

COLUMBIA COLLEGE

1991-92 CATALOG



**COLUMBIA
COLLEGE
LIBRARY**

Columbia, CA 95310

THE COLLEGE COMMITMENT

The staff of Columbia College is committed to providing the highest quality educational programs and services. As part of that commitment, we make the following pledge to the students and community we serve:

We believe that the individual student is the cornerstone of the college and that each has unique talents, interests, needs and strengths. Because individual students learn in different ways and at different rates, we remain flexible in our teaching methods to encourage each student's greatest potential.

We emphasize how to think rather than what to think. Critical inquiry and creative problem-solving are incorporated in all appropriate courses and activities. Creativity, imagination and innovation are encouraged and supported.

We support the process of continuous learning and meaningful change. Our general education program will help students to redefine their goals and aspirations as they change.

We realize that classroom time is only one aspect of the students' education and only one of our responsibilities. We promote support activities, such as counseling, advising, and tutoring which contribute to one's growth.

Because we believe each student grows with participation in the teaching-learning process, we encourage students to be active participants and contributors throughout college life in areas of their own choosing.

We will maintain a balance between individual rights and social responsibilities in our relationships with our students and the community we serve. Respect for the individual will be maintained in all situations. We will not allow personal biases to affect our teaching, grading, or treatment of an individual or group.

We find student government to be best when it is involved in meaningful issues within the college community. Student government is informed of college concerns, activities, and issues. Its involvement is an important part of the decision-making process.

We will maintain the comprehensive nature of the community college. A broad general education and a variety of majors are offered. Academic, vocational, basic skills, and continuing education are offered in response to the needs of the community.

We will be specific in the course content, grading practices and attendance requirements for each course. These expectations are clearly communicated in the orientation to each course. Students are held responsible for meeting college standards and are graded according to their performance. We are available to assist each student's studies beyond the classroom. Posted office hours are maintained, and additional time will be made available by mutual agreement between the student and staff.

We will constantly evaluate the college curriculum for academic, vocational and community needs. Formal agreement with high schools and universities assure transfer students a smooth transition from high school to the state colleges and university system through our institution. Community advisory committees are consulted to make certain our vocational subjects are training for the job market, and our community services and continuing education classes are meeting local needs.

Finally, we believe that if the student recognizes the commitment that Columbia College has made and the student is willing to give to the college in return, the student's education will be positive, enjoyable and provide a lasting foundation for continued growth.

COLUMBIA COLLEGE

A Quality Education in a Quality Environment

P.O. Box 1849
Columbia, California
95310
(209) 533-5100

1991-92



YOSEMITE COMMUNITY
COLLEGE DISTRICT

YOSEMITE COMMUNITY COLLEGE DISTRICT

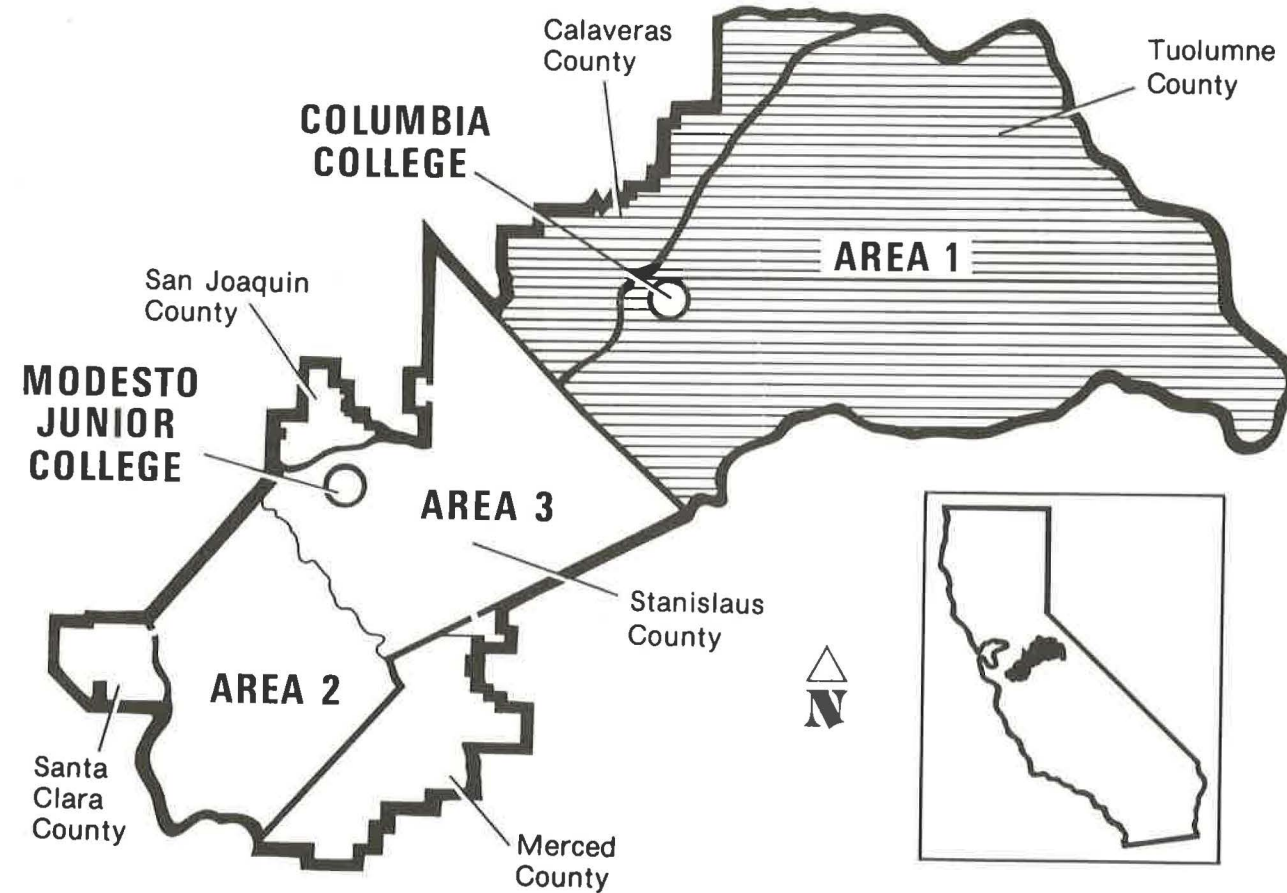


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COLUMBIA COLLEGE 1991-92 ACADEMIC CALENDAR

Fall Semester 1991	
Fall Registration:	
May 15-17	Continuing students, appointment only
August 9	Continuing students
August 10, 12-14	Continuing, new, returning students
August 13-14	All Non-Credit Students
August 19-23	Late Registration (all students)
August 19	Instruction Begins
August 23	Last Day to Enter a Class Without Instructor's Written Approval
August 30	Last Day to Enter a Class With Instructor's Written Approval
August 30	Last Day to Apply for Refund
September 2	Labor Day Holiday
September 13	Last Day to Withdraw Without a "W" Showing on Permanent Record
September 24	Last Day to Elect for CR/NC or Letter Grade
October 4	Deadline for Filing for Graduation and Certificates for Fall Semester
October 18	Staff Inservice Day (no classes)
November 11	Veteran's Day
November 19	Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)
November 27	No Evening Classes
November 28-29	Thanksgiving Holiday
December 16-20	Final Examinations
December 20	Fall Semester Ends
December 23 - January 10 -- Winter Recess	
Spring Semester 1992	
Spring Registration:	
December 4-6	Continuing students, appointment only
December 7, 9, 10	Continuing, new, returning students
January 6-8	Continuing, new, returning students
January 7-8	All Non-Credit Students
January 13-17	Late Registration (all students)
January 13	Instruction Begins
January 20	Martin Luther King Holiday
January 17	Last Day to Enter a Class Without Instructor's Written Approval
January 24	Last Day to Enter a Class With Instructor's Written Approval
January 24	Last Day to Apply for Refund
February 7	Last Day to Withdraw Without a "W" Showing on Permanent Record
February 14	Lincoln Day Holiday
February 17	Washington Day Holiday
February 20	Last Day to Elect for CR/NC or Letter Grade
February 28	Deadline for Filing for Graduation and Certificates for Spring Semester

April 13-17	Spring Recess
April 22	Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)
May 15-21	Final Examinations
May 21	Spring Semester Ends
May 22	Graduation

Summer Session 1992	
Summer Registration:	
June 6, 8-10	Registration (all students)
June 15-17	Late Registration (all students)
June 15	Instruction Begins
June 25	Last Day to Withdraw Without a "W" Showing on Permanent Record
June 25	Last Day to Elect for CR/NC or Letter Grade
June 25	Last Day to Apply for Refund
July 3	Independence Day Holiday
July 14	Last Day to Withdraw From Any Course Without Penalty (will show on permanent record)
July 23	Six Week Summer Session Ends

1991

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30	31					

COLLEGE STAFF



FACULTY

(Date of District appointment follows name.)

- DENNIS L. ALBERS** (1985) Mathematics, Physics
B.S., M.S., Ph.D., University of Nebraska
- DAVID E. ALFORD** (1989) Humanities,
A.B., M.A., Stanford University Philosophy, Political Science
- JACKIE D. APPLETON** (1990) Coordinator,
A.A., University of California, Davis Child Development
B.A., University of California, Berkeley Center
M.A., California State University, Sacramento
- DENNIS P. AYE** (1985) Physical Education,
B.A., St. Ambrose College Basketball Coach
M.A., University of Connecticut
- JOEL C. BARBER** (1967) Art
B.A., Willamette University
M.A., University of Oregon
- JOSHUA E. BIGELOW** (1981) Physical Education
A.A., Columbia College
A.B., M.A., University of California, Berkeley
- ELSIE M. BRUNO** (1980) Counselor,
B.S., University of California, Los Angeles Articulation Officer
M.S., California State University, Los Angeles
- DALE L. BUNSE** (1975) Art
B.A., Willamette University
M.F.A., Arizona State University
- ROSS A. CARKEET, JR.** (1968) Biology, Forestry,
A.A., Modesto Junior College Natural Resources
B.S., University of California, Berkeley
M.S., California State University, Humboldt
- JOHN R. CARTER** (1984) Music
B.M., Chapman College
M.M., Westminster Choir College
- W. DEAN CUNNINGHAM** (1979) President
B.A., Doane College
M.A., Illinois Wesleyan University
Ed.D., Arizona State University
- EDWARD C. DOELL JR.** (1973) English,
A.A., Foothill Junior College Photography
B.A., M.A., California State University, San Francisco
- RONALD L. ERICKSON** (1981) Hospitality Management
- ROBERT H. GIBSON** (1970) Physical Education,
A.A., Graceland College Program Coordinator,
B.A., Central College Lifetime Fitness
M.A., Calif. State University, San Jose
Ed.D., University of Central Arizona
- ARLENE S. GIORDANO** (1976) Psychology
A.B., Hunter College
M.A., Ph.D., University of California, Berkeley
- PHYLLIS T. GREENLEAF** (1990) Child Development
B.S., Tufts University, Massachusetts
M.Ed., School of Education, Massachusetts
- LAUREL M. GRINDY** (1990) Mathematics
B.A., M.A., California State University, Stanislaus
- JON M. HAGSTROM** (1962) English/Area Coordinator,
A.A., Shasta College Humanities and
B.A., California State University, Chico Social Sciences
M.A., University of the Pacific
- DELORES A. HALL** (1987) College Nurse
B.S.N., M.S.N., University of South Carolina

- PATRICIA HARRELSON** (1982) Learning Disabilities
B.S., M.A., California State College, Stanislaus Specialist
- ROD D. HARRIS** (1979) Music
A.A., Fort Steilacoom Community College
B.A.E., M.M., Pacific Lutheran University
Ph.D., University of North Texas
- MICHAEL N. HILL** (1988) Business Administration
A.A., Sacramento City College
B.S., California State University, Sacramento
M.A., California State University, Consortium
Ph.D., Colorado State University
- GERALD L. HODGE** (1988) Biology
B.S., Pepperdine University, Los Angeles
M.A., University of California, Los Angeles
- TERRY J. HOFF** (1974) Physical Education
B.A., University of California, Berkeley
M.A., Mills College
- TOM G. HOLST** (1974) Earth Science,
A.B., Augustana College Computer Science,
M.N.S., University of South Dakota Area Coordinator
Ed.D., University of Northern Colorado Science and Math
- NANCY T. HORNBERGER** (1974) Sociology
B.A., University of Rochester
M.A., University of the Pacific
- DOUGLAS E. KOTAREK** (1974) Business/ Economics
B.S., M.B.A., Northern Illinois University Area Coordinator
Vocational Education
- RAYMOND D. LIEDLICH** (1981) Dean of Instruction
B.S., Bowling Green State University
M.A., California State University, Los Angeles
- PAUL W. LOCKMAN** (1981) Director of EOPS and
A.A., Fresno City College Disabled Student
B.A., M.A., California State University, Fresno Programs
- FRANCIS T. LYNCH** (1989) Program Coordinator,
B.B.A., University of San Francisco Hospitality Management
- JAMES R. MENDONSA** (1981) Search and Rescue
B.A., M.A., California State College, Stanislaus
- JOHN C. MINOR** (1970) English
B.A., Linfield College
M.A., University of Washington
- FRED J. PETERSEN** (1981) Computer Science
B.A., California State University, San Jose
M.A., University of Washington
- DAVID G. PURDY** (1971) Drama
B.A., California State University, San Jose
M.A., California State University, Fresno
- ALLAN RAMSARAN** (1988) Counselor
B.A., M.Ed., Pan American University
- BLAINE D. ROGERS** (1972) Biological Science
A.A., Bakersfield College
B.A., M.A., California State University, Humboldt
- MELBORN N. SIMMONS** (1969) Mathematics
B.S.E., Henderson State College
M.S., University of Arkansas
- RAYMOND L. STEUBEN** (1976) Director of
B.A., University of California, Santa Barbara Library Services/
M.L.S., University of California, Los Angeles I.M.C.

ELLEN STEWART (1976) Drama, Speech
B.A., California State University, San Francisco
A.B.T., California State University, Fresno

JUDITH A. STRATTAN (1987) Dean of Student Services
B.S., M.S., Indiana University
Ed.D., University of San Diego

V. PETER SULLIVAN (1961) Physical Education
A.A., Modesto Junior College
B.A., Pepperdine University
M.A., California State University, Sacramento
Area Coordinator, Health, Physical Education

JANET M. SWEENEY (1984) Business/Office Occupations
B.A., San Jose State University
M.A., California State University, Stanislaus

CANDACE L. WILLIAMSON (1979) Business/Office Occupations
B.A., M.A., California State Univ., Humboldt

DAVID I. WILLSON (1975) Automotive Technology
B.S., M.A., California Polytechnic State Univ., San Luis Obispo

WILLIAM H. WILSON, JR. (1974) Counselor
A.A., Solano College
B.A., San Jose State College
M.S., California State University, Hayward

CLARENCE O. WOLGAMOTT, JR. (1971) Chemistry
B.S., M.A., Tennessee Technological University

FACULTY EMERITI

PAUL K. BECKER Dean of Student Services
(1971-1987)

L. FRANCES CULLEN Psychology, Counselor,
Student Activities (1971-1983)

RICHARD L. DYER History, Political Science
(1969-1991)

MARION C. EVANS Health Occupations
(1968-1983)

MCKINLEY FROST Welding Technology
(1970-1985)

ROBERT H. HAMILTON History, Political Science,
Humanities, Philosophy (1968-1985)

FRANCES V. HEGWEIN Health Occupations
(1974-1985)

FLOYD L. HOPPER Counselor
(1976-1988)

THELMA A. JENSEN Health Occupations
(1968-1984)

DONALD A. JONES Biological Science
(1968-1985)

MATILD M. KAMBER Philosophy
(1976-1982)

JAMES R. KINDLE Learning Skills
(1974-1990)

WALTER L. LEINEKE Assistant Dean of Instruction
(1968-1991)

JERRY D. LYON Business
(1971-1984)

BARBARA C. PAINTER Counselor
(1969-1980)

CHESTER H. PALMER English/Speech
(1976-1989)

HARVEY B. RHODES President
(1967-1979)

RICHARD H. ROGERS Business
(1968-1982)

JOHN R. ROSS Health Education, Health Occupations,
Search and Rescue (1970-1987)

CLASSIFIED STAFF
(Date of District appointment follows name.)

KATHLEEN L. ABBOTT (1976) Fiscal Services
Specialist, Business Services

ROSS L. ALDRICH (1975) Performing Arts
Production Technician

SIGRID A. ANDERSEN (1985) Instructional Aide,
Learning Skills

WENDY ARCHER (1989) Instructional Assistant,
Disabled Student Services

SHERRYL A. BAHTEN (1990) Book Store Manager

CANDY BAILEY (1990) Financial Aid Technician

MERLIN BART (1984) Lab Technician, Vocational Ed.

JUDY BASSI (1989) Program Assistant-Career/
Transfer Technician

DORYENE M. BENTLEY (1975) Coordinator,
Instructional Materials Center

CASEY BONA VIA (1989) Instructional Aide Mathematics

DEBORAH K. BOSWELL (1978) Typist Clerk,
Disabled Student Services

L. C. CRAIN (1976) Custodian

JOHN CURTIS (1989) Campus Security Officer

MADLINE CURTIS (1991) Specialist, Admissions
and Records

DOROTHY A. DANZ (1965) Executive Secretary,
Dean of Student Services

JEAN DADDOW (1991) Specialist, Admissions & Records

DENISE F. DEATSCH (1978) Secretary, Instruction office

TERRILL O. DEATSCH (1975) Grounds Maintenance and
Transportation Specialist

CYNTHIA K. FRAGUERO (1987) Bookstore Buyer,
Bookstore

STEVEN FROST (1979) Custodian

WILLIAM J. GAISER (1970) Equipment Mechanic

HAZEL GARAVENTA (1984) Instructional Aide, Business

DORIS I. GOLDSON (1970) Secretary,
Library/Media Services

LINNETT C. GREELEY (1975) Library/Media Coordinator

MICHELE GRIFFITH (1988) Tutorial Center Technician

JOSEPH J. GRILLO, JR. (1988) Business Office Manager
(1976-1989)

FREDERICK GROLE (1989) Electronics Engineer

NORINE D. HOLMES (1978) Secretary,
Assistant Dean of Instruction

DWAIN JACK (1974) Skilled Maintenance Worker

RONALD D. JACKSON (1976) Skilled Maintenance
Specialist

JANICE M. JORN (1974) Public Information Writer

GARY LARGENT (1975) Skilled Maintenance Specialist

WENDY LINK (1984) Media Services Technician

KENNETH R. LUCAS (1967) Supervisor,
Transportation/Grounds

DOROTHY A. MAECHLER (1981) Accompanist/
Instructional Aide, Music

TIMOTHY MANN (1983) Athletic Equipment Attendant

ARDIS MARTINEZ (1984) Secretary, Student Services

ANDREW B. MAURER (1974) Graphic Artist Coordinator,
Instructional Materials Center

JOHN H. MILLER (1972) Supervisor,
Buildings and Maintenance

REBECCA S. MILLER-CRIPPS (1990) Executive
Secretary, Dean of Instruction

NANCY M. MYERS (1982) Library/Media Technician

PATRICIA PANTALEONI (1985) Executive Assistant,
President

LUIS C. RAMIREZ (1970) Custodial Supervisor

RONALD R. ROACH (1970) Offset Press Coordinator,
Instructional Materials Center

KAREN RODTS (1989) Instructional Assistant,
Learning Disabilities

SALLY SCHOETTGEN (1981) Coordinator, Financial Aid,
Veterans' Affairs, Scholarships and Awards

JACQUELINE J. SEYBOLT (1985) Manager, Food Services

WILLIAM M. SHANKEY (1982) Campus Security Officer

BARBARA SMITH (1986) Food Services Specialist

KATHLEEN SMITH (1984) Coordinator,
Admissions and Records

DARRELL STOVALL (1989) Program Specialist

DIANA SUNDAY (1988) Testing Coordinator

ADDIE TAYLOR (1989) Typist Clerk, Physical Education

PATRICIA C. THOMAS (1972) Fiscal Services Technician,
Business Services

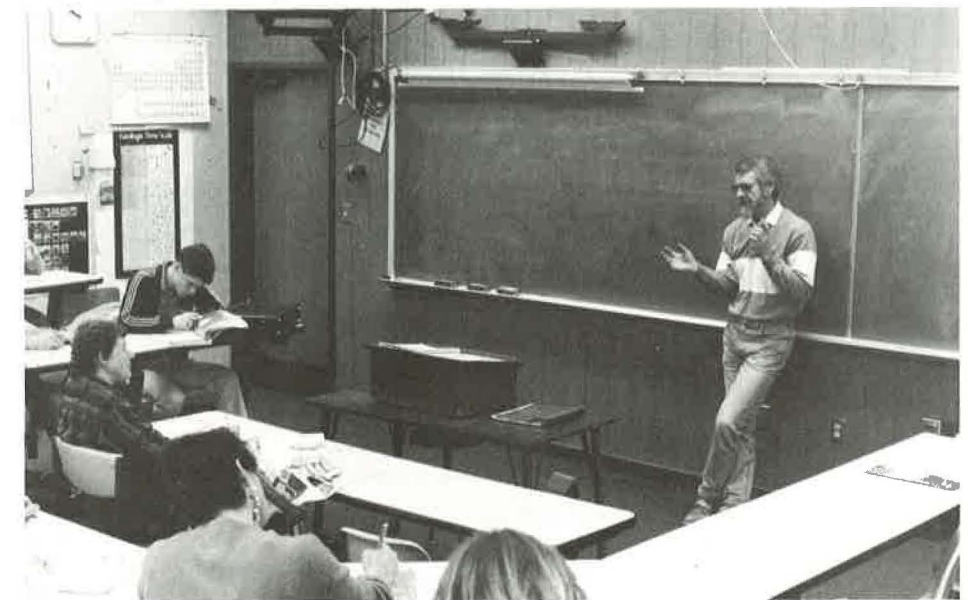
CAROL A. VAUGHN (1974) Support Staff Specialist
Instructional Materials Center

RINNE WEST (1990) Specialist, Admissions and Records

ADELE WIKNER (1985) Library/Media Specialist

JAMES B. WOOD, SR. (1977) Custodian

*This edition of the
catalog is dedicated
to the memory of
Jim Hastings —
teacher, colleague,
friend.*



ADVISORY COMMITTEES



ADVISORY COMMITTEES

On a voluntary basis, regional representatives of business, the professions, industry, government, labor and the community-at-large assist Columbia College in determining the needs and evaluating the performance of many of its programs. These processes are critical to the future overall direction of the College, the appropriateness of services to special student populations, and the relevance of vocational training to the world of work. These individuals provide an invaluable service to the administration, faculty, and present and future students and, for that, the College is deeply grateful.

AUTOMOTIVE TECHNOLOGY

BOB DRABECK, *Service Writer*
Mother Lode Motors

STEVE KOEHLER, *Auto. Tech. Instructor*
Bret Harte High School

GREG ONASCH, *Owner*
Auto Tech

MARTY ROBILLARD, *Owner*
Marty's Auto Service

FERD SCHROEDER, *Service Manager*
Hammond Ford

STANLEY SMITH, *Auto. Tech. Instructor*
Sonora Union High School

ED SUNDAY, *Owner*
Sun Automotive

BUSINESS

LYNN BRADSHAW, *Medical Records Supervisor*
Sonora Community Hospital

KAREN ETHIER, *Business Instructor*
Sonora Union High School

JUDY GORMELEY, *Manager of Materials*
Contract Manufacturing

LINDA GRANT, *Office Services*
Stanislaus National Forest

BEN GARCIA, *Community Resource Manager*
Sierra Conservation Center

CLAY MADDOX, *Accountant*

GEORGE PERRY, *R.O.P. Instructor*
Sonora Union High School

MELODY PERRY, *Administrative Assistant*
Sonora Medical Group

SHIRLEY PHILSON, *Employment Program Rep.*
Employment Development Department

MARILYN RICHARDS, *Secretary*
California Department of Forestry

PATRICIA SAKASITZ, *Office Manager*
Foothill Medical Group

CARDIAC REHABILITATION

PENNY ABLIN, *M.D.*

DANNY ANDERSON, *M.D.*

LYNN AUSTIN, *M.D.*

WARREN BORGQUIST, *M.D.*

JAMES COMAZZI, *M.D.*

CARLA DAVIS, *R.N.*

TED R. FERNISH, *M.D.*

RUSSELL HOENES, *M.D.*

DIXIE HUKARI, *R.N.*

GARY JOHNSON, *M.D.*

JAMES MOSSON, *M.D.*

JOANN RIOS, *R.N.*

TERRIL SPITZE, *M.D.*

TODD STOLP, *M.D.*

CHARLES WALDMAN, *M.D.*

CHILD DEVELOPMENT PROGRAM

CELESTE BOYD, *Director of Instruction*
Tuolumne County Schools

PIERKKO DYER, *Director*
Summerville Parent/Nursery School

NANCY FELDMAN, *Home Economist*
University of California

MELINDA FRASER, *Teacher*
Infant/Child Enrichment Services

LOLITA GRIFFIN, *Coordinator*
Senior/Youth Partnership

ALICE PAXTON, *Tri-County Consortium for Special Education*

DONNA REHDER, *Teacher*
Discovery Preschool

MARGARET SMITH, *Director*
A-TCAA Head Start

KATHY SULLIVAN, *Director*
Discovery Preschool

EVELYN THOMPSON, *Executive Director*
Infant/Child Enrichment Services

JUNE YAPP, *Director*
Yapp's Learning Center

COMPUTER SCIENCE

BOB BECK, *Accountant*

DWAYNE MC DONALD, *Assistant Superintendent*
Tuolumne County Schools

ALLEN SPENCER, *Supervising Computer Specialist, United States Forest Service*

JIM WAGONER, *Data Processing/Instructor*
Mother Lode Data Service

JERRY YOUNGSTROM, *President*
Seasoft Corporation

DISABLED STUDENT SERVICES

DOUG BOWSER, *Tri-County Consortium*
Tuolumne County Schools

BEVERLY BRITTS, *Teacher, Hearing Impaired*
Sonora Elementary School

HAL DAVIS, *Vocational Rehabilitation Counselor*
Department of Rehabilitation

JIM KINDLE, *Former Director, Learning Skills Center*,
Columbia College

SANDEE KLUDT, *Director of Special Education*
Tuolumne County Schools

DONNA LARSON, *Representative*
Social Security Administration

JANICE LUBECK, *Case Manager*
Valley-Mt. Regional Learning Center

DR. CHARLES McBANE, *Optometrist*
General Practice

FRANK McNALLY, *Retired Judge*

JEAN McNALLY, *Physical Therapist*

EMERGENCY MEDICAL SERVICES

STEPHEN BAILEY, *Emergency Medical Systems Coordinator*,
Calaveras County Public Health Agency

DON BURNS, *R.N.*
Sonora Community Hospital

BILL CALDERA, *Manager*
Tuolumne County Ambulance Service

ROB LYONS, *M.D.*
Sonora Community Hospital

ROMEL MATHIAS, *R.N.*
Sonora Community Hospital

DON MILLER, *R.N.*
Tuolumne General Hospital

JEFF REAGOR, *Manpower and Training Coordinator*,
San Joaquin EMS Agency

WILLIAM STIERS, *M.D. Head Emergency Room Physician*,
Sonora Community Hospital

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

MITCH ACKERMAN, *Extended Opportunity Programs and Services Student*, Columbia College

LIZ ATKINS, *Principal*,
Cassina High School

RUTH BURKE, *Instructor*,
Vallecito High School

LINDA DuTEMPLE, *Re-entry Coordinator*,
Columbia College

NIKKI KARPINSKI, *GAIN*

ALLAN RAMSARAN, *Counselor*,
Columbia College

MARIA ROBINSON, *Mother Lode Job Training*

SALLY SCHOETTGEN, *Financial Aid Officer*,
Columbia College

DIANA SUNDAY, *Testing Coordinator*,
Columbia College, Tuolumne Mi-Wuk Tribal Council

CANDACE WILLIAMSON, *Work Experience Coordinator*, Columbia College

FIRE TECHNOLOGY

LARRY COWGER, *Deputy Fire Warden*
Mariposa County Fire Department

JAMIE CRABTREE, *Training Director*
Tuolumne County Fire Department

ROGER HENNESS, *Training Officer*
Calaveras County Fire Department

MERRITT LOVEJOY, *Dispatcher*
United States Forest Service

GUY C. MILLS, *Chief*
Sonora Fire Department

DENNIS POWERS, *Chief*
Copperopolis Fire District

FOREST TECHNOLOGY/ NATURAL RESOURCES TECHNOLOGY

MARK BEVAN, *Forester*,
Sequoia Forest Industries

CHRIS CONRAD, *Forester*
Fibreboard Corporation

WAYNE HARRISON, *Associate State Park Resource Ecologist*
Calaveras Big Trees State Park

JIM MADDOX, *Wildlife Biologist*
California Department of Fish and Game

JOYCE MOUSSEAU, *Forester*,
United States Forest Service

TIM NEELEY, *Chief Ranger*
Columbia and Railtown State Historic Parks

JIM OWEN, *Unit Ranger*
California Department of Forestry

BRIAN QUELVOG, *Fishery Biologist*
California Department of Fish and Game

WILLIAM J. SUEHOWICZ, *Chief Park Ranger*
New Melones Lake

DAN WARD, *Forester*
California Department of Forestry

STEVE WATERMAN, *Public Information Officer*
United States Forest Service, Stanislaus National Forest



FOSTER PARENT TRAINING

CELESTE BOYD,
Tuolumne County Schools

NANCY DAHLBERG,
Calaveras County Department of Social Services

CAROL DAVIS,
Mariposa County Foster Parent

NANCY FELDMAN,
U.C. Cooperative Extension

NANCY GOODMAN,
Tuolumne Co. Department of Social Services

CANDACE KATOSIC,
Mother Lode Job Training

JOY McCLIERE,
Licensed Clinical Social Worker,
Foster Care Educational Program Instructor

JIM PHILLIPS,
Mariposa County Department of Social Services

JOHN ROBERTSON,
Calaveras County Foster Parent

JANE SIEBENEICHER,
Mariposa County Foster Parent

MARGARET SCHULZ,
Tuolumne County Foster Parent

NAOMI STEINFELD,
Licensed Clinical Social Worker

EVELYN THOMPSON,
Infant Child Enrichment Services

BONNIE TUEL,
Tuolumne Co. Department of Social Services

LARRY WADE,
Calaveras County Probation Department

LISA WALKER,
Calaveras Co. Department of Social Services

HOSPITALITY MANAGEMENT

LEO BALDONADO, *Owner*
La Sierra Taqueria

ROB & ROSETTA BANNWARTH, *Owner*
Banny's

DAN CUNEO, *Owner*
Black Bart Inn

KEVIN GANN, *Manager*
Sonora Inn

MARILYN HAMILTON, *Vice President/Manager*
Security Pacific National Bank

TERRY & CAROLYN LaTORRE, *Owners*
LaTorre's Restaurant

JOE MASTERSON, *General Manager*
Brawley's Restaurant

KAREN MILES, *District Manager*
Brawley's Restaurant

BILL MORRISON, *Manager*
Sonora Aldadin Motor Inn

TIM NEELEY, *Chief Ranger*
Columbia and Railtown Historic State Parks

DARRYL PECK, *General Manager*
Best Western-Sonora Oaks

GARY WICKEL, *General Manager*
Best Western-The Gardens

BOB & DONNA WILHEIM, *Owners*
Twain Harte's Inn

REAL ESTATE

BILL FREEZE, *Realtor*
Henrietta Realty

BABE GIBSON, *Realtor*
Mother Lode Real Estate

JOHN GLEASON, *Realtor*
Wildwood Properties

LARRY HAUN, *Attorney at Law*

PETER KAY, *Realtor*

MARK KRAFT, *Realtor*

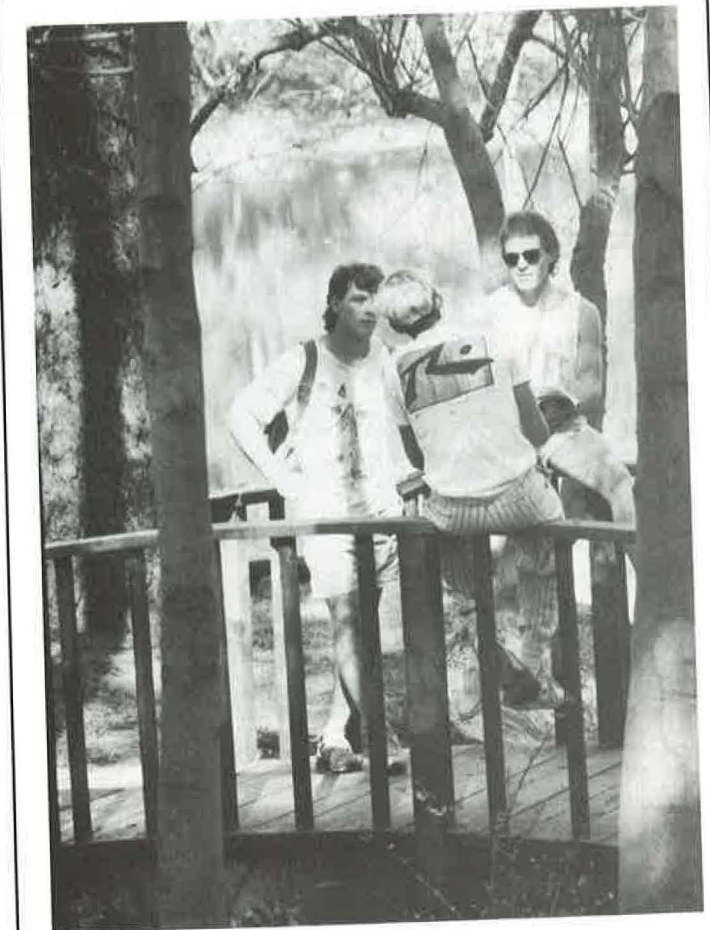
SEARCH AND RESCUE

KIM AUFHAUSER, *Park Ranger*
Yosemite National Park

JAMIE CRABTREE, *Training Officer*
Tuolumne County Fire Department

JIM SCRUGGS, *Deputy Sheriff/SAR Officer*
Tuolumne County Sheriff's Office

DON STONE, *Underground Leader*
Tuolumne County Search and Rescue



GENERAL INFORMATION



COLUMBIA COLLEGE

Columbia College is a public community college located in the foothills of the Sierra Nevada and the heart of California's Gold Country. Over 200 acres of forest land adjacent to Columbia State Historic Park provide an idyllic setting for this unique campus, which has often been described as one of the most beautiful in the nation. With a variety of natural wonders nearby, the College is ideally situated for outdoor recreational activities through all four seasons of the year. Total enrollments and class sizes are such that faculty know every student on an individual basis. This size, along with the informal, friendly atmosphere of the College promotes close and continuing interaction between students and staff. A wide variety of support services is readily available. By virtue of its natural setting, small size, and dedicated staff, the College is not only committed to, but capable of, providing a quality education in a quality environment.

Background

Columbia College and Modesto Junior College are the two community colleges located in the Yosemite Community College District. The former Modesto Junior College District was expanded into the larger Yosemite Community College District in 1964 by action of the district electorate. The district is geographically one of the largest in the State and transects more than 100 miles on the west to the Sierra Nevada on the east. The boundaries include nearly 4,000 square miles encompassing all of Tuolumne and Stanislaus Counties and parts of San Joaquin, Merced, Calaveras and Santa Clara Counties. Because of an increase in student enrollment, the need for greater educational opportunities in the mountain counties, and the great distance involved in travel for students to attend Modesto Junior College, the Yosemite Community College District Board of Trustees authorized the formation of Columbia Junior College and scheduled its opening for September, 1968. The word "Junior" was dropped from the College name in 1978. Starting on the quarter system, Columbia College changed to the semester system on July 1, 1984.

Campus and Facilities

Campus buildings are planned around San Diego Reservoir from which wooded foothills join the rugged majesty of the Sierra Nevada. In keeping with the historic atmosphere of the Mother Lode Region, the design concept of the campus is in the architectural style of early California during the Gold Rush Days. In this unusual and picturesque setting, the College is committed to a comprehensive program of academic and occupational education which focuses on the worth and dignity of each student.

The Columbia College Child Development Center opened its doors on campus for Spring 1991. In addition to providing child care for preschool and kindergarten children of students and staff, the center serves as a laboratory for students in the college's Child Development Program.

During the 1991-92 academic year, Health and Physical Education personnel and programs will be moving into a new multi-use sports and fitness complex with a domed roof and a second floor (mezzanine) running and exercise area. The main floor will include a lobby-student lounge area, faculty offices, classrooms, human performance laboratory, locker rooms, and a central sports activity floor area. The latter area will accommodate physical education classes as well as competitive events for athletic teams. The main floor area will also be suitable for concerts and various presentations in the entertainment field.

Well planned and long awaited, the new multi-use sports complex will be an outstanding addition to the college campus and to the community at large.

Accreditation

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

The College is listed in directories of the United States Office of Education, the American Council on Education, and the 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 colleges.

College Functions

Columbia College is committed to meeting the postsecondary educational needs of the community through the following functions. Students may earn an Associate Degree or Vocational certificate or both upon completion of specific requirements outlined in this catalog.

- **General Education**
To provide programs in the Humanities, Natural Sciences, Social Sciences and Physical Education to satisfy requirements for transfer to upper division institutions; to develop the knowledge and skills, and attitudes and values that characterize informal, responsible, citizenship; to offer intellectual and cultural enrichment; and to promote mental and physical well-being.
- **Vocational Education**
To provide courses and programs to prepare students directly for employment, to update skills and knowledge, to meet the specialized training needs of the local community, and to facilitate transfer to other postsecondary institutions.
- **Remedial Education**
To assist the student in acquiring those basic competencies needed for effective participation in other College Programs.
- **Student Services**
To provide a comprehensive program of support services designed to facilitate student access to the College; to assist students in educational and career planning; and to help ensure successful completion of their personal goals.

• **Community Services**

To serve the educational and cultural needs of the community at large by offering noncredit and fee-funded courses and self-supporting cultural activities and events; by making College facilities available to community groups; and by providing information regarding College programs, personnel and activities to the media and the general public.

High School Equivalency Diploma (G.E.D.)

Columbia College serves as an official General Educational Development Testing Center and provides the opportunity to obtain the High School Equivalency (G.E.D.) Diploma.

Open Class Policy

Unless specifically exempted from statute, every course, course section, or class, the average daily attendance of which is to be reported for state aid, is open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established. Exception to this policy will be made where health, safety, legal requirements, or the facility is a limiting factor in the conduct of the course. Students denied enrollment by this policy may appeal to the Dean of Student Services.

Non-Discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, Columbia College does not discriminate on the basis of race, color, national origin, sex, handicap, or age in its educational programs or employment. Inquiries concerning the application of the above Federal laws to programs or activities of the College may be directed to the following persons at Columbia College, P.O. Box 1849, Columbia, CA 95310:

Es la regla del Yosemite Community College District no negar al estudiante acceso a ningun servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma ingles tampoco sera un obstaculo para la matriculacion.

(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 handicap. Lack of English language skills will not be a barrier to enrollment.)

Title IX: Ray Liedlich
Dean of Instruction
(209) 533-5140

Section 504: Paul Lockman, Director
Handicapped Students Program
(209) 533-5132

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. Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the District. (District Policy 5028)

Sexual harassment includes:

- (1) submission to conduct which is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
- (2) submission to, or rejection of, conduct by an individual which is used as the basis of an employment or academic decision affecting the individual or has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and
- (3) submission to, or rejection of, conduct by the individual which is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. (Education Code Section 212.5.)

The District strongly forbids any form of sexual harassment, including acts of nonemployees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment.

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.

STUDENT SERVICES



ADMISSIONS

Eligibility

Graduates of accredited high schools, persons holding a high school Certificate of Proficiency, or those persons 18 years of age or older who are able to profit from instruction and who meet the residence requirement are eligible for admission to Columbia College. Students must request any previous colleges of attendance to mail transcripts directly to Columbia College.

Residence Requirements

Persons 18 years of age and older have the legal right to establish their own residence for purposes of admission. A statement verifying legal residence is required to be filed with the college prior to initial registration. A student is qualified to attend Columbia College if he/she meets one of the following residence requirements:

- (1) Is a legal resident of a California high school district not affiliated with a community college district.
- (2) Is a student whose legal residence is in another state and pays the out-of-state fee.
- (3) Is an international student who complies with special admission requirements and pays the non-resident fee.

Admission of Non-resident Students

Columbia College accepts students who are residents of other states if they meet all admission requirements. A minor's residence is the same as that of his/her parents or legal guardian.

In order to be classified as a resident for tuition purposes, a student must have been a legal resident of the State of California for more than one year and one day prior to the first day of instruction.

Non-residents of California, including international students, are required to pay an out-of-state tuition fee of \$102.00 for each unit plus the \$5.00 per unit regular tuition and required health fees (Fees are subject to change).

Admission Procedures

Students who desire admission to Columbia College are to complete and return application forms to the College Admissions and Records Office. Application forms are available from Columbia College, high school counselors in the Yosemite Community College District or may be obtained by writing to the College.

Official transcripts for all previous college and high school work must be received by the College during the first semester of attendance. If no transcript is available due to withdrawal, an official letter stating this fact is required.

It is the student's responsibility to furnish the College with official documentation for previous high school and college work or training to be evaluated for credit. These documents become the property of Columbia College and cannot be reproduced or released for any purpose.

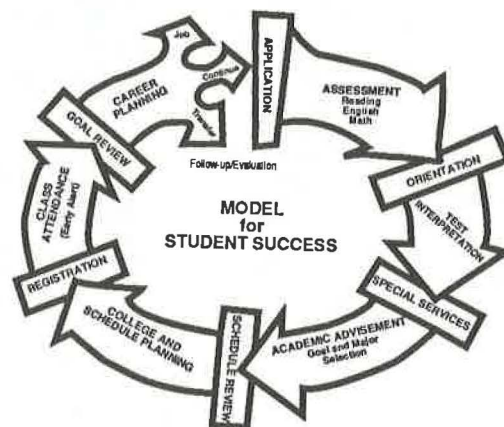
Applications should be submitted as early as possible in order to allow for processing. A local address must be submitted before completion of registration.

Readmission

A student who plans to return to Columbia College after an absence of one academic year or more must file an application for readmission. Transcripts are required if the student has attended another college since last attending Columbia College.

Matriculation

GOLD (Goal Oriented Learning Development)
GOLD Matriculation Program



New and returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The GOLD (Goal Oriented Learning Development) program is designed to give students information and assistance at the time it is most needed: at the threshold of their college careers. All new students with no prior college credit are **REQUIRED** to participate in the matriculation program, GOLD. **Exception:** Persons who qualify for one of the matriculation exempt categories.

A person participating in GOLD will:

- complete the assessment battery: placement exams in reading, English, and math
- attend a group orientation session* where College services and programs are explained
- receive academic advisement assistance in developing a program of studies based upon the chosen major and goals

- begin process of development of an educational plan and complete in a scheduled educational plan workshop during the semester
- learn strategies for planning a class schedule
- receive interpretation of the reading, English, and math placement test
- find out about majors, general education requirements, transfer requirements, and certificates of achievement
- plan a class schedule in accordance with the chosen academic goal, interests, current skills, and time available for study and work
- receive individual attention and assistance if class progress monitoring identifies a problem area.

Students meeting one or more of the following criteria are exempt from all or parts of the GOLD matriculation program:

- students enrolled in community services and noncredit courses only
- students holding an associate or higher degree
- students enrolled only in * activity courses for which there are no basic skill prerequisites
- students enrolled only in contract education or courses for in-service training

Notice of Acceptance

New and former students will be notified officially of their acceptance and opportunities for orientation and advisement appointments after all application forms have been received.

Schedule of Classes

A Schedule of Classes is the official listing of courses. It is published each semester of the academic year.

The Schedule of Classes contains information regarding registration dates and special instructions for registering in classes.

The College reserves the right to make additions or deletions to the Schedule of Classes. Any class in which the enrollment is too small to justify continuance may be cancelled.

Admission of International Students

In the belief that students from foreign countries make significant contributions to the college community while preparing for career and leadership roles in their home countries, Columbia College accepts a limited number of international students each year.

The College may restrict the number of international students from a foreign country so that many nations of the world may be represented on the Columbia campus.

Applicants are required to submit the following information in English for admission to Columbia College:

(1) Submit the following information by April 1st for Fall admission to:

International Education Research Foundation
Credentials Evaluation Service, Inc.
P.O. Box 66940
Los Angeles, CA. 90066

(a) The Foundation application and an original or certified copy plus one photo copy of all transcripts of previous schools attended that are equivalent to high school or college level (a fee will be charged for this service by the Foundation);

(2) Submit the following information by May 1st for Fall admission to Columbia College:

(a) The COLUMBIA COLLEGE INTERNATIONAL STUDENT SUPPLEMENTAL APPLICATION FOR ADMISSION;

(b) Official results of the TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) if your native language is other than English (Citizens of Canada, Great Britain, Ireland, Australia and New Zealand whose native language is English are exempt from taking the TOEFL). A minimum score of 480 is required;

(c) Evidence of satisfactory financial support by submitting a notarized letter from your funding source(s) indicating total income and capability to support you under any and all circumstances while enrolled at Columbia College and provide a written guarantee from the bank of your funding source(s) stating the current account balance(s) in U.S. dollars;

(d) Two letters of recommendation, one of which must be from a teacher with whom you have studied recently attesting to your ability to do college work;

(e) The PHYSICIAN'S CERTIFICATE OF HEALTH (this form must be completed by a licensed physician and show immunization clearance examination);

(f) Evidence of a sickness and accident insurance policy (if proof is not provided, applicant, if accepted, must purchase the Columbia College International Student Sickness and Accident Insurance prior to registration);

(g) The name of a California sponsor who resides within a 150 mile radius of Columbia College (the Sponsor's Certification form must be completed by your sponsor). If assistance is needed in locating a sponsor, upon your request the college will refer you to the local sponsoring organization.

(3) Applicants selected for admission are responsible for making arrangements for their own housing and notifying the College of their local address. However, the College may be of assistance in providing information for housing upon arrival in the area. Columbia College has on-campus housing available on a first-come, first-served basis.

Upon completion of all application requirements listed above by the deadline date, each applicant for admission will be given equal consideration along with all other qualified applicants. If admitted, the I-20 form and information requesting travel plans will be mailed. The I-20 form must be presented to the appropriate officials in order to obtain an F-1 (Student) Visa and enter the United States. See admission of non-resident students for fees.

A college counselor serves as advisor to international students. This college is authorized under federal law to enroll non-immigrant alien students (F1 Visa).

Admission of High School Students

High school students in their junior or senior year, upon written authorization of their principal and approval of the College, or those holding a Certificate of Proficiency, may enroll in Columbia College classes. Parental authorization must be provided for students in less than junior standing.

Counseling Services

Counselors are available by appointment during the day and evening. They also have some available drop-in hours scheduled during the day. Professional counselors assist students with academic planning, determining vocational goals and resolving personal and social problems. When appropriate, testing services to evaluate occupational interest or aptitude are provided by counselors. Counselors may refer students to other services provided by the College or other agencies.

FINAL SELECTION OF CLASSES AND COMPLETION OF PROGRAM REQUIREMENTS ARE THE RESPONSIBILITY OF THE STUDENT.

Financial Aid

The College Financial Aid Office administers the following Federal and State assistance programs: Pell Grant, Supplemental Educational Opportunity Grant, College Work Study, Perkins Loan, Cal Grant, Extended Opportunity Programs and Services, and California Board of Governors Grant.

Students who need help to meet the expenses of going to college; i.e., tuition and fees, housing, food, books, supplies, transportation, and personal incidentals may obtain applications in the Financial Aid office from January 15, 1991, through February 1, 1992. Eligibility is based on financial need and satisfactory academic progress and is distributed on a first-come, first served basis, contingent upon availability of funds.

In compliance with Federal regulations, a detailed Financial Aid Handbook is available in the Financial Aid Office.

Veterans Affairs

Disabled veterans, Post Vietnam Era veterans who participated in the payroll deduction programs, members of Reserve units and dependents of disabled, deceased or retired veterans may be eligible to receive educational benefits while attending college at least half-time. The applications which are available in the Veterans Affairs Office should be completed 30-120 days prior to the beginning of the term if advance pay is being requested, or at the time of registration for normal processing. Information regarding other documents that may be required is also available in the Veterans Affairs Office.

Scholarships and Awards

Columbia College has an extensive number of scholarships and awards provided by organizations and individuals both within and outside our community, which are publicly announced on the MONEYBOARD outside the Financial Aid Office and in the MONEYBOOK, a brochure available in the Scholarship Office.

The standard application which may be obtained from the Scholarship Office is used to determine a student's eligibility for most of the awards. If a special application is required for a specific scholarship, it will be noted.

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

Food Service

Food Service is located on the lower level of the Learning Resource Center.

The Cellar Restaurant is open Monday through Thursday serving a daily hot lunch special.

Breakfast, lunch, and dinner are available Monday through Thursday and until 2:00 p.m. on Friday in the school cafeteria.

Extended Opportunity Programs and Services

Extended Opportunity Programs and Services (EOP&S) primary function is to recruit, retain, and transition economically and educationally disadvantaged students.

Eligibility Criteria:

Economically disadvantaged students must be eligible for the Board of Governors Grant B to qualify for EOPS.

Educationally Disadvantaged students must qualify in one of the following ways:

1. Does not meet eligibility for degree level Math or English on the ASSET Test.

2. Did not graduate from High School or obtain a GED.
3. Was below a 2.5 GPA in high school.
4. Previously enrolled in a remedial class in high school or college.

Services available include:

Direct Financial Aid—grants, book grants, and work study.

Priority Registration—special registration assistance

Book Service Program—\$100 for books without applying for financial aid

Tutoring—EOPS students are eligible for free unlimited tutoring

Counseling—academic, vocational, and personal

Transferring—assistance in applying to four-year institutions

Apply for EOP&S through the Financial Aid Office or the EOP&S Center.

Student Records Regulations

A student's records are open to the student, employees of the College acting in the course of their duties and State and Federal officials as defined in Section 54618 of the California Administrative Code.

The College may grant access to individual student records for educational or emergency purposes and for court orders as permitted in Sections 54620 and 54622 of the California Administrative Code.

Diploma and Certificate Replacement

Requests for replacements of diplomas and certificates will be assessed the following fee.

CERTIFICATES — \$ 5.00
DIPLOMAS — \$ 10.00

Columbia College Transcripts

- Upon WRITTEN request from the student to the Admissions and Records Office, two Columbia College transcripts will be issued without charge. This includes official and unofficial copies.
- Additional transcripts are \$3.00 each.
- Transcripts will NOT be forwarded for students who have an official hold placed on their record by the College.
- Transcripts CANNOT be sent in response to a TELEPHONE request (Family Education Rights & Privacy Act of 1974).
- Transcripts will not be released to anyone other than the student unless the person has written authorization from the student.
- Transcript request forms are available in the Admissions and Records Office.
- A minimum of three working days is required. EXCEPTION: Same day service is provided at a cost of \$10.00 in addition to the regular fee.

Other College or High School Transcripts

- New students are required to submit official transcripts from course work taken at other colleges and/or high schools.
- The student should request from the sending college or high school that transcripts be mailed directly to Columbia College. Columbia will only accept a transcript that is official and received in a sealed envelope.
- Transcripts sent to Columbia from other colleges or a high school may NOT be released to: a) students, b) other colleges, or c) agencies. They must be obtained from the sending institution.

Enrollment and Grade Verification

A \$3.00 fee will be assessed for the following:

- Educational verification for employment
- Child care provider, enrollment verification
- Enrollment and academic status verification for insurance purposes
- All other verification of enrollment or academic status.

Privacy Rights of Students

All student records of Columbia College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

All students, including former students, have the right to review their records and the right to challenge the content of their records if, in their opinion, the records contain material that is incorrect, inaccurate or otherwise inappropriate. The Dean of Student Services is the official to be contacted by any student desiring to exercise the right to access and challenge.

Written student consent is needed for release or review of student records to all parties or officials except for those specifically authorized access under the Act.

Copies of the Family Educational Rights and Privacy Act of 1974, as amended, are available for inspection in the Admissions and Records Office.

Change of Official Records

Students requesting a change of name or social security number on official records must present legal documentation verifying the requested change.

Learning Skills Center

The Learning Skills Center offers individual learning programs to enhance the background of any student wishing to improve vocabulary, reading, writing, spelling, or math skills.

Tutoring

Peer tutoring assistance is available to students in the following areas: EOP&S Office and Learning Skills Center. Students desiring tutoring should contact either of these areas.

Disabled Student Services

The Disabled Student Services Program is designed to provide access to educational programs and activities for students with disabilities. The College has made changes in campus design to allow the disabled students access to the College campus.

Services offered:

Physical Disabilities

Disabled parking, limited to those students possessing DMV placard or plates, on-campus transportation, mobility assistance, academic tutoring, assistance in locating notetakers, readers, and test taking assistance.

Communication Disabilities

Sign language interpreters, speech therapy, notetakers, and academic tutoring.

Learning Disabilities

Individualized educational assessment; followed by the development of an Individual Education Plan designed to teach learning strategies and skills development appropriate to the student's needs, academic tutoring.

Additional Services

Personal and vocational counseling, academic advising, special equipment loan, and liaison with campus and community resources.

Special Instruction

Adaptive physical education, cardiac therapy, written language development, and diagnostic learning.

Health Services

A registered nurse is on campus several hours each class day to provide a variety of health services for students registered at the College. Health services are also available for evening and housing students. Services of a physician are available on an appointment basis.

Students having chronic health problems are requested to inform the College nurse so that the best possible aid may be rendered in case of an emergency. Student health records are confidential.

Illness or accidents occurring on campus should be reported immediately to the College nurse or any administrator.

Student Insurance

Student accident insurance is provided by the College. Students who desire additional accident or health insurance information may contact the College Business Office.

Student Identification Cards

- Carry on person while on campus
- Required for use of student services
- New student cost \$5.00 per semester
- Continuing student cost \$2.00 renewal

- Refunds of card fee granted only on submission of card and completed College Withdrawal Form. Refund maximum fee of \$2.00

- Community and college business discounts available upon presentation of the card

Student Activities

Social events, club activities, community projects, and cultural events are developed through the College student activity program.

All students are members of the Associated Students of Columbia College and they in turn develop a student government. Student Senate is a representative group of students which is responsible for the conduct of student affairs, coordinates the social activities of campus organizations, and serves as spokesperson for the student body. The government is developed to fit the needs of the students at that particular time.

Intercollegiate Activities

The College is a member of the Coast Valley Conference. To be eligible to participate in intercollegiate athletics, a student must be enrolled in at least 12 units of credit each semester. To be eligible the second year, the athlete must attain a cumulative 2.0 GPA the first year.

Career Center/Transfer Center

The Career Center, located within the Counseling area adjacent to the Learning Skills Center, offers materials and services to assist students with career information. The Center maintains a variety of resources including occupational publications, newsletters, college catalogs, and Eureka, a computerized vocational/educational information system.

The Transfer Center contains college catalogs and articulation agreements with selected colleges and universities.

Student Employment

Employers are encouraged to list job openings, full or part-time, with the Career Center which maintains a list of off-campus employment. Students may review the list during Career Center operational hours.

College Bookstore

The Manzanita Bookstore, located in the Learning Resources Center, carries textbooks, materials and supplies required for classes. The bookstore also sells paperbacks, greeting cards, sundries, snacks, and many other items. Student representatives serve on a campus Bookstore Advisory Committee and provide suggestions and ideas to enhance the services provided to the campus community by the Manzanita Bookstore.

Costs of textbooks and educational supplies vary with the type of program the student is pursuing. Costs normally range from \$100 to \$300 each semester depending on the program.

Library

The Columbia College Library is a center for study, class research, and leisure reading, and welcomes use by students, staff and community members. The Library's collections include nearly 30,000 books, current subscriptions to 300 magazines and six newspapers, pamphlets, maps and art prints. Available in the Audio-Visual Department are more than 5,000 cassette tapes of popular, folk, and classical music, local oral history, and shorthand, and a wide variety of other topics as well as cassette players, slide-tape kits, and Polaroid cameras. A typing room with electric and manual typewriters is open for use during Library hours. Photocopying can be done on a coin-operated machine near the Library.

The Library can locate and borrow on Interlibrary Loan materials not in the College Library. As a member of the Central Association of Libraries, the Library has quick access to the collections of more than 50 libraries. This service is available to students, community residents, and college staff.

The Library is open when the college is in session Monday through Thursday 7:45 a.m. to 9:00 p.m., and Friday, 7:45 a.m. to 4:30 p.m. It is closed weekends and school holidays.

Child Care Facility

The facility is licensed for 30 children at any one time; however, due to college schedules, about 40 to 50 children will be in and out of the program daily.

Columbia's center also provides students a lab experience with parents, as well as children, as parents with children in the center are required to assist one hour each week. While parents are participating in the program, they will have a chance to observe both students and staff interacting with children in positive ways. This serves as a model for their own parenting skills.

The Child Development Center is open from 8:00 a.m. to 4:00 p.m., Monday thru Friday during regular class times. Children aged 2 - 5 may attend. A copy of the current fee schedule is available from the Child Development Center office; financial assistance is available for full time students who qualify for aid.

For further information or to enroll your child in the Child Development Center, call (209) 533-5277.

Security/Parking

Campus Security is available to assist students, staff and visitors as needed. Security personnel may be contacted through the Campus Fire Department or the Dean of Student Services Office.

The College maintains parking areas for students, staff, disabled persons and visitors. Thirty-minute parking spaces are provided for nonstudent visitors conducting short-term business on campus. Various fines will be levied against the public and students for campus traffic or parking violations. Daily or semester fees are charged for parking on campus.



Housing ...

Designed For The Student

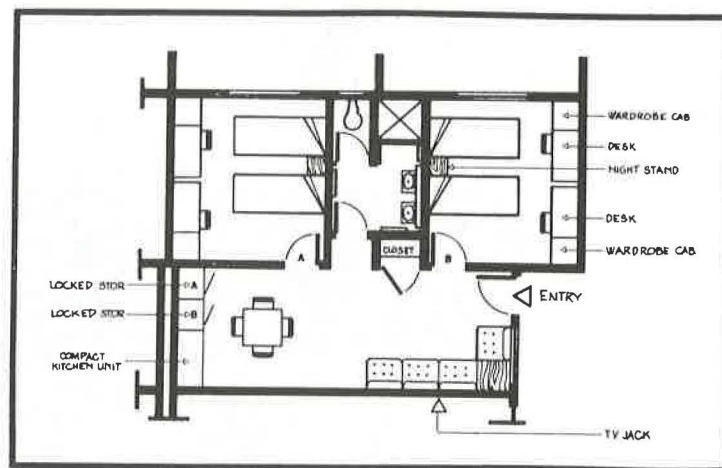


Student Housing

A student housing complex is located on campus. The facility is designed as cluster apartments and is partially furnished including a kitchenette. Four students may be housed in each apartment. Additional information is available by contacting the Residence Manager or the Admissions and Records Office. First priority for housing is given to full-time Columbia College students.

Columbia College Student Housing provides modern affordable housing for students. These residences are on the campus within easy walking distance of all the college buildings. Situated among the natural wooded beauty of the campus, the housing offers each student:

- ★ Ample parking lots adjoining the buildings. Parking fees are minimal.
- ★ Furnished rooms which include a built-in sofa and chair with storage and coffee table, desk, chairs, wardrobe, bookcase, bed and dresser. The resident need only bring linens, towels, dishes, and personal articles.
- ★ Kitchenette with stove and refrigerator and dinette set.
- ★ T.V. and telephone outlets pre-wired to each suite. Student must provide sets.



Typical Floor Plan.

- ★ Coin operated washer/dryer facilities on the premises.
- ★ Utilities (except telephone) are included with the rent.

Suites for the disabled are provided in the manager's building allowing wheelchair access to rooms.

Outdoor volleyball, basketball, lighted tennis courts and a jogging course (PAR) are available to residents.

ACADEMIC POLICIES AND PROCEDURES



ACADEMIC POLICIES AND 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 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.
- Continuous attendance is defined as completion of at least one credit course per academic year (July 1-June 30) at Columbia College.
- A student has **ONLY** four (4) years to complete the requirements for graduation and certificate requirements 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.

Unit of Credit

A "unit of credit" is earned on the basis of one hour of lecture-recitation per week or a minimum of three hours of laboratory per week during a semester. It is common to find courses composed of learning activities resulting in combinations of lecture-recitation, independent and tutorial study, or directed and individual laboratory experiences. In all cases these are to be equated with the unit of credit.

The following terms are synonymous in expressing a unit of credit: semester unit, semester hour, class hour, credit and credit hour.

Columbia College operates on a semester system.

Conversion of Units

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

- Quarter units of credit are converted to semester units of credit by multiplying the number of quarter units by two-thirds.
- Semester units of credit are converted to quarter units of credit by multiplying the number of semester units by one and one-half.

Prerequisites

Course prerequisites or skill level recommendations are intended to ensure that the student will have sufficient preparation before entering a course and to assure a reasonable chance for success. **Knowledge of course prerequisites is the student's responsibility.**

An instructor has the prerogative to refuse admission to a class or officially drop a student from class who has

not satisfied the course prerequisites as published in the College Catalog. Prerequisites may be waived when in the instructor's judgment the student has adequate preparation to satisfy the course objectives.

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

A	- Excellent
B	- Good
C	- Satisfactory
D	- Passing, Less Than Satisfactory
F	- Failure
W	- Withdrawal From Course
I	- Incomplete
CR	- Credit (At Least Satisfactory) <i>This grade CANNOT be changed to a letter grade.</i>
NC	- No Credit (Less Than Satisfactory) <i>This grade CANNOT be changed to a letter grade.</i>
RD	- Report Delayed

IP - In Progress

IP - In Progress

IP - In progress is a grade symbol for:

- An open entry/open exit course. The student **must re-register** for the course in the subsequent semester in order to receive the units and a letter grade.
- A class that is scheduled to extend beyond the end of the semester (a "bridge" class) e.g.: Course begins November 6, course ends February 1; Semester ends December 18

In the case where a student does not re-register, the IP grade will be changed to the grade earned at the end of the semester the IP was given.

The student's permanent record will reflect an IP for the semester in which the class began.

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

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

W	} Not included in computing grade point average but may be used in determining progress probation and dismissal.
I	
CR	
NC	
IP	

Grade Point Average

The Grade Point Average—GPA—is determined by the following formula:

$$\text{GPA} = \frac{\text{Total grade points earned}}{\text{Total semester units attempted}}$$

For example a student who earns 5 units of "A", 4 units of "B", 3 units of "C", 2 units of "D", and 2 units of "F" would compute his GPA as follows:

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

16 units 40 grade points

$$\text{GPA} = \frac{40 \text{ grade points}}{16 \text{ units attempted}}$$

The result in this example is a GPA of 2.50.

Units for which a grade of "W," "I," "CR," "NC," or "IP" has been assigned are not counted in computing the Grade Point Average but may be used in determining progress probation and dismissal.

Adding A Course

To add a class, students must complete an Add Form which may be obtained from Admissions and Records. While classes may be added during the first ten (10) days of instruction, during days 6 through 10, students must have the instructor's written approval.

Dropping A Course

A student may drop a course or reduce the number of units in a course during the first 4 weeks of instruction. The course or units will be removed from the student's program of attendance without a grade being recorded. From the fifth week to the last day to drop without penalty, a student may drop a course and a grade of "W" will be recorded on the student's transcript of record providing the student has officially withdrawn from the course.

The last day to withdraw without penalty for all full-term credit courses shall be the last day of 75 percent of the semester as noted in the College Calendar in the Schedule of Classes. For courses less than full term, an equivalent withdrawal period will be in effect. **WHEN DROPPING COURSES, IT IS THE STUDENT'S RESPONSIBILITY TO FILE ALL WITHDRAWALS FROM THE COURSES.**

Repetition of Courses

- Designated courses may be repeated for credit. See course descriptions for limitation on course repeatability. Registration will be disallowed when a student reaches the limitation.
- Any course in which a student has earned a "NC" or "W" may be repeated for college credit.
- For a course in which an "IP" grade is issued, no units are awarded. A student must re-enroll and

the next semester complete the course to be awarded college credit.

- Special classes for disabled students and adaptive physical education classes for the disabled are subject to additional repetitions in accordance with Title 5 Section 56044.
- Students who have met the limit of repetition for certain specified credit courses may continue to enroll in such courses as a "Community Participant."

Repetition of Courses for Improvement of Grades
In conformance with Title 5, Division 9, Chapter 2, Article 5, Section 58161 of the California Administrative Code:

- A. An individual may repeat a course under any of the following conditions:
- To improve cumulative grade point average.
 - The student's previous grade is, at least in part the result of extenuating circumstances beyond the control of the student.
- A student who has earned a grade of "D" or "F" in a course may repeat the course **ONE** time for grade improvement and have only the **HIGHER** grade computed in the grade point average at Columbia.
 - A student **must obtain and complete the form in Admissions and Records in order to have the transcript reflect the adjustment.**
 - When repeating a course in which a "D" was earned, the higher grade and grade points will be recorded, but no additional units for the course will be allowed.
 - When repeating a course in which an "F" grade was earned, the higher grade, grade points and units earned for the course will be recorded.

Students repeating a course as authorized by these procedures may do so only once.

Incomplete Grades

- An incomplete grade "I" may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the agreement for Incomplete Grade Removal, but in no case later than **ONE YEAR** from the term in which the "I" was issued.
- At the end of the time designated by the instructor or no longer than one year, if the student has not completed the conditions for removal, the "I" will be changed to the default grade indicated on the Incomplete Grade Removal form.

- Instructors will submit to the Admissions and Records Office a written record of the conditions for removal of the "I" and the default grade to be assigned in lieu of its removal. A copy of this record and related instructions will be provided to the student.
- When the student has completed the course work, the instructor will assign the appropriate grade and notify the Admissions and Records Office. The incomplete grade "I" will be replaced with the appropriate grade.

Academic Renewal

Subject to the following conditions, up to 24 units of substandard (D's and F's) from two semesters or 36 units from three quarters, taken at any accredited college or university, may be alleviated from computation of the grade point average at Columbia College:

- (1) Since completion of the work to be alleviated, the student must have completed fifteen (15) semester units with at least a 3.0 G.P.A., thirty (30) semester units with at least a 2.5 G.P.A., or forty-five (45) semester units with at least a 2.0 G.P.A. at any accredited college or university.
- (2) A minimum of two years must have elapsed since completion of the work to be alleviated.
- (3) Any student not meeting all the requirements of items number one and number two may petition the Dean of Student Services for special consideration.
- (4) The student's permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history.
- (5) Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
- (6) The student must submit a request for Academic Renewal Evaluation to Admissions and Records. Forms are available in Admissions and Records.

99/199 Independent Study Courses

Independent study courses are offered to give students an opportunity to independently research specialized areas not available as regular course offerings of the College.

Independent Study courses do not appear in the catalog since these courses are designed to meet specific student interests. Independent study courses may be made available in any subject matter area. Consult your Admissions and Records Office for specific procedures.

Conditions

To be admitted to Independent Study, a student must:

- (1) have completed one semester (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.

- (2) have written approval of the instructor directing the student's Independent Study, and written verification by the Admissions and Records Office that the maximum credit limitation for Independent Study will not be exceeded. Maximum unit value for any Independent Study course for any one semester will be 3 units of credit.

Limitations

The following limitations apply to Independent Study courses:

- (1) Registration is restricted to one Independent Study course per semester.
- (2) An overall maximum of 7 units of credit completed will be allowed for Independent Study.

Students who intend to transfer are advised that Independent Study credit may not fulfill either Major or General Education Breadth Requirements. Students pursuing a degree at Columbia College may use Independent Study credits for partial fulfillment of major requirements. (See course substitutions.)

Credit/No Credit Grading

- Some transfer institutions will not accept CR/NC grading symbols.
- A student may choose a credit/no credit (CR/NC) option in courses for which letter grades are issued.
- A student must exercise the option no later than the first thirty percent (30%) of the term.
- Student performance equivalent to A, B, or C work will equate to a credit (CR) grade.
- Student performance equivalent to D or F work will equate to a non-credit (NC) grade.
- A CR or NC grade will be recorded on a student's transcript.
- A CR/NC grade may NOT later be converted to a letter grade.
- CR/NC units may NOT be applied toward a student's major for the Associate Degree nor toward completion of a certificate program unless the course is offered for CR/NC only
- CR/NC units are NOT computed in determining a student's grade point average at Columbia.
- Units attempted for which NC is recorded are counted in determining progress probation and progress dismissal.
- The maximum number of credit (CR) semester units, earned under the CR/NC option, that may be counted toward the Associate Degree is fourteen (14).
- Courses offered ONLY for CR/NC are EXCLUDED from the maximum of fourteen units counted toward the Associate Degree.

- For courses allowing a letter grade of CR/NC option, the student is limited to enrollment in one course per semester. For courses designated as ONLY CR/NC grading and no letter grade, there is no limit to the number of courses in which enrollment is allowed each semester.
- A student must obtain and submit the completed Credit/No Credit Grading Request Form from the Admissions and Records Office.
- Exception to the CR/NC standards must be petitioned to the Dean of Student Services.

Credit by Examination (Course Challenge)

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

- (1) enable students to pursue courses of study at an accelerated rate and to encourage independent study, and
- (2) recognize training or experience for which credit or advanced standing was not previously granted.

Conditions

Only Columbia College courses may be challenged by examination. A maximum of 20 units may be earned by Credit by Examination. Credit granted by examination at accredited colleges will be accepted; such credit will be included in the maximum allowed by examination. In order to challenge a course for credit, a student must:

- (1) be registered in Columbia College and enrolled in the course which is being challenged.
- (2) have completed at least 12 units of course work.
- (3) have a cumulative Grade Point Average of 2.0 ("C" average).

Procedure

The student must complete a form in Admissions and Records prior to making arrangements for credit by examination with the individual instructor, who, on approval, will schedule the examination. The grade earned will be entered on the student's record at the end of the term.

College Credit From Other Institutions

Previously earned lower division college or university units will be accepted if the institution was accredited by a recognized accreditation association when the student was in attendance. A maximum of 15 semester units will be allowed for courses taken by correspondence from accredited institutions.

Credit for Military Service

Armed forces personnel or veterans with a minimum of one year of satisfactory service may receive:

- (1) Two semester units of elective credit and waive institutional P.E. requirements for graduation.

- (2) Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
- (3) Credit for certain USAFI lower division college level courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:

At least 12 semester units of work must be completed at Columbia College before a student may receive credit.

Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.

A maximum of 20 units of military course work will be evaluated for acceptance as transfer credit.

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

Classification of Students

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

- Full-time — registered for 12 or more units.
- Freshman — fewer than 30 units completed.
- Sophomore — 30 or more units completed.

Total units required for completion of an Associate in Arts Degree or Associate in Science Degree is 60 units.

Attendance

Students are responsible for making arrangements with their instructors to complete all course work missed.

An instructor has the prerogative to lower a student's grade because of excessive absence.

Absence from the first class meeting may cancel registration in the course.

Continuous Attendance

Students must complete at least one credit course per academic year at Columbia College (July 1 - June 30) or lose the right to their catalog year.

Student Load

A student who decides to carry more than 18 units must secure written approval from a counselor or the Dean of Student Services. Students on progress or academic probation will be limited to a unit load required by the Dean of Student Services.

Final Examinations

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

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

Scholastic Honors

Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all 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. Each semester a list of student names is published to recognize scholarship in at least 12 completed units of work. Students whose Grade Point Average is between 3.5 and 4.0 with no grade lower than C are acknowledged on the Dean's List.

Only three units of Learning Skills courses a semester may be counted to qualify for the Dean's List. Pre-collegiate level courses also can count toward unit total.

Grade Reports

Students will not receive a Final Grade Report if they have outstanding obligations to the College. Students must go to the Admissions and Records Office to receive their Final Grade Report. The report is released only to the student. Upon request and submission of a stamped, self-addressed envelope, the report will be mailed.

Satisfactory Progress

A student whose cumulative Grade Point Average is 2.0 ("C" average) is scholastically in "good standing." All units and grade points are counted on a cumulative basis. The method of computing the Grade Point Average is illustrated on page 23.

Academic Probation and Dismissal

The purpose of academic probation at Columbia College is to ensure that students who are deficient in scholastic achievement will receive special advisement. Students who are on probation will be assigned to a counselor.

Students who are on probation will be required to complete the College Success class, Guidance 7, in which they will receive information and assistance to guide their educational pursuits.

A student will be placed on probation for the following semester when the cumulative grade point average falls below 2.0 on a minimum of 12 units attempted. Computation of the GPA (Grade Point Average) is based on all units attempted at Columbia excluding those taken on a Credit/No Credit basis.

A student will be dismissed for one year if while on academic probation:

- (1) The term grade point average is less than 1.5, or
- (2) The cumulative grade point average is below 1.75.

Dismissed students admitted by special petition will be notified to make an appointment with a counselor for program review and possible adjustment.

Progress Probation and Dismissal

A student who has enrolled in a total of at least 12 semester units shall be placed on Progress Probation for the following semester when the percentage of all units in which the student has enrolled and for which "W", "I" and "NC" are recorded reaches or exceeds fifty percent (50%).

Two consecutive semesters on progress probation will subject a student to progress dismissal.

Disqualification

A student disqualified for academic reasons will be required to complete the College Success class, Guidance 7, during the semester they are readmitted to Columbia. Failure to complete Guidance 7 may result in the student being dismissed.

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

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

- (1) Evidence of consistent improvement in the student's record.
- (2) A change from one major to a field of study more appropriate to the student.
- (3) Circumstance in the personal life of the student which the counselor of the student believes may have been of sufficient gravity to adversely affect the performance of the student.
- (4) The recommendation of the student's physician that the continuance in college would be of sufficient therapeutic benefit to the student 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 disqualification be waived.

Withdrawal From College

A student wishing to withdraw from the College, is responsible for completing and signing an Institutional Withdrawal Form in the Admissions and Records Office.

Educational Expenses

The enrollment fee for California residents attending Columbia College is \$5 per unit through nine units; for ten units or more the fee is \$50. These fees are subject to change. Students may qualify to have the fee waived if their income falls below specified level or if they are receiving AFDC, SSI, or GA. Applications, which are available in the Admissions and Financial Aid Office, must be submitted to the Financial Aid Office for processing prior to the student's registering for classes.

The following "Cost of Education Budget for 9 Months" is a guide for single students:

	In Parents' Home	On-Campus	Off-Campus
Enrollment Fee	\$ 100	\$ 100	\$ 100
Books/Supplies/Fees	500	500	500
Meals/Housing	1,500	3,600	3,700
Personal	700	1,000	1,000
Transportation	500	400	650
Totals	\$3,300	\$5,600	\$5,950

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

Enrollment Fee Refund Policy

A refund will be made, upon request, for any enrollment fee paid by a student in excess of that computed for program changes completed during the first two weeks of the class. After the second week of class no refunds will be allowed. Students eligible for refunds must obtain a Request for Refund form from the Admissions and Records Office. REFUNDS ARE NOT AUTOMATIC.

Exception: Refund of fees will automatically be made to students enrolling in classes which are cancelled by the college.

Due to administrative cost of processing refunds, no refunds will be made if the amount is \$5.00 or less. If fees or tuition were paid by check, a refund will not be made until the check has cleared the bank. Refunds normally take four to six weeks.

Parking Fee Refund Policy

Upon presentation of receipt of payment and decal, a student may receive a refund through the first two weeks of classes.

Exception: Summer Session and short-term classes.

Student Nondiscrimination Policy

It is the policy of Columbia College to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability in the College programs, activities, and work environment is unlawful and will not be tolerated by the College. (District Policy -- 5027)

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

Definitions

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

B. The term "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 98220.)

C. "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 98230(b).)

D. "Sex" discrimination includes:

1. any rule, policy, or practice concerning actual or potential parental, family, or marital status which differentiates on the basis of sex;
 2. any rule, policy, or practice concerning disability due to pregnancy, childbirth, recovery from childbirth or termination of pregnancy, or other psychological conditions related to the capacity to bear children not applied under the same terms and conditions and in the same manner as any other rule, policy, or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act;
 3. any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief or statistical probability is a discriminatory practice;
 4. any rule, policy, or practice or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. (22 California Administrative Code Section 98240, 98242, 98244.)
- E. "Physical or Mental Disability" means any physical or mental impairment which substantially limits one or more major life activities.
1. "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

Sexual Harassment Policy

Sexual harassment is a form of unlawful sexual discrimination and will not be tolerated by the College. (District Policy - 5028)

Sexual harassment includes:

- A. submission to conduct which is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;

- B. submission to, or rejection of, conduct by an individual which is used as the basis of an employment or academic decision affecting the individual or has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and
- C. submission to or rejection of, conduct by the individual which is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. (Education Code Section 212.5.)

The College strongly forbids any form of sexual harassment, including acts of nonemployees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment.

Student Grievance Procedure

In the pursuit of academic studies and other college sponsored activities that will promote intellectual growth and personal development, the student should be free of unlawful discrimination by any employed member of the academic community. (Students disturbed by the acts of another student have recourse through the procedure of the Student Code of Conduct.)

Grievance action may be initiated by a student against an instructor, an administrator, or a member of the classified staff. A student complaining of unlawful discrimination shall, within 120 days of occurrence, meet with the Dean of Student Services.

STUDENTS ARE ADVISED TO OBTAIN WRITTEN INSTRUCTIONS FOR THE FILING OF A GRIEVANCE FROM THE DEAN OF STUDENT SERVICES OFFICE.

Student Code of Conduct

A student enrolling at Columbia College assumes an obligation to conduct oneself in a manner compatible with the published college regulations and with the college's function as an educational institution. Students may take part in any orderly authorized activity which takes place in the name of Columbia College as long as the activity does not in any way interfere with the primary function of the college which is education.

The following misconduct for which students are subject to college discipline applies at all times on campus and applies to any off-campus functions sponsored or supervised by the college.

- 1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
- 2. Forgery, alteration, or misuse of college documents, records or identification.
- 3. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other college activities, including its public service functions, or of other authorized activities.

- 4. Physical abuse of any person or conduct which threatens or endangers the health or safety of any such person.
- 5. Theft of or willful damage to property of the college, its officers, employees, students, or visitors.
- 6. Unauthorized entry to or use of college facilities.
- 7. Violation of District policies or College regulations including regulations concerning student organizations, the use of college facilities, or the time, place, and manner of public expression.
- 8. Intoxication from the use of alcohol or being under the influence of unlawful drugs, or unlawfully distributing, selling or possessing same on college property or at events sponsored by the college.
- 9. Failure to comply with the directions of college officials acting in performance of their duties.
- 10. Gambling on college property.
- 11. Hazing or any act that injures, degrades, or disgraces or tends to injure, degrade, or disgrace any fellow student or person attending the college.
- 12. Violation of campus parking or traffic regulations.
- 13. Willfully defacing or injuring in any way, real or personal property of the district.
- 14. Smoking in non-designated areas.
- 15. Disorderly conduct or lewd, indecent, or obscene conduct on college-owned or controlled property or at college-sponsored or college-supervised functions.

Disciplinary Action

The following forms of disciplinary action may be taken against a student who may be in violation of any of the foregoing regulations.

- 1. **Reprimand** — A person receiving a reprimand either oral or written is thereby notified that continued conduct of the type described may result in formal disciplinary action against the student.
- 2. **Disciplinary Probation:** Formal disciplinary action resulting in any one or all of the following:
 - a. Ineligibility for all college organization offices.
 - b. Removal from any college organization office held.
 - c. Revocation of the privilege of participating in college and/or student-sponsored activities.
- 3. **Instructor Removal** — The instructor may remove a student from his or her class for the day of the removal and the next class meeting.
- 4. **Suspension** — Formal disciplinary action denying all campus privileges for a specified period of time. A suspended student is not to occupy any portion of the campus and is denied all college privileges including class attendance, and privileges noted under "disciplinary probation" for a specified, limited period of time. There shall be two classes of suspensions. The first, "summary suspension," is

to protect the school from the immediate possibility of disorder or threat to the safety of students. The second, "disciplinary suspension," serves as a penalty against the student as a result of failure to meet the standards of conduct expected at the college.

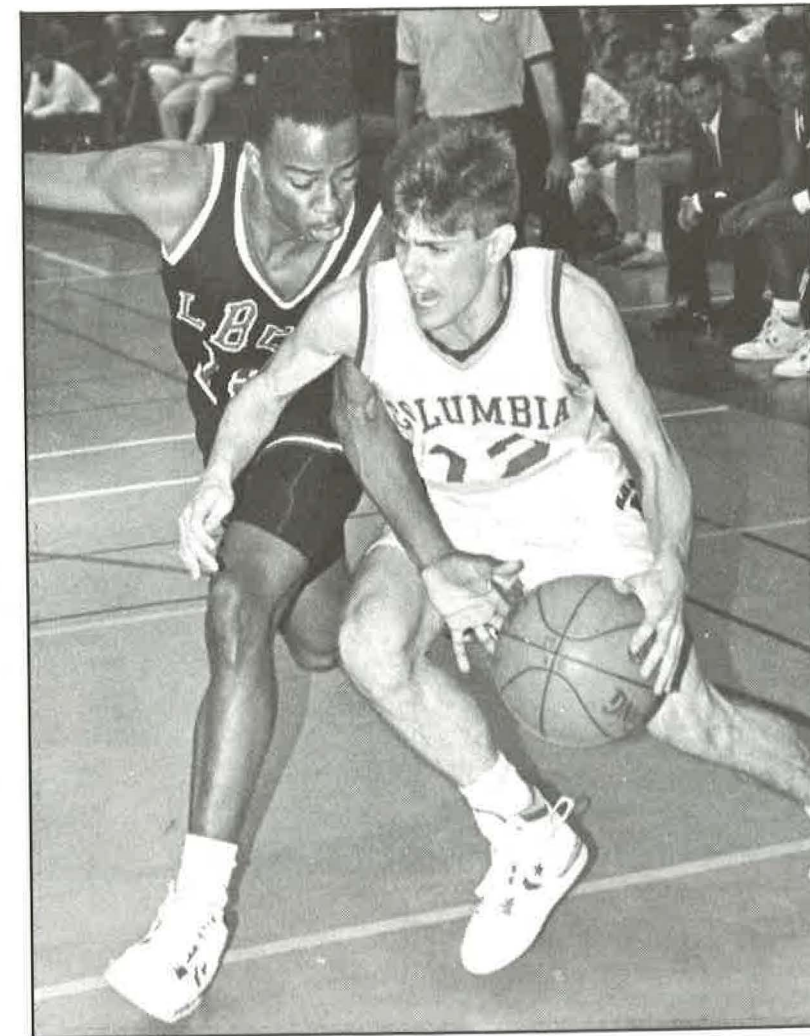
- 5. **Expulsion** — Formal action taken by the Board of Trustees terminating a student's privilege to attend the colleges of the District for disciplinary reasons.

All disciplined parties have the right to appeal. Copies of the appeal procedure may be obtained from the Dean of Student Services.

Substance Abuse Policy

College policy prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College campus. Violation of this policy is cause for disciplinary action and could result in the suspension or dismissal of the student.

Substance abuse referral assistance is available through Columbia College's health services or counseling department. Students are encouraged to seek assistance.



CERTIFICATES



CERTIFICATES OF ACHIEVEMENT

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

For students entering Columbia College for the first time in Fall, 1991, the following certificate requirements are valid through the 1994-95 academic year. A student taking more than four (4) years of continuous attendance to complete may only use certificate requirements in effect up to four (4) years prior to the date of completion.

In order to qualify for a certificate, a student must complete required and elective courses with at least a Grade Point Average of 2.0 ("C"). No more than 30 percent of the courses required for the certificate may be fulfilled with parallel courses completed at other accredited institutions.

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

For certificates listing competency requirements, contact the Office of Instruction for further information.

Certificates of Achievement are offered in the following disciplines:

- Automotive Technology
 - Engine Repair
 - Front-End and Brake
 - General Auto Repair
 - Power Train
- Business Administration
 - Management
 - Retailing
- Child Development
- Computer Science
 - Applied Computer Studies
- Emergency Medical Services
- Fire Technology
- Forestry Technology
- Hospitality Management
 - Culinary Arts
 - Food Service Technology
 - Hotel Management
- Human Services
- Natural Resources
 - Interpretation
- Natural Resources Technology
- Office Occupations
 - Clerk Typist
 - General Clerk
 - Legal Secretarial
 - Medical Receptionist
 - Medical Transcription
 - Secretarial
- Real Estate
- Search and Rescue

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

COMPLETION OF CERTIFICATE

In order to receive a Certificate of Achievement, students must complete a Petition for Certificate in the Admissions and Records Office during the semester in which they are fulfilling the certificate requirements.

AUTOMOTIVE TECHNOLOGY GENERAL AUTO REPAIR

REQUIRED COURSE:	UNITS
Auto. Tech. 1	Introduction to Auto Technology 1
Auto. Tech. 3	Preventive Maintenance 1
Auto. Tech. 12	Pulling and Installing Engines 1
Auto. Tech. 14	Machine Shop Procedures 2
Auto. Tech. 16	Engine Rebuilding 4
Auto. Tech. 17A	Carburetor Systems 2
Auto. Tech. 17B	Electro Mechanical Carburetors 1
Auto. Tech. 18	Emission Control 1
Auto. Tech. 19A	Gasoline Engine Tune-up: Basic 2
Auto. Tech. 19B	Gasoline Engine Tune-up: Advanced 2
Auto. Tech. 30	Manual Transmission Rebuilding 1
Auto. Tech. 34	Axles and Drive Lines 1
Auto. Tech. 36	Automatic Transmission - (G.M.) 2
Auto. Tech. 38	Automatic Transmission - (Ford) 1
Auto. Tech. 40A	Brakes: Drum 2
Auto. Tech. 40B	Brakes: Disc 1
Auto. Tech. 44A	Front End and Suspension 2
Auto. Tech. 44B	Front End and Suspension 2
Auto. Tech. 50A	Electrical Theory 2
Auto. Tech. 50B	Charging Systems 2
Auto. Tech. 50C	Starting and Ignition Systems 2
Auto. Tech. 50D	Lighting and Chassis Electrics 2
Auto. Tech. 70	Practical Laboratory 2

TOTAL REQUIRED UNITS 39

AUTOMOTIVE TECHNOLOGY ENGINE REPAIR & ENGINE PERFORMANCE

REQUIRED COURSES:	UNITS
Auto. Tech. 1	Introduction to Auto Technology 1
Auto. Tech. 12	Pulling and Installing Engines 1
Auto. Tech. 14	Machine Shop Procedures 2
Auto. Tech. 16	Engine Rebuilding 4
Auto. Tech. 17A	Carburetor Systems 2
Auto. Tech. 17B	Electro Mechanical Carburetors 1
Auto. Tech. 18	Emission Control 1
Auto. Tech. 19A	Gasoline Engine Tune-up: Basic 2
Auto. Tech. 19B	Gasoline Engine Tune-up: Advanced 2
Auto. Tech. 20	Computerized Engine Control (G.M.) 1
Auto. Tech. 21	Electronic Fuel Injection 1
Auto. Tech. 23	Computerized Engine Control (Ford) 1
Auto. Tech. 25	Electronic Fuel Injection (G.M.) 1
Auto. Tech. 70	Practical Laboratory 2

TOTAL REQUIRED UNITS 22

**AUTOMOTIVE TECHNOLOGY
FRONT-END AND BRAKE**

REQUIRED COURSES:	UNITS
Auto. Tech. 1 Introduction to Auto Technology	1
Auto. Tech. 40A Brakes: Drum	2
Auto. Tech. 40B Brakes: Disc	1
Auto. Tech. 44A Front End and Suspension	2
Auto. Tech. 44B Front End and Suspension	2
Auto. Tech. 70 Practical Laboratory	2
TOTAL REQUIRED UNITS 10	

**AUTOMOTIVE TECHNOLOGY
POWER TRAIN**

REQUIRED COURSES:	UNITS
Auto. Tech. 1 Introduction to Auto Technology	1
Auto. Tech. 30 Manual Transmission Rebuilding	1
Auto. Tech. 34 Axles and Drive Lines	1
Auto. Tech. 36 Automatic Transmission - (G.M.)	2
Auto. Tech. 38 Automatic Transmission - (Ford)	1
Auto. Tech. 70 Practical Laboratory	2
TOTAL REQUIRED UNITS 8	

**BUSINESS ADMINISTRATION
MANAGEMENT**

REQUIRED COURSES:	UNITS
Bus. Ad. 18 Commercial Law	3
Bus. Ad. 19 Commercial Law	3
Bus. Ad. 20 Principles of Business	3
Bus. Ad. 30 Principles of Marketing	3
Bus. Ad. 1A Principles of Accounting and	4
Bus. Ad. 1B Principles of Accounting	4
or	
Bus. Ad. 161A Small Business Accounting	4
Bus. Ad. 161B Small Business Accounting	4
Bus. Ad. 40 Principles of Management	3
Bus. Ad. 150 Small Business Management	3
Comp Sci 1 Introduction to Computer Concepts	2
Econ. 10 Principles of Economics	4
Econ. 11 Principles of Economics	4
Off. Oc. 25 Business Communications	3
TOTAL REQUIRED UNITS 35-39	

PROVEN COMPETENCY REQUIREMENT:
Business Mathematics Examination or
Bus. Ad. 163 Business Mathematics 3

RECOMMENDED:
Bus. Ad. 97 Work Experience Minimum 4

**BUSINESS ADMINISTRATION
RETAILING**

REQUIRED COURSES:	UNITS
Bus. Ad. 18 Commercial Law	3
Bus. Ad. 20 Principles of Business	3
Bus. Ad. 30 Principles of Marketing	3
Bus. Ad. 123 Sales	3
Bus. Ad. 125 Advertising	3
Bus. Ad. 160A Bookkeeping and	3
Bus. Ad. 160B Bookkeeping	3
or	
Bus. Ad. 161A Small Business Accounting	4
Bus. Ad. 161B Small Business Accounting	4
Comp Sci. 1 Introduction to Computer Concepts	2
Econ. 10 Principles of Economics	4
Econ. 11 Principles of Economics	4
Off. Oc. 25 Business Communications	3
TOTAL REQUIRED UNITS 32-34	

PROVEN COMPETENCY REQUIREMENT:
Business Mathematics Examination or
Bus. Ad. 163 Business Mathematics 3

RECOMMENDED OPTIONAL COURSES:
Bus. Ad. 40 Principles of Management 3
Bus. Ad. 97 Work Experience Minimum 4

CHILD DEVELOPMENT

REQUIRED COURSES:	UNITS
Child Dev. 1 Principles of Child Development	3
Child Dev. 3 Practices in Child Development	3
Child Dev. 5 Child Nutrition	2
Child Dev. 7 Child Health and Safety	1
Child Dev. 10 Creative Activities I	1.5
Child Dev. 11 Creative Activities II	1.5
Child Dev. 15 Observation and Participation	3
Child Dev. 22 Child, Family, Community	3
Child Dev. 18 Special Needs Children	3
or	
Child Dev. 25 Infant/Toddler Care	3
or	
Child Dev. 27 School Age Children	3
Child Dev. 30 Child Care/Nursery School Administration ..	3
TOTAL REQUIRED UNITS 24	

COMPUTER SCIENCE

REQUIRED COURSES:	UNITS
Computer Sc. 1 Introduction to Computer Concepts	2
Computer Sc. 3 Computer Operating Systems	2
Computer Sc. 12 Pascal Programming	3
Computer Sc. 26 Advanced Computer Programming	3
Computer Sc. 6 BASIC Programming	3
or	
Computer Sc. 14 FORTRAN Programming	3
or	
Computer Sc. 16 RPG II Programming	3
or	
Computer Sc. 18 COBOL Programming	3
Computer Sc. 40 Assembly Language Programming	3
Computer Sc. 55 Data Base Management	3
English 1A Reading and Composition	3
Mathematics 8 Trigonometry	4
Mathematics 10 College Algebra	4
Mathematics 12 Finite Mathematics	4
TOTAL REQUIRED UNITS 34	

**COMPUTER SCIENCE
APPLIED COMPUTER STUDIES**

REQUIRED COURSES:	UNITS
Computer Sc. 1 Introduction to Computer Concepts	2
Computer Sc. 2 Financial Worksheets	2
Computer Sc. 3 Computer Operating Systems	2
Computer Sc. 12 PASCAL Programming	3
Computer Sc. 55 Data Base Management	3
Bus. Ad. 1A Accounting	4
Bus. Ad. 1B Accounting	4
Bus. Ad. 40 Principles of Management	3
English 1A Reading and Composition	3
Office Oc. 40 Beginning Word Processing	2
TOTAL REQUIRED UNITS 28	

PROVEN COMPETENCY REQUIREMENT:
Business Mathematics examination or
Bus. Ad. 163 Business Mathematics 3

RECOMMENDED OPTIONAL COURSES:
One or more of the following programming courses:
Computer Sc. 6 BASIC Programming 3
Computer Sc. 14 FORTRAN Programming 3
Computer Sc. 16 RPG II Programming 3
Computer Sc. 18 COBOL Programming II 3
Computer Sc. 26 Advanced Computer Programtng 3

EMERGENCY MEDICAL SERVICES

REQUIRED COURSES:	UNITS
E.M.S. 3 Emergency Medical Technician Training	6
S.A.R. 3 Environmental Injuries	1
S.A.R. 34 Helicopter Operations	1
S.A.R. 53 Vehicle Extrication	1
TOTAL REQUIRED UNITS 9	

FIRE TECHNOLOGY

REQUIRED COURSES:	UNITS
E.M.S. 3 Emergency Medical Technician Training	6
Fire Tech. 150 Fire Service Organization & Responsibility ..	1
Fire Tech. 151 Combustion and Exting. Theory	1
Fire Tech. 153 Self-contained Breathing Apparatus	1.5
Fire Tech. 154 Ropes, Knots, Hitches	1
Fire Tech. 156 Forcible Entry	1
Fire Tech. 158 Hose, Nozzles, Fittings	1.5
Fire Tech. 160 Hose Loads and Uses	1.5
Fire Tech. 161 Ground Ladders	1.5
Fire Tech. 168 Rescue	1
Fire Tech. 169 Ventilation	5
Fire Tech. 171 Fire Control	5
Fire Tech. 172 Fire Streams	5
Fire Tech. 173 Fire Extinguishers	5
Fire Tech. 174 Overhaul	5
Fire Tech. 176 Property Conservation	5
Fire Tech. 177 Fire Protection Systems	5
Fire Tech. 178 Size-up	5
Fire Tech. 179 Wildland Fire Fighting	5
Fire Tech. 181 Hazardous Materials	5
Fire Tech. 182 Fire Investigation	5
Fire Tech. 183 Communications	5
Fire Tech. 184 Vehicle Extrication	5
TOTAL REQUIRED UNITS 29.5	

FORESTRY TECHNOLOGY

REQUIRED COURSES:	UNITS
Forestry 1 Introduction to Professional Forestry	3
Forestry 10 Dendrology	3
Forestry Tech. 153 Forest Surveying Techniques	3
Forestry Tech. 162 Applied Forest Inventory	2
Computer Sc. 1 Introduction to Computer Concepts	2
Fire Tech. 7 Wildland Fire Control	2
Nat. Resources 1 Environmental Conservation	3
Nat. Resources 9 Parks and Forests Law Enforcement	2
Nat. Res. Tech. 150 Natural History and Ecology	2
Nat. Res. Tech. 152 Applied Wildlands Management	3
Nat. Res. Tech. 160 Aerial Photog. and Map Interpretation	2
Nat. Res. Tech. 181 California Wildlife	4
TOTAL REQUIRED UNITS 31	

PROVEN COMPETENCY REQUIREMENT:
Mathematics Examination or
Mathematics 100 Basic Mathematics (or higher) 2
Reading Examination or
English 151 or English 1A 3
Typing Examination or
Off. Oc. 100, Keyboarding or
Off. Oc. 110, Basic Typing Applications 1-2
Writing Examination or
English 151 or English 1A 3

ADDITIONAL REQUIREMENT:
Appropriate Summer Employment Approved by Forestry Staff.

**HOSPITALITY MANAGEMENT
CULINARY ARTS**

REQUIRED COURSES:	UNITS
Hosp. Mgmt. 103 Marketing of Hospitality Services	3
Hosp. Mgmt. 131B Dining Room Service and Management	3
Hosp. Mgmt. 135B Commercial Baking: Advanced	2
Hosp. Mgmt. 140A Contemporary Cuisine: Introduction	3.5
Hosp. Mgmt. 140B Contemporary Cuisine: Advanced	3.5
Hosp. Mgmt. 142 Garde Manger	2
Hosp. Mgmt. 147 Beverage Management	3
TOTAL REQUIRED UNITS 20	

COURSE PREREQUISITES INCLUDE:
Hosp. Mgmt. 131A, 133A, 133B, and 135A.
TOTAL REQUIRED UNITS WITH PREREQUISITES 33

**HOSPITALITY MANAGEMENT
FOOD SERVICE TECHNOLOGY**

REQUIRED COURSES:	UNITS
Hosp. Mgmt. 101 Introduction to Hospitality Industry	3
Hosp. Mgmt. 130 Food Service Management	2
Hosp. Mgmt. 131A Dining Room Service and Management	2
Hosp. Mgmt. 133A Intro. to Commercial Food Preparation	4
Hosp. Mgmt. 133B Intro. to Commercial Food Preparation	4
Hosp. Mgmt. 135A Commercial Baking: Beginning	3
Hosp. Mgmt. 139 Food Science and Nutrition	3
Hosp. Mgmt. 144 Meat Analysis	2
TOTAL REQUIRED UNITS 23	

**HOSPITALITY MANAGEMENT
HOTEL MANAGEMENT**

REQUIRED COURSES:	UNITS
Hosp. Mgmt. 101 Introduction to Hospitality Industry	3
Hosp. Mgmt. 103 Marketing of Hospitality Services	3
Hosp. Mgmt. 112 Front Office Mgmt/Hotel Catering	2
Hosp. Mgmt. 114 Intro. to Maintenance and Housekeeping ..	1.5
Hosp. Mgmt. 116 Laws of Innkeeping	1
Hosp. Mgmt. 130 Food Service Management	2
Hosp. Mgmt. 160 Intro. to Travel-Tourism Industry/Tours ..	2
Hosp. Mgmt. 97 Work Experience	4
TOTAL REQUIRED UNITS 18.5	

RECOMMENDED OPTIONAL COURSES:
Bus. Ad. 1A Accounting and
 4 |

Bus. Ad. 1B Accounting
 4 |

or

Bus. Ad. 160A Bookkeeping and
 3 |

Bus. Ad. 160B Bookkeeping
 3 |

Off. Oc. 5 Electronic Printing Calculators
 1 |

HUMAN SERVICES

REQUIRED COURSES:	UNITS
Child Dev. 1 Principles of Child Development	3
or	
Child Dev. 22 Child, Family, Community	3
Health Ed. 1 Health/Fitness Ed.	3
Physical Ed. 6A Lifetime Fitness I	1-3
Psychology 1 General Psychology	3
Psychology 30 Personal and Social Adjustment	3
Sociology 1 Introduction to Sociology	3
Sociology 12 Family, Marriage and the Individual	3
Sociology 28 Death and Dying	3
Sociology 97 Work Experience	4
TOTAL REQUIRED UNITS 29-31	

NATURAL RESOURCES INTERPRETATION

REQUIRED COURSES:	UNITS
Nat. Res. 1	Environmental Conservation3
Nat. Res. 9	Parks and Forests Law Enforcement2
Nat. Res. Tech. 150	Natural History and Ecology2
Nat. Res. Tech. 152	Applied Wildlands Management3
Nat. Res. Tech. 155	Interpretive Guide Tours2
Nat. Res. Tech. 181	California Wildlife4
Art 45	Field Photography2
Biology 158	Birds of the Mother Lode1
Biology 159	Wildflowers of the Mother Lode1-1.5
Biology 179	Fishing and Fisheries1
Earth Sci. 25	Geology of the National Parks3
Earth Sci. 150	Geology of the Mother Lode2
Forestry 10	Dendrology3
E.M.S. 13	Adv. First Aid and Emergency Care3
History 49	The Mother Lode3
or	
History 55	The American Frontier3

TOTAL REQUIRED UNITS 35-35.5

NATURAL RESOURCES TECHNOLOGY

REQUIRED COURSES:	UNITS
Nat. Resources 1	Environmental Conservation3
Nat. Resources 9	Parks and Forests Law Enforcement2
Nat. Res. Tech. 150	Natural History and Ecology2
Nat. Res. Tech. 152	Applied Wildlands Management3
Nat. Res. Tech. 155	Interpretive Guided Tours2
Nat. Res. Tech. 160	Aerial Photography & Map Interpretation2
Nat. Res. Tech. 181	California Wildlife4
Biology 179	Fishing and Fisheries1
Earth Science 25	Geology of National Parks3
Fire Technology 7	Wildland Fire Control2
Forestry 1	Introduction to Professional Forestry3
Forestry 10	Dendrology3
Forestry Tech. 153	Forest Surveying Techniques3

TOTAL REQUIRED UNITS 33

PROVEN COMPETENCY REQUIREMENTS:

Mathematics Examination or	
Math. 100, Basic Mathematics (or higher).....	2
Reading Examination or	
English 151 or English 1A	3
Typing Examination or	
Off. Oc. 100, Keyboarding or	
Off. Oc. 110, Basic Typing Applications	1-2
Writing Examination or	
English 151 or English 1A	3

OFFICE OCCUPATIONS CLERK TYPIST

REQUIRED COURSES:	UNITS
Bus. Ad. 1A	Accounting and4
Bus. Ad. 1B	Accounting4
or	
Bus. Ad. 160A	Bookkeeping and3
Bus. Ad. 160B	Bookkeeping3
or	
Bus. Ad. 161A	Small Business Accounting and4
Bus. Ad. 161B	Small Business Accounting4
Bus. Ad. 163	Business Mathematics3
Comp. Sci. 1	Introduction to Computer Concepts2
Office Oc. 1	Records Management3
Office Oc. 5	Electronic Printing Calculators1
Office Oc. 20	Machine Transcription2
Office Oc. 25	Business Communications3
Office Oc. 30	Office Procedures3
Office Oc. 40	Beginning Word Processing2
Office Oc. 120	Intermediate Typing3
Office Oc. 130	Business English3

TOTAL REQUIRED UNITS 31-33

OFFICE OCCUPATIONS GENERAL CLERK

REQUIRED COURSES:	UNITS
Bus. Ad. 1A	Accounting and4
Bus. Ad. 1B	Accounting4
or	
Bus. Ad. 160A	Bookkeeping and3
Bus. Ad. 160B	Bookkeeping3
or	
Bus. Ad. 161A	Small Business Accounting and4
Bus. Ad. 161B	Small Business Accounting4
Bus. Ad. 163	Business Mathematics3
Comp. Sci. 1	Introduction to Computer Concepts2
Office Oc. 1	Records Management3
Office Oc. 5	Electronic Printing Calculators1
Office Oc. 25	Business Communications3
Office Oc. 40	Beginning Word Processing2
Office Oc. 120	Intermediate Typing3
Office Oc. 130	Business English3

TOTAL REQUIRED UNITS 26-30

OFFICE OCCUPATIONS LEGAL SECRETARIAL

REQUIRED COURSES:	UNITS
Bus. Ad. 18	Commercial Law3
Bus. Ad. 19	Commercial Law3
Bus. Ad. 158	Pegboard Payroll1
Comp. Sci. 1	Introduction to Computer Concepts2
Office Oc. 1	Records Management3
Office Oc. 5	Intermediate Shorthand4
*Office Oc. 20	Machine Transcription2
Office Oc. 25	Business Communications3
Office Oc. 40	Beginning Word Processing2
Office Oc. 41	Intermediate Word Processing2
*Office Oc. 60	Legal Transcription/Terminology2
Office Oc. 62	Legal Office Procedures3
Office Oc. 120	Intermediate Typing3
Office Oc. 130	Business English3

TOTAL REQUIRED UNITS 36

*Must earn at least a letter grade of "C" in Office Occupation 20 before enrolling in Office Occupation 60.

OFFICE OCCUPATIONS MEDICAL RECEPTIONIST

REQUIRED COURSES:	UNITS
Bus. Ad. 158	Pegboard Payroll1
Bus. Ad. 163	Business Mathematics3
Comp. Sci. 1	Introduction to Computer Concepts2
Office Oc. 5	Electronic Printing Calculators4
Office Oc. 20	Machine Transcription2
Office Oc. 25	Business Communications3
Office Oc. 30	Office Procedures3
Office Oc. 40	Beginning Word Processing2
Office Oc. 41	Intermediate Word Processing2
Office Oc. 50	Medical Terminology3
Office Oc. 51A	Medical Transcription2
Office Oc. 52	Medical Insurance3
Office Oc. 120	Intermediate Typing3
Office Oc. 130	Business English3

TOTAL REQUIRED UNITS 35

OFFICE OCCUPATIONS MEDICAL TRANSCRIPTION

REQUIRED COURSES:	UNITS
Comp. Sci. 1	Introduction to Computer Concepts2
*Office Oc. 20	Machine Transcription2
Office Oc. 25	Business Communications3
Office Oc. 40	Beginning Word Processing2
Office Oc. 41	Intermediate Word Processing2
Office Oc. 50	Medical Terminology3
*Office Oc. 51A	Medical Transcription2
*Office Oc. 51B	Medical Transcription2
Office Oc. 120	Intermediate Typing3
Office Oc. 130	Business English3

TOTAL REQUIRED UNITS 24

*Must earn at least a letter grade of "C" in Office Occupation 20 before enrolling in Office Occupation 51A or 51B.

OFFICE OCCUPATIONS SECRETARIAL

REQUIRED COURSES:	UNITS
Bus. Ad. 160A	Bookkeeping3
Bus. Ad. 163	Business Mathematics3
Comp. Sci. 1	Introduction to Computer Concepts2
Office Oc. 1	Records Management3
Office Oc. 5	Electronic Printing Calculators1
Office Oc. 10	ABC Beginning Shorthand4
Office Oc. 20	Machine Transcription2
Office Oc. 25	Business Communications3
Office Oc. 30	Office Procedures3
Office Oc. 40	Beginning Word Processing2
Office Oc. 41	Intermediate Word Processing2
Office Oc. 120	Intermediate Typing3
Office Oc. 130	Business English3

TOTAL REQUIRED UNITS 34

REAL ESTATE

REQUIRED COURSES:	UNITS
Bus. Ad. 20	Principles of Business3
Bus. Ad. 163	Business Mathematics3
Real Estate 1	Principles of Real Estate3
Real Estate 5	Real Estate Practice3
Real Estate 10	Legal Aspects of Real Estate3
Real Estate 15	Real Estate Finance3
Real Estate 20	Real Estate Appraisal3
Real Estate 25	Real Estate Economics3

TOTAL REQUIRED UNITS 24

SEARCH AND RESCUE FIRE SERVICE

REQUIRED COURSES:	UNITS
E.M.S. 3	Emergency Medical Tech. Training6
S.A.R. 50	Rope Rescue1.5
S.A.R. 51	Rapelling Safety/Tower Rescue1
S.A.R. 52	Swift Water Rescue5
S.A.R. 53	Vehicle Extrication1
S.A.R. 56	Emergency Trench Shoring1
S.A.R. 58	Rescue Systems I1.5

TOTAL 12.5

PLUS 2 UNITS FROM ANY OTHER COURSE(S) IN THE SEARCH AND RESCUE CURRICULUM2
TOTAL REQUIRED UNITS 14.5

Students are advised that a number of Search and Rescue courses that make up the Certificate of Achievement are offered by the College only at off-campus locations in other parts of the state. A student wishing to complete the Certificate Program should plan to travel considerable distances in order to take these courses.

TEACHER AIDE

REQUIRED COURSES:	UNITS
Child Dev. 1	Principles of Child Development3
Child Dev. 10	Creative Activities I1.5
Child Dev. 11	Creative Activities II1.5
Child Dev. 22	Child, Family, and Community3
Child Dev. 27	School Age Children3
Teacher Aide 155	Teacher Aide Skills3
Teacher Aide 179	Work Experience as a Teacher Aide1

TOTAL REQUIRED UNITS 16



GRADUATION AND TRANSFER REQUIREMENTS



GRADUATION REQUIREMENTS

Columbia College will confer the Associate in Arts or the Associate in Science Degree upon completion of the following requirements. (The Associate in Science Degree is awarded for majors in physical or biological sciences or in occupational programs; the Associate in Arts Degree is awarded for all other majors.)

- TOTAL UNITS:** Satisfactory completion of 60 or more semester units from courses numbered 1-199, of which the last 12 required units must be taken in residence at Columbia College.
- SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average).
- MAJOR:** Satisfactory completion of any AA/AS Major listed on pages 42-47. All courses in the major must be completed with a "C" or better. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units in residence (72 or more total semester units). No courses of the first major may be counted in the major for the second degree.
- 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 40 and 41. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University should 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 or AS 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 Degree as well as transfer to a C.S.U. campus. CSU transfer students should refer to page 48 for further information.
- COMPETENCY REQUIREMENTS:** State Law mandates that students earning the Associate degree must meet competency requirements in reading, composition, and mathematics. These requirements may be met by completing the following courses with a grade of "C" or better:
 - English 1A, Reading and Composition
 - Business Administration 163,
 - Business Mathematics, Intermediate Algebra or any mathematics course of a higher level than Intermediate Algebra.
 They may also be met through completion of a challenge examination with a grade of "C" or better.

- INSTITUTIONAL REQUIREMENT:** Two Physical Education activity courses are required.

SUPPLEMENTARY NOTES

- These requirements for graduation and General Education apply to Associate Degree and CSU transfer students entering Columbia College for the first time in Fall Semester 1991, and are valid through the 1994-95 academic year. Students continuously enrolled may continue to follow their older catalog, but those taking more than four years of continuous attendance to graduate must use graduation requirements not older than four years.
- California law includes a requirement in U.S. History and Government for the CSU transfer student pursuing the BA/BS Degree. Completion of the two specified courses from D.3 will meet the requirement, but only three units will be credited toward the 39 CSU certified General Education units. (Units above 39 will count instead for elective credit.) Some California State University campuses place the U.S. History and Government requirement outside the General Education requirement, while others include it within. Some CSU campuses require one U.S. History course and one Government course while others accept two courses in U.S. History. Consult the catalog of the California State University campus to which you will transfer, or see your counselor for clarification.
- Double-counting units:** Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.
- Request for Waiver or Substitution:** Request for waiver or substitution of any graduation requirement must be approved by the Dean of Instruction.

NOTICE OF INTENT TO GRADUATE

The student must file a Notice of Intent to Graduate from Columbia College in the Admissions and Records Office no later than the seventh week of the semester in which completion of the graduation requirements is expected. Graduation requirements may be completed during any college term, but diplomas are conferred only at graduation exercises at the close of the Spring Semester.

GRADUATION & C.S.U. GENERAL EDUCATION

FOR AA/AS GRADUATION:	SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:	FOR CSU TRANSFER:
Three courses required: one each from A.1, A.2, A.3.	AREA A. COMMUNICATION AND CRITICAL THINKING: A.1. Oral Communication ✓ Speech 1, Fundamentals of Speech (3). A.2. Written Communication ✓ English 1A, Reading and Composition: Beginning (3). A.3. Critical Thinking ✓ Speech 2, Argumentation (3). * English 1B, Reading and Composition: Advanced (3).	Three courses required: one each from A.1, A.2, A.3. A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for C.S.U. General Breadth requirements see page 50.
FOR AA/AS GRADUATION:	AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:	FOR CSU TRANSFER:
Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2. Also acceptable in B.3: Business Administration 163, Business Mathematics (3), and Mathematics 104 Intermediate Algebra (4).	B.1 Physical Sciences: Chemistry 1A, General Chemistry (5), (lab course). Chemistry 10, Fundamentals of Chemistry (4), (lab course). Chemistry 20, Chemistry for Liberal Arts Students (3). Earth Science 5, Physical Geology (4), (lab course). Earth Science 30, Global Tectonic Geology (3). Earth Science 40, Descriptive Astronomy (3). Earth Science 45, Astronomy Laboratory (1), (lab course). Earth Science 60, Fundamentals of Meteorology (3), (lab course). Earth Science 70, Fundamentals of Oceanography (3), (lab course). ✓ Physics 1, Conceptual Physics (3). ✓ Physics 5A, General Physics (5), (lab course). B.2 Biological Sciences: ✓ Biology 2, Principles of Biology (4), (lab course). Biology 4, Principles of Animal Biology (5), (lab course). Biology 6, Principles of Plant Biology (4), (lab course). Biology 18, Fundamentals of Biology (3). Biology 19, Fundamentals of Biology Laboratory (1), (lab course). Biology 20, Fundamentals of Plant Biology (2), (lab course). B.3 Mathematical Concepts, Quantitative Reasoning, and Applications: ✓ Math 2, Elements of Statistics (4). Math 6, Math for Liberal Arts Students (3). Math 8, Trigonometry (4). Math 10, College Algebra (4). Math 12, Finite Mathematics (4). Math 18A, Calculus with Analytic Geometry (4).	Three courses required: one each from B.1, B.2, and B.3, including one laboratory course from either B.1 or B.2, and no fewer than nine units total from AREA B.

* English 1B may be used to satisfy either Area A.3 or C.2 but not both.

BREADTH TRANSFER REQUIREMENTS

FOR AA/AS GRADUATION:	SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:	FOR CSU TRANSFER:
Two Courses required: one each from C.1, and one from C.2 or C.3.	AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE: C.1 Arts (Art, Dance, Drama, Music): ✓ Art 11, History of Art: Ancient and Medieval (3). Art 12, History of Art: Renaissance, Baroque, Modern (3). Drama 20, Oral Expression and Interpretation (3). Music 1, Music Fundamentals (2). Music 2, Introduction to Music (3). Music 10, Survey of Music History and Literature: Ancient to 1750 (3). Music 11, Survey of Music History and Literature: 1750 to present (3). Physical Education 20, Dance Survey (2). Physical Education 27, Choreography (3). C.2 Literature, Philosophy: * English 1B, Reading and Composition: Advanced (3). English 11, Film Appreciation (3). English 17, Literature of the United States (3). English 18, Literature of the United States (3). English 46, Survey of English Literature (3). English 47, Survey of English Literature (3). Humanities 1, Old World Culture (3). Humanities 2, Modern Culture (3). Philosophy 1, Introduction to Philosophy (3). Philosophy 25, Twentieth Century Philosophy (3). C.3 Foreign Language: Spanish 1A, Spanish: Beginning (4). Spanish 1B, Spanish: Beginning (4).	Three courses required: one from C.1, one from C.2 or C.3, and one from C.1, C.2, or C.3. A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for C.S.U. General Breadth requirements see page 50.
FOR AA/AS GRADUATION:	AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:	FOR CSU TRANSFER:
Two courses required: one from either D.1 or D.2, and one from D.3. Also acceptable in D.2: History 55, The American Frontier (3).	D.1 General Social Sciences: Anthropology 1, Introduction to Anthropology: Physical (3). Economics 10, Principles of Economics: Macro-Economics (4). Economics 11, Principles of Economics: Micro-Economics (4). Political Science 12, American Political Thought (3). Political Science 14, International Relations (3). Psychology 1, General Psychology (3). Sociology 1, Introduction to Sociology (3). Sociology 2, American Society, Social Problems and Deviance (3). D.2 Civilization and Culture: Anthropology 2, Cultural Anthropology, (3). Anthropology 15, Indians of North America (3). Geography 12, Introduction to Cultural Geography (3). Geography 15, Physical Geography (3). History 13, World Civilizations: to 1650 (3). History 14, World Civilizations: 1650 to Present (3). D.3 United States History and Government: History 16, United States: to 1865 (3). History 17, United States: 1865 to Present (3). Political Science 10, Constitutional Government (3).	Four courses required: one each from D.1 and D.2, and two from D.3, including History 16 or 17 and Political Science 10. (Refer to Supplementary note 2 page 39 for more information about D.3.).
FOR AA/AS GRADUATION:	AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT:	FOR CSU TRANSFER:
Required: One course in E. Also acceptable in E: Physical Education 6A, Lifetime Fitness Program I (1-3).	✓ Guidance 1, Career-Life Planning (3). Health Education 1, Health and Fitness Education (3). Physical Education 3, Personal Fitness Concepts and Evaluation (3). Psychology 30, Personal and Social Adjustment (3). Social Science 40, Human Sexual Behavior (3).	Required: one course in E. Also acceptable in E: Physical Education 6A, Lifetime Fitness Program I (1-3) and/or Physical Education 6B, Lifetime Fitness Program II (1-2). Three units minimum.

* English 1B may be used to satisfy either Area A.3 or C.2 but not both.

COLUMBIA COLLEGE 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. (Students transferring to a four-year college or university should consult the catalog of the transfer school for lower division requirements for the transfer major.) Following are the course requirements for each major currently offered at Columbia College.

AUTOMOTIVE TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Auto. Tech. 1	Introduction to Auto Technology 1
Auto. Tech. 14	Machine Shop Procedures 2
Auto. Tech. 16	Engine Rebuilding 4
Auto. Tech. 17A	Carburetion Systems 2
Auto. Tech. 19A	Gasoline Engine Tune-up: Basic 2
Auto. Tech. 34	Axles and Drive Lines 1
Auto. Tech. 36	Automatic Transmission - (G.M.) 2
Auto. Tech. 40A	Brakes: Drum 2
Auto. Tech. 44A	Front End and Suspension 2
Auto. Tech. 50A	Electrical Theory 2
Auto. Tech. 50B	Charging Systems 2
Auto. Tech. 50C	Starting and Ignition Systems 2
TOTAL REQUIRED UNITS 24	

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION (OCCUPATIONAL)

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eleven (11) units required from this section	11
Bus. Ad. 20 Principles of Business(3)	
Bus. Ad. 163 Business Mathematics (3)	
Comp. Sci. 3 Computer Operating Systems (2)	
Off. Oc. 25 Business Communications(3)	
B. Six (6) units required from this section	6
Bus. Ad. 1A Principles of Accounting (4)	
and	
Bus. Ad. 1B Principles of Accounting (4)	
or	
Bus. Ad. 160A Bookkeeping (3)	
and	
Bus. Ad. 160B Bookkeeping (3)	
or	
Bus. Ad. 161A Small Business Accounting (4)	
and	
Bus. Ad. 161B Small Business Accounting (4)	
C. Six (6) units required from this section	6
Bus. Ad. 18 Commercial Law (3)	
Bus. Ad. 19 Commercial Law (3)	
Bus. Ad. 30 Principles of Marketing (3)	
Bus. Ad. 40 Principles of Management(3)	
Bus. Ad. 150 Small Business Management (3)	
TOTAL REQUIRED UNITS 23	

BUSINESS

EMPHASIS IN BUSINESS ADMINISTRATION (PROFESSIONAL)

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Bus. Ad. 1A	Principles of Accounting 4
Bus. Ad. 1B	Principles of Accounting 4
Bus. Ad. 18	Commercial Law 3
Bus. Ad. 19	Commercial Law 3
Comp. Sci. 2	Financial Worksheets on Computers 2
Comp. Sci. 3	Computer Operating Systems 2
Economics 10	Principles of Economics 4
Economics 11	Principles of Economics 4
TOTAL REQUIRED UNITS 26	

CHILD DEVELOPMENT

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Child Dev. 1	Principles of Child Development 3
Child Dev. 3	Practices in Child Development 3
Child Dev. 5	Child Nutrition 2
Child Dev. 7	Child Health and Safety 1
Child Dev. 10	Creative Activities I 1.5
Child Dev. 11	Creative Activities II 1.5
Child Dev. 15	Observation and Participation 3
Child Dev. 22	Child, Family, Community 3
Child Dev. 18	Special Needs Children 3
or	
Child Dev. 25	Infant/Toddler Care 3
or	
Child Dev. 27	School Age Children 3
Child Dev. 30	Child Care/Nursery School Administration .. 3
TOTAL REQUIRED UNITS 24	

COMPUTER SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Comp. Sci.1	Introduction to Computer Concepts 2
or	
Comp. Sci. 2	Financial Worksheets 2
Comp. Sci. 3	Computer Operating Systems 2
Comp. Sci. 12	Pascal Programming 3
Comp. Sci. 26	Advanced Computer Programming 3
Comp. Sci. 40	Assembly Language Programming 3
Comp. Sci. 55	Data Base Management 3
Comp. Sci. 6	BASIC Programming 3
or	
Comp. Sci. 14	FORTRAN Programming 3
TOTAL REQUIRED UNITS 19	

**FINE ARTS
EMPHASIS IN ART**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Art 1 Basic Freehand Drawing (1-2)	
Art 2 Basic Color and Design (1-2)	
Art 9A Life Drawing: Beginning (1-2)	
Art 11 History of Art: Ancient and Medieval (3)	
Art 12 History of Art: Ren., Baroque and Modern (3)	
Art 21A Painting: Beginning (1-2)	
Art 23A Watercolor: Beginning (1-2)	
Art 31 Ceramics: Introductory (1-2)	
B. Three (3) units required from this section	3
Art 40 Photography: Beginning (3)	
Art 48 Special Topics in Photography (1-4)	
Media 52A Video Production: Beginning (3)	
P.E. 20 Dance Survey (2)	
P.E. 21A Ballet I (.5-1.5)	
P.E. 23A Dance, Contemporary I (.5-1.5)	
P.E. 25 Dance, Jazz I (.5-1.5)	
P.E. 29 Theatre Production: Dance Emphasis (1-2)	
C. Three (3) units required from this section	3
English 10 Creative Writing (3)	
English 11 Film Appreciation (3)	
Music 1 Music Fundamentals (2)	
Music 2 Introduction to Music (3)	
Music 10 Survey of Music History and Literature (3)	
Music 20A Music Theory (5)	
Any Music 30-78 Course (1-1.5)	
TOTAL REQUIRED UNITS 18	

**FINE ARTS
EMPHASIS IN DANCE**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
P.E. 20 Dance Survey (2)	
P.E. 21A Ballet I (1)	
P.E. 23A Dance, Contemporary I (1)	
P.E. 23B Dance, Contemporary II (1)	
P.E. 25A Dance, Jazz I (1)	
P.E. 25B Dance, Jazz II (1)	
P.E. 27 Choreography and Composition (3)	
P.E. 28 Dance Production (2)	
B. Six (6) units required from this section	6
Drama 42 Acting Fundamentals (3)	
Drama 50 Musical Theatre Workshop (2)	
English 10 Creative Writing (3)	
P.E. 29 Theatre Production: Dance Emphasis (1-2)	
C. Three (3) units required from this section	3
Art 1 Basic Freehand Drawing (1.5-3)	
Art 2 Basic Color and Design (1.5-3)	
Art 9A Life Drawing: Beginning(1.5-3)	
Art 11 History of Art: Ancient and Medieval (3)	
Art 12 History of Art: Ren., Baroque and Modern (3)	
Art 21A Painting: Beginning (1.5-3)	
Art 23A Watercolor: Beginning (1.5-3)	
Art 31 Ceramics: Introductory (1.5-3)	
Media 52A Video Production: Beginning (3)	
TOTAL REQUIRED UNITS 18	

**FINE ARTS
EMPHASIS IN MUSIC**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Music History/Appreciation - at least one course:	
Music 2 Introduction to Music (3)	
Music 10 Survey of Music History and Literature (3)	
Music 11 Survey of Music History and Literature (3)	
Music Theory - at least one course:	
Music 1 Music Fundamentals (2)	
Music 20A Music Theory (5)	
Music 20B Music Theory (5)	
Performance - at least one course:	
All Music 30-78 Courses variable unit	
B. Three (3) units required from this section	3
Drama 20 Oral Expression and Interpretation (3)	
English 10 Creative Writing (3)	
English 11 Film Appreciation (3)	
P.E. 20 Dance Survey (2)	
P.E. 21A Ballet I (.5-1.5)	
P.E. 23A Dance, Contemporary I (.5-1.5)	
P.E. 25A Dance, Jazz I (.5-1.5)	
P.E. 29 Theatre Production: Dance Emphasis (1-2)	
C. Three (3) units required from this section	3
Art 1 Basic Freehand Drawing (1.5-3)	
Art 2 Basic Color and Design (1.5-3)	
Art 11 History of Art (3)	
Art 12 History of Art (3)	
Art 21A Painting: Beginning (1.5-3)	
Art 31 Ceramics: Introductory (1.5-3)	
Media 52A Video Production: Beginning (3)	
TOTAL REQUIRED UNITS 18	

**FINE ARTS
EMPHASIS IN PHOTOGRAPHY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Art 40 Photography: Beginning	3
plus	
Six (6) units from section	6
Art 2 Basic Color and Design (1.5-3)	
Art 41 Intermediate Photography (3)	
Art 42 Color Photography (3)	
B. Six (6) units required from this section	6
Art 1 Basic Freehand Drawing (1.5-3)	
Art 9A Life Drawing: Beg. (1.5-3)	
Art 21A Painting: Beginning (1.5-3)	
Art 23A Watercolor: Beginning (1.5-3)	
C. Three (3) units required from this section	3
Art 11 History of Art (3)	
Art 12 History of Art (3)	
Art 45 Field Photography (1-2)	
Art 48 Special Topics in Photography (1-4)	
English 11 Film Appreciation (3)	
Media 52A Video Production: Beginning (3)	
TOTAL REQUIRED UNITS 18	

FIRE TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. The following courses are required	15
Fire Tech. 1 Introduction to Fire Tech. (3)	
Fire Tech. 2 Fundamentals of Fire Behavior/Control (3)	
Fire Tech. 3 Fire Protection Equipment/Systems (3)	
Fire Tech. 4 Fundamentals of Fire Prevention (3)	
Fire Tech. 5 Fundamentals of Fire Department Operations (3)	
B. Three (3) units required from this section	3
Fire Tech. 7 Wildland Fire Control (3)	
Fire Tech. 9 Fire Hydraulics (2)	
Fire Tech. 28A Fire Command IA (2)	
Fire Tech. 28B Fire Command IB (2)	
Fire Tech. 97 Work Experience (1-4)	
TOTAL REQUIRED UNITS 18	

FORESTRY TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eleven (11) units required from this section	11
Forestry 1 Introduction to Professional Forestry (3)	
Forestry 10 Dendrology (3)	
Forestry Tech. 153 Forest Surveying Techniques (3)	
Nat. Res. Tech. 160 Aerial Photo./Map Interpretation (2)	
B. Nine (9) units required from this section	9
Fire Tech. 7 Wildland Fire Control (3)	
Forestry Tech. 162 Applied Forest Inventory and Management (2)	
Nat. Resources 1 Environmental Conservation (3)	
Nat. Resources 9 Parks and Forests Law Enforcement (2)	
Nat. Resources 22 Ecology and use of Fire in Forest Ecosystems (2)	
Nat. Res. Tech. 150 Natural History and Ecology (2)	
Nat. Res. Tech. 152 Applied Wildlands Management (3)	
Nat. Res. Tech. 181 California Wildlife (4)	
TOTAL REQUIRED UNITS 20	

HEALTH AND PHYSICAL EDUCATION

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
Health Ed. 1 Health and Fitness Education (3)	
Health Ed. 10 Safety and First Aid Education (2)	
Biology 50 Nutrition (3)	
P.E. 6 Lifetime Fitness (3)	
B. Eight (8) units required from this section	8
Biology 10 Introductory Human Anatomy (4)	
Biology 60 Introduction to Human Physiology (4)	
C. Three (3) units required from this section	3
Biology 65 Microbiology (4)	
Psychology 1 General Psychology (3)	
Psychology 25 Biofeedback and Self-Control (3)	

TOTAL REQUIRED UNITS 20

**HOSPITALITY MANAGEMENT
EMPHASIS IN CULINARY ARTS**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Hosp. Mgmt. 103 Marketing of Hospitality Services	3
Hosp. Mgmt. 130 Food Service Management	2
Hosp. Mgmt. 131B Dining Room Service and Management	3
Hosp. Mgmt. 135B Commercial Baking: Advanced	2
Hosp. Mgmt. 140A Contemporary Cuisine: Introduction	3.5
Hosp. Mgmt. 140B Contemporary Cuisine: Advanced	3.5
Hosp. Mgmt. 142 Garde Manger	2
Hosp. Mgmt. 144 Meat Analysis	2
Hosp. Mgmt. 147 Beverage Management	3

TOTAL REQUIRED UNITS 24

COURSE PREREQUISITES INCLUDE:

Hosp. Mgmt. 131A, 133A, 133B, and 135A.

TOTAL REQUIRED UNITS WITH PREREQUISITES 37

**HOSPITALITY MANAGEMENT
EMPHASIS IN FOOD SERVICE TECHNOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Hosp. Mgmt. 101 Intro. to Hospitality Industry	3
Hosp. Mgmt. 103 Marketing of Hospitality Services	3
Hosp. Mgmt. 116 Laws of Innkeeping	1
Hosp. Mgmt. 130 Food Service Management	2
Hosp. Mgmt. 131A Dining Room Service and Management	2
Hosp. Mgmt. 131B Dining Room Service and Management	3
Hosp. Mgmt. 133A Intro. to Commercial Food Preparation	4
Hosp. Mgmt. 133B Intro. to Commercial Food Preparation	4
Hosp. Mgmt. 139 Food Science and Nutrition	3
Hosp. Mgmt. 140A Contemporary Cuisine: Introduction	3.5
Hosp. Mgmt. 140B Contemporary Cuisine: Advanced	3.5

TOTAL REQUIRED UNITS 32

**HOSPITALITY MANAGEMENT
EMPHASIS IN HOTEL MANAGEMENT**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
Hosp. Mgmt. 101 Introduction to Hospitality Industry	3
Hosp. Mgmt. 103 Marketing of Hospitality Services	3
Hosp. Mgmt. 112 Front Office/Hotel Catering	2
Hosp. Mgmt. 114 Intro. to Maintenance and Housekeeping	1.5
Hosp. Mgmt. 116 Laws of Innkeeping	1
Hosp. Mgmt. 130 Food Service Management	2
Hosp. Mgmt. 160 Intro. to Travel-Tourism Industry/Tours	2
Hosp. Mgmt. 97 Work Experience	4

TOTAL REQUIRED UNITS 19.5

RECOMMENDED OPTIONAL COURSES:

Bus. Ad. 1A Accounting	4
Bus. Ad. 1B Accounting	4
Bus. Ad. 160A Bookkeeping	3
Bus. Ad. 160B Bookkeeping	3
Bus. Ad. 163 Business Mathematics	3
Off. Oc. 5 Electronic Printing Calculators	1
Off. Oc. 30 Office Procedures	3
Off. Oc. 200 Computer Keyboarding/Typewriting	1

**LANGUAGE ARTS
EMPHASIS IN ENGLISH**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. English 1B Reading and Composition Advanced	3
plus	
Six (6) units required from this section	6
English 10 Creative Writing (3)	
English 17 Literature of the United States (3)	
English 18 Literature of the United States (3)	
English 46 Survey of English Literature (3)	
English 47 Survey of English Literature (3)	
English 49 California Literature (3)	
English 50 Introduction to Shakespeare (3)	
B. Three (3) units required from this section	3
Drama 20 Oral Expression and Interpretation (3)	
Speech 1 Fundamentals of Speech (3)	
Speech 2 Argumentation (3)	
C. Three (3) units required from this section	3
Anthropology 2 Cultural Anthropology (3)	
Humanities 1 Old World Culture (3)	
Humanities 2 Modern Culture (3)	
Psychology 1 General Psychology (3)	
Spanish 1A Spanish: Beginning (4)	
D. Three units required from this section	3
Philosophy 1 Introduction to Philosophy (3)	
Philosophy 25 Twentieth Century Philosophy (3)	

TOTAL REQUIRED UNITS 18

**LANGUAGE ARTS
EMPHASIS IN SPEECH**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
Drama 20 Oral Expression and Interpretation (3)	
Speech 1 Fundamentals of Speech (3)	
Speech 2 Argumentation (3)	
B. English 1B, Reading and Composition: Advanced	3
plus	
Three (3) units required from this section	3
English 17 Literature of the United States (3)	
English 18 Literature of the United States (3)	
English 46 Survey of English Literature (3)	
English 47 Survey of English Literature (3)	
C. Three (3) units required from this section	3
Philosophy 1 Introduction to Philosophy (3)	
Philosophy 25 Twentieth Century Philosophy (3)	

TOTAL REQUIRED UNITS 18

LIBERAL STUDIES

A minimum of six (6) semester units must be completed in each of the three areas. A minimum of eighteen (18) semester units total must be completed from the three areas combined. (Courses used to fulfill the Liberal Studies Major Requirements may be used to fulfill the General Education requirements for the AA or AS Degree.)

HUMANITIES (Minimum of 6 Units):

Art 11 History of Art: Ancient and Medieval	3
Art 12 History of Art: Ren., Baroque, Modern	3
Drama 20 Oral Expression and Interpretation	3
English 17 Literature of the United States	3
English 18 Literature of the United States	3
English 46 Survey of English Literature	3
English 47 Survey of English Literature	3
Humanities 1 Old World Culture	3
Humanities 2 Modern Culture	3
Music 10 Survey of Music History and Literature	3
Music 11 Survey of Music History and Literature	3
Philosophy 1 Introduction to Philosophy	3

NATURAL SCIENCES AND MATHEMATICS (Minimum of 6 Units):

Biology 2 Principles of Biology	3
Biology 18 Fundamentals of Biology	3
Chemistry 10 Fundamentals of Chemistry	4
Chemistry 1A General Chemistry	5
Chemistry 1A Fundamentals of Chemistry	4
Comp. Sci. 1 Introduction to Computer Concepts	2
and	
Comp. Sci. 3 Computer Operating Systems	2
Comp. Sci. 6 BASIC Programming	3
Earth Sci. 5 Physical Geology	4
Earth Sci. 40 Descriptive Astronomy	3
Earth Sci. 60 Fundamentals of Meteorology	3
Earth Sci. 70 Fundamentals of Oceanography	3
Math 104 Intermediate Algebra (or higher)	4
Nat. Res. 1 Environmental Conservation	3
Physics 1 Conceptual Physics	3
Physics 5A General Physics	5

SOCIAL SCIENCES (Minimum of 6 Units):

Anthro. 1 Physical Anthropology	3
Anthro. 2 Cultural Anthropology	3
Anthro. 15 Indians of North America	3
Bus. Ad. 20 Principles of Business	3
Economics 10 Principles of Economics	4
Economics 11 Principles of Economics	4
Geography 12 Introduction to Cultural Geography	3
History 13 World Civilization: to 1650	3
History 14 World Civilization: 1650 to Present	3
History 16 United States History: to 1865	3
History 17 United States History: 1865 to present	3
Pol. Sci. 10 Constitutional Government	3
Psychology 1 General Psychology	3
Sociology 1 Introduction to Sociology	3
Sociology 2 American Society	3
Sociology 12 Family, Marriage, and the Individual	3

MATHEMATICS

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Mathematics 10 College Algebra (4)	
Mathematics 18A Calculus with Analytic Geometry (4)	
Mathematics 18B Calculus with Analytic Geometry (4)	
B. Eight (8) units required from this section	8
Mathematics 2 Elements of Statistics (4)	
Mathematics 12 Finite Mathematics (4)	
Physics 1 Conceptual Physics (3)	
Physics 5A General Physics (5)	
Computer Science - Any Computer Programming Course (3)	

TOTAL REQUIRED UNITS 20

NATURAL RESOURCES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Nat. Resources 1 Environmental Conservation (3)	
Nat. Res. Tech. 150 Natural History and Ecology (2)	
Nat. Res. Tech. 152 Applied Wildlands Management (3)	
Nat. Res. Tech. 155 Interpretive Guided Tours (2)	
Nat. Res. Tech. 160 Aerial Photo. and Map Interp. (2)	
B. Eight (8) units required from this section	8
Biology 179 Fishing and Fisheries (1)	
Fire Tech. 7 Wildland Fire Control (3)	
Forestry 1 Introduction to Professional Forestry (3)	
Forestry 10 Dendrology (3)	
Forestry Tech. 153 Forest Surveying Techniques (3)	
Forestry Tech. 162 Applied Forest Inv./Management (2)	
Nat. Resources 9 Parks and Forests Law Enforcement (2)	
Nat. Resources 22 Ecology and use of	
Fire in Forest Ecosystems (2)	
Nat. Res. Tech. 181 California Wildlife (4)	

TOTAL REQUIRED UNITS 20

**OFFICE OCCUPATIONS
EMPHASIS IN CLERICAL STUDIES**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty-One (21) units required from this section	21
Office Oc. 1 Records Management (2)	
Office Oc. 5 Electronic Printing Calculators (1)	
Office Oc. 20 Machine Transcription (2)	
Office Oc. 25 Bus. Communications (3)	
Office Oc. 40 Beginning Word Processing (2)	
Office Oc. 120 Intermediate Typing (3)	
Office Oc. 130 Business English (3)	
Bus. Ad. 163 Business Mathematics (3)	
Comp. Sci. 1 Introduction to Computer Concepts (2)	
B. Three (3) units required from this section	3
Bus. Ad. 1A Accounting (4)	
Bus. Ad. 160A Bookkeeping and (3)	
Bus. Ad. 161A Small Business Accounting (4)	

TOTAL REQUIRED UNITS 24

**OFFICE OCCUPATIONS
EMPHASIS IN SECRETARIAL STUDIES**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eighteen (18) units required from this section	18
Office Oc. 1 Records Management (2)	
Office Oc. 15 Intermediate Shorthand (4)	
Office Oc. 20 Machine Transcription (2)	
Office Oc. 30 Office Procedures (3)	
Office Oc. 40 Beginning Word Processing (2)	
Office Oc. 120 Intermediate Typing (3)	
Comp. Sci. 1 Introduction to Computer Concepts (2)	
B. Three (3) units required from this section	3
Office Oc. 25 Business Communications (3)	
Office Oc. 130 Business English (3)	
C. Three (3) units required from this section	3
Bus. Ad. 1A Accounting (4)	
Bus. Ad. 160A Bookkeeping (3)	
Bus. Ad. 161A Small Business Accounting (4)	

TOTAL REQUIRED UNITS 24

**SCIENCE
EMPHASIS IN BIOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Biology 18 Fundamentals of Biology	3
Biology 19 Fundamentals of Biology Laboratory	1
plus	
Seven (7) units from any other Biology course listed in this catalog	7
B. Four (4) units required from this section	4
Chemistry 1A General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
C. Two (2) units required from this section	2
Earth Sci. 5 Physical Geology (4)	
Earth Sci. 35 Field Geology (2)	
Nat. Res. 1 Environmental Conservation (3)	
Physics 1 Conceptual Physics (3)	
Physics 5A General Physics (5)	

TOTAL REQUIRED UNITS 17

Students planning to become Biology majors upon transfer to a four-year school should take Chemistry 1A and 1B, Mathematics 2, and all of the prerequisites for Mathematics 18A while at Columbia College.

**SCIENCE
EMPHASIS IN CHEMISTRY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
Chemistry 1A General Chemistry (5)	
Chemistry 1B General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
B. Three (3) units required from this section	3
Biology 2 Principles of Biology (4)	
Biology 18 Fundamentals of Biology (3)	
Biology 19 Fundamentals of Biology Laboratory (1)	
C. Three (3) units required from this section	3
Earth Sci. 5 Physical Geology (4)	
Earth Sci. 40 Descriptive Astronomy (3)	
Earth Sci. 45 Astronomy Laboratory (1)	
D. Three (3) units required from this section	3
Physics 1 Conceptual Physics (3)	
Physics 5A General Physics (5)	

TOTAL REQUIRED UNITS 18

Students planning to become Chemistry majors upon transfer to a four-year school should take Mathematics 18A and Physics 5A and 5B while at Columbia College.

**SCIENCE
EMPHASIS IN EARTH SCIENCE**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Ten (10) units required from this section	10
Earth Sci. 5 Physical Geology (4)	
Earth Sci. 35 Field Geology (1-3)	
Earth Sci. 40 Descriptive Astronomy (3)	
or	
Earth Sci. 45 Astronomy Laboratory (1)	
Earth Sci. 60 Fundamentals of Meteorology (3)	
B. Four (4) units required from this section	4
Biology 2 Principles of Biology (4)	
Biology 18 Fundamentals of Biology (3)	
Biology 19 Fundamentals of Biology Laboratory (1)	
C. Four (4) units required from this section	4
Chemistry 1A General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
D. Three (3) units required from this section	3
Physics 1 Conceptual Physics (3)	
Physics 5A General Physics (5)	

TOTAL REQUIRED UNITS 21

Students planning to become Earth Science majors upon transfer to a four-year school should take Chemistry 1A and 1B, Mathematics 18A, and Physics 5A and 5B while at Columbia College.

**SCIENCE
EMPHASIS IN ENVIRONMENTAL SCIENCE**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Ten (10) units required from this section	10
Earth Sci. 5 Physical Geology (4)	
Nat. Res. 1 Environmental Conservation (3)	
Physics 1 Conceptual Physics (3)	
B. Four (4) units required from this section	4
Biology 2 Principles of Biology (4)	
Biology 4 Principles of Animal Biology (5)	
Biology 6 Principles of Plant Biology (4)	
Biology 18 Fundamentals of Biology (3)	
Biology 19 Fundamentals of Biology Laboratory (1)	
C. Four (4) units required from this section	4
Chemistry 1A General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
D. Two (2) units required from this section	2
Earth Sci. 35 Field Geology (2)	
Earth Sci. 60 Fundamentals of Meteorology (3)	
Forestry 10 Dendrology (3)	

TOTAL REQUIRED UNITS 20

**SCIENCE
EMPHASIS IN PHYSICS**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eight to ten (8-10) units required from this section	8-10
Physics 1 Conceptual Physics (3)	
Physics 5A General Physics (5)	
Physics 5B General Physics (5)	
B. Three to four (3-4) units required from section	3-4
Biology 2 Principles of Biology (4)	
Biology 18 Fundamentals of Biology (3)	
C. Four to five (4-5) units required from section	4-5
Chemistry 1A General Chemistry (5)	
Chemistry 10 Fundamentals of Chemistry (4)	
D. Four (4) units required from this section	4
Earth Sci. 5 Physical Geology (4)	
Earth Sci. 40 Descriptive Astronomy (3)	
and	
Earth Sci. 45 Astronomy Laboratory (1)	

TOTAL REQUIRED UNITS 19

Students planning to become Physics majors upon transfer to a four-year school should take Chemistry 1A and 1B and Physics 5A and 5B while at Columbia College.

**SOCIAL SCIENCE
EMPHASIS IN ANTHROPOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
Anthropology 1 Physical Anthropology (3)	
Anthropology 2 Cultural Anthropology (3)	
Anthropology 3 Current Issues in Anthropology (3)	
or	
Anthropology 15 Indians of North America (3)	
B. Three (3) units required from this section	3
Geography 12 Cultural Geography (3)	
History 13 World Civilization: to 1650 (3)	
History 14 World Civilization: 1650 to Present (3)	
History 16 United States: to 1865 (3)	
History 17 United States: 1865 to Present (3)	
C. Three (3) units required from this section	3
Biology 18 Fundamentals of Biology (3)	
Earth Sci. 5 Physical Geology (4)	
Geography 15 Physical Geography (3)	
D. Three (3) units required from this section	3
Psychology 1 General Psychology (3)	
Psychology 30 Personal/Social Adjustment (3)	
Sociology 1 Introduction to Sociology (3)	
Sociology 2 American Society (3)	

TOTAL REQUIRED UNITS 18

**SOCIAL SCIENCE
EMPHASIS IN HISTORY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
History 11 History of California (3)	
History 13 World Civilization: to 1650 (3)	
or	
History 14 World Civilization: 1650 to Present (3)	
History 16 United States: to 1865 (3)	
or	
History 17 United States: 1865 to Present (3)	
History 49 The Mother Lode (3)	
History 55 The American Frontier (3)	
B. Three (3) units required from this section	3
Anthropology 2 Cultural Anthropology (3)	
Geography 12 Cultural Geography (3)	
Pol. Science 10 Constitutional Government (3)	
Psychology 1 General Psychology (3)	
Psychology 30 Personal/Social Adjustment (3)	
C. Three (3) units required from this section	3
Anthropology 1 Cultural Anthropology (3)	
Geography 15 Physical Geography (3)	
D. Three (3) units required from this section	3
Economics 10 Principles of Economics (4)	
Economics 11 Principles of Economics (4)	
Sociology 1 Introduction to Sociology (3)	
Sociology 2 American Society (3)	

TOTAL REQUIRED UNITS 18

**SOCIAL SCIENCE
EMPHASIS IN PSYCHOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
Psychology 1 General Psychology (3)	
Psychology 2 Current Issues in Psychology (3)	
Psychology 25 Biofeedback (3)	
or	
Psychology 30 Personal/Social Adjustment (3)	
B. Three (3) units required from this section	3
Geography 12 Cultural Geography (3)	
History 13 World Civilization: to 1650 (3)	
History 14 World Civilization: 1650 to Present (3)	
History 16 United States: to 1865 (3)	
History 17 United States: 1865 to Present (3)	
C. Three to six (3-6) units required from this section	3-6
Biology 18 Fundamentals of Biology (3)	
Biology 19 Fundamentals of Biology Laboratory (1)	
Biology 60 Introduction to Human Physiology (4)	
Chemistry 10 Fundamentals of Chemistry (4)	
Physics 1 Conceptual Physics (3)	
D. Three to six (3-6) units required from this section	3-6
Anthropology 1 Physical Anthropology (3)	
Anthropology 2 Cultural Anthropology (3)	
Child Dev. 1 Principles of Child Development (3)	
Sociology 1 Introduction to Sociology (3)	
Sociology 2 American Society (3)	

TOTAL REQUIRED UNITS 21

**SOCIAL SCIENCE
EMPHASIS IN SOCIOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
Sociology 1 Introduction to Sociology (3)	
Sociology 2 American Society (3)	
Sociology 12 Family, Marriage, and the Individual (3)	
Sociology 28 Death and Dying (3)	
B. Six (6) units required from this section	6
Anthropology 1 Physical Anthropology (3)	
Anthropology 2 Cultural Anthropology Cultural (3)	
Psychology 1 General Psychology (3)	
Psychology 2 Current Issues in Psychology (3)	
Psychology 30 Personal/Social Adjustment (3)	
C. Three (3) units required from this section	3
Economics 10 Principles of Economics (4)	
Economics 11 Principles of Economics (4)	
Pol. Science 10 Constitutional Government (3)	
D. Three (3) units required from this section	3
Geography 12 Cultural Geography (3)	
Geography 15 Physical Geography (3)	
History 13 World Civilization: to 1650 (3)	
History 14 World Civilization: 1650 to Present (3)	
History 16 United States: to 1865 (3)	
History 17 United States: 1865 to Present (3)	

TOTAL REQUIRED UNITS 21

TRANSFER MAJOR

This major may be fulfilled by the satisfactory completion of a minimum of 18 units (from the courses available at Columbia College) that meet the lower division requirements for the major at the institution to which the student plans to transfer. Each student must also complete the General Education Transfer Requirements and Graduation Requirements as described in the Columbia College Catalog.* All courses must be completed with a grade of "C" or better. Courses taken to satisfy the Transfer Major may also count toward the General Education Requirements for transfer and the associate degree.

* Students planning to transfer into a Liberal Studies major should consult a counselor for additional information.

**LOWER DIVISION TRANSFER REQUIREMENTS
CALIFORNIA FOUR-YEAR COLLEGES
AND UNIVERSITIES**

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

Columbia College counselors will assist students in the selection of courses that fulfill both major and General Education Breadth Requirements.

The Career/Transfer Center staff will provide students the latest articulation information between Columbia College and the C.S.U. and U.C. campuses with which agreements have been completed.

The responsibility for fulfilling requirements rests with the student.

CALIFORNIA STATE UNIVERSITY SYSTEM (C.S.U.) TRANSFER INFORMATION

The California State University system (C.S.U.) has established the following campuses:

California State College, Bakersfield
California State University, Chico
California State University, Dominguez Hills
California State University, Fresno
California State University, Fullerton
California State University, Hayward
California State University, Long Beach
California State University, Los Angeles
California State University, Northridge
California State Polytechnic University, Pomona
California State University, Sacramento
California State University, Stanislaus
California State University, San Bernardino
California State University, San Marcos
California Polytechnic State University, San Luis Obispo
Humboldt State University
San Diego State University
San Francisco State University
San Jose State University
Sonoma State University

C.S.U. ADMISSION AS AN UNDERGRADUATE TRANSFER

Transfer Requirements — You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, are in good standing at the last college or university attended and meet any of the following standards:

1. You will meet the freshman admission requirements 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, and have been in continuous attendance in a accredited college since high school graduation.
4. You have completed at least 56 transferable semester (84 quarter) units and have made up any missing subject requirements (See "Making Up Missing College Preparatory Subjects" section). Nonresidents must have a 2.4 grade point average or better.

For this section, transferable courses are those so designated by the college or university offering the courses.

Making Up Missing College Preparatory Subject Requirements — If you did not complete the subject requirements in high school, you may make up missing subjects by any of the following ways. One college course of at least three semester or four quarter units will be considered equivalent to one year of high school study.

1. Complete appropriate courses with a "C" or better in adult school or high school summer sessions.
2. Complete appropriate college courses with a "C" or better.
3. Earn acceptable scores on specified examinations.
4. If you have 56 or more semester (84 quarter) units you may complete one of the following alternatives:
 - 1987 or earlier high school graduates: complete the CSU general education requirements in communication in the English language (at least 9 semester units) and mathematics (Usually 3 semester units), with a "C" or better in each course;
 - 1988 and later high school graduates: complete a minimum of 30 semester (45 quarter) units, with a "C" or better in each course, to be chosen from courses in English, arts, and humanities, social science, science, and mathematics of at least equivalent level to courses that meet general education or transfer curriculum requirements. You must complete all CSU general education requirements in communication in the English language (at least 9 semester units) and mathematics (usually 3 semester units) as part of the 30 unit requirement.

- A maximum of 70 semester (105 quarter) units earned in a community college may generally be transferred to the California State University.
- Students transferring with full certification of general education requirements are assured 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 two patterns of courses, CSU General Education/Breadth Requirements and the Intersegmental General Education Transfer Curriculum (IGETC), which Columbia College uses to certify that the student has met the required minimum of 39 semester units of general education is printed in this section of the catalog.

Transfer Students — Submit official transcripts from all colleges or universities previously attended even if no coursework was completed. If transferring with fewer than 56 transferable semester (84 quarter) units of study, you must also submit your high school transcript. Applicants with 56 or more transferable semester units may be asked to submit high school transcripts. You should keep personal copies of all transcripts and test scores for academic advising sessions and to complete part A of the application.

Test Scores — Freshman and transfer applicants who have fewer than 56 semester or 84 quarter units of transferable college credit must submit scores, unless exempt (see "Eligibility Index" on page 1), from either the Scholastic Aptitude Test (SAT) of the College Board or the American

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

The College Board (SAT),
Registration Unit, Box 592
Princeton, New Jersey 08541

American College Testing Program (ACT),
Registration Unit, Box 168
Iowa City, Iowa 52240

Selection of Major — the majors offered at each campus are listed in the back of the application form. 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, you should be aware that all campuses do not accept students who are undeclared.

Choice of Campus — Submit your application to the CSU campus of your choice. You may list an alternative campus to which your application will be forwarded in the event your first choice campus cannot accommodate you. When designating an alternative campus, be sure that your major or alternative major is offered at that campus.

CSU accepts most applications at the first choice major, and will, at most campuses, consider you in your alternative major before sending your application to another campus. If your first choice campus cannot accommodate you, you will be considered at your alternative choice campus, provided you have not applied to a system-wide impacted program. It may not be possible to send your application to second choice campus if it is Long Beach, Northridge, San Diego or San Luis Obispo because these campuses are approaching capacity in a number of enrollment categories. If time allows and enrollment capacities have not been reached, you may change your campus choice after filing your application by writing the campus you wish to attend. It is generally unnecessary to file more than one application to CSU, but check with your counselor for updated information. For information on impacted programs at CSU, consult the catalog of the school to which you intend to transfer, the CSU application or your counselor.

Educational Opportunity Program (EOP) Admission Requirements — Each CSU campus has an Educational Opportunity Program for 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, enter a "Y" in the appropriate item on part A of 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 EOPS Office.

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 the EOPS Director at Columbia College.

TRANSFER REQUIREMENTS TO THE UNIVERSITY OF CALIFORNIA

The University of California system has established the following campuses:

University of California, Berkeley
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
University of California, San Francisco
University of California, Santa Barbara
University of California, Santa Cruz.

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 another college or university. You can 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 transferable, that satisfy University and college admission and lower-division graduation requirements, and that fulfill lower division prerequisites 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. (See also "COURSES FROM COLUMBIA COLLEGE ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA-ALL CAMPUSES" and the Intersegmental General Education Transfer Curriculum--IGETC--available in the Career/Transfer Center). The University publishes a booklet especially for transfer applicants called **Answers for Transfers**. It is available in the Career/Transfer Center on campus.

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

The selection criteria for each academic year are described in *Introducing the University* and some campus catalogs. The criteria vary from year to year and from campus to campus.

All University 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 often cannot transfer to the University for the winter quarter if you enroll in a community college or other institution with a fall semester that does not end prior to January 1.

For California residents

There are basically three ways in which you can meet the University'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 University when you graduated from high school—meaning you satisfied the Subject, Scholarship, and Examination Requirements—you are eligible to transfer if you have a "C" (2.0) average in your transferable college coursework.
2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of "C" or better in each of these required courses, and an overall "C" (2.0) average in all transcollege coursework. If you completed less than 12 quarter or semester units of transferable college course work, you must also satisfy the Examination Requirement.
3. If you were not eligible for admission to the University 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-f" subjects, you must:
 - a. Complete 84 quarter units or 56 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, one in English, and one selected from either U.S. history, laboratory science, or foreign language. You must earn a grade of "C" or better in each course. All courses, with the exception of the required mathematics course, must be transferable. The course in mathematics must assume a proficiency level equivalent to three years of high school mathematics (i.e., elementary

algebra, advanced algebra, and geometry). The course may be trigonometry or a more advanced course in mathematics or statistics for which advanced algebra is prerequisite.

Nonresidents

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

Financial Aid

Some UC campuses you apply to will send you information about financial aid programs during December or January if you check "YES" or an item on the application form.

You should file your Undergraduate Application Form during the filing period if you plan to apply for financial aid or scholarships.

If you live in California and want to apply for financial aid, you must file a *Student Aid Application for California (SAAC)* between January 1, 1992 and March 2, 1992. If you live out-of-state, file a *Financial Aid Form (FAF)* with the campuses you select except Berkeley, which requires the SAAC for all students regardless of where they live.

You may obtain a financial aid application from a high school, community college, University of California campus or California State University campus, and most independent colleges.

You can find more information about financial aid in *Introducing the University of California, Answers for Transfers*, and the campus *General Catalogs*. You may also contact the campus Financial Aid Officers.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

Official U.C. and C.S.U. approval of IGETC was not received at the time this catalog was printed: Students are advised to see a counselor for updated information.

Full completion of the Intersegmental General Education Transfer Curriculum (IGETC) will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division general education courses to satisfy campus general education requirements.

It should be noted that completion of the IGETC is not a requirement for Transfer to C.S.U. or U.C., nor is it the only way to fulfill the lower-division, general education requirements of these systems prior to transfer. Depending upon the major and/or the campus of choice, some students may be better served by taking courses which fulfill the C.S.U. General Education/Breadth requirements listed on pages 40 and 41 or those listed in the C.S.U. or U.C. campus catalog to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the

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 C.S.U. or U.C. campus.

The course requirements for all areas must be completed before the IGETC can be certified.

AREA 1 — ENGLISH COMMUNICATIONS

C.S.U. — 3 courses required, one from each group below

U.C. — 2 courses required, one each from group A and B below

Group A: English Composition

1 course, 3 semester/4-5 quarter units
English 1A

Group B: Critical Thinking/English Composition

1 course, 3 semester/4-5 quarter units
English 1B

Group C: Oral Communication (CSU only)

1 course, 3 semester/4-5 quarter units
Speech 1 (CAN SPCH 4)

AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester/4-5 quarter units
Mathematics 2, (CAN STAT 2), 6, 10, 12, 18A

AREA 3 — ARTS AND HUMANITIES

At least three courses, with at least one from the Arts and one from the Humanities, 9 semester/12-15 quarter units

Arts:

Art 11, 12
Drama 20
Music 2, 10, 11

Humanities:

English 11, 17, 18, 46, 47
Humanities 1, 2
Philosophy 1, 25
Spanish 1A*, 1B*

AREA 4 — SOCIAL AND BEHAVIORAL SCIENCES

at least 3 courses from at least two disciplines, 9 semester/12-15 quarter units

Anthropology 1, 2, (CAN ANTH 2, 4), 15
Economics (CAN ECON 2, 4) 10, 11
Geography 12, 15
History 13, 14, 16*, 17*
Political Science 10*, 12, 14
Psychology 1
Social Science 40
Sociology 1, 2

AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES

2 courses, one from Physical Sciences and one from Biological Sciences: at least one must include a laboratory (L), 7-9 semester/9-12 quarter units

Physical Sciences:

Chemistry 1A, (CAN CHEM 2), 10 (L)++, 20++
Earth Science 5 (L), 30, 40, 45 (L), 60 (L), 70 (L)
Physics 1++, 5A (L)

Biological Sciences:

Biology 2(L) (CAN BIOL 2)++, 4(L) (CAN BIOL 4), 6(L) (CAN BIOL 6)++, 18++, 19(L), 20(L)++

LANGUAGE OTHER THAN ENGLISH (U.C. Only)

Proficiency equivalent to two years of high school in the same language.
Spanish 1A*, 1B*

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (C.S.U. Graduation Requirement Only)

(Not part of IGETC; may be completed prior to transfer)
1 course from Group A and one course from Group B, 6 units, courses used to meet this requirement may not be used to satisfy requirements for IGETC.

Group A:

History 16*, 17*

Group B:

Political Science 10*

* Courses designated with an asterisk may be counted in one area only

(L) Designates course with a laboratory

++ Indicates that transfer credit may be limited by either U.C. or C.S.U. or both.

NOTE: It is advisable to consult with a counselor for assistance with selecting the appropriate general education transfer pattern.

UNIVERSITY OF CALIFORNIA/ COLUMBIA COLLEGE TRANSFER CORE CURRICULUM (TCC) OPTION (General Education Breadth Requirements)

Columbia College transfer students to U.C. may fulfill the lower division breadth and general education requirements by completing the Transfer Core Curriculum option. The Transfer Core Curriculum option consists of a series of subject areas and types of courses which, if completed prior to transfer, will satisfy the breadth and general education requirements at any campus of the University of California. You have the option, however, to fulfill the breadth and general education requirements by either completing the Transfer Core Curriculum in its entirety, the IGETC, or the specific lower division breadth and general education requirements listed in the catalog of the school or college of the campus to which you plan to transfer.

If all of the breadth and general education requirements of the Transfer Core Curriculum or the IGETC are not completed with a grade of "C" or better before transferring to the University, you will be subject to the regulations regarding breadth and general education requirements of the school or of the campus to which you have been admitted. (Courses where a "CR" is earned are acceptable.)

Staff in the admissions or relations with schools office at the campus to which you wish to transfer will assist you with questions related to the Transfer Core Curriculum option or the IGETC option.

ELIGIBILITY TO TRANSFER TO U.C.: A student is eligible to transfer to U.C. after completion of 56 transferable units, but is encouraged to complete 60 units for full junior status. This may affect priority for registration at the transfer campus as well as the amount of financial aid loans for which you may apply.

MAXIMUM ALLOWABLE TRANSFER UNITS: U.C. will not grant credit toward graduation for course work completed in excess of 70 lower division transferrable semester units. See handout: COURSES FROM COLUMBIA COLLEGE ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA --- ALL CAMPUSES for Columbia College courses that are U.C. transferable.

EXCEPTIONS TO THE USE OF THE TRANSFER CORE CURRICULUM: Following the Transfer Core Curriculum is not advisable for 1) any student pursuing an impacted major or a major requiring high unit lower division prerequisites such as business administration, engineering, chemistry, etc.; 2) students transferring to U.C. Berkeley: School of Business, College of Engineering or Environmental Design; U.C. San Diego: Revelle or Fifth Colleges; U.C.L.A.: College of Fine Arts. Students considering any of the options listed above should consult with personnel at the transfer institution, the appropriate campus catalog, and/or a Columbia College counselor.

CALIFORNIA ARTICULATION NUMBER (CAN) SYSTEM
The California Articulation Number (CAN) system identifies many transferable, lower-division, preparation courses commonly taught on California College and University campuses. Courses in the CAN System are primarily lower-division preparation for the major, but may also be used to meet other requirements. The System assures students that CAN courses on one participating campus will be accepted "in lieu of" the comparable CAN courses on another participating campus. For Example: CAN ECON 2 on one campus will be accepted for CAN ECON 2 on every other participating campus. Each campus retains its own numbering system, but adds the CAN designation parenthetically in its publications. Check with the counseling office, departmental office, Transfer Center, or articulation officers for current listings of CAN courses and campuses participating in the CAN System. A CAN Catalog listing campuses and courses is published biannually. The following Columbia College courses have been approved as CAN qualified as of the printing of this catalog:

California Articulation Number	Columbia College Courses	Effective Date
CAN ANTH 2	ANTHR 1, Physical Anthropology	S90
CAN ANTH 4	ANTHR 2, Cultural Anthropology	S90
CAN BIOL 2	BIOL 2, Principles of Biology	S90
CAN BIOL 4	BIOL 4, Principles of Animal Biology	S90
CAN BIOL 6	BIOL 6, Principles of Plant Biology	S90
CAN CHEM 2	CHEM 1A, General Chemistry	S90
CAN CHEM 4	CHEM 1B, General Chemistry	S90
CAN ECON 2	ECON 10, Principles of Economics	S90
CAN ECON 4	ECON 11, Principles of Economics	S90
CAN GOVT 2	POLSC 10, Constitutional Government	S90
CAN SOC 2	SOCIO 1, Introduction to Sociology	S90
CAN SPCH 4	SPCH 1, Fundamentals of Speech	S90
CAN STAT 2	MATH 2, Elements of Statistics	S90

Additional courses might have qualified for the CAN System after the printing of this catalog. Check with the counseling department or the Transfer Center for the most current information. Columbia College articulates many other courses with many colleges and universities (public and private), in addition to those on the above list. See course descriptions for (UC/CSU) transfer designations and check in the Transfer Center or with a counselor for articulation agreements.

TRANSFER CORE CURRICULUM NOTES:

Area 1. Foreign Language: This requirement may be fulfilled by completion of two years of a foreign language in high school with a grade of "C" or better, or equivalent proficiency demonstrated by college courses or performance on tests such as earning a minimum score of 550 on an appropriate College Board Achievement Test in a foreign language, or the two-semester sequence at Columbia College.

Area 2. English Composition: This requirement must be fulfilled by completion of a one-year lower division English composition sequence.

Area 3. Mathematics/Quantitative Reasoning: This requirement may be fulfilled by earning a minimum score of 600 on the Mathematics section of the Scholastic Aptitude Test (SAT), or 550 on the College Board Achievement in Mathematics (Level I or Level II), or the completion of one course at Columbia College.

Area 4. Arts and Humanities: This requirement must be fulfilled by completion of at least one course from 4.1 Arts and one course from 4.2 Humanities.

Area 6. Physical and/or Biological Sciences: This requirement must be fulfilled by completion of at least one laboratory.

AMERICAN HISTORY AND INSTITUTIONS REQUIREMENT: This requirement may be met by completion of either History 16 or 17 and Political Science 10 with a grade of "C" or higher. These courses may be double counted as applicable in Area 4 -- Humanities and Area 5 -- Social and Behavioral Sciences. In some cases, campuses of the University of California accept high school courses in fulfillment of this requirement. Check the catalog of the campus to which you plan to transfer for more specific information.

**COLUMBIA COLLEGE
TRANSFER TO THE UNIVERSITY OF CALIFORNIA
UNIVERSITY OF CALIFORNIA TRANSFER CORE CURRICULUM OPTION
REQUIREMENTS—ALL CAMPUSES—EFFECTIVE THROUGH SPRING, 1993
(See page 52 for additional information)**

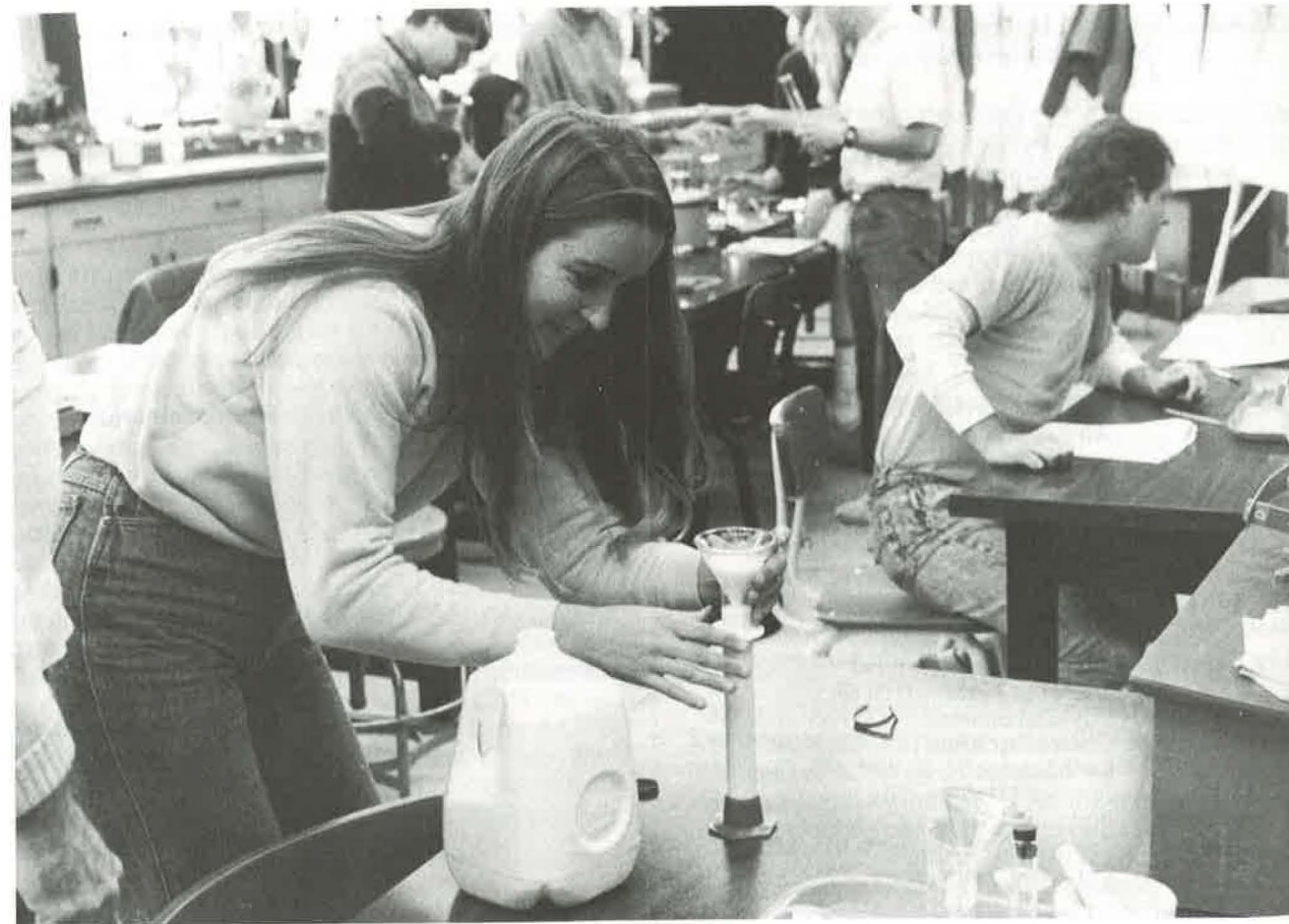
<u>SUBJECT AREAS:</u>	<u>TERMS REQUIRED:</u>	<u>UNITS REQUIRED:</u>
AREA 1. Foreign Language (See Notes: Area 1) Spanish 1A and 1B	Proficiency	Proficiency
AREA 2. English Composition (See Notes: Area 2) English 1A and 1B	2 Semesters	6 units minimum
AREA 3. Mathematics/Quantitative Reasoning (See Notes: Area 3) Mathematics 2, 6, 10, 12, 18A, 18B, 18C	1 Course	3 units minimum
AREA 4. Arts and Humanities (See Notes: Area 4) 4.1 Arts Art 11,12 Drama 20 Music 2, 10, 11, 20A, 20B 4.2 Humanities (See Notes: Area 4) English 10, 11, 17, 18, 46, 47, 49, 50 History 11, 13, 14, 16*, 17* Humanities 1, 2 Philosophy 1, 25 Spanish 1A, 1B	3 Semesters	9 units minimum At least one course from 4.1 and one from 4.2 must be included.
AREA 5. Social and Behavioral Sciences Anthropology 1, 2, 3, 15 Economics 10, 11 Geography 12, 15 Political Science 10*, 12, 14 Psychology 1, 2 Social Science 40 Sociology 1, 2	3 Semesters	9 units minimum
AREA 6. Physical and/or Biological Sciences (See Notes: Area 6) 6.1 Physical Science Chemistry 1A+, 1B+, 10+**, 20** Earth Science 5+, 30, 40**, 45+, 60+, 70+ Physics 1**, 5A+, 5B+ 6.2 Biological Sciences Biology 2+**, 4+, 6+**, 10+, 18**, 19+, 20+**, 60+, 65+	2 Semesters	7 units minimum At least one laboratory (+) must be included
TOTAL	11 Semesters	34 Semester units

+ Includes a laboratory

* Also applicable to the American History and Institutions requirement.

** Indicates that transferable course credit to U.C. MAY BE LIMITED. Please consult the Counseling Office or the Career/Transfer Center for additional information related to limitations and see COURSES FROM COLUMBIA COLLEGE ACCEPTABLE AT THE UNIVERSITY OF CALIFORNIA — ALL CAMPUSES.

COURSE DESCRIPTIONS



COURSE INFORMATION

Numbering of Courses

1 to 99 are designated baccalaureate level courses.

100 to 199 are not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities.

200 to 299 are non-degree applicable courses.

300 and above are credit-free courses. These courses are not listed in the College Catalog but are listed in the Schedule of Classes for each academic term.

Course Articulation With Other Colleges

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

Transferability of Courses

Courses that transfer to the California State University System and/or the University of California System are so designated in parentheses following the course description:

- CSU — Transfer to California State University System
- UC — Transfer to University of California System
- CSU/UC — Transfer to both systems.

Students must understand that some courses designated as baccalaureate level may not meet requirements at the transferring institution; however, they may be used for elective credit at the discretion of the transfer school.

California Articulation Number (CAN) System

Columbia College participates in the California Articulation Number (CAN) System. An explanation of CAN designated courses can be found on page 52.

Course Description

A course description is given for each credit course offered by the College. Students are urged to 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.

Courses Not Listed in The Catalog

1. Non-Credit Courses

In an effort to meet some of the special interest needs of the populations served by the College, non-credit courses are usually offered each semester. These courses are traditionally offered either through Continuing Education or Community Services 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. 98/198 Courses: Special Topics

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. 98/198

Courses may be repeated for credit with different topics only. These courses may transfer for elective credit but will not fill requirements unless authorized by the transfer school.

3. 99/199 Courses: Independent Study

Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 26 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school.

Prerequisites

Prerequisites are intended to ensure that the student will have sufficient preparation before entering a course.

Where no prerequisite is stated for a course, none is required.

A prerequisite may be waived when, in the instructor's judgment, the student has adequate preparation to satisfy the course objectives.

Credit Value

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

Field Trips

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

Course Repetition

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

ANTHROPOLOGY

ANTHR 1 — PHYSICAL ANTHROPOLOGY 3 Units
(CAN ANTH 2)

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

Humankind and our evolutionary history with emphasis on recent developments; primatology; the fossil sequence beginning with pre-human through the paleolithic era to the domestication of plants and animals and the dawn of civilization and contemporary hunter-gatherers. (UC/CSU)

ANTHR 2 — CULTURAL ANTHROPOLOGY 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

The study of preliterate societies and the concept of culture basic to anthropology. Emphasis is on methods of field work, cultural ecology, language, social and political structure, the psychological perspective, religion, cultural change and the cultural future of humanity. (UC/CSU)

ANTHR 3 — CURRENT ISSUES IN ANTHROPOLOGY 3 Units (CAN ANTH 4)

Prerequisite: Anthropology 1 or Anthropology 2 with a grade of "C" or better or consent of instructor.

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

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

ANTHR 15 — INDIANS OF NORTH AMERICA 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

A survey of the origins, cultures, and customs of peoples indigenous to the North American Continent with a primary emphasis upon folkways dominant prior to interference by foreign cultures; and a secondary emphasis upon the status of the Indians in the USA today. (UC/CSU)

ART

ART 1 — BASIC FREEHAND DRAWING 1-2 Units

Laboratory: 3-6 hours

Introduction to basic drawing techniques, rendering techniques, linear perspective, composition and various drawing media. (UC/CSU)

May be repeated three times.

ART 2 — BASIC COLOR AND DESIGN 1-2 Units

Laboratory: 3-6 hours

Introduction to elements and principles of visual design and color theory as applied in a studio setting. (UC/CSU)

May be repeated three times.

ART 9A — LIFE DRAWING: Beginning 1-2 Units

Laboratory: 3-6 hours

Problems in figure drawing working from the undraped model. (UC/CSU)

May be repeated one time.

ART 9B — LIFE DRAWING: Intermediate 1-2 Units

Prerequisite: Art 9A with a grade of "C" or better

Laboratory: 3-6 hours

An extension of Art 9A emphasizing various media and compositional problems. (UC/CSU)

May be repeated one time.

ART 11 — HISTORY OF ART: 3 Units

Ancient and Medieval

Lecture: 3 hours

Survey of art history from the Paleolithic Age through the Late Gothic Era. (UC/CSU)

Field trips may be required.

ART 12 — HISTORY OF ART: 3 Units

Renaissance, Baroque, and Modern

Lecture: 3 hours

Survey of art history from the 14th through the 20th century. (UC/CSU)

Field trips may be required.

ART 18 — HISTORY OF MODERN ART 3 Units

Lecture: 3 hours

Survey of art history from the Impressionist era through contemporary art. (UC/CSU)

Field trips may be required.

ART 21A — PAINTING: Beginning 1-2 Units

Laboratory: 3-6 hours

Basic principles, techniques, and materials of easel painting in a variety of media. (UC/CSU)

ART 21B — PAINTING: Intermediate 1-2 Units

Prerequisite: Art 21A with a grade of "C" or better

Laboratory: 3-6 hours

Continuation of Art 21A with emphasis on personal expression. (UC/CSU)

May be repeated two times.

ART 23A — WATERCOLOR: Beginning 1-2 Units

Laboratory: 3-6 hours

Introduction to the basic techniques and problems of transparent watercolors. (UC/CSU)

ART 23B — WATERCOLOR: Intermediate 1-2 Units

Prerequisite: Art 23A with a grade of "C" or better

Laboratory: 3-6 hours

Continuation of Art 23A introducing opaque watercolors and various experimental techniques. (UC/CSU)

May be repeated two times.

ART 25 — MIXED MEDIA PAINTING 1 Unit

Laboratory: 3 hours

Introduction to special techniques involving creative mixtures of traditional media: pen and ink over watercolor wash, oil, and acrylic in combination. (UC/CSU)

May be repeated three times.

ART 31 — CERAMICS: Introductory 1-2 Units

Laboratory: 3-6 hours

Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. (UC/CSU)

ART 32 — CERAMICS: Advanced 1-2 Units

Laboratory: 3-6 hours

Continuation of Art 31 with emphasis on glazes, formulation and application with increased opportunity for personal expression and experimentation. (UC/CSU)

ART 33 — CERAMICS: Special Problems 1-2 Units

Laboratory: 3-6 hours

Continuation of Introductory and Advanced Ceramics with emphasis on personal growth and independence. (UC/CSU)

May be repeated one time.

ART 35 — INTRODUCTION TO RAKU 1-2 Units

Recommended: Art 31

Laboratory: 3-6 hours

Introduction to raku process, historic origins and contemporary uses. Practical experience in clay bodies, glazes, and raku firing. (UC/CSU)

May be repeated three times.

ART 37 — INTRODUCTION TO PRINTMAKING 1-2 Units

Laboratory: 3-6 hours

Introduction to basic intaglio and relief printmaking procedures, including etching, engraving, collograph, linocut, and woodcut. (UC/CSU)

May be repeated three times.

ART 50A — COMMERCIAL FREEHAND LETTERING: Beginning 1-2 Units

Laboratory: 3-6 hours

Introduction to freehand lettering and calligraphy; practice in the three major calligraphic styles of sign writing and commercial lettering; Roman, Gothic, and script technique emphasis. (CSU)

ART 50B — COMMERCIAL FREEHAND LETTERING: Intermediate 1-2 Units

Prerequisite: Art 50A with a grade of "C" or better or consent of instructor

Laboratory: 3-6 hours

Continuation of Art 50A with emphasis on various sign writing media such as banner writing, real estate signs, truck lettering, show cards, billboards, illustrations, wood routing signs, and concrete signs. (CSU)

May be repeated two times.

ART 53A — SILKSCREEN PRINTMAKING: Beginning 1-2 Units

Laboratory: 3-6 hours

Introduction to basic silkscreen printmaking using various stencil techniques. (UC/CSU)

ART 53B — SILKSCREEN PRINTMAKING: Advanced 1-2 Units

Prerequisite: Art 53A with a grade of "C" or better or consent of instructor

Laboratory: 3-6 hours

An extension of Art 53A with emphasis on experimentation and self-expression. Advanced techniques with stencils, color, inks, photographic materials and special problems. (UC/CSU)

May be repeated two times.

ART 71 — CERAMIC SCULPTURE: Introductory 1-2 Units

Laboratory: 3-6 hours

Basic principles, techniques, and problems of sculpture. (UC/CSU)

ART 72 — CERAMIC SCULPTURE: Advanced 1-2 Units

Laboratory: 3-6 hours

Continuation of Art 71 emphasizing advanced problems and techniques in sculpture. (UC/CSU)

ART 73 — CERAMIC SCULPTURE: Special Problems 1-2 Units

Laboratory: 3-6 hours

Continuation of Art 72 with emphasis on experimentation and development of personal expression. (UC/CSU)

May be repeated one time.

Photography

ART 40A — PHOTOGRAPHY: Beginning 4 Units

Prerequisite: Eligibility for English 151 and Mathematics 100

Lecture: 3 hours

Laboratory: 3 hours

Introduction to the history, art, craft, and scope of color and black and white photography. Emphasis will be on the choice, types, and use of various cameras and lenses (special emphasis on the 35mm camera), camera work and handling, composition, and black and white darkroom procedures. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU)

Field trips may be required.

ART 40B — PHOTOGRAPHY: Intermediate 3 Units

Prerequisite: Art 40A with a grade of "C" or better or consent of instructor

Lecture: 2 hours

Laboratory: 3 hours

Emphasis will be on refining camera work, composition, visual concepts; exposure and development of the negative, and printing skills in black and white. Adjustable 35mm camera (or equivalent) will be utilized. (UC/CSU)

Field trips may be required.

ART 42 — COLOR PHOTOGRAPHY: Slide Making and Positive Printing 3 Units

Prerequisite: Art 40A with a grade of "C" or better or consent of instructor

Co-requisite Recommended: Art 2

Skill Level Recommended: Eligibility for English 151 and Mathematics 100

Lecture: 2 hours

Laboratory: 3 hours

Development and printing of color slides. Includes the history and theory of color photography, a survey and analysis of slide films, color balance and temperature, exposure, film speed and push processing and related effects, positive printing. (CSU)

Field trips may be required.

May be repeated one time.

ART 44 — ADVANCED PHOTOGRAPHY LABORATORY 1 Unit

Prerequisite: Art 40B with a grade of "C" or better or Art 42 or equivalent, with a grade of "C" or better or consent of instructor

Laboratory: 3 hours

Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills. (CSU)

May be repeated three times.

ART 45 — FIELD PHOTOGRAPHY 1-2 Units

Co-requisite Recommended: Art 44

Skill Level Recommended: Eligibility for English 151 and Mathematics 100

Lecture: .5-1 hour

Laboratory: 1.5-3 hours

An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. Adjustable 35mm camera or larger utilized. (CSU)

Field trips are required.

May be repeated three times.

ART 48 — SPECIAL TOPICS IN PHOTOGRAPHY 1-4 Units

Prerequisite: Art 40A or consent of instructor
Co-requisite Recommended: Art 44
Skill Level Recommended: Eligibility for English 151 and Mathematics 100

Lecture: .5-2 hours
and/or

Laboratory: 1.5-6 hours

Various field and studio-oriented courses limited to particular photographic topics such as slide tape presentations, landscape, architecture, portraiture, nude, small product and still-life, photojournalism, alternative processes and guest lecture forum. (CSU)
Field trips may be required.
May be repeated with different topics only.

AUTOMOTIVE TECHNOLOGY

See Page 33 for Certificate Requirements

AUTO 1 — INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 1 Unit

Lecture: 1 hour

Theory of operation of automobile systems. Fundamentals of math, micrometer, fasteners, shop safety and tools will be covered. (CSU)

Offered for Credit/No Credit only.

AUTO 3 — PREVENTIVE MAINTENANCE 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Preventive maintenance procedures with emphasis on lubrication and safety inspection as well as record keeping. (CSU)

AUTO 12 — PULLING AND INSTALLING ENGINES 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Practical experience in pulling and installing engines. (CSU)

AUTO 14 — MACHINE SHOP PROCEDURES 2 Units

Lecture: 1 hour

Laboratory: 3 hours

Practical experience in head, block service, and common machine shop procedures used in repair shops. (CSU)

AUTO 16 — ENGINE REBUILDING 4 Units

Prerequisite: Automotive Technology 1 with grade of "CR" and Automotive Technology 14 with a grade of "C" or better or consent of instructor

Lecture: 2 hours

Laboratory: 6 hours

Techniques involved in engine rebuilding. (CSU)

AUTO 17A — CARBURETION SYSTEMS 2 Units

Lecture: 1 hour

Laboratory: 3 hours

Techniques and procedures for overhaul and service of carburetor and accessories. Fuel injection service is also covered. (CSU)

AUTO 17B — ELECTRO MECHANICAL CARBURETORS 1 Unit

Prerequisite: Automotive Technology 17A with a grade of "C" or better or consent of instructor

Lecture: .5 hour

Laboratory: 1.5 hours

Principles and operations of carburetors used with General Motors and Ford computerized fuel systems including diagnosis, rebuilding and on and off car adjustments. (CSU)

AUTO 18 — EMISSION CONTROL 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Installation, operation and repair of automotive pollution control devices. State and federal regulations are also covered. (CSU)

AUTO 19A — BASIC GASOLINE ENGINE TUNE-UP 1-2 Units

Lecture: .5-1 hour

Laboratory: 1.5-3 hours

Operation and service of standard and electronic ignition systems. Emphasis on hand-held equipment. (CSU)

AUTO 19B — ADVANCED GASOLINE ENGINE TUNE-UP 2 Units

Prerequisite: Automotive Technology 19A with a grade of "C" or better or consent of instructor

Lecture: 1 hour

Laboratory: 3 hours

Diagnosis and trouble-shooting of ignition systems using the oscilloscope, infrared and other specialized tune-up equipment. (CSU)

AUTO 20 — COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS) 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Operation and diagnosis of domestic computerized engine control systems. (CSU)

AUTO 21 — ELECTRONIC FUEL INJECTION (FORD) 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Operation and diagnosis of electronic fuel injected engines. Emphasis on Ford systems. (CSU)

AUTO 23 — COMPUTERIZED ENGINE CONTROL (FORD) 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Operation and diagnosis of Ford computerized engine control systems. (CSU)

AUTO 25 — ELECTRONIC FUEL INJECTION (GENERAL MOTORS) 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Operation and diagnosis of General Motors fuel injected engines. (CSU)

AUTO 30 — MANUAL TRANSMISSION REBUILDING 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmission, overdrives, and transfer cases. (CSU)

AUTO 34 — AXLES AND DRIVE LINES 1 Unit

Prerequisite: Automotive Technology 30 with a grade of "C" or better or consent of instructor

Lecture: .5 hour

Laboratory: 1.5 hours

Service, diagnosis, and repair of drivelines, rear axles and third-members, front wheel drive hubs, and 4 x 4 front axles and hubs. (CSU)

AUTO 36 — AUTOMATIC TRANSMISSION (GENERAL MOTORS) 2 Units

Lecture: 1 hour

Laboratory: 3 hours

Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding. (CSU)

AUTO 38 — AUTOMATIC TRANSMISSION (FORD) 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Practical experience in disassembly and assembly, failure and analysis, trouble-shooting, pressure testing, and automatic transmission rebuilding. (CSU)

AUTO 40A — BRAKES: Drum 2 Units

Lecture: 1 hour

Laboratory: 3 hours

Principles of operation of automotive drum brakes, including diagnosis and overhaul techniques. (CSU)

AUTO 40B — BRAKES: Disc 1 Unit

Prerequisite: Automotive Technology 40A with a grade of "C" or better or consent of instructor

Lecture: .5 hour

Laboratory: 1.5 hours

Service procedures, including overhaul techniques of disc brakes. (CSU)

AUTO 44A — FRONT-END AND SUSPENSION 2 Units

Lecture: 1 hour

Laboratory: 3 hours

Fundamentals and theory of automotive suspensions and steering systems; adjustments, diagnosis, inspection, and repair of alignment problems, including wheel balancing and tire problems. (CSU)

AUTO 44B — FRONT-END AND SUSPENSION 2 Units

Prerequisite: Automotive Technology 44A with a grade of "C" or better or consent of instructor

Lecture: 1 hour

Laboratory: 3 hours

Front-end and suspension rebuilding and maintenance. Rear axle alignment is included. (CSU)

AUTO 50A — VEHICLE ELECTRICITY: Electrical Theory 2 Units

Lecture: 1 hour

Laboratory: 3 hours

Fundamentals of electricity that apply to all electrical systems. (CSU)

AUTO 50B — VEHICLE ELECTRICITY Charging Systems 2 Units

Prerequisite: Automotive Technology 50A with a grade of "C" or better or consent of instructor

Lecture: 1 hour

Laboratory: 3 hours

Diagnosis and repair of the battery and charging systems. (CSU)

AUTO 50C — VEHICLE ELECTRICITY: Starting and Ignition Systems 2 Units

Prerequisite: Automotive Technology 50A with a grade of "C" or better or consent of instructor

Lecture: 1 hour

Laboratory: 3 hours

Diagnosis and repair of starting systems, magnetos and battery ignition systems. (CSU)

AUTO 50D — VEHICLE ELECTRICITY: Lighting and Chassis Electrics 2 Units

Prerequisite: Automotive Technology 50A with a grade of "C" or better or consent of instructor

Lecture: 1 hour

Laboratory: 3 hours

Diagnosis and repair of headlamp, stoplight, turn signals, as well as fuse box, trailer wiring, and gauges. (CSU)

AUTO 62 — AIR CONDITIONING 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Understanding the principles and operation of air conditioning, as well as the techniques of recharging, diagnosis and service. (CSU)

AUTO 70 — PRACTICAL LABORATORY 1-2 Units

Prerequisite: 8 units of Automotive Technology courses with not more than 2 of the 8 units taken concurrently with Automotive Technology 70 or consent of instructor

Laboratory: 3-6 hours

Special repair projects are assigned to advanced students with emphasis on speed, accuracy, and work habits. (CSU)

AUTO 72 — SPECIAL TOPICS IN AUTOMOTIVE TECHNOLOGY .5-3 Units

Lecture: .5-3 hours

and/or

Laboratory: 1.5-3 hours

Various topics in auto repair will be covered to meet specific mechanic's needs for inservice training. Emphasis will be placed on special skills pertaining to late model cars. (CSU)

May be repeated with different topics only.

AUTO 97 — WORK EXPERIENCE IN AUTO TECHNOLOGY 1-4 Units

Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.

75 hours paid employment equals 1 unit of credit

60 hours unpaid employment equals 1 unit of credit

Provides students an opportunity to experience supervised employment in Auto Technology. The student's employment must be related to educational or occupational goals. (CSU)

Offered for Credit/No Credit 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.

AUTO 255 — AUTOMOTIVE SERVICE EXCELLENCE TEST PREPARATION 1 Unit

Lecture: 1 hour
Review for A.S.E. test series - Automobile. All eight subject areas (engine performance, engine repair, suspension and steering, brake, electrical systems, automatic transmission, manual transmission, drive train and axles, heating and air conditioning) may be covered depending upon the students' interests. Pretests will be given to determine the student's readiness for taking the examination.
May be repeated three times.

BIOLOGY

BIOL 2 — PRINCIPLES OF BIOLOGY (CAN BIOL 2) 4 Units

Prerequisite: One year of high school chemistry or Chemistry 10 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A and Mathematics 2
Lecture: 3 hours
Laboratory: 3 hours
A principles course with special reference given to molecular and cellular biology. Topics include the chemical bases of life, evolution and ecology. Designed for Life Science and related majors. (UC/CSU)
Field trips may be required.

BIOL 4 — PRINCIPLES OF ANIMAL BIOLOGY (CAN BIOL 4) 4 Units

Prerequisite: Biology 2 or Biology 18 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A and Mathematics 2
Lecture: 3 hours
Laboratory: 3 hours
A general zoology course for students majoring in related biological sciences. A survey of the animal kingdom including embryological, morphological, anatomical and evolutionary relationships of each of the animal groups. Dissection of animals is required. (UC/CSU)
Field trips are required.

BIOL 6 — PRINCIPLES OF PLANT BIOLOGY (CAN BIOL 6) 4 Units

Prerequisite: Biology 2 or Biology 18 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A and Mathematics 2
Lecture: 3 hours
Laboratory: 3 hours
A general botany course with emphasis on plant anatomy, morphology, physiology, and systematics of non-vascular, and vascular plants. (UC/CSU)
Field trips may be required.

BIOL 10 — INTRODUCTORY HUMAN ANATOMY 4 Units

Prerequisite: One year of high school biology with a grade of "C" or better or Biology 18 and Biology 19 or Biology 2 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Laboratory: 3 hours
A survey course in human anatomy with special emphasis on skeletal, muscular, circulatory, respiratory, and nervous systems. (UC/CSU)

BIOL 18 — FUNDAMENTALS OF BIOLOGY 3 Units

Skill Level Recommended: Eligibility for English 151 and Mathematics 101
Lecture: 3 hours
An introductory course for non-Science majors emphasizing the fundamental principles common to all forms of life. These include cell structure and function, reproduction, genetics, ecology, and evolution. (Biology 18 with Biology 19 fulfills the laboratory requirements for transfer and Associate Degree students.) (UC/CSU)

BIOL 19 — FUNDAMENTALS OF BIOLOGY LABORATORY 1 Unit

Prerequisite: Previous or concurrent enrollment in Biology 18
Skill Level Recommended: Eligibility for English 151 and Mathematics 101
Laboratory: 3 hours
An optional laboratory to be taken concurrently with Biology 18; designed to complement and amplify Biology 18 which is the lecture portion of the course. (UC/CSU)
Field trips are required.

BIOL 39 — FIELD BIOLOGY 1-2 Units

Skill Level Recommended: Eligibility for English 151 and Mathematics 101
Lecture: 1-2 hours
A lecture field course in biology to be held in natural surroundings. The study site will vary with the seasons. Natural history, ecology, and biology of the locale will be studied. (CSU)
May be repeated three times.

BIOL 50 — NUTRITION 3 Units

Prerequisite: One year of high school chemistry with a grade of "B" or better or Chemistry 10 with a grade of "C" or better or consent of instructor.
Skill Level Recommended: Eligibility for English 1A
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. (UC/CSU)

BIOL 60 — INTRODUCTION TO HUMAN PHYSIOLOGY 4 Units

Prerequisite: One year of high school chemistry with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Laboratory: 3 hours
A survey course in human physiology with special emphasis upon digestive, reproductive, muscular, nervous and endocrine systems. (UC/CSU)

BIOL 65 — MICROBIOLOGY 4 Units

Prerequisite: Biology 2 or Biology 18 and Biology 19 and one year of high school chemistry with a grade of "C" or better and Mathematics 104 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Laboratory: 3 hours
General characteristics of microbic life, conditions, influencing bacterial growth, bacteria in disease and aseptic procedures. (UC/CSU)
Field trips may be required.

BIOL 158 — BIRDS OF THE MOTHER LODGE 1.5 Units

Laboratory: 1.5 hours
A survey of the birds of the Mother Lode region of California through field observations. Stresses recognition by plumage, song, and behavior patterns. Discusses ecological relationships, nesting habits, and economic importance.
Offered for Credit/No Credit only.
Field trips are required.
May be repeated three times.

BIOL 159 — WILDFLOWERS OF THE MOTHER LODGE 1-1.5 Units

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

BIOL 160 — MUSHROOMS OF THE MOTHER LODGE 1.5 Units

Lecture: 1 hour
Laboratory: 1.5 hours
Survey of mushrooms of the Mother Lode with emphasis on mushroom taxonomy, identification, and differentiation of common edibles from poisonous fungi, the ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations.
Field trips will be required.
May be repeated two times.

BIOL 168 — BIRDS OF THE SIERRA NEVADA .5 Unit

Laboratory: 1.5 hours
A study of bird species inhabiting Alpine Meadows and forests of the Sierra Nevada through field observations and lectures.
Offered for Credit/No Credit only.
Field trips are required.
May be repeated three times.

BIOL 170 — WINTERING BIRDS OF CALIFORNIA .5 Unit

Laboratory: 1.5 hour
Emphasizes identification of residential and migratory species which winter in California's Great Central Valley and Sierra foothills. Discussion topics include winter ecology, foraging activities, and the mysteries of migration.
Field trips are required.
May be repeated three times.

BIOL 179 — FISHING AND FISHERY BIOLOGY OF THE SIERRA NEVADA 1 Unit

Lecture: .5 hours
Laboratory: 1.5 hours
An overview of the identification, ecology, and management of fish species inhabiting the foothill, forest and alpine communities of the Sierra Nevada.
Offered for Credit/No Credit only.
Field trips are required.

BUSINESS

Business Administration
See Page 34 for Certificate Requirements

BUSAD 1A — ACCOUNTING 4 Units

Lecture: 4 hours
Accounting principles and procedures, owner's equity, closing books, revenue and expense adjustments, merchandising operations, statement and ledger organization, forms of organization, cash and investments, receivables and inventories. (UC/CSU)

BUSAD 1B — ACCOUNTING 4 Units

Prerequisite: Business Administration 1A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Cost data and management needs, analysis of data, supplementary statement, uses of capital cash-flow statements, department and branch operation, consolidation, profit planning, and income tax considerations, fixed assets, liabilities, and manufacturing operations. (UC/CSU)

BUSAD 4 — HUMAN RELATIONS IN BUSINESS 3 Units

Lecture: 3 hours
Influence of industrial development on employer and employee unions, management practices, methods of supervision, employer-employee relationships, mass production and the employee. (CSU)

BUSAD 5 — JOB HUNTING STRATEGIES .5 Unit

Lecture: .5 hour
Development of job hunting strategies. Effective use of tools and techniques necessary in the job search including the application, resume, letter of application and interview. Primarily for the student nearing graduation or currently looking for employment. (CSU)
Offered for Credit/No Credit only.

BUSAD 18 — COMMERCIAL LAW 3 Units

Lecture: 3 hours
Historical development of common law; legal and social environment of business, federal and state court decisions, legal aspects of business, law of contract, personal property, bailments and law of sales are covered in this portion of commercial law. (UC/CSU)

BUSAD 19 — COMMERCIAL LAW 3 Units

Recommended: Completion of Business Administration 18
Lecture: 3 hours
Commercial types of paper, secured transactions, creditors rights, insurance, agency and employment, types of business organizations, real property and estates. (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; managerial controls; government and business relations. (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. (CSU)

BUSAD 40 — PRINCIPLES OF MANAGEMENT 3 Units

Lecture: 3 hours
The functions of management, techniques of decision-making and problem solving and methods used by the managers to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls. (CSU)

BUSAD 97 — WORK EXPERIENCE IN BUSINESS AND COMMERCE 1-4 Units

Prerequisite: Employment must be approved by a Work Experience Instructor. Must be enrolled in at least seven 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. (CSU)
Offered for Credit/No Credit 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.

BUSAD 123 — SALES 3 Units

Lecture: 3 hours
Description of the fundamental principles and practices of sales. Critical look at the selling process and the practical aspects of effective sales techniques for both retail and direct applications.

BUSAD 125 — ADVERTISING 3 Units

Lecture: 3 hours
Analysis of the social and economic impact of advertising on a local, state and national scope. Study of media, budgets, research, copy, layout and institutions.

BUSAD 150 — SMALL BUSINESS MANAGEMENT 3 Units

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

BUSAD 158 — PEGBOARD PAYROLL SYSTEM 1 Unit

Lecture: 1 hour
A business simulation designed to give realistic experience in keeping payroll records using a pegboard system.

BUSAD 160A — BOOKKEEPING 3 Units

Lecture: 2.5 hours
Laboratory: 1.5 hours
Double entry bookkeeping, general and special journals, general and subsidiary ledgers, business forms, financial statements, and completion of the bookkeeping cycle.

BUSAD 160B — BOOKKEEPING 3 Units

Prerequisite: Business Administration 160A with a grade of "C" or better or consent of instructor
Lecture: 2.5 hours
Laboratory: 1.5 hours
Bookkeeping entries requiring analysis, interpretation and recording, promissory notes, adjustments for prepaid and accrued items; depreciation; payroll records; the development and use of specialized journals.

BUSAD 161A — SMALL BUSINESS ACCOUNTING I 4 Units

Lecture: 4 hours
Accounting procedures and analysis for most small businesses. Includes study of the accounting cycle, accounts receivable and bad debts, notes receivable and payable, merchandise inventory, depreciation, accruals and deferrals, vouchers, payroll, and financial statements.

BUSAD 161B — SMALL BUSINESS ACCOUNTING II 4 Units

Prerequisite: Business Administration 161A with a grade of "C" or better or consent of instructor
Lecture: 4 hours
Extension of the techniques learned in Business Administration 161A with the introduction of partnership and corporate accounting, financial analysis using ratios, managerial decision making, departmentalized, cost and manufacturing accounting systems, budgeting and planning, income tax procedures, and discussion of automated systems.

BUSAD 162A — COMPUTERIZED ACCOUNTING SIMULATION 1 Unit

Prerequisite: Business Administration 160B, Business Administration 161A or Business Administration 1A with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Introduction to automated accounting using the microcomputer. Includes journalization of daily transactions and correcting, adjusting, and closing entries. Students work with standard internal and external documents such as journals, general and subsidiary ledgers, tickler files, trial balances, schedule of accounts receivable and payable, and financial statements.

BUSAD 162B — COMPUTERIZED ACCOUNTING SIMULATION 1 Unit

Prerequisite: Business Administration 160B, Business Administration 161A, or Business Administration 1A and Business Administration 162A with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Extension of the techniques learned in Business Administration 162A with the introduction of internal control procedures related to inventory control and quantity reorder, purchasing, costing, and ratio analysis.

BUSAD 163 — BUSINESS MATHEMATICS 3 Units

Lecture: 3 hours
Mathematical problems of buying, selling, interest, discounts, insurance commissions, payrolls, depreciation, taxes, checking accounts, consumer applications, balance sheet and income statements, inventory and stocks and bonds.

BUSAD 165 — THE METRIC SYSTEM 1 Unit

Lecture: 1 hour
A basic presentation of the new language of the modernized metric system in areas of common, everyday application: volume, weight, linear, and cubic measures, temperature, and electricity.

Office Occupations

See page 36-37 for Certificate Requirements

OFFOC 1 — RECORDS MANAGEMENT 3 Units

Lecture: 3 hours
Study of all aspects of the records management system from its establishment through filing, storing, and retrieving of business records. (CSU)

OFFOC 5 — ELECTRONIC PRINTING CALCULATORS 1 Unit

Skill Level Recommended: Eligibility for Mathematics 100
Laboratory: 3 hours (Self-paced)
Developing speed by touch on the 10-key pad. Practical instruction in the operations of an electronic calculator emphasizing business applications. (CSU)

OFFOC 10 — ABC BEGINNING SHORTHAND 4 Units

Prerequisite: Typing rate of 30 words per minute
Lecture: 4 hours
Presentation of ABC shorthand theory and development of dictation speeds ranging from 60-80 words a minute. (CSU)

OFFOC 15 — INTERMEDIATE SHORTHAND 4 Units

Prerequisite: Dictation rate of 60 words per minute for three minutes and typing rate of 45 words per minute
Lecture: 4 hours
Continued development of either Gregg or ABC shorthand skills. Development of transcription skills using dictated speed building activities leading to employable shorthand skills. (CSU)

OFFOC 20 — MACHINE TRANSCRIPTION 2 Units

Prerequisite: Office Occupations 120 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours (Self-paced)
Study and use of various transcribing machines, emphasizing the development of an employable skill in machine transcribing mailable business documents. (CSU)

OFFOC 25 — BUSINESS COMMUNICATIONS 3 Units

Lecture: 3 hours
Study of communication skills in business with an emphasis on writing business documents. Techniques for writing request, refusal, collection and adjustment letters, as well as writing memorandums and business reports. (CSU)

OFFOC 30 — OFFICE PROCEDURES 3 Units

Prerequisite: Office Occupations 40 or Office Occupations 120 with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Designed to acquaint the student with the duties and responsibilities of an office worker including mail services, telephone techniques, travel arrangements, financial duties, office records, office organization and procedures. (CSU)

OFFOC 40 — BEGINNING WORD PROCESSING 2 Units

Prerequisite: Ability to use typewriter keyboard by touch.
Lecture: 2 hours
Using a microcomputer, students will receive hands-on instruction in the operation of a word processing program. The course will include keyboarding, storing, retrieving, editing and printing information. (CSU)
May be repeated one time.

OFFOC 41 — INTERMEDIATE WORD PROCESSING 2 Units

Prerequisite: Office Occupations 40 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours
Continuation of Word Processing instruction begun in Office Occupations 40. Using microcomputers and word processing software, students will learn additional skills and techniques in document preparation. Areas of emphasis will include: text columns, math, merge, multiple page documents, repetitive documents, sort and select, and introduction to graphics. (CSU)

OFFOC 42 — ADVANCED WORD PROCESSING 2 Units

Prerequisite: Office Occupations 41 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours
Use of microcomputers and word processing and integrated software in document preparation using advanced program features. Topics to be covered include: desktop publishing, file management, reference aids, and printing techniques, and review of terminology and technology. (CSU)

OFFOC 50 — MEDICAL TERMINOLOGY 3 Units

Lecture: 3 hours
An introduction to basic word structure including word roots, prefixes and suffixes used in medical vocabulary; also specialized vocabulary for the various anatomical systems used by allied health fields. (CSU)

OFFOC 51A — MEDICAL TRANSCRIPTION 2 Units

Prerequisite: Office Occupations 20 or equivalent, and Office Occupations 50 and Office Occupations 120, both with a grade of "C" or better or consent of instructor
Laboratory: 6 hours (Self-paced)
Development of skills for medical transcription in physicians' offices, clinics, hospitals and related allied health fields. Students will transcribe history and physical reports, surgical reports, using medical terminology and transcription skills. (CSU)

OFFOC 51B — MEDICAL TRANSCRIPTION 2 Units

Prerequisite: Office Occupations 51A with a grade of "C" or better or consent of instructor
Laboratory: 6 hours (Self-paced)
Continuation of Office Occupations 51A. Students will type surgical reports and discharge summaries in a variety of medical specialties. (CSU)

OFFOC 52 — MEDICAL INSURANCE 3 Units

Lecture: 3 hours
A fundamental course in medical insurance and insurance billing including instruction in coding, Blue Cross and Blue Shield forms, Medicaid and Medi-Cal, Medicare, Champus and Workers' Compensation. (CSU)

OFFOC 60 — LEGAL TRANSCRIPTION/TERMINOLOGY 2 Units

Prerequisite: Office Occupations 20 with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for English 1A
Laboratory: 6 hours (Self-paced)

Study of legal terminology and its relationship to transcriptions of specialized legal documents and legal correspondence. Electronic typewriters and/or computers are used. (CSU)

OFFOC 62 — LEGAL OFFICE PROCEDURES 2 Units

Prerequisite: Office Occupations 60 with a grade of "C" or better or consent of instructor

Laboratory: 6 hours (Self-paced)

A comprehensive course for students who desire to become legal secretaries. General procedures in the law office will be introduced as well as instruction in the preparation of legal documents and introduction to the law library and legal research. (CSU)

OFFOC 97 — WORK EXPERIENCE IN OFFICE OCCUPATIONS 1-4 Units

Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.

75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit

Provides students an opportunity to experience supervised employment in Office Occupations. The student's employment must be related to educational or occupational goals. (CSU)

Offered for Credit/No Credit 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.

OFFOC 100 — KEYBOARDING 1 Unit

Laboratory: 3 hours (Self-paced)

Designed for students wishing to master the touch method of keyboarding using the electric typewriter.

OFFOC 110 — BASIC TYPING APPLICATIONS 2 Units

Prerequisite: Office Occupations 100 with a grade of "C" or better or previous typing course or consent of instructor

Lecture: 1.5 hours

Laboratory: 1.5 hours (Self-paced)

Emphasizes further development of typing speed and accuracy. Provides instruction for centering, typing business letters, tables and reports.

OFFOC 120 — INTERMEDIATE TYPING 3 Units

Prerequisite: Office Occupations 110 with a grade of "C" or better or typing rate of 45 words per minute or consent of instructor

Lecture: 2 hours

Laboratory: 3 hours (Self-paced)

Development of speed and accuracy, preparation of advanced correspondence, tabulation, manuscripts, outlines, business forms, and general business correspondence.

OFFOC 130 — BUSINESS ENGLISH 3 Units

Lecture: 3 hours

The mechanics of English including grammar, punctuation, sentence structure, spelling, and use of the dictionary.

OFFOC 200 — COMPUTER KEYBOARDING/TYPEWRITING 1 Unit

Lecture: 1 hour

Through the use of a computer, students will master the alphabetic and numeric keys by touch.

Students may receive credit for either Office Occupations 100 or Office Occupations 200, but not both.

OFFOC 210 — TYPING SPEED AND ACCURACY BUILDING 1 Unit

Prerequisite: Beginning typing skill

Laboratory: 3 hours (Self-paced)

Speed building and accuracy on straight copy, and statistical writing, intensive drills, timed writings and remedial work.

May be repeated three times.

OFFOC 215 — WORD PROCESSING FOR PERSONAL USE 1 Unit

Prerequisite: Ability to type by touch

Lecture: 1 hour

Instruction in typing, storing, revising, and printing documents of a personal nature including a resume, a personal business letter and a report. No previous computer experience is required.

Offered for Credit/No Credit only.

OFFOC 220 — REVIEW SHORTHAND 4 Units

Prerequisite: One college semester or one year of high school shorthand with a grade of "C" or better. Ability to type at a rate of 30 words per minute.

Lecture: 4 hours

Review of either ABC or Gregg shorthand theory. Development of transcription skills and speed building activities.

Real Estate

See Page 37 for Certificate Requirements

RLEST 1 — PRINCIPLES OF REAL ESTATE 3 Units

Lecture: 3 hours

Real and personal acquisition, ownership, estates, joint tenancies, partnerships, sales, contracts, deeds, taxes, and financing real estate. (CSU)

RLEST 5 — REAL ESTATE PRACTICE 3 Units

Prerequisite: Real Estate 1 with a grade of "C" or better or Real Estate License or consent of instructor

Lecture: 3 hours

Customer relationship; general real estate operations and the industry; includes types and valuation of listings, selling and current marketing techniques, financing, taxes, leasing, appraisals, insurance, public sales, exchanges, trade-in programs and investments. (CSU)

RLEST 10 — LEGAL ASPECTS OF REAL ESTATE 3 Units

Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor

Lecture: 3 hours

California real estate law, titles, encumbrances, recordings, real property acquisition and transfer; Penal Code. (CSU)

RLEST 15 — REAL ESTATE FINANCE 3 Units

Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor

Lecture: 3 hours

Residential and commercial financing; lending institutions, money markets and interest rates. (CSU)

RLEST 20 — REAL ESTATE APPRAISAL 3 Units

Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor

Lecture: 3 hours

Emphasis on appraisal of residential properties, with an introduction to appraising commercial properties. Instruction in the methods and techniques for estimating market value; the appraisal report. (CSU)

RLEST 25 — REAL ESTATE ECONOMICS 3 Units

Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor

Lecture: 3 hours

Economic factors influencing real estate; real estate market and business cycles; commercial, industrial, and residential properties, urban development and renewal; regulation of land uses. (CSU)

RLEST 60 — SPECIAL TOPICS IN REAL ESTATE .5-3 Units

Prerequisite: Real Estate 1 with a grade of "C" or better or consent of instructor

Lecture: .5-3 hours

Includes one or more of the short course topics approved for continuing education. General topic areas are Agency Relationships, Duties in Brokerage Practice, Ethics, Professional Conduct, Legal Aspects, Consumer Protection, Consumer Service, and Professional Competence. (CSU)

Offered for Credit/No Credit only.

May be repeated with different topics only.

RLEST 260 — REAL ESTATE EXAM PREPARATION 1 Unit

Lecture: 1 hour

An intense course designed as preparation for taking the state examination for a Real Estate Salesperson License.

CHEMISTRY**CHEM 1A — GENERAL CHEMISTRY (CAN CHEM 2)** 5 Units

Prerequisite: One year of high school chemistry with a "B" average and Mathematics 10 or equivalent with a grade of "C" or better; or Chemistry 10 and Mathematics 10, both with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for English 1A

Lecture: 4 hours

Laboratory: 3 hours

Survey of atoms, nuclear chemistry, molecules, ions, chemical bonding, gases, liquids, solids, solutions, kinetics, and equilibria. (UC/CSU)

CHEM 1B — GENERAL CHEMISTRY (CAN CHEM 4) 5 Units

Prerequisite: Chemistry 1A with a grade of "C" or better or consent of instructor

Lecture: 4 hours

Laboratory: 3 hours

Survey of thermodynamics, electrochemistry, nonmetals, qualitative analysis and organic compounds. (UC/CSU)

CHEM 10 — FUNDAMENTALS OF CHEMISTRY 4 Units

Prerequisite: Mathematics 101 with a grade of "C" or better or one year of high school algebra or consent of instructor

Skill Level Recommended: Eligibility for English 1A and Mathematics 104

Lecture: 3 hours

Laboratory: 3 hours

Fundamental theories and principles of chemistry; atomic and molecular structure, chemical reactions, stoichiometry, gases, liquids, solids, solutions, nonmetals, metals, nuclear chemistry, and organic compounds. (UC/CSU)

CHEM 20 — CHEMISTRY FOR LIBERAL ARTS STUDENTS 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

A survey of chemical principles and how they apply to you, the environment and industry. Topics covered include matter, energy, compounds, stoichiometry, acid-base chemistry, electrochemistry, environmental chemistry, geochemistry, organic chemistry, and biochemistry. (UC/CSU)

CHILD DEVELOPMENT

See Page 34 for Certificate Requirements

CHILD 1 — PRINCIPLES OF CHILD DEVELOPMENT 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

Growth and development patterns of children from infancy through early school years. Basic concepts related to their physical, motor, intellectual, creative, social, and emotional development and the implications of these concepts for organizing and implementing Early Childhood Education Programs. (UC/CSU)

CHILD 3 — PRACTICES IN CHILD DEVELOPMENT 3 Units

Prerequisite: Concurrent enrollment in Child Development 15. Child Development 1 recommended

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

The planning and carrying out of learning experiences and educational materials appropriate for young children; young children's behavior, and appropriate guidance techniques. Child Development 15 provides a supervised practicum for this course. (CSU)

CHILD 5 — CHILD NUTRITION 2 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 2 hours

Basic nutritional needs of children from the prenatal period through adolescence, study of the nutrients in foods, nutrition analysis, assessment of nutritional needs, program requirements/planning, and cooking activities for children in Early Childhood Education programs. (CSU)

CHILD 7 — CHILD HEALTH AND SAFETY 1 Unit

Skill Level Recommended: Eligibility for English 1A

Lecture: 1 hour

Overview of health and safety issues for children, birth to seven years of age. Study of basic health needs, medical care, outdoor and indoor safety procedures, and "child safe" programs to prevent molestation and abuse. (CSU)

CHILD 10 — CREATIVE ACTIVITIES I 1.5 Units*Lecture: 1.5 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. (CSU)

CHILD 11 — CREATIVE ACTIVITIES II 1.5 Units*Lecture: 1.5 hours*

Survey of educational activities suitable for young children in math and science, cooking and nutrition, woodworking, and the outdoor environment; for pre-school teachers, family day care providers, parents, teacher aides, and anyone who is interested in creative expression for children. (CSU)

CHILD 15 — OBSERVATION AND PARTICIPATION 2-3 Units

Prerequisite: Completion of or concurrent enrollment in Child Development 3 or Child Development 1 or consent of instructor

Skill Level Recommended: Eligibility for English 1A

*Lecture: 1 hour**Laboratory: 3-6 hours*

Supervised observation and participation in campus Child Development Center and development of guidance techniques with the opportunity for staff-child-student interaction. Students may be placed in parent participation programs, child care centers, headstart programs, or private/church-sponsored centers for additional (advanced) experience. (CSU) *May be repeated one time.*

CHILD 18 — SPECIAL NEEDS CHILDREN 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

The study of children from birth to five years with special needs: i.e., physical, speech, hearing, visual, intellectual, emotional, and chemical impairments. Includes an overview of the assessment process; individual Education Plan development; mainstreaming; multidisciplinary teamwork, and active parent involvement. Field observations required. (CSU)

CHILD 22 — CHILD, FAMILY, COMMUNITY 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

Study of the impact of family interrelationships and community factors on a child's development. Techniques fostering healthy family interactions and use of community resources will be stressed. Visitations to local programs that serve young children and their families will be required. (CSU)

CHILD 25 — INFANT/TODDLER CARE 3 Units

Skill Level Recommended: Eligibility for English 1A

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. (CSU)

CHILD 27 — SCHOOL AGE CHILDREN 3 Units

Prerequisite: Child Development 1 recommended

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

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

CHILD 30 — CHILD CARE/NURSERY SCHOOL ADMINISTRATION 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

Administration of public and private child care and nursery school programs in California. Topics include budget development and management; staff selection and supervision; programs, facilities, and equipment; parent and community relationships; and licensing requirements. (CSU)

CHILD 97 — WORK EXPERIENCE IN CHILD DEVELOPMENT 1-4 Units

Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.

75 hours paid employment equals 1 unit of credit

60 hours unpaid employment equals 1 unit of credit

Provides students an opportunity to experience supervised employment in Child Development. The student's employment must be related to educational or occupational goals. (CSU)

Offered for Credit/No Credit 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.

COMPUTER SCIENCE

See Page 34 for Certificate Requirements

CMPS 1 — INTRODUCTION TO COMPUTER CONCEPTS 2 Units

Skill Level Recommended: Eligibility for Mathematics 104

*Lecture: 1.5 hours**Laboratory: 1.5 hours*

Concepts of computers in business and industry and their implications for society. Computer equipment, applications, and software through actual practice on personal computer. Applications include spreadsheets, word processing, database management, graphics, BASIC programming, and communications. (CSU)

CMPS 2 — FINANCIAL WORKSHEETS ON MICROCOMPUTERS 2 Units

Prerequisite: A high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor

*Lecture: 1.5 hours**Laboratory: 1.5 hours*

Instruction in using Lotus 1-2-3 on IBM PC computers to manage and project cash flow, maintain financial statements, and learn other ledger-type applications of a spreadsheet. Topics include data entry, formulas, customizing, data manipulation and special features which simplify business and mathematical accounting processes. (CSU)

CMPS 3 — COMPUTER OPERATING SYSTEMS 2 Units

Prerequisite: One year of high school algebra or Mathematics 101 with a grade of "C" or better or consent of instructor

*Lecture: 1.5 hours**Laboratory: 1.5 hours*

An introduction to the use of computer operating systems, including hardware and software. Emphasis is on the use of menus, utility programs, storage management, operating system design, and general machine familiarity. Topics include concepts applicable to small business or home computers which use a popular type of operating system. (CSU)

CMPS 4 — COMPUTERIZED ACCOUNTING/ INVENTORY/PAYROLL 4 Units

Prerequisite: Computer Science 1 with a grade of "C" or better, or consent of instructor

*Lecture: 3 hours**Laboratory: 3 hours*

Commercial computerized accounting/inventory/payroll software: general ledger, accounts payable, accounts receivable, invoicing, inventory, and payroll. Currently using Peachtree Complete II software on IBM computers. (CSU)

CMPS 6 — BASIC PROGRAMMING 3 Units

Prerequisite: One year high school algebra or Mathematics 101 with a grade of "C" or better or consent of instructor. A high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor.

*Lecture: 2 hours**Laboratory: 3 hours*

BASIC language syntax is used to study programming logic. Includes concepts of hierarchy, flowcharting, interactive input, analytic approaches to processing data and creating reports, valid and invalid logic structures, logical operators, comparisons, arithmetic operations, loop structures, arrays, search logic, sorting techniques, sub-routines, modular and top-down program design, and string processing. (UC/CSU)

CMPS 12 — PASCAL PROGRAMMING 3 Units

Prerequisite: One year high school algebra or Mathematics 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor

*Lecture: 2 hours**Laboratory: 3 hours*

Structured programming using the Pascal language. Emphasis is on program design and writing programs that conform to industry standards. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, file management, and modular structured design. (UC/CSU)

CMPS 14 — FORTRAN PROGRAMMING 3 Units

Prerequisite: Two years of high school algebra or Mathematics 104 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor

*Lecture: 2 hours**Laboratory: 3 hours*

Recommended for mathematics and science majors and business students expecting to program using the FORTRAN language. Emphasis is on program design, debugging, and documentation. Topics include input/output, calculations, looping, logical operators, arrays, algorithms, and modular structured design. (UC/CSU)

CMPS 16 — RPG II PROGRAMMING 3 Units

Prerequisite: One year of high school algebra or Mathematics 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor

*Lecture: 2 hours**Laboratory: 3 hours*

A language specifically designed for generating reports in a business-oriented environment. Topics include language structure, data representation, file manipulation, report generation, input/output, and arithmetic. (CSU)

CMPS 18 — COBOL PROGRAMMING 3 Units

Prerequisite: One year of high school algebra or Mathematics 101 with a grade of "C" or better; and a high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor

*Lecture: 2 hours**Laboratory: 3 hours*

Programming in the business-oriented computer language, COBOL. Programming assignments emphasize business applications. Topics include language structure, data representation, file manipulation, report generation, input/output, and arithmetic. (UC/CSU)

CMPS 21 — DATA FILE PROGRAMMING WITH BASIC 3 Units

Prerequisite: Computer Science 6 with a grade of "C" or better plus one year of high school algebra

*Lecture: 2 hours**Laboratory: 3 hours*

Advanced techniques of programming in BASIC language, including disc operation and file management, optimization of core usage, algorithm efficiency, and advanced I/O commands. (UC/CSU)

CMPS 26 — ADVANCED COMPUTER PROGRAMMING 3 Units

Prerequisite: Computer Science 6 or 12 or 14 or 18 with a grade of "C" or better or consent of instructor

*Lecture: 2 hours**Laboratory: 3 hours*

Continuation of study of program design and programming using a structured language such as PASCAL or the "C" language. Topics include array and string processing, data structures, records, search/sort techniques, file pointers, linked lists, and advanced language syntax. Emphasis will be on structured and modular program design. (UC/CSU)

CMPS 40 — ASSEMBLY LANGUAGE PROGRAMMING 3 Units

Prerequisite: Completion of at least one programming course: Computer Science 6, 12, 14, 16, or 18 with a grade of "C" or better or consent of instructor

*Lecture: 2 hours**Laboratory: 3 hours*

Techniques of writing assembly language instructions. Study includes computer architecture and machine logic. Plan, edit, assemble, link, and execute and debug assembly language programs for the IBM computer. (UC/CSU)

CMPS 55 — DATA BASE MANAGEMENT 3 Units

Prerequisite: Computer Science 1 with a grade of "C" or better or consent of instructor

*Lecture: 2 hours
Laboratory: 3 hours*

Includes designing and using a data management system on computers, entering data and generating periodic business reports (including mailing labels), customizing customer accounts, accounts payable, order processing, general ledger, payroll, inventory, or any data resulting from business transactions. Topics include planning, data structures, query, indexing, sorting, merging, and writing programs in the applications environment. (CSU)

CMPS 107 — DATA FILE APPLICATIONS WITH MICROCOMPUTERS 1 Unit

Prerequisite: A high school level computer course or Computer Science 1 with a grade of "C" or better or consent of instructor

*Lecture: .5 hour
Laboratory: 1.5 hours*

Instruction on the use of a data management program such as dBase III Visifile, or Data Base Manager II. Hands-on experience will include defining, creating, and accessing data files on microcomputers. File management activities will include entering data file data, changing data, and developing printed reports of file information.

CMPS 145 — COMPUTER PROGRAMMING: APPLICATIONS 3 Units

Prerequisite: One programming language course or consent of instructor

*Lecture: 2 hours
Laboratory: 3 hours*

Individualized course emphasizing program development for a business or home. Computer lab projects will emphasize strings, functions, arrays, files, procedures, or graphics. IBM PC, C64, HP150 and HP3000 computers will be utilized.

May be repeated one time.

CMPS 166 — EDUCATIONAL APPLICATIONS OF MICROCOMPUTERS 1 Unit

*Lecture: .5 hour
Laboratory: 1.5 hours*

Provides hands-on experience using a microcomputer with an emphasis on educational applications. Will utilize a variety of software to explore the areas of computer assisted instruction, tutorials, drills, and simulation; will include software evaluation and learning theory as applied to computer-based instruction.

CONSTRUCTION**Construction Technology****CONST 101 — INTRODUCTION TO RESIDENTIAL CONSTRUCTION 3 Units**

Lecture: 3 hours

An introductory course designed to provide a basic understanding of residential construction. Topics include: the purchase of property, design, layout, foundations, framing, finish carpentry, relationships among subcontractors.

CONST 111 — INTRODUCTION TO RESIDENTIAL WIRING 3 Units

Lecture: 3 hours

Electrical theory, blueprint reading, service, circuits, conduits, and flexible wiring in residential construction. Remodeling and large appliance installation procedures; applicable local code ordinances.

CONST 121 — INTRODUCTION TO RESIDENTIAL PLUMBING 3 Units

Lecture: 3 hours

Types of pipes and common fittings, cold and hot water supply, soil pipe and drainage systems, fixture mounting, and natural gas plumbing; applicable local code ordinances.

DRAFTING**DRAFT 10A — BASIC DRAFTING 3 Units**

*Lecture: 2 hours
Laboratory: 3 hours*

A beginning course in drafting covering tools and equipment, lettering, scales, geometric construction, orthographic projections, sections, dimensions, and auxiliary views. (CSU)

DRAFT 10B — BASIC DRAFTING 3 Units

Prerequisite: Drafting 10A with a grade of "C" or better or consent of instructor

*Lecture: 2 hours
Laboratory: 3 hours*

Continuation of Drafting 10A including pictorial drawing, threads and fasteners, dimensioning tolerancing, and geometric tolerancing to A.N.S.I. Y 14.5 standards. Working machine drawings to include details, assemblies, and pictorials. (CSU)

DRAFT 15A — ADVANCED DRAFTING 3 Units

Prerequisite: Drafting 10B with a grade of "C" or better or consent of instructor

*Lecture: 2 hours
Laboratory: 3 hours*

Specialized areas of mechanical drafting, technical illustrations, map making, sheet metal layouts, welding, cams and gears, template inking. (CSU)

DRAFT 15B — ADVANCED DRAFTING 1 Unit

Prerequisite: Drafting 15A with a grade of "C" or better or consent of instructor

Laboratory: 3 hours

Practical laboratory in area of interest such as map drafting, electrical and electronic, aerospace, and technical illustration. Projects must involve current industrial practices. (CSU)

DRAFT 20A — MAPPING 3 Units

Prerequisite: Drafting 10A, one year of high school drafting or consent of instructor

*Lecture: 2 hours
Laboratory: 4 hours*

A course in basic mapping, covering plot plans, plat maps for public record, topographic maps and route surveys.

DRAFT 20B — PLANNING 3 Units

Prerequisite: Drafting 20A or consent of instructor

*Lecture: 2 hours
Laboratory: 4 hours*

A beginning course in planning covering site analysis and selection; land use; circulation, landscape planning, grading and drainage; recreation, and service facilities; as related to park, recreation, and subdivision planning.

DRAFT 20C — STRUCTURAL CONCRETES AND PIPING 3 Units

Prerequisite: Drafting 20A and Drafting 20B or one year of high school architecture or consent of instructor

*Lecture: 2 hours
Laboratory: 4 hours*

A course for the preparation and development of detail drawings of structural concretes and conventions for detailing of process piping plans.

DRAFT 20D — WELDMENTS AND STRUCTURAL STEEL DETAILING 3 Units

Prerequisite: Drafting 20C or consent of instructor

*Lecture: 2 hours
Laboratory: 4 hours*

A basic course in weldments and structural steel detailing. Weldments will include processes, types of joints and graphic symbology for detailing welded connectors. Structural steel drafting will include arrangement, detail and complete working drawings.

DRAFT 30 — ARCHITECTURAL DRAFTING 3 Units

Prerequisite: Drafting 15A with a grade of "C" or better or consent of instructor

*Lecture: 2 hours
Laboratory: 3 hours*

Study and preparation of residential designs. Creative as well as technical aspects of design will be covered. Problems relating to finance and codes will be discussed. (CSU)

DRAMA**DRAMA 20 — ORAL EXPRESSION AND INTERPRETATION 3 Units**

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting prose, poetry, and dramatic literature; processes in the oral performance of principal literary genre. (UC/CSU)

DRAMA 22 — INTRODUCTION TO READERS' THEATRE 3 Units

Skill Level Recommended: Eligibility for English 1A

*Lecture: 2 hours
Activity: 3 hours*

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

DRAMA 36 — PLAYWRITING 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

Theory and practice of writing for the theatre; analysis of relevant literature and productions; investigation of dramatic methods appropriate to the playwright. (UC/CSU)

May be repeated one time.

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. (UC/CSU)

May be repeated three times.

DRAMA 43 — ACTING-DIRECTING 3 Units

Prerequisite: Drama 42 with a grade of "C" or better or consent of instructor

Lecture: 2 hours

Activity: 3 hours

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

May be repeated three times.

DRAMA 44 — ADVANCED ACTING PROJECTS 1-3 Units

Prerequisite: Either Drama 20 or Drama 42 with a grade of "C" or better or audition depending upon the focus of the course during the semester it is being offered.

Laboratory: 3 hours equals 1 unit of credit

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

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

Advanced workshop activity for production of one-act plays, segments of longer plays or full length plays; intensive workshop concentration designed for public performances. (UC/CSU)

May be repeated three times.

DRAMA 45 — IMPROVISATION 3 Units

Lecture: 3 hours

Laboratory: 1 hour

Intensive study of the basic techniques of improvisational acting with specific concentration on improvisational theatre production formats as well as development of group inspired and created scenarios and one-act plays. (UC/CSU)

May be repeated three times.

DRAMA 47 — AUDITIONS 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 2 hours

Laboratory: 3 hours

Theory, techniques, and practice in auditioning for performance; development of audition materials, practical audition experience for theatre, film, and television. (CSU)

May be repeated three times.

DRAMA 50 — MUSICAL THEATRE WORKSHOP 2 Units

Lecture: 1 hour

Laboratory: 3 hours

An exploration of musical theatre to develop singing, dancing, and acting skills, culminating in a public performance of scenes from selected musicals. (CSU)

May be repeated three times.

DRAMA 56—TECHNICAL THEATRE LABORATORY 1-3 Units

Laboratory: 3-9 hours
Applied laboratory experience in all phases of technical theatre related to mounting a production; practical projects in design and construction involving costumes, stage settings, stage properties, lighting, sound, and make-up for a specific theatre production. (UC/CSU)
May be repeated three times.

DRAMA 58 — THEATRE PRODUCTION 4 Units

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

DRAMA 60 — FALLON REPERTORY THEATRE 8 Units

Prerequisite: Drama 42, Drama 43, or Drama 58 with a grade of "C" or better and/or audition and consent of instructor.
Lecture: 3 hours
Laboratory: 15 hours
Rehearsal and performance of six plays in rotating repertory during a nine-month professional season at Columbia's historic Fallon Theatre; acting in at least two productions with related participation in all production activities as assigned. (UC/CSU)
May be repeated three times.

EARTH SCIENCE

ESC 5 — PHYSICAL GEOLOGY 4 Units

Skill Level Recommended: Completion of high school chemistry or physics. Eligibility for English 1A
Lecture: 3 hours
Laboratory: 3 hours
The study of the earth, its materials, structures, and processes. Erosion and deposition by streams, wind, waves and glaciers; mountain building and volcanoes at subduction zones, and rifting of the earth's plates at mid-ocean ridges; tracing the energy from the sun and from the earth's interior as it drives all of the processes of change on earth; the study of life on earth, past and present; the search for valuable minerals and building materials from the earth. (UC/CSU)
Field trips may be required.

ESC 25 —GEOLOGY OF THE NATIONAL PARKS 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
The study of the earth's surface in relation to the formation of our National Parks. What part glaciation, erosion, volcanism, and other mountain building processes play in the formation of the National Parks. (CSU)
Field trips may be required.

ESC 30 — GLOBAL TECTONIC GEOLOGY 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
An introduction to the new global geology and how it has revolutionized man's understanding of the way the earth works. For all who wish to learn about the earth's wandering continents and spreading sea floors; what causes rising mountain ranges, volcanoes, and earthquakes; and the role that magnetism has played in the revelation of the new geology. (UC/CSU)

ESC 35 — FIELD GEOLOGY 1-3 Units

Prerequisite: Earth Science 5 or Earth Science 30 or consent of instructor
Lecture: 1-3 hours
A field study of selected geologic features and related Earth Science topics. A one to seven day field trip will be taken with pre- and post-classroom sessions. (CSU)
May be repeated three times.

ESC 40 — DESCRIPTIVE ASTRONOMY 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extra-terrestrial life. (See also companion course Earth Science 45 Astronomy Lab.) (UC/CSU)
Field trips may be required.

ESC 45 — ASTRONOMY LABORATORY 1 Unit

Prerequisite: Mathematics 101 and previous or concurrent enrollment in Earth Science 40 or consent of instructor
Laboratory: 3 hours
A laboratory course in astronomy. Topics include familiarization with the night sky, observing its contents and its motions; learning constellations; introduction to the tools of astronomy, emphasizing the telescope; using parallax and other distance determinations through simulation; using astronomical charts and tables to find risings and settings of celestial objects; finding latitude, longitude, and sidereal time; and a brief introduction to sky photography. (UC/CSU)

ESC 60 — FUNDAMENTALS OF METEOROLOGY 3 Units

Skill Level Recommended: High school chemistry or physics, and high school algebra. Eligibility for English 1A
Lecture: 2 hours
Laboratory: 3 hours
Origin of the world's atmosphere, its structure, composition, and circulation; the weather elements, weather instruments and their use, gas laws, air masses, frontal movements, cloud types; lab techniques; meteorological effects on modern society. (UC/CSU)
Field trips may be required.

ESC 70 — FUNDAMENTALS OF OCEANOGRAPHY 3 Units

Skill Level Recommended: High school chemistry or physics, and high school algebra. Eligibility for English 1A
Lecture: 2 hours
Laboratory: 3 hours
The origins of the world's oceans, its structure, composition, and circulation; tides, currents, salinity, density, oceanographic instruments and their use, life in the sea, the interaction of the ocean and the atmosphere, the ocean and modern society. (UC/CSU)

ESC 150 — GEOLOGY OF THE MOTHER LODGE .5-2 Units

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

ECONOMICS

ECON 10 — PRINCIPLES OF ECONOMICS (CAN ECON 2) 4 Units

Lecture: 4 hours
Macro-economics. Introduction to the U.S. economy and capitalism; national income and employment analysis, economic fluctuations, monetary fiscal policies, economic stability-instability, public finance, and special economic problems. (UC/CSU)

ECON 11 — PRINCIPLES OF ECONOMICS (CAN ECON 4) 4 Units

Lecture: 4 hours
Micro-economics; the corporation, analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; special economic problems. (UC/CSU)

EMERGENCY MEDICAL SERVICES

See Page 35 for Certificate Requirements

EMS 3 —EMERGENCY MEDICAL TECHNICIAN TRAINING 6 Units

Prerequisite: Completion of advanced first aid course within the last two years or consent of instructor
Lecture: 6 hours
An intensive course to assist the student in developing skills in recognition of illness and injuries and proper procedures in administering emergency care. (CSU)

EMS 7— EMERGENCY MEDICAL TECHNICIAN REFRESHER 1.5 Units

Prerequisite: Emergency Medical Technician Certificate
Lecture: 1.5 hours
Designed to update existing EMT certificates which are expiring. An intensive course to assist and refresh the student on the latest techniques and proper application of equipment, recognition of illness and injuries and the latest proper procedures in emergency care. Students will reacquire themselves with the equipment, systems and skills used in emergency medical situations. (CSU)
May be repeated three times.

EMS 13 —ADVANCED FIRST AID AND EMERGENCY CARE 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
To develop functional capabilities of individuals who as a part of everyday experiences may be required to provide emergency first aid prior to care by qualified medical personnel. (CSU)
May be repeated three times.

EMS 15 —ADVANCED FIRST AID AND EMERGENCY CARE REFRESHER 1 Unit

Prerequisite: A valid certificate in Advanced First Aid
Lecture: 1 hour
A review and update of emergency first aid care. Upon the successful completion of the course a certificate is issued for Advanced First Aid and Emergency Care. (CSU)
May be repeated three times.

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

Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven 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 E.M.S. The student's employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit 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.

ENGLISH

ENG 1A — READING AND COMPOSITION: Beginning 3 Units

Prerequisite: Satisfactory completion of English placement test or completion of English 151 with a grade of "C" or better
Lecture: 3 hours
Development of reading and composition skills with emphases on applying techniques of logic in interpreting and writing the expository essay and reading and interpreting the short story. (UC/CSU)

ENG 1B — READING AND COMPOSITION: Advanced 3 Units

Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Further development of reading and composition skills; critical thinking in writing longer documented essays and in reading and interpreting poetry, drama, and the novel. (UC/CSU)

ENG 10 — CREATIVE WRITING 3 Units

Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
Instruction and practice in writing poetry, fiction and drama. Analysis of contemporary works with respect to literary techniques. (UC/CSU)
May be repeated one time.

ENG 11 — FILM APPRECIATION 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 2.5 hours
Laboratory: 1.5 hours
Development of technical awareness and critical thinking in individual response to cinema and cinema into video. (UC/CSU)
May be repeated one time.

ENG 17 — LITERATURE OF THE UNITED STATES 3 Units

Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
A study of the literature of the United States from the beginning of the English colonization to the transcendentalists. Reading, analysis, and discussion of the major literary trends and authors of the time. (UC/CSU)

- ENG 18 — LITERATURE OF THE UNITED STATES** 3 Units
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
 A study of the literature of the United States from realism to the present. (UC/CSU)
- ENG 46 — SURVEY OF ENGLISH LITERATURE** 3 Units
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
 English literature from the Anglo-Saxons through the 18th Century. (UC/CSU)
- ENG 47 — SURVEY OF ENGLISH LITERATURE** 3 Units
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
 English literature of the 19th and 20th Centuries. (UC/CSU)
- ENG 49 — CALIFORNIA LITERATURE** 3 Units
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
Lecture: 3 hours
 A chronological survey of California literature in the 19th and 20th Centuries with emphasis on selected works of major American authors living and writing in California. (UC/CSU)
- ENG 50 — INTRODUCTION TO SHAKESPEARE** 3 Units
Prerequisite: English 1A with a grade of "C" or better or consent of instructor
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. (UC/CSU)
- ENG 151 — PREPARATION FOR COLLEGE COMPOSITION** 3 Units
Lecture: 3 hours
 Training in basic composition skills, reading, interpretation, and discussion of college-level materials; basic mechanics, sentence structure, paragraph development, and essay organization. *May be repeated one time.*
- ENG 275 — WRITING FUNDAMENTALS** 1 Unit
Lecture: 1 hour
 Individual instruction in the fundamentals of writing. *May be repeated one time.*

FIRE TECHNOLOGY
 See Page 35 for Certificate Requirements

- FIRE 1 — INTRODUCTION TO FIRE TECHNOLOGY** 3 Units
Lecture: 3 hours
 Introduction to fire protection; career opportunities in fire protection and related fields, history of fire protection, fire loss analysis, public, quasi-public and private fire protection services, specified fire protection functions, basic fire chemistry and physics. Designed to provide an overview of fire technology, the fire service, and the fire protection field as career potential. (CSU)
- FIRE 2 — FUNDAMENTALS OF FIRE BEHAVIOR AND CONTROL** 3 Units
Lecture: 3 hours
 Theory and fundamentals of how 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. Designed to provide a comprehensive exposure to basic fundamentals of fire behavior and control in preparation for more advanced study in the field of fire protection. (CSU)
- FIRE 3 — FIRE PROTECTION EQUIPMENT AND SYSTEMS** 3 Units
Lecture: 3 hours
 Introduction to portable fire extinguishing equipment, sprinkler systems, protection systems for special hazards, fire alarm and detection systems. (CSU)
- FIRE 4 — FUNDAMENTALS OF FIRE PREVENTION** 3 Units
Lecture: 3 hours
 Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public education aspects of fire prevention. (CSU)
- FIRE 5 — FUNDAMENTALS OF FIRE SERVICE OPERATIONS** 3 Units
Lecture: 3 hours
 Fundamental information on how fire departments are organized, managed, the resources available to a department, and how those resources are used to control various emergencies. (CSU)
- FIRE 7 — WILDLAND FIRE CONTROL** 3 Units
Lecture: 3 hours
 Covers factors affecting wildland fire prevention, fire behavior, and fire control techniques; the statewide wildland fire problem and protection system; pre-suppression, suppression, post-suppression activities of a protection organization; and the utilization of resources to complete the suppression organization activities using strategy and tactics and safety procedures effectively. (CSU)

- FIRE 9 — FIRE HYDRAULICS** 2 Units
Lecture: 2 hours
 Review of basic mathematics, hydraulic laws and formulas as applied to the fire service, application of formulas and mental calculation to hydraulic problems, water supply problems; underwriters' requirements for pumps. (CSU)
This class meets part of the requirements for Driver Operator, a state certified class.
- FIRE 26A — FIRE PREVENTION 1A** 2 Units
Lecture: 2 hours
 History and organization of fire prevention agencies, inspection procedures and practices, special hazards, and protection systems, portable fire extinguishers, and public fire prevention education. (CSU)
This class meets the requirement for Fire Prevention 1A, a state certified class.
- FIRE 26B — FIRE PREVENTION 1B** 2 Units
Lecture: 2 hours
 Recognition of fire and life safety factors, sprinkler and stand pipe systems, water supply systems, electrical hazards, fire alarm and detection systems, public safety considerations and special problems in fire prevention. (CSU)
This class meets the requirement for Fire Prevention 1A, a state certified class.
- FIRE 27 — FIRE INVESTIGATION** 2 Units
Lecture: 2 hours
 Determining causes and types of fires; possible evidence at the scene; interviewing witnesses and suspects; arrest, detention, and court procedures; giving court testimony. (CSU)
Meets requirements for Fire Investigation, a state certified course.
- FIRE 28A — FIRE COMMAND 1A** 2 Units
Lecture: 2 hours
 Fire chemistry; equipment and manpower, fire fighting tactics and strategy, methods of attack, pre-planning fire problems. (CSU)
This course meets the requirement of Fire Command 1A, a state certified officer class.
- FIRE 28B — FIRE COMMAND 1B** 2 Units
Prerequisite: Fire Technology 28A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
 Hazardous materials storage, handling laws, standards and emergency practices with emphasis on firefighting and incident control at the company officer level. (CSU)
This class meets the requirement of Fire Command 1B, a state certified class.
- FIRE 29A — DRIVER/OPERATOR TRAINING 1A** 1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours
 Designed to provide the student with information on driver techniques for emergency vehicles and techniques of basic inspection and maintenance for emergency vehicles, including actual driving exercises under simulated emergency conditions. (CSU)

- FIRE 29B — DRIVER/OPERATOR TRAINING 1B** 1 Unit
Lecture: .5 hours
Laboratory: 1.5 hours
 Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance. (CSU)
- FIRE 70 — SPECIAL TOPICS IN FIRE TECHNOLOGY** .5-3 Units
Prerequisite: Will vary with topic
Lecture: .5-3 hours
and/or
Laboratory: 1.5-3 hours
 Various topics in Fire Technology will be covered to meet individual or agency needs. Emphasis on specialized development of skills and knowledge, district planning, development and implementation of training and fire ground evolutions. (CSU)
May be repeated with different topics only.
- FIRE 97 — WORK EXPERIENCE IN FIRE TECHNOLOGY** 1-4 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.
 75 hours paid employment equals 1 unit of credit
 60 hours unpaid employment equals 1 unit of credit
 Provides students an opportunity to experience supervised employment in Fire Technology. The student's employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit 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.
- FIRE 150 — FIRE SERVICE ORGANIZATION AND RESPONSIBILITY** 1 Unit
Lecture: 1 hour
 Technical training in the makeup of fire departments, their responsibilities, rules, and interaction with other programs, organizations, and laws.
Meets Firefighter 1 certification requirements for Unit A.
- FIRE 151 — COMBUSTION AND EXTINGUISHMENT THEORY** 1 Unit
Lecture: 1 hour
 Technical training in the study of the combustion process, extinguishing agents, and their interactions.
Meets Firefighter 1 certification requirements for Unit B.
- FIRE 152 — PROTECTIVE EQUIPMENT AND SAFETY** .5 Unit
Lecture: .5 hour
 Technical and hands-on instruction in the use of protective clothing, devices and their limitations, hazards encountered at structure and vehicle fires, accident prevention and methods of traffic control at emergency scenes.
Meets Firefighter 1 certification requirements for Unit C.

FIRE 153 — SELF-CONTAINED BREATHING APPARATUS 1.5 Units
Lecture: 1.5 hours
 Technical and manipulative training in the operation of self-contained breathing apparatus, including testing, maintenance and the effects of stress due to its use. Safety considerations and how to avoid injury.
Meets Firefighter I certification requirements for Unit D.

FIRE 154 — ROPES, KNOTS, AND HITCHES 1 Unit
Lecture: 1 hour
 Technical and manipulative training in the construction, care and use of ropes. How to tie and use various fire department knots, and safety considerations.
Meets Firefighter I certification requirements for Unit E.

FIRE 155 — VOLUNTEER FIREFIGHTING TRAINING 2.5 Units
Lecture: 2 hours
Laboratory: 1.5 hours
 Current concepts, techniques, skills and theories for volunteer firefighters.
Offered for Credit/No Credit only.

FIRE 156 — FORCIBLE ENTRY 1 Unit
Lecture: 1 hour
 Technical and manipulative training in the identification and operation of fire service tools and equipment used in forcible entry, basic consideration of building construction and safety considerations in gaining entry through roofs, doors, walls, and windows.
Meets Firefighter I certification requirements for Unit F.

FIRE 157 — FIRST RESPONDER AND CPR 1.5 Units
Lecture: 1.5 hours
 or
Lecture: 1 hour
Laboratory: 1.5 hours
 A basic course for the volunteer firefighter who is on a first-responder unit assigned medical responses 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.
Offered for Credit/No Credit only

FIRE 158 — HOSE, NOZZLES AND FITTINGS 1.5 Units
Lecture: 1.5 hours
 Technical and manipulative training in basic hose evolutions, hose, tool and appliance handling; hose rolls and uses, and the care and maintenance of hose.
Meets Firefighter I certification requirements for Unit G.

FIRE 159 — FIRE COMMAND/ICS FOR THE VOLUNTEER FIREFIGHTER 1 Unit
Lecture: 1 hour
 Command and control techniques used at the scene of an emergency by the volunteer fire company officer. Emphasizes decision making, the act of commanding, personnel and organization structures and pre-planning for effective command performance. Includes a review of the Incident Command System instituted by the State of California Fire Services.
Offered for Credit/No Credit only

FIRE 160—HOSE LOADS AND USES 1.5 Units
Lecture: 1.5 hours
 Technical and manipulative training in engine hose loads, attaching to hydrants, stand pipes, and sprinkler connections, fire hydrant terminology, advancing hose above and below ground level.
Meets Firefighter I certification requirements for Unit H.

FIRE 161 — GROUND LADDERS 1.5 Units
Lecture: 1.5 hours
 Technical and manipulative training in fire service ladder evolutions, ladder types, ladder strength tests, maintenance and operations. Methods of raising, lowering, carrying and removing ladders from apparatus.
Meets Firefighter I certification requirements for Unit I.

FIRE 168 — RESCUE 1 Unit
Lecture: 1 hour
 Technical and manipulative training in rescue operations in burning and smoke filled buildings, methods of victim removal and care; tool use and care.
Meets Firefighter I certification requirements for Unit J.

FIRE 169 — VENTILATION .5 Unit
Lecture: .5 hour
 Technical and manipulative training in ventilation procedures, equipment, safety, and opening buildings for vertical or horizontal ventilation.
Meets Firefighter I certification requirements for Unit K.

FIRE 170 — CERTIFIED FIREFIGHTER I; SUPPLEMENTAL REQUIREMENTS 2 Units
Prerequisite: Certified Volunteer Firefighter or equivalent
Lecture: 2 hours
Laboratory: .5 hour
 Designed to provide the Certified volunteer firefighter with the advanced and supplemental training requirements necessary to upgrade their competence and certification of Certified Firefighter I.

FIRE 171 — FIRE CONTROL .5 Unit
Lecture: .5 hour
 Technical instruction in methods of basic fire control including protective exposures, how fire spreads, methods of extinguishing and safety precautions on fire.
Meets Firefighter I certification requirements for Unit L.

FIRE 172 — FIRE STREAMS .5 Unit
Lecture: .5 hour
 Technical instruction in the basic selection of hose streams, how they react, different nozzles that are used; safety precautions in use and operations.
Meets Firefighter I certification requirements for Unit M.

FIRE 173 — FIRE EXTINGUISHERS .5 Unit
Lecture: .5 hour
 Technical and manipulative instruction in the characteristics, operation, and selection of the proper fire extinguisher, and safety precautions in their use.
Meets Firefighter I certification requirements for Unit N.

FIRE 174 — OVERHAUL .5 Unit
Lecture: .5 hour
 Technical and manipulative training in purposes and value of overhaul procedures, how hidden fires are detected; uses of carryall to remove debris and methods to restore premises.
Meets Firefighter I certification requirements for Unit O.

FIRE 176 — PROPERTY CONSERVATION .5 Unit
Lecture: .5 hour
 Technical and manipulative training in basic salvage operations, salvage cover operations and maintenance, protection of property, and removal of water.
Meets Firefighter I certification requirements for Unit P.

FIRE 177 — FIRE PROTECTION SYSTEMS .5 Unit
Lecture: .5 hour
 Technical instruction in the operating principles of common fire protection systems, various smoke and fire detectors, sprinkler components, stand pipe systems and support measures for them.
Meets Firefighter I certification requirements for Unit Q.

FIRE 178 — SIZE UP .5 Unit
Lecture: .5 hour
 Technical training in the basic considerations of size-up, priorities at emergencies and an introduction to the incident command system.
Meets Firefighter I certification requirements for Unit R.

FIRE 179 — WILDLAND FIRE FIGHTING .5 Unit
Lecture: .5 hour
 Technical and manipulative instruction in the basics of wildland fire fighting, including progressive hose lays, terminology, apparatus spread factors, and major safety considerations.
Meets Firefighter I certification requirements for Unit S.

FIRE 181 — HAZARDOUS MATERIALS .5 Unit
Lecture: .5 hour
 Technical training in the basic study of hazardous materials, including definitions, label identification, placard identification, and the purpose of the D.O.T. Emergency Response Guidebook.
Meets Firefighter I certification requirements for Unit T.

FIRE 182 — FIRE INVESTIGATION .5 Unit
Lecture: .5 hour
 Technical instruction in the basic factors in fire-cause investigation including observations enroute, on arrival, and during a fire. Operations for investigation, recognition of and preservation of evidence, indications of arson intent, materials used, and indicators of arson.
Meets Firefighter I certification requirements for Unit U.

FIRE 183 — COMMUNICATIONS .5 Unit
Lecture: .5 hour
 Technical training in the basics of communications including command center operations, how alarms are received and transmitted, clear text, and radio licensing and procedures.
Meets Firefighter I certification requirements for Unit V.

FIRE 184 — VEHICLE EXTRICATION .5 Unit
Lecture: .5 hour
 Technical training in the basics of vehicle extrication using light rescue tools.
Meets Firefighter I certification requirements for Unit W.

FOREIGN LANGUAGE
 See Spanish

FORESTRY

FORES 1 — INTRODUCTION TO PROFESSIONAL FORESTRY 3 Units
Lecture: 3 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, fuelwood, Christmas trees and other resources. Forestry education, career opportunities, licensing and ethics. (CSU)
Field trips are required.

FORES 10 — DENDROLOGY 3 Units
Lecture: 2 hours
Laboratory: 3 hours
 Silvicultural and botanical characteristics, identification, classification, range, and uses of native forest species of the United States; emphasis on plants of economic importance to forest practices in California and the western United States. (CSU)
Field trips will be required.

FORESTRY TECHNOLOGY
 See Page 35 for Certificate Requirements

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

FORTC 162 — APPLIED FOREST INVENTORY AND MANAGEMENT 2 Units
Prerequisite: Forestry Technology 153, Forestry 10 and Natural Resources Technology 160 recommended or consent of instructor
Lecture: 1 hour
Laboratory: 3 hours
 Techniques of forest inventory including cruising, scaling, and evaluation; field tabulation and computation methods; location and inventory of a given forest property in the field including property corners and boundaries; inventory of timber and other natural resource uses of property.
Field trips are required.

GEOGRAPHY

GEOGR 12— INTRODUCTION TO CULTURAL GEOGRAPHY 3 Units

Lecture: 3 hours

The study of humankind's relationship with the environment. The techniques and resources of cultural and physical geography, anthropology, environmental science, history, political science and sociology will be emphasized. (UC/CSU)

GEOGR 15 — PHYSICAL GEOGRAPHY 3 Units

Lecture: 3 hours

An introduction to selected aspects of the earth's physical environment (landforms, weather, climate, soils, and vegetation) and the processes and conditions giving rise to their worldwide distribution. The study of the earth as the home of man. (UC/CSU)

GEOGR 18 — WORLD REGIONAL GEOGRAPHY 3 Units

Lecture: 3 hours

Introduction to the regional geography of the world. A regional study of the people, countries, land forms, climate, religions, languages, political and economic systems, and natural resources of the world. (UC/CSU)

GUIDANCE

GUIDE 1 — CAREER/LIFE PLANNING 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

Designed to assist students develop and experience an organized and realistic approach to Career-Life Planning. Development of awareness and objectivity in areas of interests, skills, values, etc. Introduction to decision-making, career information, career trends, and social influences on Career-Life Planning. Includes administration of interest and personality inventories. (CSU)

GUIDE 5 — JOB HUNTING STRATEGIES .5 Unit

Lecture: .5 hour

Development of job hunting strategies. Effective use of tools and techniques necessary in the job search including the application, resume, letter of application and interview. Primarily for the student nearing graduation or currently looking for employment. (CSU)

Offered for Credit/No Credit only.

GUIDE 7 — COLLEGE SUCCESS 2-3 Units

Lecture: 2-3 hours

Introduction to the skills, behaviors and attitudes helpful in succeeding in educational settings. Topics include goal-setting, learning styles, time and money management, memory, reading, note taking, test taking, creativity, relationships, communication, health and the use of the library and other resources. The depth of the topics covered will be based on whether the 2 or the 3 unit course is selected. (CSU)

GUIDE 10 — INTRODUCTION TO HELPING SKILLS 1.5 Units

Lecture: 1.5 hours

An introduction to the skills basic to a helping relationship. Includes instruction in the concepts and principles, as well as experience in the use of specific skills. Designed for non-professional and para-professional helpers such as peer tutors, peer counselors, advisors, managers, supervisors etc. (CSU)

Offered for Credit/No Credit only.

GUIDE 15A — PRINCIPLES OF LEADERSHIP 1 Unit

Lecture: 1 hour

Designed to assist students in gaining basic knowledge of leadership skills, to develop skills in principles and administration of parliamentary law; the co-curricular activity program; finances, including budgetary procedure; and group dynamics. (CSU)

Offered for Credit/No Credit only.

GUIDE 15B — PRINCIPLES OF LEADERSHIP 1 Unit

Prerequisite: Guidance 15A

Lecture: 1 hour

Further development of leadership skills with emphasis on problem solving, group dynamics and more effective time management techniques. (CSU)

Offered for Credit/No Credit only.

GUIDE 20 — TOPICS FOR PERSONAL DEVELOPMENT 1.5 Units

Lecture: 1.5 Hours

Lecture and investigation into issues critical to increased awareness of self. Topics directly related to three major areas of self development including self-understanding, self-management, and personal growth/health. (CSU)

GUIDE 100 — COLLEGE SURVIVAL 3 Units

Lecture: 3 hours

Designed to familiarize the student with college procedures and personnel, community resources, and study techniques that can assist the student in successfully achieving an educational goal. Recommended for re-entry students, probationary students, and students whose educational goals will be completed at Columbia College.

GUIDE 101 — OCCUPATIONAL EXPLORATION 1 Unit

Lecture: 1 hour

An introduction to occupational exploration with an emphasis on Career Center Resources, Personal Interests, Values, and Skills. Includes instruction in decision-making as it relates to the development of occupational educational plans.

HEALTH EDUCATION

HE-ED 1 — 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. (UC/CSU)

HE-ED 10 — SAFETY AND FIRST AID EDUCATION 2 Units

Lecture: 2 hours

Theory and skills involved in the immediate and temporary care given to the victims of accidents and sudden illnesses. Covers American Red Cross Standard First Aid with certificate available upon satisfactory completion of the course. (UC/CSU)

May be repeated three times.

HE-ED 150 — CARDIOPULMONARY RESUSCITATION .5 Unit

Lecture: .5 hour

Information necessary to develop the student's first aid knowledge, skills, and judgment to provide basic life support until the victim recovers or until advanced life support is available.

Offered for Credit/No Credit only.

May be repeated three times.

HEALTH OCCUPATIONS

HE-OC 97— WORK EXPERIENCE IN HEALTH OCCUPATIONS 1-4 Units

Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven 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. (CSU)

Offered for Credit/No Credit 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.

HEAVY EQUIPMENT

HVYEQ 150— SCHOOL BUS DRIVER TRAINING 2.5 Units

Prerequisite: Possession of a valid California driver's license

Lecture: 2.5 hours

Instruction in the driver's responsibility for pupils, care and operation of a school bus, and laws relating to pupil transportation.

May be repeated three times.

HISTORY

HIST 11 — HISTORY OF CALIFORNIA 3 Units

Lecture: 3 hours

Survey of California history from pre-Columbian period to the present. Emphasis will include the Indians, Spaniards, Mexicans, and Anglo-Americans. Considerable attention will be devoted to California's influential role in national and world events. (UC/CSU)

HIST 13 — WORLD CIVILIZATIONS: to 1650 3 Units

Lecture: 3 hours

Survey of civilizations to 1650: origins in Near East and Asia, development in Greece, Rome, Medieval Europe, Africa, and the Americas, to colonial empires. (UC/CSU)

HIST 14 — WORLD CIVILIZATIONS: 1650 to Present 3 Units

Lecture: 3 hours

Survey of civilizations since 1650: emergence of modern national states, their struggle for world status and their impact on international affairs. (UC/CSU)

HIST 16 — UNITED STATES: to 1865 3 Units

Lecture: 3 hours

Survey of United States history from Colonization to Reconstruction. Analysis of English Imperialism, Revolution, Nationalism, Democracy, Sectionalism and Civil War. (UC/CSU)

(Meets the California State Requirement in American History.)

HIST 17 — UNITED STATES: 1865 to Present 3 Units

Lecture: 3 hours

Survey of United States history from Reconstruction to the present. Analysis of Industrialism, Progressivism, New Deal, Internationalism and Contemporary America. (UC/CSU)

(Meets the California State requirement in American History.)

HIST 49—THE MOTHER LODE 3 Units

Lecture: 3 hours

History and lore of the Gold Rush country with emphasis on the Central Sierra communities. (CSU)

HIST 55—THE AMERICAN FRONTIER 3 Units

Lecture: 3 hours

Study of successive frontier zones and hostile environments in reshaping imported customs and habits into uniquely American characteristics. Emphasis will be on the 19th century. (UC/CSU)

HOSPITALITY MANAGEMENT

See Page 35 for Certificate Requirements

HPMGT 97 — WORK EXPERIENCE IN HOSPITALITY MANAGEMENT 1-4 Units

Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven 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. (CSU)

Offered for Credit/No Credit 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. Four units of hotel work is required of hotel students.

HPMGT 101 — INTRODUCTION TO THE HOSPITALITY INDUSTRY 3 Units

Lecture: 3 hours

Survey of the hotel-motel, food services, travel-tourism, club and recreation business. Analysis of the organizational structure of the hospitality industry, including historical development and examination of industry trends. Major emphasis will be placed on career planning and management in the hospitality industry.

Field trips may be required.

HPMGT 103 — MARKETING OF HOSPITALITY SERVICES 3 Units

Lecture: 3 hours
A study of people, product, package, price, and promotion, and how they interrelate and constitute the ingredients in a marketing program.
Field trips may be required.

HPMGT 112 — FRONT OFFICE MANAGEMENT/ HOTEL CATERING 2 Units

Lecture: 2 hours
Essential equipment, routines, and duties of the front desk clerk and relationship to other hotel departments; planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater.

HPMGT 114 — INTRODUCTION TO MAINTENANCE AND HOUSEKEEPING 1.5 Units

Lecture: 1.5 hours
Provides essential technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials.

HPMGT 116 — LAWS OF INNKEEPING 1 Unit

Lecture: 1 hour
Legal relationships between California innkeepers and others; rights, duties, and liabilities of innkeepers and their personnel.
Field trips may be required.

Food Services

HPMGT 130 — FOOD SERVICE MANAGEMENT 2 Units

Lecture: 2 hours
Introduction to culinary nomenclature, cost controls, kitchen equipment, restaurant design, management reports, menu planning, food purchasing, nutrition and sanitation.
Field trips may be required.

HPMGT 131A — DINING ROOM SERVICE AND MANAGEMENT 2 Units

Lecture: 1 hour
Laboratory: 3 hours
Operation of the Cellar Restaurant dining room and related service support stations. How to hire, train, motivate, schedule and assign jobs to a wait staff. Cost controls: labor and supplies. Quality assurance and productivity standards.

HPMGT 131B — DINING ROOM SERVICE AND MANAGEMENT 3 Units

Prerequisite: Hospitality Management 131A with a grade of "C" or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 4.5 hours
Advanced service techniques, table settings and dining room etiquette using the City Hotel as a laboratory. Emphasis is on elegance and showmanship, developing the fine points of service, understanding wine and food compatibilities, and building sales, managing the dining room with reservation systems, proper staffing and hosting.
Field trips may be required.

HPMGT 133A — INTRODUCTION TO COMMERCIAL FOOD PREPARATION 4 Units

Lecture: 1.5 hours
Laboratory: 7.5 hours
History and careers in food service; the care, safe use and selection of culinary tools and equipment; safety and sanitation; menu planning, food costs, recipe conversion; inventory, food ordering, purveyor relationships. Basic cooking techniques, storage, cash register procedures, money handling, short order cooking, food preparation work; preparation of salads, dairy products, vegetables, sandwiches, breakfasts, beverages and customer relations.

HPMGT 133B — COMMERCIAL FOOD PREPARATION 4 Units

Prerequisite: Hospitality Management 133A with a grade of "C" or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 7.5 hours
Focus is on restaurant line cookery. Involves preparation of soups, salads, entrees, vegetables and starches. Menu cycle extends from family-style to classical cuisine, including buffets. Quality assurance, production efficiency and kitchen management are emphasized.

HPMGT 135A — COMMERCIAL BAKING: Beginning 3 Units

Lecture: 1 hour
Laboratory: 6 hours
Tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes, and speciality items.
Field trips may be required.

HPMGT 135B — COMMERCIAL BAKING: Advanced 2 Units

Prerequisite: Hospitality Management 135A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
Formulas used in commercial pastry shop, cake decoration, marzipan and chocolate work, paté à chou and speciality items. Student participation.
Field trips may be required.

HPMGT 139 — FOOD SCIENCE AND NUTRITION 3 Units

Lecture: 3 hours
Introductory study of nutrition: names and functions of nutrients, food sources of same, determination of nutrient needs in various life stages, preparation of adequate diets, methods to assess "new" nutrition information, food labeling and governmental regulations as they affect nutrient content of foods; food shopping and meal preparation.

HPMGT 140A — CONTEMPORARY CUISINE: Introduction 3.5 Units

Prerequisite: Hospitality Management 133B with a grade of "C" or better or consent of instructor
Lecture: 1.5 hours
Laboratory: 6 hours
Contemporary cuisine with focus on the preparation of seasonal ingredients used to develop the menus at the City Hotel. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will begin to prepare for working on-line cooking stations in pastry, pantry, sauté, and grill.

HUMANITIES

HUMAN 1 — OLD WORLD CULTURE 3 Units

Skill Level Recommended: Eligibility for English 1A
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. (UC/CSU)

HUMAN 2 — MODERN CULTURE 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
An introductory survey of humanistic culture, historically structured from the enlightenment to the present scene, presenting enduring works of art, drama, literature, music, and philosophy. (UC/CSU)

INDEPENDENT STUDY

(See Independent Study pg. 55)

LAW ENFORCEMENT

LAWEN 140A — ARSON INVESTIGATION: Beginning 2 Units

Lecture: 2 hours
Designed to prepare new fire investigators and detectives from law enforcement to carry out the responsibility of arson detection and establish the foundation for an in-depth arson investigation.
(Students may receive credit for either Law Enforcement 140A and 140B or Fire Technology 27, but not both.)

LAWEN 140B — ARSON INVESTIGATION: Advanced 2 Units

Prerequisite: Law Enforcement 140A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
A continuation of the introductory course emphasizing preservation of evidence, explosive devices, testimony as an expert, insurance laws, and advanced fire problems.

MATHEMATICS

MATH 2 — ELEMENTS OF STATISTICS (CAN STAT 2) 4 Units

Prerequisite: Mathematics 104 or second year high school algebra within the last two years with a grade of "B" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 4 hours
or
Lecture: 3 hours
Laboratory: 3 hours
Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests. (UC/CSU)

HPMGT 140B — CONTEMPORARY CUISINE: Advanced 3.5 Units

Prerequisite: Hospitality Management 140A with a grade of "C" or better or consent of instructor

Lecture: 1.5 hours
Laboratory: 6 hours
Explores the subject of seasonal menu development in the contemporary American kitchen. The course objective is to develop the students' level of understanding and technical proficiency and prepare them for lead positions in pastry, pantry, sauté, and grill.

HPMGT 142 — GARDE MANGER 2 Units

Prerequisite: Hospitality Management Food Service Technology certificate or consent of instructor

Lecture: 1.5 hours
Laboratory: 1.5 hours
Study of cold food preparation which includes tools, vegetable and fruit carvings, appetizers, hors d'oeuvre, canapes, sauces, salads, force meats, pates, tray presentations, table set-ups, room set-ups, and food show competitions.
Field trips may be required.

HPMGT 144 — MEAT ANALYSIS 2 Units

Lecture: 1.5 hours
Laboratory: 1.5 hours
Study of various grades and cuts of meat and their use in restaurant sales; cost control and fabrication, sausage making; curing and smoking of foods.
Field trips may be required.

HPMGT 147 — BEVERAGE MANAGEMENT 3 Units

Lecture: 2 hours
Laboratory: 3 hours
Study of all aspects of beverage management including federal, state and local regulations, mixology background and future of the beverage industry. Students under 21 will do special assignments rather than labs.
Field trips may be required.

HPMGT 148 — HISTORY AND PRODUCTION OF CALIFORNIA WINES 2 Units

Lecture: 2 hours
Introduction to the history, development, production and types of wines.
Field trips are required.

Recreation Industry

HPMGT 151 — INTRODUCTION TO PARKS AND RECREATION 3 Units

Lecture: 2 hours
Laboratory: 3 hours
An introductory course for individuals interested in parks and recreation, with exposure to park management, design, maintenance and construction; recreational aspects, job opportunities and duties.

HPMGT 160 — INTRODUCTION TO TRAVEL- TOURISM INDUSTRY/TOURS 2 Units

Lecture: 2 hours
Evolution of tourism as an industry. Survey of domestic and international travel, laws, services, communications systems, principles and procedures of group tour management and planning.
Field trips may be required.

MATH 6— MATHEMATICS FOR LIBERAL ARTS STUDENTS 3 Units

Prerequisite: Mathematics 104 with a grade of "C" or better, or consent of instructor
 Lecture: 3 hours
 A survey of important mathematical ideas with insight into their historical development. Topics may include sets and logic, number theory, functions and graphs, geometric ideas, probability and statistics. (UC/CSU)

MATH 8 — TRIGONOMETRY 4 Units

Prerequisite: A grade of "C" or better in Mathematics 104 or Mathematics 103 or second year high school algebra and one year geometry or consent of instructor
 Lecture: 4 hours
 or
 Lecture: 3 hours
 Laboratory: 3 hours
 Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometrics, identities, graphs, and logarithms. (CSU)

MATH 10 — COLLEGE ALGEBRA 4 Units

Prerequisite: Mathematics 104 with a grade of "C" or better or equivalent high school course or consent of instructor
 Lecture: 4 hours
 or
 Lecture: 3 hours
 Laboratory: 3 hours
 Extension of algebraic concepts; includes quadratic equations, inequalities, systems of equations, complex numbers, matrices, determinants, and polynomial, exponential, and logarithmic functions. (UC/CSU)

MATH 12 — FINITE MATHEMATICS 4 Units

Prerequisite: Mathematics 104 with a grade of "C" or better or two years of high school algebra or consent of instructor
Skill Level Recommended: Eligibility for English 1A
 Lecture: 4 hours
 or
 Lecture: 3 hours
 Laboratory: 3 hours
 Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming) sets, combinatorics, probability, statistics, and the mathematics of finance. (UC/CSU)

MATH 18A — CALCULUS WITH ANALYTIC GEOMETRY 4 Units

Prerequisite: Two years of high school algebra, one year of plane geometry and one-half year of trigonometry or Mathematics 8 with a grade of "C" or better. Mathematics 10 required or consent of instructor.
 Lecture: 4 hours
 or
 Lecture: 3 hours
 Laboratory: 3 hours
 An integrated course in calculus and analytic geometry including limits, continuity, differentiation and integration with applications, logarithmic functions, and exponential functions. (UC/CSU)

MATH 18B — CALCULUS WITH ANALYTIC GEOMETRY 4 Units

Prerequisite: Mathematics 18A with a grade of "C" or better or consent of instructor
 Lecture: 4 hours
 or
 Lecture: 3 hours
 Laboratory: 3 hours
 An integrated course in calculus and analytic geometry including transcendental functions, indeterminate forms, improper integrals, Taylor's Formula, infinite series, conic sections, polar coordinates, and polar curves. (UC/CSU)

MATH 18C — VECTOR AND MULTIVARIATE CALCULUS 4 Units

Prerequisite: Mathematics 18B with grade of "B" or better or consent of instructor
 Lecture: 3 hours
 Laboratory: 3 hours
 Vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, vector fields, and topics in vector calculus. (UC/CSU)

MATH 100 — BASIC MATHEMATICS 2 Units

Lecture: 2 hours
 or
 Lecture: 1 hour
 Laboratory: 3 hours
 Basic mathematical theory and notation; arithmetic skills with introduction to algebraic expressions, equations, geometric formulas, and measurement; application of skills in a variety of contexts. Offered for Credit/No Credit only.

MATH 101 — BEGINNING ALGEBRA 4 Units

Lecture: 4 hours
 or
 Lecture: 3 hours
 Laboratory: 3 hours
 Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

MATH 102 — ENTRY LEVEL GEOMETRY 1 Unit

Prerequisite: One year of high school algebra or Mathematics 101 recommended
 Laboratory: 3 hours
 An introduction to the symbols and vocabulary, relations, measurement, and application involving geometric concepts. Offered for Credit/No Credit only.

MATH 103 — GEOMETRY 3 Units

Prerequisite: One year of high school algebra or Mathematics 101 recommended
 Lecture: 3 hours
 or
 Lecture: 2 hours
 Laboratory: 3 hours
 Rectilinear figures, circles, parallels, perpendiculars, areas, similarity, constructions, logic, and proofs.

MATH 104 — INTERMEDIATE ALGEBRA 4 Units

Prerequisite: Mathematics 101 with a grade of "C" or better or one year of high school algebra or consent of instructor
 Lecture: 4 hours
 or
 Lecture: 3 hours
 Laboratory: 3 hours
 Study of algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; applications of algebra in a variety of contexts.

MEDIA TECHNOLOGY

MEDIA 52A — VIDEO PRODUCTION: Beginning 3 Units

Lecture: 2 hours
 Laboratory: 3 hours
 The art and technique of beginning video production stressing the skills of camera, lighting, editing, and sound. Emphasis on production techniques for the local public access channel. (CSU)

MEDIA 52B — VIDEO PRODUCTION: Advanced 3 Units

Prerequisite: Media Technology 52A with a grade of "C" or better or consent of instructor
 Lecture: 2 hours
 Laboratory: 3 hours
 To utilize the skills learned in Media Technology 52A and apply them to production of programs on the local public access channel. (CSU)
 May be repeated two times.

MUSIC

Repeat Limitations on Music Courses

The following limitations apply to all Music activity classes. Each activity is limited to a maximum of four enrollments, regardless of the skill level of the individual courses. For example, a student may enroll a) in beginning piano four times or b) twice in beginning piano and twice in intermediate piano. In either of these cases, the student cannot enroll in any additional piano courses because the maximum of four piano courses has been met.

MUSIC 1 — MUSIC FUNDAMENTALS 2 Units

Lecture: 2 hours
 Introduction to traditional musical notation, key signatures, scales, intervals and chords, sight singing and ear training. (UC/CSU)

MUSIC 2 — INTRODUCTION TO MUSIC 3 Units

Skill Level Recommended: Eligibility for English 1A
 Lecture: 3 hours
 Study and analysis of music, including instrumentation, form, basic elements, and general background of styles and composers. (UC/CSU)

MUSIC 10 — SURVEY OF MUSIC HISTORY AND LITERATURE: Ancient to 1750 3 Units

Skill Level Recommended: Eligibility for English 1A
 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 B.C. through 1750 A.D. Includes the music of Palestrina, Bach, and Handel. (UC/CSU)

MUSIC 11 — SURVEY OF MUSIC HISTORY AND LITERATURE: 1750 to Present 3 Units

Skill Level Recommended: Eligibility for English 1A
 Lecture: 3 hours
 A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and 20th Century periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Capland. (UC/CSU)

MUSIC 20A — MUSIC THEORY 5 Units

Lecture: 5 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, harmonic motion, ear training, and keyboard applications. (UC/CSU)
 May be repeated one time.

MUSIC 20B — MUSIC THEORY 5 Units

Prerequisite: Music 20A with a grade of "C" or better or consent of instructor
 Lecture: 5 hours
 Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, non-harmonic notes, extended chords, harmonic ear training, and keyboard harmony. (UC/CSU)
 May be repeated one time.

MUSIC 31A — ELEMENTARY PIANO 1.5 Units

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

MUSIC 31B — ELEMENTARY PIANO 1.5 Units

Prerequisite: Music 31A with a grade of "C" or better or consent of instructor
 Lecture: 1 hour
 Activity: 2 hours
 Continuation of the fundamentals of piano performance with emphasis given to the essentials of music reading. Theory will include the presentation of scales and keys, both major and minor, review and application of chords and inversions, and an introduction to improvisation. Piano literature will include both classical and popular compositions as well as exercises and technical studies. (UC/CSU)

MUSIC 36A — ELEMENTARY VOICE 1.5 Units

Lecture: 1 hour
 Activity: 2 hours
 Large group instruction in singing for those with little or no background in voice training. Includes basic singing techniques and songs for building range, endurance, tone, and breath capacity. (UC/CSU)

MUSIC 36B — ELEMENTARY VOICE 1.5 Units
Prerequisite: Music 36A with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
 Lecture: 1 hour
 Activity: 2 hours
 Large group instruction in singing for those with little or no background in voice training. Includes basic singing techniques and songs for building range, endurance, tone, and breath capacity. (UC/CSU)

MUSIC 41A — INTERMEDIATE PIANO 1.5 Units
Prerequisite: Music 31B with a grade of "C" or better or consent of instructor
 Lecture: 1 hour
 Activity: 2 hours
 Continuation of the fundamentals of piano performance attained in Music 31A and 31B with more emphasis given to technique, phrasing, and dynamics as progressively difficult music is presented. Theory will include additional major and minor scales and keys, chords, and inversions including seventh chords, improvisation, and transposition. Piano literature will include both classical and popular compositions as well as exercises and technical studies. (UC/CSU)

MUSIC 41B — INTERMEDIATE PIANO 1.5 Units
Prerequisite: Music 41A with a grade of "C" or better or consent of instructor
 Lecture: 1 hour
 Activity: 2 hours
 Continuation of the fundamentals of piano performance attained in Music 31A, 31B, and 41A with more emphasis given to the adaptation of various techniques regarding style, touch, dynamics, and phrasing as they apply to different periods of piano literature. Opportunity to accompany instrumentalists and vocalists is offered as well as the performance of two-piano works. Theory will include all key signatures, scales, embellishments, diminished and augmented chords, and study of the Baroque, Classical, Romantic, and Contemporary periods in Music. (UC/CSU)

MUSIC 46A — INTERMEDIATE VOICE 1.5 Units
Prerequisite: Music 36B with a grade of "C" or better or consent of instructor
 Lecture: 1 hour
 Activity: 2 hours
 Individual and small group instruction in the refinement of vocal technique. Includes continued development of tone, endurance, and flexibility with an emphasis on public performance. (UC/CSU)

MUSIC 46B — INTERMEDIATE VOICE 1.5 Units
Prerequisite: Music 46A with a grade of "C" or better or consent of instructor
 Lecture: 1 hour
 Activity: 2 hours
 Continuation of Music 46A. (UC/CSU)

MUSIC 48 — BEGINNING MUSICAL INSTRUMENT 1.5 Units
 Lecture: 1 hour
 Activity: 2 hours
 Beginning techniques on woodwind, brass, percussion, or string necessary for individual and group performance. Designed for students with no previous experience in instrumental music, students who wish to review fundamentals of instrumental music, and experienced instrumentalists who wish to learn a secondary instrument. Students must supply their own instruments. (UC/CSU)
 May be repeated three times.

MUSIC 49 — BEGINNING GUITAR 1.5 Units
 Lecture: 1 hour
 Activity: 2 hours
 Basic guitar techniques, open string chords, right hand string and finger-picking. Introduction to music reading, basic chords, simple song accompaniments and melodic playing in first position. Student must provide a tunable, nylon string acoustic guitar. (UC/CSU)
 May be repeated three times.

MUSIC 50 — SERIES — APPLIED MUSIC
Prerequisite: Audition.
 Lecture: 1 hour
 Study of performance techniques, interpretation, and repertoire related to private music instruction. Designated for music majors and minors. (UC/CSU)
 May be repeated three times.

MUSIC 50 — APPLIED MUSIC: Guitar 1 Unit
MUSIC 51 — APPLIED MUSIC: Keyboard 1 Unit
MUSIC 52 — APPLIED MUSIC: Woodwinds 1 Unit
MUSIC 53 — APPLIED MUSIC: Brass 1 Unit
MUSIC 54 — APPLIED MUSIC: Strings 1 Unit
MUSIC 55 — APPLIED MUSIC: Percussion 1 Unit
MUSIC 56 — APPLIED MUSIC: Voice 1 Unit
MUSIC 57 — APPLIED MUSIC: Synthesizer 1 Unit

MUSIC 60 — CHOIR 1 Unit
 Activity: 3-6 hours
 Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or choir experience as well as intermediates. Repertoire includes selections of various styles. (UC/CSU)
 May be repeated three times.

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

MUSIC 65 — THEATER PRODUCTION: Music Emphasis 1 Unit
Prerequisite: Audition
 Activity: 3-6 hours
 Directed activities in theatre production for public performance with a concentration in vocal or instrumental music. (UC/CSU)
 May be repeated three times.

MUSIC 66 — 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. (UC/CSU)
 May be repeated three times.

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

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

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

MUSIC 76 — COMMUNITY ORCHESTRA 1 Unit
Prerequisite: Audition for wind, brass, and percussion players as needed.
 Activity: 3-6 hours
 Study and performance of orchestral literature of various styles and media. (UC/CSU)
 May be repeated three times.

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

NATURAL RESOURCES
 See Page 36 for Certificate Requirements

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

NATRE 9 — PARKS AND FORESTS LAW ENFORCEMENT 2 Units
 Lecture: 2 hours
 Knowledge and skills required in areas of constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. (CSU)
 Field trips may be required.

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

NATRE 97 — WORK EXPERIENCE IN FORESTRY AND NATURAL RESOURCES 1-4 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven 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 Credit/No Credit 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.

NATURAL RESOURCES TECHNOLOGY
 See Page 36 for Certificate Requirements

NARTC 150 — NATURAL HISTORY AND ECOLOGY 2 Units
 Lecture: 2 hours
 Natural history and ecology with emphasis on the interrelationships among plants, animals, soils, geology, and climate of California. Selected topics on plant succession, terrestrial and aquatic ecosystems, organism adaptation and diversity, evolution, California's physical/biological environment, California biomes, and Sierra Nevada Life Zones.
 Field trips may be required.

NARTC 152 — APPLIED WILDLANDS MANAGEMENT 3 Units
Prerequisite: Natural Resources Technology 160 recommended
 Lecture: 2 hours
 Laboratory: 3 hours
 Techniques of managing wildlands for maximum forage, soil, water, wildlife, and recreation quality. Field observations and applications for restoration and protection of watershed, range, wildlife, and recreation values.
 Field trips will be required.

NARTC 155 — INTERPRETIVE GUIDED TOURS 2 Units
 Lecture: 2 hours
 Methods of meeting and serving diverse public groups in their social, cultural, and recreational use of wildland recreation sites.
 Field trips will be required.

NARTC 160 — AERIAL PHOTOGRAPHY AND MAP INTERPRETATION 2 Units

Lecture: 1 hour
Laboratory: 3 hours

Use of basic photogrammetric instruments and equipment; techniques of delineating soil-vegetation and timber types and distinguishing physical features on aerial photographs; techniques of interpretation of planimetric, topographic, orthophoto-topographic, and geologic maps; principles of remote sensing. Field trips may be required.

NARTC 163 — WATER FOR CONSUMPTION 3 Units

Lecture: 3 hours

Study of present and future sources of community water supply with special attention to state standards for potable water; analysis, processing, treatment, quality control, storage, and distribution of community water.

Offered for Credit/No Credit only.
Meets Water Treatment Plant Operator state certification prerequisite for examination at Grade 2 level.
Field trips may be required.

NARTC 181 — CALIFORNIA WILDLIFE 4 Units

Lecture: 4 hours

Study of the field identification characteristics, habitat requirements, life history, management, and population dynamics of selected California mammals, birds, and fish; methods and problems of appraising and manipulating game mammals, furbearers, upland game, and fisheries to improve populations; techniques of habitat appraisal and manipulation to improve wildlife populations. Field trips are required.

OFFICE OCCUPATIONS
(See Business)

PHILOSOPHY

PHILO 1 — INTRODUCTION TO PHILOSOPHY 3 Units

Skill Level Recommended: Eligibility for English 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. (UC/CSU)

PHILO 25 — TWENTIETH CENTURY PHILOSOPHY 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours

A brief survey of twentieth century philosophy emphasizing the leading exponents of each school of thought and their contributions to our understanding of man, nature, society, history, science, technology, human values, and the meaning of life. (UC/CSU)

PHOTOGRAPHY
(See ART)

PHYSICAL EDUCATION

PE 1 — INTRODUCTION TO PHYSICAL EDUCATION 2 Units

Lecture: 2 hours

The background and principles of physical education and sports. Study of the aims and objectives of modern physical education with a view toward development of basic philosophy and background for professional education. (UC/CSU)

PE 3 — PERSONAL FITNESS CONCEPTS AND EVALUATIONS 3 Units

Lecture: 2 hours
Activity: 3 hours

A study of "how," "why," and "what" of physical activity and exercise. Designed to help students make important decisions about their own personal exercise program and their personal physical fitness directions for a lifetime. (UC/CSU)

PE 6A — LIFETIME FITNESS PROGRAM I 1-3 Units

Lecture: .5-1.5 hours
Laboratory: 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 involves the circuit training system. (UC/CSU)

PE 6B — LIFETIME FITNESS PROGRAM II 1-2 Units

Prerequisite: Physical Education 6A with a grade of "C" or better or consent of instructor

Laboratory: 3-6 hours

A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. (UC/CSU)

May be repeated two times.

PE 8 — CARDIAC REHABILITATION PROGRAM: Phase III 1 Unit

Prerequisite: Primary physician referral

Lecture: .5-1 hour
Laboratory: 1.5-5 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 is mandatory.) (CSU)

May be repeated three times.

PE 9 — CARDIAC FAMILY FITNESS 1 UNIT

Prerequisite: Must be member of enrolled cardiac student's family

Lecture: .5-1 hour
Laboratory: .5-5 hours

Designed to introduce the cardiac student's family to cardiovascular fitness principles and practices and to share in the modification of risk factors found necessary for the full rehabilitation of the cardiac student. (CSU)

May be repeated three times.

PE 10 — ADAPTIVE PHYSICAL EDUCATION .5-1.5 Units

Activity: 1.5-4.5 hours

Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. (CSU)

May be repeated three times.

PE 11 — PULMONARY REHABILITATION 1 Unit

Prerequisite: Physician referral

Lecture: .5-1 hour
Laboratory: 2-4 hours

Involves the education, evaluation, care, treatment, and management of breathing difficulties. Designed to help individuals with chronic lung disease such as asthma, emphysema, bronchitis, bronchiectasis, or other respiratory problem. (CSU)

May be repeated three times.

PE 20 — DANCE SURVEY 2 Units

Lecture: 1 hour
Laboratory: 3 hours

Introduction to the fundamentals of dance movement, including ballet, jazz, contemporary, and folk. (UC/CSU)

PE 21A — BALLET I .5-1.5 Units

Activity: 1.5-4.5 hours

Introduction to fundamental classical technique, including basic concepts, positions, and combinations designed to acquaint the student with ballet as an expressive art form while developing strength, flexibility, and coordination. (UC/CSU)

May be repeated one time.

PE 21B — BALLET II .5-1.5 Units

Prerequisite: Physical Education 21A with a grade of "C" or better or consent of instructor

Activity: 1.5-4.5 hours

Continuing study of techniques and principles of classical ballet with emphasis on phrasing, combinations, and stylistic elements. (UC/CSU)

May be repeated one time.

PE 23A — CONTEMPORARY DANCE I .5-1.5 Units

Activity: 1.5-4.5 hours

Introduction to contemporary dance technique; designed to acquaint the student with the fundamentals of dance and creative movement exploration while developing strength, flexibility, and expressiveness. (UC/CSU)

May be repeated one time.

PE 23B — CONTEMPORARY DANCE II .5-1.5 Units

Prerequisite: Physical Education 23A with a grade of "C" or better or consent of instructor

Activity: 1.5-4.5 hours

Contemporary dance technique at the intermediate level with emphasis on developing artistic competence, performance skills, and basic choreographic concepts. (UC/CSU)

May be repeated one time.

PE 25A — JAZZ DANCE I .5-1.5 Units

Activity: 1.5-4.5 hours

Introduction to the fundamentals of jazz dance; designed to acquaint the student with basic technique in a cultural and historical context while developing strength, flexibility, and stylistic awareness. (UC/CSU)

May be repeated one time.

PE 25B — JAZZ DANCE II .5-1.5 Units

Prerequisite: Physical Education 25A with a grade of "C" or better or consent of instructor

Activity: 1.5-4.5 hours

Continuing work in jazz dance with emphasis on developing stylistic elements and performance techniques. Specific attention given to learning extended movement combinations and compositional forms indigenous to American jazz. (UC/CSU)

May be repeated one time.

PE 27 — CHOREOGRAPHY 3 Units

Prerequisite: Previous dance experience or consent of instructor

Lecture: 2 hours
Activity: 3 hours

A comprehensive exploration of choreography fundamentals through a sequential progression of movement experiences designed to develop the creative potential and provide a fuller understanding of the creative process. (UC/CSU)

May be repeated three times.

PE 28 — DANCE PRODUCTION 2 Units

Prerequisite: Previous dance experience or consent of instructor

Activity: 6 hours

Dance production for public performance; theory and practice in choreography, performance styles, and dance rehearsal combined with theatrical structure and technical staging designed for concert presentation. (UC/CSU)

May be repeated three times.

PE 29 — THEATRE PRODUCTION: DANCE EMPHASIS 1-2 Units

Prerequisite: Audition

Laboratory: 3-6 hours

Directed activities in theatre production for public performance with a concentration in dance. (UC/CSU)

May be repeated three times.

PE 30 — AEROBIC EXERCISE .5-1.5 Units

Laboratory: 1.5-4.5 hours

A fitness class designed to promote cardiovascular conditioning, muscular strength and endurance, and flexibility with emphasis on the fundamental principles of exercise as a component of health. (UC/CSU)

May be repeated three times.

PE 32 — BASKETBALL: MEN'S RULES .5-1.5 Units

Activity: 1.5-4.5 hours

Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. (UC/CSU)

May be repeated three times.

PE 33 — BASKETBALL: WOMEN'S RULES .5-1.5 Units
Laboratory: 1.5-4.5 hours
 Instruction, practice, and participation in game play. Emphasis on rules, individual and team skills, and team strategy. (UC/CSU)
May be repeated three times.

PE 34 — BASKETBALL: ADVANCED THEORY AND PRACTICE 2 Units
Lecture: 1 hour
Activity: 3 hours
 Advanced concepts, strategy, and practice necessary in the playing and understanding of collegiate basketball. (UC/CSU)
May be repeated three times.

PE 35 — DISTANCE RUNNING .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction and practice in the sport of distance running with emphasis on training techniques to enable students to safely negotiate distances of two or more miles. (UC/CSU)
May be repeated three times.

PE 36 — FENCING .5-1.5 Units
Activity: 1.5-4.5 hours
 Introduction to swordsmanship for men and women. Fencing with the French foil, with instruction in the basic skills, rules, and officiating of the sport. Intra-class contests (fencing bouts) will be played. (UC/CSU)
May be repeated three times.

PE 38A — GOLF I .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction and practice in fundamentals. (UC/CSU)

PE 38B — GOLF II .5-1.5 Units
Prerequisite: Physical Education 38A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
 Instruction and practice in skills, rules and strategy. (UC/CSU)
May be repeated two times.

PE 40 — RACQUET SPORTS .5-1.5 Units
Activity: 1.5-4.5 hours
 An introductory level course with instruction and practice in badminton and paddle tennis. Each activity is taught for nine weeks and provides the student with an exposure to the fundamentals, rules, and strategy of each. (UC/CSU)
May be repeated three times.

PE 42 — SKIING CONDITIONING .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction in progressive exercises and conditioning for snow skiing. (UC/CSU)
May be repeated three times.

PE 43A — SKIING — ALPINE I .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction and practice in basic fundamentals of snow skiing on the slopes. Care and selection of equipment, terminology, and safety included. (CSU)
Offered for Credit/No Credit only.

PE 43B — SKIING — ALPINE II .5-1.5 Units
Prerequisite: Physical Education 43A or consent of instructor
Activity: 1.5-4.5 hours
 Instruction and practice in intermediate through advanced snow skiing techniques employed by the American teaching method. Classes are held on the ski slopes. (CSU)
Offered for Credit/No Credit only.

PE 45 — SKIING: CROSS COUNTRY .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction and practice for snow skiing in the open country. Care and selection of equipment, safety, and outdoor orientation emphasized. (CSU)
Offered for Credit/No Credit only.
May be repeated one time.

PE 47 — SOCCER .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction, practice, and participation in game play. Emphasis on rules, individual skills, and strategy in the field. (UC/CSU)
May be repeated three times.

PE 50A — TENNIS I .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction and practice in fundamentals of eastern grip tennis. Emphasis on development of sound ground strokes, serve, and volley. Includes rules, scoring, and game play in both singles and doubles tennis. (UC/CSU)
May be repeated one time.

PE 50B — TENNIS II .5-1.5 Units
Prerequisite: Physical Education 50A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
 Instruction and practice in the advanced aspects of Eastern grip tennis. Emphasis on game play and development with individualized coaching and analysis for the more experienced player. Includes tactics and court coverage to encourage a more powerful game in both singles and doubles tennis. (UC/CSU)
May be repeated one time.

PE 53A — VOLLEYBALL I .5-1.5 Units
Activity: 1.5-4.5 hours
 Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. (UC/CSU)
May be repeated one time.

PE 53B — VOLLEYBALL II .5-1.5 Units
Prerequisite: Physical Education 53A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
 An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play. (UC/CSU)
May be repeated one time.

PE 56A — WEIGHT TRAINING I .5-1.5 Units
Activity: 1.5-4.5 hours
 Instruction in use of weights and body building equipment with emphasis upon individual program development. (UC/CSU)
May be repeated one time.

PE 56B — WEIGHT TRAINING II .5-1.5 Units
Prerequisite: Physical Education 56A with a grade of "C" or better or consent of instructor
Activity: 1.5-4.5 hours
 Designed to help individuals accomplish a fine state of physical fitness through the use of "overload" equipment and progressive resistance exercises. Each person shall, with the counseling of the instructor, analyze particular needs and establish a program that will help accomplish these goals. (UC/CSU)
May be repeated one time.

Intercollegiate Athletics

PE 82 — VARSITY BASKETBALL (Men's Rules) 2 Units
Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
 Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. (UC/CSU)
Field trips will be required.
May be repeated three times.

PE 84 — VARSITY TENNIS (CO-ED) 2 Units
Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
 Preparation and training for intercollegiate varsity tennis competition. Participation in contests with other colleges will be scheduled. (UC/CSU)
Field trips will be required.
May be repeated three times.

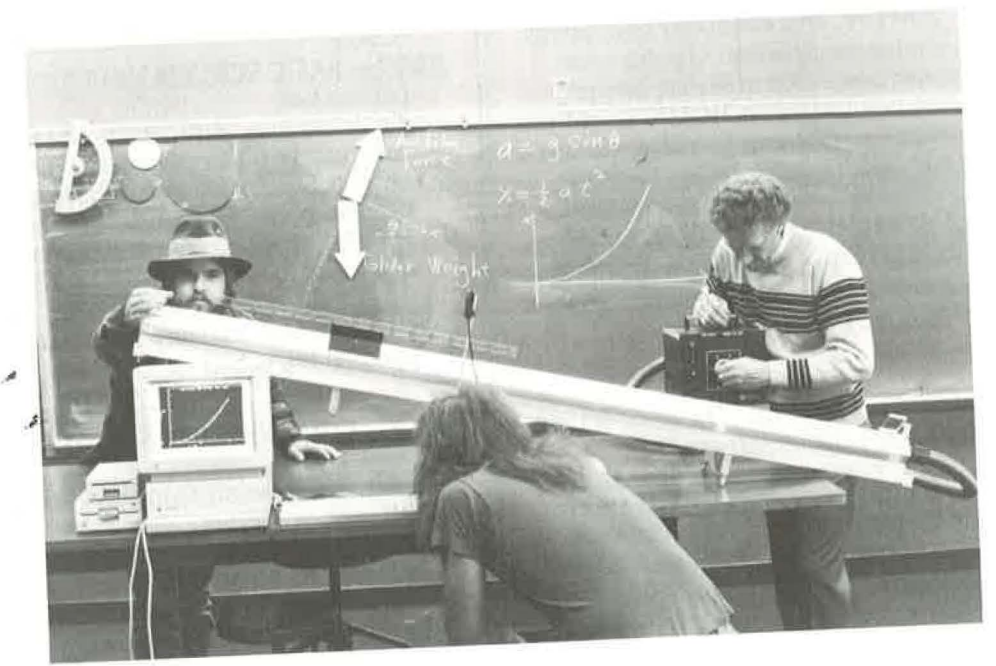
PE 86—VARSITY VOLLEYBALL 2 Units
Prerequisite: Must be enrolled as a full-time student
Activity: 10 hours
 Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled. (UC/CSU)
Field trips will be required.
May be repeated two times.

PHYSICS

PHYS 1 — CONCEPTUAL PHYSICS 3 Units
Prerequisite: Mathematics 101 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
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. (UC/CSU)

PHYS 5A — GENERAL PHYSICS I 5 Units
Prerequisite: Mathematics 18A with a grade of "B" or better or Mathematics 8 with grade of "B" or better and concurrent enrollment in Mathematics 18A or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 4 hours
Laboratory: 3 hours
 A general, calculus level investigation of Newtonian mechanics and fluid mechanics. (UC/CSU)

PHYS 5B — GENERAL PHYSICS II 5 Units
Prerequisite: Mathematics 18A with a grade of "B" or better and Physics 5A with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 4 hours
Laboratory: 3 hours
 A general calculus level investigation of the physics of electricity and magnetism. (UC/CSU)



POLITICAL SCIENCE

POLSC 10 — CONSTITUTIONAL GOVERNMENT 3 Units
(CAN GOVT 2)

Lecture: 3 hours
Basic principles of United States and California constitutional governments with emphasis on dynamics of the American federal systems, governmental power and sources of power at the national, state and local levels and the rights and responsibilities of democratic citizenship. (Meets California State requirement for American Institutions.) (UC/CSU)

POLSC 12 — AMERICAN POLITICAL THOUGHT 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Historical survey of American political processes, traditions and aspirations. Emphasis will be on contemporary political issues. (UC/CSU)

POLSC 14 — INTERNATIONAL RELATIONS 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Dynamics of interstate relations; diplomacy and international law; international, regional, and supranational organizations; war and peace; foreign policy. (UC/CSU)

PSYCHOLOGY

PSYCH 1 — GENERAL PSYCHOLOGY 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
An introductory survey course of the general field of psychology. Topics to be covered include conditioning, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology. (UC/CSU)

PSYCH 2 — CURRENT ISSUES IN PSYCHOLOGY 3 Units

Prerequisite: Psychology 1 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
A look at the more advanced areas of study in psychology concentrating on current theoretical approaches and research findings regarding areas of controversy. (UC/CSU)

PYSCH 25 — BIOFEEDBACK AND STRESS MANAGEMENT 3 Units

Lecture: 3 hours
Lifestyles, psychological coping strategies, communication techniques, and the philosophical contexts which underlie and promote self-control, optimal well-being, and potential of the student; use of biofeedback equipment to enhance self-awareness and to learn the "relaxation response." (CSU)

PYSCH 30 — PERSONAL AND SOCIAL ADJUSTMENT 3 Units

Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
The study of personal growth and adjustment to help prepare the individual for lifelong understanding of self. Discussion of personality development, interpersonal relations, sexuality, stress management, family dynamics, dealing with losses, and other concerns of the individual in our society. (CSU)
Field trips may be required.

REAL ESTATE
(See Business)

SEARCH AND RESCUE

See Page 37 for Certificate Requirements

SAR 3 — ENVIRONMENTAL INJURIES 1 Unit

Recommended: Completion of EMS 13 or Advanced First Aid
Lecture: 1 hour
A review of injuries caused by recreational and vocational activities in the outdoors, including heat, cold, water, altitude, and animal-caused injuries. (CSU)

SAR 5 — MOUNTAIN MEDICINE 1 Unit

Recommended: Completion of EMS 13 or Advanced First Aid
Lecture: 1 hour
Review of common injuries and illnesses encountered in the outdoors. Emphasis on improvised treatment of trauma with a minimum of manpower, equipment, and mobility; includes discussion of psychological aspects, proper nutrition, diseases arising from travel in rural areas, and recommended first aid supplies. (CSU)

SAR 7 — BASIC SURVIVAL 1 Unit

Lecture: 1 hour
An intensive seminar in short-term wilderness survival with emphasis on preventing survival emergencies by psychological and skills preparedness. Human energy and water balance will be stressed as well as correct emergency responses to survival in arid and cold climates. Also included will be instruction regarding proper clothing and makeup of a simple, inexpensive survival kit. (CSU)

SAR 9 — COLD WEATHER SURVIVAL 1 Unit

Lecture: 1 hour
An intensive seminar in short-term survival in cold and wet wilderness environments. Psychological skills, equipment preparedness and emergency prevention will be emphasized. Adaptation of basic skills to the factors of snow, rain, and high winds will be stressed. Illnesses caused by cold/ wet environment will be reviewed. (CSU)

SAR 10 — INTRODUCTION TO SEARCH THEORY 2 Units

Lecture: 2 hours
An overview of current search theories as developed by the National Park Service and the National Association for Search and Rescue. National Association for Search and Rescue Certification available to the student. (CSU)
May be repeated two times.

SAR 14 — TRACKING AND SIGN CUTTING 1 Unit

Lecture: 1 hour
An overview of current tracking theories and techniques as developed by the U.S. Border Patrol. (CSU)
Offered for Credit/No Credit only.
Field trips may be required.
May be repeated three times.

SAR 16 — THE USE OF SEARCH AND RESCUE DOGS 1 Unit

Lecture: 1 hour
Designed to familiarize search and rescue personnel with the latest uses and limitations of Search and Rescue dogs; updated availability of dog units, call-out procedures, OES transportation availability, weather, terrain factors, avalanche dogs and night searching. (CSU)
Offered for Credit/No Credit only.
Field trips may be required.
May be repeated three times.

SAR 34 — HELICOPTER OPERATIONS 1 Unit

Lecture: 1 hour
The role of the helicopter in rescue situations with emphasis on the role of ground rescue personnel. Helicopter safety rules, interagency helicopter request information and procedures, selecting a landing zone, evaluations, inserts, crash procedures, and communications. (CSU)
Offered for Credit/No Credit only.

SAR 50 — LOW ANGLE ROPE RESCUE 1.5 Units

Lecture: 1.5 hours
Instruction in techniques used to evacuate injured or trapped people in less than vertical terrain settings. Topics include knots, anchor systems, and rescue of ambulatory and nonambulatory persons. (CSU)
This course meets certificate requirements from the California State Fire Marshals Office in Low Angle Rope Rescue.
Offered for Credit/No Credit only.
May be repeated three times.

SAR 51 — RAPPÉLLING SAFETY/TOWER RESCUE FOR THE FIRE SERVICE 1 Unit

Lecture: 1 hour
Designed to update rescue personnel in equipment and technical developments in rappelling. Emphasis on individual safety, rescue of the injured or trapped rappeller and safe management of the training tower and/or incident scene, review and discussion of documented rappelling accidents. (CSU)
Offered for Credit/No Credit only.
May be repeated three times.

SAR 52 — SWIFTWATER RESCUE .5 Unit

Laboratory: 1.5 hours
A general introduction to the problems and solutions of river and flood rescue for emergency personnel, whitewater guides and outfitters and interested recreationalists with an emphasis on applicable techniques for effecting rescues in up to Class VI Whitewater while working to assure the safety of the rescuers. (CSU)
Offered for Credit/No Credit only.
May be repeated two times.

SAR 53 — VEHICLE EXTRICATION 1 Unit

Lecture: 1 hour
Designed to update the rescuer with the use of the Hurst Tool and Black Hawk Extrication kits; hands-on instruction on the latest extrication techniques with special emphasis given to patient management and handling at the accident scene. (CSU)
Offered for Credit/No Credit only.
Field trips may be required.
May be repeated three times.

SAR 56 — EMERGENCY TRENCH SHORING 1 Unit

Lecture: 1 hour
Pre-planning, size-up and management of the trench rescue. Hands-on experience in emergency shoring techniques. (CSU)
This course meets or exceeds latest CAL-OSHA and California State Fire Training requirements in trench rescue procedures.
Offered for Credit/No Credit only.
May be repeated two times.

SAR 58 — RESCUE SYSTEMS I, FUNDAMENTALS OF HEAVY RESCUE 1.5 Units

Lecture: 1 hour
Laboratory: 1.5 hours
Instruction in techniques used to evaluate injured or trapped people in above and below ground settings. Topics include rope rescue; building collapse and shoring; lifting and moving heavy objects; and the use of fire service ladders as rescue tools. (CSU)
This course meets or exceeds certificate requirements from the California State Fire Marshals Office and the Federal Emergency Management Agency in Rescue Systems I; Fundamentals of Heavy Rescue. Offered for Credit/No Credit only.
May be repeated three times.

SAR 59 — HEAVY RESCUE INSTRUCTOR TRAINING 3 Units

Prerequisite: Search and Rescue 58 or consent of instructor
Lecture: 3 hours
Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. (CSU)
Offered for Credit/No Credit only.
May be repeated three times.

SAR 70 — SPECIAL TOPICS IN RESCUE FOR THE FIRE SERVICE .5-3 Units

Prerequisite: Will vary with topic.
Lecture: .5-3 hours
and/or

Laboratory: 1.5-3 hours

Various topics in rescue will be covered to meet the individual firefighter or fire department needs. Emphasis on specialized development of skills and knowledge, area planning for rescue, development and implementation of training, and rescue evolutions. (CSU)

Offered for Credit/No Credit only.
May be repeated with different topics only.

SKILLS DEVELOPMENT**SKLDV 100 — BASIC READING TUTOR TRAINING COURSE** 1 Unit

Lecture: 1 hour

Designed to train students to be reading tutors. As tutors they will teach reading to adults who read at the fifth grade level or below. Tutors will apply their skills during the laboratory section (separate course).

Offered for Credit/No Credit only.

SKLDV 101 — BASIC READING TUTOR TRAINING COURSE LABORATORY 2 Units

Prerequisite: Skills Development 100 or concurrent enrollment
Laboratory: 6 hours

Designed for reading tutors to apply their skills with adult new readers.

Offered for Credit/No Credit only.
May be repeated three times.

SKLDV 188 — SPEED READING 1-2 Units

Laboratory: 3-6 hours

Designed to help competent readers improve their reading rate.

May be repeated one time.

SKLDV 196 — PEER TUTORING .5 Unit

Lecture: .5

Provides students with an opportunity to give academic assistance to other students. Required for any student interested in tutoring for the college.

Offered for Credit/No Credit only.
May be repeated one time.

SKLDV 250 — WRITTEN LANGUAGE DEVELOPMENT 3 Units

Prerequisite: Verified learning disability
Lecture: 3 hours

Designed for students with learning disabilities who have difficulty succeeding in a traditional classroom. Presents a precise, systematic approach to learning basic communication skills including instruction in phonics, vocabulary building, English speech patterns, reading, and writing. The emphasis will be on the development of compensatory strategies for particular skills deficits.

May be repeated three times.

SKLDV 251 — DIAGNOSTIC LEARNING 1 Unit

Lecture: 1 hour

Individualized assistance in analyzing learning problems and selecting and applying strategies necessary for academic success in college courses.

SKLDV 261A — BASIC ARITHMETIC I 1-2 Units

Laboratory: 3-6 hours

Designed for the student who needs to develop arithmetic skills at the pre-college level. Instruction will emphasize increasing speed and accuracy in the basic operations of addition, subtraction, multiplication and division with whole numbers. It will also introduce fundamental concepts in fractions and decimal numbers.

May be repeated one time.

SKLDV 261B — BASIC ARITHMETIC II 1 Unit

Prerequisite: Satisfactory completion of Skills Development 261A or a score of 95% on the mastery test for Skills Development 261A

Lecture: 1 hour

Laboratory: 1 hour

Designed for the student who needs to develop arithmetic skills at the pre-college level. Instruction will emphasize problem solving using basic operations of addition, subtraction, multiplication and division with whole numbers, fractions and decimals. The concepts of divisibility, prime factorization, ratio and proportion, and percentage will be studied.

May be repeated one time.

SKLDV 262 — APPLIED ARITHMETIC 1 Unit

Prerequisite: Satisfactory completion of Skills Development 261B or a score of 90% on the mastery test for Skills Development 261B. The mastery test may be taken in the Skills Center the week before and during the first week of class.

Lecture: 1 hour

Laboratory: 1 hour

Designed for the student who needs to develop applied arithmetic skills at the pre college level. Topics of study will include the basic concepts of measurement, geometry, statistics, graphs, and business math. Other number systems such as Roman numerals and binary systems will also be studied.

May be repeated one time

SKLDV 263 — PRE-ALGEBRA 1 Unit

Prerequisite: Satisfactory completion of Skills Development 261B or a score of 90% on the mastery test for Skills Development 261B. The mastery test may be taken in the Skills Center the week before and during the first week of class.

Lecture: 1 hour

Laboratory: 1 hour

Designed for the student who needs to develop arithmetic skills at the pre-college level. This course will emphasize pre-algebra skills including properties, signed numbers, exponents, order of operations, divisibility, and prime factorization.

May be repeated one time.

SKLDV 265 — REVIEW ALGEBRA .5 Unit

Prerequisite: High school algebra

Laboratory: 1.5 hours

Designed for the student who has successfully completed a course in algebra and wants to review concepts and applications.

May be repeated one time.

SKLDV 275 — COLLEGE SPELLING 1 Unit

Lecture: 1 hour

Laboratory: 1 hour

Designed for the student who needs to develop spelling skills. Instruction will use a phonics approach to improve spelling. Spelling patterns and rules will be presented as well as "tricks" to recall the correct spelling of words.

May be repeated two times.

SKLDV 277 — BASIC READING DEVELOPMENT 1 Unit

Laboratory: 4 hours

Designed for students who read at or below the fifth grade reading level. Students will work one on one with tutors from the Basic Reading Tutor Training Course. Instruction will emphasize phonics, sight word recognition, and reading comprehension.

Offered Credit/No Credit only.

May be repeated three times.

SKLDV 278 — READING DEVELOPMENT I 2 Units

Lecture: 2 hours

Laboratory: 2 hours

Designed for the student who needs to develop reading skills at the pre-college level. Instruction will emphasize developing fundamental reading skills to identify unfamiliar words and to improve reading comprehension.

May be repeated one time.

SKLDV 279 — READING DEVELOPMENT II 2 Units

Prerequisite: Completion of Skills Development 278 with a grade of "C" or better or recommended placement.

Lecture: 2 hours

Laboratory: 2 hours

Designed to continue to develop the reading skills of students who have successfully completed Skills Development 278 or to improve reading comprehension for entry into college level courses. Reading comprehension will be improved by developing critical evaluative skills, learning strategies and techniques related to reading efficiency, and learning to apply word knowledge while reading.

SKLDV 287 — VOCABULARY DEVELOPMENT 2 Units

Lecture: 2 hours

Laboratory: 2 hours

A systematic strategy of vocabulary development will be presented and practiced with the vocabulary of specific disciplines such as humanities, applied science, social science, and vocational arts. Various aids to vocabulary expansion will also be examined.

May be repeated two times.

SKLDV 290 — STUDY SKILLS .5 Unit

Lecture: .5 hour

Laboratory: 1 hour

An introductory discussion of effective study methods. Topics will include goal setting, time management, learning styles, note-taking, textbook analysis, memory/concentration, and test taking.

May be repeated one time.

SKLDV 292 — LEARNING SKILLS INDIVIDUALIZED STUDY .5-1 Unit

Laboratory: 1.5-3 hours

The student, with the aid of the instructor, will plan a program of study to improve a specific basic skill. Skill areas may include basic arithmetic, reading development, spelling, vocabulary, or test preparation.

May be repeated two times.

SKLDV 296 — APPLIED TEST-TAKING SKILLS .5-1 Unit

Lecture: .5-1 hour

Basics of successful test taking with emphasis on the skills necessary to improve performance on a specific exam such as the S.A.T., C.B.E.S.T., or Civil Service Exam.

Offered for Credit/No Credit only.

May be repeated three times.

SOCIAL SCIENCE**SOCSC 40 — HUMAN SEXUAL BEHAVIOR** 3 Units

Skill Level Recommended: Eligibility for English 151

Lecture: 3 hours

Exploration of issues in human sexuality from the perspective of the behavioral and social sciences. Study and discussion of sexual behavior, feelings, and attitudes as they affect one's self and others. (UC/CSU)

SOCIOLOGY

See Page 35 for Human Services Certificate Requirements

SOCIO 1 — INTRODUCTION TO SOCIOLOGY (CAN SOC 2) 3 Units

Skill Level Recommended: Eligibility for English 1A

Lecture: 3 hours

Introduction to the principal concepts and methods of sociology; survey of interactions, interrelationships and processes of society, such as culture, socialization, stratification, minorities, primary and secondary groups, social change. (UC/CSU)

SOCIO 2 — AMERICAN SOCIETY: SOCIAL PROBLEMS AND DEVIANCE 3 Units

Lecture: 3 hours

Social concerns, 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 will be studied from the social institutions and social deviance perspectives. (UC/CSU)

SOCIO 12 — FAMILY, MARRIAGE AND THE INDIVIDUAL 3 Units

Skill Level Recommended: Eligibility for English 151

Lecture: 3 hours

Comparative and historical treatment of the family institution. Analysis of kinship and family structure, roles and relationships within the family. Assessment of the contemporary society on the American family. (CSU)

SOCIO 28 — DEATH AND DYING 3 Units
Skill Level Recommended: Eligibility for English 151
Lecture: 3 hours
 Examination of the predominant attitudes and practices with regard to death, dying, and grief in the U.S.; included will be material relevant to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death. (CSU)
Field trips may be required.

SOCIO 97 — WORK EXPERIENCE IN HUMAN SERVICES 1-4 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
 Provides students an opportunity to experience supervised employment in Human Services. The student's employment must be related to educational or occupational goals. (CSU)
Offered for Credit/No Credit 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.

SPANISH

SPAN 1A — SPANISH: Beginning 4 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
Laboratory: 3 hours
 Introduction to the Spanish language, emphasizing natural communications and supported by foundation grammar. (UC/CSU)

SPAN 1B — SPANISH: Beginning 4 Units
Prerequisite: Spanish 1A with grade of "C" or better; two years of high school Spanish, or consent of the instructor.
Lecture: 3 hours
Laboratory: 3 hours
 Continuation of Spanish 1A. Recommended for students with 2 or more years of high school Spanish. (UC/CSU)

SPAN 10A — CONVERSATIONAL SPANISH: Beginning 3-4 Units
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
or
Lecture: 3 hours
Laboratory: 3 hours
 Practice in vocabulary, idioms and grammatic usage with emphasis on conversational use of the language as spoken in Hispanic America. (CSU)

SPAN 10B — CONVERSATIONAL SPANISH: Intermediate 3-4 Units
Prerequisite: Spanish 10A with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for English 1A
Lecture: 3 hours
or
Lecture: 3 hours
Laboratory: 3 hours
 A continuation of Spanish 10A with emphasis on ideas, culture and use of the total language. (CSU)
May be repeated two times.

SPEECH

SPCH 1 — FUNDAMENTALS OF SPEECH (CAN SPCH 4) 3 Units
Prerequisite: Eligibility for English 1A recommended
Lecture: 3 hours
 Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, ideas, critical thinking, and evaluative listening. (UC/CSU)

SPCH 2 — ARGUMENTATION 3 Units
Prerequisite: Speech 1 with a grade of "C" or better.
Lecture: 3 hours
 A study of the art of argumentation; analysis of issues and evidence; the elements of logic; analysis of others' arguments; oral presentation of arguments. (UC/CSU)

SPCH 50A — SIGN LANGUAGE 2 Units
Lecture: 2 hours
 Development of expressive and receptive skills in sign language including skills in finger spelling. Receptive skills will be emphasized. Signing systems will include Pigeoned Signed English (PSE), American Sign Language (ASL) and Signing Exact English (SEE). American Sign Language will be emphasized. (CSU)

SPCH 50B — SIGN LANGUAGE 2 Units
Prerequisite: Speech 50A with a grade of "C" or better or consent of instructor
Lecture: 2 hours
 Development of advanced level receptive and expressive skills in conversational sign language and finger spelling. (CSU)
May be repeated two times.

TEACHER AIDE TRAINING

T-AID 155 — TEACHER AIDE TRAINING 3 Units
Lecture: 3 hours
 Preparation for teacher aide responsibilities to assist teachers in the classroom learning process with emphasis on the school environment as the place for learning. Course includes focus on personalities in the classroom: teachers, aides, students, and interpersonal relationships.

T-AID 97 — WORK EXPERIENCE AS A TEACHER AIDE 1-4 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven units including Work Experience.
75 hours paid employment equals 1 unit of credit
60 hours unpaid employment equals 1 unit of credit
 Provides students an opportunity to experience supervised employment in Teacher Aide Training. The student's employment must be related to educational or occupational goals.
Offered for Credit/No Credit 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.

WELDING TECHNOLOGY

WLDTC 1 — INTRODUCTION TO WELDING 3 Units
Lecture: 1 hour
Laboratory: 6 hours
 Basic arc and oxygen-acetylene welding as it applies to shop and field techniques. (CSU)

WLDTC 3 — ADVANCED ARC WELDING TECHNIQUES 3 Units
Prerequisite: Welding Technology 1 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 6 hours
 Arc welding in all positions (flat, horizontal and overhead). Special emphasis on control of heat and distortion. (CSU)

WLDTC 60 — PRACTICAL LABORATORY 1 Unit
Prerequisite: Welding Technology 3 with a grade of "C" or better or consent of instructor
Laboratory: 3 hours
 The student shall gain practical experience by working on an individual project (including certification projects). Emphasis on quality, appearance and function. (CSU)
May be repeated one time.

WORK EXPERIENCE

WKEXP 96 — OCCUPATIONAL WORK EXPERIENCE (ALTERNATE TERM PLAN) 8 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must have successfully completed 7 units of other coursework at Columbia College prior to enrollment. Between each reenrollment in the Alternate Term Plan and before transferring from a regular Work Experience Program to the Alternate Term Plan an additional 7 units of other coursework must be completed.
75 hours of paid employment equals 1 unit of credit.
60 hours of unpaid employment equals 1 unit of credit.
 Provides students with vocational learning opportunities through semesters of full-time employment alternated with semesters of instruction. The student employment must be related to educational or occupational goals.
Offered for Credit/No Credit only.
May be repeated for a maximum of 16 units of credit.

WKEXP 97 — GENERAL WORK EXPERIENCE 3 Units
Prerequisite: Employment must be approved by Work Experience Instructor. Must be enrolled in at least seven 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 order to develop good work habits, responsibility, and positive job attitudes in real life work situations. The student's employment need not be related to the student's educational and/or occupational goals. A student may NOT enroll in both General and Occupational Work Experience concurrently. (CSU)
Offered for Credit/No Credit only
May be repeated for no more than a total of 16 units.

PROPOSED TWO-YEAR SCHEDULE OF COURSES REQUIRED FOR CERTIFICATES AND ASSOCIATE DEGREES

To assist students in planning their schedules, Columbia College has prepared a proposed listing of courses to be offered for the next two years. This list is subject to change due to fiscal constraints and availability of staff and/or facilities (based on information available from Area Coordinators as of 01/23/91 unless otherwise noted).

COURSE	1991-1992		1992-1993	
	FALL	SPR.	FALL	SPR.
ANTHROPOLOGY				
1 Intro. to Anthro.: Physical	yes	yes	yes	yes
2 Intro. to Anthro.: Cultural	yes	yes	yes	yes
ART				
1 Basic Freehand Drawing	yes	yes	yes	yes
2 Basic Color and Design	no	yes	no	yes
9A Life Drawing: Beginning	yes	yes	yes	yes
11 Hist. of Art: Anc. & Med.	yes	no	yes	no
12 Hist. of Art: Ren. Bar. & Mod.	no	yes	no	yes
21A Painting: Beginning	yes	yes	yes	yes
23A Watercolor: Beginning	yes	yes	yes	yes
31 Ceramics: Introductory	yes	yes	yes	yes
40A Photography: Beginning	yes	yes	yes	yes
40B Photography: Intermediate	no	yes	no	yes
42 Color Photography	yes	no	yes	no
48 Special Topics in Photography	yes	yes	yes	yes
AUTOMOTIVE TECHNOLOGY				
1 Introduction to Auto. Tech.	yes	no	yes	no
3 Preventive Maintenance	no	no	yes	no
12 Pulling & Installing Engines	yes	no	no	no
14 Machine Shop Procedures	yes	yes	yes	no
16 Engine Rebuilding	yes	no	no	no
17A Carburation Systems	yes	no	no	no
17B Electro Mech. Carburation	yes	no	no	no
18 Emission Control	no	yes	no	no
19A Basic Gasoline Eng. Tune-up	no	yes	no	no
19B Adv. Gasoline Eng. Tune-up	no	yes	no	no
20 Computerized Engine (GM)	no	yes	no	no
30 Manual Trans. Rebuild.	no	yes	no	no
34 Axles and Drive Lines	no	yes	no	no
36 Automatic Trans. (GM)	no	yes	no	no
38 Automatic Trans. (Ford)	no	yes	no	no
40A Brakes: Drum	no	no	yes	no
40B Brakes: Disc	no	no	yes	no
44A Front-End and Suspension	no	no	yes	no
44B Front-End and Suspension	no	no	yes	no
50A Vehicle Electricity	no	no	no	yes
50B Vehicle Electricity	no	no	no	yes
50C Vehicle Electricity	no	no	no	yes
50D Vehicle Electricity	no	no	no	yes
70 Practical Laboratory	no	no	no	yes
BIOLOGY				
2 Principles of Biology	yes	no	yes	no
4 Principles of Animal Biology	yes	no	yes	no
6 Principles of Plant Biology	no	yes	no	yes
10 Introductory Human Biology	yes	no	yes	no
18 Fundamentals of Biology	yes	yes	yes	yes
19 Fundamentals of Biology Lab	yes	yes	yes	yes
50 Nutrition	yes	no	yes	no
60 Intro. to Human Physiology	no	yes	no	yes
65 Microbiology	no	yes	no	yes

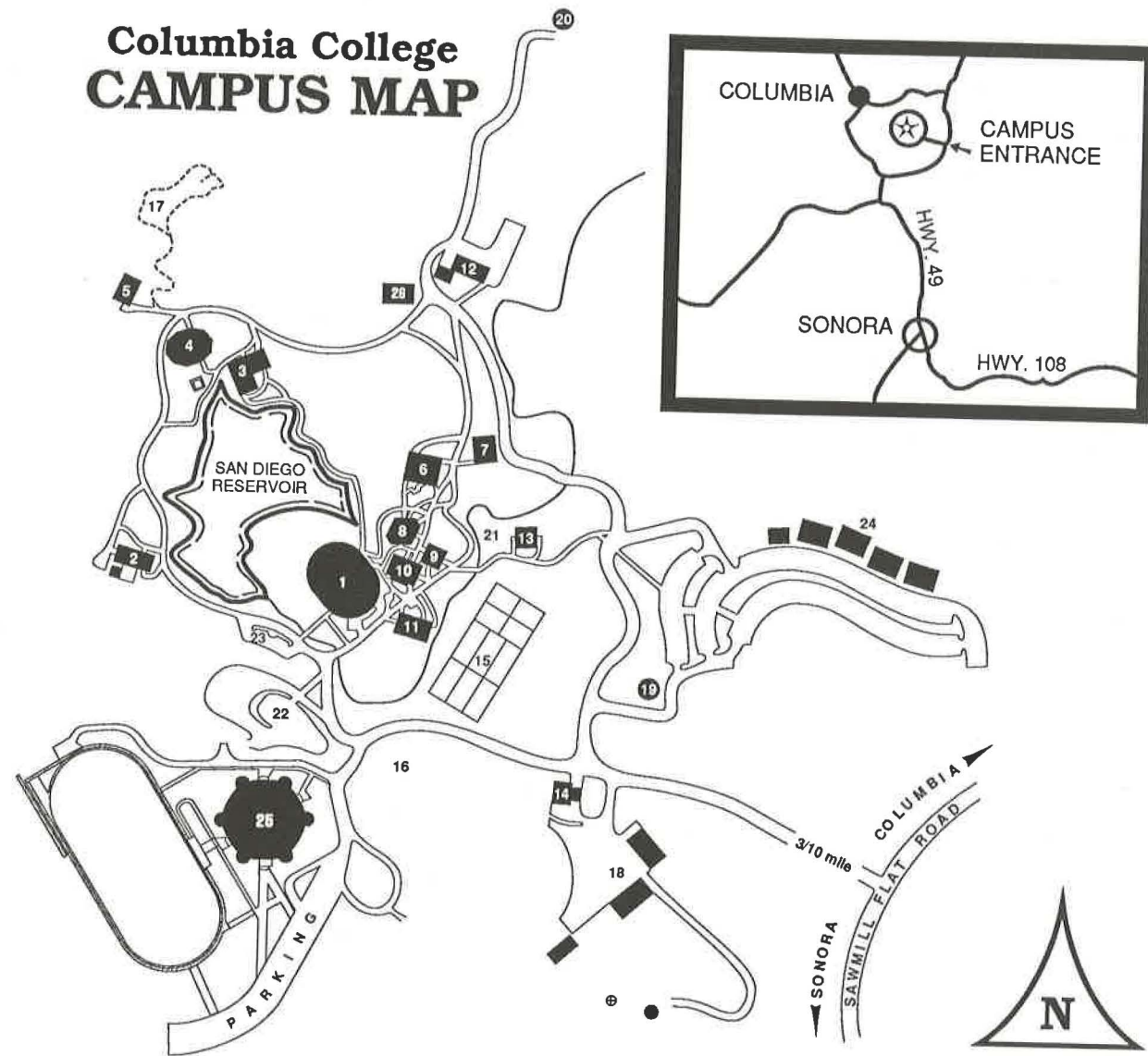
COURSE	1991-1992		1992-1993	
	FALL	SPR.	FALL	SPR.
BUSINESS ADMINISTRATION				
1A Accounting	yes	no	yes	no
1B Accounting	no	yes	no	yes
18 Commercial Law	yes	no	yes	no
19 Commercial Law	no	yes	no	yes
20 Principles of Business	yes	no	yes	no
30 Principles of Marketing	yes	no	yes	no
40 Principles of Management	no	yes	no	yes
97 Work Experience	yes	yes	yes	yes
150 Small Business Management	no	yes	no	yes
158 Pegboard Payroll	no	yes	no	yes
160A Bookkeeping	yes	no	yes	no
160B Bookkeeping	no	yes	no	yes
161A Small Business Accounting	yes	no	yes	no
161B Small Business Accounting	no	yes	no	yes
163 Business Mathematics	yes	yes	yes	yes
CHEMISTRY				
1A General Chemistry	yes	no	yes	no
1B General Chemistry	no	yes	no	yes
10 Fundamentals of Chemistry	yes	yes	yes	yes
20 Chemistry for L. A. Students	no	no	yes	no
CHILD DEVELOPMENT				
1 Principles of Child Dev.	yes	no	yes	no
3 Practices in Child Dev.	no	yes	no	yes
5 Child Nutrition	yes	no	no	no
7 Child Health and Safety	yes	no	no	no
10 Creative Activities I	no	no	yes	no
11 Creative Activities II	no	no	no	yes
15 Observation & Participation	yes	yes	yes	yes
22 Child, Family, Community	yes	no	no	no
25 Infant/Toddler Care	no	yes	no	yes
27 School Age Children	no	yes	no	no
30 Child Care/Nursery S. A.	no	no	yes	no
COMPUTER SCIENCE				
1 Intro. to Computer Concepts	yes	yes	yes	yes
2 Financial Worksheets	yes		no	yes
3 Computer Operating Systems	yes	yes	yes	yes
6 BASIC Programming	yes		yes	
12 PASCAL Programming	no	yes		yes
26 Adv. Comp. Programming	yes	no	yes	no
40 Assembly Language Prog.	no	no	no	yes
55 Database Management	no	no	yes	no
DRAMA				
20 Oral Expressions & Interpret.	yes	no	yes	no
EARTH SCIENCE				
5 Physical Geology	yes	yes	yes	yes
30 Global Tectonic Geology	yes	no	yes	no
40 Descriptive Astronomy	yes	yes	yes	yes
45 Astronomy Laboratory	no	no	yes	no
60 Fundamentals of Meteorology	no	yes	no	yes
ECONOMICS				
10 Principles of Economics	yes	no	yes	no
11 Principles of Economics	no	yes	no	yes
EMERGENCY MEDICAL SERVICES				
3 Emer. Medical Tech. Training	yes	yes	yes	yes
ENGLISH				
1A Reading & Comp.: Beginning	yes	yes	yes	yes
1B Reading & Comp.: Advanced	yes	yes	yes	yes
10 Creative Writing	no	yes	no	yes
11 Film Appreciation	yes	yes	yes	yes
17 Literature of the U.S.	no	no	yes	no

COURSE	1991-1992		1992-1993	
	FALL	SPR.	FALL	SPR.
ENGLISH				
18 Literature of the U.S.	no	no	no	yes
46 Survey of English Literature	yes	no	no	no
47 Survey of English Literature	no	yes	no	no
50 Introduction to Shakespeare	no	yes	no	no
151 College Composition	yes	yes	yes	yes
FIRE TECHNOLOGY				
1 Introduction to Fire Tech.	no	yes	no	no
2 Fund. of Fire Behavior	no	no	yes	no
3 Fire Protection Equipment	yes	no	no	yes
4 Fund. of Fire Prevention	yes	no	no	yes
5 Fund. of Fire Service Oper.	no	yes	no	no
7 Wildland Fire Control	no	no	yes	no
150 Fire Service Organization	yes	no	yes	no
151 Combustion & Ext. Theory	yes	no	yes	no
152 Protective Equip. & Safety	yes	no	yes	no
152 Self-Contained Breathing	yes	no	yes	no
154 Rope, Knots, Hitches	yes	no	yes	no
156 Forcible Entry	yes	no	yes	no
158 Hose, Nozzles, Fittings	yes	no	yes	no
160 Hose Loads and Uses	no	yes	no	yes
161 Ground Ladders	no	yes	no	yes
168 Rescue	no	yes	no	yes
169 Ventilation	yes	no	yes	no
171 Fire Control	yes	no	yes	no
172 Fire Streams	yes	no	yes	no
173 Fire Extinguishers	yes	no	yes	no
174 Overhaul	no	yes	no	yes
176 Property Conservation	no	yes	no	yes
177 Fire Protection Systems	yes	no	yes	no
178 Size Up	no	yes	no	yes
179 Wildland Fire Fighting	no	yes	no	yes
181 Hazardous Materials	no	yes	no	yes
182 Fire Investigation	no	yes	no	yes
183 Communications	no	yes	no	yes
184 Vehicle Extrication	no	yes	no	yes
FOREIGN LANGUAGE				
1A Spanish: Beginning	yes	no	yes	no
1B Spanish: Beginning	no	yes	no	yes
FORESTRY				
1 Intro. to Professional Forestry	no	no	yes	no
10 Dendrology	no	yes	no	yes
FORESTRY TECHNOLOGY				
153 Forest Surveying Techniques	no	yes	no	yes
162 Appl. Forest Inv. & Manag.	yes	no	no	yes
GEOGRAPHY				
12 Intro. to Cultural Geography	no	yes	no	yes
15 Physical Geography	yes	no	yes	no
HEALTH EDUCATION				
1 Health & Fitness Education	yes	yes	yes	yes
HISTORY				
13 World Civilizations: to 1650	yes	no	yes	no
14 World Civ.: 1650 to Present	no	yes	no	yes
16 United States: to 1865	yes	no	yes	no
17 United States: 1865 to Present	no	yes	no	yes
HOSPITALITY MANAGEMENT				
97 Work Experience	yes	yes	yes	yes
101 Intro. to Hospitality Industry	yes	no	yes	no
103 Marketing of Hosp. Services	no	yes	no	yes
112 Front Off. Manag./Catering	no	yes	no	yes
114 Intro. to Main. & House.	no	yes	no	yes

COURSE	1991-1992		1992-1993	
	FALL	SPR.	FALL	SPR.
HOSPITALITY MANAGEMENT				
116 Laws of Innkeeping	yes	no	yes	no
130 Food Service Management	yes	no	yes	no
131A Dining Room Ser. & Manag.	yes	yes	yes	yes
131B Dining Room Ser. & Manag.	yes	yes	yes	yes
133A Intro. to Comm. Food Prep.	yes	yes	yes	yes
133B Intro. to Comm. Food Prep.	yes	yes	yes	yes
135A Commercial Baking: Beg.	yes	yes	yes	yes
139 Food Science & Nutrition	no	yes	no	yes
140A Contemporary Cuisine: Beg.	yes	yes	yes	yes
140B Contemporary Cuisine: Adv.	yes	yes	yes	yes
142 Garde Manger	yes	no	yes	no
144 Meat Analysis	no	yes	no	yes
147 Beverage Management	no	yes	no	yes
160 Intro to Travel-Tourism	yes	no	yes	no
HUMANITIES				
1 Old World Culture	no	no	yes	no
2 Modern Culture	no	yes	no	yes
MATHEMATICS				
2 Elements of Statistics	yes	yes	yes	yes
6 Math for Lib. Arts Students	yes	no	yes	no
8 Trigonometry	yes	yes	yes	yes
10 College Algebra	yes	yes	yes	yes
18A Calculus	yes	no	yes	no
18B Calculus	no	yes	no	yes
100 Basic Mathematics	yes	yes	yes	yes
104 Intermediate Algebra	yes	yes	yes	yes
MEDIA TECHNOLOGY				
52A Video Production: Beg.	yes	yes	yes	yes
MUSIC				
1 Music Fundamentals	yes	yes	yes	yes
2 Introduction to Music	yes	yes	yes	yes
10 Survey of Music Hist. & Lit.	yes	no	yes	no
11 Survey of Music Hist. & Lit.	no	yes	no	yes
20A Music Theory	yes	no	yes	no
20B Music Theory	no	yes	no	yes
31A Elementary Piano	yes	yes	yes	yes
31B Elementary Piano	yes	yes	yes	yes
36A Elementary Voice	yes	yes	yes	yes
36B Elementary Voice	yes	yes	yes	yes
41A Intermediate Piano	yes	yes	yes	yes
41B Intermediate Piano	yes	yes	yes	yes
46A Intermediate Voice	yes	yes	yes	yes
46B Intermediate Voice	yes	yes	yes	yes
64 Jazz Choir	yes	yes	yes	yes
65 Theater Prod.: Music Emph.	no	yes	no	yes
66 Community Chorus	yes	yes	yes	yes
69 Madrigal Ensemble	no	yes	no	
70 College Band	yes	yes	yes	yes
72 Jazz Ensemble	yes	yes	yes	yes
76 Community Orchestra	yes	yes	yes	yes
78 Ensemble: Instrumental	yes	yes	yes	yes
NATURAL RESOURCES				
1 Environmental Conservation	yes	no	yes	no
9 Parks & Forests Law Enfor.	no	yes	no	yes
NATURAL RESOURCES TECHNOLOGY				
150 Natural History & Ecology	no	no	yes	no
152 Applied Wildlands Manage.	yes	no	no	no
155 Interpretive Guided Tours	yes	yes	no	yes
160 Aerial Photo. & Map Interp.	no	no	no	yes
181 California Wildlife	yes	no	no	no

COURSE	1991-1992		1992-1993	
	FALL	SPR.	FALL	SPR.
OFFICE OCCUPATIONS				
1 Records Management	yes	no	yes	no
5 Elec. Printing Calculators	yes	yes	yes	yes
15 Intermediate Shorthand	yes	yes	yes	yes
20 Machine Transcription	yes	yes	yes	yes
25 Business Communications	no	yes	no	yes
30 Office Procedures	no	yes	no	yes
40 Beginning Word Processing	yes	yes	yes	yes
41 Inter. Word Processing	yes	yes	yes	yes
50 Medical Terminology	no	yes	no	yes
52 Medical Insurance	no	no	no	yes
60 Legal Transcription/Term.	yes	yes	yes	yes
62 Legal Office Procedures	yes	yes	yes	yes
120 Intermediate Typing	yes	yes	yes	yes
130 Business English	yes	no	yes	no
PHILOSOPHY				
1 Introduction to Philosophy	yes	no	yes	no
25 Twentieth Century Philos.	no	no	no	yes
PHYSICAL EDUCATION				
6A Lifetime Fitness Program I	yes	yes	yes	yes
6B Lifetime Fitness Program II	yes	yes	yes	yes
23A Contemporary Dance I	no	yes	no	yes
23B Contemporary Dance II	yes	no	yes	no
25A Jazz Dance I	no	yes	no	yes
25B Jazz Dance II	yes	no	yes	no
27 Choreography	yes	no	no	
29 Theatre Production: Dance	no	yes	no	yes
PHYSICS				
1 Conceptual Physics	yes	yes	yes	yes
5a General Physics I	yes	no	yes	no
5B General Physics II	no	yes	no	yes
POLITICAL SCIENCE				
10 Constitutional Government	yes	yes	yes	yes
14 International Relations	no	yes	no	yes
PSYCHOLOGY				
1 General Psychology	yes	yes	yes	yes
2 Current Issues in Psychology	no	no	no	yes
25 Biofeedback & Stress Mgmt.	yes	yes	yes	yes
30 Personal & Social Adjustment	no	yes	no	yes
REAL ESTATE				
1 Principles of Real Estate	no	yes	no	yes
5 Real Estate Practice	yes	no	yes	no
10 Legal Aspects of Real Estate	no	no	no	yes
15 Real Estate Finance	yes	no	no	no
20 Real Estate Appraisal	no	yes	no	no
25 Real Estate Economics	no	no	yes	no
SEARCH AND RESCUE				
58 Rescue Systems I	yes	yes	yes	yes
SOCIOLOGY				
1 Introduction to Sociology	yes	yes	yes	yes
2 American Society: Soc. Prob.	yes	no	no	no
12 Family, Marriage & Indiv.	no	yes	yes	no
28 Death and Dying	no	no	no	yes
97 Work Experience	yes	yes	yes	yes
SPEECH				
1 Fundamentals of Speech	yes	yes	yes	yes
2 Argumentation	yes	yes	yes	yes

Columbia College CAMPUS MAP



KEY:

- | | |
|--|---|
| 1 Administrative Services & Learning Resources Center, Rms. 22-110** | 14 Fire Science Center, Rms. 1000-1001* |
| 2 Creative Arts Center, Rms. 200-201* | 15 Tennis Courts |
| 3 Physical Science Center, Rms. 300-302* | 16 Judge Ross Carkeet Community Park |
| 4 Biological Science Center, Rms. 350-364* | 17 Nature Trail |
| 5 Forestry & Natural Resources Center, Rms. 310-313 | 18 Warehouse, Shipping, Receiving, Transportation and Maintenance |
| 6 Interdisciplinary Center, Rms. 400-405** | 19 Mi-wok Cultural Center |
| 7 Health Occupations Center, Rms. 500-501* College Nurse | 20 Astronomy Dome |
| 8 Forum, Rm. 600 | 21 Fitness Jogging Trail |
| 9 Seminar Building, Rms. 610-611 | 22 Staff Parking |
| 10 General Education, Rms. 620-622 | 23 Handicapped Parking |
| 11 Business Education Center, Rms. 700-702* | 24 Student Housing |
| 12 Auto Technology/Welding, Rms. 800-802* | 25 Multi-Purpose Facility |
| 13 Physical Education Center, Rm. 900* | 26 Child Development Center |
- * Restrooms in building
** Handicapped restrooms

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