From the Acting President

Thank you for making Columbia College your choice—and, on behalf of faculty, staff and administrators, welcome! Please know that we are dedicated to excellence in serving you, our students, and are continuously working to recommit ourselves to ensure each student who enters Columbia College, regardless of educational development, has an opportunity to exit with the skills and education needed to achieve his/her goals.

Columbia College has so much to offer—from distance education classes to classes at our High Sierra Institute at Baker Station. Our curriculum is constantly being reviewed and updated to keep pace with current technologies and emerging trends to make our students competitive in the workplace and/or ready to graduate or transfer to four year universities. Now, more than ever it is time to focus on all the positive things that are happening at the college.

Beginning in January 2014, we ask that you "please pardon our construction." As part of the final stages for the Measure E Facilities Bond, the Manzanita Building second floor will be taken offline for renovation. Many of the services currently accessed on that floor will be temporarily moved during spring 2014 through summer 2015. Additional information will be available as we move forward throughout the fall 2013 semester; but, for now, please know that minimizing impact to student learning and support is a top priority.

Meanwhile, take time to carefully review this catalog and visit with a counselor to choose classes that meet your needs. Whether you are a new student or a continuing one, we encourage you to be proactive in your education and take advantage of all the college has to offer.

Warmest regards,

Dr. Leslie Buckalew
Acting President

The period covered by this catalog is May 6, 2013 through May 4, 2014.

Disclaimer: The Yosemite Community College District and Columbia College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the Yosemite Community College District or Columbia College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures.
### Academic Schedule 2013-2014

#### SUMMER 2013 REGISTRATION

- **April 15**: DSPS/EOPS/Veterans/TRIO/Athletes/Foster Youth – priority registration on connectColumbia
- **April 16-21**: Continuing students – priority registration on connectColumbia
- **April 22**: Newly matriculated students – priority registration on connectColumbia
- **April 23 to the day prior to the start of class**: All students – open registration online or on campus during advertised office hours

**Academic Schedule**

A copy of your schedule can be printed from connectColumbia or at the College Admissions and Records Office.

### FALL SEMESTER 2013

- **May 15**: DSPS/EOPS/Veterans/TRIO/Athletes/Foster Youth – priority registration on connectColumbia
- **May 20-28**: Continuing students – priority registration on connectColumbia
- **May 29 & 30**: Newly matriculated students – priority registration on connectColumbia
- **June 3-Aug 25**: All students - open registration on line or on connectColumbia
- **September 2**: Holiday: Labor Day
- **December 14**: Fall semester ends
- **December 9 - 13**: Final examinations for Summer and Fall 2014
- **November 28-29**: Holiday: Thanksgiving
- **November 11**: Holiday: Veterans Day
- **November 28-29**: Holiday: Thanksgiving
- **December 9-13**: Final examinations
- **December 24-26**: Winter Break
- **December 5-6**: Newly matriculated students - priority registration on connectColumbia
- **April 14-16**: DSPS/EOPS/Veterans/TRIO/Athletes/Foster Youth – priority registration on connectColumbia
- **April 15**: DSPS/EOPS/Veterans/TRIO/Athletes/Foster Youth – priority registration on connectColumbia
- **April 16-21**: Continuing students – priority registration on connectColumbia
- **April 22**: Newly matriculated students – priority registration on connectColumbia
- **April 23 to the day prior to the start of class**: All students – open registration online or on campus during advertised office hours

### SPRING SEMESTER 2014

- **November 21**: DSPS/EOPS/Veterans/TRIO/Athletes/Foster Youth – priority registration on connectColumbia
- **November 25-December 4**: Continuing students – priority registration on connectColumbia
- **December 5-6**: Newly matriculated students – priority registration on connectColumbia
- **December 9-12**: All students – open registration online or on campus during advertised office hours. No appointment necessary.
- **December 24-1**: Campus closed
- **January 13**: Instruction Begins
- **January 20**: Holiday: Martin Luther King, Jr. Day
- **January 22**: DSPS/EOPS/Veterans/TRIO/Athletes/Foster Youth – priority registration on connectColumbia
- **January 25**: DSPS/EOPS/Veterans/TRIO/Athletes/Foster Youth – priority registration on connectColumbia
- **January 26**: Last day to drop a class on campus without a "W" showing on permanent record
- **January 26**: Last day to drop a class online and be eligible for a refund
- **January 26**: Last day to drop a class online without a "W" showing on permanent record
- **January 29 to 30**: Spring semester begins
- **February 2-3**: Deadlines for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Spring 2014
- **February 4**: Veterans Day
- **February 10**: MLK Day
- **February 14**: All students– open registration online or on campus during advertised office hours. No appointment necessary.
- **February 18-22**: Last day to drop courses taken for Pass/No Pass grading
- **February 23**: Last day to elect for Pass/No Pass grading
- **March 17**: Holiday: Washington Day
- **March 24 - 26**: Final examinations for Spring 2014
- **April 7**: Last day to withdraw from any course
- **April 28 - May 2**: Final examinations
- **May 2**: Graduation
- **May 3**: Spring semester ends

*These dates apply to semester-length classes only. All deadline dates are printed on your semester schedule of classes. A copy of your schedule can be printed from connectColumbia or at the College Admissions and Records Office.

### Columbia College 2013-2014 Academic Calendar

#### Summer 2013

<table>
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<tr>
<td>August 26</td>
<td>Instruction Begins</td>
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<td>September 2</td>
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<td>September 6</td>
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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 Science (Occupational Education) Degrees, Certificates of Achievement or Skills Attainment Certificates will help you prepare a career path and increase your opportunities for the future.

Columbia College Campus

Located on 280 acres of forestland in California's historic Mother Lode gold country, Columbia College has been described as one of the state's most beautiful community colleges. The campus is built among conifers and mixed hardwoods, surrounding a peaceful 4½ acre lake.

In this wooded setting, Columbia College 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 that 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).

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.

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

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 embrace 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, civility 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.

Remedial Education—To assist the student in acquiring those basic competencies needed for effective participation in other College programs.

Columbia College 2013-14 Catalog
General Information

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

Student Right-to-Know Rates

Completion Rate: 16.28%
Transfer Rate: 20.54%

From 2008COHORT Data

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2008, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above.

These rates do not represent the success rates of the entire student population at the College nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became "transfer-prepared" during a three-year period, from Fall 2008 to Spring 2011. Students who have completed 60 semester credit hours or more at the College and transfer seeking during the academic year, in print and online at www.gocolumbia.edu.

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 pages 180-182 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 / S88.5270

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 community? Then you need to contact the Associated Students of Columbia College (ASCC), located in the Student Center, Ponderosa Building on the main Columbia College campus in Sonora.

The ASCC Student Senate provides 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 procedure 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. (Education Code Section 76060: Board Policy 5400)

Athletics / S88.5182

Columbia College is a member of the California Community College Athletic Association’s Central Valley Conference. The college currently sponsors two intercollegiate sports: Women’s Volleyball and Men’s Basketball. Second year eligibility is based on completion of 24 units and a cumulative 2.0 grade point average.

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 / S88.5321

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 Convenence Card and save 5% on every purchase. The Snack Bar is a great place to study or hang out with your friends.

Collar / S88.5300

The Celler Restaurant is open Monday through Thursday, serving breakfast and lunch. In conjunction with the College’s Hospitality Management Program, the Celler is operated and run by students who plan, prepare and serve meals as part of their training.

Manzanita Bookstore / S88.5126

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 per 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 "Current Students;" then "Manzanita Bookstore." The Bookstore accepts MasterCard, Visa, Discover, American Express and the Columbia College Convenience Card.

Student Activities / S88.5111

Social events, club activities, community projects and cultural events are conducted through Student Activities. An optional $5 per semester fee pays for a student activity sticker, which helps support these activities on campus and also entitles students to discounts at local businesses as a bonus.

Student Organizations / S88.5270

Students are encouraged to stop by the Student Senate Office for information on existing student clubs and organizations, and for instructions on how to form a new one. Existing clubs include the following:

Auto Tech Club

Join your fellow auto enthusiasts in one of Columbia College’s longest running clubs! The Auto Club brings together students interested in automotive technology in a friendly and social environment. Students involved with or currently participating in auto tech projects or courses are invited to join their fellow students for project discussions, fundraisers, and BBQ/social activities. Club meetings are generally held in the Automotive Technology area of the campus, located in the Madrone Building.

The purpose of the Columbia College Automotive Club is to raise funds for supplies and services. In addition to supplies and services, our funds also pay for the occasional social event, marketing, and advertisement.

CEO Club (College Entrepreneurs Organization)

The Collegiate Entrepreneurs’ Organization Club is part of a premier global entrepreneurship network which will help to inform, support, and inspire Columbia College students to be entrepreneurial and seek opportunity through enterprise creation.

CEO Club’s mission is to inspire, inform, and support students to be entrepreneurial and to seek opportunities through enterprise creation.

Contacting Faculty

Students may contact faculty using the phone numbers found on pages 180-182 in the catalog. See the College website at www.gocolumbia.edu and the semester Schedule of Classes for additional information.

Athletics / S88.5182

Columbia College is a member of the California Community College Athletic Association’s Central Valley Conference. The college currently sponsors two intercollegiate sports: Women’s Volleyball and Men’s Basketball. Second year eligibility is based on completion of 24 units and a cumulative 2.0 grade point average.

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 / S88.5321

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 Convenence Card and save 5% on every purchase. The Snack Bar is a great place to study or hang out with your friends.

Collar / S88.5300

The Celler Restaurant is open Monday through Thursday, serving breakfast and lunch. In conjunction with the College’s Hospitality Management Program, the Celler is operated and run by students who plan, prepare and serve meals as part of their training.

Manzanita Bookstore / S88.5126

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 per 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 "Current Students;” then “Manzanita Bookstore.” The Bookstore accepts MasterCard, Visa, Discover, American Express and the Columbia College Convenience Card.

Student Activities / S88.5111

Social events, club activities, community projects and cultural events are conducted through Student Activities. An optional $5 per semester fee pays for a student activity sticker, which helps support these activities on campus and also entitles students to discounts at local businesses as a bonus.

Student Organizations / S88.5270

Students are encouraged to stop by the Student Senate Office for information on existing student clubs and organizations, and for instructions on how to form a new one. Existing clubs include the following:

Auto Tech Club

Join your fellow auto enthusiasts in one of Columbia College’s longest running clubs! The Auto Club brings together students interested in automotive technology in a friendly and social environment. Students involved with or currently participating in auto tech projects or courses are invited to join their fellow students for project discussions, fundraisers, and BBQ/social activities. Club meetings are generally held in the Automotive Technology area of the campus, located in the Madrone Building.

The purpose of the Columbia College Automotive Club is to raise funds for supplies and services. In addition to supplies and services, our funds also pay for the occasional social event, marketing, and advertisement.

CEO Club (College Entrepreneurs Organization)

The Collegiate Entrepreneurs’ Organization Club is part of a premier global entrepreneurship network which will help to inform, support, and inspire Columbia College students to be entrepreneurial and seek opportunity through enterprise creation.

CEO Club’s mission is to inspire, inform, and support students to be entrepreneurial and to seek opportunities through enterprise creation.
Child Development Club
The Columbia College Child Development Club strives to generate more opportunities for fellow child development students and families throughout our community while contributing to the education, individuality and well-being of children.

Cribbage Club
Our Cribbage Club is to be an environment where people come to play a game or two, enjoy each other's company, and learn a unique skill. Our vow is that we accept one another, pass judgment amongst no one, and that we keep true to ourselves as card players. We believe that this club is a foundation where we can put aside our anxieties and unwind. We want to extend our knowledge and our sincerity to one another and just play a good game.

Nutrition Club
The goal of the Columbia College Nutrition Club is to generate more opportunities for fellow nutrition students, the general public, and contribute to the education, individuality and well-being of those people whose religion may be more orthodox or more believer, holds a place analogous to that filled by the deity of a people's religion, age, sex, color, or physical or mental disability in the schemes of the ethnic group from which a person or his or her forebears originated. (22 California Administrative Code Section 89220)

Promethean League
The purpose of this club is to increase the visibility of programs on campus that assist students with academic success.

Synergy
Synergy is an environmental club whose goal is to promote a more sustainable Columbia College and beyond. Synergy would like to share their knowledge of sustainable farming techniques with the community.

Veterans Club
Veterans supporting veterans through unique shared experiences, mentoring each other and prospective servicemen and women with reliable and useful advice.

Start Your Own Club
To start your own club or organization, all you need is an advisor: some students interested in the same activity, and completion of a few simple forms (which any of your senators would be happy to assist with) to get your club up and running.

The following requirements apply to all student organizations at Columbia College:
- Only currently enrolled Columbia College students may participate as members of an officially recognized student organization.
- An advisor must be present at all meetings and activities.
- Each semester, organizations must request renewal of their official recognition status.

Student Center / 586.5111
Located in the Ponderosa Building, the Student Center is a place for all students to come together to have discussions, workshops, clubs or Student Senate meetings. This can all be done in a relaxed environment that fosters academic exploration and thought. The Center provides students with access to college materials and computers.

This Center is funded by the Student Center Fee assessed per academic year. This fee is $1.00 per unit up to a maximum of $10.00 for the entire academic year.

Campus Bulletin Boards / 586.5109
Posting of materials on bulletin boards can be done by students, faculty, staff or community members and must be stamped for approval in advance by the office of the Dean of Student Services. Posters may be dropped off at Manzanita 15 front desk for approval.
- Posters that promote services or classes for profit (excluding those by other accredited institutions of higher education) cannot be posted.
- Persons posting material are responsible for its removal immediately after the event.
- All materials will be removed within two weeks of posting date unless noted otherwise.
- Materials should not be affixed to glass, wood or metal surfaces, and posted only on bulletin boards or easels that are designated for public use only.
- Individuals or organizations who do not follow correct posting will have their materials removed.
- Bulletin boards on buildings are not for public use.

California Student Housing / 533.3039
Columbia College and Yosemite Community College District do not own, operate, manage or maintain the student housing. California Student Housing, LLC, the owner of the dormitories.

College Policies & Procedures

Student Non-discrimination Policy
It is the policy of Columbia College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability in the College programs, activities, and work environment is unlawful and will not be tolerated by the College. (Board Policy 4-9006)

The College strongly forbids any form of discrimination and has enacted the following procedures to recognize and eliminate unlawful discrimination. These regulations provide for the investigation of alleged unlawful discrimination in its programs or activities. The college will seek to resolve the complaints in an expeditious manner.

Definition
Ethnic Group Identification means possessing the racial, cultural, or linguistic characteristics common to a racial, cultural, or ethnic group or the country or ethnic group from which a person or his or her forebears originated. (22 California Administrative Code Section 89210)

Religion includes all aspects of religious observance, practice and belief, including duties of the clergy or elders. A belief is religious if sincerely held and, in the scheme of the believer, holds a place analogous to that filled by the deity of those people whose religion may be more orthodox or more widely accepted. (22 California Code Section 89220)

Age means how old a person is, or the number of elapsed years from the date of a person's birth. (22 California Administrative Code Section 89210)

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

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

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.

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.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- Submission to or rejection of sexual conduct is an explicit or implicit term or condition of an individual's employment, academic status, or progress.
- Submission to or rejection of sexual conduct by an individual is the basis for a decision affecting that individual's employment, academic status, or progress. (Education Code Section 212.5)
- Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work or academic performance or create an intimidating, hostile, or offensive work or educational environment.

The District strongly forbids any form of sexual harassment, including acts of non-employees. Disciplinary action will be taken promptly against any student or employee, supervisor or otherwise, engaging in sexual harassment. (Board Policy 3430)

Nondiscrimination Compliance
In compliance with Title VI of the Civil Rights Act (1964), Title IX of the Educational Amendments (1972), Section 504 of the Rehabilitation Act (1973), Americans with Disabilities Act (1990) (ADA), and Age Discrimination Act (1975), Columbia College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs or employment. Inquiries concerning the application of these Federal laws to College programs and activities can be directed to the following persons at Columbia College, 11600 Columbia College Drive, Sonora, CA 95370-8580.
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.

Domestic Animal Policy
Columbia College is home to a variety of wildlife. All animals used for official purposes. In campus. Exceptions are guide animals for the disabled and Columbia College Domestic Animal Policy

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 can be a major hindrance to achieving a successful school career. In compliance with the Drug-Free Schools and Communities Act and The U.S./Drug-Free Workforce 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 Student Code of Conduct. Disciplinary action may include expulsion from College and/or punishment under local, State and Federal law. Columbia College Health Services

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 Selective Service Act because they can receive such aid. Informational flyers and email-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 web site at www.sss.gov

Smoking on Campus
Due to the high fire danger during much of the year, College policy restricts smoking activity to limited areas on campus. Smoking on Campus

Student Complaint Procedures
Purpose—Board Policy 5330

Student Complaint Procedures

Informal Complaint Procedure Regarding Unlawful Discrimination
A student complaining of unlawful discrimination shall, within 120 days of awareness, meet with the Vice President of Student Learning or his/her designee. Students are advised to obtain written instructions for the filing of a complaint with the Vice President of Student Learning or his/her designee.

The District has established the following internal procedures 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 shall be filed in a manner prescribed by the Superintendent/President and the State Chancellor's Office.

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

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

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/her right to invoke the formal complaint procedure, if the complaint feels the matter has not been properly resolved.

The interview form, and any other documentation, shall become part of the official complaint investigation file if a complaint involves 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.

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 shall be filed in a manner prescribed by the Superintendent/President 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 complainant 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. In addition, the Vice President of Student Learning or his/her designee will notify the accused that an assessment of the accuracy of the allegations has not yet been made, that 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.

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, 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.)

Final District Decision

The District has adopted the following appeal procedure to review the determination of the District Chancellor regarding complaints of alleged discrimination.

A. A complainant or an accused who is not satisfied with the determination made by the District Chancellor may appeal to the Governing Board by submitting a written appeal to the District Chancellor's Office within fifteen (15) days of the determination. The appeal must state the circumstances giving rise to the appeal, and the nature of the relief sought.

B. The Governing Board shall review the original complaint, the investigative report, the administrative determination, and the appeal.

C. Within forty-five (45) days of receipt of the appeal, the Governing Board will issue a final District decision. If a decision is not issued within forty-five (45) days, the District Chancellor's decision will become the final decision.

D. A copy of the final decision shall be forwarded to the complainant and the accused, along with:
   1. A copy of the final District decision.
   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.)

Disciplinary Action

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

Formal Complaint Compliance Information

Inquiries regarding federal laws and regulations concerning non-discrimination in education or the District's compliance with those provisions may also be directed to:

Office of Civil Rights
U.S. Department of Education
221 Main Street, Suite 1020
San Francisco, CA 94105

Department of Fair Employment and Housing
2000 "O" Street, Suite 120
Sacramento, CA 95814

Chancellor California Community Colleges
1107 Ninth Street
Sacramento, CA 95814

General Information

1. 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.

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

Information Flow Chart

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Columbia College

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. These regulations are designed to represent reasonable standards of conduct. The Student Code of Conduct governs the behavior of students and guests on campus and at college-sponsored activities. Violations of the code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any 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, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status or sexual orientation or any other status protected by law.
10. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
13. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
14. Unauthorized entry upon or use of college facilities.
15. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.
16. Engaging in expression which is obscene, lewd, lascivious or indecent, or which in any way tends 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.

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 and/or student-sponsored activities.
Disciplinary Suspension—Formal disciplinary action denying campus privileges for a specified period of time. A suspended student is not to occupy any portion of the campus and is denied all College privileges, including class attendance, and privileges noted under "Disciplinary Probation," for a specified period of time. There shall be two classes of suspensions:

a. The first "summary suspension" is to protect the school from the immediate possibility of disorder or threat to the safety of all students.

b. The second "disciplinary suspension" serves as a penalty against the student as a result of the failure of his/her conduct to meet standards expected by the College.

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. Evidence.

Appeals

2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the appropriate Dean.

3. Student will be given an opportunity to respond to the allegations.

4. The student shall receive notice of the determination of the President or designee.

5. All disciplined parties will have the right to appeal.

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 Community College:

1. Students attend Columbia College in order to learn and grow.

2. Academic assignments exist for the sake of this goal.

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 integrity means understanding and respecting these 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.

Maintaining Academic Integrity

All faculty, administrators and some staff share the original jurisdiction for conduct violations in the areas of academic integrity.

1. Academic areas may develop a statement of the application of the Academic Integrity Policy in their courses; and

2. Each faculty member is encouraged to include in his/her introduction to a course:

a. A statement of the application of the Academic Integrity Policy in his/her course

b. The statement notifying students that violations of the Academic Integrity Policy will be reported.

Violations

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

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

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

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.

(Education Code 76032)

5. All references in this document to "days" shall refer to days when classes are in session, excluding weekends and Fridays during the summer term.
Expenses & Fees

Educational Expenses

The Financial Aid Office establishes (within Federal, State, and regional guidelines) modest budgets that reflect the average student's costs for a nine-month period. Taken into consideration are a variety of conditions, such as living accommodations and special additional costs. Sample Expense Budgets for a full-time student are shown below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Expenses</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$11,818</td>
</tr>
<tr>
<td>Health Fees</td>
<td>$1,244</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>$1</td>
</tr>
<tr>
<td>Student Representation Fee</td>
<td>$1</td>
</tr>
<tr>
<td>Total</td>
<td>$13,113</td>
</tr>
<tr>
<td>Living w/Parents</td>
<td></td>
</tr>
<tr>
<td>without Expenses</td>
<td></td>
</tr>
<tr>
<td>All Other Students</td>
<td></td>
</tr>
<tr>
<td>Enrollment &amp; Health Fees*</td>
<td>$1,244</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1,710</td>
</tr>
<tr>
<td>Food &amp; Housing**</td>
<td>$1,518</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$2,096</td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,252</td>
</tr>
<tr>
<td>Total cost of attendance</td>
<td>$11,820</td>
</tr>
</tbody>
</table>

The above costs are approximate and are subject to change.

* Based on enrollment fees of $40.00 per unit. Out-of-state students are charged an additional $222.00 per unit tuition.

** Estimates 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 Board of Governors Fee Waiver (BOG) are available online, or in the Financial Aid Office and should be completed prior to registering for classes.

Fees

Please refer to the Student Fee/Refund Information table on page 22.

Payment of Fees

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

1. On the College website.
   - Credit Card – Discover, MasterCard, VISA
   - Financial Aid fee waiver and credit card
2. Mail*
   - Personal Check**
   - Money Order
   - Financial Fee Waiver and one of the above
3. On-Campus at the Business Office
   - Cash
   - Credit Card – Discover, MasterCard, VISA

   * Money Order
   ** Personal Check**
   ** 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-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 refunded by 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 and return the necessary withdrawal forms to the Admissions Office or online.
   - Refund requests are submitted electronically through the ConnectColumbia link on the Student Menu under the Financial Aid Office.
   - Students dropping classes must complete and return the online Request for Refund Form and return the permit to the Business Office to receive a refund.
   - Printed forms are available at the Business Office.
   - Semester parking permits are not mailed and must be picked up at the Business Office.

Student Activities Fee

The optional Student Activities Sticker may be purchased for a $20 fee and affixed to the Columbia College ID card. You may purchase your sticker at the Business Office. The Activities Sticker provides:

- Discounts at participating local fast food restaurants
- Discounts at participating local fast food restaurants
- Discounts at participating local fast food restaurants
- Discounts at participating local fast food restaurants
- Discounts at participating local fast food restaurants
- Discounts at participating local fast food restaurants
- Discounts at participating local fast food restaurants
- Discounts at participating local fast food restaurants

Student Representation Fee

Established by 2/3 vote of the student body, a $1 fee is charged per term. The fee is used by the Associated Student Body to represent students to local, state, and federal government levels. A student may for religious, political, financial, or moral reasons, request a waiver of the student representation fee. Contact the Business Office for waiver procedures.

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 $15 fee is charged for 48-hour service. No charge is made for loan deferment or financial aid GPA verifications.

Health Services Fee

A required health services fee of $18 for Fall and Spring and $15 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.

Students who depend exclusively upon prayer for healing may exempt from payment. Contact the Business Office for waiver procedures.

Parking Fee

A required health services fee of $18 for Fall and Spring and $15 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.

Students who depend exclusively upon prayer for healing may exempt from payment. Contact the Business Office for waiver procedures.

Parking Fee Refund Policy

Parking fees are only refundable prior to the first day of a course. In the event of a refund, the parking permit fee is charged 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 online Request for Refund Form and return the permit to the Business Office to receive a refund. Printed forms are available at the Business Office. Semester parking permits are not mailed and must be picked up at the Business Office.

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Enrollment Fee Waiver Program

Students who receive TANF, CalWORKS, GA, are a dependent of a deceased/disabled veteran, or are considered low income may be eligible for the Board of Governors Fee Waiver (BOG) which waives the enrollment fee (per unit price). The BOG is effective for an entire academic year (Summer/Fall/Spring) and is available regardless of the number of units enrolled. You must be a California resident to qualify. Students may apply by completing the BOG application available in the Financial Aid Office or on the college website. However, Columbia College encourages students to submit the application as they may qualify for additional federal aid as well as the BOG.

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.

Students who meet AB540 criteria can apply for the state funded fee waivers by completing the California Dream Act available on the Financial Aid website.


Return of Title IV Funds (374F)

Per federal regulation, 37 CFR Parts 668, 662, and 685, any student who receives financial aid funds and drops units or withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

If you receive financial aid, please contact the Financial Aid Office first before withdrawing from any course.
### Student Fee/Refund Information

**EFFECTIVE SUMMER TERM 2013**

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/WAIVERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee 2</td>
<td>$46 per unit</td>
<td>Credit Courses</td>
<td>(BOGFW Qualified) Eligible Special Admit Students</td>
</tr>
<tr>
<td>Health Services Fee 2</td>
<td>No maximum</td>
<td>Credit/Non-Credit Students Audit Only Students</td>
<td>• Out-of-District class</td>
</tr>
<tr>
<td></td>
<td>$18 per semester $15 Summer</td>
<td>Non-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 $20 per semester $7.50 Summer</td>
<td>Non-Student Drivers Student Drivers</td>
<td>• Disabled persons with placard from DMV</td>
</tr>
<tr>
<td>Nonresident Tuition 2</td>
<td>$222 per unit + enrollment fee of $46 per unit - beginning Summer 2013</td>
<td>Nonresidents/Foreign and International students</td>
<td>• California Residents</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• AB540 Qualified Students</td>
</tr>
<tr>
<td>Student Center Fee 2</td>
<td>$1 per unit to $10 maximum per year</td>
<td>Credit Courses Audit Only Students</td>
<td>• BOGFW A Recipients</td>
</tr>
<tr>
<td>Student Representative Fee 2</td>
<td>$1 per term</td>
<td>Credit Courses Non-Credit Courses</td>
<td>• Non-Credit Courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Community Education &amp; Professional Development</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 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. Fee 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.

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### 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**

Prospective students may access the online application at [www.gocolumbia.edu](http://www.gocolumbia.edu). Click Admissions & Records, then Admissions Application.

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.

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

2. Columbia College cannot release copies of other institution's transcripts. The transcript must be obtained from the institution of origin.

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

Notice of Acceptance
New and former students will receive acceptance notification. In addition, information on assessment, orientation and advisement opportunities will be furnished. All of this information is also available on the college website.

Residence Requirements
For tuition purposes, all new and returning students are classified either as residents or nonresidents. Residence will be determined by the College on an individual basis with the submission of each application.

Residency determination is determined by the length of physical presence within the state and one's intent to make California his/her permanent residence. The minimum residence requirement is one year and one day prior to the first day of the term. A residency determination date is the day immediately preceding the opening day of instruction for any session a student proposes to attend.

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

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

Persons who cannot establish the minimum residence requirement as indicated above will be required to pay $22 per unit non-resident tuition in addition to other standard student fees. Nonresident tuition is refundable upon withdrawal from classes during the refund period.

Active duty military and their dependents, who are currently residing in the state, are considered California residents. In addition, members of the armed forces, who are stationed on active duty in California may also be classified as residents.

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

- Resident Alien Card
- Permanent Resident Card
- 1-94 Form
- Visa
- Temporary Resident Card

For residency questions and re-classification contact Admissions & Records at 588.5321. Residency decisions can be appealed by writing to the Dean of Student Services. (Board Policy 5010; Education code 68040 et seq., 76140. Title 5, Sections 5400 et seq.)

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

If you feel that you qualify, complete a Student Affidavit for Exemption from Nonresident Tuition form. The form can be obtained from the college website, www.copculgiuma.edu on the Admissions & Records page.

Special Admit Students / 588.5231
Columbia College may admit students who are 14 years of age or older who would benefit from advanced scholastic or vocational work according to Education Code 48800, 48800.5, and 76000 and Board Policy 5010. To be eligible for admission, a student must be in good standing with the school in which he/she is enrolled and may not enroll in more than 11.5 units in any term. All applicants must submit a Columbia College Admissions Application.

Fee Waiver Application
High School Petition for Advanced Admissions.
Health Services consent for treatment of minors for medical and personal counseling service form.

Students must satisfy all course prerequisites as defined in the current catalog and complete the College assessment prior to enrollment in math and/or English courses. Credit for courses completed shall be at the level determined to be appropriate by the school district and the community college governing board.

Eligible students may apply on the college website or by submitting the paper application to the Admissions Office.

on campus. Students may register during open registration for appropriate classes providing that the application, High School Petition for Advanced Admissions, Medical Consent Treatment form and Fee Waiver Application are completed accurately and are on file in the Admissions and Records Office.

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

Beginning Summer term of 2007, the Yosemite Community College Board of Trustees has waived the enrollment unit fee for special admit students. However, all students must have the Fee Waiver Application on file and be responsible for all other fees. Contact the college Admissions Office for further college policies and procedures.

Student Success Matriculation Process / 588.5100
New and non-matriculated returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success Matriculation Process is designed to give students information and assistance at the time it is most needed at the threshold of their college careers. All new students with no prior college credit need to participate in the Student Success Matriculation Process. Exceptional students who qualify for one of the matriculation exempt categories under Exemption Categories. A student participating in the Student Success Process will:

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

receive individual assistance from a counselor for problem areas identified through student progress monitoring, instructor referral, or student self-referral. (Education Code Sections 78210, et seq; Title 5, Section 55200, et seq; Board Policy 5050)

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

- students holding an associate degree or higher (however, assessment testing or transcripts showing course completion may be necessary to meet prerequisite requirements)
- students enrolled only in activity courses for which there is no basic skill prerequisite
- students enrolled in community services, non-credit or personal enrichment courses only
- students enrolled only in contract education, courses for in-service training or employer required training courses.
- Although a student may qualify for exemption from matriculation, participation is welcomed and encouraged.

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

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

Alternative Matriculation for Disabled Students
Applicants to the College with disabilities can seek alternative matriculation services, which may include:

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

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

Additionally, he/she must submit written documentation by a professional (Physician, Psychologist, Learning Disability Specialist, etc.), verifying the disability. (Board Policy 4050)
Columbia College 2013-14 Catalog

Student Admission Procedures

Assessment / 588.5109

Assessment is required by the (California Education Code, Sec. 51066) and is intended to provide sufficient information to facilitate student success while he/she attends the College.

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

Students can obtain additional copies of their assessment scores by logging into connectColumbia or from the Counseling Office. 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 three test components in the assessment process. These components are sentence structure, reading and mathematics. The assessment is untimed and fully computerized. Students receive their results and course placement recommendations immediately after completion of the assessment. Students may login to www.columbaebond.com/student/testing/accuplacer for tips on 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 three (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 (5) years and Advanced Placement scores of 3 or better to determine course placement. All of these documents must be official and must be in the Admissions & Records Office at least 10 days prior to registration.

The testing simply helps students in choosing appropriate courses, and can also be used to satisfy certain course prerequisites. For more information, contact a counselor or the Dean of Student Services.

Students may obtain a copy of their assessment results by logging onto connectColumbia. Requests to have copies of the results mailed or faxed to other institutions must be written and signed by the student and faxed or mailed to the Counseling Office. The fee for mailing or faxing copies of the assessment scores to a student or other college is $3.

Educational Plan / 588.5109

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

At Columbia College, students need to have an Educational Plan on file when they have completed 15 units. This includes units completed at Columbia College and units transferred in from other colleges or universities.

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 / 588.5132

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 is maintained under the Vice President of College and Administrative Services (business office transactions), Dean of Student Services (enrollment, academic records, counseling, library services, student financial aid, student discipline and student complaints, EOPS/CARE, DSPS, Veterans and CalWORKs).

Student information which is designated as public directory information may be released at the discretion of the College to anyone at any time unless the student has filed a written objection form with the Admissions & Records Office. However, Columbia College will not release directory information for individual use or private business/commercial firm use in advertising or publicity.

Directory information includes the student's name, major field of study, participation in officially recognized activities and sports, weight and height of members of College athletic teams, dates of attendance, degrees, awards and student's photograph in relation to campus sponsored activities.

Students may ordinarily review their own records at any time during office hours. Under all circumstances, the College will make records available within five (5) 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

- Two Columbia College transcripts will be issued without charge upon written request from the student through the Admissions & Records Office. This includes official or unofficial copies. Additional transcripts are $5 each.
- Transcript request forms are available on the College website by clicking on "Admissions & Records" then "Student Online Forms." Payment must be by credit card for faxed requests. Mailed requests can be paid for by check, credit card or money order. Credit card payment must include credit card number, security code, name on the card, expiration date and the mailing address of the billing statement for card. All requests must include the 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 Education Rights & Privacy Act of 1974 states that transcripts cannot be sent in response to telephone requests.
- Transcripts will not be released to anyone other than the student unless the requester has written authorization from the student.
- A minimum of ten working days is required for processing.
- The fee for 48-hour service is $15 in addition to the regular $5 fee.

Enrollment & Academic Status Verification

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

The first two verifications will be done free of charge. Enrollment verifications requested after the two free verifications will be assessed a $5 fee each. The fee for 48-hour service is $15 in addition to the regular $5 fee.

Note that there is no charge for verification for federal loans. However, loan deferment verification will not be released if the student has an outstanding obligation to the College.

Privacy Rights of Students

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

Change of Official Records

To request a change of name or social security number on official records, you must present legal documentation and a photo ID when verifying the change to the Admissions & Records Office.

- With signed consent from the student, the following purposes: educational verification for employment...child care provider enrollment...insurance...etc.
- The first two verifications will be done free of charge. Enrollment verifications requested after the two free verifications will be assessed a $5 fee each. The fee for 48-hour service is $15 in addition to the regular $5 fee.

- Transcript request forms are available on the College website by clicking on "Admissions & Records" then "Student Online Forms." Payment must be by credit card for faxed requests. Mailed requests can be paid for by check, credit card or money order. Credit card payment must include credit card number, security code, name on the card, expiration date and the mailing address of the billing statement for card. All requests must include the 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.
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- Enrollments & Academic Status Verification

- Enrollment & Academic Status Verification

- Diplomas & Certificate Replacements

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- 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 48-hour service is $15 in addition to the regular $5 fee.
Academic Achievement Center / 588.5088

The Academic Achievement Center (AAC) provides free tutoring for Columbia College students. AAC tutors work individually and in groups with students on coursework and study skills for most classes 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 for student use, with free printing, and is available for use without an appointment. The AAC also offers, for a fee, test proctoring services to individuals who are taking courses through another educational institution. Appointments for test proctoring can be made by calling 588.5177.

CalWORKs / 588.5148

CalWORKs is a program designed to help Columbia College’s TANF (Temporary Assistance for Needy Families) students move away from federal welfare support. It strives to accomplish this by working closely with the college district’s local social service agencies to enhance students’ families’ integrity and students’ personal and academic goal attainments.

To help students attain their goals, CalWORKs staff provide personal, academic, and career counseling services, job placement assistance, and job skills development opportunities, child care support costs, college work study opportunities, specialized curriculum advantages, and more. To qualify for CalWORKs, students must be receiving TANF cash support.

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 588.5278 for more information and/or 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/ CARE, Disabled Students Programs and Services (DSPS), CalWORKs, Veterans and TRIO Student Support Services. (Education Code Section 72620, Title 5, Section 51018; Board Policy 5110)

The Columbia College General Counseling Office provides counseling services for new, continuing and returning students. Counselors assist students with: course selection, researching and setting educational and career goals, review of petition for certificate of achievement and graduation, education and transfer planning, coping with personal/social issues, and understanding college policies and procedures. In addition to these services, students are encouraged to sign up for career guidance courses designed to ensure their academic success and career planning. Guidance courses are taught by highly qualified faculty from the Counseling Department who are familiar with personal, social, and educational assessment instruments which aid students in understanding their abilities and planning for their future.

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 provided.

Learning Disabilities Program—Provides academic support for those with professionally verified learning disabilities, including review of 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, including 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 on a semester basis.

Alternate Format Media—Columbia College publications and institutional materials are in alternate formats and available through the DSPS Office. (Board Policy 5140)

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 student with a disability and guidelines must be followed. Please consult the Coordinator of the Disabled Student Program and Services department and/or the Special Programs Counselor 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 5160)

Extended Opportunity Programs & Services / 588.5130

The primary function of EOPS is to make community college accessible to financially and academically disadvantaged students and to provide supportive services so that they may achieve their educational and career goals. EOPS applications are available in the EOPS office located in Manzanita 18-3. Student must be a California resident and have earned less than 70 Associate degree level units. New EOPS students...
must enroll in a minimum of 12 units. Students must meet economic and educational criteria:

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

Educational Need — Must qualify in one of the following:
1. Does not meet eligibility for degree level math or English
2. Did not graduate from high school or receive GED
3. High school grade point average below 2.5
4. Previously enrolled in high school or college remedial coursework
5. Other eligibility factors approved by the EOPS Director.

Priority Registration — Special registration assistance.

Counseling — Academic, career and personal intervention counseling, educational planning and advising.

Book Assistance — EOPS pays a large percentage of students' textbook costs.

Direct Financial Aid — EOPS issues semester EOPS grants for qualifying students, pending available funds.

Student Success Workshops — Offered each semester.

University Transfer Assistance — Helps in applying for admission to universities.

Transportation Assistance — Parking permits or bus passes provided.

(For full text, please refer to the Columbia College 2013-14 Catalog.)
Services for Students

Library Loan Periods & Fees

<table>
<thead>
<tr>
<th>Loan Item</th>
<th>Max. Loan Period</th>
<th>Overdue Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>3 weeks</td>
<td>25¢ per day</td>
</tr>
<tr>
<td>Magazines</td>
<td>1 week</td>
<td>25¢ per day</td>
</tr>
<tr>
<td>CDs and Cassette</td>
<td>3 weeks</td>
<td>25¢ per day</td>
</tr>
<tr>
<td>DVDs and VHS</td>
<td>1 week</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>2 hour Reserve</td>
<td>2 hours</td>
<td>25¢ per hour</td>
</tr>
<tr>
<td>Items</td>
<td>1 day</td>
<td>$5.00 per day</td>
</tr>
<tr>
<td>2-day Reserve</td>
<td>3 days</td>
<td>$2.50 per day</td>
</tr>
<tr>
<td>Items</td>
<td>1 week</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Interlibrary</td>
<td>various</td>
<td>$1.00 per day</td>
</tr>
</tbody>
</table>

- Lost Items: replacement cost plus $10 processing fee
- Interlibrary loan lost: items replacement cost + S&O - processing fee
- Maximum fine per item: $30
- Maximum fine per interlibrary loan: $40

Math Lab / 588.5276

The Math Lab 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 Lab has two computer stations for class-related activities. Math resource books and graphing calculators are available for use in the math lab.

Middle College / 532.5551

Middle College, a partnership between Columbia College and Sonora High School, offers juniors and seniors in high school the opportunity to begin their college careers before graduation. Students are able to work toward an Associate’s Degree, explore possible careers, or gain advanced technical training. Students from all area high schools who have demonstrated their ability to succeed academically are encouraged to apply. If accepted, the students will take English and Social Science classes through Sonora High on the Columbia College campus. They will fulfill the rest of their requirements and electives with college courses. Call Pam Christ at 532.5551, Ext. 124 or access information and an application on Sonora High’s web page: www.sonorahs.k12.ca.us

Outreach / 588.5111

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

Scholarships & Awards / 588.5105

The Columbia College Scholarship Office offers over 150 scholarships annually. Awards range from $50 to $2500 and eligibility varies based on individual scholarship criteria. Scholarships are funded by the Columbia College Foundation, private donors, and many community organizations whose focus is to encourage and support the educational goals of the students we serve.

To receive a scholarship, students must be enrolled in a minimum of 6 units for Fall and Spring semester and have a cumulative GPA of 2.0 or higher. Selection is also based on one or more of the following criteria: strength in major, units completed, extracurricular activities, financial need, and a proven academic performance. Scholarships are awarded to students pursuing almost every major and are available for new, continuing or transferring students.

Applications are available during the Fall semester and must be received before the posted deadline. A complete application will be typed and include a one page Personal/Educational Statement and a minimum of two letters of recommendation from faculty or employer. Students selected to receive a scholarship will be notified in March and April.

Safety and Security / 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 campus security officer, dial 588.5167 or 588.5911. Using any campus emergency telephone at the locations listed on the campus map on page 192, you may reach the Campus Security Office.

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. Daily and visitor permits are available at the College Information Booth. For more information on campus parking please refer to the pamphlet, Columbia College Campus Parking Regulations. The conduct of drivers, vehicles, and pedestrians on campus is governed by the Parking and Traffic Ordinances of the Yosemite Community College District. Violations of these ordinances are subject to citation and fines.

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.

Student Identification Cards / 588.5109

There is no charge to students for the student identification card. The same identification card will be used for each semester attended. New cards and validation stickers for the current semester can be obtained at the beginning of every semester at the Counseling Office, Manzanita 15. 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.

Students should carry their card with them while on campus. Contact the Counseling Office for processing dates, times and location at 588.5109.

TRIO Student Support Service / 588.5145

TRIO Student Support Services (SSS) is a federally funded grant that serves first-generation, low-income, and/or students with a disability who are seeking a certificate, degree, and to transfer to a 4-year university. The goal of the TRIO SSS program is to provide students with a strong and supportive learning community that motivates and propels the student towards their chosen academic goal. TRIO SSS provides a number of benefits to the student to help achieve these goals:

- Peer mentoring group
- Intensive academic counseling
- Structured assistance with career planning, scholarship applications, the financial aid process, navigating transfer to 4-year universities
- Field trips to transfer institutions
- Priority registration and much, much more

TRIO SSS applications are available in Manzanita 17-B or on the website www.gocolumbia.edu/trio

TRIO SSS Program Eligibility: (have at least one of these criteria, priority given to those who meet more than one)

- First-generation college student, neither parent completed a Bachelor’s Degree
- Low-income, based on federal guidelines
- Have a disability verified through the DSPS office

Veterans Benefits / 588.5105

Veterans Affairs at Columbia College is authorized by the United States Department of Veterans Affairs and the California Department of Veterans Affairs to assist eligible military veterans in accessing the Montgomery GI Bill funding for their college education, and resources from Columbia College for their schooling at Columbia College. Veterans Services are available to:

- Members of reserve units
- Post 9-11 veterans
- Dependents of disabled, deceased or retired veterans

Services also include certification of educational benefits, personal, academic and career counseling, university transfer counseling, educational planning, and priority registration.

The first step in activating benefits is to meet with the Columbia College Veterans Certifying Official. Please call 588.5105 to make an appointment. This process should be completed 30-120 days prior to the beginning of the term. Information regarding other documents that may be required is also available in the Veterans Affairs Office.
Services for Students

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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, 2009 - December 31, 2011:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total College &amp; Student Housing</th>
<th>Columbia College</th>
<th>California Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/ Non-negligent manslaughter</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Sex Offenses - Forcible</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Robbery</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Burglary</td>
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<td>0 0 0</td>
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<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Arson</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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</tr>
<tr>
<td>Illegal Weapons Arrests</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Illegal Weapons Violations Referred for Discipline</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
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<td>2 2 2</td>
<td>2 2 2</td>
<td>2 2 2</td>
<td>2 2 2</td>
</tr>
<tr>
<td>Drug Law Violations Referred for Discipline</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Liquor Law Arrests</td>
<td>3 3 3</td>
<td>3 3 3</td>
<td>3 3 3</td>
<td>3 3 3</td>
<td>3 3 3</td>
</tr>
<tr>
<td>Liquor Law Violations Referred for Discipline</td>
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<td>1 1 1</td>
<td>1 1 1</td>
<td>1 1 1</td>
<td>1 1 1</td>
</tr>
<tr>
<td>Optional Total</td>
<td>6 6 6</td>
<td>6 6 6</td>
<td>6 6 6</td>
<td>6 6 6</td>
<td>6 6 6</td>
</tr>
</tbody>
</table>

Hate Crimes

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total College &amp; Student Housing</th>
<th>Columbia College</th>
<th>California Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>All offenses</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>

Hate Crimes of Race, Religion, Sexual Orientation, Gender, Disability, and Ethnicity/National Origin include the following offenses:
- Murder/ Non-negligent manslaughter
- Negligent Manslaughter
- Sex Offenses - Forcible
- Sex Offenses - Non-forcible
- Robbery
- Aggravated Assault
- Simple Assault

Academic Policies & Procedures

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 unpopular or controversial ideas to achieve course learning objectives, in discussion with students, and in academic research or publication.
  - To recommend the selection of instructional materials.
  - To make available library books and materials presenting all points of view.
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  - To recommend the selection of instructional materials.
  - To make available library books and materials presenting all points of view.

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.

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Student performance will be evaluated on a broad academic basis, not on opinions or conduct in matters unrelated to academic standards. (Board Policy 5-8081, Education Code Section 76067, 76120)
Academic Policies & Procedures

Catalog Rights
- A student will be held responsible only for the policies and requirements designated in the catalog for the academic year in which the student completes the first credit course.
- Student's catalog rights begin with the semester a student completes the first course or courses 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 equate one unit of credit with the unit of credit: semester unit, semester hour, class hour, credit and hour.

Conversion of Units
To convert quarter and semester units of credit, the following procedure will be followed when a student wishes to complain about a grade.

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 prerequisites that a student is advised, but not required to take before enrolling in a course or program.

The course description identifies the only means by which prerequisite and co-requisite requirements can be met. "Or equivalent" in the course description refers to the prerequisite and co-requisite challenge process (See following section). Students should carefully consider classes that have "prerequisites" or "co-requisites." Students can enroll in these classes ONLY if they have satisfied the prerequisite with a final grade of C or higher or "P" (Pass). (Board Policy 4260)

Course Prerequisite and co-requisite Challenge Information
A student may challenge a prerequisite or co-requisite under one or more of the criteria listed below.

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

Prerequisite Challenge Procedure
A Petition for Prerequisite/Co-requisite Challenge can be found on the Admissions & Records website under Student Online Forms. Submit the completed petition with documentation materials to the appropriate instructional Dean's 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.

Grading System
Evaluation of student achievement is made in relation to the attainment of specific course objectives. At the beginning of a course, the instructor will explain the course objectives and basis upon which grades will be determined by one of the following symbols:

- A - Excellent
- B - Good
- C - Satisfactory
- D - Passing, less than satisfactory
- F - Failure
- W - Withdrawal from course
- I - Incomplete
- P - Pass (or unsatisfactory)
- 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 (or better), or "P" (Pass).

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 grades 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 Admissions Offices in the Manzanita Building or on the college website.
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.

Adding a Course
Prior to the start of the semester, students may add a class online at: www.gocolumbia.edu (see the current class schedule for instructions). Student may print and should bring to the HelpDesk at 588.5385 for assistance. Identify yourself as a Columbia College student when getting assistance from the HelpDesk staff.

To add a full semester class during the first two weeks of the semester, obtain the access code from the instructor. Login to your connectColumbia account and do the following: (1) Click on Current Students; (2) Under the registration heading, click on "Add class with Access Code/Add Card"; (3) Using the section number, the term and access code obtained from the instructor, you may add your class; (4) You must print your class schedule to ensure your registration has been completed. This printout will also contain all of the important deadline dates for each of your courses.

To add a full semester class after the first two weeks of the semester you must have a signed and dated add slip from the instructor and bring it to the Admissions and Records Office with photo identification. The add slip must be submitted to the Admissions and Records Office within three (3) days of the instructor's dated signature. The student must complete this process within the three (3) day time frame may require additional approval from the instructor and/or the appropriate instructional dean.

If you have a financial hold on your record, you will receive an error message when attempting to register. Follow the red prompts at the top of the screen which should direct you to the Business Services Office. Any and all error messages will be written in red and should direct you to the appropriate department for assistance.

Students who are on probationary or dismissal status must have a counselor's signature on the add slip and must register at the Admissions & Records 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 (3) or fewer semester units per semester. Call the Business Office at 588.5114 for information on the cost to audit a course.
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. from the first day of the third week to 75% of the semester.
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 Department for specific procedures.

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

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

Limitations
The following limitations apply to Independent Study courses:

- Registration is restricted to one Independent Study course per semester.
- An overall maximum of 7 units of credit completed will be allowed for Independent Study.
- Students who intend to transfer are advised that Independent Study credit will count for elective credits only at UC/CSU campuses. Independent Study credit may not fulfill either major or general education breadth requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study for elective credit.

Pass/No Pass Grading (P/NP)

- Some transfer institutions will not accept Pass/No Pass (P/NP) grading symbols.
- A student may choose a Pass/No Pass (P/NP) option in courses for which letter grades are issued.
- A student has 30% of the length of the course to submit the Pass/No Pass grading option form. (California Administrative Code, Title 5, Section 55752)
- A student has 30% of the length of the course to rescind the written form.
- Student performance equivalent to A, B, or C work will be counted as a Pass (P) grade.
- Student performance equivalent to D or F work will be counted as a No-Pass (NP) grade.
- A P or NP grade will be recorded on a student's transcript. A P or NP grade may not be converted to a letter grade.

- Pass (P) units may not be applied toward a student's major for the Associate Degree nor toward completion of a certification program or Skills Attainment Certificate unless the course is offered for P/NP grading only.
- Pass (P) units are accepted toward completion of the general education requirements for the Associate Degree.
- P/NP units are not computed in determining a student's grade point average at Columbia College.
- Units attempted for which NP is recorded are counted in determining progress probation and progress dismissal.
- 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. Click on "Admissions and Records," then "Student Online Forms." 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.

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. This course will be noted on the student's official transcripts with "CBE" to indicate credit by exam. 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 5, Section 55680, Board Policy #435)

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.
- Pre-collegiate 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 that has already been taken at Columbia College.
- A student may not take a course by examination if that student has already completed a more advanced course in the subject matter unless approved by the Academic Requirements Review Committee.
- Courses taken through Credit by Examination may not be counted as passing the residence requirement for a degree. (Title 5, Section 55753)
- Courses taken through Credit by Examination may not be considered as part of the student's program for enrollment verification purposes.
- A student taking a course by examination will be charged the regular established enrollment fee per unit.
- A student may not take more than one course by examination per semester.
- A student may not earn more than 12 units of academic credit through Credit by Examination.

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

Credit will not be granted for military service or military personnel and veterans are subject to the following conditions:

- At least 12 semester units of work must be completed at Columbia College before a student may receive credit.
- Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.
Final Examinations
Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor.

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

Scholastic Honors
For Graduation: Graduating students 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.

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 connectColumbia. All outstanding obligations must be cleared to obtain transcripts, access grades and obtain placement test results.

Grading Scale

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

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

W - Withdrawal
I - Incomplete
P - Pass
NP - No Pass
IP - In Progress

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

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

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

- 5 units A x 4 = 20 grade points
- 4 units B x 3 = 12 grade points
- 3 units C x 2 = 6 grade points
- 2 units D x 1 = 2 grade points
- 2 units F x 0 = 0 grade points
- Total = 40 grade points
- Total = 16 units

\[ \text{GPA} = \frac{40}{16} = 2.50 \]

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

Grades earned in non-degree-applicable courses will not be included in the calculation of a student's earned units and grade point average when determining eligibility for a degree.

(Title 5, Section 55021-23; Board Policy 4330)
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. 

Academic Probation Status

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

Academic Dismissal Status

The third consecutive semester that a student fails to maintain a 2.0 cumulative GPA, the student is placed on academic dismissal status. A student will also be placed on Academic Dismissal if, while on academic probation, his/her cumulative GPA falls below 1.75.

Progress Deficiencies

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

Progress Probation Status

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

Progress Dismissal Status

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

Probation Contract Requirements

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

1. Obtain written approval from a counselor prior to registration. Registration must be done at the Admissions & Records Office only.
2. Complete an Academic/Progress Probation/Dismissal Contract with a counselor 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 Probation 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 continuity 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 Columbia College for the first time in summer 2013, fall 2013 or spring 2014, the degree requirements are valid through 2016-17. Students completing these degree majors will have completed at least 18 units in a single discipline or related discipline. (Title 5 section 55806) All courses in the major must be completed with a C or better. Pass (P) grades are not accepted unless a course in the major is pass/no pass grading. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units (72 or more total semester units). A course may only be used to meet the requirements for two different majors when no other course selections are available and the course is required in both majors. The same catalog year must be used when applying for multiple degrees.

General Education Breadth Requirements: Satisfactory completion of each Area of General Education "A" through

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 training for immediate entry into the workforce.

Total Units: Satisfactory completion of 60 degree-applicable semester units from courses numbered 1-199, of which 12 must be completed at Columbia College. Units earned in remedial and Skills Development unit courses do not count in the 60 unit requirement (courses numbered 200 and above).

Catalog Rights: For students entering Columbia College for the first time in summer 2013, fall 2013 or spring 2014, the degree requirements are valid through 2016-17. Students taking more than four years of continuous enrollment to complete a degree will no longer have rights to the 2013-14 catalog. Consult a counselor for assistance.

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

Major: Satisfactory completion of any AA/AS/AS(OE) major listed on pages 70-104. Students completing these degree majors will have completed at least 18 units in a single discipline or related discipline. (Title 5 section 55806) All courses in the major must be completed with a C or better. Pass (P) grades are not accepted unless a course in the major is pass/no pass grading. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units (72 or more total semester units). A course may only be used to meet the requirements for two different majors when no other course selections are available and the course is required in both majors. The same catalog year must be used when applying for multiple degrees.

General Education Breadth Requirements: Satisfactory completion of each Area of General Education "A" through
“E”, by choosing suitable courses from those listed under each Area on pages 54-55. Courses in areas A, A1, A2, A3 and B4 must be completed with a grade of C or better. Students wishing to transfer to a California State University may follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA, AS, or AS (OE) Degree should follow the requirements listed in the appropriate left-hand column. The courses suitable to satisfy both patterns are listed in the center column. Transfer students are encouraged to satisfy both patterns at the 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 52-53 for an alternative method of completing transferable General Education Requirements.

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

5. The student must request a Lower Division General Education Certification when a student requests his/her transcript to be sent to a CSU campus.

Notice of Intent to Graduate or Certificate Completion
The semester prior to completion of a degree, Certificate of Achievement, or Skills Attainment Certificate, students must obtain a petition of completion available on the College website at www.gocolumbia.edu. Click on "Admissions and Records" then "Student Online Forms." The student must then schedule an appointment with a college counselor who will review the student's academic history to determine if in fact they are potentially eligible for completion of the award during the following semester. If the counselor determines that in fact the student will be eligible for the award, the counselor will sign the petition and the student must then submit the petition to the evaluator located in the Admissions and Records Office.

Degrees, Certificate of Achievement, and Skills Attainment Certificate may be conferred at the culmination of the summer, fall or spring terms. Notation of the completed degree or certificate of achievement and the date that the award was conferred will appear on the official academic transcript. Diplomas are only available at the culmination of the spring semester of each academic year. Certificates of Achievement will be mailed to students after the final evaluation is complete.

Commencement - Graduation Ceremony for Associate's Degrees
At the culmination of each academic year Columbia College holds a commencement ceremony to honor those students who have completed a degree.

To be eligible to participate in the ceremony, a student must have all degree requirements completed by the end of the spring semester.

Transfer Requirements to a California State University
Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers upon request from the student. Full certification consists of not less than 39 semester units from Areas A through E. In addition, the following transfer requirements and information apply.

1. Total Units: Satisfactory completion of 60 to 70 transferable semester units from courses numbered 1-99. If you wish to transfer with fewer than 60 transferable units, you must submit satisfactory test scores from either the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). For possible exemption from ACT and SAT tests, see the catalog of the college to which student plans to transfer. Transfer requirements vary from campus to campus within both CSU and UC systems. You are required to complete 60 transferable units in order to attain full junior status upon transfer. Contact a counselor for specific requirements relative to your transfer choice.

2. Scholarship: A cumulative Grade Point Average of not less than 2.0 is recommended.

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

4. General Education Breadth Requirements: Satisfactory completion of each of General Education "A" through "E", 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 48-51 for further information.

5. The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749), guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer," a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is designated "high-unit" major). This degree may not be an option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

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) and a counselor for assistance.

2. California law includes a requirement in U.S. History and Federal, State and Local Government for the CSU transfer student. Students transferring to either a CSU or UC campus must complete 39 units, including history to determine if in fact they are potentially eligible for completion of the award during the following semester. If the counselor determines that in fact the student will be eligible for the award, the counselor will sign the petition and the student must then submit the petition to the evaluator located in the Admissions and Records Office.

Institutional Requirement:
Two physical activity courses under Health & Human Performance are required. Note: HHP 6A and HHP 6B together can fulfill this institutional requirement and complete area E of the CSU GE Breadth pattern.

May not apply to the AA-T & AS-T transfer degrees

Additional Notes
1. These requirements for graduation and General Education apply to Associate Degree and CSU transfer students entering Columbia College for the first time in Summer term 2013, and are valid through the 2016-17 academic year. Students continuously enrolled may continue to follow the older catalog, but those taking more than four years of continuous attendance to graduate must use graduation requirements not older than four years.

2. When a student petitions for graduation they may choose to use the current catalog for all graduation requirements. However, once a student has selected a catalog, they must retain this catalog for all degrees and certificates awarded during the academic year.

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

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

CALIFORNIA STATE UNIVERSITY SYSTEM (CSU) Transfer Information

The California State University system (CSU) has established the following programs:

- 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 admission requirements (courses and tests scores) in effect for the term to which you are applying.
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 a 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 Bachelors 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 (pages 54-55) and the Intersegmental General Education Transfer Curriculum (IGETC, pages 52-53) are the two patterns of courses which Columbia College uses to certify that the student has met the required minimum semester units of general education.

Transcripts—Request that official transcripts be sent directly from all colleges or universities previously attended even if there is no applicable or completed coursework. Transcripts must be received in sealed envelopes from each institution attended. You should keep personal copies of all transcripts and test scores for academic advising sessions and to complete the admission application.

If transferring with fewer than 60 transferable semester (90 quarter) units of study, you must also submit your high school transcript. Applicants with 60 or more transferable semester units may be asked to submit high school transcripts if admittance cannot be determined by the college or university transcripts.

Test Scores—Freshman and transfer applicants who have fewer than 60 semester or 90 quarter units of transferable college credit must submit scores, unless exempt from either the Scholastic Assessment Test (SAT II) of the College Board or the American College Testing Program (ACT).

If you are applying to an impacted major and are required to submit test scores, you should take the test no later than early December if applying for fall admission or no later than November 1 if applying to San Luis Obispo. Test scores are also used for advising and placement purposes. Registration forms and dates for the SAT I or ACT are available from high school or college counselors or from a CSU campus testing office. Or you may write to or call:

- The College Board (SAT II) Registration Unit P.O. Box 592, Princeton, NJ 08541 609.771.7488
- American College Testing Program (ACT) Registration Unit P.O. Box 168, Iowa City, IA 52240 319.337.1270

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

Required Placement Tests—The CSU requires new students to be tested in English (English Placement Test-EPT) and mathematics (Entry Level Mathematics Test-ELM) as soon as possible after they are admitted. These are not admission tests but determine eligibility to enroll in specific courses. Completion of specified English and mathematics courses taken at the community college level may exempt you from these tests.

Immunization—All new and readmitted students born after January 1, 1955, will be notified of the requirement to present proof of measles and rubella immunizations. This is not an admission requirement, but is required of students by the beginning of their second term of enrollment in CSU. Proof of measles and rubella immunizations is also required for certain groups of enrolled students who have increased exposure to these diseases.

Health Screening—Students admitted to California Maritime Academy will be required to have a complete physical examination prior to entry to determine qualifications for a merchant mariner. Cal Maritime will provide the necessary physical examination form.

Educational Opportunity Program (EOP) Admission Requirements—Each CSU campus has an Educational Opportunity Program for low income undergraduate students who are disadvantaged because of their economic or educational background. EOP serves California residents who do not meet regular admission criteria, as well as those who qualify for regular admission, if they have a history of low income and need academic and financial assistance.

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

Because the number of EOP places is limited, you should file your application forms early in the filing period. Before doing so, however, please consult with the EOP Office at the campus of your choice and an EOPS counselor at Columbia College.

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

The CSU issues separate requirements and application filing dates in the admission of foreign students. Verification of English proficiency (the required 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 (undecided). We encourage you to choose this category if you are unsure about what field to pursue. There are advising and information resources available on each campus to help you select an appropriate major.

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

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

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

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 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 two or more campuses, you must file an application to each. The

Columbia College 2013-14 Catalog
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 programs, however some campuses offer special undergraduate programs that include all the professional school prerequisites.

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

Admission as a Transfer Student

The University considers you a transfer applicant if you graduated from high school and enrolled in a regular session at a college or university. Do not disregard your college record and apply as a freshman. If you plan to attend Columbia College before applying to the University, you should take courses that are UC transferable, that satisfy University and college requirements, and that fulfill admission, lower division general education, and prerequisite courses in your major. Advisors in the Admissions Office at the campus you wish to attend and Columbia College counselors can help you with your planning. UC will not grant unit credit toward graduation for coursework completed in excess of 70 lower division transferable semester units. See also UC Transferable Course Agreement (TCA) on page 51 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 52-53. The University publishes a booklet especially for transfer applicants called Answers for Transfers. It is available in the Career/Transfer Center on campus.

Minimum Eligibility Requirements for Transfer to UC

When there are more eligible applicants than spaces available, each campus uses academic criteria alone, i.e., academic coursework, grade point average, SAT I or ACT results, and SAT II test scores, to select between 40 and 60 percent of those accepted. Each campus uses a combination of academic and supplemental criteria to select the remaining applicants.

If the number of applicants exceeds the spaces available for a particular campus or major, the campus uses criteria that exceed the minimum requirements to select students. Meeting the minimum requirements, therefore, is not enough to gain admission to many UC campuses and programs.

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

All UC campuses are on the quarter calendar except Berkeley, which is on the semester system. The quarter calendar often prohibits mid-year transfer because the end of the fall semester (typically late January) and the beginning of the winter quarter (early January) overlap. Therefore, you cannot transfer to the University for the winter quarter if you enroll in a community college or other institution with a fall semester that does not end prior to January 1.

For California Residents

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

1. If you were eligible for admission to the UC when you graduated from high school—meaning you satisfied the Scholarship Requirement, or you did not meet the Scholarship Requirement, but did not complete all the required "a" 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 language other than English. You must earn a grade of C or better in each course.

2. If you were not eligible for admission to the UC when you graduated from high school-meaning you satisfied the Scholarship Requirement, but did not complete all the required "a" 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 language other than English. You must earn a grade of C or better in each course.

3. If you did not meet the Scholarship Requirement, and did not satisfy the Subject, Scholarship, and Examination Requirements—you are eligible to transfer if you have a C (2.0) average in your transferable college coursework.

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

5. 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" 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.)

TheTransfer 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 to the beginning of the academic year. There are strict deadlines for UC Davis at this time and TAGs may not be available for all quarters/semesters of the academic year.

Transferable Course Agreement (TCA)

The Transferable Course Agreement is available at www.assist.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 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.

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

Area 1 – English Communication
One course each from Group 1A, Group 1B, and Group 1C.

- Group 1A: English Composition
  One course, three semester units.
  ENG 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.
  SPCM 1
  SPCM 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, 18C
  (Or course from other college or AP)
  *Maximum of 5 units transferable to UC from 17A and 17B.

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
  MUSC 2, 10, 11, 12
  (Or course from another college or AP)

- Group 3B: Humanities
  ENGL 11, 17, 18, 46, 47, 49, 50, 51
  HIST 5, HUMAN 1, 2, 3, 4, PHILO 1, 5, 25, 35
  SIGN 40B, 40C, SPAN 1A, 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
  ANTMR 1, 15, 15*

- Group 4B: Economics
  ECON 10, 11

- Group 4C: Ethnic Studies
  ANTMR 15*, SOCIO 5, SPCM 5

- Group 4D: Gender Studies
  ANTMR 17, HPH 2, HIST 21, SOCIO 7

Area 4 – Social and Behavioral Sciences (continued)

- Group 4E: Geography
  GEOGR 12

- Group 4F: History
  HIST 13, 14, 16, 17, 21

- Group 4G: Interdisciplinary, Social and Behavioral Sciences
  CHILD 1, SPCM 12

- Group 4H: Political Science, Government and Legal Institutions
  POLS C 10, 12, 14

- Group 4I: Psychology
  PSYCH 1, 3, 10, 35

- Group 4J: Sociology and Criminology
  HHP 65, SOCIO 1, 2, 5*, 8, 12, ANTH 18
  (Or courses from other colleges or AP for all of AREA 4)

Area 5 – Physical and Biological Sciences
Completion of at least two courses totaling seven units or more. One Physical Science and one Biological Science course with at least one of these courses to include a Laboratory (L).

- Group 5A: Physical Sciences
  CHEM 20M*, 30M*, 40M*, 40P*, 2A, 2B, 4A, 4B
  EDC 1, 3, 5, 10, 22, 30, 33L*, 40, 42, 50, 62
  GEOGR 15
  PHYS 14, 14M*, 44L, 48L, 5A, 5L, 5B
  (Or courses from other colleges or AP)

- Group 5B: Biological Sciences
  ANTH 1*, BIO 2, 2L*, 4*, 4L, 4L, 6L, 10L, 17L*, 24L*,
  60L, 61, 65L
  (Or courses from other college or AP)

- Group 5C: Laboratory Activity
  CHIM 55, 14L, 14L, 20L, 2AL, 4A, 4BL
  (Or another course from 5A or 5B with a lab as indicated by (L))

Area 6 – Language Other than English
(UC Requirement Only) Students transferring to the University of California are required to demonstrate competence (proficiency) in a language other than English equal to two years of high school study. The process for demonstrating competence is outlined below:

1. Completion of two years of high school level work in the same foreign language with a grade of "C" or better.
2. Completion of a course (or courses) at another college or university, with a grade of "C" or better in each course. Generally, one semester of college work in a language other than English is considered to be equivalent to two years of high school level work. Students must provide the following documentation: test name, score, date test was completed and name of school.
3. In addition, the University faculty has agreed that a CCC faculty member is qualified to determine language proficiency equal to two years of high school study. The faculty member provides a letter on letterhead asserting the student has mastered proficiency in the language equivalent to two years of high school study or higher.
Three courses required: one each from 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 each from A.1, A.2, A.3 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

Two courses required: one from Area A.1 or A.2 and one course from Area B.1, B.2, or B.3 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

Three courses required: one course from each of Areas B.4, B.5, and B.6 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

Two courses required: one each from Area C.1, C.2, or C.3 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

Three courses required: one from each of Areas A.1, A.2, and one course from Area B.1, B.2, or B.3 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

Two courses required: one course from Area A.1 or A.2 and one course from Area B.4 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

Two courses required: one course from Area A.1 or A.2 and one course from Area B.4 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

Two courses required: one course from Area A.1 or A.2 and one course from Area B.4 (must have a grade of C or higher in each area of A).

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

*This is the GE requirement in this column only applies to the AS OCCUPATIONAL EDUCATION Degree.

**FOR CSU TRANSFER:**

Two courses required: one course from Area A.1 or A.2 and one course from Area B.4 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

Two courses required: one course from Area A.1 or A.2 and one course from Area B.4 (must have a grade of C or higher in each area of A).

**FOR CSU TRANSFER:**

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**FOR CSU TRANSFER:**

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**FOR CSU TRANSFER:**

Two courses required: one course from Area A.1 or A.2 and one course from Area B.4 (must have a grade of C or higher in each area of A).

Two physical activity courses under Health & Human Performance are required for graduation from Columbia College. DD214 will clear the physical activity requirement.

**Notice to Students:**

A student must request a CSU General Education Breadth Certification from the Admissions & Records Office. 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).
Columbia College/Modesto Junior College Equivalent Courses (2013)

Yosemite Community College District is home to two community colleges, Columbia College (CC) and Modesto Junior College (MJC). That means that some of Columbia's courses are equivalent to courses offered at Modesto Junior College. If you have not taken courses at either school and wish to take courses at the other, see the guide below.

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College Credit for External Examinations

Advanced Placement (AP)

Students must have the College Board send AP exam results to the Admissions and Records Office (hand-carried copies will not be accepted) for use on the AA/AS/ASOE or GE patterns. Students are encouraged to see a counselor when interpreting AP scores. Course credit and units granted at Columbia College may differ from course credit and units granted by a transfer institution. Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Exams with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and AA/AS general education (GE).
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<tr>
<th>AP EXAM</th>
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<th>IGETC</th>
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<tr>
<td>Latin Literature</td>
<td>Exam taken before Fall 2009</td>
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<tr>
<td>Latin Vergil</td>
<td>Exam taken before Fall 2009</td>
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<tr>
<td>Macroeconomics</td>
<td>D2</td>
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<tr>
<td>Music Theory</td>
<td>Exam taken before Fall 2009</td>
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<tr>
<td>Physics B</td>
<td>Exam taken before Fall 2009</td>
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<tr>
<td>Physics C (Electromagnetism)</td>
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<tr>
<td>Physics C (Mechanics)</td>
<td>Exam taken before Fall 2009</td>
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<td>Exam taken before Fall 2009</td>
<td>C2</td>
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<tr>
<td>Spanish Literature</td>
<td>Exam taken Fall 2009 or later</td>
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<td>3</td>
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<td>Studio Art - 3D</td>
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<td>Studio Art - Drawing</td>
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<td>U.S. History</td>
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<td>(C2 or D6)-US 1*</td>
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<tr>
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<td>3</td>
<td>C2 or D6</td>
</tr>
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</table>

1 Areas of GE Breadth (A1 through E) are defined in IED 1033. Areas of American Institutions (US 1 through US 5) are set forth in Sections 1A and 1B of EO 4405, and at www.assist.org.
2 If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.
3 If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.
4 Does not fulfill AHI California Government requirement.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to www.assist.org to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

Following is a list of Columbia College courses with approved C-ID designations as of April 2013.
<table>
<thead>
<tr>
<th>Course Identification Numbering System</th>
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</table>

### 2013-14 Catalog

**ALLIED HEALTH ASSOCIATE DEGREE**

**Program Description**

Students successfully completing the Allied Health Associate in Science Degree have a solid foundation for pursuing further education in a variety of health care fields.

**Measurable Outcomes**

Successful students will likely:

- Demonstrate foundational knowledge in science necessary to enroll in a variety of health care programs

**AUTOMOTIVE SERVICE TECHNICIAN ASSOCIATE DEGREE**

**Program Description**

The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This degree major includes training in engine repair, braking systems, air conditioning, engine performance, electricity, suspension and steering, manual power trains and axles, automatic transmissions and transaxles or Smog Check Technician training, and general skills needed to be successful in the industry. The degree recipient will be more competitive for management positions.

**Measurable Outcomes**

Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:

- Braking systems: theory, service, and repair
- Engine theories, service, and repair
- Air conditioning theory, service, and repair
- Engine performance theories, service, and repair
- Electric theories, service, and repair
- Suspension and steering theories, service, and repair
- Manual and automatic drive trains theories, service, and repair
- Smog Check Technician training, prescribed by the Bureau of Automotive Repair

**AUTOMOTIVE MAINTENANCE TECHNICIAN ASSOCIATE DEGREE**

**Program Description**

The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This degree major includes training in engine repair, braking systems, air conditioning, electricity, suspension and steering, manual power trains and axles, automatic transmissions and transaxles or Smog Check Technician training, and general skills needed to be successful in the industry. The degree recipient will be more competitive for management positions.
and general skills needed to be successful in the industry. The degree recipient will be more competitive for management positions.

**Measurable Outcomes**
- Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:
  - Braking systems theory, service, and repair
  - Engine theories, service, and repair
  - Air conditioning theory, service and repair

**AUTOMOTIVE SERVICE TECHNICIAN CERTIFICATE OF ACHIEVEMENT**

**Program Description**
The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This certificate includes training in engine repair, braking systems, air conditioning, engine performance, electrics, suspension and steering, manual power trains and axles, automatic transmissions and trams, or Smog Check Technician training, and general skills needed to be successful in the industry.

**Measurable Outcomes**
- Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:
  - Braking systems theory, service, and repair
  - Engine theories, service, and repair
  - Air conditioning theory, service and repair

**ENGINE PERFORMANCE CERTIFICATE OF ACHIEVEMENT**

**Program Description**
The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This certificate includes training in engine performance and air conditioning.

**Measurable Outcomes**
- Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:
  - Braking systems theory, service, and repair
  - Engine theories, service, and repair
  - Air conditioning theory, service and repair

**UNDER VEHICLE SERVICE CERTIFICATE OF ACHIEVEMENT**

**Program Description**
The successful student will gain entry-level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. This certificate includes training in braking systems, suspension and steering, and manual drive trains.

**Measurable Outcomes**
- Successful students will complete National Automotive Technician Education Foundation (NATEF) skills to industry standards:
  - Braking systems theory, service, and repair
  - Suspension and steering theories, service, and repair
  - Manual and automatic drive train theories, service, and repair

**BEHAVIORAL AND SOCIAL SCIENCES**

**Purpose**
Behavioral and Social Sciences courses at Columbia College include Anthropology, Geography, History, Humanities, Philosophy, Political Science, Psychology, Sociology, and Speech. Students pursuing coursework in these subjects will benefit from a rich and in-depth experience that can lead to successful transfer to a four-year institution as well as meeting general education requirements for an AA/AS degree.

**Measurable Outcomes**
- Successful students will complete courses in these areas will likely be able to:
  - Demonstrate basic knowledge of the most significant theories, methods, structures, processes, and institutions associated with Behavioral and Social Sciences
  - Critically analyze, evaluate, and articulate established ways of knowing in the Behavioral and Social Sciences
  - Demonstrate critical thinking competencies in analyzing competing hypotheses
  - Demonstrate competencies associated with 21st century citizenship and adulthood—these competencies include basic awareness of diverse perspectives and their implications—culturally, socially, psychologically, philosophically, historically, and geographically
  - Demonstrate ability to engage in and maintain effective approaches to problem solving

**BIOLOGICAL AND PHYSICAL SCIENCES**

**Purpose**
Biological and Physical Sciences courses at Columbia College include Biological Sciences, Chemistry, Earth Sciences, and Physics. Students pursuing coursework in these subjects will benefit from a rich and in-depth science experience that can lead to successful transfer to a four-year institution as well as meeting general education requirements for an AS degree.

**Measurable Outcomes**
- Students successfully completing courses in these areas will likely:
  - Acquire the knowledge of the lower-division course content
  - Be qualified for acceptance as juniors entering a four-year college upper-division schedule

**CHILD DEVELOPMENT**

**Program Description**
Students who choose the Child Development Associate Degree Program will have the ability to work successfully with young children and provide education and care based on sound, nationally recognized child development principles. State requirements for the field, a well-rounded general education that meets basic skills in writing, speaking, mathematics, and workplace skills. This program provides a solid foundation for students transferring to complete a higher degree.

**Measurable Outcomes**
- Students successfully completing courses in these areas will likely:
  - Acquire the knowledge of the lower-division course content
  - Be qualified for acceptance as juniors entering a four-year college upper-division schedule
COMPUTER SCIENCE, COMPUTER INFORMATION SYSTEMS, AND GEOGRAPHIC INFORMATION SYSTEMS

Program Description
Students who enroll in a Computer Science/Computer Information Systems/Geographic Information Systems program will have the opportunity to choose from numerous specialty areas including programming, networking, computer repair, and maintenance, website development, computer graphic arts, multimedia, and GIS. Programs include certificates, degrees, and transfer courses, many of which prepare students for industry certifications. Small class sizes, faculty with industry experience, and community partnerships for practical work experience provide a solid foundation for many careers.

Measurable Outcomes
Successful students who complete a specialty degree or certificate will:

- Demonstrate understanding of theories and practice within their specialty
- Demonstrate skills in using industry standard hardware and software applicable to their specialty
- Demonstrate the ability to codify customers' needs, construct software, hardware, financial, etc. and present, explain and recommend options

EMERGENCY MEDICAL SERVICES

Program Description
Students enrolling in an Emergency Medical Services program will have the opportunity to earn a certificate, degree, and/or industry certifications. Faculty with industry experience, and solid foundation in numerous careers.

Measurable Outcomes
Successful students who successfully complete an Emergency Medical Services degree or certificate will:

- Demonstrate understanding of theories and practice within their scope of training
- Demonstrate skills according to the current national standard
- Be qualified to take the exam for Emergency Medical Technicians and receive a national certification

FINE ARTS

Purpose
If science or mathematics is a desired outcome, start by studying and practicing art and music. A foundation in the arts will nourish your inner scientist, sharpen your observation skills and help develop critical thinking. Music helps develop mathematical reasoning. Creating art, studying music, and performing drama have a positive impact on one's creative life. Cultural literacy is an essential skill in the global economy.

Measurable Outcomes
Visual art students will demonstrate a foundation of art skills and a high level of craftsmanship by utilizing a variety of tools and technologies

- Visual art students will demonstrate an understanding of the art materials, methods and techniques, historical and contemporary, and the contexts in which they are employed
- Students taking classes in music will have the practical skills to perform in their specific communities
- Music students will demonstrate the ability to read music at a rudimentary and intermediate level
- Students taking classes in music will be able to attend concerts and listen to recorded performances appreciating the skills of the performers, the style of the music compared to other styles of music, and be able to identify the various elements of music including melody, harmonic, and rhythm
- Drama students will demonstrate the ability to act, portraying a wide range of emotion. Drama students will demonstrate a wide variety of interpretive methods

Conclusion/ Additional Information:
Coursework in the visual arts will enhance every chosen course of study. Elements of art design touch every single aspect of our lives from cell phones to cars to community planning

Columbia College 2013-14 Catalog
Academic Program Outcomes

Measurable Outcomes

Students will likely:

- Demonstrate effective communication skills orally, in writing, and expressively as relevant to the discipline
- Be able to analyze and synthesize key concepts from texts within the disciplines
- Be able to apply strategies from the discipline that reflect an understanding of reading, writing, and other communication processes that demonstrates critical thinking and an awareness of different cultural perspectives

Purpose

Columbia College offers mathematics courses at the basic skills, associate degree and transfer level. Students pursuing coursework in mathematics will develop appropriate procedural skills, problem-solving skills and attitudes, critical reasoning skills and quantitative literacy.

Measurable Outcomes

Students will likely:

- Be effective on the job skills of the level appropriate to the classes taken
- Develop increased mathematical sophistication and technical skills
- Have the confidence and willingness to engage in unfamiliar problems and solve them in their daily or professional lives
- Be able to organize information, reason mathematically and communicate their reasoning to others
- Become more independent learners in mathematics

Office Technology

Program Description

The Office Technology Department's goal is to prepare students for employment with essential office skills. In addition to technological training, emphasis is placed on oral and written communication skills, and supervisory strategies for time management, problems solving, decision making, values and ethics, and conflict resolution. Graduates of Office Technology programs may be employed in a variety of office settings, including educational and medical institutions, federal, state, and local government offices, and small and large businesses. Alternately, graduates may become entrepreneurs by setting up virtual businesses.

Measurable Outcomes

Successful students will likely:

- Develop entry-level job skills as an administrative office professional or an office assistant
- Demonstrate effective written business communication skills
- Demonstrate competence using business office technology (copy machine, fax machine, 10-key calculator)
- Demonstrate proficiency in keyboarding and document formatting
- Demonstrate ability to file and manage records

Welding Technology

Program Description

Students enrolled in the Welding Technology certificate of achievement program will experience a comprehensive range of welding processes including M.I.G., T.L.G., arc, and oxygen-acetylene welding, as well as metallurgy. Additionally, students will learn how to interpret blueprints in preparation for welding. Students will prepare for and can choose to take the examination for certification by the American Welding Society (AWS).

Measurable Outcomes

Successful students will complete skills to industry standards:

- Metal Inert Gas welding
- Tungsten Inert Gas welding
- Oxy/Acet welding

Degrees & Certificates

Columbia College offers several types of degrees and certificates. General information on these academic programs is provided below. Detailed program descriptions are provided in the pages that follow.

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 to review their options for transfer and to develop an educational plan that best meets their goals and needs.)

To earn these degrees, students must complete 60 CSU-transferable semester units with a grade point average of 2.0 or better, including completion of:

1. Either the California State University General Education-Breadth Requirements (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); and
2. Units required for the major as specified below, with a grade of C or better in all courses; and
3. Any CSU-transferable electives needed to bring the total units to 60. Note: Students earning these degrees are exempt from the Institutional Requirement of completing two physical activity courses.

ASSOCIATE IN ARTS DEGREE
An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social, and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution. To earn this degree, a student must complete the requirements listed in Column 1 of the G.E. Breadth Requirements on pages 54-55.

ASSOCIATE IN SCIENCE DEGREE
The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution. To earn this degree, a student must complete the requirements listed in Column 1 of the G.E. Breadth Requirements on pages 54-55.

ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION) DEGREE
The Associate in Science (Occupational Education) Degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce. These programs are not designed for students planning to transfer to a four-year institution, even though some courses in the AS(OE) degree may meet transfer requirements. To earn this degree, a student must complete the requirements listed in Column 2 of the G.E. Breadth Requirements on pages 54-55.

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 2013, certificate requirements in this catalog are valid through the 2016-17 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 36 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.

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. Completion of certain certificate programs may necessitate attending classes during evening only or a combination of both day and evening classes.

*Additional AA-T and AS-T degrees may be offered in 2013-14. Look for catalog addenda on College website.

DEGREE & CERTIFICATE PROGRAMS

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<td>72-74</td>
<td>Business Administration</td>
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<td>74-75</td>
<td>Child Development (Includes Early Childhood Education)</td>
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<td>75</td>
<td>Communication Studies</td>
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<td>75-80</td>
<td>Computer Sciences (Includes GIS, Multimedia, Digital Graphic Design, Video Production, Website Development)</td>
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<td>Emergency Medical Services</td>
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<td>80-81</td>
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<td>Sociology</td>
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<tr>
<td>104</td>
<td>Welding Technology</td>
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</tbody>
</table>

**AA-T** Associate in Arts for Transfer
**AS-T** Associate in Science for Transfer
**AA** Associate in Arts
**AS** Associate in Science
**ASOE** Associate in Science (Occupational Education)
**COA** Certificate of Achievement
**SAC** Skills Attainment Certificate
ALLIED HEALTH

Alied Health

ASSOCIATE IN SCIENCE

Courses Required for Major

8 units required from this section

ROB 10 Human Anatomy (4)
ROB 60 Human Physiology (4)

4 units required from this section with 1 unit from a lab course

CHEM 2A General Chemistry I (3)
CHEM 2AL General Chemistry I Laboratory (2)
CHEM 14 Fundamental Chemistry for Allied Health (3)
CHEM 14L Fundamental Chemistry for Allied Health Laboratory (1)
CHEM 16 Fundamental Organic and Biochemistry (3)
CHEM 16L Fundamental Organic and Biochemistry Laboratory (1)

7 units required from this section

BIOL 65 Microbiology (4)
BIOL 50 Nutrition (3)
BIOL 10 Human Anatomy (4)

8 units required from this section

EMS 13 Advanced First Aid and Emergency Care (3)
EMS 4 Emergency Medical Technician Training (7)
BIOL 60 Human Physiology (4)
BIOL 10 Human Anatomy (4)

Automotive Maintenance Technician

ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major

Units

AT 97 Work Experience in Auto Technology 1
AT 100 Introduction to Automotive Technology 4
AT 102 Engine Repair 5
AT 103 Practical Laboratory 0.5
AT 105 Automotive Braking Systems 4
AT 106 Engine Performance 8
AT 112 Heating and Air Conditioning 3
AT 113 Automotive Electrics 7
AT 120 Suspension and Steering 4
AT 122 Manual Power Trains and Axles 4
AT 132 Automatic Transmissions and Transaxles (3) 3
or AT 140 B.A.R. Smog Check Training, Level II (3) 3

Recommended Optional Course

AT 185 Auto Body Collision Repair I (3)
WT 121 Welding Technology Level I (3)

Total Required Units 43.5

AUTOMOTIVE TECHNOLOGY

Automotive Maintenance Technician

CERTIFICATE OF ACHIEVEMENT

Required Courses

Units

AT 97 Work Experience in Auto Technology 1
AT 100 Introduction to Automotive Technology 4
AT 102 Engine Repair 5
AT 103 Practical Laboratory 0.5
AT 105 Automotive Braking Systems 4
AT 106 Engine Performance 8
AT 112 Heating and Air Conditioning 3
AT 113 Automotive Electrics 7
AT 120 Suspension and Steering 4
AT 122 Manual Power Trains and Axles 4
or AT 140 B.A.R. Smog Check Training, Level II (3) 3

Recommended Optional Course

AT 185 Auto Body Collision Repair I (3)

Total Required Units 24.5-25.5

Automotive Service Technician

ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Required Courses

Units

AT 97 Work Experience in Auto Technology 1
AT 100 Introduction to Automotive Technology 4
AT 102 Engine Repair 5
AT 103 Practical Laboratory 0.5
AT 105 Automotive Braking Systems 4
AT 106 Engine Performance 8
AT 109 Heating and Air Conditioning 3
AT 113 Automotive Electrics 7
AT 120 Suspension and Steering 4
AT 122 Manual Power Trains and Axles 4
or AT 140 B.A.R. Smog Check Training, Level II (3) 3

Recommended Optional Course

AT 185 Auto Body Collision Repair I (3)

Total Required Units 43.5

Auto Body Repair

CERTIFICATE OF ACHIEVEMENT

Students earning this certificate have demonstrated prescribed competencies in basic auto body repair and painting.

Required Courses

Units

AT 97 Work Experience in Auto Technology 1
AT 104 Practical Laboratory (Auto Body) 1
AT 155 Automotive Refinishing I 2
AT 156 Automotive Refinishing II 2
AT 185 Auto Body Collision Repair I 2
AT 186 Auto Body Collision Repair II 2

Total Required Units 12

Automotive Technology for Entrepreneurs

CERTIFICATE OF ACHIEVEMENT

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

Required Courses

Units

ENTRE 102 Entrepreneurial Marketing (2) 2
ENTRE 103 Financial Management for Entrepreneurs (2) 2
ENTRE 104 Preparing Effective Business Plans 2

Total Required Units 12

Electrical Repair

CERTIFICATE OF ACHIEVEMENT

Required Courses

Units

AT 97 Work Experience in Automotive Technology 1
AT 103 Practical Laboratory 0.5
AT 112 Heating/Air Conditioning 3
AT 113 Automotive Electrics 7

Total Required Units 11.5

Engine Repair

CERTIFICATE OF ACHIEVEMENT

Required Courses

Units

AT 97 Work Experience in Automotive Technology 1
AT 100 Introduction to Automotive Technology 4
AT 101 Practical Laboratory 0.5
AT 105 Automotive Braking Systems 4
AT 106 Engine Performance 8
AT 112 Heating and Air Conditioning 3
AT 122 Manual Power Trains and Axles 4

Total Required Units 13.5

Under Vehicle Service

CERTIFICATE OF ACHIEVEMENT

Required Courses

Units

AT 97 Work Experience in Automotive Technology 1
AT 103 Practical Laboratory 0.5
AT 105 Automotive Braking Systems 4
AT 120 Suspension and Steering 4
AT 122 Manual Power Trains and Axles 4

Total Required Units 12.5
### Accounting

**Emphasis in Business Administration (Occupational)**

**Courses Required for Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
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<td>BUSAD 2A</td>
<td>Financial Accounting (4)</td>
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<td>BUSAD 161A</td>
<td>Small Business Accounting (4)</td>
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<td>BUSAD 161B</td>
<td>Small Business Accounting II (4)</td>
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<td>BUSAD 18</td>
<td>Business Law</td>
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<tr>
<td>BUSAD 97</td>
<td>Work Experience in Business</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 151</td>
<td>Finance and Investments</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 155</td>
<td>Computerized Accounting for Business</td>
<td>6</td>
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<tr>
<td>BUSAD 158</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Mathematics</td>
<td>4</td>
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<tr>
<td>BUSAD 164</td>
<td>Income Tax</td>
<td>2</td>
</tr>
<tr>
<td>CMPSC 39</td>
<td>Financial Worksheets on Computers</td>
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**Recommended Optional Courses**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUSAD 53</td>
<td>Project Management (3)</td>
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<tr>
<td>CMPSC 53</td>
<td>Computer Concepts &amp; Information Systems (4)</td>
<td></td>
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<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems (4)</td>
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</tr>
<tr>
<td>CMPSC 3</td>
<td>Operating Systems (3)</td>
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</table>

**Total Required Units**: 15.5-16

### Management

**Emphasis in Business Administration (Professional)**

**Courses Required for Major**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUSAD 2A</td>
<td>Financial Accounting (4)</td>
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<tr>
<td>BUSAD 2B</td>
<td>Managerial Accounting (4)</td>
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</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>Small Business Accounting II (4)</td>
<td></td>
</tr>
<tr>
<td>BUSAD 18</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 20</td>
<td>Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 24</td>
<td>Human Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 164</td>
<td>Income Tax</td>
<td>2</td>
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<tr>
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**Recommended Optional Courses**

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>BUSAD 97</td>
<td>Work Experience (4 minimum)</td>
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</table>

**Total Required Units**: 16

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### Payroll Clerk

**Certification of Achievement**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 2A</td>
<td>Financial Accounting (4)</td>
<td>8</td>
</tr>
<tr>
<td>BUSAD 2B</td>
<td>Managerial Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>Small Business Accounting II (4)</td>
<td></td>
</tr>
<tr>
<td>BUSAD 18</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 20</td>
<td>Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 24</td>
<td>Human Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>CMPSC 30</td>
<td>Financial Worksheets on Computers</td>
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</table>

**Total Required Units**: 14

### Small Business Management

**Certification of Achievement**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUSAD 2A</td>
<td>Financial Accounting (4)</td>
<td>8</td>
</tr>
<tr>
<td>BUSAD 2B</td>
<td>Managerial Accounting (4)</td>
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<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting (4)</td>
<td></td>
</tr>
<tr>
<td>BUSAD 161B</td>
<td>Small Business Accounting II (4)</td>
<td></td>
</tr>
<tr>
<td>BUSAD 18</td>
<td>Business Law</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 20</td>
<td>Principles of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 24</td>
<td>Human Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 30</td>
<td>Principles of Marketing</td>
<td>3</td>
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<td>BUSAD 40</td>
<td>Principles of Management</td>
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<tr>
<td>BUSAD 41</td>
<td>Small Business Management</td>
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**Total Required Units**: 16

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### Business Administration

**Certification of Achievement**

**Required Courses**

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUSAD 155</td>
<td>Computerized Accounting (QuickBooks)</td>
<td>1.5-2</td>
</tr>
<tr>
<td>BUSAD 161A</td>
<td>Small Business Accounting (4)</td>
<td>4</td>
</tr>
<tr>
<td>BUSAD 163</td>
<td>Business Math</td>
<td>4</td>
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<tr>
<td>CMPSC 3</td>
<td>Operating Systems</td>
<td>3</td>
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<tr>
<td>CMPSC 30</td>
<td>Financial Spreadsheets</td>
<td></td>
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</tbody>
</table>

**Total Required Units**: 43
Columbia College 2013-14 Catalog

Degrees & Certificates

Business Administration/Child Development

Tax Clerk

■ CERTIFICATE OF ACHIEVEMENT

Required Courses

BUSAD 161A Small Business Accounting (4)

BUSAD 168 Business Mathematics (4)

BUSAD 164 Income Tax (2)

CMPS 1 Computer Concepts and Information Systems (4)

Total Required Units: 14

Customer Service Academy

■ SKILLS ATTAINMENT CERTIFICATE

The courses required for the certificate will help students succeed in current or future jobs, their personal lives and/or or their own businesses.

Required Courses

MGMT 111 Communication in the Workplace (0.5)

MGMT 112 Customer Service (0.5)

MGMT 113 Team Building (0.5)

MGMT 114 Values and Ethics in the Workplace (0.5)

MGMT 115 Time Management (0.5)

MGMT 116 Stress Management in the Workplace (0.5)

MGMT 117 Conflict Management (0.5)

MGMT 118 Decision Making in the Workplace (0.5)

MGMT 119 Managing Organizational Change (0.5)

MGMT 120 General Diversity: Managing Cross-Generational Teams (0.5)

Total Required Units: 5.5

CHILD DEVELOPMENT

Early Childhood Education

■ ASSOCIATE IN SCIENCE FOR TRANSFER (AS-T)

Students who choose the Early Childhood Education Associate in Science for Transfer program will be prepared to transfer to a CSU to pursue a B.A. in Early Childhood Education or a Child Development. This degree provides a solid foundation in nationally recognized child development principles, observation and assessment techniques that lead to planning developmentally appropriate, inclusive curriculum, and awareness of diversity as it relates to children and families. This is the most efficient pathway for students desiring to transfer to a CSU in a timely manner. The major requirements align with the Transfer Model Curriculum (TMC) for Early Childhood Education. The Associate in Science for Transfer (AS-T) complies with the Student Transfer Achievement Reform Act (SB 1480, now codified in California Education Code sections 66766-66769, effective Fall 2013). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This option is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students should consult with a counselor to determine whether this is the best option for their transfer goals. To earn this degree, students must complete 60 CSU-transferable semester units with a grade point average of 2.0 or better, including completion of:

A. Either the California State University General Education-Breadth Requirements (CSU-GE) (minimum of 40 units) or the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); AND

B. 24 semester units as specified below, with a grade of C or better in all courses; AND

C. Any CSU-transferable elective courses needed to bring the total units to 60.

Note: Students earning this degree are exempt from the Institutional Requirements of completing two physical activity courses.

Measurable Outcomes

Successful students will complete a portfolio showcasing expertise in the areas of:

• Child growth and development theories and practice

• Observation and assessment techniques that lead to planning developmentally appropriate, inclusive curriculum

• Reflective practice that understands and appreciates the diversity of families and children and the ethical responsibilities of working with children and families

Courses Required for Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD 1 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 3 Principles and Practices of Teaching</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 4 Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 16 Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 22 Child, Family, Community</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 19 Creative Activities in Math (2)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 12 Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 23 Guiding Children's Social Development</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 18 Exceptional Needs Children (3)</td>
<td>3</td>
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<tr>
<td>CHILD 20 Creative Activities in Science (2)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 21 Early Literacy Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 25 Infant/Toddler Practicum (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 26 Infant/Toddler Care (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 27 Books for Young Children (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 116 Infant/Toddler Practicum (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 19 Exceptional Needs Children (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 18 Early Literacy Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 26 Infant/Toddler Care (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 116 Infant/Toddler Practicum (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 27 Early Literacy Development (3)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 12 Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 16 Practicum</td>
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</table>

Total Required Units: 52

Associate Child Development Teacher

■ CERTIFICATE OF ACHIEVEMENT

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>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD 1 Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 2 Child, Family, Community</td>
<td>3</td>
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<tr>
<td>CHILD 3 Principles and Practices of Teaching</td>
<td>3</td>
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<tr>
<td>CHILD 4 Observation and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 16 Practicum</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 19 Creative Activities in Math (2)</td>
<td>3</td>
</tr>
<tr>
<td>CHILD 12 Practicum</td>
<td>3</td>
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<tr>
<td>CHILD 13 Creative Activities in Science (2)</td>
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</table>

Total Required Units: 12-13

COMMUNICATION STUDIES

Communication Studies

■ ASSOCIATE IN ARTS FOR TRANSFER (AS-T)

The Communication Studies program at Columbia College focuses on the areas of public speaking, argumentation and debate, small group communication, oral expression and interpretation, and intercultural communication. It is designed to increase student skills in verbal communication and public speaking, analysis and listening, interpersonal relationships, teamwork, leadership, motivation, initiative, and an appreciation for diversity.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>CMPS 36 Introduction to Digital Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>CMPS 37 Writing for Multimedia</td>
<td>3</td>
</tr>
<tr>
<td>CMPS 39 Photo Editing for Digital and Print Publication</td>
<td>3</td>
</tr>
<tr>
<td>CMPS 35 Computer Graphics I</td>
<td>3</td>
</tr>
<tr>
<td>CMPS 29A Introduction to Computer Video</td>
<td>1.5-2</td>
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<tr>
<td>ENTR 105 Introduction to Social Media Marketing</td>
<td>2</td>
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<tr>
<td>BUSAD 121 Adobe Acrobat Essentials</td>
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Select 1 of the following

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<tbody>
<tr>
<td>CMPS 12 Website Development Applications</td>
<td>3</td>
</tr>
<tr>
<td>CMPS 13 Introduction to HTML (1-2)</td>
<td>3</td>
</tr>
<tr>
<td>CMPS 19 Computer Graphics and Animation</td>
<td>2-3</td>
</tr>
<tr>
<td>CMPS 35 Digital 3D Modeling and Animation</td>
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Select 1 of the following

<table>
<thead>
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<th>Units</th>
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<tbody>
<tr>
<td>CMPS 31 Publication Design I (3)</td>
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<tr>
<td>CMPS 56 Typography (2-3)</td>
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Total Required Units: 22.5-27
### ACM APPLIED COMPUTER STUDIES BUSINESS EMPHASIS

**Required Courses for Major**

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<th>Course Title</th>
<th>Units</th>
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<tbody>
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<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
<td>4</td>
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<tr>
<td>CMPSC 2</td>
<td>Programming Concepts and Methodology I</td>
<td>4</td>
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<tr>
<td>CMPSC 27</td>
<td>Introduction to UNIX/Linux</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 28</td>
<td>Programming Concepts and Methodology II</td>
<td>4</td>
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<td>CMPSC 37</td>
<td>Windows Operating Systems</td>
<td>3</td>
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<td>CMPSC 38</td>
<td>Visual Basic Programming</td>
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**Recommended Optional Courses**

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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUSAD 55</td>
<td>Business Communication</td>
<td>3</td>
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<td>CMPSC 55</td>
<td>Project Management</td>
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**Total Required Units:** 32

### COMPUTER SCIENCE

**Required Courses for Major**

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<th>Course Title</th>
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<tbody>
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<td>Introduction to Programming</td>
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<tr>
<td>CMPSC 22</td>
<td>Programming Concepts and Methodology I</td>
<td>4</td>
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<tr>
<td>CMPSC 27</td>
<td>C++ Programming</td>
<td>3</td>
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<tr>
<td>CMPSC 28</td>
<td>Visual Basic Programming</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 33</td>
<td>Project Management</td>
<td>3</td>
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<tr>
<td>BUSAD 55</td>
<td>Database Management</td>
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</tr>
<tr>
<td>MATH 12</td>
<td>Finite Mathematics</td>
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**Recommended Optional Courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
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<td>BUSAD 97</td>
<td>Work Experience (AutoCAD or GIS)</td>
<td>3</td>
</tr>
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<td>BUSAD 98</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 99</td>
<td>Database Management</td>
<td>3</td>
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<td>BUSAD 100</td>
<td>Finite Mathematics</td>
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<td>ENGL 151</td>
<td>Preparation for College Composition</td>
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**Total Required Units:** 34

### GEOGRAPHIC INFORMATION SYSTEMS

**Required Courses for Major**

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<td>Introduction to UNIX/Linux</td>
<td>3</td>
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<tr>
<td>CMPSC 65</td>
<td>GIS Applications</td>
<td>3</td>
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<tr>
<td>CMPSC 70</td>
<td>Introduction to Raster-Based GIS</td>
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<td>GEOGR 75</td>
<td>GIS Applications in Resource Management</td>
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<td>ENGL 1A</td>
<td>Reading and Composition</td>
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<td>FORTC 153</td>
<td>Forest Surveying</td>
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<tr>
<td>MATH 101</td>
<td>Algebra I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 102</td>
<td>Intermediate Word Processing</td>
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</tr>
<tr>
<td>NATRE 1</td>
<td>Environmental Conservation</td>
<td>3</td>
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<tr>
<td>NATRE 105</td>
<td>Introduction to Maps and Remote Sensing</td>
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**Recommended Optional Courses**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>BUSAD 97</td>
<td>Work Experience (AutoCAD or GIS)</td>
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<td>BUSAD 98</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 99</td>
<td>Database Management</td>
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<td>BUSAD 100</td>
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</tr>
<tr>
<td>ENGL 151</td>
<td>Preparation for College Composition</td>
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**Total Required Units:** 38-41

### DIGITAL GRAPHIC ARTS

**Required Courses for Major**

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<tr>
<td>CMPSC 50</td>
<td>Introduction to Programming</td>
<td>3</td>
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<tr>
<td>CMPSC 51</td>
<td>Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 55</td>
<td>Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 60</td>
<td>Introduction to UNIX/Linux</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 65</td>
<td>GIS Applications</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 70</td>
<td>Introduction to Raster-Based GIS</td>
<td>3</td>
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**Recommended Optional Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>BUSAD 97</td>
<td>Work Experience (AutoCAD or GIS)</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 98</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 99</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 100</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>Preparation for College Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 32

### GEOGRAPHIC INFORMATION SYSTEMS

**Required Courses for Major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 59</td>
<td>Introduction to UNIX/Linux</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 65</td>
<td>GIS Applications</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 70</td>
<td>Introduction to Raster-Based GIS</td>
<td>3</td>
</tr>
<tr>
<td>GEOGR 75</td>
<td>GIS Applications in Resource Management</td>
<td>3</td>
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<tr>
<td>ENGL 1A</td>
<td>Reading and Composition</td>
<td>3</td>
</tr>
<tr>
<td>FORTC 153</td>
<td>Forest Surveying</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Algebra I</td>
<td>3</td>
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<tr>
<td>MATH 102</td>
<td>Intermediate Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>NATRE 1</td>
<td>Environmental Conservation</td>
<td>3</td>
</tr>
<tr>
<td>NATRE 105</td>
<td>Introduction to Maps and Remote Sensing</td>
<td>3</td>
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</tbody>
</table>

**Recommended Optional Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
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<tbody>
<tr>
<td>BUSAD 97</td>
<td>Work Experience (AutoCAD or GIS)</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 98</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 99</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>BUSAD 100</td>
<td>Finite Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>Preparation for College Composition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units:** 38-41
Multimedia Technician - Web Development

**CERTIFICATE OF ACHIEVEMENT**

The coursework in this certificate will prepare students to assist clients in creating and publishing multimedia for website development. This certificate focuses on the most used skills in client-side Website Development.

**Required Courses**

- CMPSC 36 Introduction to Digital Multimedia
- CMPSC 37 Writing for Multimedia
- CMPSC 12 Website Development Applications
- CMPSC 13 Introduction to HTML
- CMPSC 14 Advanced Topics in Website Development
- CMPSC 39 Photo Editing for Digital and Print Publication

**Total Required Units**: 16–19

**Multimedia Web Design**

**CERTIFICATE OF ACHIEVEMENT**

The coursework in this certificate will prepare students to assist clients in creating and publishing multimedia for their businesses. The focus will be on skills needed for those students who want to own a business and/or consult in filming, editing and producing video content.

**Required Courses**

- CMPSC 39 Computer Graphics I
- ART 53
- ART 47A Digital Darkroom: Beginning
- CMPSC 13 Introduction to HTML
- CMPSC 15 Java Programming
- CMPSC 14 Advanced Topics in Website Development
- CMPSC 19 Computer Graphics and Animation

**Total Required Units**: 16–19

**Network Support Technician**

**CERTIFICATE OF ACHIEVEMENT**

The coursework in this certificate will prepare students to assist clients in creating and publishing multimedia for their businesses. The focus will be on skills needed for those students who want to own a business and/or consult in filming, editing and producing video content.

**Required Courses**

- CMPSC 41 Networking Essentials
- CMPSC 162 Networking - CCNA2: Routing Protocols and Concepts
- CMPSC 163 Networking - CCNA3: LAN Switching and Wireless
- CMPSC 164 Networking - CCNA4: Accessing the WAN
- OPTEC 132 Business Communications

**Total Required Units**: 17.5–19

**Multimedia Technician - Digital Media**

**CERTIFICATE OF ACHIEVEMENT**

The coursework in this certificate is designed to prepare students to assist clients in the creation and publishing of digital media. This certificate focuses on the development of digital media such as computer graphics, optimized photos, animation and electronic publications.

**Required Courses**

- CMPSC 36 Introduction to Digital Multimedia
- CMPSC 37 Writing for Multimedia
- CMPSC 29A Introduction to Computer Video Production
- CMPSC 39 Photo Editing for Digital and Print Publication
- BUSAD 121 Adobe Acrobat Essentials

**Total Required Units**: 14.5–16

**Digital Graphic Arts for Entrepreneurs**

**SKILLS ATTAINMENT CERTIFICATE**

The coursework in this certificate is designed to prepare students who plan to own a business and/or consult in digital graphic arts and marketing material.

**Required Courses**

- CMPSC 19 Computer Graphics and Animation
- CMPSC 31 Publishing Design I
- CMPSC 33 Computer Graphics I
- BUSAD 102 Entrepreneurial Marketing
- ENTRE 104 Preparing Effective Business Plans

**Total Required Units**: 15.5–17

**Video Production for Entrepreneurs**

**SKILLS ATTAINMENT CERTIFICATE**

The coursework in this certificate is designed to prepare students who plan to own a business and/or consult in digital graphic arts and marketing material.

**Required Courses**

- CMPSC 29A Introduction to Computer Video
- CMPSC 29B Advanced Computer Video Production
- CMPSC 149 Photoshop for the Web
- BUSAD 102 Entrepreneurial Marketing
- ENTRE 104 Preparing Effective Business Plans

**Total Required Units**: 17

**Multimedia Technician for Entrepreneurs**

**SKILLS ATTAINMENT CERTIFICATE**

The coursework in this certificate will prepare students to assist clients in creating and publishing multimedia for their businesses. The focus will be on skills needed for those students who want to operate in the Multimedia industry as freelance or consultant employees, in business for themselves.

**Required Courses**

- BUSAD 121 Adobe Acrobat Essentials
- CMPSC 36 Introduction to Digital Multimedia
- CMPSC 37 Writing for Multimedia
- BUSAD 105 Social Media Marketing

**Total Required Units**: 16–17

**Recommended Optional Courses**

- BUSAD 25 Job Search & Interviewing Strategies
- GUIDE 25
- BUSAD 163 Business Mathematics
- CMPSC 55 Database Management
- SPCOM 1 Introduction to Public Speaking

**Total Required Units**: 17
Website Development for Entrepreneurs

| SKILLS ATTAINMENT CERTIFICATE |

The coursework in this certificate is designed to prepare students who plan to own a business and/or consult in website development.

**Required Courses**

- CMPSC 12: Website Development Applications (3)
- CMPSC 13: Introduction to HTML (3)
- CMPSC 14: Advanced Topics in Website Development (2)
- ENTRE 102: Entrepreneurial Marketing (2)
- ENTRE 104: Preparing Effective Business Plans (2)
- ENVRT 104: Social Media Marketing (2)

**3 units required from this section**

- CMPSC 17: Advanced Internet Research (3)
- CMPSC 149: Photoshop for the Web (3)
- CMPSC 150: Image Managing and Editing for Digital Photographers (2)

Total Required Units: 16–17

**EMERGENCY MEDICAL SERVICES**

Emergency Medical Services

| ASSOCIATE IN SCIENCE |

**Courses Required for Major**

- EMS 4: Basic Cardiology and Cardiac Dysrhythmias (3)
- EMS 97: Work Experience in Emergency Medical Service (1-4)
- EMS 165: Conversational Medical Spanish for Emergency Health (3)
- EMS 175: EMS Skills Development (2)

Total Required Units: 21

**Emergency Medical Technician Training**

| SKILLS ATTAINMENT CERTIFICATE |

**Required Course**

- EMS 4: Emergency Medical Technician Training

**Recommended Optional Courses**

- EMS 13: Advanced First Aid and Emergency Care (3)
- EMS 153: CPR and Basic First Aid (0.5) or EMS 157: Emergency Medical Responder and CPR (3)

Total Required Units: 7

**First Responder**

| SKILLS ATTAINMENT CERTIFICATE |

**Required Course**

- EMS 157: Emergency Medical Responder and CPR

Total Required Units: 3

**ENTREPRENEURSHIP**

Entrepreneurship

| ASSOCIATE IN SCIENCE |

**The Entrepreneurship degree focuses on many aspects of business. Students who enroll in the entrepreneurship major should expect to gain knowledge in business management, communication, and business development. They must also be ready for constant change and be adaptable. The field of entrepreneurship is one that relies heavily on the ability to change and exploit new markets and opportunities.**

**Courses Required for Major**

- BUSAD 24: Human Relations in Organizations
- BUSAD 53: Project Management
- BUSAD 135: Computerized Accounting (Quickbooks)
- CMPSC 138: Excel Spreadsheets
- BUSAD 158: Payroll Accounting
- CMPSC 11: Presentations Using Computers and Multimedia
- CMPSC 17: Advanced Internet Research
- CMPSC 155: Access
- ENTRE 101: Introduction to Entrepreneurship
- ENTRE 102: Entrepreneurial Marketing
- ENTRE 103: Financial Management for Entrepreneurs
- ENTRE 104: Preparing Effective Business Plans
- INDUS 101: Career Tools for Excellence I
- OFTEC 140: Beginning Word Processing
- OFTEC 141: Intermediate Word Processing

Total Required Units: 32.5

**E-Marketing Your Business**

| SKILLS ATTAINMENT CERTIFICATE |

**The E-Marketing Your Business degree represents one of the most significant changes in consumer purchasing behavior in history, resulting in fundamental shifts in the way marketers communicate and interact with consumers. This certificate provides the practical knowledge and insights required to establish objectives and strategies to properly select the marketing platforms to engage consumers, and monitor and measure the results of these efforts.**

**Required Courses**

- BUSAD 121: Adwords and Analytics
- CMPSC 12: E-Commerce
- BUSAD 101: Introduction to Entrepreneurship
- ENTRE 102: Entrepreneurial Marketing
- ENTRE 103: Social Media Marketing
- OFTEC 140: Beginning Word Processing
- OFTEC 168: Creating and Managing a Virtual Office

Total Required Units: 16

**E-Commerce**

| CERTIFICATE OF ACHIEVEMENT |

**The Entrepreneurship Certificate can be valuable for any student on campus. It is designed for the student who seeks to be an entrepreneur in start-up ventures, operate a family business, or work as an entrepreneurial change agent within a corporate setting. Companies want to hire graduates with initiative and who show entrepreneurial characteristics. Students who display entrepreneurial attributes will add more value to their companies, eventually start their own business, and can make a big contribution to the overall economy.**

**Required Courses**

- BUSAD 24: Human Relations in Organizations
- BUSAD 53: Project Management
- BUSAD 135: Computerized Accounting (Quickbooks)
- BUSAD 158: Payroll Accounting
- BUSAD 101: Introduction to Entrepreneurship
- ENTRE 102: Entrepreneurial Marketing
- ENTRE 103: Financial Management for Entrepreneurs
- ENTRE 104: Preparing Effective Business Plans

Total Required Units: 8

**FINE ARTS**

**Emphasis in Art**

| ASSOCIATE IN ARTS |

An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution. To earn this degree, a student must complete the requirements listed in Column 1 of the G.E. Breadth Requirements on pages 54-55.

**Courses Required for Major**

- ART 1: Basic Freehand Drawing (2-4)
- ART 9A: Life Drawing: Beginning (2-4)
- ART 11: History of Art: Ancient and Medieval (3)
- ART 12: History of Art: Renaissance, Baroque and Modern (3)
- ART 21A: Painting: Beginning (2-4)
- ART 23A: Watercolor: Beginning (2-4)
- ART 25: Mixed Media Painting (2-4)
- ART 31: Ceramics: Introduction (2-4)
- ART 71: Ceramics Sculpture: Introductory (2-4)

Total Required Units: 12

**3 units required from this section**

- ENGL 10: Creative Writing (3)
- ENGL 11: Film Appreciation (3)
- MUSC 2: Introduction to Music (3)
- MUSC 10: Survey of Music History and Literature: Ancient to c.1750 (3)
- MUSC 20A: Elementary Music Theory (5)
- Any MUSC 30-78 Course (1-5.5)

Total Required Units: 3

**Units Required for Major**

- Required Courses
- 21 units
- Recommended Courses
- 3 units
- Total Required Units: 24
Emphasis in Photography

**ASSOCIATE IN ARTS**

<table>
<thead>
<tr>
<th>Courses Required for Major</th>
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<tbody>
<tr>
<td>ART 40 Photography: Beginning</td>
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<tr>
<td>ART 2 Basic Color and Design (2-4)</td>
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<tr>
<td>ART 41 Photography: Intermediate (3)</td>
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<tr>
<td>ART 1 Basic Freehand Drawing (2-4)</td>
<td></td>
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<tr>
<td>ART 2A Life Drawing: Beginning (2-4)</td>
<td></td>
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<tr>
<td>ART 2T A Painting: Beginning (2-4)</td>
<td></td>
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<tr>
<td>ART 2A Watercolor: Beginning (2-4)</td>
<td></td>
</tr>
<tr>
<td>ART 25 Mixed Media Painting (2-4)</td>
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<tr>
<td>ART 11 History of Art: Ancient and Medieval (3)</td>
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</tr>
<tr>
<td>ART 12 History of Art: Renaissance, Baroque and Modern (3)</td>
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<tr>
<td>ART 45 Field Photography (2-5)</td>
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<tr>
<td>ART 48 Special Topics in Photography (1-4)</td>
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</tr>
<tr>
<td>ENGL 11 Film Appreciation (3)</td>
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</table>

Units Required for Majors: 19

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Wildland/Urban Interface Fire Management

**ASSOCIATE IN SCIENCE**

<table>
<thead>
<tr>
<th>Courses Required for Major</th>
<th>Units</th>
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<tbody>
<tr>
<td>CMPSC 1 Computer Concepts and Information Systems</td>
<td>4</td>
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<tr>
<td>MATR 104 Algebra I</td>
<td>5</td>
</tr>
<tr>
<td>CMPSC 59/ Geographic Information and Global</td>
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<tr>
<td>GEOGR 59 Positioning Systems</td>
<td>1</td>
</tr>
<tr>
<td>FIRE 1-99 Fire Technology Courses</td>
<td>4.5</td>
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<tr>
<td>WREX 97 Cooperative Work Experience</td>
<td>2</td>
</tr>
<tr>
<td>FIRE 120 Fire Operations in the Urban Interface</td>
<td>1.5</td>
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</table>

Units Required for Major: 18

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Fire Technology

**ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)**

This certificate is designed for students who desire to enter the firefighting field and meet requirements, units A-X, for the California State Firefighter 1 certification. Upon successful completion of FIRE 101 and EMS 157, it is then the student’s responsibility to complete the required field experience with Fire Department verification (either six months full-time or one year part-time or volunteer) before submitting an application to the State. This certificate also introduces students entering the field to the Candidate Physical Ability Test (CPAT) which is a requirement to be hired as a firefighter in California.

<table>
<thead>
<tr>
<th>Courses Required for Major</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE 1 Fire Protection Organization</td>
<td>3</td>
</tr>
<tr>
<td>FIRE 2 Fire Prevention Technology</td>
<td>3</td>
</tr>
<tr>
<td>FIRE 3 Fire Protection Equipment/Systems</td>
<td>3</td>
</tr>
<tr>
<td>FIRE 4 Building Construction for Fire Protection</td>
<td>3</td>
</tr>
<tr>
<td>FIRE 5 Fire Behavior and Combustion</td>
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<tr>
<td>10 units required from this section</td>
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<tr>
<td>EMS 4 Emergency Medical Technician Training (7)</td>
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<tr>
<td>EMS 20 Basic Cardiology/Cardiac Dysrhythmias (3)</td>
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<tr>
<td>EMS 497* Work Experience (1-4)</td>
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<tr>
<td>FIRE 1399 Wildland Fire Control (3)</td>
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<tr>
<td>FIRE 29A Driver/Operator IA (1)</td>
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<tr>
<td>FIRE 39B Driver/Operator IB (1)</td>
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<tr>
<td>FIRE 70 Special Topic (3-5)</td>
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</tr>
<tr>
<td>FIRE 97* Work Experience (1-4)</td>
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</tr>
<tr>
<td>FIRE 96* Low Angle Rope Rescue (1.5)</td>
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<tr>
<td>SARB 50*</td>
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</table>

Units Required for Major: 25.5

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FORESTRY AND NATURAL RESOURCES

**FORESTRY AND NATURAL RESOURCES**

<table>
<thead>
<tr>
<th>Courses Required for Major</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORES 1 Introduction to Professional Forestry</td>
<td>3</td>
</tr>
<tr>
<td>FORS 10 Dendrology</td>
<td>3</td>
</tr>
<tr>
<td>FORTC 162 Applied Forest Inventory and Management</td>
<td>2</td>
</tr>
<tr>
<td>NARTC 160 Introduction to Maps and Remote Sensing</td>
<td>1.5-2</td>
</tr>
<tr>
<td>NATRE 30 Introduction to Watershed Management</td>
<td>3</td>
</tr>
<tr>
<td>6 units required from this section</td>
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</tr>
<tr>
<td>CMPSC 59/ Geographic Information and</td>
<td></td>
</tr>
<tr>
<td>GEOGR 59 Global Positioning Systems (1-3)</td>
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<tr>
<td>CMPSC 60/ Introduction to GIS-ArcView (3)</td>
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<tr>
<td>GEOGR 60</td>
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<tr>
<td>CMPSC 70/ Introduction to Raster-Based GIS (3)</td>
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<tr>
<td>CMPSC 75/ GIS Applications in Resource Management</td>
<td>3</td>
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<tr>
<td>GEOGR 75 3</td>
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<td>16 units required from this section</td>
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<tr>
<td>GEOGR 10 Environmental Geology (4)</td>
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<td>GEOGR 15 Physical Geography (3)</td>
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<td>5 units required from this section</td>
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<tr>
<td>BIOL 158 Birds of Central California (1)</td>
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</tr>
<tr>
<td>BIOL 159 Wildflowers (1-1.5)</td>
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<tr>
<td>BIOL 160 Mushrooms and Other Fungi (1.5)</td>
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<tr>
<td>BIOL 179 Fishing and Fishery Biology of the Sierra Nevada (1)</td>
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<tr>
<td>NARTC 181 California Wildlife (4)</td>
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<td>4 units required from this section</td>
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<tr>
<td>BIOL 24 General Ecology (4)</td>
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<td>ESC 62 Meteorology (3)</td>
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<tr>
<td>NATRE 110 Natural Resources Field Camp (3)</td>
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<tr>
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<tr>
<td>ANTHR 10 Archaeology and Cultural Prehistory (3)</td>
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<tr>
<td>BIOL 39 Field Ecology (1-2)</td>
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<tr>
<td>ESC 35 Field Geology (0.5-3)</td>
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<tr>
<td>5 units required from this section</td>
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</tr>
<tr>
<td>NARTC 160 Introduction to Maps and Remote Sensing</td>
<td>1.5-2</td>
</tr>
<tr>
<td>NATRE 1 Environmental Conservation</td>
<td>3</td>
</tr>
<tr>
<td>3 units required from this section</td>
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<tr>
<td>NARTC 161 Introduction to Water Resources Management</td>
<td>3</td>
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<td>NARTC 163 Water for Consumption (3)</td>
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<td>NARTC 165 Rural Wastewater Management (3)</td>
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<tr>
<td>NARTC 167 Operation of Wastewater Treatment Plants (3)</td>
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<tr>
<td>NATRE 35 Introduction to Watershed Management</td>
<td>3</td>
</tr>
<tr>
<td>6 units required from this section</td>
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</tr>
<tr>
<td>CMPSC 59/ Geographic Information and</td>
<td></td>
</tr>
<tr>
<td>GEOGR 59 Global Positioning Systems (1-3)</td>
<td></td>
</tr>
<tr>
<td>CMPSC 60/ Introduction to GIS-ArcView (3)</td>
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</tr>
<tr>
<td>GEOGR 60</td>
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Columbia College 2013-14 Catalog
Forestry and Natural Resources

### Forestry Technology

- **ASSOCIATE IN SCIENCE (OCUPATIONAL EDUCATION)**

#### Courses Required for Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORES 1</td>
<td>Introduction to Professional Forestry</td>
</tr>
<tr>
<td>FORES 10</td>
<td>Dendrology</td>
</tr>
<tr>
<td>FORES 153</td>
<td>Forest Surveying</td>
</tr>
<tr>
<td>FORES 162</td>
<td>Applied Forest Inventory &amp; Management</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>Preparation for College Composition</td>
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</table>

#### 6 units required from this section

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>NATRE 1</td>
<td>Environmental Conservation</td>
</tr>
<tr>
<td>NATRE 9</td>
<td>Parks and Forests Law Enforcement</td>
</tr>
<tr>
<td>NATRE 30</td>
<td>Introduction to Watershed Management</td>
</tr>
<tr>
<td>NATRE 50</td>
<td>Natural History and Ecology</td>
</tr>
<tr>
<td>or BIOL 24</td>
<td>General Ecology (4)</td>
</tr>
<tr>
<td>or BIOL 160</td>
<td>Introduction to Maps and Remote Sensing</td>
</tr>
<tr>
<td>NATRE 181</td>
<td>California Wildlife</td>
</tr>
</tbody>
</table>

**Recommended Optional Course**

- **OPTTEC 100** Computer Keyboarding I (1)

### Natural Resources Technology

- **ASSOCIATE IN SCIENCE (OCUPATIONAL EDUCATION)**

#### Courses Required for Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATRE 1</td>
<td>Environmental Conservation</td>
</tr>
<tr>
<td>NATRE 9</td>
<td>Parks and Forests Law Enforcement</td>
</tr>
<tr>
<td>NATRE 30</td>
<td>Introduction to Watershed Management</td>
</tr>
<tr>
<td>or BIOL 24</td>
<td>General Ecology (4)</td>
</tr>
<tr>
<td>NATRE 155</td>
<td>Interpreted Guided Tours</td>
</tr>
<tr>
<td>or BIOL 160</td>
<td>Introduction to Maps and Remote Sensing</td>
</tr>
<tr>
<td>NATRE 181</td>
<td>California Wildlife</td>
</tr>
</tbody>
</table>

**Units Required for Major** 38-46

#### Recommended Optional Course

- **OPTTEC 100** Computer Keyboarding I (1)

### Water Resources Management

- **ASSOCIATE IN SCIENCE (OCUPATIONAL EDUCATION)**

#### The Associate in Science Occupational Education Degree

The Associate in Science Occupational Education Degree (ASOE) in Water Resources Management prepares recipients for immediate employment in the fields of Watershed Management, Waterway Treatment, and for Drinking Water Treatment. To earn this degree, a student must complete the requirements listed in Column 2 of the General Education Breadth Requirements for Columbia College as well as requirements specific to the degree, including courses in water resources management, natural resources, environmental conservation, geology, Geographic Information Systems, natural history, and ecology.

#### Courses Required for Major

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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<tbody>
<tr>
<td>NARTC 161</td>
<td>Introduction to Watershed Management</td>
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<tr>
<td>NARTC 3</td>
<td>Environmental Conservation</td>
</tr>
<tr>
<td>NARTC 4</td>
<td>Water for Consumption</td>
</tr>
<tr>
<td>NARTC 165</td>
<td>Rural Watershed Management</td>
</tr>
<tr>
<td>NARTC 166</td>
<td>Decentralized Watershed Management</td>
</tr>
<tr>
<td>NARTC 167</td>
<td>Operation of Watershed Treatment Plants</td>
</tr>
<tr>
<td>NARTC 30</td>
<td>Introduction to Watershed Management</td>
</tr>
</tbody>
</table>

**6 units required from this section**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts and Information Systems</td>
</tr>
<tr>
<td>CMPSC 60</td>
<td>Introduction to GIS-ArcView</td>
</tr>
<tr>
<td>CMPSC 75</td>
<td>GIS Applications in Resource Management</td>
</tr>
<tr>
<td>GEOG 73</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>DRAFT 50A</td>
<td>Computer-Assisted Drafting I (1)</td>
</tr>
<tr>
<td>FORTC 153</td>
<td>Forest Surveying</td>
</tr>
<tr>
<td>NARTC 160</td>
<td>Introduction to Maps and Remote Sensing</td>
</tr>
</tbody>
</table>

**3 units required from this section**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC 1</td>
<td>Energy: Uses and Alternatives</td>
</tr>
<tr>
<td>ESC 10</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>ESC 52</td>
<td>Meteorology</td>
</tr>
<tr>
<td>ESC 10</td>
<td>Environmental Geology</td>
</tr>
<tr>
<td>or BIOL 24</td>
<td>General Ecology (4)</td>
</tr>
<tr>
<td>or BIOL 160</td>
<td>Introduction to Maps and Remote Sensing</td>
</tr>
<tr>
<td>or MAT 101</td>
<td>Algebra I: Fundamentals or equivalent</td>
</tr>
<tr>
<td>or Higher level math course</td>
<td>3-5</td>
</tr>
</tbody>
</table>

**3-4 units required from this section**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESC 10</td>
<td>Environmental Geology</td>
</tr>
<tr>
<td>ESC 25</td>
<td>Geology of the National Parks</td>
</tr>
<tr>
<td>ESC 33</td>
<td>Introduction to the Earth</td>
</tr>
<tr>
<td>ESC 42</td>
<td>Natural Hazards</td>
</tr>
</tbody>
</table>

**Recommended Optional Course**

- **OPTTEC 100** Computer Keyboarding I (1)

### Forestry Technology

- **CERTIFICATE OF ACHIEVEMENT**

#### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FORES 1</td>
<td>Introduction to Professional Forestry</td>
</tr>
<tr>
<td>FORES 10</td>
<td>Dendrology</td>
</tr>
<tr>
<td>FORTC 153</td>
<td>Forest Surveying</td>
</tr>
<tr>
<td>FORTC 162</td>
<td>Applied Forest Inventory &amp; Management</td>
</tr>
<tr>
<td>CMPSC 1</td>
<td>Computer Concepts &amp; Information Systems</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>Preparation for College Composition</td>
</tr>
<tr>
<td>or Higher level English</td>
<td>3-5</td>
</tr>
</tbody>
</table>

**Units Required for Major** 35

#### Recommended Optional Course

- **OPTTEC 100** Computer Keyboarding I (1)

Columbia College 2013-14 Catalog
Natural Resources Technology

**CERTIFICATE OF ACHIEVEMENT**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATRE 1</td>
<td>Environmental Conservation</td>
<td>3</td>
</tr>
<tr>
<td>NATRE 9</td>
<td>Parks and Forests Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>NATRE 10</td>
<td>Introduction to Watershed Management</td>
<td>3</td>
</tr>
<tr>
<td>NATRE 50</td>
<td>Natural History and Ecology (2)</td>
<td>2-4</td>
</tr>
<tr>
<td>or BIO 24</td>
<td>General Ecology (4)</td>
<td></td>
</tr>
<tr>
<td>NARTC 155</td>
<td>Interpretive Guided Tours</td>
<td>2</td>
</tr>
<tr>
<td>NARTC 160</td>
<td>Introduction to Maps and Remote Sensing (1.5-2)</td>
<td></td>
</tr>
<tr>
<td>NATRE 181</td>
<td>California Wildlife</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 179</td>
<td>Fishing and Fishery Biology of the Sierra Nevada</td>
<td></td>
</tr>
<tr>
<td>ENGL 151</td>
<td>Preparation for College Composition (5)</td>
<td>3-5</td>
</tr>
<tr>
<td>or Higher level English (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIRE 7</td>
<td>Wildland Fire Control</td>
<td>3</td>
</tr>
<tr>
<td>FORTC 153</td>
<td>Introduction to Professional Forestry (3)</td>
<td></td>
</tr>
<tr>
<td>FORES 10</td>
<td>Dendrology</td>
<td>3</td>
</tr>
<tr>
<td>FORTC 153</td>
<td>Forest Surveying (1.5 - 3)</td>
<td></td>
</tr>
<tr>
<td>MATH 101</td>
<td>Algebra I (5)</td>
<td>3-5</td>
</tr>
<tr>
<td>or Higher level math course (3-5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-4 units required from this section</td>
<td></td>
<td>3-4</td>
</tr>
<tr>
<td>ESC 10</td>
<td>Environmental Geology (3)</td>
<td></td>
</tr>
<tr>
<td>ESC 25</td>
<td>Geology of the National Parks (3)</td>
<td></td>
</tr>
<tr>
<td>ESC 33</td>
<td>Introduction to the Earth (4)</td>
<td></td>
</tr>
<tr>
<td>ESC 42</td>
<td>Natural Hazards (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Required Units 35 - 47**

Recommended Option Course

OPTFC 100 Computer Keyboarding I (1)

**Water Resources Management**

**CERTIFICATE OF ACHIEVEMENT**

The Certificate of Achievement in Water Resources Management helps prepare recipients for immediate employment in the fields of Watershed Management, Wastewater Treatment, and/or Drinking Water Treatment. To earn the Certificate of Achievement, a student must complete the requirements including courses in water resources management, natural resources, environmental conservation, geology, Geographic Information Systems, natural history, and ecology.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NARTC 161</td>
<td>Introduction to Water Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>NATRE 3</td>
<td>Natural Resources Law and Policy (3)</td>
<td></td>
</tr>
<tr>
<td>NATRE 9</td>
<td>Parks and Forests Law Enforcement (2)</td>
<td></td>
</tr>
<tr>
<td>3 units required from this section</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BIOL 39</td>
<td>Field Biology (1-2)</td>
<td></td>
</tr>
<tr>
<td>BIOL 179</td>
<td>Fishing and Fishery Biology of the Sierra Nevada</td>
<td></td>
</tr>
<tr>
<td>ESC 35</td>
<td>Field Geology (0.5-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35CC</td>
<td>Geology and Gold Mining of Calaveras County (1-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35DV</td>
<td>Geology of Death Valley (1-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35L</td>
<td>Geology of Loses, Shasta, Lake Bod (1-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35LT</td>
<td>Geology of the Lake Tahoe Region (1-3)</td>
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<tr>
<td>ESC 35LV</td>
<td>Geology of the Long Valley Caldera (1-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35ML</td>
<td>Geology of the Mother Lode (1-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35PA</td>
<td>Geology of the San Andreas Fault (1-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35PA</td>
<td>Geology of the Sierra Nevada (1-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35PP</td>
<td>Geology of the Sonora Pass Area (1-3)</td>
<td></td>
</tr>
<tr>
<td>ESC 35TR</td>
<td>Geology of the Tawakini River (1-3)</td>
<td></td>
</tr>
<tr>
<td>NARTC 182</td>
<td>Natural History and Techniques of Surveying</td>
<td></td>
</tr>
<tr>
<td>NARTC 183</td>
<td>Ecological Restoration in Practice</td>
<td></td>
</tr>
<tr>
<td>NATRE 110</td>
<td>Natural Resources Field Camp</td>
<td></td>
</tr>
<tr>
<td>3 units required from this section</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>ANTH 10</td>
<td>Archaeology and Cultural Prehistory (3)</td>
<td></td>
</tr>
<tr>
<td>BIOL 17</td>
<td>Fundamentals of Biology (4)</td>
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<tr>
<td>BIOL 65</td>
<td>Microbiology</td>
<td></td>
</tr>
<tr>
<td>BUSAD 9</td>
<td>Introduction to Small Group and Team</td>
<td></td>
</tr>
<tr>
<td>SPOM 9</td>
<td>Communication (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Required Units 35**

Wastewater Treatment Plant Operation

**SKILLS ATTAINMENT CERTIFICATE**

This 3-course, 9-unit certificate provides students with the educational units and information necessary to take the Grade I and II Wastewater Treatment Plant Operator Certification exams in California (other requirements exist, including Operator in Training wastewater treatment plant experience). The courses that make up the Water Treatment Plant Operation Skills Attainment Certificate are also applicable to the Water Resources Management certificate and ASOE degree, which have additional course requirements.

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NARTC 164</td>
<td>Introduction to Water Resources</td>
<td>3</td>
</tr>
<tr>
<td>NARTC 167</td>
<td>Operation of Wastewater Treatment Plants</td>
<td>3</td>
</tr>
<tr>
<td>NARTC 169</td>
<td>Operation of Wastewater Treatment Plants</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units 9**

Health and Human Performance

**ASSOCIATE IN ARTS**

**Courses Required for Major**

| Units Required for Major | 34-38 |

Health and Human Performance

**ASSOCIATE IN SCIENCE**

**Courses Required for Major**

| Units Required for Major | 26   |

Wastewater Treatment Plant Operation

**SKILLS ATTAINMENT CERTIFICATE**

This 3-course, 9-unit certificate provides students with the educational units and information necessary to take the Grade I and II Wastewater Treatment Plant Operator Certification exams in California (other requirements exist, including Operator in Training wastewater treatment plant experience). The courses that make up the Water Treatment Plant Operation Skills Attainment Certificate are also applicable to the Water Resources Management certificate and ASOE degree, which have additional course requirements.

**Required Courses**

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NARTC 164</td>
<td>Introduction to Water Resources</td>
<td>3</td>
</tr>
<tr>
<td>NARTC 167</td>
<td>Operation of Wastewater Treatment Plants</td>
<td>3</td>
</tr>
<tr>
<td>NARTC 169</td>
<td>Operation of Wastewater Treatment Plants</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units 9**

Sport Science

**ASSOCIATE IN ARTS**

The purpose of the Sport Science major is to provide a general program of study that focuses on the principles of physical education, fitness, and sport. This program will also develop the student's understanding of the sociological impact of recreation, leisure and sport, as well as provide an introduction to sport psychology, basic athletic injury prevention and treatment, and organization of fitness and sport management programs.

**Courses Required for Major**

| Units Required for Major | 34-38 |

Emphasis in Culinary Arts

**ASSOCIATE IN SCIENCE**

**Courses Required for Major**

| Units Required for Major | 36   |

Food and Natural Resources/Health and Human Performance/Hospitality Management

**ASSOCIATE IN ARTS**

**Courses Required for Major**

| Units Required for Major | 38   |
Emphasis in Restaurant Management

Required Courses Within Major

- HPMGT 102 Introduction to Hospitality Careers and Human Relations 1.5
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 126 Nutrition for Chefs 2
- HPMGT 128 Kitchen Management 3
- HPMGT 133A Introduction to Commercial Food Preparation 3

Units Required for Major 33

Pantry and Dessert Chef

Required Courses

- HPMGT 102 Introduction to Hospitality Careers and Human Relations 1.5
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 126 Nutrition for Chefs 2
- HPMGT 128 Kitchen Management 3
- HPMGT 133A Introduction to Commercial Food Preparation 3

Units Required for Major 23

Restaurant Management

Required Courses

- HPMGT 102 Introduction to Hospitality Careers and Human Relations 1.5
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 126 Nutrition for Chefs 2
- HPMGT 128 Kitchen Management 3
- HPMGT 133A Introduction to Commercial Food Preparation 3

Units Required for Major 32-36

Dinner Line Cook

Required Courses

- HPMGT 102 Introduction to Hospitality Careers and Human Relations 1.5
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 126 Nutrition for Chefs 2
- HPMGT 128 Kitchen Management 3
- HPMGT 133A Introduction to Commercial Food Preparation 3

Units Required for Major 23

Recommended Optional Course

- HPMGT 148 Introduction to Wines (2)

Total Required Units 34-38

Hospitality Management

Required Courses

- HPMGT 102 Introduction to Hospitality Careers and Human Relations 1.5
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 126 Nutrition for Chefs 2
- HPMGT 128 Kitchen Management 3
- HPMGT 133A Introduction to Commercial Food Preparation 3

Units Required for Major 32-36

Pantry and Desert Chef

Required Courses

- HPMGT 102 Introduction to Hospitality Careers and Human Relations 1.5
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 126 Nutrition for Chefs 2
- HPMGT 128 Kitchen Management 3
- HPMGT 133A Introduction to Commercial Food Preparation 3

Units Required for Major 14-17

Restaurant Management

Required Courses

- HPMGT 102 Introduction to Hospitality Careers and Human Relations 1.5
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 126 Nutrition for Chefs 2
- HPMGT 128 Kitchen Management 3
- HPMGT 133A Introduction to Commercial Food Preparation 3

Units Required for Major 14-17

Recommended Optional Course

- HPMGT 148 Introduction to Wines (2)

Total Required Units 33
Degrees & Certificates

90 Degrees & Certificates

Baker

- SKILLS ATTAINMENT CERTIFICATE

Required Courses
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 134 Commercial Baking: Beginning 2.5
- HPMGT 135 Commercial Baking: Advanced 2
- HPMGT 141 Restaurant Desserts 2

Total Required Units 8.5

Baking for Entrepreneurs

- SKILLS ATTAINMENT CERTIFICATE

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

Required Courses
- or ENTR 103 Entrepreneurial Marketing (2)
- or ENTR 104 Preparing Effective Business Plans (2)
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 134 Commercial Baking: Beginning 2.5
- HPMGT 135 Commercial Baking: Advanced 2
- HPMGT 141 Restaurant Desserts 2

Total Required Units 12.5

Deli Cook & Baker

- SKILLS ATTAINMENT CERTIFICATE

Required Courses
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 122 Restaurant Math 1
- HPMGT 138 Intro to Commercial Food Preparation 3
- HPMGT 134 Commercial Baking: Beginning 2.5
- HPMGT 142 Garde Manger 1

Total Required Units 10.5

Dining Room Management

- SKILLS ATTAINMENT CERTIFICATE

Required Courses
- HPMGT 102 Introduction to Hospitality Careers and Human Relations 1.5
- HPMGT 104 Hospitality Laws and Regulations 2
- HPMGT 120 Safety and Sanitation 1
- HPMGT 122 Restaurant Math 1
- HPMGT 134 Dining Room Service and Management I 2
- HPMGT 146 Dining Room Service and Management II 1.5
- HPMGT 148 Introduction to Wines 2

Total Required Units 10.5–13

Chef for Entrepreneurs

- SKILLS ATTAINMENT CERTIFICATE

The coursework in this certificate is designed to prepare students who plan to own their own restaurant business as the chef.

Required Courses
- or ENTR 103 Entrepreneurial Marketing (2)
- or ENTR 104 Preparing Effective Business Plans (2)
- HPMGT 97 Work Experience in Hospitality Management (maximum 2 units)
- HPMGT 102 Introduction to Hospitality Careers and Human Relations (1.5)
- HPMGT 104 Hospitality Laws and Regulations (2)
- HPMGT 120 Safety and Nutrition (2)
- HPMGT 122 Restaurant Math (1)
- HPMGT 126 Nutrition for Chefs (2)

Total Required Units 4

Safety & Sanitation

- SKILLS ATTAINMENT CERTIFICATE

Required Course
- HPMGT 120 Safety and Sanitation 1

Total Required Units 1

Human Services

- ASSOCIATE IN SCIENCE (OCUPATIONAL EDUCATION)

Courses Required for Major

- CMCMP 1 Computer Concepts & Information Systems
- GUIDU 10A Introduction to Helping Skills
- GUIDU 10B Intermediate Helping and Basic Conflict Management Skills
- OPTEC 131 Office Procedures & Technology
- PSYCH 30 Personal and Social Adjustment
- SOCIO 3 Ethnicity and Ethnic Relations in America
- or CHILD 22 Child, Family, Community (3)
- 3 units from the following
- CHILD 1 Child Growth and Development (3)
- PSYCH 1 General Psychology (3)
- SOCIO 1 Introduction to Sociology (3)

Recommended Optional Courses
- PSYCH 35 Introduction to Drugs and Behavior (3)
- SPCOM 1 Introduction to Public Speaking (3)

Units Required for Major 22

Human Services

- CERTIFICATE OF ACHIEVEMENT

Required Courses

- CMCMP 1 Computer Concepts & Information Systems
- GUIDU 10A Introduction to Helping Skills
- GUIDU 10B Intermediate Helping and Basic Conflict Management Skills
- OPTEC 131 Office Procedures & Technology
- PSYCH 30 Personal and Social Adjustment
- SOCIO 3 Ethnicity and Ethnic Relations in America
- or CHILD 22 Child, Family, Community (3)
- 3 units from the following
- CHILD 1 Child Growth and Development (3)
- PSYCH 1 General Psychology (3)
- SOCIO 1 Introduction to Sociology (3)

Recommended Optional Courses
- PSYCH 35 Introduction to Drugs and Behavior (3)
- SPCOM 1 Introduction to Public Speaking (3)

Units Required for Major 22

Human Services/Language Arts

- ASSOCIATE IN SCIENCE (GENERAL EDUCATION)

Courses Required for Major

- ENGL 1B Advanced Composition and Introduction to Literature
- SOCIO 1 Introduction to Sociology (3)
- or CHILD 22 Child, Family, Community (3)
- or GUIDE 1 Career/Life Planning (3)
- or PSYCH 1 General Psychology (3)
- or SOCIO 1 Introduction to Sociology (3)

Recommended Optional Courses
- PSYCH 35 Introduction to Drugs and Behavior (3)
- SPCOM 1 Introduction to Public Speaking (3)

Units Required for Major 22

Language Arts

- ASSOCIATE IN ARTS FOR TRANSFER (AA-T)

The English program provides students with a core curriculum in composition, literature, and critical thinking. The curriculum is designed in a sequential pattern to provide students with college-level writing and reading skills. The program is further designed to foster critical thinking and to apply analytical skills to upper-division course work and to everyday problem solving. The requirements of this degree satisfy the Transfer Model Curriculum (TMC) for English. The Associate in Arts for Transfer (AA-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code section 66746-66749, effective Fall 2011). This law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree is for students who plan to complete a bachelor's degree in English at a CSU campus. Students should consult with a counselor to determine if this degree is the best option or plan for their transfer goals.

A. To earn this degree, student must complete 60 CSU transferable units with a grade point average of 2.0 or better, including the completion of: Either the California State University General Education-Breadth Requirements (CSU-GE - minimum of 40 units) or the Intersegmental General Education Transfer Curriculum (minimum of 37 units); AND
B. Eighteen to twenty units as specified below, with a grade of C- or better in all courses; AND
C. Any CSU-transferable electives needed to bring the total units to 60.

NOTE: Students earning this degree are exempt from the Institutional Requirement of completing two physical activity courses.

Courses Required for Major

- ENGL 1B Advanced Composition and Introduction to Literature
- ENGL 1C Critical Reasoning and Writing
- List A: Select 2 of the following:
  - ENGL 17 American Literature (3)
  - ENGL 18 American Literature (3)
  - ENGL 47 Survey of English Literature (3)
  - List B: Select 1 of the following:
  - ENGL 47 Survey of English Literature (3)
  - Any course from List A not used above (3)
  - List C: Select 1 of the following:
  - ENGL 11 Film Appreciation (3)
  - ENGL 81 Introduction to World Literature: 1500 to present (3)
  - ENGL 49 California Literature (3)
  - Any course from List A or B not used above (3)

Units Required for Major 18

Columbia College 2013-14 Catalog
Emphasis in Communication

**ASSOCIATE IN ARTS**

Courses Required for Major

6 units required from this section

SPCOM 1 Introduction to Public Speaking (3)

6 units required from this section

ENGL 1B Advanced Composition and Introduction to Literature (3)

PHILO 1 Introduction to Philosophy (3)

PHILO 25 Twentieth-Century Philosophy (3)

3 units required from this section

HIST 13 World Civilizations: to 1650 (3)

HIST 14 World Civilizations: 1650 to Present (3)

HIST 16 United States: 1877 to Present (3)

PHILO 1 Introduction to Philosophy (3)

HIST 5 History of the Philosophy of Science (3)

Units Required for Major 18

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Emphasis in Arts and Humanities

**ASSOCIATE IN ARTS**

This area of emphasis is 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.

Courses Required for Major

Activity: Creative and Fine Arts (6 units required) Units

ART 9A Life Drawing: Beginning (3-4)

ART 9B Life Drawing: Intermediate (2-4)

ART 21A Painting: Beginning (2-4)

ART 21B Painting: Intermediate (2-4)

ART 31 Ceramics: Introductory (2-4)

ART 32 Ceramics: Intermediate (2-4)

ART 40 Photography: Beginning (4)

ART 41 Photography: Intermediate (3)

DRAMA 19 Exploring Radio Drama (1-3-3)

DRAMA 20 Oral Expression and Interpretation (3)

DRAMA 22 Introduction to Readers' Theatre (3)

DRAMA 42 Acting Fundamentals (3)

DRAMA 43 Acting Directing (3)

MUSIC 31A Elementary Piano (1)

MUSIC 36 Elementary Voice (1)

MUSIC 49 Beginning Guitar (1)

MUSIC 60 College Choir (1)

MUSIC 76 Community Orchestra (1)

SPCOM 7 Forensics Workshop (1)

6 units required from this section

HUMAN 3 World Culture (3)

PSYCH 1 General Psychology (3)

SPAN 1A Spanish: Beginning (5)

SPAN 2A Spanish: Intermediate (5)

SPAN 2B Spanish: Intermediate (5)

3 units required from this section

HIST 11 History of Art: Ancient and Medieval (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)

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Liberal Arts

**ASSOCIATE IN ARTS**

This area of emphasis is intended for those students interested in developing an introductory knowledge base and context 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.

Courses Required for Major

Human and Individual Development (6 units required)

ANTHR 1 Physical Anthropology (3)

CHILD 1 Child Growth and Development (3)

CHILD 22 Child, Family, Community (3)

GUIDE 10A Introduction to Helping Skills (1.5)

GUIDE 10B Intermediate Helping and Basic Conflict Management Skills (1.5)

PSYCH 1 General Psychology (3)

PSYCH 5 Human Sexual Behavior (3)

PSYCH 10 Lifespan Development (3)

PSYCH 20 Sport Psychology (3)

PSYCH 30 Psychology of Adjustment (3)

PSYCH 35 Introduction to Drugs and Behavior (3)

PSYCH 40 Stress Management (3)

---

Institutional and Cultural Context (select courses from at least 2 subject areas)

ANTHR 2 Cultural Anthropology (3)

ANTHR 3 Current Issues in Anthropology (3)

ANTHR 7 Gender, Culture and Society (3)

ANTHR 10 Archaeology and Cultural Prehistory (3)

ANTHR 15 Native People of North America (3)

ECON 10 Principles of Economics - Macroecon (4)

ECON 11 Principles of Economics - Micro (4)

EGEO 13 Cultural Geography (3)

POLSC 10 Constitutional Government (3)

POLSC 12 American Political Thought (3)

POLSC 14 International Relations (3)

SOCIO 1 Introduction to Sociology (3)

SOCIO 2 American Society: Social Problems and Deviance (3)

SOCIO 5 6 Ethnicity and Ethnic Relations in America (3)

SOCIO 7 Gender, Culture and Society (3)

SOCIO 12 Sociology of the Family (3)

SOCIO 28 Death and Dying (3)

SPCOM 6 Intercultural Communication (3)

---

Historical Foundations (select 1 course)

HIST 11 History of California (3)

HIST 13 World Civilizations: to 1650 (3)

HIST 14 World Civilizations: 1650 to Present (3)

HIST 16 United States: to 1877 (3)

HIST 17 United States: 1877 to Present (3)

HIST 21 Women in American History (3)

---

Units Required for Major 18
## Emphasis in Science

### Liberal Studies

| Emphasis in Elementary Teaching Preparation
| Emphasis in Science

### Emphasis in Science

#### Associate in Arts

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.

**Courses Required for Major**

<table>
<thead>
<tr>
<th>Tools for Science (2 units required)</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 1 Computer Concepts and Information Systems (4)</td>
<td>2</td>
</tr>
<tr>
<td>CMPSC 5 Introduction to Programming (3)</td>
<td></td>
</tr>
<tr>
<td>CMPSC 15 Java Programming (3)</td>
<td></td>
</tr>
<tr>
<td>CMPSC 55 Database Management (4)</td>
<td></td>
</tr>
<tr>
<td>CMPSC 59 Geographical Information and Global Positioning Systems (1-3)</td>
<td></td>
</tr>
</tbody>
</table>

**Natural and Life Sciences (7 units required)**

| ANTHR 1 Physical Anthropology (3) | 7 |
| BIOL 2 Principles of Biology (4) | |
| BIOL 4 Principles of Animal Biology (4) | |
| BIOL 6 Principles of Plant Biology (4) | |
| BIOL 10 Human Anatomy (4) | |
| BIOL 17* Fundamentals of Biology (4) | |
| BIOL 20 General Ecology (4) | |
| BIOL 39 Field Biology (1-2) | |
| BIOL 60 Human Physiology (4) | |
| BIOL 65 Microbiology (4) | |

**Research Units**

*Transfer credit denied. See a counselor.*

**Units Required for Major**

18

### Courses Required for Major (18 units required)

Select a minimum of 1 unit from at least 6 of the following subject areas.

<table>
<thead>
<tr>
<th>Oral Communication</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECOM 1 Introduction to Public Speaking (3)</td>
<td></td>
</tr>
<tr>
<td>SPECOM 4 Introduction to Human Communication (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Emphasis in Elementary Teaching Preparation**

#### Associate in Arts

This area of emphasis is intended to provide partial fulfillment of Freshman/Sophomore major preparation requirements towards transferring to a university in a Bachelor's Degree in Liberal Studies, K-8 Teacher Preparation Program. Students planning to transfer in this major should consult with a counselor to create an Educational Plan, as requirements vary among transfer universities.

**Courses Required for Major**

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| BIOL 20 General Ecology (4) | |
| BIOL 39 Field Biology (1-2) | |
| BIOL 60 Human Physiology (4) | |
| BIOL 65 Microbiology (4) | |

**Research Units**

*Transfer credit denied. See a counselor.*

**Units Required for Major**

18

### Courses Required for Major (18 units required)

Select a minimum of 1 unit from at least 6 of the following subject areas.

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| BIOL 20 General Ecology (4) | |
| BIOL 39 Field Biology (1-2) | |
| BIOL 60 Human Physiology (4) | |
| BIOL 65 Microbiology (4) | |

**Research Units**

*Transfer credit denied. See a counselor.*

**Units Required for Major**

18
Mathematics

Mathematics

ASSOCIATE IN ARTS

Courses Required for Major
14 units required from this section

MATH 18A Calculus (5)
MATH 2 Statistics (4)
MATH 6 Mathematics for Liberal Arts Students (3)
MATH 7 Finite Mathematics (3)
MATH 17A Precalculus I (5)
MATH 17B Precalculus II (5)

3-5 units required from this section

MATH 6 Mathematics for Liberal Arts Students (3)
MATH 2 Calculus I (5)
MATH 12 Statistics (4)
MATH 17A Precalculus I (5)
MATH 17B Precalculus II (5)

4-5 units required from this section

PHYCS 22 Introductory Physics I: Calculus Level (5)
PHYCS 4A Introductory Physics I: Trigonometry Level (4)
PHYCS 5A Introductory Physics I: Calculus Level (5)

4 units required from this section

MATH 18A Calculus I (5)
MATH 18B Calculus (5)
MATH 76 Community Orchestra (1)

Units Required for Major
20

Music

Music

ASSOCIATE IN ARTS

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

Courses Required for Major
20 units required from this section

MUSIC 21A Intermediate Music Theory (3)
MUSIC 21B Intermediate Music Theory (3)
MUSIC 51 Private Lessons: Keyboard (1)
MUSIC 54 Private Lessons: Voice (1)

4 units required from this section

MUSIC 21A Intermediate Music Theory (3)
MUSIC 21B Intermediate Music Theory (3)

Units Required for Major
21-24

OFFICE TECHNOLOGY

Administrative Office Professional

ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major

BUSD 40 Principles of Management
BUSD 155 Computerized Accounting (Quickbooks)
BUSAD 161A Small Business Accounting I
CMPSC 11 Presentations Using Computers and Multimedia

Recommended Optional Courses

MUSIC 10 Survey of Music History/Literature: Ancient to 1750
MUSIC 11 Survey of Music History/Literature: 1750 to Present

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

Office Technology

Medical Office Specialist

ASSOCIATE IN SCIENCE (OCCUPATIONAL EDUCATION)

Courses Required for Major

CMPSC 138 Excel Spreadsheets
OPTEC 50 Medical Terminology
OPTEC 125 Records Management and Filing Applications
OPTEC 130 Business English
OPTEC 132 Business Communication
OPTEC 141 Intermediate Word Processing
OPTEC 149 Electronic Health Records
OPTEC 150 Medical Law and Ethics
OPTEC 151 Medical Office Management
OPTEC 152A Medical Billing and Coding

Recommended Optional Courses

BIOL 150 Elementary Anatomy and Physiology (3)
BUSD 25 Job Search and Interviewing Strategies (1)
GUIDE 25

Office Technology Degrees

Office Professional

CERTIFICATE OF ACHIEVEMENT

This program is designed to prepare the student for employment in the modern office. Communication and office skills are emphasized. The student will be able to choose two additional courses, beyond the basic requirements, for specialization in an office technology area.

Required Courses

BUSD 163 Business Mathematics
CMPS 10 Internet Essentials
CMPS 138 Excel Spreadsheets
OPTEC 125 Records Management and Filing Applications
OPTEC 130 Business English
OPTEC 131 Office Procedures and Technology
OPTEC 132 Business Communication
OPTEC 141 Intermediate Word Processing
OPTEC 210 Typing Speed and Accuracy Building

2 courses required from this section

BUSD 135 Computerized Accounting (Quickbooks) (1-2)
CMPS 11 Presentations Using Computers and Multimedia (1-2)
CMPS 17 Advanced Internet Research (0.5-2)
CMPS 142/ Desktop Publishing Essentials (1-2)
CMPS 155 Access (1-2)

Virtual Office Professional

CERTIFICATE OF ACHIEVEMENT

The Virtual Office Professional Program prepares students as entrepreneurs or independent contractors who will be able to provide professional, administrative, creative, and technical assistance to clients in a virtual office environment using advanced communication technologies. The courses assist the student in developing skills which will work in virtual environments, and identify the student's niche in the industry. Preparation includes topics related to creating a virtual office such as time management, customizing the workplace, evaluating software and hardware, and communicating effectively and efficiently with the office technology area.

Recommended Optional Courses

BUSD 25/ Job Search and Interviewing Strategies (1)
GUIDE 25

Required Courses

CMPS 138 Excel Spreadsheets
CMPS 10 Internet Essentials
CMPS 138 Excel Spreadsheets
CMPS 142/ Desktop Publishing Essentials (1-2)
CMPS 155 Access (1-2)

Total Required Units
24.5-28

CMPS 10 Internet Essentials
CMPS 138 Excel Spreadsheets
CMPS 142/ Desktop Publishing Essentials (1-2)
CMPS 155 Access (1-2)

Virtual Office Professional

CERTIFICATE OF ACHIEVEMENT

The Virtual Office Professional Program prepares students as entrepreneurs or independent contractors who will be able to provide professional, administrative, creative, and technical assistance to clients in a virtual office environment using advanced communication technologies. The courses assist the student in developing skills which will work in virtual environments, and identify the student's niche in the industry. Preparation includes topics related to creating a virtual office such as time management, customizing the workplace, evaluating software and hardware, and communicating effectively and efficiently with and through technology.

Required Courses

OPTEC 125 Records Management and Filing Applications
OPTEC 130 Business English
OPTEC 131 Office Procedures and Technology
OPTEC 132 Business Communication
OPTEC 141 Intermediate Word Processing
Medical Coding

**SKILLS ATTAINMENT CERTIFICATE**

The Medical Coding Certificate program prepares individuals to perform the duties and functions of a medical billing and coding specialist. Upon completion of the program, the student will have the ability to input patient information for coding and billing using medical software, use and understand medical terminology as it relates to coding and billing, organize information relating to patient medical records, and use codes from the CPT, ICD (International Classification of Diseases), and HCPCS for medical billing, coding, and completion of insurance forms.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFTEC 150 Medical Law and Ethics</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 152A Medical Billing and Coding</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 152B Medical Coding II</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 152C Advanced Medical Coding</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Required Units: 15.5

**Office Specialist**

**SKILLS ATTAINMENT CERTIFICATE**

This Skills Attainment Certificate is designed to be a brief skills update program. Students wishing to return to the workforce after a hiatus need to learn the latest in technology. This program will give them the opportunity learn the latest in word processing suites and refresh English and other office skills. This program contains the building blocks for a COA or an AS degree.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPSC 10 Internet Essentials</td>
<td>1-2</td>
</tr>
<tr>
<td>CMPSC 138 Excel Spreadsheets</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 100 Computer Keyboarding I</td>
<td>1</td>
</tr>
<tr>
<td>or OFTEC 210 Typing Speed and Accuracy Building</td>
<td>1</td>
</tr>
<tr>
<td>OFTEC 125 Records Management and Filing Applications</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 130 Business English</td>
<td>3</td>
</tr>
<tr>
<td>OFTEC 140 Beginning Word Processing</td>
<td>2</td>
</tr>
</tbody>
</table>

### Total Required Units: 15.5-17

**Virtual Entrepreneur Technician**

**SKILLS ATTAINMENT CERTIFICATE**

Students completing this certificate will have the business skills to complete the startup requirements of a virtual office. In addition, students will have the skills to manage, market, and grow a virtual business.

### Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTRE 101 Introduction to Entrepreneurship</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 102 Entrepreneurial Marketing</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 104 Preparing Effective Business Plans</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 105 Social Media Marketing</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 168 Creating and Managing a Virtual Office</td>
<td>3</td>
</tr>
</tbody>
</table>

### 6 units required from this section

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSAD 41 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CMPSC 51 Management Information Systems (4)</td>
<td>2</td>
</tr>
<tr>
<td>CMPSC 52 E-Commerce (3)</td>
<td>2</td>
</tr>
<tr>
<td>CMPSC 130 Business English (3)</td>
<td>2</td>
</tr>
<tr>
<td>OFTEC 132 Business Communications (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total Required Units: 17

**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 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. (Call 209.588.5109 for a counseling appointment.)

### Degree Requirements

- **Completion of a minimum of 60 units:** All 12 units must be completed in residence.
- **Overall grade point average of 2.0 or better:** this average is based on all work attempted in college.
- **Filing an application for graduation:**
- **Competence in reading, in written expression and in mathematics:** as demonstrated by completing the following classes with a grade of "C" or better:
  - ENGL 1A, Reading and Composition: Beginning
  - Any transferable mathematics course
- **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.

**California State University (CSU) transfers:** (30 units)
- **Complete Column IV of the Columbia College Pattern for General Education for CSU transfer listed in the Columbia College Catalog.**
- **Complete the Columbia College IGETC (Intersegmental General Education Transfer Curriculum) pattern for CSU listed in the Columbia College Catalog.**

**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.**
- **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.**

### 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 Area B-1 (Physical Sciences) or GE Area 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 Rhetoric/English Composition course (3 units minimum) chosen from ENGL 1A, ENGL 1B, ENGL 1C.**
- **One Language and Rhetoric/Communication and Analytical Thinking course (3 units minimum) from GE Area B-4 (Mathematical Concepts, Quantitative Reasoning, and Application).**

### Additional courses (15 units minimum) chosen from any of the areas listed above.

**Activity Courses/Institutional Requirement** Select two additional 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-to-course articulation for the specific major and destination university as stipulated on the www.assist.org website, or as defined by major preparation in the destination university catalog.

### Emphasis in Biological Sciences

**ASSOCIATE IN SCIENCE**

The Post-Secondary Studies Biological Sciences emphasis is intended to help students prepare for possible majors within a science-related major. Common university requirements 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.

### Courses Required for Major

<table>
<thead>
<tr>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
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<td>BIOL 2</td>
<td>Principles of Biology (4)</td>
</tr>
<tr>
<td>BIOL 4</td>
<td>Principles of Animal Biology (4)</td>
</tr>
<tr>
<td>BIOL 6</td>
<td>Principles of Plant Biology (4)</td>
</tr>
<tr>
<td>BIOL 10</td>
<td>Human Anatomy (4)</td>
</tr>
<tr>
<td>BIOL 60</td>
<td>Human Physiology (4)</td>
</tr>
<tr>
<td>BIOL 65</td>
<td>Microbiology (4)</td>
</tr>
<tr>
<td>CHEM 1A</td>
<td>General Chemistry I (3)</td>
</tr>
<tr>
<td>CHEM 2A</td>
<td>General Chemistry I Laboratory (2)</td>
</tr>
</tbody>
</table>
Emphasis in Business Administration

- **ASSOCIATE IN SCIENCE**

The Post-Secondary Studies Business Administration emphasis is intended to help students prepare for possible majors within a business-related major. Common university majors in this field include Business Administration, Business Economics, Economics, Economics and Mathematics, 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.

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<tbody>
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- **BUSAD 2A** Financial Accounting (4)
- **BUSAD 2B** Managerial Accounting (4)
- **BUSAD 18** Business Law (4)
- **BUSAD 20** Principles of Business (3)
- **CMPC 1** Computer Concepts and Information Systems (4)
- **ECON 10** Principles of Economics - Micro (4)
- **ECON 11** Principles of Economics - Macro (4)
- **MATH 2** Statistics (4)
- **MATH 12** Finite Mathematics (3)
- **MATH 18A** Calculus I (5)

Emphasis in Computer Science

- **ASSOCIATE IN SCIENCE**

The Post-Secondary Studies Computer Science emphasis is intended to help students prepare for possible majors within a computer science-related major. Common university majors in this field include Computer Science, Computer Information Systems, and Geographic Information Systems. 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.

**Courses Required for Major**

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- **CHEM 2B** General Chemistry II (3)
- **CHEM 2BL** General Chemistry II Laboratory (2)
- **CMPC 1** Computer Concepts and Information Systems (4)
- **CMPC 22** Programming Concepts and Methodology I (4)
- **CMPC 24** Programming Concepts and Methodology II (4)
- **MATH 2** Statistics (4)
- **MATH 18A** Calculus I (5)
- **MATH 18B** Calculus II (5)
- **PHYS 4A** Introductory Physics I: Trigonometry Level (4)
- **PHYS 4B** Introductory Physics II: Trigonometry Level (4)
- **PHYS 5A** Introductory Physics I: Calculus Level (5)
- **PHYS 5B** Introductory Physics II: Calculus Level (5)

Emphasis in Environmental Sciences

- **ASSOCIATE IN SCIENCE**

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.

**Courses Required for Major**

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- **BIOL 2** Principles of Biology (4)
- **BIOL 4** Principles of Animal Biology (4)
- **BIOL 6** Principles of Plant Biology (4)
- **BIOL 24** General Ecology (4)
- **CHEM 2A** General Chemistry I (3)
- **CHEM 2AL** General Chemistry I Laboratory (2)
- **CHEM 2B** General Chemistry II (3)
- **CHEM 2BL** General Chemistry II Laboratory (2)
- **CHEM 2BL** General Chemistry II Laboratory (2)
- **CHEM 5** Introductory Chemistry: Environmental Emphasis (3)
- **CHEM 5L** Introductory Chemistry Laboratory (1)
- **ESC 5** Physical Geology (4)
- **MATH 18A** Calculus I (5)
- **MATH 18B** Calculus II (5)
- **PHYS 4A** Introductory Physics I: Trigonometry Level (4)
- **PHYS 4B** Introductory Physics II: Trigonometry Level (4)
- **PHYS 5A** Introductory Physics I: Calculus Level (5)
- **PHYS 5B** Introductory Physics II: Calculus Level (5)

Emphasis in Pre-Engineering

- **ASSOCIATE IN SCIENCE**

The Post-Secondary Studies Pre-Engineering emphasis is intended to help students prepare for possible majors within an engineering-related major. Common university majors in this field include Mechanical Engineering, Civil Engineering, Aeronautical Engineering, Electrical Engineering, Construction Management, Chemical Engineering, and Environmental Engineering. 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.

**Courses Required for Major**

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- **CHEM 2A** General Chemistry I (3)
- **CHEM 2BL** General Chemistry II Laboratory (2)
- **CHEM 2B** General Chemistry I (3)
- **CHEM 2BL** General Chemistry II Laboratory (2)
- **MATH 18A** Calculus I (5)
- **MATH 18B** Calculus II (5)
- **PHYS 5A** Introductory Physics I: Calculus Level (5)
- **PHYS 5B** Introductory Physics II: Calculus Level (5)
Courses Required for Major Units

ESC 5 Physical Geology (4)
ESC 35 Introduction to the Earth (4)
ESC 10 Environmental Geology (3)
ESC 35ML Geology of the Mother Lode (1-3)
ESC 35SS Geology of the Sierra Nevada (1-3)
ESC 35SA Geology of the San Andreas Fault (1-3)
ESC 35TR Geology of the Tuolumne River (1-3)
ESC 35DV Geology of Death Valley (1-3)
ESC 35LS Geology of Lassen, Shasta, Lava Beds (1-3)
ESC 35LT Geology of the Lake Tahoe Region (1-3)
ESC 35OL Geology of the Long Valley Caldera (1-3)
ESC 35ML Geology of the Mother Lode (1-3)
ESC 35SA Geology of the San Andreas Fault (1-3)
ESC 35SS Geology of the Sierra Nevada (1-3)
ESC 35ML Geology of the Mother Lode (1-3)
ESC 35SA Geology of the San Andreas Fault (1-3)
ESC 35SS Geology of the Sierra Nevada (1-3)
ESC 35SP Geology of the Sonora Pass Area (1-3)
ESC 35SR Geology of the Lake Tahoe Region (1-3)
ESC 35TR Geology of the Tuolumne River (1-3)
ESC 35LV Geology of the Long Valley Caldera (1-3)

4 units required from this section

BIOL 2 Principles of Biology (4)
BIOL 17 Fundamentals of Biology (4)
BIOL 24 General Ecology (4)
CHEM 2A General Chemistry I (3)
and CHEM 2AL General Chemistry I Laboratory (2)
or CHEM 5 Introductory Chemistry: Environmental Emphasis (3)
and CHEM 5L Introductory Chemistry: Laboratory (1)

3 units required from this section

PHYS 1 Conceptual Physics (3)
PHYS 4A Introductory Physics I: Trigonometry Level (4)
PHYS 5A Introductory Physics I: Calculus Level (5)

Total Required Units 20

Emphasis in General Science

Courses Required for Major

BIOL 2 Principles of Biology (4)
BIOL 4 Principles of Animal Biology (4)
BIOL 6 Principles of Plant Biology (4)
CHEM 2A General Chemistry I (3)
CHEM 2AL General Chemistry I Laboratory (2)
or CHEM 5 Introductory Chemistry: Environmental Emphasis (3)
and CHEM 5L Introductory Chemistry: Laboratory (1)

4 units required from this section

PHYS 1 Conceptual Physics (3)
PHYS 4A Introductory Physics I: Trigonometry Level (4)
PHYS 5A Introductory Physics I: Calculus Level (5)

Units Required for Major 20

Emphasis in Environmental Science

Courses Required for Major

ESC 1 Environmental Geology (3)
ESC 5 Physical Geology (4)
ESC 10 Environmental Geology (3)
ESC 33 Introduction to the Earth (4)
ESC 42 Natural Hazards (3)
INDIS 48 Sustainable Living (3)
NATRE 1 Environmental Conservation (3)
PHYS 1 Conceptual Physics (3)

4 units required from this section

BIOL 2 Principles of Biology (4)
CHEM 2A General Chemistry I (3)
and CHEM 2AL General Chemistry I Laboratory (2)
or CHEM 5 Introductory Chemistry: Environmental Emphasis (3)
and CHEM 5L Introductory Chemistry: Laboratory (1)

3 units required from this section

CMPSC 1 Computer Concepts and Information Systems (4)
CMPSC 5 Introduction to Programming (3)
CMPSC 12 Website Development Applications (2-3)
CMPSC 19 Computer Graphics and Animation (2-3)
CMPSC 22 Programming Concepts and Methodology I (4)
CMPSC 30 Financial Workweek on Computers (3)
CMPSC 55 Database Management (4)
CMPSC 65 GIS Applications (0.5-3)
GEOGR 46 Geology 46

4 units required from this section

ESC 1 Energy: Uses and Alternatives (3)
ESC 5 Physical Geology (4)
ESC 33 Introduction to the Earth (4)
ESC 42 Natural Hazards (3)

3 units required from this section

PHYS 1 Conceptual Physics (3)
PHYS 4A Introductory Physics I: Trigonometry Level (4)
PHYS 5A Introductory Physics I: Calculus Level (5)

Units Required for Major 18

Science/Sociology

Emphasis in Physical Science

Courses Required for Major

CHEM 2A General Chemistry I (3)
CHEM 2AL General Chemistry I Laboratory (2)
CHEM 2B General Chemistry II (3)
CHEM 2BL General Chemistry II Laboratory (2)
PHYS 5A Introductory Physics I: Calculus Level (5)
PHYS 5B Introductory Physics II: Calculus Level (5)

Total Required Units 20

Sociology

Courses Required for Major

SOCI 1 Introduction to Sociology (3)
SOCI 2 Social Problems and Deviance (3)
MATH 2 Statistics

4 units required from this section

SOCI 5 Ethnicity and Ethnic Relations in America (3)
SOCI 7 Gender, Culture and Society (3)
SOCI 12 Sociology of the Family (3)

3 units required from this section

ANTH 2 Cultural Anthropology (3)
ECON 10 Principles of Economics - Macro (4)
ECON 11 Principles of Economics - Micro (4)
GEOGR 12 Cultural Geography (3)
POLS 10 Constitutional Government (3)
PSYCH 1 General Psychology (3)

Units Required for Major 19-20

Emphasis in Physical Science

Courses Required for Major

CHEM 2A General Chemistry I (3)
CHEM 2AL General Chemistry I Laboratory (2)
CHEM 2B General Chemistry II (3)
CHEM 2BL General Chemistry II Laboratory (2)

Total Required Units 20

Sociology

Courses Required for Major

SOCI 1 Introduction to Sociology (3)
SOCI 2 Social Problems and Deviance (3)
MATH 2 Statistics

4 units required from this section

SOCI 5 Ethnicity and Ethnic Relations in America (3)
SOCI 7 Gender, Culture and Society (3)
SOCI 12 Sociology of the Family (3)

3 units required from this section

ANTH 2 Cultural Anthropology (3)
ECON 10 Principles of Economics - Macro (4)
ECON 11 Principles of Economics - Micro (4)
GEOGR 12 Cultural Geography (3)
POLS 10 Constitutional Government (3)
PSYCH 1 General Psychology (3)

Units Required for Major 19-20
Welding Levels I, II and III

**CERTIFICATE OF ACHIEVEMENT**

The Welding Technology Skills Attainment Certificate is aligned with the American Welding Society (AWS) level I, II, and III course patterns. Students earning this certificate will have met AWS skills standards in welding.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WT 97</td>
<td>2</td>
</tr>
<tr>
<td>WT 101</td>
<td>1</td>
</tr>
<tr>
<td>WT 121</td>
<td>3</td>
</tr>
<tr>
<td>WT 122</td>
<td>3</td>
</tr>
<tr>
<td>WT 123</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 12**

**Metal Sculpture for Entrepreneurs**

**SKILLS ATTAINMENT CERTIFICATE**

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>WT 103</td>
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<tr>
<td>WT 165</td>
<td>1.5</td>
</tr>
<tr>
<td>WT 166</td>
<td>3</td>
</tr>
<tr>
<td>ENTRE 101</td>
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<td>ENTRE 102</td>
<td>2</td>
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<tr>
<td>ENTRE 103</td>
<td>2</td>
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<tr>
<td>ENTRE 104</td>
<td>2</td>
</tr>
<tr>
<td>ENTRE 105</td>
<td>2</td>
</tr>
<tr>
<td>ART courses</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total Units Required: 13.5**

**Welding Technology For Entrepreneurs**

**SKILLS ATTAINMENT CERTIFICATE**

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

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>ENTRE 102</td>
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<tr>
<td>ENTRE 103</td>
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<tr>
<td>ENTRE 104</td>
<td>2</td>
</tr>
<tr>
<td>WT 100</td>
<td>3</td>
</tr>
<tr>
<td>WT 110</td>
<td>3</td>
</tr>
<tr>
<td>WT 111</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Required Units: 13**

**Course Descriptions**

**COURSE INFORMATION**

<table>
<thead>
<tr>
<th>Numbering of Courses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-99</td>
<td>Designed baccalaureate-level courses, transferable to four-year institutions and applicable to Associate Degree</td>
</tr>
<tr>
<td>94</td>
<td>Designated Honors courses</td>
</tr>
<tr>
<td>100-199</td>
<td>Applicable to Associate Degree; not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities</td>
</tr>
<tr>
<td>200-299</td>
<td>Courses in occupational skills development, not applicable to Associate Degree</td>
</tr>
<tr>
<td>300-399</td>
<td>Non-credit, non-basic skills courses for which no grade is awarded</td>
</tr>
<tr>
<td>400-499</td>
<td>Supplemental non-credit laboratory courses for which no grade is awarded</td>
</tr>
<tr>
<td>500-599</td>
<td>Vocational courses not intended for transfer or inclusion in a major; arts may be used as elective credit to fulfill the 40-unit degree requirement</td>
</tr>
<tr>
<td>600-699</td>
<td>Basic skills courses that are not applicable to transfer or an Associate Degree</td>
</tr>
<tr>
<td>700-799</td>
<td>Non-credit, non-graded basic skills courses</td>
</tr>
</tbody>
</table>

**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 |
| UC or CSU—(Transfer credit limited. See a counselor.) |

Students must understand that some courses designated as baccalaureate level may not meet certain requirements at the transferring institution; however, they may be used for elective credit at the discretion of the transfer school. Several
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 40 for conditions, limitations.) For UC campuses, these courses may transfer as electives or other credit as pre-authorized by the transfer school. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.

Course Description

A course description is given for each credit course offered by the College. Students should refer to the course description for information concerning course prerequisites and allocation of class hours for lecture, laboratory, field trips, or other required learning activities. Refer to page 36 for important prerequisite information.

Courses Not Listed in the Catalog

1. Non-Credit Courses

In an effort to meet some of the special interest needs of the populations served by the College, non-credit courses are usually offered each semester. Some of these are listed on pages 171-172 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-authorized. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.

Anthropology

ANTHR 1 Physical Anthropology – 3 units

Lecture: 3 hours

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

Transfer: UC/CSU. IGETC 4A, 5B; CSU-GE B2, D1

ANTHR 2 Cultural Anthropology – 3 units

Lecture: 3 hours

The scientific study of human societies including preliterate societies along with the concept of culture basic to Anthropology. Emphasis is on methods of fieldwork, cultural ecology, language, social and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (MJC ANTHR 102)

Transfer: UC/CSU. IGETC 4A; CSU-GE D1

ANTHR 3 Current Issues in Anthropology – 3 units

Recommended for Success: ENGL 151

Lecture: 3 hours

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

Transfer: CSU. CSU-GE D1

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. sites of passage, conformity and deviance) as well as the science (e.g. concepts, theories and methods) of studying these topics will be addressed. Though course readings will represent many disciplines, the foundation readings reflect the perspectives of bio-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females. Credit may be earned for only one of the following: ANTHR 7 or SOCIO 7.

Transfer: UC/CSU. IGETC 4D; CSU-GE D4

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, emphasis upon folkways dominant prior to interference by foreign cultures, and a secondary emphasis upon the status of Native Americans in the USA today. This course is designed to meet an ethnic studies requirement. (MJC ANTHR 130)

Transfer: UC/CSU. IGETC 4A; UC-GE D1, D3

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 applied in a studio setting.

Transfer: UC/CSU
ART 04 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.
(MJC ART 123)
Transfer: UC/CSU

ART 08 Life Drawing: Intermediate – 2-4 units
Prerequisite: ART 04 with a grade of C or better, or P
Lecture: 1.5-3 hours. Laboratory: 1.5-3 hours
An extension of ART 04 emphasizing various media and compositional problems.
Transfer: UC/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, IGETC 3A; CSU-GE Cl

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, IGETC 3A; CSU-GE Cl

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, IGETC 3A; CSU-GE Cl

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. (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. (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. (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. (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.
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. (MJC ART 108)
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.
Transfer: UC/CSU

ART 33 Ceramics: Advanced – 2-4 units
Lecture: 1.5-3 hours. Laboratory: 1.5-3 hours
Course emphasis is on personal growth and independence.
Transfer: UC/CSU

ART 35 Raku and Alternative Firing Methods – 2-4 units
Lecture: 1.5-3 hours. Laboratory: 1.5-3 hours
Introduction to the raku process, pit firing, burning, barrel smoked, historic origins and contemporary uses. Practical experience in clay bodies, glazes, raku and other firing.
Transfer: UC/CSU

ART 51 Publication Design I – 3 units
Recommended for Success: OFTEC 141.
Lecture: 2 hours. Laboratory: 3 hours
An introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create media for print and digital publishing. Exercises and projects will include the creation of a multi-page booklet, poster, newsletter, brochure and an interactive document formatted for digital publishing. Credit may be earned for only one of the following: ART 51, CMPSC 33, or OFTEC 42.
Transfer: UC/CSU

ART 71 Ceramic Sculpture: Introductory – 2-4 units
Lecture: 1.5-3 hours. Laboratory: 1.5-3 hours
Basic principles, techniques and problems in sculpture.
Transfer: UC/CSU

ART 72 Ceramic Sculpture: Advanced – 2-4 units
Lecture: 1.5-3 hours. Laboratory: 1.5-3 hours
Course emphasis is on advanced principles, techniques, and problems in hand-built sculpture.
Transfer: UC/CSU

ART 103 Practical Laboratory - Metal Sculpture – 1 unit
Prerequisite: ART 166 or WT 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 165 or ART 165. Field trips may be required.

ART 165 Metal Sculpture – 1.5 units
Lecture: 0.5 hour. Laboratory: 3 hours
An introduction to various metal working techniques with an emphasis on aesthetic design and quality of metal joining. An introduction to M.I.G. welding will be offered, time being available. Credit may be earned for only one of the following: WT 165 or ART 165. Field trips may be required.

ART 166 Metal Sculpture Projects – 1 unit
Prerequisite: ART 165 or WT 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. Students will work progressively more independently from instructor direction. Credits may be earned for only one of the following: ART 166 or WT 166. Field trips may be required.

PHOTOGRAPHY

ART 40 Photography: Beginning – 4 units
Lecture: 3 hours. Laboratory: 3 hours
Introduction to the history, art, craft, and scope of black-and-white photography in the context of 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. Available. Credit may be earned for only one of the following: ART 181 or ART 182.
Transfer: UC/CSU

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

ART 52 Publication Design II – 3 units
Prerequisite: ART 51 or CMPSC 33 or OFTEC 42, with a grade of C or better, or P
Lecture: 2 hours. Laboratory: 3 hours
A continuation of study in problems of Publication Design. Areas of focused study will be in advanced problems of page layout, typography, print, and interactive documents for digital publishing. Credit may be earned for only one of the following: ART 52, CMPSC 33, or OFTEC 43.
Transfer: CSU

ART 53 Computer Graphics I – 3 units
Lecture: 2 hours. Laboratory: 3 hours
This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, vector versus raster graphics, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. Credit may be earned for only one of the following: ART 53 or CMPSC 33.
Transfer: UC/CSU

ART 54 Computer Graphics II – 3 units
Prerequisite: ART 53 or CMPSC 33, with a grade of C or better, or P
Lecture: 2 hours. Laboratory: 3 hours
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.
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: 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 nuance; and the development of successful typographic solutions to convey concepts. Through collaborative discussions of assigned exercises and projects, students will acquire skills of analysis and critique. The course outcome will be the creation of a student portfolio of completed projects. Credit may be earned for only one of the following: ART 56 or CMPSC 36.
Transfer: UC/CSU

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ART 44 Advanced Photography Laboratory – 1 unit
Recommended for Success: ART 40
Laboratory: 3 hours
Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills.
Transfer: CSU

ART 45 Field Photography – 2.5 units
Lecture: 2 hours. Laboratory: 2 hours
An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. The student will utilize an adjustable film or digital camera. Field trips required.
Transfer: CSU

ART 46 Field Photography: Composition and Design – 2-4 units
Lecture: 1.5-3 hours. Laboratory: 1.5-3 hours
An introduction to elements of design and composition as they relate to field photography. Field instruction in locations of natural beauty and historical significance followed by lectures, demonstrations, and critiques. Requires adjustable 35mm camera or larger format, or adjustable SLR type digital. Field trips required.
Transfer: CSU

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

ART 47B Digital Darkroom: Intermediate – 2-3 units
Recommended for Success: ART 47A
Lecture: 1-2 hours. Laboratory: 3 hours
Study of the electronic darkroom using PC computers.
Advanced scan techniques for optimum image control, higher resolution and larger print sizes. Use of image management (Adobe Bridge) and image control software (Adobe Photoshop) to sort, edit and enhance images. Use of advanced layering techniques, creation of masks and alpha channels, painting on photos, photo restoration, plus use of the special effects filters and photo retouching tools. Use of advanced printer controls to create consistently high-quality prints on photo-quality inkjet printers with a variety of paper mediums.
Transfer: CSU

ART 48 Special Topics in Photography – 1-4 units
Recommended for Success: ART 40
Lecture: 0.5-2 hours, Laboratory: 1.5-6 hours
Various field- and studio-oriented courses limited to particular photographic topics such as slide presentations, landscape photography, portraiture, nude, small product and still-life, newspaper and alternative processes and guest lecture forum. Field trips may be required.
Transfer: CSU

AUTOMOTIVE TECHNOLOGY

AT 97 Work Experience in Automotive 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 Automotive Technology. The student's employment must satisfy specified locations, goals. Offered for Pass/No Pass grading only.
Transfer: CSU (Transfer credit limited. See a counselor.)

AT 100 Introduction to Automotive Technology – 4 units
Lecture: 4 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. Environmental issues will be discussed. 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.

AT 102 Engine Repair – 5 units
Lecture: 3 hours. Laboratory: 6 hours
Techniques involved in gasoline engine diagnosing and repair. Diagnosis of the engine's systems and operation will be emphasized. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. Field trips may be required.

AT 102A1 ASE Certification Preparation (A1) – 5 units
Lecture: 3 hours. Laboratory: 6 hours
This course is designed for students who have completed the Engine Repair course, but are seeking ASE certification. Students' competencies in ASE A1 will be surveyed and an individual preparation plan will be developed. The focus on topics for study will be driven by the student's individual assessment.

AT 103 Practical Laboratory – 0.5-2 units
Recommended for Success: AT 100
Lecture: 0.5-2 hours
This course includes special automotive repair projects that are assigned to students, with emphasis on speed, accuracy, and quality work habits.

AT 104 Practical Laboratory (Auto Body) – 0.5-2 units
Lecture: 1.5-6 hours
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. Field trips may be required.

AT 105 Automotive Braking Systems – 4 units
Recommended for Success: AT 100
Lecture: 2 hours. Laboratory: 2 hours
Field trips may be required. 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.

AT 105A5 ASE Certification Preparation (A5) – 4 units
Lecture: 2 hours. Laboratory: 6 hours
This course is designed for students who need additional preparation for the Automotive Service Excellence (ASE) A5 exam.

AT 106 Engine Performance – 5 units
Recommended for Success: AT 100
Lecture: 5 hours. Laboratory: 9 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) exams.

AT 106A4 ASE Certification Preparation (A4) – 4 units
Lecture: 5 hours. Laboratory: 9 hours
This course is designed for students who need additional preparation for the Automotive Service Excellence (ASE) A4 exam.

AT 112 Heating and Air Conditioning – 3 units
Recommended for Success: AT 100
Lecture: 2 hours. Laboratory: 3 hours
Fundamentals and theory of air conditioning (R12 and R134a), as well as techniques of service and diagnosis. Basic 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. Field trips may be required.

AT 112A7 ASE Certification Preparation (A7) – 3 units
Lecture: 2 hours. Laboratory: 3 hours
This course is designed for students and technicians in need of further Automotive Service Excellence (ASE) A7 test preparation.

AT 113 Automotive Electrics – 7 units
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. Electrical theory, 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.

AT 113A6 ASE Certification Preparation (A6) – 7 units
Lecture: 5 hours. Laboratory: 6 hours
This course is designed for students who need additional preparation for Automotive Service Excellence (ASE) certification exams.

AT 120 Suspension and Steering – 4 units
Recommended for Success: AT 100
Lecture: 3 hours. Laboratory: 3 hours
Operations of automotive suspension and steering systems. Inspection, diagnosis, part replacement, and alignment procedures, wheel alignment, and computerized alignment equipment. Emphasis will be placed on analyzing inspection results. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification.
AT 112 Basic Manual Power Trains and Axles – 4 units
Prerequisites: CSCI 100
Lecture: 3 hours. Laboratory: 6 hours
Students successfully completing this course will have met the training requirements for the basic manual power trains and axles Inspector License. Note: Students are encouraged to contact Automotive Repair for all licensing requirements. This course is also intended for automotive technology training of technicians currently employed in the field. Offered for Pass/No Pass grading only.
Field trips may be required.

AT 113 Basic Manual Power Trains and Axles – 2 units
Prerequisites: CSCI 100
Lecture: 1.5 hours. Laboratory: 1.5 hours
Students successfully completing this course will have met the training requirements for the basic manual power trains and axles Inspector License. Note: Students are encouraged to contact Automotive Repair for all licensing requirements. This course is also intended for automotive technology training of technicians currently employed in the field. Offered for Pass/No Pass grading only.
Field trips may be required.

AT 120 Exploring Environmental Science – 4 units
Prerequisites: MATH 10 with a grade of C or better, or P Lecture: 1 hour. Laboratory: 2 hours
This course covers the comparative structure and function of animals and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MIC BIO 111) Transfer: UC/CSU. IGETC SB, SC-CGU GE-B2, B3

BIOL 2 Principles of Biology – 4 units
Prerequisites: MATH 104 with a grade of C or better, or P Lecture: 3 hours. Laboratory: 2 hours
This course covers the comparative structure and function of animals and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MIC BIO 111) Transfer: UC/CSU. IGETC SB, SC-CGU GE-B2, B3

BIOL 4 Principles of Animal Biology – 4 units
Prerequisite: MATH 104 with a grade of C or better, or P Lecture: 3 hours. Laboratory: 2 hours
This course covers the comparative structure and function of animals and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MIC BIO 111) Transfer: UC/CSU. IGETC SB, SC-CGU GE-B2, B3

BIOL 6 Principles of Plant Biology – 4 units
Prerequisites: MATH 104 with a grade of C or better, or P Lecture: 3 hours. Laboratory: 2 hours
This course covers the comparative structure and function of plants and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MIC BIO 111) Transfer: UC/CSU. IGETC SB, SC-CGU GE-B2, B3

BIOL 10 Human Anatomy – 4 units
Prerequisites: BIOL 17 or BIOL 150 Lecture: 3 hours. Laboratory: 3 hours
This course covers the comparative structure and function of plants and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MIC BIO 111) Transfer: UC/CSU. IGETC SB, SC-CGU GE-B2, B3

BIOL 17 Fundamentals of Biology – 4 units
Prerequisites: BIOL 17 or BIOL 150 Lecture: 3 hours. Laboratory: 3 hours
This course covers the comparative structure and function of plants and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MIC BIO 111) Transfer: UC/CSU. IGETC SB, SC-CGU GE-B2, B3

BIOL 24 General Ecology – 4 units
Recommended for: ENGL 1A and MATH 101 Lecture: 3 hours. Laboratory: 2 hours
This course covers the comparative structure and function of plants and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MIC BIO 111) Transfer: UC/CSU. IGETC SB, SC-CGU GE-B2, B3

BIOL 39 Field Biology – 1-2 units
Prerequisites: BIOL 10, BIOL 11, BIOL 20, BIOL 24 Lecture: 1-2 hours
This course covers the comparative structure and function of plants and protists, development, homeostasis, microevolution and macroevolution, taxonomy and systematics, molecular and morphological phylogeny, and behavior. Population and evolutionary history are also emphasized. Principles of Animal Biology is a laboratory course where dissection of animals is required. Field trips may be required. (MIC BIO 111) Transfer: UC/CSU. IGETC SB, SC-CGU GE-B2, B3

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BIO 40 Field Biology: Ecosystems – 1 unit
Lecture: 1 hour
A lecture field course in biology to be held in natural surroundings. The course will emphasize ecosystem level processes. Included will be the effects of climate change, and other regional human disturbances on ecosystem processes. Field trips required.
Transfer: CSU

BIO 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 FNDT 219)
Transfer: UCCSU. CSU-GE B1, B3

BIO 60 Human Physiology – 4 units
Recommended for Success: BIO 10, BIOL 10, CHEM 14, CHEM 14L
Lecture: 3 hours. Laboratory: 3 hours
Study of the function, integration and homeostasis of the organ systems of the human body. (MJC PHYSIO 101)
Transfer: UCCSU. IGETC SB, SC; CSU-GE B2, B3

BIO 65 Microbiology – 4 units
Recommended for Success: CHEM 14, CHEM 14L. BIOL 10
Lecture: 3 hours. Laboratory: 3 hours
Morphology, physiology, genetics, cultivation and control of microorganisms, particularly bacteria and viruses. Principles of immunology and the relationship of microbes to disease will be included. (MJC MICRO 101)
Transfer: UCCSU. IGETC SB, SC. CSU-GE B2, B3

BIO 150 Elementary Anatomy and Physiology – 3 units
Lecture: 3 hours
Introduction to human structure and function. Designed as a foundation course for the allied health student, but open to all interested students. (MJC AP 90)

BIO 158 Birds of Central California – 1 unit
Lecture: 0.5 hour. Laboratory: 1.5 hours
A survey of the birds of Central California through field observations and lectures. Students will learn how to identify birds by sight and sound, then use identification skills as a tool for better understanding other aspects of avian biology and ecology. Discussion topics will include anatomy, physiology, behavior, and ecology of birds. Offered for Pass/No Pass grading only. Field trips may be required.

BIO 159 Wildflowers – 1-1.5 units
Lecture: 1-1.5 hours
A survey of seasonal wildflowers. Includes basic identification, and recognition of common species and families, terminology, and natural history. Offered for Pass/No Pass grading only. Field trips may be required.

BIO 160 Mushrooms and Other Fungi – 1.5 units
Lecture: 1.5 hours
Survey of mushrooms with emphasis on mushroom taxonomy, identification, and differentiation of common edibles from poisonous fungi, the ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations. Offered for Pass/No Pass grading only. Field trips may be required.

BIO 179 Fishing and Fishery Biology of the Sierra Nevada – 1 unit
Lecture: 1 hour
An overview of the identification, ecology, and management of fish species inhabiting the foothill, forest and alpine communities of the Sierra Nevada. Offered for Pass/No Pass grading only. Field trips required.

BUSAD 2A Financial Accounting – 4 units
Recommended for Success: BUSAD 16A, BUSAD 16B, CMPS 5
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. (MJC BUSAD 211)
Transfer: UCCSU

BUSAD 2B Managerial Accounting – 4 units
Prerequisite: BUSAD 2A with a grade of C or better, or P
Recommended for Success: BUSAD 163, CMPS 30
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. (MJC BUSAD 202)
Transfer: UCCSU

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 for only one of the following: BUSAD 9 or SPDMC 9.
Transfer: CSU

BUSAD 18 Business Law – 4 units
Lecture: 4 hours
Laws and regulations affecting managerial decisions; legal concepts and case analyses in the areas of ethics, employment, agency, consumer transactions, business torts and crimes, business organizations, and with special emphasis on contracts. (MJC BUSAD 218)
Transfer: UC/CSU

BUSAD 20 Principles of Business – 3 units
Lecture: 3 hours
Survey of business principles, problems and procedures; ownership, recruitment and training of personnel; labor-management relations; production and distribution of goods; competition; profit; transportation; finance; management controls; government and business relations. (MJC BUSAD 248)
Transfer: UCCSU. C-ID: BUS 110

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. (MJC BUSAD 201)
Transfer: UCCSU

BUSAD 25 Job Search and Interviewing Strategies – 1 unit
Lecture: 1 hour
Understanding the employment process and development of written and oral presentation skills necessary to conduct an efficient and effective job search. Topics include: the hiring process, employer perspectives, the hidden job market, networking, researching, 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)
Transfer: CSU

BUSAD 30 Principles of Marketing – 3 units
Lecture: 3 hours
Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. (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 240)
Transfer: CSU

BUSAD 41 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.
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 CMPS 51.
Transfer: UCCSU

BUSAD 52 E-Commerce – 3 units
Recommended for Success: BUSAD 20, CMPS 1
Lecture: 3 hours
This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Topics include Internet technology for business advantage, managing electronic commerce funds transfer, retooling the future of business through electronic commerce, business opportunities in electronic commerce, electronic commerce development and marketing, social, political and ethical issues associated with electronic commerce, and business plans for technology ventures. Because companies are using these strategies in a global business environment, discussions of international, legal, ethical, and tax issues are included.
The purpose of this course is to educate a new generation of managers, planners, analysts, marketers, and programmers of the realities and potential of electronic commerce. Credit may be earned for only one of the following: BUSAD 52 or CMPS 52.
Transfer: CSU

BUSAD 54 Business Administration – 4 units
Lecture: 4 hours
Provides Business Administration 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. (MJC BUSAD 211)
Transfer: UCCSU

BIO 178 Community Biology – 3 units
Lecture: 3 hours. Laboratory: 1.5 hours
A survey of seasonal wildflowers. Includes basic identification, and recognition of common species and families, terminology, and natural history. Offered for Pass/No Pass grading only. Field trips may be required.

BIO 180 Community Ecology – 3 units
Lecture: 3 hours. Laboratory: 1.5 hours
Survey of mushrooms with emphasis on mushroom taxonomy, identification, and differentiation of common edibles from poisonous fungi, the ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations. Offered for Pass/No Pass grading only. Field trips may be required.
BUSAD 53 Project Management - 3 units
Recommended for Success: CMPSIC 1
Lecture: 3 hours
This course is designed to familiarize individuals with current software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource management, communications, risk and procurement management. Credit may be earned for only one of the following: BUSAD 53 or CMPSIC 53.
Transfer: CSU

BUSAD 97 Work Experience in Business and Commerce - 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 a variety of occupational settings within Business and Commerce (e.g., Business Administration, Hospitality Management, Computer Science). The student’s employment must be related to educational or occupational goal. Offered on a 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

BUSAD 121 Acrobat Essentials - 2 units
Recommended for Success: CMPSIC 1
Lecture: 1 hour. Laboratory: 3 hours
Designed for those who need to convert various file formats to PDF, to use the online paid for Adobe Acrobat Pro DC software, and to work with Adobe Acrobat applications. Includes complete introduction to creating PDF documents with standard features, tips and other features.
Transfer: CSU (Transfer credit limited. See a counselor.)

BUSAD 135 Computerized Accounting (Quickbooks) - 1-2 units
Recommended for Success: BUSAD 160A
Lecture: 1-2 hours
Provides the student opportunities to set up and maintain an accounting system using Quickbooks software, and is designed to provide the student with a review of financial accounting including payables, receivables, adjusting and closing entries and financial statements.

BUSAD 151 Finance and Investments - 3 units
Lecture: 3 hours
A study of financial systems and functions including markets, time value of money, quantitative measurements, and theories. Subjects studied include chemical equilibria, acids and bases, solubility, thermodynamics, kinetics, electrochemistry, nuclear chemistry. Further introductions to inorganic chemistry, environmental chemistry, organic chemistry and biochemistry are used to create well rounded chemical education.
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3

BUSAD 155 Computerized Accounting for Business - 6 units
Recommended for Success: BUSAD 2A or BUSAD 160A,
Lecture: 6 hours
This course provides students the opportunity to set up and maintain an accounting system using QuickBooks, MYOB, and Peachtree commercial accounting programs. By using these programs students will gain hands-on practice in financial accounting including accounts receivable, accounts payable, inventory, payroll, adjusting and closing entries and financial statements.

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

BUSAD 161A Small Business Accounting I - 4 units
Lecture: 4 hours
Accounting procedures and analysis for most small businesses. Includes complete double entry accounting system with journals, ledgers, work sheets, and financial statements, with adjustment 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, account 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 purposes.

BUSAD 163 Business Mathematics - 4 units
Lecture: 4 hours
After review of mathematical processes, students will apply math skills in business situations that include banking, credit cards, discounts, retailing, payroll, interest, compounding, present value, annuities, sinking funds, revolving credit, home mortgages, fractional analysis and ratio interpretation, depreciation, inventory, taxes, insurance, stocks, bonds, business statistics.

BUSAD 164 Income Tax - 2 units
Lecture: 1.5 hours. Laboratory: 1.5 hours
Instruction on income tax preparation and reporting based on the current requirements of the U.S. Internal Revenue Code and the California State Tax Code for Individuals and Small Business filers. Successful completion of the course leads to VITA (Volunteer Income Tax Assistance) Certification.

CHEM 2A General Chemistry I Laboratory - 2 units
Prerequisite/Co-requisite: CHEM 2A with a grade of C or better, or P
Lecture: 1 hour. Laboratory: 3 hours
The first laboratory course in a series designed so students gain multiple experiences in a chemistry lab. The investigation of compounds and elements using gravimetric, colorimetric, titrative, and qualitative methods will be explored. The analysis of the validity of quantitative data will be included throughout the course. Standard laboratory safety (SLS) and good laboratory practice (GLP) will be emphasized.
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3

CHEM 2BL General Chemistry II Laboratory - 2 units
Prerequisite/Co-requisite: CHEM 2A with a grade of C or better, or P
Lecture: 1 hour. Laboratory: 3 hours
The second half of an in-depth survey of chemical principles and theories. Subjects studied include chemical equilibria, acids and bases, solubility, thermodynamics, kinetics, electrochemistry, nuclear chemistry. Further introductions to inorganic chemistry, environmental chemistry, organic chemistry and biochemistry are used to create well rounded chemical education.
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3

CHEM 4A Organic Chemistry I Laboratory - 2 units
Prerequisite/Co-requisite: CHEM 4A with a grade of C or better, or P
Lecture: 1 hour. Laboratory: 3 hours
The practice of laboratory skills involved in the synthesis, purification, and identification of organic molecules. The specific functional groups addressed will include alkanes, alkenes, alcohols, aromatics, and ethers.
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3

CHEM 4B Organic Chemistry II Laboratory - 2 units
Prerequisite/Co-requisite: CHEM 4A with a grade of C or better, or P
Lecture: 1 hour. Laboratory: 3 hours
A mechanism-based investigation of the reactions of carbon and the analysis of the compounds produced. The nomenclature, structure, bonding, stereochemistry, and physical properties of alkenes, alkyl halides, alkenes, alkanes, and ethers will be emphasized. Multi-step synthesis is also introduced. This is the first semester in a two-semester series in organic chemistry designed for students majoring in chemistry or life sciences.
Transfer: UC/CSU (Transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3
CHEM 4BL Organic Chemistry II Laboratory – 2 units
Prerequisite/Co-requisite: CHEM 4B with a grade of C or better, or P or concurrent enrollment in CHEM 4B
Lecture: 1 hour. Laboratory: 3 hours
Further practice of chemical synthesis of organic compounds, the use of the tools used to purify products, and the ways chemists characterize new products formed. Attention to detail while performing multi-step synthesis, chromatographic separations, and spectroscopy analysis will be required. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3

CHEM 5 Introductory Chemistry: Environmental Emphasis – 3 units
Lecture: 3 hours
Introductory chemical principles and theories applied to the study of the environment. Intended as a preparatory course for general chemistry and other physical sciences. Subjects include problem solving, measurement theory, data analysis, water quality, spectral analysis, atomic structure, nuclear chemistry, ionic compounds, crystallography, stoichiometry, molecular compounds, gas laws, solutions, acids, bases, toxicity, equilibrium, kinetics, and the environmental analysis of water, soils and air. Science majors looking for an excellent foundation of chemistry before taking degree applicable physical science courses will benefit the most from this course offering. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B1.

CHEM 5L Introductory Chemistry Laboratory – 1 unit
Prerequisite/Co-requisite: CHEM 5 with a grade of C or better, or P or concurrent enrollment in CHEM 5
Lecture: 3 hours
Chemical laboratory practices related to environmental analysis including laboratory safety, measurement theory, data analysis, water sampling and analysis, soil sampling and analysis, atomic absorption spectroscopy, ionic and molecular compounds, environmental sampling, sample preparation, solution preparation, and use of standard solutions. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3.

CHEM 14 Fundamental Chemistry for Allied Health – 3 units
Lecture: 3 hours
Fundamental principles and theories of chemistry related to biological systems; scientific method, measurements and units, atomic and molecular structure, common biological ions, Lewis structures, nuclear medicine, gas laws, chemical reactions, solutions, acids, bases, buffers, oxidation reduction reactions, and biologically important organic compounds. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SA; CSU-GE B1.

CHEM 14L Fundamental Chemistry for Allied Health Laboratory – 1 unit
Prerequisite/Co-requisite: CHEM 14 with a grade of C or better, or P or concurrent enrollment in CHEM 14
Lecture: 3 hours
Laboratory: 3 hours
Fundamental laboratory practices related to chemistry and biology: measurements and units, physical separations, solution preparation, observing chemical reactions, computer added molecular modeling, spectrophotometer analysis, organic synthesis, enzyme kinetics, qualitative analysis. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3.

CHEM 16 Fundamental Organic And Biochemistry – 3 units
Prerequisite: CHEM 14 or CHEM 5 or CHEM 2A with a grade of C or better, or P
Lecture: 3 hours
The chemistry needed to pursue advanced health fields including the theories, concepts, measurement, physical properties, preparation, and reactions of organic compounds containing functional groups related to biological systems and the biochemistry of carbohydrates, lipids, amino acids, and nucleic acids. Special topics may include neurotransmitters, hormones, steroids, and other related biological molecules. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SA; CSU-GE B1.

CHEM 16L Fundamental Organic And Biochemistry Laboratory – 1 unit
Prerequisite/Co-requisite: CHEM 16 with a grade of C or better, or P or concurrent enrollment in CHEM 16
Lecture: 3 hours
Laboratory: 3 hours
Experiments and laboratory practices in organic and biochemistry will be explored in a wet lab setting. Organic purification techniques, compound analysis, and synthesis will be emphasized in the first half while reactions of biological molecules such as sugars, fats and oils, amino acids, and nucleic acids will be accomplished in the second half of the course. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3.

CHEM 20 Fundamental 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 sunshine 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: UCC/SU (transfer credit limited. See a counselor.) IGETC SA; CSU-GE B1.

CHEM 20L The Chemistry of Everything Laboratory – 1 unit
Prerequisite/Co-requisite: CHEM 20 with a grade of C or better or P or concurrent enrollment in CHEM 20
Lecture: 3 hours
Laboratory: 3 hours
An introduction to how chemistry works in the laboratory. Experiments will be performed in a wet lab environment allowing for a more in-depth understanding of how chemistry principles shape our world. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3.

CHILD DEVELOPMENT
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: ENGL 1AA or ENGL 151
Lecture: 3 hours
Growth and development of children, both typical and atypical, from 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 CLDDV 103)
Transfer: UCC/SU. IGETC 4C. CSU-GE 90. E C-ID: CCR 100

CHILD 3 Principles and Practices of Teaching Young Children – 3 units
Lecture: 3 hours
An examination of the underlying theoretical principles of developmentally appropriate practice applied to programs, environments, emphasizing the key role of relationships, constructive adult-child relationships, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. (MJC CLDDV 101)
Transfer: CSU. C-ID: ECE 120

CHILD 8 Early Literacy Development – 3 units
Lecture: 3 hours
This course will improve early childhood educators' and care providers' knowledge of early literacy development and the skills in teaching early literacy to children from birth through age five. It includes research-based principles for providing children birth through age five a strong foundation in early reading and writing within a developmentally appropriate approach. Meets or exceeds specifications of external agency.
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.
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.
Transfer: CSU

CHILD 16 Practicum – 3 units
Prerequisite: CHILD 1 and CHILD 22 with grades of C or better, or P Corequisite: CHILD 3
Lecture: 3 hour. Laboratory: 6 hours
In this course students will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies at an approved placement site. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. (MJC CLDDV 127B & 127C or CLDDV 128B & 128C)
Transfer: CSU. C-ID: ECE 210

Chemistry/Child Development Course Descriptions

CHEM 20L The Chemistry of Everything Laboratory – 1 unit
Prerequisite/Co-requisite: CHEM 20 with a grade of C or better or P or concurrent enrollment in CHEM 20
Laboratory: 3 hours
An introduction to how chemistry works in the laboratory. Experiments will be performed in a wet lab environment allowing for a more in-depth understanding of how chemistry principles shape our world. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3.

CHEM 20L The Chemistry of Everything Laboratory – 1 unit
Prerequisite/Co-requisite: CHEM 20 with a grade of C or better or P or concurrent enrollment in CHEM 20
Laboratory: 3 hours
An introduction to how chemistry works in the laboratory. Experiments will be performed in a wet lab environment allowing for a more in-depth understanding of how chemistry principles shape our world. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3.

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Prerequisite/Co-requisite: CHEM 20 with a grade of C or better or P or concurrent enrollment in CHEM 20
Laboratory: 3 hours
An introduction to how chemistry works in the laboratory. Experiments will be performed in a wet lab environment allowing for a more in-depth understanding of how chemistry principles shape our world. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3.

CHEM 20L The Chemistry of Everything Laboratory – 1 unit
Prerequisite/Co-requisite: CHEM 20 with a grade of C or better or P or concurrent enrollment in CHEM 20
Laboratory: 3 hours
An introduction to how chemistry works in the laboratory. Experiments will be performed in a wet lab environment allowing for a more in-depth understanding of how chemistry principles shape our world. Transfer: UCC/SU (transfer credit limited. See a counselor.) IGETC SC; CSU-GE B3.
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 of the child care provider who will work with young children with disabilities. Includes historical perspective, diversity issues, family partnerships, identifying and referring, 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
An examination of the development of the child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. (MJC CLDDV 109)
Transfer: CSU, CSU-GE D7, C-ID: CDEV 110.

CHILD 23 Guiding Children's Social Development – 3 units
Lecture: 3 hours
This course is designed to provide early childhood educators and parents with the skills necessary to promote the emotional support and guidance young children need for healthy social development. Topics include: the developmental aspects of social-emotional development, supporting children in stressful situations, fostering self-discipline, supporting children's friendships, promoting pro-social behavior, handling children's aggressive behavior, and diversity issues. This course covers children birth through school-age. (MJC CLDDV 121)
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.
Transfer: CSU, C-ID: ECE 220

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 illustrations; choosing books that relate to children's developmental needs and interest; the art of reading aloud. Field work involving reading aloud to children under six years of age is required.
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 30 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 35 Introduction to Curriculum – 3 units
Lecture: 3 hours
An overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.
Transfer: CSU, C-ID: ECE 130

CHILD 36 Teaching in a Diverse Society – 3 units
Lecture: 3 hours
Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children. Families, programs, classrooms and teaching. Various classroom strategies will be explored, emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society.
Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.
Transfer: CSU, C-ID: ECE 230, CSU-GE D7

CHILD 40 Creative Activities in Motor Development – 2 units
Co-requisite: HHP 61
Lecture: 2 hours
Introduction to the concepts, recommendations and guidelines related to motor development for young children. Key components of health as related to physical activity will be discussed along with the importance of collaboration with families. Strategies for incorporating more physical activity throughout the day across the curriculum for all children will be identified. Focus on integrating concepts into everyday planning and program development.

CHILD 97 Work Experience in Child Development – 1–4 units
Co-requisite: Must be enrolled in at least seven (7) units including Work Experience
Lecture: 2 hours.
Lab: 75 hours paid employment equals 1 unit of credit
70 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 no more than a total of 15 units of credit; any units earned in any other Work Experience course.
Transfer: CSU (Transfer credit limited. See a counselor)

CHILD 116 Infant/Toddler Practicum – 3 units
Prerequisite: CHILD 1 and CHILD 22 with grades of C or better, or P
Co-requisite: CHILD 3
Lecture: 1 hour. Laboratory: 6 hours
In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies in an approved infant or toddler field site. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-centered, environment-based approaches to teaching, learning and assessment, and knowledge and curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. This class can be used by students as a specialization class toward their Child Development Permit (issued by the California Teacher Credentialing Office).

CMPCS 1 Computer Concepts and Information Systems – 4 units
Lecture: 3 hours. Laboratory: 3 hours
This course includes 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 in a network. Lab application will include graphical user interface, spreadsheets, word processing, database management, multimedia presentations and access to the Internet and World Wide Web.
Transfer: UC/CSU

CMPCS 3 Operating Systems – 3 units
Recommended for Success: CMPCS 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: CSU

CMPCS 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.
Transfer: CSU

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 applied by students as a specialization class toward their Child Development Permit (issued by the California Teacher Credentialing Office).
CMPS 5 Introduction to Programming—3 units
Recommended for Success: MATH 104 or equivalent
Lecture: 3 hours. Laboratory: 1 hour
First course in computer programming for students with little, or no programming experience. Covers computer architecture, data representation, file systems and networks, 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, file and directory management, GUI interface with X windows, and multitasking. (MJC 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. (MJC CMCPGR 262)
Transfer: CSU

CMPS 11 Presentations Using Computers and Multimedia—1-2 units
Lecture: 2 hours
Use presentation software to prepare multimedia presentations. Combine text, graphics, video, and sound. Use the computer and multimedia projector to present information to an audience or to individuals using a PC.
(MJC CMCPGR 215)
Transfer: CSU

CMPS 12 Website Development Applications—2-3 units
Lecture: 2-3 hours
Students will be able to use website/webpage development application software to prepare multimedia presentations for use with an Internet browser. They will also be able to combine text, graphics, video, and sound, enhance computer displays for an audience, and prepare home page links for access over the Internet. (MJC CMCPGR 264)
Transfer: CSU

CMPS 13 Introduction to HTML—1-2 units
Recommended for Success: CMPS 4
Lecture: 1 hour
Use HTML authoring tools and/or HTML home page software to prepare multimedia presentations to use with an Internet browser. Combining text, graphics, video, and sound. Enhances computer displays for an audience and prepare home page links for access over the Internet.
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 publishing 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. Designed for students who do not intend to major in computer science, but are interested in Java programming. Topics include classes, objects, arrays, inheritance, interfaces, control flow, file and network input/output, and access to relational databases using the current Java SDK API.
Transfer: UC/CSU

CMPS 16 Advanced Internet Research—0.5-2 units
Recommended for Success: CMPS 5
Lecture: 0.5-2 hours
This course provides instruction in Advanced Internet Research and will provide students advanced search and research techniques via the World Wide Web. The course reviews basic components of Internet search engines and includes advanced subject matter research techniques, database resources and advanced Internet technology. Topics include E-Commerce, Internet Resources, Digital Content, and Internet Publications.
Transfer: UC/CSU

CMPS 17 Computer Graphics and Animation—2-3 units
Recommended for Success: CMPS 12, CMPS 14, or CMPS 23
Lecture: 2-3 hours
Computer Graphics and Animation introduces the student to an interactive media application for creating computer animation, and interactive multimedia for web pages and other digital media. The course will also cover basic animation scripting integration. (MJC CMCPGR 268)
Transfer: UC/CSU

CMPS 18 Introduction to Programming for Games—2 units
Recommended for Success: CMPS 5
Lecture: 2 hours. Laboratory: 3 hours
Introduces programming for games. Topics include game design, game physics, game engine architecture, and game development tools. (MJC CMCPGR 268)
Transfer: UC/CSU

CMPS 19 Computer Graphics and Animation—2-3 units
Recommended for Success: CMPS 12, CMPS 14, or CMPS 23
Lecture: 2-3 hours
Computer Graphics and Animation introduces the student to an interactive media application for creating computer animation, and interactive multimedia for web pages and other digital media. The course will also cover basic animation scripting integration. (MJC CMCPGR 268)
Transfer: UC/CSU

CMPS 20 Introduction to Programming for Mobile Applications—2 units
Recommended for Success: CMPS 5
Lecture: 2 hours. Laboratory: 3 hours
Introduces programming for mobile applications. Topics include mobile operating systems, mobile programming languages, and mobile app development tools. (MJC CMCPGR 268)
Transfer: UC/CSU

CMPS 21 Introduction to Programming for Mobile Games—2 units
Recommended for Success: CMPS 5
Lecture: 2 hours. Laboratory: 3 hours
Introduces programming for mobile games. Topics include mobile game design, game physics, game engine architecture, and game development tools. (MJC CMCPGR 268)
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.
Transfer: UC/CSU

CMPS 23 Programming Concepts and Methodology II—4 units
Recommended for Success: CMPS 22 with a grade of C or better, or P
Lecture: 3 hours. Laboratory: 3 hours
A continuation of CMPS 22 for computer science majors.
Transfer: UC/CSU

CMPS 244 Programming Concepts and Methodology III—4 units
Recommended for Success: CMPS 23
Lecture: 3 hours. Laboratory: 3 hours
A continuation of CMPS 23 for computer science majors
Transfer: UC/CSU

CMPS 25 Introduction to Programming for Game Design—2 units
Recommended for Success: CMPS 5
Lecture: 2 hours. Laboratory: 3 hours
Introduces programming for game design. Topics include game design, game physics, game engine architecture, and game development tools. (MJC CMCPGR 268)
Transfer: UC/CSU

CMPS 26 Introduction to Programming for Mobile Game Design—2 units
Recommended for Success: CMPS 5
Lecture: 2 hours. Laboratory: 3 hours
Introduces programming for mobile game design. Topics include mobile game design, game physics, game engine architecture, and game development tools. (MJC CMCPGR 268)
Transfer: UC/CSU

CMPS 27 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, logical, recursion, array and string processing, functions, structures, bit operations, pointers, interactive programming, file input/output and object-oriented features of C++. (MJC CMCPGR 267)
Transfer: UC/CSU

CMPS 28 Visual Basic Programming—I—3 units
Recommended for Success: CMPS 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 structures, array processing, file input/ output and database access. (MJC CMCPGR 213)
Transfer: UC/CSU

CMPS 29A Introduction to Computer Video Production—1.5-2 units
Recommended for Success: CMPS 14 or ENGL 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 and school event projects.
Transfer: CSU

CMPS 29B Advanced Computer Video Production—2 units
Prerequisite: CMPS 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, audio, editing and authoring. This course is a project-based course. Students may be required to work in groups on approved class-related and/or school event projects.
Transfer: CSU

CMPS 30 Financial Worksheets on Computers—3 units
Lecture: 2 hours. Laboratory: 2 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 CMCPGR 278)
Transfer: CSU

CMPS 31 Publication Design—I—3 units
Recommended for Success: OPTFC 141
Lecture: 2 hours. Laboratory: 3 hours
An introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create media for print and digital publishing. Exercises and projects will include the creation of a multi-page booklet, poster, newsletter, brochure, and an interactive document formatted for digital publishing. Credit may be earned for only one of the following: CMPS 31, ART 51 or OPTFC 62.
Transfer: CSU

CMPS 31A Introduction to Computer Video Production—1.5-2 units
Recommended for Success: CMPS 14 or ENGL 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 and school event projects.
Transfer: CSU

CMPS 31B Advanced Computer Video Production—2 units
Prerequisite: CMPS 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, audio, editing and authoring. This course is a project-based course. Students may be required to work in groups on approved class-related and/or school event projects.
Transfer: CSU

CMPS 31C Financial Worksheets on Computers—3 units
Lecture: 2 hours. Laboratory: 2 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 CMCPGR 278)
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: 3 hours
A continuation of study in problems of Publication Design. Areas of focused study will be in advanced problems of page layout, typography, print, and interactive documents for digital publication. Credit may be earned for only one of the following: CMPSC 32, ART 52 or OFTEC 43.
Transfer: CSU

CMPSC 33 Computer Graphics I – 3 units
Lecture: 2 hours. Laboratory: 3 hours
This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of good graphic design, vector versus raster graphics, color theory, image scanning and formatting for print and screen. Students will acquire basic skills in current graphic design software and create original design pieces. Credit may be earned for only one of the following: CMPSC 33, ART 52 or ART 53.
Transfer: UCCSU

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: 3 hours
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: CMPSC 34 or ART 54.
Transfer: UCCSU

CMPSC 35 Digital 3D Modeling and Animation – 3 units
Recommended for Success: CMPSC 19
Lecture: 2 hours. Laboratory: 3 hours
This course introduces digital 3D modeling and animation. Students will explore 3D modeling software, digital modeling techniques, and animation. CMPSC 35 is intended to train students who are pursuing 3D computer-driven animation in preparation for additional study in digital animation, game design and Multimedia. The course uses industry standard, state-of-the-art, high-end computer-driven animation software which is upgraded as industry changes.
Transfer: CSU

CMPSC 36 Introduction to Digital Multimedia – 3 units
Lecture: 3 hours
An introduction to the various elements that comprise the multimedia development environment. This includes hardware and software tools for text, sound, images, animation, video, multimedia authoring, and multimedia tools for the Web.
Transfer: CSU

CMPSC 37 Writing for Multimedia – 3 units
Lecture: 3 hours
This course will present an overview of multimedia writing including techniques for effective communication in web page copy, digital storytelling, scripts, critique writing, storyboarding, and other current industry modes of delivery.
Transfer: CSU

CMPSC 39 Photo Editing for Digital and Print Publication – 3 units
Lecture: 2 hours. Laboratory: 3 hours
This course focuses on the principles and practices of photo editing, artistic expression, and development of problem-solving skills, using an industry standard photo editing software program. Included is a survey of the tools and techniques used to create effective and sophisticated digital imagery for websites, multimedia and print publications. Additionally, the course will integrate the use of tablets and cloud technology as they pertain to photo editing.
Transfer: CSU

CMPSC 41 Networking Essentials – 3 units
Recommended for Success: CMPSC 1
Lecture: 2 hours. Laboratory: 3 hours
An introduction to computer networking and data communications. The focus is on concepts, terminology, and technologies in current networking environments. It is based on, and covers the OSI model including discussions of Local and Wide Area Networks (LAN and WAN). A laboratory component provides hands-on experience in network setup and computer configuration. Includes the first semester of the Cisco Networking Academy Program, which prepares students for 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: 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. (MIC: CMPSC 275)
Transfer: 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 transfers, 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 include project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. Credit may be earned for only one of the following: CMPSC 53 or BUSAD 53.
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. (MIC: CMPSC 275)
Transfer: CSU

CMPSC 56 Typography – 2-3 units
Prerequisite: CMPSC 33 or ART 53, with a grade of C or better, or P
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 function; 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.
Transfer: UC/CSU

CMPSC 57 GIS Data Management - Introduction to Geodatabase – 1-3 units
Recommended for Success: CMPSC 4, CMPSC 10
Lecture: 1-3 hours
Students who take this course will learn to use the ArcGIS Geodatabase format for management of spatial data. 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 and validation rules; and relationships and subtypes. Credit may be earned for only one of the following: CMPSC 57 or GEOG 57.
Transfer: CSU

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

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CMPSC 59 Geographic Information and Global Positioning Systems – 1-3 units
Lecture: 1-3 hours
Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. Six weeks will be spent learning ArcView software; another six weeks will be spent learning to use GPS units; and another 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: CMPSC 59 or GEOGR 59.
Transfer: CSU

CMPSC 60 Introduction to ArcGIS – 3 units
Lecture: 3 hours
An introduction to fundamental Geographic Information Systems (GIS) concepts. Students will be introduced to the ArcGIS software package as the main vehicle for learning GIS. GIS geodatabases and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS geodatabases 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 – 1 unit
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.
Transfer: CSU

CMPSC 62 GIS Mapping – Introduction to SAR GIS – 1 unit
Lecture: 1 hour
Students who take this course will learn how to apply their GIS skills in Search and Rescue (SAR) Mapping. Students will learn SAR incident symbology, data standards and organization, establishing incident locations, search segments, SAR incident map products, and responsibilities of a GIS specialist on SARs and other critical incidents. The course will use a workflow and data model developed by SAR personnel that integrates with ArcGIS 10. Additionally, students will utilize GIS data that they have collected from GPS devices, convert them to shapefiles, and create search and briefing incident maps. During a full-day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Credit may be earned for only one of the following: CMPSC 62, GEOGR 62 or SAR 62. Offered for Pass/No Pass grading only.
Transfer: CSU

CMPSC 65 GIS Applications – 0.5-3 units
Recommended for Success: CMPSC 60 or GEOGR 60
Lecture: 0.5-3 hours
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.
Transfer: CSU

CMPSC 70 Introduction to Raster-Based GIS – 3 units
Recommended for Success: GEOGR 59 or CMPSC 59 or GEOGR 60 or CMPSC 60
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.
Transfer: CSU

CMPSC 75 GIS Applications in Resource Management – 0.5-3 units
Recommended for Success: CMPSC 70 or GEOGR 70
Lecture: 0.5-3 hours
Uses ArcGIS ArcView software and the Image Analyst extension to explore the use of GIS in 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.
Transfer: CSU

CMPSC 101 How to Succeed as an Online Student – 0.5-2 units
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.

CMPSC 138 Excel Spreadsheets – 2 units
Lecture: 2 hours
Instruction in spreadsheet applications on computers, using Microsoft Excel. Develop, print, and build spreadsheets for business decisions. Use formatting, charting, and lists to customize desired output. Offered for Pass/No Pass grading only.

CMPSC 142 Desktop Publishing Essentials – 1-2 units
Lecture: 1-2 hours
Introduction to desktop publishing with emphasis on design elements of formatted text, frames, photographs, clip art, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Note: Basic word processing skills needed. Credit may be earned for only one of the following: OFTEC 142 or CMPSC 142. Offered for Pass/No Pass grading only.

CMPSC 149 Photoshop for the Web – 2-3 units
Lecture: 2-3 hours
Photoshop is a comprehensive environment for professional designers and graphic producers to integrate digital content for the Web. This course involves manipulating graphics and digital content for optimum use on any Web-based platform.

CMPSC 150 Image Managing and Editing for Digital Photographers – 2-3 units
Recommended for Success: ART 47A or CMPSC 149
Lecture: 2-3 hours
Using image management software created for professional photographers and designers, students will process, organize and edit large numbers of digital images. This course will teach a comprehensive workflow from importing, reviewing, organizing and enhancing digital images to publishing photos, creating web galleries and producing client presentations.

CMPSC 155 Access – 1-2 units
Lecture: 1-2 hours
Develop database applications using Database Management System (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 processor. Offers an introduction to database concepts.

CMPSC 162 Networking – CCNA 2: Routing Protocols and Concepts – 3 units
Prerequisite: CMPSC 41 with a grade of C or better, or P Lecture: 2 hours. Laboratory: 3 hours
Cisco Networking Academy Semester 2. An introduction to static and currently popular dynamic routing protocols as used in Wide Area Networks. Emphasis is on the configuration of routers and data communications equipment. Includes Cisco IOS, and the command interface. A laboratory component provides hands-on experience in the configuration of routers.

CMPSC 163 Networking – CCNA 3: LAN Switching and Wireless – 3 units
Prerequisite: CMPSC 41 with a grade of C or better, or P Lecture: 2 hours. Laboratory: 3 hours

CMPSC 164 Networking – CCNA 4: Accessing the WAN – 3 units
Prerequisite: CMPSC 163 with a grade of C or better, or P Lecture: 2 hours. Laboratory: 3 hours

CMPSC 167 PC Assembly, Upgrade and Support (A+) – 3 units
Lecture: 2 hours. Laboratory: 3 hours
The first of two courses designed to prepare students to pass the current CompTIA A+ exams. Includes theory and hands-on activities for installing and maintaining current desktop computer installations. Also covers upgrading and adding I/O devices to desktop PCs.
DRAMA

DRAMA 10 Introduction to the Theatre - 3 units
Provides an introduction to the art of theatre, including the roles of the playwright, director, the actor, the designer, the producer, the critics and the audience. Investigates the variety of theatrical styles observed in contemporary theatre, compares live theatre with the electronic forms, and assesses the value of theatre in modern society. Designed to promote the student's greater understanding and enjoyment of the theatrical form. Field trips may be required. (MJC THETR 100)
Transfer: U/SCSU, KGETC 10A; CSU-GE C1

DRAMA 19 Exploring Radio Drama - 1.5-3 units
An intensive course focused on audio theatre production featuring the expressive use of the voice and sound effects. Students will create, rehearse, produce and provide sound effects for audio plays to be recorded. Credit may be earned for only one of the following: DRAMA 19 or SPXM 19.
Transfer: CSU

DRAMA 20 Oral Expression and Interpretation - 3 units
Recommended for Success: ENGL 1A
Lecture: 3 hours
Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting prose, poetry, and dramatic literature; analysis of the oral performance of principal literary genre.
Transfer: CSU

DRAMA 22 Introduction to Readers' Theatre - 3 units
Lecture: 2 hours. Activity: 3 hours
Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script. (MJC THETR 122)
Transfer: U/SCSU, KGETC GE C1; CD: COMM 170

DRAMA 42 Acting Fundamentals - 3 units
Lecture: 2 hours. Activity: 3 hours
Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art. (MJC THETR 160)
Transfer: U/SCSU, CSU-GE C1

DRAMA 43 Acting-Directing - 3 units
Recommended for Success: DRAMA 42
Lecture: 2 hours. Activity: 3 hours
A workshop in techniques of both acting and directing with specific focus upon the production of short scenes from a variety of theatrical genres.
Transfer: U/SCSU, CSU-GE C1

EARTH SCIENCE

ESC 1 Energy: Uses and Alternatives - 3 units
Lecture: 3 hours
The physical concepts of energy, work, and energy conversion techniques, including the first and second laws of thermodynamics, embedded energy, energy conservation and carbon footprint. Other concepts include the biogeochemical cycles (Carbon and Nitrogen cycles and anthropogenic impacts from energy consumption), historical and conventional uses (America and worldwide), environmental impacts generated by energy conversion, population growth and its potential impact upon energy consumption, alternative and renewable sources of energy, how we arrived at our current state of energy production/consumption, global impacts of energy production/consumption, and alternatives for future energy production/consumption. Sustainability and intergenerational equity are also explored. Apply critical thinking processes through analysis of present-day energy issues and formulation of alternative future solutions. Satisfies general education requirements for non-majors. Field trips required.
Transfer: U/SCSU, KGETC 10A; CSU-GE B1

ESC 3 Physical Geology - 4 units
Recommended for Success: ENGL 1A
Lecture: 3 hours. Laboratory: 3 hours
The study of the earth, its materials, structures, and processes. Energy and decay processes by streams, winds, waves and glaciers; mountain building and volcanos at subduction zones, and rifting of the earth's plates at mid-ocean ridges; tracing the energy from the sun and from the earth's interior as it drives all of the processes of change on earth; the study of life on earth, past and present; the search for valuable minerals and building materials from the earth. Field trips may be required. (MJC GEOC 161)

ESC 10 Environmental Geology - 3 units
Recommended for Success: Eligibility for ENGL 1A
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 climate change and ozone depletion/hole are also covered. Students will learn to conduct geological research and will work collaboratively with peers inquiring about geo-environmental issues. (MJC GEOC 165)
Transfer: U/SCSU, KGETC 10A; CSU-GE B1. CD: GEOC 130

ESC 11 Introduction to the Earth - 4 units
Lecture: 3 hours. Laboratory: 3 hours
This course is intended to provide an introduction to physical earth processes as studied through the disciplines of geology, oceanography, astronomy, and meteorology. Lectures will be augmented with overhead transparencies, slides, and films. Throughout 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 shorebird 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. (MJC EASCI 161)
Transfer: U/SCSU, KGETC 10A; CSU-GE B1. B3
ESC 35 Field Geology - 0.5-3 units
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. Field trips required. (MJC GEOL 171A & B)
Transfer: CSU

ESC 35CC 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. Transfer: CSU

ESC 35DV 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. Transfer: CSU

ESC 35LS Geology of Lassen, Shasta, Lava Beds - 1-3 units
Lecture: 1-3 hours
A field study of Mount 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. Transfer: CSU

ESC 35LT Geology 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. Transfer: CSU

ESC 35LV Geology 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. 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. Transfer: CSU

ESC 35SA Geology of the 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. 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 Yosemite, King's Canyon, and Sequoia National Parks. Also included will be 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. Transfer: CSU

ESC 35SP Geology of the Sonora 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. Transfer: CSU

ESC 35TR 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. Transfer: CSU

ESC 35VL Geology 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. Transfer: CSU

ESC 35X Natural Hazards - 3 units
Lecture: 3 hours
This course is intended to provide an introduction to natural hazards as studied through the disciplines of geology, oceanography, meteorology, and economics. 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 subsidence, flooding, mass wasting, wildfires, comet/asteroid impacts and extinctions, climate change, severe weather, coastal hazards, earthquakes, and volcanoes. 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. IGETC 5A; CSU-GE B1

ESC 50 Oceanography - 4 units
Lecture: 3 hours; Laboratory: 3 hours
This course will provide students with insights into the field of Oceanography. Students will be exposed to various subtopics including plate tectonics, the ocean floor, air-sea interactions, ocean circulation, waves and water dynamics, tides, earth resources, the coast and coastal processes, the marine habitat and its animal and plant life, etc. This course will spend time teaching you to critically think as an oceanographer does in order to solve oceanographic problems. You will be able to transfer these thinking skills to other areas of your life. This course is a general science class, intended to satisfy general education requirements for non-majors as well as one of the first courses expected of oceanography and marine geology majors. (MJC BASCI 162)
Transfer: UC/CSU. IGETC 5A; SC, CSU-GE B1, B3

ESC 62 Meteorology - 3 units
Lecture: 3 hours
An introduction to the field of Meteorology. Topics include air pollution, clouds, precipitation, fog, storms, weather forecasting, the greenhouse effect, ozone depletion, and global warming. You will be asked to critically think as a meteorologist in order to solve meteorological problems. Field trips may be required. Transfer: UC/CSU. IGETC 5A; CSU-GE B1

ESC 42 Natural Hazards - 3 units
Lecture: 3 hours
This course is intended to provide an introduction to natural hazards as 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 subsidence, flooding, mass wasting, wildfires, comet/asteroid impacts and extinctions, climate change, severe weather, coastal hazards, earthquakes, and volcanoes. 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. IGETC 5A; CSU-GE B1

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. IGETC 4B; CSU-GE D2

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. IGETC 4B; CSU-GE D2.

EDUCATION
EDUC 10 Practicum in Teaching - 3 units
Co-requisite: EDUC 16
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 reading in area schools, sharing experiences, and receiving support from faculty and peers as an initial step towards being an effective teacher. (MJC SOCSIC 109)
Transfer: UC/CSU

EDUC 100 Practicum in Teaching - 3 units
Co-requisite: EDUC 16
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 reading in area schools, sharing experiences, and receiving support from faculty and peers as an initial step towards being an effective teacher. (MJC SOCSIC 109)
Transfer: UC/CSU

EDUC 110 Practicum in Teaching - 3 units
Co-requisite: EDUC 16
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 reading in area schools, sharing experiences, and receiving support from faculty and peers as an initial step towards being an effective teacher. (MJC SOCSIC 109)
Transfer: UC/CSU

EDUC 120 Practicum in Teaching - 3 units
Co-requisite: EDUC 16
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 reading in area schools, sharing experiences, and receiving support from faculty and peers as an initial step towards being an effective teacher. (MJC SOCSIC 109)
Transfer: UC/CSU

EDUC 130 Practicum in Teaching - 3 units
Co-requisite: EDUC 16
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 reading in area schools, sharing experiences, and receiving support from faculty and peers as an initial step towards being an effective teacher. (MJC SOCSIC 109)
Transfer: UC/CSU

EDUC 140 Practicum in Teaching - 3 units
Co-requisite: EDUC 16
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 reading in area schools, sharing experiences, and receiving support from faculty and peers as an initial step towards being an effective teacher. (MJC SOCSIC 109)
Transfer: UC/CSU
EDUC 12 Introduction to Education: Intermediate Field Experience – 3 units
Prerequisite: EDUC 10 with a grade of C or better, or P
Co-requisite: EDUC 16
Lecture: 3 hours
This is an 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 SOCSC 110)
Transfer: UC/CSU

EDUC 14 Basic Strategies to Improve Content Area Reading – 1 unit
Recommended for Success: ENGL 151
Lecture: 1 hour
Strategies for improvement of student reading comprehension in a variety of content areas in K-12 schools. Includes both elementary and secondary attention to textbook reading in mathematics, science, social science and any class work or course work that requires non-fiction reading for information through print and/or electronic methods. Offered for Pass/No Pass grading only. Transfer: CSU

EDUC 16 Elementary School Teacher Practicum – 0.5-1 unit
Co-requisite: EDUC 10 or EDUC 12
Laboratory: 1.5-3 hours
Supervised practicum at approved elementary school site. Students will plan and implement activities with elementary 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 through the Department of Justice for working with children. Students must submit a TB Clearance that was taken within the last four years. Transfer: CSU

EMERGENCY MEDICAL SERVICES

EMS 4 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 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. (MJC EMS 390)
Transfer: CSU

EMS 10 Outdoor Emergency Care Training – 6 units
Lecture: 6 hours. Laboratory: 1 hour
This is an intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the non-urban, pre-hospital environment. The course will meet or exceed the training guidelines and requirements as specified by the National Ski Patrol and the American Academy of Orthopedic Surgeons. Those students wishing to become National Ski Patrol Basic Patrollers must have approval from sponsoring agency and may be required to pass a skiing proficiency test on the first day of the class or prior to certification. Field trips may be required.
Transfer: CSU

EMS 12 Pre-Paramedic Training – 8 units
Lecture: 8 hours
Provides prerequisites needed for entry into a Paramedic Training Program. An intensive course dealing with anatomy, physiology, pharmacology, and EKG interpretation, and their relationship in the pre-hospital environment. Current EMT certification is required. Two or more years of pre-hospital work experience is strongly recommended. A class entrance exam will be administered on the first evening of class.
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. (MJC HR 101)
Transfer: CSU

EMS 20 Basic Cardiology and Cardiac Dysrhythmias – 3 units
Lecture: 3 hours
An intensive course that details basic cardiac anatomy and physiology, normal vs. abnormal cardiac function, electrocardiogram recognition of cardiac dysrhythmias, and the interventions, including pharmacologic therapy, pertaining to specific dysrhythmias. Designed for both the health care professional and the pre-hospital 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 1LVN or higher nursing certification is required for class eligibility.
Transfer: CSU

EMS 97 Work Experience in Emergency Medical Service – 1-4 units
Co-requisite: Must be enrolled in at least seven (7) units including Work Experience.
Lecture: 3 hours
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 work at many health care facilities. Current EMT certification and/or LVN or higher nursing certification is required for class eligibility. Designed for both the health care professional and the 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 1LVN or higher nursing certification is required for class eligibility.
Transfer: CSU

EMS 107 Skills Refresher for Emergency Medical Technicians and First Responders – 1.5 units
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 instructor-based course meets or exceeds the Skills Competency and Continuing Education requirements required for EMT recertification. Students will reacquaint themselves with the equipment and skills used by both Emergency Medical Technicians and/or First Responders in emergency medical situations. The course is designed to update existing EMT and First Responder certifications as well as provide continuing education credit (CE) for EMT and First Responder certified personnel. Note: This course only provides instructor-based Continuing Education credits. Students should consider EMS 107 (Skills Refresher for Emergency Medical Technicians and First Responders) if skills competency verification and/or CPR/AED certification is desired. Offered for Pass/No Pass grading only.

EMS 109 Online Emergency Medical Technician Refresher – 1.5 units
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 course meets or exceeds local requirements for instructor-based EMT Continuing Education and Recertification. Students will re-acquaint themselves with the treatment protocols and knowledge required by Emergency Medical Technicians. 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. Note: This course only provides instructor-based Continuing Education credits. Students should consider EMS 107 (Skills Refresher for Emergency Medical Technicians and First Responders) if skills competency verification and/or CPR/AED certification is desired. Offered for Pass/No Pass grading only.

EMS 153 CPR and Basic First Aid – 0.5 unit
Lecture: 0.5 hour
This 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.

EMS 157 Emergency Medical Responder and CPR – 3 units
Lecture: 3 hours
A basic course for emergency service workers (volunteer or professional) who may, in the performance of their duties, be responding to medical emergencies. Peripheral emphasis will be placed on situations unique in the rural setting. Stresses continuity of care through the approach to the patients and prioritization of their injuries/illnesses where advanced life support response is delayed or unavailable. Meets or exceeds United States Department of Transportation National Standard Curriculum, and State and local government requirements. (MJC EMS 390)

EMS 165 Conversational Medical Spanish for Emergency Health Care Providers – 3 units
Lecture: 3 hours
This course is intended to develop fundamental conversational skills primarily for Emergency Health Care Providers and other health care providers. This course is not intended to replace or substitute for a course of study in a foreign language and is specific in its design and content. Basic dialogue and patterns practice will be the instructional method, emphasizing a medical question and answer format. The course will cover basic non-technical vocabulary, some specialized functional terms, idiomatic expressions and situational phrases in medical Spanish. Also included will be cultural characteristics of the local population of Spanish speakers.
EM 175 EMS Skills Development—2 units
Lecture: 1.5 hours. Laboratory: 1.5 hours
This course focuses on the development of basic skills needed for the operation of a variety of emergency medical equipment according to commonly accepted protocols. Sessions are early evening to improve speed, memory, and the manipulation of equipment and enhance assessment and treatment techniques. Offered for Pass/No Pass grading only.

ENGLISH

ENGL 1A Reading and Composition: Beginning—3 units
Prerequisite: ENGL 151 with a grade of C or better, or P, or placement through the assessment process.
Lecture: 3 hours
Development of college-level reading and composition skills. Emphasis will be on applying techniques of critical analysis to reading, interpreting, writing, and conducting research. Writing emphasis will be on the expository essay, including the development of logical reasoning, analysis, and argumentation in composition. Note: Students will complete writing assignments with a total minimum of 8,000 words by the end of the semester. (MJC ENGL 101)
Transfer: UC/CSU. IGETC 1; CSU-GE A3; C-ID: ENGL 120

ENGL 1C Critical Reasoning and Writing—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
Developed to develop critical thinking, reading, and writing beyond the level taught in ENGL 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition. Note: Students will complete writing assignments with a total minimum of 8,000 words by the end of the semester. (MJC ENGL 103)
Transfer: UC/CSU. IGETC 1B; CSU-GE A3; C-ID: ENGL 105

ENGL 10 Creative Writing—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
Instruction and practice in writing poetry, fiction, drama, and non-fiction prose, including autobiography, essays, and articles. Students may choose to concentrate on one particular form. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format.
Transfer: UC/CSU

ENGL 650 English Fundamentals
ENGL 151 Preparation for College Composition
ENGL 1A Reading & Composition: Beginning

ENGLISH PROGRESSION CHART

ENGL 1B Advanced Composition and Introduction to Literature—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 3 hours
This transfer-level course introduces students to major literature genres: poetry, drama, short story, and long works of fiction from diverse cultural sources and perspectives. Students write approximately 8,000-10,000 words in critical essays, employing methods of literary analysis and research, demonstrating further development of reading, critical reasoning, and writing skills. (MJC ENGL 102)
Transfer: UC/CSU. IGETC 1B; CSU-GE A3; C-ID: ENGL 120

ENGL 11 Film Appreciation—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Lecture: 2.5 hours. Laboratory: 1.5 hours
Development of technical awareness and critical thinking in individual response to cinema. (MJC ENGL 161)
Transfer: UC/CSU. IGETC 3B; CSU-GE C2

ENGL 17 American Literature—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Recommended 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. IGETC 3B; CSU-GE C2; C-ID: ENGL 130

ENGL 18 American Literature—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Recommended 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. IGETC 3B; CSU-GE C2; C-ID: ENGL 135

ENGL 46 Survey of English Literature—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Recommended for Success: ENGL 1B
Lecture: 3 hours
English literature from the Anglo-Saxons through the 18th Century. (MJC ENGL 137)
Transfer: UC/CSU. IGETC 3B; CSU-GE C2; C-ID: ENGL 160

ENGL 47 Survey of English Literature—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Recommended for Success: ENGL 1B
Lecture: 3 hours
English literature of the 19th and 20th Centuries. (MJC ENGL 138)
Transfer: UC/CSU. IGETC 3B; CSU-GE C2; C-ID: ENGL 165

ENGL 49 California Literature—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Recommended for Success: ENGL 1B
Lecture: 3 hours
An overview of the literary heritage of California, from its early origins to Harri, Bierce, and Twain through the realism of Norris and London, the romanticism of Steinbeck, Saroyan, Jefferies to the naturalism of Mail. Also will include writings from the Carmel cadre, the San Francisco Beat writers, to contemporary writers including Stein, Yamamoto, Soto, Haslam, Tan, Didion, Rose, Miles, and Valdez. The approach will emphasize the rich ethnic diversity that has contributed to our literary heritage. Field trips may be required.
Transfer: UC/CSU. IGETC 3B; CSU-GE C2

ENGL 50 Introduction to Shakespeare—3 units
Prerequisite: ENGL 1A with a grade of C or better, or P
Recommended for Success: ENGL 1B
Lecture: 3 hours
An introduction to the representative works by Shakespeare including the characteristics of the different genres—comedy, history, and tragedy—and a study of a number of the sonnets. In addition, students will study the literary, social, and historical backgrounds of Shakespeare's time as they affect the meaning of the works studied. (MJC ENGL 163)
Transfer: UC/CSU. IGETC 3B; CSU-GE C2

ENGL 81 Introduction to World Literature: 1500 to Present—3 units
Recommended for Success: ENGL 1A or eligibility for ENGL 1A
Lecture: 3 hours
Literature, including historical backgrounds, from the Renaissance to contemporary literatures of Asian, Middle Eastern, European, African, American, and Latin American cultures. Field trips may be required. (MJC ENGL 132)
Transfer: UC/CSU. IGETC 3B; CSU-GE C2

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 written by Shakespeare (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.

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.
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Course Descriptions

ENTREPRENEURSHIP

ENTRE 101 Introduction to Entrepreneurship — 2 units
Lecture: 2 hours
The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

ENTRE 102 Entrepreneurial Marketing — 2 units
Lecture: 2 hours
The student will gain insights essential for marketing an entrepreneurial venture utilizing innovative and financially sound marketing strategies. The student will analyze marketing philosophies implemented by key successful entrepreneurs. Additionally, the student will prepare a marketing plan for the entrepreneurial venture and a marketing plan to implement during the first two years of business operation.

ENTRE 103 Financial Management for Entrepreneurs — 2 units
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, trademarking, protecting intellectual capital, identifying funding sources, raising money, writing funding agreements, and managing through to 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.

ENTRE 105 Social Media Marketing — 2 units
Lecture: 2 hours
Learn to use social media as a marketing tool, and develop competitive strategies to make your business or product stand out from the crowd. Whether it's a blog, Facebook, LinkedIn, Twitter, or any other social media tool, social platforms are developing purchasing decisions in both the online and offline worlds.

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Course Descriptions

FIRE TECHNOLOGY

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 service analysis; fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. (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. (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 and design of fire protection 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 303)
Transfer: CSU

FIRE 4 Building Construction for Fire Protection — 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 evaluation 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
Provides practical knowledge and an overview of the fundamental principles of wildland fire control and management. Topics include firefighter safety, wildland fire behavior, strategy and tactics, wildland urban interfaces and the role of prescribed fire activities. (MJC FSCI 337) (CG FIRE 7, FIRE 104, FIRE 105 & FIRE 107 = MJC FSCI 362 & FSCI 363)
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.
Transfer: CSU

FIRE 29A Driver/Operator Training 1A — 1 unit
Prerequisite: FIRE 101 with a grade of C or better, or P or Firefighter 1 certificate, or Volunteer Firefighter certification, or equivalent
Lecture: 0.6 hour. Laboratory: 1.6 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. (CG FIRE 29A & 29B = MJC FSCI 364)
Transfer: CSU

FIRE 29B Driver/Operator Training 1B — 1 unit
Prerequisite: FIRE 29A with a grade of C or better, or P, or Firefighter 1 certificate, or Volunteer Firefighter certification or equivalent
Lecture: 0.60 hour. Laboratory: 1.60 hours
Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance for Pump/No Pass grading only. (CG FIRE 29A & FIRE 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 ambulatory and non-ambulatory persons with an emphasis on safety and teamwork. Topics reflect current Urban Search and Rescue and California State Fire Training standards and equipment. Successful students will be certified in Low Angle Rope Rescue by the California State Fire Marshals Office. Credit may be earned for only one of the following: FIRE 50 or SAR 50. Offered for Pass/No Pass grading only. (CG FIRE 50, FIRE 101, FIRE 106 & FIRE 107 = MJC FSCI 362 & FSCI 363)
Transfer: CSU

FIRE 50, FIRE 101, FIRE 106 & FIRE 107 = MJC FSCI 362 & FSCI 363
Transfer: CSU

FIRE 60 Firefighter I Certificate, or Volunteer Firefighter certification, or equivalent
Lecture: 0.60 hour. Laboratory: 1.60 hours
Designed to provide the student with information ondriver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CG FIRE 29A & 29B = MJC FSCI 364)
Transfer: CSU

FIRE 7 Wildland Fire Control — 3 units
Prerequisite: FIRE 1 with a grade of C or better, or P
Lecture: 3 hours
Provides practical knowledge and an overview of the fundamental principles of wildland fire control and management. Topics include firefighter safety, wildland fire behavior, strategy and tactics, wildland urban interfaces and the role of prescribed fire activities. (MJC FSCI 337) (CG FIRE 7, FIRE 104, FIRE 105 & FIRE 107 = MJC FSCI 362 & FSCI 363)
Transfer: CSU
FIRE 101 Firefighter I Academy—16 units
Prerequisites: EMS 157 and HHP 55A with grades of C or better, or F or concurrent enrollment in EMS 157 and HHP 55A
Lecture: 8 hours. Laboratory: 24 hours
This course is designed for students who desire to enter the firefighting field and meet requirements, units A-X, for the California State Firefighter 1 certification. Upon successful completion of the course, the student is then responsible for completing the required field experience with Fire Department verification (either six months full-time or one year part-time or volunteer) before submitting an application to the State. Curriculum for the fire academy includes firefighting skills, safety, incident management systems, operations, manipulative skills, tools and equipment, emergency scene operations, fire prevention, and investigation. Additional certifications include 1-100, I-200, I-700A, S-130, S-133, S-134, S-190, L-180, Seasonal Wildland Firefighter, Basic Land Navigation, Auto Extrication, Low Angle Rope Rescue, Hazardous Materials Full Personal Protective Equipment, Firefighter Safety and Survival, Confined Space Awareness, and Basic Power Saw Safety. Note: Students must have a medical release for the course to engage in strenuous physical lifting, carrying, and related activities. Field trips required.

FIRE 102 Fire Operations in the Urban Interface—1.5 units
Lecture: 1.5 hours
This course addresses content in initial attack incident command and control of wild land fire that threatens life, property, and the environment.

FIRE 105 Volunteer Firefighting Training—2.5 units
Lecture: 2 hours. Laboratory: 1.5 hours
Current concepts, techniques, skills and theories for volunteer firefighters. Offered for Pass/No Pass grading only.

FIRE 106 Hazardous Materials First Responder Operational—1 unit
Lecture: 1 hour
Meets requirements of CAL-OSHA for training of emergency responders to hazardous materials incidents, per CFR 1910.120(q)(6)(i) and Title 8 California Code of Regulations 5192(p)(6)(i). Includes awareness and recognition of potential hazards, and procedures to insure safety of emergency personnel, the public, and the environment. Offered for Pass/No Pass grading only. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 108 Confined Space Awareness—0.5 unit
Lecture: 0.5 hour
Prepares students to identify and safely consider operations in and around defined "confined spaces." Meets the requirements of CAL-OASHA Title 8 for "Confined Space Awareness Level" training. Offered for Pass/No Pass grading only. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 110 ICS 200-Basic Incident Command System—1 unit
Lecture: 1 hour
Introduces students to the principles and features associated with the Incident Command System. Offered for Pass/No Pass grading only. (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 111 Basic Power Saw Safety—1 unit
Total lecture hours: 16
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.

FIRE 120 Fire Operations in the Urban Interface—1.5 units
Lecture: 1.5 hours
This course addresses content in initial attack incident command and control of wild land fire that threatens life, property, and improvements.

FIRE 131 Introduction to ICS and Dispatch Recorder—1 unit
Lecture: 1.11 hours
This course is designed to provide the student with the training, skills, and knowledge necessary to work in the position of Dispatch Recorder, working in an emergency dispatch center in support of a wildland fire incident or other event. Instruction will include how to complete Resource Order Cards, how to document a pertinent request, resource or incident information and how to use the Virtual Resource Order and Status System (VROSS). This course will also teach the student how to identify positions in the Incident Command System, how to identify the proper chain of command, when to implement the Incident Command System and how to expand and expedite the Incident Command System to meet the needs of the incident.

FIRE 155 Volunteer Firefighting Training—2.5 units
Lecture: 2 hours. Laboratory: 1.5 hours
Current concepts, techniques, skills and theories for volunteer firefighters. Offered for Pass/No Pass grading only.

FOREIGN LANGUAGE see Spanish

FORESTRY
FOREST 1 Introduction to Professional Forestry—3 units
Lecture: 2 hours
Survey of the major U.S. forest regions and significant forest history events. Forestry practices, wood utilization and applied techniques of private tree farm/woodlot management for long-term production of timber, fuel wood, Christmas trees and other resources. Forestry education, source opportunities, licensing and ethics. Field trips required. (MJC NR 220)
Transfer: CSU

FOREST 10 Dendrology—3 units
Lecture: 2 hours. Laboratory: 3 hours
Students who take this course will learn to use the ArcGIS for Forestry textbooks. Application of basic forest surveying techniques, objectives of basic forestry surveys, surveys of land and stand conditions, how to use the Surveyor's Guide Edition of ArcGIS for Forestry, and other resources. Field trips required. (MJC NR 210)
Transfer: UC/CSU

FORESTRY TECHNOLOGY
FORTC 155 Forest Surveying—1.5 units
Lecture: 1 hour. Laboratory: 1.5 hours
Objectives and methods of forest surveying. Use of basic forest surveying equipment. Application of hand and staff compass, geographic information systems, forest inventory and management, and other resources. Field trips required. (MJC NR 276)
Transfer: UC/CSU

FOOTC 165 Fire-Fuels Management—3 units
Lecture: 3 hours
Provides guidelines for fuels management, including objectives of fuels reduction, preliminary surveys and reports, prescriptions for fuels reduction, and techniques for carrying out fuels reduction. Field trips may be required.

GEOGRAPHY
GEODR 12 Cultural Geography—3 units
Lecture: 3 hours
Examines human/environment relationship with the environment using multidisciplinary perspectives and techniques. Historical and contemporary patterns of cultural-geo adaptations, the landscape of cultural diversity, demography and mobility, political organization, the process of urbanization, and economic organization will be emphasized. (MJC GEOG 103)
Transfer: UC/CSU

GEODR 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 the biosphere and worldwide distribution. The study of the earth as the home of man. (MJC GEOG 101)
Transfer: UC/CSU

GEODR 57 GIS Data Management - Introduction to Geodatabase—1-3 units
Recommended for Success: CMPS 4, CMPS 10
Lecture: 1-3 hours
Students who take this course will learn to use the ArcGIS Geodatabase format for management of spatial data. Students will be introduced to the concepts of data storage and system architecture using ArcGIS software. Concepts covered include introduction to the geodatabase meta-data, geodatabase vs. shapefile formats, overview of ArcGIS data models, feature datasets and feature classes, editing a geodatabase, personal geodatabase vs. multi-user geodatabase, geoid and validation roles, and relationships and subtypes. Credit may be earned for only one of the following: GEODR 57 or CMPS 57.
Transfer: UC/CSU

GEODR 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: GEODR 58 or CMPS 58. Offered for Pass/No Pass grading only.
Transfer: CSU
GEOGR 59 Geographic Information and Global Positioning Systems - 3 units
Lecture: 1 hour
Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. Six weeks will be spent learning ArcView software; another six weeks will be spent learning to use GPS units; and another 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.
Transfer: CSU

GEOGR 60 Introduction to ArcGIS - 3 units
Lecture: 3 hours
An introduction to fundamental Geographic Information Systems (GIS) concepts. Students will be introduced to the ArcGIS software package as the main vehicle for learning GIS. GIS geodatabases and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS geodatabases which will permit specific types of queries. Credit may be earned for only one of the following: GEOGR 60 or CMPSC 60. (MJC GEOG 109)
Transfer: CSU

GEOGR 61 GIS Mapping - Introduction to Fire Incident Mapping - 1 unit
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 GPS data that they have collected from SAR teams to create and manage ArcGIS online information system. During a full day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Credit may be earned for only one of the following: GEOGR 62, CMPSC 62 or SAR 62. Offered for Pass/No Pass grading only.
Transfer: CSU

GEOGR 62 GIS Mapping - Introduction to SAR GIS - 1 unit
Lecture: 1 hour
Students who take this course will learn how to apply their GIS skills in Search and Rescue (SAR) Mapping. Students will learn SAR incident symbology, data standards and organization, establishing incident locations, search segments, SAR incident map products, and responsibilities of a GIS specialist on SARs and other critical incidents. The course will use a workflow and data model developed by SAR personnel that integrates with ArcGIS. Additionally, students will utilize GPS data that they have collected from SAR teams, convert them to shapefiles, and create a search and rescue incident product. During a full day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Credit may be earned for only one of the following: GEOGR 62, CMPSC 62 or SAR 62. Offered for Pass/No Pass grading only.
Transfer: CSU

GEOGR 65 GIS Applications - 0.5-3 units
Recommended for Success: GEOGR 60 or CMPSC 60
Lecture: 0.5-3 hours
Uses ArcGIS ArcView software to explore intermediate topics in GIS applications. Topics include geodatabase creation and editing, geoprocessing models, geocoding, and working with animation. 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 60 or CMPSC 65.
Transfer: CSU

GEOGR 70 Introduction to Raster-Based GIS - 3 units
Recommended for Success: GEOGR 59, GEOGR 60, CMPSC 59 or CMPSC 60
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 70A.
Transfer: CSU

GEOGR 75 GIS Applications in Resource Management - 0.5-3 units
Recommended for Success: GEOGR 70 or CMPSC 70
Lecture: 0.5-3 hours
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.
Transfer: CSU

GUIDANCE
GUIDE 1 Career/Life Planning - 3 units
Recommended for Success: ENGL 151
Lecture: 1.5 hours
Designed to help students formulate and experience an organized and realistic approach to career planning. Development of awareness and objectivity in the areas of interests, skills, values, attitudes, etc. Introduction to sources of occupational information, and occupational trends. Introduction to decision-making, career information, career trends and social influences on career-life planning. May include administration of standardized interest and personality inventories. (Satisfies MJC Guidance requirement)
Transfer: CSU. CSU-GE E.

GUIDE 10A Introduction to Helping Skills - 1.5 units
Lecture: 1.5 hours
An introduction to the skills basic to a helping relationship. Includes introduction to 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 10B Intermediate Helping and Basic Conflict Management Skills - 1.5 units
Preq: 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
An introduction to occupational exploration and career choice. Emphasis will be on linking personal information (interests, values and abilities) obtained through career assessment, with information about occupations, researched by using Career Center and online resources. Career choices will be clarified and corresponding and appropriate educational goals will be selected. Students will receive instruction in goal setting, decision making, and problem solving as they relate to the development and fulfillment of educational and career plans.
(MJC GUIDE 111)
Transfer: CSU

GUIDE 25 Job Search and Interviewing Strategies - 1 unit
Lecture: 1 hour
Understanding the employment process and development of written and oral presentation skills necessary to conduct an 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 25. (MJC GUIDE 112)
Transfer: CSU

GUIDE 100 College Success - 3 units
Lecture: 1 hour
Prepares students for the challenges of college-level coursework. Designed for students new to college, re-entering college, or those on academic or progress probation status who would like to develop or improve skills and abilities necessary for college success. Topics include values, goal-setting methods, time management, note-taking techniques, textbook reading strategies, test-taking skills, memorization, critical and creative thinking, learning styles, and the use of technology for academic success. Familiarizes students with the College, its curriculum, facilities, services, policies, programs and degree and transfer requirements. (MJC STSR 78)

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

GUIDE 108 Guidance for Career Technical Education - 1 unit
Lecture: 1 hour
Designed to familiarize students with the various Career Technical Education certificates and degrees available at Columbia College. Course topics will include college resources available to assist students in meeting the rigors of college coursework, as well as the research and planning required to successfully achieve academic goals. Offered for Pass/No Pass grading only. Field trips required.
GUIDE 115 Principles of Leadership - 1 unit
Lecture: 3 hours
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. (MIC SOCS 54)

GUIDE 150 Guidance for Nursing Majors - 0.5 unit
Lecture: 0.5 hour
Course will familiarize Columbia College students with the MIC 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. (Satisfies MIC Guidance requirement)

HEALTH & HUMAN PERFORMANCE
Note: Columbia College Health and Human Performance activity courses require 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: UC/CSU

HHP 2 Women’s Health Issues - 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 politicalization of the social, physical, emotional, intellectual, spiritual and environmental aspects of gender health. (MIC HE 111) Transfer: UC/CSU, KGET 4D; CSU-GE D4, E

HHP 3 Introduction to Kinesiology - 3 units
Lecture: 3 hours
Provides an introduction to the interdisciplinary approach to the study of human movement. Emphasis on the importance of the subdisciplines will be discussed as well as career opportunities. Transfer: UC/CSU, C-ID: KIN 100

HHP 4 Care and Prevention of Athletic Injuries - 3 units
Recommended for Success: BIOI 10
Lecture: 2.5 hours. Laboratory: 1.5 hours
An introduction to the principles and skills associated with an athletic trainer. The student will learn the prevention, recognition, assessment, care, and rehabilitation of common athletic injuries. Basic assessment skills and taping techniques will be introduced and practiced. (MIC 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 HPMGT 10. Transfer: UC/CSU, CSU-GE E

HHP 6A Lifetime Fitness Program I - 1-3 units
Lecture: 0.5-1.5 hours. Activity: 1.5-4.5 hours
Introduction to the fundamental principles and practices of scientific exercise conditioning, nutritional requirements, weight control techniques, coronary heart disease concepts, and considerations of preventive medicine. Basic exercise routine includes the circuit training system. Transfer: UC/CSU (Transfer credit limited. See a counselor.) CSU-GE E

HHP 6B Lifetime Fitness Program II - 1-2 units
Prerequisite: HHP 6A with a grade of C or better, or P
Activity: 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. Transfer: UC/CSU (Transfer credit limited. See a counselor.) CSU-GE E

HHP 8A Aerobic Exercise - 1 unit
Activity: 3-6 hours
Provides an introduction to cardiovascular conditioning with an emphasis on the fundamental principles of exercise as a component of health. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 8B Step Aerobics - 1 unit
Activity: 3 hours
Designed to improve cardiovascular endurance with an emphasis on step aerobics as a component of health. Transfer: CSU

HHP 9 Circuit Cross-Training - 1 unit
Activity: 3 hours
A comprehensive workout at an introductory level to achieve personal fitness goals through the use of cardiovascular and strength training systems. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 10 Adaptive Physical Education - 1 unit
Activity: 3 hours
Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 13A Introduction to Cardiac Rehabilitation - 2-3 units
Lecture: 1 hour. Activity: 3-6 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. Transfer: CSU

HHP 13B Cardiac Rehabilitation - 1-2 units
Recommended for Success: HHP 13A
Activity: 3-6 hours
Designed to continue rehabilitation for the cardiac patient. Emphasis is placed on a higher level of cardiovascular functional capacity and reducing factors associated with coronary heart disease. Primary physician referral required. Transfer: CSU

HHP 15A Introduction to Cardiac Family Fitness - 2-3 units
Lecture: 1 hour. Activity: 3-6 hours
Designed to introduce the cardiac student’s family to cardiovascular fitness principles and practices. Emphasis will be placed on modifying risk factors necessary for the full rehabilitation of the cardiac student. Must be a member of enrolled cardiac student’s family. Transfer: CSU

HHP 15B Cardiac Family Fitness - 1-2 units
Recommended for Success: HHP 15A
Activity: 3-6 hours
This class is designed for family of cardiac patients. Emphasis will be 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. Physician referral required. Transfer: CSU

HHP 16 Walking for Fitness - 1 unit
Activity: 3 hours
Provides various methods of walking along with other exercises to achieve whole-body fitness. Emphasis is on cardiovascular efficiency, muscle endurance and strength, flexibility, and body composition. Transfer: CSU

HHP 17 Stability Ball Training for Fitness - 0.5-2 units
Activity: 1.5-6 hours
This class is designed to acquaint students with non-traditional physical activities as a means to achieve personal fitness goals. Coursework will focus on the development/implementation of muscular strength and endurance, cardio- respiratory fitness and flexibility by using the stability ball. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 18A Yoga I for Better Health - 0.5-2 units
Activity: 1.5-6 hours
This is a beginning yoga class using postures, breathing and relaxation techniques to increase flexibility, strength, balance and coordination. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 18B Yoga II for Better Health - 0.5-2 units
Recommended for Success: HHP 18A
Activity: 1.5-6 hours
Intermediate yoga practice using more advanced postures, breathing and relaxation techniques to further increase flexibility, strength, balance and coordination. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 23 Contemporary Dance - 0.5-1.5 units
Activity: 1.5-4.5 hours
Introduction to contemporary dance technique; designed to acquaint the student with the fundamentals of dance and creative movement exploration while developing strength, flexibility, and expressive movement abilities. Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 25 Jazz Dance - 0.5-1.5 units
Activity: 1.5-4.5 hours
Introduction to the fundamentals of jazz dance; designed to acquaint the student with basic technique in a cultural and historical context while developing strength, flexibility, and stylistic awareness. Transfer: UC/CSU (Transfer credit limited. See a counselor.)
HHP 32 Basketball: Men’s Rules – 0.5-1 units
Activity: 1.5-4.5 hours
Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 34 Basketball: Advanced Theory and Practice – 3 units
Lecture: 1 hour. Activity: 6 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball. Field trips may be required.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 35 Volleyball: Advanced Theory and Practice – 2-3 units
Preerequisite: HHP 35C with a grade of C or better, or P
Lecture: 1-2 hours. Activity: 3 hours
Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate volleyball. Field trips may be required.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 38A Golf I – 0.5-1.5 units
Activity: 1.5-4.5 hours
Instruction and practice in fundamentals.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 38B Golf II – 0.5-1.5 units
Recommended for Success: HHP 38A
Activity: 1.5-4.5 hours
Instruction and practice in skills, rules and strategy.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 45 Co-Ed Flag Football – 0.5-2 units
Activity: 1.5-6 hours
Designed to introduce the necessary skills and knowledge to participate in recreational flag football. Instruction of rules along with drills to improve the student's skill level.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 46 Indoor Sport Climbing – 0.5-1.5 units
Activity: 1.5-4.5 hours
An introduction to rock climbing using an indoor climbing wall. Instruction and practice in belaying, climbing technique, strength training, flexibility, and injury prevention. Includes discussion of gear, anchors, rappelling, and safety.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 47B Soccer I – 0.5-1.5 units
Recommended for Success: HHP 47A
Activity: 1.5-4.5 hours
Instruction and practice in the advanced aspects of soccer. Emphasis on individual positioning and strategy of the game.
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.
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 fundamentals of Eastern grip tennis. Emphasis on development of sound ground strokes, serve, and volley. Includes rules, scoring, and game play in both singles and doubles tennis.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 50B Tennis II – 0.5-1.5 units
Preerequisite: 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.
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.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 53B Volleyball II – 1 unit
Activity: 3 hours
An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 53C Volleyball III – 1 unit
Activity: 3 hours
An advanced level of skill and strategies for the experienced player. Intra-class power play competition included.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 54A Fitness Training I for Firefighting – 1 unit
Activity: 3 hours
An introductory course designed to prepare students for the Candidate Physical Ability Test (CPAT) which is a requirement to become a firefighter in California. Training and conditioning will focus on specific agility, flexibility, muscle strength, muscle endurance, and cardiovascular activities for the CPAT and work-related duties. Emphasis on nutrition and maintaining a healthy lifestyle will be included.
Transfer: CSU

HHP 55B Fitness Training II for Firefighting – 1 unit
Activity: 3 hours
An intermediate course designed to prepare students for the Candidate Physical Ability Test (CPAT) which is a requirement to become a firefighter in California. Training and conditioning will focus on specific agility, flexibility, muscle strength, muscle endurance, and cardiovascular activities. Emphasis on developing a well-balanced workout will be emphasized.
Transfer: CSU

HHP 56A Weight Training I – 1 unit
Activity: 3 hours
Instruction in use of weights and body building equipment with emphasis upon individual program development.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 56B Weight Training II – 1 unit
Recommended for Success: HHP 56A or equivalent
Activity: 3 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.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 57 Body Sculpting – 1 unit
Activity: 3 hours
Provides an introduction to the application of mechanical and anatomical principles. Emphasis is on muscular strength and endurance using free weights, resistance bands, and toning exercises.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 58 Ultimate Frisbee I – 0.5-1 units
Activity: 1.5-3 hours
Designed to enhance the student's skills and abilities in Ultimate Frisbee. Emphasis will be placed on cardiovascular and muscular fitness. This course is progressive; the intensity increases as the individual improves abilities.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 59A Beginning Tai Chi – 1 unit
Activity: 3 hours
This is a beginning course in Tai Chi Chuan—Yang-style short form, 21 movements. Also included will be a history of Tai Chi and warm-up exercises.
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. (MICH E110)
Transfer: UC/CSU. CSU-GE D

HHP 61 Activities in Motor Development – 1 unit
Co-requisite: CHLD 40
Activity: 3 hours
Introduction and physical applications of gross motor activities and concepts across early childhood curriculum. Key components that ensure developmentally-appropriate physical activities for both children and staff will be identified along with the importance of collaboration with families and caregivers.
Transfer: CSU

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 CPR/AED and Adult/Child plus infant certificates available upon satisfactory completion of the course.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

HHP 63 Sociology 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: CSU/UC, IGETC 4C; CSU-GE D

HHP 66 Mental Aspects of Sport – 3 units
Lecture: 3 hours
Theoretical, practical and mental aspects of sport, exercise, and rehabilitation. The influence of psychological variables on participation in sport and exercise. The influence of participation on psychological factors and well-being. Topics include motivation, anxiety, observational learning, imagery, exercise adherence, goal setting, and youth sport participation.
Transfer: CSU
HEALTH OCCUPATIONS

HL-OC 97 Work Experience in Health Occupations—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 Health Occupations. The student's employment must be related to educational or occupational goals. Offered for Pass/No Pass grading only. Field trips required.
Transfer: UC/CSU (Transfer credit limited. See a counselor.)

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 and nineteenth centuries, 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. IGETC 4F; CSU-GE D6

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, Colonialism and Society, the War for Independence, Constitutional Development and Federalism, American Leadership, Western 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. HIST 16, taken in conjunction with POLSC 10, satisfies Associate Degree and CSU requirements in United States History, Constitution, and American Ideals. Completion of HIST 16 and/or HIST 17 in combination with MJC HIST 101 or HIST 102 will not fulfill the requirement for CSU graduation. (MJC HIST 101)
Transfer: UC/CSU. IGETC 4F; CSU-GE D6

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 Expansion, Causes of World War I, Industrialism and Post-Industrialization, Urbanization, Foreign Relations, Social Movements, Major Wars, the Great Depression, Major Political and Institutional Developments, and Globalization. This course will also examine U.S. citizens' rights and obligations, with special attention given to the experiences of historically disadvantaged groups in the U.S. Political and historical developments particular to California in and relation to the federal government will be highlighted. HIST 17, taken in conjunction with PolSC 10, satisfies Associate Degree and CSU requirements in United States History, Constitution, and American Ideals. Completion of HIST 16 and/or HIST 17 in combination with MJC HIST 101 or HIST 102 will not fulfill the requirement for CSU graduation. (MJC HIST 102)
Transfer: UC/CSU. IGETC 4F; CSU-GE D6

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 Americans, European, Latin American, and Asian women in American history. (MJC HIST 116)
Transfer: UC/CSU. IGETC 4D, 4F; CSU-GE D4, D6

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

HOSPITALITY MANAGEMENT

HPMG 97 Work Experience in Hospitality Management—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 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.
Transfer: UC/CSU (transfer credit limited. See a counselor.)

HIST 102 Introduction to Hospitality Careers and Human Relations—3 units
Lecture: 3 hours
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 hotel work is required of hotel students.
Transfer: CSU (transfer credit limited. See a counselor.)

HIST 104 Hospitality Laws and Regulations—2 units
Lecture: 2 hours
The study of legal issues relating to commercial food service and lodging operations which are national, State and local in scope. Using both the case method and lecture, this course introduces students to general concepts including the types of law, the nature of agreements and the judicial system, as well as regulatory agencies and the particular laws they enforce in the hospitality field.
HPMGT 112 Front Office Management/ Hotel Catering – 2 units
Lecture: 2 hours
Introduction to the essential equipment, routines, and duties of the front desk clerk and their relationship to other hotel departments. Covers menuing and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater.

HPMGT 114 Introduction to Maintenance and Housekeeping – 1.5 units
Lecture: 1.5 hours
Introduces the essential components of effective hotel or motel maintenance and housekeeping operations, including technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.

HPMGT 120 Safety and Sanitation – 1 unit
Lecture: 1 hour
Sanitation and safety principles and practices for the food service professional. Provides ServSafe certification from the National Restaurant Association.

HPMGT 122 Restaurant Math – 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.

HPMGT 126 Nutrition for Chefs – 2 units
Lecture: 2 hours
Students will understand the USDA recommendations for basic nutritional requirements for good health, the food groups encompassing carbohydrates, proteins, fats, vitamins, phytochemicals and minerals, their sources and dependency along with the roles of water, electrolytes and atmospheric gases in human health. Students will be familiar with the fundamental physiology of digestion and how the basic food groups interact and react in the human body. They will have the knowledge to evaluate recipes and menus for nutritional balance and can devise recipes and menus that conform to USDA nutritional recommendations. They will understand the relationship between nutritional and physical exercise needs in terms of energy balances.

HPMGT 128 Kitchen Management – 3 units
Lecture: 3 hours
Focused on the development of skills used to manage a commercial kitchen. Students will write menus and develop recipes, establish portion sizes and recipe costs, 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 will also be addressed.

HPMGT 130 Survey of Commercial Food Service Operations – 3-6 units
Lecture: 1-2 hours. Laboratory: 6-12 hours
A survey course which gives practical experience in operating a commercial food service operation. Production efficiency, marketing, ServSafe Sanitation guidelines, quality control, and production records are emphasized.

HPMGT 133A Introduction to Commercial Food Preparation – 3 units
Co-requisite: HPMGT 120
Lecture: 1.5 hours. Laboratory: 5 hours
Initial culinary training for chefs includes concepts about safe, sanitary, and efficient food production procedures, orientation and training on equipment, hand tools and foods, and applications of nutritional concepts to recipe writing. Food inventory management skills will be practiced using both traditional and computer-aided costing. Adopting professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized. Field trips may be required.

HPMGT 133B Commercial Food Preparation – 4 units
Prerequisite: HPMGT 133A with a grade of C or better, or P
Lecture: 1.5 hours. Laboratory: 8.5 hours
Focus is on a restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.

HPMGT 134 Advanced Garde Manger – 1 unit
Lecture: 0.5 hour. Laboratory: 1.5 hours
A study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvres, canapes, sauces, salads, forcemeats, pies, tray presentations, table setups, room setups, and food show competitions. Field trips may be required.

HPMGT 135 Commercial Baking: Beginning – 2.5 units
Co-requisites: 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 136 Dining Room Service and Management I – 2 units
Lecture: 1 hour. Laboratory: 4 hours
Operation of the Cellar Restaurant dining room and related service support stations is covered. The focus is on how to hire, train, motivate, schedule and assign jobs to a wait staff. Cost control, labor and supplies, Quality assurance and productivity standards are addressed.

HPMGT 141 Restaurant Desserts – 2 units
Prerequisite: HPMGT 135 with a grade of C or better, or P
Lecture: 1 hour. Laboratory: 3 hours
The production and presentation of classical and contemporary restaurant desserts. A practical study of the restaurant pastry chef's special vendors, equipment, supplies, foods, processes and techniques used to produce a wide variety of desserts.

HPMGT 144 Exploring Corporate Events – 1 unit
Lecture: 1.5 hours. Laboratory: 1.5 hours
Advance study of corporate food preparation to include vegetable, fruit, and ice carvings, appetizers, hors d'oeuvres, canapes, sauces, salads, forcemeats, pies, tray presentation, table and room setup with attention to food shows and special event programs.

HPMGT 145 Desk Clerk Orientation – 1 unit
Prerequisite: HPMGT 112 with a grade of C or better, or P
Lecture: 1 hour
This course is designed to orient the student to the hotel industry. It introduces the student to the front office functions, customer relations and the importance of a positive attitude in achieving the goals of the hotel.

HPMGT 146 Dining Room Service and Management II – 3-3.5 units
Prerequisite: HPMGT 136 with a grade of C or better, or P
Lecture: 2-2.5 hours. Laboratory: 4-4.5 hours
Advanced service techniques, table settings and dining room etiquette utilizing a restaurant as a laboratory. Emphasis is on elegance and showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservations, proper staffing and hosting. Field trips required.

HPMGT 147 Beverage Management – 2 units
Lecture: 1.5 hours. Laboratory: 1.5 hours
A study of all aspects of beverage management including federal, State and local regulations, mixology, background and future of the beverage industry. Students should be 21 years of age, or if under 21, will be required to complete a member of independent assignments instead of labs. Field trips may be required.

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

HPMGT 152 Restaurant Planning – 3 units
Lecture: 3 hours
Using a restaurant as a vehicle for attaining personal and professional goals students create a plan to conceive, design, staff, equip, stock, market and open the restaurant. Develop systems, policies and procedures for daily operations as well as relationships with professional service providers, vendors, lenders and regulatory agencies. This is an advanced class. Many topics will have been addressed and skills developed in earlier courses. This class utilizes that knowledge and skill in the formation of a comprehensive restaurant plan. Field trips may be required.

HPMGT 190 Culinary Arts Internship – 2 units
Prerequisite: HPMGT 140 with a grade of C or better, or P
Lecture: 0.5 hour. Laboratory: 4 hours
Supervised field experience in Culinary or Pastry Arts study and research related to job training. Current developments in Culinary Arts.

HPMGT 200 Exploring Culinary and Baking Skills – 0.5-2.5 units
Lecture: 0-1 hour. Laboratory: 0-4.5 hours
This course is an exploratory course for those who are interested in learning proper usage of baking ovens, stoves, cooking equipment and tools. This course allows students to perform culinary and baking skills in a supervised environment. Emphasis will be placed on safety, sanitation, professionalism and basic competencies. Offered for Pass/No Pass grading only.
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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 105)
Transfer: UC/CSU GE C2

HUMAN 2 Modern Culture – 3 units
Recommended for Success: Eligibility for ENGL 1A
Lecture: 3 hours
An introductory survey of humanistic culture, historically structured from the enlightenment to the present, focusing on enduring works of art, drama, literature, music, and philosophy. (MJC HUMAN 106)
Transfer: UC/CSU GE C2

HUMAN 3 World Culture – 3 units
Recommended for Success: Eligibility for ENGL 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)
Transfer: UC/CSU GE C2

HUMAN 4 World Religions and Spirituality – 3 units
Lecture: 3 hours
Study of the development of religious consciousness, including the enfolding 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. Field trips may be required. (MJC PHIL 115)
Transfer: UC/CSU GE C2

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 area. Consult your advisor for specific procedures. (See page 48 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 48 Sustainable Living – 3 units
Lecture: 3 hours
This course will introduce life skills and decision-making strategies to students interested in a sustainable future for themselves and their local/global communities. The course will cover topics such as: how do our food choices affect both our health and the environment, what are the impacts of various consumer goods on the environment and society, what do we eat to build and maintain a sustainable house/building, where do my wastes go when I flush the toilet, where does my drinking water come from, where does my energy come from and is it true cost? The course will be designed to help students see the individual as the pivot point between community health/world health and personal health. Field trips may be required.
Transfer: CSU GE C2

INDIS 101 Career Tools for Excellence I – 2 units
Lecture: 1.5 hours. Laboratory: 1 hour
This course is designed to emphasize leadership, project management, team building and problem-solving as they apply in the workplace. Students will use a project-based format and design an e-portfolio demonstration while incorporating a wide variety of leadership skills required for success in the workplace. Offered for Pass/No Pass grading only.

INDIS 110 Peer Tutoring – 3 unit
Lecture: 1 hour
Provides students with techniques and strategies for peer tutoring. Students will study learning styles, multiple intelligence theory, learning disabilities, as well as effective communication skills, planning and structuring a tutor session, questioning techniques and multicultural perspectives. Studying these topics will lead to clarifying the nature of an effective tutor. This course meets State regulations for peer tutoring and is on being an effective library user, including how to identify and locate print and electronic materials using library resources. Offered for Pass/No Pass grading only.

INDIS 111 Group Peer Tutoring – 0.5 unit
Lecture: 0.5 hour
The Group Peer Tutoring course will train students to facilitate a structured group tutoring session and/or Supplemental Instruction (S.I.) session. Particular emphasis will be on tutoring techniques designed to improve study skills of students attending group sessions and/or S.I. sessions. Offered for Pass/No Pass grading only.

LIBRARY

LIBR 1 Introduction to Library and Information Resources – 1 unit
Lecture: 1 hour
This course is an introduction to the use of electronic and print resources, including developing effective search strategies and evaluating information. Emphasis is on library online catalogs, online periodical databases, print and electronic reference sources, and Internet resources.
Transfer: CSU

LIBR 101 Introduction to the Library – 0.5 unit
Lecture: 0.5 hour
Basic familiarization with library collections and services. Focus is on being an effective library user, including how to identify and locate print and electronic materials using library resources. Offered for Pass/No Pass grading only.

MANAGEMENT

MGMT 110 Communication in the Workplace – 0.5 unit
Lecture: 0.5 hour
Designed to introduce the student to key elements in communication within business organizations. Topics include verbal and nonverbal communication, listening skills and specific supervisory communication skills. Offered for Pass/No Pass grading only.

MGMT 111 Customer Service – 0.5 unit
Lecture: 0.5 hour
Designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills. Offered for Pass/No Pass grading only.

MGMT 112 Team Building – 0.5 unit
Lecture: 0.5 hour
Designed to introduce the student to decision making and problem solving as a supervisor or employee. Offered for Pass/No Pass grading only.

MGMT 113 Attitude in the Workplace – 0.5 unit
Lecture: 0.5 hour
Designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle these bad attitudes and specific techniques to raise the attitude of others. Offered for Pass/No Pass grading only.

MGMT 114 Values and Ethics in the Workplace – 0.5 unit
Lecture: 0.5 hour
Designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized. Offered for Pass/No Pass grading only.

MGMT 115 Time Management – 0.5 unit
Lecture: 0.5 hour
Designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered. Offered for Pass/No Pass grading only.

MGMT 116 Stress Management in the Workplace – 0.5 unit
Lecture: 0.5 hour
Designed to acquaint the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations. Offered for Pass/No Pass grading only.

MGMT 117 Conflict Management – 0.5 unit
Lecture: 0.5 hour
Designed to provide the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization. Offered for Pass/No Pass grading only.

MGMT 118 Decision Making in the Workplace – 0.5 unit
Lecture: 0.5 hour
Designed to introduce the student to decision making and problem solving as a supervisor or employee. Offered for Pass/No Pass grading only.

MGMT 119 Managing Organizational Change – 0.5 unit
Lecture: 0.5 hour
Designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change. Offered for Pass/No Pass grading only.

MGMT 120 Generational Diversity: Managing Cross-Generational Teams – 0.5 unit
Lecture: 0.5 hour
For the first time in America's history, we have four generations working side by side in the workplace. This course is designed to equip students with knowledge and skills to work with and lead cross-generational teams. Offered for Pass/No Pass grading only.
MATH 2 Statistics – 4 units
Prerequisite: MATH 104 with a grade of C or better, or P
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; IGETC 2A; CSU-GE B4

MATH 4A Mathematics for Elementary Teachers I – 4 units
Prerequisite: MATH 104 with a grade of C or better, or P, or placement through the assessment process
Lecture: 4 hours
Structure of arithmetic for prospective elementary school teachers. The definitions, operations, and properties of sets, counting numbers, integers, rational and irrational numbers, numeration systems; number theory, logic. Field trips may be required. (MJC MATH 105)
Transfer: UC/CSU (Transfer credit limited. See a counselor.) CSU-GE B4

MATH 4B Mathematics for Elementary Teachers II – 4 units
Prerequisite: MATH 4A with a grade of C or better, or P, or placement through the assessment process
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; IGETC 2A; CSU-GE B4

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 in society. Topics may include set theory and logic, number theory, functions and graphs, geometric ideas, probability and statistics, calculus, graph theory, or other significant areas of mathematics. (MJC MATH 101)
Transfer: UC/CSU; IGETC 2A; CSU-GE B4

MATH 104 Algebra II
Equivalent to K-12 Algebra II

MATH 106 Introduction to Math Reasoning

MATH 101 Algebra I
Equivalent to K-12 Algebra I

MATH 100A Algebra
Equivalent to \( \frac{MATH 100A}{MATH 101A} \) and \( \frac{MATH 100B}{MATH 101B} \)
Completion of both MATH 100A and MATH 100B is equivalent to completion of MATH 101.

MATH 17A Precalculus II – 5 units
Prerequisite: MATH 17A 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 algebraic operations, factoring, solution of quadratic equations by various methods, polynomial, rational, radical, exponential and logarithmic functions and equations, trigonometric identities, solving trigonometric equations, solving right and oblique triangles, vectors in 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, IGETC 2A; CSU-GE B4. 17A + 17B = 5 UC units maximum

MATH 17B Precalculus II – 5 units
Prerequisite: MATH 17A with a grade of C or better, or P, or placement through the assessment process
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 in 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.) IGETC 2A; CSU-GE B4. 17A + 17B = 5 UC units maximum

MATH 17C Calculus
Equivalent to \( \frac{MATH 17C}{MATH 18C} \)

MATH 17D Calculus
Equivalent to \( \frac{MATH 17D}{MATH 18D} \)

MATH 18A Calculus I – 5 units
Prerequisite: MATH 17B with a grade of C or better, or P
Lecture: 5 hours
Limits, continuity, the derivative, derivative formulas, implicit differentiation, applications of derivatives, and an introduction to concepts and applications of the definite integral. Graphing calculator required. Satisfies high school math deficiency for UC admission. (MJC MATH 171)
Transfer: UC/CSU, IGETC 2A; CSU-GE B4

MATH 18B Calculus II – 5 units
Prerequisite: MATH 17A with a grade of C or better, or P
Lecture: 5 hours
Antiderivatives, The First and Second Fundamental Theorems of Calculus, techniques of integration, applications of definite integrals to geometry, physics, probability and economics, numerical integration, improper integrals, differential equations, convergence of series, power series, Taylor series. Fourier series, solutions of differential equations, and the mathematics of finance. (MJC MATH 172)
Transfer: UC/CSU, IGETC 2A; CSU-GE B4

MATH 18C Calculus III – 5 units
Prerequisite: MATH 18B with a grade of C or better, or P
Lecture: 5 hours
Vectors and solid analytic geometry, vector valued functions, partial differentiation, multiple integrals, vector fields and vector calculus.
Transfer: UC/CSU, IGETC 2A; CSU-GE B4

MATH 100A Algebra I: First Half – 3 units
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 101, allowing the student more study time for the course topics. Completion of both MATH 100A and MATH 100B is equivalent to completion of MATH 101.

MATH 100B Algebra I: Second Half – 3 units
Prerequisite: MATH 100A with a grade of C or better, or P, or placement through the assessment process
Lecture: 3 hours
This course is equivalent to the second half of MATH 101, allowing the student more study time for the course topics. Completion of both MATH 100A and MATH 100B is equivalent to completion of MATH 101.

MATH 101 Algebra I – 5 units
Prerequisite: MATH 602 with a grade of C or better, or P, or placement through the assessment process
Lecture: 5 hours
Introduction to algebraic structures using tabular, graphical and symbolic representations. Properties of real numbers, evaluating and simplifying algebraic expressions. Linear equations and inequalities in one and two variables, systems of linear equations and inequalities, proportions and direct variation, linear functions and models, integer exponents, polynomial operations, factoring, solution of quadratic equations by factoring and the quadratic formula. (MJC MATH 70)
MATH 104 Algebra II – 5 units  
Prerequisite: MATH 100B or MATH 101, with a grade of C or better, or P, or placement through the assessment process  
Lecture: 5 hours  
Algebra II continues from Algebra I, studying functions using graphical, numerical, formistic, and descriptive techniques. Students will solve problems and applications modeled by linear, polynomial, rational, exponential, logarithmic functions and quadratic functions in one and two variables using conic sections. Students also perform operations, simplify expressions and solve equations involving polynomials, complex numbers, matrices and rational exponents. Introduction to series and summation notation, as well as transformations and the algebra of functions. Graphing calculator required. This course is prerequisite to undergraduate transfer general education mathematics courses. (MJC MATHT 90)

MATH 105 Introduction to Mathematical Thinking – 4 units  
Prerequisites: MATH 101 or MATH 100B, with a grade of C or better, or P, or placement through the assessment process  
Lecture: 4 hours  
Understanding, interpreting and reasoning with the quantitative information of everyday life. An application-based treatment of useful topics in mathematics including critical thinking, problem solving, finances, descriptive statistics, mathematical models and applications for real–world situations. Satisfies the Mathematics requirement for an Associate Degree but does not satisfy the prerequisite requirements for transfer or transferable math and science courses.

MATH 601 Elementary Mathematics – 4 units  
Lecture: 4 hours  
Study of the concepts and procedures of arithmetic, with emphasis on developing understanding as well as computational skills. Topics include mathematical vocabulary, symbolic representation, arithmetic operations, fractions, decimals, percents, ratio, proportions, prime factorization, and student study skills. (MJC MATH 10)

MATH 602 Prealgebra – 4 units  
Prerequisite: MATH 601 with a grade of C or better, or P, or 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 calculation with integers, decimals, and fractions. Ratio, proportion, and their applications are also studied. (MJC MATH 20)

MATH 650 Personalized Mathematics Development – 0.5–2 units  
Laboratory: 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 only.

MUSIC 2 Introduction to Music – 3 units  
Recommended for Success: ENGL 151  
Lecture: 3 hours  
Survey of the many fields within the discipline of music, including a brief overview of fundamentals, music history the voice, musical instruments, the science of acoustics, rock, jazz, and current styles, psychology of music, and analytical listening. Attendance at selected local concerts is required. (MJC MUSIC 12)

MUSIC 4A Elementary Music Theory – 2 units  
Recommended for Success: Concurrent enrollment in MUSIC 20A  
Lecture: 2 hours  
Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. (MJC MUSC 131)  
Transfer: UC/CSU/C-ID: MUS 125

MUSIC 4B Elementary Music Theory – 2 units  
Recommended for Success: MUSIC 4A and concurrent enrollment in MUSIC 20B  
Lecture: 2 hours  
Continuation of MUSIC 4A to develop skills in sight singing, melodic and rhythmic dictation, and analysis of harmonic materials and basic keyboard skills. (MJC MUSC 132)  
Transfer: UC/CSU/C-ID: MUS 125

MUSIC 5A Intermediate Music Theory – 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, andural and keyboard skills. (MJC MUSC 133)  
Transfer: UC/CSU

MUSIC 5B Intermediate Music Theory – 2 units  
Recommended for Success: MUSIC 21A and MUSIC 5A  
Lecture: 2 hours  
Continuation of MUSIC 5A, including sight singing, melodic and rhythmic dictation, and analysis of harmonic materials and basic keyboard skills. (MJC MUSC 134)  
Transfer: UC/CSU/C-ID: MUS 155

MUSIC 10 Survey of Music History and Literature: Ancient to 1750 – 3 units  
Lecture: 3 hours  
A survey of elements of style, major composers, and masterpieces of music from the Greek era through Medieval, Renaissance, Baroque, and Early Classic periods; survey from 1000 BC through 1750 AD. Includes the music of Palestrina, Bach, and Handel. (MJC MUSIC 121)  
Transfer: UC/CSU/C-ID: MUS 13A; CSU-GE C1

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 Modern periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copland. (MJC MUSIC 122)  
Transfer: UC/CSU/C-ID: MUS 13B; CSU-GE C1

MUSIC 12 American Popular Music: Blues and Jazz to Rock 'n' Roll – 3 units  
Lecture: 3 hours  
An introduction to jazz style, jazz history, and popular music of the 20th and 21st centuries. (MJC MUSIC 123)  
Transfer: UC/CSU/C-ID: MUS 13C; CSU-GE C1

MUSIC 20A Elementary 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. (MJC MUSIC 122)  
Transfer: UC/CSU/Transfer credit limited. See a counselor.

MUSIC 20B Elementary 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. (MJC MUSIC 122)  
Transfer: UC/CSU/Transfer credit limited. See a counselor.

MUSIC 21A Intermediate Music Theory – 3 units  
Prerequisite: MUSIC 20B with a grade of C or better, or P  
Lecture: 3 hours  
A continuation of the study of the basic structural elements of music such as melody, rhythm, harmony and form with an emphasis on the organization of these elements, also includes a study of chromaticism, chromatic alterations, and complex tertian structures. (MJC MUSIC 123)  
Transfer: UC/CSU/Transfer credit limited. See a counselor.  
C-ID: MUS 140

MUSIC 21B Intermediate Music Theory – 3 units  
Prerequisite: MUSIC 21A with a grade of C or better, or P  
Lecture: 3 hours  
Continued development of analytical and compositional techniques; study of modal and tonal counterpoint; introduction to Impressionism and to 20th century concepts of melody, harmony, and form. (MJC MUSIC 124)  
Transfer: UC/CSU/Transfer credit limited. See a counselor.  
C-ID: MUS 150

MUSIC 31A Elementary Piano – 1 unit  
Activity: 3 hours  
An introduction to the skill of piano playing based on music reading; fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords. Field trips required. (MJC MUSC 121)  
Transfer: UC/CSU

MUSIC 31B Elementary Piano – 1 unit  
Prerequisite: MUSIC 31A with a grade of C or better, or P  
Activity: 3 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. Field trips required. Transfer: UC/CSU

MUSIC 36 Elementary Voice – 1 unit  
Activity: 3 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 endurance, tone, and breath control. (MJC MUSC 151)  
Transfer: UC/CSU
MUSIC 37 Advanced Elementary Voice – 1 unit
Prerequisite: MUSIC 36 with a grade of C or better, or P
Activity: 3 hours
Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed primarily for music majors and minors. Outside performance required. May be repeated three times. (MJC MUSA 153)
Transfer: UC/CSU

MUSIC 38 Intermediate Voice – 1 unit
Prerequisite: MUSIC 37 with a grade of C or better, or P
Activity: 3 hours
Prerequisite: MUSIC 38 with a grade of C or better, or P (MJC MUSA 141)
Transfer: UC/CSU

MUSIC 41A Intermediate Piano – 1 unit
Prerequisite: MUSIC 31B with a grade of C or better, or P
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 tone, endurance, and flexibility with an emphasis on solo public performance with traditional and popular song literature.
Transfer: UC/CSU

MUSIC 41B Intermediate Piano – 1 unit
Prerequisite: MUSIC 41A with a grade of C or better, or P
Activity: 3 hours
Continuation of the fundamentals of piano performance attained in MUSIC 31A, 31B, and 41A with more emphasis given to the development 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 49 Beginning Guitar – 1 unit
Activity: 3 hours
Basic guitar techniques, open string chords, right hand string and finger picking. Introduction to music reading, basic chords, simple song accompaniments and melodic playing in first position. Student must provide a tunable, nylon string acoustic guitar. (MJC MUSA 141)
Transfer: UC/CSU

MUSIC 50–56 Series - Private Lessons
Lecture: 1 hour
Transfer: UC/CSU

MUSIC 50 Private Lessons: Guitar – 1 unit
(MJC MUSA 145)

MUSIC 51 Private Lessons: Keyboard – 1 unit
(MJC MUSA 143)

MUSIC 52 Private Lessons: Woodwinds – 1 unit
(MJC MUSA 143)

MUSIC 53 Private Lessons: Brass – 1 unit
(MJC MUSA 143)

MUSIC 54 Private Lessons: Strings – 1 unit
(MJC MUSA 143)

MUSIC 55 Private Lessons: Percussion – 1 unit
(MJC MUSA 143)

MUSIC 56 Private Lessons: Voice – 1 unit
(MJC MUSA 154)

MUSIC 60 College Choir – 1 unit
Activity: 3-6 hours
Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or no choir experience as well as intermediate. Repertoire includes selections of various styles. Field trips required. May be repeated three times.
Transfer: UC/CSU

MUSIC 64 Jazz Choir – 1 unit
Activity: 3-6 hours
Study and performance of vocal jazz and improvisation in an ensemble of limited size. 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.
Transfer: UC/CSU

MUSIC 72 Jazz Ensemble – 1 unit
Activity: 3-6 hours
Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. May be repeated three times.
Transfer: UC/CSU

MUSIC 75 Jazz Studies – 1 unit
Activity: 6-12 hours
Study and performance of instrumental and vocal jazz in both solo and ensemble (including big band, choir, combos, and solo with accompaniment). Includes beginning jazz theory, improvisation, style, interpretation, performance practice and the development of an individual standard jazz repertoire. Repertoire may vary from semester to semester. Field trips may be required. May be repeated three times.
Transfer: UC/CSU

MUSIC 76 Community Orchestra – 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

MUSIC 77 Jazz Orchestra – 1 unit
Activity: 3-6 hours
Study and performance of vocal jazz and improvisation in an ensemble of limited size. May be repeated three times.
Transfer: UC/CSU

MUSIC 78 Ensemble: Instrumental Emphasis – 1 unit
Activity: 3-6 hours
Study and performance of music for small ensembles, duets, and chamber groups. May be repeated three times.
(MJC MUSE 166 or MUSE 176)
Transfer: UC/CSU

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 natural resource policy and law in the United States. Topics include overview of major environmental policies and laws, environmental ethics, historical role of acts in legislative change and enforcement, development and limits of legislative and judicial approaches to solving environmental problems, and local and regional issues related to natural resources law and policy. Field trips may be required.
Transfer: UC/CSU

NATRE 6 Soil Resources – 3 units
Lecture: 2 hours; Laboratory: 3 hours
Introduction to physical, chemical, and biological properties of soils. Soil development, type, and analysis. Implications and applications for natural resources management.
Transfer: CSU

NATRE 9 Parks and Forests Law Enforcement – 2 units
Lecture: 2 hours
This course develops the knowledge and skills required for 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; Laboratory: 1.5 hours
Introduction to the ecology and management of fire in California. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and esthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; the planning and implementation of fuels reduction and prescribed burning programs in selected locations. Field trips required. (MJC NR 379)
Transfer: CSU
NATRE 30 Introduction to Watershed Management – 3 units
Lecture: 2 hours. Laboratory: 3 hours
Fundamentals of watershed management, monitoring and stewardship, with an emphasis on California and the Sierra Nevada. Concepts and applications of climatology, meteorology, geology, soils, hydrology, ecology, chemistry, physics and engineering as they pertain to management of watersheds. Field and laboratory techniques of sampling and monitoring soil, water, air, vegetation, and other biota. Application of integrated ecosystem approaches to natural resource protection and management of watersheds. Field trips may be required.
Transfer: CSU

NATRE 50 Natural History and Ecology – 2 units
Lecture 2 hours
Introduction to concepts and examples of natural history and ecology with emphasis on the interrelationships among the biota, geology, and climate of California. Selected topics may include plant systems, ecosystems, habitats, and diversity, evolution, California’s physical and biological environment, and biomes. Field trips may be required.
Transfer: CSU

NATRE 97 Work Experience in Forestry and Natural Resources – 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 Forestry and Natural Resources. 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

NATRE 110 Natural Resources Field Camp – 3 units
Lecture: 3 hours
An extended field course that can serve as both an introduction and a capstone to Forestry and Natural Resources majors, or as a refresher during any point in a forestry or natural resources career. Provides instruction and hands-on, real-world experiences in a field setting. Integrates topics including safety, first aid, maps and aerial photos, compass and GPS, geology and soils, hydrology and watershed, plants and wildlife, ecology and ecosystem management, natural resource inventory and utilization, and wildfire recreation management.

NATURAL RESOURCES TECHNOLOGY

NARTC 166 Decentralized Wastewater Management – 3 units
Prerequisite: NARTC 165 with a grade of C or better, or P
Lecture: 3 hours
A comprehensive review of decentralized wastewater treatment systems (OWTS). Students will learn to evaluate the conditions of all types of systems from simple standard gravity septic to high tech advanced treatment technologies. Various aspects of management including operation, maintenance and monitoring of all types of engineered systems including aerobic treatment units, media filters, constructed wetlands, disinfection technologies and a wide range of soil treatment applications. This course is designed to prepare individuals for national certification testing and entrance into the on-site wastewater management field. Field trips may be required.

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NARTC 167 Operation of Wastewater Treatment Plants – 3 units
Lecture: 3 hours
Designed to train students in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. Information presented includes the role and responsibilities of a treatment plant operator, an explanation of why wastes must be treated, and detailed descriptions of the equipment and processes used in a wastewater treatment plant. Field trips may be required.

NARTC 166 Decentralized Wastewater Management – 3 units
Prerequisite: NARTC 165 with a grade of C or better, or P
Lecture: 3 hours
A comprehensive review of decentralized wastewater treatment systems (OWTS). Students will learn to evaluate the conditions of all types of systems from simple standard gravity septic to high tech advanced treatment technologies. Various aspects of management including operation, maintenance and monitoring of all types of engineered systems including aerobic treatment units, media filters, constructed wetlands, disinfection technologies and a wide range of soil treatment applications. This course is designed to prepare individuals for national certification testing and entrance into the on-site wastewater management field. Field trips may be required.

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NARTC 168 California Wildlife – 4 units
Lecture: 4 hours
Study of the characteristics, evolution, population biology, ecology, behavior, life history, and management of California animals. Introduction to methods of studying and managing wildlife to improve populations, habitat, and man-animal interaction. Function. Practice of specific field and laboratory techniques of species identification, population biology, and wildlife management. Field trips may be required. (MJC NR 215)

NARTC 182 Natural History and Techniques of Surveying Sierra Nevada Wildlife – 2 units
Total lecture hours: 34
A field lecture course at the High Sierra Institute to train and inform U.S. Forest Service employees, college students, and community members on the natural history and methods of surveying and monitoring wildlife in the Sierra Nevada. Field trips required.

NARTC 183 Ecological Restoration in Practice – 1 unit
Total lecture hours: 16
A field lecture course to train and inform college students, land management professionals, environmental consultants, and community members on ecological restoration techniques. Natural resource topics covered include the importance of ecological restoration to society and the environment, identification and prioritization of a natural coastal, rangeland, and/or uncommon songbirds, reptiles and amphibians. Natural history topics covered include life zones, identification of species, wildlife and their relationship to the Sierra Nevada. Field trips required.

NARTC 184 Leave-No-Trace Trainer Class – 1 unit
Lecture: 1 hour
An 18-hour field course that informs and trains land management employees and volunteers, youth group leaders, outdoor educators, outfitters and guides in effective instruction in the Leave-No-Trace program of outdoor skills and ethics, and provides experience in presenting and organizing LNT instruction. Offered for Pass/No Pass grading only. Field trips required.

NARTC 185 Wild by Law: An Introduction to the National Wilderness Preservation System – 1 unit
Lecture: 1 hour
A two-day summer field course that informs and trains land management employees, volunteers, and others in the historical and philosophical antecedents to the Wilderness Act of 1964 and the provisions and administration of the National Wilderness Preservation System. Offered for Pass/No Pass grading only. Field trips required.
OFFICE TECHNOLOGY

OFFTEC 100 Computer Keyboarding I—1 unit
Laboratory: 3 hours (self-paced)
Designed for students wishing to master the touch method of keyboarding.

OFFTEC 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 records systems. Emphasis is placed on practical applications of alphabetic, numeric, geographic, and subject filing systems. Meets or exceeds specifications of National Records Management Association.

OFFTEC 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.

OFFTEC 131 Office Procedures and Technology—3 units
Prerequisite: OFFTEC 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.

OFFTEC 132 Business Communications—3 units
Prerequisite: OFFTEC 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 skills. Students will learn how to compose and create effective documents typically used in business and personal situations including letters, memos, technology-related messages and reports.

OFFTEC 140 Beginning Word Processing—2 units
Recommended for Success: OFFTEC 100
Lecture: 2 hours
Students receive instruction in a current word processing program which includes editing, saving, changing format, fonts, tabs, using Spell Check; creating headers/footers and footnotes/ endnotes; cutting and pasting; and using file management techniques.

OFFTEC 141 Intermediate Word Processing—3 units
Recommended for Success: OFFTEC 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, macro, styles, math, merge, repetitive documents, sort and select, and graphics.

OFFTEC 142 Desktop Publishing Essentials—1-2 units
Lecture: 1-2 hours
Introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clip art, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Note: Basic word processing skills needed. Credit may be earned for only one of the following: OFFTEC 142 or CMPSC 142. Offered for Pass/No Pass grading only.

OFFTEC 149 Electronic Health Records—2 units
Lecture: 2 hours
Students learn to apply hands-on skills by creating charts for new patients, recording vital signs, managing office visits, and creating letters to patients and healthcare providers. Students experence computer-simulated office management through EHR software.

OFFTEC 150 Medical Law and Ethics—1.5 units
Lecture: 1.5 hours
This course is an introduction to law and ethics in the medical office. The course studies principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It also includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities.

OFFTEC 151 Medical Office Management—3 units
Recommended for Success: OFFTEC 50
Lecture: 3 hours
An introduction to the multiple functions performed by the Medical Office Specialist. Topics include appointment scheduling; verbal, written, and written communication; interpersonal skills; telephone techniques; managing office supplies, equipment, and personnel; development of organizational and decision-making skills; and financial records.

OFFTEC 152A Medical Billing and Coding—3 units
Recommended for Success: OFFTEC 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, Medicaid and Medi-Cal, Medicare, Champass and Workers' Compensation.

OFFTEC 152B Medical Coding II—3 units
Recommended for Success: OFFTEC 152A
Lecture: 3 hours
Intensive application of coding skills in the various medical specialties which expands on procedure and diagnostic coding skills. Abstracting information from the patient records and combining it with knowledge of coding guidelines to optimize physician payment.

OFFTEC 152C Advanced Medical Coding—3 units
Prerequisite: OFFTEC 152B with a grade of C or better, or P
Lecture: 3 hours
Advanced Coding provides an in-depth understanding of physician-based medical coding and coding services such as medical visits, diagnostic testing and interpretation, treatments, surgeries, and anesthesia. Students will enhance clinical decision-making skills and learn to pull the right information from documents, select the right codes, determine the correct sequencing of those codes, and audit cases.

OFFTEC 168 Creating and Managing a Virtual Office—1 unit
Recommended for Success: OFFTEC 120, CMPSC 4, CMPSC 10
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.

OFFTEC 210 Typing Speed and Accuracy Building—1 unit
Laboratory: 3 hours (self-paced)
Speed building and accuracy on straight copy; statistical writing, intensive drills, timed writings and remedial work.

OFFTEC 215 Word Processing for Personal Use—1 unit
Lecture: 1 hour
Instruction in typing, storing, revising, printing, and other beginning concepts for a variety of applications using a word processing program. Designed for non-majors; no previous computer experience is required. Offered for Pass/No Pass grading only.

OFFTEC 216 Intermediate/Advanced Word Processing for Personal Use—1-2 units
Recommended for Success: OFFTEC 215
Lecture: 1-2 hours
Intermediate and advanced functions of word processing programs, particularly for personal use. Topics may include styles, headers/footers, footnotes and endnotes, tables, merging, and a variety of graphic, clip art and drawing features. This course is designed for non-majors. Prior basic word processing experience is recommended. Offered for Pass/No Pass grading only.
PHILOSOPHY

PHILO 1 Introduction to Philosophy – 3 units
Recommended for: Eligibility for ENGL 1A
Lecture: 3 hours
Survey of the field of philosophy, including human nature, meaning in life, and values in ethics, social justice, and art; knowledge, truth, logic, and the scientific method; ultimate reality and philosophy of religion. (MJC PHILO 101)
Transfer: UC/CSU IGETC 3B; CSU-GE C2

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 philosophies of science will be central throughout. Critical reasoning and extensive writing will be required. Contractual credit is calculated. Credit may be earned for only one of the following: PHILO 5 or HIST 5.
Transfer: UC/CSU. IGETC 1B, 3B; CSU-GE A3, C2

PHILO 25 Twentieth Century Philosophy – 3 units
Recommended for: Success: ENGL 1A
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. IGETC 3B; CSU-GE C2

PHILO 35 Environmental Ethics – 3 units
Lecture: 3 hours
Do we have moral obligations towards nature? Who counts more: ecosystems, species, or individuals? What, if anything, is the value of wilderness? Course will address questions and issues such as these that arise when considering the relationship between human beings and the environment. Topics include animal rights, land use policy, sustainability, bioengineering, climate change, environmental justice. Theoretical approaches include deep ecology, anthropocentrism, eco-feminism, and pragmatism. Field trips may be required.
Transfer: UC/CSU. IGETC 3B; CSU-GE C2

PHOTOGRAPHY see Art

PHYSICS

PHYS 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 travel. (MJC PHYS 160)
Transfer: UC/CSU (Transfer credit limited. See a counselor.
IGETC 5A; CSU-GE B1

PHYS 2 Conceptual Physical Science: A Starship Voyage – 3 units
Recommended for: Success: MATH 101
Lecture: 3 hours
You have been accepted to be a crew member of Earth's first starship, the Sakaros. 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.
IGETC 5A; CSU-GE B1

PHYS 4A Introductory Physics I: Trigonometry Level – 4 units
Prerequisite: MATHE 8, MATHE 17B, or a grade of C or better, or P
Lecture: 4 hours. Laboratory: 2 hours
A trigonometry-level introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Topics include macroscopic force laws, linear and rotational dynamics, energy, fluids, oscillations, waves, and thermal physics. This course requires the student to use the following college-level skills: algebra, trigonometry, abstract concept assimilation, and critical thinking. Field trips may be required. (MJC PHYS 142)
Transfer: UC/CSU (Transfer credit limited. See a counselor.
IGETC 5A, 5C; CSU-GE B1, B3

PHYS 4B Introductory Physics II: Trigonometry Level – 4 units
Prerequisite: PHYSICS 4A with a grade of C or better, or P
Lecture: 4 hours. Laboratory: 2 hours
A trigonometry-level introduction to the modeling of physical phenomena using electростatics, magnetostatics, electromagnetic induction, and electric circuit theories. Includes an introduction to optics, and modern physics. This course requires the student to use the following college-level skills: algebra, trigonometry, abstract concept assimilation, critical thinking, and a four-stage physics modeling procedure (developed in Introductory Physics I). (MJC PHYS 143)
Transfer: UC/CSU (Transfer credit limited. See a counselor.
IGETC 5A, 5C; CSU-GE B1, B3, C-ID: PHYS 110

PSYCHOLOGY

PSYCH 1 General Psychology – 3 units
Recommended for: Success: ENGL 1A
Lecture: 3 hours
An introductory survey course of the general field of psychology. Topics to be covered include: the scientific method (including the impact of diversity and ethics), conditioning, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology. (MJC PSYCH 101)
Transfer: UC/CSU. IGETC 4C; CSU-GE DB. C-ID: PSY 110

PSYCH 2 Current Issues in Psychology – 3 units
Prerequisite: PSYCH 1 with a grade of C or better, or P
Lecture: 3 hours
A look at the more advanced areas of study in psychology concentrating on current theoretical approaches and research findings regarding areas of current interest and controversy.
Transfer: CSU

PSYCH 5 Human Sexual Behavior – 3 units
Recommended for: Success: ENGL 1A
Lecture: 3 hours
Exploration of issues in human sexuality from the perspectives of the behavioral, social and biological sciences. Study and discussion of sexual behavior, feelings, and attitudes as they affect one's self and others. (MJC PSYCH 110)
Transfer: UC/CSU. IGETC 4C; CSU-GE E; C-ID: PSY 130
SIGN 40B ASL: Intermediate Communication with the Deaf – 3 units
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 focuses on everyday conversations and situations. Emphasis is on both receptive and expressive skills.
Transfer: UC/CSU. IGETC 38, 6A; CSU-GE C2

SIGN 40C ASL: Advanced Intermediate Communication with the Deaf – 3 units
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. IGETC 38, 6A; CSU-GE C2

SKILLS DEVELOPMENT

SKLDV 610 Introduction to Computer Access – 0.5-1 unit
Prerequisite: Verified disability diagnosis in accordance with California Community College Title 5 regulations
Laboratory: 1-3 hours
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.

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.

SOCIOLOGY

SOCIO 1 Introduction to Sociology – 3 units
Lecture: 3 hours
Introduction to the conceptual ideas 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. IGETC 4; CSU-GE D3; C-ID: SOCI 110

SOCIO 2 American Society: Social Problems and Deviance – 3 units
Lecture: 3 hours
A focus on social problems, such as family disorganization, religious conflicts, educational irregularities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems. These problems and others will be studied from the perspective of social institutions, social deviance, and other perspectives of sociology. (MJC SOCIO 102)
Transfer: UC/CSU. IGETC 4C; CSU-GE DD; C-ID: SOCI 115

SOCIO 5 Ethnicity and Ethnic Relations in America – 3 units
Lecture: 3 hours
This is a multidisciplinary study of ethnicity (belonging to an ethnic group) and ethnic group relations in the United States from an historical and sociological perspective. It emphasizes a challenging field of study with the dynamics of emergence, ethnocentrism, change, marginality and acculturation of major ethnic groups in the United States. The immense diversity of these groups will be explored and analyzed through the methodology of recent sociological research. This course is designed to meet an ethnic studies requirement. (MJC SOCIO 150)
Transfer: UC/CSU. IGETC 4C, 4E; CSU-GE DD, DD; C-ID: SOCI 150

SOCIO 7 Gender, Culture and Society – 3 units
Lecture: 3 hours
The course is an inclusive bi-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g. age, social class), socialization (e.g. rites of passage, conformity and deviation) as well as the science (e.g. concepts, theories and methods) of studying these topics will be addressed. Through course readings we will represent many disciplines, the foundation readings reflect the perspectives of bi-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females. Credit may be earned for only one of the following: SOCIO 7 or ANTH 7.
Transfer: UC/CSU. IGETC 4D; CSU-GE D4; C-ID: SOCI 140

SOCIO 8 Research Methods in the Social and Behavioral Sciences – 3 units
Prerequisite: SOCIO 1, with a grade of C or better, or P
Lecture: 3 hours
Surveys research traditions and processes in the social and behavioral sciences. The course addresses: epistemological traditions, research conceptualization, research design, research process, measures, sampling, data collection and analysis, reporting traditions, ethics, as well as implications for theory and public policy. While the primary focus is on Anthropology, Psychology, and Sociology, there will be a secondary focus on the disciplines of Biology, Demography, History, Political Science, and Public Health. Credit may be earned for only one of the following: SOCIO 8 or ANTH 8.
Transfer: UC/CSU. IGETC 4G; CSU-GE DD; C-ID: SOCI 120

SOCIO 12 Sociology of the Family – 3 units
Lecture: 3 hours
Comparative and historical treatment of the family institution. Analysis of kinship and family structure, roles and relationships within the family. Interdisciplinary assessment of the reciprocal relationship between contemporary society and the American family. (MJC SOCIO 125)
Transfer: UC/CSU. IGETC 4I; CSU-GE E4; C-ID: SOCI 130

SOCIO 28 Death and Dying – 3 units
Lecture: 3 hours
Principles, concepts and methods of sociology used in examining predominant attitudes and practices regarding death, dying, and grief in the U.S.; included will be interdisciplinary methods and materials relevant to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death. Field trips may be required. (MJC HUMSR 114)
Transfer: UC/CSU. CSU-GE E1

SPANISH

SPAN 1A Spanish: Beginning – 5 units
Recommended for Success: Eligibility for ENGL 1A
Lecture: 5 hours
Introduction to the Spanish language, emphasizing natural communications and supported by foundation grammar. For true beginners and students with one year of high school Spanish or the equivalent. (MJC SPAN 101)
Transfer: UC/CSU. IGETC 6A; CSU-GE C2; C-ID: SPAN 100

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: 1 hour
Continuation of SPAN 1A, fundamentals of spoken and written Spanish. (MJC SPAN 102)
Transfer: UC/CSU. IGETC 3B, 6A; CSU-GE C2
SPCOM 1 Introduction to Public Speaking – 3 units
Lecture: 3 hours
Prerequisites: SPCOM 1 with a grade of C or better, or P
Lecture: 3 hours
A study of argumentation 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 arguments and models of fallacies and rebuttal. These areas of inquiry are conducted through modes specific to oral traditions and contemporary debate theory. (MJC SPCOM 104)
Transfer: UC/CSU. C-ID: COMM 120

SPCOM 2 Argumentation and Debate – 3 units
Prerequisite: SPCOM 1 with a grade of C or better, or P
Lecture: 3 hours
This course focuses on the intersection 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: SPCOM 9 or BUSAD 9. (MJC SPCOM 106)
Transfer: UC/CSU. C-ID: COMM 140

SPCOM 9 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. C-ID: COMM 120

SPCOM 7 Forensics Workshop – 3 units
Lecture: 2 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 interpretative performances. Field trips required. May be repeated three times. (MJC SPCOM 105)
Transfer: CSU. C-ID: COMM 160B

SPCOM 10 1.5-3 units
Lecture: 1.5-3 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. Emphasis will be on quality, appearance and function. Credit may be earned for only one of the following: SPCOM 19 or DRAMA 19.
Transfer: CSU

WELDING TECHNOLOGY

WT 97 Work Experience in Welding 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 Welding 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.
Transfer: CSU (Transfer credit limited. See a counselor.)

WT 101 Practical Laboratory – 1 unit
Prerequisite: WT 100 with a grade of C or better, or P
Laboratory: 3 hours
The student shall gain practical welding experience by working on individual projects (including certification projects). Emphasis is on quality, appearance and function.

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.

WT 165 Metal Sculpture – 1.5 units
Laboratory: 6 hours
An introduction to various metal working techniques with an emphasis on aesthetic design and quality of metal joining. An introduction to M.I.G. welding will be offered, time being available. Credit may be earned for only one of the following: WT 165 or ART 165. Field trips may be required.

WT 111 Advanced Arc Welding Techniques – 3 units
Prerequisite: WT 165 or ART 165. Field trips may be required.
Laboratory: 6 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 correct procedures and correcting deficiencies in welding techniques. Students must pay for coupon testing, typically $25.00. Offered for Pass/No Pass grading only.

WT 122 Welding Technology Level II – 3 units
Prerequisite: WT 121 or WT 100 with a grade of C or better, or P
Laboratory: 6 hours
Covers welding safety, shielded metal arc welding (SMAW), including stainless steel, all positions, gas metal arc welding (GMAW) all positions, flux core arc welding (FCAW) all positions and gas tungsten arc welding (GTAW), including stainless steel, all positions. This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Materials fee in $20.00. Students are required to supply leathers, safety glasses, and welding gloves. Credit may be earned for only one of the following: WT 122 or WT 110. Field trips may be required.

WT 123 Welding Technology Level III – 3 units
Prerequisite: WT 122 with a grade of C or better, or P
Laboratory: 6 hours
Covers welding safety, shielded metal arc welding (SMAW), including stainless steel, all positions, gas metal arc welding (GMAW) all positions, flux core arc welding (FCAW) all positions and gas tungsten arc welding (GTAW), including stainless steel, all positions. This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Students are required to supply leathers, safety glasses, and welding gloves. Field trips may be required.

WT 145 Welding Technology Level IV – 3 units
Prerequisite: WT 144 with a grade of C or better, or P
Laboratory: 6 hours
Covers welding safety, shielded metal arc welding (SMAW), including stainless steel, all positions, gas metal arc welding (GMAW) all positions, flux core arc welding (FCAW) all positions and gas tungsten arc welding (GTAW), including stainless steel, all positions. This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Students are required to supply leathers, safety glasses, and welding gloves. Field trips may be required.

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 correct procedures and correcting deficiencies in welding techniques. Students must pay for coupon testing, typically $25.00. Offered for Pass/No Pass grading only.
WORK EXPERIENCE

All CSU programs will accept Work Experience; see your counselor or work experience coordinator for limitations.

WKEP 97 Cooperative Work Experience – 1-4 units
Co-requisite: Enrollment in a minimum of seven (7) units of coursework including Cooperative Work Experience at Columbia College. 75 hours of paid employment equals 1 unit of credit. 60 hours of unpaid employment equals 1 unit of credit. 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 WKEP 96 and/or WKEP 97. Transfer: CSU (transfer credit limited. See a counselor.)

ENGL 705 English as a Second Language
Lecture: 3 hours
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.

ENGL 705A English as a Second Language: Low Beginning
Lecture: 3 hours
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. Basic literacy in first language is recommended. May be repeated five times.

ENGL 705B English as a Second Language: High Beginning
Recommended for Success: ENGL 705A
Lecture: 3 hours
Elementary II course in speaking, hearing, reading and writing English for persons learning English as another language with continued emphasis on practical communication. May be repeated three times.

ENGL 705C English as a Second Language: Low Intermediate
Recommended for Success: ENGL 705B
Lecture: 3 hours
Low Intermediate I course in speaking, hearing, reading and writing English for persons learning English as another language with continued emphasis on practical communication. May be repeated three times.

HHP 300 Lifelong Health and Fitness
Laboratory: 1.5 hours
Designed to offer lifelong education and promote the health and physical wellbeing of individuals. It includes a comprehensive workout designed to achieve personal fitness goals. Unlimited repeats. Note: 27 to 108 contact hours.

HHP 302 Cardiac Family Fitness - First Step for Fitness
Prerequisite: HHP 13B or HHP 15B with a grade of C or better, or F.
Designed to develop optimal levels of cardiovascular functional capacity and reduce the risk factors associated with coronary artery disease. Emphasis will also be placed on maintaining and/or improving all components of fitness.

HHP 303 Rehabilitation for Physically Limited
Laboratory: 1.5 hours
Designed to offer individually prescribed fitness to the physically limited with emphasis on the improvements of cardiovascular, flexibility and strength components. Unlimited repeats.

MUSIC 302 Choral Singing
Laboratory: 4 hours
Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Audition required.

MUSIC 303 Orchestra
Laboratory: 3 hours
Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed.

MUSIC 305 Jazz Studies
Laboratory: 6-12 hours
Study and performance of instrumental and vocal jazz in both solo and ensemble (including big band, choir, combos, and solo with accompaniment). Includes beginning jazz theory, improvisation, style, interpretation, performance practice and the development of an individual standard jazz repertoire. Repertoire may vary from semester to semester. Field trips may be required. May be repeated 32 times.

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 Supervised Tutoring
Provides supervised tutoring in a designated laboratory/learning center in order to support student success in course(s) in which they are enrolled. Note: Student contact hours may range from 1-10 hours weekly.

SKLDV 700 GED Preparation
Lecture: 3 hours
Designed to teach the general skills needed to pass the General Educational Development test.

SKLDV 701 Life Strategies for Success
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 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 how to best utilize their financial resources, identify 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 705 Preparation for Citizenship Test
Lecture: 1 hour
Review of high-frequency English vocabulary and pronunciation, basic U.S. historical facts and U.S. government principles to prepare for the citizenship test. Requires basic literacy in home language and mid-beginning ESL. May be repeated four times.

SKLDV 792 Applied Skills
Laboratory: 3 hours
The course is designed for students who need to develop basic skills and personal qualities in preparation for successful employment or enrollment in continuing education. Individualized assistance will be provided to analyze specific learning needs and to plan a program of study to improve skills. Skill areas may include basic arithmetic, reading development, employment/personal skills, time management, problem-solving, and communication skills (oral and written). Emphasis on a six-week employment skills/job readiness module will be 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.
## Two-Year Course Offerings

### COMPUTER SCIENCE

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<th>Course</th>
<th>2015 Sum</th>
<th>2015 Fall</th>
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<td>2. Operating Systems</td>
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<td>8. Website Development Applications</td>
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<td>10. Advanced Topics in Website Development</td>
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### CHEMISTRY

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FACULTY

Date of YCDD appointment follows name

Li Ching Accursio (1995) 588.5378
A.S., Oxnard College
B.A., University of California, Berkeley
Ph.D., Columbia University, New York

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M.A., California State University, Stanislaus

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B.A., Pepperdine University

B.A., California State University, Stanislaus

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B.A., California State University, Stanislaus

Jeffrey W. Tolhurst (1996) 588.5225
B.A., California State University, Stanislaus

Columbia College 2013-2014 Catalog
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<td>Doralyn Foletti (2004)</td>
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<td>Vickie Garrett (2001)</td>
<td>Instructional Support Assistant, Business Administration &amp; Computer Lab</td>
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<td>Sheri Glynn (2009)</td>
<td>Administrative Secretary, Dean of Instructional Services, Arts &amp; Sciences</td>
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<td>Deen Zaharias (2004)</td>
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