From the President

On behalf of the administration, faculty and staff at Columbia College, we welcome you to our campus. Columbia College is proud of our commitment to student success, excellence and responding to the changing needs of our students and the world we live in. Whether you are just beginning your college education or building on previous experiences in higher education, we are glad that you have chosen Columbia College.

As a community college, we focus on providing a friendly environment that is supportive of students and nurtures growth and development. So whether you are seeking a degree or certificate, planning to transfer to a four-year university, preparing for a career change, or upgrading your skills, Columbia College can help get you there.

When considering classes at Columbia, be sure to also consider distance education. We’ve expanded the number of our distance education courses to meet a growing demand. That means you can take classes 24/7 to suit your daily schedule and activities. With a computer and an Internet connection as the only requirements, you can learn in the convenience of your own home, or wherever you choose.

Two years ago, Columbia College was honored to receive the Hewlett Foundation’s Leaders in Student Success Award. Columbia is now joined by six other California community colleges out of 113 in the state to be recognized for this award. It is a validation of our excellence to our students.

The cornerstone of the college’s commitment to academic excellence is our dedicated faculty. In turn, they are supported by our enthusiastic administrators and our staff of professionals, who provide admissions, counseling, financial aid, tutoring, and a whole range of essential student services.

Our wish for you is that you grow, mature and excel while here at Columbia College. Like so many before you, we hope to bring you the opportunity for a brighter future.

All my best,

Joan Smith, Ed.D.
President
Academic Schedule 2010-11

**FIRST SUMMER SESSION**

- **July 22** - DSPS/EOPS - online registration by appointment only
- **July 26-Aug 10** - Continuing students - online registration by appointment only
- **August 11 & 12** - Newly matriculated students - online registration, in person, or by appointment only
- **August 14 - Aug 18** - All students — open registration online or on campus during office hours. No appointment necessary.
- **August 20-21** - First Summer Session Ends

**SECOND SUMMER SESSION**

- **November 24** - DSPS/EOPS - online registration by appointment only
- **Nov 26-Dec 10** - Continuing students - online registration by appointment only
- **Dec 13 & 14** - Newly matriculated students - online registration, in person, or by appointment only
- **Dec 15-Jan 9** - All students - open registration online or on campus during office hours. No appointment necessary.
- **Dec 23-Jan 2** - Campus closed
- **January 10** - Instruction Begins
- **January 14** - Last day to enter a full-semester class without instructor approval
- **January 17** - Holiday - Martin Luther King, Jr Day
- **January 21** - Last day to drop a course and apply for a refund on campus
- **January 23** - Last day to drop a course and apply for a refund online
- **February 4** - Last day to withdraw on campus without a "W" showing on permanent record
- **February 6** - Last day to withdraw online without a "W" showing on permanent record
- **February 10** - Last day to elect for Pass/No Pass grading
- **February 18** - Holiday - Lincoln Day
- **February 21** - Holiday - Washington Day
- **March 4** - Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Spring 2011
- **March 8** - Deadline to file for graduation and certificates for Spring 2011

**FALL SEMESTER 2010**

- **April 4** - Last day to withdraw from any course
- **April 4-8** - Final examinations
- **April 20** - Graduation
- **April 30** - Spring semester ends

**SPRING SEMESTER 2011**

- **January 10** - Instruction Begins
- **January 14** - Last day to enter a full-semester class without instructor approval
- **January 17** - Holiday - Martin Luther King, Jr Day
- **January 21** - Last day to drop a course and apply for a refund on campus
- **January 23** - Last day to drop a course and apply for a refund online
- **February 4** - Last day to withdraw on campus without a "W" showing on permanent record
- **February 6** - Last day to withdraw online without a "W" showing on permanent record
- **February 10** - Last day to elect for Pass/No Pass grading
- **February 18** - Holiday - Lincoln Day
- **February 21** - Holiday - Washington Day
- **March 4** - Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Summer and Fall 2011

**FALL 2010**

- **November 2** - Last date to withdraw for Pass/No Pass grading
- **October 8** - Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Spring 2011

**SPRING 2011**

- **March 8** - Deadline to file for graduation and certificates for Spring 2011

**SUMMER 2010**

- **June 14** - Registration - online or on campus
- **June 15** - Instruction Begins

**SUMMER 2011**

- **April 5-June 13** - Registration - online or on campus
- **June 14** - Instruction Begins

**ACADEMIC CALENDAR**

- **Memorial Day** - June 30
- **Fourth of July** - July 4
- **Independence Day** - July 4
- **Labor Day** - September 5
- **Veterans Day** - November 11

NOTE: This calendar is subject to change. Refer to semester schedules for up-to-date information.
Columbia College 2010-11 Catalog

General Information

Small College. Big Opportunities.

Choose Columbia College whether you’re seeking a degree or vocational certificate, planning to transfer to a four-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 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 4,000 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.

Promoted 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.

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!

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 it’s your golden opportunity from the moment that you set foot on our campus!

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).

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Mission Statement

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success. We prepare students to be fully engaged in an evolving world by offering comprehensive and high quality programs and services.

Columbia College is committed to a culture of improvement through measuring student learning across the institution. We strive for excellence, foster a spirit of professionalism and celebrate diversity.

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 Postsecondary 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.

College Functions

Students can earn an Associate Degree, Vocational Certificate, or both upon completion of specific requirements as outlined in this catalog.

Columbia College is committed to meeting the postsecondary educational needs of the community through the following:

General Education—To provide comprehensive learning outcomes, including: (a) an understanding of the basic content and methodology of the major areas of knowledge, including the humanities and fine arts, the natural sciences, and the social sciences; (b) the capability to be a productive individual and lifelong learner—skills include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the ability to acquire knowledge through a variety of means; and (c) recognition of what it means to be an ethical human being and effective citizen—qualities include an appreciation of ethical principles, civic and interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and the willingness to assume civic, political, and social responsibilities locally, nationally and globally.

Vocational Education—To provide courses and programs to prepare students for employment directly after college; to update the skills and knowledge of students who are working and to meet the needs of the local business community; and to facilitate student transfer to other post-secondary institutions.
Schedule of Classes
www.gocolumbia.edu
The official class schedule is published each semester of the academic year, in hardcopy and online.

The schedule contains information regarding registration dates and instructions for registering in classes. The College reserves the right to make additions or deletions to the Schedule of Classes. Classes with insufficient enrollment may be cancelled by the College.

Contacting Faculty
Students may contact faculty using the phone numbers found on page 176-177 in the catalog. See the college website at www.gocolumbia.edu and the semester Schedule of Classes for additional information.

College Activities & Student Life

Associated Students of Columbia College
588.5270
Do you want a voice in the policies and procedures affecting you and your fellow students at Columbia College? Are you interested in representing Columbia College students before administrators, faculty, and staff and participating in shared governance on campus and in the district? Then you need to contact the Associated Students of Columbia College (ASCC). Student Senate, located in the Student Center, Manzanita 18-1 on the main Columbia campus in Sonora.

Joining the Student Senate provides many opportunities to get involved and participate in your educational career and affords you the ability to interact with the entire student body, administrators, faculty, staff, and local community members.

The ASCC Student Senate is a self-governing body created to direct and coordinate student representation, extra-curricular activities, and to create a robust student life for Columbia College Students. The Senate strives to enhance shared governance participation through the democratic process, following parliamentary procedures guided by Robert’s Rules of Order and adhering to the Ralph M. Brown Act. Students are assured that their concerns, issues, and needs are expressed to the college administration.

Food Service
Food services are located on the lower level of the Manzanita Building for the convenience of Columbia College students, staff and community members.

Columbia College Snack Bar 588.5321
The Columbia College Snack Bar is open daily providing great choices for breakfast, lunch and dinner. Offered is everything from "grab and go" to made-to-order deli sandwiches to specialty coffee drinks. Ask about purchasing a Columbia College Convenience Card and save 5% on every purchase. The Snack Bar is a great place to study or hang out with your friends.

Cellar 588.5300
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.

The Columbia College Snack Bar
Located in Tamarack Hall, the Columbia College Library is a center for study, class research and leisure reading. It welcomes use by students, staff and community residents.

Among its collections are nearly 50,000 books, current subscriptions to 250 magazines and six newspapers, biographies, maps, art prints, and a variety of electronic databases, including full-text magazines and journals, encyclopedias, statistics and other reference sources. Eighty computers with internet access are available for use during Library hours. We provide computers loaded with accessibility software and many other items. The Library conducts text book buy back at the end of the fall and spring semesters and conducts text book buy back at the end of each semester when students may receive money for their used books.

Manzanita Bookstore 588.5126
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.

Costs of textbooks and educational supplies vary with the types of programs, but costs normally range from $200 to $500 each semester. The Bookstore offers used books and rental textbooks to students at substantial savings, and conducts text book buy back at the end of each semester when students may receive money for their used books.

Students can also shop online conveniently for textbooks at www.manzanitabookstore.com OR www.gocolumbia.edu and click on Students, then Manzanita Bookstore. The Bookstore accepts MasterCard, Visa Discover, American Express and the Columbia College Convenience Card.
exciting environment for highly
interaction, group discussion and
It
Dance Club
College through time spent in personal
available a strong, faith based club
Christian Club (CCCC) to make
entrepreneurial and seek opportunity
inspire Columbia College students to be
global entrepreneurship network
Auto Tech Club
Students are encouraged to stop by the
and for instructions on how to form a
support these activities on campus and
General Information
Also entitles students to discounts at
were conducted through Student Activities.
also as a place for all students
Located in Manzanita 18-1, the Student
forms (which any of your senators
• Individuals or organizations who do
• Poster that promote services or classes for profit (excluding those by other accredited institutions of higher education) cannot be posted.
• Persons posting material are responsible for its removal immediately after the event.
• All materials will be removed within two weeks of posting date unless noted otherwise.
• Materials should not be affixed to glass, wood or metal surfaces, and posters should not be attached to bulletin boards or easels.
• Individuals or organizations who do not follow correct posting will have their materials removed.
Columbia
Student Housing
Columbia College does not own or manage Columbia Student Housing (CSH). CSH is operated by an independent provider, Pogacar Properties of Sacramento, CA. Student housing information is provided by Pogacar Properties. Columbia College has not independently verified the information provided by CSH and does not warrant its accuracy. Inquiries regarding student housing should be directed to CSH at (209) 533-3039.
www.columbiastudenthousing.net
11800 Columbia College Drive, Sonora, CA 95370. Director@columbiastudenthousing.net.

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.
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 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.
Sexual Harassment Policy
It is the policy of the Yosemite Community College District to provide an environment free of unlawful discrimination in its programs, activities and work environment. As such, sexual harassment will not be tolerated.


campusbulletinboards@ CCCCD.edu

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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.

Children in the Classroom
Children may not attend classes at any time.

Domestic Animal Policy
Columbia College is home to a variety of wildlife. All domestic animals are banned from the Columbia College campus. Exceptions are guide animals for the disabled and Columbia College animals used for official purposes. In addition, no animals are to be left in vehicles on campus property.

Drug-Free Campus Policy
In compliance with the Drug-Free Schools and Communities Act, Columbia College is committed to the success of all students. Drug and alcohol use may be a major hindrance to achieving a successful school career. In compliance with the Drug-Free Schools and Communities Act and The US/Drug-Free Workplace Act, Columbia College policy prohibits the illegal use, possession, manufacture or distribution of controlled substances on the College campus and any premises owned, leased, or rented by the College. Students violating this policy are subject to disciplinary action in accordance with the Columbia College Student Code of Conduct. Disciplinary action may include expulsion from College and/or punishment under local, State and Federal law. Columbia College Health Services and Wellness Programs offer education and information on drug and alcohol use and can provide referrals to community agencies or rehabilitation. Students are encouraged to seek assistance.

Open Class Policy
Unless specifically exempted from statute, every course, section or class (for which attendance is reported for State aid) is open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established.

Exception to this policy will be made where health, safety, legal requirements, or the facility is a limiting factor in the delivery of the course. Students who are denied enrollment by this policy may appeal to the Vice President for Student Learning, (Title 5, Section 51820, 51823 (F), 58106 et seq, Board Policy 6000).

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 and Career/Transfer Center. Additionally, students can obtain further information or initiate a registration online by visiting the Selective Service home web page at https://www.sss.gov.

Student Complaint Procedures
A complaint may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.

Informal Complaint Procedure
A student complaining of unlawful discrimination shall, within 120 days of occurrence, meet with the Vice President for Student Learning or his/her designee. Students are advised to obtain written instructions for the filing of a complaint from the Vice President for Student Learning or his/her designee. Students who fail to do so within 120 days of occurrence may not file a formal complaint.

F. The Vice President of Student Learning or his/her designee will investigate the complaint which may include meeting with the complainant, the accused, and witnesses, as appropriate.

G. After the Vice President of Student Learning or his/her designee determines the appropriate resolution, the Vice President of Student Learning shall meet with the complainant to discuss the complaint in an attempt to resolve the matter. The Vice President of Student Learning or his/her designee shall inform the complainant of his or her right to invoke the formal complaint procedure, if the complainant feels the matter has not been properly resolved.

H. The interview form, and any other documentation, shall become part of the official complaint investigation file if a complainant invokes the formal complaint process. If the complainant does not invoke the formal process, the Vice President of Student Learning or his/her designee will determine whether to place a copy of the interview form in the student or personnel file belonging to the accused in accordance with applicable procedures.

I. This informal procedure shall be completed within thirty (30) days of reporting of the original complaint. (See Information Flow Chart page 16.)

Formal Complaint Procedure
The District has established the following formal complaint procedure to resolve charges of unlawful discrimination, including sexual harassment. The goal of this procedure is to formally investigate and resolve alleged charges which have not been resolved informally and, if necessary, to serve as a basis for prompt corrective action.

A. The complaint shall be filed with the Vice President of Student Learning or his/her designee.

B. The complaint must be made within one year of the date on which the complainant knew or should have known of the facts underlying the allegations of unlawful discrimination.

C. The process begins when the complainant meets with the Vice President of Student Learning or his/her designee.

D. The Vice President of Student Learning or designee will fill out an informal complaint form at this meeting.

E. The Vice President of Student Learning or his/her designee will notify the accused that the College has received a complaint naming the accused. The Vice President of Student Learning or his/her designee shall also provide the accused with:

1. the nature of the complaint(s); and
2. the opportunity of the accused to be interviewed and/or provide a written response;
3. the right of the accused to representation during the investigation.

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B. The complaint shall be filed in a manner prescribed by the Yosemite Community College District and the State Chancellor’s Office.

C. The complaint shall be filed within one year of the date of the alleged unlawful discrimination, or within one year of the date on which the complainant knew or should have known of the facts underlying the allegations of unlawful discrimination. The complaint may be filed any time after the informal process has ended but not later than thirty (30) days from initiating the informal complaint procedure.

D. When the Vice President of Student Learning or his/her designee receives a defective complaint, he/she shall notify the complainant of the defect.

E. Upon receiving a properly filed complaint, the Vice President of Student Learning or his/her designee will begin an impartial fact-finding investigation of the complaint. The complaint will be notified that the investigation has been initiated.

F. The Vice President of Student Learning or his/her designee shall notify the District Chancellor and the State Chancellor’s Office that the complaint has been initiated.

G. The Vice President of Student Learning or his/her designee shall notify the accused of receipt of a formal complaint naming the accused and its general nature.

H. When the investigation is complete, the College will attempt to resolve the complaint and will take such action as it deems necessary to correct the effects of the unlawful discrimination and to ensure that no unlawful discrimination will occur in the District.

I. At the conclusion of the investigation, the Vice President of Student Learning or his/her designee shall prepare a written report that includes:
   1. a description of the circumstances giving rise to the complaint;
   2. a summary of the testimony from witnesses;
   3. an analysis of any relevant data collected during the investigation;
   4. a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint; and
   5. any other information deemed appropriate.

J. Within ninety (90) days of receipt of the complaint, the Vice President of Student Learning or his/her designee shall complete the investigation and forward to the complainant and the accused:
   1. a copy of the written investigation report; and
   2. a written notice setting forth:
      a. the determination of the District Chancellor or his/her designee as to whether discrimination did or did not occur;
      b. a description of actions taken, if any, to prevent similar problems from occurring in the future;
      c. the proposed resolution of the complaint; and
      d. the complainant’s and the accused’s right to appeal to the District Governing Board. (See Information Flow Chart page 16.)

K. Upon receiving a formal complaint naming the accused and its general nature, if an assessment of the accuracy of the allegations has not yet been made, the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

L. When the investigation is complete, the College will attempt to resolve the complaint and will take such action as it deems necessary to correct the effects of the unlawful discrimination and to ensure that no unlawful discrimination will occur in the District.

M. The complainant shall be notified of receipt of the complaint.

N. Type of action taken.

O. The complaint will be considered during the following appeal procedures:

P. A copy of the notice of appeals rights sent to the complainant.

Q. Any other information that the State Chancellor may require.

R. The District will keep copies of these documents on file for a period of three years.

S. Disciplinary Action

T. Established District disciplinary procedures and policies for students and employees shall be used in the event disciplinary action is necessary under this procedure.

U. Formal Complaint Compliance Information

V. Inquiries regarding federal laws and regulations concerning non-discrimination in education or the District’s compliance with those provisions may also be directed to:
   1. The Office of Civil Rights
   2. The Department of Education

W. General Information

X. The written complaint originally submitted shall be the only complaint considered during the proceedings. Additional charges constitute a separate complaint and must be filed accordingly.

Y. A complaint may be withdrawn by the student at any time. However, the same complaint shall not be resubmitted.

Z. Department of Fair Employment and Housing

aa. 221 Main Street, Suite 1020

bb. Sacramento, CA 95814

cc. Chancellor California Community Colleges

dd. 1107 Ninth Street

e. Sacramento, CA 95814

ff. General Information •
INFORMATION FLOW CHART

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Student Code of Conduct

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

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive is forbidden, unless, in the case of possession of any object of this type, the student has obtained written permission from a specified college representative and the college president to possess the item.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the California Health and Safety Code, an alcoholic beverage, or any intoxicant of any kind; unlawful possession of, or 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. Wilful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status or sexual orientation or any other status protected by law.
10. Wilful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry open 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, indecent, or, or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.
17. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
18. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or any other authorized activities. Pagers, cellular telephones and other similar electronic devices must be turned off in classrooms and other campus sponsored events unless authorized by an appropriate faculty or staff member. (Board Policy 5500; Education Code Section 66300, 66301)

Misconduct Penalties

Disciplinary Action

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

1. Reprimand — A person receiving a reprimand, either oral or written, is thereby notified that continued conduct for the type described may result in formal disciplinary action against the student.
2. Instructor Removal — An instructor may remove a student from his/her class for the 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 or student-sponsored activities.

Columbia College 2010-11 Catalog
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 Suspension," 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.

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 will be given written or oral notice of the alleged violation.
2. Student will be given an opportunity to respond to the allegations.
3. The Vice President for Student Learning 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 Vice President for Student Learning within 24 hours of the notification of findings and disposition if he/she plans to appeal the decision.
2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the Vice President for Student Learning. Appeal forms are available in the office of the Vice President for Student Learning.
3. Using the appeal form, the student must submit a concise statement based on new evidence or procedural error in interpretation of the evidence to the President of the College or designee.
4. The student shall receive notice of the determination of the President of the College within 10 days. The decision of the President or designee shall be final.

The following are not appealable:

a. Short-term suspension of five school days or less, and lesser sanctions.

Academic Integrity
The Academic Senate at Columbia College has defined academic integrity as the following:

Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do students. Here are the basic assumptions about academic work at the Columbia College:

1. Students attend Columbia College in order to learn and grow.
2. Academic assignments exist for the sake of the course.
3. Grades exist to show how fully the goal is attained.
4. Thus, all work and all grades should result from the student's own effort to learn and grow. Academic work completed any other way are fraudulent.

The Academic Senate at Columbia College has defined academic integrity as the following:

Academic integrity means honesty and respecting and interpreting the basic truths, without which no college can exist. Academic misconduct—"cheating"—is not just "against the rules." It violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Finally, it is unfair to students who earn their grades honestly.

Academic Integrity as defined by the Academic Senate at Columbia College
The Academic Senate at Columbia College has defined academic integrity as the following:

Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do students. Here are the basic assumptions about academic work at the Columbia College:

1. Students attend Columbia College in order to learn and grow.
2. Academic assignments exist for the sake of the course.
3. Grades exist to show how fully the goal is attained.
4. Thus, all work and all grades should result from the student's own effort to learn and grow. Academic work completed any other way are pointless, and grades obtained any other way are fraudulent.

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.

Important Things to Know
1. No fees paid by or for a student shall be refunded for the term in which he/she is suspended.
2. The student charged with a violation shall be regarded as innocent until the contrary is established by a preponderance of the evidence.
3. Records of disciplinary action shall be kept in a separate file from the academic or grade records for a period of time not to exceed five years.
4. If the student is a minor, the Dean of Student Services, or designee shall notify the student's parent or guardian of any disciplinary action and consequences.

Expenses & Fees
The following information is based on guidelines obtained from the Higher Education Act, section 472. It is a guide for students and is calculated on 12 units per semester and California residency:

<table>
<thead>
<tr>
<th>Expenses &amp; Fees</th>
<th>Living away</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parents</td>
</tr>
<tr>
<td>Enrolment &amp; Health Fees*</td>
<td>$ 722</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>1,620</td>
</tr>
<tr>
<td>Food and Housing**</td>
<td>4,392</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>2,514</td>
</tr>
<tr>
<td>Transportation</td>
<td>1,044</td>
</tr>
<tr>
<td>Totals</td>
<td>5,102,202</td>
</tr>
</tbody>
</table>

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

* Based on enrollment fees of $26.00 per unit. Out-of-state students are charged an additional $208.00 per unit for tuition.

** Represents costs of meals and basic expenses which family continues to provide while student lives at home. Reasonable documented dependent care expenses may be added to basic cost of attendance.

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

Payment of Fees
Payment may be made by any one of the following:

1. On the College website.
2. CreditCard—Discover, MasterCard, VISA
3. Money Order
4. Personal Check**
5. Financial Fee Waiver and one of the above
6. Cash
7. CreditCard—Discover, MasterCard, VISA
8. Money Order
9. Personal Check**
10. Financial Aid fee waiver and one of the above

* Do not mail cash.
** Students will be charged $10 for returned checks.
procedure for fee refunds

1. Eligibility
   - Full-term semester classes dropped within the first 2 weeks of the term are eligible for a refund.
   - Short-term classes, meeting more than 5 times and 20 hours, are eligible for a refund during the first 10% of the class.
   - Classes meeting fewer than 5 times and 20 hours are eligible for refunds if the class is dropped prior to the first class meeting.
   - Individual class refund dates are available online through connectColumbia by clicking on "My Class Schedule" and on the student's class schedules printed at the Admissions and Records Office.

2. Credit Balances
   - Credit amounts from drops or class cancellations are automatically applied to any outstanding fees or new fees incurred prior to the issuance of a refund.
   - Credit balances can be left on the student account to apply to future fees.
   - Credit balances can be refunded during the current academic year.

3. Process
   - Students dropping classes must complete the necessary withdrawal forms to the Admissions Office or drop online before they can be eligible for a refund.
   - Students eligible for refunds must submit the Request for Refund form to the Business Office. The form is available online at www.gocolumbia.edu or at the Business Office.
   - Students will not be responsible for requesting refunds for classes cancelled by the College. A ten dollar ($10) administrative processing fee is charged once per term for enrollment fee refunds except in the case of a class cancelled by the College. (Title 5, Section 58508.)

   • Processing of refunds by the college Business Office may take up to 8 weeks.
   • If fees or tuition are paid by check, a refund will not be processed until the check has cleared the bank.
   • Payments by cash or check are refunded by check. Payments by credit card are refunded to the card used if possible.

   Refunds are not automatic. Exception: Refunds of fees will automatically be made to students who were enrolled in classes which were cancelled by the College.

   Enrollment Verification
   The first two verifications are provided free. A fee of $5 per verification is charged after the first two, payable at the time of the request. A $10 fee is charged for 24-hour service and a $20 fee is charged for same-day service. No charge is made for loan deferment or financial aid GPA verifications.

   Health Services Fees
   A required health services fee of $17 for Fall and Spring and $14 for Summer is charged to each credit and non-credit student. Health fees are used to provide on-campus health services and Student Accident Insurance.

Student Activities Fee
The optional Student Activities Sticker may be purchased for a $5 fee and affixed to the Columbia College ID card. You may purchase your sticker at the Business Office. The Activities Sticker provides:

   • Discounts at the Manzanita Bookstore (on-campus)
   • Discounts at participating local merchants
   • Discounts on special events held on-campus
   • Discounts at participating local fast food restaurants

   Contact the Student Senate Office for further details at 588.5270. (Board Policy 5030)

Student Center Fee
A student center fee of $1 per unit, to a maximum of $10 per academic year, is assessed to be used for the renovation or new construction of a Student Center Building. During the Spring Semester of 1992, the Student Senate conducted an election and the student body voted to assess themselves a permanent, non-revocable fee. These funds may only be used for the Student Center Building. The current Student Center is located upstairs in the Manzanita Building. This is open to all students and provides an area to study, work on the computers or relax and get to know fellow students. (Education Code Section 76355; Board Policy 5030)

Parking Fee
A parking permit is required by anyone parking on campus. A $20 fee is charged for a student semester permit. A $7.50 fee is charged for a summer session permit. Daily permits may be purchased for $1 at the College Information Booth. (Education Code Section 76360; Board Policy 5030)

Parking Fee Refund Policy
Parking fees are only refundable prior to the first day of instruction. For a refund of parking fees, return the parking permit with the completed Request for Refund form to the College Business Office. If the College cancels a class and a semester parking permit has been purchased, students must complete the Request for Refund Form and attach the parking permit and return the form to the Business Office to receive a refund. Forms are available at the Business Office, and www.gocolumbia.edu. Semester parking permits are not mailed and must be picked up at the Business Office.

Enrollment Fee Waiver Program
You may NOT have to pay the enrollment fee if you are a California resident and:

   • You are receiving TANF/CalWORKs, SSI, GA or
   • Your 2009 income was below a certain level
   • You are a dependent child of a service-connected disabled or deceased veteran

To find out if you qualify for a fee waiver you can obtain the BOGFW application from the Admissions Office, Financial Aid Office, Business Office, or on the website. The completed form must be returned to the Financial Aid Office before you register.

Additionally, if you feel you are low income, but you do not qualify to have your fees waived using the above described method, you may complete the Free Application for Federal Student Aid, also available on the Financial Aid Website. It is a more complicated application and it takes 8-12 weeks to process. But if you are found eligible for the waiver, you are entitled to request a refund of the enrollment fees that you have paid.

Financial Aid Withdrawal and Repayment Policy—2010-2011

Per federal regulations, 34 CFR Parts 668, 682 and 685, any student who receives financial aid and withdraws from all classes prior to completing 60% of the semester/program and/or course will be required to repay a portion of all federal financial aid received.

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

Students who receive federal financial aid and withdraw prior to the following dates will be billed for a portion of their financial aid.

Fall 2010 *November 11, 2010
Spring 2011 *March 17, 2011
Summer 2011 *Rotating dates depending on the start date of the course.

*Note: These dates are subject to change depending on enrollment in short-term courses and/or programs.

All repayments will be reported electronically to the U.S. Department of Education and students are no longer eligible to receive any additional financial aid until:

- The full repayment balance has been paid in full, or
- Payment arrangements are made with the Columbia College Financial Aid Office.

If you receive financial aid, please contact the Financial Aid Office first, before withdrawing from any courses.

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STUDENT FEE/REFUND INFORMATION
EFFECTIVE SUMMER TERM 2010

Student fee amounts are established by the State of California and/or the Yosemite Community College District Board of Trustees and are subject to change.

<table>
<thead>
<tr>
<th>FEES</th>
<th>AMOUNT</th>
<th>APPLIES TO</th>
<th>EXEMPTIONS/WAVERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee 2</td>
<td>$26 per Unit for each Unit</td>
<td>Credit Courses</td>
<td>(BOGFW Qualified) Eligible Special Admit Students</td>
</tr>
<tr>
<td></td>
<td>No Maximum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Services Fee 2</td>
<td>$17 per Semester</td>
<td>Credit/Non-Credit Students</td>
<td>• Out-of-District class</td>
</tr>
<tr>
<td></td>
<td>$14 Summer</td>
<td>Audit Only Students</td>
<td>• Students who are enrolled in a class that meets less than 16 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Depend on prayer for healing</td>
</tr>
<tr>
<td>Parking Fee 1</td>
<td>$1 a day</td>
<td>Non-Student Drivers</td>
<td>• Disabled persons with placard from DMV</td>
</tr>
<tr>
<td></td>
<td>$20 per Semester</td>
<td>Student Drivers</td>
<td>• Enrollment in off campus classes only</td>
</tr>
<tr>
<td></td>
<td>$7.50 per Summer Session</td>
<td></td>
<td>• Non-Drivers</td>
</tr>
<tr>
<td>Nonresident Tuition 2</td>
<td>$208 per Unit</td>
<td>Nonresidents/Foreign and International students</td>
<td>• California Residents</td>
</tr>
<tr>
<td></td>
<td>Plus Enrollment Fee of $26 per Unit</td>
<td></td>
<td>• AR540 Qualified Students</td>
</tr>
<tr>
<td>Student Center Fee 2</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></td>
<td>Audit Only Students</td>
<td>• Non-Credit Courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Community Education &amp; Professional Development</td>
</tr>
<tr>
<td>Student Representative Fee 2</td>
<td>$1 per term</td>
<td>Credit Courses</td>
<td>• Community Education &amp; Professional Development</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Non-Credit Courses</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 units</td>
</tr>
</tbody>
</table>

1 Only refundable prior to the first two class meeting.
2 Only refundable during the first two weeks of the class (Refers to full semester classes only).

MATERIALS FEES may be assessed for certain classes in order to enhance the learning process and provide convenient access to learning aids. Material fee information is found in the Columbia College Class Schedule.

Students are 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 responsible for dropping courses or requesting refunds. Student class schedules contain all pertinent dates that apply to each course. Copies of class schedules can be printed from the College web site (connectColumbia) or obtained at the College Admissions & Records office.

Eligibility
We 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 588.5231
Applications for admission to Columbia College are available on the college website, at the College Admissions and Records Office and high school counseling offices. Prospective students may access the online application at www.gocolumbia.edu and click on connectColumbia.

Your official transcripts for all previous college work must be received during the first semester of attendance. 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. (Education Code Section 76000, 76001 and 76002, Labor Code Section 3077; Board Policy 5010)

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.
Thousands of students have a dream of going to college. This is a great ambition. However, there are many things to consider before enrolling. Here are some tips on how to choose the right college:

1. Choose the right program:
   - Consider your interests and goals.
   - Research programs offered by different colleges.
   - Consider the cost and location of the college.

2. Research the college:
   - Look at the college's website for information about programs, admission requirements, and financial aid.
   - Talk to current students or alumni to gain an inside perspective.

3. Visit the college:
   - Take a campus tour to get a feel for the school.
   - Attend an orientation session to meet with faculty and staff.

4. Evaluate financial aid:
   - Look into scholarships, grants, and loans.
   - Consider part-time work to help pay for tuition.

5. Make a decision:
   - Take time to make sure it's the right choice for you.
   - Don't hesitate to seek advice from family and friends.

Remember, choosing a college is a major decision, so take your time and make sure it's the right fit for you.
Students can obtain additional copies of their assessment scores from the Director of Admissions, Records and Assessment at 588.5234. These scores, however, will not be released if the student has any outstanding financial obligations to the College. Obligations can be paid at the Business Office or on the College website.

There are two test components in the assessment process. These components are sentence structure and mathematics. The assessment is un-timed and fully computerized. Students receive their results and course placement recommendations immediately after completion of the assessment. Students may log onto www.collegeboard.com/student/testing/accuplacer to view sample test questions and tips for taking the assessment.

Columbia College will accept the test scores and placement results from other California Community Colleges providing the test results are no more than 3 years old. Additionally, students may use math or English courses completed with a grade of "C" or better from other accredited colleges if the course/courses were completed within the past five years and Advanced Placement scores of 3 or better, determined by College. The Counseling Office will assist with specific information on preparing your Educational Plan. After the plan has been reviewed with a counselor, a copy will be retained with other student records.

Regulations on Student Records 588.5234

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 department that houses student records is charged with maintaining privacy and access according to College policy.

In addition, 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 for purposes of telephone solicitation or business/commercial 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.

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 from the 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. (Education Code 49061; Board Policy 5040)

Diploma & Certificate Replacements

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

Diplomas $15
Certificates $10

Columbia College Transcripts

Credit card number, security code, name on the card, expiration date and the mailing address of the card. All requests must include student's full name, birthdate, last 4 numbers of Social Security number or Columbia College ID number, destination of the transcript, current address and signature.

- If there is an official hold on a student record by the College, the request for transcripts will not be processed.
- The Family Educational 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 requester has written authorization from the student.
- A minimum of ten working days is required for processing.

The fee for an immediate over-the-counter transcript is $20 plus normal fee if the two free ones have been used.

- The fee for 24-hour service is $10 in addition to the regular $5 fee. (Education Code, Section 76223; Board Policy 5030)

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.

- The fee for 24-hour service is $10 in addition to the regular 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 to the College.
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Services for Students

Academic Achievement Center 588.5088
The Academic Achievement Center (AAC) provides free tutoring for Columbia College students. AAC tutors work individually with students on coursework for most classes, including reading and writing assignments. Tutoring is available by appointment, five days a week, and can be arranged by calling or visiting the AAC in Manzanita 18-2. The AAC computer lab has eight computers equipped with Windows XP, Microsoft Office, Internet access, and printing, and is open for use without appointment. The AAC also offers, for a fee, test proctoring services to all individuals interested in child care can call 209.588.5278 for more information and to be placed on our eligibility waiting list.

CARE Program 588.5130
CARE (Cooperative Agencies Resources for Education) is a program for EOPS single parents young children. EOPS students can also apply for CARE through the College's EOPS Office, Manzanita 18-3.

CARE Eligibility Criteria:
1. Current EOPS student
2. Receiving county cash aid for self and/or child
3. Parent of a child under the age of 14
4. 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, meal vouchers, transportation assistance, academic/career workshops, seminars, and incentive grants as funds permit.

Career/Transfer Resources 588.5109
The Career/Transfer Center, located in the Manzanita Building adjacent to the Counseling area, offers materials and services to assist students with career and transfer information. Resources include books, occupational guides and other career publications, videos, a variety of reference materials, college catalogs and applications, articulation agreements and both transfer and career software programs. Counselors are available on an appointment basis to assist in locating specific materials to help with career planning, provide transfer information and to support online searches, as are visits by representatives from four-year colleges and universities. All such activities are posted in the Counseling Center and elsewhere on campus.

Child Care Center 588.5278
The Columbia College Child Care Center serves infants, toddlers and preschool children and is best described as a "family friendly environment that fosters positive relationships." The facility serves as a laboratory for adult students enrolled in the Child Development Program. Families who are interested in child care can call 209.588.5278 for more information and to be placed on our eligibility waiting list.

Counseling Services 588.5109
Counseling Services at Columbia College are provided to the general student population and to special programs: EOPS/ACE, Disabled Students Programs and Services (DSPS), CalWORKs, Veterans.

Disabled Students Programs & Services 588.5130
Disabled Students Programs & Services (DSPS) 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. A variety of programs and services are provided for eligible students.

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 those with professionally verified learning disabilities, including individual assessment, individualized learning strategies to remediate or compensate for basic skill deficits, test facilitation, and other in-class accommodations as needed. Tutoring may be by specially trained staff and students for general education and vocational college coursework.

High Tech Center—The center gives students with a disability 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, personal counseling related to academic concerns, academic advising, special equipment loan, liaison with campus and community resources and assistance with registration are among the additional services for students with disabilities.

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

Alternate Format Media—Columbia College publications and institutional materials are available in alternative formats and available through the DSSPS Office.

Under Policy 5140, the Yosemite Community College District Board makes provisions for each College within the District to establish procedures whereby the substitution and/or waiver of certain college level courses is permitted for students with verified learning disabilities. Certain conditions must be satisfied before this option becomes possible for the LD student and certain guidelines apply. Please consult the Coordinator of the Disabled Student Program and Services department and/or the Special Programs Coordinator for more information about both the conditions and guidelines that make such a request possible. (Education Code Sections 67310, 84850, Title 5, Sections 56000 et seq; Board Policy 5140)
Financial Aid
588.5105
The College's Financial Aid Office administers the following Federal and State assistance programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant, Federal Work Study, Cal Grant, Extended Opportunity Programs & Services, and California Board of Governors Fee Waivers.

Students who need help to meet their expenses, such as tuition and fees, housing, food, books, supplies, transportation, and personal incidentals may file online at www.fafsa.ed.gov beginning January 1, 2010. Eligibility is based on financial need and satisfactory academic progress.

Additionally, students must have a high school diploma, a GED, have passed an approved placement examination administered by the Testing Center at the College or satisfactorily completed college remedial coursework. In addition, the college offers a non-credit course to assist in preparing individuals to take the GED test. Course fees and dates are listed in the Schedule of Classes. Call Admissions and Records for information about enrolling in the course.

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.

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 Office.

Accidents and illnesses occurring on campus should be reported immediately to the college nurse, an instructor, or administrator. Student health records are confidential.

Job Placement
588.5312
Columbia College's Job Placement Office provides employment-related services to students and to employers needing assistance. Services include:

- Computers for résumé preparation
- Individual job search assistance
- Job Fair information
- Job search library
- Job search workshops, i.e., résumé writing, job interview techniques
- Referrals to on-campus openings
- Referrals to off-campus openings, both paid part-time and full-time opportunities

Math Resource Center
588.5276
The Math Resource Center provides a comfortable area for individual and small-group study and also provides individual help for math students on a drop-in basis. It is conveniently located near the math classrooms and instructors' offices. In addition to study tables, the Math Resource Center has two computer stations for class related activities. Math resource books and math videos are available for checkout.

Recycling Center
Located at the far end of the upper student parking lot (near student housing), the Recycling Center accepts clean aluminum cans, glass containers, newprint, cardboard and clear plastic containers (#1 and #2). Receipts from recyclables are used for campus projects such as landscaping, injections for infested or diseased trees, ecology scholarship fund, etc.

Scholarships & Awards
588.5105
Columbia College has an extensive number of scholarships and awards provided by organizations and individuals both inside and outside our community. These are publicly announced on the scholarship web page.

A standard application, which may be obtained from the Financial Aid website, is used to determine a student's eligibility for most of the awards. It is available starting the first day of Fall Semester: the deadline for applying is the last day of the Fall Semester. If a special application is required for a specific scholarship, it will be noted.

Selection is generally based on one or more of the following criteria: grade point average, financial need, major, units completed, participation in extracurricular activities. 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 and Safety
588.5167
In compliance with the federal Clery Act, Columbia College publishes an annual security report. The report includes campus crime statistics and college security policies. The annual report is available each October at the campus security office or online at www.gocolumbia.edu.
Columbia College Security Officers are available 24 hours each day, seven days a week, providing assistance with security, emergencies, parking, escort services, lost and found property, and general information and assistance. Several emergency telephones are available to directly connect you with a security officer. In cases of an emergency or imminent danger, dial 911. To reach a security officer, dial (588)5367 or (588)5911. Using any campus emergency telephone at the locations listed on the campus map, page 184, you may reach the Campus Security Office.

Security/Parking 588.5167
Parking: As authorized by California Education Code, Sec. 76360(a), a parking permit is required by anyone parking on campus. Student semester parking permits are available for purchase at the College Business Office.

Student Identification Cards 588.5270
There is no charge to students for the student identification card. The same Identification Card will be used for each semester attended. Validation stickers for the current semester can be obtained at the beginning of every semester from the Student Senate Office, Manzanita 18-1. A picture ID and current class schedule is required when requesting services, adding/dropping classes, use of math and computer open labs, the Academic Achievement Center and Business Office.

Campus Shuttle: For student convenience and safety, the College offers evening campus shuttle service. The shuttle provides a continuous loop from the student parking lots to the classroom buildings Monday through Thursday from 5:30 to 9:30 p.m. (subject to change). For more information please contact the Campus Security office at 588.5167.

Security/Crime Awareness
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 publish an Annual Security Report. The report includes campus crime statistics and college security policies. The report is available at the Campus Security Office or online at www.gocolumbia.edu. The following are the campus crime statistics for January 1, 2006–December 31, 2008:

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Academic Freedom (Faculty)
Recognizing that academic freedom is essential to the pursuit of truth in a democratic society, the district adheres to the following principles:
- Faculty shall be free:
  - To examine unorthodox 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.
  - To present unpopular or controversial ideas to achieve course learning objectives in discussion with students, and in academic research or publication.

Academic Freedom (Students)
The Board of Trustees believes that students have the right to listen, the right to decide, the right to choose, the right to reject, the right to express and defend individual beliefs, and that the educational purpose of the District is best served by this freedom of expression. As members of an academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students are essential to the purposes for which community colleges exist.

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.

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 as a college student at 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 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, Certificate of Achievement or Skills Attainment Certificate 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 tutorial study, or directed and individual laboratory experiences. In all cases, there are to be equated with the unit of credit. Columbia College operates on a semester system.

The following terms are synonymous in expressing a unit of credit:
- Semester unit
- Semester hour
- Academic year
- Credit
- Credit hour

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 (# of quarter units x .667 = semester unit credits).
- Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half (# of semester unit credits x 1.5 = quarter unit credits).

Prerequisites/Co-requisites Recommended for Success
Columbia College has a prerequisite policy 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.

Prerequisite Challenge Procedure
Contact the Admissions & Records Office to obtain a Petition for Prerequisite/Co-requisite Challenge. Submit the completed petition with documentation materials to the Admissions & Records Office. The College shall resolve any challenge within 10 working days from the time it is filed provided that the student initiates the challenge not less than two weeks prior to the beginning of the semester.

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

Evaluation of student achievement is made in relation to the attainment by one of the following symbols:

A – Excellent
B – Good
C – Satisfactory
D – Passing, less than satisfactory
F – Failure
W – Withdrawal from course
IP – In Progress (at least satisfactory).
NP – No Pass (less than satisfactory).
IP – In Progress (See IP section)

Satisfactory Course Completion

Satisfactory completion of a course requires a grade of C, "P" (Pass) or better.

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.

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

Challenging Grades

When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of a mistake, fraud, bad faith, or incompetency, shall be final.

The following procedure will be followed when a student wishes to complain about a grade:

1. The student shall meet with the instructor to discuss the grade.
2. If the issue is not resolved, and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency, he/she may complain in writing to the appropriate Dean for the discipline involved.

Student complaint forms for written complaints are available in the Dean's Offices in the Mainza Building.

3. The complaint will be reviewed by the appropriate Dean and the student will be notified in writing of the decision.

4. Appeals may be made to the Vice President of Student Learning or his/her designee.

5. The decision of the Vice President of Student Learning or his/her designee is final.

A student challenge to a final grade received in a class must occur within two academic years from the time the grade is received.

(Education Code Section 76224)

Adding a Course

Prior to the start of the semester, students may add a class online at: www.gocolumbia.edu (see current Class Schedule for instructions) at the Admissions & Records Office on campus.

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

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

Students who are on a probationary or dismissal status must have a counselor's signature on the Add Slip and must register at the Admissions Office.

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

Course Auditing

Course auditing is available to individuals who have completed the allowable number of enrollments in a specific course.

Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester. Call the Business Office at 588.5114 for information on the cost to audit a course.

No student auditing a course shall be permitted to change his or her enrollment to receive credit or a grade for the course. Enrollment priority enrollment shall be given to students enrolled in the course for credit toward a degree, certificate, Skills Attainment Certificate or transfer. Please contact the Admissions & Records Office for further information and to obtain the required form.

(Board Policy 6070; Education Code Section 76370)

Dropping a Course

To drop a course, the student may go online at www.gocolumbia.edu (see current Class Schedule for instructions), or submit a Drop Slip to the Admissions & Records Office. All drops processed at the Admissions & Records Office require the student to present a picture ID. Students who are on a probationary or dismissal status must have a counselor's signature on the Drop Slip and must drop the course in person at the Admissions & Records Office.

Course Deadlines: (See a copy of your Class Schedule for exact date)

Prior to last day to drop without a "W" grade, no course title will appear on the official transcript.

From the first day of the fifth week to 75% of the semester a W symbol will appear indicating withdrawn.

No student drops are allowed after 75% of the term—Possible grade of F will appear on the official transcript.

For less than full semester classes:

Copies of the student class schedule contain all important dates for each course that the student has enrolled in. Copies of the schedule may be obtained on the college website and at the Admissions & Records Office.

Military Withdrawal

A student called for active duty may receive a military withdrawal at any time during the semester. Military withdrawals will not be recorded as progress probation. To drop classes using a military withdrawal option, the student must submit a copy of military activation papers along with a drop form for each class to the Admissions Office.

Repetition of Courses

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

Any course in which a student has earned a NP or W may be repeated for college credit.

Special classes for disabled students and adaptive physical education classes for the disabled are subject to additional repetitions in accordance with Title 5 Section 56029.

Courses may be repeated where substantial work has not been recorded if the course is needed to meet legally mandated training requirements. Students must petition to enroll, providing documentation verifying that the course is required or mandated for their job.

Students who have successfully completed a course the allowable number of times for credit may take the course under the category of AUDITING. All credit students will be given first priority and auditors will be admitted based on available space only after the first class meeting.

Auditors will be required to adhere to all course and college policies, procedures, requirements and regulations. For more information concerning the guidelines and fees, contact the college Admissions and Records Office.

Course Withdrawal and Repetition Restrictions

Revisions to Title 5 Sections 55040-55045 effective Fall 2009 have impacted students' ability to repeat courses and the ability to enroll in a course after numerous withdrawals. Students are highly advised to see a counselor to determine how these new regulations will affect their educational planning.
Remedial Coursework Limit

Students may not receive credit for more than 30 units of remedial coursework, i.e., non-degree-applicable basic skills courses. However, this limit shall not apply to the following students:

1. Students identified by a college in the district as having a learning disability.
2. Students enrolled in an English as a Second Language course.

Waivers to this limitation may be granted when a student shows significant, measurable progress toward the development of skills appropriate to his/her enrollment in degree-applicable credit courses. (Title 5, Section 5033)

Health and Human Performance Enrollment Restriction

Enrollment by high school students in Health and Human Performance activity sections is restricted to a maximum of 10% of the total allowable enrollment. (For example: if a section will allow enrollment of 30 students, only 3 of the thirty can be high school special admit students.) When the 10% limit is reached all further high school students will be blocked from registration and directed to attempt to enroll in another section of the course or another activity course. (Title 5, Section 76002)

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 by the instructor on the Incomplete Grade form.
- Incomplete Grades sections is restricted to a maximum of 10% of the total allowable enrollment. (For example: if a section will allow enrollment of 30 students, only 3 of the thirty can be high school special admit students.) When the 10% limit is reached all further high school students will be blocked from registration and directed to attempt to enroll in another section of the course or another activity course.
- The maximum number of credit semester units, earned under the P/NP grading option, that may be counted toward the 60 unit requirement for an Associate Degree is 14.
- Courses offered for P/NP grading only are excluded from the maximum of fourteen units counted toward the Associate Degree.
- Students may only opt for P/NP grading in one class per semester.
- For courses designated as P/NP grading only, there is no limit to the number of courses in which enrollment is allowed each semester.
- A student can obtain the Pass/No Pass grading form on the web at www.gocolumbia.edu or from the Admissions & Records Office. The form must be returned to the Admissions Office on or prior to the deadline. Mailed or faxed forms received after the deadline will not be accepted.
- Exception to the P/NP standards must be petitioned to the Academic Requirements Review Committee.

Academic Renewal

Subject to the following conditions, up to 24 units of substandard grades (D's, F's and NP'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:

1. Since completion of the work to be alleviated, the student must have completed a minimum of 10 semester units with at least a 3.0 cumulative GPA, 30 semester units with at least a 2.5 cumulative GPA, or 45 semester units with at least a 2.0 cumulative GPA at any accredited college or university. Renewal will not be granted if there are any grades of D or F or NP since the completion of the work to be alleviated even if the course has been repeated for improvement of grade.
2. A minimum of four semesters or six quarters must have elapsed since completion of the work to be alleviated. (Summer session is not counted toward the required semesters.)
3. Any student not meeting all the requirements of items number one and number two may petition the Academic Requirements Review Committee.
4. The student's permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
5. The student must submit a request for Academic Renewal Evaluation to the Director of Admissions, Records and Assessment. Forms are available in the Admissions & Records Office.
6. A repeated course that has resulted in a satisfactory grade cannot be removed.

Academic Warning

Sections 76002

Ineligible Courses

- Independent Study courses are designed to meet specific student interests. Independent Study courses may be made available in any subject matter area. Consult the Admissions & Records Office for specific procedures.
- A student has 30% of the length of the course to rescind the written form.
- Student performance equivalent to the A, B, or C work will equate to a Pass (P) grade.
- Student performance equivalent to a D or F work will equate to a No-Pass (NP) grade.
- A P or NP grade will be recorded on a student's transcript.

Limitations

The following limitations apply to Independent Study courses:

1. Registration is restricted to one Independent Study course per semester.
2. An overall maximum of 7 units of credit completed will be allowed for Independent Study.
3. A student who intends to transfer is advised that Independent Study credit will count for elective credit only at the CSU campuses. Independent Study credit may not fulfill major or general education breadth requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study course for any one semester as a full-time student.
4. The student's permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.

99/199 Independent Study Courses

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

Conditions

To be admitted to Independent Study, a student must have:

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

Pass/No Pass Grading (P/NP)

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

A student may challenge certain specifically designated courses by examination and obtain credit. Grades and 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. In addition, it recognizes training or experience for which credit or advanced standing was not previously granted. (Title V, Section 55905, Board Policy 6215)

Conditions and Limitations

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

- These courses shall be excluded from credit by examination:
  - Pass/Fail level courses
  - Basic Skills courses
  - Laboratory courses
  - Activity courses.
- Credit by Examination courses must be awarded a letter grade: A, B, C, D, F; except for courses that have only Pass/No Pass grades (P/NP) only.
- A student may not repeat a course taken by examination.
- A student may not take a course for examination if that student has already been taken for a grade.
- A student may not take a course by examination if that student has already completed a more advanced course in the subject matter.
- A student must be a registered student at Columbia College.
- An Appeals Committee will consider the request, and the final decision will be issued by the Dean of Students.

Eligibility

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

Procedure

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

Advanced Placement Examination Credit

1. Students must be enrolled at Columbia College to receive credit for AP exams.
2. Official score reports from the College Board AP Program must be sent to the Admissions Office at Columbia College. The college will not accept copies of the report. Students can obtain official score reports by calling (888) 225.5427 (toll free).
3. Students will be granted credit for AP scores of 3, 4, or 5 in the specific areas indicated on the chart on page 56-57 of this catalog.
4. Units earned by AP exams can be used to meet IGETC and CSU GE Breadth requirements. See a college counselor for exceptions and restrictions.

College Level Examination Program (CLEP)

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

College Credit from Other Institutions

Previously earned lower division degree applicable or transfer college or university units will be accepted if the institution is accredited by one of the following accrediting bodies: Middle States Association of Colleges and Schools (MSSA), The Northwest Association of Schools and Colleges (NASC), New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC), Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-JR), Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-SC). A maximum of 15 semester units will be allowed for courses taken by correspondence from accredited institutions. No credit will be awarded for developmental or skills classes, upper division courses, or extension courses.

Columbia College does not evaluate College Level Examination Program (CLEP) exam scores. Credit for College Level Examination Credit may not be awarded if a student has previously taken a course.

Credit for military service

Military benefits, if the institution is accredited by one of the following accrediting bodies: Middle States Association of Colleges and Schools (MSSA), The Northwest Association of Schools and Colleges (NASC), New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education (NEASC-CIHE), Southern Association of Colleges and Schools/Commission on Colleges (SACS-CC), Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (WASC-JR), Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities (WASC-SC). A maximum of 15 semester units will be allowed for courses taken by correspondence from accredited institutions. No credit will be awarded for developmental or skills classes, upper division courses, or extension courses.

Credit granted to armed forces personnel and veterans by another institution is subject to re-evaluation by Columbia College.

Academic Requirements Review Committee

A petition process is available to students through the Academic Requirements Review Committee. Students may petition for review to this committee. Contact the Director of Admissions, Records and Assessment for procedures.

Classification of Students

While the minimum full-time program that will qualify a student for graduation in two years is 15 units per semester, the following classifications have been established:

- Full-time (Registered for 12 or more units per semester)
- Freshmen
  - Fewer than 30 degree or transfer units completed
- Sophomore
  - 30 or more degree or transfer units completed

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 Policy

Instructor establishes attendance policies for their classes and inform students about attendance requirements in a course syllabus. Students are responsible for making arrangements with their instructors to complete coursework missed.

Scholastic Honors

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

Remember, you're in charge—it is your responsibility to prepare for and attend class.

Student Load

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

Final Examinations

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

Final grades are considered permanent. The determination of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.
Satisfactory Progress
A student whose cumulative Grade Point Average is 2.0 (C average) or better is scholastically in good standing. All units and grade points earned at Columbia College are counted on a cumulative basis. The method of computing Grade Point Averages follows.

Grade Reports
Report cards are not issued by the college. Students obtain their final semester grades on the college website at www.gocolumbia.edu approximately 10 working days after the semester ends. Additionally, students may obtain an unofficial transcript containing all classes and grades completed at Columbia College since 1985 on the college website. All outstanding obligations must be cleared to obtain transcripts, access grades and obtain placement test results.

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

Not included in computing GPA, but may be used in determining progress probation and dismissal:
W - Withdrawal
I - Incomplete
P - Pass
NP - No Pass
IP - In Progress

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 Pass/No Pass basis. (Education Code Section 70902(B) (3), Title 5, Section 55030-55034; Board Policy 5560/6260)

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 grades of W, I and NP (No Pass) are recorded for 50% or more of all units enrolled.

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

Academic Probation Status
Students who are on Academic or Progress Probation/Dismissal are required to do the following:
1. Obtain written approval from a counselor prior to registration.
2. Complete an Academic/Progress Probation/Dismissal Contract with a counselor of their choice preferably prior to the start of the term, and no later than the first week of the term.
3. Comply with the following unit limitation:
   - Probation Status: Enrollment limit of 12 units maximum per term
   - Dismissal Status: Enrollment limit of 8 units maximum per term
4. Enroll in and successfully complete Guidance 100, College Survival or, if applicable, another guidance course as per counselor recommendation. Note: These units are included in the unit limitation above.

5. Request that all current instructors complete a monthly Student Academic Performance Report form.
6. Take the completed form to counseling meetings with assigned counselor.

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 Dean of Student Services, the student is not making appropriate progress after being placed in either status. A disqualified student may be readmitted by special petition to the Dean of Student Services. See Reinstatement After Disqualification.

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

In the event of disqualification a student may petition for readmission on the basis of the following circumstances that might warrant an exception:

- Evidence of consistent improvement in the student’s record.
- A change from one major to a field of study more appropriate to the student.
- Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student.
- The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to warrant the granting of an additional opportunity.

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

Withdrawal from College
A student wishing to withdraw from the College is responsible for dropping all courses on the College website or by completing the drop form at the Admissions & Records Office. Failure to do so may result in F grades recorded on the student's transcript. (Title 5, Section 55024)

Note: These units are included in the unit limitation above.
Graduation & Transfer Requirements

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. The Associate in Science Degree is awarded in Science and Technical fields. The Associate in Science Occupational Education Degree is earned in occupational programs that provide students with skills and a Degree upon completion of the following requirements. The Associate in Science Occupational Education Degree is earned in occupational programs that provide students with skills and a

2. Total Units:

Catalog Rights:

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Graduation and Transfer Requirements

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4. To graduate with the AA, AS, or AS-T degree, both patterns at the same time, students are encouraged to satisfy the requirements listed in suitable to satisfy the requirements listed in pages 54-55. Students wishing to transfer to a California State University (CSU) must follow the requirements listed in the catalog of the college to which the student plans to transfer. Transfer students may enter a community college from campus to campus within both CSU and UC systems. You are required to complete 60 transferable units in order to attain full junior status upon transfer. Contact a counselor for specific requirements relative to your transfer choice.

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

3. Major: Satisfactory completion of lower division prerequisites for the BA/BS major listed in an articulation agreement or the catalog of the California State University and transfer campuses.

4. General Education Breadth Requirements: Satisfactory completion of each Area of General Education "A" through "G" by choosing suitable courses from those listed under each Area on pages 54-55. 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 46-50 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 52-53) for counselor assistance.

2. California law includes a requirement in U.S. History and Government that the student has met the required 39 unit GE Certification while others include it within the 39 units.

3. Columbia College will automatically send a fully or partially completed Lower Division General Education Certification when a student requests his/her transcript be sent to any CSU campus. The alternate General Education pattern, Intersegmental General Education Transfer Curriculum (IGETC), (See pages 52-55) may be used in lieu of the CSU GE Pattern for students in most majors who are unsure of whether they want to transfer to a CSU or a UC. The IGETC pattern cannot be used if three or more areas are incomplete. A written request to the Admissions Office of the institution must be made before an IGETC Certification will be completed and sent to your transfer UC or CSU campus.

Transfer Requirements

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 Area A and B, are in good standing at the last college or university attended, and meet any of the following standards:

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

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

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

4. Students transferring with full certification of lower division general education requirements are assumed that they have met 39 of the 48 unit minimum requirements for the Bachelor's Degree. Students transferring without certification of general education must complete the pattern of courses required of "native" students as outlined in the catalog of the particular state university. The CSU General Education Breadth Requirements (See pages 54-55) and the Intersegmental General Education Transfer Curriculum (IGETC, pp. 52-53) are the two patterns of courses by which Columbia College uses to certify that the student has met the required minimum semester units of general education.

Transcripts—Request that official transcripts be sent directly from all colleges or universities previously attended to the admissions office of the institution of the college or university, or if an office delay must be made before an IGETC Certification will be completed and sent to your transfer UC or CSU campus.

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

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

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

4. Students transferring with full certification of lower division general education requirements are assumed that they have met 39 of the 48 unit minimum requirements for the Bachelor's Degree. Students transferring without certification of general education must complete the pattern of courses required of "native" students as outlined in the catalog of the particular state university. The CSU General Education Breadth Requirements (See pages 54-55) and the Intersegmental General Education Transfer Curriculum (IGETC, pp. 52-53) are the two patterns of courses by which Columbia College uses to certify that the student has met the required minimum semester units of general education.

Transcripts—Request that official transcripts be sent directly from all colleges or universities previously attended to the admissions office of the institution of the college or university, or if an office delay must be made before an IGETC Certification will be completed and sent to your transfer UC or CSU campus.

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

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

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

4. Students transferring with full certification of lower division general education requirements are assumed that they have met 39 of the 48 unit minimum requirements for the Bachelor's Degree. Students transferring without certification of general education must complete the pattern of courses required of "native" students as outlined in the catalog of the particular state university. The CSU General Education Breadth Requirements (See pages 54-55) and the Intersegmental General Education Transfer Curriculum (IGETC, pp. 52-53) are the two patterns of courses by which Columbia College uses to certify that the student has met the required minimum semester units of general education.

Transcripts—Request that official transcripts be sent directly from all colleges or universities previously attended to the admissions office of the institution of the college or university, or if an office delay must be made before an IGETC Certification will be completed and sent to your transfer UC or CSU campus.

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

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

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

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

Selection of Major—The majors offered at each campus are listed in the back of the CSU application booklet. You should review program descriptions in campus catalogs before you file your application; options within programs at one campus may be 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 (undeclared). We encourage you to use this category if you are unsure about what to pursue. There are advising and information resources available on each campus to help you select an appropriate major.

Choice of Campus—The CSU application allows you to designate the CSU campus of your choice and an alternate campus to which your application will be forwarded if the first campus you choose is unable to 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 both the first choice campus during the initial filing period. Most campuses consider applications for an alternate major before forwarding the application to the alternate campus. When designating an alternate campus, you should be certain that the major or alternate major is offered and not impacted at the alternate campus (see Impacted Programs). If the alternate campus is still accepting applications, it is not possible for your application to be redirected to impacted campuses and programs. It is generally unnecessary to file more than one application to CSU during the initial filing period; however, see the following section on Impacted Programs. During periods of high demand and limited resources, some campuses may not accept applications for winter, spring or summer terms.

The CSU assigns highest admission priority to California Community College transfer students who have completed the first two years of their baccalaureate program, including those applying for impacted programs. In addition, CSU campuses will make every effort to see that California Community College transfer students originally eligible for admission as first-time freshmen are admitted to their first choice CSU campus. Impacted Programs—The CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some majors are not impacted at every campus where they are offered; others may be impacted only at some campuses. Applicants to impacted majors must file an application for admission during the first month of the filing period and will be subject to supplementary admission criteria. Priority for admission to impacted programs is given to California residents. If you wish to be considered in impacted majors at one or more campuses, you must file an application to each. The CSU announces each fall the majors that are impacted and the supplementary criteria required by the campuses. That announcement is published in the CSU REVIEW distributed to high school and college counselors. Information about the admission process and program criteria is also sent to program applicants.

Last year, several programs were impacted at every CSU campus offering the programs. If you apply to one of these programs and are not accommodated, you can be redirected only in an alternate major that is not impacted. Supplementary Admission Criteria—Supplementary admission criteria may include overall grade point average and a combination of campus-developed criteria. If you are required to submit scores on either the SAT I or the ACT, you should take the test no later than early December if applying for fall admission or November if applying to San Luis Obispo. Please consult with any CSU campus Admission or Relations with Schools Office for further information.

UNIVERSITY OF CALIFORNIA
Transfer Requirements

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

Selecting Campuses and Programs of Study

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

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

Undergraduate Programs

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

Admission as a Transfer Student

The University considers you a transfer student 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 (TCA) on page 50 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 52-53. The University publishes a booklet especially for transfer applicants called Answers for Transfer. It is available in the Career/Transfer Center on campus.

Minimum Eligibility Requirements for Transfer to UC

There are some 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 were eligible for admission to the UC when you graduated from high school—meaning you satisfied the University's minimum requirements—then you are eligible to transfer if you have a C (2.0) average in your transferable coursework.
2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take courses in at least two of the five areas specified in the Scholarship Requirements. If you are missing one subject area, you will not 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 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 you 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 one. (The University will waive up to two units of the required high school coursework except in mathematics and English.)
   c. Complete one college course in mathematics, two in English, and four selected from either U.S. history, laboratory science, or mathematics except in English. You must earn a grade of C or better in each course.

Transfer Admission Guarantee (TAG)
Columbia College has available guaranteed admission agreements with the University of California campuses at Davis, Riverside, Santa Cruz, and Santa Barbara. The purpose of the TAG is to guarantee students admission to the university or college with which the TAG has been contracted. The TAG assures students that the courses to which they have committed will meet requirements for admission, general education and lower division major preparation. The TAG should be written 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 term other than the one indicated in the signed agreement. If you plan to transfer to any one of these four campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Guarantee process. There are strict deadlines for UC Davis at this time and TAG’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 assistir.org.

Please contact a counselor 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 54-55 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.

Area 1 – English Communication

One course each from Group 1A, Group 1B, and Group 1C. (Group IC 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 1B
  
  ENGL 1C
  
  HIST 5/PHIL 5
  
  (Or course from other college)

- **Group 1C: Oral Communication**
  
  CSU students only. One course, three semester units.
  
  SPCCOM 1
  
  SPCCOM 4
  
  (Or course from other college)

Area 2A – Mathematical Concepts and Quantitative Reasoning

One course, three semester units.

MATH 2, 6, 12, 17A, 17B, 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
  
  MUSIC 2, 10, 11, 12
  
  (Or course from another college or AP)

- **Group 3B: Humanities**
  
  ENGL 11, 17, 18, 46, 47, 49, 50, 81
  
  HIST 5, HUMAN 1, 2, 3, 4, PHILO 1, 4, 5, 25
  
  SIGN 408, 40C, SPAN 18, 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**
  
  ANTHER 1, 2, 10, 15*

- **Group 4B: Economics**
  
  ECON 10, 11

- **Group 4C: Ethnic Studies**
  
  ANTH 15*
  
  SOCO 30
  
  SPCCOM 5

- **Group 4D: Gender Studies**
  
  ANTHR 7, HHP 2, HIST 21, SOCO 7

Notice to Students

Selection of courses from this list may be affected by one or more factors, including choice of major, university transfer requirements, or prerequisite or sequencing requirements. Failure to plan appropriately will adversely affect timely graduation and/or transfer. Students are encouraged to consult with a counselor in developing an individual education plan. (Counseling Office, Manzanita 15, 588.5109.)
## General Education Breadth Requirements
### FOR AA/AS* DEGREE:
- General Education Breadth Requirements for Columbia College Associate of Arts (AA) and Science (AS) Degrees & Transfer to CSU

### FOR AS OCCUPATIONAL EDUCATION** DEGREE:
- Two courses required: One course from D1 & D2, and one course from D3-D9. Also acceptable in D1-D9. No course required in E.

### FOR AS OCCUPATIONAL EDUCATION** DEGREE:
- No course required in E.

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

### FOR AA/AS* DEGREE:
- One course required from ENGL IB, IC, HIST 51, PHILO 51, SPCOM 2.

### FOR CSU TRANSFER***:
- Teacher Education minor.

### FOR CSU TRANSFER***:
- The GE requirements in this column do not apply to the AS (OCCUPATIONAL EDUCATION) Degree.

### FOR AS OCCUPATIONAL EDUCATION** DEGREE:
- 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.

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

### FOR CSU TRANSFER***:
- Three courses required: one from each area 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.2, and one course from A.1, A.3 (must have a grade of C or higher).
## AP EXAM COLUMBIA COLLEGE GE AND ELECTIVE CREDIT - AA/AS/ASOE DEGREE CSU GE IGETC

<table>
<thead>
<tr>
<th>AP EXAM</th>
<th>COLUMBIA COLLEGE GE AND ELECTIVE CREDIT - AA/AS/ASOE DEGREE</th>
<th>CSU GE</th>
<th>IGETC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art (Studio)</td>
<td>3 semester units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Art History</td>
<td>Area C1 or C2</td>
<td>Area A or B</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Biology</td>
<td>Area B2 or B3</td>
<td>Area B (with lab)</td>
<td>4 semester units</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>Area B4</td>
<td>Area A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>Area B4</td>
<td>Area A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Area B1 or B3</td>
<td>Area B (with lab)</td>
<td>4 semester units</td>
</tr>
<tr>
<td>Chinese Language &amp; Culture</td>
<td>Area C2</td>
<td>Area B and A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5 semester units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>6 semester units</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Economics - Macroeconomics</td>
<td>Area D2</td>
<td>Area C</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Economics - Microeconomics</td>
<td>Area D2</td>
<td>Area C</td>
<td>3 semester units</td>
</tr>
<tr>
<td>English - Language &amp; Composition</td>
<td>Area A2</td>
<td>Area A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>English - Literature &amp; Composition</td>
<td>Area A2 and A2</td>
<td>Area A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Area B2 or B3 (if completed prior to Fall 2009) or Area B1 or B3 (regardless of when completed)</td>
<td>Area B (with lab)</td>
<td>3 semester units</td>
</tr>
<tr>
<td>French Language</td>
<td>Area C2</td>
<td>Area A (with lab)</td>
<td>3 semester units</td>
</tr>
<tr>
<td>French Literature</td>
<td>Area C2 (if completed prior to Fall 2009)</td>
<td>Area A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>German Language</td>
<td>Area C2</td>
<td>Area A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Government &amp; Politics - Comparative</td>
<td>Area D8</td>
<td>Area A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Government and Politics - U.S.</td>
<td>Area D8</td>
<td>Area B and A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Health &amp; Social Science</td>
<td>Area C3</td>
<td>Area B and A</td>
<td>3 semester units</td>
</tr>
<tr>
<td>History - Europe</td>
<td>Area D6</td>
<td>Area C2 or D6</td>
<td>3 semester units</td>
</tr>
<tr>
<td>History - U.S.</td>
<td>Area D6</td>
<td>Area C2 or D6 and US 1</td>
<td>3 semester units</td>
</tr>
<tr>
<td>History - World</td>
<td>Area C2 or D6</td>
<td>Area C2 or D6</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Italian Language &amp; Culture</td>
<td>Area C2 (if completed prior to Fall 2010)</td>
<td>Area C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Japanese Language &amp; Culture</td>
<td>Area C2</td>
<td>Area C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Latin - Literature</td>
<td>Area C2 (if completed prior to Fall 2009)</td>
<td>Area C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Latin - Vergil</td>
<td>Area C2</td>
<td>Area C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Music Theory</td>
<td>Area C1 (if completed prior to Fall 2009)</td>
<td>Area C1</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Physics B</td>
<td>Area B1 or B3</td>
<td>Area B1 or B3</td>
<td>4 semester units</td>
</tr>
<tr>
<td>Physics C - Electricity &amp; Magnetism</td>
<td>Area B1 or B3</td>
<td>Area B1 or B3</td>
<td>4 semester units</td>
</tr>
<tr>
<td>Physics C - Mechanics</td>
<td>Area B1 or B3</td>
<td>Area B1 or B3</td>
<td>4 semester units</td>
</tr>
<tr>
<td>Psychology</td>
<td>Area D9</td>
<td>Area D9</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Area C2</td>
<td>Area C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Spanish Literature</td>
<td>Area C2</td>
<td>Area C2</td>
<td>3 semester units</td>
</tr>
<tr>
<td>Statistics</td>
<td>Area B4</td>
<td>Area B4</td>
<td>3 semester units</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3 semester units</strong></td>
<td><strong>3 semester units</strong></td>
<td><strong>3 semester units</strong></td>
</tr>
</tbody>
</table>

**CSU GE**: The Advanced Placement examinations may be incorporated into the certification of CSU General Education- Breadth requirements by any certifying institution. All CSU campuses will accept the minimum units shown and apply them toward fulfillment of the designated General Education-Breadth area if the examination is included as part of a full or subject-area certification. Please note that individual CSU campuses may choose to grant more units than those specified toward completion of General Education-Breadth requirements.

**IGETC**: AP exams must be used in the area indicated regardless of where the certifying institution's discipline is located.

**AA/AS/ASOE**: A student who receives AP credit and then takes the equivalent Columbia College course will have the unit credit for such duplication deducted prior to being awarded the Associate degree. Credit by Advanced Placement exam is noted and listed first on a student's transcript, with units assigned and no grade.

This information is subject to change without notice. Always consult the current Columbia College catalog for the most up-to-date information.
Associate Degree Majors

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

Associate in Arts Degree—pages 58-65

**Fine Arts**
- Emphasis in Art
- Emphasis in Photography
- Emphasis in Music

**Health and Human Performance**
- Emphasis in English
- Emphasis in Communication

**Liberal Arts**
- Emphasis in English
- Emphasis in Behavioral and Social Sciences
- Emphasis in Science
- Emphasis in Elementary Teaching Preparation

**Mathematics**
- Emphasis in Pre-Engineering

**Associate in Science Degree—pages 65-71**

**Allied Health**
- Emphasis in Business Administration (Occupational)
- Emphasis in Business Administration (Professional)

**Child Development**
- Emphasis in Child Development

**Computer Science**
- Applied Computer Studies-Business Emphasis

**Forestry**
- Emphasis in Forestry

**Hospitality Management**
- Emphasis in Culinary Arts
- Emphasis in Hotel Management

**Natural Resources**
- Emphasis in Biological Sciences
- Emphasis in Environmental Sciences

**Post-Secondary Studies**
- Emphasis in Biological Sciences
- Emphasis in Environmental Sciences

**Associate in Science Degree (Occupational Education) Degree—pages 72-77**

**Automotive Technology**
- Automotive Maintenance Technician
- Automotive Service Technician

**Business Administration**
- Accounting
- Management

**Computer Science**
- Computer Science
- Geographic Information Systems (GIS)

**Forestry Technology**
- Forestry Technology

**Hospitality Management**
- Chef
- Dinner Line Cook

**Natural Resources Technology**
- Watershed Management Technology

**Office Technology**
- Administrative Office Professional

**Associate in Science Degree (continued)**

**Science**
- Emphasis in Biology
- Emphasis in Earth Science
- Emphasis in Environmental Science
- Emphasis in General Science
- Emphasis in Physical Science

**Associate in Science Degree (continued)**

**FINE ARTS**
- Emphasis in Art

**Acceptable Courses Within Major**

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>ART 1</td>
<td>Basic Freehand Drawing (2-4)</td>
</tr>
<tr>
<td></td>
<td>ART 2</td>
<td>Basic Color and Design (2-4)</td>
</tr>
<tr>
<td>2-4</td>
<td>ART 9A</td>
<td>Life Drawing: Beginning (2-4)</td>
</tr>
<tr>
<td>3</td>
<td>ART 11</td>
<td>History of Art: Ancient and Medieval (3)</td>
</tr>
<tr>
<td>3</td>
<td>ART 12</td>
<td>History of Art: Renaissance, Baroque and Modern (3)</td>
</tr>
<tr>
<td>2-4</td>
<td>ART 21A</td>
<td>Painting: Beginning (2-4)</td>
</tr>
<tr>
<td>2-4</td>
<td>ART 23A</td>
<td>Watercolor: Beginning (2-4)</td>
</tr>
<tr>
<td>3</td>
<td>ART 25</td>
<td>Mixed Media Painting (4)</td>
</tr>
<tr>
<td>2-4</td>
<td>ART 31</td>
<td>Ceramics: Introductory (2-4)</td>
</tr>
<tr>
<td>3</td>
<td>ART 71</td>
<td>Ceramic Sculpture: Introductory (2-4)</td>
</tr>
</tbody>
</table>

| 3     | ART 40      | Photography: Beginning (4) |
| 3     | ART 48      | Special Topics in Photography (1-4) |
| 1.5   | HHP 23A     | Contemporary Dance I (1.5) |
| 1.5   | HHP 25A     | Jazz Dance I (1.5) |

| 3     | ENGL 10     | Creative Writing (3) |
| 3     | ENGL 11     | Film Appreciation (3) |
| 3     | MUSC 12     | Introduction to Music (3) |
| 3     | MUSC 10     | Survey of Music History and Literature: Ancient to 1750 (3) |
| 3     | MUSC 20A    | Elementary Music Theory (3) |
| 3     | MUSC 36     | Survey (1-3) |

**Total Required Units** 18
Columbia College 2010-11 Catalog

Emphasis in Photography

A. ART 40 Photography: Beginning .............................. 4
   plus six (6) units from this section ....................... 6
   ART 2 Basic Color and Design (2-4)
   ART 41 Photography: Intermediate (3)
   ART 42 Color Photography (3)

B. Six (6) units required from this section ................. 6
   ART 1 Basic Fundamentals of Art (2-4)
   ART 9A Life Drawing: Beginning (2-4)
   ART 21A Painting: Beginning (2-4)
   ART 21A Watercolor: Beginning (2-4)
   ART 25 Mixed Media Painting (2-4)

C. Three (3) units required from this section .......... 3
   ART 11 History of Art: Ancient and Medieval (3)
   ART 12 History of Art: Renaissance, Baroque and Modern (3)
   ART 45 Field Photography (2-2)
   ART 48 Special Photography (1-4)
   ENGL 11 Film Appreciation (3)

Total Required Units 19

Health and Human Performance

Acceptable Courses Within Major

A. Nine (9) units required from this section ............ 9
   HHP 52A Life Span Development Program (3)
   HHP 60 Health and Fitness Education (3)
   HHP 62 Health and Fitness Education (2)
   B. Four (4) units required from this section ........... 4
   BIOL 40 Human Physiology (4)
   C. Three (3) units required from this section ....... 3
   BIOL 65 Microbiology (4)
   PSYCH 1 General Psychology (3)

Total Required Units 20

Languages

Emphasis in English

Acceptable Courses Within Major

A. ENGL 1B Advanced Composition and Introduction to Literature .................................................. 3
   B. Six (6) units required from this section .......... ......... 6
      ENGL 1C Critical Reasoning and Writing (3)
      ENGL 10 Creative Writing (3)
      ENGL 11 Film Appreciation (3)
      ENGL 17 American Literature (3)
      ENGL 18 American Literature (3)
      ENGL 46 Survey of English Literature (3)
      ENGL 47 Survey of English Literature (3)
      ENGL 48 Special English (3)
      ENGL 49 California Literature (3)
      ENGL 50 Introduction to Shakespeare (3)
      ENGL 60 Introduction to World Literature: 1500 to Present (3)

Total Required Units 18

Emphasis in Communication

Acceptable Courses Within Major

A. Six (6) units required from this section .......... 6
   SPCM 1 Introduction to Public Speaking (3)
   SPCM 2 Argumentation and Debate (3)
   ENGL 1C Critical Reasoning and Writing (3)
   PHIL 1 Introduction to Philosophy (3)
   PHIL 25 Twentieth Century Philosophy (3)

Total Required Units 18

Liberal Arts

The Associate in Arts Degree in Liberal Arts is designed for students who wish to have a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis." The curriculum in liberal arts allows students to develop an appreciation of the beauty and values that have shaped and enriched our culture, and may also be used to meet transfer requirements.

- Non-Transfer Students: Complete General Education Breadth Requirements for the AA/AS Degree (minimum 30 units).
- Transfer Students: Complete General Education Breadth Requirements for CSU Transfer (minimum 40 units), or complete IGETC requirements (minimum 37 units). See a counselor for assistance in determining the most appropriate option.
- Complete 18 units in one of the "Areas of Emphasis" outlined below. Note: Where appropriate, courses in an area of emphasis may also be used to fulfill General Education requirements for the AA or AS degree.
- Meet Columbia College graduation requirements, including the completion of at least 60 associate-degree-applicable units.

Emphasis in Arts and Humanities

This area of emphasis can be used either to enhance employability in a broad range of career fields or as preparation for transfer to a university in a related discipline such as Art, Drama/Theatre, English, Humanities, Languages, Music, or Philosophy.

Acceptable Courses Within Area of Emphasis

A. Activity: Creative and Fine Arts (six units required) ......................................................... 6
   ART 40 Photography: Beginning (2-4)
   ART 41 Photography: Intermediate (3)
   ART 42 Color Photography (3)
   ART 65 Art of Africa, Asia, Australia and the Americas (3)
   ART 70 Introduction to Music (3)
   ART 11 History of Art: Ancient (3)
   ART 12 History of Art: Renaissance, Baroque and Modern (3)
   ART 13 Art of Africa, Asia, Australia and the Americas (3)
   DRAMA 10 Introduction to the Theatre (3)
   ENGL 10 Creative Writing (3)
   ENGL 11 Film Appreciation (3)
   JRNAL 1 Introduction to Journalism (3)
   MUSIC 1 Introduction to Music (3)
   MUSIC 10 Survey of Music History and Literature: Ancient to 1750 (3)
   MUSIC 11 Survey of Music History and Literature: 1750 to Present (3)
   MUSIC 12 American Popular Music: Blues and Jazz to Rock 'n Roll (3)

B. Theory: Fine, Performing and Creative Arts (six units required) ......................................... 6
   ENGL 1A Reading and Composition: Beginning (3)
   ENGL 1B Advanced Composition and Introduction to Literature (3)
   ENGL 1C Critical Reasoning and Writing (3)
   ENGL 17 American Literature (3)
   ENGL 18 American Literature (3)
   ENGL 46 Survey of English Literature (3)
   ENGL 47 Survey of English Literature (3)
   ENGL 48 Special English (3)
   ENGL 49 California Literature (3)
   ENGL 50 Introduction to Shakespeare (3)
   ENGL 60 Introduction to World Literature: 1500 to Present (3)
   PHIL 25 Twentieth Century Philosophy (3)
   PHIL 50 Philosophy of Science (3)
   HUMAN 1 Old World Culture (3)
   HUMAN 2 Modern Culture (3)
   HUMAN 3 World Culture (3)
   HUMAN 4 II or PHIL 4 World Religions and Spirituality (3)
   JRNAL 1 Introduction to Journalism (3)
   MUSIC 1 Introduction to Music (3)
   MUSIC 10 Survey of Music History and Literature: Ancient to 1750 (3)
   MUSIC 11 Survey of Music History and Literature: 1750 to Present (3)
   MUSIC 12 American Popular Music: Blues and Jazz to Rock 'n Roll (3)

Total Required Units: 18
Emphasis in Behavioral and Social Sciences

This area of emphasis is intended for those students interested in developing an introductory knowledge base and content understanding in the behavioral and social sciences, or as preparation for transfer to a university in a related discipline such as Anthropology, Child Development, Economics, Geography, Psychology or Sociology.

Acceptable Courses within Area of Emphasis

<table>
<thead>
<tr>
<th>Units</th>
<th>A. Human and Individual Development (6 units required)</th>
<th>ANTHR 1 Physical Anthropology (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ANTHR 3 Current Issues in Anthropology (3)</td>
<td>ANTHR 7 Gender, Culture and Society (3)</td>
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<tr>
<td></td>
<td>ANTHR 10 Archaeology and Cultural Prehistory (3)</td>
<td>ANTHR 15 Native People of North America (3)</td>
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<tr>
<td></td>
<td>ECON 10 Principles of Economics - Micro (4)</td>
<td>ECON 11 Principles of Economics - Micro (4)</td>
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<td>ECON 11 Principles of Economics - Macro (4)</td>
<td>ECON 12 Cultural Geography (3)</td>
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<td></td>
<td>GEGOR 12 Cultural Geography (3)</td>
<td>POLSC 10 Constitutional Government (3)</td>
</tr>
<tr>
<td></td>
<td>POLSC 12 American Political Thought (3)</td>
<td>POLSC 14 International Relations (3)</td>
</tr>
<tr>
<td></td>
<td>SOCIO 1 Introduction to Sociology (3)</td>
<td>SOCIO 15 American Society: Social Problems and Deviance (3)</td>
</tr>
<tr>
<td></td>
<td>SOCIO 2 American Society: Social Problems and Deviance (3)</td>
<td>SOCIO 20 Ethnicity and Ethnic Relations in America (3)</td>
</tr>
<tr>
<td></td>
<td>SOCIO 3 Gender, Culture and Society (3)</td>
<td>SOCIO 7 Gender, Culture and Society (3)</td>
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<td>SOCIO 12 Sociology of the Family (3)</td>
<td>SOCIO 13 Sociology of the Family (3)</td>
</tr>
<tr>
<td></td>
<td>SOCIO 28 Death and Dying (3)</td>
<td>SOCIO 28 Death and Dying (3)</td>
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<tr>
<td></td>
<td>SPOCM 5 Intercultural Communication (3)</td>
<td>SPOCM 5 Intercultural Communication (3)</td>
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<tr>
<td></td>
<td>B. Institutional and Cultural Context (select courses from at least two subject areas)</td>
<td>9</td>
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<td></td>
<td>ANTHR 2 Cultural Anthropology (3)</td>
<td>B. Physical Science (nine units required)</td>
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<td></td>
<td>ANTHR 3 Current Issues in Anthropology (3)</td>
<td>CHEM 1A General Chemistry (5)</td>
</tr>
<tr>
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<td>ANTHR 7 Gender, Culture and Society (3)</td>
<td>CHEM 1B General Chemistry (4)</td>
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<td>ANTHR 10 Archaeology and Cultural Prehistory (3)</td>
<td>CHEM 10 Fundamentals of Chemistry (4)</td>
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<tr>
<td></td>
<td>ANTHR 15 Native People of North America (3)</td>
<td>CHEM 11 Fundamentals of Organic and Biochemistry (4)</td>
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<td>ECON 10 Principles of Economics - Micro (4)</td>
<td>CHEM 20 The Chemistry of Everything (3)</td>
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<tr>
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<td>ECON 11 Principles of Economics - Macro (4)</td>
<td>ESC 1 Energy: Uses and Alternatives (3)</td>
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<td>ECON 11 Principles of Economics - Micro (4)</td>
<td>ESC 4A Introductory Physics I: Trigonometry Level (4)</td>
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<td>ECON 12 Cultural Geography (3)</td>
<td>ESC 4B Introductory Physics II: Trigonometry Level (4)</td>
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<td>GEGOR 12 Cultural Geography (3)</td>
<td>ESC 5A Introductory Physics II: Calculus Level (4)</td>
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<td>POLSC 10 Constitutional Government (3)</td>
<td>ESC 5B Introductory Physics III: Calculus Level (5)</td>
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<td></td>
<td>POLSC 12 American Political Thought (3)</td>
<td>SOCIO 1 Introduction to Helping Skills (LS)</td>
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<tr>
<td></td>
<td>POLSC 14 International Relations (3)</td>
<td>CHILD 1 Child Growth and Development (3)</td>
</tr>
<tr>
<td></td>
<td>SOCIO 15 American Society: Social Problems and Deviance (3)</td>
<td>CHILD 10B Intermediate Helping and Basic Conflict Management Skills (1.5)</td>
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<td>SOCIO 20 Ethnicity and Ethnic Relations in America (3)</td>
<td>PSYCH 1 General Psychology (3)</td>
</tr>
<tr>
<td></td>
<td>SOCIO 3 Gender, Culture and Society (3)</td>
<td>PSYCH 5 Human Sexual Behavior (3)</td>
</tr>
<tr>
<td></td>
<td>SOCIO 13 Sociology of the Family (3)</td>
<td>PSYCH 10 Life-span Human Development (3)</td>
</tr>
<tr>
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<td>SOCIO 28 Death and Dying (3)</td>
<td>PSYCH 20 Sport Psychology (3)</td>
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<td>SPOCM 5 Intercultural Communication (3)</td>
<td>PSYCH 30 Psychology of Adjustment (3)</td>
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<td></td>
<td>B. Physical Science (nine units required)</td>
<td>PSYCH 35 Introduction to Drugs and Behavior (3)</td>
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<td>CHEM 1A General Chemistry (5)</td>
<td>PSYCH 40 Stress Management (3)</td>
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<td>CHEM 1B General Chemistry (4)</td>
<td>PSYCH 35 Current Issues in Anthropology (3)</td>
</tr>
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<td></td>
<td>CHEM 10 Fundamentals of Chemistry (4)</td>
<td>CMPS 15 Java Programming (3)</td>
</tr>
<tr>
<td></td>
<td>CHEM 11 Fundamentals of Organic and Biochemistry (4)</td>
<td>CMPS 55 Database Management (4)</td>
</tr>
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<td></td>
<td>CHEM 12 General, Organic and Biochemistry (5)</td>
<td>CMPS 59 or GEOGR 59 Geographic Information and Global Positioning Systems (1-3)</td>
</tr>
<tr>
<td></td>
<td>CHEM 20 The Chemistry of Everything (3)</td>
<td>CMPS 60 or GEOGR 60 Introduction to GIS ArcView (3)</td>
</tr>
<tr>
<td></td>
<td>ESC 1 Energy: Uses and Alternatives (3)</td>
<td>MATH 2 Statistics (4)</td>
</tr>
<tr>
<td></td>
<td>ESC 4A Introductory Physics I: Trigonometry Level (4)</td>
<td>MATH 8 Trigonometry (3)</td>
</tr>
<tr>
<td></td>
<td>ESC 4B Introductory Physics II: Trigonometry Level (4)</td>
<td>MATH 17A Precalculus I (5)</td>
</tr>
<tr>
<td></td>
<td>ESC 5A Introductory Physics II: Calculus Level (4)</td>
<td>MATH 17B Precalculus II (5)</td>
</tr>
<tr>
<td></td>
<td>ESC 5B Introductory Physics III: Calculus Level (5)</td>
<td>MATH 18A Calculus (3)</td>
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<td>ESC 5B Introductory Physics III: Calculus Level (5)</td>
<td>MATH 18B Calculus II (5)</td>
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<td>SOC 2 American Society: Social Problems and Deviance (3)</td>
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<td></td>
<td>SOC 20 Ethnicity and Ethnic Relations in America (3)</td>
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<tr>
<td></td>
<td>SOCIO 3 Gender, Culture and Society (3)</td>
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<td></td>
<td>SOCIO 12 Sociology of the Family (3)</td>
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</tr>
<tr>
<td></td>
<td>SOCIO 28 Death and Dying (3)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>SPOCM 5 Intercultural Communication (3)</td>
<td>9</td>
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</tbody>
</table>

Total Required Units: 18

Emphasis in Science

This area of emphasis is intended to introduce students to the tools and concepts of physical and life sciences, or as preparation for transfer to a university in a related discipline such as Biology, Chemistry, Computer Science, Earth Science, Environmental Science, Mathematics or Physics.

Acceptable Courses within Area of Emphasis

<table>
<thead>
<tr>
<th>Units</th>
<th>A. Tools for Science (two units required)</th>
<th>BUSAD 138 Excel Spreadsheets (1.5 - 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CMPS 1 Computer Concepts and Information Systems (4)</td>
<td>CMPS 5 Introduction to Programming (3)</td>
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<tr>
<td></td>
<td>CMPS 15 Java Programming (3)</td>
<td>CMPS 55 Database Management (4)</td>
</tr>
<tr>
<td></td>
<td>CMPS 15 Java Programming (3)</td>
<td>CMPS 59 or GEOGR 59 Geographic Information and Global Positioning Systems (1-3)</td>
</tr>
<tr>
<td></td>
<td>CMPS 60 or GEOGR 60 Introduction to GIS ArcView (3)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>MATH 2 Statistics (4)</td>
<td>MATH 8 Trigonometry (3)</td>
</tr>
<tr>
<td></td>
<td>MATH 17A Precalculus I (5)</td>
<td>MATH 17B Precalculus II (5)</td>
</tr>
<tr>
<td></td>
<td>MATH 18A Calculus (3)</td>
<td>MATH 18B Calculus II (5)</td>
</tr>
</tbody>
</table>

Total Required Units: 18

LIBERAL STUDIES

The Associate in Arts Liberal Studies Degree is designed for students who intend to transfer to a baccalaureate program in Elementary Teaching Preparation. General graduation requirements for the Associate Degree are as follows:

- Complete General Education Breadth Requirements for CSU Transfer (minimum 40 units), or complete IGETC requirements (minimum 37 units). See a counselor for more information.
- Complete 18 units in the "Area of Emphasis" outlined below. Note: Where appropriate, courses in an area of emphasis may also be used to fulfill General Education requirements for the AA degree.
- Meet Columbia College graduation requirements, including the completion of at least 60 associate-degree-applicable units.

**Educational Planning:**

For more information about the Associate in Arts Liberal Studies Degree, please visit the Columbia College website or contact an academic advisor.

**Program Goals:**

- Develop a broad understanding of the behavioral and social sciences.
- Gain an introductory knowledge base and content understanding in the behavioral and social sciences.
- Prepare for transfer to a university program in a related discipline such as Anthropology, Child Development, Economics, Geography, Psychology or Sociology.
- Develop critical thinking and problem-solving skills.
- Enhance communication and interpersonal skills.
- Foster an appreciation for the humanities, sciences, and mathematics.
- Promote a sense of civic responsibility and global awareness.

**Required Courses:**

- **Arts:**
  - ART 11 History of Art: Ancient and Medieval (3)
  - ART 40 History of Art: Modern and Contemporary (3)
- **Biology:**
  - BIOL 10 Human Anatomy (4)
  - BIOL 17 Fundamentals of Biology (4)
- **Chemistry:**
  - CHEM 1A General Chemistry (5)
  - CHEM 1B General Chemistry (4)
  - CHEM 20 The Chemistry of Everything (3)
- **Economics:**
  - ECON 1 Principles of Microeconomics (4)
  - ECON 2 Principles of Macroeconomics (4)
- **English:**
  - ENGL 1A Reading and Composition: Beginning (3)
  - ENGL 1B Advanced Composition and Introduction to Literature (3)
- **Geology:**
  - ESC 1 Energy: Uses and Alternatives (3)
  - ESC 4A Introductory Physics I: Trigonometry Level (4)
  - ESC 4B Introductory Physics II: Trigonometry Level (4)
- **Historical Studies:**
  - HIST 5 or PHILO 5 Introduction to the History and Philosophy of Science (3)
- **History:**
  - HIST 17 United States: 1877 to Present (3)
- **Mathematics:**
  - MATH 1A Calculus I (4)
  - MATH 1B Calculus II (4)
  - MATH 1C Calculus III (4)
- **Philosophy:**
  - PHILO 1A Introduction to Philosophy (3)
  - PHILO 1B Principles of Philosophy (3)
- **Physics:**
  - PHYS 1A General Physics I (4)
  - PHYS 1B General Physics II (4)
  - PHYS 2A General Physics I: Calculus Level (5)
  - PHYS 2B General Physics II: Calculus Level (5)
- **Psychology:**
  - PSYCH 1 General Psychology (3)
  - PSYCH 20 Sport Psychology (3)

**Electives:**

- Choose 12 units from the following electives:
  - ART 11 History of Art: Ancient and Medieval (3)
  - ART 40 History of Art: Modern and Contemporary (3)

**Total Required Units:** 21
MATHS

**Acceptable Courses Within Major**

**Units**

- A. Fourteen (14) units required from this section
- B. Three to Five (3-5) units required from this section
- C. Four to Five (4-5) units required from this section

**Total Required Units**: 18

**MUSIC**

**Acceptable Courses Within Major**

**Units**

- A. Twenty (20) units required from this section
- B. Four (4) units required from this section
- C. Six (6) units required from this section

**Total Required Units**: 27-24

**BUSINESS**

**Emphasis in Business Administration (Occupational)**

**Required Courses Within Major**

**Units**

- A. Fifteen (15) units required from this section
- B. Eight (8) units required from this section
- C. Seven (7) units required from this section
- D. Six (6) units required from this section

**Total Required Units**: 31

**ALLIED HEALTH**

**Acceptable Courses Within Major**

**Units**

- A. Eight (8) units required from this section
- B. Four (4) units required from this section
- C. Seven (7) units required from this section
- D. Six (6) units required from this section

**Total Required Units**: 19

**CHILD DEVELOPMENT**

**Required Courses Within Major**

**Units**

- A. Child Growth and Development
- B. Creative Activities in the Arts
- C. Creativity in Science
- D. Child Care, Family, Community
- E. Health, Safety and Nutrition

**Total Required Units**: 30
Minimum of three (3) units from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHILD 16</td>
<td>Practicum</td>
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</tr>
<tr>
<td>CHILD 116</td>
<td>Infant/Toddler Practicum</td>
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</table>

Minimum of three (3) units from the following:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>CHILD 8</td>
<td>Early Literacy Development</td>
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<tr>
<td>CHILD 19</td>
<td>Exceptional Needs Children</td>
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</tr>
<tr>
<td>CHILD 23</td>
<td>Guiding Children's Social Development</td>
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</tr>
<tr>
<td>CHILD 25</td>
<td>Infant/Toddler Care</td>
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</tr>
<tr>
<td>CHILD 38</td>
<td>Books for Young Children</td>
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<tr>
<td>CHILD 126</td>
<td>School-Age Child Care</td>
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</table>

Total Required Units 32

COMPUTER SCIENCE

Required Courses Within Major Units

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CMPSC 8</td>
<td>Introduction to UNIX/Linux</td>
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</tr>
<tr>
<td>CMPSC 22</td>
<td>Programming Concepts &amp; Methodology I</td>
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</tr>
<tr>
<td>CMPSC 24</td>
<td>Programming Concepts &amp; Methodology II</td>
<td></td>
</tr>
<tr>
<td>CMPSC 28</td>
<td>Visual Basic Programming</td>
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</tr>
<tr>
<td>CMPSC 35</td>
<td>Database Management</td>
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<tr>
<td>MATH 101</td>
<td>Calculus I</td>
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<tr>
<td>MATH 102</td>
<td>Calculus II</td>
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Total Required Units 11

ELECTIVES—Choose two (2) units

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<td>Operating Systems</td>
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<tr>
<td>CMPSC 15</td>
<td>Java Programming</td>
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<td>CMPSC 41</td>
<td>Networking Essentials</td>
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<td>CMPSC 55</td>
<td>Project Management</td>
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<td>BUSAD 53</td>
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Total Required Units 34

EMERGENCY MEDICAL SERVICES

Required Courses Within Major Units

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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>EMS 4</td>
<td>Emergency Medical Technician Training</td>
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</tr>
<tr>
<td>BIOL 10</td>
<td>Human Anatomy</td>
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<td>BIOL 60</td>
<td>Human Physiology</td>
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<tr>
<td>EMS 13</td>
<td>Advanced First Aid/Emergency Care</td>
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<tr>
<td>EMS 157</td>
<td>First Responder Training</td>
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<tr>
<td>MATH 2</td>
<td>Statistics</td>
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Minimum of Four (4) Units from the following:

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<tbody>
<tr>
<td>EMS 20</td>
<td>Basic Cardiology and Cardiac Dysrhythmias</td>
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<tr>
<td>EMS 97</td>
<td>Work Experience in Emergency Medical Service</td>
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<tr>
<td>EMS 175</td>
<td>EMS Skills Development</td>
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</table>

Total Required Units 29

FIRE TECHNOLOGY

Fire Technology

Acceptable Courses Within Major Units

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>FIRE 1</td>
<td>Fire Protection Organization</td>
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<tr>
<td>FIRE 2</td>
<td>Fire Prevention Technology</td>
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</tr>
<tr>
<td>FIRE 3</td>
<td>Fire Equipment/Pumps/Systems</td>
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<tr>
<td>FIRE 4</td>
<td>Building Construction for Fire Protection</td>
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<tr>
<td>FIRE 5</td>
<td>Fire Behavior and Combustion</td>
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B. Ten (10) units required from this section

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<th>Course Title</th>
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<tr>
<td>EMS 4</td>
<td>Emergency Medical Technician Training</td>
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<tr>
<td>EMS 97</td>
<td>Work Experience in Emergency Medical Service</td>
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<tr>
<td>EMS 101</td>
<td>Advanced First Aid/Emergency Care</td>
<td></td>
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<tr>
<td>EMS 157</td>
<td>First Responder Training</td>
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<tr>
<td>MATH 2</td>
<td>Statistics</td>
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</table>

Total Required Units 25

NATURAL RESOURCES

Acceptable Courses Within Major Units

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<th>Course Title</th>
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<tbody>
<tr>
<td>BIOL 24</td>
<td>General Environmental Science</td>
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<tr>
<td>BIOL 39</td>
<td>Field Biology</td>
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<td>NATRE 50</td>
<td>Natural History and Ecology</td>
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<td>NATRE 22</td>
<td>Ecological and Use of Fire in Forest Ecosystems</td>
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</tr>
<tr>
<td>NATRE 30</td>
<td>Introduction to Watershed Management</td>
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</tr>
<tr>
<td>NARTC 181</td>
<td>California Wildlife (4)</td>
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</table>

Total Required Units 35-38

HOSPITALITY MANAGEMENT

Required Courses Within Major Units

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>HPMGMT 102</td>
<td>Introduction to Hospitality Careers &amp; Human Relations</td>
<td></td>
</tr>
<tr>
<td>HPMGMT 104</td>
<td>Hospitality Laws and Regulations</td>
<td></td>
</tr>
<tr>
<td>HPMGMT 128</td>
<td>Kitchen Management</td>
<td></td>
</tr>
<tr>
<td>HPMGMT 133B</td>
<td>Commercial Food Preparation</td>
<td></td>
</tr>
<tr>
<td>HPMGMT 133B</td>
<td>Commercial Food Preparation</td>
<td></td>
</tr>
<tr>
<td>HPMGMT 147</td>
<td>Beverage Management</td>
<td></td>
</tr>
<tr>
<td>HPMGT 150</td>
<td>Intro to Wine Tasting</td>
<td></td>
</tr>
<tr>
<td>HPMGT 190</td>
<td>Culinary Arts Internship</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Units 66.5

NATURAL RESOURCES

Acceptable Courses Within Major Units

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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<tr>
<td>BUSAD 168</td>
<td>Business Accounting</td>
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<tr>
<td>BUSAD 168</td>
<td>Business Accounting</td>
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</tr>
<tr>
<td>HPMGT 102</td>
<td>Introduction to Hospitality Careers &amp; Human Relations</td>
<td></td>
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<tr>
<td>HPMGT 104</td>
<td>Hospitality Laws and Regulations</td>
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<tr>
<td>HPMGT 128</td>
<td>Kitchen Management</td>
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<tr>
<td>HPMGT 133A</td>
<td>Introduction to Commercial Food Preparation</td>
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</tr>
<tr>
<td>HPMGT 133B</td>
<td>Commercial Food Preparation</td>
<td></td>
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<tr>
<td>HPMGT 133B</td>
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</tr>
<tr>
<td>HPMGT 147</td>
<td>Beverage Management</td>
<td></td>
</tr>
<tr>
<td>HPMGT 150</td>
<td>Intro to Wine Tasting</td>
<td></td>
</tr>
<tr>
<td>HPMGT 190</td>
<td>Culinary Arts Internship</td>
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</tr>
</tbody>
</table>

Total Required Units 66.5

COMMUNITY SERVICE

Required Courses Within Major Units

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>OFTEC 105</td>
<td>Electronic Printing Calculators</td>
<td></td>
</tr>
<tr>
<td>BUSAD 168</td>
<td>Business Accounting</td>
<td></td>
</tr>
<tr>
<td>HPMGT 102</td>
<td>Introduction to Hospitality Careers &amp; Human Relations</td>
<td></td>
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<td>HPMGT 190</td>
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Total Required Units 66.5

ASSOCIATE IN SCIENCE MAJORS

Recommended Optional Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUSAD 168</td>
<td>Business Accounting</td>
<td></td>
</tr>
<tr>
<td>OFTEC 105</td>
<td>Electronic Printing Calculators</td>
<td></td>
</tr>
<tr>
<td>OFTEC 131</td>
<td>Office Procedures and Technology</td>
<td></td>
</tr>
</tbody>
</table>

Total Required Units 20-22

Transfer-oriented students should see a counselor for additional required coursework in ANTHR, BIOL, CHEM, CMPS, ESC, ECON, GEOGR, PHYCS, and Statistics.
POST-SECONDARY STUDIES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. Students seeking this major must work closely with a Columbia College counselor to identify their transfer destination university and baccalaureate degree major, to identify lower division (freshman-sophomore year) major requirements, to select an area of emphasis and specific coursework in this degree which reflect their educational direction, and to complete a corresponding Educational Plan.

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 as demonstrated by completing the following courses with a grade of "C" or better:
   - ENGL 1A, Reading and Composition: Beginning
   - Any transferable mathematics course
E. Completion of Associate Degree course requirements as outlined below.

General Education

With the assistance of a counselor, select a General Education pattern (below) and document the General Education course choices on an Educational Plan.

A. California State University (CSU) transfers (30 units)
   - Complete Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern for CSU listed in the Columbia College Catalog.
B. University of California (UC) transfers (30 units)
   - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern for UC listed in the Columbia College Catalog or see your counselor to identify and document the individual breadth pattern for the campus of your choice.
C. Customized Program (30 units)
   - With the assistance of a counselor and as documented on your Educational Plan, choose from the Columbia College General Education Breadth Requirements in the Columbia College Catalog:

- One Natural Sciences course (3 units minimum) from GE Areas B-1 (Physical Sciences) or GE Areas B-2 (Biological Sciences).
- One Social and Behavioral Sciences course (3 units minimum) from GE Area D (Social, Political and Economic Institutions and Behavior).
- One Humanities course (3 units minimum) from GE Area C (Arts, Literature, Philosophy, and Foreign Language).
- One Language and Rationale/English Composition course (3 units minimum) chosen from ENGL 1A, ENGL 1B or ENGL 1C.
- One Language and Rationale/Communication and Analytical Thinking course (3 units minimum) from GE Area B-4 (Mathematical Concepts, Quantitative Reasoning and Applications).
- Additional courses (15 units minimum) chosen from any of the areas listed above.

Activity Courses/Institutional Requirement

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

Electives

Select additional elective courses, if necessary, to bring the total to 60 transferable units.

Area of Emphasis

Complete a minimum of 18 units with a "C" grade or better from one Area of Emphasis listed below. With a counselor, choose an Area of Emphasis that is appropriate for your transfer major (i.e., lower division transfer major preparation and transfer general education courses should be used to meet this 18-unit requirement). This degree must be documented in an Educational Plan to be created by the student with their college counselor, and needs to accurately reflect college-to-university course-co-to-course articulation for the specific major and destination university as stipulated on the ASSIST.org website, or as defined by major preparation in the destination university catalog.

Post-Secondary Studies: Emphasis in Biological Sciences

18 Units Required

The Post-Secondary Studies - Biological Sciences emphasis is intended to help students prepare for possible majors within a biological science-related major. Common university majors in this field include Biochemistry, Biological Sciences, Cell Biology, and Microbiology. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

Post-Secondary Studies: Emphasis in Business Administration

18 Units Required

The Post-Secondary Studies - Business Administration emphasis is intended to help students prepare for possible majors within a business administration-related major. Common university majors in this field include Administration, Business Economics, Economics, Business and Management Science. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

Post-Secondary Studies: Emphasis in Environmental Sciences

18 Units Required

The Post-Secondary Studies - Environmental Sciences emphasis is intended to help students prepare for possible majors within an environmental science-related major. Common university majors in this field include Natural Resources, Environmental Sciences, Forestry, Conservation, and Earth Sciences. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

Associate Degree Majors

POST-SECONDARY STUDIES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. Students seeking this major must work closely with a Columbia College counselor to identify their transfer destination university and baccalaureate degree major, to identify lower division (freshman-sophomore year) major requirements, to select an area of emphasis and specific coursework in this degree which reflect their educational direction, and to complete a corresponding Educational Plan.

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 as demonstrated by completing the following courses with a grade of "C" or better:
   - ENGL 1A, Reading and Composition: Beginning
   - Any transferable mathematics course
E. Completion of Associate Degree course requirements as outlined below.

General Education

With the assistance of a counselor, select a General Education pattern (below) and document the General Education course choices on an Educational Plan.

A. California State University (CSU) transfers (30 units)
   - Complete Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern for General Education for CSU transfer listed in the Columbia College Catalog, OR
   - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern for CSU listed in the Columbia College Catalog.
B. University of California (UC) transfers (30 units)
   - Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern for UC listed in the Columbia College Catalog or see your counselor to identify and document the individual breadth pattern for the campus of your choice.
C. Customized Program (30 units)
   - With the assistance of a counselor and as documented on your Educational Plan, choose from the Columbia College General Education Breadth Requirements in the Columbia College Catalog:

- One Natural Sciences course (3 units minimum) from GE Areas B-1 (Physical Sciences) or GE Areas B-2 (Biological Sciences).
- One Social and Behavioral Sciences course (3 units minimum) from GE Area D (Social, Political and Economic Institutions and Behavior).
- One Humanities course (3 units minimum) from GE Area C (Arts, Literature, Philosophy, and Foreign Language).
- One Language and Rationale/English Composition course (3 units minimum) chosen from ENGL 1A, ENGL 1B or ENGL 1C.
- One Language and Rationale/Communication and Analytical Thinking course (3 units minimum) from GE Area B-4 (Mathematical Concepts, Quantitative Reasoning and Applications).
- Additional courses (15 units minimum) chosen from any of the areas listed above.

Activity Courses/Institutional Requirement

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

Electives

Select additional elective courses, if necessary, to bring the total to 60 transferable units.

Area of Emphasis

Complete a minimum of 18 units with a "C" grade or better from one Area of Emphasis listed below. With a counselor, choose an Area of Emphasis that is appropriate for your transfer major (i.e., lower division transfer major preparation and transfer general education courses should be used to meet this 18-unit requirement). This degree must be documented in an Educational Plan to be created by the student with their college counselor, and needs to accurately reflect college-to-university course-co-to-course articulation for the specific major and destination university as stipulated on the ASSIST.org website, or as defined by major preparation in the destination university catalog.

Post-Secondary Studies: Emphasis in Biological Sciences

18 Units Required

The Post-Secondary Studies - Biological Sciences emphasis is intended to help students prepare for possible majors within a biological science-related major. Common university majors in this field include Biochemistry, Biological Sciences, Cell Biology, and Microbiology. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

Post-Secondary Studies: Emphasis in Business Administration

18 Units Required

The Post-Secondary Studies - Business Administration emphasis is intended to help students prepare for possible majors within a business administration-related major. Common university majors in this field include Administration, Business Economics, Economics, Business and Management Science. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

Post-Secondary Studies: Emphasis in Environmental Sciences

18 Units Required

The Post-Secondary Studies - Environmental Sciences emphasis is intended to help students prepare for possible majors within an environmental science-related major. Common university majors in this field include Natural Resources, Environmental Sciences, Forestry, Conservation, and Earth Sciences. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.
### Emphasis in Biology

**Acceptable Courses Within Major**

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Twelve (12) units required from this section</td>
<td>...</td>
</tr>
<tr>
<td>B. Ten (10) units required from this section</td>
<td>...</td>
</tr>
<tr>
<td>C. Twelve (12) units required from this section</td>
<td>...</td>
</tr>
<tr>
<td>D. Ten (10) units required from this section</td>
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</tr>
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</table>

**Total Required Units:** 22

### Emphasis in Earth Science

**Acceptable Courses Within Major**

<table>
<thead>
<tr>
<th>Units</th>
<th>Description</th>
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<td>B. Eleven (11) units required from this section</td>
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<tr>
<td>C. Twelve (12) units required from this section</td>
<td>...</td>
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<td>D. Eight (8) units required from this section</td>
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</table>

**Total Required Units:** 20

### Emphasis in General Science

**Acceptable Courses Within Major**

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<td>B. Four (4) units required from this section</td>
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<tr>
<td>C. Four (4) units required from this section</td>
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**Total Required Units:** 18

### Emphasis in Physical Sciences

<table>
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<tr>
<td>B. Four (4) units required from this section</td>
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<tr>
<td>C. Three (3) units required from this section</td>
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</table>

**Total Required Units:** 21
The Associate in Science Degree in Automotive Technology is earned in occupational programs that provide students with skills and training for immediate entry into the workforce. These programs are designed for students planning to transfer to a four-year institution, even though some courses in the A.S.E. 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 pages 54-55.

### AUTOMOTIVE TECHNOLOGY

**Automotive Maintenance Technician**

- **Required Courses**
  - AT 106 Engine Performance ..... 8
  - AT 131 Engine Performance II ..... 2
  - AT 110 Automotive Electrics I and ..... 5
  - AT 103 Practical Lab ..... 0.5

- **Recommended Optional Courses**:
  - AT 121 Automotive Braking Systems II ..... 2
  - AT 101 Automotive Braking Systems I and ..... 2

**Required Courses Units**

- BUSAD 2A Financial Accounting and ..... 4
- BUSAD 2B Managerial Accounting ..... 4
- BUSAD 161A Small Business Accounting I and ..... 4
- BUSAD 161B Small Business Accounting II ..... 4
- BUSAD 18 Business Law ..... 4
- BUSAD 97 Work Experience in Business ..... 4
- BUSAD 151 Finance and Investments ..... 3
- BUSAD 158 Payroll Accounting ..... 3
- BUSAD 163 Business Mathematics ..... 4
- BUSAD 164 Income Tax ..... 3
- CMPSC 30 Financial Workshops on Computers ..... 3
- BUSAD 155 Computerized Accounting ..... 3

**Total Required Units 44-45**

**BUSINESS ADMINISTRATION**

- **Required Courses**
  - BUSAD 2A Financial Accounting and ..... 4
  - BUSAD 2B Managerial Accounting ..... 4
  - BUSAD 161A Small Business Accounting I and ..... 4
  - BUSAD 161B Small Business Accounting II ..... 4
  - BUSAD 18 Business Law ..... 4
  - BUSAD 97 Work Experience in Business ..... 4
  - BUSAD 151 Finance and Investments ..... 3
  - BUSAD 158 Payroll Accounting ..... 3
  - BUSAD 163 Business Mathematics ..... 4
  - BUSAD 164 Income Tax ..... 3
  - CMPSC 30 Financial Workshops on Computers ..... 3
  - BUSAD 155 Computerized Accounting ..... 3

**Total Required Units 38**

- **Recommended Optional Courses**:
  - BUSAD 53 Project Management ..... 3
  - BUSAD 55 Management Information Systems ..... 3
  - BUSAD 56 Management Information Systems II ..... 3

**Total Required Units 26.5 - 32.5**

**Automotive Service Technician**

- **Required Courses**
  - AT 106 Engine Performance ..... 8
- AT 103 Practical Lab ..... 0.5
- AT 110 Automotive Electrics I and ..... 5

**Recommended Optional Courses**:

- BUSAD 97 Work Experience ..... 4

**Total Required Units 41-43**

### COMPUTER SCIENCE

**Applied Computer Studies Business Emphasis**

- **Required Courses**
  - CMPSC 1 Computer Concepts & Information Systems ..... 4
  - CMPSC 4 Windows Operating Systems Essentials ..... 1
  - CMPSC 9 Introduction to UNIX/Linux ..... 3
  - CMPSC 22 Programming Concepts & Methodology I ..... 4
  - CMPSC 15 Java Programming ..... 3
  - CMPSC 28 Visual Basic Programming ..... 3
  - CMPSC 30 Financial Workshops on Computers ..... 3
  - BUSAD 163 Business Mathematics ..... 4
  - BUSAD 164 Income Tax ..... 3
  - CMPSC 30 Financial Workshops on Computers ..... 3
  - BUSAD 155 Computerized Accounting ..... 3

**Total Required Units 31-32**

### ELECTIVES - Choose two (4-5 Units):

- CMPSC 12 Website Development ..... 2
- CMPSC 13 Introduction to HTML ..... 2
- CMPSC 41 Networking Essentials ..... 2

**Total Required Units 41-43**

### GEOGRAPHIC INFORMATION SYSTEMS

**Required Courses**

- CMPSC 1 Computer Concepts & Information Systems ..... 4
- CMPSC 4 Windows Operating Systems Essentials ..... 1
- CMPSC 9 Introduction to UNIX/Linux ..... 3
- CMPSC 22 Programming Concepts & Methodology I ..... 4
- CMPSC 15 Java Programming ..... 3
- CMPSC 28 Visual Basic Programming ..... 3
- CMPSC 30 Financial Workshops on Computers ..... 3
- BUSAD 163 Business Mathematics ..... 4
- BUSAD 164 Income Tax ..... 3
- CMPSC 30 Financial Workshops on Computers ..... 3
- BUSAD 155 Computerized Accounting ..... 3

**Total Required Units 25.5**

### FIRE TECHNOLOGY

**Required Courses**

- EMS 4 Emergency Medical Technician Training ..... 7
- FIRE 101 Firefighter I Academy ..... 16
- FIRE 106 Hazardous Materials First Responder "Operational" ..... 1
- FIRE 108 Confined Space Awareness ..... 0.5
- FIRE 110 ICS 200-Basic Incident Command System ..... 1

**Total Required Units 25.5**
## Associate in Science Occupational Education

### Forestry Technology

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
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<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 Math</td>
</tr>
<tr>
<td>HPMGT 126</td>
<td>Nutrition for Chefs</td>
</tr>
<tr>
<td>HPMGT 128</td>
<td>Kitchen Management</td>
</tr>
<tr>
<td>HPMGT 133A</td>
<td>Introduction to Commercial Food Preparation</td>
</tr>
<tr>
<td>HPMGT 133B</td>
<td>Commercial Baking: Beginning</td>
</tr>
<tr>
<td>HPMGT 136</td>
<td>Dining Room Service and Management I</td>
</tr>
<tr>
<td>HPMGT 142</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>HPMGT 148</td>
<td>Introduction to Wines</td>
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</table>

**Total Required Units**: 33-36

### Hospitality Management

#### Chef

<table>
<thead>
<tr>
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</thead>
<tbody>
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</tr>
<tr>
<td>HPMGT 142</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>HPMGT 148</td>
<td>Introduction to Wines</td>
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</tbody>
</table>

**Total Required Units**: 33-36

### Pantry and Dessert Chef

<table>
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</thead>
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<tr>
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<tr>
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<td>Commercial Food Preparation</td>
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<td>HPMGT 134</td>
<td>Commercial Baking: Beginning</td>
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<tr>
<td>HPMGT 136</td>
<td>Dining Room Service and Management</td>
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<tr>
<td>HPMGT 147</td>
<td>Beverage Management</td>
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<tr>
<td>HPMGT 152</td>
<td>Restaurant Planning</td>
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**Total Required Units**: 33

### Hotel Management

<table>
<thead>
<tr>
<th>Required Courses</th>
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<td>Intro to Leisure Travel and Tourism</td>
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<td>HPMGT 97</td>
<td>Work Experience</td>
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<tr>
<td>HPMGT 103</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 Management/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>
</tbody>
</table>

**Total Required Units**: 19

### 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 Math</td>
</tr>
<tr>
<td>HPMGT 126</td>
<td>Nutrition for Chefs</td>
</tr>
<tr>
<td>HPMGT 128</td>
<td>Kitchen Management</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 142</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>HPMGT 148</td>
<td>Introduction to Wines</td>
</tr>
</tbody>
</table>

**Total Required Units**: 23

### Natural Resources

#### Watershed Management Technology

<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>BUSAD 2A</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting I</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 120</td>
<td>Safety and Sanitation</td>
</tr>
<tr>
<td>HPMGT 122</td>
<td>Restaurant Math</td>
</tr>
<tr>
<td>HPMGT 126</td>
<td>Nutrition for Chefs</td>
</tr>
<tr>
<td>HPMGT 128</td>
<td>Kitchen Management</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 147</td>
<td>Beverage Management</td>
</tr>
<tr>
<td>HPMGT 152</td>
<td>Restaurant Planning</td>
</tr>
</tbody>
</table>

**Total Required Units**: 22

**Recommended Optional Courses:**
- PSYCH 35 Introduction to Drugs and Behavior
- SPCC 1 Introduction to Public Speaking

---

Columbia College 2010-11 Catalog
### OFFICE TECHNOLOGY

#### Administrative Office Professional

<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 120</td>
<td>Computer Keyboarding III</td>
</tr>
<tr>
<td>OFTEC 125</td>
<td>Records Management and Filing Applications</td>
</tr>
<tr>
<td>OFTEC 130</td>
<td>Business English</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>OFTEC 141</td>
<td>Intermediate Word Processing</td>
</tr>
<tr>
<td>OFTEC 153A</td>
<td>Beginning Medical Transcription</td>
</tr>
<tr>
<td>OFTEC 153B</td>
<td>Beginning Medical Transcription</td>
</tr>
<tr>
<td>OFTEC 155</td>
<td>Cardiology Transcription</td>
</tr>
<tr>
<td>OFTEC 156</td>
<td>Orthopedic Transcription</td>
</tr>
<tr>
<td>OFTEC 157</td>
<td>Gastroenterology Transcription</td>
</tr>
<tr>
<td>OFTEC 158</td>
<td>Pathology Transcription</td>
</tr>
<tr>
<td>OFTEC 159</td>
<td>Surgery Transcription</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
</tbody>
</table>

#### Total Required Units: 35.5-39

**Recommended Optional Courses:**
- BUSAD 5U: Project Management
- CMPSC 53: Computerized Accounting (Quickbooks)
- BUSAD 139: Excel Spreadsheets
- BUSAD 25: Job Search and Interviewing Strategies

#### 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 writing, within one (1) year of obtaining the Major.

### 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 120</td>
<td>Computer Keyboarding III</td>
</tr>
<tr>
<td>OFTEC 110</td>
<td>Computer Keyboarding II</td>
</tr>
<tr>
<td>OFTEC 112</td>
<td>Business English</td>
</tr>
<tr>
<td>OFTEC 113</td>
<td>Business Communication</td>
</tr>
<tr>
<td>OFTEC 114</td>
<td>Beginning Word Processing</td>
</tr>
<tr>
<td>OFTEC 115</td>
<td>Medical Office Management</td>
</tr>
<tr>
<td>OFTEC 116</td>
<td>Medical Billing and Coding</td>
</tr>
<tr>
<td>BUSAD 139</td>
<td>Excel Spreadsheets</td>
</tr>
<tr>
<td>GUIDE 25</td>
<td>Internet Essentials</td>
</tr>
</tbody>
</table>

#### Total Required Units: 31.5-35

**Recommended Optional Courses:**
- BUSAD 138: Excel Spreadsheets
- BUSAD 25: Job Search and Interviewing Strategies
- BUSAD 26: Project Management

**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.
Certificates of Achievement & Skills Attainment Certificates

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

Certificates of Achievement are offered in State-approved programs requiring a minimum of 12 units. Skills Attainment Certificates are offered in locally-approved programs requiring fewer than 18 units and do not appear on official transcripts.

For students entering Columbia College for the first time in Summer or Fall 2010, the following certificate requirements are valid through the 2013-14 academic year.

A student taking more than four years of continuous attendance to complete a certificate may only use certificate requirements in effect up to four years prior to the date of completion.

In order to qualify for a certificate, a student must complete all courses listed in the certificate, with a grade of C or better. Credit (CR) and Pass (P) grades are not accepted. No more than 30 percent of the courses required for the certificate may be fulfilled with parallel courses completed at other accredited institutions. (This 30% rule applies to colleges and universities NOT in the Yosemite Community College District.)

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

CERTIFICATES OF ACHIEVEMENT—pages 78-88

Automotive Technology
Automotive Maintenance Technician
Automotive Service Technician
Engine Performance
Under Vehicle Service

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

SKILLS ATTAINMENT CERTIFICATES—pages 89-91

Automotive Technology
Automotive Technology for Entrepreneurs
Electrical Repair
Engine Repair

EMS
Emergency Medical Technician Training
First Responder

Entrepreneurship
Entrepreneur Business Startup

Hospitality Management
Baker
Baking for Entrepreneurs
Bartender
Chef for Entrepreneurs
Deli Cook & Baker
Dining Room Management
Dining Room Staff
Safety & Sanitation

Psychology
Peer Support
Psychosocial Rehabilitation

Welding Technology
Welding Technology for Entrepreneurs

COMPLETION OF CERTIFICATE OF ACHIEVEMENT AND SKILLS ATTAINMENT CERTIFICATE

In order to receive a Certificate of Achievement or Skills Attainment Certificate, students must complete a Petition for Certificate of Achievement or Skills Attainment Certificate 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.
Certificates

Certificates of Achievement

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97</td>
<td>Work Experience in Automotive Technology</td>
</tr>
<tr>
<td>AT 100</td>
<td>Introduction to Automotive Technology</td>
</tr>
<tr>
<td>AT 102</td>
<td>Engine Repair</td>
</tr>
<tr>
<td>AT 103</td>
<td>Practical Laboratory</td>
</tr>
<tr>
<td>AT 105</td>
<td>Automotive Braking Systems</td>
</tr>
<tr>
<td>AT 112</td>
<td>Heating and Air Conditioning</td>
</tr>
<tr>
<td>AT 113</td>
<td>Automotive Electricity</td>
</tr>
<tr>
<td>AT 106</td>
<td>Engine Performance</td>
</tr>
</tbody>
</table>

Total Required Units: 24.5-25.5

Recommended Optional Courses:

- AT 185 Auto Body Collision Repair I
- WT 100 Introduction to Welding

Automotive Service Technician

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97</td>
<td>Work Experience in Automotive Technology</td>
</tr>
<tr>
<td>AT 100</td>
<td>Introduction to Automotive Technology</td>
</tr>
<tr>
<td>AT 102</td>
<td>Engine Repair</td>
</tr>
<tr>
<td>AT 103</td>
<td>Practical Laboratory</td>
</tr>
<tr>
<td>AT 105</td>
<td>Automotive Braking Systems</td>
</tr>
<tr>
<td>AT 106</td>
<td>Engine Performance</td>
</tr>
<tr>
<td>AT 112</td>
<td>Heating and Air Conditioning</td>
</tr>
<tr>
<td>AT 113</td>
<td>Automotive Electricity</td>
</tr>
<tr>
<td>AT 120</td>
<td>Suspension and Steering</td>
</tr>
<tr>
<td>AT 122</td>
<td>Manual Power Trains and Axles</td>
</tr>
<tr>
<td>AT 132</td>
<td>Automatic Transmissions and Transaxles</td>
</tr>
<tr>
<td>AT 165</td>
<td>-clean Air Car Course &amp; ORD II Update Training</td>
</tr>
</tbody>
</table>

Total Required Units: 43.5 - 44.5

Recommended Optional Courses:

- AT 185 Auto Body Collision Repair I
- WT 100 Introduction to Welding

Engine Performance

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97</td>
<td>Work Experience in Automotive Technology</td>
</tr>
<tr>
<td>AT 103</td>
<td>Practical Laboratory</td>
</tr>
<tr>
<td>AT 106</td>
<td>Engine Performance</td>
</tr>
<tr>
<td>AT 112</td>
<td>Heating and Air Conditioning</td>
</tr>
</tbody>
</table>

Total Required Units: 12.5

Under Vehicle Service

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT 97</td>
<td>Work Experience in Automotive Technology</td>
</tr>
<tr>
<td>AT 103</td>
<td>Practical Laboratory</td>
</tr>
<tr>
<td>AT 105</td>
<td>Automotive Braking Systems</td>
</tr>
<tr>
<td>AT 120</td>
<td>Suspension and Steering</td>
</tr>
<tr>
<td>AT 122</td>
<td>Manual Power Trains and Axles</td>
</tr>
</tbody>
</table>

Total Required Units: 13.5

BUSINESS ADMINISTRATION

Account Clerk

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 135</td>
<td>Computerized Accounting (QuickBooks)</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Math</td>
</tr>
<tr>
<td>CMPSC 3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>Financial Spreadsheets</td>
</tr>
</tbody>
</table>

Total Required Units: 15.5-16

Accounting

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 2A</td>
<td>Financial Accounting and</td>
</tr>
<tr>
<td>BUSAD 2B</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Math</td>
</tr>
<tr>
<td>CMPSC 3</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>Financial Workshops on Computers</td>
</tr>
</tbody>
</table>

Total Required Units: 34

Recommended Optional Courses:

- BUSAD 97 Work Experience                                                  Minimum 4

Organizational Behavior

Payroll Clerk

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>BUSAD 2A</td>
<td>Financial Accounting and</td>
</tr>
<tr>
<td>BUSAD 158</td>
<td>Payroll Accounting</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Math</td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>Financial Workshops on Computers</td>
</tr>
</tbody>
</table>

Total Required Units: 14

Management

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>BUSAD 24</td>
<td>Financial Accounting and</td>
</tr>
<tr>
<td>BUSAD 2B</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUSAD 18</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUSAD 20</td>
<td>Principles of Business</td>
</tr>
<tr>
<td>BUSAD 24</td>
<td>Human Relations in Organizations</td>
</tr>
<tr>
<td>BUSAD 30</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BUSAD 40</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUSAD 150</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
<tr>
<td>ECON 10</td>
<td>Principles of Economics-Macroeconomics</td>
</tr>
<tr>
<td>ECON 11</td>
<td>Principles of Economics-Macroeconomics</td>
</tr>
</tbody>
</table>

Total Required Units: 43

Small Business Management

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 24</td>
<td>Financial Accounting and</td>
</tr>
<tr>
<td>BUSAD 2B</td>
<td>Managerial Accounting</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting</td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>BUSAD 18</td>
<td>Business Law</td>
</tr>
<tr>
<td>BUSAD 20</td>
<td>Principles of Business</td>
</tr>
<tr>
<td>BUSAD 24</td>
<td>Human Relations in Organizations</td>
</tr>
<tr>
<td>BUSAD 30</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>BUSAD 40</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>BUSAD 150</td>
<td>Small Business Management</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
</tbody>
</table>

Total Required Units: 16

Tax Clerk

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 2A</td>
<td>Financial Accounting and</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Math</td>
</tr>
<tr>
<td>BUSAD 164</td>
<td>Income Tax</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
</tbody>
</table>

Total Required Units: 15

CHILD DEVELOPMENT

Associate Child Development Teacher

This certificate meets the Child Development Educational requirements for the State of California Child Development Teacher Permit.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD I</td>
<td>Child Growth and Development</td>
</tr>
<tr>
<td>CHILD 2</td>
<td>Child, Family, Community</td>
</tr>
<tr>
<td>CHILD 3</td>
<td>Practices from the following:</td>
</tr>
<tr>
<td>CHILD 4</td>
<td>Minimum of three (3) units from the following:</td>
</tr>
<tr>
<td>CHILD 5</td>
<td>Educational requirements for the State of California Child Development</td>
</tr>
<tr>
<td>CHILD 6</td>
<td>Teacher Permit.</td>
</tr>
<tr>
<td>CHILD 7</td>
<td>Infant/Toddler Practicum</td>
</tr>
<tr>
<td>CHILD 8</td>
<td>Books for Young Children</td>
</tr>
</tbody>
</table>

Total Required Units: 34

Revise Option A, B, or C

Option A

- CHILD 3 Practices in Child Development                                |

Total Required Units: 3

Option B

- CHILD 28 Books for Young Children                                      |

Total Required Units: 3

Option C

- At least two of the following:                                      |
  - CHILD 10 Creative Activities in the Arts.                          |
  - CHILD 12 Creative Activities in Math.                              |
  - CHILD 13 Creative Activities in Science                           |

Total Required Units: 34

Columbia College 2010-11 Catalog
### Child Development

**Required Courses**

- Child Growth and Development
- Practices in Child Development
- Observation and Assessment
- Creative Activities in the Arts
- Creative Activities in Math
- Creative Activities in Science
- Child, Family, Community
- Health, Safety and Nutrition
- Child Care/Nursery School Administration

**Minimum of three (3) units from the following:**

- Child 28
- Child 23 Guiding Children's Social Development
- Child 8 Early Literacy
- Child 30 Child Care/Nursery School Administration
- Child 26 Health, Safety and Nutrition
- Child 13 Creative Activities in Science
- Child 3 Practices in Child Development
- Child 1 Child Growth and Development

**Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 28 Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 30 Financial Websites on Computers</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 2A Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 2B Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 40 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>OPTEC 140 Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>Creative Arts in the Arts</td>
<td>2</td>
</tr>
<tr>
<td>Books for Young Children</td>
<td>3</td>
</tr>
<tr>
<td>School-Age Child Care</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units** 29-31

### Applied Computer Studies

**Business Emphasis**

**Required Courses**

- CMPSC 1 Computer Concepts & Information Systems
- CMPSC 4 Operating Systems Essentials
- CMPSC 9 Introduction to UNIX/Linux
- CMPSC 22 Programming Concepts & Methodology I
- CMPSC 28 Visual Basic Programming
- CMPSC 30 Financial Websites on Computers
- BUSAD 2A Financial Accounting
- BUSAD 2B Managerial Accounting
- BUSAD 40 Principles of Management
- OPTEC 140 Beginning Word Processing

**Recommended Courses**

- CMPSC 28 Visual Basic Programming
- CMPSC 30 Financial Websites on Computers
- BUSAD 2A Financial Accounting
- BUSAD 40 Principles of Management
- OPTEC 140 Beginning Word Processing

**Total Required Units** 31-32

### Computer Support Technician

**Required Courses**

- CMPSC 5 Introduction to Programming
- CMPSC 35 Operating Systems
- CMPSC 167 PC Assembly, Upgrade and Support
- CMPSC 168 Operating System Installation and Support
- OPTEC 132 Business Communication
- AND 2 or more units from any of the following:
  - CMPSC 3 Operating Systems
  - CMPSC 9 Introduction to UNIX/Linux
  - CMPSC 11 Presentations Using Computers and Multimedia
  - CMPSC 13 Introduction to HTML
  - CMPSC 15 Java Programming
  - CMPSC 28 Visual Basic Programming
  - CMPSC 162 Networking - CCNA2: Routers and Routing Basics

**Recommended Courses**

- CMPSC 16 Advanced Topics in Website Development
- CMPSC 31 Operating Systems
- CMPSC 33 Computer Graphics
- CMPSC 34 Computer Graphics
- ENGL 1A Reading and Composition: Beginning
- ENGL 151 Preparation for College Composition

**Total Required Units** 29-33

### Digital Graphic Arts

**Required Courses**

- CMPSC 33 Publication Design I
- CMPSC 34/4 Introduction to UNIX/Linux
- CMPSC 34/4 Computer Graphics II
- ART 54 Digital Darkroom I
- ART 47B Digital Darkroom II

**Recommended Courses**

- ART 51/OPTEC 42
- CMPSC 33/4 Computer Graphics
- ART 53
- CMPSC 34/4 Computer Graphics II
- ART 47A Digital Darkroom I
- ART 47B Digital Darkroom II

**Total Required Units** 39-44

### Management Information Systems

**Recommended Courses**

- CMPSC 1 Computer Concepts & Information Systems
- CMPSC 17 Advanced Internet Research
- CMPSC 51 Management Information Systems
- BUSAD 53 E-Commerce
- CMPSC 53 Project Management
- BUSAD 53

**Total Required Units** 14-19

### Multimedia Web Design

**Required Courses**

- CMPSC 33/4 Computer Graphics I
- ART 4A Digital Darkroom: Beginning
- CMPSC 13 Introduction to HTML
- CMPSC 15 Java Programming
- CMPSC 14 Advanced Topics in Website Development
- CMPSC 19 Computer Graphics & Animation
- GIS-ArcView
- Positioning Systems
- Introduction to Public Speaking

**Recommended Courses**

- ART 51/OPTEC 42
- CMPSC 33/4 Computer Graphics
- ART 53
- CMPSC 34/4 Computer Graphics II
- BUSAD 51
- BUSAD 52
- CMPSC 53
- Project Management
- BUSAD 53

**Total Required Units** 14.5-16

---

Columbia College 2010-11 Catalog
**Network Support Technician**

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
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<tbody>
<tr>
<td>CMPSC 41 Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 162 Networking - CCNA2: Routers and Routing Basics</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 163 Networking - CCNA3: Switching Basics and Intermediate Routing</td>
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</tr>
<tr>
<td>CMPSC 164 Networking - CCNA4: WAN Technologies</td>
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</tr>
<tr>
<td>OPTEC 132 Business Communications</td>
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</tr>
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</table>

**Recommended Optional Courses:**

- BUSAD 52: Business Communications
- BUSAD 35: Database Management

**Total Required Units: 12.5-19**

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**EMERGENCY MEDICAL SERVICES**

<table>
<thead>
<tr>
<th>Required Courses</th>
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<tbody>
<tr>
<td>BUSAD 52: Job Search &amp; Interviewing Strategies</td>
<td>1</td>
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<tr>
<td>BUSAD 163: Business Mathematics</td>
<td>4</td>
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<tr>
<td>CMPSC 55: Database Management</td>
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**Total Required Units: 25.5**

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**FOREST TECHNOLOGY**

<table>
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<th>Required Courses</th>
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<tbody>
<tr>
<td>HPMGT 102: Introduction to Hospitality Careers &amp; Human Relations</td>
<td>1.5</td>
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<tr>
<td>HPMGT 104: Hospitality Laws and Regulations</td>
<td>2</td>
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<tr>
<td>HPMGT 120: Safety and Sanitation</td>
<td>1</td>
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<tr>
<td>HPMGT 122: Restaurant Math</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 126: Nutrition for Chefs</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 128: Kitchen Management</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 133A: Introduction to Commercial Food Preparation</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 133B: Commercial Food Preparation</td>
<td>4</td>
</tr>
<tr>
<td>HPMGT 134: Commercial Baking: Beginning</td>
<td>2.5</td>
</tr>
<tr>
<td>HPMGT 136: Dining Room Service and Management</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 142: Garde Manager</td>
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**Total Required Units: 35-38**

---

**Recommended Optional Courses:**

- OFTEC 105: Electronic Printing Calculators

**Hotel Management**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HPMGT 20: Introduction to Hospitality Careers</td>
<td>1.5</td>
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<tr>
<td>HPMGT 97: Work Experience</td>
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<tr>
<td>HPMGT 102: Introduction to Hospitality Careers &amp; Human Relations</td>
<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>
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<tr>
<td>HPMGT 114: Intro to Maintenance and Housekeeping</td>
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<tr>
<td>HPMGT 152: Restaurant Planning</td>
<td>3</td>
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<tr>
<td>BUSAD 2A: Financial Accounting</td>
<td>4</td>
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<tr>
<td>BUSAD 161A: Small Business Accounting</td>
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**Total Required Units: 19**

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**Recommended Optional Courses:**

- OFTEC 105: Electronic Printing Calculators

**HOSPITALITY TECHNOLOGY**

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<td>OFTEC 101: Computer Keyboarding II</td>
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**Total Required Units: 40-46**

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**Recommended Optional Courses:**

- BUSAD 25: Business Management
- BUSAD 35: Database Management

**FOOD TECHNOLOGY**

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<td>HPMGT 102: Introduction to Hospitality Careers &amp; Human Relations</td>
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<tr>
<td>HPMGT 120: Safety and Sanitation</td>
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<tr>
<td>HPMGT 122: Restaurant Math</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 126: Nutrition for Chefs</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 128: Kitchen Management</td>
<td>3</td>
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<tr>
<td>HPMGT 133A: Introduction to Commercial Food Preparation</td>
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<tr>
<td>HPMGT 133B: Commercial Food Preparation</td>
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<tr>
<td>HPMGT 134: Commercial Baking: Beginning</td>
<td>2.5</td>
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<tr>
<td>HPMGT 135: Commercial Baking: Advanced</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 136: Dining Room Service and Management</td>
<td>1</td>
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<tr>
<td>HPMGT 140: Contemporary Cuisine</td>
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<tr>
<td>HPMGT 141: Restaurant Desserts</td>
<td>2</td>
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<tr>
<td>HPMGT 142: Garde Manager</td>
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</tr>
<tr>
<td>HPMGT 146: Dining Room Service and Management II</td>
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<tr>
<td>HPMGT 148: Introduction to Wines</td>
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<tr>
<td>HPMGT 190: Culinary Arts Internship</td>
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**Total Required Units: 35-38**

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**Recommended Optional Courses:**

- OFTEC 105: Electronic Printing Calculators
## Required Courses

<table>
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<tr>
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<th>Course Title</th>
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<tr>
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<td>Introduction to Hospitality Careers and Human Relations</td>
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<td>HPMGT 104</td>
<td>Hospitality Laws and Regulations</td>
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<tr>
<td>HPMGT 120</td>
<td>Safety and Sanitation</td>
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<tr>
<td>HPMGT 122</td>
<td>Restaurant Math</td>
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<tr>
<td>HPMGT 126</td>
<td>Nutrition for Chefs</td>
<td>2</td>
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<tr>
<td>HPMGT 128</td>
<td>Kitchen Management</td>
<td>3</td>
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<tr>
<td>HPMGT 133A</td>
<td>Introduction to Commercial Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 133B</td>
<td>Commercial Food Preparation</td>
<td>4</td>
</tr>
<tr>
<td>HPMGT 134</td>
<td>Commercial Baking; Beginning</td>
<td>2.5</td>
</tr>
<tr>
<td>HPMGT 135</td>
<td>Commercial Baking; Advanced</td>
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<tr>
<td>HPMGT 137</td>
<td>Contemporary Cuisine</td>
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<tr>
<td>HPMGT 141</td>
<td>Restaurant Desserts</td>
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<tr>
<td>HPMGT 142</td>
<td>Garde Manger</td>
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</tr>
<tr>
<td>HPMGT 148</td>
<td>Introduction to Wines</td>
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### Total Required Units
**32-36.5**

## Restaurant Management

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<tr>
<td>BUSAD 2A</td>
<td>Financial Accounting</td>
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<tr>
<td>BUSAD 16A</td>
<td>Small Business Accounting</td>
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<td>HPMGT 97</td>
<td>Work Experience in Hospitality Management</td>
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<tr>
<td>HPMGT 102</td>
<td>Introduction to Hospitality Careers and Human Relations</td>
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</tr>
<tr>
<td>HPMGT 104</td>
<td>Hospitality Laws and Regulations</td>
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<td>HPMGT 120</td>
<td>Safety and Sanitation</td>
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</tr>
<tr>
<td>HPMGT 122</td>
<td>Restaurant Math</td>
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</tr>
<tr>
<td>HPMGT 126</td>
<td>Nutrition for Chefs</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 128</td>
<td>Kitchen Management</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 133A</td>
<td>Introduction to Commercial Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 133B</td>
<td>Commercial Food Preparation</td>
<td>4</td>
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<tr>
<td>HPMGT 134</td>
<td>Commercial Baking; Beginning</td>
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<tr>
<td>HPMGT 135</td>
<td>Commercial Baking; Advanced</td>
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</tr>
<tr>
<td>HPMGT 137</td>
<td>Contemporary Cuisine</td>
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<tr>
<td>HPMGT 141</td>
<td>Restaurant Desserts</td>
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</tr>
<tr>
<td>HPMGT 142</td>
<td>Garde Manger</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 148</td>
<td>Introduction to Wines</td>
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### Total Required Units
**33**

## Human Services

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<tbody>
<tr>
<td>CMPS 1</td>
<td>Computer Concepts &amp; Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GUIDE 10A</td>
<td>Introduction to Helping Skills</td>
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<tr>
<td>GUIDE 10B</td>
<td>Intermediate Helping &amp; Basic Conflict</td>
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<tr>
<td>OFFTEC 131</td>
<td>Office Procedures &amp; Technology</td>
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<tr>
<td>PSYCH 30</td>
<td>Personal and Social Adjustment</td>
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<tr>
<td>SOCIO 5</td>
<td>Ethnicity &amp; Ethnic Relations in America</td>
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<tr>
<td>SOCIO 12</td>
<td>Sociology of the Family</td>
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<tr>
<td>CHILD 22</td>
<td>Child, Family, Community</td>
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<tr>
<td>CHILD 1</td>
<td>Principles of Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 1</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SOCIO 1</td>
<td>Introduction to Sociology</td>
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### Total Required Units
**17**

## Tourism and Recreation Studies

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<tbody>
<tr>
<td>HPMGT 10/</td>
<td>Introduction to Recreation and Leisure</td>
<td>3</td>
</tr>
<tr>
<td>HHP 5</td>
<td>Introduction to Leisure and Travel and Tourism</td>
<td>3</td>
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<tr>
<td>HPMGT 185</td>
<td>Geography of Travel and Tourism</td>
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<tr>
<td>HPMGT 168</td>
<td>Developing a Hospitality/Travel and Tourism</td>
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<tr>
<td>HPMGT 169</td>
<td>Hospitality/Travel and Tourism</td>
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### Total Required Units
**3**

## Natural Resources

### Required Courses

<table>
<thead>
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<th>Course Title</th>
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<tbody>
<tr>
<td>NATRE 5</td>
<td>Natural History and Ecology</td>
<td>2</td>
</tr>
<tr>
<td>NATRE 9</td>
<td>Parks and Forest Law Enforcement</td>
<td>2</td>
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<tr>
<td>NATRE 12</td>
<td>Ecology/Use of Fire</td>
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<tr>
<td>NATRE 30</td>
<td>Introduction to Watershed Management</td>
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<tr>
<td>BIOL 24</td>
<td>General Ecology</td>
<td>4</td>
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<tr>
<td>NARTC 160</td>
<td>Aerial Photography &amp; Map Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>NARTC 181</td>
<td>California Wildlife</td>
<td>4</td>
</tr>
<tr>
<td>CMPS 60/</td>
<td>Introduction to GIS - ArcView</td>
<td>3</td>
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<tr>
<td>GEOGR 60</td>
<td>GIS Applications in Resource Management</td>
<td>3</td>
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<tr>
<td>DRAFT 50A</td>
<td>Computer Assisted Drafting</td>
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<tr>
<td>CMPS 70/</td>
<td>Introduction to Raster-Based GIS</td>
<td>3</td>
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<td>GEOGR 70</td>
<td>GIS Applications in Resource Management</td>
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<td>CMPS 75/</td>
<td>GIS Applications in Resource Management</td>
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<td>GEOGR 70</td>
<td>GIS Applications in Resource Management</td>
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### Total Required Units
**34-38**

## Watershed Management Technology

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<tbody>
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<td>CMPS 1</td>
<td>Computer Concepts &amp; Information Systems</td>
<td>4</td>
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<tr>
<td>ESC 5</td>
<td>Physical Geography</td>
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<tr>
<td>ESC 10</td>
<td>Environmental Geology</td>
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<tr>
<td>ESC 33</td>
<td>Introduction to the Earth</td>
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<td>ESC 42</td>
<td>Natural Hazards</td>
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<tr>
<td>GEOGR 15</td>
<td>Physical Geography</td>
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<td>FORES 10</td>
<td>Environmental Geology</td>
<td>3</td>
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<tr>
<td>HHP 175</td>
<td>Spa and Health Club Operations</td>
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<tr>
<td>HHP 71</td>
<td>Outdoor Adventure Leadership</td>
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<td>HPMGT 198</td>
<td>Special Topics in Tourism</td>
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<tr>
<td>CMPS 60/</td>
<td>Introduction to GIS - ArcView</td>
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<td>GEOGR 60</td>
<td>GIS Applications in Resource Management</td>
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<td>DRAFT 50A</td>
<td>Computer Assisted Drafting</td>
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<td>Introduction to Raster-Based GIS</td>
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<td>GEOGR 70</td>
<td>GIS Applications in Resource Management</td>
<td>3</td>
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<tr>
<td>CMPS 75/</td>
<td>GIS Applications in Resource Management</td>
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<tr>
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### Total Required Units
**22**

## Natural Resources Technology

<table>
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<tbody>
<tr>
<td>NATRE 1</td>
<td>Environmental Conservation</td>
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<td>NATRE 9</td>
<td>Parks and Forest Law Enforcement</td>
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<td>NATRE 50</td>
<td>Natural History and Ecology</td>
<td>2</td>
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<td>BIOL 24</td>
<td>General Ecology</td>
<td>4</td>
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<tr>
<td>NATRE 155</td>
<td>Interpretive Guided Tours</td>
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<td>NATRE 160</td>
<td>Aerial Photography &amp; Map Interpretation</td>
<td>2</td>
</tr>
<tr>
<td>NATRE 181</td>
<td>California Wildlife</td>
<td>4</td>
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<tr>
<td>BIOL 179</td>
<td>Fishing and Fisheries</td>
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<td>Three to four (3-4) units required from this section</td>
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<td>ESC 10</td>
<td>Environmental Geology</td>
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<td>ESC 25</td>
<td>Geology of National Parks</td>
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<tr>
<td>ESC 33</td>
<td>Introduction to the Earth</td>
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### Total Required Units
**35-39**

---

**Note:** An additional requirement for this Certificate is a 50-ward per minute speed and accuracy competency as demonstrated by a five (5) minute timed writing, within one (1) year of obtaining the Certificate.
### Required Courses

<table>
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<th>Course Name</th>
<th>Units</th>
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<td>OFTEC 50</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 120</td>
<td>Records Management &amp; Filing Applications</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 130</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 132</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 140</td>
<td>Beginning Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 151</td>
<td>Medical Office Management</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 152A</td>
<td>Medical Billing and Coding</td>
<td>3</td>
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<td>OFTEC 153A</td>
<td>Medical Transcription</td>
<td>3</td>
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<td>BUSAD 135</td>
<td>Computerized Accounting (Quickbooks)</td>
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<td>BUSAD 138</td>
<td>Excel Spreadsheets</td>
<td>1.5</td>
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<td>BUSAD 25/25</td>
<td>Job Search &amp; Interviewing</td>
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<td>EMS 153</td>
<td>CPR &amp; Basic First Aid</td>
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Total Required Units: **27**

### Medical Transcription

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<td>OFTEC 50</td>
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<td>OFTEC 120</td>
<td>Computer Keyboarding III</td>
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</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>
</tbody>
</table>

Total Required Units: **27**

### Medical Terminology

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 97</td>
<td>Work Experience in Office Technology</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 105</td>
<td>Electronic Printing Calculators</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 110</td>
<td>Computer Keyboarding II</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 125</td>
<td>Records Management and Filing Applications</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 130</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 132</td>
<td>Business Communications</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>CMSP 10</td>
<td>Internet Essentials</td>
<td>1</td>
</tr>
<tr>
<td>CMSP 11</td>
<td>Presentations Using Computers &amp; MultiMedia</td>
<td>1.2</td>
</tr>
<tr>
<td>CMSP 155</td>
<td>Access</td>
<td>1.2</td>
</tr>
<tr>
<td>BUSAD 25/25</td>
<td>Job Search Strategies</td>
<td>1</td>
</tr>
<tr>
<td>BUSAD 138</td>
<td>Excel Spreadsheets</td>
<td>1.5-2</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Mathematics</td>
<td>4</td>
</tr>
</tbody>
</table>

Total Required Units: **31.5-35.0**

### Electrical Repair

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</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 106</td>
<td>Practical Laboratory</td>
<td>0.5</td>
</tr>
<tr>
<td>AT 112</td>
<td>Heating/Air Conditioning</td>
<td>3</td>
</tr>
<tr>
<td>AT 113</td>
<td>Automotive Electrics</td>
<td>7</td>
</tr>
</tbody>
</table>

Total Required Units: **11.5**

### WELDING TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT 100</td>
<td>Intro to Welding</td>
<td>3</td>
</tr>
<tr>
<td>WT 101</td>
<td>Practical Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>WT 111</td>
<td>Advanced Arc Welding Techniques</td>
<td>3</td>
</tr>
<tr>
<td>WT 97</td>
<td>Work Experience in Welding</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Units: **12**

### Skilled Attainment Certificates

#### AUTOMOTIVE TECHNOLOGY

**Automotive Technology for Entrepreneurs**

The coursework in this certificate is designed to better prepare students who plan to own their own business in the Automotive industry.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRE 102</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 103</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 104</td>
<td>2</td>
</tr>
</tbody>
</table>

Minimum of Eight (8) Units from:

- AT 1 - AT 199 (Maximum 1 unit from AT 97)...

Total Required Units: **12**

### BAKING FOR ENTREPRENEURS

#### Baking for Entrepreneurs

The coursework in this certificate is designed to prepare students in how to plan and own their bakery business.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRE 102</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 103</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 104</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 120</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 134</td>
<td>2.5</td>
</tr>
<tr>
<td>HPMGT 135</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 141</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Units: **8.5**

### EMERGENCY MEDICAL SERVICES

#### Emergency Medical Technician Training

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 4</td>
<td>7</td>
</tr>
</tbody>
</table>

Total Required Units: **7**

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For more information, please consult the Columbia College 2010-11 Catalog.
The coursework in this certificate is designed to prepare students who plan to own their own restaurant business as the chef.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRE 102</td>
<td>Entrepreneurial Marketing</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 103</td>
<td>Financial Management for Entrepreneurs</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 104</td>
<td>Preparing Effective Business Plans</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 97</td>
<td>Work Experience in Hospitality Management (maximum 2 units)</td>
<td>1-2</td>
</tr>
<tr>
<td>HPMGT 102</td>
<td>Introduction to Hospitality Careers and Human Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 104</td>
<td>Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 120</td>
<td>Safety and Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 122</td>
<td>Restaurant Math</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 126</td>
<td>Nutrition for Chefs</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 128</td>
<td>Kitchen Management</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 133A</td>
<td>Introduction to Commercial Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>HPMGT 133B</td>
<td>Commercial Food Preparation</td>
<td>4</td>
</tr>
<tr>
<td>HPMGT 134</td>
<td>Commercial Baking: Beginning</td>
<td>2.5</td>
</tr>
<tr>
<td>HPMGT 140</td>
<td>Contemporary Cuisine</td>
<td>2-3.5</td>
</tr>
<tr>
<td>HPMGT 141</td>
<td>Restaurant Desserts</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 142</td>
<td>Garde Manger</td>
<td>1</td>
</tr>
</tbody>
</table>

Total Required Units 12

### Dining Room Staff

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 120</td>
<td>Safety and Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 122</td>
<td>Restaurant Math</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 136</td>
<td>Dining Room Service and Management I</td>
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</tbody>
</table>

Total Required Units 4

### Dining Room Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 102</td>
<td>Introduction to Hospitality Careers &amp; Human Relations</td>
<td>1.5</td>
</tr>
<tr>
<td>HPMGT 104</td>
<td>Hospitality Laws and Regulations</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 120</td>
<td>Safety and Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 122</td>
<td>Restaurant Math</td>
<td>1</td>
</tr>
<tr>
<td>HPMGT 136</td>
<td>Dining Room Service and Management I</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 146</td>
<td>Dining Room Service and Management II</td>
<td>2</td>
</tr>
<tr>
<td>HPMGT 148</td>
<td>Introduction to Wines</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Required Units 11.5

### Safety & Sanitation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPMGT 120</td>
<td>Safety and Sanitation</td>
<td>1</td>
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</table>

Total Required Units 1

### PSYCHOLOGY

#### Peer Support

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 52</td>
<td>Introduction to Peer Support for Psychosocial Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 54</td>
<td>Advanced Skills in Peer Support for Psychosocial Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>GUIDE 10A</td>
<td>Introduction to Helping Skills</td>
<td>1.5</td>
</tr>
<tr>
<td>GUIDE 10B</td>
<td>Intermediate Helping and Basic Conflict Management Skills</td>
<td>1.5</td>
</tr>
<tr>
<td>WKEEP 97</td>
<td>Work Experience in Human Services</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units 12

### Psychosocial Rehabilitation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 56</td>
<td>Introduction to Psychosocial Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 58</td>
<td>Current Trends and Issues in Psychosocial Rehabilitation</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 59</td>
<td>Case Management</td>
<td>3</td>
</tr>
<tr>
<td>WKEEP 97</td>
<td>Work Experience in Human Services</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Required Units 12
Course Descriptions

Numbering of Courses
94 Designated Honors courses
1-99 Designated baccalaureate-level courses, transferable to four-year institutions and applicable to Associate Degree
200-299 Courses in occupational skills development, not applicable to Associate Degree; not intended for transfer, but may be accepted for transfer credit
300-399 Non-credit, non-basic-skills courses for which no grade is awarded
400-499 Supplemental non-credit laboratory courses for vocational education programs, but such courses do provide information and/or training on a variety of topical subjects
500-599 Vocational courses not intended for transfer or an Associate Degree
700-799 Non-credit, non-graded basic skills courses

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

Transferability of Courses
Courses that transfer to the California State University System (CSU) and/or the University of California System (UC) are designated at the end of the course description:
CSU—Transfer to CSU System
UC—Transfer to UC System
UC/CSU—Transfer to both systems

Field Trips
Field trips may be required in a number of courses where field trips, or other required learning activities. Refer to page 35 for more information.

Course Repetition
Courses may be repeated for credit only if: (1) the course is approved as repeatable by the College Curriculum Committee and is so identified in this catalog. See pages 37-38 for more information.

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

Course Descriptions

COURSE INFORMATION

3. 98/198 Courses: Experimental Courses
Lecture and/or laboratory hours and units of credit may vary. Classes in which a particular topic in a discipline (such as history) is treated with in-depth study. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. Note that 98/198 courses may be repeated for credit with different topics only. For UC campuses, these courses may transfer for elective or other credit and will not fulfill requirements unless pre-approved. It is the student’s responsibility to have the course pre-approved by the appropriate UC department chair and admissions office.

4. 99/199 Courses: Independent Study
Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the College. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 38 for conditions, limitations.) For UC campuses, these courses may transfer as electives or other credit as pre-approved by the transfer school. It is the student’s responsibility to have the course pre-approved by the appropriate UC department chair and admissions office.

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 168 of the catalog. Others may be 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. 70/170/270 Courses: Special Topics
Instruction is offered in a variety of special topics within broader discipline areas (such as child development). Lecture and/or laboratory hours, units of credit, repeatability, and transferability may vary. Check with the school to which student is transferring.

3. 98/198 Courses: Experimental Courses
Lecture and/or laboratory hours and units of credit may vary. Classes in which a particular topic in a discipline (such as history) is treated with in-depth study. The topic, the number of units and hours, and prerequisites (if any), will be determined in advance and published in the Schedule of Classes. Note that 98/198 courses may be repeated for credit with different topics only. For UC campuses, these courses may transfer for elective or other credit and will not fulfill requirements unless pre-approved. It is the student’s responsibility to have the course pre-approved by the appropriate UC department chair and admissions office.

4. 99/199 Courses: Independent Study
Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the College. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 38 for conditions, limitations.) For UC campuses, these courses may transfer as electives or other credit as pre-approved by the transfer school. It is the student’s responsibility to have the course pre-approved by the appropriate UC department chair and admissions office.

Course Repetition
Courses may be repeated for credit only if: (1) the student has received a substantial grade (D, F, NC or NP) or (2) the course is approved as repeatable by the College Curriculum Committee and is so identified in this catalog. See pages 37-38 for more information.

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

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

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

ANTHROPOLOGY

ANTHR 1 PHYSICAL ANTHROPOLOGY 3 Units
Lecture: 3 hours
Scientific study of human kind 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.
Transfer: UC/CSU

ANTHR 2 CULTURAL ANTHROPOLOGY 3 Units
Lecture: 3 hours
The scientific study of human societies including prehistoric societies along with the concepts of culture. Basic emphasis is on methods of fieldwork, cultural ecology, language, social and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (MJC ANTHR 102)
Transfer: UC/CSU

ANTHR 3 CURRENT ISSUES IN ANTHROPOLOGY 3 Units
Recommended for Success: ENGL 151
Lecture: 3 hours
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 & deviation) as well as the science (e.g., concepts, theories & methods) of studying these topics will be addressed. Though course readings will represent many disciplines, the foundation readings reflect the perspectives of bio-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and socializes (with varying degrees of success) in males and females. Credit may be earned for only one of the following: ANTHR 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 ways of humans. Topics include history and interdisciplinary nature of archaeological research; data acquisition, analysis and interpretation with discussion of applicable data and models; cultural resource management; selected cultural sequences. (MJC ANTHR 130)
Transfer: UC/CSU

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 folklife 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 150)
Transfer: UC/CSU

ART

ART 1 BASIC FREEHAND DRAWING 2-4 Units
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Introduction to basic drawing techniques, rendering techniques, linear perspective, composition in various media.
Transfer: UC/CSU

ART 2 BASIC COLOR AND DESIGN 2-4 Units
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Introduction to elements and principles of visual design and color theory as applied in a studio setting.
Transfer: UC/CSU

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

ART 9B LIFE DRAWING: Intermediate 2-4 Units
Prerequisite: ART 9A with a grade of C or better, or P
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
An extension of ART 9A emphasizing various media and compositional problems. May be repeated three 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 and Medieval 3 Units
Recommended for Success: ENGL 151
Lecture: 3 hours
Survey of art history from the Paleolithic Age through the Late Gothic Era. (MJC ART 164)
Transfer: UC/CSU

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. (MJC ART 165)
Transfer: UC/CSU

ART 13 ART OF AFRICA, ASIA, AUSTRALIA AND THE AMERICAS 3 Units
Lecture: 3 hours
Survey of the art of Africa, Asia, Australia, and the Americas from prehistoric to modern periods. This course is designed to meet an ethnic studies requirement. (MJC ART 169)
Transfer: UC/CSU

ART 21A PAINTING: Beginning 2-4 Units
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Basic principles, techniques, and materials of oil or acrylic painting on canvas. May be repeated one time. (MJC ART 148)
Transfer: UC/CSU

ART 21B PAINTING: Intermediate 2-4 Units
Prerequisite: ART 21A with a grade of C or better, or P
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Continuation of ART 21A with emphasis on personal expression. May be repeated three times. (MJC ART 149)
Transfer: UC/CSU

ART 23A WATERCOLOR: Beginning 2-4 Units
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Introduction to basic materials, techniques and problems of transparent watercolors. May be repeated one time. (MJC ART 144)
Transfer: UC/CSU

ART 23B WATERCOLOR: Intermediate 2-4 Units
Prerequisite: ART 23A with a grade of C or better, or P
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Continuation of ART 23A introducing opaque watercolors and various experimental techniques. May be repeated three times. (MJC ART 145)
Transfer: UC/CSU

ART 25 MIXED MEDIA PAINTING 2-4 Units
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
A beginning studio class which introduces students to the elements and principles of mixed media painting. The course will involve the use of oil or acrylic paints and will emphasize technique, special illusion and basic composition skills using different mixed media. May be repeated three times. (MJC ART 146)
Transfer: UC/CSU

ART 31 CERAMICS: Introductory 2-4 Units
Lecture: 1.5-3 hours
Laboratory: 1.5-3 hours
Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. May be repeated two times. (MJC ART 109)
Transfer: UC/CSU

ART 32 CERAMICS: Intermediate 2-4 Units
Lecture: 1.5-3 hours
Laboratory: 1.5-3 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: Advanced 2-4 Units
Lecture: 1.5-3 hours
Lab: 1.5-3 hours
Course emphasis is on personal growth and independence.
May be repeated one time.
Transfer: UC/CSU

ART 35 RAKU AND ALTERNATIVE Firing Methods 2-4 Units
Lecture: 1.5-3 hours
Lab: 1.5-3 hours
Introduction to the raku process, pit firing, fumigating, barrel smoked, historic origins and contemporary uses. Practical experience in clay bodies, glazes, raku and other firing. May be repeated one time.
Transfer: UC/CSU

ART 51 PUBLICATION DESIGN I 3 Units
Recommended for Success: OFTEC 141
Lecture: 2 hours
Lab: 3 hours
This course is an introduction to general publication design theory with emphasis on typography, page layout, graphics, 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 or CMPSC 31 or OFTEC 42, with a grade of C or better, or P
Lecture: 2 hours
Lab: 3 hours
This course is a continuation of study in problems of publication design. Areas of focused study will be 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: ART 52, CMPSC 32 or OFTEC 43. May be repeated one time.
Transfer: CSU

ART 53 COMPUTER GRAPHICS I 3 Units
Lecture: 2 hours
Lab: 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. May be repeated one time.
Transfer: UC/CSU

ART 54 COMPUTER GRAPHICS II 3 Units
Prerequisite: ART 53 or CMPSC 33, with a grade of C or better, or P
Lecture: 2 hours
Lab: 3 hours
This class is a continuation of Computer Graphics I. Topics covered will include more advanced techniques of painting and drawing software, 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, with a grade of C or better, or P
Lecture: 1.5-3 hours
Lab: 3 hours
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 inners; 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 student portfolios of completed projects. Credit may be earned for only one of the following: ART 56 or CMPSC 56. May be repeated two times.
Transfer: UC/CSU

ART 71 CERAMIC SCULPTURE: 2-4 Units
Introductory
Lecture: 1.5-3 hours
Lab: 3 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: 1.5-2 hours
Lab: 1.5-4 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
Lab: 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: 0.5-1.5 hours
Lab: 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, torso 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 103 PRACTICAL LABORATORY - METAL SCULPTURE 1 Unit
Prerequisite: ART 165 or WT 165, with a grade of C or better, or P
Lab: 3 hours
The student shall gain practical experience by working on individual projects in metal sculpture design and fabrication. Emphasis is on quality, appearance and function. Credit may be earned for only one of the following: ART 103 or WT 103. May be repeated three times.
Transfer: UC/CSU

ART 165 METAL SCULPTURE 1.5 Units
Lecture: 0.5 hour
Lab: 1.5-4 hours
This course will offer an introduction to various metalworking techniques with an emphasis on aesthetic design and quality of metal joining. Credit may be earned for only one of the following: ART 165 or WT 165.
Transfer: UC/CSU

ART 166 METAL SCULPTURE PROJECTS 1 Unit
Prerequisite: ART 165 or WT 165, with a grade of C or better, or P
Lab: 1.5-4 hours
This course is designed to allow students to expand upon their skills in metal sculpture techniques and to provide for the student more individualized pursuit in metal sculpturing. Credit may be earned for only one of the following: ART 166 or WT 166. May be repeated three times.
Transfer: UC/CSU

ART 167 METAL SCULPTURE 1.5 Units
Lecture: 0.5 hour
Lab: 1.5-4 hours
This course will offer an introduction to various metalworking techniques with an emphasis on aesthetic design and quality of metal joining. Credit may be earned for only one of the following: ART 167 or WT 167.
Transfer: UC/CSU

ART 44 ADVANCED PHOTOGRAPHY LABORATORY 1 Unit
Recommended for Success: ART 40
Lab: 2 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 1-2 Units
Lecture: 0.5-1.5 hours
Lab: 1.5-3 hours
An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized. Field trips may be required. May be repeated three times.
Transfer: CSU

PHOTOGRAPHY

ART 40 PHOTOGRAPHY: Beginning 4 Units
Lecture: 3 hours
Lab: 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.
Transfer: UC/CSU

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

ART 42 COLOR PHOTOGRAPHY: Slide Making and Positive Printing 3 Units
Recommended for Success: ART 40
Lecture: 3 hours
Lab: 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: UC/CSU

ART 170 SLIDE MAKING AND POSITIVE PRINTING 4 Units
Lecture: 3 hours
Lab: 3 hours
Field trips may be required.
Transfer: UC/CSU

ART 171 FIELD PHOTOGRAPHY 1-2 Units
Lecture: 0.5-1 hours
Lab: 1.5-4 hours
Photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized. Field trips may be required. May be repeated three times.
Transfer: CSU

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ART 46 FIELD PHOTOGRAPHY: Composition and Design
Lecture: 1-5 hours
Laboratory: 1-5 hours
An introduction to elements of design and composition as they relate to field photography. Field instruction in locations of natural beauty and historical significance followed by lectures, demonstrations, and critiques. Requires adjustable 35mm camera or larger format, or adjustable SLR type digital. May be repeated one time. Field trips required.
Transfer: CSU

ART 47A DIGITAL DARKROOM: Beginning
Recommended for Success: ART 40, CMFSC 1
Lecture: 2 hours
Laboratory: 3 hours
Introduction to the electronic darkroom. Scanning of black-and-white and color prints, slides and negatives into the computer. Use of image control software (Adobe Photoshop) to enhance and artistically interpret images. Printing images using inkjet printers and a variety of photo-quality papers.
Transfer: CSU

ART 47B DIGITAL DARKROOM: Intermediate
Lecture: 1-2 hours
Laboratory: 3 hours
Study of the electronic darkrooms 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 controls and calibration software to create consistently high-quality prints on photo-quality inkjet printers with a variety of paper media.
Transfer: CSU

ART 48 SPECIAL TOPICS IN PHOTOGRAPHY
Recommended for Success: ART 40
Lecture: 0.5-2 hours
and/or Laboratory: 1.5-6 hours
Various field- and studio-oriented courses limited to particular photographic topics such as slide tape presentations, landscape, architecture, portraiture, nude, small product and still-life, photojournalism, alternative processes and guest lecture forums. Field trips may be required. May be repeated with different topics only.
Transfer: CSU

AUTOMOTIVE TECHNOLOGY
See Page 78 for Certificate Requirements

ART 97 WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY
Co-requisite: Must be enrolled in at least seven (7) units including Work Experience.
Lecture: 20 hours
Provides students an opportunity to experience supervised employment in Automotive Technology. The student's employment must be related to educational or occupational goals. Offered for Pass/No Pass grading only. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience 96, Page 167.
Transfer: CSU (Transfer credit limited. See a counselor)

ART 100 INTRODUCTION TO AUTOMOTIVE TECHNOLOGY
Lecture: 3 hours
Introduction to theory, operation and maintenance of automotive systems. Includes fundamentals of math, measuring devices, fasteners, shop safety, careers and certifications, tools/equipment common to the automotive industry, environmental issues, classification/applications of lubricants and resume writing. 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. Offered for Pass/No Pass grading only.

ART 101 AUTOMOTIVE BRAKING SYSTEMS 1
Recommended for Success: AT 100
Lecture: 1 hour
Laboratory: 3 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 103 PRACTICAL LABORATORY
Lecture: 1.5-6 hours
Laboratory: 2-4 units
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
Laboratory: 1.5-6 hours
This course includes special auto 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 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 2
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: 2 hours
Laboratory: 5 hours
Theory and operation of ignition systems, fuel systems, and on-board computers. Use of hand-held meters, oscilloscopes, late-model computerized analyzers and four-gas infrared analyzers will be covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) exams. May be repeated three times.

AT 107 ENGINE PERFORMANCE I
Recommended for Success: AT 100
Lecture: 2 hours
Laboratory: 5 hours
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 Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated three times.

AT 108 ENGINE PERFORMANCE II
Laboratory: 9 hours
This course covers fundamentals and theory of air conditioning (R12 and R134a), as well as techniques of service and diagnosis. Recycling refrigerant and handling of hazardous materials are also covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated three times.

AT 110 AUTOMOTIVE ELECTRICS I
Recommended for Success: AT 100
Lecture: 4 hours
Laboratory: 6 hours
This course covers fundamentals of electricity and electronics that apply to all automotive electrical and electronic systems. Theory, electrical systems, lighting systems, and chassis electrical and electronic circuits. Methods of diagnosis will be emphasized. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives to enable students to prepare for Automotive Service Excellence (ASE) certification. May be repeated three times.

AT 111 ENGINE PERFORMANCE II
Recommended for Success: AT 100
Lecture: 2 hours
Laboratory: 3 hours
This course covers fundamentals and theory of air conditioning (R12 and R134a), as well as techniques of service and diagnosis. Recycling refrigerant and handling of hazardous materials are also covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) exams. May be repeated three times.

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

AT 113 AUTOMOTIVE ELECTRICS
Recommended for Success: AT 100
Lecture: 5 hours
Laboratory: 6 hours
Fundamentals of electricity and electronics that apply to all automotive electrical and electronic systems. Theory, electrical systems, lighting systems, and chassis electrical and electronic circuits, and charging and starting systems are included. 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 4 Units
Recommended for Success: AT 100
Lecture: 1 hour
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 three times for recertification.

AT 121 AUTOMOTIVE BRAKING SYSTEMS 2 Units
Recommended for Success: AT 100 and AT 101
Lecture: 1 hour
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 one time.

AT 122 MANUAL POWER TRAINS AND AXLES 4 Units
Recommended for Success: AT 100
Lecture: 1 hour
Laboratory: 6 hours
This course covers operating principles of automotive power trains including diagnosis and overhaul of clutches, manual transmissions, and transfer cases. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) certification. May be repeated three times for recertification.

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

AT 131 ENGINE PERFORMANCE II 2 Units
Recommended for Success: AT 100 and AT 111
Lecture: 1 hour
Laboratory: 4 hours
Operation and diagnosis of domestic computerized engine control systems. Use of hand-held meters, oscilloscopes, late model computerized analyzers and enhanced testing equipment. Use of advanced diagnostic routines common to the industry. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) examinations. May be repeated one time.

AT 132 AUTOMATIC TRANSMISSIONS AND TRANSAXLES 3 Units
Recommended for Success: AT 100
Lecture: 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 three times for recertification.

AT 165 CLEAN AIR CAR COURSE AND OBII UPDATE TRAINING 4 Units
Lecture: 4 hours
This course meets the Bureau of Automotive Repair requirements for Smog Technician candidate training in emission controls and OBII systems. Successful candidates will partially satisfy the State's prerequisite requirements for the Smog Check technician examination. May be repeated three times for recertification.

AT 166 B.A.R. UPDATE TRAINING 0.5-2 Units
Lecture: 0.5-2 hours
This course is designed to satisfy the Bureau of Automotive Repair update training requirements for Smog Technician seeking to renew their license. The particular updates to be covered in a specific section will be announced in the schedule of classes. Offered for Pass/No Pass grading only. May be repeated as needed for license renewal.

AT 167 B.A.R. 2003-04 UPDATE TRAINING 0.5 Unit
Lecture: 0.5 hour
This 9-hour course will review changes in the updated Smog Clock Manual. Also covered will be best practices in customer communication. This course may not be challenged. Offered for Pass/No Pass grading only. May be repeated with different topics only.

AT 168 B.A.R. 2005 UPDATE TRAINING 1 Unit
Lecture: 1 hour
This course will satisfy the Bureau of Automotive Repair (B.A.R.) 2005 update training requirements for Smog Technicians seeking to renew their licenses.

AT 169 B.A.R. 2007 UPDATE TRAINING 1 Unit
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), OBII II Mode 6 diagnostics, advanced fuel trim diagnostics, Technical Service Bulletins (TSBs) and manufacturer's technical websites, and PCM program re-flashing. Offered for Pass/No Pass grading only.

AT 171 B.A.R. 2009 UPDATE TRAINING 1 Unit
Lecture: 1 hour
This course satisfies the Bureau of Automotive Repair's Smog Check Technician update training requirement for 2009. Topics include advanced diagnostics relative to emissions failures, internet resources, and Smog Check Program updates. Offered for Pass/No Pass grading only. May be repeated one time.

AT 180 SMALL ENGINE REPAIR 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Servicing, operation, and maintenance of small gasoline engines, garden tools, and landscape equipment. The student will need safety glasses and a small engine to overhaul. May be repeated three times.

AT 181 PREVENTIVE MAINTENANCE 1 Unit
Lecture: 0.5 Hour
Laboratory: 1.5 hours
Preventive maintenance procedures with emphasis on lubrication, adjustment and safety inspection as it pertains to the late model automobile.

AT 185 AUTO BODY COLLISION REPAIR II 2 Units
Recommended for Success: AT 185
Lecture: 1.5 hours
Laboratory: 1.5 hours
Advanced theory and study of body sheet metal and structure and manipulative skills in M.I.G. welding, sheet metal straightening, body alignment, making adjustments and refinishing equipment. Time allowing, students will learn basic removal and replacement of braking, engine, steering and suspension, and dolly housing components as necessary to complete the auto body repair. May be repeated three times.

AT 187 EXTERIOR DETAILING 1 Unit
Lecture: 0.5 hour
Laboratory: 1.5 hours
This course is for beginning students in auto detailing work. Topics covered include the theory and study of the proper maintenance and restoring of the automobile exterior finish by use of proper cleaning materials and methods approved by the industry. May be repeated three times.

AT 200 EXPLORING AUTOMOTIVE TECHNOLOGY 0.5-2.5 Units
Lecture: 0.1 hour
Laboratory: 0.4-5 hours
This course allows students to perform routine maintenance and services in a supervised environment. Emphasis will be placed on safety and information competency. This course is also an exploratory course for those who are interested in learning proper usage of automotive repair facilities, equipment and tools. Offered for Pass/No Pass grading only. May be repeated three times.

AT 201 TEAM-MANAGED PROJECTS 3 Units
Lecture: 2 hours
Laboratory: 3 hours
Using a team-based format, students will solve problems (projects) using various principles and fundamentals in automotive technology. Project outcomes will be dependent on teamwork and research. May be repeated one time.
BIOL 17 FUNDAMENTALS OF BIOLOGY 4 Units
Prerequisite: MATH 104 with a grade of C or better, or P
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 for 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.)

BIOL 24 GENERAL ECOLOGY 4 Units
Recommended for Success: ENG 1A and MATH 101
Lecture: 3 hours
Laboratory: 3 hours
Students will be introduced to environmental biology, which focuses on physiological, behavioral, and population ecology; and on linking ecological processes to evolution. Principles of evolution at the molecular, organismal, and population levels will be related to conservation issues affecting ecosystem management. The ecology component will cover basic principles and experimental approaches to solving ecological problems. Case studies in pollution issues, resource use, global warming, and ozone depletion will also be covered. 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: UC/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 HUMAN 208)
Transfer: UC/CSU

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

BUSAD 2A FINANCIAL ACCOUNTING 4 Units
Recommended for Success: BUSAD 16A, BUSAD 16B, COMP 10
Lecture: 4 hours
Provides Business Administration and Accounting majors an opportunity to develop a working knowledge of accounting information systems used in recording and reporting business transactions for service and merchandising businesses under sole proprietorship, partnership, and corporation entities. Special focus is on the accounting cycle, financial statements, analysis, and generally accepted accounting principles, including internal control and ethical issues. Students will work with asset, liability and equity valuation, revenue and expenditure recognition, cash flow calculations and appropriate computer applications.
Transfer: UC/CSU

BUSAD 8 BUSINESS LAW 4 Units
Prerequisite: BUSAD 2A with a grade of C or better, or P
Recommended for Success: BUSAD 16, COMP 10
Lecture: 4 hours
Provides Business Administration and Accounting majors an opportunity to develop a working knowledge of techniques used for decision making, planning, directing, and controlling manufacturing operations. Particular focus is on costing methods, cost-volume-profit issues, incremental analysis and pricing. Students will work with standard cost, budgets, and control responsibility, including capital investments and cash flow analysis.
Transfer: UC/CSU

BUSAD 9 INTRODUCTION TO SMALL GROUP AND TEAM COMMUNICATION 3 Units
Lecture: 3 hours
This course focuses on the interaction between communication and the ability of small groups or teams to effectively achieve objectives. Course includes the study of, and practice in, discussion methodology, types of discussion groups, information gathering, problem solving, decision making, and leadership roles. Credit may be earned only for one of the following: BUSAD 9 or SPCOM 9.
Transfer: CSU

BUSAD 10 BUSINESS MANAGEMENT 4 Units
Lecture: 4 hours
Laws and regulations affecting managerial decisions; legal concepts and case analyses in the areas of ethics, employment, agency, consulting relationships, business torts and crimes, business organizations, and with special emphasis on contracts. (MJC BUSAD 218)
Transfer: UC/CSU
BUSAD 20 PRINCIPLES OF BUSINESS 3 Units
Lecture: 3 hours
Survey of business principles, problems and procedures; ownership, establishment and management of business; production and distribution of goods; competition; profit; taxation; finance; managerial controls; government and business relations. (MJC BUSAD 248)
Transfer: UC/CSU

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

BUSAD 25 JOB SEARCH AND INTERVIEWING STRATEGIES 1 Unit
Lecture: 1 hour
Understanding the employment process and development of written and oral presentation skills necessary to conduct an effective and efficient job search. Topics include the hiring process, employer perspectives, the hidden job market, networking, research, job search planning, making employer contacts and interviewing. Development of a master application, resume and letter of application. Credit may be earned for only one of the following: BUSAD 25 or GUIDE 25. Offered for Pass/No Pass grading only. (MJC GUIDE 112)

BUSAD 30 PRINCIPLES OF MARKETING 3 Units
Lecture: 3 hours
Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. (MJC BUSAD 245)
Transfer: CSU

BUSAD 40 PRINCIPLES OF MANAGEMENT 3 Units
Lecture: 3 hours
The functions of management, techniques of decision making and problem solving, methods used by the manager to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls. (MJC BUSAD 248)
Transfer: CSU

BUSAD 51 MANAGEMENT INFORMATION SYSTEMS 4 Units
Lecture: 4 hours
This course is an introduction to information systems. The objective is to build a basic understanding of the value and use of information system technology for business operations, managerial decision making, project management, and strategic advantage. Topics of special interest include information system planning, application development including systems analysis and design, decision support systems, and expert systems. Credit may be earned for only one of the following: BUSAD 51 or CMPSC 51.
Transfer: UC/CSU

BUSAD 52 E-COMMERCE 3 Units
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging electronic commerce techniques 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, e-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 CMPSC 52.
Transfer: CSU

BUSAD 53 PROJECT MANAGEMENT 3 Units
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resources, communications, risk and procurement management. Credit may be earned for only one of the following: BUSAD 53 or CMPSC 53.
Transfer: CSU

BUSAD 54 DATA MINING 3 Units
Recommended for Success: CMPSC 1
Lecture: 3 hours
This course was designed to familiarize individuals with current and emerging data mining technologies using the Internet, database software, and other application software packages as needed for project completion. Data mining knowledge topics will include the process of model building. Students will create a representative model based on an existing dataset to help understand trends, patterns, and correlations, as well as forming predictions based on historical outcomes. Students will be introduced to the tools and technologies needed to research and analyze data, resulting in a strategic decision making, marketing plan development, goal setting and identifying business opportunities. Credit may be earned for only one of the following: BUSAD 54 or CMPSC 54.
Transfer: CSU

BUSAD 90 BUSINESS ADMINISTRATION 1 Unit
Lecture:
This course is an introduction to information systems. Use formatting, charting, and lists to keep the student the opportunity to set up and maintain a data-base, single entry bookkeeping system using one or more application software packages. May be repeated one time.

BUSAD 97 WORK EXPERIENCE IN BUSINESS AND COMMERCE 1-4 Units
Co-requisite: Must be enrolled in at least seven (7) units for Pass/No Pass grading only. Offered for Pass/No Pass grading only. May be repeated one time.

BUSAD 100 BUSINESS AND COMMERCE LABORATORY 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, adjusting and closing entries and financial statements. May be repeated one time.

BUSAD 133 COMPUTERIZED ACCOUNTING 0.5-2 Units
Recommended for Success: BUSAD 161A
Lecture: 1-2 hours
Provides students an opportunity to experience supervised practice sets, reports, and generic applications in order to complete projects, homework, practice sets, reports, and generic applications in order to maintain a well-rounded business curriculum. Offered for Pass/No Pass grading only. Students who are business majors may repeat the lab each semester they are enrolled in the program.

BUSAD 137 EXCEL SPREADSHEETS 1-2 units
Lecture: 1.5-2 hours
Instruction in spreadsheet applications on computers, using Microsoft Excel. Develop, plan, and build spreadsheets for business decisions. Using formatting, charting, and lists to customize desired output. Offered for Pass/No Pass grading only. May be repeated one time.

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

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

Recommended for Success: BUSAD 2A, BUSAD 161A

Lecture: 3 hours

This course provides students the 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 160 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, depreciation, inventory, taxes, insurance, stocks, bonds, and business statistics.

BUSAD 161A SMALL BUSINESS ACCOUNTING I 4 Units

Lecture: 4 hours

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

BUSAD 161B SMALL BUSINESS ACCOUNTING II 4 Units

Prerequisite: BUSAD 161A with a grade of C or better, or P

Lecture: 4 hours

Extension of the techniques learned in BUSAD 161A with more in-depth treatment of receivables, notes, inventory and depreciation, and with the introduction of partnership and corporation accounting and statements of cash flow and financial analysis. Also an introduction to managerial accounting for decision making, departmentalized cost and manufacturing systems, planning and budgeting, and exercises on computer use in both financial and managerial phases.

BUSAD 163 BUSINESS MATHEMATICS 4 Units

Lecture: 4 hours

This course provides students the 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 2A or BUSAD 161A, BUSAD 158

Lecture: 6 hours

This course provides students the opportunities to set up and maintain an accounting system using Quickbooks, MYOB, and Peachtree commercial accounting programs. 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 156 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 153

BUSAD 161A SMALL BUSINESS ACCOUNTING I 4 Units

Lecture: 4 hours

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

BUSAD 161B SMALL BUSINESS ACCOUNTING II 4 Units

Prerequisite: BUSAD 161A with a grade of C or better, or P

Lecture: 4 hours

Extension of the techniques learned in BUSAD 161A with more in-depth treatment of receivables, notes, inventory and depreciation, and with the introduction of partnership and corporation accounting and statements of cash flow and financial analysis. Also an introduction to managerial accounting for decision making, departmentalized cost and manufacturing systems, planning and budgeting, and exercises on computer use in both financial and managerial phases.

BUSAD 163 BUSINESS MATHEMATICS 4 Units

Lecture: 4 hours

After review of mathematical processes, students will apply math skills in business situations that include banking, credit cards, discounts, retailing, payroll, interest, compounding, depreciation, inventory, taxes, insurance, stocks, bonds, and business statistics.

BUSAD 164 INCOME TAX 3 Units

Lecture: 3 hours

An introduction to income tax preparation and reporting based on the current requirements of the U.S. Internal Revenue Code that follows the Form 1040 format for individuals and expands briefly to partnerships and corporations. May be repeated with different topics.

OFFICE TECHNOLOGY

See page 153

CHEMISTRY

CHEM 1A GENERAL CHEMISTRY 5 Units

Prerequisite: CHEM 10 or CHEM 12 or CHEM 20, and MATH 104, with grades of C or better, or P

Lecture: 4 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 phenomena in the solid, liquid, and gas states. The course covers measurement theory and practice, data acquisition and analysis, reaction classification, stoichiometry, gas and solution chemistry, thermodynamics, modern atomic theory, bonding, intermolecular forces, and colligative properties. (MJC CHEM 101)
Transfer: UC/CSU

CHEM 1B GENERAL CHEMISTRY 5 Units

Prerequisite: CHEM 1A with a grade of C or better, or P

Lecture: 4 hours

CHEM 1B is the second half of the 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 phenomena in the solid, liquid, and gas states. The course covers measurement theory and practice, data acquisition and analysis, reaction classification, stoichiometry, gas and solution chemistry, thermodynamics, modern atomic theory, bonding, intermolecular forces, and colligative properties. (MJC CHEM 102)
Transfer: UC/CSU

CHEM 10 FUNDAMENTALS OF CHEMISTRY 4 Units

Recommended for Success: MATH 101 and CHEM 20

Lecture: 3 hours

Laboratory: 3 hours

Fundamental theories and principles of chemistry; atomic and molecular structure, chemical reactions, stoichiometry, gases, liquids, solids, solutions, nonmetals, metals, nuclear chemistry, and organic compounds. Credit may be earned for only one of the following: CHEM 10 or CHEM 12. (MJC CHEM 143)
Transfer: UC/CSU (Transfer credit limited. See a counselor)

CHEM 11 FUNDAMENTALS OF ORGANIC AND BIOCHEMISTRY 4 Units

Prerequisite: CHEM 10 with a grade of C or better, or P

Lecture: 3 hours

Laboratory: 3 hours

Structure, nomenclature, preparation, and reactions of common organic compounds including carbohydrates and polypeptides, proteins, amino acids, and nucleic acids. (MJC CHEM 144)
Transfer: UC/CSU

CHEM 12 GENERAL, ORGANIC AND BIOCHEMISTRY 5 Units

Recommended for Success: CHEM 20

Lecture: 4 hours

Laboratory: 3 hours

Fundamental principles of general, organic, and biochemistry. The general chemistry ideas covered include the composition of atoms and molecules, measurements and units, basic stoichiometry, physical properties of matter, gas laws, solution chemistry, acids bases and buffers, and nuclear chemistry. The organic chemistry portion will concentrate on the structure and function of carbohydrates, lipids, and proteins and an overview of their metabolism. Applications to pharmaceuticals, medicine, and medical testing are integrated throughout each topic. Oral and written projects as they relate to communicating chemical ideas are required. Credit may be earned for only one of the following: CHEM 12 or CHEM 10.
Transfer: UC/CSU

CHEM 20 THE CHEMISTRY OF EVERYTHING 3 Units

Lecture: 3 hours

An introduction to the way chemists look at the world. Designed for non-science majors, topics ranging from dirt and sewage to water and explosives will be explored. A blend of chemistry content and real life applications will be used to illustrate scientific thought processes. (MJC CHEM 150)
Transfer: UC/CSU (Transfer credit limited. See a counselor)

CHILD DEVELOPMENT

See Page 78 for Certificate Requirements

Students may be required to acquire a fingerprint clearance before working with young children. See your instructor for more details.

CHILD 1 CHILD GROWTH AND DEVELOPMENT 3 Units

Recommended for Success: ENG 1A or ENG 1S

Lecture: 3 hours

Growells and development of children, conception through adolescence. Basic concepts related to physical, social, intellectual, and emotional development, including the effects of culture will be explored. Emphasis on interactions between maturation processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. (MJC CLDTY 103)
Transfer: UC/CSU

Columbia College 2010-11 Catalog

Columbia College 2010-11 Catalog
CHILD 3 PRACTICES IN CHILD DEVELOPMENT 3 Units
Lecture: 3 hours
The planning and implementing of developmentally
appropriate curriculum activities for young children, including
anti-bias coursework and current practices in the
field. (MJC CLDDV 101)
Transfer: CSU

CHILD 4 OBSERVATION AND ASSESSMENT 3 Units
Lecture: 3 hours
Students will learn and practice the skill of observing
and recording children's behavior and how to apply it
to responsive teaching and assessment of children's
development.
Transfer: CSU

CHILD 8 EARLY LITERACY DEVELOPMENT 3 Units
Recommended for Success: ENGL 151
Lecture: 3 hours
This course will explore 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

CHILD 10 CREATIVE ACTIVITIES IN THE ARTS 2 Units
Lecture: 2 hours
Survey of a variety of educational activities suitable for
young children in art, music, movement, language 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

CHILD 12 CREATIVE ACTIVITIES IN MATH 2 Units
Lecture: 2 hours
Survey of math activities and concepts developmentally
appropriate for young children; for pre-school teachers,
family day care providers, teacher aides, parents and anyone
interested in early childhood math education. (CC CHILD
12 & 13 = MJC CLDDV 292)
Transfer: CSU

CHILD 13 CREATIVE ACTIVITIES IN SCIENCE 2 Units
Lecture: 2 hours
Survey of science activities and concepts developmentally
appropriate for young children; for pre-school teachers,
family day care providers, teacher aides, parents and anyone
interested in early childhood science education. (CC CHILD
12 & 13 = MJC CLDDV 292)
Transfer: CSU

CHILD 16 PRACTICUM 3-1 Units
Prerequisites: CHILD 1 with a grade of C or better, or P
Lecture: 0-1 hour
Laboratory: 0-6 hours
1 hour lecture only = 1 unit of credit
1 hour lecture w/6 hours laboratory = 2 units of credit
1 hour lecture w/6 hours laboratory = 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. (MJC CLDDV
127B & 127C, or CLDDV 128B & 128C)
Transfer: CSU

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

CHILD 19 EXCEPTIONAL NEEDS CHILDREN 3 Units
Lecture: 3 hours
A comprehensive overview for the child care provider
who will work with young children with disabilities.
Includes historical perspective, diversity issues, family
partnerships, identifying and intervening, caregiver strategies,
Individualized Education Plans, definitions, health and
safety considerations and administrative issues. (MJC
CLDDV 163)
Transfer: CSU

CHILD 22 CHILD, FAMILY, COMMUNITY 3 Units
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 CLDDV 109)
Transfer: CSU

CHILD 23 GUIDING CHILDREN'S SOCIAL DEVELOPMENT 3 Units
Prerequisite: CHILD 1 with a grade of C or better, or P
Lecture: 3 hours
This course is designed to provide early childhood
educators and parents with the skills necessary to promote
the emotional support and guidance young children
need for healthy social development. Topics include:
the developmental aspects of social/emotional development,
supporting children in stressful situations, fostering self-
discipline, supporting children's friendships, promoting
pro-social behavior, handling children's aggressive behavior,
and diversity issues.
Transfer: CSU

CHILD 25 INFANT/TODDLER CARE 3 Units
Lecture: 3 hours
Principles and philosophy of infant care for children up to
two years of age including growth and development, health
and nutritional needs, social-emotional needs, cognitive
development, language development, development of a
positive self-image, parent education, community resources,
and cultural and ethnic differences. (MJC CLDDV 125)
Transfer: CSU

CHILD 26 HEALTH, SAFETY AND NUTRITION 3 Units
Lecture: 3 hours
Introduction to the laws, regulations, standards, policies
and procedures and early childhood curriculum related to
child health, safety and nutrition. The key components that
ensure physical health, mental health and safety for both children
and staff will be identified along with the importance of
collaboration with families and health professionals. Focus
on integrating the concepts into everyday planning and
program development for all children. May be repeated
two times.
Transfer: CSU

CHILD 28 BOOKS FOR YOUNG CHILDREN 3 Units
Lecture: 3 hours
An introductory course on books for young children.
Topics will include how to evaluate content and illustration;
such topics will be discussed. (MJC CLDDV 109)
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
CLDDV 150)
Transfer: CSU

CHILD 31 ADVANCED CHILD CARE ADMINISTRATION 3 Units
Prerequisite: CHILD 1 with a grade of C or better, or P
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 CLDDV 151)
Transfer: CSU

CHILD 97 WORK EXPERIENCE IN CHILD DEVELOPMENT 1-4 Units
Co-requisite: Must be enrolled in at least seven (7) units
including Work Experience
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised
employment in Child Development. The student's employment
must be related to educational or occupational
goals. Offered for Pass/No Pass grading only. May be
repeated for more than a total of 15 units of credit
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 167.
Transfer: CSU (Transfer credit limited. See a counselor.)

CHILD 116 INFANT/TODDLER PRACTICUM 3 Units
Prerequisite: CHILD 1 with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 8 hours
Supervised practicum in the Columbia College Child
Development Center infant or toddler classrooms 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. This class can be
used by students as a specialization class toward their
Child Development Permit (issued by the California Teacher
Credentialing Office). May be repeated one time.

CHILD 126 SCHOOL-AGE CHILD CARE 3 Units
Lecture: 3 hours
This course will include the study of child development for
children ages 6 to 12 and an overview of skills necessary to
provide appropriate care for this age group. This class can be
used by students as a specialization class toward their
Child Development Permit (issued by the California Teacher
Credentialing Office).
COMPUTER SCIENCE
See Page 76 for Certificate Requirements

CMPS 1 COMPUTER CONCEPTS AND INFORMATION SYSTEMS
4 Units
Lecture: 3 hours Laboratory: 3 hours
This course introduces concepts of computer information systems in business, industry and other institutions. Study of computers, applications and network communications will also be covered. Actual practice is on personal computers in a Windows environment on a network. Lab applications include graphical user interface, spreadsheets, word processing, database management, multimedia presentations and access to the Internet and World Wide Web.
Transfer: UC/CSU

CMPS 3 OPERATING SYSTEMS
3 Units
Recommended for Success: CMPS 1
Lecture: 2 hours Laboratory: 3 hours
Provides an introduction to operating systems concepts, system architecture, structure, and management. Topics include operating system history, system commands, system programs, role of the operating system, its operational characteristics, its configuration, how to execute programs, installation, and file management.
Transfer: UC/CSU

CMPS 4 WINDOWS OPERATING SYSTEMS ESSENTIALS
0.5-1.5 Units
Lecture: 0.5-1.5 hours
This course provides instruction in Operating Systems. Topics include management of window elements, desktop arrangement, folders and files, and file management. Students will use multitasking, cut and paste, linking, and printing operations within selected Windows applications. Offered for Pass/No Pass grading only. May be repeated one time.
Transfer: CSU

CMPS 5 INTRODUCTION TO PROGRAMMING
3 Units
Recommended for Success: MATH 104
Lecture: 3 hours Laboratory: 3 hours
First course in computer programming for students with little or no programming experience. Covers computer architecture, data representation, SDLC/R, software development methods (structured and object-oriented design), and basic problem-solving using analysis, documentation, algorithm design and control structures. Programming using scripting languages such as JavaScript and Python, and a compiled, object-oriented language such as Java will be introduced. This course is designed for majors and non-majors.
Transfer: UC/CSU

CMPS 9 INTRODUCTION TO UNIX/LINUX
3 Units
Prerequisite: CMPS 3 with a grade of C or better, or P
Lecture: 2 hours Laboratory: 3 hours
An introduction to the UNIX operating system using Linux as the working environment. Topics include operating system commands, shell scripting, TCP/IP basics, FTP, mail, telnet, text editors, disk and directory management, GUI Interface with X windows, and multitasking. (MIC: CMPS/ 206)
Transfer: UC/CSU

CMPS 10 INTERNET ESSENTIALS
1-2 Units
Lecture: 1-2 hours
Instruction in how to access the Internet using communications software and a web browser on personal computers. Topics include navigating browsers, electronic mail, search techniques, personal privacy, downloading, and the World Wide Web. Offered for Pass/No Pass grading only. May be repeated one time. (MIC: CMICPR 262)
Transfer: CSU

CMPS 11 PRESENTATIONS USING COMPUTERS 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. May be repeated one time. (MIC: CMICPR 215)
Transfer: CSU

CMPS 12 WEBSITE DEVELOPMENT APPLICATIONS
2-3 Units
Recommended for Success: CMPS 4
Lecture: 2-3 hours Students will be able to use website/webpage development 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. (MIC: CMICPR 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 displays 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
2-3 Units
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 5 Lecture: 2 hours Laboratory: 3 hours Learn Java, a platform-independent object-oriented programming language. This course is designed for students who do not intend to major in computer science, but are interested in web-based or stand-alone programming in Java. Topics include classes, objects, arrays, inheritance, interfaces, control flow, file input/output, and access to relational databases using the current Java SDK API.
Transfer: UC/CSU

CMPS 16 JAVA PROGRAMMING 1
3 Units
Prerequisite: CMPS 5 Lecture: 2-3 hours This course introduces students to the Java programming language. Topics include classes, objects, arrays, and basic action scripting integration. May be repeated two times.
Transfer: UC/CSU

CMPS 17 ADVANCED INTERNET RESEARCH
0.5-2 Units
Prerequisite: CMPS 10 Lecture: 0.5-2 hours This course provides instruction in Advanced Internet Research and will provide students advanced research 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

CMPS 18 ADVANCED INTERNET RESEARCH 2
2-3 Units
Prerequisite: CMPS 10 Lecture: 2-3 hours This course continues the study of Internet Research and will provide students advanced search and research techniques. Topics include advanced search and 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

CMPS 20 COMPUTER PROGRAMMING AND DESIGN
3 Units
Prerequisites: CMPS 2 and CMPS 22
Lecture: 3 hours Laboratory: 3 hours Computer programming and program design using the C Language. Topics include language syntax, pre-processors, data types, conditionals, loops, recursion, library routines, structures, files, pointers, interactive programming, file input/output, and object-oriented features of C++.
Transfer: UC/CSU

CMPS 22 PROGRAMMING CONCEPTS AND METHODOLOGY I
4 Units
Recommended for Success: MATH 104, CMPS 5 Lecture: 3 hours Laboratory: 3 hours Designed for computer science majors but open to all students. Emphasizes problem analysis skills and algorithm development. Software engineering skills will be developed for both procedural and object-oriented programming techniques. Programming language will be the currently preferred object-oriented language used by equivalent UC/CSU courses. Emphasis will be on problem solving and implementation skills which will be assigned throughout the semester, including use of data types, conditions and Boolean logic, loops, recursion, arrays, functions, references, and file input/output.
Transfer: UC/CSU

CMPS 24 PROGRAMMING CONCEPTS AND METHODOLOGY II
4 Units
Prerequisite: CMPS 22 with a grade of C or better, or P Recommended for Success: MATH 104 Lecture: 3 hours Laboratory: 3 hours Continuation of CMPS 22 for computer science majors 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. Topics include algorithm analysis (asymptotic notation, dynamic data structures (linked lists, stacks, queues, binary trees), directed graphs, genetics, and searching/sorting algorithms. It also includes an introduction to programming in an event-driven GUI environment. (MIC: CMPS 361)
Transfer: UC/CSU

CMPS 27 C/C++ PROGRAMMING
3 Units
Prerequisites: CMPS 5 or CMPS 22, with a grade of C or better, or P Lecture: 2 hours Laboratory: 3 hours Computer programming and program design using the C Language. Topics include language syntax, pre-processors, data types, conditionals, loops, recursion, array and string processing, functions, structures, bit operations, pointers, interactive programming, file input/output and object-oriented features of C++.
Transfer: UC/CSU
CMPSC 28 VISUAL BASIC PROGRAMMING
3 Units
Recommended for Success: CMPSC 5
Lecture: 2 hours
Laboratory: 3 hours
Covers programming with current Microsoft Visual Basic tools (.NET environment). Emphasis is on structured design, object orientation, Graphical User Interface design, and event-driven applications. Includes programming projects using screen development, control constructs, array processing, file input/output and database access. (MJC CMPSC 213)
Transfer: UC/CSU

CMPSC 29A INTRODUCTION TO COMPUTER VIDEO PRODUCTION
1.5-2 Units
Recommended for Success: CMPSC 14 or ENG/11
Lecture: 1 hour
Laboratory: 1.5-3 hours
Introduction to Computer Video Production introduces the student to the basic computer video production stages. Students will learn the process of creating computer video productions. This course is a project-based course. Students will be required to work in groups on approved class-related activities and/or school event projects. May be repeated two times.
Transfer: CSU

CMPSC 29B ADVANCED COMPUTER VIDEO PRODUCTION
2 Units
Prerequisite: CMPSC 29A with a grade of C or better, or P
Lecture: 1 hour
Laboratory: 3 hours
Advanced Computer Video Production takes students to the advanced level of video production using the three-stage process. Students will learn the process of creating computer video productions using advanced techniques in video shooting, lighting, editing, and authoring. This course is a project-based course. Students may be required to work in groups on approved class-related activities and/or school event projects. May be repeated two times.
Transfer: CSU

CMPSC 30 FINANCIAL WORKSHEETS ON COMPUTERS
3 Units
Lecture: 2 hours
Laboratory: 3 hours
Electronic spreadsheets will be used to develop a basic understanding of business operations, managerial decision making, and strategic advantage. Students will develop spreadsheets for financial statements, what-if analysis, databases, and other ledger-type applications. Other topics include use of formulas and macros to customize data entry for business applications and combining data between worksheets and link files. Lab projects will focus on the use of spreadsheet design, development, and use for managerial decision making. (MJC CMPSC 278)
Transfer: CSU

CMPSC 31 PUBLICATION DESIGN I
3 Units
Recommended for Success: OFTEC 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: CMPSC 31, ART 51, or OFTEC 42. May be repeated one time.
Transfer: CSU

CMPSC 32 PUBLICATION DESIGN II
3 Units
Prerequisite: CMPSC 31 or ART 51 or OFTEC 42, with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 2 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: CMPSC 32, ART 52 or OFTEC 43. May be repeated one time.
Transfer: CSU

CMPSC 33 COMPUTER GRAPHICS I
3 Units
Lecture: 2 hours
Laboratory: 1 hour
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 computer graphic design software and create original design pieces. Credit may be earned for only one of the following: CMPSC 33 or ART 53. May be repeated one time.
Transfer: UC/CSU

CMPSC 34 COMPUTER GRAPHICS II
3 Units
Prerequisite: CMPSC 33 or ART 53, with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 1 hour
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.
Transfer: UC/CSU

CMPSC 35 DATABASE MANAGEMENT
3 Units
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging database technologies. Topics include basic terminology, types of database systems, and how to design a database appropriate to an application. Credit may be earned for only one of the following: CMPSC 35 or BUSAD 53.
Transfer: CSU

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

CMPSC 51 MANAGEMENT INFORMATION SYSTEMS
4 Units
Lecture: 3 hours
This course is an introduction to information systems. The objective is to build a basic understanding of the value and use of information system technology for business operations, managerial decision making, project management, and strategic advantage. Topics of special interest include information system planning, application development 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.
Transfer: UC/CSU

CMPSC 52 E-COMMERCE
3 Units
Recommended for Success: CMPSC 1, BUSAD 20
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for 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: CMPSC 52 or BUSAD 52.
Transfer: CSU

CMPSC 53 PROJECT MANAGEMENT
3 Units
Recommended for Success: CMPSC 1
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, 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 55.
Transfer: CSU

CMPSC 54 DATA MINING
3 Units
Recommended for Success: CMPSC 1
Lecture: 3 hours
This course is 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.
Transfer: CSU

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. (MJC CMPSC 275)
Transfer: CSU
CMPSC 56 TYPOGRAPHY
Prerequisite: CMPSC 33 or ART 53, with a grade of C or better.
Lecture: 2-3 hours
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 usage; 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: CMPSC 56 or ART 56. May be repeated two times.
Transfer: UC/CSU

CMPSC 57 GIS DATA MANAGEMENT - INTRODUCTION TO GEO DATABASE
Recommended for Success: CMPSC 4, CMPSC 10
Lecture: 1 hour
Students who take this course will learn to use the ArcGIS Geodatabase for management of spatial data. Students will be introduced to the concepts of database design and system architecture using ArcGIS software. Concepts of ArcGIS include: introduction to the geodatabase; metadata; geodatabase vs. shapefile formats; overview of ArcGIS data models; feature datasets and feature classes; editing a geodatabase; personal geodatabase vs. multi-user geodatabase; domains and validation rules; and relationships and subtypes. Credit may be earned for only one of the following: CMPSC 57 or GEOGR 57.
Offered for Pass/No Pass grading only. May be repeated two times.
Transfer: UC/CSU

CMPSC 59 GEOGRAPHIC INFORMATION AND GLOBAL POSITIONING SYSTEMS
Lecture: 3 hours
Introduction to basic GIS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System base station in new 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 to use ArcGIS GIS units; and the last six weeks will be spent learning to design and carry out a research project merging GIS and GPS technologies. Credit may be earned for only one of the following: CMPSC 59 or GEOGR 59. May be repeated with different topics only.
Transfer: CSU

CMPSC 60 INTRODUCTION TO GIS — ArcView
Units: 3
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 Arc 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 61 GIS MAPPING — INTRODUCTION TO FIRE INCIDENT MAPPING
Recommended for Success: CMPSC 4, CMPSC 10
Lecture: 1 hour
Students who take this course will learn how to apply their GIS skills in Fire Incident Mapping. Students will learn fire incident symbology, data standards and organization, fire incident map products, and responsibilities of a Fire GIS Specialist. Additionally, students will utilize GIS data that they have collected, convert them to shapefiles, and create a fire incident map. This course includes hands-on experience in fire incident mapping and data organization. Students will also be encouraged to present their final project in public at GIS Day events. Credit may be earned for only one of the following: CMPSC 61 or GEOGR 61.
Offered for Pass/No Pass grading only. May be repeated three times.
Transfer: CSU

CMPSC 65 GIS APPLICATIONS
Recommended for Success: CMPSC 60 or GEOGR 60
Lecture: 3 hours
This course uses the ArcGIS ArcView software to explore intermediate topics in GIS applications. Topics include geodatabase creation and editing, geoprocessing models, geocoding, and working with annotation. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. 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
Lecture: 3 hours
This course uses the ArcGIS ArcView software along with the Spatial Analyst and 3D extensions to explore the use of raster GIS data in analysis and visualization. Topics include terrain analysis, hydrologic analysis, suitability analysis, and 3D modeling. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. 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
Recommended for Success: CMPSC 70 or GEOGR 70
Lecture: 3 hours
This course uses ArcGIS ArcView software and the Image Analyst extension to explore the use of GIS in natural resource analysis and management. Emphasis is on the use of satellite imagery and aerial photography to derive information for GIS analysis. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. 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
Lecture: 0.5-2 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 Pass/No Pass grading only. May be repeated two times.
Transfer: CSU

CMPSC 142 DESKTOP PUBLISHING ESSENTIALS
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. Credit may be earned for only one of the following: CMPSC 142 or OFTEC 142. Offered for Pass/No Pass grading only. May be repeated two times.

CMPSC 149 PHOTOSHOP FOR THE WEB
Lecture: 2-3 hours
Photoshop is a comprehensive environment for professional designers and graphic producers to integrate digital content for the World Wide Web. This course involves manipulating graphics and digital content for optimum use on any Web-based platform. May be repeated one time.

CMPSC 155 ACCESS
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 database as word mail merge. May be repeated two times.

CMPSC 162 NETWORKING—CCNA 2:
Routers And Routing Basics
Prerequisite: CMPSC 41 with a grade of C or better, or P
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 Basics and Intermediate Routing
Prerequisite: CMPSC 162 with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
Cisco Academy Semester 3. Covers advanced switching including Virtual LANs, Spanning Tree Protocol, and Intermediate Routing Protocols (OSPf and EIGRP).

CMPSC 164 NETWORKING—CCNA 4:
WAN Technologies
Prerequisite: CMPSC 163 with a grade of C or better, or P
Lecture: 2 hours
Laboratory: 3 hours
Cisco Academy Semester 4. Covers VLSM, CIDR, WAN technologies and design, WAP protocol configuration including PPP, authentication protocols, ISDN, and Frame-Relay.

CMPSC 167 PC ASSEMBLY, UPGRADE AND SUPPORT (A+)
Lecture: 2 hours
Laboratory: 2 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 1/0 devices to desktop PCs.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>CMPCS 168</td>
<td>PC OPERATING SYSTEM</td>
<td>3</td>
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<tr>
<td>INSTALLED AND SUPPORT (A+)</td>
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<tr>
<td>Prerequisite:</td>
<td>CMPCS 167 with a grade of C or better, or P</td>
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<tr>
<td></td>
<td>Lecture: 2 hours</td>
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<td>Laboratory: 3 hours</td>
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<tr>
<td>DRAFTING</td>
<td>This is the second of two courses designed to</td>
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<tr>
<td>DRAFT 50A</td>
<td>prepare students to take the current CompTIA A+ exam.</td>
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<tr>
<td>COMPUTER ASSISTED DRAFTING</td>
<td>It includes</td>
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<td>theory and hands-on activities for installing and</td>
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<td>maintaining current Windows desktop installations.</td>
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<td>It also covers diagnosing and correcting operating system issues, and introduces connecting desktop PCs to LAN networks and the Internet. May be repeated two times.</td>
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<td>Lecture: 2 hours</td>
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<td></td>
<td>Laboratory: 3 hours</td>
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<tr>
<td>DRAFMA 10</td>
<td>INTRODUCTION TO THE THEATRE</td>
<td>3</td>
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<tr>
<td>PREREQUISITES:</td>
<td>DRAMA 17 with a grade of C or better, or P</td>
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<tr>
<td></td>
<td>Lecture: 3 hours</td>
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<td></td>
<td>Laboratory: 3 hours</td>
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</tr>
<tr>
<td>DRAMA 18</td>
<td>VOICE DYNAMICS</td>
<td>3</td>
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<tr>
<td>Lecture:</td>
<td>2 hours</td>
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<tr>
<td>Laboratory:</td>
<td>3 hours</td>
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<tr>
<td>A study of Voice Dynamics will focus on vocal psychology, breathing, relaxation, vocal variety, projections, articulation, placement, phonetics, ear training and vocal analyses, character &quot;voices&quot;, dialects and accents. This course is designed for self-improvement and for students who wish to increase their vocal skills for professional use. Credit may be earned for only one of the following: DRAMA 18 or SPCOM 19. May be repeated three times. (MJC RATV/SPCOM/THETR 101)</td>
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<tr>
<td>TRANSFER:</td>
<td>UC/CSU</td>
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<tr>
<td>DRAFMA 19</td>
<td>EXPLORING RADIO DRAMA</td>
<td>1.5-3</td>
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<tr>
<td>PREREQUISITES:</td>
<td>DRAMA 45 with a grade of C or better, or P</td>
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<tr>
<td></td>
<td>Lecture: 1.5-2 hours</td>
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<td></td>
<td>Laboratory: 3 hours</td>
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<tr>
<td>DRAMA 20</td>
<td>ORAL EXPRESSION AND INTERPRETATION</td>
<td>3</td>
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<tr>
<td>Lecture:</td>
<td>3 hours</td>
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<tr>
<td>Laboratory:</td>
<td>3 hours</td>
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<tr>
<td>TECHNIQUES in reading literature aloud; vocal development, production, articulation, and variety understanding and interpreting prose, poetry, and dramatic literature; processes in the oral performance of principal literary genre. (MJC THETR 120)</td>
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<td>TRANSFER:</td>
<td>UC/CSU</td>
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<tr>
<td>DRAFMA 21</td>
<td>INTRODUCTION TO READERS' THEATRE</td>
<td>3</td>
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<tr>
<td>PREREQUISITES:</td>
<td>DRAMA 45 with a grade of C or better, or P</td>
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<tr>
<td></td>
<td>Lecture: 2 hours</td>
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<td></td>
<td>Laboratory: 3 hours</td>
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<tr>
<td>DRAMA 43</td>
<td>ACTING-DIRECTING</td>
<td>3</td>
</tr>
<tr>
<td>Lecture:</td>
<td>2 hours</td>
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<tr>
<td>Laboratory:</td>
<td>3 hours</td>
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<tr>
<td>DIRECTING 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: UC/CSU</td>
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<td>TRANSFER:</td>
<td>UC/CSU</td>
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<tr>
<td>DRAFMA 44</td>
<td>ADVANCED ACTING PROJECTS</td>
<td>1-3</td>
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<tr>
<td>PREREQUISITES:</td>
<td>DRAMA 45 with a grade of C or better, or P</td>
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<tr>
<td></td>
<td>Lecture: 1 hour</td>
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<td></td>
<td>Laboratory: 3 hours</td>
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<tr>
<td>DRAMA 56</td>
<td>TECHNICAL THEATRE</td>
<td>1-3</td>
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<tr>
<td>Lecture:</td>
<td>1 hour</td>
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<tr>
<td>Laboratory:</td>
<td>1 hour</td>
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<tr>
<td>DIRECTING 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: UC/CSU</td>
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<td>TRANSFER:</td>
<td>UC/CSU</td>
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<tr>
<td>DRAFMA 45</td>
<td>IMPROVISATION</td>
<td>3</td>
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<tr>
<td>PREREQUISITES:</td>
<td>DRAMA 45 with a grade of C or better, or P</td>
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<tr>
<td></td>
<td>Lecture: 1 hour</td>
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<td>Laboratory: 1 hour</td>
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<tr>
<td>DRAMA 46</td>
<td>IMPROVISATIONAL</td>
<td>3</td>
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<tr>
<td>Lecture:</td>
<td>2 hours</td>
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<tr>
<td>Laboratory:</td>
<td>1 hour</td>
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<tr>
<td>IMPROVISATIONAL WORKSHOP WITH READING OF THEATRE SCRIPTS. May be repeated three times. Transfer: UC/CSU</td>
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<td>TRANSFER:</td>
<td>UC/CSU</td>
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<tr>
<td>DRAFMA 47</td>
<td>ACTING FOR PERFORMANCE</td>
<td>3</td>
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<tr>
<td>PREREQUISITES:</td>
<td>DRAMA 45 with a grade of C or better, or P</td>
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<td></td>
<td>Lecture: 2 hours</td>
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<td>Laboratory: 3 hours</td>
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<tr>
<td>DRAMA 58</td>
<td>THEATRE PRODUCTION</td>
<td>4</td>
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<tr>
<td>Lecture:</td>
<td>1 hour</td>
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<tr>
<td>Laboratory:</td>
<td>3 hours</td>
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<tr>
<td>DRAMA 59</td>
<td>PHYSICAL GEOLOGY</td>
<td>4</td>
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<tr>
<td>Lecture:</td>
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<tr>
<td>Laboratory:</td>
<td>3 hours</td>
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<tr>
<td>DRAMA 60</td>
<td>PHYSICAL GEOLOGY</td>
<td>4</td>
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<tr>
<td>Lecture:</td>
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<tr>
<td>Laboratory:</td>
<td>3 hours</td>
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<tr>
<td>DRAMA 61</td>
<td>PHYSICAL GEOLOGY</td>
<td>4</td>
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<tr>
<td>Lecture:</td>
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<tr>
<td>Laboratory:</td>
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</table>
Earth Science

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 pressures. Global warming and ozone depletion/hole are also covered. Students will learn to conduct geologic research and will work collaboratively with peers inquiring about geo-environmental issues.
Transfer: UC/CSU

ESC 12 CALIFORNIA GEOLOGY  3 Units
Lecture: 3 hours
This course will provide an overview of the geologic setting and evolution of California's geomorphic provinces. The course will spend time teaching students to critically think as a geologist does in order to solve geologic problems. Students will be able to transfer these thinking skills to other areas of life. Emphasis is on processes that have acted and are still acting to shape the landscape: volcanism, earthquakes, and erosion. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips required.
Transfer: UC/CSU

ESC 22 HISTORICAL GEOLOGY  3 Units
Lecture: 3 hours
This course will provide an introduction to the origin, development, and evolution of the earth and its inhabitants. The course covers the 4 billion year history of life on earth, as interpreted from the geologic and fossil record. The course will emphasize the diversity of life through geological time, including the origin, evolution, and extinction of the major groups of animals and plants. In addition, we will assess impacts of changing landscapes and geologic environments on the history of life. Lectures will be augmented with overhead transparencies, slides, and films. Through the course, students will learn to critically think as geologists do in order to solve geologic, paleontologic, and evolutionary problems. Topics include the study of rocks and minerals, mountain building, earthquakes and volcanoes, sea floor spreading, ocean and shoreline features, planets and stars, weather, and climate. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips may be required.
Transfer: UC/CSU

ESC 23 INTRODUCTION TO THE EARTH  4 Units
Lecture: 3 hours
Laboratory: 1 hour
This course is intended to provide an introduction to physical earth processes studied through the disciplines of geology, oceanography, astronomy, and meteorology. Lectures will be augmented with overhead transparencies, slides, and films. Through the course, students will learn to critically think as geologists, oceanographers, meteorologists, and astronomers do in order to solve earth science problems. Topics include the study of rocks and minerals, mountain building, earthquakes and volcanoes, sea floor spreading, ocean and shoreline features, planets and stars, weather, and climate. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips may be required.
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.
Transfer: CSU

ESC 30 GLOBAL TECTONIC GEOLOGY  3 Units
Lecture: 3 hours
An introduction to the global tectonic 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 33 INTRODUCTION TO THE EARTH  4 Units
Lecture: 3 hours
Laboratory: 1 hour
This course is intended to provide an introduction to physical earth processes studied through the disciplines of geology, oceanography, astronomy, and meteorology. Lectures will be augmented with overhead transparencies, slides, and films. Through the course, students will learn to critically think as geologists, oceanographers, meteorologists, and astronomers do in order to solve earth science problems. Topics include the study of rocks and minerals, mountain building, earthquakes and volcanoes, sea floor spreading, ocean and shoreline features, planets and stars, weather, and climate. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips may be required.
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.
Transfer: CSU

ESC 35C GEOLOGY AND GOLD MINING OF CALAVERAS COUNTY  1-3 Units
Lecture: 1-3 hours
A field study of Calaveras County’s selected geologic features, gold mining, and other related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35D GEOLGY OF DEATH VALLEY  1-3 Units
Lecture: 1-3 hours
A field study of Death Valley's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35L GEOLGY OF LAVAXA, SHASTA, LAVAN BEDS  1-3 Units
Lecture: 1-3 hours
A field study of Mt. Shasta, Lava Beds National Monument, and Lassen Peak volcanic areas. We will learn about selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35LT GEOLGY OF THE LAKE TAHOE REGION  1-3 Units
Lecture: 1-3 hours
A field study of the Lake Tahoe region's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35LD GEOLGY OF THE LONG VALLEY CALDERA  1-3 Units
Lecture: 1-3 hours
A field study of the Long Valley Caldera and surrounding area's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35ML GEOLOGY OF THE MOTHER LODE  1-3 Units
Lecture: 1-3 hours
A field study of the Mother Lode's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35NV GEOLOGY OF THE SIERRA NEVADA PASS AREA  1-3 Units
Lecture: 1-3 hours
A field study of the Sonora Pass region's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35DR GEOLOGY OF THE TUOLUMNE RIVER  1-3 Units
Lecture: 1-3 hours
A field study of the Tuolumne River's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35SA GEOLOGY OF SAN ANDREAS FAULT  1-3 Units
Lecture: 1-3 hours
A field study of the San Andreas Fault, Pinnacles National Monument, selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35SN GEOLOGY OF THE SIERRA NEVADA  1-3 Units
Lecture: 1-3 hours
A field study of the Sierra Nevada's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35TR GEOLOGY OF THE SAN ANGELO PASS AREA  1-3 Units
Lecture: 1-3 hours
A field study of the San Angelo Pass area's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35U GEOLOGY OF DEATH VALLEY  1-3 Units
Lecture: 1-3 hours
A field study of Death Valley's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35V GEOLOGY OF THE SIERRA NEVADA  1-3 Units
Lecture: 1-3 hours
A field study of the Sierra Nevada's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35W GEOLOGY OF THE SONOMA PASS AREA  1-3 Units
Lecture: 1-3 hours
A field study of the Sonoma Pass region's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35X GEOLOGY OF THE CALIFORNIA STATE  1-3 Units
Lecture: 1-3 hours
A field study of the California State's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35Y GEOLOGY OF THE CALIFORNIA STATE  1-3 Units
Lecture: 1-3 hours
A field study of the California State's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 35Z GEOLOGY OF THE CALIFORNIA STATE  1-3 Units
Lecture: 1-3 hours
A field study of the California State's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. May be repeated three times.
Transfer: CSU

ESC 36 DESCRIPITIVE ASTRONOMY  3 Units
Lecture: 1-3 hours
A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extraterrestrial life. Class assignments include one hour per week of computer-assisted learning activity. Field trips may be required.
Transfer: UC/CSU
ECONOMICS

ECON 10 PRINCIPLES OF ECONOMICS - MACRO 4 Units
Lecture: 4 hours
This course focuses on the ongoing concerns of a market economy, particularly the United States and its dealings with growth, unemployment, inflation, and gross domestic product. Students will explore macroeconomic models, national income accounting, aggregate demand, aggregate supply, fiscal, and monetary policy. International implications are introduced throughout the course to explain the impact of globalization on our economy. Further understanding of these concepts and topics will be aided by the use of current events both foreign and domestic, and enhanced instruction by the use of electronic communication and interactive material. (MJC ECON 101)
Transfer: UC/CSU

ECON 11 PRINCIPLES OF ECONOMICS - MICRO 4 Units
Lecture: 4 hours
Microeconomics emphasizes the study of individual units. The consumer: consumer behavior theory, demand and elasticity. The corporation: analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; and special economic problems. Further understanding of these concepts and topics will be aided by the use of current events, both foreign and domestic, and enhanced instruction by the use of electronic communication and interactive material. (MJC ECON 102)
Transfer: UC/CSU

ECON 10 PRACTICUM IN TEACHING 3 Units
Co-requisite: IND S 18
Recommended for Success: ENGL 151
Lecture: 3 hours
Orientation to teaching. Designed for prospective teachers, or those who are in informal and formal teaching situations, but open to all students. Students will gain practical experience through 15 weeks of two hours per week, tutoring students in various academic areas, sharing experiences, and receiving support from faculty and peers as an initial step toward becoming an effective teacher. (MJC SOCS 109)
Transfer: UC/CSU

EDUCATION

EDUC 10 INTRODUCTION TO EDUCATION: 3 Units
Intermediate Field Experience
Prerequisite: EDUC 10 with a grade of C or better; or P
Co-requisite: IND S 16
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 two hours per week of observation in area classrooms as a required part of preparation for teaching careers. Students will be guided by faculty and practicing teachers from area schools. Observations will be analyzed and discussed with attention to teaching styles and classroom management techniques. (MJC SOCS 110)
Transfer: CSU

EMERGENCY MEDICAL SERVICES
See Page 78 for Certificate Requirements

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 Patrolled Basic Patrollers must have approval from sponsoring agency and may be required to pass a ski 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 to 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 14 EMERGENCY MEDICAL TECHNICIAN TRAINING 7 Units
Prerequisite: EMS 13 or EMS 157, with a grade of C or better; or P
Recommended for Success: EMS 175
Lecture: 7 hours
Laboratory: 1 hour
An 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's EMT Basic National Standard Curriculum (DOT HS 808 149) training guidelines. This course prepares students for both State of California and National Registry certification as an Emergency Medical Technician. At the first class session, students will be required to show verification of current CPR certification equivalent to current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level as specified by State of California regulations. May be repeated three times.
Transfer: CSU
EMS 20 BASIC CARDIOLOGY AND CARDIAC DYSRHYTHMIAS
Lecture: 3 hours
An intensive course that details basic cardiac anatomy and physiology, normal vs. abnormal cardiac function, electrocardiogram recognition of cardiac dysrhythmias, and the interventions, including pharmacologic therapy, pertaining to specific dysrhythmias. Designed for both the health care professional and pre-hospital care professional. Serves as an excellent ACLS review and/or prepares students for a paramedic training program. Meets requirements for "Monitor Technician" at many health care facilities. Current EMT certification and/or LVN 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.
Transfer: CSU

EMS 97 WORK EXPERIENCE IN EMERGENCY MEDICAL SERVICE
Co-requisite: Must be enrolled in at least seven (7) units including Work Experience. 25 hours paid employment equals 1 unit of credit. This course provides students an opportunity to experience supervised employment in EMS. The student's employment must be related to educational or occupational goals. Offered for Pass/No Pass grading only. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. For students interested in working full time one semester and attending classes one semester on an alternate basis, see WKSP 96, page 167. Transfer: CSU (Transfer credit limited. See a counselor.)

EMS 109 ONLINE EMERGENCY MEDICAL TECHNICIAN REFRESHER
Prerequisite: EMS 4 or EMS 157, with a grade of C or better, or P, or equivalent medical certification level
Lecture: 1.5 hours
This online/web-based course meets or exceeds requirements for instructor-based 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 provide continuing education credit (CE) for EMT and First Responder certified personnel. Please Note: This class does not provide skills competency verification or CPR/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 Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.

EMS 110 AUTOMATED EXTERNAL DEFIBRILLATION & PROFESSIONAL RESCUE CPR
Lecture: 0.5 hour
Course is designed for those individuals seeking initial certification or recertification 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 national guidelines as presented by the American Heart Association for Automated External Defibrillation Providers. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.

EMS 153 CPR AND BASIC FIRST AID
Lecture: 0.5 hour
A basic course designed for the citizen who wishes to maintain or acquire Cardiopulmonary Resuscitation (CPR) and Basic First Aid certification, or who wishes to learn basic CPR and basic first aid techniques. Successful course completion results in Adult, Child and Infant CPR certification and Basic First Aid certification. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
ENGL 11 FILM APPRECIATION 3 Units
Prerequisite: ENGL 1A with a grade of C or better, or C
Lecture: 2.5 hours
Laboratory: 1.5 hours
Development of technical awareness and critical thinking in individual response to cinema. May be repeated once. (MJC ENGL 163)
Transfer: UC/CSU

ENGL 17 AMERICAN LITERATURE 3 Units
Prerequisite: ENGL 1A with a grade of C or better, or P, or Recommendation for Success: ENGL 1B
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

ENGL 18 AMERICAN LITERATURE 3 Units
Prerequisite: ENGL 1A with a grade of C or better, or P, or Recommendation for Success: ENGL 1B
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

ENGL 46 SURVEY OF ENGLISH LITERATURE 3 Units
Prerequisite: ENGL 1A with a grade of C or better, or P, or Recommendation for Success: ENGL 1B
Lecture: 3 hours
English literature from the Anglo-Saxon through the eighteenth Century. (MJC ENGL 137)
Transfer: UC/CSU

ENGL 47 SURVEY OF ENGLISH LITERATURE 3 Units
Prerequisite: ENGL 1A with a grade of C or better, or P, or Recommendation for Success: ENGL 1B
Lecture: 3 hours
English literature of the 19th and 20th Centuries. (MJC ENGL 138)
Transfer: UC/CSU

ENGL 49 CALIFORNIA LITERATURE 3 Units
Prerequisite: ENGL 1A with a grade of C or better, or P, or Recommendation for Success: ENGL 1B
Lecture: 3 hours
An overview of the literary heritage of California, from its early origins in the Sierra, to the present. (MJC ENGL 163)
Transfer: UC/CSU

ENGL 50 INTRODUCTION TO SHAKESPEARE 3 Units
Prerequisite: ENGL 1A with a grade of C or better, or P, or Recommendation for Success: ENGL 1B
Lecture: 3 hours
A study of Shakespeare's major literary trends and authors of the time, including Shakespeare's time as they affect the meaning of the works studied. May be repeated one time. (MJC ENGL 163)
Transfer: UC/CSU

ENGL 81 INTRODUCTION TO WORLD LITERATURE: 1500 TO PRESENT 3 Units
Prerequisite: ENGL 1A or for English 1A
Lecture: 3 hours
Literature, including historical backgrounds, from the Renaissance to contemporary literature of Asian, Middle Eastern, European, African, American, and Latin American cultures. Field trips may be required. (MJC ENGL 132)
Transfer: UC/CSU

ENGL 125 SHAKESPEARE LIVE: 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 a variety of plays, plus receive instruction on acting and design from the company's actors. At least one of the plays will be a Shakespeare play (more in the Autumn), so much of the course will focus on Shakespeare and his times. Prior to the week in Ashland, students will attend classes at Columbia College to prepare for the plays. May be repeated three times.

ENGL 133 WRITING IT REAL: CREATIVE NONFICTION 0.5-3 Units
Recommended for Success: ENGL 151
Lecture: 0.5-3 hours
Development of skills in creative nonfiction writing. Study the principles involved in writing creative nonfiction, such as memoirs, personal essays, reviews, profiles, nature writing, and reportage. Participants create writings as well as analyze and respond to peer and professional work. Field trips may be required. May be repeated two times.

ENGL 151 PREPARATION FOR COLLEGE COMPOSITION 5 Units
Prerequisite: ENGL 650 with a grade of C or better, or P, or placement through the assessment process
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 ENGL 1A. Note: Concurrent enrollment in ENGL 649 will complement studies in ENGL 151. May be repeated one time. (MJC ENGL 50)

ENGL 660 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 637 WRITING FOR PERSONAL ENRICHMENT 0.5 Unit
Lecture: 0.5 hour
Writing as an instinctive art form that can nourish and sustain it is an art that is accessible to everyone. Personal writing is a means to access and develop that art. Participants will examine different writing styles and analyze their effective elements. Then students will focus on putting pen to paper, taking time to pause, discover their creative source, and ultimately work to create prose and/or poetry that contains specific qualities. Activities will involve analyzing literary selections and exploring the writing process in the context of journal writing and guided exercises. Offered for Pass/No Pass grading only.
ENTRE 102 ENTREPRENEURIAL MARKETING 2 Units
Lecture: 2 hours
The student will gain insights essential for marketing an entrepreneurial venture utilizing innovative and financially responsible marketing strategies. The student will analyze marketing philosophies implemented by key successful entrepreneurs. Additionally, the student will prepare a marketing plan to launch the entrepreneurial venture and a marketing plan to implement during the first two years of business operation.

ENTRE 103 FINANCIAL MANAGEMENT 2 Units
FOR ENTREPRENEURS
Lecture: 2 hours
The importance and impact of funding sources for an entrepreneurial venture. This will be accomplished by reviewing the impact of venture capital in every phase of the business venture from idea to exit, including planning, brainstorming, protecting intellectual capital, identifying funding sources, raising money, writing funding agreements, and managing through an initial public offering (IPO) or merger and acquisition. Additionally, the student will develop and present a funding proposal.

ENTRE 104 PREPARING EFFECTIVE BUSINESS PLANS 2 Units
Lecture: 2 hours
Designed to help students develop an effective written implementation plan for a new business venture, including the critical decisions and action steps that entrepreneurs must take in both planning and executing a new venture. The course focuses on “doing” rather than on mere facts about business development and business plan writing.

FIRE TECHNOLOGY
See Page 78 for Certificate Requirements

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

FIRE 2 FIRE PREVENTION TECHNOLOGY 3 Units
Prerequisite: FIRE 1 with a grade of C or better, or P
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. May be repeated three times. (MJC FSCI 302)
Transfer: CSU

FIRE 3 FIRE PROTECTION EQUIPMENT AND SYSTEMS 3 Units
Prerequisite: FIRE 1 with a grade of C or better, or P
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. Field trips may be required. (MJC FSCI 305)
Transfer: CSU

FIRE 4 BUILDING CONSTRUCTION 3 Units
Prerequisite: FIRE 1 with a grade of C or better, or P
Lecture: 3 hours
The study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relation to past fires in residential, commercial, and industrial occupancies. (MJC FSCI 304)
Transfer: CSU

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

FIRE 7 WILDLAND FIRE CONTROL 3 Units
Prerequisite: FIRE 1 with a grade of C or better, or P
Lecture: 3 hours
Covers factors affecting wildland fire prevention, fire behavior, and fire control techniques; the statewide wildland fire problem and protection system; pre-suppression, suppression, post-suppression activities of a protection organization; and the utilization of resources to complete the suppression organization activities using strategy and tactics and safety procedures effectively. (MJC FSCI 337)
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 with a grade of C or better, or P
Lecture: 0.5 hour
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 & 29B = MJC FSCI 364)
Transfer: CSU

FIRE 29B DRIVER/OPERATOR TRAINING 1B 1 Unit
Prerequisite: FIRE 101 with a grade of C or better, or P
Lecture: 0.5 hour
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 & 29B = MJC FSCI 364)
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 (not vertical) Rope Rescue. Topics will include, but are not limited to, basic rappelling, rescue of embalmers 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. Credit may be earned for only one of the following: FIRE 50 or SAR 50. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
Transfer: CSU

FIRE 51 HIGH ANGLE ROPE RESCUE 1.5 Units
Prerequisite: FIRE 50 or SAR 50, with a grade of C or better, or P
Lecture: 1.5 hours
This course is designed to take the student from the basic skill levels of Low Angle (not 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. Credit may be earned for only one of the following: FIRE 51 or SAR 51. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
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 Shoring. Topics will include, but are not limited to, preplanning, size up and management of the trench incident, rescuer and victim safety, methods of trench shoring, victim 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. Credit may be earned for only one of the following: FIRE 56 or SAR 56. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
Transfer: CSU
| Course Code | Course Title                                      | Units | Prerequisites                                      | Corequisites | Lecture | Laboratory | Co-requisites | Offered Grade | Transfer |
|-------------|--------------------------------------------------|-------|---------------------------------------------------|--------------|---------|------------|---------------|---------------|-----------|----------|
| FIRE 101    | FIREFIGHTER I ACADEMY                            | 16    | FIRE 1 and EMS 157, with grades of C or better, or P |              | 1 hour  |            |               | Pass/No Pass  | CSU      |
| FIRE 102    | FIREFIGHTER I INTERNSHIP                         | 4     | FIRE 101 with a grade of C or better, or P 200 hours supervised employment 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 Pass/No Pass grading only. May be repeated two times. |              |         |            |               | Pass/No Pass  | CSU      |
| FIRE 103    | FIREFIGHTER II ACADEMY                           | 7     | California Firefighter I Certification            |              | 7 hours  |            |               | Pass/No Pass  | CSU      |
| FIRE 104    | FIREFIGHTER II INTERNSHIP                        | 4     | FIRE 103 with a grade of C or better, or P 300 hours of supervised employment 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 Pass/No Pass grading only. |              |         |            |               | Pass/No Pass  | CSU      |
| FIRE 105    | CONFIDENT SPACE AWARENESS                        | 0.5   | FIRE 101 with a grade of C or better, or P        |              | 0.5 hour |            |               | Pass/No Pass  | CSU      |
| FIRE 106    | HAZARDOUS MATERIALS                              | 1     | FIRE 1 with a grade of C or better, or P          |              | 1 hour   |            |               | Pass/No Pass  | CSU      |
| FIRE 109    | HAZARDOUS MATERIALS                              | 0.5   | FIRE 106 with a grade of C or better, or P        |              | 0.5 hour |            |               | Pass/No Pass  | CSU      |
| FIRE 110    | OPERATIONAL REFRESHER                            | 0.5   | FIRE 106 with a grade of C or better, or P        |              | 0.5 hour |            |               | Pass/No Pass  | CSU      |
| FIRE 111    | BASIC POWER SAW SAFETY                          | 1     | FIRE 100 with a grade of C or better, or P 200 hours of supervised employment 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 Pass/No Pass grading only. May be repeated two times. |              |         |            |               | Pass/No Pass  | CSU      |
| FIRE 112    | BASIC INCIDENT COMMAND SYSTEM                    | 1     | FIRE 101 with a grade of C or better, or P        |              | 1 hour   |            |               | Pass/No Pass  | CSU      |
| FIRE 113    | BASIC POWER SAW SAFETY                          | 1     | BASIC Power Saw Safety is aligned with State Fire Marshal S-212 to provide instruction on the function, maintenance and use of internal-combustion-engine powered chain saws, and their tactical fire application. Instruction will support entry-level training for firefighters with little or no previous experience in operating a chain saw providing hands-on experience in maintaining power saws. May be repeated two times. |              |         |            |               | Pass/No Pass  | CSU      |
| FIRE 120    | FIRE OPERATIONS IN THE URBAN INTERFACE           | 1.5   | FIRE 106 with a grade of C or better, or P        |              | 1.5 hours|            |               | Pass/No Pass  | CSU      |

**FOREST TECHNOLOGY**

See Page 78 for Certificate Requirements

**FOREST SURVEYING TECHNIQUES**

See Page 78 for Certificate Requirements
FORTC 162 APPLIED FOREST INVENTORY AND MANAGEMENT 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Techniques of forest inventory including cruising, scaling, and valuation; field tabulation and computation methods; location and inventory of a given forest property in the field including property corners and boundaries; inventory of timber and other natural resource uses of property. Field trips may be required. (MJC NR 376) Transfer: CSU

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-ventro 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

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

GEOGR 57 GIS DATA MANAGEMENT - INTRODUCTION TO GEODATABASE 1 Unit
Lecture: 1 hour
Introduction to basic GIS concepts which can support the various GIS software programs currently available. Students will be introduced to the concepts of database design and system architecture using ArcGIS software. Concepts covered include: introduction to the geodatabase; metadata; geodatabase vs. shapefile formats; overview of ArcGIS data models; feature datasets and feature classes; editing a geodatabase; personal geodatabase vs. multi-user geodatabase; domains. Students will examine relationships and subtypes. Credit may be earned for only one of the following: GEOGR 58 or CMPSC 58. Offered for Pass/No Pass grading only. Transfer: 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. Credit may be earned for only one of the following: GEOGR 58 or CMPSC 58. Offered for Pass/No Pass grading only. Transfer: CSU

GEOGR 59 GEOGRAPHIC INFORMATION 1-3 Units AND GLOBAL POSITIONING SYSTEMS
Lecture: 1-3 hours
Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental sciences. Students learn to use Global Positioning System base stations and rover units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. The first six weeks will be spent learning ArcView software; the second six weeks will be spent learning to use Ashtech GPS units and the last six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. Credit may be earned for only one of the following: GEOGR 59 or CMPSC 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 CMPSC 60. (MJC GEOG 105) Transfer: CSU

GEOGR 61 GIS MAPPING - INTRODUCTION TO FIRE INCIDENT MAPPING 1 Unit
Lecture: 1 hour
Recommended for Success: CMPSC 4, CMPSC 10
Students who take this course will learn how to apply their GIS skills in Fire Incident Mapping. Students will learn fire incident symbology, data standards and organization, fire incident map products, and responsibilities of a Fire GIS Specialist. Additionally, students will utilize GPS data that they have collected, convert them to shapefiles, and create a fire incident map. This course includes hands-on experience in fire incident mapping and data organization. Students will also be encouraged to present their final project in public at GIS Day events. Credit may be earned for only one of the following: GEOGR 58 or CMPSC 61. Offered for Pass/No Pass grading only. May be repeated three times. Transfer: CSU

GEOGR 65 GIS APPLICATIONS 3 Units
Lecture: 3 hours
This course uses the ArcGIS ArcView software to explore intermediate topics in GIS applications. Topics include geodatabase creation and editing, geoprocessing models, geocoding, and working with annotation. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Credit may be earned for only one of the following: GEOGR 65 or CMPSC 65. May be repeated two times. Transfer: CSU

GEOGR 70 INTRODUCTION TO RASTER-BASED GIS 3 Units
Lecture: 3 hours
This course uses the ArcGIS ArcView software along with the Spatial Analyst and 3D extensions to explore the use of raster GIS data in analysis and visualization. Topics include terrain analysis, hydrologic analysis, suitability analysis, and 3D modeling. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Credit may be earned for only one of the following: GEOGR 70 or CMPSC 70. May be repeated two times. Transfer: CSU

GEOGR 75 GIS APPLICATIONS IN RESOURCE MANAGEMENT 3 Units
Lecture: 3 hours
This course uses ArcGIS ArcView software and the Image Analyst extension to explore the use of GIS in natural resource analysis and management. Emphasis is on the use of satellite imagery and aerial photography to derive information for GIS analysis. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Credit may be earned for only one of the following: GEOGR 75 or CMPSC 75. May be repeated two times. Transfer: CSU

GUIDANCE

GUIDE 1 CAREER/LIFE PLANNING 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 paraprofessional helpers such as peer tutors, peer counselors, advisors, managers, supervisors, etc. Offered for Pass/No Pass grading only. Transfer: CSU

GUIDE 10A INTRODUCTION TO HELPING SKILLS 1.5 Units
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 paraprofessional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. Offered for Pass/No Pass grading only. Transfer: CSU

GUIDE 10B INTERMEDIATE HELPING AND BASIC CONFLICT SKILLS 1.5 Units
Prerequisite: GUIDE 10A with a grade of C or better, or P
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 paraprofessional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. Offered for Pass/No Pass grading only. Transfer: CSU

GUIDE 11 OCCUPATIONAL EXPLORATION 1 Unit
Lecture: 1 hour
This class is an introduction to occupational exploration and career choice. Emphasis will be on linking personal information (interests, values and abilities) obtained through career assessment, with information about occupations, researched by using Career Center and online resources. Career choices will be clarified and corresponding and appropriate educational goals will be selected. Students will receive instruction in goal setting, decision making, and problem solving as they relate to the development and fulfillment of educational and career plans. Offered for Pass/No Pass grading only. (MJC GUIDE 111) Transfer: CSU
GUIDE 25 JOB SEARCH AND INTERVIEWING STRATEGIES
1 Unit
Lecture: 11.5 hours
Understanding the employment process and development of written and oral presentation skills necessary to conduct an efficient and effective job search. Topics include: the hiring process, employer perspectives, the hidden job market, networking, research, job search planning, making employer contacts and interviewing. Development of a master application, resume and letter of application. Credit may be earned for only one of the following: GUIDE 25 or BUSAD 21. Offered for Pass/No Pass grading only. (MJC-GUIDE 112)
Transfer: CSU

GUIDE 100 COLLEGE SURVIVAL
3 Units
Lecture: 3 hours
This course is designed for the student who is re-entering college. Personal, educational and career goals are explored in the context of aptitudes, understanding and values. Students will learn study techniques, memory skills, note taking, stress management and time management skills. They will discover their learning styles and develop an educational plan. This class is conducted in an informal setting with other students of similar abilities. Students will need to complete a conference with a counselor during the semester. (MJC STSK 78)

GUIDE 110 HOW TO TRANSFER SUCCESSFULLY
0.5 Unit
Lecture: 0.5 hour
Introduction to the resources and planning process needed for a seamless transition from a community college to another institution of higher education. Recommended for students planning to transfer to either a public or private four-year college or university or another two-year college. Offered for Pass/No Pass 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 Pass/No Pass grading only. May be repeated one time. (MJC SOCSGC 58)

GUIDE 150 GUIDANCE FOR NURSING MAJORS
0.5 Unit
Course will familiarize Columbia College students with the MJC Associate Degree in Nursing Program. Subjects will include: nursing curriculum, facilities, student services and resources, academic requirements, nursing program prerequisites, graduation and transfer requirements. Student aptitudes, interests, values and skills will be addressed in relation to a nursing career. Important aspects of nursing as an occupational choice will be covered along with information regarding the nursing profession. Students will be taught the curriculum requirements that pertain to the nursing program and will formulate a detailed education plan with alternatives for higher education. Offered for Pass/No Pass grading only. Field trips may be required.

HEALTH & HUMAN PERFORMANCE

Note: Columbia College Health and Human Performance activity courses receive equivalent credit at MJC for physical education.

HHP 1 INTRODUCTION TO PHYSICAL EDUCATION, FITNESS, AND SPORT
3 Units
Lecture: 3 hours
Introduces students to the fields of physical education, exercise science, sports medicine, and related fields, presenting the history and trends in physical education and the human movement sciences. Explores key concepts, programs, professions, problems and issues, and essential background knowledge needed for career success. Historical discussions and evolving philosophies of physical education and sport are followed with current trends and themes. Transfer: CSU

HHP 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 specific 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. (MJC HE 111)
Transfer: CSU

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

HHP 4 CARE AND PREVENTION OF ATHLETIC INJURIES
3 Units
Recommended for Success: BIOL 10
Lecture: 2.5 hours
Laboratory: 1.5 hours
This course will provide the student with an introduction to the basic theories of prevention, assessment, care, and rehabilitation of athletic injuries. May be repeated one time. (MJC PE 108)
Transfer: UC/CSU

HHP 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: HHP 5 or HPMTG 10.
Transfer: CSU

HHP 6A LIFETIME FITNESS PROGRAM I
1-3 Units
Prerequisite: HHP 6A with a grade of P or better, or P
Laboratory: 1.5-6.5 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.)

HHP 6B LIFETIME FITNESS PROGRAM II
1-2 Units
Prerequisite: HHP 6A with a grade of C or better, or P
Laboratory: 1.5-6 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 two times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 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 in 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.)

HHP 9 CIRCUIT CROSS-TRAINING
0.5-2 Units
Activity: 1.5-6.5 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.)

HHP 11 PULMONARY REHABILITATION
1 Unit
Lecture: 0.5-1 hour
Laboratory: 2-4 hours
Involves the education, evaluation, care, treatment, and management of breathing difficulties. Designed to help individuals with chronic lung disease such as asthma, emphysema, bronchitis, bronchiectasis, or other respiratory problems. Primary physician referral required. May be repeated three times.
Transfer: CSU

Columbia College Health and Human Performance
HHP 15A INTRODUCTION TO CARDIAC FAMILY FITNESS 1 Unit

Lecture: 0.5-1 hour
Lab/Tutorial: 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.)

HHP 15B CARDIAC FAMILY FITNESS 1 Unit

Lecture: 3-6 hours

A continuation of HHP 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.)

HHP 17 STABILITY BALL TRAINING FOR FITNESS 0.5-2 Units

Activity: 1.5-4.5 hours

Introduction to contemporary dance technique designed to develop the student’s awareness of the body and creative movement and develop strength, flexibility, and expressiveness. May be repeated one time.

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

HHP 23A CONTEMPORARY DANCE I 0.5-1.5 Units

Lecture: 1.5-4 hours
Lab/Tutorial: 3-6 hours

Introduction to contemporary dance technique designed to develop the student’s awareness of the body and creative movement and develop strength, flexibility, and expressiveness. May be repeated one time.

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

HHP 23B CONTEMPORARY DANCE II 0.5-1.5 Units

Lecture: 1.5-4 hours
Lab/Tutorial: 3-6 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.)

HHP 25A JAZZ DANCE I 0.5-1.5 Units

Activity: 1.5-4.5 hours

Introduction to the foundations of jazz dance designed to develop the student’s awareness of 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.)

HHP 25B JAZZ DANCE II 0.5-1.5 Units

Recommended for Success: HHP 25A
Activity: 1.5-4.5 hours

Continuing work in jazz dance with emphasis on developing stylistic elements and performance techniques. Specific attention given to learning extended movement combinations and compositional forms indigenous to American jazz. May be repeated one time.

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

HHP 28B GOLF II 0.5-1.5 Units

Prerequisite: HHP 28A with a grade of C or better, or P
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.)

HHP 30 TRAINING FOR DISTANCE RUNNING 0.5-3 Units

Activity: 7-2 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.)

HHP 31A INTRODUCTION TO CARDIAC REHABILITATION PROGRAM: Phase I 1 Unit

Lecture: 0.5-1 hour
Lab/Tutorial: 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

HHP 31B CARDIAC REHABILITATION PROGRAM: Phase II 1 Unit

Lecture: 0.5-1 hour
Lab/Tutorial: 3-6 hours

Continuation of Cardiac Rehabilitation Program without lecture series. Primary physician referral required. May be repeated one time.

Transfer: CSU

HHP 32 BASKETBALL: Men's Rules 0.5-1.5 Units

Activity: 1.5-4 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.)

HHP 33A EVOLUTION OF SOCCER 0.5-1.5 Units

Activity: 1.5-4.5 hours

An introduction to the evolution of soccer. Includes history, geography, culture, and skill development. May be repeated one time.

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

HHP 34A EVOLUTION OF SWIMMING 0.5-1.5 Units

Activity: 1.5-4.5 hours

An introduction to the evolution of swimming. Includes history, geography, culture, and skill development. May be repeated one time.

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

HHP 35 VOLLEYBALL: Advanced Theory and Practice 2-3 Units

Activity: 1.5-4 hours

In-depth study of the sport of volleyball with emphasis on the history, rules, strategy, and techniques. May be repeated three times.

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

HHP 36 MUSCLE FUNCTION 0.5-1.5 Units

Activity: 1.5-4 hours

An introduction to muscle function and its application to physical activity and health. May be repeated one time.

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

HHP 37A SOCCER I 0.5-1.5 Units

Activity: 1.5-4.5 hours

An introductory course to the sport of soccer. Includes history, geography, culture, and skill development. May be repeated one time.

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

HHP 37B SOCCER II 0.5-1.5 Units

Activity: 1.5-4.5 hours

An introductory course to the sport of soccer. Includes history, geography, culture, and skill development. May be repeated one time.

Transfer: UC/CSU (Transfer credit limited. See a counselor.)
HHP 48 CO-ED SOFTBALL 0.5-1.5 Units
Activity: 1.5-4.5 hours
Discussion and practical application of rules and offensive/defensive team strategies in the sport of softball. Instruction on biomechanics and emphasis on skill development in throwing, catching, hitting, bunting, fielding, pop-ups, pitching, catching, base running, and sliding. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 50A TENNIS I 0.5-1.5 Units
Activity: 1.5-4.5 hours
Instruction and practice in the advanced aspects 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.)

HHP 50B TENNIS II 0.5-1.5 Units
Prerequisite: HHP 50A with a grade of C or better, or P
Activity: 1.5-4.5 hours
Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 51 DODGE BALL 0.5-1 Unit
Activity: 1.5-1.5 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, gamemanship, and sportsmanship to class participants. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 53A VOLLEYBALL I 0.5-1.5 Units
Activity: 1.5-4.5 hours
Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 53B VOLLEYBALL II 0.5-1.5 Units
Prerequisite: HHP 53A with a grade of C or better, or P
Activity: 1.5-4.5 hours
An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 53C VOLLEYBALL III 0.5-1.5 Units
Prerequisite: HHP 53B with a grade of C or better, or P
Activity: 1.5-4.5 hours
An advanced level of skills and strategies for the experienced player. Intra-class power play competition included. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 54A WEIGHT TRAINING I 0.5-1.5 Units
Activity: 1.5-4.5 hours
Instruction in use of weights and body building equipment with emphasis upon individual program development. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 54B WEIGHT TRAINING II 0.5-1.5 Units
Recommended for Success: HHP 54A
Activity: 1.5-4.5 hours
Designed to help individuals accomplish a fine state of physical fitness through the use of "overload" equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze particular needs and establish a program that will help accomplish these goals. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 54C WEIGHT TRAINING III 0.5-1.5 Units
Activity: 1.5-4.5 hours
The active application of mechanical and anatomical principles designed to develop muscular strength and endurance using free weights, resistance bands, and toning exercises. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 55A BEGINNING TAI CHI 1 Unit
Prerequisite: HHP 53A with a grade of C or better, or P
Activity: 1.5-4.5 hours
A continuation of Tai Chi Chuan—Yang-style form. Includes a short review of Tai Chi history and basic principles of practice. The short form will be continued from movement 21 through movement 99, and will continue to completion of the long form with movement 150 if possible. Some demonstration of push hands techniques and long wooden sword form will be included. Students will be expected to lead the class in form demonstration and warm-up exercises. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 56A ULTIMATE FRISBEE I 0.5-1 Unit
Activity: 1.5 hours
This is an introductory course to the sport of Ultimate Frisbee. Emphasis will be placed on cardiovascular and muscular fitness. This course is designed to help individuals accomplish a fine state of physical fitness through the use of "overload" equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze particular needs and establish a program that will help accomplish these goals. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 56B ULTIMATE FRISBEE II 0.5-1 Unit
Activity: 1.5 hours
The active application of mechanical and anatomical principles designed to develop muscular strength and endurance using free weights, resistance bands, and toning exercises. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 56C ULTIMATE FRISBEE III 0.5-1 Unit
Activity: 1.5 hours
The active application of mechanical and anatomical principles designed to develop muscular strength and endurance using free weights, resistance bands, and toning exercises. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 58A ULTIMATE FRISBEE 0.5-1 Unit
Activity: 1.5 hours
The active application of mechanical and anatomical principles designed to develop muscular strength and endurance using free weights, resistance bands, and toning exercises. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 58B ULTIMATE FRISBEE 0.5-1 Unit
Activity: 1.5 hours
The active application of mechanical and anatomical principles designed to develop muscular strength and endurance using free weights, resistance bands, and toning exercises. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 58C ULTIMATE FRISBEE 0.5-1 Unit
Activity: 1.5 hours
The active application of mechanical and anatomical principles designed to develop muscular strength and endurance using free weights, resistance bands, and toning exercises. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 59A BEGINNING TAI CHI 1 Unit
Prerequisite: HHP 53A with a grade of C or better, or P
Activity: 3 hours
A continuation of Tai Chi Chuan—Yang-style form. Includes a short review of Tai Chi history and basic principles of practice. The short form will be continued from movement 21 through movement 99, and will continue to completion of the long form with movement 150 if possible. Some demonstration of push hands techniques and long wooden sword form will be included. Students will be expected to lead the class in form demonstration and warm-up exercises. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 59B ADVANCED TAI CHI 1 Unit
Prerequisite: HHP 59A with a grade of C or better, or P
Activity: 3 hours
A continuation of Tai Chi Chuan—Yang-style form. Includes a short review of Tai Chi history and basic principles of practice. The short form will be continued from movement 21 through movement 99, and will continue to completion of the long form with movement 150 if possible. Some demonstration of push hands techniques and long wooden sword form will be included. Students will be expected to lead the class in form demonstration and warm-up exercises. May be repeated one time.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 60 HEALTH AND FITNESS EDUCATION 3 Units
Lecture: 3 hours
Personal and community health: an understanding of contemporary health issues and problems with an emphasis on personal fitness and adjustment. An informative material survey contributing to a person's mental, physical, and social well-being. (MJC HE 110)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 62 SAFETY AND FIRST AID EDUCATION 2 Units
Lecture: 2 hours
Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. May be repeated three times. (MJC HE 110)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 63 SOCIOTOLOGY OF SPORT 3 Units
Lecture: 3 hours
Examines the history of sport and its political, social and economic impact on public opinion. Includes an investigation into the phenomenon of sport, including cultural stratification, race, gender, education, economics, politics and the mass media.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 64 MENTAL ASPECTS OF SPORT 3 Units
Lecture: 3 hours
Provides an introductory overview of professional sport management in North America. The political, historical, social, economic, and cultural impacts of sport management are explored. Topics will include team management, organizational administration, legal issues, public relations, and facility management. Students will become familiar with career opportunities in the sports management field.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 65 BEGINNING SPORTS CONDITIONING 0.5-1.5 Units
Activity: 1.5-4.5 hours
This is a course designed to expose the student to the various components of sport-related conditioning. The student will develop a theoretical knowledge of these components and will participate in activities that include jogging, running and plyometrics, 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.)
HHP 77 INTERMEDIATE SPORTS CONDITIONING
Activity: 1.5-4.5 hours
This course is designed to expand upon the concepts and various components of sport-related conditioning introduced in HHP 76. Measurements of flexibility, strength, endurance and agility are included. In addition, special emphasis is placed upon the learning of the concepts and theories of sports conditioning programs tailored to the individual's sport. May be repeated two times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 78 ADVANCED SPORTS CONDITIONING
Activity: 1.5-4.5 hours
This course is designed to take the information learned in the previous two courses - HHP 76 and HHP 77 - and develop a lifelong commitment to exercise and participation in competitive or recreational sport activities. The overall experience culminates with the student being able to formulate an individual conditioning program, which enhances his or her ability to participate in a competitive or recreational sport of choice. May be repeated two times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 80 MEN'S VARSITY CROSS COUNTRY 3 Units
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 will be scheduled. Field trips may be required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 81 WOMEN'S VARSITY CROSS COUNTRY 3 Units
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 will be scheduled. Field trips may be required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 82 VARSITY BASKETBALL (Men's Rules) 3 Units
Co-requisite: Must be enrolled as a full-time student
Lecture: 1 hour
Activity: 6 hours
Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. Field trips required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 85 VARSITY VOLLEYBALL (Women) 4 Units
Co-requisite: Must be enrolled as a full-time student
Activity: 12 hours
Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled. Field trips required. May be repeated three times.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 100 COLLEGE SUCCESS FOR ATHLETES 2 Units
Lecture: 2 hours
Designed for student-athletes to assist with the adjustment to college level academics and athletics. The focus is on application of learning strategies, academic planning with a college counselor, time management, transfer and eligibility guidelines, life skills and study skills. Additionally, this course will promote realistic expectations of college while understanding what is necessary to succeed as an intercollegiate athlete.

HHP 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 modalities). Credit may be earned for only one of the following: HHP 175 or HPMGT 175.

HEALTH OCCUPATIONS
HL-OC 97 WORK EXPERIENCE IN HEALTH OCCUPATIONS
Co-requisite: Must be enrolled in at least seven (7) units in Work Experience
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Health Occupations. The student's employment must be related to educational or occupational goals. Offered for Pass/No Pass 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 or an alternate basis, see WKEEXP 96, page 167.
Transfer: CSU (Transfer credit limited. See a counselor.)

HIST 5 INTRODUCTION TO THE HISTORY AND PHILOSOPHY OF SCIENCE
Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
An introduction to the ideas, processes and consequences of science through history. The historical development of philosophies of science will be central throughout. Critical reasoning and extensive writing will be required. Contextual cultural analysis is expected. Credit may be earned for only one of the following: HIST 5 or PHILO 5.
Transfer: UC/CSU

HIST 11 HISTORY OF CALIFORNIA
Lecture: 3 hours
Survey of California history from pre-Colombian period to the present. Emphasis will include the Indians, Spaniards, Mexicans, and Anglo-Americans. Considerable attention will be devoted to California's influential role in national and world events. (MJC HIST 129)
Transfer: UC/CSU

HIST 13 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 analyzes the origins, achievements and decline of civilizations in Asia, Africa and the Americas, as well as the Middle East and Western Europe. Emphasis on the application of major themes of history to various stages of world development. The position of women in society will be highlighted. (MJC HIST 106)
Transfer: UC/CSU

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

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.
Transfer: UC/CSU

HIST 17 UNITED STATES: 1877 to Present 3 Units
Lecture: 3 hours
Survey of the history of the United States from the end of Reconstruction to the present era. Course includes examinations of Reconstruction, Western Conquest, Federalism, Industrialization and Post-Industrialization, Urbanization, Foreign Relations, Social Movements, Major Wars, the Gilded Age, Social Movements, Institutional Developments, and Globalization. This course will also examine U.S. citizen’s rights and obligations, with special attention given to the experiences of historically disadvantaged groups in the U.S. Political and historical developments particular to California and in relation to the federal government will be highlighted.
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, European, Latin, and Asian women in American history. (MJC HIST 116)
Transfer: UC/CSU

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HIST 49 THE MOTHER LODE 3 Units
Lecture: 3 hours
Introduction to a contextual examination of major topics in Mother Lode history including the geography of the region, Native Americans, California Gold Rush, the timber and ranching industries, the railroad, water and environmental issues, and Mother Lode myths. Field trips may be required.
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 (MCJC HIST 128)
Transfer: UCC/SU

HOSPITALITY MANAGEMENT
See Page 78 for Certificate Requirements

HPMGT 97 WORK EXPERIENCE IN 1-4 Units
HOSPITALITY MANAGEMENT
Co-requisite: Must be enrolled in at least seven (7) units including Work Experience.
Lecture: 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 Pass/No Pass grading only. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. Two units of on-the-job training on equipment, hand tools and foods, application to and work with suppliers. May be repeated one time.
Transfer: CSU (Transfer credit limited. See a counselor.)

HPMGT 102 INTRODUCTION TO 1.5 Units
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 2 Units
Lecture: 2 hours
The study of legal issues relating to commercial food service and lodging operations—national, state and local in scope. Using both the case method and specific statutes, this class introduces students to general concepts including the types of law, the nature of agreements and the judicial system, as well as regulatory agencies and the particular laws they enforce in the hospitality field.

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

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

HPMGT 120 SAFETY AND SANITATION 1 Unit
Lecture: 1 hour
Sanitation and safety principles and practices for the food service professional. Provides ServSafe certification from the National Restaurant Association. May be repeated one time. (MCJC CLART 211)

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 rules 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 that conform to USDA nutritional recommendations. They will understand the relationship between nutritional and physical exercise needs in terms of energy balances. May be repeated one time.

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

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

HPMGT 133A COMMERCIAL FOOD PREPARATION
Co-requisite: HPMGT 120
Lecture: 1.5 hours
Laboratory: 3 hours
This course is an initial culinary training for chefs. Topics covered include an introduction to safe, sanitary and efficient food production procedures, orientation and training on equipment, hand tools and foods, application of nutritional concepts. Food inventory management and traditional and computer-aided recipe writing/costing. Adopting professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized.

HPMGT 133B COMMERCIAL FOOD PREPARATION
Prerequisite: HPMGT 133A with a grade of C or better, or P
Lecture: 1.5 hours
Laboratory: 8.5 hours
Focus is on restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisines, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.

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

HPMGT 135 COMMERCIAL BAKING: 2 Units
Advanced
Prerequisite: HPMGT 134 with a grade of C or better, or P
Lecture: 2 hours
Focus is on pastry and confectionery design, production, and quality assurance of baked goods: yeast breads and pastries, cookies, cakes and specialty items. Field trips may be required.

HPMGT 136 DINING ROOM SERVICE 2 Units
AND MANAGEMENT I
Lecture: 1 hour
Laboratory: 4 hours
Operations of the Café 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 2-3.5 Units
Prerequisite: HPMGT 133 with a grade of C or better, or P
Lecture: 0-1.5 hours
Laboratory: 4 hours
Contemporary cuisine with focus on the preparation of seasonal ingredients used to develop the menus for the advanced culinary course. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will prepare on-line cooking stations in pastry, pastry, sauce, and grill.
Hospitality Management (Recreation)

HPMGT 141 RESTAURANT DESSERTS 2 Units
Prerequisite: HPMGT 135 with a grade of C or better, or P
Lecture: 1 hour
Practical experience in the making of desserts in a kitchen environment. Topics include pastry arts, soufflés, mousses, gateaux, sorbet, gelato, wine and food pairing, and special events.

HPMGT 142 GARDE MANGER 1 Unit
Lecture: 0.5 hour
Laboratory: 1.5 hours
Study of cold food preparation which includes vegetable and fruit carpaccios, canapés, sauces, salads, soups, soups, stocks, stocks, and special desserts. Field trips may be required.

HPMGT 143 ADVANCED GARDE MANGER 1 Unit
Prerequisite: HPMGT 142 with a grade of C or better, or P
Lecture: 0.5 hour
Laboratory: 1.5 hours
Advanced study of cold food preparation which includes vegetable and fruit carpaccios, canapés, sauces, soups, soups, stocks, stocks, and special desserts. Field trips may be required.

HPMGT 144 DINING ROOM SERVICE 2-3.5 Units
Prerequisite: HPMGT 136 with a grade of C or better, or P
Laboratory: 0-4.5 hours
Lecture: 0-1 hour
Advanced study of fine dining service and skills developed in earlier courses. This class unifies that experience and professional 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 be addressed and skills developed in earlier courses. This class unifies that knowledge and skill in the formation of a comprehensive restaurant plan.

HPMGT 145 WINE AND MANAGEMENT II 2 Units
Prerequisite: HPMGT 140 with a grade of C or better, or P
Laboratory: 7 hours of discipline-specific work experience
This course provides a survey of the scope and nature of the hospitality industry, its history, organization, problems, opportunities and future trends. Emphasis is placed on the interplay of consumer behavior, institutions 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 146 TOURISM PLANNING 3 Units
Prerequisite: HPMGT 140 with a grade of C or better, or P
Lecture: 3 hours
This course provides an introduction to the relationship between tourism and "sustainable" development. Consideration is given to planning, implementation, and management models within both international tourism and U.S. park "gateway" communities. It offers a special emphasis on the assessment of tourism impacts (economic, social, and environmental) in determining the costs/benefits of tourism. Mediation strategies will be addressed, as well as cases of successful "sustainable tourism" development.
Transfer: CSU

Hospitality Management (Recreation)

HPMGT 152 RESTAURANT PLANNING 3 Units
Lecture: 3 hours
Using a restaurant as a vehicle for attaining personal and professional goals. Concepting, 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 be addressed and skills developed in earlier courses. This course unifies that knowledge and skill in the formation of a comprehensive restaurant plan.

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 emphasizes the sales and promotion of the services that the tourism/hospitality industries offer guests. The development of business through personal selling, media, advertising, and publicity are covered. Quality customer service will be addressed through the practice of responsive telephone manners and problem-solving techniques. May be repeated twice.

HPMGT 164 TOURISM PLANNING AND IMPACTS 3 Units
Lecture: 3 hours
This course provides 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: HHP 5 or HPMGT 10.
Transfer: CSU

Hospitality Management (Recreation)

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, institutions 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.

Hospitality Management (Recreation)

HPMGT 165 ECO-ADVENTURE/HERITAGE TOUR BUSINESS DEVELOPMENT 3 Units
Recommended for Success: Previous or concurrent coursework in marketing and small business accounting
Lecture: 3 hours
This course will orient the student to current operational and management practices within the eco-tourism, 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.

Hospitality Management (Recreation)

HPMGT 166 TOUR PLANNING, DESIGN, PACKAGING 3 Units
Recommended for Success: Previous basic experience with word processing, desktop publishing, and Internet
Lecture: 3 hours
This course prepares students for entry into the travel/ recreation business as a tour operator. Focus is on the "back of the house" support aspect of operations required to conceive, research, and successfully execute the tour product. Themes, costing, itineraries, feasibility, liabilities, 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.

Hospitality Management (Recreation)

HPMGT 168 DEVELOPING A HOSPITALITY/ TOURISM/RECREATION CAREER PATH AND PORTFOLIO 2 Units
Recommended for Success: Experience with word processing
Lecture: 2 hours
This course prepares students to consider opportunities available in the H.U.R.T. (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 costing and promotion. 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 HIP 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 (North America, South America, the Caribbean, the Pacific Island Nations, and Antarctica). The three "Ps" (place, protocols, and promotion) will assist students in an understanding of why consumers choose certain destinations, how they are "positioned" the Indian subcontinent, and Africa). The three "P's" (place, protocols, and promotion of locational comparative advantages) will assist students with an understanding of why consumers choose certain destinations, and how they are "positioned" for success. Eligibility for ENG 1A
Lecture: 3 hours
An introduction to the development of religious consciousness, including the earliest belief systems in the world, the major "living religions" today, tribal religions, "new age" religion, philosophy, theatre, and other forms of expression, particularly emphasizing the non-Western world. The works will be studied in their historical and cultural contexts. Specific works will vary from time to time, depending upon the interests and needs of students and the instructor. (MJC HUMAN 110)

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. Asia, China and Japan, the Indian subcontinent, and Africa). The three "Ps" (place, protocols, and promotion of locational comparative advantages) will assist students with an understanding of why consumers choose certain destinations, and how they are "positioned". This is a geography-I.D. oriented course (rather than sales) and will include: identification of maps/locations, key entry requirements/ports of entry and security, attractions, plus how best to prepare for the realities of travel in each region.

HPMGT 187 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 187 or HIP 175.

HUMANITIES

HUMAN 1 OLD WORLD CULTURE 3 Units
Lecture: 3 hours
An introductory survey of influences on Western culture, historically structured from classical Greece to the Renaissance, presenting enduring works of art, drama, literature, music, and philosophy. (MJC HUMAN 185) Transfer: UC/CSU

HUMAN 2 MODERN CULTURE 3 Units
Recommended for Success: Eligibility for ENG 1A
Lecture: 3 hours
An introductory survey of humanistic culture, historically structured from the enlightenment to the present scene, presenting enduring works of art, drama, literature, music, and philosophy. (MJC HUMAN 186) Transfer: UC/CSU

HUMAN 3 WORLD CULTURE 3 Units
Recommended for Success: Eligibility for ENG 1A
Lecture: 3 hours
A study of selected works of literature, art, music, film, religion, philosophy, theatre and other forms of expression, particularly emphasizing the non-Western world. The works will be studied in their historical and cultural contexts. Specific works will vary from time to time, depending upon the interests and needs of students and the instructor. (MJC HUMAN 110)

HUMAN 4 WORLD RELIGIONS AND SPIRITUALITY 3 Units
Lecture: 3 hours
Study of the development of religious consciousness, including the earliest belief systems in the world, the major "living religions" today, tribal religions, "new age" religion and spirituality, and an examination of the meaning of the religious experience. Credit may be earned for only one of the following: HUMAN 4 or PHILO 4. Field trips may be required. (MJC PHILO 115) Transfer: UC/CSU

INDEPENDENT STUDY

Independent Study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 38 for conditions, limitations). These courses may transfer as electives or other credit as authorized by the transfer school. For UC, student is responsible for pre-authorization from UC department chair and Admissions Office.

INTERDISCIPLINARY STUDIES

INDIS 14 BASIC STRATEGIES TO IMPROVE CONTENT AREA READING 1 Unit
Recommended for Success: ENGL 151
Lecture: 1 hour
Laboratory: 1 hour
Strategies for improvement of student reading comprehension in a variety of content areas in K-12 schools. Includes both elementary and secondary attention to the business of "alternative healing" (bodywork/exercise). Credit may be earned for only one of the following: HPMGT 175 or HIP 175.

INDIS 16 ELEMENTARY SCHOOL TEACHER PRACTICUM 0.5-1 Unit
Co-requisite: EDUC 10 or EDUC 12
Activity: 2-3 hours
Supervised practicum at approved elementary classroom site. Students will plan and implement activities with elementary school age students, develop classroom teaching techniques, and work with teachers in the classroom as a student teacher. Students are required to submit fingerprints to be cleared for working with children through the Department of Justice. Students must submit a TB Clearance that was taken within the last four years. May be repeated over time.

INDIS 48 SUSTAINABLE LIVING 3 Units
Lecture: 3 hours
This course will introduce life skills and decision-making strategies for improvement of student reading comprehension in a variety of content areas in K-12 schools. Includes both elementary and secondary attention to the business of "alternative healing" (bodywork/exercise). Credit may be earned for only one of the following: HUMAN 4 or PHILO 4. Field trips may be required. (MJC PHILO 115) Transfer: UC/CSU

JOURNALISM

JRNAL 1 INTRODUCTION TO JOURNALISM 3 Unit
Lecture: 2 hours
Laboratory: 1 hour
This course will cover the basic techniques of newspaper writing and reporting, including the theory and practice of hard news, features, profiles, columns and interviews. (MJC JRNAL 100)
Transfer: CSU

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 pre-press preparation for printing. May be repeated three times. (MJC JRNAL 120B) Transfer: CSU
MATH 4B MATHEMATICS FOR ELEMENTARY TEACHERS II
Prequisite: MATH 104 with a grade of C or better, or P
Recommended for Success: CMPSC 10 or familiarity with using Internet browsers
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 5A PRECALCULUS
Prequisite: MATH 104 with a grade of C or better, or P or placement through the assessment process
Lecture: 5 hours
A one-semester college algebra course or, together with MATH 17B, a two-semester precalculus course. Emphasis on algebra skills essential for success in calculus. Topics include: review of linear, quadratic, rational, radical, exponential and logarithmic equations; functions and graphs; synthetic division; complex roots of polynomials; the Fundamental Theorem of Algebra; applications of exponential and logarithmic equations; linear and nonlinear systems of equations. (MJC MATH 121)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MATH 5A PRECALCULUS
Prequisite: MATH 17A with a grade of C or better, or P
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 equations, conic sections, sequences and series, mathematical induction. MATH 17B and MATH 17A together form a two-semester precalculus course sequence. (MJC MATH 122)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

MATH 6 MATHEMATICS FOR LIBERAL ARTS STUDENTS
3 Units
Prerequisite: MATH 104 with a grade of C or better, or P or placement through the assessment process
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 to 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

MATH 7 STATISTICS
4 Units
Prerequisite: MATH 104 with a grade of C or better, or P or placement through the assessment process
Lecture: 4 hours
Descriptive statistics, normal distributions, correlation and regression, probability, sampling distributions, inference about quantitative and categorical variables, inference about relationships. (MJC MATH 134)
Transfer: UC/CSU

MATH 8 TRIGONOMETRY
3 Units
Prerequisite: MATH 104 with a grade of C or better, or P or placement through the assessment process
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.
Transfer: UC/CSU

MATH 101 ALGEBRA I: Fundamentals
5 Units
Prerequisite: MATH 100A with a grade of C or better, or P or placement through the assessment process
Lecture: 5 hours
Continued study of algebraic structures using tabular, graphical and symbolic representations. Simplifying expressions, solving equations and modeling with quadratic, rational, radical, exponential and logarithmic functions. Factoring polynomials, rational exponents, complex numbers. The use of graphing calculators is required.
This course is prerequisite to undergraduate transfer general education mathematics courses. (MJC MATH 90)

MATH 102B ALGEBRA II: Fundamentals
3 Units
First Half
Prerequisite: MATH 602 with a grade of C or better, or P or placement through the assessment process
Lecture: 3 hours
This course is equivalent to the first half of MATH 102, allowing the student more study time for the course topics. Completion of both MATH 100A and MATH 100B is equivalent to completion of MATH 101. (MJC MATH 72)

MATH 105A ALGEBRA I: Fundamentals
3 Units
Second Half
Prerequisite: MATH 100A with a grade of C or better, or P
Lecture: 3 hours
This course is equivalent to the second half of MATH 101, allowing the student more study time for the course topics. Completion of both MATH 100A and MATH 100B is equivalent to completion of MATH 101. (MJC MATH 72)
MATH 601 ELEMENTARY MATHEMATICS 4 Units
Lecture: 4 hours
Study of the concepts and procedures of arithmetic, with emphasis on understanding as well as computational skills. Topics include mathematical vocabulary, symbolic representation, arithmetic operations, fractions, decimals, percents, ratio, proportion, prime factorization, and student study skills.

MATH 602 PREALGEBRA 4 Units
Prerequisite: MATH 601 with a grade of C or better, or P in placement through the assessment process
Lecture: 4 hours
Designed to help students prepare for algebra and applied math courses by reviewing fundamental operations of arithmetic and common geometric formulas, and introducing the algebraic concepts of simplifying expressions, polynomial arithmetic, and solving linear equations. Arithmetic reviewed includes calculations with integers, decimals, and fractions. Ratios, percents, and their applications are also studied.

MATH 650 PERSONALIZED 0.5-2 Units
MATHMATICS DEVELOPMENT
Lecture: 1.5-6 hours
This course provides students opportunities to review or learn mathematics in an individualized, self-paced setting. Topics include: basic math, prealgebra, beginning algebra, introduction to geometry, intermediate algebra, college algebra, trigonometry, precalculus, and introduction to statistics. Offered for Pass/No Pass grading. May be repeated two times.

MUSIC
Repeat Limitations on Music Courses
The following limitations apply to all music activity courses. 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 course because the maximum of four piano courses has been met.

MUSIC 2 INTRODUCTION TO MUSIC 3 Units
Lecture: 1 hour
Survey of the many fields within the discipline of music, including a brief overview of fundamentals, music history, the voice, musical instruments, the science of acoustics, rock, jazz, and current styles, psychology of music, and analytical listening. Attendance at selected local concerts is required.

MUSIC 4A ELEMENTARY MUSICALSHIP 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.

MUSIC 4B ELEMENTARY MUSICALSHIP 2 Units
Prerequisite: MUSIC 4A with a grade of C or better, or P
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.

MUSIC 5A INTERMEDIATE MUSICALSHIP 2 Units
Prerequisite: MUSIC 4B with a grade of C or better, or P
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.

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.

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.

MUSIC 12 AMERICAN POPULAR MUSIC: BLUES AND JAZZ TO ROCK N' ROLL 3 Units
Lecture: 3 hours
An introduction to jazz style and history and important trends in 20th century popular music.

MUSIC 20A INTERMEDIATE MUSIC THEORY 3 Units
Recommended for Success: Concurrent enrollment in MUSIC 4A
Lecture: 3 hours
Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing; study of diatonic 4 part harmony, figured bass, chord progressions, and harmonic motion. May be repeated one time.

MUSIC 20B INTERMEDIATE MUSIC THEORY 3 Units
Prerequisite: MUSIC 20A with a grade of C or better, or P
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.

MUSIC 21A INTERMEDIATE MUSIC THEORY 3 Units
Prerequisite: MUSIC 20B with a grade of C or better, or P
Lecture: 3 hours
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.

MUSIC 33 ADVANCED ELEMENTARY VOICE 1.5 Units
Activity: 2 hours
Large group instruction in singing for those with little or no vocal solo training. Includes basic singing techniques and songs for improving pitch, building range, endurance, tone, and breath control.

MUSIC 38 ADVANCED INTERMEDIATE VOICE 1.5 Units
Activity: 3 hours
Large group instruction in singing for those with one semester of private or solo class voice. Includes reinforcement of basic singing techniques for building range, endurance, tone, and breath capacity as taught in MUSIC 36.

MUSIC 39 INTERMEDIATE VOICE 1.5 Units
Activity: 3 hours
Individual and small group instruction in the refinement of vocal technique for people with two semesters of class voice. Includes continued development of time, endurance, and flexibility with an emphasis on solo-public performance with traditional and art song literature.

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

MUSIC 31B ELEMENTARY PIANO 1.5 Units
Prerequisite: MUSIC 31A with a grade of C or better, or P
Activity: 2 hours
Continuation of the fundamentals of piano performance with emphasis given to the essentials of music reading. Theory will include the presentation of scales and keys, both major and minor, review and application of chords and inversions, and an introduction to improvisation. Piano literature will include both classical and popular compositions as well as exercises and technical studies.

MUSIC 36 ELEMENTARY VOICE 1.5 Units
Activity: 2 hours
Large group instruction in singing for those with little or no vocal solo training. Includes basic singing techniques and songs for improving pitch, building range, endurance, tone, and breath control.

MUSIC 38 INTERMEDIATE VOICE 1.5 Units
Activity: 3 hours
Individual and small group instruction in the refinement of vocal technique for people with two semesters of class voice. Includes continued development of time, endurance, and flexibility with an emphasis on solo-public performance with traditional and art song literature.
### MUSIC 41B INTERMEDIATE PIANO 1.5 Units

**Prerequisite:** MUSIC 41A with a grade of C or better, or P 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. (CC MUSIC 41A & 41B = MJC MUSA 123)

**Transfer:** UC/CSU

### MUSIC 50 SERIES-APPLIED MUSIC 1.5 Hours

**Lecture:** 1 Hour

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 66 COLUMBIA COLLEGE COMMUNITY CHORUS 1 Unit

**Activity:** 3-6 hours

Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required. May be repeated three times. (MJC MUSE 154)

**Transfer:** UC/CSU

### MUSIC 72 JAZZ ENSEMBLE 1 Unit

**Activity:** 3-6 hours

Study and performance of instrumental and vocal jazz in both solo and ensemble (including big band, choir, combos, and solo with accompaniment). Includes beginning jazz theory, improvisation, style, interpretation, performance practice and the development of an individual standard jazz repertoire. Repertoire may vary from semester to semester. Field trips may be required. May be repeated three times.

**Transfer:** UC/CSU

### NATURAL RESOURCES

**See Page 78 for Certificate Requirements**

**NATRE 1 ENVIRONMENTAL CONSERVATION 3 Units**

**Lecture:** 3 Hours

Conservation of the biological and physical environment. History of the conservation movement. A case study approach to land use practices of environmental conservation with current topics on endangered species, environmental pollution, wilderness management, energy, population, and the uniqueness of California and Alaska natural resources. Field trips may be required.

**Transfer:** UC/CSU

**NATRE 3 NATURAL RESOURCES LAW AND POLICY 3 Units**

**Lecture:** 3 Hours

Introduction to principles and practice of environmental law in the United States; exposure to major legislation and significant cases, and discussion of their interrelationships. Topics include overview of development and limits of legislative and judicial approaches to solving environmental problems; environmental ethics; local action and historical role of activists in legislative change and enforcement.

**Transfer:** UC/CSU

**NATRE 9 PARKS AND FORESTS LAW ENFORCEMENT 2 Units**

**Lecture:** 2 Hours

Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. Field trips may be required.

**Transfer:** CSU

**NATRE 22 ECOLOGY AND USE OF FIRE IN FOREST ECOSYSTEMS 2 Units**

**Lecture:** 1.5 Hours

Introduction to the ecology of fire in the mixed coniferous forest and to the use of prescribed burning as a resource management tool. Selected topics include the effects of fire on vegetation, soils, hydrology, wild fires, air quality, and aesthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; the planning and implementation of a prescribed burning program in selected locations. Field trips may be required. (MJC NR 379)

**Transfer:** CSU

**NATRE 30 INTRODUCTION TO WATERSHED MANAGEMENT 3 Units**

**Lecture:** 2 Hours

Fundamentals of watershed protection, management, and monitoring with an emphasis on California and the Sierra. Applications of geologic, soil, meteorology, hydrology, biology, chemistry, physics and engineering as they pertain to management of our land and water resources and watersheds. Field techniques of sampling and monitoring soil, water, air, vegetation, and other biota for beneficial uses of water. Application of integrated ecosystem approaches to natural resource protection management of watersheds. Field trips may be required.

**Transfer:** CSU
NATRE 100 NATURAL HISTORY AND ECOLOGY  3 Units
Lecture: 3 hours
This course introduces students to plant and animal communities in the California Central Valley. It covers basic concepts of ecology, evolution, and conservation. Field trips may be required.

NATRE 126 INTRODUCTION TO WATERSHED MANAGEMENT  2 Units
Lecture: 3 hours
This course provides an introduction to the principles and practices of watershed management. Topics include hydrology, water quality, and ecosystem management. Field trips may be required.

NATRE 169 WASTEWATER TREATMENT PLANT OPERATOR  2 Units
Lecture: 3 hours
This course provides an introduction to the principles and practices of wastewater treatment plant operation. Topics include water quality, and ecosystem management. Field trips may be required.

NATRE 181 CALIFORNIA WILDLIFE  4 Units
Lecture: 4 hours
This course provides an introduction to the principles and practices of wildlife management in California. Topics include habitat management, population dynamics, and conservation. Field trips may be required.

NATRE 255 INTRODUCTION TO THEMATIC INTERPRETATION  1 Unit
Lecture: 1 hour
This course provides an introduction to the principles and practices of thematic interpretation. Topics include cartography, geographic information systems, and data visualization. Field trips may be required.

OFFICE TECHNOLOGY
See Page 78 for Certificate Requirements

OFTEC 42 PUBLICATION DESIGN I  3 Units
Lecture: 2 hours
This course provides an introduction to publication design. Topics include typography, page layout, and graphics. Field trips may be required.

OFTEC 43 PUBLICATION DESIGN II  3 Units
Lecture: 2 hours
This course provides an introduction to publication design. Topics include typography, page layout, and graphics. Field trips may be required.

Natural Resources Technology
See Page 78 for Certificate Requirements
OFTEC 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 MIST 321)
Transfer: CSU

OFTEC 97 WORK EXPERIENCE IN OFFICE TECHNOLOGY 1-4 Units
Co-requisite: 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 Office Technology. The student's employment must be related to educational or occupational goals. Offered for Pass/No Pass 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 WKXP 96, page 167.
Transfer: CSU (Transfer credit limited. See a counselor)

OFTEC 100 COMPUTER KEYBOARDING I 1 Unit
Laboratory: 3 hours (Self-paced)
Designed for students wishing to master the touch method of keyboarding.

OFTEC 105 ELECTRONIC PRINTING CALCULATORS 1 Unit
Laboratory: 3 hours (Self-paced)
Developing speed by touch on the 10-key pad. Practical instruction in the operations of an electronic calculator emphasizing business applications.

OFTEC 110 COMPUTER KEYBOARDING II 2 Units
Recommended for Success: OFTEC 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.

OFTEC 120 COMPUTER KEYBOARDING III 3 Units
Recommended for Success: OFTEC 110
Laboratory: 2 hours
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 & 302)

OFTEC 121 MACHINE TRANSCRIPTION 2 Units
Recommended for Success: OFTEC 130 or ENGL 151, and OFTEC 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 suitable business documents. (MJC OFADM 328B)

OFTEC 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 storing of records for both manual and computerized record systems.
Emphasis is placed on practical applications of alphabetic, numeric, geographic and subject filing systems. Meets or exceeds specifications of American Records Management Association.

OFTEC 130 BUSINESS ENGLISH 3 Units
Lecture: 3 hours
A review of the mechanics of English grammar, punctuation, and sentence structure with emphasis on business applications. Vocabulary development, spelling, and use of the dictionary are also studied.

OFTEC 131 OFFICE PROCEDURES AND TECHNOLOGY 3 Units
Prerequisite: OFTEC 125 with a grade of C or better, or P
Lecture: 3 hours
Application of workforce issues and development of skills including decision making, team building, business ethics, communication, and time management. Introduction to meeting management, travel and conference planning. Development of presentation skills and employment portfolio. (MJC OFADM 314)

OFTEC 132 BUSINESS COMMUNICATIONS 3 Units
Prerequisite: OFTEC 130 or ENGL 650, with a grade of C or better, or P
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 communication. 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.

OFTEC 140 BEGINNING WORD PROCESSING 2 Units
Recommended for Success: OFTEC 100
Lecture: 2 hours
Students receive instruction in a current word processing program which includes editing, saving, changing format, fonts, tabs, using Spell Check; creating headers/footers and tables; 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
Students receive instruction in intermediate word processing features which will be applied to creating business documents. Areas of emphasis will include text columns, macros, styles, math, merge, repetitive documents, sort and select, and graphs. May be repeated one time. (MJC CMPSC 221)

OFTEC 142 DESKTOP PUBLISHING 1-2 Units
ESSENTIALS Recommended for Success: OFTEC 215 and CMPSC 4
Lecture: 1-2 hours
This course is an introduction to general desktop publishing theory with emphasis on design elements of formatted text, pictures, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards; etc. Credit may be earned for only one of the following: OFTEC 142 or CMPSC 142. Offered for Pass/No Pass grading only. May be repeated two times.

OFTEC 151 MEDICAL OFFICE MANAGEMENT 3 Units
Recommended for Success: OFTEC 50
Lecture: 3 hours
This course provides an overview of the medical office environment including appointment scheduling, handling clients, appointment status; telephone techniques; managing office supplies, equipment and personnel; development of organizational and decision-making skills; and financial records.

OFTEC 152A MEDICAL BILLING AND CODING 3 Units
Recommended for Success: OFTEC 50 with a grade of C or better, or P
Lecture: 3 hours
A fundamental course in medical insurance billing and coding, Blue Cross and Blue Shield, Medicare and Medi-Cal, Medicare, Champus and Workers’ Compensation.

OFTEC 152B MEDICAL CODING II 3 Units
Recommended for Success: OFTEC 152A
Lecture: 3 hours
Students receive instruction in the various medical specialties which expands on procedures and diagnostic coding skills. Abstracting information from the patient records and combining it with knowledge of coding guidelines to optimize physician payment.

OFTEC 153A BEGINNING MEDICAL TRANSCRIPTION Recommended for Success: OFTEC 50 and BIOL 150
Lecture: 1 hour
Laboratory: 6 hours (Self-paced)
Transcription of authentic physician-dictated reports organized by body systems or medical specialties. Development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physicals, consultations, emergency room reports, operative reports, discharge summaries, and lab reports. May be repeated two times.

OFTEC 153B BEGINNING MEDICAL TRANSCRIPTION Recommended for Success: OFTEC 151A with a grade of C or better, or P
Lecture: 1 hour
Continuation of OFTEC 153A. Transcription of authentic physician-dictated medical reports in the specialties of gastroenterology, orthopedics, OB/GYN, gynecology, and hematology/oncology/immunology. May be repeated two times.

OFTEC 154 RADIOLOGY TRANSCRIPTION 1 Unit
Prerequisite: OFTEC 153A with a grade of C or better
Recommended for Success: OFTEC 138 or equivalent
Laboratory: 3 hours (Self-paced)
Familiarization with radiology terminology and transcription of medical reports, including dictation on bones, soft tissue, ultrasound, CT scans, and MRI studies.

OFTEC 155 CARDIOLOGY TRANSCRIPTION 1 Unit
Prerequisite: OFTEC 153A with a grade of C or better, or P
Recommended for Success: OFTEC 138
Laboratory: 3 hours (Self-paced)
Transcription of cardiology procedures including operative and emergency room reports, discharge summaries, history and physical examination reports. Also includes diagnostic procedures such as echocardiograms, treadmill tests, and cardiac catheterizations.
OFTEC 156 ORTHOPEDIC TRANSCRIPTION 1 Unit
Prerequisite: OFTEC 153A with a grade of C or better, or P
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 1 Unit
Prerequisite: OFTEC 153A with a grade of C or better, or P
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 1 Unit
Prerequisite: OFTEC 153A with a grade of C or better, or P
Recommended for Success: OFTEC 153B
Laboratory: 3 hours (Self-paced)
Familiarization with pathology terminology. Transcription of gross and microscopic autopsies, microscopic descriptions of tissue specimens and diagnoses.

OFTEC 159 SURGERY TRANSCRIPTION 2 Units
Prerequisite: OFTEC 153A with a grade of C or better, or P
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 168 CREATING AND MANAGING A VIRTUAL OFFICE 3 Units
Recommended for Success: OFTEC 120, CMPS 30, BUS/AD/CMPSC 53
Lecture: 3 hours
Application of administrative support and entrepreneurial skill sets in the development of a virtual office business. Emphasis will be placed on business development, personal skill sets, marketing strategies, communications, organization, and operations. In this setting, a virtual assistant is a highly skilled professional working independently in support of other businesses, often with the latest technology.

PHILO 5 INTRODUCTION TO THE HISTORY AND PHILOSOPHY OF SCIENCE 3 Units
Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
An introduction to the ideas, processes and consequences of science through history. The historical development of philosophers of science will be central throughout. Critical reasoning and extensive writing will be required. Contextual cultural analysis is expected. Credit may be earned for only one of the following: PEELO 6 or HIST 5.
Transfer: UC/CSU

PHILO 25 TWENTIETH CENTURY PHILOSOPHY 3 Units
Lecture: 3 hours
A brief survey of nineteenth and twentieth century philosophy emphasizing the contributions of various thinkers to our understanding of what it is to be human, the nature of society and the relationship of the individual to it, science, technology and human values, and the meaning of life itself. (MJC PHILO 123)
Transfer: UC/CSU

PHYSICS (See Art)

PHYSICS 1 CONCEPTUAL PHYSICS 3 Units
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. (MJC PHYS 160)
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

PHYSICS 2 CONCEPTUAL PHYSICAL SCIENCE: A STANSHAW VOYAGE 3 Units
Recommended for Success: MATH 101
Lecture: 3 hours
Two have been accepted to be a crew member of Earth's first starship, the Sakaroon. Class meetings are simulations of the crew's orientation seminars and orientation workshops. The textbook being the orientation manual for this first interstellar voyage. During orientation workshops, crew members, working in small groups, will apply elementary physics and astronomy concepts, learned from the seminars, to deal with voyage predicaments. Topics addressed include scale and composition of the local universe; gravitation; how stars and planets form; light; how telescopes work; keys to understanding motion in space; linear momentum; and angular momentum.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
<th>Lecture</th>
<th>Co-requisites/Prerequisites</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSCS 5B</td>
<td>INTRODUCTORY PHYSICS Ib</td>
<td>5</td>
<td></td>
<td>Calculus Level, PHYSCS 5A and MATH 18B, with grades of C or better, or enrollment in PHYSCS 18B</td>
<td>UC/CSU</td>
</tr>
<tr>
<td>POLSC 10</td>
<td>CONSTITUTIONAL GOVERNMENT</td>
<td>3</td>
<td>Lecture</td>
<td>A calculus-level introduction to modeling with electrometrical, magnetic, electromagnetic induction, and electric circuit theories. Includes an introduction to optics and modern physics. The course requires the student to use the following college-level skills: algebra, trigonometry, integral calculus, abstract concept assimilation, critical thinking, and a four-stage physics modeling process (with development in Introductory Physics I). (MJC PHYS 103)</td>
<td>UC/CSU</td>
</tr>
<tr>
<td>POLSC 14</td>
<td>INTERNATIONAL RELATIONS</td>
<td>3</td>
<td>Lecture</td>
<td>Introduction to the principles and practices of American foreign policies, emphasizing problems of war and peace, foreign policies of major powers, problems of developing countries, and global problems. Emphasis is placed upon the formulation and execution of American foreign policy within a constitutional and political framework. The dynamics of interstate relations, diplomacy, international law, non-state actors and supranational organizations will be emphasized. (MJC POLSC 110)</td>
<td>UC/CSU</td>
</tr>
<tr>
<td>PSYCH 1</td>
<td>GENERAL PSYCHOLOGY</td>
<td>3</td>
<td>Lecture</td>
<td>An introductory survey of the course of general field of psychology. Topics to be covered include conditioning, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology. (MJC PSYCH 101)</td>
<td>UC/CSU</td>
</tr>
<tr>
<td>PSYCH 2</td>
<td>CURRENT ISSUES IN PSYCHOLOGY</td>
<td>3</td>
<td>Lecture</td>
<td>A look at the more advanced areas of study in psychology concentrating on current theoretical approaches and research findings regarding areas of controversy. (MJC PSYCH 201)</td>
<td>UC/CSU</td>
</tr>
<tr>
<td>PSYCH 5</td>
<td>HUMAN SEXUAL BEHAVIOR</td>
<td>3</td>
<td>Lecture</td>
<td>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)</td>
<td>UC/CSU</td>
</tr>
<tr>
<td>PSYCH 10</td>
<td>LIFESPAN HUMAN DEVELOPMENT</td>
<td>3</td>
<td>Lecture</td>
<td>Introduction to the scientific study of the human being from conception to death. The interplay of biological, psychological, social and cultural forces on the developing human will be examined. Instruction will include theoretical concepts as well as practical application. (MJC PSYCH 141)</td>
<td>UC/CSU</td>
</tr>
<tr>
<td>PSYCH 20</td>
<td>SPORT PSYCHOLOGY</td>
<td>3</td>
<td>Lecture</td>
<td>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.</td>
<td>Transfer</td>
</tr>
<tr>
<td>PSYCH 30</td>
<td>PSYCHOLOGY OF ADJUSTMENT</td>
<td>3</td>
<td>Lecture</td>
<td>The study of personal growth and adjustment to help prepare the individual for lifelong understanding of self. Discussion of personality development, interpersonal relations, sexuality, stress management, family dynamics, dealing with losses, and other concerns of the individual in our society. Field trips may be required. (MJC PSYCH 130)</td>
<td>Transfer</td>
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<tr>
<td>PSYCH 35</td>
<td>INTRODUCTION TO DRUGS AND BEHAVIOR</td>
<td>3</td>
<td>Lecture</td>
<td>An introduction to how drugs affect behavior. Instruction in basic pharmacology and neurophysiology as it relates to drug self-administration and resultant altering of behavior. Includes discussion of issues related to drug use such as drug abuse as a disease or disorder, and drug use for specific purposes such as enhancing sports performance. Designed for students who do not possess a technical background. (MJC HUMSR 116)</td>
<td>UC/CSU</td>
</tr>
<tr>
<td>PSYCH 40</td>
<td>STRESS MANAGEMENT</td>
<td>3</td>
<td>Lecture</td>
<td>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.</td>
<td>Transfer</td>
</tr>
<tr>
<td>PSYCH 52</td>
<td>INTRODUCTION TO PEER SUPPORT FOR PSYCHOSOCIAL REHABILITATION</td>
<td>3</td>
<td>Lecture</td>
<td>This course provides an overview of the knowledge, skills and attitudes that are required for individuals entering the field of Peer Counseling. The individual role of peer counselor is defined, as well as how the peer counselor integrates into a multidisciplinary team. The core values of psychosocial rehabilitation and recovery are reviewed, and students will identify their strengths in relationship to these values. Core skills are defined and demonstrated, such as self-management (using Mary Ellen Copeland's Wellness Recovery Action Plan), advocacy, boundaries and working from a strengths perspective. In addition, the student learns basic documentation skills and reviews confidentiality regulations under HIPAA.</td>
<td>Transfer</td>
</tr>
<tr>
<td>PSYCH 54</td>
<td>ADVANCED SKILLS IN PEER SUPPORT FOR PSYCHOSOCIAL REHABILITATION</td>
<td>3</td>
<td>Lecture</td>
<td>This course provides an in-depth study of those aspects of psychosocial rehabilitation theory and practice that are applicable to peer counselors and requires advanced problem solving and intervention skills. This course includes a review of basic principles accompanied by experiential practice. Students will learn and practice active listening skills, engagement, basic interviewing and collaborative treatment planning. The student will also incorporate a solid understanding of the impact of culture on all aspects of the recovery process. The course also addresses the needs and issues of special populations pertinent to today's work: the homeless, transition-age youth, and services daily diagnosed clients.</td>
<td>Transfer</td>
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<tr>
<td>PSYCH 56</td>
<td>INTRODUCTION TO PSYCHOSOCIAL REHABILITATION</td>
<td>3</td>
<td>Lecture</td>
<td>The course reviews the history of the treatment of persons with psychiatric disorders and shows the evolution of thinking and practice in the field. The course provides an overview of the fundamental theories, strategies, practice models and interventions commonly utilized in psychosocial rehabilitation. During the course, the student will review the principles and values of psychosocial rehabilitation, emphasizing consumer empowerment and recovery. The course will cover a brief history of the field, current practice models, and will identify important issues facing the psychosocial rehabilitation practitioner today. The purpose of this course is to present the core values and principles of recovery-oriented, psychosocial rehabilitation practice. Also presented is basic information on psychiatric disorders, current research and how to work in an empowering way with consumers about medication.</td>
<td>Transfer</td>
</tr>
</tbody>
</table>
PSYCH 58 CURRENT TRENDS AND ISSUES 3 Units
IN PSYCHOSOCIAL REHABILITATION
Prerequisite: PSYCH 56 with a grade of C or better, or P
Lecture: 3 hours
This course moves from theory to practice in psychosocial rehabilitation. The student will work with the principles of psychosocial rehabilitation and through individual and group work, put them into practice. The emphasis is on identifying how to put the core values of hope, choice, self-responsibility and meaningful role into practice. The course outlines appropriate boundaries and ethics in practice. It also covers humanizing the language of the medical model and ways to work with symptomatology successfully. In addition, elements of case management practice are covered, including resource identification, development, team practice, assessment, assessing risk, improving employment outcomes, housing and working with the judicial system.
Transfer: CSU

PSYCH 59 CASE MANAGEMENT 3 Units
Lecture: 3 hours
This course provides an overview of the philosophy, values and skills required to be a case manager. The course begins with a review of the different models of case management and the core skills of the case manager. Intake interviewing and assessment from a strengths-based and culturally competent perspective is covered, with time for demonstration of practical application of these skills. The student will learn how to write a client-centered service plan, collaborating with the client to create meaningful goals, objectives and interventions that assist the client in achieving his/her hopes and dreams. In addition, students will learn the skill of doing a case presentation. The course covers law and ethics, including confidentiality and HIPAA regulations. Working in an organizational structure, teamwork and professional self-care are also important topics covered in this overview.
Transfer: CSU

PSYCH 95B SERVICE LEARNING II IN PSYCHOLOGY 2 Units
Lecture: 1 hour
Laboratory: 3 hours
Continues the Service Learning experience with a mentoring component in which Service Learning IT students mentor Service Learning I students. May be repeated three times.
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 Marshal's Office. Credit may be earned for only one of the following: SAR 50 or FIRE 50. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
Transfer: CSU

SAR 58 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: precluding, size up and management of the trench incident, rescuer 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 Marshal's Office. Credit may be earned for only one of the following: SAR 56 or FIRE 56. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
Transfer: CSU

SAR 59 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 Marshal's Office and the Federal Emergency Management Agency in Rescue Systems I: Fundamentals of Heavy Rescue. Credit may be earned for only one of the following: SAR 59 or FIRE 59. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
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 technician to others. Credit may be earned for only one of the following: SAR 59 or FIRE 59. Offered for Pass/No Pass grading only. May be repeated if information changes due to State/local government regulations; as required for employment; or to maintain employment.
Transfer: CSU

SIGN LANGUAGE
SIGN 40A ASL: BEGINNING COMMUNICATION 3 Units
WITH THE DEAF
Lecture: 3 hours
This is the beginning course in American Sign Language (ASL) and Deaf culture. ASL is the language used by culturally Deaf people in the United States. The class focus is on everyday conversations and situations. Emphasis is on both receptive and expressive skills.
Transfer: UC/CSU

SIGN 40B ASL: INTERMEDIATE 3 Units
COMMUNICATION WITH THE DEAF
Prerequisite: SIGN 40A with a grade of C or better, or P
Lecture: 3 hours
This is an intermediate course in American Sign Language (ASL) and Deaf culture. ASL is the language used by culturally Deaf people in the United States. The class focus is on everyday conversations and situations. Emphasis is on both receptive and expressive skills.
Transfer: UC/CSU

SIGN 40C ASL: ADVANCED INTERMEDIATE 3 Units
COMMUNICATION WITH THE DEAF
Prerequisite: SIGN 40B with a grade of C or better, or P
Lecture: 3 hours
This is the third course in American Sign Language (ASL) and Deaf culture. ASL is the language used by most deaf people in the United States. Emphasis is on improving speed and fluency.
Transfer: UC/CSU

SKILLS DEVELOPMENT
SKLDV 610 INTRODUCTION TO COMPUTER ACCESS 0.5-1 Unit
Prerequisite: Verified disability according to California Community College Title 5 regulations
Lecture: 1.5-3 hours
This course is designed to provide access to and instruction in 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 Pass/No Pass grading only. May be repeated three times.
SKLDV 650 SENTENCE WRITING STRATEGY 3 Units
Lecture: 3 hours
This course emphasizes mastering basic English sentence structure and how to write four kinds of sentences: simple, compound, complex, and compound-complex. Students will learn a set of steps and key formulas that help them recognize and write different types of sentences. Recommended for DSPFS students and others who have difficulty with basic writing skills. May be repeated one time.

SKLDV 651 DIAGNOSTIC LEARNING 1.5 Units
Lecture: 1.5 hours
Individualized assistance in analyzing learning problems and selecting and applying strategies necessary for academic success in college courses.

SKLDV 675 COLLEGE SPPELLING AND PROOFREADING 2 Units
Lecture: 2 hours
For the student needing to improve spelling and proofreading for college writing. Will include using resources to correct spelling “tricks” to recall the correct spelling of words, understanding traditional conventions of writing and proofreading strategies. Students will also learn to use word processing to complete writing assignments.

SKLDV 677 BASIC READING DEVELOPMENT I 1 Unit
Laboratory: 4 hours
Designed for students who read at or below the fifth grade reading level. Students will work one on one with tutors from the Basic Reading Tutor Training Course. Instruction will emphasize phonics, sight word recognition, and reading comprehension. Offered for Pass/No Pass grading only. May be repeated three times.

SKLDV 678 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 650 (English Fundamentals) will complement studies in SKLDV 678. May be repeated one time.

SKLDV 679 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 680 READING STRATEGIES 0.5-3 Units
Lecture: 0.5-3 hours
Using textbooks from another course, students will work on reading comprehension, learning strategies and techniques related to reading efficiency. This course is particularly directed at students who did not achieve a recommended placement into 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 Pass/No Pass grading only. May be repeated two times.

SKLDV 687 VOCABULARY DEVELOPMENT 2 Units
Prerequisite: SKLDV 678 with a grade of C or better.
Co-requisite: or concurrent enrollment in ENGL 151
Lecture: 2 hours
Laboratory: 2 hours
A systematic strategy of vocabulary development will be presented and practiced with the vocabulary of specific disciplines such as humanities, applied science, social science, and vocational arts. Various aids to vocabulary expansion will also be examined. May be repeated two times.

SKLDV 690 STUDY SKILLS 0.5 Unit
Lecture: 0.5 hour
An introductory discussion of effective study methods. Topics will include goal setting, time management, learning styles, note taking, textbook analysis, memory/concentration, and test taking. May be repeated one time.

SKLDV 696 APPLIED TEST-TAKING SKILLS 0.5-1 Unit
Lecture: 0.5-1 hour
Basics of successful test taking with emphasis on the skills necessary to improve performance on a specific exam such as the S.A.T., C.B.E.E.T., or Civil Service Exam. Offered for Pass/No Pass grading only. May be repeated three times.

SOCIOLOGY See Page 78 for 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

SOCIO 2 AMERICAN SOCIETY: Social Problems and Deviance 3 Units
Lecture: 3 hours
This course will focus on social problems, such as family disorganization, religious conflicts, educational inequalities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems. These problems and others will be studied from the perspective of the social institutions, social deviance, and other perspectives of sociology. (MJC SOCIO 102)
Transfer: UC/CSU

SOCIO 28 DEATH AND DYING 3 Units
Lecture: 3 hours
A focus on social problems, such as family disorganization, religious conflicts, educational inequalities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems. These problems and others will be studied from the perspective of the social institutions, social deviance, and other perspectives of sociology. (MJC SOCIO 102)
Transfer: UC/CSU

SPANISH

SPAN 1A SPANISH: Beginning 5 Units
Prerequisite for Success: Eligibility for ENGL 1A
Lecture: 5 hours
Introduction to the Spanish language, emphasizing natural communications and supported by four hours of laboratory. For true beginners and students with one year of high school Spanish or the equivalent. (MJC SPAN 101)
Transfer: UC/CSU

SPAN 1B SPANISH: Beginning 5 Units
Prerequisite: SPAN 1A or 2 years of high school Spanish, with a grade of C or better, or P
Lecture: 5 hours
Laboratory: 3 hours
Continuation of SPAN 1A, fundamentals of spoken and written Spanish. (MJC SPAN 102)
Transfer: UC/CSU

SPAN 2A SPANISH: Intermediate 5 Units
Prerequisite: SPAN 1B or 3 years of high school Spanish, with a grade of C or better, or P
Lecture: 5 hours
Laboratory: 3 hours
Continuation of SPAN 1B. Includes grammar, conversation and discussion, composition and reading. (MJC SPAN 103)
Transfer: UC/CSU

SPAN 2B SPANISH: Intermediate 5 Units
Prerequisite: SPAN 2A with a grade of C or better, or P
Lecture: 5 hours
Laboratory: 1 hour
A continuation of intermediate level Spanish, to include poetry and prose, in-depth discussion and composition. An attempt is made to refine all of the language skills in Spanish. (MJC SPAN 104)
Transfer: UC/CSU
SPAN 10A CONVERSATIONAL SPANISH: 3 Units
Beginning
Lecture: 3 hours
Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. May be repeated one time. (MJC SPAN 51)
Transfer: CSU

SPAN 10B CONVERSATIONAL SPANISH: 3 Units
Beginning
Prerequisite: SPAN 10A with a grade of C or better, or P
Lecture: 3 hours
A continuation of SPAN 10A with emphasis on ideas, culture and use of the total language. May be repeated one time.
Transfer: CSU

SPAN 20A CONVERSATIONAL SPANISH: 3 Units
Intermediate
Prerequisite: SPAN 10B with a grade of C or better, or P
Lecture: 3 hours
An intermediate level conversational Spanish course designed for the practice of listening and speaking skills in Spanish with a focus on everyday activities in a comparative cultural context. Preparation includes reading of assigned material. May be repeated two times.
Transfer: CSU

SPAN 20B CONVERSATIONAL SPANISH: 3 Units
Intermediate
Prerequisite: SPAN 20A with a grade of C or better, or P
Lecture: 3 hours
An intermediate level conversation course designed to refine listening and speaking skills through discussion of contemporary issues in a comparative cultural context. Preparation includes reading of assigned material. May be repeated two times.
Transfer: CSU

SPAN 150A SPANISH FOR THE COMMUNITY I 2 Units
Lecture: 2 hours
A conversation-based course for beginners. This course will be useful for individuals who work with Spanish-speaking customers or employees, for individuals planning to travel to Spanish-speaking countries, or for those wishing a basic orientation to the structure of Spanish with an eye to continuing language study. Offered for Pass/No Pass grading only. May be repeated three times.

SPAN 150B SPANISH FOR THE COMMUNITY II 2 Units
Lecture: 2 hours
Continuation of an introductory conversational Spanish course for beginning learners. Course will be useful for individuals who work with Spanish-speaking customers or employees, for individuals planning to travel to Spanish-speaking countries, or for those wishing a basic orientation to the structure and use of Spanish. Offered for Pass/No Pass grading only. May be repeated three times.

SPEECH COMMUNICATION

SPCOM 1 INTRODUCTION TO PUBLIC SPEAKING 3 Units
Lecture: 3 hours
Principles of oral communication: speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluative listening. (MJC SPCOM 100)
Transfer: UC/CSU

SPCOM 2 ARGUMENTATION AND DEBATE 3 Units
Prerequisite: SPCOM 1 with a grade of C or better, or P
Lecture: 3 hours
A study of organization and debate. Emphasis is given to analysis of the rules, strategies, and argumentation models central to parliamentary debate. Special consideration will be given to the elements of logic; analysis of opposing arguments and models of refutation and rebuttal. These areas of inquiry are conducted through modes specific to oral traditions and contemporary debate theory. (MJC SPCOM 104)
Transfer: UC/CSU

SPCOM 4 INTRODUCTION TO HUMAN COMMUNICATION 3 Units
Lecture: 3 hours
This course provides a brief introduction to topics and subjects central to the discipline of speech communication. Course introduces students to non-verbal communication, interpersonal communication, group communication and public speaking. Students will have an opportunity to practice and study all four modes. (MJC SPCOM 102)
Transfer: UC/CSU

SPCOM 5 INTERCULTURAL COMMUNICATION 3 Units
Lecture: 3 hours
A study of intercultural communication with a focus on the analysis and comparisons of message perception and transmission in interactions between people from different cultures. Practical application of skills for effective communication between people of different domestic and international cultures is emphasized. Field trips required. (MJC SPCOM 130)
Transfer: UC/CSU

SPCOM 7 FORENSICS WORKSHOP 3 Units
Prerequisite: SPCOM 1 with a grade of C or better, or P
Lecture: 3 hours
Principles of applied speech communication through participation in competitive speech performances. Students will participate in intercollegiate forensics. Competitive events include debate, individual speaking, and interpretive performance. Field trips required. May be repeated three times. (MJC SPCOM 105)
Transfer: CSU

SPCOM 9 INTRODUCTION TO SMALL GROUP AND TEAM COMMUNICATION 3 Units
Lecture: 3 hours
This course focuses on the interaction between communication and the ability of small groups or teams to effectively achieve objectives. Course includes the study of, and practice in, discussion methodology, types of discussion groups, information gathering, problem solving, decision making, and leadership roles. Credit may be earned for only one of the following courses: SPCOM 9 or BUSAD 9.
Transfer: CSU

SPEECH COMMUNICATION/TEACHER AIDE TRAINING

T-AID 97 WORK EXPERIENCE AS A TEACHER AIDE 1.5-3 Units
Co-requisite: Must be enrolled in at least seven (7) units including Work Experience. 75 hours paid employment equals 1 unit of credit; 60 hours unpaid employment equals 1 unit of credit
Provides students an opportunity to experience supervised employment in Teacher Aide Training. The student’s employment must be related to educational or occupational goals. Offered for Pass/No Pass 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 167.
Transfer: CSU (Transfer credit limited. See a counselor.)
TOURISM  
(See Hospitality Management)

WELDING TECHNOLOGY  
See Page 78 for Certificate Requirements

WT 97 WORK EXPERIENCE IN WELDING TECHNOLOGY  
1-4 Units

Co-requisite: Must be enrolled in at least seven (7) units including Work Experience. Students interested in working full time one semester and attending classes one semester on an alternate basis, see WKEXP 96, page 167.

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

WT 100 INTRODUCTION TO WELDING  
3 Units

Lecture: 1 hour  
Laboratory: 6 hours  
Basic arc and oxygen-acetylene welding as it applies to shop and field techniques.

WT 101 PRACTICAL LABORATORY  
1 Unit

Prerequisite: WT 111 with a grade of C or better, or P  
Laboratory: 3 hours  
The student shall gain practical experience by working on an individual project (including certification projects). Emphasis is on quality, appearance and function. May be repeated one time.

WT 103 PRACTICAL LABORATORY - METAL SCULPTURE  
1 Unit

Prerequisite: WT 166 or ART 166, with a grade of C or better, or P  
Laboratory: 3 hours  
The student shall gain practical experience by working on individual projects in metal sculpture design and fabrication. Emphasis is on quality, appearance and function. Credit may be earned for only one of the following: WT 103 or ART 103. May be repeated three times.

WT 110 METALLIC AND TUNGSTEN INERT GAS WELDING (M.I.G./T.I.G.)  
3 Units

Prerequisite: WT 101 with a grade of C or better, or P  
Lecture: 1 hour  
Laboratory: 6 hours  
Prepare metals for welding, make basic joints on various metals using the M.I.G. and T.I.G. welding processes. Interpret blueprint lines and symbols used in M.I.G. and T.I.G. welding.

WT 111 ADVANCED ARC WELDING TECHNIQUES  
3 Units

Prerequisite: WT 100 with a grade of C or better, or P  
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 165 METAL SCULPTURE  
1.5 Units

Lecture: 0.5 hour  
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: WT 165 or ART 165.

WT 166 METAL SCULPTURE PROJECTS  
1 Unit

Prerequisite: WT 165 or ART 165, with a grade of C or better, or P  
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. May be repeated three times.

WT 180 WELDING CERTIFICATION  
0.5 Unit

Prerequisite: WT 100 and WT 111, with grades of C or better, or P  
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. Students must pay for coupon testing, typically $125.00. Offered for Pass/No Pass grading only. May be repeated three times.

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

WKEXP 96 COOPERATIVE WORK EXPERIENCE  
1-8 Units

75 hours of paid employment equals 1 unit of credit. 60 hours of unpaid employment equals 1 unit of credit. Provides occupational students with the opportunity to alternate full-time employment 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 Pass/No Pass grading only. May be repeated for a maximum of 16 units of credit from WKEXP 96 and/or WKEXP 97.

Transfer: CSU (transfer credit limited. See a counselor.)

Art  
Auto Technology  
Business Administration  
Chemistry  
Drafting  
Drama  
Earth Science  
Emergency Medical Services  
English  
Fire Technology  
Guidance  
Health & Human Performance  
Health Occupations  
History  
Hospitality Management  
Journalism  
Mathematics  
Music  
Natural Resources  
Office Technology  
Political Science  
Psychology  
Spanish  
Speech Communication  
Teacher Aide Training  
Welding Technology  

CSU (Transfer credit limited. See a counselor.)

All CSU campuses will accept 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. The student's part-time of full-time employment is parallel or concurrent with enrollment in regular college classes, and the student receives a maximum of 4 units per semester. A student must enroll in and complete a total of at least 7 units per semester including work experience. GENERAL CWEE students may enroll in a maximum of 3 units of CWEE per semester. Offered for Pass/No Pass grading only. May be repeated for a maximum of 16 units of credit from WKEXP 96 and/or WKEXP 97.

Transfer: CSU (Transfer credit limited. See a counselor.)
**NON-CREDIT COURSES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 308 DRAWING &amp; PAINTING: ALL LEVELS</td>
<td>0.0</td>
<td>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.</td>
</tr>
<tr>
<td>ENGL 705 ENGLISH AS A SECOND LANGUAGE</td>
<td>0.0</td>
<td>Elementary course in speaking, hearing, reading, and writing English for persons learning English as another language. Emphasis is on vocabulary and sentence structure for practical communication.</td>
</tr>
<tr>
<td>FILM 305 INTERNATIONAL FILM STUDY</td>
<td>0.0</td>
<td>A comparative review of 10 selected award-winning films from around the world.</td>
</tr>
<tr>
<td>HHP 301 FIRST STEP TO FITNESS</td>
<td>0.0</td>
<td>Designed for the inexperienced exerciser. Each person's performance will be monitored, and an individualized exercise program designed for him/her. Wear appropriate clothing.</td>
</tr>
<tr>
<td>HHP 302 CARDIAC FAMILY FITNESS-- FIRST STEP FOR FITNESS</td>
<td>0.0</td>
<td>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 an enrolled cardiac student's family.</td>
</tr>
<tr>
<td>HHP 303 REHABILITATION FOR THE PHYSICALLY LIMITED</td>
<td>0.0</td>
<td>Designed to offer individually prescribed fitness to the physically limited with emphasis on the improvements of cardiovascular, flexibility and strength components.</td>
</tr>
<tr>
<td>MUSIC 302 CHORAL SINGING</td>
<td>0.0</td>
<td>Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required.</td>
</tr>
<tr>
<td>MUSIC 303 ORCHESTRA</td>
<td>0.0</td>
<td>Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed.</td>
</tr>
</tbody>
</table>

**SKLDV 302 PARENTING STRATEGIES AND FAMILY RELATIONSHIPS**

- **Lecture:** 20 hours total
- **Laboratory:** 12 hours total
- This course examines the importance of family relationships and helps identify strategies that can lead to positive changes within the family. Students will learn strategies for effective parenting, effective communication, stress and anger management, domestic violence resolution and personal boundary maintenance.

**SKLDV 410 COLLEGE SKILLS ENHANCEMENT**

- Provides supervised laboratory experience for students who need support in order to achieve the goals and objectives of a course in which they are enrolled.
- **Lecture:** 20 hours total
- **Laboratory:** 12 hours total
- Students will learn and practice skills and strategies that will assist them in developing and implementing a personal plan for achieving their life goals.

**SKLDV 700 GED PREPARATION**

- Designed to teach the general skills needed to pass the General Educational Development Test.
- **Lecture:** 20 hours total
- **Laboratory:** 12 hours total
- The focus of activities during the first third of the course and will include use of a performance assessment tool. May be repeated two times.

**SKLDV 701 LIFE STRATEGIES FOR SUCCESS**

- **Lecture:** 20 hours total
- **Laboratory:** 12 hours total
- This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with recognizing the benefits and drawbacks of using credit, learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft.

**SKLDV 703 PRACTICAL MONEY SKILLS FOR LIFE**

- **Lecture:** 20 hours total
- **Laboratory:** 12 hours total
- This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with recognizing the benefits and drawbacks of using credit, learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft.
### Computer Science

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<th>Course Title</th>
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<td>Computer Concepts and Information Systems</td>
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<tr>
<td>3</td>
<td>Operating Systems</td>
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<td>4</td>
<td>Windows Operating Systems Essentials</td>
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<td>5</td>
<td>Introduction to Programming</td>
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<td>9</td>
<td>Introduction to UNIX Operating Systems</td>
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<td>10</td>
<td>Internet Essentials</td>
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<td>11</td>
<td>Presentations Using Computers and Multimedia</td>
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<td>12</td>
<td>Media Development Applications</td>
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<td>13</td>
<td>Introduction to HTML</td>
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<td>14</td>
<td>Introduction to Websites Development</td>
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<td>15</td>
<td>Java Programming</td>
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<td>17</td>
<td>Advanced Internet Research</td>
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<td>Computer Graphics and Animation</td>
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<td>Programming Concepts and Methodology II</td>
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<td>Programming Concepts and Methodology II I</td>
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<td>Networking Essentials</td>
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<td>Management Information Systems</td>
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<td>Project Management</td>
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<td>57</td>
<td>GIS Data Agent; Inters; Generalization</td>
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<td>75</td>
<td>GIS Applications in Resource Management</td>
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### Chemistry

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<td>18</td>
<td>General Chemistry</td>
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<td>Fundamentals of Chemistry</td>
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<td>Fundamentals of Organic and Biochemistry</td>
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<td>12</td>
<td>General, Organic, and Biochemistry</td>
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<tr>
<td>20</td>
<td>The Chemistry of Everything</td>
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</table>

### Child Development

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<th>Course Code</th>
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<td>Child Growth and Development</td>
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<td>Practices in Child Development</td>
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<td>Observation and Assessment</td>
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<td>8</td>
<td>Early Childhood Development</td>
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<td>9</td>
<td>Creative Activities in the Arts</td>
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### ECONOMICS

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### Emergency Medical Services

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**Note:** This table is a sample representation of the course offerings and may not be exhaustive. For more detailed information, please refer to the catalog.
Faculty & Staff

FACULTY

Date of appointment follows name

Chi Aczurco (1995) 588.5578
A.S., Contra Costa College
B.S., M.F.A., University of California, Berkeley
M.F.A., University of Southern California

Dennis Albers (1980) 588.5138
Mathematics, Physics
B.S., M.S., Ph.D., University of Nebraska

Erik Andel (1997) 588.5200
Automotive Technology
A.A., San Joaquin Delta College
B.F.E., M.A., California State University, Stanislaus

Randy Barton (2005) 588.5217
Business, Economics
B.A., M.B.A., California State University, Stanislaus

Joshua Bigelow (1997)
A.A., Modesto Junior College
B.A., California Polytechnic State University, San Luis Obispo
M.A., San Jose State University

Laureen Campana (1984) 588.5214
A.A., San Jose City College
B.A., California State University, Long Beach

Joshua E. Bigelow (1981) 588.5185
Health & Human Services
A.A., Columbia College
B.A., University of California, Berkeley

Lauren Campana (2000) 588.5204
Health Services
E.R.N., CSU Sacramento
M.P.H., University of California, Berkeley

John R. Carter (1994) 588.5214
Music
E.M., Chapman University
M.M., Westminster Choir College

Anne M. Cavagnaro (2004) 588.5156
Mathematics
A.A., Columbia College
B.A., Sonoma State University
M.A., University of Kentucky

Paula Clarke (1999) 588.5356
Anthropology, Sociology
B.A., University of California, Berkeley
Ph.D., University of California, San Francisco

Melissa Colon (2001) 588.5092
A.A., San Joaquin Delta College
B.S., University of the Pacific
M.S., California State University, Hayward

Joseph Doherty (2005) 588.5244
Fire Technology
A.A., San Joaquin Delta College
B.A., California State University, Long Beach
M.A., California State University, Long Beach

Tim Elizondo (2002) 588.5210
Speech
A.A., Modesto Junior College
B.A., M.A., Arizona State University
Ph.D., Bowling Green State University, Ohio

Jeff Fitzwater (2005) 588.5028
B.A., California Polytechnic State University, San Luis Obispo
M.A., California State University, Starnsburg

Dennis Gervin (2005) 588.5107
B.A., M.A., Ph.D., University of California, Santa Barbara
Vice President of Student Learning

Brian Greene (2006) 588.5179
B.A., Plymouth State College
M.L.S., University of Washington

Ted Hamilton (1998) 588.5227
A.A., Modesto Junior College
B.A., University of California, Berkeley
M.A., California State University, Stanislaus

Rod D. Harris (1997) 588.5211
Music
A.A., Fort Steeleman Community College
B.A.E., M.M., Pacific Lutheran University

Michael N. Hill (1999) 588.5212
Business Administration
A.A., Sacramento City College
B.S., California State University, Sacramento
M.A., California State University, Consortium
Ph.D., Colorado State University

Tom Hofstra (2007) 588.5155
Natural Resources
B.A., Lawrence University
M.S., Arizona State University
Ph.D., University of California, Santa Cruz

Brian Jensen (2005) 588.5036
Special Programs Counselor
A.A., College of Marin
B.A., Dominican University of California
M.A., Sonoma State University
Ph.D., Southern California University of Professional Studies

Thomas Johnson (2000) 588.5215
Political Science
B.A., University of California, Santa Barbara
M.A., California State University, Stanislaus
J.D., The American University, Washington, D.C.

Craig Johnston (2000) 588.5149
Academic Achievement Center Coordinator
B.A., Humboldt State University
M.A.T.W., Humboldt State University

Reaiane Juarez (2000) 588.5183
Health & Human Services
B.A., M.A., California State University, Chico
Perforamnce

Alicia Kolstad (2000) 588.5333
Academic Counselor
A.A., West Valley College
B.A., M.A., California State University, San Jose

Marilyn Landiss (1992) 588.5197
Mathematics
B.S., University of California, Davis

John Leamy (2000) 588.5106
B.A., Loyola Marymount University
M.A., University of Arizona

Raymond D. Liedlich (1981) 588.5237
English
B.S., Bowling Green State University
M.A., California State University, Los Angeles

Susan Medeiros (2000) 588.5110
Counselor, DSPS/CAPE
B.A., University of California, Davis
M.A., University of San Francisco

Gary Mendenhall (1999) 588.5142
Dean of Vocational Education
A.S., Modesto Junior College
B.A., California Polytechnic State University, San Luis Obispo
M.A., San Jose State University

Michele Miller (1997) 588.5241
B.S., Western Washington University
M.S., Washington State University

Ida Ponder (1997) 588.5304
Computer Information Systems
A.A., Columbia College
B.S., California State University, Stanislaus

Melissa Raby (2009) 588.5312
Dean of Student Services
B.A., California State University, Sacramento
M.S., California State University, Sacramento

Judy Reiman (2000) 588.5216
Office Technology
A.A., Ventura College
B.S., California State University, Chico

Nathan Rien (2005) 588.5182
Health & Human Services
B.A., University of California, Davis
M.Ed., National University
M.S.S., United States Sports Academy

Rick Rivera (2005) 588.5093
English
A.A., Santa Rosa Junior College
B.A., M.A., Sonoma State University

Karim Rods (1969) 588.5134
DPS Coordinator
A.A., De Anza Community College
B.S., California State University, Hayward
M.A., California State University, Sacramento

Joseph Ryan (2002) 588.5151
Chemistry
B.A., Chabot College
B.S., San Francisco State University
Ph.D., University of California, Davis

Karin Schultz (2000) 588.5364
Computer Information Systems
B.A., California State University, Chico
M.S., California State University, Hayward

Adrienne Seegers (2005) 588.5275
Child Development
B.A., University of California, Santa Cruz
M.L.S., Pacific Oaks College

Donald Smith (2005) 588.5348
Computer Science
A.S., Foothill College
B.S., University of San Francisco

Joan Smith (2007) 588.5115
President
B.S., University of Wisconsin, Stevens Point
M.S., University of Wisconsin-Stout
E.D., Nova (Southeastern) University, Florida

Meryl Soto (1994) 588.5225
A.A., Fresno City College
B.A., M.A., California State University, Fresno

Child Development
B.A., California State University, San Luis Obispo
M.A., Pacific Oaks College

Laurie Synestra (2001) 588.5341
A.A., Columbia College
B.A., M.A., California State University, Stanislaus

Jeffrey W. Tolhurst (1996) 588.5325
A.B., University of California, Santa Barbara
M.S., Humboldt State University
Ph.D., University of South Carolina

James M. Toner (1996) 588.5226
A.B., Boston College
M.A., University of California, Berkeley

Michael Torok (2007) 588.5143
Dren of Instructional Services
A.A., B.S., University of California, Santa Barbara
M.A., University of Montana

Sylvia Watters (2007) 588.5275
Emergency Medical Services
A.A., Columbia College
B.A., California State University, Stanislaus

Gene Wombles (1997) 588.5135
Hospitaty Management
A.S., City College of San Francisco
M.S., California State University, Stanislaus

Dean of Instructional Services
A.S., City College of San Francisco
M.S., California State University, Stanislaus

Program Coordinator
FACULTY EMERITI

David E. Alford
Humanties, Philosophy
(1989-2000)

Paul K. Becker
Dean of Student Services
(1971-1987)

Vonna Beach-Martin
Spanish
(1990-2010)

Elise M. Brown
Counselor, Articulation Officer
(1980-2000)

Dale L. Bunse
Art
(1975-2000)

Ross A. Carkeet, Jr.
Biology, Forestry, Natural Resources
(1968-2007)

W. Dean Cunningham
Business Office Occupations
President

Candace L. Daly
Office Technology, Work Experience
(1979-1992)

Richard L. Dyer
History, Political Science

Margo Elliott
Psychology
(1991-2006)

McKinley Frost
Welding Technology
(1970-1985)

Robert H. Gibson
Mathematics
(1990-2009)

Phyllis T. Greenleaf
President

Robert H. Gibson
Dean of Special Programs
(1997-2004)

Jim Riggs
Dean of Student Services

Blaine D. Rogers
President
(1976-2007)

Raymond L. Steuben
President for Student Services
(1968-1991)

Owen D. Tift
Biology
(2000)

O.J. Thompson
English

Laurel Grinivy
Library
(1990-2000)

Delores A. Hall
Campus Security Officer

Patricia Harrelson
Child Development
(1982-2007)

Frances V. Hegwein
Health Occupations
(1974-1996)

Jerry Hodge
Psychology, Guidance
(1974-1996)

Kathryn E. Jeffery
Librarian
(1987-1997)

William A. Knight
Dr. of English
(1990-2005)

Environment
(1994-2004)

Walter L. Leineke
Assiistant Dean of Instruction
(1968-1991)

Paul Lockman
Dean of Special Programs
(1981-2005)

Jerry D. Lyon
Business
(1971-1984)

Jean Mallory
Counselor, Articulation Officer
(1990-2005)

Lynn Martin
Lead Counselor, Matriculation Coordinator
(1990-2010)

Morgan McBride
Health & Human Performance
(1991-2010)

George Melendez
Fire Technology
(1971-1997)

James R. Mendonsa
Search & Rescue, Speech
(1990-2004)

Classified Staff

Maria Luisa Adams (2004)
Library Specialist

Kandee Alton (1999)
Accounting Assistant

Kathleen Li,(2004)
Accounting Assistant

Anne Anderson (2006)
Administrative Assistant

Merlin Bart (1984)
Instructional Support Specialist

Doreen Bass (1991)
Instructional Support Specialist

Francis (Jake) Beck (2009)
Online Services Developer

Lonnlie Blansit (1991)
Instructional Support Specialist

Darin Blume (2000)
Instructional Support Specialist

Casey Bonavia (1969)
Instructional Support Specialist

Ryan Brady (1999)
Information Systems Specialist

Nancy M. Brooks (1982)
Library Specialist

Tammie Brumlow (2003)
Custodian

Angela Brumton (2000)
Child Development Center Master Teacher

Bookstore Operations Coordinator

Nancy Bull (1996)
Accounting Technician

Alexandra Campbell (2007)
Director of College Research & Planning

Coni Chavez (2002)
Executive Assistant, College President

David Chesnut (2000)
Program Specialist

Ken Ciabatti (2006)
Maintenance Technician

Sue Clark (2005)
Program Specialist

Chuck Cooper (2000)
Maintenance Specialist - Carpenter

Carl Craven (2007)
Administrative Technician, Instructional Materials Center

Elissa Creighton (2007)
Instructional Support Assistant, Academic Achievement Center

Linda Cross (2001)
Administrative Secretary, Dean of Vocational Education and Community Development

Suzanne Cruz (2007)
Campus Security Officer

Eileen Cutip (1996)
Instructional Support Technician, Health & Human Performance

Brian DeMoss (2007)
Director, Information Technology & Media Services

Kathy Diener (1998)
Child Development Center Master Teacher

Steven D'Orsay (2004)
Grounds Maintenance Specialist

Greg Elam (1971)
Campus Security Supervisor

Phillip Fish (2000)
Campus Security Officer

Tiffiny Flies (2005)
Family & Child Care Services Manager

Dorothy Folett (2004)
Administrative Specialist, Student Success

Steven Frost (1979)
Lead Custodian

Kasey Fulkerson (2009)
Instructional Support Assistant

Instructional Support Specialist, Business Administration & Computer Lab

Shari Glynn (2009)
Administrative Secretary, Dean of Instructional Services, Arts & Sciences

Catherine Gray (2006)
Child Development Center Master Teacher

Robert Gritz (1998)
Fiscal Services Supervisor

Frederick Grobe (1989)
Telecommunications Specialist

Wendy Hesse (2004)
Accounting Technician

Rickey Hill (2003)
Admissions & Records Technician

Cindy Inwood (2005)
Administrative Assistant, Stock/Delivery Technician

Terri Isaman (2002)
Executive Secretary, Vice President of College & Administrative Services

Kathy Lea (2008)
Grounds Maintenance Technician

Wendy Link (1984)
Director

Timothy Mann (1963)
Vice President of College & Administrative Services

Baccie Michael (2009)
Director of Development

Tammi Miles (2005)
Campus Security Officer

Maintenance Technician, HVAC

Shelley Munis (2002)
Library Specialist

Michael Perez (2009)
Vice President of College & Administrative Services

Chris Pomeroy (2007)
Custodian

Jarl Pourchot (2005)
Administrations & Records Specialist

Patricia Ramirez (2004)
Custodian

Lorraine Rasmussen (2007)
Custodian

Jason Romano (2008)
Instructional Support Assistant

Liz Runnem (1998)
Bookstore Taxbook Buyer

Erik Schranta (2008)
Campus Security Officer

Gail Segestrom (2005)
Graphic Arts Specialist, Instructional Materials Center

Marnie Shively (2006)
Director of Student Financial Services

Steven Shively (1987)
Dean of Instructional Services

Kathleen Smith (1984)
Director of Admissions, Records and Assessment

Arlene Sprague (2008)
Administrative Assistant, Special Programs

Karen Stanley (2005)
Campus Facilities Manager

Jon Sterling (2007)
Mechanic

Cory Stoneham (2008)
Maintenance Technician

Carol Taylor (2007)
Shuttle Driver

Kat Thuleweit (2007)
Custodian

Susan Vegter-Slapa (2001)
Executive Secretary, Vice President of Student Learning

Financial Aid Specialist

Administrative Technican, Health & Human Performance

Jeff Whalen (2006)
Auxiliary Services Manager

Karen Yacovetti (1995)
Instructional Support Specialist, Health & Human Performance

Debbie York (2006)
Admissions & Records Technician

Dat Smith (2007)
Food Services Specialist - Lead
Campus Map

Key:

1) Alder
2) Aspen
3) Buckeye
4) Cedar
5) Dogwood (Forum Bldg.)
6) Fir
7) Juniper (College Nurse)
8) Tamarack Hall (Library, Media/Technology)
9) Madrone
10) Mahogany
11) Manzanita (Administration, Student Services, Instruction Office, Manzanita Bookstore, The Cellar Restaurant & Cafeteria)
12) Oak Pavilion
13) Ponderosa
14) Pine
15) Redbud
16) Sequoia
17) Toyon
18) Willow
19) Public Safety Center/Firehouse
20) Charles Segerstrom, Jr. Memorial Amphitheater
21) Segerstrom Arboretum Nature Trail
22) Warehouse, Shipping/Receiving, Transportation & Maintenance
23) Me-Wuk Cultural Center
24) Observatory
25) Start Point, Fitness Jogging Trail
26) Davis Cabin
27) Transit Stop
28) Information/Toll Booth

For most current campus map, see the College website.

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