Higher Education in a
Natural Learning Environment
From the President

Welcome to Columbia College,

As one of the 109 California Community Colleges, our goal is to place higher education within the reach of every Californian. This is especially true for those whom we serve directly in the foothill communities.

The lives of thousands have changed and improved with the awarding of our associate degrees and vocational certificates since our college’s first graduating class in 1969. In addition, countless others have received essential job training to enter the business world, or to upgrade their occupational situations.

Thanks to the passage of Measure E in November 2004 by voters in our Yosemite Community College District (YCCD), we can continue our tradition of providing quality education. Funds from the bond will enable us to repair, upgrade and replace aging classrooms and instructional facilities.

As such, it will allow Columbia College to improve our methods of delivering academic courses and job training on our campus. These funds will also allow us to plan and construct a new center in Calaveras County, and plan a new center in Oakdale to make higher education more accessible for residents within the range of our college service area.

The theme of our 2006-07 catalog is "Higher Education in a Natural Learning Environment." We believe that our campus in the Mother Lode offers not only a beautiful, natural setting, but also a stimulating environment for learning. That holds true for Baker Station, located at the 6,200 ft. elevation near Kennedy Meadows. Operated as a partnership between the YCCD and the Summit Ranger District of the Stanislaus National Forest, the High Sierra Institute has become a site for a growing number of college classes in one of the state’s most pristine regions.

Yes, this is an exciting time to be a part of Columbia College! Let me be among the first to welcome you to our institution and encourage you to take full advantage of our counseling, financial aid, tutoring and other student support services. We are all here to help you succeed with your academic and occupational goals.

Sincerely,

Dr. Jim Riggs
President

Disclaimer: The Yosemite Community College District and Columbia College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered together with other matters contained herein, are subject to change without notice by the administration of the Yosemite Community College District or Columbia College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.
### Academic Schedule 2006-07

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 27</td>
<td>DSPE5/EOPN5 - Touch-tone phone/Online registration by appointment only</td>
</tr>
<tr>
<td>Jul 31 - Aug 10</td>
<td>Continuing students - Touch-tone phone/Online registration by appointment only</td>
</tr>
<tr>
<td>Aug 14 &amp; 15</td>
<td>Newly matriculated - Touch-tone phone/on-campus. Online registration by appointment only</td>
</tr>
<tr>
<td>Aug 16 - 25</td>
<td>All students - Open registration. Touch-tone phone/Online registration on campus (No appointment required)</td>
</tr>
<tr>
<td>Aug 28</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td>Sep 1st</td>
<td>Last day to register for Fall classes without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Sep 4th</td>
<td>Holiday - Labor Day</td>
</tr>
<tr>
<td>Sep 9th</td>
<td>Last day to apply for refund on touch-tone phone and web</td>
</tr>
<tr>
<td>Sep 23rd</td>
<td>Last day to withdraw without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Sep 28th</td>
<td>Last day to elect for CR/NC grading</td>
</tr>
<tr>
<td>Oct 6th</td>
<td>Deadline for filing for graduation and certificates for Fall 2007</td>
</tr>
<tr>
<td>Oct 10th</td>
<td>Holiday - Veterans Day</td>
</tr>
<tr>
<td>Oct 19th</td>
<td>Last day to withdraw from any course</td>
</tr>
<tr>
<td>Oct 22nd</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td>Nov 23 &amp; 24</td>
<td>Holiday - Thanksgiving</td>
</tr>
<tr>
<td>Dec 11 - 15</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Fall Semester Ends</td>
</tr>
<tr>
<td>Dec 18 - Jan 5</td>
<td>Winter Recess</td>
</tr>
<tr>
<td>Jun 7</td>
<td>First Summer Session Ends</td>
</tr>
</tbody>
</table>

### Summer 2007 Session

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 22</td>
<td>DSPE5/EOPN5 - Touch-tone phone/Online registration by appointment only</td>
</tr>
<tr>
<td>Jun 27 - Dec 8</td>
<td>Continuing students - Touch-tone phone/Online registration by appointment only</td>
</tr>
<tr>
<td>Dec 11 &amp; 12</td>
<td>Newly matriculated - Touch-tone phone/Online registration by appointment only</td>
</tr>
<tr>
<td>Dec 13 - 31</td>
<td>All students - Open registration. Touch-tone phone/Online registration on campus (No appointment required)</td>
</tr>
<tr>
<td>Jun 6th</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td>Jan 12th</td>
<td>Last day to register for Spring classes without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Jan 15th</td>
<td>Holiday - Martin Luther King</td>
</tr>
<tr>
<td>Jan 19th</td>
<td>Last day to apply for refund on touch-tone phone and web</td>
</tr>
<tr>
<td>Jan 25th</td>
<td>Last day to apply for a refund on touch-tone phone and web</td>
</tr>
<tr>
<td>Feb 3rd</td>
<td>Last day to withdraw without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Feb 9th</td>
<td>Last day to elect for CR/NC grading</td>
</tr>
<tr>
<td>Feb 16th</td>
<td>Holiday - Lincoln Day</td>
</tr>
<tr>
<td>Feb 18th</td>
<td>Holiday - Washington Day</td>
</tr>
<tr>
<td>Mar 2nd</td>
<td>Deadline for filing for graduation and certificates for Spring 2007</td>
</tr>
<tr>
<td>Mar 30th</td>
<td>Last day to withdraw from any course</td>
</tr>
<tr>
<td>Apr 23rd</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Apr 28th</td>
<td>Spring Semester Ends</td>
</tr>
<tr>
<td>Apr 27th</td>
<td>Graduation</td>
</tr>
</tbody>
</table>

### Fall 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 17</td>
<td>Registration - Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays &amp; Holidays)</td>
</tr>
<tr>
<td>May 7th</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td>May 10th</td>
<td>Last day to apply for refund without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>May 17th</td>
<td>Last day to withdraw without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>May 28th</td>
<td>Holiday - Memorial Day</td>
</tr>
<tr>
<td>May 31st</td>
<td>Last day to withdraw from any course</td>
</tr>
<tr>
<td>Jun 7th</td>
<td>First Summer Session Ends</td>
</tr>
<tr>
<td>Apr 2 - 10</td>
<td>Registration - Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays &amp; Holidays)</td>
</tr>
<tr>
<td>Jun 10th</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td>Jun 14th</td>
<td>Last day to apply for refund without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Jun 21st</td>
<td>Last day to withdraw without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Jun 21st</td>
<td>Last day to elect for CR/NC grading</td>
</tr>
<tr>
<td>Jul 4th</td>
<td>Holiday - Independence Day</td>
</tr>
<tr>
<td>Jul 5th</td>
<td>Last day to withdraw from any course</td>
</tr>
<tr>
<td>Jul 12th</td>
<td>Second Summer Session Ends</td>
</tr>
<tr>
<td>Apr 2 - Jul 13</td>
<td>Registration - Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays &amp; Holidays)</td>
</tr>
<tr>
<td>Jun 10th</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td>Jun 14th</td>
<td>Last day to apply for refund without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Jun 21st</td>
<td>Last day to withdraw without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Jun 21st</td>
<td>Last day to elect for CR/NC grading</td>
</tr>
<tr>
<td>Jul 4th</td>
<td>Holiday - Independence Day</td>
</tr>
<tr>
<td>Jul 5th</td>
<td>Last day to withdraw from any course</td>
</tr>
<tr>
<td>Jul 12th</td>
<td>Third Summer Session Ends</td>
</tr>
</tbody>
</table>

### Spring 2007

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apr 27th</td>
<td>Graduation</td>
</tr>
<tr>
<td>May 7th</td>
<td>Registration - Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays &amp; Holidays)</td>
</tr>
<tr>
<td>May 10th</td>
<td>Last day to apply for refund without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>May 17th</td>
<td>Last day to withdraw without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>May 28th</td>
<td>Holiday - Memorial Day</td>
</tr>
<tr>
<td>May 31st</td>
<td>Last day to withdraw from any course</td>
</tr>
<tr>
<td>Jun 7th</td>
<td>First Summer Session Ends</td>
</tr>
<tr>
<td>Apr 2 - 10</td>
<td>Registration - Touch-tone phone, online or on-campus (Touch-tone phone and online only on Fridays, Saturdays, Sundays &amp; Holidays)</td>
</tr>
<tr>
<td>Jun 10th</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td>Jun 14th</td>
<td>Last day to apply for refund without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Jun 21st</td>
<td>Last day to withdraw without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Jun 21st</td>
<td>Last day to elect for CR/NC grading</td>
</tr>
<tr>
<td>Jul 4th</td>
<td>Holiday - Independence Day</td>
</tr>
<tr>
<td>Jul 5th</td>
<td>Last day to withdraw from any course</td>
</tr>
<tr>
<td>Jul 12th</td>
<td>Third Summer Session Ends</td>
</tr>
<tr>
<td>Apr 27th</td>
<td>Graduation</td>
</tr>
</tbody>
</table>

### Academic Calendar 2006-07

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 27</td>
<td>DSPE5/EOPN5 - Touch-tone phone/Online registration by appointment only</td>
</tr>
<tr>
<td>Jul 31 - Aug 10</td>
<td>Continuing students - Touch-tone phone/Online registration by appointment only</td>
</tr>
<tr>
<td>Aug 14 &amp; 15</td>
<td>Newly matriculated - Touch-tone phone/on-campus. Online registration by appointment only</td>
</tr>
<tr>
<td>Aug 16 - 25</td>
<td>All students - Open registration. Touch-tone phone/Online registration on campus (No appointment required)</td>
</tr>
<tr>
<td>Aug 28</td>
<td>Instruction Begins</td>
</tr>
<tr>
<td>Sep 1st</td>
<td>Last day to register for Fall classes without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Sep 4th</td>
<td>Holiday - Labor Day</td>
</tr>
<tr>
<td>Sep 9th</td>
<td>Last day to apply for refund on touch-tone phone and web</td>
</tr>
<tr>
<td>Sep 23rd</td>
<td>Last day to withdraw without a &quot;W&quot; showing on permanent record</td>
</tr>
<tr>
<td>Sep 28th</td>
<td>Last day to elect for CR/NC grading</td>
</tr>
<tr>
<td>Oct 6th</td>
<td>Deadline for filing for graduation and certificates for Fall 2007</td>
</tr>
<tr>
<td>Oct 10th</td>
<td>Holiday - Veterans Day</td>
</tr>
<tr>
<td>Oct 19th</td>
<td>Last day to withdraw from any course</td>
</tr>
<tr>
<td>Oct 22nd</td>
<td>No Evening Classes</td>
</tr>
<tr>
<td>Nov 23 &amp; 24</td>
<td>Holiday - Thanksgiving</td>
</tr>
<tr>
<td>Dec 11 - 15</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Fall Semester Ends</td>
</tr>
<tr>
<td>Dec 18 - Jan 5</td>
<td>Winter Recess</td>
</tr>
<tr>
<td>Jun 7</td>
<td>First Summer Session Ends</td>
</tr>
</tbody>
</table>

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

Legend
- Flex-Day
- Instructor Approval
- CR/NC grading
- Final Examinations
- Graduation
- Registration
- Touch-tone phone/Online registration by appointment only
- Open registration. Touch-tone phone/Online registration on campus (No appointment required)
- All students - Open registration. Touch-tone phone/Online registration on campus (No appointment required)
- Winter Recess
General Information

Small College. Big Opportunities.

Choose Columbia College whether you're seeking a degree or vocational certificate, planning to transfer to a 4-year university, improving your occupational skills, or simply pursuing an interest or hobby to enrich your life. There's something for everyone here!

Earning one of the College's numerous Associate in Arts 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 4 1/2 acre lake.

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

What you'll also find here is a very 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!

Columbia College 2006-07 Catalog

Yosemite Community College District

Columbia College and Modesto Junior College (MJC) are institutions of higher education, both affiliated with the Yosemite Community College District (YCCD).

In 1964, action by the district electorate expanded the former Modesto Junior College District into the YCCD. This created one of the largest community college districts in the state geographically, encompassing nearly 6,000 square miles from the San Joaquin Valley and the coast range on the west to the Sierra Nevada on the east.

Today's YCCD includes Tuolumne and Stanislaus Counties, along with parts of San Joaquin, Merced, Calaveras, and Santa Clara Counties.

Prompted by a growing need for educational opportunities in mountain communities and concern with the lengthy student commute to MJC, the YCCD Board of Trustees established Columbia Junior College in 1968. "Junior" was dropped from the name in 1978. Originally on the quarter system, Columbia College changed to the semester system on July 1, 1984.

Calaveras Center 736.5940

The Calaveras Center, located in the Glory Hole Shopping Center at 2892 Highway 49 (Suite 4), is a satellite of the college.

Mission Statement

Consistent with the mission of the California Community Colleges and the Yosemite Community College District, Columbia College is committed to offering a comprehensive range of transfer, vocational, cultural and community education, and to facilitating community and economic development. The College provides educational programs and support services to assist students and the broader community in gaining access to higher education and achieving success in their chosen endeavors.

The College actively promotes (1) transformational learning through critical and creative thinking that is open to change and personal growth; (2) civic, environmental, and global awareness and engagement; and (3) individual and collective responsibility. At the heart of our mission is a desire to develop a test for lifelong learning throughout the community, with the College serving as its educational and cultural center.

In all its programs and services, Columbia College strives for excellence; fosters a spirit of professionalism among faculty and staff; celebrates the diversity

of students and staff; and utilizes appropriate accountability measures as a means for continuous institutional review, planning and improvement.

Accreditation

Columbia College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

Located at 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415.506.0234, the organization is an institutional accrediting body, which is recognized by the Commission on Recognition of Post-secondary Accreditation and the U.S. Department of Education.

The college is listed in the directories of the United States Office of Education, American Council on Education, and Western Association of Schools and Colleges.

Appropriate lower division courses completed at Columbia College will be accepted with full credit upon transfer to California State Universities and other four-year educational institutions.

Columbia College 2006-07 Catalog
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 those basic competencies needed for effective participation in other College programs.

Services for 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 Education—To serve the educational and cultural needs of the community at large by offering fee-funded courses, along with self-supporting cultural activities, events and travel opportunities.

Student Right-to-Know Rates

Transfer Rate: 41.2%
Transfer Rate: 25.5%

Food Service/

The Cellar Restaurant 588.5300
Food services are located on the lower level of the Manzanita Building for the convenience of school patrons.

The Columbia College Snack Bar is open daily with foods from standard student lunch prices. The Columbia College Snack Bar offers selected 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 the Manzanita Building, the Bookstore carries textbooks, materials, and supplies as required for classes. Available also are paperbacks, greeting cards, sundries, snacks, computer software, and many other items as suggested by student representatives on a Bookstore Advisory Committee.

Costs 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 can also shop online conveniently for textbooks online at www.manzanitabookstore.com OR www.gocolumbia.org and click on bookstore.


**Student Nondiscrimination Policy**

It is the policy of Columbia College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability in the College programs, activities, and work environment is unlawful and will not be tolerated by the College (District Policy 3037).

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**

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 98210b).

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

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

Sex discrimination includes:

1. Any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex.
2. Any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act.

3. Any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief, or statistical probability is a discriminatory practice.

4. Any rule, policy, or practice or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature (22 California Administrative Code Section 98240, 98242, 98244).

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

Disabled person means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Non-discrimination Compliance

In compliance with Title VI of the Civil Rights Act (1964), Title IX of the Educational Amendments (1972), Section 504 of the Rehabilitation Act (1973), Americans with Disabilities Act (1990) (ADA), and Age Discrimination Act (1975), Columbia College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs or employment. Inquiries concerning the application of these Federal laws to College programs and activities can be directed to the following persons at Columbia College, 11790 Columbia College Drive, Sonora, CA 95370-8580.

**Student Housing**

Columbia College consists of two bedroom units designed for three to four people per unit. Housing at Columbia College offers:

- Furnished rooms, including bed, desk, chair, wardrobe, and nightstand
- Kitchenettes, including two-burner stove, refrigerator, sink, and dinette set
- Recreation room with satellite big screen TV, pool table, and foosball
- Reading/study room
- On-site Resident Manager and Resident Assistants
- On-site laundry facilities
- Satellite television in units
- Utilities included in rent (except phone)

**Student Housing fees:**

- **$3,450 Fall & Spring Semester**
- **$4,915 School Year Lease**
- **$7,550 School Year Lease**
- **$1,725 Summer (beginning May to mid August)**

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

1. Send in your completed applications with a $20.00 application fee. Make check or money order to: CCSH (Columbia College Student Housing) 11790 Columbia College Drive Sonora, CA 95370

2. Upon receipt of your applications 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.

(Student Housing offers:

- The convenience of on-campus living within walking distance of all college buildings
- On-site laundry facilities
- Utilities included in rent (except phone)

1. Any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act.

2. Any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief, or statistical probability is a discriminatory practice.

3. Any rule, policy, or practice or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature (22 California Administrative Code Section 98240, 98242, 98244).

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

Disabled person means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Non-discrimination Compliance

In compliance with Title VI of the Civil Rights Act (1964), Title IX of the Educational Amendments (1972), Section 504 of the Rehabilitation Act (1973), Americans with Disabilities Act (1990) (ADA), and Age Discrimination Act (1975), Columbia College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs or employment. Inquiries concerning the application of these Federal laws to College programs and activities can be directed to the following persons at Columbia College, 11790 Columbia College Drive, Sonora, CA 95370-8580.

**Title IX**

Tom O'Neil
Dean of Instructional Services
588.5143

Section 504

Maria Cordova
Interim Director of Special Programs
588.5140

ADA

Connie Mical
Chief Operations Officer
588.5112

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

Selective Service Registration
Every male citizen of the United States and male immigrant residing in the U.S., ages 18 through 25, must register for the Selective Service. AB 397, recently signed into law, as Chapter 1, Section 69500, Part 42 of the Education Code, requires that men who apply for state-funded post-secondary school financial aid must be in compliance with the federal Military Selective Service Act before they can receive such aid.

Informational flyers and mail-back registration cards are available on campus at the Financial Aid Office, Career/Transfer Center and Admissions & Records Office. Additionally, students can obtain further information or initiate a registration online by visiting the Selective Service home web page at http://www.sss.gov

Sexual Harassment Policy
Policy 5028 of the Yosemitc 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.

Smoking on Campus
Columbia College has designated specific smoking areas on campus. Designated smoking areas are available in the vicinity of all campus buildings. Due to the high fire danger during much of the year, College policy restricts smoking activity to limited areas on campus. Smoking is prohibited in all buildings, on all pathways, within 20 feet of the entrance and exit of any building, and in all eating areas.

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

Drug & Alcohol Policy
Yosemite Community College District Policy 4010 prohibits the use of, possession, sale or otherwise furnishing of a drug and alcohol free workplace in accordance with requirements of the U.S. Drug-Free Workplace Act of 1988.

Student Complaint Procedure
In the pursuit of academic studies and other college sponsored activities, the student should be free of unlawful discrimination by any employee of the academic community. Students disturbed by the acts of another student, instructor, an administrator, or a guest, which is considered 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 an firearm, knife, explosive or any other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of a firearm, the individual has obtained written permission to possess the item 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, offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district 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, age, disability, sex (i.e., gender), marital status or sexual orientation or any other status protected by law.
10. Willful misconduct which results in injury to 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, lewd or lascivious, or which so incites students as to create a clear and present danger of the commission of unlawful acts on campus premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.

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 warned 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 day of the misconduct and the next class meeting.
3. Disciplinary Probation—Formal disciplinary action may include, but is not limited to, the following:
   a. Removal from any Associated Students (ASCC) organization office held.
   b. Revocation of the privilege of participating in College and or student-sponsored activities.
4. Disciplinary 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 suspensions:

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 penalty against 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 review alleged student conduct violations. Findings will be based upon a preponderance of the evidence. The following due process procedures will be followed:

1. Student shall be given written or oral notice of the alleged violation.
2. Student shall 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 disposition of the case.
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 he/she plans to appeal the decision.
2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the 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.
5. The following are not appealable:
   a. Short-term suspension of five school days or less, and lesser sanctions.
   b. Short-term removal by a College instructor.
   c. Disciplinary probation for a period of one year or less.
   d. 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 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 violations 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 notice 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>Budget for 9 Months</th>
<th>Parents' On-Campus</th>
<th>Off-Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition/Fees</td>
<td>$742</td>
<td>$742</td>
<td>$742</td>
</tr>
<tr>
<td>Books/Supplies/fees</td>
<td>$1,314</td>
<td>$1,314</td>
<td>$1,314</td>
</tr>
<tr>
<td>Meals/Housing</td>
<td>$3,548</td>
<td>$6,550</td>
<td>$6,550</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$2,070</td>
<td>$2,340</td>
<td>$2,340</td>
</tr>
<tr>
<td>Transportation</td>
<td>$954</td>
<td>$954</td>
<td>$954</td>
</tr>
<tr>
<td>Dep. Childcare</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$8,028</td>
<td>$13,900</td>
<td>$13,900</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 (connectColumbia). Refunds are not automatic. Exceptions: 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 College Business Office. If the College cancels a class and a semester parking permit has been purchased, students must return the parking permit and completed Request for Refund Form to receive a refund. Forms are available at the Business Office, the Admissions and Records Office, and www.gocolumbia.org (connectColumbia).
### STUDENT FEE/REFUND INFORMATION

**FEES SUBJECT TO CHANGE**

**EFFECTIVE FALL SEMESTER 2006**

<table>
<thead>
<tr>
<th>FEES</th>
<th>AMOUNT</th>
<th>APPLIES TO</th>
<th>EXEMPTIONS/WAIVERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enrollment Fee</strong></td>
<td>$26 per Unit for each Unit</td>
<td>Credit Courses</td>
<td>(BOGFW Qualified)</td>
</tr>
<tr>
<td>(subject to change)</td>
<td>No Maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Health Services Fee</strong></td>
<td>$14 per Semester</td>
<td>Credit/Non-Credit Students</td>
<td>• Out-of-District</td>
</tr>
<tr>
<td></td>
<td>$11 Summer</td>
<td>Audit Only Students</td>
<td>• Students who are enrolled in a class that meets less</td>
</tr>
<tr>
<td></td>
<td>154 per Class Hour</td>
<td>Community Ed</td>
<td>16 hours</td>
</tr>
<tr>
<td>(Included in class fee)</td>
<td></td>
<td>(Fully fee-funded classes)</td>
<td></td>
</tr>
<tr>
<td><strong>Parking Fee</strong></td>
<td>$1 a day or $20 per Semester</td>
<td>Non-Student Drivers</td>
<td>• Disabled persons with placard from DMV</td>
</tr>
<tr>
<td><strong>Nonresident Tuition</strong></td>
<td>$160 per Unit plus Enrollment Fee of</td>
<td>Nonresidents/Foreign and</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$26 per Unit</td>
<td>International students</td>
<td>• California Residents</td>
</tr>
<tr>
<td><strong>Student Center Fee</strong></td>
<td>$1 per Unit to $10 Maximum per Year</td>
<td>Credit Courses</td>
<td>• BOGFW A Recipients</td>
</tr>
<tr>
<td></td>
<td>Audt Only Students</td>
<td></td>
<td>• Non-Credit Courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Community Education &amp; Professional Development</td>
</tr>
<tr>
<td><strong>Student Representative Fee</strong></td>
<td>$1 per semester</td>
<td>Credit Courses</td>
<td>• Community Education &amp; Professional Development</td>
</tr>
<tr>
<td></td>
<td>Non-Credit Courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Audit</td>
<td>$15 per unit</td>
<td>Credit Courses no longer repeatable</td>
<td>• Exempt for up to 3 units if enrolled in 10 or more</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>units</td>
</tr>
</tbody>
</table>

*Only refundable prior to the first class meeting.

**Only refundable during the first two weeks of the class (Refers to full semester classes only).**

MATERIAL FEES may be assessed for certain classes in order to enhance the learning process and provide convenient access to learning aids.

Students are held responsible for payment of all fees associated with their registration activity. If the proper procedure for dropping classes is not followed, the student's fee obligation still remains. This applies even if the student never attends class. For classes cancelled by the college, students will not be held responsible for dropping courses or requesting refunds.

---

### 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, Certificate of Completion, or GED...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

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](http://www.gocolumbia.org) and click on connectColumbia.

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.
Residency Requirements

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

Those who have resided in California for less than two years must prove intent, which can be established by submitting a list of 2 items from your application:

- Owning or renting California residential property for personal use
- Registering to vote in California
- Paying California State Income Taxes
- Having a California Driver's License or ID card
- Registering a motor vehicle in California
- Holding an active checking and/or savings account in a California bank
- Any other proofs of intent for consideration by the College.

Persons who cannot establish the minimum residence requirement as indicated above will be required to pay $1311 per unit in addition to other standard student fees. Nonresident tuition is refundable upon withdrawal from classes.

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

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

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

- Resident Alien Card
- Permanent Resident Card
- I-4 Form
- Visa
- Temporary Resident Card
- Consular Nonimmigrant Visa

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 nonresident tuition in some circumstances. This new law does not grant residency. Instead, it only exempts nonresident students from paying nonresident tuition. If you feel that you qualify, complete a Student Affidavit for Exemption from Nonresident Tuition. The form can be obtained from the Admissions & 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 enrolls.

Admission of International Students

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

Application deadlines are:

- Semester
  - Begin-End: Fall Sep – Dec, Spring Jan – May, Summer Apr – Aug
  - Deadline: April 1, May 1, Aug 1

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

1. Submit a completed International Student Application with personal information, which is available from:
   - Columbia College Admissions & Records Office
   - 11600 Columbia College Drive
   - Sonora, CA 95370-8582
   - USA
   - 209.588.5109, phone
   - 209.588.5330, fax

2. Provide the following documents in English:
   - Original results of the TOEFL (Test Of English as a Foreign Language) – if your native language is other than English, Citizens of Canada, Great Britain, Ireland, Australia, Philippines, and New Zealand, whose native language is English, are exempt from the 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 satisfactory 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.
   - A signed letter of guarantee from the bank of your funding source/s, stating your current account balance/s in U.S. dollars. This information is strictly confidential.

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

Columbia College Physician’s Certificate of Health. This form is completed by a licensed physician and includes an immunization clearance examination. In addition, a chest x-ray or tuberculosis test, showing negative results and dated within one year of admission application, will become part of your permanent health record.

Sickness and Accident Insurance. Proof of sickness and accident insurance is necessary if you are accepted for admission to the College. If none is provided, you need to purchase the Columbia College International Student Medical Insurance Plan within the first month of enrollment. Medical plans vary in type and coverage, so be sure to contact the Business Office when you arrive.

American Sponsor. If available, we ask that international students 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 coursework 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 application 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)
A person participating in the Student Success Program will:

• complete the assessment process including, but not limited to, placement exams in reading, English, and math; an evaluation of educational goals, previous academic history and current skills.
• receive an orientation to Columbia College where services and programs are explained.
• receive an interpretation of test scores and course placements based on the results of the assessment process and other measures.
• receive priority registration.
• receive academic advisement in developing a program of studies based upon the student's major and goals.
• obtain a College catalog at an orientation session.
• receive general information about majors, general education requirements, transfer requirements, and certificates of achievement.
• plan a class schedule in accordance with the chosen academic goal, interests, current skills, and time available for study and work.
• begin process of developing an educational plan which is required after completion of 15 units. (This includes units transferred in from other accredited colleges.)
• receive individual assistance from a counselor for problem areas identified through student progress monitoring, instructor referral, or student self-referral.

Exemption Categories

Students meeting one or more of the following criteria are exempt from all or parts of the Student Success Matriculation Program:

• students enrolled only in activity courses for which there is no basic skill prerequisite
• students enrolled in community services, non-credit or personal enrichment courses only
• students enrolled only in contract education, courses for in-service training or employer required training courses.

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

Challenge Procedures

Students can challenge required participation in matriculation if they do not meet the exemption categories. The challenge must be submitted in writing to the Dean of Learning Support Services, along with any supporting data.

Forms are available for your use in the Counseling Office. The Dean of Learning Support Services may request additional supporting documentation and/or a conversation with the student prior to making a decision.

Notice of Acceptance

New and former students will be officially notified upon acceptance for admission. In addition, information on assessment, orientation and advisement opportunities will be furnished following receipt of application forms. All of this is available on the College website.

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.

Confidentiality of 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. 54618).

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).

Assessment

588.5234

Assessment is required by the California Education Code, Sec. 51006 and is intended to provide sufficient information to facilitate student success while he/she attends the College.

As one of five matriculation components, assessment includes testing to determine a person's proficiency in English and math.

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

Educational Plan

588.5109

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 both.

The Counseling Office will gladly 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. 54618).

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 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 Office, (student financial aid), Dean of Learning Support Services (counseling materials 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, major field of study, participation in officially recognized activities and sports, weight and height of members of College athletic teams, dates of attendance, degrees, awards and student's photograph in relation to campus-sponsored 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 all circumstances, the College will make records available within five to ten working days without 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 49061)

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 on the College website or at the Admissions & Records Office. Payment must be by credit card for faxed requests. Mailed-in requests can be paid for by check or credit card. Credit card payment must include credit card number, name on the card, expiration date, mailing address of the card. All requests must include student's full name, destination of the transcript, current address and signature.

• If you have an official hold placed on your record by the College, your request for transcripts will not be processed.

• The Family Education Rights & Privacy Act of 1974 states that transcripts cannot be sent in response to telephone requests.

• Transcripts will not be released to anyone other than the student unless the requestor has written authorization from the student.

• A minimum of ten working days is required for processing, handling and shipping. Same day service can be provided for $10 in addition to the regular fee.

Other College or High School Transcripts
Columbia College requires new students to submit official transcripts of coursework completed at other colleges and high schools.

1. Have the institution mail your transcripts to the Admissions & Records Office, Columbia College. Columbia College will only accept official transcripts that are received in sealed envelopes. High school transcripts are necessary if the student has been out of school within the last five years.

2. Columbia cannot release copies of other institution's transcripts. The transcript must be obtained from the institution of origin. Students who are concurrently enrolled at Modesto Junior College may request that any transcripts on file at Columbia from other institutions be sent to MJC. This exception is possible as both colleges are in the Yosemite Community College District.

3. Students can obtain additional copies of their assessment scores from the Director of Student Success/Matriculation at 588.5234. These scores, however, will not be released if the student has any funds due to obligations due to the College. Obligations can be paid at the Business Office, by touch-tone phone (536.5400), or on the College website.

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 verification for employment...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. However, loan deferment 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 or review 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.

Services for Students

Academic Achievement Center 588.5088
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 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 an appointment. Tutoring is available by appointment five days a week, seven hours a day. Appointments can be made by calling the AAC.

CalWORKS 588.5148
Columbia College provides a host of CalWORKS support services, among them individualized and coordinated case management, child care vouchers, career education and job seeking/retention skills, job development, placement and work study opportunities, specialized curriculum advantages, and more.

CARE Program 588.5130
CARE (Cooperative Agencies Resources for Education) is an extension of EOP&S, which serves qualified single parents on TANF.

Thurs, EOP&S students can also apply for CARE through the College EOP&S Office, Manzanita 18-3.

CARE Eligibility Criteria
2. Receiving TANF for self and/or child.
3. Parent of a child under the age of 14.
4. Be a single parent/head of household.
5. New CARE students must be enrolled in a minimum of 12 units.

CARE Program Services
Services may include child care assistance, books, academic supplies, computer technology loans, meal vouchers, academic/career workshops, seminars, and incentive grants as funds permit.
Child Care Center

The Columbia College Child Care Center opened its doors in spring 1991, providing on-campus care for preschool and kindergarten 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.

High quality care for children, aged 18 months to five years, is provided by the Columbia College Child Care Center, described as 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.

Hours: Mon-Th 7:45 am-4:30 pm
Fridays 7:45 am-2:30 pm
Operates on College calendar and during summer sessions.

The Child Care Center also serves as a three-classroom laboratory for adult students, who are enrolled in the Child Development Program. Under the direction of a master teacher, students gain valuable hands-on experience in child care.

Counseling Services

Counseling Services at Columbia College are provided by four distinct service areas. General Counseling Services are provided for all students (Manzanita 14). For those students who are the first in their family to attend college and/or for low income students, Extended Opportunity Programs and Services (EOP&S) is available to ensure their success (Manzanita 18-3). Services are also available for veterans of the armed forces or for the dependents of a disabled or deceased veteran, as well as for students in the CalWORKS program (Manzanita 18). Or, for students with a certifiable disability, services designed specifically for their needs are provided by Disabled Students Programs and Services (DSP&S) (Manzanita 18).

Counseling 588.5109

The Columbia College General Counseling Office provides counseling services for new, continuing and returning students. The counseling faculty is available to assist students with the development of their educational plan, course selection for associate degree, transfer and workforce preparation. In addition to these services, students are encouraged to sign up and complete college guidance courses designed to ensure their academic success and career planning. Guidance courses are taught by highly qualified faculty from the Counseling Department who are familiar with personal, social and educational assessment instruments which aid students in understanding their abilities and planning for their future.

Counselors are also available to assist you in the Career Center, Transfer Center and during Columbia College Orientation sessions.

When in doubt—see a counselor!

Disabled Students Programs & Services 588.5130

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

Programs & Services

Physical Disabilities—Disabled parking (limited to those students with DMV placards or plates), tram service, mobility support, specialized tutoring, help in locating note takers and readers, and test-taking assistance are all provided.

Learning Disabilities Program—Provides academic support for students who have professionally verified learning disabilities, including individualized assessment, individualized learning strategies to remediate or compensate for basic skill deficits, test facilitation, and other in-class accommodations as needed. Tutoring may be specially trained staff and students for general education and vocational college courses.

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 and mobility impaired. The software is intended to increase skill levels in reading, writing and math.

Additional Services—Vocational counseling, academic advising, special equipment loan, liaison with campus and community resources and assistance with registration are among the additional services for the disabled.

Special Instruction—Special instruction in adaptive physical education, cardiac and pulmonary rehabilitation, and computer access are offered every semester.

Alternate Format Media—All Columbia College publications and institutional materials are in alternate formats and available through the DSP&S Office.

Extended Opportunity Programs & Services 588.5130

The primary function of EOP&S is to make community college accessible to financially and academically disadvantaged students and to provide supportive services so that they may achieve their educational and career goals. EOP&S applications are available in the DSP&S Office located in Manzanita 18-3.

Eligibility Criteria

Student must be a California resident and have earned less than 70 Associate level units. New EOP&S students must enroll in a minimum of 12 units.

Students must meet economic and educational criteria.

Economic Need—Eligibility for the Board of Governors Waiver A or B.

Financial Aid from January 2, 2006 through December 14, 2006. Eligibility is based on financial need and satisfactory academic progress. Additionally, students must have a high school diploma, a GED or have passed an equivalency examination administered by the Testing Center at the College. Awards are made on a first-come, first-served basis, contingent upon availability of funds. If a financial aid recipient who is a first time student at Columbia College withdraws from all classes during the first 60% of the term, the pro-rata refund is used to pay the Pell Grant program of the enrollment fee will be calculated.

Financial Aid Withdrawal & Repayment Policy

Students who receive financial aid and withdraw from all classes prior to completing 60% of the semester, program, or course, are required to repay a portion of all federal financial aid received (Fed. Reg. 34 CFR Parts 668, 682 and 683).

At Columbia College, this includes the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG) programs.

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 who are both inside and outside our community. These are publicly announced on the Scholarship Bulletin Board outside the Financial Aid Office and through the People Who Scholarship 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, 2006; the deadline for submission is December 23, 2006. If a special application is required for a specific scholarship, it will be noted.

Job Placement 588.5312

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

Outreach 588.5111

Through Outreach, Columbia College information is distributed to prospective students. To achieve this, contact is made with high school students and counselors, business and industry professionals, community members, and those seeking personal growth opportunities to improve job skills. Activities are coordinated throughout the Yosemite Community College District.

High School Equivalency Diploma (GED) Test Center 588.5109

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

Health Services 588.5204

Students who are less than 18 years of age must have a "Consent to Treat" form on file with the college nurse. The forms are available from the nurse or Admissions and Records and must be signed by a parent or legal guardian.

A registered nurse is on-campus several hours each day class to provide a variety of services for students.

Students with chronic health problems should inform the College nurse so that the appropriate steps can be taken in case of an emergency. Illnesses or accidents occurring on the campus should be reported immediately to the College nurse or any authority. Student health records are confidential.
Selection is generally based on one or more of the following criteria: grade point average, financial need, major, units completed, participation in extracurricular activities including employment and/or homemaking. Awards are given to students pursuing goals in almost every major, certificate or transfer program offered and they are available for new, continuing, returning, transferring, and part-time students.

**Security/Parking/ Lost & Found**

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" only. The Crime Awareness and Campus Security Act of 1990 requires institutions to report data for certain criminal acts that occur on campus grounds. Security/crime awareness information is available in various locations on campus. The following are the campus crime statistics for January 1, 2004–December 31, 2004:

### CRIME STATS 2004

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Criminal Offenses</em></td>
<td></td>
</tr>
<tr>
<td>Murder/Non-negligent</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Forcible Rape</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible Sex Offenses</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Hate Offenses</td>
<td></td>
</tr>
<tr>
<td>Murder/Non-negligent</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>All Forcible Sex Offenses</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
</tr>
<tr>
<td>_simple Assault</td>
<td>0</td>
</tr>
<tr>
<td><strong>ARRESTS</strong></td>
<td></td>
</tr>
<tr>
<td>Liquor Law Violations</td>
<td>1</td>
</tr>
<tr>
<td>Drug Law Violations</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Weapons Possessions</td>
<td>0</td>
</tr>
</tbody>
</table>

### DISCIPLINARY ACTIONS/JUDICIAL REFERRALS

- Liquor Law Violations: 3
- Drug Law Violations: 1
- Negligent Weapons Possessions: 0

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

**CRIME STATS 2004**

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

Columbia College’s Transfer Center is located in the Manzanita building, Room 15. The Transfer Center Coordinator, Jeff Fitzwater works closely with college counselors in the Counseling Department and Special Programs Services such as EOP/ACE and DSPAS to provide a comprehensive Transfer Program designed to facilitate students’ transition into the four year college or university of their choice.

Columbia College has a strong articulation system established with California State University (CSU) system and University of California (UC) system. These agreements have been developed to provide students with approved planning tools for completing major preparation and general education courses prior to transfer.

Within the Transfer Center students will find a diverse collection of four year college and university catalogs. College catalogs are the first point of reference in a student’s research for potential transfer institutions. As a student you may choose to access the computers in the Transfer Center to explore the statewide online articulation data system—Project Assist at ASSIST.org. You may also apply for college admission online. A counselor is close by to answer your questions should you need assistance.

The best part of exploring is the opportunity to see and experience firsthand. With this in mind prospective transfer students may attend transfer activities and/or Open House individually or in groups. Check the Transfer Center informational flyers or talk with a counselor regarding dates and times for visits to CSU, UC and private colleges or universities. Students are encouraged to plan visits to the Transfer Center frequently during their stay at Columbia College.

**Veterans Affairs**

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

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:
  - To examine unpopular or controversial ideas to achieve course learning objectives, in discussion with students, and in academic research or publication.
  - To recommend the selection of instructional materials.
  - 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 opinions and to respect the right of others to hold those views.

Reference: SCCC Board Policy 6030, Title 5, Section 51621; 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 a student completes the first course or courses at Columbia College and are applicable for transfer to a four year institution and graduation from Columbia College as long as the student remains in continuous attendance. Continuous attendance is defined as completion of at least one credit course per academic year (July 1–June 30) at Columbia College. Attendance at other colleges is not included in determining catalog rights at Columbia College. (Exception: Attendance at another Yosemite Community College District college may be accepted.)

- A student has only four 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.

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

Conversion of Units
To convert quarter and semester units of credit, the following methods of computation are used:
• Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds (2/3) of semester units x .667 = semester unit.
• Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half (1 1/2) (1.5) of quarter units credits.

Prerequisites/Co-requisites/Recommended for Success
Columbia College has a prerequisite policy, Board Policy 6320, that may be found in the Office of Student Learning, located in the Manzanita Building.
• Prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
• Co-requisite is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.
• Recommended for success indicates preparation that a student is advised, but not required to take before enrolling in a course or program.

Course Description
The course description identifies the only course 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:
• The prerequisite or co-requisite is:
  • Not established in accordance with district processes
  • In violation of Title 5 regulations
  • Either unlawfully discriminatory or is being applied in an unhealthy discriminatory manner.

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 material that is incorrect, inaccurate or otherwise inappropriate. This challenge must occur within two academic years from the time the grade is received. The Vice President 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), e.g. course begins 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.

Repetition of Courses for Improvement of Grades
In conformance with Title 5, Division 9, Chapter 2, Article 5, Section 5861 of the California Administrative Code, an individual may repeat a course under any of the following conditions:
• The student’s previous grade is at least in part due to extenuating circumstances beyond the control of the student.

No student drops are allowed after 75% of the semester a W symbol will appear indicating withdrawal.

No student drops are allowed after 75% of the semester a F symbol will appear indicating withdrawal.

A student who has earned a grade of NC, D or F in a course may repeat the course once for improvement of grade. Only the units and grade earned upon repetition will be computed in the overall GPA and units earned.

A considerable lapse of time has occurred since the student completed a class. The student must obtain written permission from the Dean of Instructional Services.

When repeating a course in which an F grade was received, the grade earned in the repeated course and grade points will be recorded, but no additional units for the course will be allowed.

When repeating a course in which an F grade was received, the grade, grade points and units earned in the repeated course will be recorded.

If the course is repeated at another institution, the student must provide the Transcript Evaluation with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia College course, the repetition notation will appear on the Columbia College transcript.

Courses taken "Credit by Examination" may NOT be repeated.
Incomplete Grades

- An incomplete grade I may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
- An incomplete can be issued only when the student is lacking a small amount of work.
- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the Incomplete Grade Form, but in no case later than one year from the term in which the I was issued. The student will receive a copy of the Incomplete Grade Form.
- At the end of the time designated by the instructor, or on or before the last day of classes of the next semester, the student must show evidence that the work for which the grade was given is complete. The student must complete the work, or take the examination, or have the instructor on the Incomplete Grade form after February 15th of the following academic year.
- Any student not meeting all the requirements of number one and number two may petition the Academic Requirements Review Committee.
- The student's permanent record will be annotated in such a way that all work remains eligible ensuring a true and complete academic history.
- The student will receive notification of the grade.

Academic Renewal

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

- A student has 30% of the length of the course to recite the written form.
- Student performance equivalent to A, B, or C work will equate to a Credit (CR) grade.
- Student performance equivalent to D or F work will equate to a Non-Credit (NC) grade.
- A CR or NC grade may be recorded on the student's transcript.
- Credit (CR) units may not be applied toward a student's major for the Associate Degree nor toward completion of a certificate program unless the course is offered for CR/NC grading only.
- Credit (CR) units are accepted toward completion of the general education requirements for the Associate Degree.
- CR/NC units are not computed in determining a student's cumulative GPA at any accredited college or university. Renewal will not be granted if there are any grades of D or F or NC since the completion of the work to be alleviated.
- A minimum of four semesters or six quarters must have elapsed since completion of the work to be alleviated.
- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- The student must not meet all the requirements of items number one and number two, or any student may petition the Academic Requirements Review Committee.
- The student's permanent record will be annotated in such a way that all work remains eligible ensuring a true and complete academic history.
- The student will receive notification of the grade.

Credit/No Credit Grading (CR/NC)

- Some transfer institutions will not accept CR/NC grading symbols.
- A student may choose a Credit/No Credit (CR/NC) option in courses for which letter grades are issued.
- A student has 30% of the length of the course to recite the Credit/No Credit grading option form.
- A student can obtain the Credit/No Credit grading form on the web at www.gocolumbia.org, from the Admissions & Records Office, or the Calvaras Center. The form must be returned to the Admissions Office 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 by Examination (Course Challenge)

A student may challenge certain specific designated courses by examination and obtain credit. Grades and grade points are entered on the student's transcript of record in the same manner as for regular courses of instruction. The intent of this provision is to 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.

Limitations

The following limitations apply to Independent Study courses:

- Registration is restricted to one Independent Study course per semester.
- An overall maximum of 7 units of credit completed may be allowed for Independent Study.
- Students who intend to transfer credit to another college or university must be advised that Independent Study credit will count for elective credit only at the CSU campuses. Independent Study credit may not fulfill either major or general education breadth requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study for elective credit.
- A student may choose a Credit/No Credit grading option form (California Administrative Code, Title 5, Section 55752).
- A student may not earn more than 12 units of academic credit through Credit by Examination.

Eligibility

Students must be registered at least one Columbia College credit course for a minimum of 12 units during the semester when another course is being taken by examination.

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

Procedure

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

Advanced Placement Examination Credit

California College will award credit for satisfactory performance on the Advanced Placement General Education, Major requirements, and/or those for the Certificates of Achievement. Please see a counselor or the Admissions & Records Counselor for information regarding how credit for Advanced Placement examinations will be awarded. (See page 48 for listing of courses that have only Credit/No Credit grades (CR/NC).

Eligibility

Students must be registered at least one Columbia College credit course for a minimum of 12 units during the semester when another course is being taken by examination.

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

Procedure

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

College Level Examination Program (CLEP)

Credit for College Level Examination Program (CLEP) exams is not awarded at Columbia College.
Courses taken by correspondence from accredited institutions. No credit will be awarded for developmental or skills classes.

Credit for Military Service
Armed forces personnel or veterans with a minimum of one year of satisfactory service may receive:
- Two semester units of elective credit and waive institutional physical activity requirements for graduation.
- Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
- Credit for certain USAFI lower division college level courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:
  - At least 12 semester units of work must be completed at Columbia College before a student may receive credit.
- Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.
- A maximum of 20 units of military coursework will be evaluated for acceptance as transfer credit.
- Credit granted to armed forces personnel and veterans by another institution is subject to review by Columbia College.

Academic Requirements Review Committee
A petition process is available to students through the Academic Requirements Review Committee. Should there be a question regarding course waivers, substitution, or exceptions to academic standards established by the College, students may petition for review to the committee. Contact the Director of Student Success/Matriculation for procedures.

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
</tr>
<tr>
<td>C</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>W</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Credit for Military Service

- Minimum of one year of satisfactory service
- Two semester units of elective credit
- Credit for certain USAFI lower division college level courses

Financial Aid—Twelve units is considered to be full-time status for students enrolled Summer, Fall, or 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 (Courses numbered 200 and above) are not counted as part of this 60 unit requirement.

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

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

Grade Reports
Students may obtain their final semester the honor was achieved.

With Honors. Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree With Honors.

By Term: Students who complete a minimum of 12 degree applicable units in a semester with a G.P.A. of 3.5 and no grade below a C are awarded "Dean's List" for that particular semester. This honor becomes a part of the official academic record as it appears on the official academic transcript below the academic record as it appears on the official academic transcript 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 = 20 grade points
- 4 units B = 12 grade points
- 3 units C = 12 grade points
- 2 units D = 8 grade points
- 2 units F = 0 grade points

Total units attempted = 16
Total grade points = 40

GPA = \( \frac{40}{16} = 2.50 \)

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

In calculating students' degree-applicable grade point averages, grades earned in nondegree-applicable courses will not be included.
Probation & Dismissal for Academic Deficiencies

Academic Deficiencies

The purpose of Academic Probation and Dismissal at Columbia College is to ensure that students who are deficient in scholastic achievement, on the basis of either cumulative or semester grade point average (GPA), will receive special counseling and advisement. Computation of the GPA is based on all units attempted at Columbia College excluding those taken on a Credit/No Credit basis.

Academic Probation Status

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

Academic Dismissal Status

The third consecutive semester that a student fails to maintain a 2.0 cumulative GPA, the student is placed on academic dismissal status. A student who is placed on academic dismissal status will also be placed on Academic Probation, his/her cumulative GPA falls below 2.0.

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.

Progress Dismissal Status

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

Progress Probation Status

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

Progress Dismissal Status

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

Students who are on Academic or Progress Probation/Dismissal are required to do the following:
1. Obtain written approval from a counselor prior to registration. Registration must be done at the Admissions & Records Office only.
2. Complete an Academic/Progress Probation/Dismissal Contract with a counselor of their choice preferably prior to the start of the term, and no later than the first week of the term.
3. Comply with the following unit limitations:
   - Probation Status: Enrollment limit of 12 units maximum per term
   - Dismissal Status: Enrollment limit of 8 units maximum per term
4. Enroll in and successfully complete Guidance 100, College Survival or, if applicable, another guidance course as per counselor recommendation.
5. Request that all current instructors complete a monthly Student Academic Performance Report form.
6. Take the completed form to monthly counseling meetings with assigned counselor.
7. Academic Probation and Dismissal status will be noted on the student’s permanent record.

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

Reinstatement After Disqualification

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

In the event of disqualification a student may petition for readmission on the basis of the following circumstances that might warrant an exception:
1. Evidence of consistent improvement in the student’s record.
2. A change from one major to a field of study more appropriate to the student.
3. Circumstance in the personal life of the student which the counselor believes may have been of sufficient gravity to adversely affect the performance of the student.
4. The recommendation of the student’s physician that the continuation in college would be of sufficient therapeutic benefit to warrant the granting of an additional opportunity.

A student has been disqualified and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President of Student Learning that the one semester period of dismissal be waived.

Withdrawal From College

A student wishing to withdraw from the College is responsible for dropping all classes by touch-tone telephone, on the College website or by completing the drop form at the Admissions & Records Office or the Calaveras Center. Failure to do so may result in F grades recorded on the student’s transcript.

Columbia College will confer an Associate in Arts, Associate in Science, or Associate in Science (Occupational Education) Degree upon completion of the following requirements.

The Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution. The Associate in Science Degree is awarded in Science and Technical fields, and is specifically designed for students who intend to transfer to a four-year institution. The Associate in Science (Occupational Education) Degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce.

Graduation & Transfer Requirements

1. General Education Breadth Requirements:
   - 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 Yosemitie 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 two major classes, plus 12 units in a single discipline or related discipline. The Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution. The Associate in Science Degree is awarded in Science and Technical fields, and is specifically designed for students who intend to transfer to a four-year institution. The Associate in Science (Occupational Education) Degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce.

4. General Education Breadth Requirements:
   - Satisfactory completion of each Area of General Education. All courses in the major must be completed by choosing suitable courses from those listed under each Area on pages.
Graduation and Transfer Requirements

44-45. Courses in areas A1, A2, A3 and B must be completed with a grade of 3.0 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 same time by careful selection of courses, in order to graduate with the AA, AS, or AS (OE) Degree as well as transfer to a CSU campus. CSU/UC transfer students should refer to pages 37-41 for an alternative method of completing transferable General Education Requirements.

5. Competency Requirements: State Law mandates that students enrolling the Associate Degree must meet competency requirements in reading, composition, and mathematics. These requirements may be met by completing the following courses with a grade of C or better:
   - Eng 1A, Reading and Composition: Beginning
   - Busad 163, Business Mathematics, Math 101B, Algebra I: Second Half
   - Math 101, Algebra I: Fundamentals, or any mathematics course of a higher level than Algebra I.
They may also be met through completion of a challenge examination with a grade of C or better.

6. Institutional Requirement: Two physical activity courses under Health & Human Performance 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 2006, and are valid through the 2009-10 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. Columbia College will automatically send a Lower Division General Education Certification when a student requests his/her transcript to be sent to a CSU campus.

**Notice of Intent to Graduate**
The student must file a Notice of Intent to Graduate form with the Admissions & 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. Graduation requirements may be completed during any college term, but diplomas are conferred only after all Minimum Degree 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 fewer than 39 semester units from Areas "A" through "E." In addition, the following transfer requirements and information apply (See pages 44-45, 37-41).

1. Total Units: Satisfactory completion of 60 to 70 transferable semester units from courses numbered 1-99. If you wish to transfer with fewer than 60 transferable units, you must submit satisfactory test scores from either the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). For possible exemption from ACT and/or 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 area of major (much of the pre-transfer coursework required by the CSU). See the catalog of the California State University transfer campus.
4. General Education Breadth Requirements: Satisfactory completion of each area of General Education "A" through "E." By choosing suitable courses from those listed under each area on pages 44 and 45. Students wishing to transfer to a California State University may follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA, AS, or AS (OE) Degree, should follow the requirements listed in the left-hand column. The courses suitable to satisfy both patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns at the same time by careful selection of courses in order to graduate with the AA, AS, or AS (OE) Degree as well as transfer to a CSU campus. CSU/UC transfer students should refer to pages 37-41 for further information.

**Supplementary Notes**

1. Transfer students also have the option of completing the Intersegmental General Education Transfer Curriculum (IGETC) instead of the General Education requirements listed here. Completion of IGETC will permit a student to transfer to either a CSU or UC campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (Pages 42-43) 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 English 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 Certificate, while others include it within the 39 units. CSU campuses place one U.S. History and/or one government course among the remaining courses under GE. 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 fully or partially completed Lower Division General Certification when a student requests his/her transcript be sent to any CSU campus. The alternate General Education pattern, the Intersegmental General Education Transfer Curriculum (IGETC), (See pages 42-43) may be used in lieu of the GE Pattern for students in most majors who are unsure of whether they want to transfer to a CSU or a UC. The IGETC must be fully completed and a written request to the Admissions & Records Office must be made before an IGETC Certification will be completed and sent to your transfer UC or CSU campus.

**Lower Division Transfer Requirements for Public California Four-Year Colleges & Universities**

The Lower Division Transfer Patterns (LDTP) is a program sponsored by the California State University (CSU) and supported by the California community colleges that presents potential transfer students with the most direct path to a bachelor's degree in the CSU system. Community college students who elect to follow the LDTP option will receive the highest priority for admission to a CSU campus. Students will be asked to complete successfully a specified set of general education courses and major courses that will be common to all CSU campuses offering that major, and they will be asked to complete successfully an additional set of courses identified by the particular CSU campus named in the LDTP agreement. For more information on the CSU LDTP contact Columbia College Transfer Center at 209.588.5271 or 209.588.5109.

**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 Islands
- 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 will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, in good standing at the last college or university attended, and meet any of the following standards:
1. You will meet the freshman admission requirements (courses and test scores) in effect for the term to which you are applying. (See Admissions Application: "Freshman Requirements" section)
2. You were eligible as a freshman at the time of high school graduation and have been in continuous attendance in an accredited college since high school graduation.

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

4. You have completed at least 60 transferable semester (90 quarter) units. Nonresidents must have a 2.4 grade point average or better. Full junior status requires 60 transferable semester units.

5. 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 the college or university. The 30 units must include all of the general education requirements in communication in the English language and critical thinking (at least 9 semester units) and the requirement in mathematics/quantitative reasoning (usually 3 semester units) on the Intersegmental General Education Transfer Curriculum (IGETC) requirements in English communication and mathematical concepts and quantitative reasoning.

6. Students transferring with full certification of lower division general education requirements must provide that they have met the general education requirements at a high school or college counselors. Information about the International (Foreign) Student Admission Requirements—The CSU must assess the academic preparation of foreign applicants. For this purpose "foreign students" include those who hold U.S. visas as students, exchange visitors, visitors, or other non-immigrant classifications.

The CSU issues separate regulations and requirements for admission to specific courses. The number of EOP places is limited, you should file your application 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 upon entering college level may exempt you from these tests.

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 form. You must be a citizen of the United States to be eligible for admission.

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

Choice of Campus—The CSU asks 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.

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

The CSU is generally unnecessary to file more than one application to CSU during the initial filing period; however see the following section on Impacted Programs. During periods of high demand and limited resources, some campuses may not accept applications for winter, spring or summer terms. If you choose to apply to more than one CSU campus, copies of your original application may be used provided each copy has an original signature. Be sure, however, to make appropriate changes to campus and major items (1.3 and 10.4b).

Last year, several programs were impacted at each CSU campus offering the programs. If you apply to one of these programs and are not accommodated, you can be redirected only to alternatemajors that are not impacted.

Supplementary Admission Criteria—Supplementary admission criteria may include overall grade point average and a combination of standardized test scores.

If you are required to submit scores on either the SAT I or the ACT, you should take the test no later than early December if you apply for fall admission or November if applying to San Luis Obispo.

A high school transcript with any CSU campus Admission or Relations with Schools Office for further information.
Transfer Requirements

UNIVERSITY OF CALIFORNIA
Transfer Requirements

The University of California system has established the following campuses:
- University of California, Berkeley
- University of California, Davis
- University of California, Irvine
- University of California, Los Angeles
- University of California, Merced
- University of California, Santa Barbara
- University of California, Santa Cruz
- University of California, San Diego

Selecting Campuses and Programs of Study

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

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

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

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

Admission as a Transfer Student

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

If you plan to attend Columbia College before applying to the University, you should take courses that are UC transferable, that satisfy University and college requirements, and that fulfill admission, lower-division general education and prerequisite courses in your major. Advisors in the Admissions Office at the campus you wish to attend and Columbia College counselors can help you with your planning. UC will not grant unit credit toward graduation for coursework completed in excess of 70 lower division transferable semester units. (See also UC Transferable Course Agreement on page 41 and the Intergeneral General Education Transfer Curriculum (IGETC) on pages 42-43.) The University publishes a booklet especially for transfer applicants called Answers for Transfers. It is available in the Career/Transfer Center on campus.

Minimum Eligibility Requirements for Transfer to UC

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

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

All UC campuses are on the quarter calendar except Berkeley, which is on the semester system. The quarter calendar often prohibits mid-year transfers because 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 transferable coursework.

1. If you are 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 transferable 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 of these required courses, and an overall C (2.0) average in all transferable college coursework. If you completed less than 12 quarter or semester units of transferable 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 because you did not meet the Scholarship Requirement, or did not meet the Scholarship Requirement and did not complete all the required "a-g" subjects, you must:
   a. Complete a minimum of 90 quarter units or 60 semester units of transferable 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 lacking and earn a grade of C or better in each.
      (The University will waive up to two units of the required high school preparation 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 transferable college coursework.

Articulation System Stimulating Interinstitutional Student Transfer (ASSIST)

As a prospective transfer student, it is important to make sure your community college courses are acceptable to the UC or CSU for transfer credit. ASSIST is California's official statewide repository of transfer information, offering easy access to a single database. ASSIST can help you determine if you will receive credit for courses you have already taken and how those courses apply to general education (IGETC or CSU GE B patterns), major preparation requirements and elective credit. (www.assist.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, Stanislaus University and Sonoma State University. The purpose of the TAA is to guarantee students admission to the university or college with which the TAA has been contracted. The TAA assures students that the courses to which they have committed will meet requirements for admission, general education and lower division major preparation. The TAA should be signed at least one year prior (completion of 30 UC-transferable units) to enrollment in the four-year university or college to which the student is transferring and cannot be used for any terms after the date indicated in the signed agreement. If you plan to transfer to any one of these six campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Agreement process. There are strict deadlines for UC Davis at this time and TAA's may not be available for all quarters/semesters of the academic year.

Transferable Course Agreement (TCA)

The Transferable Course Agreement is available at http://www.assist.org. Please contact a counselor or the Transfer Center staff for additional information.
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 44-45 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 Group 1A, Group 1B, and Group 1C. (Group 1C is for CSU students only.)
- **Group 1A:** English Composition
  One course, three semester units.
  ENGL 1A
  (Or course from other college or AP)
- **Group 1B:** Critical Thinking/English Composition
  One course, three semester units.
  ENGL 1C
  (Or course from other college)
- **Group 1C:** Oral Communication
  CSU students only. One course, three semester units
  SPCC 1
  SPCC 4
  (Or course from other college)

Area 2A – Mathematical Concepts and Quantitative Reasoning
One course, three semester units.
  MATH 2, 6, 10, 12, 16, 18A, 18B
  (Or course from other college or AP)

Area 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.
- **Group 3A:** Arts
  ART 11, 12, 13; DRAMA 10; NF HP 20;
  MUSIC 2, 10, 11, 12
  (Or course from another college or AP)
- **Group 3B:** Humanities
  ENGL 11, 17, 18, 40, 47, 49, 50;
  HUMAN 1, 2, 3, 4; INDIES 1; PHILO 1, 4, 25;
  SPAN 1B, 2A, 2B
  (Or course from other college or AP)

Area 4 – Social and Behavioral Sciences
From at least two disciplines, complete at least three courses totaling at least nine units.
- **Group 4A:** Anthropology and Archaeology
  ANTHR 1, 2, 10, 10*
- **Group 4B:** Economics
  ECON 10, 11
- **Group 4C:** Ethnic Studies
  ANTHR 15*, HIST 20*, SOCIO 5*, SPCC 5
- **Group 4D:** Gender Studies
  ANTHR 7, HIST 21*, SOCIO 7

**IGETC 2006-07 INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM FOR TRANSFER TO THE UNIVERSITY OF CALIFORNIA AND THE CALIFORNIA STATE UNIVERSITY**

Area 4 – Social and Behavioral Sciences (continued)
- **Group 4E:** Geography
  GEOG 12, 18
- **Group 4F:** History
  HIST 11, 13, 14, 16*, 17*, 20*, 21
- **Group 4G:** Interdisciplinary, Social and Behavioral Sciences
  CHILD 1
- **Group 4H:** Political Science, Government and Legal Institutions
  POLS 10*, 12, 14
- **Group 4I:** Psychology
  PSYCH 1, 5, 10, 35
- **Group 4J:** Sociology and Criminology
  SOCIO 2, 3*, 5*, 7, 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).
- **Group 5A:** Physical Sciences
  CHEM 1A (L), 1B (L), 10, 10*, 11, 20**;
  ESC 5 (L), 18, 30, 40, 50, 42; GEOG 15;
  PHYSICS 1**, 4A (L), 4B (L), 5A (L), 8B (L)
  (Or courses from other colleges or AP)
- **Group 5B:** Biological Sciences
  BNR 2, 6**, 4E (L), 6 (L), 10, 17, 17**, 24 (L), 50, 60, 65 (L)
  (Or courses from other college or AP)

Area 6 – Language Other Than English
(UC Requirement Only) Students transferring to the University of California are required to demonstrate competence (proficiency) in a language other than English equal to two years of high school study. The process for demonstrating proficiency is outlined below:
1. Completion of two years of high school level work in the same foreign language with a grade of "C" or better.
2. Completion of a course (or courses) at another college or university, with a grade of "C" or better in each course. Generally, one semester of college work in a language other than English is considered to be equivalent to two years of high school level work. Students must provide the following documentation: test name, score, date test was completed and name of school.

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.

3. Completion, with a grade of "C" or better, of two years of formal schooling at the sixth grade level or higher at an institution where the language of instruction is not English. Documentation must be presented to substantiate the required courses were completed. Students must provide the following documentation: test name, score, date test was completed and name of school.
4. A score of 500 or higher in the College Board Achievement test in languages other than English.
5. A score of 3 or higher in the College Board Advanced Placement Examination in Languages other than English.

Area 7 – CSU Graduation Requirement in U.S. History, Constitution and American Ideals
(Not Required for IGETC Certification)

Students may complete three courses prior to transfer to CSU; 6 units: one course from Group 7A and one from Group 7B
- **Group 7A:**
  POLS 10 Constitutional Government and
- **Group 7B:**
  HIST 16* United States: to 1877 or
  HIST 17* United States: 1877 to Present

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

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

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
Two courses required:
one course from A.1, and one course from A.2, and one course from A.3, and one course 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 each area of A).

FOR AA/AS* DEGREE:
Three courses required:
one each from B.1, B.2, B.3, and one course from B.4, including one laboratory course from B.3. Also acceptable in B.5: BREAD 100B, MATH 100B, 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, B.2, and one course from B.4. Also acceptable in B.5.

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

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

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

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

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

FOR CSU TRANSFER**:
Three courses required:
one from C.1, one from C.2, and one from either C.3 or C.4, and no fewer than nine units from Area C.

1 English 1B may be used to satisfy either Area A.3 or C.2, but not both.
2 Math course 3 or Preal 6 to satisfy C.2., but not both.
3 Child or Psych 20 or 15 may be used to satisfy either Area D.9 or E., but not both.
4 Designed to meet the Ethnic Studies Requirement.
5 Includes a laboratory

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
Two courses required:
one from JRNAL 16, 17 or POLSC 10, and one course from D1-D9. Also acceptable in D2-D9. Also acceptable in D3, D5, and HIST 55.

FOR AS (OCCUPATIONAL EDUCATION)** DEGREE:
No course required in E.

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

FOR CSU TRANSFER***:
One course in E. Three units minimum required.

***A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth Requirements (See pages 42-43).
**California Articulation Number (CAN) System**

The California Articulation Number (CAN) System is a statewide numbering system independent from course numbers assigned by local colleges. A CAN number signals that participating California colleges offered by other campuses are equivalent in content and scope to courses offered on their own campuses, regardless of their unique titles or local identifying numbers. Thus, if a schedule of classes or catalog lists a course bearing a CAN number, students on one campus can be assured that it will be accepted in lieu of the comparable CAN course noted in the catalog or schedule of classes of another campus.

The CAN numbering system is obviously useful for students attending more than one community college to transfer and for students needing to take many of the transferrable, lower division courses students need as preparation for their intended major. Because these CAN courses may change, students should always check with their campus counselors. Students should consult the ASSIST database at [www.assist.org](http://www.assist.org) for specific information on course agreements. The college counseling staff will help students interpret this information.

<table>
<thead>
<tr>
<th>CAN Subject Prefix No.</th>
<th>Columbia's Course No.</th>
<th>Columbia's Course Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAN ANTH 2</td>
<td>ANTHR 1</td>
<td>Physical Anthropology</td>
<td>590</td>
</tr>
<tr>
<td>CAN ANTH 4</td>
<td>ANTHR 2</td>
<td>Cultural Anthropology</td>
<td>590</td>
</tr>
<tr>
<td>CAN ANTH 6</td>
<td>ANTHR 10</td>
<td>Archaeology &amp; Cultural Prehistory</td>
<td>503</td>
</tr>
<tr>
<td>CAN ART 1</td>
<td>ART 1</td>
<td>History of Art: Ancient &amp; Medieval</td>
<td>96</td>
</tr>
<tr>
<td>CAN ART 4</td>
<td>ART 12</td>
<td>History of Art: Renaissance, Baroque, &amp; Modern</td>
<td>96</td>
</tr>
<tr>
<td>CAN ART 6</td>
<td>ART 31</td>
<td>Ceramics: Introductory</td>
<td>500</td>
</tr>
<tr>
<td>CAN ART 8</td>
<td>ART 1</td>
<td>Basic Freehand Drawing</td>
<td>96</td>
</tr>
<tr>
<td>CAN ART 10</td>
<td>ART 21A</td>
<td>Painting: Beginning</td>
<td>96</td>
</tr>
<tr>
<td>CAN ART 14</td>
<td>ART 2</td>
<td>Basic Color &amp; Design</td>
<td>96</td>
</tr>
<tr>
<td>CAN ART 18</td>
<td>ART 40</td>
<td>Photography: Beginning</td>
<td>96</td>
</tr>
<tr>
<td>CAN ART SEQ A</td>
<td>ART 11+12</td>
<td>History of Art: Ancient &amp; Medieval + Renaissance, Baroque, &amp; Modern</td>
<td>96</td>
</tr>
<tr>
<td>CAN BIOL 2</td>
<td>BIOL 2</td>
<td>Principles of Biology</td>
<td>96</td>
</tr>
<tr>
<td>CAN BIOL 4</td>
<td>BIOL 4</td>
<td>Principles of Animal Biology</td>
<td>96</td>
</tr>
<tr>
<td>CAN BIOL 6</td>
<td>BIOL 6</td>
<td>Principles of Plant Biology</td>
<td>96</td>
</tr>
<tr>
<td>CAN BIOL 10</td>
<td>BIOL 10</td>
<td>Human Anatomy</td>
<td>96</td>
</tr>
<tr>
<td>CAN BIOL 12</td>
<td>BIOL 60</td>
<td>Human Physiology</td>
<td>96</td>
</tr>
<tr>
<td>CAN BIOL 14</td>
<td>BIOL 65</td>
<td>Microbiology</td>
<td>96</td>
</tr>
<tr>
<td>CAN BIOL SEQ A</td>
<td>BIOL 24+46</td>
<td>Principles of Biology + Principles of Animal Biology + Principles of Plant Biology</td>
<td>96</td>
</tr>
<tr>
<td>CAN BIOL SEQ B</td>
<td>BIOL 10+60</td>
<td>Human Anatomy + Human Physiology</td>
<td>96</td>
</tr>
<tr>
<td>CAN BUS 2</td>
<td>BUSAD 1</td>
<td>Principles of Accounting</td>
<td>96</td>
</tr>
<tr>
<td>CAN BUS 4</td>
<td>BUSAD 1B</td>
<td>Principles of Accounting</td>
<td>96</td>
</tr>
<tr>
<td>CAN BUS 12</td>
<td>BUSAD 18</td>
<td>Business Law</td>
<td>98</td>
</tr>
<tr>
<td>CAN BUS SEQ A</td>
<td>BUS AD 1A+1B</td>
<td>Principles of Accounting</td>
<td>98</td>
</tr>
<tr>
<td>CAN CHEM 2</td>
<td>CHEM 1A</td>
<td>General Chemistry</td>
<td>90</td>
</tr>
<tr>
<td>CAN CHEM 4</td>
<td>CHEM 1B</td>
<td>General Chemistry</td>
<td>90</td>
</tr>
<tr>
<td>CAN CHEM 6</td>
<td>CHEM 10</td>
<td>Fundamentals of Chemistry</td>
<td>90</td>
</tr>
<tr>
<td>CAN CHEM SEQ A</td>
<td>CHEM 1A+1B</td>
<td>General Chemistry</td>
<td>97</td>
</tr>
<tr>
<td>CAN CSCI 2</td>
<td>CMSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
<td>500</td>
</tr>
<tr>
<td>CAN CSCI 22</td>
<td>CMSC 22</td>
<td>Programming Concepts &amp; Methodology I</td>
<td>500</td>
</tr>
<tr>
<td>CAN CSCI 24</td>
<td>CMSC 24</td>
<td>Programming Concepts &amp; Methodology II</td>
<td>500</td>
</tr>
<tr>
<td>CAN DRAM 8</td>
<td>DRAMA 42</td>
<td>Acting Fundamentals</td>
<td>96</td>
</tr>
<tr>
<td>CAN DRAM 16</td>
<td>DRAMA 56</td>
<td>Technical Theatre Laboratory</td>
<td>500</td>
</tr>
<tr>
<td>CAN DRAM 18</td>
<td>DRAMA 10</td>
<td>Introduction to the Theatre</td>
<td>502</td>
</tr>
<tr>
<td>CAN ECON 2</td>
<td>ECON 10</td>
<td>Principles of Economics</td>
<td>90</td>
</tr>
<tr>
<td>CAN ECON 4</td>
<td>ECON 11</td>
<td>Principles of Economics</td>
<td>90</td>
</tr>
<tr>
<td>CAN ENGL 2</td>
<td>ENGL 1A</td>
<td>Reading &amp; Composition: Beg.</td>
<td>500</td>
</tr>
<tr>
<td>CAN ENGL 4</td>
<td>ENGL 1B</td>
<td>Reading &amp; Composition: Adv.</td>
<td>500</td>
</tr>
<tr>
<td>CAN ENGL 6</td>
<td>ENGL 10</td>
<td>Creative Writing</td>
<td>90</td>
</tr>
<tr>
<td>CAN ENGL 8</td>
<td>ENGL 46</td>
<td>Survey of English Literature</td>
<td>90</td>
</tr>
<tr>
<td>CAN ENGL 10</td>
<td>ENGL 47</td>
<td>Survey of English Literature</td>
<td>90</td>
</tr>
</tbody>
</table>

| CAN ENGL 14            | ENGL 17               | American Literature     | 90 |
| CAN ENGL 16            | ENGL 18               | American Literature     | 90 |
| CAN ENGL SEQ A         | ENGL 1A+1B            | Reading and Composition: Beginning + Advanced | 90 |
| CAN ENGL SEQ B         | ENGL 46+47            | Survey of English Literature | 90 |
| CAN ENGL SEQ C         | ENGL 17+18            | American Literature + American Literature | 90 |
| CAN FCS 2              | BIOL 50               | Nutrition               | 96 |
| CAN FCS 14             | CMED 1                | Principles of Child Development | 503 |
| CAN GEOG 2             | GEOG 15               | Physical Geography      | 959 |
| CAN GEOG 4             | GEOG 12               | Cultural Geography      | 959 |
| CAN GEO 2              | ESC 5                 | Physical Geology        | 959 |
| CAN GOVT 2             | POLSC 10              | Constitutional Government | 90 |
| CAN HIST 8             | HIST 16               | United States: to 1877  | 96 |
| CAN HIST 10            | HIST 17               | United States: to 1877  | 96 |
| CAN HIST 14            | HIST 13               | World Civilizations: to 1650 | 90 |
| CAN HIST 16            | HIST 14               | World Civilizations: to 1650 | 90 |
| CAN HIST SEQ B         | HIST 16+17            | United States: to 1877 + United States: 1877-Present | 959 |
| CAN HIST SEQ C         | HIST 13+14            | World Civilizations: To 1650 + World Civilizations: To 1650-Present | 959 |
| CAN JOUR 2             | JRNAL 1               | Introduction to Journalism | 500 |
| CAN MATH 2             | MATH 6                | Math for Liberal Arts   | 959 |
| CAN MATH 4             | MATH 4A               | Mathematics for Elementary School Teachers | 502 |
| CAN MATH 8             | MATH 8                | Trigonometry            | 503 |
| CAN MATH 10            | MATH 10               | College Algebra         | 502 |
| CAN MATH 12            | MATH 12               | Finite Mathematics      | 979 |
| CAN MATH 16            | MATH 16               | Precalculus             | 506 |
| CAN MATH 18            | MATH 18A              | Calculus I              | 96 |
| CAN MATH 20            | MATH 18B              | Calculus II             | 96 |
| CAN MATH SEQ B         | MATH 18A+18B          | Calculus I + Calculus II | 96 |
| CAN MUS 6              | MUSIC 10              | Survey of Music History & Literature | 504 |
| CAN PHIL 2             | PHIL 1                | Introduction to Philosophy | 94 |
| CAN PHYS 2             | PHYS 4A               | Introductory Physics I: Trigonometry Level | 501 |
| CAN PHYS 4             | PHYS 4B               | Introductory Physics II: Trigonometry Level | 501 |
| CAN PHYS 5             | PHYS 5A               | Introductory Physics I | 979 |
| CAN PHYS 12            | PHYS 5B               | Introductory Physics II | 979 |
| CAN PHYS SEQ A         | PHYS 4A+4B            | Introductory Physics I and II: Trigonometry Level | 502 |
| CAN PSY 1              | PSYCH 1               | General Psychology      | 96 |
| CAN PSY 2              | PSYCH 1               | General Psychology      | 96 |
| CAN PSY 3              | HPMTG 1/0 OR HP-H-PS  | Introduction to Recreation and Leisure | 505 |
| CAN SOC 2              | SOCIO 1               | Sociology               | 50 |
| CAN SOC 4              | SOCIO 2               | American Society        | 505 |
| CAN SPAN 2             | SPAN 1A               | Spanish: Beginning      | 959 |
| CAN SPAN 4             | SPAN 2B               | Spanish: Beginning      | 959 |
| CAN SPAN 8             | SPAN 2B               | Spanish: Intermediate   | 959 |
| CAN SPAN SEQ A         | SPAN 1A+1B            | Spanish: Beginning      | 959 |
| CAN SPAN SEQ B         | SPAN 2A+2B            | Spanish: Intermediate   | 959 |
| CAN SPCH 2             | SPCH 1                | Fundamentals of Speech  | 500 |
| CAN SPCH 6             | SPCH 2                | Argumentation           | 500 |
| CAN STAT 2             | MATH 2                | Elements of Statistics  | 980 |

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 in the Transfer Center or with a counselor for articulation agreements. Updated information can be obtained from [www.canysystem.org](http://www.canysystem.org).
Advanced Placement Examination Credit for Columbia College AA/AS and CSU

General Education Breadth Requirements

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

<table>
<thead>
<tr>
<th>AP Subject</th>
<th>Minimum Score</th>
<th>Number of Units Applicable to CSU General Education-Breadth Requirements for Students Obtaining Full or Subject-Area Certification</th>
<th>Columbia College G.E. Pattern for the AA/AS Breadth Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>3</td>
<td>3 semester units toward Area C1</td>
<td>C1</td>
</tr>
<tr>
<td>Biology</td>
<td>3</td>
<td>3 semester units toward Area B2</td>
<td>B1 &amp; B3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>6 semester units toward Area B1/B2</td>
<td>B1 &amp; B3</td>
</tr>
<tr>
<td>Economics: Macroeconomics</td>
<td>3</td>
<td>3 semester units toward Area D2</td>
<td>D2</td>
</tr>
<tr>
<td>Economics: Microeconomics</td>
<td>3</td>
<td>3 semester units toward Area D2</td>
<td>D2</td>
</tr>
<tr>
<td>English: English Language &amp; Comp</td>
<td>3</td>
<td>3 semester units toward Area A2</td>
<td>A2</td>
</tr>
<tr>
<td>English: Lit &amp; Comp</td>
<td>3</td>
<td>6 semester units toward Area A2/B2</td>
<td>A2 &amp; C2</td>
</tr>
<tr>
<td>French: French Language</td>
<td>3</td>
<td>6 semester units toward Area C2</td>
<td>C2</td>
</tr>
<tr>
<td>French: French Literature</td>
<td>3</td>
<td>6 semester units toward Area C2</td>
<td>C2</td>
</tr>
<tr>
<td>German Language</td>
<td>3</td>
<td>6 semester units toward Area C2</td>
<td>C2</td>
</tr>
<tr>
<td>Government and Politics: US</td>
<td>3</td>
<td>3 semester units toward Area D8</td>
<td>D8</td>
</tr>
<tr>
<td>Government and Politics: Comp.</td>
<td>3</td>
<td>3 semester units toward Area D8</td>
<td>D8</td>
</tr>
<tr>
<td>History: European History</td>
<td>3</td>
<td>3 semester units toward Area D6</td>
<td>D6</td>
</tr>
<tr>
<td>History: United States</td>
<td>3</td>
<td>3 semester units toward Area D6</td>
<td>D6</td>
</tr>
<tr>
<td>Latin: Virgil</td>
<td>3</td>
<td>3 semester units toward Area A2/B2</td>
<td>B2 &amp; B3</td>
</tr>
<tr>
<td>Latin: Latin Literature</td>
<td>3</td>
<td>3 semester units toward Area C2</td>
<td>C2</td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>3</td>
<td>3 semester units toward Area B4</td>
<td>B4</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>3</td>
<td>3 semester units toward Area B4</td>
<td>B4</td>
</tr>
<tr>
<td>Music Theory</td>
<td>3</td>
<td>3 semester units toward Area C1</td>
<td>C1</td>
</tr>
<tr>
<td>Physics B</td>
<td>3</td>
<td>6 semester units toward Area B1/B2</td>
<td>B1 &amp; B3</td>
</tr>
<tr>
<td>Physics C (mechanics)</td>
<td>3</td>
<td>3 semester units toward Area A2/B2</td>
<td>B1 &amp; B3</td>
</tr>
<tr>
<td>Physics C ( electricity and magnetism)</td>
<td>3</td>
<td>3 semester units toward Area A2/B2</td>
<td>B1 &amp; B3</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>3 semester units toward Area A2/B2</td>
<td>B1 &amp; B3</td>
</tr>
<tr>
<td>Spanish: Spanish Language</td>
<td>3</td>
<td>6 semester units toward Area A2/B2</td>
<td>B1 &amp; B3</td>
</tr>
<tr>
<td>Spanish: Spanish Literature</td>
<td>3</td>
<td>6 semester units toward Area A2/B2</td>
<td>B1 &amp; B3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>3 semester units toward Area B4</td>
<td>B4</td>
</tr>
</tbody>
</table>

*Does not meet CSU E.O. 405

Columbia College 2006-07 Catalog
ASSOCIATE IN ARTS 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 44-45.

FINE ARTS

Emphasis in Art

Acceptable Courses Within Major

Required Units

A. Twelve (12) units required from this section...........................................12

ART 1 Basic Freehand Drawing (2-3)

ART 2 Basic Color and Design (2-3)

ART 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 21A Watercolor: Beginning (2-3)

ART 25 Mixed Media Painting (3)

ART 31 Ceramics Introductory (1-3)

ART 71 Introduction to Ceramic Sculpture (2-3)

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

ART 1 Basic Freehand 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 21A Watercolor: Beginning (2-3)

ART 25 Mixed Media Painting (3)

ART 31 Ceramics Introductory (1-3)

ART 71 Introduction to Ceramic Sculpture (2-3)

TOTAL REQUIRED UNITS 19

HEALTH AND HUMAN PERFORMANCE

Acceptable Courses Within Major

Required Units

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

H-HP 60 Nutrition (3)

H-HP 60 Nutrition (3)

ART 40 Photography: Beginning (4)

ART 42 Color 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

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

SPCOM 3 Fundamentals of Speech (3)

SPCOM 2 Argumentation (3)

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

ENGL 1B Reading and Composition Advanced (3)

ENGL 10 Creative Writing (3)

ENGL 11 Film Appreciation (3)

ENGL 12 Mass Communication (3)

TOTAL REQUIRED UNITS 20

LIBERAL STUDIES

Acceptable Courses Within Major

Required Units

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

ART 9A Life Drawing: Beginning (2-3)

ART 9B Life Drawing: Intermediate (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 37 Ceramics: Introductory (1-3)

ART 38 Ceramics: Advanced (1-3)

SPCOM 1 Introduction to the Theatre (3)

SPCOM 2 Argumentation (3)

SPCOM 3 Fundamentals of Speech (3)

SPCOM 4 Introduction to Human Communication (3)

SPCOM 5 Intercultural Communication (3)

SPCOM 6 Mass Communication (3)

TOTAL REQUIRED UNITS 18

COLUMBIA COLLEGE 2006-07 Catalog
B. Natural Sciences and Mathematics six (6) units required ...

MUSIC 10 Survey of Music History and Literature (3)
MUSIC 20A Elementary Music Theory (3)
MUSIC 20B Elementary Music Theory (3)
MUSIC 40 Elementary Musicianship (2)
MUSIC 50 Applied Music: Piano (1)
MUSIC 51 Applied Music: Voice (1)
MUSIC 52 Applied Music: Woodwinds (1)
MUSIC 53 Applied Music: Brass (1)
MUSIC 54 Applied Music: Strings (1)
MUSIC 55 Applied Music: Percussion (1)
MUSIC 56 Applied Music: Voice (1)

C. Social Sciences six (6) units required ............. 6

ANTHR 15 Native People of North America (3)
ANTHR 2 Cultural Anthropology (3)
ANTHR 3 Current Issues in Anthropology (3)
ANTHR 7 Gender, Culture and Society (3)
ANTHR 10 Archaeology and Cultural Prehistory (3)
ANTHR 15 Native People of North America (3)
BUSAD 20 Principles of Business (3)
BUSAD 21 Child, Family and Community (3)
ECON 10 Principles of Economics (4)
ECON 11 Principles of Economics (4)
GEOG 12 Cultural Geography (3)
GEOG 18 World Regional Geography (3)
HIST 11 History of California (3)
HIST 12 World Civilizations: to 1600 (3)
HIST 14 World Civilization: 1600 to Present (3)
HIST 16 United States History: to 1877 (3)
HIST 17 United States History: 1877 to Present (3)
HIST 20 African-American History (3)
HIST 21 Women in American History (3)
HIST 55 The American Frontier (3)
NATURE 1 Environmental Conservation
POLSCI 10 Constitutional Government (3)
POLSCI 12 American Political Thought (3)
POLSCI 26 International Relations (3)
PSYCH 1 General Psychology (3)
PSYCH 1 Psychological Development (3)
PSYCH 10 LifeSpan Human Development (3)
PSYCH 20 Sport Psychology (3)
PSYCH 30 Personal and Social Adjustment (3)
PSYCH 35 Introduction to Drugs and Behavior (3)
PSYCH 40 Stress Management (3)
SOCIO 1 Introduction to Sociology (3)
SOCIO 2 American Society: Social Problems and Deviance (3)
SOCIO 5 Ethnicity & Ethnic Relations in America (3)
SOCIO 7 Gender, Culture and Society (5)
SOCIO 12 Sociology of the Family (3)
SOCIO 28 Death and Dying (3)
SPECOM 5 Interpersonal Communication (3)

Total Required Units 18-20

MUSIC

Acceptable Courses Within Major Required Units

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

Theor/Musicianship
MUSIC 4A Elementary Musicianship (2)
MUSIC 4B Elementary Musicianship (2)
MUSIC 5A Intermediate Musicianship (2)
MUSIC 5B Intermediate Musicianship (2)
MUSIC 20A Elementary Music Theory (3)
MUSIC 20B Elementary Music Theory (3)
MUSIC 21A Intermediate Music Theory (3)
MUSIC 21B Intermediate Music Theory (3)

B. Four (4) units required from this section......... 4

MUSIC 56 Applied Music: Guitar (1)
MUSIC 51 Applied Music: Keyboard (1)
MUSIC 52 Applied Music: Woodwinds (1)
MUSIC 53 Applied Music: Brass (1)
MUSIC 54 Applied Music: Strings (1)
MUSIC 55 Applied Music: Percussion (1)
MUSIC 56 Applied Music: Voice (1)

If suggested students take private instruction every semester at Columbia, otherwise only 4 units are required for transfer.

C. Four (4) units required from this section......... 4

MUSIC 60 Choir (1)
MUSIC 64 Jazz Choir (1)
MUSIC 66 Columbia College Community Chorus (1)
MUSIC 69 Madrigal Ensemble (1)
MUSIC 70 College Band (1)
MUSIC 72 Jazz Ensemble (1)
MUSIC 76 Community Orchestra (1)

Music majors need to be enrolled in an ensemble appropriate to their major instrument each semester at Columbus. Four units are required for transfer.

Mathematics

Acceptable Courses Within Major Required Units

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

MATH 2 Elements of Statistics (3)
MATH 18A Calculus I (4)
MATH 18B Calculus II (4)

B. Three to Four (3-4) units required from this section........ 3-4

MATH 6 Mathematics for Liberal Arts Students (3)
MATH 8 Trigonometry (3)
MATH 10 College Algebra (3)
MATH 12 Finite Mathematics (3)
MATH 16 Precalculus (4)

C. Four to Five (4-5) units required from this section........ 4-5

PHYS 5A Introductory Physics I: Calculus Level (5)
CMPSC 22 Programming Concepts & Methodology I (4)
CMPSC 24 Programming Concepts & Methodology II (4)

Total Required Units 31

Recommended Optional Courses:
MUSIC 10 Survey of Music History/Literature: Ancient to 1750 (3)
MUSIC 11 Survey of Music History/Literature: 1750 to Present (3)

The Music Major is designed to prepare the student to be a well-rounded musician and enables the student to transfer to a four-year institution at the junior level.

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.

• ENGL 1A, Reading and Composition: Beginning
• MATH 12A, Beginning Algebra

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:

a. California State University transfers: (30 units)
   • Complete the Columbia College Pattern of General Education for CSU Transfer listed in Column IV on pages 44-45 of the Catalog.

b. University of California transfers: (30 units)
   • Complete the University of California Pattern of General Education for UC Transfer listed in Column IV on pages 44-45 of the Catalog.
### 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 pages 44-45.

#### ALLIED HEALTH

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 20</td>
<td>Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 18</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 20</td>
<td>Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 24</td>
<td>Human Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 3</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>Financial Worksheets on Computers</td>
<td>3</td>
</tr>
<tr>
<td>ECON 10</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>ECON 11</td>
<td>Principles of Economics</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 53</td>
<td>Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units 19**

#### BUSINESS

**Emphasis in Business Administration (Occupational)**

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 1A</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>BUSAD 1B</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>BUAD 18</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUAD 20</td>
<td>Principles of Business</td>
</tr>
<tr>
<td>BUAD 24</td>
<td>Human Relations in Organizations</td>
</tr>
<tr>
<td>CMPSC 3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>Financial Worksheets on Computers</td>
</tr>
<tr>
<td>ECON 10</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>ECON 11</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>BUSAD 53</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

**Total Required Units 32**

#### CHILD DEVELOPMENT

**Required Courses Within Major**

<table>
<thead>
<tr>
<th>Required Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 18 Principles of Business Development</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 10 Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 11 Creative Activities in the Arts</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 12 Creative Activities in Math</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 13 Creative Activities in Science</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 16 Practicum</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 22 Child, Family, Community</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 30 Child Care/Nursery School Administration</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 105 Creative Activities in Child Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 8 Early Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 19 Exceptional Needs Children</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 23 Guiding Children's Social Development</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 25 Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 28 Books for Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units 28**

#### COMPUTER SCIENCE

**Emphasis in Business Administration (Professional)**

<table>
<thead>
<tr>
<th>Acceptable Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 1A</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>BUSAD 1B</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>BUAD 18</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUAD 20</td>
<td>Principles of Business</td>
</tr>
<tr>
<td>BUAD 24</td>
<td>Human Relations in Organizations</td>
</tr>
<tr>
<td>CMPSC 3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>Financial Worksheets on Computers</td>
</tr>
<tr>
<td>ECON 10</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>ECON 11</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>BUSAD 53</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

**Total Required Units 29**

#### FIRE TECHNOLOGY

**Required Courses Within Major**

<table>
<thead>
<tr>
<th>Required Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 9</td>
<td>UNIX Operating System</td>
</tr>
<tr>
<td>CMPSC 22</td>
<td>Programming Concepts &amp; Methodology I</td>
</tr>
<tr>
<td>CMPSC 24</td>
<td>Programming Concepts &amp; Methodology II</td>
</tr>
<tr>
<td>CMPSC 28</td>
<td>Visual Basic Programming</td>
</tr>
<tr>
<td>CMPSC 55</td>
<td>Database Management</td>
</tr>
<tr>
<td>MATH 18A</td>
<td>Calculus I: Differential Calculus</td>
</tr>
<tr>
<td>MATH 18B</td>
<td>Calculus II: Integral Calculus</td>
</tr>
<tr>
<td>RCFTWES - Choose two (6 units)</td>
<td></td>
</tr>
<tr>
<td>CMPSC 3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CMPSC 15</td>
<td>Java Programming</td>
</tr>
<tr>
<td>CMPSC 41</td>
<td>Networking Essentials</td>
</tr>
<tr>
<td>CMPSC 53/</td>
<td>Project Management</td>
</tr>
<tr>
<td>BUSAD 53</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

**Total Required Units 32**

#### EMERGENCY MEDICAL SERVICES

<table>
<thead>
<tr>
<th>Required Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 18 Principles of Business Development</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 10 Child Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 11 Creative Activities in the Arts</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 12 Creative Activities in Math</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 13 Creative Activities in Science</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 16 Practicum</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 22 Child, Family, Community</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 30 Child Care/Nursery School Administration</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 105 Creative Activities in Child Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 8 Early Literacy Development</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 19 Exceptional Needs Children</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 23 Guiding Children's Social Development</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 25 Infant/Toddler Care</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 28 Books for Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units 28**

*Credit may be applied for either EMS 97 or Fire 97 but not both.*

#### Wildland/Urban Interface

**Fire Management**

<table>
<thead>
<tr>
<th>Required Courses Within Major</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 9</td>
<td>Computer Concepts and Information Systems</td>
</tr>
<tr>
<td>MATH 104</td>
<td>Algebra II: Modeling</td>
</tr>
<tr>
<td>CMPSC 59/</td>
<td>Geographic Information and Global</td>
</tr>
<tr>
<td>GEOGR 59</td>
<td>Positioning Systems</td>
</tr>
<tr>
<td>FIRE 1-99</td>
<td>Fire Technology Courses</td>
</tr>
<tr>
<td>WIREX 96</td>
<td>Cooperative Work Experience</td>
</tr>
<tr>
<td>FIRE 120</td>
<td>Fire Operations in the Urban Interface</td>
</tr>
</tbody>
</table>

**Total Required Units 18**

---

Columbia College 2006-07 Catalog
FORESTRY

Acceptable Courses Within Major Required Units
A. Eleven (11) units required from this section.......................... 11
   FORES 1 Introduction to Professional Forestry (3)
   FORES 10 Dendrology (3)
   FORES 153 Forest Surveying Techniques (3)
   NARTC 160 Aerial Photography & Map Interpretation (2)
B. Eleven (11) units required from this section.......................... 11
   BIOL 24 General Ecology (4)
   BIOL 39 Field Biology (1-2)
   ESC 5 Physical Geology (4)
   ESC 100 Global Tectonic Geology (3)
   FIRE 7 Wildland Fire Control (3)
   FORTC 162 Applied Forest Inventory and Management (2)
   GEOGR 15 Physical Geography (3)
   NATRE 1 Environmental Conservation (3)
   NATRE 9 Parks and Forests Law Enforcement (2)
   NATRE 22 Ecology and Use of Fire in Forest Ecosystems (2)
   NATRE 30 Introduction to Watershed Management (3)
   NATRE 50 Natural History and Ecology (2)
   NARTC 181 California Wildfire (4)

Total Required Units 22

Transfer oriented students should see a counselor for additional required coursework in Anther, BIO, Calculus, CHEM, CMPSC, ESC, Econ, GEOGR, Phys, and Statistics.

HOSPITALITY MANAGEMENT

Emphasis In Culinary Arts

Required Courses Within Major Required Units
HPMGT 102 Introduction to Hospitality Careers & Human Relations ..... 1.5
HPMGT 104 Hospitality Laws and Regulations ............................... 2
HPMGT 120 Safety & Sanitation .............................................. 1
HPMGT 122 Restaurant Math .................................................. 1
HPMGT 126 Nutrition for Chefs ............................................. 2
HPMGT 128 Kitchen Management ........................................... 5
HPMGT 133A Introduction to Commercial Food Preparation .......... 3
HPMGT 133B Commercial Food Preparation ................................ 4
HPMGT 134 Commercial Baking: Beginning ...................... 2.5
HPMGT 136 Dining Room Service and Management ....................... 2
HPMGT 140 Contemporary Cuisine ......................................... 3.5
HPMGT 141 Restaurant Deserts ............................................... 1
HPMGT 142 Garde Manger ..................................................... 1
HPMGT 146 Dining Room Service and Management ....................... 2
HPMGT 147 Beverage Management .......................................... 2
HPMGT 148 Introduction to Wines ......................................... 2
HPMGT 190 Culinary Arts Internship ........................................ 2

Total Required Units 36.5

Emphasis In Hotel Management

Required Courses Within Major Required Units
HPMGT 20 Intro to Leisure Travel and Tourism ...................... 3
HPMGT 97 Work Experience .............................................. 2
HPMGT 102 Introduction to Hospitality Careers & Human Relations ... 1.5
HPMGT 104 Hospitality Laws and Regulations ............................... 2
HPMGT 112 Front Office Mgmt./Hotel Catering ............................ 2
HPMGT 114 Intro to Maintenance and Housekeeping ...................... 1.5
HPMGT 132 Restaurant Planning ........................................... 3
BUSAD 1A Principles of Accounting ......................................... 4
BUSAD 160 Basic Accounting ............................................. 4
BUSAD 161A Small Business Accounting .................................... 4

Total Required Units 20-22

Transfer oriented students should see a counselor for additional required coursework in Anther, BIO, Calculus, CHEM, CMPSC, ESC, Econ, GEOGR, Phys, and Statistics.

NATURAL RESOURCES

Acceptable Courses Within Major Required Units
A. Twelve (12) units required from this section................................................... 12-14
   BIOL 24 General Ecology (4)
   NATRE 1 Environmental Conservation (3)
   NATRE 30 Introduction to Watershed Management (3)
   NATRE 50 Natural History and Ecology (2)
   NATRE 155 Interpretive Guided Tours (2)
   NATRE 160 Aerial Photography & Map Interpretation (2)

B. Eight (8) units required from this section.................................................. 8
   BIOL 39 Field Biology (1-2)
   BIOL 179 Fishing and Fisheries (1)
   ESC 5 Physical Geology (4)
   ESC 10 Environmental Geology (3)
   ESC 35 Field Geology (1-3)
   ESC 40 Descriptive Astronomy (3)
   FORTC 153 Forest Surveying Techniques (3)
   FORTC 162 Applied Forest Inventory/Management (2)
   GEOGR 15 Physical Geography (3)
   NATRE 9 Parks and Forests Law Enforcement (2)
   NATRE 22 Ecology and Use of Fire in Forest Ecosystems (2)
   NARTC 181 California Wildfire (4)

Total Required Units 21

Students planning to become Earth Science majors upon transfer to a four-year school should take CHEM IA and BIOL 18A, and PHYCS 5A and 5B while at Columbia College.

Emphasis In Environmental Science

Acceptable Courses Within Major Required Units
A. Ten (10) units required from this section.................................. 10
   BIOL 2 Principles of Biology (4)
   BIOL 4 Principles of Animal Biology (4)
   BIOL 6 Principles of Plant Biology (4)
   BIOL 17 Fundamentals of Biology (4)
   CHEM 1A General Chemistry (5)
   CHEM 1B General Chemistry (5)

B. Four (4) units required from this section.................................. 4
   BIOL 2 Principles of Biology (4)
   BIOL 4 Principles of Animal Biology (4)
   BIOL 6 Principles of Plant Biology (4)
   BIOL 17 Fundamentals of Biology (4)
   CHEM 1A General Chemistry (5)
   CHEM 1B General Chemistry (5)

Total Required Units 20

Students planning to become Biology majors upon transfer to a four-year school should take CHEM IA and 18, BIOL 18, and prerequisites for MATH 18A while at Columbia College.
Emphasis in General Science

Acceptable Courses Within Major

<table>
<thead>
<tr>
<th>Required Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>BIOL 2 Principles of Biology</td>
</tr>
<tr>
<td>4</td>
<td>BIOL 4 Principles of Animal Biology</td>
</tr>
<tr>
<td>4</td>
<td>BIOL 6 Principles of Plant Biology</td>
</tr>
<tr>
<td>4</td>
<td>BIOL 17 Fundamentals of Biology</td>
</tr>
<tr>
<td>4</td>
<td>BIOL 24 General Ecology</td>
</tr>
</tbody>
</table>

Acceptable Courses Within Major Required Units

PHYCS SB General Physics

A.

B.

Overall grade point average of 2.0 or better (C average)

D.

Competence in reading, in written expression and in completed in residence.

Completion of a minimum of 60 units; 12 units must be classes with a “C” or better.

Emphasis in Physical Science

Acceptable Courses Within Major

<table>
<thead>
<tr>
<th>Required Units</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>CHEM 1A General Chemistry</td>
</tr>
<tr>
<td>5</td>
<td>CHEM 1B General Chemistry</td>
</tr>
<tr>
<td>4</td>
<td>PHYSICS 1A Introductory Physics I: Trigonometry Level</td>
</tr>
<tr>
<td>4</td>
<td>PHYSICS 1A Introductory Physics I: Calculus Level</td>
</tr>
</tbody>
</table>

Total Required Units 18

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.

- ENGL 1A: Reading and Composition: Beginning
- BUSAD 163, Business Mathematics, OR
- MATH 100B, Algebra 1: Second Half, OR
- MATH 101, Algebra 1: Fundamentals, OR

Any mathematics course of a higher level than Algebra 1.

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

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

Major:

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

Complete one of the following General Education Breadth patterns:

a. California State University transfers: (30 units total)

- Complete the Columbia College Pattern of General Education for CSU Transfer listed in Column IV on pages 44-45 of the Catalog. OR

- Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern listed on pages 42-43 of the Catalog.

b. University of California transfers: (30 units total)

- Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern listed on pages 42-43 of the Catalog or see your counselor for the individual campus of your choice.

c. Customized patterns: (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

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 AS(OC) 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 44-45.

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 100</td>
<td>4</td>
</tr>
<tr>
<td>AT 101</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>4</td>
</tr>
<tr>
<td>AT 110</td>
<td>5</td>
</tr>
<tr>
<td>AT 111</td>
<td>7</td>
</tr>
<tr>
<td>AT 106</td>
<td>8</td>
</tr>
<tr>
<td>AT 112</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units 26.5 - 32.5

Recommended Optional Courses:

- AT 185 Auto Body Collision Repair 1

Automotive Service Technician

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97</td>
<td>1</td>
</tr>
<tr>
<td>AT 100</td>
<td>4</td>
</tr>
<tr>
<td>AT 101</td>
<td>5</td>
</tr>
<tr>
<td>AT 121</td>
<td>2</td>
</tr>
<tr>
<td>AT 105</td>
<td>4</td>
</tr>
<tr>
<td>AT 102</td>
<td>5</td>
</tr>
<tr>
<td>AT 103</td>
<td>1</td>
</tr>
<tr>
<td>AT 110</td>
<td>5</td>
</tr>
<tr>
<td>AT 130</td>
<td>2</td>
</tr>
<tr>
<td>AT 113</td>
<td>7</td>
</tr>
<tr>
<td>AT 111</td>
<td>6</td>
</tr>
<tr>
<td>AT 113</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units 43

Recommended Optional Course:

- AT 97 Work Experience Minimum 4

BUSINESS ADMINISTRATION

Accounting

Required Courses

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 1A Principles of Accounting</td>
</tr>
<tr>
<td>BUSAD 1B Principles of Accounting</td>
</tr>
<tr>
<td>BUSAD 161A Small Business Accounting 1 and</td>
</tr>
<tr>
<td>BUSAD 161B Small Business Accounting II</td>
</tr>
<tr>
<td>BUSAD 18 Business Law</td>
</tr>
<tr>
<td>BUSAD 30 Principles of Marketing</td>
</tr>
<tr>
<td>BUSAD 32 Small Business Management</td>
</tr>
<tr>
<td>BUSAD 33 Principles of Economics</td>
</tr>
<tr>
<td>BUSAD 34 Principles of Economics</td>
</tr>
</tbody>
</table>
## Associate in Science Occupational Education

### COMPUTER SCIENCE

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CMPSC 9</td>
<td>UNIX Operating Systems</td>
</tr>
<tr>
<td>CMPSC 15</td>
<td>Java Programming</td>
</tr>
<tr>
<td>CMPSC 22</td>
<td>Programming Concepts &amp; Methodology I</td>
</tr>
<tr>
<td>CMPSC 24</td>
<td>Programming Concepts &amp; Methodology II</td>
</tr>
<tr>
<td>CMPSC 28</td>
<td>Visual Basic Programming</td>
</tr>
<tr>
<td>CMPSC 35</td>
<td>Project Management</td>
</tr>
<tr>
<td>BUSAD 53</td>
<td>Database Management</td>
</tr>
<tr>
<td>MATH 18A</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MATH 18B</td>
<td>Calculus II</td>
</tr>
</tbody>
</table>

**Electives - Choose two: (5-6 units):**

- CMPSC 12: Website Development
- CMPSC 41: Networking Essentials

**Total Required Units 40-41**

### Applied Computer Science Business Emphasis

<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 4</td>
<td>Windows Operating Systems Essentials</td>
</tr>
<tr>
<td>CMPSC 9</td>
<td>UNIX Operating Systems</td>
</tr>
<tr>
<td>CMPSC 22</td>
<td>Programming Concepts &amp; Methodology I</td>
</tr>
<tr>
<td>CMPSC 15</td>
<td>Java Programming</td>
</tr>
<tr>
<td>CMPSC 28</td>
<td>Visual Basic Programming</td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>Financial Worksheets on Computers</td>
</tr>
<tr>
<td>CMPSC 55</td>
<td>Database Management</td>
</tr>
<tr>
<td>BUSAD 12</td>
<td>Intro to HTML</td>
</tr>
<tr>
<td>BUSAD 40</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>Beginning Word Processing</td>
</tr>
</tbody>
</table>

**Recommended Optional Courses:**

- OFTEC 141: Intermediate Word Processing
- BUSAD 163: Business Mathematics
- HPMGT 128: Program Management
- BUSAD 53: Project Management

**Total Required Units 31-32**

### 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 4</td>
<td>Windows Operating Systems Essentials</td>
</tr>
<tr>
<td>CMPSC 60</td>
<td>Introduction to GIS - ArcView</td>
</tr>
<tr>
<td>GEOFGR 60</td>
<td>GIS Applications</td>
</tr>
<tr>
<td>GEOFGR 65</td>
<td>Intro to Raster-Based GIS</td>
</tr>
<tr>
<td>GEOFGR 75</td>
<td>GIS Applications in Resource Management</td>
</tr>
<tr>
<td>ESC 5</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>ESC 10</td>
<td>Environmental Geography</td>
</tr>
<tr>
<td>GEOFGR 15</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>ENGL 1A</td>
<td>Reading and Composition: Beginning</td>
</tr>
<tr>
<td>FORTEC 153</td>
<td>Forest Surveying Techniques</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Algebra I: Fundamentals or equivalent</td>
</tr>
<tr>
<td>Higher level algebra</td>
<td>3-5</td>
</tr>
<tr>
<td>NATRE 1</td>
<td>Environmental Conservation</td>
</tr>
<tr>
<td>NARTC 160</td>
<td>Aerial Photography &amp; Map Interpretation</td>
</tr>
</tbody>
</table>

**Total Required Units 36-38**

### FORESTRY TECHNOLOGY

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORBS 1</td>
<td>Introduction to Professional Forestry</td>
</tr>
<tr>
<td>FORBS 10</td>
<td>Forestry</td>
</tr>
<tr>
<td>FORBS 153</td>
<td>Forest Surveying Techniques</td>
</tr>
<tr>
<td>FORBS 162</td>
<td>Applied Forest Inventories</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>Preparation for College Composition</td>
</tr>
<tr>
<td>Higher level English</td>
<td>3</td>
</tr>
<tr>
<td>F Mare 7</td>
<td>Wildland Fire Control</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Algebra I: Fundamentals</td>
</tr>
<tr>
<td>Higher level algebra</td>
<td>3-5</td>
</tr>
<tr>
<td>NATRE 1</td>
<td>Environmental Conservation</td>
</tr>
<tr>
<td>NATRE 9</td>
<td>Parks and Forests Law Enforcement</td>
</tr>
<tr>
<td>NATRE 30</td>
<td>Introduction to Watershed Management</td>
</tr>
<tr>
<td>NATRE 50</td>
<td>Natural History and Ecology</td>
</tr>
<tr>
<td>BIOL 24</td>
<td>General Ecology</td>
</tr>
<tr>
<td>NARTC 160</td>
<td>Aerial Photography &amp; Map Interpretation</td>
</tr>
<tr>
<td>NARTC 181</td>
<td>California Wildlife</td>
</tr>
</tbody>
</table>

**Total Required Units 40-45**

### HOTEL MANAGEMENT

#### Required Courses

<table>
<thead>
<tr>
<th>Chef</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 102</td>
<td>Introduction to Hospitality Careers &amp; Human Relations</td>
</tr>
<tr>
<td>HPMGT 104</td>
<td>Hospitality Laws and Regulations</td>
</tr>
<tr>
<td>HPMGT 120</td>
<td>Safety and Sanitation</td>
</tr>
<tr>
<td>HPMGT 122</td>
<td>Restaurant Management</td>
</tr>
<tr>
<td>HPMGT 128</td>
<td>Nutrition for Chefs</td>
</tr>
<tr>
<td>HPMGT 133A</td>
<td>Introduction to Commercial Food Preparation</td>
</tr>
<tr>
<td>HPMGT 133B</td>
<td>Commercial Food Preparation</td>
</tr>
<tr>
<td>HPMGT 134</td>
<td>Commercial Baking: Beginning</td>
</tr>
<tr>
<td>HPMGT 136</td>
<td>Dining Room Service and Management</td>
</tr>
<tr>
<td>HPMGT 140</td>
<td>Contemporary Cuisine</td>
</tr>
<tr>
<td>HPMGT 141</td>
<td>Restaurant Desserts</td>
</tr>
<tr>
<td>HPMGT 142</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>HPMGT 144</td>
<td>Introduction to Wines</td>
</tr>
</tbody>
</table>

**Total Required Units 34.5**

### 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>Hazardous Materials First Responder</td>
</tr>
<tr>
<td>FIRE 108</td>
<td>Confined Space Awareness</td>
</tr>
<tr>
<td>FIRE 110</td>
<td>ICS 200: Basic Incident Command System</td>
</tr>
</tbody>
</table>

**Total Required Units 24.5**

### Hotel Management

<table>
<thead>
<tr>
<th>Hotel Management</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 209</td>
<td>Intro to Leisure Travel and Tourism</td>
</tr>
<tr>
<td>HPMGT 97</td>
<td>Work Experience</td>
</tr>
<tr>
<td>HPMGT 102</td>
<td>Introduction to Hospitality Careers &amp; Human Relations</td>
</tr>
<tr>
<td>HPMGT 104</td>
<td>Hospitality Laws and Regulations</td>
</tr>
<tr>
<td>HPMGT 112</td>
<td>Front Office Mgmt/Hotel Catering</td>
</tr>
<tr>
<td>HPMGT 114</td>
<td>Intro to Maintenance and Housekeeping</td>
</tr>
<tr>
<td>HPMGT 152</td>
<td>Restaurant Planning</td>
</tr>
<tr>
<td>BUSAD 1A</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting</td>
</tr>
</tbody>
</table>

**Total Required Units 19**

### Recommended Optional Course:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 109</td>
<td>Computer Keyboarding I</td>
</tr>
<tr>
<td>OFTEC 110</td>
<td>Computer Keyboarding II</td>
</tr>
</tbody>
</table>

### Principles of Speech

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPOM 1</td>
<td>Fundamentals of Speech</td>
</tr>
</tbody>
</table>

### Recommended Optional Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 141</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>HPMGT 128</td>
<td>Program Management</td>
</tr>
<tr>
<td>BUSAD 53</td>
<td>Project Management</td>
</tr>
</tbody>
</table>

**Total 34.5**

### Dinner Line Cook

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 102</td>
<td>Introduction to Hospitality Careers &amp; Human Relations</td>
</tr>
<tr>
<td>HPMGT 104</td>
<td>Hospitality Laws and Regulations</td>
</tr>
<tr>
<td>HPMGT 120</td>
<td>Safety and Sanitation</td>
</tr>
<tr>
<td>HPMGT 122</td>
<td>Restaurant Management</td>
</tr>
<tr>
<td>HPMGT 128</td>
<td>Nutrition for Chefs</td>
</tr>
<tr>
<td>HPMGT 133A</td>
<td>Introduction to Commercial Food Preparation</td>
</tr>
<tr>
<td>HPMGT 133B</td>
<td>Commercial Food Preparation</td>
</tr>
<tr>
<td>HPMGT 134</td>
<td>Commercial Baking: Beginning</td>
</tr>
<tr>
<td>HPMGT 136</td>
<td>Dining Room Service and Management</td>
</tr>
<tr>
<td>HPMGT 140</td>
<td>Contemporary Cuisine</td>
</tr>
<tr>
<td>HPMGT 141</td>
<td>Restaurant Desserts</td>
</tr>
<tr>
<td>HPMGT 142</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>HPMGT 144</td>
<td>Introduction to Wines</td>
</tr>
</tbody>
</table>

**Total Required Units 30.5**
Recommended Optional Courses:

- SOCIO 12 Sociology of the Family
- CHILD 22 Child, Family, Community
- STD 97 Work Experience

Total Required Units: 23

NATURAL RESOURCES TECHNOLOGY

Required Courses:

- NATRE 1 Environmental Conservation
- NATRE 9 Parks and Forests Law Enforcement
- NATRE 30 Introduction to Watershed Management
- NATRE 50 Natural History and Ecology
- BIOL 24 General Ecology
- NARTC 155 Interpretive Guided Tours
- NARTC 160 Aerial Photography & Map Interpretation
- NARTC 181 California Wildlife
- BIOL 179 Fishing and Fisheries
- ESC 10 Environmental Geology
- ESC 25 Geology of National Parks
- ENGL 151 Preparation for College Composition
- Higher level English
- FIRE 7 Wildland Fire Control
- FOREST 104 Dendrology
- FORTC 153 Forest Surveying Techniques
- MATH 101 Algebra I or equivalent
- Higher level math course

Total Required Units: 40-45

OFFICE TECHNOLOGY

Required Courses:

- OFTEC 100 Computer Keyboarding I
- OFTEC 110 Computer Keyboarding II

Recommended Optional Courses:

- BUSAD 53 Project Management
- CMPSC 53
- SPCOM 1 Fundamentals of Speech

Total Required Units: 40.5

Note: An additional requirement for this major is a 50-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed typing, within one (1) year of obtaining the Major.
### Recommended Optional Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 120</td>
<td>Computer Keyboarding III</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 130</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>Intermediate Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 153A</td>
<td>Beginning Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 153B</td>
<td>Beginning Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 154</td>
<td>Radiology Transcription</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 155</td>
<td>Cardiology Transcription</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 156</td>
<td>Orthopedic Transcription</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 157</td>
<td>Gastroenterology Transcription</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 158</td>
<td>Pathology Transcription</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 159</td>
<td>Surgery Transcription</td>
<td>2</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Units: 31**

### Office Assistant

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 97</td>
<td>Work Experience</td>
</tr>
<tr>
<td>OFTEC 105</td>
<td>Electronic Printing Calculators</td>
</tr>
<tr>
<td>OFTEC 110</td>
<td>Computer Keyboarding II</td>
</tr>
<tr>
<td>OFTEC 120</td>
<td>Business English</td>
</tr>
<tr>
<td>OFTEC 130</td>
<td>Business English</td>
</tr>
<tr>
<td>OFTEC 132</td>
<td>Business Communications</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>Job Search &amp; Interviewing Strategies</td>
</tr>
</tbody>
</table>

**Note:** An additional requirement for this Major 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 Major.

### Associate in Science Occupational Education

Certificates of Achievement are offered in the following disciplines:

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

- **Business Administration**
  - Account Clerk
  - Accounting
  - Management
  - Organizational Behavior
  - Payroll Clerk
  - Small Business Management
  - Tax Clerk

- **Child Development**
  - Associate Child Development Teacher
  - Child Development
### Computer Science
- Applied Computer Studies—Business Emphasis
- Computer Science
- Computer Support Technician
- Digital Graphic Arts
- Geographic Information Systems (GIS)
- Management Information Systems
- Multimedia Web Design
- Network Support—Technician
- Website Development

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

### Fire Technology

### Forestry Technology

### Hospitality Management
- Bartender
- Chef
- Deli Cook & Baker
- Dining Room Management
- Dining Room Staff
- Director Line Cook
- Hotel Management
- Pastry & Dessert Chef
- Restaurant Management
- Safety & Sanitation

### Hospitality Management: Tourism/Recreation
- Outdoor Adventure
- Planning Meetings & Events
- Spa & Health Club Operation
- Tour Business Development
- Tourism Marketing: Web Commerce
- Tourism Marketing: Direct Marketing
- Tourism Marketing: Print Production
- Tourism & Recreation Studies

### 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.

The following are 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 TECHNOLOGY

#### Automotive Maintenance Technician

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97 Work Experience In Automotive Technology</td>
<td>1</td>
</tr>
<tr>
<td>AT 100 Introduction to Automotive Technology</td>
<td>4</td>
</tr>
<tr>
<td>AT 101 Automotive Braking Systems I</td>
<td>2</td>
</tr>
<tr>
<td>AT 102 Engine Repair</td>
<td>5</td>
</tr>
<tr>
<td>AT 103 Practical Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>AT 106 Automotive Electricity I</td>
<td>5</td>
</tr>
<tr>
<td>AT 111 Engine Performance I</td>
<td>6</td>
</tr>
<tr>
<td>AT 112 Heating/Air Conditioning</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 26.5**

#### Recommended Optional Course:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT 101 Introduction to Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

### Automotive Service Technician

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97 Work Experience In Automotive Technology</td>
<td>1</td>
</tr>
<tr>
<td>AT 100 Introduction to Automotive Technology</td>
<td>4</td>
</tr>
<tr>
<td>AT 101 Automotive Braking Systems I</td>
<td>2</td>
</tr>
<tr>
<td>AT 102 Engine Repair</td>
<td>5</td>
</tr>
<tr>
<td>AT 103 Practical Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>AT 110 Automotive Electricity I</td>
<td>5</td>
</tr>
<tr>
<td>AT 111 Engine Performance I</td>
<td>6</td>
</tr>
<tr>
<td>AT 112 Heating/Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AT 120 Suspension and Steering</td>
<td>4</td>
</tr>
<tr>
<td>AT 121 Automotive Braking Systems II</td>
<td>4</td>
</tr>
<tr>
<td>AT 122 Manual Power Train and Axles</td>
<td>3</td>
</tr>
<tr>
<td>AT 130 Automotive Electricity II</td>
<td>3</td>
</tr>
<tr>
<td>AT 131 Engine Performance II</td>
<td>1</td>
</tr>
<tr>
<td>AT 132 Automatic Transmission and Transaxles</td>
<td>1</td>
</tr>
<tr>
<td>AT 165 Clean Air Car Course &amp; OBD</td>
<td>4</td>
</tr>
<tr>
<td>Update Training</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Units: 41.5-42.5**

#### Recommended Optional Course:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT 100 Introduction to Welding</td>
<td>3</td>
</tr>
</tbody>
</table>

---

### Electrical Repair

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 103</td>
<td>Practical Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>AT 112</td>
<td>Heating/Air Conditioning</td>
<td>7</td>
</tr>
</tbody>
</table>

**Total Required Units: 10.5**

### Engine Performance

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 103</td>
<td>Practical Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>AT 112</td>
<td>Engine Performance</td>
<td>8</td>
</tr>
</tbody>
</table>

**Total Required Units: 11.5**

### Engine Repair

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97</td>
<td>Work Experience In Automotive Technology</td>
<td>1</td>
</tr>
<tr>
<td>AT 100</td>
<td>Introduction to Automotive Technology</td>
<td>4</td>
</tr>
<tr>
<td>AT 102</td>
<td>Engine Repair</td>
<td>5</td>
</tr>
<tr>
<td>AT 103</td>
<td>Practical Laboratory</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Total Required Units: 11.5**

### Under Vehicle Service

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 103</td>
<td>Practical Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>AT 105</td>
<td>Automotive Braking Systems</td>
<td>4</td>
</tr>
<tr>
<td>AT 120</td>
<td>Suspension and Steering</td>
<td>3</td>
</tr>
<tr>
<td>AT 122</td>
<td>Manual Power Train and Axles</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 10.5**

### BUSINESS ADMINISTRATION

#### Account Clerk

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 155</td>
<td>Computerized Accounting QuickBooks</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>BUSAD 18</td>
<td>Principles of Accounting</td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>Business Math</td>
</tr>
<tr>
<td>BUSAD 150</td>
<td>Principles of Business</td>
</tr>
<tr>
<td>CMPS 3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CMPS 5</td>
<td>Financial Spreadsheets</td>
</tr>
</tbody>
</table>

**Total Required Units: 34**

### Recommended Optional Course:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 97</td>
<td>Work Experience</td>
</tr>
</tbody>
</table>

### Management

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 155</td>
<td>Computerized Accounting</td>
<td>6</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 164</td>
<td>Income Tax</td>
<td>3</td>
</tr>
<tr>
<td>CMPS 30</td>
<td>Financial Workshops on Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 43**

### Organizational Behavior

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 18</td>
<td>Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 24</td>
<td>Human Relations in Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 40</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CMPS 53</td>
<td>Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 16**
Certificates of Achievement

Payroll Clerk

Required Courses

BUSAD 161A Small Business Accounting .............................. 4
BUSAD 1A Principles of Accounting ........................................ 4
BUSAD 158 Payroll Accounting .................................................. 3
BUSAD 163 Business Math .......................................................... 4

Total Required Units 14

Small Business Management

Required Courses

BUSAD 24 Human Relations in Business ..................................... 3
BUSAD 20 Principles of Marketing .............................................. 3
BUSAD 150 Small Business Management ...................................... 3
BUSAD 158 Payroll Accounting .................................................... 3
BUSAD 163 Business Math ........................................................... 4

Total Required Units 16

Tax Clerk

Required Courses

BUSAD 161A Small Business Accounting ..................................... 4
BUSAD 1A Principles of Accounting .............................................. 4
BUSAD 163 Business Math ........................................................... 4
BUSAD 164 Income Tax ............................................................... 3

Total Required Units 15

CHLD DEVELOPMENT

Associate Child Development Teacher

Required Courses

CHLD 1 Principles of Child Development ...................................... 3
CHLD 16 Practicum .......................................................................... 3
CHLD 22 Child, Family, Community ............................................. 3
CHLD 23 Practices in Child Development ....................................... 3
CHLD 28 Books for Young Children ............................................ 6

Total Required Units 12-13

Child Development

Required Courses

CHILD 1 Principles of Child Development ...................................... 3
CHILD 2 Observing & Recording Behavior .................................... 1
CHILD 3 Practices in Child Development ....................................... 3
CHILD 7 Health and Safety ............................................................ 1
CHILD 10 Creative Activities in the Arts ....................................... 2
CHILD 12 Creative Activities in Math ............................................. 2
CHILD 13 Creative Activities in Science ........................................ 2
CHILD 16 Practicum ...................................................................... 3
CHILD 22 Child, Family, Community ............................................. 3
CHILD 23 Child Care/Nursery School Administration .................. 3
CHILD 105 Creative Activities in Child Nutrition ......................... 3
Three (3) units from the following:

- CHILD 8 Early Literacy Development ......................................... 3
- CHILD 9 Exceptional Needs Children ........................................... 3
- CHILD 13 Guiding Children's Social Development ...................... 3
- CHILD 25 Infant/Toddler Care .................................................... 3
- CHILD 27 School Age Children ................................................. 3
- CHILD 28 Books for Young Children .......................................... 3
- ENGL 151 Preparation for College Composition ......................... 4

Total Required Units 29-30

COMPUTER SCIENCE

Computer Science

Required Courses

CMPSC 3 Operating Systems ...................................................... 3
CMPSC 5/9 UNIX Operating Systems ............................................ 3
CMPSC 22 Programming Concepts & Methodology I .................... 4
CMPSC 41/4 Operating Systems Essentials .................................. 1
Electives - choose two (6-8 units):

- CMPSC 15 Java Programming .................................................. 3
- CMPSC 24 Programming Concepts & Methodology II ................ 4
- CMPSC 28 Visual Basic Programming ........................................ 3
- BUSAD 53 Project Management ............................................... 3

Total Required Units 22-29

Applied Computer Studies

Business Emphasis

Required Courses

CMPSC 1 Computer Concepts & Information Systems .................. 4
CMPSC 4 Windows Operating Systems Essentials ...................... 1
CMPSC 9 UNIX Operating Systems .............................................. 3
CMPSC 22 Programming Concepts & Methodology I .................... 4
CMPSC 15 Java Programming .................................................... 3

Total Required Units 17

Digital Graphic Arts

Required Courses

ART 3/4 OPTETC 42 Graphic Design .......................................... 3
ART 33 Computer Graphics ....................................................... 3
ART 34 Computer Graphics II .................................................... 3

Total Required Units 3-17

Geographic Information Systems

Required Courses

CMPSC 1 Computer Concepts & Information Systems ................. 4
CMPSC 3 Operating Systems ..................................................... 3
CMPSC 4 Windows Operating Systems Essentials ...................... 1
MATH 101 Algebra I: Fundamentals or equivalent ....................... 5
MATH 151 Preparation for College Composition ......................... 4
ENGL 1A Reading & Comp: Beginning ........................................ 3

Total Required Units 41-43

Recommended Optional Courses:

- BUSAD 97 Work Experience (AutoCAD or GIS) ......................... Minimum
- BUSAD 53 Project Management ............................................... 3
- CMPSC 9 UNIX Operating Systems ............................................ 3
- CMPSC 55 Database Management ............................................. 4
- CMPSC 56 GIS-ArcView ............................................................ 1
- GEOGR 59 Geographic Info & Global ....................................... 3
- GEOGR 59 Positioning Systems ................................................. 1-3
- MATH 2 Elements of Statistics ............................................... 3
- MATH 4 Trigonometry ............................................................... 3
- SPCH 1 Fundamentals of Speech ............................................. 3

Total Required Units 1-3
Management Information Systems

Required Courses

- CMPSC 1: Computer Concepts & Information Systems (3)
- CMPSC 2: Advanced Internet Research (3)
- BUSAD 53: Management Information Systems (3)
- CMPSC 52/53: E-Commerce (3)
- CMPSC 53: Project Management (3)

Total Required Units 15 - 17

Multimedia Web Design

Required Courses

- ART 33: Digital Darkroom: Beginning (3)
- ART 47A: Digital Darkroom: Intermediate (3)

Total Required Units 6

Network Support Technician

Required Courses

- CMPSC 41: Networking Essentials (3)
- CMPSC 162: CCNA2: Routers and Routing Basics (3)
- CMPSC 163: CCNA3: Switching Basics and Intermediate Routing (3)
- OPTEC 132: Business Communications (3)
- CMPS 9: UNIX Operating Systems (3)
- CMPS 11: UNIX Programing (2)
- CMPS 13: Introduction to HTML (1.5)
- CMPS 16: Presentations Using Computers and Multimedia (2)

Total Required Units 24

Course Evaluation:

- CMPSC 28: Visual Basic Programming (3)
- CMPSC 165: PC Assembly, Upgrade and Support (A+)(3)

Course Evaluation:

- Required Courses:
  - CMPSC 10: Internet Essentials (3)
  - CMPSC 11: Presentations Using Computers and Multimedia (3)
  - CMPSC 12: Website Development Applications (3)
  - CMPSC 14: Advanced Topics Website Development (3)
  - CMPSC 15: Advanced Internet Research (3)
  - BUSAD 53: Project Management (3)
  - CMPSC 149: Photoshop for the Web (3)

Emerging Medical Services

Required Courses

- ART 33: Computer Graphics I (3)
- ART 34: Computer Graphics II (3)
- ART 54: Photoshop For The Web (3)
- ART 47B: Digital Darkroom: Intermediate (3)

Total Required Units 16 - 17

Recommended Optional Courses:

- CMPSC 5: Web Programming (3)
- CMPSC 52/53: E-Commerce (3)
- CMPSC 55: Database Management (3)

Emergency Medical Services

Required Courses

- ART 10: Pre-Paramedic Training (3)
- ART 60: Human Anatomy And Physiology (3)
- ART 13: Adv. First Aid/Emergency Care (3)

Recommended Curricula:

- 12 Required Courses (24 Units)
- 14 Total Required Units

Course Evaluation:

- ART 10: Pre-Paramedic Training (3)
- ART 60: Human Anatomy And Physiology (3)
- ART 13: Adv. First Aid/Emergency Care (3)

Emergency Medical Technician Training

Required Courses

- EMT 1: Emergency Medical Technician Training (7)

Recommended Optional Courses:

- EMT 13: Advanced First Aid & First Aid Emergency Care (3)
- EMT 153: CPR & Basic First Aid (0.5)
- EMT 157: First Responder & CPR (3)

Total Required Units 3

Fire Technology

Required Courses

- FIE 10: Firefighter I Academy (15)
- FIE 106: HazMat First Responder "Operational" (1)
- FIE 108: Confined Space Awareness (0.5)
- FIE 110: ICS 200 Basic Incident Command System (1)

Recommended Optional Courses:

- EMT 4: Emergency Medical Technician Training (7)
- EMT 13: Advanced First Aid & First Aid Emergency Care (3)
- EMT 153: CPR & Basic First Aid (0.5)
- EMT 157: First Responder & CPR (3)

Total Required Units 24.5

Recommended Optional Courses:

- EMT 13: Advanced First Aid & First Aid Emergency Care (3)
- EMT 153: CPR & Basic First Aid (0.5)
- EMT 157: First Responder & CPR (3)

Total Required Units 40 - 45

HOSPITALITY MANAGEMENT

Baker

Required Courses

- HPMGT 129: Safety and Sanitation (3)
- HPMGT 147: Beverage Management (2)

Total Required Units 5.5

Recommended Curricula:

- 15 Required Courses (34.5 Units)
- 18 Total Required Units

Course Evaluation:

- HPMGT 129: Safety and Sanitation (3)
- HPMGT 147: Beverage Management (2)

Chef

Required Courses

- HPMGT 102: Introduction to Hospitality Careers (1.5)
- HPMGT 104: Hospitality Laws and Regulations (2)
- HPMGT 128: Safety and Sanitation (1)
- HPMGT 141: Restaurant Desserts (2)
- HPMGT 128: Kitchen Management (3)
- HPMGT 133A: Introduction to Commercial Food Preparation (3)
- HPMGT 143: Commercial Baking: Beginning (2.5)
- HPMGT 134: Commercial Cooking (3.5)
- HPMGT 142: Garde Manger (1)
- HPMGT 146: Culinary Arts Internship (2)

Total Required Units 34.5

Recommended Curricula:

- 15 Required Courses (34.5 Units)
- 18 Total Required Units

Course Evaluation:

- HPMGT 102: Introduction to Hospitality Careers (1.5)
- HPMGT 104: Hospitality Laws and Regulations (2)
- HPMGT 128: Safety and Sanitation (1)
- HPMGT 141: Restaurant Desserts (2)
- HPMGT 128: Kitchen Management (3)
- HPMGT 133A: Introduction to Commercial Food Preparation (3)
- HPMGT 143: Commercial Baking: Beginning (2.5)
- HPMGT 134: Commercial Cooking (3.5)
- HPMGT 142: Garde Manger (1)
- HPMGT 146: Culinary Arts Internship (2)
### Management Information Systems

**Required Courses**

- CMPSC 1: Computer Concepts & Information Systems ... 4
- CMPSC 17: Advanced Internet Research .................. 1-3
- CMPSC 51/ BUSAD 51: Management Information Systems ... 4
- BUSAD 51/ BUSAD 52: Project Management ................. 3
- BUSAD 53/ BUSAD 54: Business Communication .......... 3

Total Required Units: 15 - 17

### Multimedia Web Design

**Required Courses**

- CMPSC 33/ ART 33: Computer Graphics .......................... 3
- ART 47A: Digital Darkroom - Beginning ...................... 3
- CMPSC 12: Introduction to HTML ......................... 1-2
- CMPSC 13: Java Programming .................................. 3
- CMPSC 14: Advanced Topics in Website Development ..... 2-3

Total Required Units: 16 - 17

### Network Support Technician

**Required Courses**

- CMPSC 41: Networking Essentials ............................ 3
- CMPSC 162: Networking - CCNA 2: Routers and Routing Basics ........................ 3
- CMPSC 164: Networking - CCNA WAN Technologies ........ 3
- OFTEC 132: Business Communications ..................... 3
- AND 2 or more units from any of the following:
  - CMPSC 9: UNIX Operating Systems ........................... 3
  - CMPSC 13: Introduction to HTML .............................. 2
  - CMPSC 15: Java Programming .................................. 3

Total Required Units: 24

### Emergency Medical Services

#### Emergency Medical Services

**Required Courses**

- EMS 4: Emergency Medical Technician Training ....... 7
- EMS 12: Pre-Paramedic Training .............................. 8
- Biol 10: Human Anatomy and Physiology .................. 4
- EMS 13: Adv First Aid/Emergency Care ...................... 3
- EMS 157: First Responder & CPR ............................. 3
- INDES 278: Basic Skills for Occupational Success ....... 3

Minimum of Three (3) Units from the following:

- EMS 20: Basic Cardiology and Cardiac Dysrhythmias ...... 3
- EMS 97: Work Experience in Emergency Medical Service .... 1.4
- EMS 165: Conversational Medical Spanish for Emergency Health ........... 3
- EMS 175: EMS Skills Development .......................... 3

Total Required Units: 24

### Website Development

**Recommended Optional Courses:**

- CMPSC 10: Internet Essentials .............................. 1
- CMPSC 11: Presentations Using Computers and Multimedia ............. 1.5
- CMPSC 12: Website Development Applications .......... 3
- CMPSC 13: Intro to HTML ....................................... 2
- CMPSC 14: Advanced Topics Website Development ........ 3
- CMPSC 17: Advanced Internet Research .................... 1.5
- CMPSC 53/ BUSAD 53: Project Management ................. 3
- CMPSC 149: Photoshop for the Web ......................... 2

Total Required Units: 7

### FIRE TECHNOLOGY

**Required Courses**

- EMS 4: Emergency Medical Technician Training ....... 7
- HIRE 101: Firefighter I Academy ................................ 15
- HIRE 106: HazMat First Responder "Operational" ......... 1.5
- HIRE 110: ICS 200 Basic Incident Command System ...... 1

Total Required Units: 24.5

### EMERGENCY MEDICAL SERVICES

**Recommended Optional Courses:**

- BUSAD 25: Job Search & Interviewing Strategies ......... 1
- BUSAD 163: Business Mathematics .......................... 4
- CMPSC 13: Computer Concepts & Information Systems .... 4
- CMPSC 58: Introduction to GIS-ArcView .................... 3
- E-H: 99: Circuit Cross-Training .............................. 0.5 - 2
- OPTC 100: Computer Keyboarding I ........................ 1
- SPOCM 1: Fundamentals of Speech .......................... 3
- Skills Development Courses (based upon individual need)

### FORESTRY TECHNOLOGY

**Required Courses**

- FORES 1: Introduction to Professional Forestry ........ 6
- FORES 10: Dendrology ........................................... 3
- FORTC 153: Forest Surveying Techniques .................. 5
- FORTC 162: Applied Forest Inventory ....................... 2
- CMPSC 1: Computer Concepts & Information Systems .... 4
- ENGL 151: Preparation for College Composition .......... 4
- OR higher level English ................................. 3 - 5
- MATH 101: Algebra I: Fundamentals ........................ 5
- OR higher level algebra .................................. 3 - 5
- NATURE 1: Environmental Conservation .................. 3
- NATURE 9: Parks and Forests Law Enforcement .......... 2

Total Required Units: 34.5
### Deli Cook & Baker

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 104: Hospitality Laws and Regulations</td>
<td>2.5</td>
</tr>
<tr>
<td>HPMGT 110: Safety and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 122: Restaurant Math</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 133A: Intro to Commercial Food Preparation</td>
<td>4</td>
</tr>
<tr>
<td>HPMGT 134: Commercial Baking: Beginning</td>
<td>2.5</td>
</tr>
<tr>
<td>HPMGT 142: Garde Manager</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 10.5

### Hotel Management

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 20: Intro to Leisure, Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 97: Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 102: Introduction to Hospitality Careers &amp; Human Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 104: Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 112: Front Office Mgmt/Hotel Catering</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 114: Intro to Maintenance and Housekeeping</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 152: Restaurant Planning</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Optional Course:**
- BUSAD 1A: Principles of Accounting                  | 4     |
- BUSAD 161A: Small Business Accounting                | 4     |

**Total Required Units:** 13.5

### Dining Room Management

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 102: Introduction to Hospitality Careers &amp; Human Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 104: Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 120: Safety and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 122: Restaurant Math</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 136: Dining Room Service and Management I</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 146: Dining Room Service and Management II</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Units:** 11.5

### Dinner Line Cook

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 102: Introduction to Hospitality Careers &amp; Human Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 104: Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 120: Safety and Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 122: Restaurant Math</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 136: Dining Room Service and Management I</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Units:** 4

### Restaurant Management

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 1A: Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 161A: Small Business Accounting</td>
<td>4</td>
</tr>
<tr>
<td>HPMGT 97: Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 102: Introduction to Hospitality Careers &amp; Human Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 104: Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 112: Front Office Mgmt/Hotel Catering</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 114: Intro to Maintenance and Housekeeping</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 152: Restaurant Planning</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 1A: Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 161A: Small Business Accounting</td>
<td>4</td>
</tr>
</tbody>
</table>

**Recommended Optional Course:**
- OPTEC 105: Electronic Printing Calculators            | 1.5   |

**Total Required Units:** 19

### Spa and Health Club Operation (Wellness/Recreation Activities)

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 101: Introduction to Recreation and Leisure</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 175: Spa and Health Club Operations</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 4: Care/Prevention of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>H-HP 60: Health and Fitness Education</td>
<td>3</td>
</tr>
<tr>
<td>H-HP 62: Safety and First Aid Education</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 40: Stress Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 17

### Recommended Optional Courses:
- Flexibility Fitness (J/JH) H-HP 6A/B, Aerobic Exercise H-HP 8; Circuit Cross-Training H-HP 9; Stability Ball Training H-HP 17; Yoga J/JH H-HP 18A/B; Dance H-HP 20/23A/23B/25A/25B; Golf H-HP 38A/B; Racquet Sports H-HP 40; Indoor Sport Climbing H-HP 46; Tennis H-HP 50A/B; Weight Training J/JH H-HP 56A/B; Body Sculpting H-HP 57; Tai Chi H-HP 59A/B.

**HOSPITALITY MANAGEMENT: TOURISM/RECREATION**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 10: Introduction to Recreation and Leisure</td>
<td>3</td>
</tr>
<tr>
<td>H-HP 5: Outdoor Emergency Care Training</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 16: Advanced First Aid</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 59/60: Geographic Information and GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOOR 59: Global Positioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>H-HP 48: Backpacking Skills</td>
<td>3</td>
</tr>
<tr>
<td>H-HP 46: Indoor Sport Climbing</td>
<td>3</td>
</tr>
<tr>
<td>H-HP 71: Outdoor Adventure Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NATR 50: Natural History and Ecology</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Required Units:** 17

### Recommended Optional Course:
- Any course in outdoor activities/skills

**Total Required Units:** 14-17

**Planning Meetings and Events (Entry to the M.C.E. Industry)**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 112: Front Office Management/Hotel Catering</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 162: Intro to Tourism/Hotelity/Recreation</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 171: Planning Meetings and Events</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 1: Computer Concepts/Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 142: Desktop Publishing Essentials</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 17

**Tour Business Development**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 185: Geography of Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>W-HP 185: Tourism, Travel and Leisure</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 168: Geography of Travel and Tourism</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 166: Eco-Adventure/Heritage Travel Business</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 155: Interpretive Guided Tours</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 17

**Hotel Management**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 104: Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 120: Safety and Sanitation</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 122: Restaurant Math</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 136: Dining Room Service and Management I</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 142: Garde Manager</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 23
### Natural Resources Technology

**NATURAL RESOURCES TECHNOLOGY**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPS 50</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
<tr>
<td>ESG 5</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>GESC 10</td>
<td>Environmental Geology</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>GEOR 5</td>
<td>Physical Geology</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>ForTES 10</td>
<td>Dendrology</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>FORTC 153</td>
<td>Forest Surveying Techniques</td>
</tr>
<tr>
<td>Or</td>
<td></td>
</tr>
<tr>
<td>MATH 101</td>
<td>Algebra I: Fundamentals or equivalent</td>
</tr>
</tbody>
</table>

Higher level math course 3-5

**Total Required Units 40.5**

**Recommended Optional Courses:**
- BUSAD 53 Project Management
- CMPS 53 Introduction to Programming
- SPCOM 1 Fundamentals of Speech

**Note:** An additional requirement for this Certificate is a 50 word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing, within one year of obtaining the Certificate.
### Medical Office Specialist

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 50</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 129</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 132</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 151</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 152</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 153A</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 190</td>
<td>1.5</td>
</tr>
<tr>
<td>BUSAD 135</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 130</td>
<td>2</td>
</tr>
<tr>
<td>BUSAD 25'</td>
<td>1</td>
</tr>
</tbody>
</table>

**Recommended Optional Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 161</td>
<td>4</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Units:** 28.5

### Medical Transcription

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 50</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 120</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 133A</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 133B</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 134</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 135</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 136</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 137</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 138</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 139</td>
<td>2</td>
</tr>
</tbody>
</table>

**Recommended Optional Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 10</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 60</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 150</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 27

### Office Assistant

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 97</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 105</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 110</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 125</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 130</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 131</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 132</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 144</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 150</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 151</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 152</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 153</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 154</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 155</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 156</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 157</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 158</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 159</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 160</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Optional Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 10</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 60</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 150</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 31.5

### WELDING TECHNOLOGY

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT 100</td>
<td>3</td>
</tr>
<tr>
<td>WT 101</td>
<td>3</td>
</tr>
<tr>
<td>WT 110</td>
<td>3</td>
</tr>
<tr>
<td>WT 111</td>
<td>3</td>
</tr>
<tr>
<td>WT 97</td>
<td>3</td>
</tr>
</tbody>
</table>

**Recommended Optional Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 20'</td>
<td>1.5</td>
</tr>
<tr>
<td>GUIDE 25</td>
<td>1</td>
</tr>
<tr>
<td>BUSAD 138</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>4</td>
</tr>
</tbody>
</table>

**Total Required Units:** 12

### 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

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

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

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

In an effort to meet some of the special interest needs of the populations served by the College, non-credit courses cannot be applied toward fulfilling graduation, transfer, or vocational education programs, but such courses can provide information and/or training on a variety of topical subjects.

3. 98/199 Courses: Experimental Courses

Lecture and/or laboratory hours, units of credit, repeatability, and transferability may vary. Check with school to which student is transferring.

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.

ANTHRO 1 PHYSICAL ANTHROPOLOGY

3 Units

Lecture: 3 hours

Scientific study of humankind and our evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with pre-human through the Paleolithic era to the domestication of plants and animals and the dawn of civilizations and contemporary hunter-gatherers. (MJC ANTHR 101)

Transfer: UC/CSU (CAN ANTH 2)

ANTHR 2 CULTURAL ANTHROPOLOGY

3 Units

Lecture: 3 hours

The scientific study of human societies including preliterate 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 humankind. (MJC ANTHR 102)

Transfer: UC/CSU (CAN ANTH 4)

ANTHR 3 CURRENT ISSUES IN ANTHROPOLOGY

Recommended for Success: ENGL 151

3 Units

Lecture: 3 hours

Intra-specific aggression, territoriality, population control, primate social organization, intra- and inter-species communication, and the present and future trends in social organization, war, religion, and cultural change.

Transfer: UC/CSU (Transfer credit limited. See a counselor.)

ANTHR 7 GENDER, CULTURE AND SOCIETY

3 Units

Lecture: 3 hours

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

Transfer: UC/CSU

ANTHR 10 ARCHAEOLOGY AND CULTURAL PREHISTORY

3 Units

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 collection, analysis, and interpretation with discussion of applicable data and models; cultural resource management selected cultural sequences. (MJC ANTHR 130)

Transfer: UC/CSU (CAN ANTH 6)

ANTHR 15 NATIVE PEOPLE OF NORTH AMERICA

3 Units

Lecture: 3 hours

A survey of the origins, cultures, and customs of peoples indigenous to the North American continent with primary emphasis upon followways 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. (MJC ANTHR 130)

Transfer: UC/CSU

ART 1 BASIC FREEHAND DRAWING

2-3 Units

Lecture: 1.5-2 hours

Lab/Studio: 1.5-2 hours

Introduction to basic drawing techniques, rendering techniques, linear perspective, composition in charcoal and ink. May be repeated three times. (MJC ART 120)

Transfer: UC/CSU (CAN ART 8)

ART 2 BASIC COLOR AND DESIGN

2-3 Units

Lecture: 1.5-2 hours

Lab/Studio: 1.5-4 hours

Introduction to elements and principles of visual design and color theory as applied in a studio setting. May be repeated three times. (MJC ART 124)

Transfer: UC/CSU (CAN ART 14)

ART 4 COMPUTER ART

3 Units

Lecture: 2 hours

Lab/Studio: 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.

Transfer: UC/CSU
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. May be repeated one time. (MIC ART 123)
Transfer: UC/CSU

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. May be repeated two times.
Transfer: UC/CSU

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. May be repeated two times.
Transfer: CSU

ART 11 HISTORY OF ART: Ancient & Medieval 3 Units
Recommended for Success: ENGL 151
Lecture: 3 hours
Survey of art history from the Paleolithic Age through the Late Gothic Era. (MIC ART 164)
Transfer: UC/CSU (CAN ART 20) CAN ART SEQ A = ART 11 + ART 12

ART 12 HISTORY OF ART: Renaissance, Baroque, and Modern 3 Units
Lecture: 3 hours
Survey of art history from the 14th through the 20th century. (MIC ART 165)
Transfer: UC/CSU (CAN ART 4) CAN ART SEQ A = ART 11 + ART 12

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. (MIC ART 168)
Transfer: UC/CSU

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 acrylic. (MIC ART 148)
Transfer: UC/CSU (CAN ART 10)

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. May be repeated one time. (MIC ART 149)
Transfer: UC/CSU

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 watercolors. (MIC ART 144)
Transfer: UC/CSU

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. May be repeated two times. (MIC ART 145)
Transfer: UC/CSU

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 technique, special illusion and basic composition skills using different mixed mediums. Offered for Credit/No Credit grading only. May be repeated three times.
Transfer: UC/CSU

ART 31 CERAMICS: Introductory 1-3 Units
Lecture: 1-1.5 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. May be repeated one time. (MIC ART 108)
Transfer: UC/CSU (CAN ART 6)

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

ART 33 CERAMICS: Special Problems 1-3 Units
Lecture: 1.5-4.5 hours
Course emphasis is on personal growth and independence. May be repeated one time.
Transfer: UC/CSU

ART 35 INTRODUCTION TO RAKU 1-3 Units
Prerequisite: ART 53 or CMPSC 33
Lecture: 1.5-2 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. May be repeated three times.
Transfer: UC/CSU

ART 51 PUBLICATION DESIGN I 3 Units
Prerequisite: Recommended for Success: OFTEC 141
Lecture: 2 hours
Laboratory: 3 hours
This course is an introduction to general publication design theory with emphasis on typographic, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. Credit may be earned for only one of the following: ART 51, CMPSC 31 or OFTEC 42. May be repeated one time.
Transfer: CSU

ART 52 PUBLICATION DESIGN 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 publication design. Areas of focused study will be in advanced problems of page layout, typographic, digital image manipulation, and issues related in offset reproduction of graphic design. Credit may be earned for only one of the following: ART 52, CMPSC 32 or OFTEC 43. May be repeated one time.
Transfer: CSU

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 pieces. Credit may be earned for only one of the following: ART 53 or CMPSC 33.
Transfer: UC/CSU

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. Credit may be earned for only one of the following: ART 54 or CMPSC 34. May be repeated one time.
Transfer: UC/CSU

ART 56 TYPOGRAPHY 2-3 Units
Prerequisite: ART 53 or CMPSC 33
Lecture: 1.5-4.5 hours
This course is designed to focus study on the elements of typography as related to print and to the World Wide Web. This is an interactive course where students practice and apply skills of typography for visual communication. Emphasis will focus on identifying type as a dynamic visual element; typographic formal and functional; and the development of successful typographic solutions to convey concepts. Through collaborative discussions of assigned exercises and projects, students will acquire skills of analysis and critique. The course outcome will be the creation of a student portfolio of completed projects. Credit may be earned for only one of the following: ART 56 or CMPSC 56. May be repeated two times.
Transfer: CSU

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

ART 72 CERAMIC SCULPTURE: Advanced 2-3 Units
Lecture: 1.5-4 hours
Laboratory: 1.5-4.5 hours
Course emphasis is on creating figurative sculpture using an anatomical approach.
Transfer: UC/CSU

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

ART 74 CERAMIC FIGURATIVE SCULPTURE 1-3 Units
Lecture: 5-1.5 hours
Laboratory: 1.5-4.5 hours
This course is designed for students interested in the anatomical approach to figure sculpture. Students will gain an understanding of professional sculpting terminology, skill and competency in the anatomical application of figurative sculpture in water-based clay. They will become familiar with the workings of the human body in terms of skeletal structure, underlying form, muscle mass, proportion and gesture. Students will use these skills to complete gesture studies, reclining figurative forms, anatomical studies of hands, feet, arms, legs, torsos, a skull and a portrait head. Advanced students will learn how to create armatures for portrait studies and figurative works of art. Students will be required to keep an ongoing journal. May be repeated one time.
Transfer: UC/CSU
ART 165 METAL SCULPTURE
Lecture: 5 hours
Laboratory: 3 hours
This course will offer an introduction to various metal-working techniques with an emphasis on aesthetic design and quality of metal joining. Credit may be earned for only one of the following: ART 165 or WT 165.

ART 166 METAL SCULPTURE PROJECTS
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 sculpturing. Credit may be earned for only one of the following: ART 166 or WT 166. May be repeated 3 times.

PHOTOGRAPHY
ART 40 PHOTOGRAPHY: Beginning
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. Field trips may be required. (MJC ART 170 OR ART 181/182)
Transfer: UC/CSU (CAN ART 180)

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

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

ART 44 ADVANCED PHOTOGRAPHY LABORATORY
Recommended for Success: ART 40
Lecture: 3 hours
Laboratory: 3 hours
Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills. May be repeated three times.
Transfer: CSU

ART 45 FIELD PHOTOGRAPHY
Lecture: 1-2 Units
Laboratory: 3-1.5 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. May be repeated three times. Field trips may be required.
Transfer: CSU

ART 46 FIELD PHOTOGRAPHY: Composition and Design
Lecture: 1-2 Units
Laboratory: 1.5-3 hours
An introduction to elements of design and composition as they relate to field photography. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Requires adjustable 35mm camera or larger or adjustable digital. May be repeated two times. Field trips may be required.
Transfer: CSU

ART 47A DIGITAL DARKROOM: 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 imaging control software (Adobe Photoshop) to enhance, refine and artistically interpret images. Printing images using inkjet printers and a variety of photo-quality papers.
Transfer: CSU

ART 47B DIGITAL DARKROOM: Intermediate
Lecture: 2-3 Units
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.
Transfer: CSU

ART 48 SPECIAL TOPICS IN PHOTOGRAPHY
Recommended for Success: ART 40
Lecture: 1-2 hours
Laboratory: 1-3.5 hours
Various field- and studio-oriented courses limited to particular photographic topics such as slide tape presentations, landscape, architecture, portraiture, nude, small product and still-life, photojournalism, alternative processes and guest lecture forum. May be repeated with different topics only. Field trips may be required.
Transfer: CSU

AUTOMOTIVE TECHNOLOGY
See Page 66 for Certificate Requirements

AT 97 WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY
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 Auto Technology. Students are required 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 credit.
Transfer: CSU (Transfer credit limited. See a counselor.)

AT 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
Lecture: 1 hour
Laboratory: 3 hours
Principles of operation and repair of automotive systems and disc brake systems. 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 101 AUTOMOTIVE BRAKING SYSTEMS I
Recommended for Success: AT 100
Laboratory: 6 hours
Principles of operation and repair of automotive drum and disc brake systems. 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 102 ENGINE REPAIR
Recommended for Success: AT 100
Laboratory: 3 hours
Principles of repair of internal combustion engines and disc brake systems. 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 for recertification. May be repeated three times.

AT 103 PRACTICAL LABORATORY
Recommended for Success: AT 100
Laboratory: 1-3 hours
This course includes special automotive repair projects that are assigned to advanced students, with emphasis on speed, accuracy, and quality work habits. Completion of or concurrent enrollment in six (6) units of Automotive Technology required. Exceptions to the units requirement will be considered on an individual basis. May be repeated three times.

AT 104 PRACTICAL LABORATORY
Recommended for Success: AT 100
Laboratory: 1-3 hours
This course includes special automotive body collision repair projects that are assigned to advanced students, with emphasis on speed, accuracy, and quality work habits. Completion of or concurrent enrollment in three (3) units of Automotive Technology units required. Exceptions to the units requirement will be considered on an individual basis. May be repeated three times.
AT 105 AUTOMOTIVE BRAKING SYSTEMS
Recommended for Success: AT 100
Lecture: 2 hours
Laboratory: 6 hours
This course covers the principles of operation and repair of automotive drum and disc brake systems. Also covered are anti-lock braking systems. The subjects covered allow for compliance with the National Automotive Technicians Education Foundation (NATEF) objectives, thus enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated three times.

AT 106 ENGINE PERFORMANCE
Recommended for Success: AT 100
Lecture: 5 hours
Laboratory: 9 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. Advanced diagnostic techniques will be included. This course is designed to comply with the National Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated three times.

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

AT 113 AUTOMOTIVE ELECTRICS
Recommended for Success: AT 100
Lecture: 3 hours
Laboratory: 6 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, and charging and starting systems. 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 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 analyzing inspection results. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated for recertification. May be repeated three times.

AT 121 AUTOMOTIVE BRAKING SYSTEMS II
Recommended for Success: AT 100 and AT 101
Lecture: 3 hours
Laboratory: 3 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 once.

AT 122 MANUAL POWER TRAINS AND AXLES
Recommended for Success: AT 100
Lecture: 1.5 hours
Laboratory: 4.5 hours
This course covers the principles of operation and repair of manual power trains and transaxles. 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: 3 hours
This course covers the study of automotive starting and charging systems and related electrical and electronic controls. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated for recertification. May be repeated one time.

AT 131 ENGINE PERFORMANCE II
Recommended for Success: AT 100 and AT 111
Lecture: 1 hour
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 transaxles. 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 133 OBD II UPDATE TRAINING
Recommended for Success: AT 100
Lecture: 3 hours
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. Offered for Credit/No Credit grading only. May be repeated with different topics only.

AT 158 B.A.R. 2005 UPDATE TRAINING
Lecture: 2 hours
This course will satisfy the Bureau of Automotive Repair (B.A.R.) 2005 update training requirements for Smog Technicians seeking to renew their licenses.

AT 160 B.A.R. 2007 UPDATE TRAINING
Lecture: 10 hours
This course satisfies the Bureau of Automotive Repair’s Smog Technician update training requirement for 2007. Topics include B.A.R. regulation updates, computer control systems interaction, Controller Area Networking (CAN), OBD II Mode 6 diagnostics, advanced fuel trim diagnostics, Technical service bulletins (TSBs) and manufacturer’s technical websites, and PCM program re-flashing. Offered for credit/No Credit grading only.

AT 160 SMALL ENGINE REPAIR
Lecture: 1 hour
Laboratory: 3 hours
Servicing, operation, and maintenance of small gasoline engines, garden and landscape equipment. The student will need safety glasses and a small engine to overhaul. May be repeated three times.

AT 181 PREVENTIVE MAINTENANCE
Lecture: 4 hours
This course will satisfy the Bureau of Automotive Repair’s B.A.R. 2007 update training requirements for Smog Technicians.

AT 181 PREVENTIVE MAINTENANCE
Lecture: 1 hour
This course satisfies the Bureau of Automotive Repair’s Smog Technician update training requirement for 2007. Topics include B.A.R. regulation updates, computer control systems interaction, Controller Area Networking (CAN), OBD II Mode 6 diagnostics, advanced fuel trim diagnostics, Technical service bulletins (TSBs) and manufacturer’s technical websites, and PCM program re-flashing. Offered for credit/No Credit grading only.

AT 181 PREVENTIVE MAINTENANCE
Lecture: 3 hours
Preventive maintenance procedures with emphasis on lubrication, adjustment and safety inspection as it pertains to the late model automobile.
BIOL 2 PRINCIPLES OF BIOLOGY  4 Units
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. BIOL 2 is a laboratory course. (MJC BIO 101)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) (CAN BIOL 2) (CAN BIOL SEQ A = BIOL 2 + BIOL 4 + BIOL 6)

BIOL 4 PRINCIPLES OF ANIMAL BIOLOGY  4 Units
Prerequisite: MATH 104 or equivalent
Lecture: 2 hours
Laboratory: 6 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. Field trips may be required. (MJC ZOO 101)
Transfer: UC/CSU (CAN BIOL 4) (CAN BIOL SEQ B = BIOL 10 + BIOL 4 + BIOL 6)

BIOL 6 PRINCIPLES OF PLANT BIOLOGY  4 Units
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. Field trips may be required. (MJC BOT 101)
Transfer: UC/CSU (CAN BIOL 6) (CAN BIOL SEQ A = BIOL 2 + BIOL 4 + BIOL 6)

BIOL 10 HUMAN ANATOMY  4 Units
Lecture: 3 hours
Laboratory: 3 hours
An introduction to the study of the gross and microscopic structure of the human body. Lab work entails dissection of cats, microscopic work, and demonstrations on models. (MJC ANAT 125)
Transfer: UC/CSU (CAN BIOL 10) (CAN BIOL SEQ B = BIOL 10 + BIOL 60)

BIOL 17 FUNDAMENTALS OF BIOLOGY  4 Units
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. (MJC BIO 111)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) (CAN BIOL 2) (CAN BIOL 4 + BIOL 6)

BIOL 24 GENERAL ECOLOGY  4 Units
Recommended for Success: ENGL 1A and MATH 101
Lecture: 3 hours
Laboratory: 1 hour
Students will be introduced to environmental biology, which focuses on physiological, behavioral, and population ecology, and an linking ecological processes to evolution. Principles of evaluation 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. Field trips may be required.
Transfer: UC/CSU

BIOL 39 FIELD BIOLOGY  1-2 Units
Lecture: 1-2 hours
A lecture field course in biology to be held in natural surroundings. The study site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. May be repeated three times.
Transfer: CSU

BIOL 50 NUTRITION  3 Units
Lecture: 3 hours
Introductory study of energy and nutrient requirements of the body in relation to growth, maintenance, and reproduction; factors influencing normal metabolism, construction of the adequate diet. Emphasis is placed upon the chemical aspects of nutrition. (MJC FNTR 219)
Transfer: UC/CSU (CAN FCS 2)

BIOL 60 HUMAN PHYSIOLOGY  4 Units
Lecture: 3 hours
Laboratory: 3 hours
Study of the functions, integration and homeostasis of the organ systems of the human body. (MJC PHYSIO 101)
Transfer: UC/CSU (CAN BIOL 12) (CAN BIOL SEQ B = BIOL 10 + BIOL 60)

BIOL 65 MICROBIOLOGY  4 Units
Recommended for Success: CHEM 10 and BIOL 10
Lecture: 3 hours
Laboratory: 3 hours
Morphology, physiology, genetics, cultivation and control of microorganisms, particularly bacteria and viruses. Principles of immunology and the relationship of microbes to disease will be included. (MJC MICRO 101)
Transfer: UC/CSU (CAN BIOL 14)

BIOL 150 ELEMENTARY ANATOMY AND PHYSIOLOGY  3 Units
Lecture: 3 hours
Introduction to human structure and function. Designed as a foundation course for the allied health student, but open to all interested students.
Transfer: UC/CSU (CAN BIOL 12) (CAN BIOL SEQ B = BIOL 10 + BIOL 60)

BIOL 159 WILDFLOWERS OF THE MOTHER LODE  1-1.5 Units
Lecture: 1 hour
An introduction to the Mother Lode flora. A nontchnical approach to botanical traits will be used to learn common and scientific names of local wildflowers. Offered for Credit/No Credit grading only. May be repeated three times.
Transfer: UC/CSU

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

BIOL 179 FISHING AND FISHERY BIOLOGY  1 Unit
Lecture: 1 hour
An overview of the identification, ecology, and management of fish species inhabiting the foothill, forest and alpine communities of the Sierra Nevada. Offered for Credit/No Credit grading only. Field trips may be required.
### BUSINESS

#### Business Administration

##### See Page 67-68 for Certificate Requirements

#### BUSAD 1A PRINCIPLES OF ACCOUNTING

<table>
<thead>
<tr>
<th>Units</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>4 hours</td>
</tr>
<tr>
<td>Transfer</td>
<td>UC/CSU (CAN BUS 2)</td>
</tr>
</tbody>
</table>

Accounting principles and procedures, includine set up and maintenance of an accounting system for sole proprietors or in other services or merchandising industries using journaling, 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. (MJC BUSAD 201)

##### Transfer:
- UC/CSU

#### BUSAD 20 PRINCIPLES OF BUSINESS

<table>
<thead>
<tr>
<th>Units</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3 hours</td>
</tr>
<tr>
<td>Transfer</td>
<td>UC/CSU (CAN BUS 248)</td>
</tr>
</tbody>
</table>

Survey of business principles, problems and procedures; ownership; recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; managerial controls; government and business relations. (MJC BUSAD 248)

##### Transfer:
- UC/CSU

#### BUSAD 24 HUMAN RELATIONS IN ORGANIZATIONS

<table>
<thead>
<tr>
<th>Units</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3 hours</td>
</tr>
<tr>
<td>Transfer</td>
<td>UC/CSU</td>
</tr>
</tbody>
</table>

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.

##### Transfer:
- CSU

#### BUSAD 25 JOB SEARCH AND INTERVIEWING STRATEGIES

<table>
<thead>
<tr>
<th>Units</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

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 employment contacts and interviewing. Development of a master application, resume and letter of application. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: BUSAD 25 or GUDE 25. (MJC GUDE 112)

##### Transfer:
- CSU

#### BUSAD 26 E-COMMERCE

<table>
<thead>
<tr>
<th>Units</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

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. 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. Credit may be earned for only one of the following: BUSAD 52 or CMPS 52.

##### Transfer:
- CSU

#### BUSAD 27 DATA MINING

<table>
<thead>
<tr>
<th>Units</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

This course was designed to familiarize individuals with current and emerging data mining technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. Credit may be earned for only one of the following: BUSAD 54 or CMPS 53.

##### Transfer:
- CSU

#### BUSAD 28 INFORMATION SYSTEMS

<table>
<thead>
<tr>
<th>Units</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>4 hours</td>
</tr>
</tbody>
</table>

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 including systems analysis and design, decision support systems, and expert systems. Credit may be special earned for only one of the following: BUSAD 51 or CMPS 51.

##### Transfer:
- UC/CSU

#### BUSAD 29 BUSINESS AND COMMERCE

<table>
<thead>
<tr>
<th>Units</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

The Business Administration Computer Applications Labs are scheduled during a variety of hours during each week throughout each semester. The lab provides instruction and assistance with assigned exercises in all types of Business Administration courses. By either acquiring the necessary software or by using programs installed on the network, business students are able to complete projects, homework, practice sets, reports, and generic applications in order to experience a well-rounded semester. Offered for Credit/No Credit grading only. Students who are business majors may repeat the lab each semester they are enrolled in business courses until they have completed the business program.

##### Transfer:
- CSU

#### BUSAD 30 PRINCIPLES OF MARKETING

<table>
<thead>
<tr>
<th>Units</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

Marketing principles, policies, and functions; price policies and controls; trade channels, merchandising; marketing research, advertising, and competitive practices. (MJC BUSAD 245)

##### Transfer:
- CSU

#### BUSAD 31 MANAGEMENT

<table>
<thead>
<tr>
<th>Units</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>4 hours</td>
</tr>
<tr>
<td>Transfer</td>
<td>UC/CSU (CAN BUS 4)</td>
</tr>
</tbody>
</table>

Laws and regulations affecting managerial decisions: legal concepts and case analyses in the areas of ethics, employment agency, consumer transactions, business torts and crime, business organizations, and with special emphasis on contracts. (MJC BUSAD 218)

##### Transfer:
- UC/CSU (CAN BUS 12)

#### BUSAD 32 COMPUTERIZED ACCOUNTING

<table>
<thead>
<tr>
<th>Units</th>
<th>1-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1-2 hours</td>
</tr>
</tbody>
</table>

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.

##### Recommended for Success:
- BUSAD 1A

#### BUSAD 33 COMPUTERIZED ACCOUNTING 2

<table>
<thead>
<tr>
<th>Units</th>
<th>1-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1-2 hours</td>
</tr>
</tbody>
</table>

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.

##### Recommended for Success:
- BUSAD 1A
BUSAD 133 COMPUTERIZED ACCOUNTING (QuickWin) 0.5-2 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-basis, 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, acting, 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 155 COMPUTERIZED ACCOUNTING FOR BUSINESS 6 Units
Recommended for Success: BUSAD 1A or BUSAD 161A, BUSAD 158
Lecture: 6 hours
This course provides the student the opportunities to set up and maintain an accounting system using QuickBooks, MYOB, and Peachtree commercial accounting programs. By using these programs students will get hands-on practice in financial accounting including Accounts Receivable, Accounts Payable, Inventory, Payroll, 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 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 computerised simulations.

BUSAD 161B SMALL BUSINESS ACCOUNTING II 4 Units
Prerequisite: BUSAD 161A or equivalent
Lecture: 4 hours
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, stocks and bonds, solving calculus problems, inventory, depreciation, insurance, taxes, stock options, and basic statistical analysis.

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 and expands briefly to partnerships and corporations. May be repeated with different topics.

OFFICE TECHNOLOGY See page 132

CHEMISTRY

CHEM 1A GENERAL CHEMISTRY 5 Units
Prerequisite: CHEM 10 and MATH 104 or equivalent
Lecture: 4 hours
Laboratory: 3 hours
Chem 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, thermochemistry, modern atomic theory, bonding, intermolecular forces, and colligative properties. (MJC CHEM 101)
Transfer: UC/CSU (CAN CHEM 2) (CAN CHEM SEQ A = CHEM 1A + CHEM 1B)

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

CHEM 10 FUNDAMENTALS OF CHEMISTRY 4 Units
Recommended for Success: MATH 101
Lecture: 4 hours
Fundamental theories and principles of chemistry; atomic and molecular structure, chemical reactions, stoichiometry, gases, liquids, acids, solutions, nomenclature, metal chemistry, and organic compounds. (MJC CHEM 143)
Transfer: UC/CSU (CAN CHEM 4) (Transfer credit limited. See a counselor)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 11</td>
<td>FUNDAMENTALS OF ORGANIC AND BIOCHEMISTRY</td>
<td>4</td>
<td>Prerequisite: CHEM 10 Lecture: 3 hours Laboratory: 3 hours Structure, nomenclature, preparation, and reactions of common organic compounds including hormones and neurotransmitters and biochemical aspects of carbohydrates and polysaccharides, lipids and membranes, amino acids and proteins, and nucleic acids and nucleotides. Transfer: U/C/SU</td>
</tr>
<tr>
<td>CHEM 20</td>
<td>CONCEPTUAL CHEMISTRY</td>
<td>3</td>
<td>A survey of chemical principles and how they apply to you, the environment and industry. Topics covered include matter, energy, compounds, stoichiometry, acid-base chemistry, electrochemistry, environmental chemistry, geochemistry, organic chemistry, and biochemistry. (MJC CHEM 150) Transfer: U/C/SU (Transfer credit limited. See a counselor)</td>
</tr>
<tr>
<td>CHEM 21</td>
<td>CONCEPTUAL CHEMISTRY—ATOMS, ELEMENTS &amp; IONS</td>
<td>0.5</td>
<td>A survey of matter, energy, elements, atoms, ions and how these topics apply to you and your surroundings. 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) Transfer: CSU</td>
</tr>
<tr>
<td>CHEM 22</td>
<td>CONCEPTUAL CHEMISTRY—CHEMICAL COMPOUNDS</td>
<td>0.5</td>
<td>A survey of chemical compounds. 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) Transfer: CSU</td>
</tr>
<tr>
<td>CHEM 23</td>
<td>CONCEPTUAL CHEMISTRY—SOLUTIONS</td>
<td>0.5</td>
<td>A survey of solutions and their importance in chemistry. 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) Transfer: CSU</td>
</tr>
<tr>
<td>CHEM 24</td>
<td>CONCEPTUAL CHEMISTRY—CHEMICAL REACTIONS</td>
<td>0.5</td>
<td>A survey of chemical reactions and how they apply to you and your surroundings. (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) Transfer: CSU</td>
</tr>
<tr>
<td>CHEM 25</td>
<td>CONCEPTUAL CHEMISTRY—APPLIED CHEMISTRY</td>
<td>0.5</td>
<td>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. (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) Transfer: CSU</td>
</tr>
<tr>
<td>CHEM 26</td>
<td>CONCEPTUAL CHEMISTRY—ORGANIC CHEMISTRY</td>
<td>0.5</td>
<td>A survey of organic chemistry and how it applies to you and your surroundings. (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) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 1</td>
<td>PRINCIPLES OF CHILD DEVELOPMENT</td>
<td>3</td>
<td>Growth and development of children, birth through adolescence. Basic concepts related to physical, social, intellectual, and emotional development, including the effects of culture, will be explored. (MJC CLEDDY 103) Transfer: UC/CSU/CAN FCS 14</td>
</tr>
<tr>
<td>CHILD 2</td>
<td>OBSERVING AND RECORDING THE BEHAVIOR OF YOUNG CHILDREN</td>
<td>1</td>
<td>Students will learn and practice the skill of observing and recording children's behavior, as a tool for responsive teaching and assessment of children's development. Weekly field study required. Transfer: CSU (MJC CLEDDY 244)</td>
</tr>
<tr>
<td>CHILD 3</td>
<td>PRACTICES IN CHILD DEVELOPMENT</td>
<td>3</td>
<td>The planning and implementing of developmentally appropriate curriculum activities for young children, including anti-bias curriculum and current practices in the field. (MJC CLEDDY 101) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 7</td>
<td>CHILD HEALTH AND SAFETY</td>
<td>1</td>
<td>Overview of health and safety issues for children in child care, including prevention of infectious disease, preventative health practices and prevention policies; signs, symptoms and reporting of child abuse; and injury prevention. Students completing this course with a C or better will be given a certificate to meet Title 22 requirements for child Health and Safety Training. (MJC CLEDDY 201) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 8</td>
<td>EARLY LITERACY DEVELOPMENT</td>
<td>3</td>
<td>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. Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 9</td>
<td>CREATIVE ACTIVITIES IN THE ARTS</td>
<td>2</td>
<td>Survey of a variety of educational activities suitable for young children in art, music, movement, language and literature; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 10</td>
<td>CREATIVE ACTIVITIES IN MATH</td>
<td>2</td>
<td>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. Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 11</td>
<td>GUIDING CHILDREN'S SOCIAL DEVELOPMENT</td>
<td>3</td>
<td>The planning and implementing of developmentally appropriate curriculum activities for young children, including anti-bias curriculum and current practices in the field. (MJC CLEDDY 101) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 12</td>
<td>GUIDING CHILDREN'S SOCIAL DEVELOPMENT</td>
<td>3</td>
<td>The planning and implementing of developmentally appropriate curriculum activities for young children, including anti-bias curriculum and current practices in the field. (MJC CLEDDY 101) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 13</td>
<td>GUIDING CHILDREN'S SOCIAL DEVELOPMENT</td>
<td>3</td>
<td>The planning and implementing of developmentally appropriate curriculum activities for young children, including anti-bias curriculum and current practices in the field. (MJC CLEDDY 101) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 14</td>
<td>GUIDING CHILDREN'S SOCIAL DEVELOPMENT</td>
<td>3</td>
<td>The planning and implementing of developmentally appropriate curriculum activities for young children, including anti-bias curriculum and current practices in the field. (MJC CLEDDY 101) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 15</td>
<td>GUIDING CHILDREN'S SOCIAL DEVELOPMENT</td>
<td>3</td>
<td>The planning and implementing of developmentally appropriate curriculum activities for young children, including anti-bias curriculum and current practices in the field. (MJC CLEDDY 101) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 16</td>
<td>PRACTICUM</td>
<td>1</td>
<td>Prerequisite: CHILD 7 or equivalent Laboratory: 3 hours equals 1 unit of credit Lecture: 1 hour, Laboratory: 3 hours equals 2 units of credit Lecture: 1 hour, Laboratory: 6 hours equals 3 units of credit Supervised practicum in the Columbia College Child Development Center, Toddler Center, or approved field site. Students will plan and implement activities with the children, develop guidance techniques, and work with staff and children in the classroom as a student teacher. Students will also attend a weekly seminar to evaluate and discuss projects, teaching skills development, and other aspects of student teaching. May be repeated one time. Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 17</td>
<td>ADULT SUPERVISION PRACTICUM</td>
<td>2</td>
<td>Lecture: 1 hour Laboratory: 1 hour This course will provide students with the skills and techniques needed to supervise adults in a developmentally appropriate children's program. Meets the adult supervision requirement for the Child Development Permit. Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 18</td>
<td>EXCEPTIONAL NEEDS CHILDREN</td>
<td>3</td>
<td>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. Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 22</td>
<td>FAMILY, COMMUNITY</td>
<td>3</td>
<td>Lecture: 3 hours The study of the impact of interrelationships and community factors on a child's development. Techniques fostering healthy family interactions and use of community resources will be stressed. Cultural aspects of socialization and current events will be explored. (MJC CLEDDY 109) Transfer: CSU</td>
</tr>
<tr>
<td>CHILD 23</td>
<td>GUIDING CHILDREN'S SOCIAL DEVELOPMENT</td>
<td>3</td>
<td>This course is designed to provide early childhood educators and parents with the skills necessary to promote the emotional support and guidance young children need for healthy social development. Topics include: the development of social/interpersonal development, supporting children in stressful situations, fostering self-discipline, supporting children's friendships, promoting prosocial behavior, handling children's aggressive behavior, and diversity issues. Transfer: CSU</td>
</tr>
</tbody>
</table>
CHILD 25 INFANT/TODDLER CARE 3 Units

Lecture: 3 hours
Principles and philosophy of infant care for children up to two years of age including growth and development, health and nutritional needs, social-emotional needs, cognitive development, language development, development of a positive self-image, parent education, community resources, and cultural and ethnic differences. (MJC CLDDEV 127C)
Transfer: CSU

CHILD 27 SCHOOL AGE CHILDREN 3 Units

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

CHILD 28 BOOKS FOR YOUNG CHILDREN 3 Units

Lecture: 3 hours
Topics will include how to evaluate content and illustration; reading aloud to children under six years of age is required. Appropriate reading is selected, and students will form a library of recommended books for children. (MJC CLDDV 127C)
Transfer: CSU

CHILD 30 CHILD CARE/NURSERY SCHOOL ADMINISTRATION 3 Units

Recommended for Success: ENGL 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. (MJC CLDDEV 150)
Transfer: CSU

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 will be explored. (MJC CLDDEV 151)
Transfer: CSU

CMPS 3 OPERATING SYSTEMS 3 Units

Recommended for Success: CMPS 1
Lecture: 2 hours
Introduction to file management through a Windows environment and the DOS operating system. Students will learn concepts of a shell, text editors, batch files, desktop procedures, Windows setup, and file handling.
Transfer: CSU

CMPS 4 WINDOWS OPERATING SYSTEMS ESSENTIALS 1.5-2.5 Units

Lecture: 1-2 hours
This course provides instruction in Operating Systems. Topics include management of window elements, desktop arrangement, folders and files, and file management. Students will use multitasking, cut and paste, linking, and printing operations within selected Windows applications. Offered for Credit/No Credit grading only. May be repeated one time. (MJC CMPS 265)
Transfer: CSU

CMPS 9 UNIX OPERATING SYSTEMS 3 Units

Recommended for Success: CMPS 3
Lecture: 3 hours
Laboratory: 1 hour
An introduction to the UNIX operating system using Linux as the working environment. Topics include operating system commands, shell scripting, TCP/IP basics, FTP, mail, web, text editors, disk, file and directory management, GUI interface with X windows, and multitasking. (MJC CMPS 203)
Transfer: CSU

CMPS 10 INTERNET ESSENTIALS 1-2 Units

Lecture: 1.5 hours
This course provides instruction in how to access the Internet using communications software and a web browser on desktop PCs. Topics include navigating browsers, electronic mail, search techniques, personal privacy, downloading, and the World Wide Web. Offered for Credit/No Credit grading only. May be repeated one time. (MJC CMPGR 262)
Transfer: CSU

CMPS 11 PRESENTATIONS USING COMPONETS AND MULTIMEDIA 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. (MJC CMPGR 215)
Transfer: CSU

CMPS 12 WEBSITE DEVELOPMENT APPLICATIONS 2-3 Units

Recommended for Success: CMPS 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. May be repeated one time. (MJC CMPGR 264)
Transfer: CSU

CMPS 13 INTRODUCTION TO HTML 1-2 Units

Recommended for Success: CMPS 4
Lecture: 1-2 hours
Use HTML, authoring tools and/or HTML home page software to prepare multimedia presentations to use with an Internet browser. Combine text, graphics, video, and sound. Enhance computer display features for an audience and prepare home page links for access over the Internet. May be repeated one time.
Transfer: CSU

CMPS 14 ADVANCED TOPICS IN WEBSITE DEVELOPMENT Recommended for Success: CMPS 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.
Transfer: CSU

CMPS 15 JAVA PROGRAMMING 3 Units

Recommended for Success: CMPS 3
Lecture: 2 hours
Laboratory: 3 hours
Learn the Java Programming language, an intranet/Internet standard language. Topics include classes, objects, arrays, inheritance, interfaces, control flow, input/output, and standard utilities. Create some applications to be used on an intranet or on the Internet.
Transfer: UC/CSU

CMPS 17 ADVANCED INTERNET RESEARCH 0.5-2 Units

Recommended for Success: CMPS 10
Lecture: 0.5-2 hours
This course provides instruction in Advanced Internet Research and will provide students advanced search and research techniques via the World Wide Web. The course reviews basic components of Internet search engines and includes advanced subject matter research techniques, database resources and advanced Internet technology skills. Topics include E-Commerce, Internet Resources, Digital Content, and Internet Publications. May be repeated one time.
Transfer: CSU

Columbia College 2006-07 Catalog
### Computer Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 19</td>
<td>COMPUTER GRAPHICS AND ANIMATION</td>
<td>2-3</td>
</tr>
<tr>
<td></td>
<td>Recommended for: Success: CMPSC 12 or CMPSC 14</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CMPSC 33</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 2-3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course introduces the student to interactive media applications for creating vector graphics, animation, and interactive multimedia for web pages and digital media. The course will also cover basic action scripting. Integration may be repeated one time.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 22</td>
<td>PROGRAMMING CONCEPTS AND METHODOLOGY I</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Recommended for: Success: MATH 104</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to computer programming and program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>design. Presents algorithm development, structured programming techniques, various methods of problem solving, and an introduction to object-oriented programming concepts. Programming language will be the currently preferred object-oriented language used by equivalent UC/CSU courses. Language topics include data types, conditions and Boolean logic, loops, recursion, arrays, functions, pointers, and file input/output. (MJC CMPSC 201)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: UC/CSU (CAN CSCI 22)</td>
<td></td>
</tr>
<tr>
<td>CMPSC 24</td>
<td>PROGRAMMING CONCEPTS AND METHODOLOGY II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CMPSC 22 or equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommended for: Success: MATH 101</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of CMPSC 22, concentrating on problem solving techniques using an object oriented design approach. Programming language will be the currently preferred object-oriented language used by equivalent UC/CSU courses. It also includes an introduction to programming in the Windows environment. Topics include data abstraction, recursion, class functions, operator overloading, templates, string handling, data structures (arrays, records, lists, stacks, and queues), search/sort, pointers, dynamic data, linked lists, and binary trees. (MJC CMPSC 202)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: UC/CSU (CAN CSCI 24)</td>
<td></td>
</tr>
<tr>
<td>CMPSC 28</td>
<td>VISUAL BASIC PROGRAMMING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Lecture: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, vector versus raster graphics, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. Credit may be earned for only one of the following: CMPSC 33 or ART 53. (MJC CMPSC 213)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: UC/CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>FINANCIAL WORKSHEETS ON COMPUTERS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Lecture: 2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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. (MJC CMPSC 278)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 31</td>
<td>PUBLICATION DESIGN I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Recommended for: Success: OFTEC 141</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. Credit may be earned for only one of the following: CMPSC 31, ART 51, or OFTEC 42. May be repeated one time.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 32</td>
<td>PUBLICATION DESIGN II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: CMPSC 31 or equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is a continuation of study in problems of Publication Design. 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. Credit may be earned for only one of the following: CMPSC 32, ART 52 or OFTEC 43. May be repeated one time.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 33</td>
<td>COMPUTER GRAPHICS I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Lecture: 2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, vector versus raster graphics, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. Credit may be earned for only one of the following: CMPSC 33 or ART 53. (MJC CMPSC 217)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: UC/CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 34</td>
<td>COMPUTER GRAPHICS II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Recommended for: Success: CMPSC 33 or ART 53</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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. Credit may be earned for only one of the following: CMPSC 34 or ART 54. May be repeated one time.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: UC/CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 41</td>
<td>NETWORKING ESSENTIALS</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Recommended for Success: CMPSC 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laboratory: 1 hour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is an introduction to computer networking and data communications. The focus is on concepts, terminology, and technologies in current networking environments. The course is based on, and covers the OSI model including extensions of Local and Wide Area Networks (LAN &amp; 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.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 51</td>
<td>MANAGEMENT INFORMATION SYSTEMS</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Lecture: 4 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>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 including systems analysis and design, decision support systems, and expert systems. Credit may be earned for only one of the following: CMPSC 51 or BUSAD 51.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: UC/CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 53</td>
<td>PROJECT MANAGEMENT</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Recommended for: Success: CMPSC 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 2 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. Credit may be earned for only one of the following: CMPSC 53 or BUSAD 53.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: CSU</td>
<td></td>
</tr>
<tr>
<td>CMPSC 54</td>
<td>DATA MINING</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Recommended for Success: CMPSC 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: 4 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This course was designed to familiarize individuals with current and emerging data mining technologies using the Internet, database software, and other application software packages as needed for project completion. Data mining knowledge topics will include the process of model building. Students will create a representative model based on an existing dataset to help understand trends, patterns, and correlations, as well as forming predictions based on historical outcomes. Students will be introduced to the tools and technologies needed to research and analyze data, resulting in a strategic decision making, marketing plan development, goal setting and identifying business opportunities. Credit may be earned for only one of the following: CMPSC 54 or BUSAD 54.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transfer: CSU</td>
<td></td>
</tr>
</tbody>
</table>
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. (MIG: CMPSC 275)
Transfer: CSU

CMPSC 56 TYPOGRAPHY
2-3 Units
Prerequisite: CMPSC 33 or ART 53
Lecture: 2-3 hours
This course is designed to focus study on the elements of typography as related to print and to the World Wide Web. This is an interactive course where students practice and apply skills of typography for visual communication. Emphasis will focus on identifying type as a dynamic visual element; typographical forms and nuances; and the development of successful typographic solutions to convey concepts. Through collaborative discussions of assigned exercises and projects, students will acquire skills of analysis and critique. The course outcome will be a student portfolio of completed projects. May be repeated twice.
Credit may be earned for only one of the following: CMPSC 56 or ART 56.
Transfer: CSU

CMPSC 58 GIS—ArcView
1 Unit
Lecture: 1 hour
Introduction to practical application of ArcView software; importation of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in designing, displaying, and plotting a standard ArcView GIS application. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: CMPSC 58 or GEOGR 58.
Transfer: CSU

CMPSC 59 GIS APPLICATIONS IN RESOURCE MANAGEMENT
3 Units
Recommended for Success: CMPSC 59
Lecture: 3-4 hours
Introduction to practical applications of GIS software, heads-up digitizing, conversion of data, building annotation coverages. Students will gain hands-on experience working on specific projects under supervision. Assignments will include compiling and submitting project reports. Credit may be earned for only one of the following: CMPSC 65 or GEOGR 65. May be repeated two times.
Transfer: CSU

CMPSC 60 INTRODUCTION TO GIS—ArcView
3 Units
Lecture: 3 hours
Introduction to basic GIS concepts which can support various GIS software programs currently available. Students will be introduced to the ArcView software package as the main vehicle for learning GIS. GIS coverages and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries. Credit may be earned for only one of the following: CMPSC 60 or GEOGR 60.
Transfer: CSU

CMPSC 65 GIS APPLICATIONS
3 Units
Recommended for Success: CMPSC 60
Lecture: 3 hours
Introduction to practical applications of GIS software, heads-up digitizing, conversion of data, building annotation coverages. Students will gain hands-on experience working on specific projects under supervision. Assignments will include compiling and submitting project reports. Credit may be earned for only one of the following: CMPSC 65 or GEOGR 65. May be repeated two times.
Transfer: CSU

CMPSC 70 INTRODUCTION TO RASTER-BASED GIS SYSTEMS
3 Units
Lecture: 3 hours
The course will introduce students to the Geographical 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 compared to vector-based systems such as ArcView. Students should have some familiarity with maps, UNIX, statistics and algebra. Credit may be earned for only one of the following: CMPSC 70 or GEOGR 70. May be repeated two times.
Transfer: CSU

CMPSC 75 GIS APPLICATIONS IN RESOURCE MANAGEMENT
3 Units
Recommended for Success: CMPSC 70
Lecture: 3 hours
Application of GIS to resource management issues such as watershed analysis, ecosystem analysis, recreation planning, and fire planning. Emphasis on remote sensing data and image processing to derive GIS data. Credit may be earned for only one of the following: CMPSC 75 or GEOGR 75. May be repeated two times.
Transfer: CSU

CMPSC 101 HOW TO SUCCEED AS AN ONLINE STUDENT
0.5-2 Units
Lecture: 1-2 hours
This course is an introduction to a Face-to-Face and Simulated Online combined course for those interested in taking online courses. The course covers basic components of how a Web-based classroom works as well as the technology skills needed to feel more confident in achieving a successful experience. Offered for Credit/No Credit grading only. May be repeated two times.

CMPSC 142 DESKTOP PUBLISHING ESSENTIALS
1-2 Units
Recommended for Success: CMPSC 4 and OFTEC 215
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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: CMPSC 142 or OFTEC 142.

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: 1-2 hours
Develop database applications using Database Management (DBMS) software. Create databases, enter and edit data, query the database, create and use forms, create and print reports, customize fields and tables, manage data and files, use as database for word mail merge.

CMPSC 162 NETWORKING—CCNA 2: ROUTERS AND ROUTING BASICS
3 Units
Prerequisites: CMPSC 41
Lecture: 2 hours
Laboratory: 3 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 163 NETWORKING—CCNA 3: SWITCHING
3 Units
Prerequisites: CMPSC 162 or equivalent
Lecture: 2 hours
Laboratory: 3 hours

CMPSC 164 NETWORKING—CCNA 4: WAN TECHNOLOGIES
3 Units
Prerequisites: CMPSC 163 or equivalent
Lecture: 2 hours
Laboratory: 3 hours

CMPSC 167 PC ASSEMBLY UPGRADE AND SUPPORT (A+)
3 Units
Prerequisites: CMPSC 3 or equivalent
Lecture: 2 hours
Laboratory: 3 hours
This is the first of two courses designed to prepare students to take the current CompTIA A+ exams. It includes theory and hands-on activities for installing and maintaining current desktop computer installations. It also covers upgrading and adding I/O devices to desktop PCs.

CMPSC 168 PC OPERATING SYSTEM INSTALLATION AND SUPPORT (A+)
3 Units
Prerequisites: CMPSC 167 or equivalent
Lecture: 2 hours
Laboratory: 3 hours
This is the second of two courses designed to prepare students to take the current CompTIA A+ exam. It includes theory and hands-on activities for installing and maintaining current Windows desktop installations. It also covers diagnosing and correcting operating system issues, and introduces connecting desktop PCs to LAN networks and the Internet.
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. (MJC ENGTG 210 and 211)
Transfer: CSU

DRAFT 50B COMPUTER ASSISTED DRAFTING II
Prerequisite: DRAFT 50A or equivalent
Lecture: 2 hours
Laboratory: 3 hours
Intermediate to advanced features of AutoCAD through creation of 3-D drawings. Included topics: customizing the AutoCAD environment, use of digitizer tablet, 3-D surfaces, solids modeling, elevated plane, extrusions, revolution, shading, rendering, scenes, lighting, textures, user coordinate system, views and ports, exporting of drawing, external databases.
Transfer: CSU

DRAKA

DRAKA 10 INTRODUCTION TO THEATRE 3 Units
Lecture: 3 hours
This course provides an introduction to the art of theatre, surveying the roles of the playwright, the director, the actor, the 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.
Field trips may be required. (MJC THETR 100)
Transfer: UCCSU (CAN DRAMA 18)

DRAKA 18 VOICE DYNAMICS 3 Units
Lecture: 2 hours
Laboratory: 3 hours
A study of Voice Dynamics will focus on vocal psychology, breathing, relaxation, vocal variety, projections, articulation, placement, phonetics, ear training and vocal analyses, character “voices” dialects and accents. This course is designed for self-improvement and for students who wish to increase their vocal skills for professional use. Credit may be earned for only one of the following: DRAKA 18 or SPQM 18. May be repeated three times. (MJC RA/TYSPCDTM/THETR 101)
Transfer: UCCSU

DRAKA 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 off campus with final production taped and broadcasted. Credit may be earned for only one of the following: DRAKA 19 or SPQM 19, but not both. May be repeated three times.
Transfer: CSU

DRAKA 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 oral performance of principal literary genres. (MJC THETR 120)
Transfer: UCCSU

DRAKA 22 INTRODUCTION TO READER’S THEATRE 3 Units
Lecture: 2 hours
Activity: 3 hours
Theory and practice of Reader’s Theatre as an art form. Directed experiences in selecting, setting, arranging and performing the Reader’s Theatre script. (MJC THETR 122)
Transfer: UCCSU

DRAKA 42 ACTING FUNDAMENTALS 3 Units
Lecture: 2 hours
Activity: 3 hours
Investigation of techniques and theories prerequisite to theatrical performances: psychological, philosophical, and practical preparation for the actor’s art. May be repeated three times. (MJC THETR 160)
Transfer: UCCSU

DRAKA 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. May be repeated three times.
Transfer: UCCSU

DRAKA 44 ADVANCED ACTING PROJECTS 1-3 Units
Prerequisite: DRAKA 43
Lecture: 1 hour
Laboratory: 6 hours equals 1 unit of credit
Lecture: 1 hour
Laboratory: 6 hours equals 2 units of credit
Laboratory: 1 hour
Laboratory: 6 hours equals 3 units of credit
Advanced workshop activity for production of one-act plays, segments of longer plays or full-length plays; intensive workshop concentration designed for public performances. Casting subject to audition. May be repeated three times.
Transfer: UC/CSU

DRAKA 45 IMPROVISATION 3 Units
Laboratory: 3 hours
Laboratory: 1 hour
Intensive study of the basic techniques of improvisational acting with specific concentration on improvisational theatre production formats as well as development of group inspired and created scenarios and one-act plays. May be repeated three times.
Transfer: UCCSU

DRAKA 46 IMPROVISATIONAL ACTING FOR PERFORMANCE 3 Units
Lecture: 2 hours
Laboratory: 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 and purposes. May be repeated three times. Field trips may be required. (MJC THETR 164)
Transfer: UCCSU

DRAKA 50 MUSICAL THEATRE WORKSHOP 2 Units
Lecture: 1 hour
Laboratory: 3 hours
An exploration of musical theatre to develop singing, dancing, and acting skills, culminating in a public performance from selected musicals. May be repeated three times.
Transfer: UCCSU

DRAKA 56 TECHNICAL THEATRE LABORATORY 1-3 Units
Laboratory: 3-9 hours
Applied laboratory experience in all phases of technical theatre related to mounting a production: practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and makeup for a specific theatre production. May be repeated three times.
Transfer: UCCSU (CAN DRAMA 16)

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

EARTH SCIENCE

ESC 5 PHYSICAL GEOLOGY 4 Units
Lecture: 3 hours
Laboratory: 1 hour
The study of the earth, its materials, structures, and processes. Emotion 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. Field trips may be required. (MJC GEOG 161)
Transfer: UC/CSU (CAN GEOL 2)

ESC 10 ENVIRONMENTAL GEOLOGY 3 Units
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 pressure. 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.
Transfer: UC/CSU

ESC 25 GEOLOGY OF THE NATIONAL PARKS 3 Units
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. Field trips may be required. (MJC GEOG 44)
Transfer: CSU

ESC 30 GLOBAL TECTONIC GEOLOGY 3 Units
Lecture: 3 hours
An introduction to the new global geology and how it has revolutionized man’s understanding of the way the earth works. For all who wish to learn about the earth’s wandering continents and spreading sea floors; what causes rising mountain ranges, volcanoes, and earthquakes; and the role that magnetism has played in the revelation of the new geology.
Transfer: UC/CSU
ESC 35 FIELD GEOLOGY 1-3 Units
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. May be repeated three times. (MJC GEOG 171A, B)
Transfer: CSU

ESC 40 DESCRIPTIVE ASTRONOMY 3 Units
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. Field trip may be required.
Transfer: UC/CSU

ESC 50 OCEANOGRAPHY 4 Units
Lecture: 3 hours
Laboratory: 3 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 current, 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 does in order to solve oceanographic problems. You will be able to transfer these thinking skills to other areas of your life. This course in 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 geology majors. May be repeated one time.
Transfer: UC/CSU

ESC 62 METEOROLOGY 3 Units
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. May be repeated one time. Field trips may be required.
Transfer: UC/CSU

ESC 150 GEOLOGY OF THE MOTHER LODE 0.5-2 Units
Lecture: 3-2 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 10 PRINCIPLES OF ECONOMICS 4 Units
Lecture: 4 hours
Macro-economics. Introduction to the U.S. economy and capitalism: national income and employment analysis, economic fluctuations, monetary fiscal policies, economic stability instability, public finance, and special economic problems. (MJC ECON 101)
Transfer: UC/CSU (CAN ECON 2)

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

EMERGENCY MEDICAL SERVICES
See Pages 70-71 for Certificate Requirements

EMS 4 EMERGENCY MEDICAL TECHNICIAN TRAINING 7 Units
Prerequisite: EMS 13 or EMS 157 or equivalent
Recommended for Success: EMS 175
Lecture: 7 hours
Laboratory: 1 hour
This intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the pre-hospital environment. The course meets or exceeds both State of California and United States Department of Transportation EMT-Basic National Standard Curriculum (DOT FFS 808 169) 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 entrance exam will be administered on the first evening of class. May be repeated one time.
Transfer: CSU

EMS 10 OUTDOOR EMERGENCY CARE TRAINING 6 Units
Lecture: 6 hours
Laboratory: 1 hour
This is an intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the non-urban, pre-hospital environment. The course shall meet or exceed the training guidelines and requirements as specified by the National Ski Patrol and the American Academy of Orthopedic Surgeons. Those students wishing to become National Ski Patrol Basic Patrollers must have approval from sponsoring agency and may be required to pass a skiing proficiency test on the first day of the class or prior to certification. May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment. Field trips may be required.
Transfer: CSU

EMS 12 PRE-PARAMEDIC TRAINING 8 Units
Lecture: 8 hours
Provides prerequisites needed for entry into a Paramedic Training Program. An intensive course dealing with anatomy, physiology, pharmacology, and EKG interpretation, and their relationship in the pre-hospital environment. Current EMT certification is required. Two or more years of pre-hospital work experience is strongly recommended. A class entrance exam will be administered on the first evening of class. May be repeated one time.
Transfer: CSU

EMS 13 ADVANCED FIRST AID AND EMERGENCY CARE 3 Units
Lecture: 3 hours
This course is designed to develop the functional capabilities of individuals who as part of their employment or everyday experiences may be required to provide emergency first aid prior to the arrival of qualified medical personnel. May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment. (MJC HE 101)
Transfer: CSU

EMS 20 BASIC CARDIOLOGY AND CARDIAC DYSRHYTHMIAS 3 Units
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 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 17N or higher nursing certification is required for class eligibility. May be repeated if information changes due to state/local government regulations; as required for employment, or to maintain employment. (MJC ALHE 380)
Transfer: CSU

EMS 97 WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE 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 EMS. The student's employment must be related to educational or occupational goals. 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 145.
Transfer: CSU (Transfer credit limited. See a counselor.)

EMS 107 SKILLS REFRESHER FOR EMERGENCY MEDICAL TECHNICIANS AND FIRST RESPONDERS 1.5 Units
Prerequisites: EMS 4 or EMS 157
Lecture: 1.5 hours
This instructor-based course meets or exceeds the Skills Competency and Continuing Education requirements required for EMT recertification. Students will reacquaint themselves with the equipment and skills used by both 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 verification and require ONLY Instructor-Based Continuing Education credits should consider EMS 109 (Online Emergency Medical Technician Refresher). 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. May be repeated three times.
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 to the rural setting. Stresses continuity of care through the approach to the patients and prioritization 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 regulations. 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. (MJC FSCI 365)

EMS 165 CONVERSATIONAL MEDICAL SPANISH FOR EMERGENCY HEALTH 3 Units
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 175 EMS SKILLS DEVELOPMENT 2 Units
Lecture: 1.5 hours
Laboratory: 1.5 hours
This course is strongly recommended for students who have already obtained their First Responder (EMS 157) and/or the EMT Training (EMS 4) and/or 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. Offered for Credit/No Credit grading only. May be repeated three times.

EMS 189 ONLINE EMERGENCY MEDICAL TECHNICIAN REFRESHER 1.5 Units
Prerequisite: EMS 4 or EMS 157 or equivalent medical certification level.
Lecture: 1.5 hours
This online/web based course meets or exceeds requirements required 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 credits (CE) for EMT and First Responder certified 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. 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.

EMS 103 AUTOMATED EXTERNAL DEFIBRILLATION & PROFESSIONAL RESCUE CPR 0.5 Unit
Lecture: 0.5 hour
This course is designed for those individuals seeking initial certification or re-certification in 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 is consistent with the guidelines as presented by the American Heart Association for Automated External Defibrillation Providers. 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.

EMS 109 CPR AND BASIC FIRST AID 0.5 Unit
Prerequisite: EMS 4 or EMS 157 or equivalent medical certification level.
Lecture: 1.5 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 to the rural setting. Stresses continuity of care through the approach to the patients and prioritization 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 regulations. 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.

ENGLISH

ENGLISH 1A READING AND COMPOSITION: Advanced 3 Units
Prerequisite: ENGL 1A 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. (MJC ENGL 101)
Transfer: UC/CSU (CAN ENGL 2) (CAN ENGL SEQ A = ENGL 1A + ENGL 1B)

ENGLISH 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. (MJC ENGL 102)
Transfer: UC/CSU (CAN ENGL 4) (CAN ENGL SEQ A = ENGL 1A + ENGL 1B)

ENGLISH 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. (MJC ENGL 103)
Transfer: UC/CSU

ENGLISH 10 CREATIVE WRITING 3 Units
Prerequisite: ENGL 1A or equivalent
Lecture: 3 hours
Instruction and practice in writing poetry, fiction, non-fiction prose, and articles. Students may choose to concentrate on one particular form. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format. May be repeated two times. (MJC ENGL 106)
Transfer: UC/CSU (CAN ENGL 6)

ENGLISH 11 FILM APPRECIATION 3 Units
Prerequisite: ENGL 1A or equivalent
Lecture: 2.5 hours
Development of technical awareness and critical thinking in individual response to cinema and cinema into video. May be repeated one time. (MJC ENGL 161)
Transfer: UC/CSU

ENGLISH 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. (MJC ENGL 135)
Transfer: UC/CSU (CAN ENGL 14) (CAN ENGL SEQ C = ENGL 17 + ENGL 18)

ENGLISH 18 AMERICAN LITERATURE 3 Units
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. (MJC ENGL 136)
Transfer: UC/CSU (CAN ENGL 14) (CAN ENGL SEQ C = ENGL 17 + ENGL 18)

ENGLISH 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. (MJC ENGL 137)
Transfer: UC/CSU (CAN ENGL 8) (CAN ENGL SEQ B = ENGL 46 + ENGL 47)

ENGLISH 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. (MJC ENGL 138)
Transfer: UC/CSU (CAN ENGL 10) (CAN ENGL SEQ B = ENGL 46 + ENGL 47)
ENGL 49 CALIFORNIA LITERATURE 3 Units
Prerequisite: ENGL 1A or equivalent
Recommended for Success: ENGL 1B
Lecture: 3 hours
An overview of the literary heritage of California, from its early origins to Harte, Bierce, and Steinbeck; through the realism of Norris and London, the regionalism of Steinbeck, Saroyan, and the naturalism of Muir, from the Carmel cadre, the San Francisco Beat writers, to contemporary writers including Stegner, Yarnamoto, Soto, Hashimoto, Tan, Didion, Rose, Miles, and Valdez. The approach will emphasize the rich ethnic diversity that has contributed to our literary heritage.
Transfer: UC/CSU

ENGL 50 INTRODUCTION TO SHAKESPEARE 3 Units
Prerequisite: ENGL 1A or equivalent
Recommended for Success: ENGL 1E
Lecture: 3 hours
An introduction to the representative works by Shakespeare including the characteristics of the different genres—comedy, history, and tragedy, and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied.
Transfer: UC/CSU

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

ENGL 95B SERVICE LEARNING II IN ENGLISH 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. May be repeated two times.
Transfer: CSU

ENGL 125 SHAKESPEARE LITE: A WEEK OF THEATRE IN ASHLAND, OREGON 3 Units
Lecture: 3 hours
Ashland is the home of the Oregon Shakespeare Festival, one of America's premier theater companies. Students will travel to Ashland to experience in one week a variety of plays, plus receive instruction on acting and design from the company's actors. At least one of the plays will be written by Shakespeare, so much of the course will focus on Shakespeare and his times. Prior to the week in Ashland, students will attend four full days of classes at Columbia College to prepare for the plays. May be repeated one time.

ENGL 151 PREPARATION FOR COLLEGE COMPOSITION 5 Units
Prerequisite: ENGL 250 or designated score on college English skills placement test
Lecture: 5 hours
Developing writing skills. Students will implement writing process strategies in the production of 500-750 word essays. Course will emphasize techniques for developing descriptive, narrative, and expository essays, including essays requiring research and the inclusion of source materials, while demonstrating control over structural components of writing. Students will also develop critical reading skills and information gathering competency
Satisfactory completion of this course will prepare students for English 1A. Note: Concurrent enrollment in English 249 will complement studies in English 151. May be repeated one time.
Transfer: UC/CSU

ENGL 206 ENGLISH AS A SECOND LANGUAGE-Advanced 3 Units
Lecture: 3 hours
This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL. May be repeated three times.

ENGL 249 WRITING SKILLS WORKSHOP 1 Unit
Co-requisite: Enrollment in ENGL 151 or ENGL 250
Lecture: 1 hour
Individual assistance for students enrolled in ENGL 151 or ENGL 250. Students will be assisted with prewriting, revision, and proofreading strategies. The focus will be on encouraging students to identify their specific problems when completing writing assignments for ENGL 151/250. Offered Credit/No Credit grading only. May be repeated two times.

FIRE 249 DRIVER/OPERATOR TRAINING 1A 1 Unit
Prerequisite: FIRE 1 or equivalent
FIRE 249 DRIVER/OPERATOR TRAINING 1A
Lecture: 5 hours
Laboratory: 1.5 hours
Designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CC FIRE 29A and 29B = MJC FSCI 364)
Transfer: CSU

FIRE 4 BUILDING CONSTRUCTION FOR FIRE PROTECTION 3 Units
Prerequisite: FIRE 1 or equivalent
Lecture: 3 hours
This course is the study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires.

FIRE TECHNOLOGY
See Page 71 for Certificate Requirements

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

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 fire safety education and detection and suppression systems. (MJC FSCI 302)
Transfer: CSU

FIRE 3 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 Units
Prerequisite: FIRE 1 or equivalent
Lecture: 3 hours
Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. (MJC FSCI 303)
Transfer: CSU

FIRE 5 FIRE BEHAVIOR AND COMBUSTION 3 Units
Prerequisite: FIRE 1 or equivalent
Lecture: 3 hours
Theories 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. (MJC FSCI 305)
Transfer: CSU

FIRE 7 WILDLAND FIRE CONTROL 3 Units
Prerequisite: FIRE 1 or equivalent
Lecture: 3 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. Credit may be earned for only one of the following: FIRE 10 or SAR 10. May be repeated two times.
Transfer: CSU

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. Credit may be earned for only one of the following: FIRE 10 or SAR 10. May be repeated two times.
Transfer: CSU

FIRE 29A DRIVER/OPERATOR TRAINING 1A 1 Unit
Prerequisite: FIRE 101 or Firefighter/ norge certificate or equivalent
FIRE 29A DRIVER/OPERATOR TRAINING 1A
Lecture: 5 hours
Laboratory: 1.5 hours
Designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CC FIRE 29A and 29B = MJC FSCI 364)
Transfer: CSU
FIRE 298 DRIVER/OPERATOR TRAINING 1B 1 Unit
Prerequisite: FIRE 101 or Firefighter I certificate or Volunteer Firefighter certificate or equivalent
Lecture: 1.5 hours
Laboratory: 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 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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: FIRE 50 or SAR 50.
Transfer: CSU

FIRE 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 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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: FIRE 50 or SAR 50.
Transfer: CSU

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

FIRE 58 RESCUE SYSTEMS I: Fundamentals of Heavy Rescue 1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. This course meets or exceeds certificate requirements from the California State Fire Marshall’s Office and the Federal Emergency Management Agency in Rescue Systems I: Fundamentals of Heavy Rescue. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: FIRE 58 or SAR 58. May be repeated if information changes due to state/local government regulations as required for employment; or to maintain employment.
Transfer: CSU

FIRE 59 RESCUE SYSTEMS II: Instructor Training 3 Units
Lecture: 3 hours
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: FIRE 59 or SAR 59. May be repeated if information changes due to state/local government regulations as required for employment; or to maintain employment.
Transfer: CSU

FIRE 97 WORK EXPERIENCE IN FIRE TECHNOLOGY 1-4 Units
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
35 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.
Offered for Credit/No Credit grading only. May be repeated for no more than a total of 16 credits 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 WKEEP 96, page 143.
Transfer: CSU (Transfer credit limited. See a counselor)

FIRE 101 FIREFIGHTER I ACADEMY 15 Units
Prerequisite: FIRE 1 or equivalent
Lecture: 15 hours
Basic Firefighter I 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
Prerequisite: FIRE 1 or equivalent
300 hours supervised employment equals 4 units of credit
Provides eligible Fire Technology students an opportunity to complete the requirements for the California Firefighter I certification through supervised employment in the fire service. Offered for Credit/No Credit grading only. May be repeated two times.

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

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

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

FIRE 108 CONFINED SPACE AWARENESS 0.5 Unit
Prerequisite: FIRE 1 or Volunteer Firefighter Certification or equivalent
Lecture: 1 hour
Prepares students to safely conduct rescue operations in confined spaces. Meets the requirements of CAL-OSHA Title 8 for "Confined Space Awareness Level" training. Offered for Credit/No Credit grading only. Field trips may be required.

FIRE 109 HAZARDOUS MATERIALS FIRST RESPONDER "OPERATIONAL" REFRESHER 0.5 Unit
Prerequisite: FIRE 108 or equivalent
Lecture: 1 hour
Review of safety issues and changes in placarding and labeling. Required annual update by CAL-OSHA. Offered for Credit/No Credit grading only. May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.

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

FIRE 120 FIRE OPERATIONS IN THE URBAN INTERFACE 1.5 Units
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 FIREFIGHTER TRAINING 2.5 Units
Lecture: 2 hours
Laboratory: 1.5 hours
Current concepts, techniques, skills and theories for volunteer firefighters. Offered for Credit/No Credit grading only.
FOREIGN LANGUAGE
(See Spanish)

FORESTRY
FORECS 162 APPLIED FOREST INVENTORY 3 Units
Lecture: 3 hours
Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System base stations and rover units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. The first six weeks will be spent learning ArcView software; the second six weeks will be spent learning to use Ashtech GPS units and the last six weeks will be spent learning to design and carry out a research project using GPS and GIS technologies. Credit may be earned for only one of the following: GEOGR 59 or CMPS 59. May be repeated with different topics only.
Transfer: CSU

FOREST CALIFORNIA AND THE WESTERN UNITED STATES. Field trips may be required. (MJC NR 376)
Transfer: UC/CSU (CAN GEOG 4)

FORESTRY TECHNOLOGY
See Page 71 for Certificate Requirements

FORET 153 FOREST SURVEYING TECHNIQUES 3 Units
Lecture: 2 hours
Use of basic forest surveying instruments. Application of hand and staff compass, topographic and engineer's chain, clinometer, abney, dumpy and auto levels, 6-7 arc slope, redy mapper, plane table and alidade, engineer's transit, theodolite, electronic theodolite, electronic distance meter and total stations. Field recording techniques, laboratory computations and map drafting. Field trips may be required.

FORECT 162 APPLIED FOREST INVENTORY AND MANAGEMENT 2 Units
Lecture: 1 hour
Techniques of forest inventory including cruising, scaling, and evaluation; field tabulation and computer methods; location and inventory of a given forest property in the field, including property corners and boundaries; inventory of timber and other natural resource uses of property. Field trips may be required. (MJC NR 176)

GEOGRAPHY
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-ecological adaptations, the landscape of cultural diversity, demography and mobility, political organization, the process of urbanization, and economic organization will be emphasized. (MJC GEOG 102)
Transfer: UC/CSU (CAN GEOG 4)

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. (MJC GEOG 101)
Transfer: UC/CSU (CAN GEOG 2)

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. (MJC GEOG 110)
Transfer: UC/CSU

GEOGR 58 GIS-ArcView 1 Unit
Lecture: 1 hour
Introduction to practical application of ArcView software, importation of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in displaying, analyzing, and plotting a standard ArcView GIS application. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: GEOGR 58 or CMPS 58.
Transfer: CSU

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 Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. The first six weeks will be spent learning ArcView software; the second six weeks will be spent learning to use Ashtech GPS units and the last six weeks will be spent learning to design and carry out a research project using GPS and GIS technologies. Credit may be earned for only one of the following: GEOGR 59 or CMPS 59. May be repeated with different topics only.
Transfer: CSU

GEOGR 60 INTRODUCTION 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 coverages and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries. Credit may be earned for only one of the following: GEOGR 60 or CMPS 60. (MJC GEOG 109)
Transfer: CSU

GEOGR 65 GIS APPLICATIONS 3 Units
Recommended for Success: GEOGR 60
Lecture: 3 hours
Introduction to practical applications of GIS software, loads-up digitizing, conversion of data, building annotation coverage. Students will gain hands-on experience working on specific projects under supervision. Assignments will include compiling and submitting project reports. Credit may be earned for only one of the following: GEOGR 65 or CMPS 65, but not both. May be repeated two times.
Transfer: CSU

GEOGR 70 INTRODUCTION TO RASTER-BASED GIS SYSTEMS 3 Units
Lecture: 3 hours
The course will introduce students to the Geographical Resources Analysis Support System (GRASS), a powerful, UNIX-based public domain raster GIS system developed by the US Corps of Engineers. Fundamental GIS concepts will be discussed. Various functions of raster-based GIS systems will be demonstrated and contrasted to vector-based systems such as Arc-View. Students should have some familiarity with maps, UNIX, statistics and algebra. Credit may be earned for only one of the following: GEOGR 70 or CMPS 70. May be repeated two times.
Transfer: CSU

GEOGR 75 GIS APPLICATIONS IN RESOURCE MANAGEMENT Recommended for Success: GEOGR 70
Lecture: 3 hours
Application of GIS to resource management issues such as watershed analysis, ecosystem analysis, recreation planning, and fire planning. Emphasis on remote sensing data and image processing to derive GIS data. Credit may be earned for only one of the following: GEOGR 75 or CMPS 75. May be repeated two times.
Transfer: CSU

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

GUIDE 10B INTERMEDIATE HELPING AND BASIC CONFLICT MANAGEMENT SKILLS 1.5 Units
Prerequisite: GUIDE 10A or equivalent
Lecture: 1.5 hours
Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict management. Designed for non-professional and para-professional helpers, especially in informal settings, including, but not limited to friends, family, peers, colleagues, teacher-student, supervisor-employee, worker-client, and peer counseling situations. Offered for Credit/No Credit grading only.
Transfer: CSU
GUIDE 101 OCCUPATIONAL EXPLORATION 1 Unit
Lecture: 3 hours
This course is designed to familiarize the student with college procedures and personnel, community resources, and study techniques that can assist the student in successfully achieving an educational goal. It is recommended for remedial students, probationary students, and students whose educational goals will be completed at Columbia College. (MJC STSN 78)

GUIDE 107 ORIENTATION TO COLLEGE 0.5-1 Unit
Lecture: .5-1 hour
A course designed to prepare the student to meet the demands of college life. Especially beneficial to new students to Columbia College and students returning to college after a long absence, this course addresses policies and practices at Columbia College. Topics covered include academic renewal, grading policy, advanced placement credit, academic and progress probation and dismissal, educational planning, requirements for the associate degree, certificates of achievement and transfer to the four year university, and other topics related to the use of the programs and services at Columbia College. Such topics include financial aid, tutoring, counseling, special services for students with disabilities, career planning and job placement. Offered for Credit/No Credit grading only. (MJC GUIDE 110)

GUIDE 110 HOW TO TRANSFER SUCCESSFULLY 0.5 Unit
Lecture: 2 hours
Introduction to the resources and planning process needed for a seamless transition from a community college to another institution of higher education. Recommended for students planning to transfer to either a public or private four-year college or university or another two-year college. Offered for Credit/No Credit grading only.

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

HEALTH & HUMAN PERFORMANCE
(Note: Columbia College Health and Human Performance activity courses receive equivalent credit at MJC for physical education.)

H-HP 2 WOMEN’S ISSUES IN HEALTH 3 Units
Lecture: 3 hours
This course will focus on the politics of women’s health and medical care issues in the United States including analyzing, as well as establishing methods of utilizing, the health care system with special attention to women as health care consumers; contemporary concerns about the health care delivery system with emphasis on the gender politicization of the social, physical, emotional, intellectual, spiritual and environmental aspects of gender-health. Transfer: CSU

H-HP 3 INTRODUCTION TO KINESIOLOGY 3 Units
Prerequisite: BIOL 10 or equivalent
Lecture: 3 hours
This course will provide the student with understanding of normal human movement with an introduction to common movement deviations as a result of pathological processes. Transfer: UC/CSU

H-HP 4 CARE AND PREVENTION OF ATHLETIC INJURIES 3 Units
Recommended for Success: BIOL 10
Lecture: 2.5 hours
This course will provide the student with an introduction to the basic theories of prevention, assessment, care, and rehabilitation of athletic injuries. May be repeated one time. (MJC PE 108)

H-HP 5 INTRODUCTION TO RECREATION AND LEISURE 3 Units
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). Credit may be earned for only one of the following: H-HP 5 or HPMGT 10. Transfer: CSU (CAN REC 2)

H-HP 6A LIFETIME FITNESS PROGRAM I 1-3 Units
Lecture: 3-1.5 hours
This course introduces 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. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 6B LIFETIME FITNESS PROGRAM II 1-2 Units
Prerequisite: H-HP 6A or equivalent
Lecture: 3-6 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. May be repeated twice. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 7A APPLIED FITNESS I 0.5-2 Units
Lecture: 3 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. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 7B APPLIED FITNESS II 0.5-2 Units
Prerequisite: H-HP 7A
Lecture: 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. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 8 AEROBIC EXERCISE 0.5-1.5 Units
Laboratory: 1.5-4.5 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. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 9 CIRCUIT CROSS-TRAINING 0.5-2 Units
Activity: 1.5-6 hours
A comprehensive workout to achieve personal fitness goals through the use of cardiovascular and strength training systems. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 10 ADAPTIVE PHYSICAL EDUCATION 0.5-2 Units
Activity: 1.5-6 hours
Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 11 PULMONARY REHABILITATION 1 Unit
Lecture: .5 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, or other respiratory problems. Primary physician referral required. May be repeated three times. Transfer: CSU

H-HP 12 EXERCISE AND DIABETES MANAGEMENT 1 Unit
Lecture: 1 hour
Exercise and management of diabetes involves education, evaluation, care and treatment for management of diabetes and metabolic syndrome. The course is designed to help individuals with diabetes mellitus types 1 and 2, obesity and other associated health problems and symptoms to improve their quality of life. May be repeated three times. Transfer: CSU

H-HP 13A INTRODUCTION TO CARDIAC REHABILITATION PROGRAM 1 Unit
Lecture: .5-1 hour
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. May be repeated one time. Transfer: CSU
H-HP 138 CARDIAC REHABILITATION PROGRAM: Phase III 1 Unit
Lecture: 3.6 hours
Continuation of Cardiac Rehabilitation Program without lecture series. Primary physician referral required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 15A INTRODUCTION TO CARDIAC FAMILY FITNESS 1 Unit
Lecture: 1.5-6 hours
Designed to introduce the cardiac student's family to cardiovascular fitness principles and practices and to share in the modification of risk factors found necessary for the full rehabilitation of the cardiac student. Must be a member of enrolled cardiac student's family. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 15B CARDIAC FAMILY FITNESS 1 Unit
Lecture: 3.6-4 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. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 17 STABILITY BALL TRAINING FOR FITNESS 0.5-2 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, cardiorespiratory fitness and flexibility by using the stability ball. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 18A YOGA I FOR BETTER HEALTH 0.5-2 Units
Lecture: 1 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. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 18B YOGA II FOR BETTER HEALTH 0.5-2 Units
Recommended for Success: H-HP18A
Lecture: 1 hour
Activity: 1.5-6 hours
Intermediate yoga practice using more advanced postures, breathing, and relaxation techniques to further increase flexibility, strength, balance and coordination. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 20 DANCE SURVEY 3.5 Units
Lecture: 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.
Transfer: UC/CSU

H-HP 23A CONTEMPORARY DANCE I 0.5-1.5 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. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 23B CONTEMPORARY DANCE II 0.5-1.5 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. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 25A JAZZ DANCE I 0.5-1.5 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. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 25B JAZZ DANCE II 0.5-1.5 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 is given to learning extended movement combinations and compositional forms indigenous to American jazz. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

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

H-HP 28 DANCE PRODUCTION 2 Units
Recommended for Success: H-HP 23A or H-HP 25A or H-HP 27 or previous dance training
Activity: 6 hours
Dramatic 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. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 30 TRAINING FOR DISTANCE RUNNING 0.5-3 Units
Activity: 1.5-9 hours
Preparation for endurance distance running with organized training runs. Information on creating an effective training program, nutrition, weight training, and cross training. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 32 BASKETBALL: Men's Rules 0.5-1.5 Units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

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

H-HP 35 VOLLEYBALL: Advanced Theory and Practice 0.5-2 Units
Lecture: 0.5-1 hour
Activity: 0.5-2 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate volleyball. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 38A GOLF I 0.5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 38B GOLF II 0.5-1.5 Units
Prerequisite: H-HP 38A or equivalent
Activity: 1.5-4.5 hours
Instruction and practice in skills, rules and strategy. May be repeated two times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 39 INTRAMURAL ATHLETICS 0.5-1.5 Units
Activity: 1 hour
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 outdoor activities. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 40 RACQUET SPORTS 0.5-1.5 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. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 41 FENCING: THE SPORT AND MARTIAL ART 0.5-1.5 Units
Activity: 1.5-4.5 hours
An introduction to the sport of fencing: modern pindapple 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. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 42 FENCING II 0.5-2 Units
Prerequisite: H-HP 41
Activity: 1.5-6 hours
Acquaints students with intermediate and advanced foot and hand technique in fencing; strategies and tactics for fencing competition; psycho-physical preparation for competition; ritualized fitness and individual training regimes. Workouts may include coordination and flexibility exercises, specific advanced workout combinations, advanced handwork drills, competitive "outing scenarios" and practice competitions. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

H-HP 43 INTRODUCTION TO SAILING 2 Units
Prerequisite: Certified ability to swim fifty yards or tread water for 5 minutes, verified by WSS/Lifeguard
Lecture: 1 hour
Activity: 3 hours
The course introduces the student to the fundamentals of sailing through dockside/classroom lectures and hands-on experience in sailboats. Points of sail, basic terminology, tacking, jibing, theory and safety are stressed. May be repeated three times. Field trips may be required.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-HP 45</td>
<td>CO-ED FLAG FOOTBALL</td>
<td>0.5-2</td>
<td></td>
<td>This course is designed to introduce the necessary skills and knowledge to participate in recreational flag football. Instructs and practices along with drills to improve the student's skill level. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 46</td>
<td>INDOOR SPORT CLIMBING</td>
<td>0.5-1.5</td>
<td></td>
<td>An introduction to rock climbing using an indoor climbing wall. Instruction and practice in belaying, climbing technique, strength training, flexibility, and injury prevention. Includes discussion of gear, anchors, rappelling, and safety. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 47A</td>
<td>SOCCER I</td>
<td>0.5-1.5</td>
<td></td>
<td>Instruction, practice, and participation in game play. Leaps on rules, individual skills, and strategy in the field. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 47</td>
<td>SOCCER II</td>
<td>0.5-1.5</td>
<td></td>
<td>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 skill builders. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 48</td>
<td>CO-ED SOFTBALL</td>
<td>0.5-1.5</td>
<td></td>
<td>Discussion and practical application of rules, strategy, fielding, throwing, base running, team offense and defense in the sport of softball. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 50A</td>
<td>TENNIS I</td>
<td>0.5-1.5</td>
<td></td>
<td>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. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 50</td>
<td>TENNIS II</td>
<td>0.5-1.5</td>
<td></td>
<td>Prerequisite: H-HP 50A or equivalent. Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 51</td>
<td>DODGE BALL</td>
<td>0.5-1</td>
<td></td>
<td>Activity: 1.5-4.5 hours. Dodge ball is a national amateur sport as well as an international competition. This course is designed to introduce the necessary physical skills, knowledge of rules, gameplay, and team strategies to class participants. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 53A</td>
<td>WEIGHT TRAINING I</td>
<td>0.5-1.5</td>
<td></td>
<td>Activity: 1.5-4.5 hours. Designed to help individuals accomplish a fine state of physical fitness through the use of &quot;overload&quot; equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze particular needs and establish a program that will help accomplish these goals. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 53B</td>
<td>WEIGHT TRAINING II</td>
<td>0.5-1.5</td>
<td></td>
<td>Prerequisite: H-HP 53A or equivalent. Activity: 1.5-4.5 hours. Instruction in use of weights and body building equipment with emphasis upon individual program development. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 55</td>
<td>DODGE BALL</td>
<td>0.5-1</td>
<td></td>
<td>Activity: 1.5-4.5 hours. Dodge ball is a national amateur sport as well as an international competition. This course is designed to introduce the necessary physical skills, knowledge of rules, gameplay, and team strategies to class participants. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 56A</td>
<td>VOLLEYBALL I</td>
<td>0.5-1.5</td>
<td></td>
<td>Activity: 1.5-4.5 hours. Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 56B</td>
<td>VOLLEYBALL II</td>
<td>0.5-1.5</td>
<td></td>
<td>Prerequisite: H-HP 56A or equivalent. Activity: 1.5-4.5 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. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 58</td>
<td>ULTIMATE FRISBEE I</td>
<td>0.5-1</td>
<td></td>
<td>Activity: 1.5-3 hours. This course is designed to enhance the student's skills and abilities in ultimate Frisbee. Emphasis will be placed on cardiovascular and muscular fitness. This course is progressive; the intensity increases as the individual improves abilities. May be repeated three times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 59A</td>
<td>BEGINNING TA'CHI</td>
<td>1</td>
<td></td>
<td>Activity: 1.5-4.5 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. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 59B</td>
<td>ADVANCED TA'CHI</td>
<td>1</td>
<td></td>
<td>Activity: 1.5-4.5 hours. This is an advanced course in Tai Chi Chuan—Yang-style short form, 21 movements. Also included will be a history of Tai Chi and warm-up exercises. May be repeated one time. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 60</td>
<td>HEALTH AND FITNESS EDUCATION</td>
<td>3</td>
<td></td>
<td>Lecture: 3 hours. Personal and community health: an understanding of contemporary health issues and problems with an emphasis on personal fitness and adjustment. An informative material survey contributing to a person's mental, physical, and social well-being. [MIC HIE 110] Transfer: UC/CSU</td>
</tr>
<tr>
<td>H-HP 62</td>
<td>SAFETY AND FIRST AID EDUCATION</td>
<td>2</td>
<td></td>
<td>Lecture: 2 hours. Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. May be repeated three times. [MIC HIE 100] Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 71</td>
<td>OUTDOOR ADVENTURE LEADERSHIP</td>
<td>3</td>
<td></td>
<td>Activity: 1.5-4.5 hours. This is a course designed to expose the student to various components of related outdoor activity. The student will develop a theoretical knowledge of these components and will participate in activities that include logging, running, and fishing, as well as strength training and flexibility training. This class is for the athlete or student wishing to participate in a vigorous training program. May be repeated two times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 79</td>
<td>BEGINNING SPORTS CONDITIONING</td>
<td>0.5-1.5</td>
<td></td>
<td>Activity: 1.5-4.5 hours. This is a course designed to expose the student to various components of sport related conditioning. The student will develop a theoretical knowledge of these components and will participate in activities that include logging, running, and fishing, as well as strength training and flexibility training. This class is for the athlete or student wishing to participate in a vigorous training program. May be repeated two times. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 80</td>
<td>VARSITY CROSS COUNTRY</td>
<td>3</td>
<td></td>
<td>Co-requisite: Must be enrolled as a full-time student. Activity: 9 hours. Instruction, training, and competition in intercollegiate cross country running. Participation in contests with other colleges may be required. May be repeated three times. Field trips may be required. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 81</td>
<td>WOMEN'S VARSITY CROSS COUNTRY</td>
<td>3</td>
<td></td>
<td>Co-requisite: Must be enrolled as a full-time student. Activity: 9 hours. Instruction, training, and competition in intercollegiate cross country running. Participation in contests with other colleges may be required. May be repeated three times. Field trips may be required. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
<tr>
<td>H-HP 82</td>
<td>VARSITY BASKETBALL</td>
<td>1</td>
<td></td>
<td>Co-requisite: Must be enrolled as a full-time student. Activity: 14 hours. Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges may be required. May be repeated three times. Field trips may be required. Transfer: UC/CSU (Transfer credit limited. See a counselor.)</td>
</tr>
</tbody>
</table>
HIST 11 WORLD CIVILIZATIONS: to 1650 3 Units
Lecture: 3 hours
Survey of the history of the world from the Neolithic period to the middle of the seventeenth century. The course will use a cross-cultural comparative approach as it analyses the origins, achievements and decline of civilizations in Asia, Africa and the Americas, as well as the Middle East and Western Europe. Emphasis on the application of major theories of history to various stages of world development. The position of women in society will be highlighted. (MJC HIST 106)
Transfer: UC/CSU (CAN HIST 145, CAN HIST SEQ C = HIST 13 + HIST 14)

HIST 14 WORLD CIVILIZATIONS: 1650 to Present 3 Units
Lecture: 3 hours
Survey of world history from the middle of the seventeenth century to the present time. The theme of revolution will be illustrated by the Industrial Revolution, the democratic revolutions of the eighteenth century, and the Communist revolutions of the twentieth century. Contemporary problems in Asia, Africa, Central and South America will be placed in historical context. The contributions of women in history will be a special topic of study. (MJC HIST 107)
Transfer: UC/CSU (CAN HIST 16) (CAN HIST SEQ C = HIST 13 + HIST 14)

HIST 16 UNITED STATES: to 1877 3 Units
Lecture: 3 hours
Survey of the history of the United States from pre-European settlement to the end of Reconstruction. Important topics include: the Art and Science of History, pre-European civilizations, Colonization and Society, the War for Independence, Constitutional Development and Federalism, American Leadership, Westward Expansion, Industrialization and Economic Transformation, Urbanization, Sectional Conflicts and the Impending Crisis, slavery and experiences of historically disadvantaged groups in the United States, relative to their geographic, economic, political, and social contexts. Political and historical developments particular to California and in relation to the federal government will be highlighted. History 16, in conjunction with POLS 10, satisfies Associate Degree and CSU requirements in United States History.
Transfer: UC/CSU (CAN HIST 10) (CAN HIST SEQ B = HIST 16 + HIST 17)

HIST 20 AFRICAN-AMERICAN HISTORY 3 Units
Lecture: 3 hours
The history and development of African Americans and their contributions to American culture. Major topics include the African slave trade, slavery and the American Revolution, slave expansion, Civil War and Post-Emancipation America through the twentieth century. This course is designed to meet an ethnic studies requirement. (MJC HIST 154)
Transfer: UC/CSU

HIST 21 WOMEN IN AMERICAN HISTORY 3 Units
Lecture: 3 hours
Review and evaluate the roles and contributions of American women from the colonial period to the present, viewed within the context of the total American experience. The diversity of experience according to class and ethnicity will be emphasized, including the roles and experiences of Native American, African American, American, Latino, and Asian women in American history. (MJC HIST 116)
Transfer: UC/CSU

HIST 49 THE MOTHER LODE 3 Units
Lecture: 3 hours
History and lore of the Gold Rush country with emphasis on the Central Sierra communities.
Transfer: CSU

HIST 55 THE AMERICAN FRONTIER 3 Units
Lecture: 3 hours
Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century. (MJC HIST 128)
Transfer: UC/CSU

HOSPITALITY MANAGEMENT

See Pages 71-74 for Certificate Requirements

HPMGT 97 WORK EXPERIENCE IN HOSPITALITY MANAGEMENT
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Hospitality Management. The student's employment must be related to educational or occupational goals. Offered for Credit/No Credit grading only. May be repeated for no more than a total of 12 units. No more than any units earned in any other Work Experience course. Two hours of hotel work is required of hotel students. For students interested in working full-time one semester and attending classes one semester on an alternate basis, see WKEXP 96, page 145.
Transfer: CSU (Transfer credit limited. See a counselor.)

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

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

HPMGT 112 FRONT OFFICE MANAGEMENT/ HOTEL CATERING
Lecture: 2 hours
Essential equipment, routine, and duties of the front desk clerk and relationship to other hotel departments; planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater.

HPMGT 114 INTRO TO MAINTENANCE AND HOUSEKEEPING
Lecture: 1.5 hours
Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.
HPMGT 120 SAFETY AND SANITATION 1 Unit
Lecture: 1 hour
Sanitation and safety principles and practices for the food service personnel. Provides ServSafe certification from the National Restaurant Association. May be repeated one time. (MJC CLART 311)

HPMGT 122 RESTAURANT MATH 1 Unit
Lecture: 1 hour
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 126 NUTRITION FOR CHEFS 2 Units
Lecture: 2 hours
Students will understand the USDA recommendations for basic nutritional requirements for good health, the food groups encompassing carbohydrates, proteins, fats, vitamins, phytochemicals and minerals, their sources and dependency along with the roles of water, electrolytes and atmospheric gases in human health. Students will be familiar with the fundamental physiology of digestion 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 FOOD SERVICE OPERATIONS 3-6 Units
Lecture: 1-2 hours
A survey course which gives practical experience in operating a commercial food service operation. Production efficiency, marketing, ServSafe Sanitation guidelines, quality control, and production records are emphasized. May be repeated two times.

HPMGT 133A INTRO TO COMMERCIAL FOOD PREPARATION 3 Units
Co-requisite: HPMGT 120
Lecture: 1.5 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. Focus is on hygiene management and traditional and computer-aided recipe writing/costing. Adopting to professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized.

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

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

HPMGT 135 COMMERCIAL BAKING: Advanced 2 Units
Prerequisite: HPMGT 134 or equivalent
Lecture: 1 hour
Formulas used in commercial pastry shop, cake decoration, marzipan and chocolate work, patés à choux and specialty items. Student participation. Field trips may be required.

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

HPMGT 140 CONTEMPORARY CUISINE 3.5 Units
Prerequisite: HPMGT 138 or equivalent
Lecture: 1.5 hours
Laboratory: 6 hours
Contemporary cuisine with focus on the preparation of seasonal ingredients used to develop the menus at the City Hotel. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will begin to prepare for working online cooking stations in pastry, pantry, sauté, and grill.

HPMGT 141 RESTAURANT DESSERTS 2 Units
Prerequisite: HPMGT 134 or equivalent
Lecture: 1 hour
Laboratory: 3 hours
The production and presentation of classical and contemporary restaurant desserts. A practical study of the restaurant pastry chef’s role as a meal provider, 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
Prerequisite: HPMGT 133A or equivalent
Lecture: 3 hours
Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d’oeuvres, Canapés, sauces, sausages, food show competitions. Field trips may be required.

HPMGT 146 DINING ROOM SERVICE AND MANAGEMENT II 2 Units
Prerequisite: HPMGT 136 or equivalent
Lecture: 1.5 hours
Laboratory: 4 hours
Advanced service techniques, table settings and dining room etiquette using the City Hotel as a laboratory. Emphasis is on elegance and showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservations system, proper staff training and hosting. May be repeated two times.

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

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

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

HPMGT 190 CULINARY ARTS INTERNSHIP 2 Units
Prerequisite: HPMGT 140 or equivalent
Lecture: 1 hour
Laboratory: 75 hours of discipline-specific work experience.

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

TOURISM (Recreation) See Pages 73-74 for Certificate Requirements.

HPMGT 10 INTRODUCTION TO RECREATION AND LEISURE 3 Units
Prerequisite: 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 also of interest to students of Health and Human Performance (Recreation-related subjects). Credit may be earned for only one of the following: H-HP 5 or HPMGT 10.
Transfers: CSU (CAN REC 2)
HPMGT 20 INTRODUCTION TO LEISURE TRAVEL AND TOURISM
3 Units
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 will need an e-mail account and access to the Internet.
Transfer: CSU

HPMGT 162 INTRODUCTION TO TOURISM/ HOSPITALITY/RECREATION MARKETING, SALES AND SERVICE
3 Units
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 hospitality/tourism industries offer guests. The development of business through personal selling, media, advertising, and publicity are covered. Quality customer service will be addressed through the practice of responsive telephone manners and problem-solving techniques. May be repeated once.

HPMGT 164 TOURISM PLANNING AND IMPACTS
3 Units
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. "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 TOUR BUSINESS DEVELOPMENT
3 Units
Recommended for Success: Previous or concurrent coursework in marketing and small business accounting are recommended
Lecture: 3 hours
This course will orient the student to current operational and management practices within the ecotourism, adventure tourism, and heritage tourism segments of the travel industry. Special emphasis will be placed on the challenges faced by small, start-up businesses (for-profit, non-profit, community-based, cooperative). Model sustainable tourism operational planning will be introduced through use of MS Word computer templates. Case studies of successful small and community-based tourism businesses (including craft sales) will enable students to model their own initiatives on globally recognized success stories. Field trips may be required.

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

HPMGT 168 DEVELOPING A HOSPITALITY/ TOURISM/RECREATION CAREER PATH AND PORTFOLIO
2 Units
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.

HPMGT 171 PLANNING MEETINGS AND EVENTS
3 Units
Recommended for Success: Comfort with web-based research and word processing
Lecture: 3 hours
An introduction to the M.I.C.E. industry (Meetings, Incentives, Conventions and Events). Basic steps in planning and carrying through an M.I.C.E. function (Event focus), from conception to implementation and review. Principles of catering and hospitality. Community issues. Field trips may be required.

HPMGT 175 SPAS AND HEALTH CLUB OPERATIONS
3 Units
Lecture: 3 hours
An introduction to effective health club/spa supervision principles. Program design, back-of-the-house and front-of-the-house operations. Career options, professional certification standards, evolving trends. Special attention to the business of "alternative healing" (bodywork/exercise). Credit may be earned for only one of the following: HPMGT 175 or H-TIP 175.

HPMGT 185 GEOGRAPHY OF TRAVEL AND TOURISM: Western Hemisphere
3 Units
Lecture: 3 hours
This course focuses on the geographic and cultural characteristics of key travel destinations within the Western Hemisphere. Placement is given to the back of the house, the operations required for conception, research, and successfully execute the tour product. Themes, costing, itinerary design, liability matters, identifying both tour leaders and suppliers, scheduling, and target marketing will be considered. A basic tour package will be developed and accompanying brochure designed. Field trips may be required.

HPMGT 186 GEOGRAPHY OF TRAVEL AND TOURISM: Eastern Hemisphere
3 Units
Recommended For Success: Basic map reading skills
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, China and Japan, the Indian subcontinent, and Africa). The three "P's" (place, protocols, and promotion) will assist students in an understanding of why consumers choose certain destinations, how they are "positioned" the key entry requirements/ports of entry, and how best to prepare for visits/business with each host culture. This is a geography-oriented course and emphasizes location/map identification.
Transfer: CSU

INDEPENDENT STUDY
Independent Study courses are intended to give students an opportunity to independently research specialized areas not available in 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 30 for conditions and limitations). These courses may transfer as electives or other credits 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 UNIT OF HUMAN KNOWLEDGE 3 Units
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, war, world hunger) will be attempted using knowledge and methods from the various knowledge systems.
Transfer: UC/CSU

INDIS 10 INTRODUCTION TO EDUCATION: 3 Units
Prerequisite: 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. (MJC SOCSC 109)
Transfer: UC/CSU

INDIS 110 PEER TUTORING 1 Unit
Lecture: 1 hour
Provides students with techniques and strategies for peer tutoring. Students will 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. May be repeated one time.
Transfer: CSU

INDIS 115 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 class work or course that requires non-fiction reading. Offered for Credit/No Credit grading only.
Transfer: CSU

INDIS 20 TRANSFER ACADEMY SEMINAR 1 Unit
Lecture: 3 hours
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.
Transfer: CSU

INDIS 111 ADVANCED PEER TUTORING 0.5 Unit
Prerequisite: INDIS 110 or equivalent
Lecture: 0.5 hours
The Advanced Peer Tutoring course will train students to facilitate a structured group tutoring session. Particular emphasis will be on tutoring techniques designed to improve study skills of students attending group sessions. Offered for Credit/No Credit grading only.

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 content literacy strategies. Offered for Credit/No Credit grading only.

INDIS 287 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 CMPSIC 101 (How to Succeed As An Online Student) before enrolling. Concurrent enrollment in courses within a specific program will significantly enhance learning in this class. May be repeated one time.

JOURNALISM

JRNAL 1 INTRODUCTION TO JOURNALISM 3 Units
Lecture: 2 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. (MJC JRNAL 100)
Transfer: CSU (CAN JOUR2)

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. May be repeated three times. (MJC JRNAL 120A and 120B)
Transfer: CSU

LIBRARY

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

MATHEMATICS

MATH 2 ELEMENTS OF STATISTICS 3 Units
Prerequisite: MATH 104 or placement through the assessment process or equivalent
Lecture: 4 hours
Transf:er: CSU (CAN STAT 2)

MATH 4A MATHEMATICS FOR ELEMENTARY TEACHERS I 4 Units
Prerequisite: MATH 104 or placement through the assessment process or equivalent
Lecture: 4 hours
Structure of arithmetic for prospective elementary school teachers. The definitions, operations, and properties of sets, counting numbers, integers, rational and irrational number systems; number theory. Logic. Field trips may be required. (MJC MATH 105)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)
(CAN MATH 4)

MATH 4B MATHEMATICS FOR ELEMENTARY TEACHERS II 4 Units
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. Field trips may be required. (MJC MATH 106)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)
MATH 6 MATHEMATICS FOR LIBERAL ARTS STUDENTS 3 Units
Prerequisite: MATH 104 or placement through the assessment process or equivalent
Lecture: 3 hours
A survey of important mathematical ideas with insight into their historical development, with emphasis on the nature of mathematical reasoning and the importance and applications of mathematics in society. Topics may include set theory and logic, number theory, functions and graphs, geometric ideas, probability and statistics, calculus, graph theory, or other significant areas of mathematics. (MJC MATH 101)
Transfer: UC/CSU (CAN MATH 2)

MATH 8 TRIGONOMETRY 3 Units
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. (MJC MATH 113)
Transfer: CSU (CAN MATH 8)

MATH 10 COLLEGE ALGEBRA 3 Units
Prerequisite: MATH 104 or placement through the assessment process or equivalent
Lecture: 3 hours
This course provides students opportunities to review or learn mathematics in an individualized, self-paced setting. Topics include: Basic Math, Prealgebra, Beginning Algebra, Elementary Algebra, Intermediate Algebra, Trigonometry, Precalculus, and Introduction to Statistics. Offered for Credit/No Credit grading only. May be repeated three times.

MATH 10A ALGEBRA I: Fundamentals 3 Units
Prerequisite: MATH 10A or placement through the assessment process or equivalent
Lecture: 5 hours
Evaluation and application of basic algebraic operations; integer exponents, roots, fractions, percents, and applications. (MJC MATH 110)
Transfer: UC/CSU (CAN MATH 10A)

MATH 10B ALGEBRA II: Modeling 3 Units
Prerequisite: MATH 10B or placement through the assessment process or equivalent
Lecture: 5 hours
A one-semester college algebra course or, together with MATH 10A, form a two-semester Precalculus course sequence.
Transfer: CSU

MATH 11A MATHEMATICS FOR LIBERAL ARTS STUDENTS 3 Units
Prerequisite: MATH 104 or placement through the assessment process or equivalent
Lecture: 5 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 10A and MATH 10B is equivalent to completion of MATH 101. (MJC MATH 111)

MATH 12 FINITE MATHEMATICS 3 Units
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. (MJC MATH 130)
Transfer: UC/CSU (CAN MATH 12)

MATH 16 PRECALCULUS 4 Units
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. (MJC MATH 122)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) (CAN MATH 16)

MATH 17A PRECALCULUS I 4 Units
Prerequisite: MATH 104
Lecture: 5 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 10A and MATH 10B is equivalent to completion of MATH 101. (MJC MATH 111)
Transfer: UC/CSU (CAN MATH 2)

MATH 17B PRECALCULUS II 4 Units
Prerequisite: MATH 114A
Lecture: 5 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 10A and MATH 10B is equivalent to completion of MATH 101. (MJC MATH 112)

MATH 18A CALCULUS I: Differential Calculus 4 Units
Prerequisite: MATH 18A or equivalent
Lecture: 5 hours
An introduction to limits and the calculus of functions of one variable. (MJC MATH 121)
Transfer: UC/CSU (CAN MATH 18A)

MATH 18B CALCULUS II: Integral Calculus 4 Units
Prerequisite: MATH 18B or equivalent
Lecture: 5 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 10A and MATH 10B is equivalent to completion of MATH 101. (MJC MATH 111)
Transfer: UC/CSU (CAN MATH 18B)

MATH 190A ALGEBRA I: Fundamentals 3 Units
Prerequisite: MATH 190A or placement through the assessment process or equivalent
Lecture: 5 hours
A comprehensive course in analytic geometry and trigonometry. Topics include: trigonometric functions, trigonometric identities, solving trigonometric equations, solving right and oblique triangles, vectors, the complex plane; polar and parametric functions, conic sections, sequences and series, mathematical induction. MATH 17B, together with MATH 17A, form a two-semester Precalculus course sequence.
Transfer: CSU

MATH 190B ALGEBRA II: Modeling 3 Units
Prerequisite: MATH 190B or placement through the assessment process or equivalent
Lecture: 5 hours
Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts. (MJC MATH 122)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) (CAN MATH 190B)

MATH 190C AXIOMS: An Interactive Approach 3 Units
Prerequisite: MATH 190C or placement through the assessment process or equivalent
Lecture: 5 hours
This course is an introduction to the fundamental concepts of axiomatic systems, with an emphasis on the development of mathematical reasoning and the importance and applications of axioms. The 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.
MUSIC
Repeat Limitations on Music Courses
The following limitations apply to all Music activity classes.
Each activity is limited to a maximum of four enrollments, regardless of the skill level of the individual courses. For example, a student may enroll (a) in beginning piano four times or (b) twice in beginning piano and twice in intermediate piano. In either of these cases, the student cannot enroll in any additional piano courses because the maximum of four piano courses has been met.

MUSIC 1 MUSIC FUNDAMENTALS
3 Units
Lecture: 3 hours
Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training. (MJC MUSIC 100)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MUSIC 2 INTRODUCTION TO MUSIC
3 Units
Lecture: 3 hours
Survey of the major 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.
Transfer: UC/CSU

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

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. May be repeated one time.
Transfer: UC/CSU

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

MUSIC 10 SURVEY OF MUSIC HISTORY AND LITERATURE: Ancient to 1750
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. (MJC MUSIC 112)
Transfer: UC/CSU (CUNY MUS R)

MUSIC 11 SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to Present
3 Units
Lecture: 3 hours
A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copland. (MJC MUSIC 113)
Transfer: UC/CSU

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.
Transfer: UC/CSU

MUSIC 20A ELEMENTARY MUSIC THEORY
3 Units
Recommended for Success: Concurrent enrollment in MUSIC 20A
Lecture: 3 hours
Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing, study of diatonic 4 part harmony, figured bass, chord progressions, and harmonic motion. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MUSIC 20B ELEMENTARY MUSIC THEORY
3 Units
Prerequisite: MUSIC 20A or equivalent
Lecture: 3 hours
Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, nonharmonic notes, and extended chords. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

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

MUSIC 21A INTERMEDIATE MUSIC THEORY
3 Units
Prerequisite: MUSIC 20B or equivalent
Lecture: 3 hours
A continuation of the study of the fundamental elements of music such as melody, rhythm, harmony, and form with an emphasis on the organization of these elements. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MUSIC 21B INTERMEDIATE MUSIC THEORY
3 Units
Prerequisite: MUSIC 21A or equivalent
Lecture: 3 hours
A continuation of the study of analytical and compositional techniques; study of modal and tonal counterpoint; introduction to Impressionism and to 20th century concepts of melody, harmony, and form. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

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

MUSIC 31B ELEMENTARY PIANO
1.5 Units
Prerequisite: MUSIC 31A or equivalent
Lecture: 1 hour
Activity: 2 hours
Continued development of analytical and compositional techniques. Complex tertian structures. May be repeated one time.
Transfer: UC/CSU

MUSIC 32A ELEMENTARY INSTRUMENT
2 Units
Prerequisite: MUSIC 11 or equivalent
Lecture: 2 hours
Individual and small group instruction in refinement of vocal technique for people with two semesters of class voice. Includes continued development of tone, endurance, and flexibility with an emphasis on solo performance with traditional and a cappella literature. (CC MUSIC 37 OR 38 = MJC MUSIC 132)
Transfer: UC/CSU

MUSIC 32B ELEMENTARY INSTRUMENT
2 Units
Prerequisite: MUSIC 32A or equivalent
Lecture: 2 hours
Continuation of Music 3A, including development of individual proficiency in instrument, dictation, aural, and keyboard skills. May be repeated one time.
Transfer: UC/CSU

MUSIC 33A ELEMENTARY INSTRUMENT
2 Units
Prerequisite: MUSIC 33B or equivalent
Lecture: 2 hours
Continuation of Music 3B, including a study of chromaticism, chromatic alterations, and complex tertian structures. May be repeated one time.
Transfer: UC/CSU

MUSIC 34A ELEMENTARY INSTRUMENT
2 Units
Prerequisite: MUSIC 34B or equivalent
Lecture: 2 hours
Continuation of Music 3C, including study of diatonic and chromatic harmony, figured bass, chord progressions, and harmonic motion. May be repeated one time.
Transfer: UC/CSU

MUSIC 35A ELEMENTARY INSTRUMENT
2 Units
Prerequisite: MUSIC 35B or equivalent
Lecture: 2 hours
Continuation of Music 3D, including a study of chromaticism, chromatic alterations, and complex tertian structures. May be repeated one time.
Transfer: UC/CSU

MUSIC 36 ELEMENTARY VOICE
1.5 Units
Lecture: 1 hour
Activity: 2 hours
Individual and small group instruction in the development of vocal technique for people with three semesters of class voice. Includes continued development of expression and increased emphasis on public performance. (MJC MUSIC 133)
Transfer: UC/CSU

MUSIC 39 ADVANCED INTERMEDIATE VOICE
1.5 Units
Lecture: 1 hour
Activity: 2 hours
Continuation of the fundamentals of piano performance attained in MUSIC 31A and 31B with more emphasis given to technique, phrasing, and dynamics as progressively more difficult music is presented. Theory will include additional major and minor scales and keys, chords, and inversions specific to songwriting and compositions as well as exercises and technical studies.
Transfer: UC/CSU
### MUSIC 41B INTERMEDIATE PIANO
- **Prerequisite:** MUSIC 41A or equivalent
- **Lecture:** 1 hour
- **Activity:** 2 hours
- **Course Description:** Continuation of the fundamentals of piano performance attained in MUSIC 31A, 31B, and 41A with more emphasis given to the adaptation of various techniques regarding style, touch, dynamics, and phrasing as they apply to different periods of piano literature. Opportunity to accompany instrumentalists and vocalists is offered as well as the performance of two-piano works. Theory will include all key signatures, scales, embellishments, diminished and augmented chords, and study of the Baroque, Classical, Romantic, and Contemporary periods in Music. (MJC MUSIC 112)
- **Transfer:** UC/CSU

### MUSIC 49 BEGINNING GUITAR
- **Lecture:** 1 hour
- **Activity:** 2 hours
- **Course Description:** Basic guitar techniques, open string chords, right hand string and finger-picking. Introduction to music reading, basic chords, simple song accompaniments and melodic playing in first position. Student must provide a tunable, nylon string acoustic guitar. May be repeated three times. (MJC MUSIC 163)
- **Transfer:** UC/CSU

### MUSIC 50 SERIES-APPLIED MUSIC
- **Lecture:** 1 hour
- **Course Description:** Study of performance techniques, interpretation, and repertoire related to private music instruction. Designed for music majors and minors. May be repeated three times.
- **Transfer:** UC/CSU

### MUSIC 51 APPLIED MUSIC: Guitar
- **(MJC MUSIC 166)**

### MUSIC 52 APPLIED MUSIC: Woodwinds
- **(MJC MUSIC 144)**

### MUSIC 53 APPLIED MUSIC: Brass

### MUSIC 54 APPLIED MUSIC: Strings

### MUSIC 55 APPLIED MUSIC: Percussion

### MUSIC 56 APPLIED MUSIC: Voice
- **(MJC MUSIC 134)**

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

### MUSIC 64 JAZZ CHOIR
- **Activity:** 3-6 hours
- **Course Description:** Study and performance of vocal jazz and improvisation in an ensemble of limited size. Audition required. May be repeated three times.
- **Transfer:** UC/CSU

### MUSIC 65 THEATRE PRODUCTION: Music Emphasis
- **Activity:** 3-6 hours
- **Course Description:** Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. Audition required. May be repeated three times.
- **Transfer:** UC/CSU

### MUSIC 66 COLUMBIA COLLEGE COMMUNITY CHORUS
- **Course Description:** Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required. May be repeated three times.
- **Transfer:** UC/CSU

### MUSIC 69 MADRIGAL ENSEMBLE
- **Activity:** 3-6 hours
- **Course Description:** Study and performance of vocal chamber music with emphasis on the Renaissance and Contemporary periods. Audition required. May be repeated three times.
- **Transfer:** UC/CSU

### MUSIC 70 COLLEGE BAND
- **Activity:** 3-6 hours
- **Course Description:** Study and performance of band and instrumental ensemble literature of all styles. May be repeated three times.
- **Transfer:** UC/CSU

### MUSIC 72 JAZZ ENSEMBLE
- **Activity:** 3-6 hours
- **Course Description:** Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. Audition required. May be repeated three times.
- **Transfer:** UC/CSU
NATR 93A  SERVICE LEARNING I IN NATURAL RESOURCES  2 Units
Lecture: 1 hour
Laboratory: 3 hours
Service Learning Experience I, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. Voluntarism 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.
Transfer: CSU

NATR 95B  SERVICE LEARNING II IN NATURAL RESOURCES  2 Units
Lecture: 1 hour
Laboratory: 3 hours
Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. May be repeated three times. Transfer: CSU

NATR 97  WORK EXPERIENCE IN FORESTRY  1-4 Units
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience. 75 hours paid employment equals 1 unit of credit 60 hours unpaid employment equals 1 unit of credit Provides students an opportunity to experience supervised employment in Forestry and Natural Resources. The student's employment must be related to educational or occupational goals. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. 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 145. Transfer: CSU (Transfer credit limited. See a counselor.)

NATR 160  AERIAL PHOTOGRAPHY AND MAP INTERPRETATION  2 Units
Lecture: 1 hour
Laboratory: 3 hours
Use of basic photogrammetric instruments and equipment; techniques of delineating soil-vegetation and timber types and distinguishing physical features on aerial photographs; techniques of interpretation of planimetric, topographic, orthophoto-topographic, and geologic maps; principles of remote sensing. Field trips may be required.

NATR 163  WATER FOR CONSUMPTION  3 Units
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience. Provides students an opportunity to experience supervised employment in Office Technology. The student's employment must be related to educational or occupational goals. 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 145. Transfer: CSU (Transfer credit limited. See a counselor.)

NATR 181  CALIFORNIA WILDLIFE  4 Units
Laboratory: 4 hours
Study of the field identification characteristics, habitat requirements, life history, management, and population dynamics of selected California mammals, birds, and fish; methods and problems of appraising and manipulating game mammals, furbearers, upland game, and fisheries to improve populations; techniques of habitat appraisal and manipulation to improve wildlife populations. Field trips may be required. (MJC NR 215)

OFFICE TECHNOLOGY
See Page 75-76 for Certificate Requirements

OPTFC 42  PUBLICATION DESIGN I  3 Units
Recommended for Success: OPTFC 141
Lecture: 2 hours
Laboratory: 3 hours
This course is an introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create newsletters, brochures, flyers, resumes, cards, and reports. Credit may be earned for only one of the following: OPTFC 42, ART 31, or CMPSC 31. May be repeated one time. Transfer: CSU

OPTFC 43  PUBLICATION DESIGN II  3 Units
Prerequisite: OPTFC 42 or equivalent
Lecture: 2 hours
Laboratory: 3 hours
This course is a continuation of study in problems of Publication Design. 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. Credit may be earned for only one of the following: OPTFC 43, ART 52, or CMPSC 32. Transfer: CSU

OPTFC 50  MEDICAL TERMINOLOGY  3 Units
Lecture: 3 hours
An introduction to basic word structure including word roots, prefixes and suffixes used in medical vocabulary; also specialized vocabulary for the various anatomical systems used by allied health fields. (MJC M&DAS 321)
Transfer: CSU

OPTFC 79  WORK EXPERIENCE IN OFFICE TECHNOLOGY  1-4 Units
Prerequisite: Must be enrolled in at least seven (7) units including Work Experience.
Provides students an opportunity to experience supervised employment in Office Technology. The student's employment must be related to educational or occupational goals. 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 145. Transfer: CSU (Transfer credit limited. See a counselor.)

OPTFC 100  COMPUTER KEYBOARDING I  1 Unit
Laboratory: 3 hours (Self-paced)
Recommended for Success: OFTEC 100
Designed for students wishing to master the touch method of keyboarding.

OPTFC 105  ELECTRONIC PRINTING CALCULATORS  1 Unit
Laboratory: 3 hours (Self-paced)
Developing speed by touch on the 10 key pad. Practical instruction in the manipulation and use of an electronic calculator emphasizing business applications.

OPTFC 110  COMPUTER KEYBOARDING II  2 Units
Recommended for Success: OPTFC 100
Lecture: 1.5 hours
Laboratory: 1.5 hours (Self-paced)
Continuation of Computer Keyboarding I with further emphasis on speed and accuracy development. Provides instruction for creating memos, letters, reports, and tables using a word processing program.

OPTFC 120  COMPUTER KEYBOARDING III  3 Units
Recommended for Success: OPTFC 110
Lecture: 2 hours
Laboratory: 3 hours (Self-paced)
Development of speed, accuracy, production-level mastery on a wide variety of business documents using word processing functions and features to facilitate the creation of professional looking documents. (MJC OFADM 301 and 302)

OPTFC 121  MACHINE TRANSCRIPTION  2 Units
Recommended for Success: OPTFC 130 or ENGL 151, and OPTFC 140
Lecture: 1 hour
Laboratory: 3 hours (Self-paced)
Study and use of various transcribing machines, emphasizing the development of an employable skill in machine transcribing reliable business documents. (MJC OFADM 328B)

OPTFC 125  RECORDS MANAGEMENT AND FILING APPLICATIONS  3 Units
Lecture: 3 hours
This is a basic course in the principles and practices of effective records management systems and includes practice in classifying, arranging, and sorting of records for both manual and computerized records systems. Emphasis is placed on practical applications of alphabetic, numeric, geographic and subject filing systems. Meets or exceeds specifications of American Records Management Association.

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

OPTFC 131  OFFICE PROCEDURES AND TECHNOLOGY  3 Units
Prerequisite: OPTFC 125
Lecture: 3 hours
Application of workplace issues and development of skills including decision making, team building, business ethics, communication, and time management. Introduction to meeting management, travel and conference planning, Development of presentation skills and employment portfolios.

OPTFC 132  BUSINESS COMMUNICATIONS  3 Units
Prerequisite: OPTFC 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)

OPTFC 140  BEGINNING WORD PROCESSING  2 Units
Recommended for Success: OPTFC 100
Lecture: 2 hours
Students receive instruction in a current word processing program which includes editing, saving, changing format, fonts, tabs, using Spell Check, creating headers/footers and footnotes/endnotes; cutting and pasting; and using file management techniques. May be repeated one time.
OFTEC 141 INTERMEDIATE WORD PROCESSING
Recommended for Success: OFTEC 140
Lecture: 2 hours
Laboratory: 3 hours
This course is an introduction to desktop publishing software. Students will learn to use and customize documents, design and format pages, create professional-looking reports, and produce quality documents. Topics include: computer fundamentals, file management, word processing, basic formatting, and working with documents. Recommended for Success: OFTEC 50 or equivalent.

OFTEC 153A BEGINNING MEDICAL TRANSCRIPTION
Recommended for Success: OFTEC 153A or equivalent
Laboratory: 9 hours (Self-paced)
Continuation of OFTEC 153A. Transcription of medical reports in specialties of orthopedics, cardiology, pulmonology, OB/GYN, ENT, and neurology. May be repeated two times.

OFTEC 154 RADIOLOGY TRANSCRIPTION
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
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 includes diagnostic procedures such as echocardiograms, treadmill tests, and cardiac catheterizations.

OFTEC 156 ORTHOPEDIC TRANSCRIPTION
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
Recommended for Success: OFTEC 153B
Laboratory: 3 hours (Self-paced)
Transcription of gastroenterology reports including history and physicals, consultations, discharge summaries, emergency room reports and operative reports. Includes medical treatments and GI procedures such as endoscopy and cholecystectomy.

OFTEC 158 PATHOLOGY TRANSCRIPTION
Recommended for Success: OFTEC 153B
Laboratory: 3 hours (Self-paced)
Transcription of pathology reports including history and physicals, consultations, discharge summaries, emergency room reports and operative reports. Includes medical treatments and GI procedures such as endoscopy and cholecystectomy.

OFTEC 159 SURGERY TRANSCRIPTION
Recommended for Success: OFTEC 153B
Laboratory: 3 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
Prerequisite: OFTEC 190
Lecture: 7-2 hours
In浩spection and evaluation of current medical office procedures and operations. Observation and participation in procedures such as appointment scheduling, patient registration, medical records, and medical transcription. Internship learning experiences are individualized. May be repeated two times.

PHILO 25 TWENTIETH CENTURY PHILOSOPHY
Prerequisite: PHILO 115 or equivalent
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 its science, technology and human values, and the meaning of life itself. (MJC PHILO 123)
Transfer: UC/CSU

PHOTOGRAPHY
(See Art)

PHYSICS
PHYS 1 CONCEPTUAL PHYSICS
Recommended for Success: MATH 101
Lecture: 3 hours
A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. (MJC PHYS 160)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

PHYS 2 CONCEPTUAL PHYSICAL SCIENCE: A Starship Voyage
Recommended for Success: MATH 101
Lecture: 3 hours
A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. (MJC PHYS 160)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

PHYS 4A INTRODUCTORY PHYSICS I: Trigonometry Level
Prerequisite: MATH 8 and MATH 10 or MATH 16 or equivalent
Lecture: 3 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 concepts, problem solving, and critical thinking. Field trips may be required. (MJC PHYS 143)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) (CAN PHYS 2) (CAN PHYS 2E) (AS PHYS 4A) (PHYS 4B)
PHYSICS INTRODUCTORY PHYSICS II: 4 Units

Prerequisite: PHYSICS 4A or equivalent

Lecture: 4 hours
Laboratory: 2 hours

A trigonometry-level introduction to the modeling of physical phenomena using electromagnetics, magneto statics, electromagnetic induction, and electric circuit theories. Includes an introduction to optics, and modern physics. This course requires the student to use the following college-level skills: algebra, trigonometry, abstract concept assimilation, critical thinking, and a four-stage physics modeling procedure (developed in Introductory Physics I).

Transfer: UC/CSU (Transfer credit limited. See a counselor.)
(CAN PHYS 6) (CAN PHYS SEQ A PHYSICS 4A PHYSICS 4B) (MJC PHYS 453)

PSYCHOLOGY

PSYCH 1 GENERAL PSYCHOLOGY 3 Units

Recommended for Success: ENG 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, sexual motivation, consciousness, biology and behavior, and abnormal psychology. (MJC PSYCH 101)

Transfer: UC/CSU (CAN PSY 2)

PSYCH 2 CURRENT ISSUES IN PSYCHOLOGY 3 Units

Prerequisite: PSYCH 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 drug use and behavior. (MJC PSYCH 105)

Transfer: UC/CSU (Transfer credit limited. See a counselor.)

PSYCH 5 HUMAN SEXUAL BEHAVIOR 3 Units

Recommended for Success: ENG 151

Lecture: 3 hours

Exploration of issues in human sexuality from the perspective of the behavioral and social sciences. Study and discussion of sexual behavior, feelings, and attitudes as they affect one's self and others. (MJC PSYCH 110)

Transfer: UC/CSU

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, life-style choices, relaxation training (including biofeedback), and interpersonal communication techniques.

Transfer: CSU

PSYCH 95A SERVICE LEARNING I IN PSYCHOLOGY 2 Units

Lecture: 1 hour
Laboratory: 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 applications. (MJC PSYCH 141)

Transfer: UC/CSU

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.

Transfer: CSU
PSYCH 95B SERVICE LEARNING II IN PSYCHOLOGY 2 Units
Lecture: 3 hours
Laboratory: 3 hours
Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. May be repeated three times.
Transfer: CSU

REAL ESTATE
RLEST 1 PRINCIPLES OF REAL ESTATE 3 Units
Lecture: 3 hours
Real and personal acquisition, ownership, estates, joint tenancies, partnerships, sales, contracts, deeds, taxes, and financing real estate. (MJC RLES 380) TRANSFER: CSU

RLEST 5 REAL ESTATE PRACTICE 3 Units
Lecture: 3 hours
Customer relationships: general real estate operations and the industry; includes types and valuation of listings, selling and current marketing techniques, financing, taxes, leasing, appraisals, insurance, public sales, exchanges, trade-in programs and investments. (MJC RLES 381)
Transfer: CSU

RLEST 10 LEGAL ASPECTS OF REAL ESTATE 3 Units
Lecture: 3 hours
California real estate law, titles, escrow/encumbrances, recordings, real property acquisition and transfer; Penal Code. (MJC RLES 382)
Transfer: CSU

RLEST 15 REAL ESTATE FINANCE 3 Units
Lecture: 3 hours
Residential and commercial financing; lending institutions, money markets and interest rates.
Transfer: CSU

RLEST 20 REAL ESTATE APPRAISAL 3 Units
Lecture: 3 hours
Emphasis on appraisal of residential properties, with an introduction to appraising commercial properties. Instruction in the methods and techniques for estimating market value; appraisal report.
Transfer: CSU

RLEST 25 REAL ESTATE ECONOMICS 3 Units
Lecture: 3 hours
Economic factors influencing real estate; real estate market and business cycles; commercial, industrial, and residential properties, urban development and renewal; regulation of land uses.
Transfer: 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. Credit may be earned for only one of the following: SAR 10 or FIRE 10. May be repeated two times.
Transfer: CSU

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

SAR 51 HIGH ANGLE ROPE RESCUE 1.5 Units
Preequivalent: 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. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: SAR 51 or FIRE 51.
Transfer: CSU

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

SAR 58 RESCUE SYSTEMS I: Fundamentals Of Heavy Rescue 1.5 Units
Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. 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. Credit may be earned for only one of the following: SAR 58 or FIRE 58.
Transfer: CSU

SAR 59 RESCUE SYSTEMS II: Instructor Training 3 Units
Lecture: 3 hours
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. Offered for Credit/No Credit grading only. Credit may be earned for only one of the following: SAR 59 or FIRE 59.
May be repeated if information changes due to state/local government regulations; as required for employment; or to maintain employment.
Transfer: CSU

SEARCH AND RESCUE/Service Learning Experience/Skills Development
SERVICE LEARNING EXPERIENCE
SERVICE LEARNING EXPERIENCE I 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 and will be made available in any discipline. Students will be required to participate in the Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture.
Transfer: CSU

SERVICE LEARNING EXPERIENCE II 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Continues the Service Learning experience with a mentoring component in which Service Learning II students mentor Service Learning I students. May be repeated three times.
Transfer: CSU

SKILLS DEVELOPMENT
SKLDV 125 INTRODUCTION TO THE GRAPHING CALCULATOR 0.5 Unit
Recommended for Success: Completion of or concurrent enrollment in MATH 1004, MATH 101 or higher
Lecture: .5 hour
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, equations, 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 270 INTRODUCTION TO COMPUTER ACCESS
0.5-1 Unit
Prerequisite: Verified disability according to California State University Title 5 regulations
Laboratory: 1.5-3 hours
This course is designed to provide access to and instruction of specialized computer programs for students with verified learning, developmental, or physical disabilities. Students will work in one or more areas, including adaptive typing and word processing, fundamental academic skills such as reading, spelling, vocabulary, grammar, and mathematics and/or cognitive exercises and memory building techniques. Offered for Credit/No Credit grading only. May be repeated three times.

SKLDV 275 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 Tutoring Course. Instruction will emphasize phonics, sight word recognition, and reading comprehension. Offered Credit/No Credit only. May be repeated three times.

SKLDV 277 BASIC READING DEVELOPMENT 1 Unit
Laboratory: 2 hours
This course is designed to provide access to and instruction of specialized computer programs for students with verified learning, developmental, or physical disabilities. Students will work in one or more areas, including adaptive typing and word processing, fundamental academic skills such as reading, spelling, vocabulary, grammar, and mathematics and/or cognitive exercises and memory building techniques. Offered for Credit/No Credit grading only. May be repeated three times.

SKLDV 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 0.5-3 Units
Lecture: 4 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 ENGL 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
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 0.5 Unit
Lecture: 3 hours
An introductory discussion of effective study methods. Topics will include goal setting, time management, learning strategies, note-taking, textbook analysis, memory/ concentration, and test taking. May be repeated one time.

SKLDV 296 APPLIED TEST-SITTING SKILLS 0.5-1 Unit
Lecture: 3 hours
Basics of successful test-taking with emphasis on the skills necessary to improve performance on a specific exam such as the S.A.T., C.B.E.S.T. or Civil Service Exam. Offered for Credit/No Credit grading only. May be repeated three times.

SOCIOLOGY
See Page 74 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. (MJC SOCIO 101)
Transfer: UC/CSU (CAN SOC 2)

SOCIO 2 AMERICAN SOCIETY: Social Problems and Deviance 3 Units
Lecture: 3 hours
A focus on social problems, such as family disorganization, religious conflicts, educational irregularities, 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 deviance, and other perspectives of sociology. (MJC SOCIO 102)
Transfer: UC/CSU (CAN SOC 4)

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. (MJC SOCIO 150)
Transfer: UC/CSU

SOCIO 7 GENDER, CULTURE AND SOCIETY 3 Units
Lecture: 3 hours
The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g. age, social class), socialization (e.g. rites of passage, conformity and deviance) as well as the science (e.g. concepts, theories and 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 emphasizes addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females. Credit may be earned for only one of the following: SOCIO 7 or ANTIR 7.
Transfer: UC/CSU

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. (MJC SOCIO 125)
Transfer: UC/CSU

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, dying, and grief in the U.S.; included will be interdisciplinary methods and materials relevant to suicide, the terminal illness, bereavement, and various viewpoints about the phenomenon of death. Field trips may be required. (MJC HUMAN 114)
Transfer: CSU

SOCIO 95A SERVICE LEARNING I 2 Units
Lecture: 1 hour
Prerequisites: SOCIO 95. Experience in service learning involves the student in examining service with a focus on the reciprocal relationship between service and personal growth. Service Learning is designed to promote an understanding of one’s own values and beliefs and the culture of others.
Transfer: CSU

SOCIO 95B SERVICE LEARNING II IN SOCIOLOGY 2 Units
Lecture: 2 hours
Laboratory: 3 hours
This course is designed to provide an opportunity for students to participate in a Service Learning experience for a minimum of 54 hours and attend 18 hours of lecture.
Transfer: CSU
## SPANISH

### SPAN 1A SPANISH: Beginning

- **Type:** Course
- **Units:** 5
- **Prerequisite:** Span 1A or 2 years of high school Spanish or equivalent
- **Lecture:** 5 hours
- **Laboratory:** 1 hour
- **Transfer:** UC/CSU (CAN SPAN 1A)

### SPAN 1B SPANISH: Beginning

- **Type:** Course
- **Units:** 5
- **Prerequisite:** Span 1B or 2 years of high school Spanish or equivalent
- **Lecture:** 5 hours
- **Laboratory:** 1 hour
- **Transfer:** UC/CSU (CAN SPAN 1B)

### SPAN 2A SPANISH: Intermediate

- **Type:** Course
- **Units:** 5
- **Prerequisite:** Span 1A or 2 years of high school Spanish or equivalent
- **Lecture:** 5 hours
- **Laboratory:** 1 hour
- **Transfer:** UC/CSU (CAN SPAN 2A)

### SPAN 2B SPANISH: Intermediate

- **Type:** Course
- **Units:** 5
- **Prerequisite:** Span 2A or equivalent
- **Lecture:** 5 hours
- **Laboratory:** 1 hour
- **Transfer:** UC/CSU (CAN SPAN 2B)

### SPEECH COMMUNICATION

#### SPCOM 1 FUNDAMENTALS OF SPEECH

- **Type:** Course
- **Units:** 3
- **Prerequisite:** 1 unit of speech
- **Lecture:** 3 hours
- **Laboratory:** 1 hour
- **Transfer:** UC/CSU (CAN SPCH 1)

#### SPCOM 2 ARGUMENTATION

- **Type:** Course
- **Units:** 3
- **Prerequisite:** SPCOM 1 or equivalent
- **Lecture:** 3 hours
- **Laboratory:** 1 hour
- **Transfer:** UC/CSU (CAN SPCH 2)

#### SPCOM 4 INTRODUCTION TO HUMAN COMMUNICATION

- **Type:** Course
- **Units:** 3
- **Prerequisite:** SPCOM 1 or equivalent
- **Lecture:** 3 hours
- **Laboratory:** 3 hours
- **Transfer:** UC/CSU

#### SPCOM 5 INTERCULTURAL COMMUNICATION

- **Type:** Course
- **Units:** 3
- **Prerequisite:** SPCOM 1 or equivalent
- **Lecture:** 3 hours
- **Laboratory:** 3 hours
- **Transfer:** UC/CSU

#### SPCOM 7 FORENSICS WORKSHOP

- **Type:** Course
- **Units:** 3
- **Prerequisite:** SPCOM 1 or equivalent
- **Lecture:** 3 hours
- **Laboratory:** 3 hours
- **Transfer:** UC/CSU

#### SPCOM 18 VOICE DYNAMICS

- **Type:** Course
- **Units:** 3
- **Prerequisite:** SPCOM 1 or equivalent
- **Lecture:** 3 hours
- **Laboratory:** 3 hours
- **Transfer:** UC/CSU

#### SPCOM 19 EXPLORING RADIO DRAMA

- **Type:** Course
- **Units:** 1.5
- **Prerequisite:** SPCOM 1 or equivalent
- **Lecture:** 1.5 hours
- **Laboratory:** 1 hour
- **Transfer:** UC/CSU

#### SPCOM 40A ASL-BEGINNING COMMUNICATION WITH THE DEAF

- **Type:** Course
- **Units:** 3
- **Prerequisite:** SPCOM 40A or equivalent
- **Lecture:** 3 hours
- **Laboratory:** 3 hours
- **Transfer:** UC/CSU

#### SPCOM 40B ASL-INTERMEDIATE COMMUNICATION WITH THE DEAF

- **Type:** Course
- **Units:** 3
- **Prerequisite:** SPCOM 40A or equivalent
- **Lecture:** 3 hours
- **Laboratory:** 3 hours
- **Transfer:** UC/CSU

#### SPCOM 50A SIGN LANGUAGE

- **Type:** Course
- **Units:** 2
- **Prerequisite:** SPCOM 50A or equivalent
- **Lecture:** 2 hours
- **Laboratory:** 2 hours
- **Transfer:** UC/CSU
WT 100 INTRODUCTION TO WELDING  3 Units
Prerequisite:  WT 100 or equivalent
Lecture:  1 hour
Laboratory:  6 hours
Basic arc and oxygen-acetylene welding as it applies to shop and field techniques. (MJC WELD 200)

WT 101 PRACTICAL LABORATORY  1 Unit
Prerequisite:  WT 11 or equivalent
Laboratory:  3 hours
The student shall gain practical experience by working on an individual project (including certification projects). Emphasis on quality, appearance and function. May be repeated one time.
Transfer:  CSU

WT 110 METALLIC AND TUNGSTEN INERT GAS WELDING (M.I.G./T.I.G.)  3 Units
Prerequisite:  WT 100 or equivalent
Lecture:  1 hour
Laboratory:  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, metalurgy, hard facing technology is included. Special emphasis will be on control of heat and distortion and failure analysis. Students will prepare for A.W.S. welding certification.

WT 116 METAL SCULPTURE PROJECTS  1 Unit
Prerequisite:  WT 165 or ART 165 with a grade of "C" or better
Laboratory:  3 hours
This course is designed to allow students to expand upon their skills in metal sculpture techniques and to provide for the student a more individualized pursuit in metal sculpturing. Credit may be earned for either WT 166 or ART 166, but not both. May be repeated three times.

WT 180 WELDING CERTIFICATION  0.5 Unit
Prerequisite:  WT 100 and WT 110 or equivalent
Laboratory:  1.5 hours
This course is designed to prepare the student for the welding certification test according to industry codes and standards. Special emphasis will be placed on welder dexterity and 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 certification.

WT EXP 96 COOPERATIVE WORK EXPERIENCE  1-8 Units
Co-requisite:  Enrollment in a minimum of seven (7) units of coursework including Cooperative Work Experience at Columbia College.
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 terms 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. 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.

(WKEXP) (Transfer credit limited. See a counselor.)

Art  Fire Tech.  Natural Resources
Auto Tech.  Geography  Office Technology
Biology  Guidance  Political Science
Business Ad.  Health & Human Per  Psychology
Chemistry  History  Sociology
Diploma  Health Occupations  Spanish
Drama  Hospitality Management  Speech Communication
Earth Science  Journalism  Teacher Aide Training
Emergency Services  Mathematics  Welding Technology
English  Music
NON-CREDIT COURSES

ART 308 DRAWING & PAINTING: ALL LEVELS 0.0
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.

ENGL 305 ENGLISH AS A SECOND LANGUAGE 0.0
Elementary course in speaking, hearing, reading, and writing English for persons learning English as a second language. Emphasis is on vocabulary and sentence structure for practical communication.

FILM 305 INTERNATIONAL FILM STUDY 0.0
A comprehensive review of 10 selected award-winning films from around the world.

H-HP 300 FITNESS MAINTENANCE 0.0
A comprehensive workout designed to achieve personal fitness goals through the use of cardiovascular and strength training systems.

H-HP 301 FIRST STEP TO FITNESS 0.0
Designed for the inexperienced exerciser. Each person's performance will be monitored, and an individualized exercise program designed for him/her. Wear appropriate clothing.

H-HP 302 CARDIAC FAMILY FITNESS--FIRST STEP FOR FITNESS 0.0
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.

H-HP 303 REHABILITATION FOR THE PHYSICALLY LIMITED 0.0
Designed to offer individuals prescribed fitness to the physically limited with emphasis on the improvements of cardiovascular, flexibility and strength components.

MUSIC 302 CHORAL SINGING 0.0
Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required.

MUSIC 303 ORCHESTRA 0.0
Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed.

NATRE 355 INTRODUCTION TO THETHOMATIC INTERPRETATION 0.0
Course is designed to develop skills in and expand knowledge of thematic interpretation of nature for potential guides. Field trips will be required.

SKLVD 300 GED PREPARATION 0.0
Designed to teach the general skills needed to pass the General Educational Development test.

SKLVD 392 APPLIED SKILLS 0.0
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 to analyze specific learning needs and to plan a program of study to improve skills (verbal and written), thinking skills and personal skills.

SKLVD 410 COLLEGE SKILLS ENHANCEMENT 0.0
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.

SKLVD 420 COMPUTER COLLEGE SKILLS 0.0
Provides supervised computer laboratory exercise for students who must use a computer laboratory to achieve the goals and objectives of a course in which they are enrolled.

TWO-YEAR COURSE OFFERINGS

COURSES REQUIRED FOR CERTIFICATES AND ASSOCIATE DEGREES
To assist in planning their schedules, Columbia College has prepared a proposed listing of courses to be offered for the next two years. This list is subject to change due to fiscal constraints and availability of staff and/or facilities. Please consult the semester Schedule of Classes for actual course offerings.

ART
1 Basic Drawing 0.0
2 Basic Color and Design 0.0
9A Life Drawing: Beginning 0.0
11 Hist. of Art: Anc. & Med. 0.0
12 Hist. of Art: Ren. Bar & Mod. 0.0
13 Art of Africa, Asia, Americas 0.0
21A Painting: Beginning 0.0
23A Watercolor: Beginning 0.0
25 Mixed Media Painting 0.0
31 Ceramics: Introductory 0.0
40 Photography: Beginning 0.0
41 Photography: Intermediate 0.0
42 Color Photography 0.0
45 Field Photography 0.0
48 Special Topics in Photography 0.0
51 Publication Design I 0.0
52 Publication Design II 0.0
53 Computer Graphics I 0.0
54 Computer Graphics II 0.0
55 Typography 0.0
71 Intro to Ceramic Sculpture 0.0

AUTOMOTIVE TECHNOLOGY
17 Work Experience in Automotive 0.0
100 Intro to Automotive Tech 0.0
101 Automotive Braking Systems I 0.0
102 Engine Repair 0.0
103 Practical Laboratory 0.0
105 Automotive Braking Systems II 0.0
106 Engine Performance 0.0
110 Automotive Electrics I 0.0
111 Engine Performance I 0.0
112 Heating and Air Conditioning 0.0
113 Automotive Electrics II 0.0
120 Suspension and Steering 0.0
121 Automotive Braking Systems II 0.0
122 Manual Power Trains & Axles 0.0
130 Automotive Electrics II 0.0
131 Engine Performance II 0.0
132 Transmissions & Transaxles 0.0
163 Clean Air Car Course 0.0

BIOLOGY
2 Principles of Biology 0.0
4 Principles of Animal Biology 0.0
6 Fundamentals of Biochemistry 0.0
10 Human Anatomy 0.0
24 General Ecology 0.0
39 Field Biology 0.0

BUSINESS ADMINISTRATION
1A Principles of Accounting 0.0
1B Principles of Accounting 0.0
18 Business Law 0.0
21 Principles of Business 0.0
24 Human Relations in Organizations 0.0
25 Job Search 0.0
30 Principles of Marketing 0.0
40 Principles of Management 0.0
97 Work Experience 0.0
138 Excel Spreadsheets 0.0
150 Small Business Management 0.0
151 Finance and Investments 0.0
153 Computerized Accounting 0.0
158 Payroll Accounting 0.0
161A Small Business Accounting 0.0
161B Small Business Accounting 0.0
163 Business Mathematics 0.0
164 Income Tax 0.0

CHEMISTRY
1A General Chemistry 0.0
1B General Chemistry 0.0
11 Fundamentals of Organic and Biochemistry 0.0
20 Conceptual Chemistry 0.0

CHILD DEVELOPMENT
1 Principles of Child Dev. 0.0
2 Observ. and Record-Keeping 0.0
3 Practices in Child Dev. 0.0
7 Child Health and Safety 0.0
8 Early Literacy Development 0.0
10 Creative Activities in Arts 0.0
12 Creative Activities in Math. 0.0
13 Creative Activities in Science 0.0
16 PRACTICAL APPLICATIONS 0.0
19 Except. Needs Children 0.0
20 Child, Family, Community 0.0
23 Guiding Children's Social Development 0.0
25 Infant/Toddler Care 0.0
27 School Age Children 0.0
28 Books for Young Children 0.0
30 Child Care/Nursery S. A. 0.0
105 Child Nutrition 0.0

COMPUTER SCIENCE
1 Computer Concepts and Information Systems 0.0
3 Operating Systems Essentials 0.0
5 Windows Operating Systems 0.0
6 UNIX Operations 0.0
10 Intro to Internet 0.0
11 Presentations Using Computers 0.0
12 Website Development Application 0.0
13 Introduction to HTML 0.0
14 Adv. Topics in Internet Dev. 0.0
15 Java Programming 0.0
17 Advanced Internet Research 0.0
19 Computer Graphics/Animation 0.0

COURSES
2006 Fall Spr 2007 Fall Spr 2008 Fall Spr
50 Nutrition yes no no yes
60 Human Physiology yes no no yes
65 Microbiology yes no no yes
97 Work Experience yes yes yes yes

Two-Year Course Offerings
<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>24</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>28</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>29</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>30</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>100</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>101</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>102</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>103</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>104</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>105</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

### Two-Year Course Offerings

#### ENGLISH

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>19</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>20</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>21</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>22</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>23</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>24</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>25</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>26</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>27</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>28</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>29</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>30</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>31</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>32</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>33</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>34</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>35</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>36</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>37</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>38</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>39</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>40</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>41</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>42</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>43</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>44</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>45</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### DRAMA

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>11</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>12</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>13</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>14</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>15</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>16</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>17</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>18</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>19</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>20</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### DRAFTING

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>50A</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### ECONOMICS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>167</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>168</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>169</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>170</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>171</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>172</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### ENVIRONMENTAL TECHNOLOGY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>205</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>206</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>207</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>208</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>209</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>210</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### FORESTRY TECHNOLOGY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>112</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>113</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>114</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### GEOPHYSICS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>165</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>166</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>167</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>168</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>169</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### GEOLOGY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>162</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### GEOGRAPHY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>166</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### HEALTH AND HUMAN PERFORMANCE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>174</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>175</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### HISTORY

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>134</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>135</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### HUMANITIES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>194</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### JOURNALISM

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>225</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### MATHEMATICS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>204</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

#### MUSIC

<table>
<thead>
<tr>
<th>COURSE</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>207</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>COURSE</td>
<td>2006 Fall</td>
<td>2007 Fall</td>
<td>2007 Spr</td>
<td>2008 Fall</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>----------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>SPANISH</td>
<td>1A Spanish Beginning</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>18 Spanish Beginning</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>2A Spanish Intermediate</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>2B Spanish Intermediate</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>SPEECH COMMUNICATION</td>
<td>1 Fundamentals of Speech</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>2 Argumentation</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>4 Human Communication</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>7 Forensics Workshop</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>12 Mass Communication</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>18 Voice Dynamics</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>19 Radio Drama</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>WELDING TECHNOLOGY</td>
<td>97 Work Experience in Welding</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>100 Introduction to Welding</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>101 Practical Laboratory</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>110 Metallic/Tungsten Inert Gas</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>Welding</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>111 Adv. Arc Welding Techniques</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>PHYSIOLOGY</td>
<td>1 Introduction to Philosophy</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>2 Conceptual Physical Science</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>25 20th Century Philosophy</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>4A Introductory Physics I: Trig</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>4B Introductory Physics II: Trig</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>5A Intro Physics I: Calculus</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>5B Intro Physics II: Calculus</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td>POLITICAL SCIENCE</td>
<td>10 Constitutional Government</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>12 American Political Thought</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>14 International Relations</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>PSYCHOLOGY</td>
<td>1 General Psychology</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>2 Current Issues in Psychology</td>
<td>no</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>5 Human Sexual Behavior</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>10 Lifespan Human Development</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>20 Sports Psychology</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>30 Personal &amp; Social Adjustment</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>35 Intro to Drugs &amp; Behavior</td>
<td>yes</td>
<td>yes</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>40 Stress Management</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>SEARCH &amp; RESCUE</td>
<td>50 Low Angle Rope Rescue</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td>SOCIOLGY</td>
<td>1 Introduction to Sociology</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>2 American Society: Soc. Prob.</td>
<td>no</td>
<td>no</td>
<td>yes</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>5 Ethnicity/Racial Awareness</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>12 Sociology of the Family</td>
<td>yes</td>
<td>no</td>
<td>no</td>
<td>yes</td>
</tr>
<tr>
<td></td>
<td>28 Death &amp; Dying</td>
<td>no</td>
<td>no</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>97 Work Experience</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
</tr>
</tbody>
</table>

Columbia College 2006-07 Catalog
Faculty Emeriti

David E. Alford
Humanities, Philosophy
(1989-2000)

Paul K. Becker
Dean of Student Services
(1971-1987)

Elise M. Bruno
Counselor, Articulation Office
(1980-2000)

Dale L. Bunse
Counselor
(1975-2000)

L. Frances Cullen
Psychology, Counselor, Student Activities
(1971-1983)

W. Dean Cunningham
President
(1979-1992)

Richard L. Dyer
History, Political Science

Margo Elliott
Psychology

Marlon C. Evans
Health Occupations
(1966-1983)

McKinley Frost
Welding Technology
(1970-1985)

Robert H. Gibson
Physical Education

Phyllis T. Greenleaf
Counselor
(1990-2005)

Dolores A. Hall
College Nurse
(1987-1999)

Frances V. Hegewinkel
Health Occupations
(1974-1985)

Terry J. Hoffer
Health & Human Performance
(1974-2004)

Tom G. Holst
Earth Science, Computer Science
(1974-1990)

Floyd L. Hopper
Counselor
(1967-1988)

Kathryn E. Jeffery
Assistant for Student Services
(1994-2004)

Thelma A. Jensen
Health Occupations
(1966-1984)

James R. Kindle
Learning Skills
(1974-1990)

Douglas E. Kotarek
Instructor, Business, Economics
(1974-2004)

Walter L. Leineke
Assistant Dean of Instruction
(1968-1991)

Paul Lockman
Dean of Special Programs
(1981-2001)

Jerry D. Lyon
Business
(1971-1994)

Jean Mallory
Counselor, Articulation Office
(1990-2005)

George Maleandrez
Fire Technology

James R. Mendonsa
Search & Rescue, Speech
(1981-2004)

John C. Minor
English

Barbara C. Painter
Counselor

Chester H. Palmer
English, Speech
(1976-1989)

Suzanne Patterson
Learning Disabilities Specialist

Fred J. Petersen
Computer Science
(1981-1999)

David G. Purdy
Drama, English, Speech
(1971-2004)

Alan Ramsaran
Counselor
(1968-2002)

Harvey B. Rhodes
President
(1967-1979)

Blaine D. Rogers
Biography
(1972-2004)

Richard H. Rogers
Business
(1966-1982)

John R. Ross
Health Education, Health Occupations, and Research
(1970-1987)

V. Peter Sullivan
Physical Education, Athletic Director
(1961-1992)

David I. Willson
Vice President of Instruction
(1975-2004)

Clarence O. Wolgamott, Jr.
Library Administration
(1971-2001)

Classified Staff

Date of appointment follows name

Margaret A. Adams
(1994-2002)

Kandee Alton
(1996-2004)

Jeremy Allen
(2000-2004)

Linda M. Baker
(2000-2004)

Merlin Bart
(1984-2004)

Doreen Bass

Proctor Birdwell

Lonnie Blansit
(1997-2004)

Barry Bruns
(1974-2004)

Paula Brussel
(1974-2004)

Linda Burkett
(1984-2004)

John C. Minor

Barbara C. Painter

Chester H. Palmer
(1976-1989)

Suzanne Patterson

Fred J. Petersen
(1981-1999)

David G. Purdy
(1971-2004)

Alan Ramsaran
(1968-2002)

Harvey B. Rhodes
(1967-1979)

Blaine D. Rogers
(1972-2004)

Richard H. Rogers
(1966-1982)

John R. Ross
(1970-1987)

V. Peter Sullivan
(1961-1992)

David I. Willson
(1975-2004)

Clarence O. Wolgamott, Jr.
(1971-2001)
### Campus Phone Directory

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> Academic Achievement</td>
<td>588.5088</td>
</tr>
<tr>
<td>Academic Senate Office</td>
<td>588.5381</td>
</tr>
<tr>
<td>Admissions &amp; Records</td>
<td>588.5231</td>
</tr>
<tr>
<td>Advanced Technology:</td>
<td>588-0981</td>
</tr>
<tr>
<td>Training Center (ATTC)</td>
<td>588.5234</td>
</tr>
<tr>
<td><strong>B</strong> Bakery Lab</td>
<td>588.5301</td>
</tr>
<tr>
<td>Biology Lab/Prep Room</td>
<td>588.5157</td>
</tr>
<tr>
<td>Bookstore</td>
<td>588.5158</td>
</tr>
<tr>
<td><strong>C</strong> Calaveras Center</td>
<td>736.5940</td>
</tr>
<tr>
<td>CalWORKs/Jobs Now!</td>
<td>588.5148</td>
</tr>
<tr>
<td>Career &amp; Transfer Center</td>
<td>588.5271</td>
</tr>
<tr>
<td><strong>D</strong> Child Care Center</td>
<td>588.5278</td>
</tr>
<tr>
<td>Child Development Department</td>
<td>588.5377</td>
</tr>
<tr>
<td>Cooperative Agencies Resources for Education (CARE)</td>
<td>588.5130</td>
</tr>
<tr>
<td>Counseling Office</td>
<td>588.5109</td>
</tr>
<tr>
<td><strong>E</strong> Culinary &amp; Pastry Arts Department</td>
<td>588.5135</td>
</tr>
<tr>
<td><strong>F</strong> Facilities Operations</td>
<td>588.5366</td>
</tr>
<tr>
<td>Facilities Operations/</td>
<td>588.5366</td>
</tr>
<tr>
<td>Maintenance Shop</td>
<td>588.5230</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>588.5105</td>
</tr>
<tr>
<td><strong>G</strong> General Education Development</td>
<td>588.5109</td>
</tr>
<tr>
<td>(GED) Test Center</td>
<td>588.5109</td>
</tr>
<tr>
<td><strong>H</strong> Health &amp; Human Performance</td>
<td>588.5180</td>
</tr>
<tr>
<td>Department</td>
<td>588.5180</td>
</tr>
<tr>
<td>Health Services</td>
<td>588.5204</td>
</tr>
<tr>
<td><strong>I</strong> Information,</td>
<td>588.5101</td>
</tr>
<tr>
<td>(General Exchange)</td>
<td>588.5101</td>
</tr>
<tr>
<td>Instruction Office</td>
<td>588.5101</td>
</tr>
<tr>
<td>Instructional Materials</td>
<td>588.5101</td>
</tr>
<tr>
<td>Center (MIC)</td>
<td>588.5101</td>
</tr>
<tr>
<td><strong>J</strong> Job Placement</td>
<td>588.5312</td>
</tr>
<tr>
<td><strong>K</strong> Learning Disabilities</td>
<td>588.5130</td>
</tr>
<tr>
<td>Department</td>
<td>588.5130</td>
</tr>
<tr>
<td>Library</td>
<td>588.5119</td>
</tr>
<tr>
<td><strong>M</strong> Manzanita Bookstore</td>
<td>588.5126</td>
</tr>
<tr>
<td>Marketing &amp; Public Relations</td>
<td>588.5361</td>
</tr>
<tr>
<td>Mathematics Lab</td>
<td>588.5276</td>
</tr>
<tr>
<td>Media Services</td>
<td>588.5122</td>
</tr>
<tr>
<td><strong>N</strong> Nurse’s Office</td>
<td>588.5204</td>
</tr>
<tr>
<td><strong>O</strong> Oak Pavilion</td>
<td>588.5180</td>
</tr>
<tr>
<td>Oak Pavilion Ticket Office</td>
<td>588.5266</td>
</tr>
<tr>
<td>Observatory</td>
<td>588.5297</td>
</tr>
<tr>
<td><strong>P</strong> Photo Lab</td>
<td>588.5357</td>
</tr>
<tr>
<td>President’s Office</td>
<td>588.5315</td>
</tr>
<tr>
<td><strong>S</strong> Security Office</td>
<td>588.5167</td>
</tr>
<tr>
<td>Sequoia Computer Lab</td>
<td>588.5165</td>
</tr>
<tr>
<td>Snack Bar/ Food Services</td>
<td>588.5321</td>
</tr>
<tr>
<td>Student Housing</td>
<td>533.3039</td>
</tr>
<tr>
<td>Student Senate</td>
<td>588.5270</td>
</tr>
<tr>
<td>Student Learning Division</td>
<td>588.5143</td>
</tr>
<tr>
<td>Arts &amp; Sciences</td>
<td>588.5132</td>
</tr>
<tr>
<td>Learning Support Services</td>
<td>588.5323</td>
</tr>
<tr>
<td>Vocational Education</td>
<td>588.5312</td>
</tr>
<tr>
<td><strong>T</strong> Technology Services</td>
<td>588.5122</td>
</tr>
<tr>
<td>Testing Center</td>
<td>588.5234</td>
</tr>
<tr>
<td>Toll Booth</td>
<td>588.5201</td>
</tr>
<tr>
<td>Tram Driver (DSP&amp;S)</td>
<td>588.5131</td>
</tr>
<tr>
<td>Transfer &amp; Career Center</td>
<td>588.5271</td>
</tr>
<tr>
<td>Transportation Department</td>
<td>588.5311</td>
</tr>
<tr>
<td><strong>W</strong> Welding Lab</td>
<td>588.5365</td>
</tr>
</tbody>
</table>
Columbia College 2006-067 Catalog

Campus Map

Key:

1. Alder, Rms. 3-5
2. Aspen, Rms. 1-5
3. Buckeye, Rms. 1-5
4. Cedar, Rms. 1-10
5. Dogwood (Forum Bldg.), Rm. 1
6. Fir, Rms. 1-8
7. Juniper, Rms. 1-7 (College Nurse)
8. Tamarack (Library, Media/Technology), Rms. 101-218
9. Madrone (Auto & Welding Technology), Rms. 1-2
10. Manzanita, Rms. 2-104
11. Oak Pavilion, Rms. 1-27
12. ponderosa (Child Development Center)
13. Pinyan (Toddler Center)
14. Redbud, Rms. 1-14
15. Sequoia, Rms. 1-11
16. Tayan, Rms. 1-4
17. Willow (Creative Arts), Rm. 1
18. Fire Department (Tuolumne County Fire Station K79), Rms. 1000-1001
19. Charles Segerstrom, Jr. Memorial Amphitheater
20. Segerstrom Arboretum Nature Trail
21. Warehouse, Shipping/Receiving, Transportation & Maintenance
22. Me-Wuk Cultural Center
23. Observatory
24. Start Point, Fitness Jogging Trail
25. Security Office (Davis Cabin)
26. Transit Stop
27. Information/Toll Booth

Smoking permitted only in designated areas and not within 20 feet of building entrances.