disabilities, including individual assessment, individualized learning strategies to remediate or compensate for basic skill deficits, test facilitation, and testing accommodations.

**High Tech Center**

- Established in 1995, the center gives disabled students access to and training on adapted computer hardware and software, especially for the visually impaired. The software is intended to increase skill levels in reading, writing, and math.

**Academic and Career Workshops**

Offered on a drop-in or appointment basis.

**Transfer Assistance**

- Help in applying for admission to four-year institutions.

**Financial Aid**

- Offers financial aid to students with disabilities. The primary function is to meet the financial need and educational needs of disabled students.
- Programs and 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.

**CARE Eligibility Criteria**

In addition to enrolling in 12 units of study and being a resident of California, eligibility for EOP&S is based on:

- **Economic Need** - Students must be eligible for the Board of Governors Waiver (E.D.).
- **Educational Need** - Applicants must be educationally disadvantaged in one of the following:
  1. Does not meet eligibility for degree level math or English on the assessment test.
  2. Did not graduate from high school or obtain a G.E.D.
  3. High school G.P.A. was below 2.5.
  4. Previously enrolled in a remedial class in high school or college.
  5. Other eligible characteristics/qualities.

**CARE Services**

- Direct Financial Aid - Grants and book grants
- Priority Registration - Special registration assistance
- Book Service Program - EOP&S students not qualified for book grants may be eligible for assistance through the Book Service Program.
- Academic and Career Workshops - Offered on a drop-in or appointment basis.
- Counseling - Academic, vocational, and personal counseling.
- Financial Aid Withdrawal & Repayment Policy

**Job Placement**

The Job Placement Office offers free employment assistance to all full-time students. Information is available on jobs in the local community and on the campus.

**Transfer**

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.
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 29, 2005; the deadline for applying is November 23, 2005. If a special application is required for a specific scholarship, it will be noted.

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

Security/Parking/

Lost & Found

588.5167

The Campus Security Department is in operation 24 hours daily. Campus Security Officers do not have law enforcement authority. Their role is to “observe and report” any suspicious activity. The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus grounds. Security/Awareness information is available in various locations on campus. The following are the campus crime statistics for January 1, 2004 - December 31, 2004:

CRIME STATS 2004

CRIMINAL OFFENSES

Murder/Non-negligent Manslaughter
Forcible Sex Offenses (Including Forcible Rape)
Non-forcible Sex Offenses
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson
Negligent Manslaughter

HATE OFFENSES

Murder/Non-negligent Manslaughter
Aggravated Assault
All Forcible Sex Offenses (Including Forcible Rape)
Forcible Rape
Arson
Negligent Manslaughter
Simple Assault

ARRESTS

Liquor Law Violations
Drug Law Violations
Illegal Weapons Possessions

DISCPLINARY ACTIONS/JUDICIAL

REFERRALS

Liquor Law Violation
Drug Law Violations
Illegal Weapons Possessions

Daily or semester fees are charged for parking on campus. Free visitor parking is also available. Various fines will be levied against the public, staff and students for campus traffic or parking violations.

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.

Student Identification Cards

588.5270

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

You should carry your card with you while on campus.

Contact the Student Activities Office for processing dates, times and location.

Transfer Center

588.5109

Staff, counselors and resources at the Transfer Center can help you transition from Columbia College to other colleges and universities to complete your educational goals. Many faculty-approved articulation and transfer credit agreements between Columbia College and other area community colleges are useful when completing Educational Plans and in expediting transfers. These articulation agreements are accessible to students through ASSIST, the official repository of California College and University Articulation. Also available through the Transfer Center is Internet access to other college and university websites, as well as their online applications.

The center coordinates regular visits of representatives from regional and four-year institutions. By talking with these representatives, you will develop more direct contact with personnel, procedures, policies and requirements of specific transfer campuses to prepare you academically for the future.

Veterans Affairs

588.5101

Disabled veterans, post-Vietnam era veterans who participated in payroll 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 school term. If advance pay is being requested, 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.

Academic Freedom (Faculty)

Recognizing that academic freedom is essential to the pursuit of truth in a democratic society, the district adheres to the following principles:

Faculty shall be free:
A. To examine unpopular or controversial ideas to achieve course learning objectives, in discussion with students, and in academic research or publication.
B. To recommend the selection of instructional materials.
C. To make available library books and materials presenting all points of view.

While faculty have the right to present ideas and conclusions which they believe to be in accord with available evidence, they also have the responsibility to acknowledge the existence of different viewpoints and to respect the right of others to hold those views.

References: YCCTD Board Policy 6030, Title 5, Section 31022; Accreditation Standard 2.2.

Catalog Rights

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

Student's catalog rights begin with the semester in which the student completes the first course or courses at Columbia College and are applicable for transfer 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 course per academic year (July 1-June 30) at Columbia College. Attendance at other colleges is not included in determining catalog rights at Columbia College. (Exception: Attendance at another community college may be accepted.)

A student has only four continuous academic years to complete the requirements for graduation with an associate degree and/or certificate of achievement 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.

Be sure to inquire at the Veterans Affairs Office for information on any other required documents.
The course description identifies the only means by which prerequisite and co-requisite requirements can be met. "Or equivalent!" in the course description refers to the prerequisite and co-requisite challenge process (see section below).

Course Prerequisite and Co-requisite Challenge Information

A student may challenge a prerequisite or co-requisite under one or more of the criteria listed below:

- Not established in accordance with district processes
- In violation of Title 5 regulations
- Either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

Or:

- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite.
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite has not been made reasonably available.

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 course shall resolve any challenge within five working days from the time it is filed provided that the student initiates the challenge not less 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 - Strong
C - Satisfactory
D - Passing, less than satisfactory
F - Failure
W - Withdrawal from course
I - Incomplete
C - 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.

I - 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, have the right to review their records and the right to challenge the content of their records if they believe the records contain materially inaccurate, inaccurate or otherwise inappropriate. This challenge must occur within the five working days from the time the grade is received. The Vice President of Student Learning is the official to be contacted by any student desiring to exercise the right to access and challenge their academic records.

IP (In Progress)

IP is a grade symbol for a class that is scheduled to extend beyond the end of the semester (a bridge class). A student may complete November 6 and ends February 1; semester ends December 18. The student's permanent record will reflect an IP for the semester in which the class began. Final grade and units for a bridge class will be issued during the semester in which a class ends.

Adding a Course

Prior to the start of the semester, students may add a class by using the touch-tone telephone system (536.5400), online at www.gocolumbia.org (see current Class Schedule for instructions), at the Admissions & Records, or at the Calaveras Center.

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

Droping a Course

To drop a course, the student must use the touch-tone telephone system (536.5400), go online at www.gocolumbia.org (see current class schedule for instructions), or submit a Drop Slip to the Admissions & Records Office or Calaveras Center.

All drops processed at the Admissions & Records Office, the Calaveras Center require the student to present a picture ID. Students who are on a probationary or dismissal status must have a counselor's signature on the Drop Slip and must drop the course in person at the Admissions & Records office on campus or at the Calaveras Center.

Final semester courses (see Academic Calendar for exact date)

Within the first four weeks - No grade or course title will appear on official transcript (No record of registration).

From the first day of the fifth week to the seventh week - NC, I, or W will appear indicating withdrawn.

No Student drops are allowed after 75% of the term - Possible Grade of F will appear on the official transcript.

For less than full semester classes Contact the Admissions & Records Office for deadline dates.

It is the student's responsibility to drop Web and touch-tone telephone transactions can be audited. Drop slips submitted at the Admissions & Records Office are nullified for two years. Please see Fee Refund Policy on page 14.

Repetition of Courses

Only designated courses may be repeated for credit. See course descriptions for limitations on course repeatability. Registration will be disallowed when a student reaches the limit.

- Any course in which a student has earned a NC or W may be repeated for credit.
- Special classes for disabled students and adaptive physical education classes for the disabled are subject to additional repetitions in accordance with Title 5 Section 56029.

- Courses may be repeated where substantial work has not been recorded if the course is needed to meet legally mandated training requirements. No petition is required. See Course Descriptions for additional information.
- Students who have successfully completed a course the allowable number of times for credit may take the course under the category of AUDITING. All credit students will be given first priority and auditors will be admitted based on availability space only after the first class meeting.
- Auditors will be required to adhere to all course and college policies, procedures, requirements and regulations. For more information concerning the guidelines and fees, contact the college Admissions and Records Office.

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:

Courses may be repeated one time for improvement of grade under any of these conditions:

- The student's previous grade is at least in part due to extenuating circumstances beyond the control of the student.

A student who has earned a grade of D or F in a course may repeat the course one time for improvement of grade. Only one attempt to repeat a grade will be allowed upon the repetition will be computed in the overall GPA and units earned.

A considerable lapse of time has occurred since the student completed a class. The student must obtain written permission from the Dean of Instructional Services.
- When repeating a course in which a grade was received and a grade earned in the repeated course and grade points will be recorded, but no additional units for the course will be awarded.
- When repeating a course in which an F grade was received, the grade, grade points and units earned in the repeated course will be recorded.
- If a course is repeated at another institution, the student must provide the Transcript Evaluation with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia College course, the grade and credit will appear on the Columbia College transcript.
- Courses taken "Credit by Examination" may NOT be repeated.

Incomplete Grades

- An Incomplete grade may be given for an unforeseeable emergency and justifiable reason if the student does not complete all requirements of a course.
- An incomplete can be issued only when the student is lacking a small amount of work.
- Responsibility for removal of an incomplete grade within the time period set by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the Incomplete Grade form, but in no case later than one year from the semester in which the I was issued. The student will receive a copy of the Incomplete Grade form.

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At the end of the time designated by the instructor or no longer than one year, if the student has not completed the conditions for removal, the student will receive the default grade indicated on the Incomplete Grade form.

4. The student's permanent record will be amended in such a way that all work remains legible ensuring a true and complete academic history. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.

5. The student must submit a request for Academic Renewal Evaluation to the Director of Student Success/Matriculation. Forms are available in the Admissions & Records Office.

99/199 Independent Study Courses

Independent Study courses are offered to give students an opportunity to independently research specialized areas not available as regular course offerings of the College. Independent Study courses do not appear in the catalog since these courses are designed to meet specific student interests. Independent Study courses may be made available in any subject matter area. Consult the Admissions & Records Office for specific procedures.

Conditions

To be admitted to Independent Study, a student must have:
- completed 12 units in residence and have a grade point average of 2.5 whether cumulative or for the previous semester as a full-time student.
- written approval of the instructor directing the student's Independent Study, and written verification by an Admissions & Records staff member that the maximum credit limitation for Independent Study will not be exceeded and that the student qualifies. Maximum unit value for any Independent Study course for any one semester will be three units of credit.

Limitations

The following limitations apply to Independent Study courses:
- Registration is restricted to one Independent Study course per semester.
- The maximum number of credit restrictions may not be exceeded for Independent Study.
- Students who intend to transfer and have completed 14 semester units of credit beyond the Associate Degree credit or CR/NC grading option, that may be counted toward the Associate Degree.
- Courses offered for CR/NC grading only are excluded from the maximum of fourteen units counted toward the Associate Degree.
- Students may only opt for CR/NC grading in one class per semester.
- For courses designated as CR/NC grading only and no letter grade, there is no number of units in courses in which enrollment is allowed each semester.
- A student can obtain the Credit/No Credit grading form on the web at gocolumbia.org, from the Admissions & Records Office, or at the Cenavera Center. The form must be returned to the Admissions Office on or prior to the deadline. Mailed or faxed forms received after the deadline will not be accepted.
- Exception to the CR/NC standards must be petitioned to the Academic Requirements Review Committee.

Credit/No Credit Grading (CR/NC)

- Some transfer institutions will not accept CR/NC grading symbols.
- A student who wishes to take 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 57532)
- A student has 30% of the length of the course to rescind the written form.
- Written performance equivalent to A, B, or C work will equate to a Credit (CR) grade.
- A student performance equivalent to D or F work will equate to a Non-Credit (NC) grade.
- A CR or NC grade will be recorded on the student 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 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 Columbia College.

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

To request credit by examination, students must contact the Admissions & Records Office for the form and procedural information.

Advanced Placement Examination Credit

Columbia College will award academic credit for the Associate Degree General Education Major, requirements, and/or those for the Certificates of Achievement. Please see a counselor or the Admissions & Records Evaluator for information regarding the specific courses for which credit can be granted. Columbia College is a member of the Advanced Placement Examination program. Please see page 66 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.

College Credit From Other Institutions

Pre-collegiate level courses will 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.
Academic Policies & Procedures

Credit for Military Service

Students with a minimum of one year of satisfactory service may receive:
• Two semester units of elective credit for each month of active duty or physical activity requirements for graduation.
• Credit for military service to students through the Academic Policies & Procedures.

Credit for certain USAF/USN courses may be given on recommendation published by the American Council on Education.

Academic Requirements

Classification of Students

- 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 classes (Course number 200 and above) are not counted as part of this 60 unit requirement.

Attendance

Students are responsible for their instructors to complete all coursework missed.

An instructor has the prerogative to lower a student's grade due to a student's lack of participation in class.

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.

Final grades are considered permanent. The determination of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.

Scholastic Honors

For Graduation: Graduating students must earn a cumulative Grade Point Average of 3.75 or better in all degree and transferable college work.

For purposes of Associate Degree: Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree Without Distinction.

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.

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.

Grading Scale

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

Not included in computing GPA, but may be used in determining progress probation and dismissal:
W Withdrawal
I - Incomplete
CR - Credit
NC - No Credit
P - Pass

Grade Point Average

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

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

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:

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

GPA = 12/16 = 0.75

A student who is scholastically in good standing will be on Progress Probation after having completed at least 12 semester units at Columbia College.

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 classes they attempt will receive special counseling and advisement.

Progress Probation Status

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

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 classes (Course number 200 and above) are not counted as part of this 60 unit requirement.

Academic Probation Status

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

Academic Deficiencies

The purpose of Academic Probation and Dismissal at Columbia College is to ensure that students who are deficient in scholastic performance or are not making adequate progress in their studies are provided with an additional opportunity.

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 in which a student fails to maintain a 2.0 cumulative GPA, the student is placed on academic dismissal status.

A student who fails to complete a majority of the classes they attempt will receive special counseling and advisement.

Provision for granting credit and waive institutional requirements 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 waives, substitution, or exceptions to academic standards established by the College, students may petition for review to this committee. Contact the Director of Student Success/Matriculation 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 are recognized:

Full-time: 12 or more units per semester

Columbia College 2005-06 Catalog
Certificates of Achievement

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

For students entering Columbia College for the first time in Fall 2005, the following certificate requirements are valid through the 2008-09 academic year. A student taking more than four years of continuous attendance to complete a certificate may only use certificate requirements in effect up to four years prior to the date of completion.

In order to qualify for a certificate, a student must complete all courses listed in the certificate, with a grade of C or better. Credit (CR) grades are not accepted. No more than 30 percent of the courses required for the certificate may be fulfilled with parallel courses completed at other accredited institutions.

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

Certificates of Achievement are offered in the following disciplines:

**Automotive Technology**
- Automotive Maintenance Technician
- Automotive Service Technician
- Electrical Repair
- Engine Performance
- Engine Repair
- Under Vehicle Service

**Business Administration**
- Accounting
- Management
- Retailing

**Child Development**
- Associate Child Development Teacher
- Child Development

**Computer Science**
- Applied Computer Studies-Business Emphasis
- Computer Science
- Geographic Information Systems (GIS)

**Emergency Medical Services**
- Emergency Medical Services
- Emergency Medical Technician Training
- First Responder

**Fire Technology**
- Forestry Technology
- Hospitality Management

**Human Services**
- Natural Resources
  - Watershed Management Technology
- Natural Resources Technology
- Office Technology
  - Administrative Assistant
  - Medical Office Specialist
  - Medical Transcription
  - Office Assistant

**Welding Technology**

**Completion of Certificate**

In order to receive a Certificate of Achievement, students must complete a Petition for Certificate of Achievement, available at the Admissions and Records Office or on the college website during the semester prior to completion (i.e. for Fall completion a student should submit the petition during the previous Spring semester). Consult the Academic Calendar for filing deadline dates.

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

**Automotive Maintenance Technician**

**Required Courses:**
- AT 97 Work Experience In Automotive Technology .... 1
- AT 100 Introduction to Automotive Technology .... 4
- AT 101 Automotive Braking Systems I ................. 2
- AT 102 Engine Repair ........................................ 5
- AT 103 Practical Laboratory ................................ 0.5
- AT 110 Automotive Electrics I ............................ 5
- AT 111 Engine Performance I ............................. 6
- AT 112 Heating/Air Conditioning ....................... 3

**Total Required Units ........................................ 26.5**

**Recommended Optional Course:**
- WT 100 Introduction to Welding ........................ 3

**Automotive Service Technician**

**Required Courses:**
- AT 97 Work Experience in Automotive Technology ... 1
- AT 100 Introduction to Automotive Technology .... 4
- AT 101 Automotive Braking Systems I ................. 2
- AT 102 Engine Repair ........................................ 5
- AT 103 Practical Laboratory ................................ 0.5
- AT 110 Automotive Electrics I ............................ 5
- AT 111 Engine Performance I ............................. 6
- AT 112 Heating/Air Conditioning ....................... 3
- AT 120 Suspension and Steering ........................ 3
- AT 121 Automotive Braking Systems II .................. 2
- AT 122 Manual Power Train and Axles ............... 3
- AT 130 Automotive Electrics II .......................... 2
- AT 131 Engine Performance II ............................ 2
- AT 132 Automatic Transmissions and Transaxles .... 3

**Total Required Units ........................................ 41.5-42.5**

**Recommended Optional Course:**
- WT 100 Introduction to Welding ........................ 3

**Electrical Repair**

**Required Courses:**
- AT 97 Work Experience In Automotive Technology ... 1
- AT 103 Practical Laboratory ................................ 1
- AT 110 Automotive Electrics I ............................ 5
- AT 112 Heating/Air Conditioning ....................... 3
- AT 130 Electrical and Electronics II .................... 2

**Total Required Units ........................................ 12**
Engine Performance
Required Courses:
- AT 101 Practical Laboratory ........................... 2
- AT 101 Introduction to Automotive Technology 4
- AT 102 Engine Repair ................................ 5
- AT 103 Practical Laboratory ........................... 1.5
Total Required Units ...................................... 11

Engine Repair
Required Courses:
- AT 101 Working Experience in Automotive Technology 1
- AT 103 Practical Laboratory ........................... 2
- AT 111 Engine Performance I ........................... 6
- AT 131 Engine Performance II ........................ 7
Total Required Units ...................................... 17

Under Vehicle Service
Required Courses:
- AT 101 Working Experience in Automotive Technology 1
- AT 103 Practical Laboratory ........................... 2
- AT 120 Suspension and Steering ............... 3
- AT 121 Automotive Braking Systems II .... 3
- AT 122 Manual Power Train and Axles ...... 3
Total Required Units ...................................... 12

BUSINESS ADMINISTRATION
Accounting
Required Courses:
- Busad 1A Principles of Accounting and ........... 4
- Busad 1B Principles of Accounting ................. 4
- Busad 18 Principles of Business ....................... 4
- Busad 161A Small Business Accounting I ........ 4
- Busad 161B Small Business Accounting II ....... 4
- Busad 18A Business Law ................................ 4
- Busad 18B Principles of Business ................. 4
- Busad 24 Human Relations in Organizations .... 3
- Busad 30 Principles of Management............. 3
- Busad 150 Small Business Management........... 3
- Busad 163 Business Mathematics .................. 4
- Cmpsc 1 Computer Concepts ......................... 3
- Cmpsc 3 Operating Systems ......................... 4
- Cmpsc 3 Project Management ......................... 3
- Busad 90 Business Administration ................. 4
- Busad 97 Work Experience ......................... Minimum 4

Retailing
Required Courses:
- Busad 18 Business Law ................................ 4
- Busad 20 Principles of Business ................. 4
- Busad 24 Human Relations in Organizations .... 3
- Busad 30 Principles of Marketing ................. 3
- Busad 160 Basic Accounting ......................... 4
- Busad 161A Small Business Accounting I ....... 4
- Busad 161B Small Business Accounting II ....... 4
- Busad 163 Business Mathematics .................. 4
- Cmpsc 1 Computer Concepts ......................... 3
- Cmpsc 3 Operating Systems ......................... 4
- Econ 10 Principles of Economics .................. 4
- Econ 11 Principles of Economics .................. 4
Total Required Units .................................... 43

Recommended Optional Courses:
- Busad 97 Work Experience ......................... Minimum 4

Management
Required Courses:
- Busad 1A Principles of Accounting and ........... 4
- Busad 1B Principles of Accounting ................. 4
- Busad 18A Principles of Business ....................... 4
- Busad 161A Small Business Accounting I ........ 4
- Busad 161B Small Business Accounting II ....... 4
- Busad 18A Business Law ................................ 4
- Busad 20 Principles of Business ................. 4
- Busad 24 Human Relations in Organizations .... 3
- Busad 30 Principles of Management............. 3
- Busad 150 Small Business Management........... 3
- Busad 163 Business Mathematics .................. 4
- Cmpsc 1 Computer Concepts ......................... 3
- Cmpsc 3 Operating Systems ......................... 4
- Econ 10 Principles of Economics .................. 4
- Econ 11 Principles of Economics .................. 4
Total Required Units .................................... 43

Recommended Optional Courses:
- Busad 97 Work Experience ......................... Minimum 4

Business Emphasis
Recommended Courses:
- Busad 30 Financial Worksheets on Computers ... 4
- Busad 55 Database Management ...................... 4
- Busad 1A Principles of Accounting ................. 4
- Busad 18 Principles of Business ....................... 4
- Busad 40 Principles of Management ................. 4
- Busad 140 Beginning Word Processing ............ 2
Total Required Units .................................... 31-32

Recommended Optional Courses:
- Busad 163 Business Mathematics ................... 4
- Busad 53/ Business Emphasis ......................... 3
- Busad 141 Intermediate Word Processing ........ 3

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### Geographic Information Systems

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cmpsc 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
<tr>
<td>Cmpsc 3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>Cmpsc 60/</td>
<td>Introduction to GIS - ArcView</td>
</tr>
<tr>
<td>Fort 9</td>
<td>GIS Applications</td>
</tr>
<tr>
<td>Geogr 70/</td>
<td>Intro to Raster-Based GIS</td>
</tr>
<tr>
<td>Cmpsc 75/</td>
<td>GIS Applications in Resource Management</td>
</tr>
<tr>
<td>Draft 50A</td>
<td>Computer Assisted Drafting I</td>
</tr>
<tr>
<td>Esc 5</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>Geogr 15</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>Engl 1A</td>
<td>Reading &amp; Comp: Beginning</td>
</tr>
<tr>
<td>Engl 151</td>
<td>Preparation for College Composition</td>
</tr>
<tr>
<td>Fort 153</td>
<td>Forest Surveying Techniques</td>
</tr>
<tr>
<td>Math 101</td>
<td>Algebra I: Fundamentals or equivalent</td>
</tr>
<tr>
<td>Oftec 100</td>
<td>Computer Keyboarding I</td>
</tr>
<tr>
<td>Oftec 110</td>
<td>Computer Keyboarding II</td>
</tr>
</tbody>
</table>

Total Required Units: **41-43**

### Website Development

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cmpsc 10</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>Cmpsc 11</td>
<td>Presentations Using Computers and Multimedia</td>
</tr>
<tr>
<td>Cmpsc 12</td>
<td>Website Development Applications</td>
</tr>
<tr>
<td>Cmpsc 13</td>
<td>Intro to HTML</td>
</tr>
<tr>
<td>Cmpsc 14</td>
<td>Advanced Topics Website Development</td>
</tr>
<tr>
<td>Cmpsc 17</td>
<td>Advanced Internet Research</td>
</tr>
<tr>
<td>Cmpsc 53/</td>
<td>Project Management</td>
</tr>
<tr>
<td>Busad 53</td>
<td>Photoshop for the Web</td>
</tr>
</tbody>
</table>

Recommended Optional Courses:

| Cmpsc 33/       | Higher level algebra                     | 3-5 |
| Art 33         | Computer Graphics                        | 3 |
| Cmpsc 52/       | Advanced Internet Research               | 1.5 |
| Busad 52        | E-Commerce                               | 3 |
| Cmpsc 55        | Database Management                      | 4 |

Total Required Units: **16-17**

### EMERGENCY MEDICAL SERVICES

#### Emergency Medical Services

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ems 4</td>
<td>Emergency Medical Technician Training</td>
</tr>
<tr>
<td>Ems 12</td>
<td>Pre-Paramedic Training</td>
</tr>
<tr>
<td>Biol 10</td>
<td>Human Anatomy And</td>
</tr>
<tr>
<td>Biol 60</td>
<td>Human Physiology</td>
</tr>
<tr>
<td>Ems 13</td>
<td>Adv. First Aid/Emergency Care</td>
</tr>
<tr>
<td>Ems 157</td>
<td>First Responder &amp; CPR</td>
</tr>
<tr>
<td>Indis 278</td>
<td>Basic Skills for Occupational Success</td>
</tr>
</tbody>
</table>

Minimum of Three (3) Units from the following:

- Ems 20 Basic Cardiology and Cardiac Dysrhythmias...
- Ems 97 Work Experience in Emergency Medical Service...
- Ems 165 Conversational Medical Spanish for Emergency Health...
- Ems 175 Ems Skills Development...

Total Required Units: **24**

### First Responder

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ems 157</td>
<td>First Responder &amp; CPR</td>
</tr>
</tbody>
</table>

Total Required Units: **3**

### Emergency Medical Technician Training

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ems 4</td>
<td>Emergency Medical Technician Training</td>
</tr>
</tbody>
</table>

Total Required Units: **7**

### FIRE TECHNOLOGY

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ems 4</td>
<td>Emergency Medical Technician Training</td>
</tr>
<tr>
<td>Fire 101</td>
<td>Firefighter I Academy</td>
</tr>
<tr>
<td>Fire 106</td>
<td>HazMat First Responder “Operational”</td>
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<tr>
<td>Fire 108</td>
<td>Confined Space Awareness</td>
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<tr>
<td>Fire 110</td>
<td>ICS 200 Basic Incident Command System</td>
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Total Required Units: **24.5**

### HOSPITALITY MANAGEMENT

#### Baker

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<th>Required Courses</th>
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<tbody>
<tr>
<td>Hmpgt 120</td>
<td>Safety and Sanitation</td>
</tr>
<tr>
<td>Hmpgt 122</td>
<td>Restaurant Math</td>
</tr>
<tr>
<td>Hmpgt 134</td>
<td>Commercial Baking: Beginning</td>
</tr>
<tr>
<td>Hmpgt 135</td>
<td>Commercial Baking: Advanced</td>
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Total Required Units: **6.5**

#### Bartender

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<tbody>
<tr>
<td>Hmpgt 120</td>
<td>Safety and Sanitation</td>
</tr>
<tr>
<td>Hmpgt 147</td>
<td>Beverage Management</td>
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Total Required Units: **3**
### Chef

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Hpmgt 102 Introduction to Hospitality Careers &amp; Human Relations</td>
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<td>2</td>
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<tr>
<td>Hpmgt 120 Safety and Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>Hpmgt 122 Restaurant Math</td>
<td>1</td>
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<tr>
<td>Hpmgt 126 Nutrition for Chefs</td>
<td>2</td>
</tr>
<tr>
<td>Hpmgt 128 Kitchen Management</td>
<td>3</td>
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<tr>
<td>Hpmgt 133A Introduction to Commercial Food Preparation</td>
<td>3</td>
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<tr>
<td>Hpmgt 133B Commercial Food Preparation</td>
<td>4</td>
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<tr>
<td>Hpmgt 134 Commercial Baking: Beginning</td>
<td>2.5</td>
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<tr>
<td>Hpmgt 136 Dining Room Service and Management I</td>
<td>2.5</td>
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<tr>
<td>Hpmgt 140 Contemporary Cuisine</td>
<td>3.5</td>
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<tr>
<td>Hpmgt 141 Restaurant Desserts</td>
<td>3</td>
</tr>
<tr>
<td>Hpmgt 142 Garde Manger</td>
<td>3</td>
</tr>
<tr>
<td>Hpmgt 146 Dining Room Service and Management II</td>
<td>2</td>
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<td>Hpmgt 148 Introduction to Wines</td>
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<td>Hpmgt 190 Culinary Arts Internship</td>
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#### Dell Cook & Baker

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<tr>
<td>Hpmgt 104 Hospitality Laws and Regulations</td>
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<tr>
<td>Hpmgt 122 Restaurant Math</td>
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<td>Hpmgt 133A Intro to Commercial Food Preparation</td>
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#### Dinner Line Cook

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<td>Hpmgt 122 Restaurant Math</td>
<td>1</td>
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<tr>
<td>Hpmgt 126 Nutrition for Chefs</td>
<td>2</td>
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<tr>
<td>Hpmgt 128 Kitchen Management</td>
<td>3</td>
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<td>Hpmgt 133A Introduction to Commercial Food Preparation</td>
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<td>Hpmgt 134 Commercial Baking: Beginning</td>
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<td>Hpmgt 136 Dining Room Service and Management I</td>
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### Pantry & Dessert Chef

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<td>Hpmgt 122 Restaurant Math</td>
<td>1</td>
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<td>2</td>
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<tr>
<td>Hpmgt 128 Kitchen Management</td>
<td>3</td>
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<tr>
<td>Hpmgt 133A Introduction to Commercial Food Preparation</td>
<td>3</td>
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<tr>
<td>Hpmgt 133B Commercial Food Preparation</td>
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<tr>
<td>Hpmgt 134 Commercial Baking: Beginning</td>
<td>2.5</td>
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<tr>
<td>Hpmgt 136 Dining Room Service and Management II</td>
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<td>Hpmgt 142 Garde Manger</td>
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#### Hotel Management

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<tr>
<td>Hpmgt 20 Intro to Leisure, Travel and Tourism</td>
<td>3</td>
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<tr>
<td>Hpmgt 97 Work Experience</td>
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<tr>
<td>Hpmgt 102 Introduction to Hospitality Careers &amp; Human Relations</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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<td>Hpmgt 132 Restaurant Planning</td>
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<tr>
<td>Busad 1A Principles of Accounting</td>
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<td>Busad 160 Basic Accounting</td>
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<td>Busad 161A Small Business Accounting</td>
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#### Recommended Optional Course: Dell Cook & Baker

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Office 105 Electronic Printing Calculations</td>
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### HOSPITALITY MANAGEMENT: TOURISM/RECREATION

#### Outdoor Adventure

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<thead>
<tr>
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<tbody>
<tr>
<td>Hmpgt 10/ H-HP 5 Introduction to Leisure</td>
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<tr>
<td>EMS 10 Outdoor Emergency Care Training</td>
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<tr>
<td>EMS 13 Advanced First Aid</td>
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<tr>
<td>Cmpsc 59/ Geography Information and Geogr 59 Global Positioning Systems</td>
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<tr>
<td>H-HP 98 Backpacking Skills</td>
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<tr>
<td>H-HP 46 Indoor Sport Climbing</td>
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<tr>
<td>H-HP 71 Outdoor Adventure Leadership</td>
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<tr>
<td>Natr 50 Natural History and Ecology</td>
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#### Recommended Optional Course: Dell Cook & Baker

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<thead>
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<tr>
<td>Cmpsc 55 Database Management</td>
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#### Planning Meetings and Events

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Hmpgt 10/ H-HP 5 Introduction to Leisure</td>
<td>3</td>
</tr>
<tr>
<td>Hmpgt 112 Front Office Management/Hotel Catering</td>
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</tr>
<tr>
<td>Hmpgt 162 Intro to Tourism/Hospitality/Recreation Marketing, Sales and Service</td>
<td>3</td>
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<tr>
<td>Hmpgt 171 Planning Meetings and Events</td>
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<tr>
<td>Cmpsc 1 Computer Concepts/Information Systems</td>
<td>4</td>
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<tr>
<td>Cmpsc 142 Desktop Publishing Essentials</td>
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#### Recommended Optional Course: Dell Cook & Baker

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Cmpsc 59/ Geography Information and Geogr 59 Global Positioning Systems</td>
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#### Safety & Sanitation

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Hmpgt 102 Safety and Sanitation</td>
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**Columbia College 2005-06 Catalog**
### Tourism Marketing: Direct Mail

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>Hpmgt 20</td>
<td>Intro to Travel &amp; Tourism</td>
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<tr>
<td>Hpmgt 162</td>
<td>Tourism Marketing/Sales/Service</td>
</tr>
<tr>
<td>Cmpsc 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
<tr>
<td>Cmpsc 55</td>
<td>Desktop Management</td>
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<tr>
<td>Busad 53</td>
<td>Project Management</td>
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<td>Busad 54</td>
<td>Data Mining</td>
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Total Required Units: 17

### Tourism Marketing: Print Production

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<tr>
<td>Hpmgt 20</td>
<td>Intro to Travel &amp; Tourism</td>
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<td>Hpmgt 162</td>
<td>Tourism Marketing/Sales/Service</td>
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<tr>
<td>Art 45</td>
<td>Field Photography</td>
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<tr>
<td>Art 46</td>
<td>Field Photography Comp. &amp; Design</td>
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<tr>
<td>Art 51</td>
<td>Desktop Publishing I</td>
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<td>Art 52</td>
<td>Desktop Publishing II</td>
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Total Required Units: 17

### Tourism and Recreation Studies

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<tr>
<td>Hpmgt 10</td>
<td>Geography of Travel and Tourism</td>
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<tr>
<td>H-HP 5</td>
<td>Introduction to Travel and Leisure</td>
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<tr>
<td>Hpmgt 20</td>
<td>Introduction to Leisure Travel and Tourism</td>
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<tr>
<td>Hpmgt 30</td>
<td>Geography of Travel and Tourism: Western Hemisphere</td>
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<tr>
<td>Hpmgt 31</td>
<td>Geography of Travel and Tourism: Eastern Hemisphere</td>
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<tr>
<td>Hpmgt 168</td>
<td>Developing a Hospitality/Tourism/Recreation Career Path and Portfolio</td>
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Plus Three (3) Units Required from the Following:

- Hpmgt 162
- H-HP 5
- Cmpsc 149
- Cmpsc 12
- Cmpsc 13
- Cmpsc 14
- Cmpsc 17
- Busad 52

Total Required Units: 17

### HUMAN SERVICES

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<td>Cmpsc 1</td>
<td>Computer Concepts &amp; Information Systems</td>
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<tr>
<td>Guide 10A</td>
<td>Introduction to Helping Skills</td>
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<td>Guide 10B</td>
<td>Intermediate Helping &amp; Conflict Management Skills</td>
</tr>
<tr>
<td>Oftec 131</td>
<td>Office Procedures &amp; Technology</td>
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<tr>
<td>Soci 5</td>
<td>Personal and Social Adjustment</td>
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<tr>
<td>Soci 12</td>
<td>Sociology of the Family</td>
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<tr>
<td>Child 22</td>
<td>Child, Family, Community</td>
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<tr>
<td>Socio 97</td>
<td>Work Experience</td>
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<tr>
<td>Child 1</td>
<td>Principles of Child Development</td>
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<tr>
<td>Guide 1</td>
<td>Career/Life Planning</td>
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<tr>
<td>Art 35</td>
<td>Digital Darkroom-Intermediate</td>
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<tr>
<td>Art 51</td>
<td>Desktop Publishing I</td>
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<tr>
<td>Art 52</td>
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### NATURAL RESOURCES

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<td>Computer Concepts &amp; Information Systems</td>
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<td>Esc 5</td>
<td>Physical Geology</td>
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<td>Esc 10</td>
<td>Environmental Geology</td>
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<td>Geogr 15</td>
<td>Physical Geography</td>
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<td>Fortc 153</td>
<td>Forest Surveying Techniques</td>
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<td>Natre 3</td>
<td>Natural Resources Law and Policy</td>
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<td>Natre 9</td>
<td>Parks and Forests Law Enforcement</td>
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<td>Natre 22</td>
<td>Ecology/Use of Fire</td>
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<td>Natre 30</td>
<td>Introduction to Watershed Management</td>
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<td>Natre 50</td>
<td>Natural History and Ecology</td>
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<td>Biol 24</td>
<td>General Ecology</td>
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<td>Nartc 160</td>
<td>Aerial Photography &amp; Map Interpretation</td>
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<td>Nartc 181</td>
<td>California Wildlife</td>
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<td>Option B</td>
<td>GIS Applications in Resource Management</td>
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Total Required Units: 34-38
OFFICE TECHNOLOGY

Required Courses:

Administrative Assistant

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<td>Oftec 153A Beginning Medical Transcription</td>
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<tr>
<td>Oftec 141</td>
<td>Oftec 141 Intermediate Word Processing</td>
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<tr>
<td>Oftec 120</td>
<td>Oftec 120 Computer Keyboarding II</td>
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<tr>
<td>Oftec 121</td>
<td>Oftec 121 Machine Transcription</td>
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<tr>
<td>Oftec 125</td>
<td>Oftec 125 Records Management and Filing Applications</td>
<td>3</td>
</tr>
<tr>
<td>Oftec 130</td>
<td>Oftec 130 Business English</td>
<td>3</td>
</tr>
<tr>
<td>Oftec 131</td>
<td>Oftec 131 Office Procedures and Technology</td>
<td>3</td>
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<td>Oftec 132</td>
<td>Oftec 132 Business Communications</td>
<td>3</td>
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<td>Oftec 140</td>
<td>Oftec 140 Beginning Word Processing</td>
<td>2</td>
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<tr>
<td>Oftec 141</td>
<td>Oftec 141 Intermediate Word Processing</td>
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<td>Cmpsc 10</td>
<td>Cmpsc 10 Introduction to the Internet</td>
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<td>Cmpsc 11</td>
<td>Cmpsc 11 Presentations Using Computers &amp; Multimedia</td>
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<td>Cmpsc 155</td>
<td>Cmpsc 155 Access</td>
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<td>Busad 25</td>
<td>Busad 25 Job Search and Interviewing Strategies</td>
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<td>Busad 60</td>
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Total Required Units: 31.5

Recommended Optional Courses:

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<tr>
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<td>Cmpsc 1 Computer Concepts and Information Systems</td>
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<td>Oftec 120</td>
<td>Oftec 120 Computer Keyboarding III</td>
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Note: An additional requirement for this Certificate is a 40-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing, within one (1) year of obtaining the Certificate.

Medical Office Specialist

Required Courses:

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<td>Oftec 125</td>
<td>Oftec 125 Records Management &amp; Filing Applications</td>
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<td>Oftec 130</td>
<td>Oftec 130 Business English</td>
<td>3</td>
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<tr>
<td>Oftec 132</td>
<td>Oftec 132 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Oftec 140</td>
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<td>2</td>
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<tr>
<td>Oftec 151</td>
<td>Oftec 151 Medical Office Management</td>
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<td>Oftec 152</td>
<td>Oftec 152 Medical Billing and Coding</td>
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<td>Oftec 153A</td>
<td>Oftec 153A Medical Transcription</td>
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<td>Oftec 190</td>
<td>Oftec 190 Medical Office Internship</td>
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<tr>
<td>Busad 133</td>
<td>Busad 133 Computerized Accounting (Quickbooks)</td>
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<td>Busad 138</td>
<td>Busad 138 Excel Spreadsheets</td>
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<td>Busad 25 Job Search &amp; Interviewing</td>
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<td>EMT 133</td>
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Total Required Units: 28.5

Recommended Optional Courses:

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<td>Cmpsc 1 Computer Concepts and Information Systems</td>
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Total Required Units: 12

WELDING TECHNOLOGY

Required Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT 100</td>
<td>WT 100 Intro to Welding</td>
<td>3</td>
</tr>
<tr>
<td>WT 101</td>
<td>WT 101 Practical Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>WT 110</td>
<td>WT 110 M.I.G./T.I.G. Welding</td>
<td>3</td>
</tr>
<tr>
<td>WT 111</td>
<td>WT 111 Advanced Arc Welding Techniques</td>
<td>2</td>
</tr>
<tr>
<td>WT 97</td>
<td>WT 97 Work Experience in Welding</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Units: 12
Columbia College will confer an Associate in Arts, Associate in Science, or Associate in 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 Science Degree (Occupational Education) Degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce.

1. TOTAL UNITS: Satisfactory 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 unit courses do not count in the 60 unit requirement.

2. SCHOLARSHIP: A cumulative Grade Point Average of not less than 2.0 (C average) and no grade lower than C in major classes and General Education areas A.1, A.2, A.3 and B.4.

3. MAJOR: Satisfactory completion of any Associate Degree program of study. Students completing the degree majors will have completed at least 18 units in a single discipline or related discipline. (Title 5 section 55806). All courses in the major must be completed with a grade of 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 41 and 42. 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 at the time of their 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 63-69 for an alternative method to complete the General Education Requirements.

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

- ENG 1A, Reading and Composition: Beginning
- BUS 163, Business Mathematics, Math 100B, Algebra I: Second Half
- Or Math 101, Algebra I: Fundamentals, or any mathematics course of a higher level than Algebra I.

They may also be met through completion of a challenge examination with a grade of C or better.

6. INSTITUTIONAL REQUIREMENT: Two physical activity courses under Health & Physical Education are required. These courses are in addition to Area E of the General Education Breadth pattern.

Supplementary Notes

1. These requirements for graduation and General Education apply to Associate Degree and CSU transfer students entering Columbia College for the first time in Fall Semester 2002, and are valid through the 2005-06 academic year. Students continuously enrolled may continue to follow their older catalog, but those taking more than four years of continuous attendance to graduate must use graduation requirements not older than four years.

2. Request for Waiver or Substitution: Request for waiver or substitution of any graduation requirement must be petitioned to the Academic Requirements Review Committee.

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

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

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

6. Columbia College will automatically send a Lower Division General Education Certification when a student requests it.

Notice Of Intent To Graduate
The student must file a Notice of Intent to Graduate form with the Admissions & Records Office the semester prior to the semester in which completion of the graduation requirements is expected. The Notice of Intent to Graduate form may be obtained from the Admissions & Records Office or online at www.gocolumbia.org (connectColumbia). Graduation requirements may be completed during any college term, but diplomas are conferred only after Spring semester grades are finalized. It is strongly recommended that students see a counselor the semester prior to the term they graduate to review their progress toward fulfilling all requirements.

Transfer Requirements To A California State University
Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers. Full certification consists of not less than 39 semester units from Areas "A" through "E". In addition, the following transfer requirements and information apply (See pages 45-46, 63-69).

1. TOTAL UNITS: Satisfactory completion of 60 to 70 transferable semester units from courses numbered 1-199. 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 student plans to transfer. Transfer requirements vary from campus to campus within both CSU and UC systems. You are required to complete 60 transferable units in order to attain full junior status upon transfer. Contact a counselor for specific requirements relative to your transfer choice.

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

3. MAJOR: Satisfactory completion of lower division prerequisites for the BA/BS major listed in an articulation agreement or the catalog of the California State University transfer campus.
Graduation and Transfer Requirements

4. GENERAL EDUCATION BREADTH REQUIREMENTS:
Satisfactory completion of each Area of General Education "A" through "F" by choosing suitable courses from those listed under each Area on pages 45 and 46. 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 from a CSU campus or transfer to a UC campus. Students who do not expect to transfer may follow the requirements listed in the left-hand column.

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 (Pages 47-48) 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. 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 Education Certification when a student requests transfer to any CSU campus. The alternate General Education pattern, Intersegmental General Education Transfer Curriculum (IGETC), (See pages 47-48) may be used in lieu of the above GE Patterns 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 sent with a written request to the Admissions & Records Office. The IGETC Certification will be completed and sent to your transfer UC or CSU campus.

See the current catalog for additional information on AA/AS Degree and CSU Transfer Requirements.

GENERAL EDUCATION BREADTH REQUIREMENTS FOR COLUMBIA COLLEGE ASSOCIATE OF ARTS (AA) AND SCIENCE (AS) DEGREES & TRANSFER TO C.S.U.

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

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
Two courses required: one course from A.1 or A.2, and one course from B.1 or B.2.

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
Three courses required: one each from B.1, B.2, and B.4, including one laboratory course from B.3. Also acceptable in B.4: BUSAD 163, MATH 100B, MATH 101, and any higher mathematics course (must have a grade of C or higher in area B4).

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
Two courses required: one course from B.1 or B.2; and one course from B.4. Also acceptable in B.4: BUSAD 163, MATH 100B, MATH 101 and any higher mathematics course (must have a grade of C or higher in area B4).

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
One course required from C.1 or C.2.

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

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

FOR AA/AS* DEGREE:
Two courses required: one from C.1; and one from C.2.

FOR AA/AS* DEGREE:
Two courses required: one from C.1; and one from C.2.

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
One course required from C.1 or C.2.

FOR AA/AS* DEGREE:
Two courses required: one from C.1; and one from C.2.

FOR CSU TRANSFER**: Three courses required: one each from A.1, A.2, A.3 (must have a grade of C or higher in area A).

FOR AA/AS** DEGREE:
Three courses required: one each from A.1, A.2, A.3; and no fewer than nine units total from Area B (must have a grade of C or higher in area B4).

FOR CSU TRANSFER**:
Three courses required: one each from B.1, B.2, and B.4, including one laboratory (L) course from B.3; and no fewer than nine units total from Area B (must have a grade of C or higher in area B4).

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
Three courses required: one each from B.1, B.2, and B.3. Also acceptable in B.4: BUSAD 163, MATH 100B, MATH 101, and any higher mathematics course (must have a grade of C or higher in area B4).

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
Two courses required: one course from C.1 or C.2; and no fewer than nine units total from Area C (must have a grade of C or higher in area C).

FOR CSU TRANSFER**: Three courses required: one each from A.1, A.2, A.3; and no fewer than nine units total from Area A.

FOR CSU TRANSFER**: Three courses required: one each from B.1, B.2, and B.3; and no fewer than nine units total from Area B.4.

FOR CSU TRANSFER**:
Three courses required: one each from B.1, B.2, and B.3; and no fewer than nine units total from Area B.4.

FOR CSU TRANSFER**: Three courses required: one each from B.1, B.2, and B.3; and no fewer than nine units total from Area B.4.
General Education Breadth Requirements

For AA/AS* Degree:

Two courses required: one from HIST 16, 17 or POLSC 10, and one course from Dl-D6. Also acceptable in D: JRNAL 1 and HIST 55.

Area D. Social, Political and Economic Institutions and Behavior:

Area D1. Anthropology, Archaeology
ANTH 1, 2, 3, 10, 15*
Area D2. Economics
ECON 10, 11, AP
Area D3. Ethnic Studies
ANTH 15, HIST 20, SOCIO 5, SPCOM 5
Area D4. Gender Studies
ANTH 7, HIST 21, SOCIO 7
Area D5. Geography
GEOG 12, 18
Area D6. History
HIST 13, 14, 16, 17, 20, 21, AP
Area D7. Interdisciplinary, Social or Behavioral Science
CHIL 23, NART 1
Area D8. Political Science, Government and Legal Institutions
POLSC 10, 12, 14, AP
Area D9. Psychology
PSYCH 1, PSYCH 1, 20, 35, AP*
Area D10. Sociology and Criminology
SOCIO 1, 2, 5*

* Childl or Psych 20 or 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 Degree:

Two courses required: one course from HIST 16, 17 or POLSC 10 and one course from D1-D6. Also acceptable in D: JRNAL 1 and HIST 55.

Area E. Lifelong Understanding and Self-Development:

Biol 30
Child 1
Guide 1
H-HP 5, 6A, 6B, 60, 65
JRNAL 10
Psych 5, 10, 20, 30, 35
SOCIO 12, 28

For CSU Transfer**:

Three courses required: POLSC 10 and HIST 16 or 17, and one course from Areas D1-D6.

IGETC - 2005-06

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM FOR TRANSFER TO THE UNIVERSITY OF CALIFORNIA AND THE CALIFORNIA STATE UNIVERSITY

Full completion of the Intersegmental General Education Transfer Curriculum - IGETC will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to satisfy specific campus lower-division general education requirements. It should be noted that completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of these systems prior to transfer. The IGETC is an alternative General Education Pattern for transfer to the CSU and UC systems. Depending upon the major and/or the campus of choice, some students may be better served by taking courses which fulfill the CSU General Education Breadth Requirements listed on pages 45-46 of this catalog or those listed in the CSU or UC campus of choice catalog. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

The course requirements for all areas must be fully completed with a grade of C or better before the IGETC can be certified. A student must request an IGETC Certification from the Admissions & Records Office. Certification will be sent after the last semester is completed at Columbia College. Courses taken from the IGETC List at another community college will be used in the final certification. Advanced Placement Examination credit may be used in some, but not all areas.

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: (One course, three semester units.)
  SPCOM 1
  (Or course from other college)

Area 2: Mathematical Concepts and Quantitative Reasoning: (One course, three semester units.)

- 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; INDIS 1; PHILO 1, 4, 25;
  SPAN 1B, 2A, 2B
  (Or course from other college or AP)

See pages 42-43 for additional information on Graduation Requirements and pages 43-44 for additional CSU graduation requirements. Two physical activity courses under Health & Human Performance are required for graduation.

For CSU transfer, see page 66 for specific information on Advanced Placement (AP) credit.
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*, SPCCOM 5  
- AREA 4D: GENDER STUDIES: ANTHR 7, HIST 21, SOCIO 7  
- AREA 4E: GEOGRAPHY: GEOGR 12, 18  
- AREA 4F: HISTORY: HIST 11, 13, 14, 16*, 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: PSYC 1, 5, 10, 35  
- 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)**, 11 (L), 20**; ESCI 5 (L), 10, 30, 40, 50, 62; GEOGR 15; PHYS 1**, 4A (L), 4B, 5A (L), 5B (L)  
- 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 colleges 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.

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

Associate In Arts Degree  
Pages 50-53
Fine Arts  
Emphasis in Art  
Emphasis in Photography  
Health and Human Performance  
Language Arts  
Emphasis in English  
Emphasis in Speech Communication  
Liberal Studies  
Mathematics  
Music  
Transfer Degree

Associate In Science Degree  
Pages 54-58
Allied Health  
Business  
Emphasis in Business Administration (Occupational)  
Emphasis in Business Administration (Professional)  
Child Development  
Computer Science  
Fire Technology  
Wildland/Urban Interface Fire Management  
Forestry  
Hospitality Management  
Emphasis in Culinary Arts  
Emphasis in Hotel Management  
Emphasis in Restaurant Management  
Natural Resources  
Science  
Emphasis in Biology  
Emphasis in Earth Science  
Emphasis in Environmental Science  
Emphasis in General Science  
Emphasis in Physical Science  
Transfer Degree
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 pages 45-46.

FINE ARTS

Emphasis in Art

Acceptable Courses Within Major: Required Units:

A. Twelve (12) units required from this section
   Art 1 Basic Freethand 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: Renaissance, Baroque and Modern (3)
   Art 21A Painting: Beginning (2-3)
   Art 23A Watercolor: Beginning (2-3)
   Art 25 Mixed Media Painting (3)
   Art 31 Ceramics: Introduction (1-3)
   Art 71 Introduction to Ceramic Sculpture (2-3)
   Art 40 Photography: Beginning (4)
   Art 48 Special Topics in Photography (1-4)
   H-HP 20 Dance Dance Survey (3.5)
   H-HP 23A Dance, Contemporary (5-3.5)
   C. Three (3) units required from this section
   Engl 10 Creative Writing (3)
   Engl 11 Film Appreciation (3)
   Music 1 Music Fundamentals (2)
   Music 2 Introduction to Music (3)
   Music 10 Survey of Music History and Literature (3)
   Music 30A Introduction to Music Theory (3)
   Any Music 30-70 Course (1-5.5)

Total Required Units 18

Emphasis in Photography

Acceptable Courses Within Major: Required Units:

A. Art 40 Photography: Beginning 4
   plus six (6) units from this section 6
   Art 2 Basic Color and Design (2-3)
   Art 41 Intermediate Photography (3)
   Art 42 Color Photography (3)
   B. Six (6) units required from this section
   Art 1 Basic Freethand Drawing (2-3)
   Art 9A Life Drawing: Beginning (2-3)
   Art 21A Painting: Beginning (2-3)
   Art 23A Watercolor: Beginning (2-3)
   Art 25 Mixed Media Painting (3)
   C. Three (3) units required from this section
   Art 11 History of Art (3)
   Art 12 History of Art (3)
   Art 45 Field Photography (1-2)
   Art 48 Special Topics in Photography (1-4)
   Engl 11 Film Appreciation (3)

Total Required Units 19

LANGUAGE ARTS

Emphasis in English

Acceptable Courses Within Major: Required Units:

Eighteen (18) units from any combination of the courses listed under Section B, or A through D as follows:

A. Engl 18 Reading and Composition Advanced 3
   Engl 1C Critical Reasoning/Writing (3)
   Engl 10 Creative Writing (3)
   Engl 11 Film Appreciation (3)
   Engl 17 American Literature (3)
   Engl 18 American Literature (3)
   Engl 46 Survey of English Literature (3)
   Engl 47 Survey of English Literature (3)
   Engl 49 California Literature (3)
   Engl 50 Introduction to Shakespeare (3)
   Engl 51 Introduction to Journalism (3)
   B. Three (3) units required from this section 3
   Drama 20 Oral Expression and Interpretation (3)
   Spcom 1 Fundamentals of Speech (3)
   Spcom 2 Argumentation (3)
   C. Three (3) units required from this section 3
   Drama 22 Readers' Theatre (3)
   Drama 23 Readers' Theatre (3)
   Drama 43 Acting-Directing (3)
   Drama 44 Advanced Acting Projects (1-3)
   Drama 45 Improvisation (3)
   H-HP 20 Dance Survey (1.5)
   H-HP 27 Chorography (3)
   Music 2 Introduction to Music (3)
   Music 10 Survey of Music History and Literature (3)
   Music 11 Survey of Music History and Literature (3)
   Music 12 Survey of Jazz and Popular Music (3)
   Music 31A Elementary Piano (1.5)
   Music 31B Elementary Piano (1.5)
   Music 49 Beginning Guitar (1.5)
   Music 60 Choir (1)
   Music 65 Theatre Production: Music Emphasis (1)
   Music 69 Madrigal Ensemble (1)
   Music 70 College Band (1)
   Music 76 Community Orchestra (1)
   A2. Humanities three (3) units required from this section
   Engl 18 Reading and Composition: Advanced (3)
   Engl 11 Film Appreciation (3)
   Engl 17 American Literature (3)
   Engl 18 American Literature (3)
   Engl 47 Survey of English Literature (3)
   Engl 49 California Literature (3)

HEALTH AND HUMAN PERFORMANCE

Acceptable Courses Within Major: Required Units:

A. Nine (9) units required from this section
   H-HP 6A Lifetime Fitness (3)
   H-HP 6B Health and Fitness Education (3)
   H-HP 6D Safety and First Aid Education (2)
   Biol 50 Nutrition (3)
   B. Eight (8) units required from this section
   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

RECOMMENDED PROGRAMS

LIBERAL STUDIES

Acceptable Courses Within Major: Required Units:

A. Arts and Humanities six (6) units required
   A1. Three (3) units required from this section
      Art 9A Life Drawing: Beginning (2-3)
      Art 9B Life Drawing: Beginning (2-3)
      Art 11 History of Art: Ancient and Medieval (3)
      Art 12 History of Art: Renaissance, Baroque, Modern (3)
      Art 13 Art of Africa, Asia, and the Americas (3)
      Art 21A Painting: Beginning (2-3)
      Art 21B Painting: Intermediate (2-3)
      Art 31 Ceramic: Introductory (1-3)
      Art 32 Ceramics: Advanced (1-3)
      Drama 10 Introduction to the Theatre (3)
      Drama 20 Oral Expression and Interpretation (3)
      Drama 22 Introduction to Reader's Theatre (3)
      Drama 42 Acting Fundamentals (1-3)
      Drama 43 Acting-Directing (3)
      Drama 44 Advanced Acting Projects (1-3)
      Drama 45 Improvisation (3)
      H-HP 20 Dance Survey (1.5)
      H-HP 27 Choreography (3)
      Music 2 Introduction to Music (3)
      Music 10 Survey of Music History and Literature (3)
      Music 11 Survey of Music History and Literature (3)
      Music 12 Survey of Jazz and Popular Music (3)
      Music 31A Elementary Piano (1.5)
      Music 31B Elementary Piano (1.5)
      Music 49 Beginning Guitar (1.5)
      Music 60 Choir (1)
      Music 65 Theatre Production: Music Emphasis (1)
      Music 69 Madrigal Ensemble (1)
      Music 70 College Band (1)
      Music 76 Community Orchestra (1)
      A2. Humanities three (3) units required from this section
      Engl 18 Reading and Composition: Advanced (3)
      Engl 11 Film Appreciation (3)
      Engl 17 American Literature (3)
      Engl 18 American Literature (3)
      Engl 47 Survey of English Literature (3)
      Engl 49 California Literature (3)
### MUSIC

#### Acceptable Courses Within Major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Required Units</th>
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<td>MUSC 22</td>
<td>Programming Concepts &amp; Methodology I (4)</td>
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<tr>
<td>MUSC 24</td>
<td>Programming Concepts &amp; Methodology II (4)</td>
<td>4</td>
</tr>
<tr>
<td>MUSC 30</td>
<td>Personal and Social Adjustment (3)</td>
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</tr>
<tr>
<td>MUSC 32</td>
<td>Sociology of the Family (3)</td>
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<td>MUSC 33</td>
<td>Ethnicity &amp; Ethnic Relations in America (3)</td>
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<td>MUSC 34</td>
<td>Gender, Culture, and Society (3)</td>
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<td>MUSC 36</td>
<td>Community Orchestra (1)</td>
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<td>MUSC 37</td>
<td>Jazz Ensemble (1)</td>
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<td>MUSC 38</td>
<td>Community Choir (1)</td>
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<td>Music for Voice (1)</td>
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#### 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.

D. Competence in reading, in written expression and in mathematics demonstrated by completing the following classes with a "C" or better.

1. Math 100B, Algebra 1: Second Half
3. 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:

1. California State University transfers: (30 units)
   - Complete the California College Pattern of General Education for CSU Transfer listed in Column IV on pages 45-46 of the Catalog.

2. Complete the Columbia College IGETC (Intergeneral General Education Transfer Curriculum) pattern listed on pages 47-48 of the Catalog.

3. University of California transfers: (30 units total)
   - Complete the Columbia College IGETC (Intergeneral General Education Transfer Curriculum) pattern listed on pages 47-48 of the Catalog.

4. University of the Arts transfers: (20 units total)
   - Complete the university campus of your choice.

5. University of California transfers: (20 units total)
   - Complete the university campus of your choice.

6. University of California transfers: (20 units total)
   - Complete the university campus of your choice.

### 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 45-46.

ALLIED HEALTH

Acceptable Courses Within Major: Required Units:
A. Eight (8) units required from this section ......... 8
B. Four (4) units required from this section .......... 4
C. Seven (7) units required from this section ....... 7

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

BUSINESS

Emphasis in Business Administration (Occupational)

Acceptable Courses Within Major: Required Units:
A. Fifteen (15) units required from this section ..... 15
B. Eight (8) units required from B1 or B2 ............ 8

Total Required Units .................. 23

EMPHASIS IN BUSINESS ADMINISTRATION

(Professional)

Acceptable Courses Within Major: Required Units:
Busad 1A Principles of Accounting .............. 4
Busad 18 Principles of Accounting .............. 4
Busad 20 Business Law ................................ 4
Busad 24 Human Relations in Organizations .... 3
Cmpsc 3 Operating Systems ....................... 3
Cmpsc 30 Financial Workshops 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: Required Units:
Child 1 Principles of Child Development .......... 3
Child 2 Observing & Recording Behavior ......... 3
Child 3 Practices in Child Development ......... 3
Child 7 Child Health and Safety .................. 1
Child 8 Creative Activities in the Arts ............ 2
Child 12 Creative Activities in Math .......... 2
Child 13 Creative Activities in Science .......... 2
Child 16 Practicum .................................. 3
Child 22 Child, Family, Community .......... 2
Child 30 Child Care/Nursery School Administration 3
Child 105 Creative Activities in Child Nutrition .. 2

Total Required Units .................. 28

COMPUTER SCIENCE

Required Courses Within Major: Required Units:
Cmpsc 21 UNIX Operating System ................. 3
Cmpsc 22 Programming Concepts & Methodology I 4
Cmpsc 24 Programming Concepts & Methodology II 4
Cmpsc 28 Visual Basic Programming .......... 3
Cmpsc 33 Database Management .................. 4
Math 18A Calculus I: Differential Calculus .... 3
Math 188 Calculus II: Integral Calculus .......... 3

Total Required Units .................. 29

EMERGENCY MEDICAL SERVICES

Required Courses Within Major: Required Units:
EMS 4 Emergency Medical Technician Training .... 7
EMS 12 Pre-Paramedic Training .................. 6
Biol 10 Human Anatomy and Physiology ...... 4
Biol 50 Human Physiology .......................... 4
EMS 13 Advanced First Aid/Emergency Care ... 3
EMS 157 First Responder Training ................ 3
EMS 165 Conver, Med. Spanish for Emergency Health 3
Math 02 Elements of Statistics .................. 3

Total Required Units .................. 28

EMPHASIS IN BUSINESS ADMINISTRATION

(Professional)

Acceptable Courses Within Major: Required Units:
Busad 1A Principles of Accounting .......... 4
Busad 18 Principles of Accounting .......... 4
Busad 20 Business Law ......................... 4
Busad 24 Human Relations in Organizations ... 3
Cmpsc 3 Operating Systems ..................... 3
Cmpsc 30 Financial Workshops on Computers ... 3
Econ 10 Principles of Economics .............. 4
Econ 11 Principles of Economics .............. 4

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

ENGLISH

Required Courses Within Major: Required Units:
Busad 24 Human Relations in Organizations .... 3
Cmpsc 3 Operating Systems ...................... 3
Cmpsc 30 Financial Workshops on Computers ... 3
Econ 10 Principles of Economics .............. 4
Econ 11 Principles of Economics .............. 4

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

FORESTRY

Acceptable Courses Within Major: Required Units:
A. Eleven (11) units required from this section .... 11

Total Required Units .................. 22

Transfer-oriented students should see a counselor for additional required coursework in Arbor, Biol, Calius, Chem, Cmpsc, ESC, Econ, Geogr, Math, Phys, and Stats.

HOSPITALITY MANAGEMENT

Emphasis in Culinary Arts

Required Courses Within Major: Required Units:
Hmgmt 102 Introduction to Hospitality Careers & Human Relations ......... 3
Hmgmt 104 Hospitality Laws and Regulations .... 3
Hmgmt 120 Safety & Sanitation ................. 1
Hmgmt 122 Restaurant Math ...................... 1
Hmgmt 152 Nutrition for Chefs ................. 2
Hmgmt 158 Kitchen Management ................. 2
Hmgmt 133A Introduction to Commercial Food Preparation .... 3
Hmgmt 133B Commercial Food Preparation .... 3
Hmgmt 134 Commercial Baking: Beginning ... 2.5
Hmgmt 136 Dining Room Service and Management .... 2
Hmgmt 140 Contemporary Cuisine .......... 3.5
Hmgmt 141 Restaurant Desserts ................. 2
Hmgmt 142 Card Game Ringer ................. 1
Hmgmt 146 Dining Room Service and Management .... 2
Hmgmt 147 Beverage Management ................. 2
Hmgmt 148 Introduction to Wine ................. 2
Hmgmt 150 Culinary Arts Internship .......... 2

Total Required Units .................. 36.5

Wildland/Urban Interface

Fire Management

Cmpsc 1 Computer Concepts and Information Systems .... 4
Math 104 Algebra II: Modeling .................. 5
Cmpsc 59 G.I.S. & GPS ................. 1
Fire 1-99 Fire Technology Courses .............. 4.5
Weing 96 Cooperative Work Experience ...... 2
Fire 212 Fire Operations in the Urban Interface ... 1.5

Total Required Units .................. 18

Columbia College 2005-06 Catalog

Columbia College 2005-06 Catalog
### Emphasis In Hotel Management

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<th>Required Units:</th>
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<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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<td>Hpmgt 152 Restaurant Planning</td>
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<tr>
<td>Busad 1A Principles of Accounting</td>
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<tr>
<td>Busad 160 Basic Accounting</td>
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<tr>
<td>Busad 16A Small Business Accounting</td>
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Total Required Units: 19

Recommended Optional Courses:
- Busad 163 Business Mathematics | 4
- Oftec 5 Electronic Printing Calculators | 1
- Oftec 131 Office Procedures and Technology | 3

### Emphasis In Restaurant Management

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<tr>
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<td>Hpmgt 104 Hospitality Laws and Regulations</td>
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<td>Hpmgt 120 Safety &amp; Sanitation</td>
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<td>Hpmgt 128 Kitchen Management</td>
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<td>Hpmgt 133A Introduction to Commercial Food Preparation</td>
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<tr>
<td>Hpmgt 133B Introduction to Professional Food Preparation</td>
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<td>Oftec 131 Office Procedures and Technology</td>
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</table>

Total Required Units: 36.5

### NATURAL RESOURCES

#### Acceptable Courses Within Major: Required Units:

- A. Twelve-Fourteen (12-14) units required from this section...
- B. Eight (8) units required from this section...
- C. Four (4) units required from this section...
- D. Two (2) units required from this section...
- E. Completion of Associate Degree course requirements as be completed in residence.
- F. Eight (8) units required from this section...
- G. Ten (10) units required from this section...

### Emphasis In Earth Science

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<td>C. Four (4) units required from this section</td>
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<tr>
<td>D. Four (4) units required from this section</td>
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<tr>
<td>E. Completion of Associate Degree course requirements as outlined below</td>
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| SCIENCE |

#### Emphasis In Biology

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</tr>
<tr>
<td>C. Four (4) units required from this section...</td>
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</tr>
<tr>
<td>D. Two (2) units required from this section...</td>
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Total Required Units: 22

### Emphasis In General Science

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<td>D. Four (4) units required from this section...</td>
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<tr>
<td>E. Completion of Associate Degree course requirements as outlined below</td>
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</tr>
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</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.
- D. Competence in reading, in written expression and in mathematics demonstrated by completing the following courses with a "C" or better:
  - Engl 1A, Reading and Composition: Beginning
  - Busad 163, Business Mathematics, OR
  - Math 100B, Algebra I: Second Half, OR
  - Math 101, Algebra I: Fundamentals, OR
  - Any mathematics course of a higher level than Algebra I.

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

#### 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:
  - Engr 1A, Reading and Composition: Beginning
  - Busad 163, Business Mathematics
a. California State University transfers: (30 units)
   • Complete the Columbia College Pattern of General Education for CSU Transfer listed in
     Column IV on pages 45-46 of the Catalog.
   • Complete the Columbia College IGETC (Interssegmental General Education Transfer
     Curriculum) pattern listed on pages 47-48 of the Catalog.

b. University of California transfers: (30 units total)
   • Complete the Columbia College IGETC (Interssegmental General Education Transfer
     Curriculum) pattern listed on pages 47-48 of the Catalog or see your counselor for the
     individual breadth pattern for the campus of your choice.

c. 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, even though some courses in the ASOE
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 45-46.

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

Required Courses:
- AT 100 Introduction to Automotive Technology 2

Total Required Units: 2

Automotive Service Technician

Required Courses:
- AT 97 Work Experience in Automotive Technology 4
- AT 100 Introduction to Automotive Technology 2
- AT 102 Engine Repair 5
- AT 103 Practical Laboratory 0.5
- AT 110 Automotive Electrics I 5
- AT 111 Engine Performance I 6
- AT 112 Heating and Air Conditioning 3
- AT 120 Suspension and Steering 3
- AT 121 Automotive Braking Systems I 2
- AT 122 Manual Drive Train and Axles 3
- AT 130 Automotive Electrics I 2
- AT 131 Engine Performance II 3
- AT 132 Automatic Transmissions and Transaxes 3
- AT 165 Clean Air Car Course 4

Total Required Units: 41.5-42.5

Recommended Optional Course:
- WT 100 Introduction to Welding 3

MANAGEMENT

Required Courses:
- Busad 18 Principles of Accounting 4

Total Required Units: 4

Recommended Optional Courses:
- Busad 60 Principles of Management 3

RETAILING

Required Courses:
- Busad 18 Business Law 4

Total Required Units: 4

RECOMMENDED OPTIONAL COURSES:
- Busad 97 Work Experience (AutoCAD or GIS) minimum 4

COMPUTER SCIENCE

Required Courses:
- Cmpsc 3 Programming Concepts & Methodology I 4

Total Required Units: 41-41
### REQUIRED COURSES

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Total Required Units: 40-45

### RECOMMENDED OPTIONAL COURSES:
- OfSc 100 Computer Keyboarding I
- OfSc 110 Computer Keyboarding II

### HOSPITALITY MANAGEMENT - CHEF

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Total Required Units: 34.5

### DINNER LINE COOK

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Total Required Units: 30.5

### HOTEL MANAGEMENT

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Total Required Units: 23

### HUMAN SERVICES

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Total Required Units: 33

### PANTRY & DESSERT CHEF

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Total Required Units: 33

### RESTAURANT MANAGEMENT

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Total Required Units: 30.5

### NATURAL RESOURCES

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Total Required Units: 34-38

### NATURAL RESOURCES TECHNOLOGY

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<td>NatSc 3</td>
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<td>NatSc 50</td>
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</table>

Total Required Units: 40-45

### RECOMMENDED OPTIONAL COURSES:
- OfSc 100 Computer Keyboarding I
- OfSc 110 Computer Keyboarding II
### 1. Administrative Assistant

**Required Courses:**
- Oftec 97 Work Experience
- Oftec 105 Electronic Printing Calculators
- Oftec 120 Computer Keyboarding III
- Oftec 121 Machine Transcription
- Oftec 125 Records Management and Filing Applications
- Oftec 130 Business English
- Oftec 131 Office Procedures and Technology
- Oftec 132 Business Communications
- Oftec 140 Beginning Word Processing
- Oftec 141 Intermediate Word Processing
- Busad 161A Small Business Accounting
- Busad 40 Principles of Management
- Busad 163 Business Mathematics
- Cmpsc 155 Access
- Cmpsc 10 Introduction to the Internet
- Cmpsc 11 Presentations Using Computers and Multimedia
- Busad 25 Group Project
- Guide 25 Job Search & Interviewing Strategies

**Total Required Units:** 40.5

**Recommended Optional Courses:**

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<td>Busad 112</td>
<td>2</td>
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<tr>
<td>Guide 25</td>
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</tr>
</tbody>
</table>

**Total Required Units:** 37

### 2. Medical Office Specialist

**Required Courses:**
- Oftec 50 Medical Terminology
- Oftec 120 Computer Keyboarding III
- Oftec 130 Business English
- Oftec 140 Beginning Word Processing
- Oftec 141 Intermediate Word Processing
- Oftec 153A Beginning Medical Transcription
- Oftec 158B Beginning Medical Transcription
- Oftec 154 Radiology Transcription
- Oftec 155 Cardiology Transcription
- Oftec 156 Orthopedic Transcription
- Oftec 157 Gastroenterology Transcription
- Oftec 158 Pathology Transcription
- Oftec 159 Surgery Transcription
- Cmpsc 1 Computer Concepts & Information Systems
- Cmpsc 2 Business Communications
- Cmpsc 3 Business Writing
- Cmpsc 4 Business Math
- Cmpsc 11 Presentations Using Computers and Multimedia
- Cmpsc 155 Access
- Busad 138 Excel Spreadsheets
- Busad 163 Business Mathematics
- Busad 25 Group Project
- Guide 25 Job Search & Interviewing Strategies

**Total Required Units:** 24.5

### 3. Medical Transcription

**Required Courses:**
- Oftec 97 Work Experience
- Oftec 105 Electronic Printing Calculators
- Oftec 110 Computer Keyboarding II
- Oftec 125 Records Management & Filing Applications
- Oftec 130 Business English
- Oftec 131 Office Procedures & Technology
- Oftec 132 Business Communications
- Oftec 140 Beginning Word Processing
- Oftec 141 Intermediate Word Processing
- Cmpsc 10 Introduction to the Internet
- Cmpsc 11 Presentations Using Computers and Multimedia
- Cmpsc 155 Access
- Busad 138 Excel Spreadsheets
- Busad 163 Business Mathematics
- Busad 25 Group Project
- Guide 25 Job Search & Interviewing Strategies

**Recommended Optional Courses:**

<table>
<thead>
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<th>Course</th>
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<tbody>
<tr>
<td>Oftec 120</td>
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<tr>
<td>Cmpsc 1 Computer Concepts &amp; Information Systems</td>
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</table>

**Total Required Units:** 37

### 4. Office Assistant

**Required Courses:**
- Oftec 97 Work Experience
- Oftec 105 Electronic Printing Calculators
- Oftec 110 Computer Keyboarding II
- Oftec 125 Records Management & Filing Applications
- Oftec 130 Business English
- Oftec 131 Office Procedures & Technology
- Oftec 132 Business Communications
- Oftec 140 Beginning Word Processing
- Oftec 141 Intermediate Word Processing
- Cmpsc 10 Introduction to the Internet
- Cmpsc 11 Presentations Using Computers and Multimedia
- Cmpsc 155 Access
- Busad 138 Excel Spreadsheets
- Busad 163 Business Mathematics
- Busad 25 Group Project
- Guide 25 Job Search & Interviewing Strategies

**Total Required Units:** 37

### 5. 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, East Bay
- California State University, Fresno
- California State University, Fullerton
- California State University, Long Beach
- California State University, Los Angeles
- California Maritime Academy
- California State University, Monterey Bay
- California State University, Northridge
- California State 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
- Humboldt State University
- San Diego State University
- San Francisco State University
- San Jose State University
- Sonoma State University

#### CSU Admission

As an Undergraduate Transfer (Transfer Requirements)

- You are 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 have completed at least 60 transferable semester (90 quarter) units and meet the requirements listed below based on your high school graduation date.

#### Requirements

- 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 (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 and mathematics 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.
Transferring

Transcripts

Transcripts must be received in sealed envelopes from all colleges attended. You should keep personal copies of all transcripts and test scores for academic advising sessions. If you apply to more than one campus, be sure that your application will be forwarded in the back of the CSU application booklet. You should review program descriptions in campus catalogs available on each campus to help you select an appropriate major.

Immunization

Students transferring without high school graduation or transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit must be determined by the college or university transcripts.

Test Scores

Freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit must submit scores, unless exempt from either the Scholastic Assessment Test (SAT I) or the American College Testing Program (ACT). If you are applying to an impacted program and are required to submit test scores, you should take the test no later than early December if applying for fall admission or no later than November if applying to San Luis Obispo. Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT I or ACT are available from high school or college counselors or from a CU campus testing office. You may write to or call:

The College Board

SAT I, Registration Unit

P.O. Box 592

Princeton, NJ 08541

609.771.7888

American College Testing Program

ACT Registration Unit

P.O. Box 168

Iowa City, IA 52240

319.337.1270

TOEFL Requirement

All undergraduate applicants, regardless of citizenship, who have not attended schools at the secondary level or above for at least three years from the time 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 (Entry Level Mathematics Test—ELM) as soon as possible after they are admitted. These are not admission tests but determine eligibility to enroll in specific courses. Completion of specified English and mathematics courses taken at the community college level may exempt you from these tests.

Immunization

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

Health Screening

Students admitted to California Maritime Academy will be required to have a complete physical examination prior to entry to determine qualifications for a merchant marine license. Cal Maritime will provide the necessary physical examination for students with physical examination forms. Select one major at each campus that is offered. Students may apply only in an alternate major that is not impacted.

EDUCA TIONAL 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 standards for admission as freshmen, as well as those who qualify for regular admission, if they have a history of low income and need both academic and financial assistance.

If you wish to be considered for admission to EOP, you must submit the completed forms included in the EOP Information and Supplementary Application booklet. The EOP application is available at each CSU campus EOP office and the California Community College EOP/WS Office. Submission of an EOP application which results in ineligibility will delay processing of your application for regular admission.

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 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 an alternate campus, be sure that your major or alternate major is offered at that campus.

Because the number of EOP places is limited, you should file your application forms early in the filing period to improve the chance of admission. 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.

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 (for TOEFL section), financial resources, and academic performance are all important considerations. Official academic records from foreign institutions must be on file at least forty-five days before the deadline for application to a campus. If CSU must assess the academic preparation, financial resources, and academic performance of foreign applicants, the foreign applicant is recommended to file more than one application to a CSU campus. If you are uncertain about your major, you may indicate on the application that you are uncertain about what field to pursue. There are advising and information resources available on each campus to help you select an appropriate major.

Impacted Programs

The CSU has designated major items as impacted programs when more applications are received in the first month of the filing period than can be accommodated.

Some majors are impacted at every campus where they are offered; others may be impacted at some campuses. Applicants to impacted majors must file an application for admission during the first month of the filing period and will be subject to supplementary admission criteria. If you apply by mail, the postmark will determine if you filed in the first month. Priority for admission to impacted programs is given to California residents.

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

Last year, several programs were impacted at every CSU campus offering the programs. If you apply to one of these programs and are not admitted, you can apply to the next campus only in an alternate major that is not impacted.
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. 959, 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.

### University of California Transfer Requirements

The University of California system has established the following requirements for applicants who wish to enter the University as an upper division student.

### University of California, Berkeley

- **Economics:** Microeconomics 3
- **English:** English Language & Comp 3
- **French:** French Language 3
- **German Language**
- **History:** European History 3
- **History:** United States 3
- **Latin:** Latin Literature 3
- **Mathematics:** Calculus AB 3
- **Music Theory**
- **Physics B**
- **Physics C (mechanics)**
- **Psychology**
- **Spanish:** Spanish Language 3
- **Spanish:** Spanish Literature 3
- **Statistics**
- **Supplementary Admission Criteria**
- Students must have scored 3, 4, or 5 on the AP examinations 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. 959, 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.

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<td>Chemistry</td>
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<tr>
<td>Economics: Microeconomics</td>
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</tr>
<tr>
<td>English: English Language &amp; Comp</td>
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<tr>
<td>Economics: Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>English: English Language &amp; Comp</td>
<td>3</td>
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<td>History: European History</td>
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<td>History: United States</td>
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<td>3</td>
</tr>
<tr>
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<td>Physics C (electricity and magnetism)</td>
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<td>Psychology</td>
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<tr>
<td>Spanish: Spanish Language</td>
<td>3</td>
</tr>
<tr>
<td>Spanish: Spanish Literature</td>
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</table>

### University of California, Berkeley

- **Economics:** Microeconomics 3
- **English:** English Language & Comp 3
- **French:** French Language 3
- **German Language**
- **History:** European History 3
- **History:** United States 3
- **Latin:** Latin Literature 3
- **Mathematics:** Calculus AB 3
- **Music Theory**
- **Physics B**
- **Physics C (mechanics)**
- **Psychology**
- **Spanish:** Spanish Language 3
- **Spanish:** Spanish Literature 3
- **Statistics**

### Selection of 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 to your home or those mentioned more frequently in the news. However, you should consider taking 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 not admitted to your first choice.

You may apply to some schools or colleges at all of the campuses using the Undeclared, Undecided 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.

### 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 list your courses or 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 transferrable semester units. (See also UC Transferable Course Agreement on page 69 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 74-78.) 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, and SAT I or ACT 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.

### Selection of Campuses and Programs

The selection criteria for each academic year described in the UC publication Introducing the University...
the end of the fall semester (typically late January) and the beginning of the winter quarter (early January) overlap. Therefore, you often cannot transfer to the University for the winter quarter if you enroll in a community college or other institution with a fall semester that does not end prior to January 1.

For California Residents

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

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

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

3. If you were not eligible for admission to the UC when you graduated from high school, you must complete a minimum of 90 quarter units or 60 semester units of transferrable college credit with a grade point average of at least 2.4, and satisfy either (b) or (c) as follows:

   a. Complete a minimum of 90 quarter units or 60 semester units of transferrable college credit with a grade point average of at least 2.4, and satisfy either (b) or (c) as follows.

   b. Take college courses in the subjects you are missing and earn a grade of C or better in each course. (The University will not accept high school courses except in mathematics and English.)

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

Nonresidents

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

Articulation System

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 online access to every AS and TAA agreement. You can use ASSIST to help you determine if you will receive credit for courses you have already taken and how those courses apply to general education (IGETC or CSU GE Breadth), major preparation requirements and elective credit.

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM

The California Articulation Number (CAN) System identifies many transferable, lower-division, major preparation coursework 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 currently 125 CAN courses and campuses participating in the CAN System.

As a prospective transfer student, it is important to become familiar with CAN. A CAN catalog of comparable CAN courses and campuses participating in the CAN System can be found online and can be printed out for future reference.

Columbia College’s CAN Articulation System

Columbia College articulates many other courses with many colleges and universities (public and private), in addition to those on the above list. See course descriptions for (UC/CSU) transfer designations and check the Transfer Center or with a counselor for articulation agreements. Updated information can be obtained from www.canyesystem.org.

Transfer Admission Agreement (TAA)

Columbia College has available guaranteed admission agreements with the University of California campuses at Davis, Riverside, Santa Cruz, Santa Barbara and Sonoma State University. The purpose of the TAA is to guarantee students to 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 to completion of 30 transferrable units to enrollment in the four-year university or college to which the student is transferring and cannot be used for any term other than the one indicated in the signed agreement. If you plan to transfer to any one of these four campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Agreement process. There are strict deadlines for students to transfer to the University of California at Davis at this time and TAA’s may not be available for all quarters/semesters of the academic year.

UNIVERSITY OF CALIFORNIA

Transferable Course Agreement (TCA)

The Transferable Course Agreement (TCA) is a list of comparable courses and campuses participating in the CAN System. A CAN catalog of comparable CAN courses and campuses participating in the CAN System can be found online and can be printed out for future reference.

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Additional courses might have qualified for 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 (public and private), in addition to those on the above list. See course descriptions for (UC/CSU) transfer designations and check the Transfer Center or with a counselor for articulation agreements. Updated information can be obtained from www.canyesystem.org.

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COURSE 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.

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
(CSU/UC) — Transfer to both systems
(CSU*) and (UC*) — Transfer credit limited. See a counselor.

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

California Articulation Number System (CAN)

Columbia College participates in the California Articulation Number (CAN) System. An explanation of CAN-designated courses can be found on pages 68-69.

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 24 for important prerequisite information.

Courses Not Listed in the Catalog

1. Non-Credit Courses (Community Education)

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. Some of these are listed on page 133 of the catalog. Others are offered either through Continuing Education or Community Services sponsorship. Non-credit courses cannot be applied toward fulfilling graduation, transfer, or vocational education programs, but such courses do provide information and/or training on a variety of topical subjects.

2. 70/170 Courses: Special Topics

Instruction is offered in a variety of special topics within broader discipline areas (such as child development). Lecture and/or laboratory hours, units of credit, repeatability, and 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 history) is treated with in-depth study. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. Note that 98/198 courses may be repeated for credit with different topics only. For UC campuses, these courses may transfer for elective or other credit and will not fulfill requirements unless pre-authorized. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.

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 26 for conditions, limitations.) For UC campuses, these courses may transfer as electives or other credit as pre-authorized by the transfer school. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.

Course Repetition

Courses may be repeated for credit only if: (1) the student has received a substandard grade (D, F, or NC) or (2) the course is approved as repeatable by the College Curriculum Committee and is so identified in this catalog. See page 25 for more information.

Credit Value

The number after the course indicates the unit credit value of the course. Courses listed in this catalog are described in semester units. One quarter unit equals .667 semester units.

Field Trips

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

Honors Program

The Honors Program provides opportunities for students to participate in special coursework that will challenge their competencies and bring together the depth and breadth of their acquired knowledge in a focused area of study. All students with at least 24 or more units earned at Columbia College and a cumulative GPA of 3.5 or better must be invited to enroll by written notice.
ANTHR 1: PHYSICAL ANTHROPOLOGY 3 Units
(CAN ANTH 4)
Lecture: 3 hours
The scientific study of human societies including prehistoric societies along with the concept of culture basic to Anthropology. Emphasis is on methods of fieldwork, cultural ecology, language, social and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (UC/CSU) (MJC ANTHR 101)

ANTHR 2: CULTURAL ANTHROPOLOGY 3 Units
(CAN ANTH 4)
Lecture: 3 hours
This course is an introduction to anthropological archaeology including concepts, theories, and methods employed by archaeologists in reconstructing past life ways of humans. Topics include history and interdisciplinary nature of archaeological research; data acquisition, analysis and interpretation with discussion of applicable data and models; cultural resource management selected cultural sequences. (UC/CSU) (MJC ANTHR 130)

ANTHR 10: ARCHEOLOGY AND CULTURAL PREHISTORY 3 Units
(CAN ANTH 6)
Lecture: 3 hours
A survey of the origins, cultures, and customs of peoples indigenous to the North American continent with primary emphasis upon folkways dominant prior to interference by foreign cultures, and a secondary emphasis upon the status of Native Americans in the USA today. This course is designed to meet an ethnic studies requirement. (UC/CSU) (MJC ANTHR 150)

ART 1: BASIC FREEHAND DRAWING 2-3 Units
(CAN ART 8)
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Introduction to basic drawing techniques, rendering techniques, linear perspective, composition in charcoal and ink. (UC/CSU) (MJC ART 120)
May be repeated three times.

ART 2: BASIC COLOR AND DESIGN 2-3 Units
(CAN ART 14)
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Introduction to elements and principles of visual design and color theory as applied in a studio setting. (UC/CSU) (MJC ART 124)
May be repeated three times.

ART 4: COMPUTER ART 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Introduction to the tools and techniques of basic paint software through a series of drawing, color, and design problems. Assignments will cover elements of design, principles of composition, color theory, perspective, and unconventional approaches. No computer skills necessary. (UC/CSU) (MJC ART 124)

ART 9A: LIFE DRAWING: Beginning 2-3 Units
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Problems in figure-drawing working from the undraped model. (UC/CSU) (MJC ART 123) May be repeated one time.

ART 9B: LIFE DRAWING: Intermediate 2-3 Units
Prerequisite: Art 9A or equivalent
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
An extension of Art 9A emphasizing various media and compositional problems. (UC/CSU) May be repeated one time.

ART 10: PORTRAIT DRAWING 2-3 Units
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Course emphasis is on the anatomical approach to portrait drawing and the development of personal artistic expression of a three-dimensional form on a two-dimensional surface using a variety of drawing media. (CSU)
May be repeated two times.

ART 11: HISTORY OF ART: Ancient & Medieval 3 Units
(CAN ART 2) (CAN ART 3) (ART 11 + ART 12)
Recommended for Success: Engl 151
Lecture: 3 hours
Survey of art history from the Paleolithic Age through the Late Gothic Era. (UC/CSU) (MJC ART 164)

ART 12: HISTORY OF ART: Renaissance, Baroque, and Modern 3-5 Units
(CAN ART 4) (CAN ART 12) (ART 11 + ART 12)
Lecture: 3 hours
Survey of art history from the 14th through the 20th centuries. (UC/CSU) (MJC ART 165)

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 169)

ART 21A: PAINTING: Beginning 2-3 Units
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Basic principles, techniques, and materials of easel painting in oil and/or acrylic. (UC/CSU) (MJC ART 148)

ART 21B: PAINTING: Intermediate 2-3 Units
Prerequisite: Art 21A 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) May be repeated one time.

ART 23A: WATERCOLOR: Beginning 2-3 Units
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
Introduction to the basic techniques and problems of transparent watercolor painting. (UC/CSU) (MJC ART 144)

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)
May be repeated two times.

ART 25: MIXED MEDIA PAINTING 2-3 Units
Lecture: 1.5-2 hours
Laboratory: 1.5-4 hours
This is a beginning studio class, which introduces students to the elements and principles of mixed media painting. The course will use oil or acrylic paints and will emphasize technical, special illusion and basic composition skills using different mixed mediums. (UC/CSU) Offered for Credit/No Credit grading only. May be repeated three times.

ART 31: CERAMICS: Introductory 1-3 Units
(CAN ART 4)
Lecture: .5-1.5 hours
Laboratory: 1.5-4.5 hours
Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. (UC/CSU) (MJC ART 108) May be repeated one time.

ART 32: CERAMICS: Advanced 1-3 Units
Lecture: .5-1.5 hours
Laboratory: 1.5-4.5 hours
Course emphasis is on glazes, formulation and application with increased opportunity for personal expression and experimentation. (UC/CSU) May be repeated one time.

ART 33: CERAMICS: Special Problems 1-3 Units
Lecture: .5-1.5 hours
Laboratory: 1.5-4.5 hours
Introduction to raku process, historic origins and contemporary uses. Practical experience in clay bodies, glazes, and raku firing. (UC/CSU) May be repeated three times.
ART 51: DESKTOP PUBLISHING I 3 Units
Recommended for Success: Oftec 141
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. (UC/CSU)
May be repeated one time.
Credit may be earned for only one of the following: ART 51, Oftec 42, or Cmpsc 31.

ART 52: DESKTOP PUBLISHING II 3 Units
Prerequisite: ART 51, Cmpsc 31 or Oftec 42
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 one time.
Credit may be earned for only one of the following: ART 52, Cmpsc 32 or Oftec 43.

ART 53: 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 projects. (UC/CSU)
Credit may be earned for either ART 53 or Cmpsc 33, but not both.

ART 54: COMPUTER GRAPHICS II 3 Units
Prerequisite: ART 53 or Cmpsc 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 Cmpsc 34, but not both.

ART 57: CERAMIC SCULPTURE: Introductory 1-3 Units
Lecture: 1.5-1 hours
Laboratory: 1.5-0.5 hours
Basic principles, techniques, and problems in sculpture. (UC/CSU)
May be repeated one time.

ART 65: METAL SCULPTURE 1.5 Units
Lecture: 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
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 sculpture. Credit may be earned for either ART 166 or WT 166, but not both.
May be repeated 3 times.

ART 40: PHOTOGRAPHY: Beginning 4 Units
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
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
Slide Making and Positive Printing
Lecture: 2 hours
Laboratory: 3 hours
Development 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
Laboratory
Recommended for Success: ART 40
Laboratory: 3 hours
Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills. (CSU)
May be repeated three times.

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

ART 47A: DIGITAL DARKROOM: 3 Units
Beginning
Recommended for Success: ART 40, Cmpsc 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 Photoshop) to enhance, refine and artistically interpret images. Printing images using inkjet printers and a variety of photo-quality papers. (CSU)

ART 47B: DIGITAL DARKROOM: 2-3 Units
Intermediate
Lecture: 1-2 hours
Laboratory: 3 hours
Study of the electronic darkroom using IBM compatible PC computers. Advanced scanning techniques for optimum image control, higher resolution and larger print sizes. Use of image control software (Adobe Photoshop) to refine and enhance straight and/or composite images. New topics: use of the pen tool, advanced layering techniques, creating masks and channels, painting on photos, plus further use of the special-effects filters and photo retouching tools. Microsoft Publisher to utilize photos in specialized projects such as: calendars, posters, note cards and brochures. Use of advanced printer control and calibration software to create consistently high-quality prints on photo-quality inkjet printers with a variety of paper mediums. (CSU)
AUTOMOTIVE TECHNOLOGY

**AT 101: AUTOMOTIVE BRAKING**

This course involves 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. Excepted to the units requirement will be considered on an individual basis.

May be repeated three times.

**AT 110: AUTOMOTIVE ELECTRICS I**

Recommended for Success: AT 100

Lecture: 1 hour
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 to enable students to prepare for Automotive Service Excellence (ASE) certification. May be repeated for recertification.

May be repeated three times.

**AT 111: ENGINE PERFORMANCE I**

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 analyzers and four-gas infrared analyzers will be covered.

This course is designed to comply with the National Technicians Education Foundation (NATEF) objectives for students to prepare for Automotive Service Excellence (ASE) exam.

May be repeated three times.

**AT 112: HEATING AND AIR CONDITIONING**

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 diagnostic. Recycling refrigerant and handling of hazardous materials are also covered. This course is designed to comply with the National Technicians Education Foundation (NATEF) objectives for students to prepare for Automotive Service Excellence (ASE) certification.

May be repeated three times.

**AT 120: SUSPENSION AND STEERING**

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 analysing 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 three times.

**AT 121: AUTOMOTIVE BRAKING II**

Recommended for Success: AT 100 and AT 101

Lecture: 1 hour
Laboratory: 1.5 hours

Principles of operation and repair of anti-lock braking systems (ABS). Diagnosis and overhaul of power assist units and brake system electrical and electronic circuits. The subjects 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: MANUAL POWER TRAINS AND AXLES**

Recommended for Success: AT 100

Lecture: 1.5 hours
Laboratory: 1.5 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 prepare for Automotive Service Excellence (ASE) certification. May be repeated for recertification.

May be repeated two times.

**AT 130: AUTOMOTIVE ELECTRICS II**

Recommended for Success: AT 100 and AT 110

Lecture: 1 hour
Laboratory: 4 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**

Recommended for Success: AT 100 and AT 111

Lecture: 2 hours
Laboratory: 3 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**

Recommended for Success: AT 100

Lecture: 1 hour
Laboratory: 6 hours

Principles and theories involved with diagnoses, repair, and rebuilding automatic transmissions and transaxes. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) requirements enabling students to prepare for certification. May be repeated for recertification.

May be repeated three times.

**AT 165: CLEAN AIR CAR COURSE**

Recommended for Success: AT 100 and OBII UPDATE TRAINING

Lecture: 4 hours

This course meets the Bureau of Automotive Repair requirements for Smog Technician candidate training in emission controls and OBII systems. Successful candidates will partially satisfy the state's prerequisite requirements for the Smog Check technician examination. May be repeated as needed for recertification.

**AT 167: B.A.R. 2003-04 UPDATE**

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**

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.
Various topics in automotive technology will be covered including engines, garden and landscape equipment. The student will need safety glasses and a small engine to overhaul.

May be repeated three times.

LABORATORY: 1.5-3 hours
LECTURE: .5-3 hours

BIOL 2: PRINCIPLES OF BIOLOGY 4 Units
(CAN BIOL 2; CAN BIOL SEQ A = BIOL 2 +
BIOL 4 + BIOL 6)

Prerequisite: Chem 1A or equivalent
Lecture: 3 hours
Laboratory: 3 hours

This course will cover principles and applications of the structure and function of biological molecules, prokaryotic and eukaryotic cell structure and function, homeostasis, cell reproduction and its controls, molecular biology, molecular genetics, transmission genetics, cell metabolism, including photosynthesis and respiration, and viruses. Science as an ongoing process inquiry is a theme that runs throughout this course. CAN BIOL 2 is a laboratory course. (UC/CSU) (MJC BIO 101) (Transfer credit limited. See a counselor.)

BIOL 4: ANIMAL PRINCIPLES OF ANIMAL BIOLOGY 4 Units
(CAN BIOL 4; CAN BIOL SEQ A = BIOL 2 +
BIOL 4 + BIOL 6)

Prerequisite: Math 104 or equivalent
Lecture: 3 hours
Laboratory: 3 hours

This course covers the comparative structure and function of animals and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. (UC/CSU) (MJC ZOO 101)

Field trips may be required.

BIOL 6: PRINCIPLES OF PLANT BIOLOGY 4 Units
(CAN BIOL 6; CAN BIOL SEQ A = BIOL 2 +
BIOL 4 + BIOL 6)

Prerequisite: Math 104 or equivalent
Lecture: 3 hours
Laboratory: 3 hours

This course covers photosynthesis, algae, protists, fungi, comparative plant structures and function, homeostasis, development, evolution, phylogeny, and taxonomy of plants. Principles of population and community ecology and ecosystem interactions are emphasized. (UC/CSU) (MJC BIOL 101)

Field trips may be required.

BIOL 10: HUMAN ANATOMY 4 Units
(CAN BIOL 10; CAN BIOL SEQ B = BIOL 10 + BIOL 40)

Lecture: 3 hours
Laboratory: 1 hour

An introduction to the study of the gross and microscopic structure of the human body. Lab work entails dissection of cats, microscopic work, and demonstrations on models. (UC/CSU) (MJC ANAT 125)

Recommended for Success: Engl 1A and Math 101

Lecture: 3 hours
Laboratory: 3 hours

Students will be introduced to environmental biology, which focuses on physiological, behavioral, and population ecology, and on linking ecological processes to human action. Principles of evolution at the molecular, organismal, and population levels will be related to conservation issues affecting ecosystem management. The ecology component will cover basic principles and experimental approaches to solving ecological problems. Case studies in pollution issues, resource use, global warming, and ozone depletion will also be covered. (UC/CSU)

Field trips may be required.

BIOL 39: FUNDAMENTALS OF MICROBIOLOGY 4 Units
(CAN BIOL 39; CAN BIOL SEQ B = BIOL 10 +
BIOL 40)

Lecture: 3 hours
Laboratory: 3 hours

This course covers the role of microorganisms, particularly bacteria and viruses in the maintenance of health and disease. (UC/CSU) (MJC MICRO 101)

Field trips are required.

BIOL 65: MICROBIOLOGY 4 Units
(CAN BIOL 14)

Recommended for Success: Chem 10

Lecture: 3 hours
Laboratory: 3 hours

An integrated lecture and laboratory course of study emphasizing the fundamental principles common to all forms of life. The course is a core biology class for transfer students and AA and AS students at Columbia College. The laboratory makes extensive use of computer simulations as well as experimentation in traditional laboratory. (UC/CSU) (MJC BIO 111) (Transfer credit limited. See a counselor.)

BIOL 24: GENERAL ECOLOGY 4 Units
Recommended for Success: Engl 1A and Math 101

Lecture: 3 hours
Laboratory: 3 hours

Students will be introduced to environmental biology, which focuses on physiological, behavioral, and population ecology, and on linking ecological processes to human action. Principles of evolution at the molecular, organismal, and population levels will be related to conservation issues affecting ecosystem management. The ecology component will cover basic principles and experimental approaches to solving ecological problems. Case studies in pollution issues, resource use, global warming, and ozone depletion will also be covered. (UC/CSU)

Field trips may be required.

BIOL 150: ELEMENTARY ANATOMY AND PHYSIOLOGY I 3 Units
Recommended for Success: Engl 1A and Math 101

Lecture: 3 hours

Introduction to human structure and function. Designated as a foundation course for the allied health student, but open to all interested students.

BIOL 158: BIRDS OF CENTRAL CALIFORNIA 1.5 Units
Lecture: 1.5-3 hours and/or
Laboratory: 1.5-3 hours

A survey of the birds 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 other aspects of avian biology and ecology. Discussion topics will include anatomy, physiology, behavior, and ecology of birds. Offered for Credit/No Credit grading only.

Field trips are included.

BIOL 159: WILDFLOWERS OF THE MOTHER LODE 1.5 Units
Lecture: 1.1-1.5 hours

An introduction to the Mother Lode flora. A nontraditional 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.

Field trips are required.

BIOL 160: MUSHROOMS OF THE MOTHER LODE 1.5 Units
Lecture: 1.1-1.5 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.

Field trips are required.
BUSAD 18: BUSINESS LAW
- 4 Units
- Lecture: 3-3 hours
- Various field and classroom courses limited to particular biology topics, such as insect identification, botany, ecology, laboratory, and amphibian communities of the Sierra Nevada.
- Offered for Credit/No Credit grading only.
- Field trips may be required.

BUSAD 19: FISHING & FISHERY
- 1 Unit
- BIOLOGY OF THE SIERRA NEVADA
- Lecture: 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.

BUSINESS

BUSAD 1A: PRINCIPLES OF ACCOUNTING
- 4 Units
- Recommended for Success: Busad 161B
- Accounting principles and procedures, including setting up and maintaining of an accounting system for sole proprietorships in either service or merchandising industries using journalizing, posting, adjusting, and closing methods with emphasis on financial analysis regarding internal control, asset valuation, debt servicing, owner's equity determination, and financial reporting which includes a global perspective. (USC/UC/MJC BUSINESS 201)

BUSAD 1B: PRINCIPLES OF ACCOUNTING
- 4 Units
- Prerequisite: Busad 1A or equivalent
- Lecture: 4 hours
- Accounting for corporations with emphasis on debt and equity, bonds and debentures as needed for project completion. Data mining knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. (USC/MJC BUSAD 245)

BUSAD 20: PRINCIPLES OF BUSINESS
- 3 Units
- Lecture: 4 hours
- Survey of business problems, principles and procedures, ownership, recruitment and training of personnel, labor-management relations; production and distribution of goods; competition, profit, transportation, finance, managerial controls; government and business relations. (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 individual and organizational objectives.

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)

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. (USC/UC/MJC BUSINESS)

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 implementation of policies, procedures and controls. (USC/MJC BUSAD 240)

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 use and value of information technology for business operations, managerial decision making, project management, and strategic advantage. Topics of special interest include information system planning, application development and analysis, systems analysis and design, decision support systems, and expert systems. (UC/CSU)

BUSAD 52: E-COMMERCE
- 3 Units
- Recommended for Success: Busad 20, Comps 1
- 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, 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.

BUSAD 53: PROJECT MANAGEMENT
- 3 Units
- Recommended for Success: Comps 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 selection and implementation packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resources, communications, risk and procurement management. (USC)

BUSAD 54: DATA MINING
- 3 Units
- Recommended for Success: Comps 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 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 test research and analyze data, resulting in a strategic decision making, marketing plan development, goal setting and identifying business opportunities. (CSU)

BUSAD 70: SPECIAL TOPICS IN BUSINESS
- 3 Units
- Lecture: 1.5 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. (CSU)

BUSAD 90: BUSINESS ADMINISTRATION 1 Unit
- Computer Applications
- Laboratory: 3 hours
- The Business Administration Computer Applications Lab is scheduled during a variety of hours during each week throughout each semester. The lab provides instruction and assistance with assigned exercises in all types of Business Administration courses. By either acquiring the necessary software or by using programs installed on the network, business students are able to complete projects, homework, practice sets, reports, and generic applications in order to experience a well-rounded business curriculum. (CSU)

BUSAD 97: WORK EXPERIENCE IN BUSINESS AND COMMERCE
- 1-4 Units
- Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
- Lecture: 7.5 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 a variety of occupational settings within Business and Commerce (e.g., Business Administration, Hospitality Management, Computer Science). The student's employment must be related to educational or occupational goal. (CSU) (*Transfer credit limited. See a counselor.)

BUSAD 131: COMPUTERIZED ACCOUNTING (Peachtree)
- 1-2 Units
- Recommended for Success: Busad 161A
- 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.

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BUSAD 132: COMPUTERIZED ACCOUNTING (One Write Plus)
1.2 Units
Recommended for Success: Busad 161A
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 133: COMPUTERIZED ACCOUNTING (Quicken)
1.2 Units
Recommended for Success: Busad 161A
Lecture: 1-2 hours
This course offers a simplified method of financial record keeping that provides the student the opportunity to set up and maintain a cash-based, single entry bookkeeping system using commercial computer application software. May be repeated one time.

BUSAD 134: COMPUTERIZED ACCOUNTING (Dac Easy)
1.2 Units
Recommended for Success: Busad 161A
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 135: COMPUTERIZED ACCOUNTING (Quickbooks)
1.2 Units
Recommended for Success: Busad 161A
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 137: COMPUTERIZED ACCOUNTING (M.Y.O.B.)
1.2 Units
Recommended for Success: Busad 161A
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 138: EXCEL SPREADSHEETS
1.5-2 Units
Lecture: 1.5-2 hours
Instruction in spreadsheet applications on computers using Microsoft Excel. Develop, plan, and build spreadsheets for business decisions. Use formatting, charting, and lists to customize desired output. Offered for Credit/No Credit grading only.
May be repeated one time.

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

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

BUSAD 152: COMPUTERIZED ACCOUNTING FOR BUSINESS (QUICKBOOKS)
3 Units
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.)
3 Units
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)
3 Units
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
3 Units
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
4 Units
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
4 Units
Lecture: 4 hours
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 employees and employers, a voucher system, and use of manual and computerized simulations.

BUSAD 161B: SMALL BUSINESS ACCOUNTING II
4 Units
Prerequisite: Busad 161 A 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
4 Units
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
3 Units
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; expands briefly to partnerships and corporations.
May be repeated with different topics.

BUSAD 170: SPECIAL TOPICS IN BUSINESS
.5-3 Units
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.

CHEM 1A: GENERAL CHEMISTRY
5 Units
(CAN CHEM 2) (CAN CHEM SEQ A = CHEM 1A + CHEM 1B)
Prerequisite: Chem 10 and Math 104 or equivalent
Lecture: 4 hours
Laboratory: 3 hours
Chemistry 1A is the first half of a two-semester course designed to give a complete survey of chemistry. In this intensive course, each student will learn how to apply the scientific method to observable phenomenon in the solid, liquid, and gas states. The course covers measurement theory and practice, data acquisition and analysis, reaction classification, stoichiometry, gas and solution chemistry, thermodynamics, modern atomic theory, bonding, intermolecular forces, and colligative properties. (UC/CSU) (MC/CHM 101)

CHEM 1B: GENERAL CHEMISTRY
5 Units
(CAN CHEM 4) (CAN CHEM SEQ A = CHEM 1A + CHEM 1B)
Prerequisite: Chem 1A or equivalent
Lecture: 4 hours
Laboratory: 3 hours
A survey of chemical equilibria, acids and bases, thermodynamics, kinetics, electrochemistry, nuclear chemistry, inorganic chemistry, and organic chemicals. (UC/CSU) (MC/CHM 102)

CHEM 10: FUNDAMENTALS OF CHEMISTRY
4 Units
Recommended for Success: Math 101
Lecture: 3 hours
Laboratory: 3 hours
Fundamental theories and principles of chemistry: atomic and molecular structure, chemical reactions, stoichiometry, gases, liquids, solids, solutions, nonmetals, metals, nuclear chemistry, and organic compounds. (UC/CSU) (Transfer credit limited. See a counselor.) (MC/CHM 143)
CHEM 11: FUNDAMENTALS OF ORGANIC AND BIOCHEMISTRY
Prerequisite: Chem 10
Lecture: 3 hours
Laboratory: 3 hours
A survey of organic compounds 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 21: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
A survey of chemical compounds. (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 22: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
A survey of chemical compounds. (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 23: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
A survey of solutions and their importance in 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 24: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
A survey of chemical reactions and how they apply 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)

CHEM 25: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
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 Units
Lecture: .5 hour
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)

CHEM 27: CHEMISTRY 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 II requirements for child Health and Safety Training. (CSU) (MJC CLDDV 372)

CHILD 1: PRINCIPLES OF CHILD DEVELOPMENT 3 Units
Lecture: 3 hours
Recommended for Success: Child 1
Lecture: 3 hours
Students will learn and practice the skill of observing and recording children's behaviors, as a tool for responsive teaching and assessment of children's development. Weekly field study required. (CSU) (MJC CLDDV 103)

CHILD 2: OBSERVING AND RECORDING 1 UNIT THE BEHAVIOR OF YOUNG CHILDREN
Lecture: 1 hour
Recommended for Success: Child 1
Lecture: 1 hour
Weekly field study required. (CSU) (MJC CLDDV 244)

CHILD 3: PRACTICE 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) (MJC CLDDV 101)

CHILD 7: CHILD HEALTH AND SAFETY 1 Unit
Lecture: 1 hour
Overview of health and safety issues for children in child care, including prevention of infectious disease, preventive health practices and prevention policies; signs, symptoms, and reporting of child abuse and injury prevention. Students completing this course with a C or better will be given a certificate to meet Title II requirements for child Health and Safety Training. (CSU) (MJC CLDDV 372)

CHILD 8: EARLY LITERACY DEVELOPMENT 3 Units
Recommended for Success: Engl 151
Lecture: 1 hour
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 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: 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, literature; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 11: CREATIVE ACTIVITIES IN 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 12: HEALTH AND SAFETY TRAINING 3 Units
Lecture: 3 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 13: PRACTICUM 1-3 Units
Lecture: 1 hour
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 guidelines and support materials, and work with staff and children in the classroom as a student teacher. Students will also attend a weekly seminar to evaluate and discuss projects, teaching skills development, and other aspects of student teaching. (CSU) May be repeated one time.

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

CHILD 19: SCHOOL AGE CHILDREN 3 Units
Lecture: 3 hours
Overview of cognitive and personality development of children seven to seventeen years of age. Stages and critical periods will be studied. Current issues emphasized include: peer influence, developmental value clarification, self-esteem, substance abuse, sexual abuse and eating disorders. Appropriate for parents as well as child development majors, and providers of latch-key programs. (CSU)

CHILD 20: CONCEPTUAL CHEMISTRY 3 Units
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)

CHILD 21: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
A survey of chemical compounds. (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 22: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
A survey of chemical compounds. (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 23: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
A survey of solutions and their importance in 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)

CHILD 24: CONCEPTUAL CHEMISTRY - 5 Units
Lecture: .5 hour
A survey of chemical reactions and how they apply 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 28: BOOKS FOR YOUNG CHILDREN 3 Units
Lecture: 3 hours
An introductory course on books for young children. Topics will include how to evaluate content and illustration; choosing books that relate to children's developmental needs and interests; the art of reading aloud. Field trips involving reading aloud to children under six years of age is required. (CSU)

CHILD 30: CHILD CARE/NURSERY SCHOOL ADMINISTRATION 3 Units
Recommended for Success: Engi 151
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 31: ADVANCED CHILD CARE ADMINISTRATION 3 Units
Prerequisite: Child 30 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 are explored. (CSU) (MJC CLDDV 151)

CHILD 97: WORK EXPERIENCE IN CHILD DEVELOPMENT 1-4 Units
Prerequisite: May be enrolled in at least seven (7) units including Work Experience 73 hours paid employment equals 1 unit of credit
Lecture: 3 hours
An introduction to work experience 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 unless 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 Wang 96, page 133.

CHILD 105: CREATIVE ACTIVITIES IN CHILDM NUTRITION 2 Units
Lecture: 2 hours
This course will provide the student with an overview of the roles adults play in facilitating food events with children and the best practices that help young children learn about food and eating to effect healthy development. Included will be curriculum planning and classroom activities as well as an introduction to state and federal nutrition and safety guidelines.

CHILD 170: SPECIAL TOPICS IN CHILD DEVELOPMENT .5-3 Units
Lecture: 3 hours
Instruction in a variety of special topics in Child Development, to include parenting, Foster Child Care, child growth development, special needs, anti-bias training, etc. (MJC CLDDV 298)
May be repeated with different topics only.

COMP 10: INTERNET ESSENTIALS 1-2 Units
Lecture: 1-2 hours
This course provides instruction in how to access the Internet using communications software and a web browser on desktop PCs. Topics include navigating windows, email, search techniques, personal privacy, downloading, and the World Wide Web. (CSU) (MJC CMPGR 262)
Offered for Credit/No Credit grading only.
May be repeated one time.

COMP 11: PRESENTATIONS USING 1-2 Units
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.

COMP 12: WEBSITE DEVELOPMENT 2-3 Units
Recommended for Success: Comp 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.

COMP 13: INTRODUCTION TO HTML 1-2 Units
Recommended for Success: Comp 4
Lecture: 2 hours
Use HTML authoring tools and/or HTML home page software to prepare multimedia presentations to use with an Internet browser. Combine text. graphics, video, and sound. Enhance computer displays for an audience and prepare home page links for access over the Internet. (CSU)
May be repeated one time.

COMP 14: ADVANCED TOPICS IN WEBSITE DEVELOPMENT 2-3 Units
Recommended for Success: Comp 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)

COMP 15: JAVA PROGRAMMING 3 Units
Recommended for Success: Comp 3
Lecture: 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)

COMP 17: ADVANCED INTERNET RESEARCH 1-2 Units
Recommended for Success: Comp 10
Lecture: 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 search/behavioral technology skills. Topics include E-Commerce, Internet Resources, Digital Content, and Internet Publications. (CSU)
May be repeated one time.

COMP 22: PROGRAMMING CONCEPTS 4 Units
Recommended for Success: Math 104
Lecture: 3 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 file input/output. (UC/CSU) (MJC CMPSC 104)

COMP 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, file I/O, files, operating systems, multitasking, programming the Internet, I/O, and database applications. (UC/CSU) (MJC CMPSC 201)
CMPSC 28: VISUAL BASIC PROGRAMMING 3 Units
Lecture: 2 hours
Design of Visual Basic programs using a hands-on approach. Write client applications in a Windows environment to generate a variety of custom applications.
(UC/CSU) (MJC CMPSC 213)

CMPSC 30: FINANCIAL WORKSHEETS ON COMPUTERS 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)

CMPSC 31: DESKTOP PUBLISHING I 3 Units
Recommended for Success: Office 141
Lecture: 2 hours
Laboratory: 3 hours
This course is an introduction to desktop publishing theory with emphasis on typography, page layout, graphics and design. Students will create newsletters, brochures, flyers, resumes, and cards and reports.
(CSU) Credit may be earned for either Cmpsc 31, Art 51 or Oftec 42, not both.

CMPSC 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 two times.
Credit may be earned for either CMPSC 32, Office 43 or Art 52, but only from one discipline.

CMPSC 34: COMPUTER GRAPHICS II 3 Units
Prerequisite: CMPSC 33 or equivalent
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) Credit may be earned for either CMPSC 34 or Art 54, but not both.
May be repeated one time.

CMPSC 41: NETWORKING ESSENTIALS 3 Units
Recommended for Success: CMPSC 1
Lecture: 3 hours
Laboratory: 1 hour
This course is an introduction to computer networking and data communications. The focus is on concepts, terminology, and technologies in current networking environments. Emphasis is on 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) Credit may be earned for either CMPSC 53 or Busad 53, but not both.

CMPSC 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, human-computer 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.

CMPSC 52: E-COMMERCE 3 Units
Recommended for Success: CMPSC 1, Busad 20
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 e-commerce, the role of electronic commerce in modern business, commercial 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 CMPSC 52 or Busad 52, but not both.

CMPSC 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. Topics covered will include more advanced techniques of 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.

CMPSC 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, data mining 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.

CMPSC 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 current commercial database management system in a Windows environment.
(UC/CSU) Credit may be earned for either CMPSC 55 or MJC CMPSC 275.

CMPSC 58: GIS-ArcView 1 Unit
Lecture: 1 hour
This class is a continuation of Computer Graphics I with an emphasis on GIS technologies and applications. Introduction to the various GIS software programs currently available. Students will be introduced to the ArcView software package as the vehicle for learning GIS. GIS covers and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries.
(CSU) Credit may be earned for either CMPSC 60 or Geogr 60, but not both.

CMPSC 59: GEOGRAPHIC INFORMATION AND GLOBAL POSITIONING SYSTEMS 1-3 Units
Recommended for Success: CMPSC 60
Lecture: 1 hour
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 vehicle for learning GIS. GIS covers and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries.
(CSU) Credit may be earned for either CMPSC 59 or Geogr 59, but not both.

CMPSC 60: INTRO TO GIS-ArcView 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 vehicle for learning GIS. GIS covers and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries.
(CSU) Credit may be earned for either CMPSC 60 or Geogr 60, but not both.

CMPSC 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 under professional supervision. Assignments will include comping and submitting project reports.
(CSU) May be repeated two times.
Credit may be earned for either CMPSC 65 or Geogr 65, but not both.

CMPSC 70: INTRO TO RASTER-BASED GIS SYSTEMS 3 Units
Lecture: 3 hours
The course will introduce students to the Geographic Resources Analysis 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 two times.
Credit may be earned for either CMPSC 70 or Geogr 70, but not both.
CMPSC 142: DESKTOP PUBLISHING 1-2 Units
Lecture: 3 hours
This course is an introduction to general desktop publishing with emphasis on design elements of formatted text, frames, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Credit may be earned for either CMPSC 142 or OFTEC 142, but not both.
Offered for Credit/No Credit grading only.

CMPSC 149: PHOTOSHOP FOR THE WEB 2-3 Units
Lecture: 2-3 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. May be repeated one time.

CMPSC 155: ACCESS 1-2 Units
Lecture: 1 hour
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 3 Units
Lecture: 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. May be repeated with different topics.

CMPSC 183A: NETWORKING ESSENTIALS 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-CANNA 2 1.5 Units
Prerequisites: CMPSC 141
Lecture: 1 hour
Laboratory: 2 hours
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-CANNA 3 1.5 Units
Prerequisites: CMPSC 183B or equivalent
Lecture: 1 hour
Laboratory: 2 hours

CMPSC 183D: NETWORKING-CANNA 4 1.5 Units
Prerequisites: CMPSC 183C or equivalent
Lecture: 1 hour
Laboratory: 2 hours

DRAFTING

DRAFT 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, plotting, and an introduction to 3-D. (CSU) (MJC ENTC 210 AND 211)

DRAFT 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 objects. Included topics: customizing the AutoCAD environment, use of digitizer tables, 3-D surfaces, solids modeling, elevated plane, extrusions, revolution, shading, rendering, scenes, lighting, textures, user coordinate system, views and ports, exporting of drawing, external databases. (CSU)

DRAM

DRAMA 10: INTRODUCTION TO THE THEATRE 3 Units
(CAN DRAM 18)
Lecture: 3 hours
This course provides an introduction to the art of theatre, surveying the roles of the playwright, the director, the actor, the designer, the producer, the critic and the audience. This course investigates the variety of theatrical styles observed in contemporary theatre, compares live theatre with the electronic forms, and assesses the value of theatre in modern society. This course is designed to promote the student's greater understanding and enjoyment of the theatrical form. (UC/CSU) (MJC THET 100)
Field trips will be required.

DRAMA 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 analysis, 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 RA/TV/THET/REHER 101)
May be repeated three times.
Credit may be earned for either Drama 18 or Spcom 18, but not both.

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

DRAMA 20: ORAL EXPRESSION AND INTERPRETATION 3 Units
Lecture: 3 hours
Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting prose, poetry, and dramatic literature; processes in the performance of principal literary genre. (UC/CSU) (MJC THET 120)

DRAMA 22: INTRODUCTION TO READERS' THEATRE 3 Units
Lecture: 2 hours
Activity: 3 hours
Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script. (UC/CSU) (MJC THET 122)

DRAMA 42: ACTING FUNDAMENTALS 3 Units
(CAN DRAK 20)
Lecture: 2 hours
Activity: 3 hours
Investigation of techniques and theories prerate the principles of the stage and the actor, the design, the director, the producer, and the audience. This course will provide the student with the techniques and practices of the theatre as an art form. (UC/CSU) (MJC THET 140)
May be repeated three times.

DRAMA 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 two times.

DRAMA 44: ADVANCED ACTING PROJECTS 3 Units
Prerequisite: Drama 45
Lecture: 1 hour
Laboratory: 3 hours equals 1 unit of credit
Lecture: 1 hour
Laboratory: 6 hours equals 3 units of credit
A workshop in the development 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 45: IMPROVISATION
Lecture: 3 hours Lab/Practicum: 1 hour
Intensive study of the basic techniques of improvisational acting with specific concentration on improvisational theatre production formats as well as development of group inspired and created scenarios and one-act plays. (UC/CSU) May be repeated three times.

DRAMA 46: IMPROVISATIONAL ACTING FOR PERFORMANCE
Lecture: 2 hours Lab/Practicum: 3 hours
The focus of this course is on the use of improvisation for performance with particular emphasis on complex formats 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. (UC/CSU) (MJC THEIR 164) May be repeated three times. Field trips may be required.

DRAMA 50: MUSICAL THEATRE WORKSHOP
Lecture: 1 hour Lab/Practicum: 3 hours
An exploration of musical theatre to develop singing, dancing, and acting skills, culminating in functioning vocal and live performance in a public performance of scenes from selected musicals. (UC/CSU) May be repeated three times.

DRAMA 56: TECHNICAL THEATRE LABORATORY
Lecture: 1-3 hours Lab/Practicum: 3-9 hours
Applied laboratory experience in all phases of technical theatre related to mounting a production; practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and makeup for a specific theatre production. (UC/CSU) May be repeated three times.

DRAMA 58: THEATRE PRODUCTION
Lecture: 1 hour Lab/Practicum: 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
Lecture: 3 hours Lab/Practicum: 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 165) Field trips may be required.

ESC 10: ENVIRONMENTAL GEOLOGY
Lecture: 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
Lecture: 3 hours
The study of the earth's surface in relation to the formation of our National Parks. What part glaciation, erosion, volcanism, and other mountain building processes play in the formation of the National Parks. (CSU) (MJC GEOL 64) Field trips may be required.

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

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

ESC 40: DESCRIPTIVE ASTROPHYSICS
Lecture: 3 hours
A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extraterrestrial life. Outside class assignments include one hour per week of computer-assisted learning activity. (UC/CSU) Field trips may be required.

ESC 50: OCEANOGRAPHY
Lecture: 3 hours Lab/Practicum: 7 hours
This course will provide students with insights into the field of Oceanography. Students will be exposed to various subtopics including plate tectonics, the ocean floor, air-sea interactions, ocean circulation, waves and water dynamics, tides, earth resources, the coast and coastal processes, the marine habitat and its animal and plant life, etc. This course will spend time teaching you to critically think as an oceanographer. In order to solve oceanographic problems you will be able to transfer these thinking skills to other areas of your life. This course is a general science class, intended to satisfy general education requirements for non-majors as well as one of the first courses expected of oceanography and marine geography majors. (UC/CSU) May be repeated one time.

ESC 62: METEOROLOGY
Lecture: 3 hours
This course will provide you with an introduction to the field of Meteorology. You will be exposed to various subtopics including air pollution, clouds, precipitation, fog, storms, weather forecasting, the greenhouse effect, ozone depletion, and global warming. This course will include teaching you to critically think as a meteorologist does in order to solve meteorological problems. You will be able to transfer these thinking skills to other areas of your life. (UC/CSU) Field trips may be required. May be repeated one time.

ESC 150: GEOLOGY OF THE MOTHER LODE
Lecture: .5-2 hours
Geology of the Mother Lode from its astronomical beginnings to the present; including rocks and minerals, rivers, glaciers, mountains, earthquakes, and volcanoes. Field trips may be required.

ECON 11: PRINCIPLES OF ECONOMICS
Lecture: 4 hours
Micro-economics. The corporation: analysis of costs, theory of production, pricing factors, production, wages, rent, and interest; the social implications of various market structures; special economic problems. (UC/CSU) (MJC ECON 102)

EMERGENCY MEDICAL SERVICES
See Pages 34-35 for Certificate Requirements.

EMS 4: EMERGENCY MEDICAL TECHNICIAN TRAINING
Prerequisite: EMS 3 or EMS 157 or equivalent Recommended for Success: EMS 175 Lecture: 7 hours Lab/Practicum: 1 hour
An intensive course to assist the student in developing didactic and manipulative skills to respond to treat illness and injuries in the pre-hospital environment. The course meets or exceeds both State of California and United States Department of Transportation's EMT-Basic National Standard Curriculum (DOT HS 808 149) training guidelines. This course prepares students for both State of California and National Registry certification as an Emergency Medical Technician. (CSU) At the first class session students will be required to show verification of current CPR certification equivalent to current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level as specified by State of California regulations. May be repeated three times.

EMS 10: OUTDOOR EMERGENCY CARE TRAINING
Lecture: 6 hours Lab/Practicum: 1 hour
This is an intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injury 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.
EMS 12: 
PRE-PARAMEDIC TRAINING 8 Units

Lecture: 8 hours
Provides prerequisite needed for entry into a Paramedic Training Program. An intensive course dealing with anatomy, physiology, pharmacology, and evaluation and their relationship in the pre-hospital environment. Current EMT certification is required. Two or more years of pre-hospital work experience is strongly recommended. A class entrance exam will be administered on the first evening of class. (CSU)

May be repeated one time.

EMS 13: 
ADVANCED FIRST AID AND 3 Units
EMERGENCY CARE

Lecture: 3 hours
This course is designed to develop the functional capabilities of individuals who wish to maintain emergency or everyday experiences are required to be capable of providing emergency first aid prior to the arrival of qualified medical personnel, (CSU) (MJC ALHE 101). May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment.

EMS 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 prepares students for paramedic training program. Meets requirements for “Monitor Technician” at many health care facilities. Current EMT certification and/or UN or higher nursing certification is required for class eligibility. (CSU) (MJC ALHE 380) May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment.

EMS 70: 
SPECIAL TOPICS IN EMS .5-4 Units

Lecture: .5-4 hours and/or Laboratory: .5-3 hours
Various topics in Emergency Medical Services. Emphasis will be placed on specialized courses to meet industry or governmental mandates. (CSU) Number of repeats is subject to legal requirements, depending on topic. Field trips may be required.

EMS 97: 
WORK EXPERIENCE IN 1-4 Units
EMERGENCY MEDICAL SERVICE

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 EMS. 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 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 Wkwp 96, page 133.

EMS 107: 
SKILLS REFRESHER FOR 1.5 Units
EMERGENCY MEDICAL TECHNICIANS AND FIRST RESPONDERS

Prerequisite: EMS 4 or EMS 157
Lecture: 1.5 hours
This instructor-based course meets or exceeds the Skills Competency and Continuing Education requirements for EMT recertification. Students will reacquaint themselves with the equipment and skills used by the Emergency Medical Technicians and/or First Responders in emergency medical situations. The course is designed to update existing EMT and First Responder certifications as well as providing continuing education (CE) for EMT and First Responder certificated personnel. Please Note: Students who do NOT require skills competency certification and require ONLY instructor-based Continuing Education credits should consider EMS 109 (Online Emergency Medical Technician Refresher). 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.

EMS 109: 
ONLINE EMERGENCY MEDICAL TECHNICIAN REFRESHER

Lecture: .5 hours
This online/web based course meets or exceeds requirements for instructor-based EMT Continuing Education, and Recertification. Students will reacquaint themselves with the treatment protocols and knowledge required by Emergency Medical Technicians in emergency medical situations. The course is designed to update existing EMT and/or First Responder certifications as well as providing continuing education credit (CE) for EMT and First Responder certificated personnel. Please Note: This class does not provide skills competency verification or CPR or AED certification and only provides instructor-based Continuing Education credits. Students should consider EMS 107 (Skills Refresher for Emergency Medical Technicians and First Responders) course if skills competency verification and/or CPR/AED certification is desired. 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.

EMS 110: 
AUTOMATED EXTERNAL DEFIBRILLATION & PROFESSIONAL RESCUE CPR

Lecture: 5 hour
Course is designed for those individuals seeking initial certification or recertification for Automated External Defibrillation & CPR. This course will provide or improve core knowledge and develop and improve psychomotor skills associated with the delivery 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 consistent with the guidelines as presented 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.

EMS 153: 
CPR AND BASIC FIRST AID .5 Unit

Lecture: 5 hour
A basic course designed for the citizen who wishes to maintain or acquire Cardio-Pulmonary Resuscitation (CPR) and Basic First Aid certification, or who wishes to learn basic CPR and/or Basic first aid techniques. Successful course completion results in Adult, Child and Infant CPR certification and Basic First Aid certification. 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.

EMS 157: 
FIRST RESPONDER AND CPR 3 Units

Lecture: 3 hours
A basic course for emergency service workers (volunteer or professional) who may in the performance of their duties be responding to medical emergencies. Particular emphasis will be placed on situations unique in the rural setting. Stresses continuity of care through the approach to the patient’s presentation of their injuries/illnesses where advanced life support response is delayed or unavailable. Meets or exceeds United States Department of Transportation National Standard Curriculum, and state and local government requirements. (MJC FSCI 365) 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.

EMS 165: 
CONVERSATIONAL MEDICAL 3 Units
SPANISH FOR EMERGENCY HEALTH

Lecture: 3 hours
This course is intended to develop fundamental conversational skills primarily for Emergency Health Care Providers and other health care providers. This course is not intended to replace or substitute for a course of study in a foreign language and is specific in its design and content. Basic dialogue and pattern practice will be the instructional method, emphasizing a medical question and answer format. The course will cover basic non-technical vocabulary, some specialized functional terms, idiomatic expressions and situational phrases used in medical Spanish. Also included will be cultural characteristics of the local population of Spanish speakers. May be repeated one time.

EMS 170: 
SPECIAL TOPICS IN EMS .5-4 Units

Lecture: .5-4 hours and/or Laboratory: .5-3 hours
Various topics in Emergency Medical Services. Emphasis will be placed on specialized courses to meet industry or governmental mandates. Number of repeats is subject to legal requirements, depending on topic. Field trips may be required.

EMS 175: 
EMS SKILLS DEVELOPMENT 2 Units

Lecture: 1.5 hours and Laboratory: 1.5 hours
This course is strongly recommended for student success for those students enrolled in the following EMS course offerings: First Responder Training (EMS 157), Advanced First Aid (EMS 13) and EMT Training (EMS 4), and Paramedic Training. The course focuses on the development of basic skills needed for the operation of a variety of emergency medical equipment according to commonly accepted protocols. Sessions are designed to develop speed and accuracy in the application of equipment and enhance assessment and treatment techniques. May be repeated three times. Offered for Credit/No Credit grading only.
ENGLISH

(Note: Please see Schedule of Classes for English as a Second Language, English 305, a non-credit course.)

ENGL 1A: READING AND COMPOSITION: Beginning 3 Units
Prerequisite: Engl 121, or placement through the assessment process, or equivalent
Lecture: 3 hours
Development of college level reading and composition skills. Emphasis will be on applying techniques of critical analysis to reading, interpreting, writing, and conducting research. Writing emphasis will be on the expository essay, including the longer documented essay. Note: Students will complete a minimum of 8,000 words by the end of the semester. (UC/CSU) (MJC ENGL 101)

ENGL 1B: READING AND COMPOSITION: Advanced 3 Units
Prerequisite: Engl 1A or equivalent
Lecture: 3 hours
Further development of reading and composition skills based on critical study of poetry, drama, and fiction. (UC/CSU) (MJC ENGL 102)

ENGL 1C: CRITICAL REASONING AND WRITING 3 Units
Prerequisite: Engl 1A or equivalent
Lecture: 3 hours
Designed to develop critical thinking, reading, and writing beyond the level taught in English 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition. (UC/CSU) (MJC ENGL 135)

ENGL 17: AMERICAN LITERATURE 3 Units
Prerequisite: Engl 1A or equivalent
Recommended for Success: Engl 18
Lecture: 3 hours
A study of American literature from its beginning to the late nineteenth century. Reading, analysis, and discussion of the major literary trends and authors of the time, including Emerson, Thoreau, Poe, Hawthorne, Melville, Whitman, and Dickinson. (UC/CSU) (MJC ENGL 135)

ENGL 18: AMERICAN LITERATURE 3 Unit
Prerequisite: Engl 1A or equivalent
Recommended for Success: Engl 18
Lecture: 3 hours
A 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, Eliot, and Faulkner as well as a diverse group of contemporary writers. (UC/CSU) (MJC ENGL 136)

ENGL 46: SURVEY OF ENGLISH LITERATURE 3 Units
Prerequisite: Engl 1A or equivalent
Recommended for Success: Engl 18
Lecture: 3 hours
English literature from the Anglo-Saxons through the 18th century. (UC/CSU) (MJC ENGL 137)

ENGL 47: SURVEY OF ENGLISH LITERATURE 3 Units
Prerequisite: Engl 1A or equivalent
Recommended for Success: Engl 18
Lecture: 3 hours
English literature of the 19th and 20th Centuries. (UC/CSU) (MJC ENGL 138)

ENGL 49: CALIFORNIA LITERATURE 3 Units
Prerequisite: Engl 1A or equivalent
Recommended for Success: Engl 18
Lecture: 3 hours
An overview of the literary heritage of California, from its early origins to Hart, Bierce, and Twain through the realism of Norris and London, the regionalism of Steinbeck, Saroyan, to the naturalism of Muir. Also will include writings from the Carmel cadre, the San Francisco Beat writers, to contemporary writers including Stegner, Yamamoto, Soto, Haslam, Tar, Didion, Rose, Miles, and Valdez. The approach will emphasize the rich ethnic diversity that has contributed to our literary heritage. (UC/CSU)

ENGL 50: INTRODUCTION TO SHAKESPEARE 3 Units
Prerequisite: Engl 1A or equivalent
Recommended for Success: Engl 18
Lecture: 3 hours
An introduction 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. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied. (UC/CSU) (MJC ENGL 163)

ENGL 95A: SERVICE LEARNING I 2 Units IN ENGLISH
Lecture: 1 hour
Laboratory: 3 hours
Service Learning Experience I, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Consult the Service Learning coordinator for specific procedures.

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

ENGL 151: PREPARATION FOR COLLEGE COMPOSITION 4 Units
Recommended for Success: Engl 250
Lecture: 4 hours
Developing writing skills. Students will implement writing process strategies within the context of brief 250-500 word essays. Instruction will include using word processing for writing. (MJC ENGL 49)

FIRE TECHNOLOGY
See Page 35 for Certificate Requirements

FIRE 1: FIRE PROTECTION ORGANIZATION 3 Units
Lecture: 3 hours
Introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems and application to fire strategy and tactics. (CSU) (MJC FSCI 301)

FIRE 2: FIRE PREVENTION TECHNOLOGY 3 Units
Prerequisite: Fire 1 or equivalent
Lecture: 3 hours
Fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with other aspects of education and suppression systems. (CSU) (MJC FSCI 302)
FIRE 3: FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 Units
Prequisite: Fire 1 or equivalent
Lecture: 3 hours
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. (CSU) (MJC FSCI 103)

FIRE 4: BUILDING CONSTRUCTION 3 Units FOR FIRE PROTECTION
Prequisite: Fire 1 or equivalent
Lecture: 3 hours
This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relation to past fires in residential, commercial, and industrial occupancies. (CSU) (MJC FSCI 304)

FIRE 5: FIRE BEHAVIOR AND COMBUSTION 3 Units
Prequisite: Fire 1 or equivalent
Lecture: 3 hours
Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. (CSU) (MJC FSCI 305)

FIRE 7: WILDLAND FIRE CONTROL 3 Units
Prequisite: Fire 1 or equivalent
Lecture: 3 hours
Covers factors affecting wildland fire prevention, fire behavior, and fire control techniques; the statewide wildland fire problem and protection system; pre-suppression, suppression, post-suppression activities of a protection organization; and the utilization of resources to complete the suppression organization activities using strategy and tactics safety procedures effectively. (CSU) (MJC FSCI 337)

FIRE 10: INTRODUCTION TO SEARCH THEORY 2 Units
Lecture: 2 hours
An overview of current search theories as developed by the National Park Service and the National Association for Search and Rescue. National Association for Search and Rescue Certification available to the student. (CSU) May be repeated two times.
Credit may be earned for either Fire 10 or SAR 10, but not both.

FIRE 29A: DRIVER/OPERATOR TRAINING I 1 Unit
Prequisite: Fire 101 or Firefighter I certificate or Volunteer Firefighter certification or equivalent
Lecture: 1.5 hours
Laboratory: 1.5 hours
Designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CSU) (CC FIRE 29A and 29B + MJC FSCI 180)

FIRE 29B: DRIVER/OPERATOR TRAINING II 1 Unit
Prequisite: Fire 101 or Firefighter I certificate or Volunteer Firefighter certification or equivalent
Lecture: 1.5 hours
Laboratory: 1.5 hours
Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance. (CSU) (CC FIRE 29A and 29B + MJC FSCI 184)

FIRE 50: LOW ANGLE ROPE RESCUE 1.5 Units
Prequisite: Fire 101 or equivalent
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. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.
Credit may be earned for either Fire 50 or SAR 50, but not both.

FIRE 51: HIGH ANGLE ROPE RESCUE 1.5 Units
Prequisite: Fire 50 or 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)
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.
Credit may be earned for either Fire 51 or SAR 51, but not both.

FIRE 56: EMERGENCY TRENCH SHORING 1 Unit
Prequisite: 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: pre-planning, 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)
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 58: RESCUE SYSTEMS I: FUNDAMENTALS OF HEAVY RESCUE 1.5 Units
Prequisite: Fire 1 or equivalent
Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders and Equipment. (CSU)
This course meets or exceeds certificate requirements from the California State Fire Marshals Office and the Federal Emergency Management Agency in Rescue Systems I: Fundamentals of Heavy Rescue. 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.
Credit may be earned for either Fire 58 or SAR 58, but not both.

FIRE 59: RESCUE SYSTEMS II: INSTRUCTOR TRAINING 3 Units
Prequisite: Fire 58 or equivalent
Lecture: 1 hour
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. (CSU)
Offered for Credit/No Credit grading only. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.
Credit may be earned for either Fire 59 or SAR 59, but not both.

FIRE 70: SPECIAL TOPICS IN FIRE TECHNOLOGY .5-3 Units
Prequisite: Fire 101 or equivalent
Lecture: .5-3 hours
Laboratory: 1-3 hours
Various topics in Fire Technology will be covered to meet individual or agency needs. Emphasis on specialized development of skills and knowledge, district planning, development and implementation of training and fire ground evolutions. (CSU)
May be repeated with different topics only.

FIRE 97: WORK EXPERIENCE IN FIRE TECHNOLOGY 1-4 Units
Prequisite: 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 Fire Technology. 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 less any units earned in any other Work Experience course. For students interested in work for full or part time a semester and attending classes one semester on an alternate basis, see Wksp 56, page 133.

FIRE 101: FIREFIGHTER I ACADEMY 15 Units
Prequisite: 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 Board of Fire Services, "Firefighter I Certification.")

FIRE 102: FIREFIGHTER I INTERNSHIP 4 Units
Prequisite: Fire 101 or equivalent
Lecture: 7 hours
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.

FIRE 103: FIREFIGHTER II ACADEMY II 7 Units
Prequisite: 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
Prequisite: Fire 103 or equivalent
Lecture: 7 hours
300 hours 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.

*Transfer credit limited. See a counselor for more information.
FIRE 106: HAZARDOUS MATERIALS 1 Unit
FIRST RESPONDER “OPERATIONAL”
Prerequisite: Fire 1 or equivalent
Lecture: 1 hour
Meets requirements of CAL-OSHA for training of emergency responders to hazardous material incidents. Includes awareness and recognition of potential hazards, and procedures to ensure safety of emergency personnel, the public, and the environment. Offered for Credit/No Credit grading only.

FIRE 108: CONFINED SPACE AWARENESS .5 Unit
Prerequisite: Fire 101 or Volunteer Firefighter Certification or equivalent
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
FIRST RESPONDER “OPERATIONAL” RESCUE REFRESHER
Prerequisite: Fire 106 or equivalent
Lecture: 3 hours
Review of safety issues and changes in placarding and labeling. Required annual update by CAL-OHSA. 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.

FIRE 120: FIRE OPERATIONS 1.5 Units
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 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 170: SPECIAL TOPICS IN FIRE TECHNOLOGY .5-3 Units
Lecture: 1-3 hours
May be repeated with different topics only.

FOREST 1: INTRODUCTION TO PROFESSIONAL FORESTRY 3 Units
Lecture: 3 hours
Field trips are required.

FOREST 10: DENDROLOGY 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Sylvicultural and botanical characteristics, identification, classification, range, and uses of native forest species of the United States; emphasis on plants of economic importance to forest practices in California and the western United States. (UC/CSU) (MJC NRB 220) Field trips are required.

FOREST TECHNOLOGY See Page 35 for Certificate Requirements

FORTC 153: FOREST SURVEYING 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer’s chain, clinometer, abney, dumpy and auto level, E-Z arc slope reducer, red mapper, plane table and alidade, engineer’s transit, theodolite, electronic theodolite, electronic distance meter and total station. Field recording techniques, laboratory computations and map drafting. Field trips are required.

FORTC 162: APPLIED FOREST INVENTORY AND MANAGEMENT 2 Units
Lecture: 1 hour
Techniques of forest inventory including cruising, scaling, and evaluation; field tabulation and computation methods; location and inventory of a given forest property in the field including property corners and boundaries; inventory of timber and other natural resource uses of property. (MJC NR 376) Field trips are required.

GEOGR 12: CULTURAL GEOGRAPHY 3 Units
Lecture: 3 hours
This course examines humankind’s relationship with the environment using multidisciplinary perspectives and techniques. Historical and contemporary patterns of cultural-environmental adaptations, the landscape of cultural diversity, demography and mobility, political organization, the process of urbanization, and economic organization will be emphasized. (UC/CSU) (MJC GEOG 102)

GEOGR 15: PHYSICAL GEOGRAPHY 3 Units
Lecture: 3 hours
An introduction to selected aspects of the earth’s physical environment (landforms, weather, climate, soils, and vegetation) and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man. (UC/CSU) (MJC GEOG 101)

GEOGR 18: WORLD REGIONAL GEOGRAPHY 3 Units
Lecture: 3 hours
Introduction to the regional geography of the world. A regional study of the people, countries, land forms, climate, religions, languages, political and economic systems, and natural resources of the world. (UC/CSU) May be repeated two times. Credit may be earned for either Geogr 60 or Cmpsc 60, but not both.

GEOGR 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 base stations and rover units, combined with Geodetic 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 software; the last six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. (CSU) May be repeated with different topics only. Credit may be earned for either Geogr 59 or Cmpsc 59, but not both.

GEOGR 60: INTRO TO GIS - ArcView 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 coversages and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS, and the students will learn the ArcView software. The course will be divided into three six-week periods. The first six weeks will be spent learning Arcview software; the second six weeks will be spent learning to use Arcview software; the last six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. (CSU) May be repeated with different topics only. Credit may be earned for either Geogr 59 or Cmpsc 59, but not both.

GEOGR 65: GIS APPLICATIONS 3 Units
Recommended for Success: Geogr 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) Credit may be earned for either Geogr 65 or Cmpsc 65, but not both.

GEOGR 70: INTO 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) Credit may be earned for either Geogr 70 or Cmpsc 70, but not both.
GUIDE 1: CAREER/LIFE PLANNING 3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
This course helps students formulate and experience an organized approach to career planning. Development of awareness and objectivity in the areas of interests, 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 hour
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 1.5 Units
BASIC CONFLICT RESOLUTION AND INTERPERSONAL SKILLS
Pre-requisite: 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 1 Unit
Lecture: 1 hour
Understanding the employment process and development of written and oral presentation skills necessary to conduct an effective and efficient job search. Topics include: the hiring process, employer perspectives, the hidden job market, networking, research, job search planning, making employer contact and interviewing. Development of a master application, resume and letter of application. (CSU) (MJC GUIDE 112)
Offered for Credit/No Credit grading only. Credit may be earned for either Guide 25 or Cmpsc 101.

GUIDE 107: ORIENTATION .5-1 Unit
Lecture: 3 hours
This course is designed to familiarize the student with college procedures and personnel, community resources, and study techniques. Students will assist the student in successfully achieving an educational goal. It is recommended for reentry students, probationary students, and students whose educational goals will be competed at Columbia College. (MJC STKS 78)

GUIDE 101: OCCUPATIONAL EXPLORATION 1 Unit
Lecture: 1 hour
This class is an introduction to occupational exploration and career choice. Emphasis will be on linking personal information (interests, values and abilities) obtained through career assessment, with information about occupations, researched by using Career Center and online resources. Career choices will be clarified and corresponding and appropriate educational goals will be selected. Students will receive instruction in goal setting, decision making and problem solving as they relate to the development and fulfillment of educational and career plans. (MJC GUIDE 111) Offered for Credit/No Credit grading only.

HEALTH & HUMAN PERFORMANCE
(Excellent 5-6 units)
(Can be repeated up to 10 units)

HEALTH & HUMAN PERFORMANCE I (Note: 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 the basic theories of prevention, assessment, care, and rehabilitation of athletic injuries. (UC/CSU) (MJC PE 108)

H-HP 4: CARE AND PREVENTION OF 3 Units
ATHLETIC INJURIES
Recommended for Success: Biol 10
Lecture: 3.5 hours
Laboratory: 1.5 hours
This course will provide the student with an introduction to the basic theories of prevention, assessment, care, and rehabilitation of athletic injuries. (UC/CSU) (MJC PE 108) May be repeated one time.

H-HP 5: INTRODUCTION TO RECREATION AND LEISURE 3 Units
(CAN REC 2)
Lecture: 3 hours
This course provides students a detailed overview of the history, developments, and current trends in leisure and recreation studies. It reflects recent social change and challenges facing recreation industries in the 21st Century including: population shifts, technology and marketing. It also addresses the history of the parks movement and tourism/sport segments. This course is of interest to students of Hospitality and Human Performance (Recreation related subjects). (CSU) Credit may be earned for either H-HP 5 or HPMGT 10, but not both.

H-HP 6A: LIFETIME FITNESS PROGRAM I .5 Unit
Lecture: 1.5-2 hours
Laboratory: 1.5-2 hours
Introduction to the fundamental principles and practices of scientific exercise conditioning, nutritional requirements, weight control techniques, coronary heart disease concepts, and considerations of preventive medicine. Basic exercise routine involves the circuit training system. (UC/CSU) (*Transfer credit limited. See a counselor.)

H-HP 6B: LIFETIME FITNESS PROGRAM II .5 Unit
Prerequisite: H-HP 6A or equivalent
Laboratory: 1-2 hours
A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness Program I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated two times.

H-HP 7A: APPLIED FITNESS I .5-2 Units
Lecture: 5 hours
Laboratory: 1.5-6 hours
This course is designed to develop and encourage positive attitude and habits with regard to cardiovascular efficiency, body composition, muscular strength and endurance and flexibility through physical activity. (CSU) May be repeated one time.

H-HP 7B: APPLIED FITNESS II .5-2 Units
Prerequisite: H-HP 7A
Lecture: 1.5 hours
Laboratory: 1.5-6 hours
This course is designed to improve the positive attitude and habits and increase the frequency and time commitments with regard to cardiovascular efficiency, body composition, muscular strength and endurance and flexibility through physical activity. (CSU) May be repeated one time.

H-HP 8: AEROBIC EXERCISE .5-1.5 Units
Laboratory: 1.5-3.5 hours
Designed to promote cardiovascular conditioning, muscular strength and endurance, and flexibility with emphasis on the fundamental principles of exercise as a component of health. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 9: CIRCUIT CROSS-TRAINING .5-2 Units
Activity: 1.5-6 hours
A comprehensive workout to achieve personal fitness goals through the use of cardiovascular and strength training systems. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.
H-HP 10: ADAPTIVE PHYSICAL EDUCATION .5-2 Units
Activity: 1.5-6.5 hours
Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 11: PULMONARY REHABILITATION 1 Unit
Lecture: .5-1 hour
Laboratory: 2-4 hours
Involves the education, evaluation, care, treatment, and management of breathing difficulties. Designed to help individuals with chronic lung disease such as asthma, emphysema, bronchitis, bronchiectasis, or other respiratory problems. Primary physician referral required. (CSU) May be repeated three times.

H-HP 13A: INTRODUCTION TO CARDIAC 1 Unit
REHABILITATION PROGRAM
Lecture: 1.5-6 hours
Laboratory: 1.5-6 hours
A secondary prevention program designed for patients with angina pectoris, healed myocardial infarctions, or post-cardiac surgical referrals whose functional capacity is relatively uncompromised. Primary physician referral required. (CSU) May be repeated one time.

H-HP 13B: CARDIAC REHABILITATION 1 Unit
PROGRAM: Phase III
Laboratory: 2-4 hours
Continuation of Cardiac Rehabilitation Program without lecture series. Primary physician referral required. (CSU) May be repeated one time.

H-HP 15A: INTRODUCTION TO CARDIAC 1 Unit
FAMILY FITNESS
Laboratory: 3-6 hours
A continuation of H-HP 15A with emphasis on developing a higher level of cardiovascular functional capacity and reducing the risk factors associated with coronary artery disease. Must be a member of enrolled cardiac student's family. (CSU) May be repeated one time.

H-HP 15B: CARDIAC FAMILY FITNESS 1 Unit
Lecture: 3-6 hours
A continuation of H-HP 15A with emphasis on developing a higher level of cardiovascular functional capacity and reducing the risk factors associated with coronary artery disease. Must be a member of enrolled cardiac student's family. (CSU) May be repeated one time.

H-HP 16: STABILITY BALL TRAINING FOR FITNESS .5-2 Units
Activity: 1.5-6 hours
This class is designed to acquaint students with non-traditional physical activities as a means to achieve personal fitness goals. Coursework will focus on the development/improvement of muscular strength and endurance, cardio respiratory fitness and flexibility by using the stability ball. (CSU) May be repeated three times.

H-HP 18A: YOGA I FOR BETTER HEALTH .5-2 Units
Lecture: .5 hour
Activity: 1.5-6 hours
This is a beginning Yoga class using postures, breathing and relaxation techniques to increase flexibility, strength, balance, and coordination. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 18B: YOGA II FOR BETTER HEALTH .5-2 Units
Recommended for Success: H-HP 18A
Lecture: .5 hour
Laboratory: 1.5-6 hours
Intermediate yoga practice using more advanced postures, breathing, and relaxation techniques to further increase flexibility, strength, balance and coordination. (CSU) May be repeated three times.

H-HP 20: DANCE SURVEY 3.5 Units
Lecture: 3 hours
Laboratory: 2 hours
Dance Survey is an introduction to world dance and its development as an art form through religious, social, and political contexts. Investigation of cultural traditions, styles, values, and aesthetics will be supported by participatory technique sessions exploring the fundamentals of dance movement including ballet, jazz, contemporary, and folk. (UC/CSU) May be repeated three times.

H-HP 23A: CONTEMPORARY DANCE I .5-1.5 Units
Activity: 1.5-4.5 hours
Introduction to contemporary dance technique; designed to acquaint the student with the fundamentals of dance and creative movement exploration while developing strength, flexibility, and expressiveness. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 23B: CONTEMPORARY DANCE II .5-1.5 Units
Prerequisite: H-HP 23A or equivalent
Activity: 1.5-4.5 hours
Contemporary dance technique at the intermediate level with emphasis on developing artistic competence, performance skills, and basic choreographic concepts. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

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

H-HP 25B: JAZZ DANCE II .5-1.5 Units
Prerequisite: H-HP 25A or equivalent
Activity: 1.5-4.5 hours
Continuing work in jazz dance with emphasis on developing stylistic elements and performance techniques. Specific attention given to learning extended movement combinations and compositional forms indigenous to American jazz. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 27: CHOREOGRAPHY 3 Units
Lecture: 2 hours
Activity: 1.5-4.5 hours
A comprehensive exploration of choreography fundamentals through a sequential progression of movement experiences designed to develop the creative potential and provide a fuller understanding of the creative process. (UC/CSU) May be repeated three times.

H-HP 28: DANCE PRODUCTION 2 Units
Lecture: 2 hours
Activity: 3 hours
Dance production for public performance; theory and practice in choreography, performance styles, and dance rehearsal combined with theatrical structure and technical staging designed for concert presentation. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 30: TRAINING FOR DISTANCE .5-3 Units
RUNNING
Activity: 1.5-4.5 hours
Preparation for endurance distance running with organized training runs. Information on creating an effective training program, nutrition, weight training, and cross training. (CSU) May be repeated three times.

H-HP 32: BASKETBALL: Men's Rules .5-1.5 Units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 33: BASKETBALL: Women's Rules .5-1.5 Units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 34: BASKETBALL: Advanced Theory and Practice 2 Units
Lecture: 1 hour
Activity: 3 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 35: VOLLEYBALL: Advanced Theory and Practice .5-2 Units
Lecture: .5-1 hour
Activity: 1.5-2 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate volleyball. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 38A: GOLF I .5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals. (UC/CSU) (*Transfer credit limited. See a counselor.)

H-HP 38B: GOLF II .5-1.5 Units
Prerequisite: H-HP 38A or equivalent
Activity: 1.5-4.5 hours
Instruction and practice in skills, rules, and strategy. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated two times.

H-HP 39: INTRAMURAL ATHLETICS .5-1.5 Units
Activity: 1.5-4.5 hours
Organized competition for school championships in a variety of sports. Fall - Volleyball, Basketball, Table Tennis. Spring - Basketball, Table Tennis, Paddle Ball, Tennis, Golf, and a variety of other activities. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 40: RACQUET SPORTS .5-1.5 Units
Activity: 1.5-4.5 hours
An introductory level course with instruction and 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
An 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
Prerequisite: H-HP 41
Activity: 1.5-4.5 hours
Prepares 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 workout combinations, advanced handwork drills, competitive "bouting" exercises, points of sail, basic terminology, tactics, jibing, jibing, theory and strategy. May be repeated three times.

H-HP 43: INTRODUCTION TO SAILING
Prerequisite: Certified ability to swim fifty yards or tread water for 5 minutes, verified by WSI/Lifeguard staff.
Lecture: 1 hour
Activity: 3 hours
The course introduces the student to the fundamentals of sailing through class/deskroom lectures and hands-on experience gain. Points of sail, basic terminology, tacking, jibing, theory and strategy are stressed. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated three times.

H-HP 44: CO-ED FOOTBALL
Prerequisite: Certified ability to swim fifty yards or tread water for 5 minutes, verified by WSI/Lifeguard staff.
Activity: 1.5-6 hours
Activity: 1.5-4.5 hours
May be repeated three times.

H-HP 45: CIRCLE STRATEGIES
Activity: 1.5-4.5 hours
A continuation of the studio technique, with emphasis on development of strategic thinking and practice. Instruction in the tactics and strategies of team play. May be repeated three times.

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

H-HP 47A: SOCCER I
Prerequisite: H-HP 41
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
Prerequisite: H-HP 41
Activity: 1.5-4.5 hours
Recommended for Success: H-HP 47A
Instruction and practice in the advanced aspects of soccer. Emphasis on individual positioning and strategy of the game. Includes set plays and advanced strategies. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 47C: SOCCER III
Prerequisite: H-HP 41
Activity: 1.5-4.5 hours
May be repeated one time.

H-HP 48: CO-ED SOFTBALL
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
Prerequisite: H-HP 50A or equivalent
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals of Eastern grip tennis. Emphasis on development of sound ground strokes, serve, and volley. Includes rules, scoring, and game play in both singles and doubles tennis. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 50B: TENNIS II
Activity: 1.5-4.5 hours
May be repeated one time.

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

H-HP 53B: VOLLEYBALL II
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
Activity: 1.5-4.5 hours
Instruction in use of weights and body building equipment with emphasis on development of strength 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 56B: WEIGHT TRAINING II
Activity: 1.5-4.5 hours
Recommended for Success: H-HP 56A or equivalent
May be repeated one time.

H-HP 57: BODY SCULPTING
Activity: 1.5-4.5 hours
The student will learn the 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 three times.

H-HP 58: ULTIMATE FRISBEE
Activity: 1.5-4.5 hours
This course is designed to enhance the student's skills and abilities in ultimate frisbee. Emphasis will be placed on cardiorespiratory 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 TA'I CHI
Activity: 3 hours
This is a beginning course in Tai Chi Chuan--Yang-style short form, 21 movements. Also included will be a history of Tai Chi and warm-up exercises. (UC/CSU) (*Transfer credit limited. See a counselor.) May be repeated one time.

H-HP 59B: ADVANCED TA'I CHI
Prerequisite: H-HP 59A or equivalent
Activity: 1.5-4.5 hours
A continuation of Tai Chi Chuan Yang style form. Included will be a short review of Tai Chi history and basic principles of practice. The short form 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 60: HEALTH AND FITNESS
3 Units
EDUCATION
Lecture: 3 hours
Preparation and training for intercollegiate volleyball 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.

H-HP 61: SAFETY AND FIRST AID
2 Units
EDUCATION
Lecture: 2 hours
Preparation and training for intercollegiate volleyball 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.

H-HP 71: OUTDOOR ADVENTURE LEADERSHIP
3 Units
Co-requisite: Must be enrolled as a full-time student
Activity: 14 hours
Field trips will be required. May be repeated three times.

H-HP 72: VARSITY BASKETBALL (Men's Rules)
1 Unit
Activity: 10 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.

H-HP 73: VARSITY VOLLEYBALL (Women)
1 Unit
Co-requisite: Must be enrolled as a full-time student
Activity: 10 hours
Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled. (UC/CSU) (*Transfer credit limited. See a counselor.) Field trips will be required. May be repeated three times.
**HIST 16: UNITED STATES: to 1877** 3 Units

**HIST 17: UNITED STATES: 1877 to Present** 3 Units

**HIST 20: AFRICAN-AMERICAN HISTORY** 3 Units

**HIST 21: WOMEN IN AMERICAN HISTORY** 3 Units

**HIST 49: THE MOTHER LODE** 3 Units

**HIST 55: THE AMERICAN FRONTIER** 3 Units

**HOSPITALITY MANAGEMENT**

See Pages 33-37 for Certificate Requirements

**HPMGT 97: WORK EXPERIENCE IN HOSPITALITY MANAGEMENT** 1-4 Units

**HPMGT 102: RESTAURANT MATH** 1 Unit

**HPMGT 104: HOSPITALITY LAWS AND REGULATIONS** 2 Units

**HPMGT 112: FRONT OFFICE** 2 Units

**HPMGT 114: INTRO TO MAINTENANCE** 1.5 Units

**HPMGT 122: RESTAURANT MATH** 1 Unit

**Food Services**

**HPMGT 120: SAFETY AND SANITATION** 1 Unit

This is an arithmetic course for restaurant personnel. Students will be learning and applying basic math skills: addition, subtraction, multiplication, division, fractions, and percentages. There will be use of hand-held calculators, gauges, scales and devices for measuring weights and volumes. 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 102: INTRODUCTION TO HOSPITALITY CAREERS AND HUMAN RELATIONS** 1.5 Units

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

**HPMGT 112: FRONT OFFICE** 2 Units

Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping positions, stressing employee responsibilities, record-keeping and use of equipment and materials.

**Wksp 96, page 133.**
HPMGT 126: NUTRITION FOR CHEFS 2 Units
Lecture: 2 hours
Prerequisite: HPMGT 126 or equivalent

This course is an initial culinary training for chefs. Topics include adopting to professional standards regarding uniforms, efficient food production procedures, orientation and how the basic food groups interact and react in the human body. They will have the knowledge to evaluate recipes and menus for nutritional balance and can devise recipes and menus that conform to USDA nutritional recommendations. They will understand the relationship between nutritional and physical exercise needs in terms of energy balances.
May be repeated one time.

HPMGT 128: KITCHEN MANAGEMENT 3 Units
Lecture: 3 hours
Development of skills used to manage a commercial kitchen. Students will write menus and develop recipes, establish portion sizes and recipe costs, then price the menu items. Purchasing foods and supplies: comparative pricing among vendors, ordering, receiving, rotating and storing goods; taking and extending inventories. Students will learn to base production plans on sales forecasts, staff the kitchen accordingly, establish policies, standards and procedures regarding production, staff issues, facility/equipment maintenance and kitchen cleanliness. Basic concepts from the Uniform System of Accounts for Restaurants relating to kitchen operations.
May be repeated one time.

HPMGT 130: SURVEY OF COMMERCIAL 3-6 Units
FOOD SERVICE OPERATIONS
Lecture: 1-2 hours
Laboratory: 6-12 hours
A survey course which gives practical experience in operating a commercial food service operation. Production efficiencies, marketing, Serv-Safe Sanitation guidelines, quality control, and production records are emphasized.
May be repeated two times.

HPMGT 133A: INTRO TO COMMERCIAL 3 Units
FOOD PREPARATION
Co-requisite: HPMGT 10 and HPMGT 22
Lecture: 1.5 hours
Laboratory: 4.5 hours

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 4 Units
PREPARATION
Prerequisite: HPMGT 133A or equivalent
Lecture: 1.5 hours
Laboratory: 8.5 hours

Focus is on restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality control, production efficiency and kitchen management are emphasized.

HPMGT 134: COMMERCIAL BAKING 2.5 Units
Beginning
Co-requisite: HPMGT 120
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

Formulas used in commercial pastery shop, cake decoration, marzipan and chocolate work, pate a chou and specialty items. Student participation. Field trips may be required.

HPMGT 136: DINING ROOM SERVICE 2 Units
AND MANAGEMENT I
Lecture: 1 hour
Laboratory: 4 hours

Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d’oeuvres, canapés, sauces, salads, foncereaces, pastes, tray presentations, table setups, room setups, and food show competitions. Field trips may be required.

HPMGT 138: COMMERCIAL BAKING 2 Units
Advanced
Prerequisite: HPMGT 134 or equivalent
Lecture: 2 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 pertaining to contemporary cuisine will be emphasized and the student will begin to prepare for working online cooking stations in pastry, pastry, saute and grill.

HPMGT 140: CONTEMPORARY CUISINE 3.5 Units
Prerequisite: HPMGT 138 or equivalent
Lecture: 1.5 hours
Laboratory: 4 hours

Contemporary cuisine with focus on the preparation of seasonal ingredients used to develop the menus at the City Hotel. Cooking techniques pertaining to contemporary cuisine will be emphasized and the student will begin to prepare for working online cooking stations in pastry, pastry, saute and grill.

HPMGT 141: RESTAURANT DESSERTS 2 Units
Prerequisite: HPMGT 134 or equivalent
Lecture: 1 hour
Laboratory: 2.5 hours

The production and presentation of classical and contemporary restaurant desserts. A practical study of the restaurant pastry chef’s special vendors, equipment, supplies, foods, processes and techniques used to produce a wide variety of desserts.
May be repeated one time.

HPMGT 142: GARDE MANGER 1 Unit
Lecture: 1.5 hours
Laboratory: 4 hours

Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d’oeuvres, canapés, sauces, salads, foncereaces, pastes, tray presentations, table setups, room setups, and food show competitions. Field trips may be required.

HPMGT 148: INTRODUCTION TO WINES 2 Units
Lecture: 1.5 hours
Laboratory: 4 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, service and wine 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: 1.5 hours
Laboratory: 4.5 hours

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

HPMGT 190: CULINARY ARTS INTERNSHIP 2 Units
Prerequisite: HPMGT 120 or equivalent
Lecture: 1 hour
Laboratory: 75 hours of discipline-specific work

Supervised field experience in Culinary or Pastry Arts study and research related to job training. Current developments in Culinary Arts. May be repeated two times.
Offered for Credit/No Credit grading only.

TOURISM (Recreation)
See Pages 37-38 for Certificate Requirements.

HPMGT 10: INTRODUCTION TO RECREATION AND LEISURE 3 Units
(CAN REC 2)
Lecture: 3 hours

This course provides students a detailed overview of the history, developments, and current trends in leisure and recreation studies. It reflects recent social change and challenges facing recreation industries in the 21st Century including: population shifts, technology and marketing. It also addresses the history of the parks movement and tourism/spot segments. This course is also of interest to students of Health and Human Performance (Recreation-related subjects). (CSU)
*Credit may be earned for either H-HP 5 or HPMGT 10, but not both.

HPMGT 20: INTRODUCTION TO LEISURE 3 Units
TRAVEL AND TOURISM
Recommended for Success: Experience with web navigation and e-mail usage.
Lecture: 3 hours

This course provides a survey of the scope and nature of leisure travel and tourism; its history, organization, problems, opportunities and future trends. Emphasis is placed on the interplay of consumer behavior, motivations and perceptions with the economic, environmental and social implications of tourism. Includes analysis of the links between the hotel, food, transportation, recreation and other tourism sectors. This course will be beneficial to the consumer of travel services as well as the travel/tourism professional. Students need an e-mail account and access to the Internet. (CSU)

HPMGT 162: INTRO TO TOURISM/ HOSPITALITY/RECREATION 3 Units
MARKETING, SALES AND SERVICE
Recommended for Success: Experience using the Internet/Web and word processing
Lecture: 3 hours

This course will emphasize the sales and promotion of the services that the tourism/hospitality industries offer. 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. May be repeated once.
HPMGT 164: TOURISM PLANNING AND IMPACTS
Lecture: 3 hours
This course provides an introduction to the relationship between tourism and "sustainable" development. Consideration is given to planning, implementation and management models within both international tourism and U.S. park "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.

HPMGT 165: ECO-ADVENTURE/HERITAGE
Lecture: 3 hours
This course will orient the student to current operational matters, identifying both tour leaders and suppliers, the key entry requirements/ports of entry and how best to prepare for the realities of travel in each region. Basic map-reading skills are recommended for success.

Field trips may be required.

HPMGT 166: TOUR PLANNING, DESIGN, PACKAGING
Lecture: 3 hours
This course prepares students to consider opportunities available in the "H.T.R. (Hospitality/Tourism/Recreation) Mega-Profession," and begin a career planning process. Emphasis is given to the 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.

Field trips may be required.

HPMGT 168: DEVELOPING A HOSPITALITY/TOURISM/ RECREATION CAREER PATH AND PORTFOLIO
Lecture: 2 hours
This course prepares students to consider opportunities available in the "H.T.R. (Hospitality/Tourism/Recreation) Mega-Profession," and begin a career planning process. Emphasis is given to the 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.

Field trips may be required.

HPMGT 169: 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. America, Asia and Japan, the Indian subcontinent, and Africa). The 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. (CSU)

INDIPENDENT 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 26 for conditions, limitations).

These courses may transfer as electives or other credit as authorized by the transfer school. For UC, student is responsible for pre-authorization from UC department chair and Admissions Office.

INTERDISCIPLINARY STUDIES

INDIS 1: UNITY OF HUMAN KNOWLEDGE
Lecture: 3 hours
The study of various modern "knowledge systems" (e.g., biology, history, physics, sociology, English, religion) with a focus on the fundamental modes humans use to arrive at knowledge within each system. Solutions to selected human problems (e.g., environmental degradation, world hunger) will be attempted using knowledge and methods from the various knowledge systems. (UC/CSU)

INDIS 10: INTRODUCTION TO EDUCATION: PRACTICUM IN TEACHING
Co-requisite: Indis 97 or equivalent
Recommended for Success: Engl 151
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 tutoring students in content area reading in area schools. Students will receive training for tutoring, share experiences, and receive support from faculty and peers. (UC/CSU) (M/J SOCSSC 109)

INDIS 12: INTRODUCTION TO EDUCATION: INTERMEDIATE FIELD EXPERIENCE
Co-requisite: Indis 97 or equivalent
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 strategy and classroom management techniques. (CSU) (M/J SOCSSC 110)
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INDIS 14: BASIC STRATEGIES TO IMPROVE CONTENT AREA READING
1 Unit
Recommended for Success: Engl 151
Lecture: 1 hour
Laboratory: 1 hour
Strategies for improving 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. Offered for Credit/No Credit grading only. Offered for Credit/No Credit grading only.

INDIS 15: ADVANCED STRATEGIES TO IMPROVE CONTENT AREA READING
1 Unit
Recommended for Success: Indis 14
Lecture: 1 hour
Implementation of advanced 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. Designed for currently employed K-12 teachers. Course experience will also include ten hours of supervision and guidance for tutors in K-12 content area reading in participating class. (CSU) Offered for Credit/No Credit grading only.

INDIS 20: TRANSFER ACADEMY SEMINAR
1 Unit
Lecture: An introduction and orientation to the Academy and academic process tailored to needs of the transfer student, including practicing transformational learning, participating in a college environment, applying critical thinking, developing communication skills, and planning for a successful transfer experience. (CSU) Offered for Credit/No Credit grading only. May be repeated one time.

INDIS 110: PEER TUTORING
1 Unit
Lecture: 1 hour
Provides students with techniques and strategies for peer tutoring. Participate in study learning styles, multiple intelligence theory, learning disabilities, as well as effective communication skills, planning and structuring a tutor session, questioning techniques and multicultural perspectives. Studying these topics will lead to clarifying the nature of an effective tutor. This course meets state regulations for peer tutoring training and College Reading and Learning Association (CRLA) certification. Offered for Credit/No Credit grading only.

INDIS 111: ADVANCED PEER TUTORING .5 Unit
Prerequisite: Inds 110 or equivalent
Lecture: .5 hour
The Advanced Peer Tutoring course will train students to facilitate a structured group tutoring session. Particular emphasis will be on tutoring techniques designed to improve study skills of students attending group sessions. Offered for Credit/No Credit grading only.

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INDIS 210: INTRODUCTION TO TUTORING IN THE K-12 CLASSROOM
3 Units
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 critical literacy strategies. Offered for Credit/No Credit grading only.

INDIS 278: BASIC SKILLS FOR OCCUPATIONAL SUCCESS
3 Units
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 Mircsp 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.

JOURNALISM

JRNAL 1: INTRODUCTION TO JOURNALISM
3 Units
(CAN CUR 2)
Lecture: 2 hours
Laboratory: 3 hours
This course will cover the basic techniques of newspaper writing and reporting, including the theory and practice of hard news, features, profiles, columns and interviewing. (CSU) Offered for Credit/No Credit grading only.

JRNAL 10: NEWSPAPER PRODUCTION 1-2 Units
Laboratory: 3-6 hours
Production of the campus newspaper, including writing, editing, advertising sales and layout, page design and paste-up preparation for printing. (CSU) Offered for Credit/No Credit grading only. May be repeated three times.

LIBRARY

LIBR 1: INTRODUCTION TO LIBRARY 1 Unit & INFORMATION RESOURCES
Recommended for Success: Comps 10 or familiarity with using Internet browsers
Lecture: 1 hour
This course is an introduction to the use of electronic and print resources, including descriptive search strategies and evaluating information sources. Emphasis is on library online catalogs, online periodical database, print electronic reference sources, and Internet resources. (CSU) Offered for Credit/No Credit grading only.

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MATH 2: ELEMENTS OF STATISTICS
3 Units
(CAN STAT 2)
Prerequisite: Math 104, or placement through the assessment process, or equivalent
Lecture: 4 hours
Lecture: 3 hours
Laboratory: 2 hours
Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests. (UC/CSU) (MJC MATH 134)

MATH 4A: MATHEMATICS FOR ELEMENTARY TEACHERS I
4 Units
(CAN MATH 4)
Prerequisite: Math 104, or placement through the assessment process, or equivalent
Lecture: 4 hours
Lecture: 3 hours
Field trips may be required.

MATH 4B: MATHEMATICS FOR ELEMENTARY TEACHERS II
4 Units
(CAN MATH 6)
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)

MATH 6: MATHEMATICS FOR LIBERAL 3 Units
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
3 Units
(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
3 Units
(CAN MATH 16)
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
3 Units
(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
4 Units
(CAN MATH 14)
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 132)

MATH 18A: CALCULUS I: DIFFERENTIAL 4 Units
(CAN MATH 18A)
Lecture: 4 hours
Prerequisite: Math 16, or Math 8 and Math 10
Lecture: 5 hours
Numerical, graphic and algebraic exploration of the rate of change of a function including first and second derivatives, derivative formulas, implicit differentiation, applications of derivatives, Newton's method, and an introduction to concepts and applications of the definite integral. (UC/CSU) (MJC MATH 171)

MATH 18B: CALCULUS II: INTEGRAL 4 Units
(CAN MATH 18B)
Lecture: 4 hours
Prerequisite: Math 18A or equivalent
Lecture: 5 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/CSU) (MJC MATH 172)

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MATH 100 A: ALGEBRA I: 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 100 B: ALGEBRA I: 3 Units
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
Prerequisite: Math 202 or placement through the assessment process, or equivalent
Lecture: 5 hours
Laboratory: 1.5 hours
A study of 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 100B, Math 101, or placement through the assessment process, or equivalent
Lecture: 5 hours
Laboratory: 4.5 hours
A study of mathematical modeling with linear, absolute value, quadratic, exponential and logarithmic functions through verbal, numerical, algebraic and graphical representations. The topics include systems of linear and nonlinear equations, linear and nonlinear inequalities and rational exponents. The use of graphing calculators is required. This course is prerequisite to undergraduate transfer general education mathematics courses. (MJC MATH 90)

MATH 201: MATH CONCEPTS: AN INTERACTIVE APPROACH 3 Units
Lecture: 4 hours
Concept topics include patterns and symbolic representation, estimation, visual models for operations, fractions, decimals, percents, perimeter, area, volume, mean, mode, median, ratio, proportion, prime factoring, theoretical and empirical probabilities and student skills. This course is taught in a visual and computational way and is designed to help the student build a meaningful, internal, intuitive mathematical framework. It includes the "why" behind computation.

MATH 202: INTERACTIVE ALGEBRA PREPARATION 3 Units
Prerequisite: Math 201 or equivalent
Lecture: 4 hours
This course is designed for students who want to approach math from a "What is it for? And why does it work?" point of view. Students investigate and experience real mathematics relevant to their lives. Students will experiment, analyze data, develop conjectures, and open skills and in order to broaden their picture of mathematics and prepare for algebra. As students examine the real world of applications, they will develop and enhance the math strands of problem solving, reasoning, communication, and making connections. Topics include analyzing data, exponent, estimation, order of operations, signed numbers, expressions, linear equation of the form ax+bc, symmetry, tessellations, transformations, patterns, ratio, proportion, similarity, scaling, right triangle trigonometry (5 basic functions), probability, and linear functions to describe change.

MATH 210: TECHNIQUES FOR SMALL GROUP INSTRUCTION IN MATHEMATICS 1 Unit
Lecture: 1 hour
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 1: MUSIC FUNDAMENTALS 3 Units
Lecture: 2 hours
Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training. (UC/CSU) *(Transfer credit limited. See a counselor.)*

MUSIC 2: INTRODUCTION TO MUSIC 3 Units
Lecture: 2 hours
Survey of the many fields within the discipline of music, including a brief overview of fundamentals, music history, the voice, musical instruments, the science of acoustics, rock, jazz, and current styles, psychology of music, and analytical listening. Attendance at selected local concerts is required. (UC/CSU)

MUSIC 4A: ELEMENTARY MUSICIANSHIP 2 Units
Prerequisite: Music 4A or equivalent
Lecture: 2 hours
Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. (UC/CSU) May be repeated one time.

MUSIC 4B: ELEMENTARY MUSICIANSHIP 2 Units
Prerequisite: Music 4A or equivalent
Lecture: 2 hours
Continuation of Music 4A to develop skills in sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials, and basic keyboard skills. (UC/CSU) May be repeated one time.

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

MUSIC 5B: INTERMEDIATE MUSICIANSHIP 2 Units
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/CSU) May be repeated one time.

MUSIC 10: SURVEY OF MUSIC HISTORY 3 Units
Lecture: 3 hours
A survey of elements of style, major composers, and masterpieces of music from the Greek era through Medieval, Renaissance, Baroque, and Early Classic periods; survey from 1000 BC through 1750 AD includes the music of Palestrina, Bach, and Handel. (UC/CSU) *(Transfer credit limited. See a counselor.)* May be repeated one time.

MUSIC 11: SURVEY OF MUSIC HISTORY 3 Units
Lecture: 1 hour
A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copland. (UC/CSU) *(Transfer credit limited. See a counselor.)* May be repeated one time.

MUSIC 12: SURVEY OF JAZZ AND POPULAR MUSIC 3 Units
Lecture: 3 hours
An introduction to jazz style and history and important trends in 20th century popular music. (UC/CSU)
### MUSIC 31B: ELEMENTARY PIANO
- **Prerequisite:** Music 31A or equivalent
- **Lecture:** 1 hour
- **Activity:** 2 hours
- **Description:** 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.

### MUSIC 36: ELEMENTARY VOICE
- **Activity:** 2 hours
- **Description:** Includes basic singing techniques and songs for improving pitch, building range, endurance, tone, and breath control. (UC/CSU) (MJC MUSIC 131)

### MUSIC 31A: INTERMEDIATE PIANO
- **Prerequisite:** Music 31B or equivalent
- **Lecture:** 1 hour
- **Activity:** 2 hours
- **Description:** Continuation of the fundamentals of piano performance attained in Music 31A and 31B with more emphasis given to transposition. Piano literature will include both 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 38: ELEMENTARY VOICE
- **Activity:** 1 hour
- **Description:** Includes continued development of expression and activity: 2 hours

### MUSIC 31B: ADVANCED PIANO
- **Prerequisite:** Music 41A or equivalent
- **Lecture:** 1 hour
- **Activity:** 2 hours
- **Description:** Continuation of the fundamentals of piano performance attained in Music 31A and 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) (MJC MUSIC 122)

### MUSIC 31A: INTERMEDIATE PIANO
- **Prerequisite:** Music 31B or equivalent
- **Lecture:** 1 hour
- **Activity:** 2 hours
- **Description:** 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 38: INTERMEDIATE VOICE
- **Activity:** 1 hour
- **Description:** 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)

### MUSIC 50: SERIES - APPLIED MUSIC
- **Activity:** 1 hour
- **Description:** 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 153)

### MUSIC 51: APPLIED MUSIC
- **Activity:** 1 hour
- **Description:** Study and performance of instrumental music. Audition required. (UC/CSU) (MJC MUSIC 149)

### MUSIC 71: JAZZ ENSEMBLE
- **Activity:** 1 hour
- **Description:** Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. Audition required. (UC/CSU) (MJC MUSIC 149)

### MUSIC 76: COMMUNITY ORCHESTRA
- **Activity:** 1 hour
- **Description:** Study and performance of small ensembles, duets, and chamber groups. Audition required. (UC/CSU) (MJC MUSIC 145 or MUSIC 151)

### NATURAL RESOURCES
- **Page:** 39 for Certificate Requirements

### NATRE 1: ENVIRONMENTAL CONSERVATION
- **Lecture:** 3 hours
- **Description:** 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 ENSCI 108)

### NATRE 3: NATURAL RESOURCES LAW AND POLICY
- **Lecture:** 3 hours
- **Description:** Introduction to principles of environmental law in the United States; exposure to major legislation and significant cases; issues surrounding their interrelationships. Topics include overview of development and limits of legislative and judicial approaches to solving environmental problems; environmental ethics, local action and historical role of activists in legislative change and enforcement. (UC/CSU)

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

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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; fire forest 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 30: INTRODUCTION TO WATERSHED MANAGEMENT 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Fundamentals of watershed 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 50: NATURAL HISTORY AND ECOLOGY 3 Units
Lecture: 2 hours
Natural history and ecology with emphasis on the interrelationships among plants, animals, soils, geology, and climate of California. Selected topics on plant succession, terrestrial and aquatic ecosystems, organism adaptation and diversity, evolution, California's physical/biological environment, California biomes, and Sierra Nevada life zones. (CSU) Field trips will be limited.

NATRE 50A: SERVICE LEARNING I IN NATURAL RESOURCES 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Service Learning Experience I, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service. Emphasis is placed on 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 40 hours and attend 18 hours of lecture. (CSU)

NATRE 50B: SERVICE LEARNING II IN NATURAL RESOURCES 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU) May be repeated three times.

NATRE 97: WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES 2 Units
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience. 75 hours paid employment equals 1 unit of credit 60 hours unpaid employment equals 1 unit of credit. Provides students an opportunity to experience supervised employment in Forestry and Natural Resources. The student's employment must be related to educational or occupational goals. (CSU) (**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 less any units earned in any other Work Experience course.
For students interested in working full time one semester and attending classes one semester in an alternate basis, see Wkexp 96, page 133.

NATURAL RESOURCES TECHNOLOGY See Page 40 for Certificate Requirements

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

NARTC 160: AERIAL PHOTOGRAPHY AND MAP INTERPRETATION 2 Units
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
Lecture: 1 hour
Use of basic photogrammetric instruments and equipment; techniques of delineating soil-vegetation and timber types and distinguishing physical features on aerial photographs; techniques of interpretation of planimetric, topographic, orthophotographic, and geologic maps; principles of remote sensing.
Field trips will be required.

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

NARTC 181: CALIFORNIA WILDLIFE 4 Units
Lecture: 4 hours
4 hours Study of the field identification characteristics, habitat requirements, life history, management, and population dynamics of selected California mammals, birds, and fish; methods and problems of appraising and manipulating game mammals, furharriers, upland game, and fishes to improve population structure of habitat appraisal and manipulation to improve wildlife populations. (MJC NR 215) Field trips are required.

OFFICE TECHNOLOGY See Page 40 for Certificate Requirements

OFFTEC 42: DESKTOP PUBLISHING I 3 Units
Recommended for Success: OFFTEC 141
Lecture: 2 hours
Laboratory: 1 hour
Field 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. Credit may be earned for only one of the following: OFFTEC 42, Art 51, or Comp 31.

OFFTEC 43: DESKTOP PUBLISHING II 3 Units
Prerequisite: OFFTEC 42 or equivalent Lecture: 2 hours
Laboratory: 1 hour
Field 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) Credit may be earned for only one of the following: OFFTEC 43, Art 52, or Comp 31.

OFFTEC 50: MEDICAL TERMINOLOGY 3 Units
Lecture: 3 hours
An introduction to basic word structure including medical roots, prefixes and suffixes used in medical vocabulary; also specialized vocabulary for the various anatomical systems used by allied health fields. (CSU) Recommended for Success: OFFTEC 100 or Engr 151, and OFFTEC 140
May be repeated one time. Credit may be earned for only one of the following: OFFTEC 50, Art 57, or Comp 31.

OFFTEC 52: ELECTRONIC PRINTING 2 Units
Lecture: 4 hours
Laboratory: 7.5 hours (Self-paced)
Field this is a basic course in the principles and practices of effective records management and includes practice in classifying, arranging, and storing of records for both manual and computerized records systems. Emphasis is placed on understanding both practical applications of alphanumeric, numeric, geographic and subject filing systems. Meets or exceeds specifications of American Records Management Association.

OFFTEC 121: MACHINE TRANSCRIPTION 2 Units
Recommended for Success: OFFTEC 130 or Eng 151, and OFFTEC 140
Lecture: 1 hour
Laboratory: 3 hours (Self-paced)
Study and use of various transcribing machines, emphasizing training of an employable skill in machine transcribing marketable business documents. (MJC OFADM 301 and 302)

OFFTEC 125: RECORDS MANAGEMENT AND FILING APPLICATIONS 3 Units
Lecture: 4 hours
This is a basic course in the principles and practices of effective records management and includes practice in classifying, arranging, and storing of records for both manual and computerized records systems. Emphasis is placed on understanding both practical applications of alphanumeric, numeric, geographic and subject filing systems. Meets or exceeds specifications of American Records Management Association.

OFFTEC 130: BUSINESS ENGLISH 3 Units
Lecture: 4 hours
The mechanics of English including grammar, punctuation, sentence structure, spelling, and use of the dictionary.
OFTEC 131: OFFICE PROCEDURES AND TECHNOLOGY 3 Units
Prerequisite: Oftec 125
Lecture: 3 hours and accompanying laboratory.
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 portfolio.

OFTEC 132: BUSINESS COMMUNICATIONS 3 Units
Prerequisite: Oftec 130 or Engl 250
Lecture: 3 hours
Study and development of a variety of communication skills. Emphasis will be placed on writing 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. (MJC BUSAD 210)

OFTEC 140: BEGINNING WORD PROCESSING 2 Units
Recommended for Success: Oftec 100
Lecture: 2 hours
Students receive instruction in a current word processing program which includes editing, saving, changing format, tabs, using Spell Check; creating headers/footers and footnotes/endnotes; cutting and pasting; and using file management techniques. May be repeated one time.

OFTEC 141: INTERMEDIATE WORD PROCESSING 3 Units
Recommended for Success: Oftec 140
Lecture: 3 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. May be repeated one time.

OFTEC 142: DESKTOP PUBLISHING ESSENTIALS* 1-2 Units
Recommended for Success: Oftec 215 and Cmpsc 4
Lecture: 1-2 hours
This course is an introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. *Credit may be earned for either Oftec 142 or Cmpsc 142, but not both.
Offered for Credit/No Credit grading only.

OFTEC 151: MEDICAL OFFICE MANAGEMENT 3 Units
Prerequisite: Oftec 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; interprofessional skills; telephone techniques; managing office supplies, equipment, and personnel; development of organizational and decision-making skills, and financial records.

OFTEC 152: MEDICAL BILLING & CODING 3 Units
Prerequisite: Oftec 50 or equivalent
Lecture: 3 hours
A fundamental course in medical insurance billing and coding, Blue Cross and Blue Shield, Medicaid and Medi-Cal, Medicare, Champus and Workers' Compensation.

OFTEC 153A: BEGINNING MEDICAL TRANSCRIPTION 3 Units
Recommended for Success: Oftec 50
Lecture: 9 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. May be repeated two times.

OFTEC 153B: BEGINNING MEDICAL TRANSCRIPTION 3 Units
Recommended for Success: Oftec 153A or equivalent
Laboratory: 9 hours (Self-paced)
Continuation of Office Technology 153A. Transcription of medical reports, including dictation on bones, soft tissue, ultrasound, CT scans, and MRI studies. May be repeated two times.

OFTEC 154: RADIOLOGY TRANSCRIPTION 1 Unit
Recommended for Success: Oftec 153B
Laboratory: 3 hours (Self-paced)
Familiarization with radiology terminology and transcription of medical reports, including dictation on bones, soft tissue, ultrasound, CT scans, and MRI studies.

OFTEC 155: CARDIOLOGY TRANSCRIPTION 1 Unit
Recommended for Success: Oftec 153B
Laboratory: 3 hours (Self-paced)
Transcription of cardiology 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.

OFTEC 156: ORTHOPEDIC TRANSCRIPTION 1 Unit
Recommended for Success: Oftec 153B
Laboratory: 3 hours (Self-paced)
Transcription of orthopedic history and physicals, consultations, discharge summaries, and operative reports.

OFTEC 157: GASTROENTEROLOGY TRANSCRIPTION 1 Unit
Recommended for Success: Oftec 153B
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.

OFTEC 158: PATHOLOGY TRANSCRIPTION 1 Unit
Recommended for Success: Oftec 153B
Laboratory: 3 hours (Self-paced)
Familiarization with pathology terminology. Transcription of gross and microscopic autopsies, microscopic descriptions of tissue specimens and diagnoses.

OFTEC 159: SURGERY TRANSCRIPTION 2 Units
Recommended for Success: Oftec 153B or equivalent
Laboratory: 6 hours (Self-paced)
The transcription of physician-dictated surgery reports organized by medical specialty. Emphasis on the development of accuracy, speed, and surgical knowledge for the transcription of operative reports, diagnostic studies, and procedures notes. May be repeated two times.

OFTEC 190: MEDICAL OFFICE INTERNSHIP 1.5 Units
Prerequisite: Oftec 151 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 interprofessional skills in preparation for entry-level employment as medical office specialists. May be repeated two times. Offered for Credit/No Credit grading only.

OFTEC 210: TYPING SPEED AND ACCURACY BUILDING 1 Unit
Laboratory: 3 hours (Self-paced)
Speed building and accuracy on straight copy, and statistical writing, intensive drills and remedial work. May be repeated three times.

OFTEC 215: WORD PROCESSING FOR PERSONAL USE 1 Unit
Lecture: 1 hour
Instruction in typing, storing, revising, and printing and other beginning commands for a variety of applications using a word processing program. Recommended for non-majors, no previous computer experience is required. Offered for Credit/No Credit grading only.

PHILO 1: INTRODUCTION TO PHILOSOPHY 3 Units
(CAN PHI 2)
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 4: 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 experience. (UC/CSU) (MJC PHILO 115)
Field trips may be required.*Credit may be earned for either Philo 4 or Human 4, but not both.

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 4A: INTRODUCTORY PHYSICS I: 4 Units
(Trigonometry Level)
Prerequisite: Math 8 and Math 10, or Math 16, or equivalent
Lecture: 4 hours
Laboratory: 2 hours
A trigonometry-level introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Topics include macroscopic force laws, linear and rotational dynamics, energy, fluids, oscillations, waves, and thermal physics. 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 143)

PHYSICS 4B: INTRODUCTORY PHYSICS II: 4 Units
(Trigonometry Level)
Prerequisite: Math 8 or equivalent
Lecture: 4 hours
Laboratory: 3 hours
A trigonometry-level introduction to the modeling of physical phenomena using electrostatics, magnetostatics, electromagnetics induction, and electric circuit theories. Includes an introduction to optics and modern physics. The course requires the student to use the following college-level skills: algebra, trigonometry, integral calculus, abstract concept assimilation, critical thinking, and a four-stage physics modeling procedure (developed in Introductory Physics I). (UC/CSU) (Transfer credit limited. See a counselor.) (MJC PHYS 103)

PHYSICS 5A: INTRODUCTORY PHYSICS I: 5 Units
(Calculus Level)
Prerequisite: Math 18A or equivalent, or concurrent enrollment in Math 18A
Lecture: 3 hours
Laboratory: 2 hours
A calculus-based introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Topics include macroscopic force laws, linear and rotational dynamics, energy, fluids, oscillations, thermal physics, and waves. This course requires the student to use the following college-level skills: algebra, trigonometry, beginning calculus, abstract concept assimilation, and critical thinking. (UC/CSU) (Transfer credit limited. See a counselor.) (MJC PHYS 101)

PHYSICS 5B: INTRODUCTORY PHYSICS II: 5 Units
(Calculus Level)
Prerequisite: Physics 4A or equivalent, and Math 18B or equivalent, or concurrent enrollment in Math 18B
Lecture: 3 hours
Laboratory: 2 hours
A calculus-level introduction to modeling with electrostatics, magnetostatics, electromagnetic induction, and electric circuit theories. Includes an introduction to optics and modern physics. The course requires the student to use the following college-level skills: algebra, trigonometry, integral calculus, abstract concept assimilation, critical thinking, and a four-stage physics modeling procedure (developed in Introductory Physics I). (UC/CSU) (Transfer credit limited. See a counselor.) (MJC PHYS 103)

POLITICAL SCIENCE

POLSC 10: CONSTITUTIONAL GOVERNMENT
(CAN GOVT 2)
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 legislation, 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 101)

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

POLSC 14: INTERNATIONAL RELATIONS
3 Units
Lecture: 3 hours
Dynamic of interstate relations; diplomacy and international law; international organizations, super-national organizations; war and peace; foreign policy. (UC/CSU) (MJC POLSC 110)

POLSC 95A: SERVICE LEARNING I IN POLITICAL SCIENCE
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)

POLSC 95B: SERVICE LEARNING II IN POLITICAL SCIENCE
2 Units
Lecture: 1 hour
Laboratory: 3 hours
Continues the Service Learning experience with a mentoring component in which Service Learning I students mentor Service Learning I students. (CSU) May be repeated three times

PSYCHOLOGY

PSYCH 1: GENERAL PSYCHOLOGY
3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
An introductory survey course of the general field of psychology. Topics to be covered include conditioning, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology. (UC/CSU) (MJC PSYCH 101)

PSYCH 2: CURRENT ISSUES IN PSYCHOLOGY
3 Units
Prerequisite: Psychology 1 or equivalent
Lecture: 3 hours
A look at the more advanced areas of study in psychology concentrating on current theoretical approaches and research findings regarding areas of controversy. (UC/CSU) (Transfer credit limited. See a counselor.)

PSYCH 5: HUMAN SEXUAL BEHAVIOR
3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
Exploration of issues in human sexuality from the perspective of the behavioral and social sciences. Study and discussion of sexual behavior, feelings, and attitudes as they affect one's self and others. (UC/CSU) (MJC PSYCH 110)

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 practical application. (UC/CSU) (MJC PSYCH 141)

PSYCH 20: SPORT PSYCHOLOGY
3 Units
Lecture: 3 hours
Introductory survey of the theoretical and practical applications of psychology to sport and exercise. Cognitive, behavioral, social-psychological and affective factors related to populations and topics in sport and exercise will be covered. Topics include introduction to sport psychology, personality and sport, audience effect, aggression, arousal/stress, anxiety, motivation, team climate, and youth issues/gender issues. (CSU)

PSYCH 30: PSYCHOLOGY OF ADJUSTMENT
3 Units
Recommended for Success: Engl 151
Lecture: 3 hours
The study of personal growth and adjustment to help prepare the individual for lifelong understanding of self. Discussion of personality development, interpersonal relations, sexuality, stress, family dynamics, coping with losses, and other concerns of the individual in our society. (UC/CSU) (MJC PSYCH 130)

PSYCH 35: INTRODUCTION TO DRUGS
3 Units
Field trips may be required.

PSYCH 40: 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, lifestyle choices, relaxation training (including biofeedback), and interpersonal communication techniques. (CSU)
PSYCH 95A: SERVICE LEARNING I 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) May be repeated three times

REAL ESTATE

RLEST 15: REAL ESTATE FINANCE 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

SAR 10: INTRODUCTION TO SEARCH THEORY 2 Units
Lecture: 2 hours
An overview of current search theories as developed by the National Park Service and the National Association for Search and Rescue. National Association for Search and Rescue Certification available to the student. (CSU) May be repeated two times.
Credit may be earned for either SAR 10 or Fire 10, but not both.

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 Low Angle Rope Rescue by the California State Fire Marshal’s Office. (CSU)
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.
Credit may be earned for either SAR 50 or Fire 50, but not both.

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)
Offered for Credit/No Credit grading only.
Credit may be earned for either SAR 51 or Fire 51, but not both.

PSYCH 95B: SERVICE LEARNING II IN REAL ESTATE 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. (CSU) May be repeated three times

SKILLS DEVELOPMENT

SKLDV 125: INTRODUCTION TO THE GRAPHING CALCULATOR .5 Unit
Recommended for Success: Completion of or concurrent enrollment in Math 100A, Math 101 or higher
Laboratory: 3 hours
How to use the graphing calculator and develop strategies to use the accompanying instruction booklet. Applications and topics will cover basic operations, 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 250: SENTENCE WRITING 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 Units
Lecture: 1 hour
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 SPACING 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 277: BASIC READING DEVELOPMENT 1 Unit
Laboratory: 4 hours
Designed for students who read at or below the fifth grade reading level. Students will work one on one with tutors from the Basic Reading Tutor Training Course. Instruction will emphasize phonic, sight word recognition, and reading comprehension. Offered 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. Enrollment in Engl 250 (English Fundamentals) will compliment studies in Skldv 278. May be repeated one time.

SKLDV 279: 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.

SKLDV 280: READING STRATEGIES .5-3 Units
Lecture: 2 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
Prerequisite: Skldv 278 or concurrent enrollment in Engl 151
Lecture: 2 hours
Laboratory: 2 hours
A systematic strategy of vocabulary development will be presented and practiced with the vocabulary of specific disciplines such as humanities, applied science, social science, and vocational arts. Various aids to vocabulary expansion will also be examined. May be repeated two times.

SKLDV 290: STUDY SKILLS .5 Unit
Lecture: 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 hour
Basics of successful test taking with emphasis on the skills necessary to improve performance on a specific exam such as the S.A.T., C.B.E.S.T., or Civil Service Exam. Offered for Credit/No Credit grading only. May be repeated three times.

SOCIOLOGY
See Page 39 for Human Services Certificate Requirements

SOCIO 1: INTRODUCTION TO SOCIOLOGY 3 Units
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)

SOCIO 2: AMERICAN SOCIETY: SOCIAL 3 Units
Lecture: 3 hours
A focus on 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. These problems and others will be studied from the perspective of social institutions, social change, and other perspectives of sociology. (UC/CSU) (MJC SOCIO 102)

SOCIO 5: ETHNICITY AND ETHNIC RELATIONS 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 a challenging field of study with the dynamics of emergence, ethnocentrism, change, marginality and acculturation of major ethnic groups in the United States. The immense diversity of these groups will be explored and analyzed through the methodology of recent sociological research. This course is designed to meet an ethnic studies requirement. (UC/CSU) (MJC SOCIO 150)

SOCIO 7: GENDER, CULTURE AND SOCIETY 3 Units
Lecture: 1 hour
The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primate (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 incorporates (with varying degrees of success) in males and females. (UC/CSU)

Credit may be earned for Socio 7 or Anth 7, but not both.

SOCIO 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. Interdisciplinary assessment of the reciprocal relationship between contemporary society and the American family. (UC/CSU) (MJC SOCIO 125)

SOCIO 28: DEATH AND DYING 3 Units
Lecture: 3 hours
Principles, concepts and methods of sociology used in examining predominant attitudes and practices regarding death and dying, and grief in the U.S. Included will be interdisciplinary methods and materials related to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death. (CSU) (MJC HUMSR 114)

Field trips may be required.

SOCIO 95A: SERVICE LEARNING I IN SOCIOLOGY 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Service Learning Experience I, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Volunteerism and Service Learning will be examined from theory to practice. This course is designed to meet specific student interests. Students will be required to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture. (CSU)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1A</td>
<td>SPANISH: Beginning</td>
<td>5</td>
<td>A continuation of Spanish 1A with emphasis on ideas, culture and use of the total language. (CSU)</td>
</tr>
<tr>
<td>SPAN 1B</td>
<td>SPANISH: Beginning</td>
<td>5</td>
<td>An intermediate level conversation course designed for the practice of listening and speaking skills in Spanish with a focus on everyday activities in a comparative cultural context. Preparation includes reading of assigned material. (CSU)</td>
</tr>
<tr>
<td>SPAN 2A</td>
<td>SPANISH: Intermediate</td>
<td>5</td>
<td>Emphasis on the fundamentals of the Spanish language with basic structures and vocabulary. Various topics in Spanish will be covered to meet individual and agency needs. Offered for Credit/No Credit grading only. May be repeated with different topics only.</td>
</tr>
<tr>
<td>SPAN 2B</td>
<td>SPANISH: Intermediate</td>
<td>5</td>
<td>An intermediate conversation course designed for the practice of listening and speaking skills in Spanish with a focus on everyday activities in a comparative cultural context. Preparation includes reading of assigned material. (CSU)</td>
</tr>
<tr>
<td>SPAN 10A</td>
<td>CONVERSATIONAL SPANISH</td>
<td>3</td>
<td>Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. (CSU)</td>
</tr>
<tr>
<td>SPAN 10B</td>
<td>CONVERSATIONAL SPANISH</td>
<td>3</td>
<td>A continuation of Spanish 10A with emphasis on ideas, culture and use of the total language. (CSU)</td>
</tr>
<tr>
<td>SPAN 20A</td>
<td>CONVERSATIONAL SPANISH</td>
<td>3</td>
<td>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 in intercultural contexts, group discussions, and individual presentations in public settings. (UC/CSU) (MJC SPCOM 102)</td>
</tr>
<tr>
<td>SPAN 20B</td>
<td>CONVERSATIONAL SPANISH</td>
<td>3</td>
<td>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 in intercultural contexts, group discussions, and individual presentations in public settings. (UC/CSU) (MJC SPCOM 102)</td>
</tr>
<tr>
<td>SPCOM 1</td>
<td>FUNDAMENTALS OF SPEECH</td>
<td>3</td>
<td>Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluation of listening. (UC/CSU) (MJC SPCOM 104)</td>
</tr>
<tr>
<td>SPCOM 2</td>
<td>ARGUMENTATION</td>
<td>3</td>
<td>A study of the art of argumentation; analysis of issues and evidence; the elements of logic; analysis of others’ arguments; oral presentation of arguments. (UC/CSU) (MJC SPCOM 104)</td>
</tr>
<tr>
<td>SPCOM 3</td>
<td>INTRODUCTION TO HUMAN COMMUNICATION</td>
<td>3</td>
<td>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 SPCOM 102)</td>
</tr>
<tr>
<td>SPCOM 4</td>
<td>INTERCULTURAL COMMUNICATION</td>
<td>3</td>
<td>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 in intercultural contexts, group discussions, and individual presentations in public settings. (UC/CSU) (MJC SPCOM 102)</td>
</tr>
<tr>
<td>SPCOM 5</td>
<td>MASS COMMUNICATION</td>
<td>3</td>
<td>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. (UC/CSU) (MJC RA-TV/SPCOM/HTHR 101)</td>
</tr>
<tr>
<td>SPCOM 6</td>
<td>VOICE DYNAMICS</td>
<td>3</td>
<td>A study of Voice Dynamics will focus on vocal psychology, breathing, relaxation, vocal variety, projections, articulation, placement, phonetics, ear training and vocal anatomy, character &quot;voices&quot;, 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 RA-TV/SPCOM/HTHR 101)</td>
</tr>
<tr>
<td>SPCOM 7</td>
<td>EXPLORING RADIO DRAMA*</td>
<td>1.5-3</td>
<td>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 Spcm 19 or Drama 18, but not both.</td>
</tr>
<tr>
<td>SPCOM 8</td>
<td>ASL - BEGINNING</td>
<td>3</td>
<td>Introduction to the American Manual Alphabet and American Sign Language, designed to provide basic conversational skill in the language used among most deaf people in the United States. (CSU)</td>
</tr>
<tr>
<td>SPCOM 9</td>
<td>ASL - INTERMEDIATE COMMUNICATION WITH THE DEAF</td>
<td>3</td>
<td>Introduction to the American Manual Alphabet and American Sign Language, designed to provide basic conversational skill in the language used among most deaf people in the United States. (CSU)</td>
</tr>
<tr>
<td>SPCOM 10</td>
<td>SIGN LANGUAGE</td>
<td>2</td>
<td>Development of expressive and receptive skills in sign language including skills in finger spelling. Receptive skills will be emphasized. Signing systems will include Pigeoned Signed English (PSE), American Sign Language (ASL) and Signed Exact English (SEE). American Sign Language will be emphasized. (CSU)</td>
</tr>
<tr>
<td>SPCOM 11</td>
<td>EXPLORING SIGN LANGUAGE</td>
<td>2</td>
<td>Development of advanced level receptive and expressive skills in conversational sign language and finger spelling. (CSU) May be repeated two times.</td>
</tr>
</tbody>
</table>

*Offered for Credit/No Credit grading only. May be repeated for no more than a total of 16 units of credit, less any units earned in any other Work Experience course. For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wksp 96, page 131. **Offered for Credit/No Credit grading only. May be repeated one time. **May not both.

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Columbia College 2005-06 Catalog
WELDING TECHNOLOGY

WT 97: WORK EXPERIENCE AS A 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 Teacher Aide Training. 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 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 133.

WT 110: METALLIC AND TUNGSTEN 3 Units
INERT GAS WELDING (M.I.G./T.I.G.)
Lecture: 1 hour Labor: 6 hours
Prepare metal for welding, make basic joints on various metals using the M.I.G. and T.I.G. welding processes. Interpret blueprint lines and symbols used in M.I.G. and T.I.G. welding.

WT 111: ADVANCED ARC WELDING 3 Units
Prerequisite: WT 100 or equivalent
Lecture: 1 hour Labor: 6 hours
This course covers arc welding in flat, horizontal, vertical and overhead positions. Welding cast iron, carbon arc cutting, basic pipe welding, plasma cutting, metallurgy, 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
Lecture: .5 hours Labor: 3 hours
This course will offer an introduction to various metalworking techniques with an emphasis on aesthetic design and quality of metal joining.

WT 166: METAL SCULPTURE PROJECTS 1 Unit
Prerequisite: WT 165 or Art 165 with a grade of "C" or better
Labor: 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 166, but not both.
May be repeated three times.

WT 180: WELDING CERTIFICATION .5 Unit
Prerequisite: WT 100 and WT 110 or equivalent Labor: 3 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 correcting deficiencies 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.

WTWPEK 96: COOPERATIVE WORK 1-8 Units
75 hours of paid employment equals 1 unit of credit.
60 hours of unpaid employment equals 1 unit of credit.
Provides OCCUPATIONAL students with the opportunity to alternate full-time in school with full-time employment during which no classes are required and the student may earn a maximum of 8 units of work experience credit during the term (semester) on the job. Participants in the alternate plan may not take more than one other course with work experience. (CSU) (*Transfer credit limited. See a counselor.)
Offered for Credit/No Credit grading only.
May be repeated for a maximum of 16 units of credit from Wkexp 96 and/or Wkexp 97.

WORK EXPERIENCE

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

NON-CREDIT COURSES

ART 308: DRAWING & PAINTING: ALL LEVELS
Drawing and painting for the beginning and intermediate painter. Includes use of materials, development of composition, mixing colors and use of various styles. Must provide own supplies.

ENG 305: ENGLISH AS A SECOND LANGUAGE
Elementary course in speaking, hearing, reading, and writing English for persons learning English as another language. Emphasis is on vocabulary and sentence structure for practical communication.

FILM 305: INTERNATIONAL FILM STUDY
A comprehensive review of 10 selected award-winning films from around the world.

HHP 300: FITNESS MAINTENANCE
A comprehensive workout designed to achieve personal fitness goals through the use of cardiovascular and strength training systems.

HHP 302: CARDIAC FAMILY FITNESS - FIRST STEP FOR FITNESS
Designed to develop a higher level of cardiovascular functional capacity and reduce the risk factors associated with coronary artery disease. Must be a member of enrolled cardiac student's family.

HHP 410: REHABILITATION FOR THE PHYSICALLY LIMITED
Designed to offer individually prescribed fitness to the physically limited with emphasis on the improvements of cardiovascular, flexibility and strength components.

MUSIC 302: CHORAL SINGING
Study and performance of mixed choral works of various styles and periods, includes development of vocal technique and musicianship. Audition required.

MUSIC 303: ORCHESTRA
Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed.

NATRE 255: INTRODUCTION TO THEMATIC INTERPERATION
Course is designed to develop skills in and expand knowledge of thematic interpretation of nature for potential guides. Field trips will be required.

SKLDV 300: GED PREPARATION
Designed to teach the general skills needed to pass the General Educational Development test.

SKLDV 392: APPLIED SKILLS
The course is designed for students who need to develop basic skills and personal qualities in preparation for successful employment or enrollment in continuing education. Individualized assistance will be provided and specific learning needs will be identified. No program of study to improve skills (oral and written), thinking skills and personal skills.

SKLDV 410: COLLEGE SKILLS ENHANCEMENT
Provides supervised laboratory experience for students who need support in order to achieve the goals and objectives of a course in which they are enrolled.

SKLDV 420: COLLEGE COMPUTER SKILLS DEVELOPMENT
Provides supervised computer laboratory experience for students who must use a computer laboratory to achieve the goals and objectives of a course in which they are enrolled.

HISTORY
11 History of California yes no no no
13 World Civilizations: to 1650 yes no no no
14 World Civ.: 1650 to Present yes no no no
16 United States: to 1877 yes no no no
17 United States: 1877 to Present yes no no no
19 African-American History no yes no no
55 The American Frontier no no no no

HOSPITALITY MANAGEMENT
10 Intro to Recreation & Leisure yes no yes no
20 Intro to Leisure Travel & yes yes no no
97 Tourism: Eastern Hemisphere yes yes no no
102 Careers & Human Relations yes no no no
104 Hospitality & Res. yes yes yes no
112 Front Office, Mgmt. & Catering yes yes yes no
120 Safety & Sanitation yes yes yes yes
122 Restaurant Math yes yes yes yes
126 Nutrition for Chefs no yes no yes
128 Kitchen Management no yes no yes
133A Intro to Comm. Food Prep. yes yes yes yes
133B Commercial Food Preparation yes yes yes yes
134 Commercial Baking: Beg. yes yes yes yes
135 Commercial Baking: Adv. yes yes yes yes
136 Dining Room Ser. & Mgmt. yes yes yes yes
140 Contemporary Cuisine yes yes yes yes
141 Restaurant Desserts no yes no yes
142 Garde Manger yes yes yes yes
146 Dining Room Ser. & Mgmt. yes yes yes yes
147 Beverage Management yes yes yes yes
148 Intro to Wine no yes no yes
149 Intro to Wine yes no no no
152 Restaurant Planning no yes no yes
162 Intro to Travel Marketing, yes no yes no
164 Tourism Planning & yes no no no
165 Eco-Adventure/Heritage yes no no no
166 Developing a Hospitality yes yes yes yes
168 Developing a Hospitality yes yes yes yes
175 Spa & Health Club Operations yes no no yes
190 Culinary Arts Internship yes yes yes yes

HUMANITIES
1 Old World Culture yes yes yes yes
2 Modern Culture yes yes yes yes
3 World Culture yes yes yes yes
4 World Religion/Spirituality yes yes yes yes

JOURNALISM
1 Intro to Journalism yes yes no no

MATHEMATICS
2 Elements of Statistics yes yes yes yes
4A Mathematics for Elementary yes yes yes yes
10 College Algebra yes yes yes yes
11 Trigonometry yes yes yes yes
12 Finite Mathematics no yes no yes
16 Precalculus yes no yes yes
18A Calculus I no yes yes yes
18B Calculus II no yes yes yes
100A Fundamentals First Half no yes yes yes
100B Fundamentals Second Half no yes yes yes
101 Algebra I yes yes yes yes
104 Algebra II yes yes yes yes

MUSIC
2 Introduction to Music yes yes yes yes
4A Elementary Music yes yes yes yes
4B Elementary Music yes yes yes yes
6 Survey of Music History and yes yes yes yes
8 Literature: Ancient to yes yes yes yes
10 Survey of Music History and yes yes yes yes
12 Music Fundamentals no yes yes yes
14 Intermediate Music Theory yes yes yes yes
18 Intermediate Music Theory yes yes yes yes
36 Elementary Voice yes yes yes yes
37 Elementary Voice yes yes yes yes
38 Intermediate Voice yes yes yes yes
39 Intermediate Voice yes yes yes yes
41 Beginning Guitar yes yes yes yes
50-56 Applied Music yes yes yes yes
60 Choir yes yes yes yes
62 Jazz yes yes yes yes
66 Community Chorus yes yes yes yes
69 Madrigal Ensemble no no no no
70 College Band no no no no
72 Jazz Ensemble yes yes yes yes
75 Jazz Studies no no no no
76 Community Orchestra yes yes yes yes

PHILOSOPHY
11 Introduction to Philosophy yes yes yes yes
4 World Religions/Spirituality yes yes yes yes
26 Western Philosophy yes yes yes yes

PHYSICS
1 Conceptual Physics yes yes yes yes
4 Introductory Physics I: yes yes yes yes
2A Introductory Physics II: yes yes yes yes
4A Intro Physics I: yes yes yes yes
5A Intro Physics II: yes yes yes yes

PSYCHOLOGY
1 General Psychology yes yes yes yes
4 Current Issues in yes yes yes yes
6 Human Sexual Behavior yes yes yes yes
10 Life-span Development yes yes yes yes
12 Personality & yes yes yes yes
18 Personality & Social yes yes yes yes
40 Stress Management yes yes yes yes


NATURAL RESOURCES TECHNOLOGY
155 Interpretive Guided Tours yes no yes no
156 Aerial Photography and yes yes no yes
165 California Wildlife no yes no yes
166 Water for yes yes yes yes

OFFICE TECHNOLOGY
5 Elect. Printing yes yes yes yes
4A Introductory yes yes yes yes
10 Survey of Music yes yes yes yes
20 Machine Transcription yes yes yes yes
41 Internet, Word yes yes yes yes
42 Desktop Publishing yes yes yes yes
50 Medical Terminology yes yes yes yes
52 Medical Billing yes yes yes yes
53A Beg. Medical yes yes yes yes
53B Med. yes yes yes yes
54 Radiology yes yes yes yes
55 Cardiology yes yes yes yes
56 Orthopedic yes yes yes yes
57 Medical Transcription yes yes yes yes
58 Pathology yes yes yes yes
97 Work Experience yes yes yes yes
110 Computer Keyboarding yes yes yes yes
120 Computer Keyboarding yes yes yes yes
130 Records Management yes yes yes yes
132 Business Communications yes yes yes yes
133 Medical Office Management yes yes yes yes
190 Medical Office Internship yes yes yes yes

POLITICAL SCIENCE
10 Constitutional Government yes yes yes yes
12 American Political yes yes yes yes
14 International Relations yes yes yes yes

SEARCH & RESCUE
50 Low Angle Rope yes yes yes yes

SOCIOLOGY
1 Introduction to yes yes yes yes
2 American Society: yes yes yes yes
5 Ethnicity/Ethnic yes no no no
12 Sociology of the yes no no no
28 Death & Dying no no no no
97 Work Experience yes yes yes yes

SPANISH
1A Spanish: Beginning yes no no yes
1B Spanish: Beginning yes no no yes
2A Spanish: Intermediate yes no no yes
2B Spanish: Intermediate yes no no yes

SPEECH COMMUNICATION
1 Fundamentals of yes yes yes yes
2 Argumentation yes yes yes yes
4 Human Communication yes yes yes yes
5 Mass Communication yes yes yes yes

WELDING TECHNOLOGY
97 Work Experience yes yes yes yes
100 Introduction to yes no no yes
101 Practical yes yes yes yes
110 Electric/Tungsten yes yes yes yes

WELLNESS TECHNOLOGY
1 Advanced yes yes yes yes

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Faculty & Staff

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