

*Columbia
College*

**COLUMBIA
COLLEGE
LIBRARY**



Columbia, CA 95310

1994-95 CATALOG

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.

*Cover Photo by Ed Doell
Cover Design by Andy Maurer*

COLUMBIA COLLEGE

A Quality Education in a Quality Environment

11600 Columbia College Drive

Sonora, California 95370

(209) 533-5100

1994-95

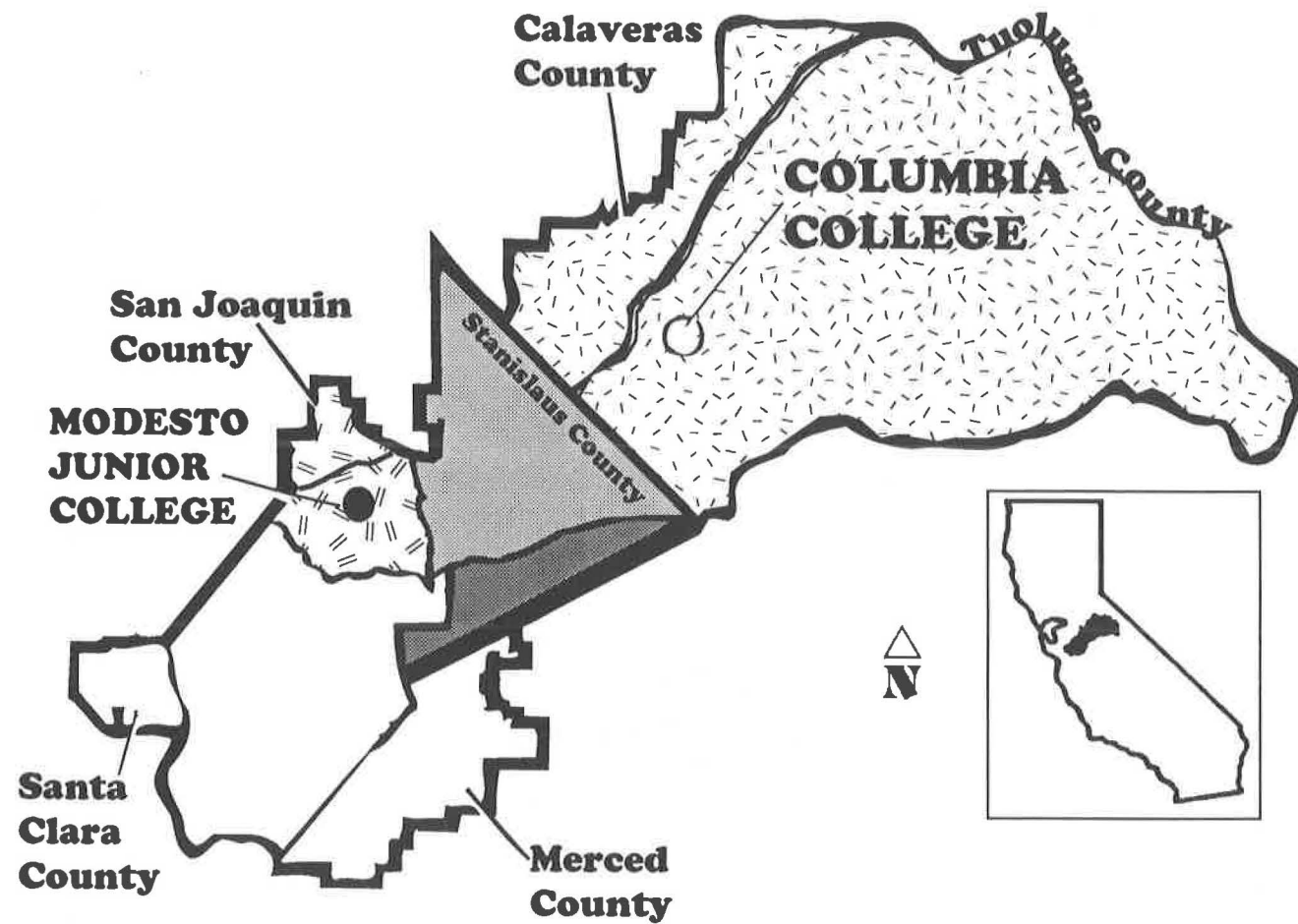


YOSEMITE COMMUNITY COLLEGE DISTRICT

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.

YOSEMITE COMMUNITY COLLEGE DISTRICT



-  **Area 1 - Calaveras/Tuolumne**
-  **Area 2 - Oakdale/Riverbank/East Modesto**
-  **Area 3 - Turlock**
-  **Area 4 - Patterson/Gustine**
-  **Area 5 - Modesto/Ripon/Salida**

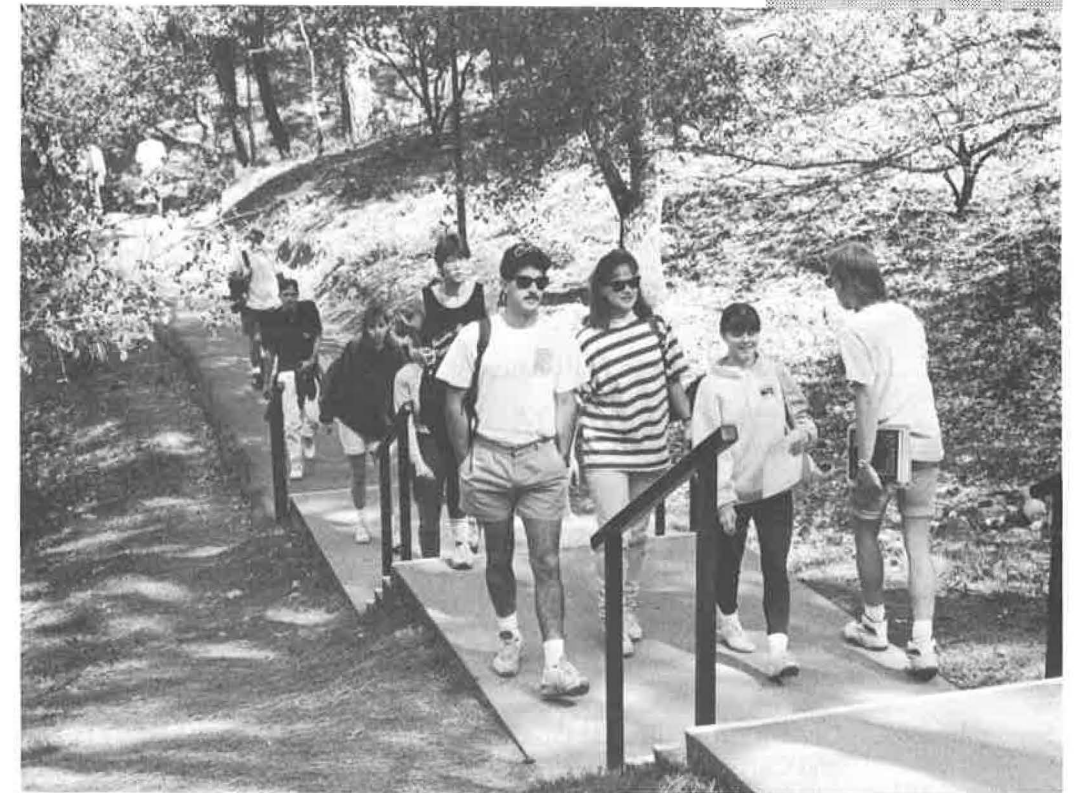


TABLE OF CONTENTS

College Staff	6
Advisory Committees	10
General Information	14
Student Services	17
Academic Policies and Procedures	26
Certificates	37
Graduation and Transfer Requirements	43
Majors	48
Course Descriptions	61
Two-Year Course Offering	107

**COLUMBIA COLLEGE
1994-95 ACADEMIC CALENDAR**

Fall Semester 1994

July 25-28 Continuing Students, Telephone Registration Appointment Only
 August 1, 2 Continuing Students, Telephone Registration Appointment Only
 August 3, 4 Newly Matriculated, Telephone Registration or on campus Appointment Only
 August 8-11 All students - Open phone or on campus
 August 15 Instruction Begins
 *August 17 Last Day to Submit Application for Admissions for Fall 1994
 *August 19 Last Day to Enter a Full Semester Class
 *August 26 Last Day to Apply for Refund
 September 5 Labor Day Holiday
 *September 9 Last Day to Withdraw Without a "W" Showing on Permanent Record
 *September 22 Last Day to Elect for CR/NC grading
 September 30 Deadline for Filing for Graduation and Certificates for Fall Semester
 October 20 Staff In-Service Day (no classes)
 November 11 Veteran's Day Holiday
 *November 14 Last Day to Withdraw From Any Course

November 23 No Evening Classes
 November 24-25 Thanksgiving Holiday
 December 9-15 Final Examinations
 December 15 Fall Semester Ends
 December 16 Records Day
 December 19 - January 13 — Winter Recess

Spring Semester 1995

December 1- 2 Continuing Students, Telephone Registration Appointment Only
 December 5-8 Continuing Students, Telephone Registration Appointment Only
 December 15-16 Newly Matriculated, Telephone Registration Appointment Only

January 4-6, 9-11 . Newly Matriculated, Telephone Registration or on campus Appointment Only
 January 12 All students - Open phone or on campus
 January 16 Martin Luther King Holiday
 January 17 Instruction Begins
 *January 19 Last Day to Submit Application for Admissions for Spring 1995
 *January 23 Last Day to Enter a Full Semester Class
 *January 27 Last Day to Apply for Refund
 *February 10 Last Day to Withdraw Without a "W" Showing on Permanent Record
 February 17 Lincoln Day Holiday
 February 20 Washington Day Holiday
 February 24 Deadline for Filing for Graduation and Certificates for Spring Semester
 *February 27 Last Day to Elect for CR/NC Grading
 April 10-14 Spring Recess
 *April 26 Last Day to Withdraw From Any Course
 May 19-25 Final Examinations
 May 25 Spring Semester Ends
 May 26 Graduation
 May 26 Records Day

Summer Session 1995

June 1, 5-7 Registration - Telephone and on campus
 June 12 Instruction Begins
 * June 22 Last Day to Withdraw without a "W" Showing on Permanent Record
 * June 22 Last Day to Elect for CR/NC grading
 * June 22 Last Day to Apply for Refund
 July 4 Independence Day Holiday
 * July 11 Last Day to Withdraw From Any Course
 July 20 Six Week Summer Session Ends

- △ Flex Day
- In-Service
- Classes Begin
- ✕ Holiday
- Finals

1994

AUGUST

1	2	3	4	5	6
7	8	9	△ 10	△ 11	△ 12
13	14	○ 15	16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

8/10 - 8/11 Flex
 8/11 New Faculty Orientation
 8/11 P.M. Adjunct Faculty Flex
 8/12 In-Service
 8/15 Classes Begin
 8/26 *Last Day to Add a Class

SEPTEMBER

	1	2	3		
4	✕ 6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30	31			

9/5 Labor Day

OCTOBER

					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

10/20 In-Service

NOVEMBER

					1
2	3	4	5	6	7
8	9	10	✕ 11	12	13
14	15	16	17	18	19
20	21	22	23	✕ 24	✕ 25
26	27	28	29	30	31

11/11 Veteran's Day
 11/14 ⇨ Last Day to Withdraw
 11/24 - 11/26 Thanksgiving Holiday

DECEMBER

					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

12/9 - 12/15 Finals
 12/16 Records Day
 12/19-12/30 Winter Recess

1995 SUMMER SESSION

JUNE

					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

6/12 Summer Session Begins

JULY

					1
2	3	✕ 4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

7/4 Independence Day
 7/12 ⇨ Last Day to Withdraw
 7/20 Summer Session Ends

1995

JANUARY

1	✕ 2	3	4	5	6
7	8	9	10	△ 11	△ 12
13	14	15	✕ 16	17	18
19	20	21	22	23	24
25	26	27	28	29	30
31					

1/2 New Year's Holiday
 1/11-1/12 Flex Days
 1/13 In-Service
 1/16 Martin Luther King Day
 1/17 Classes Begin
 1/30 *Last Day to Add a Class

FEBRUARY

					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	✕ 17	18	19
20	21	22	23	24	25
26	27	28			

2/17 Lincoln's Birthday
 2/20 Washington's Birthday

MARCH

					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

APRIL

					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

4/10 - 4/14 Spring Break
 4/26 ⇨ Last Day to Withdraw

MAY

					1
2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31

5/19 - 5/25 Finals
 5/26 Records Day
 5/26 Graduation
 5/29 Memorial Day

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,
Philosophy, Political Science
A.B., M.A., Stanford University
- DENNIS P. AYE (1985)** Physical Education,
Basketball Coach,
Athletic Director
B.A., St. Ambrose College
M.A., University of Connecticut
- JOEL C. BARBER (1967)** Art
B.A., Willamette University
M.A., University of Oregon
- JOAN BARRETT (1991)** Vice President for Instruction
B.A., Concordia College
M.Ed., University of Minnesota
- JOSHUA E. BIGELOW (1981)** Physical Education
A.A., Columbia College
A.B., M.A., University of California, Berkeley
- VONNA BREEZE-MARTIN (1990)** English, ESL,
Spanish
B.A., M.A., University of Utah
- ELSIE M. BRUNO (1980)** Counselor,
Transfer Center
Director
B.S., University of California, Los Angeles
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,
Natural Resources
A.A., Modesto Junior College
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
- JANET M. CARTY (1984)** Business,
Office Occupations
B.A., San Jose State University
M.A., California State University, Stanislaus
- ANNE D'ORAZIO (1991)** Political Science,
History
A.B., Indiana University, Bloomington
J.D., Humphreys Law School, Stockton
Ph.D., Indiana University
- EDWARD C. DOELL JR. (1973)** English,
Photography
A.A., Foothill Junior College
B.A., M.A., California State University, San Francisco
- MARGO ELLIOTT (1991)** Psychology,
Sociology, Social Science
B.A., University of Louisville
M.A., Spalding University
- RONALD L. ERICKSON (1981)** Hospitality Management
- 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., Harvard Graduate School of Education, Massachusetts

- LAUREL M. GRINDY (1990)** Mathematics
B.A., M.A., California State University, Stanislaus
- JON M. HAGSTROM (1962)** English
A.A., Shasta College
B.A., California State University, Chico
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)** Skills Development
B.S., M.A., California State College, Stanislaus
- 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,
Computer Science
A.B., Augustana College
M.N.S., University of South Dakota
Ed.D., University of Northern Colorado
- KATHRYN E. JEFFERY (1994)** Vice President for
Student Services
B.S., M.S., Oklahoma State University
- DOUGLAS E. KOTAREK (1974)** Business, Economics
B.S., M.B.A., Northern Illinois University
- MARYL LANDESS (1992)** Mathematics
B.S., M.A., University of California, Davis
- RAYMOND D. LIEDLICH (1981)** English, Speech
B.S., Bowling Green State University
M.A., California State University, Los Angeles
- PAUL W. LOCKMAN (1981)** Director, EOPS and
Disabled Student
Programs
A.A., Fresno City College
B.A., M.A., California State University, Fresno
- FRANCIS T. LYNCH (1989)** Program Coordinator,
Hospitality Management
B.B.A., University of San Francisco
- JEAN MALLORY (1990)** Counselor
A.A., Shasta Junior College
B.A., California State University, Chico
M.A., Chapman College
- MORGAN McBRIDE (1991)** Health Education,
Physical Education,
Volleyball Coach
B.A., California State University, Stanislaus
M.Ed., Azusa Pacific University
- GEORGE MELENDREZ (1991)** Fire Technology,
Fire Chief
A.S., Chaffey College

JAMES R. MENDONSA (1981) Fire Technology,
B.A., M.A., California State University, Stanislaus Search and
Rescue, Speech

SUZANNE PATTERSON (1991) Learning Disabilities
B.A., University of California, Berkeley Specialist
M.A., University of the Pacific

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) Biology
A.A., Bakersfield College
B.A., M.A., California State University, Humboldt

RAYMOND L. STEUBEN (1976) Director,
B.A., University of California, Santa Barbara Library Services
M.L.S., University of California, Los Angeles and I.M.C.

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

KENNETH B. WHITE (1992) President
A.A., Merritt College
B.A., California State University, Chico
M.A., Florida State University
Ph.D., University of Arizona

CANDACE L. WILLIAMSON (1979) Business, Office
B.A., M.A., California State University, Occupations
Humboldt Humboldt Coordinator of Instructional
Support Services

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

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

JACKIE D. APPLETON Coordinator,
Child Development Center
(1990-1993)

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

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

W. DEAN CUNNINGHAM President
(1979-1992)

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, Humanities,
Philosophy, Political Science, (1968-1985)

FRANCES V. HEGWEIN Health Occupations
(1974-1985)

FLOYD L. HOPPER Counselor
(1976-1988)

ROBERT H. GIBSON Physical Education
(1970-1993)

THELMA A. JENSEN Health Occupations
(1968-1984)

DONALD A. JONES Biological Science
(1968-1985)

JAMES R. KINDLE Learning Skills
(1974-1990)

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

JERRY D. LYON Business
(1971-1984)

JOHN C. MINOR English
(1970-1993)

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)

MELBORN N. SIMMONS Mathematics
(1969-1992)

V. PETER SULLIVAN Physical Education,
Athletic Director (1961-1992)



CLASSIFIED STAFF

(Date of District appointment follows name)

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

ROSS L. ALDRICH (1975) Production Technician,
Performing Arts

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

WENDY ARCHER (1989) Instructional Assistant,
Disabled Student Services

SHERRYL A. BAHTEN (1990) Manager, Book Store

CANDY BAILEY (1990) Technician, Financial Aid

MERLIN BART (1984) Lab Technician, Auto Technology

DOREEN BASS (1991) Lab Technician, Biology

JUDY BASSI (1989) Program Assistant,
Career/Transfer Center

JERRY BAUGHMAN (1977) Supervising Custodian

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

FRANCES BORICCHIO (1991) Specialist,
Admission and Records

CASEY BONAVIA (1989) Instructional Assistant,
Mathematics

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

WENDY BUCKMAN (1991) Secretary, Counseling

KATHLEEN BURBY (1991) Mail Clerk,
Instructional Materials Center

OPAL BYE (1990) Teacher, Child Development Center

JEAN DADDOW (1991) Specialist, Admissions and Records

DENISE F. DEATSCH (1978) Secretary, Instruction Office

TERRILL O. DEATSCH (1975) Specialist,
Transportation/Grounds

CYNTHIA K. FRAGUERO (1987) Buyer, Bookstore

STEVEN FROST (1979) Custodian

WILLIAM J. GAISER (1970) Equipment Mechanic,
Transportation/Grounds

HAZEL GARAVENTA (1984) Instructional Assistant,
Office Occupations

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

LINNETT C. GREELEY (1975) Reference Specialist,
Library/Media Services

MICHELE GRIFFITH (1988) Technician, Tutorial Center

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

FREDERICK GROLLE (1989) Electronics Engineer

NORINE D. HOLMES (1978) Secretary, Instruction Office

DWAIN JACK (1974) Lead Skilled Craft Technician

RONALD JACKSON (1976) Maintenance Specialist

SHARON JOHNSON (1991) Teacher,
Child Development Center

JANICE M. JORN (1974) Public Information/Secretary,
Community Services

SHARON KARR (1992) Information Systems Trainer

GARY LARGENT (1975) Skilled Maintenance Specialist

CASS LARKIN (1992) Job Placement Specialist

WENDY LINK (1984) Technician, Media Services

KATHLEEN LOWE (1991) Instructional Assistant, Drama

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

DOROTHY A. MAECHLER (1981) Accompanist, Music

TIMOTHY MANN (1983) Athletic Equipment Attendant

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

CONNIE MICAL (1992) Support Technician

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

REBECCA MILLER-CRIPPS (1990) Executive Secretary,
Vice President for Instruction

NANCY M. MYERS (1982) Technician,
Library/Media Services

PATRICIA PANTALEONI (1985) Executive Assistant,
President

JESSE PEARSON (1992) Offset Press Coordinator,
Instructional Materials Center

KAREN RASMUSSEN (1989) Lab Technician,
Computer Science

ANDREW REESE (1991) Instructional Assistant,
Learning Skills

KAREN RODTS (1989) Instructional Assistant,
Learning Disabilities

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

WILLIAM M. SHANKEY (1982) Campus Security Officer

BARBARA SMITH (1986) Specialist, Food Services

KATHLEEN SMITH (1984) Coordinator,
Admissions and Records

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) Specialist, Library/Media Services

BARBARA YOUNG (1986) Custodian

ADVISORY COMMITTEES

AUTOMOTIVE TECHNOLOGY

BUSINESS

CARDIAC REHABILITATION

CHILD DEVELOPMENT PROGRAM

CIVIL DRAFTING TECHNOLOGY

COMPUTER SCIENCE

DISABLED STUDENT SERVICES

EMERGENCY SERVICES

EXTENDED OPPORTUNITY
PROGRAMS AND SERVICES/
COOPERATIVE AGENCIES
RESOURCES for EDUCATION

FOREST TECHNOLOGY/
NATURAL RESOURCES TECHNOLOGY

FOSTER PARENT EDUCATION /
INDEPENDENT LIVING PROGRAM

HOSPITALITY MANAGEMENT

OFFICE OCCUPATIONS

REAL ESTATE

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 BROGLIO, *Technician*,
Kelley Motors

LOREN KAISER, *Technician*,
Marty's Auto Service

GREG ONASCH, *Owner*,
Auto Tech

MARTY ROBILLARD, *Owner*,
Marty's Auto Service

JOHN SECORE, *Automotive Technology Instructor*,
Bret Harte High School

STANLEY SMITH, *Automotive Technology Instructor*,
Sonora Union High School

ED SUNDAY, *Owner*,
Sun Automotive

BUSINESS

STEVE ANDERSON, *Manager*,
Andy's True Value Hardware

GEORGE PERRY, *Owner*,
Sonora Employment Agency

RON ROBERSON, *CPA*,
Hohne, Hohne & Roberson

MONA LISA VAN YUR, *Employment Program Representative*,
Employment Development Department

CARDIAC REHABILITATION

DANNY ANDERSON, *M.D.*

LYNN AUSTIN, *M.D.*

WARREN BORGQUIST, *M.D.*

JAMES COMAZZI, *M.D.*

CARLA DAVIS, *R.N.*

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

SIMONE CLEMENTS, *ROP Instructor*,
Bret Harte High School

PIERKKO DYER, *Director*,
Summerville Parent Nursery School

NANCY FELDMAN, *Home Economist*,
University of California Cooperative Extension

CANDI DELGARDO,
Infant Child Enrichment Services

LOLITA GRIFFIN, *Coordinator*,
Senior/Youth Partnership

NORA MAGANA, *Director*,
A-TCAA Head Start

KATIE MILLER, *Student*,
Columbia College

PEGGY MOORE, *Infant Center Director*,
Summerville High School

JO MUNYER, *ROP Instructor*,
Sonora Union High School

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

DONNA REHDER, *Teacher*,
Discovery Preschool

KATHY SULLIVAN, *Director*,
Discovery Preschool

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

JUNE YAPP, *Director*,
Yapp's Learning Center

CIVIL DRAFTING TECHNOLOGY

PHIL SHAW, *Drafter*,
Golden State Surveying and Engineering

DAVE SHEPARD, *Structural Engineer*,
D.A. Shepard, Consulting Structural Engineer Incorporated

BRIAN SELBY, *Drafter and Owner*,
Sonora Blueprint

FRANK TORRES, *Civil Engineer*,
Tuolumne County Public Transportation Department

RICHARD YORK, *Civil Engineer*,
Frank Walters and Associates Engineering

COMPUTER SCIENCE

DWAIN MC DONALD, *Assistant Superintendent*,
Tuolumne County Schools

SHARI PECK

JOHN SHIFLETT, *Vocational Instructor*,
Sierra Conservation Center

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

ELVIA TORRES, *ROP Instructor*,
Sonora Union High School

JIM WAGONER, *Data Processing/Instructor*,
Sonora Union High School

JERRY YOUNGSTROM, *President*,
Seasoft Corporation

DISABLED STUDENT SERVICES

KIRA BARTLETT, *Student*
Columbia College

CHRISTINE DALY, *Director*,
WATCH

HAL DAVIS, *Vocational Rehabilitation Counselor*,
Department of Rehabilitation

DR. CHARLES McBANE, *Optometrist*,

ELAINE OWENS,
Independent Living Center

REBECCA PAULE, *Coordinator*,
Valley-Mountain Regional Learning Center

ROBERT J. PHILLIPS, *Executive Director*,
Area VI Developmental Disabilities Board

BEATRICE READEL,
Tuolumne County Mental Health Department

LANE WILLEY, *Coordinator*,
Tri-County Consortium, Calaveras County

EMERGENCY SERVICES

BILL BONDSHU, *Fire Chief*,
Mariposa Public Utilities District

GARY BUEL,
United States Forest Service

BILL CALDERA, *Manager*,
Tuolumne County Ambulance Service

ROGER HENNESS, *Training Director*,
Tuolumne County Fire Department, Calif. Dept. of Forestry

BOB KEMPVANEE,
Tuolumne County Fire Department, Calif. Dept. of Forestry

MERRITT LOVEJOY, *E.E.C. Chief*,
United States Forest Service, Stanislaus National Forest

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES/ COOPERATIVE AGENCIES RESOURCES for EDUCATION

LIZ ATKINS, *Principal*,
Cassina High School

VALERIE BASILE, *EOP&S/CARE Student*,
Columbia College

LINDA DuTEMPLE, *Central Sierra Planning Council*,
Sonora

NIKKI KARPINSKI, *GAIN*
Department of Welfare, Tuolumne County

ELIZABETH MARLER,
Mother Lode Job Training

ALLAN RAMSARAN, *Counselor*,
Columbia College

SALLY SCHOETTGEN, *Financial Aid Coordinator*,
Columbia College

DIANA SUNDAY, *Testing Coordinator*,
Columbia College

CANDACE WILLIAMSON, *Work Experience Coordinator*,
Columbia College

FOREST TECHNOLOGY/ NATURAL RESOURCES TECHNOLOGY

MARK BEVAN, *Forester*,
Sequoia Forest Industries

CHRIS CONRAD, *Forester*,
Fibreboard Corporation

TOM FRANCIS, *Forester*,
California Department of Forestry

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

RANDY KELLY, *Fishery Biologist*,
California Department of Fish and Game

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

ART SMITH, *Recreation Lands Officer*,
United States Forest Service, Stanislaus National Forest

WILLIAM J. SUEHOWICZ, *Chief Park Ranger*,
Bureau of Land Management, New Melones Lake

DAN WARD, *Forester*,
California Department of Forestry

FOSTER PARENT EDUCATION /INDEPENDENT LIVING PROGRAM

TERRI BEAUDREAU
Calaveras County Department of Social Services

CELESTE BOYD, *Director of Instruction*
Tuolumne County Schools

JILL CRAIG, *Foster Parent*
Tuolumne County

CANDI DELGARDO
Infant Child Enrichment Services

PEGGY DuTEMPLE
Tuolumne County Department of Social Services

NANCY FELDMAN, *Home Economist*,
U.C. Cooperative Extension

BARBARA FLAHERTY, *Foster Parent*,

NANCY GOODMAN
Tuolumne County Department of Social Services

BRENDA KIDD, *Foster Parent*,

MARY LOUIS
Calaveras County Department of Social Services, San Andreas

JOY McCLURE, *Licensed Clinical Social Worker*,

LUCY SANDS-BERGER
Chancellor's Office, Sacramento

MARGARET SCHULZ, *Foster Parent*,
Tuolumne County

JANE SIEBENEICHER, *Foster Parent*,
Mariposa County

VAL SLANKARD

CHRIS STEELE
Community College Foundation, Sacramento

BONNIE TUEL
Tuolumne County Department of Social Services



HOSPITALITY MANAGEMENT

LEO BALDONADO, *Owner*,
La Sierra Taqueria

ROB & ROSETTA BANNWARTH, *Owner*,
Banny's Cafe

DAN CUNEO, *Owner*,
Black Bart Inn

KIM DATERS,
Mountain Springs Golf Club

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

TERRY & CAROLYN LaTORRE, *Owners*,
Café Giovanni

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

SAM TAYLOR, *Director*,
Senior/Youth Partnership

NORA TRAMONTANO, *Manager*,
Sonora Aladdin Motor Inn

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

OFFICE OCCUPATIONS

KAREN ETHIER, *Business Instructor*,
Sonora Union High School

STEPHANIE GRIMES, *Legal Assistant*,
Tuolumne County Counsel

CANDACE KATOSIC, *Program Coordinator*,
Mother Lode Job Training

PAT NORTH, *Medical Records*,
Sonora Community Hospital

MIDGE PERRY, *Owner*,
Sonora Employment Agency

REAL ESTATE

SALLY DAVIS, *Mortgage Banker*,
Foothill Mortgage

PETER KAY, *Realtor*
Buyer's Resource

JEFF KERNS, *Title/Escrow Officer*,
Yosemite Title

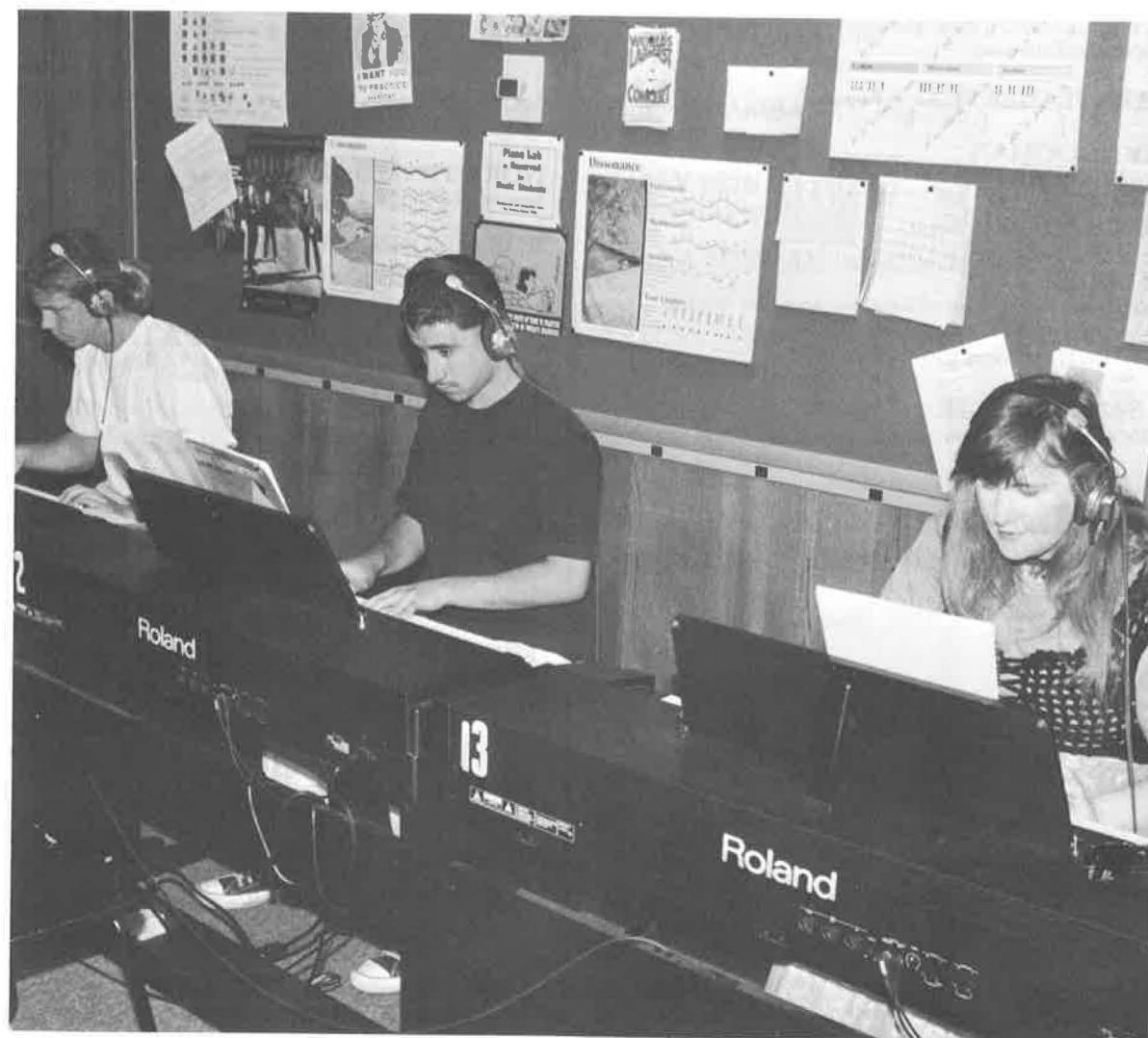
VAL OGLETREE, *Realtor/Student*,
Sugar Pine Realty

DOUGLAS PETERS, *Appraiser*
Douglas Peters Appraisals

JOHN REDDY, *Realtor/Student*
Apple Valley Realty

GILL (Wally) WALDTRAUT, *Realtor*
Murphys Realty

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 of the fertile San Joaquin Valley from the Coast Range 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.

Athletics

The College is a member of the Central 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 complete 24 units and attain a cumulative 2.0 GPA the first year.

Child Development Center

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.

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 35,000 books, current subscriptions to 300 magazines and six newspapers, pamphlets, maps and art prints. Available in the Audio-Visual Department are nearly 4,000 audio and video tapes of popular, folk, and classical music, local oral history, and a wide variety of other topics as well as calculators, slide-tape kits, and Polaroid cameras. A schedule of loan periods and overdue charges is posted in the library. A typing room with typewriters and personal computers is open for use during Library hours. Photocopying can be done on a coin-operated machine in 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 8:00 p.m., and on Friday, 7:45 a.m. to 4:30 p.m. It is closed weekends and school holidays.

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 post-secondary 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, attitudes and values that characterize 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 post-secondary 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 met the eligibility requirements for admission 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 Vice President for 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, Americans with Disabilities Act of 1990 (ADA), 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, 11600 Columbia College Drive, Sonora, CA 95370.

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: Joan Barrett
Vice President for Instruction
(209) 533-5140

Section 504: Paul Lockman, Director
Disabled Students Program ADA
(209) 533-5130

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)

- 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 non-employees. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, engaging in sexual harassment.

Drug and Alcohol Policy

Yosemite Community College District policy 3990 states that the District "...is committed to maintaining a drug and alcohol free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988, and the drug and alcohol free college environment for students and employees in accordance with the requirements of the Drug-Free Schools and Community Act Amendment of 1989."

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 the Yosemite Community College District/California.
- 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.
- 4) Appeal: Any student may appeal his/her resident classification. Such appeal should be written to the Coordinator of Admissions and Records.

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 \$112.00 for each unit plus the California resident unit fee, health fees and all other required 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.

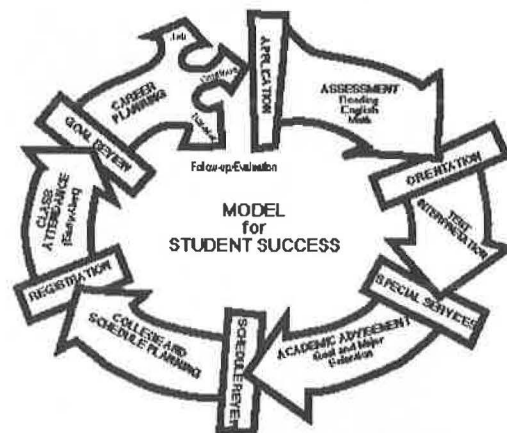
Applications should be submitted as early as possible in order to allow for processing. A local address must be submitted before completion of registration.

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 non-matriculated returning Columbia College students are provided with a step-by-step approach to a successful educational experience. Matriculation, or 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
- purchase a college catalog
- 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
- begin process of development of an educational plan to be completed in a scheduled educational plan workshop during the subsequent semesters. Contact the counseling office for an appointment.
- receive individual attention and assistance if class progress monitoring identifies a problem area.

Exemption Categories

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

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

Challenge Procedures

A student may challenge the required participation in matriculation if they do not meet the exemption categories. The challenge must be submitted, along with any supporting data, to the Vice President for Student Services. The Vice President for Student Services may request supporting documentation and/or a conversation with the student prior to making a decision.

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

Notice of Acceptance

New and former students will be notified officially of their acceptance and opportunities for assessment, orientation and advisement appointments after all application forms have been received. Complete instructions, along with current exemption criteria and challenge procedures are included in the "Welcome" packet.

Alternative Matriculation for Disabled Students

Applicants to the college who have a disability and feel they cannot participate in the GOLD Program due to the limitations imposed by their disability are eligible for alternative matriculation services.

These services may include:

- special assessment by the Testing Coordinator
- special assessment by the Learning Disability Specialist

- one-on-one orientation and advisement with Disabled Student Services Program Staff
- one-on-one development of an Educational Plan with a staff member of Disabled Student Services
- priority registration

To qualify for alternative matriculation the applicant must:

- inform the Admissions and Records Office or the Disabled Student Services Office of the student's disability and ask to be considered for the alternative matriculation program.
- submit written documentation by a professional (e.g. Physician, Psychologist, LD Specialist etc.) verifying the disability.

Counseling Services

The Columbia College professional counseling staff provide essential academic advising, career counseling and life planning activities to continuing, new and returning students in order to enhance each student's expertise at Columbia. Typical areas of assistance to students may include choosing a major or career(s) appropriate to their values, interests and abilities, coping with personal issues and completion of the educational planning process to include appropriate course selection to meet requirements and personal goals. Counselors also teach classes designed to facilitate personal and career exploration and development as well as academic survival skills. Refer to the GUIDANCE section of this catalog for specific course offerings. Counseling services are available during the day and selected evenings, by appointment or drop-in basis.

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

Educational Plan

The Matriculation Program requires that all California Community College students pursuing an educational goal must prepare an Educational Plan. At Columbia College, students must prepare this Educational Plan by the time they have completed fifteen (15) units of credit, whether those credits were earned at Columbia College or transferred from another college or both. The Educational Plan is prepared in a series of two sessions, the Information Session and the Filing Session. Students may register for both of these sessions with the counseling secretary. Upon completion of both sessions, the student's Educational Plan is approved by a counselor and the information entered into the computer data base. It is important to recognize that the student may be denied priority registration for classes, should the student fail to prepare an Educational Plan upon completion of fifteen (15) units of credit.

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

Columbia College is authorized by the Immigration and Naturalization Service of the United States Department of Justice to accept international students who wish to pursue a program of study leading to the Certificate of Achievement, the Associate Degree or preparation for transfer to a four year university. The following chart shows the application deadlines.

Semester	Begin End	Deadline
Fall	Aug. - Dec.	May 1st
Spring	Jan. - May	Nov. 1st
Summer	June - July	Mar. 1st

If you are an international student interested in applying for admission to Columbia College you must complete the following steps:

- 1) Submit the International Student Admission Application. This application is available from:

Admissions and Records Office
Columbia College
11600 Columbia College Drive
Sonora, CA 95370-8582
Phone: (209) 533-5231
Fax: (209) 533-5104

- 2) The following documents, written in English, are required with the application for admission:

- a) 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;
- b) Evidence of satisfactory financial support by submitting a notarized or official 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 providing a written guarantee from the bank of your funding source(s) stating the current account balance(s) in U.S. dollars;
- c) 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;

- d) The *PHYSICIAN'S CERTIFICATE OF HEALTH* (this form must be completed by a licensed physician and show immunization clearance examination);
- e) 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);
- f) The name of a sponsor in the United States (the Sponsor's Certification form must be completed by your sponsor);
- g) An English evaluation of all post secondary coursework. An English evaluation of your transcript may be obtained from:

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

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 F1 (Student) Visa and enter the United States.

Columbia College offers available on-campus housing to students. For information about cost and application please contact:

The Resident Manager
Columbia College Housing
11800 Columbia College Drive
Sonora, CA 95370 USA
Phone: (209) 533-3039

Admission of High School Students

Columbia College may admit high school students for a maximum of two courses each semester **IF** the student:

- a) is concurrently enrolled in a public educational institution, or legally established private school, or is receiving private tutoring (pursuant to Education Code Sections 48200 and 48224)
- b) has attained junior or senior standing
- c) has provided the college Admissions and Records Office with an official high school transcript
- d) has written authorization from a high school official.

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 Waiver.

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, 1994, through December 16, 1994. Eligibility is based on financial need and satisfactory academic progress. Additionally students must have a high school diploma, a GED or have passed the computerized entrance examination administered by the testing center at Columbia College. Awards are made 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 SCHOLARSHIP BULLETIN BOARD outside the Financial Aid Office and in the *Real People Win Scholarships* brochure available in the Scholarship Office.

A standard application which may be obtained from the Scholarship Office is used to determine a student's eligibility for most of the awards. It is available starting September 1; the deadline for applying is December 16. If a special application is required for a specific scholarship, it will be noted.

Selection is generally based on one or more of the following criteria: grade point average, financial need, major, units completed, participation in extracurricular activities including employment and/or homemaking.

Awards are given to students pursuing goals in almost every major, certificate or transfer program offered and they are available for new, continuing, returning, transferring, and part-time students.

Food Service

Food Service is located on the lower level of the Manzanita Building.

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 (EOPS) primary function is to recruit, retain, and transition economically and educationally disadvantaged students.

Eligibility Criteria:

Economic - Students must be eligible for the Board of Governors Waiver A or Board of Governors Waiver B to qualify for EOPS.

Educationally disadvantaged in one of the following ways:

1. On the assessment test does not meet eligibility for degree level Math or English.
2. Did not graduate from High School or obtain a GED.
3. High School GPA was below a 2.5.
4. Previously enrolled in a remedial class in high school or college.

Other requirements:

- be enrolled in 12 units
- be a resident of California

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
- Transfer Assistance — assistance in applying to four-year institutions

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

Cooperative Agencies Resources in Education

CARE is an extension of EOP&S to serve single parents on AFDC.

Eligibility Criteria:

1. Must be EOP&S eligible
2. Must have been an AFDC recipient for one year
3. Must have at least one child under the age of six
4. Must be at least 18 years old and single head of household
5. Be enrolled in 12 units

In addition to services all EOP&S students receive, the CARE student can receive services in the areas of:

- Child care cost - CARE will provide funds for child care
- Transportation cost - CARE will provide parking permits and other costs associated with transportation
- Books and Supplies - CARE will provide funds for books and supplies in addition to what EOP&S provides

EOP&S students may apply for CARE through the EOP&S office

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 or 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 five 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. *High School transcripts are only required if the student has been out of high school in the last five years.*
- 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 Academic Status Verification

Verifications of enrollment and academic status will be provided upon signed consent from the student for the following purposes:

- 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.

The first two (2) verifications of enrollment and academic status will be provided free of charge, a three dollar (\$3.00) fee will be charged for additional request.

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. **This challenge must occur within two academic years from the time the grade is received.** The Vice President for 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.

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 developmental learning programs to enhance the skills of any student wishing to improve math, reading, writing, spelling, vocabulary, or study skills.

Tutorial Program

Individual or group tutoring services in any subject are provided free to Columbia College students (to a maximum of 18 hours per semester).

Students may receive tutoring assistance at any point during the semester. For best results, however, students are urged to arrange for tutoring early in the semester.

Tutors are students who successfully completed a course and have received special training.

Anyone who would like to receive tutorial assistance, or to be hired as a tutor, may apply at the Learning Skills Center, Manzanita 17.

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. Accessibility is assured to students through the use of support services, special equipment, specially trained staff and the removal of architectural barriers.

Programs and services offered:

Physical Disabilities

Disabled parking (limited to those students possessing DMV placard or plates), tram service, mobility assistance, tutoring, assistance in locating notetakers, readers, and test taking assistance.

Learning Disabilities Program

Provides academic support services to students with a professionally verified learning disability. Services include: Individual assessment, individualized instruction to remediate or compensate for basic skill deficits; group interaction in written language development, test facilitation, other in-class accommodations as necessary, tutoring is pro-

vided by specially trained staff and students for general education and vocational college course work.

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, pulmonary therapy, and diagnostic learning.

New Horizons/Reentry Program

The New Horizons program offers services to single parents, displaced homemakers, and students who are considered reentry (returning to school after a break in education) or non-traditional (enrolled in a vocational program non-traditional for their gender).

The program provides one-on-one advocacy, weekly support groups, registration assistance, life skills workshops and limited financial assistance.

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.

Students having chronic health problems are requested to inform the College nurse so that the appropriate 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.

Health service fees are refundable prior to the first day of instruction. Students eligible for refunds must obtain a **Request for Refund Form** from the Admissions and Records Office.

Student Insurance

Student accident insurance, a secondary insurance, is paid through student health fees. Students who desire additional accident or health insurance information may contact the College Business Office.

Student Identification Cards

- Student cost \$4.00 per semester
- Student I.D. Card fees are nonrefundable
- Required for use of student services
- Carry with you while on campus
- Local 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 addresses issues related to student affairs, coordinates the social activities of campus organizations, and serves as spokesperson for the student body.

Student Organizations

- Students wishing to form a student organization must contact the student senate for procedures, direction and a handbook.
- Only currently enrolled Columbia College students may participate as members of an officially recognized student organization.
- Student organizations must have an advisor present at all meetings and activities.
- Every student organization must request renewal of their official recognition status each semester.

Posting of Materials on Campus Bulletin Boards

- Bulletin board posting may be done only by students, faculty or staff.
- All materials posted on campus must be approved and stamped in advanced by the Vice President for Student Services.
- No posters will be permitted that promote services—including classes—for profit other than those by other accredited institutions of higher education.
- Persons posting materials are responsible for removal of the materials. Removal should occur immediately following the activity.
- All materials approved for posting will automatically be removed within two weeks of the posting date.
- Materials are not to be adhered to glass, wood or metal surfaces. They may be posted only on bulletin boards or easels.
- Individuals/organizations not following correct posting procedures will have the material removed.

Career Center

The Career Center, located within the Manzanita Building adjacent to the Counseling area, 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.

Transfer Center

The Transfer Center staff, counselors and resources help to facilitate the transition from Columbia College to completion of educational goals at other colleges and universities. Many faculty approved articulation and transfer credit agreements, especially those between Columbia and UC and CSU campuses are available to assist with completing student Educational Plans and expedite the transfer process. The Transfer Center coordinates regular visits of representatives from regional two and four-year colleges and universities and hosts live and televised conferences related to transfer. These services help students develop more direct contact with personnel, procedures, policies and requirements to specific transfer campuses thus clarifying questions regarding transferability of credits and opportunities of academic preparation. The Transfer Center provides service to all students. However, special assistance is provided for underrepresented students (minorities, re-entry women, disabled) to increase their chances of success in higher education through participation in a guaranteed Transfer Admission Agreements program with regional universities and early evaluation via the UC Field Evaluation Program.

Job Placement Services

The Columbia College Job Placement Office offers free employment assistance to all students. The office serves as a source of information on jobs available in the local community and on-campus.

College Bookstore

The Manzanita Bookstore, located in the Manzanita Building, 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.

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 through 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 Business Office.

The College maintains parking areas for students, staff, disabled persons and visitors. Various fines will be levied against the public, staff and students for campus traffic or parking violations. Daily or semester fees are charged for parking on campus. Free visitor parking is available.

The campus shuttle provides service from the campus parking lots to classrooms buildings Monday through Thursday evenings from 5:15 to 9:30 p.m. See schedule of classes for more information.

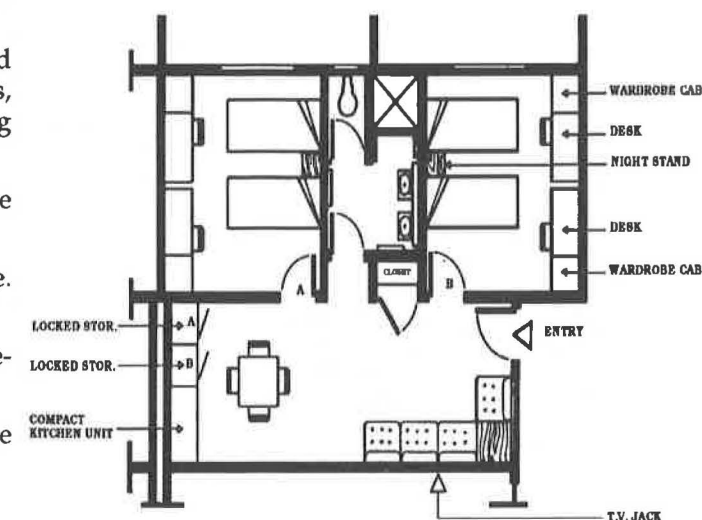
HOUSING ... Designed For The Student

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.

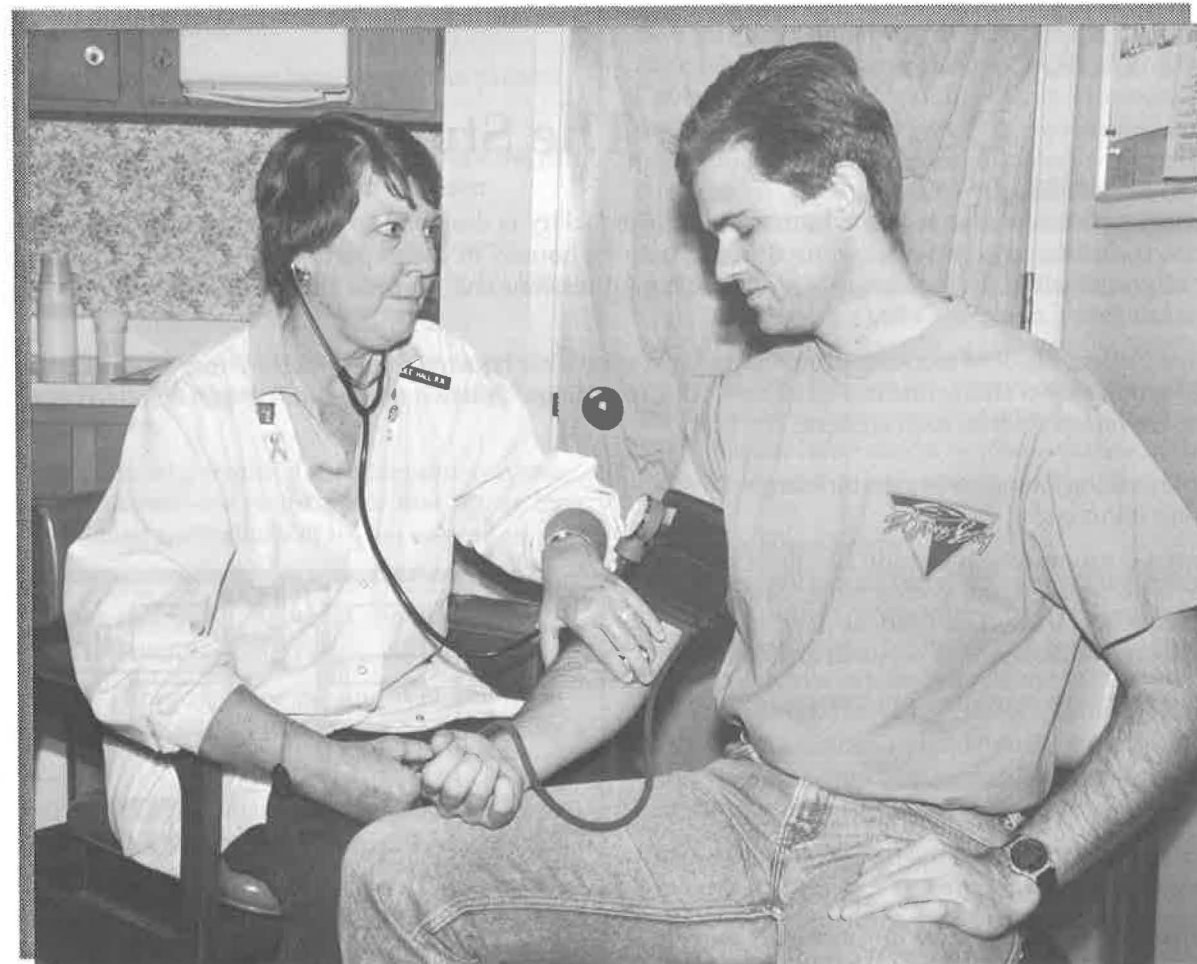
Columbia College Student Housing provides modern affordable housing for students. These residences are on the campus within easy walking distance of all the college buildings. Situated among the natural wooded beauty of the campus, the housing offers each student:

- ★ 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 and bed. 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.
- ★ Coin operated washer/dryer facilities on the premises.
- ★ Utilities (except telephone) are included with the rent.
- ★ Street level rooms are wheelchair accessible.
- ★ Outdoor volleyball, basketball, lighted tennis courts and a jogging course (PAR) are available to residents.
- ★ Student lounge in housing office has a TV with VCR and pool table.



Typical Floor Plan

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 and are applicable so long as the student remains in continuous attendance. Continuous attendance is defined as completion of at least one credit course per academic year (July 1-June 30) at Columbia College. Attendance at other colleges is not included in determining catalog rights at Columbia College. (*Exception: Attendance at another Yosemite Community College District college may be accepted.*)
- A student has **ONLY** four (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. (*Columbia College operates on a semester system.*)

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

Conversion of Units

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

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

Prerequisites

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational

program. A corequisite is a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

The prerequisite policy is currently under review and will be adopted for implementation in October 1994.

Course Prerequisite and Corequisite Appeal

A student may challenge a prerequisite or corequisite on one or more of the grounds listed below:

The prerequisite or corequisite

- a. has not been established in accordance with district processes;
- b. is in violation of Title 5 regulations;
- c. is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner or
 1. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
 2. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite has not been made reasonably available.

Petitions for challenge will be reviewed by the Academic Requirements Review Committee. Contact the Coordinator of Admissions and Records for procedures.

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 (see explanation below)

IP - In Progress

IP - In progress is a grade symbol for:

1. 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.

- 2. 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.

Grading Scale

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

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:

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

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:

$$\begin{array}{r} 5 \text{ units } A \times 4 = 20 \text{ grade points} \\ 4 \text{ units } B \times 3 = 12 \text{ grade points} \\ 3 \text{ units } C \times 2 = 6 \text{ grade points} \\ 2 \text{ units } D \times 1 = 2 \text{ grade points} \\ 2 \text{ units } F \times 0 = 0 \text{ grade points} \\ \hline 16 \text{ units} \qquad 40 \text{ grade points} \end{array}$$

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

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. Classes may be added during the first five (5) days of instruction. **These deadlines apply to full semester classes only.** Contact the Admissions and Records Office for specific course deadlines.

Dropping a Course

To drop a course the student may use the touch tone telephone system (see current class schedule for instructions) or submit a Drop Form to the Admissions and Records Office. All drops processed at the Admissions Office require the student to present a student I.D. card or picture identification (eg. driver's license).

Full semester courses:

- Within the first four weeks - no grade or course title will appear on official transcript (no record of registration).
- From the first day of the fifth week to 75% of the semester, a symbol of "W" will appear indicating *withdrawn*.
- No student drops after 75% of the term - possible grade of "F" on official transcript.
- Appropriate dates appear in the College Academic Calendar (see page 4).
- For less than full semester classes, contact the Admissions and Records Office for deadline dates.

WHEN DROPPING COURSES, IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE AND SUBMIT ALL NECESSARY FORMS TO THE ADMISSIONS & RECORDS OFFICE.

Repetition of Courses

- Only designated courses may be repeated for credit. See course descriptions for limitation on course repeatability. Registration will be disallowed when a student reaches the limitation.
- Any course in which a student has earned a "NC" or "W" may be repeated for college credit.
- Special classes for disabled students and adaptive physical education classes for the disabled are subject to additional repetitions in accordance with Title 5 Section 56044.

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

An individual may repeat a course under any of the following conditions:

1. The student's previous grade is, at least in part, due to extenuating circumstances beyond the control of the student.
 2. A student who has earned a grade of "NC", "D" or "F" in a course may repeat the course ONE time for improvement of grade. The units and grade earned upon repetition will be computed in the overall GPA and units earned.
 3. A considerable lapse of time has occurred since the student completed a class.
- A student must obtain and submit to the Admissions and Records Office the Repetition of Course for Improvement of Grade form.
 - When repeating a course in which a "D" was earned, the grade earned in the repeated course and grade points will be recorded, but no additional units for the course will be allowed.
 - When repeating a course in which an "F" grade was earned, the grade, grade points and units earned in the repeated course will be recorded.
 - If the course is repeated at another institution, the student must provide the Admissions and Records Coordinator with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia course, the repetition notation will be noted on the Columbia transcript.

Courses may be repeated ONE time for improvement of grade.

Incomplete Grades

- An incomplete grade "I" may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
- An incomplete can be issued only when the student is lacking a small amount of work.
- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the 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 grades (D's and F's) from no more than two semesters or 36 units from three quarters, taken at any accredited college or university, may be alleviated from computation of the grade point average at Columbia College:

1. Since completion of the work to be alleviated, the student must have completed a minimum of fifteen (15) semester units with at least a 3.0 cumulative G.P.A., thirty (30) semester units with at least a 2.5 cumulative G.P.A., or forty-five (45) semester units with a least a 2.0 cumulative 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 Academic Requirements Review Committee.
4. The student's permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history.
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 the Admissions and Records office.

99/199 Independent Study Courses

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

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

Credit/No Credit Grading (CR/NC)

- Some transfer institutions will not accept CR/NC grading symbols.
- A student may choose a credit/no credit (CR/NC) option in courses for which letter grades are issued.
- A student has 30% of the length of the course to submit the credit/no credit grading option form.
- A student has 30% of the length of the course to rescind the written form.
- Student performance equivalent to A, B, or C work will 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 (Credit) units may NOT be applied toward a student's major for the Associate Degree nor toward completion of a certificate program unless the course is offered for *CR/NC GRADING ONLY*.
- CR (Credit) units are accepted toward completion of the general education requirements for the Associate Degree.
- CR/NC units are NOT computed in determining a student's 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 GRADING* option, that may be counted toward the Associate Degree is fourteen (14).
- Courses offered for *CR/NC GRADING ONLY* are EXCLUDED from the maximum of fourteen units counted toward the Associate Degree.
- For courses allowing a letter grade or *CR/NC GRADING* option, the student is limited to enrollment in one course per semester. For courses designated as *CR/NC GRADING ONLY* 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 Academic Requirements Review Committee.

Credit by Examination (Course Challenge)

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

Please see the Admissions and Records Office for detailed information.

Advanced Placement Credit

Columbia College accepts Advanced Placement Credit. If potential students pass the appropriate Advanced Placement test with a score of three (3) or better, they will receive credit for the following courses at Columbia College:

Biology 2
Chemistry 1A
English 1A
History 16 & 17
Mathematics 18A (Score of 3 or better on Calculus AB test)
Mathematics 18A & 18B (Score of 3 or better on Calculus BC test)
Music 20A & 20B
Physics 5A (Score of 4 or better on "Mechanics" section of Physics C test)
Physics 5A & 5B (Score of 4 or better on "Mechanics" and "Electricity and Magnetism" sections of Physics C test)
Political Science 10
Psychology 1

To receive Advanced Placement (AP) credit at Columbia College, students should submit to our Admissions and Records Office proof of AP test results. Credit will be granted after the student has registered.

Please note that four year college AP policies vary from campus to campus. Students should check with the campus of their choice for more specific information.

College Level Examination Program (CLEP)

A policy for the acceptance of College Level Examination Program (CLEP) credit is currently under review. Please contact the Admissions and Records Office for the current policy.

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 PE 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.

Academic Requirements Review Committee

A petition process is available to a student through the Academic Requirements Review Committee. Should there be a question regarding course waivers, challenge of course prerequisites, course corequisites, substitution, transfer equivalencies or exceptions to academic standards, students may petition for review to this committee. Contact the Coordinator of Admissions and Records for procedures.

Classification of Students

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

Full-time — registered for 12 or more units.
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 Vice President for Student Services. Students on progress or academic probation will be limited to a unit load required by the Vice President for 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

For Graduation: 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**.

By Term: Each semester a list of student names is published to recognize scholarship achieved in at least 12 completed units of work. Students whose cumulative Grade Point Average is between 3.5 and 4.0 with no grade lower than "C" are acknowledged on the Dean's List.

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 28.

Academic Probation and Dismissal

Probation: 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 are required to do the following:

- 1) Meet with a counselor once a month.
- 2) Turn in a progress report to their counselor once a month.
- 3) Enroll and complete either the College Success class, Guidance 7 or College Survival class, Guidance 100.
- 4) Enroll in a maximum of 12 units, including Guidance 7 or Guidance 100.

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.

Dismissal: The second consecutive semester that a student does not maintain a 2.0 cumulative grade point average, the student is required to do the following:

1. Meet with a counselor once a month.
2. Turn in a progress report to their counselor once a month.
3. Enroll and complete either the College Success class, Guidance 7 or College Survival class, Guidance 100, if not previously completed successfully.
4. Enroll in a maximum of 8 units, including Guidance 7 or Guidance 100.

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.

Progress Probation and Dismissal will have the same restrictions as Academic Probation and Dismissal status.

Reinstatement After Dismissal

A dismissed 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 dismissal falls below 2.0 for the following semester, the student may be permanently dismissed.

In the event of dismissal 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 dismissed and feels that there are extenuating circumstances worthy of consideration, a request in writing may be made to the Vice President for Student Services that the one semester period of dismissal be waived.

Withdrawal From College

A student wishing to withdraw from the College, is responsible for 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 \$13 per unit. 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 for fee waivers are available in the Financial Aid office and should be completed 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	\$ 364	\$ 364	\$ 364
Books/Supplies/Fees	650	650	650
Meals/Housing	1,700	3,700	3,800
Personal	900	1,200	1,200
Transportation	500	400	650
Totals	\$4,114	\$6,314	\$6,664

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: Refunds 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 \$10.00 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

Parking fees are refundable prior to the first day of instruction. Return decal with receipt of payment and complete a **Request for Refund Form** obtained from the Admissions and Records Office. If the college cancels a class and a semester parking permit has been purchased, to receive a refund students must return decal and complete a **Request for Refund Form** obtained from the Admissions and Records Office.

Exception: For short-term classes contact the Admissions and Records Office for deadline dates.

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*).

STUDENT FEE INFORMATION - EFFECTIVE FALL SEMESTER, 1994

(Fees subject to change)

FEES	AMOUNT	APPLIES TO:	EXEMPTIONS/WAIVERS
**Enrollment Fee	\$13 per Unit for each Unit No Maximum	Credit Students	Apprentice Enrollees Baccalaureate Degree or Higher
Health Service Fee	\$10 per Semester \$7.50 Summer 15¢ per Class Hour (included in class fee) \$10 per Semester	Credit Students Fee-funded classes Community participants Community Education Non-Credit classes	BOGW Qualified Depend on Prayer for Healing Class length less than 16 hrs. Out-of-District Apprentice Closed enrollment classes Out-of-District, Depend on Prayer for Healing Short-term Classes (one day)
Parking Fee	\$1.00 a day \$1.00 a day or \$20 a Semester	Non-student Drivers Student Drivers	Disabled Persons with Placard from DMV Non-Drivers
*Student I.D.	\$4.00 per semester	All Credit Classes Non-Credit on campus classes	Off-campus non-credit classes Class length less than 16 hrs. Community Education & Professional Development Closed Enrollment classes Apprentice
Non-Resident Tuition	\$112 per Unit plus enrollment fee of \$13 per Unit	Non-residents/foreign students	Residents
*Student Center Fee	\$1.00 per Unit to Maximum \$10 per year	Credit Students	BOGW A Recipients Class length less than 16 hrs. Community Education & Professional Development Non-Credit Students Closed Enrollment classes Apprentice
Community Participant Fee	\$15.00 per Unit	Specific activity classes for persons who have exhausted registration in unit section	
Comm. Education (fully fee-funded class)	Class stated fee	Anyone who registers	
Differential Fee	\$50 per Unit	Those holding BA/BS degree or higher	AFDC SSI SSP Non-Residents Public safety employees and volunteers enrolled in courses required to fulfill a state mandated training requirement Dislocated Worker Displaced Homemaker General Assistance Financial need in excess of the fee Low income as defined by BOGW standards
Foreign Student Application Fee	\$100	Citizen & Resident of Foreign Country	College Approved Special Program

*Non-refundable (exception - classes cancelled by the college)

**Subject to change based on state mandates

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:

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

- "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.

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 Vice President for Student Services.

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

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 disciplinary action by the College or District applies at all times on campus and applies to any off-campus functions sponsored or supervised by the college.

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the college.
- Forgery, alteration, or misuse of college documents, records or identification.
- 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.
16. Possession or use of firearms, knives, air rifles, pellet guns, fireworks and explosives of any kind.
17. Riding of bicycles or skateboards on college pathways.
18. Violation of the college Substance Abuse Policy could result in the suspension or expulsion of the student.

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:
 - a. "summary suspension," is to protect the school from the immediate possibility of disorder or threat to the safety of students.
 - b. "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 Vice President for Student Services.

Substance Abuse Policy

College policy prohibits illegal use, possession, manufacture or distribution of controlled substances on the Columbia College campus.

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

CERTIFICATES



CERTIFICATES OF ACHIEVEMENT

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

For students entering Columbia College for the first time in Fall, 1994, the following certificate requirements are valid through the 1996-97 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"). Credit (CR) grades are not accepted. No more than 30 percent of the courses required for the certificate may be fulfilled with parallel courses completed at other accredited institutions.

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

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 and Engine Performance
 - General Auto Repair
- Business Administration
 - Accounting
 - Management
 - Retailing
- Child Development
- Civil Drafting Technology
- Computer Science
 - Applied Computer Studies
 - Computer Science
 - Geographic Information Systems (GIS)
- 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
 - Administrative Assistant
 - General Office Clerk
 - Legal Office
 - Medical Office
 - Medical Transcription

Information Processing
Real Estate
Teacher Aide

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. Consult the College Calendar for filing deadline dates.

**AUTOMOTIVE TECHNOLOGY
GENERAL AUTO REPAIR**

REQUIRED COURSE:	UNITS
Auto 1 Introduction to Auto Technology	3
Auto 3 Preventive Maintenance	1
Auto 15 Engine Performance Electrics	2
Auto 16 Engine Rebuilding	6
Auto 17A Carburetion Systems	1
Auto 17B Electro Mechanical Carburetion	1
Auto 18 Emission Control	2
Auto 19 Gasoline Engine Tune-up	3
Auto 20 Computerized Engine Control	3
Auto 25 Electronic Fuel Injection	1
Auto 30 Manual Transmission Rebuilding	1
Auto 34 Axles and Drive Lines	1
Auto 36 Automatic Transmission - (GM)	2
Auto 40 Automotive Braking Systems	3
Auto 44 Front End Alignment	2
Auto 50A Electrical Theory	3
Auto 50B Charging Systems	2
Auto 50C Starting and Ignition Systems	2
Auto 50D Lighting and Chassis Electrics	1
Auto 62 Air Conditioning	2
Auto 70 Practical Laboratory	1
or	
Auto 97 Work Experience	2

TOTAL REQUIRED UNITS 42-43

**AUTOMOTIVE TECHNOLOGY
ENGINE REPAIR & ENGINE PERFORMANCE**

REQUIRED COURSES:	UNITS
Auto 1 Introduction to Auto Technology	3
Auto 15 Engine Performance Electrics	2
Auto 16 Engine Rebuilding	6
Auto 17A Carburetion Systems	1
Auto 17B Electro Mechanical Carburetion	1
Auto 18 Emission Control	2
Auto 19 Gasoline Engine Tune-up	3
Auto 20 Computerized Engine Control	3
Auto 25 Electronic Fuel Injection	1

TOTAL REQUIRED UNITS 22

BUSINESS ADMINISTRATION

ACCOUNTING

REQUIRED COURSES:	UNITS
Busad 1A Principles of Accounting and	4
Busad 1B Principles of Accounting	4
or	
Busad 161A Small Business Accounting* and	4
Busad 161B Small Business Accounting	4
Six (6) Units Required from Computerized Accounting:	
Busad 3 Computerized Acct.(Peachtree)	2
Busad 4 Computerized Acct. (One Write Plus)	2
Busad 5 Computerized Acct. (Quicken)	2
Busad 6 Computerized Acct. (Dac Easy)	2
Busad 7 Computerized Acct. (Quick Books)	2
Busad 8 Computerized Acct. (Pacioli)	2
Busad 2 Financial Worksheets on Computers	3
Busad 18A Commercial Law	3
Busad 18B Commercial Law	3
Busad 20 Principles of Business	3
Busad 97 Work Experience	2-4
Busad 151 Finance and Investments	3
Busad 157 Payroll Accounting	3
Busad 159 Income Tax	2
Busad 163 Business Mathematics	4
Cmpsc 1 Computer Concepts & Information Systems	3
Cmpsc 3 MS DOS and Windows Management	3

TOTAL REQUIRED UNITS 46-48

**BUSINESS ADMINISTRATION
MANAGEMENT**

REQUIRED COURSES:	UNITS
Busad 1A Principles of Accounting and	4
Busad 1B Principles of Accounting	4
or	
Busad 161A Small Business Accounting* and	4
Busad 161B Small Business Accounting	4
Busad 18A Commercial Law	3
Busad 18B Commercial Law	3
Busad 20 Principles of Business	3
Busad 24 Human Relations in Business	3
Busad 30 Principles of Marketing	3
Busad 40 Principles of Management	3
Busad 150 Small Business Management	3
Busad 163 Business Mathematics	4
Cmpsc 1 Computer Concepts & Information Systems	3
Econ 10 Principles of Economics	4
Econ 11 Principles of Economics	4

TOTAL REQUIRED UNITS 44

RECOMMENDED:
Busad 97 Work Experience Minimum 4

**BUSINESS ADMINISTRATION
RETAILING**

REQUIRED COURSES:	UNITS
Busad 18A Commercial Law	3
Busad 20 Principles of Business	3
Busad 24 Human Relations in Business	3
Busad 30 Principles of Marketing	3
Busad 124 Retail Sales and Advertising	3
Busad 160 Basic Accounting	4
or	
Busad 161A Small Business Accounting	4
Busad 161B Small Business Accounting	4
Busad 163 Business Mathematics	4
Cmpsc 1 Computer Concepts & Information Systems	3
Econ 10 Principles of Economics	4
Offoc 25 Business Communications	3

TOTAL REQUIRED UNITS 37

RECOMMENDED OPTIONAL COURSES:
Busad 40 Principles of Management 3
Busad 97 Work Experience Minimum 4

CHILD DEVELOPMENT

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

TOTAL REQUIRED UNITS 25

CIVIL DRAFTING TECHNOLOGY

REQUIRED COURSES:	UNITS
Draft 10A Basic Drafting	3
Draft 20A Mapping	3
Draft 20B Planning	3
Draft 30A Structural Concretes and Piping	3
Draft 30B Weldments, Structural and Light Gage Steel	3
Detailing	3
Draft 50 Computer Assisted Drafting 1	3
Eng 151 Preparation for College Composition	3
Math 8 Trigonometry	3
and two (2) of the following courses:	
Fortc 153 Surveying Techniques	3
Natre 1 Environmental Conservation	3
Nartc 160 Aerial Photo and Map Interpretation	2

TOTAL REQUIRED UNITS 29-30

COMPUTER SCIENCE

REQUIRED COURSES:	UNITS
Cmpsc 1 Computer Concepts & Information Systems	3
Cmpsc 3 MS DOS and Windows Management	3
Cmpsc 8 Novell Network Management	2
Cmpsc 9 UNIX Operating System	2
Cmpsc 20 C Language Programming	3
Cmpsc 26 Advanced Computer Programming	3
Cmpsc 40 Assembly Language Programming	3
Cmpsc 55 Data Base Management	3
Cmpsc 6 BASIC Programming	3
or	
Cmpsc 12 PASCAL Programming	3
or	
Cmpsc 14 FORTRAN Programming	3
Math 8 Trigonometry	3
Math 10 College Algebra	3
Math 12 Finite Mathematics	3

TOTAL REQUIRED UNITS 34

* Busad 160 may be substituted for Busad 161A

**COMPUTER SCIENCE
APPLIED COMPUTER STUDIES**

REQUIRED COURSES:	UNITS
Cmpsc 1	Computer Concepts & Information Systems 3
Cmpsc 3	MS DOS and Windows Management 3
Cmpsc 8	Novell Network Management 2
Cmpsc 9	UNIX Operating System 2
Cmpsc 20	C Language Programming 3
Cmpsc 55	Data Base Management 3
Busad 1A	Principles of Accounting 4
Busad 1B	Principles of Accounting 4
Busad 2	Financial Worksheets on Computers 3
Busad 40	Principles of Management 3
Offoc 40	Beginning Word Processing 2
TOTAL REQUIRED UNITS 32	

PROVEN COMPETENCY REQUIREMENT:
Business Mathematics examination or
Busad 163 Business Mathematics 4

RECOMMENDED OPTIONAL COURSES:
One or more of the following programming courses:
Cmpsc 6 BASIC Programming 3
Cmpsc 12 PASCAL Programming 3
Cmpsc 14 FORTRAN Programming 3
Cmpsc 26 Advanced Computer Programming 3

**COMPUTER SCIENCE
GEOGRAPHIC INFORMATION SYSTEMS**

REQUIRED COURSES:	UNITS
Cmpsc 1	Computer Concepts & Information Systems 3
Cmpsc 3	MS DOS and Windows Management 3
Cmpsc 60	GIS - ArcCAD 3
Draft 10A	Basic Drafting 3
Draft 20A	Mapping 3
Draft 50	Drafting - AutoCAD 3
Esc 5	Physical Geology 4
Geogr 15	Physical Geography 3
Eng 1A	Reading & Comp: Beg. 3
Eng 151	Preparation for College Composition 3
Fortc 153	Surveying Techniques 3
Math 100B	Beg. Algebra: Second Half 2
Math 101	Beg. Algebra 4
Higher level algebra	
Natre 1	Environmental Conservation 3
TOTAL REQUIRED UNITS 32-35	

RECOMMENDED OPTIONAL COURSES:
Busad 97 Work Experience (AutoCAD or GIS).... minimum 4
Cmpsc 6 BASIC Programming 3
Cmpsc 9 UNIX Operating System 2
Math 8 Trigonometry 3
Natre 160 Aerial Photo and Map Interpretation 2
Spch 1 Fundamentals of Speech 3

EMERGENCY MEDICAL SERVICES

REQUIRED COURSES:	UNITS
EMS 3	Emergency Medical Technician Training 6
EMS11	Pre-Paramedic Training 4
TOTAL REQUIRED UNITS 10	

FIRE TECHNOLOGY

REQUIRED COURSES:	UNITS
EMS 3	Emergency Medical Technician Training 6
Fire 101A	Firefighter I Academy 6
Fire 101B	Firefighter I Academy 6
TOTAL REQUIRED UNITS 18	

FORESTRY TECHNOLOGY

REQUIRED COURSES:	UNITS
Fores 1	Introduction to Professional Forestry 3
Fores 10	Dendrology 3
Fortc 153	Forest Surveying Techniques 3
Fortc 162	Applied Forest Inventory 2
Cmpsc 1	Computer Concepts & Information Systems 3
Fire 7	Wildland Fire Control 3
Natre 1	Environmental Conservation 3
Natre 9	Parks and Forests Law Enforcement 2
Nartc 150	Natural History and Ecology 2
Nartc 152	Applied Wildlands Management 3
Nartc 160	Aerial Photography & Map Interpretation 2
Nartc 181	California Wildlife 4
TOTAL REQUIRED UNITS 33	

PROVEN COMPETENCY REQUIREMENT:
Mathematics Examination or
Math 101 Beginning Algebra (or higher) 4
Reading Examination or
Eng 151 or Eng 1A 3
Typing Examination or
Offoc 100, Keyboarding or
Offoc 110, Basic Typing Applications 1-2
Writing Examination or
Eng 151 or Eng 1A 3

ADDITIONAL REQUIREMENT:
Appropriate Summer Employment Approved by Forestry Staff.

**HOSPITALITY MANAGEMENT
CULINARY ARTS**

REQUIRED COURSES:	UNITS
Hpmgt 101	Introduction to Hospitality Industry 3
Hpmgt 103	Marketing of Hospitality Services 3
Hpmgt 130	Food Service Management 2
Hpmgt 131B	Dining Room Service and Management 3
Hpmgt 135B	Commercial Baking: Advanced 2
Hpmgt 140A	Contemporary Cuisine: Introduction 3.5
Hpmgt 140B	Contemporary Cuisine: Advanced 3.5
Hpmgt 142	Garde Manger 2
Hpmgt 144	Meat Analysis 2
Hpmgt 147	Beverage Management 3
Hpmgt 148	California Wines 2
TOTAL REQUIRED UNITS 29	

COURSE PREREQUISITES INCLUDE:
Hpmgt 131A, 133A, 133B, and 135A.
TOTAL REQUIRED UNITS WITH PREREQUISITES 41

**HOSPITALITY MANAGEMENT
FOOD SERVICE TECHNOLOGY**

REQUIRED COURSES:	UNITS
Hpmgt 101	Introduction to Hospitality Industry 3
Hpmgt 130	Food Service Management 2
Hpmgt 131A	Dining Room Service and Management 2
Hpmgt 133A	Intro. to Commercial Food Preparation 3
Hpmgt 133B	Intro. to Commercial Food Preparation 4
Hpmgt 135A	Commercial Baking: Beginning 3
Hpmgt 142	Garde Manger 2
Hpmgt 144	Meat Analysis 2
Hpmgt 147	Beverage Management 3
TOTAL REQUIRED UNITS 24	

**HOSPITALITY MANAGEMENT
HOTEL MANAGEMENT**

REQUIRED COURSES:	UNITS
Hpmgt 101	Introduction to Hospitality Industry 3
Hpmgt 103	Marketing of Hospitality Services 3
Hpmgt 112	Front Office Mgmt/Hotel Catering 2
Hpmgt 114	Intro. to Maintenance and Housekeeping. 1.5
Hpmgt 116	Laws of Innkeeping. 1
Hpmgt 130	Food Service Management 2
Hpmgt 160	Intro. to Travel-Tourism Industry/Tours 2
Hpmgt 97	Work Experience 2
TOTAL REQUIRED UNITS 16.5	

RECOMMENDED OPTIONAL COURSES:
Busad 1A Principles of Accounting and 4
Busad 1B Principles of Accounting 4
or
Busad 160 Basic Accounting 4
Offoc 5 Electronic Printing Calculators 1

HUMAN SERVICES

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

**NATURAL RESOURCES
INTERPRETATION**

REQUIRED COURSES:	UNITS
Natre 1	Environmental Conservation 3
Natre 9	Parks and Forests Law Enforcement 2
Nartc 150	Natural History and Ecology 2
Nartc 152	Applied Wildlands Management 3
Nartc 155	Interpretive Guide Tours 2
Nartc 181	California Wildlife 4
Biol 158	Birds of the Mother Lode 1
Biol 159	Wildflowers of the Mother Lode 1-1.5
Biol 179	Fishing and Fisheries 1
Ems 157	First Responder 1.5
Esc 25	Geology of the National Parks 3
Fores 10	Dendrology 3
Hist 49	The Mother Lode 3
TOTAL REQUIRED UNITS 29.5-30	

NATURAL RESOURCES TECHNOLOGY

REQUIRED COURSES:	UNITS
Natre 1	Environmental Conservation 3
Natre 9	Parks and Forests Law Enforcement 2
Nartc 150	Natural History and Ecology 2
Nartc 152	Applied Wildlands Management 3
Nartc 155	Interpretive Guided Tours 2
Nartc 160	Aerial Photography & Map Interpretation 2
Nartc 181	California Wildlife 4
Biol 179	Fishing and Fisheries 1
Esc 25	Geology of National Parks 3
Fire 7	Wildland Fire Control 2
Fores 1	Introduction to Professional Forestry 3
Fores 10	Dendrology 3
Fortc 153	Forest Surveying Techniques 3
TOTAL REQUIRED UNITS 33	

PROVEN COMPETENCY REQUIREMENTS:
Mathematics Examination or
Math 101, Beginning Algebra (or higher) 4
Reading Examination or
Eng 151 or Eng 1A 3
Typing Examination or
Offoc 100, Keyboarding or
Offoc 110, Basic Typing Applications 1-2
Writing Examination or
Eng 151 or Eng 1A 3

OFFICE OCCUPATIONS

Core Courses Required

CORE REQUIREMENTS:	UNITS
Offoc 1	Records Management 3
Offoc 5	Electronic Printing Calculators 1
Offoc 20	Machine Transcription 2
Offoc 25	Business Communications 3
Offoc 30	Office Procedures 3
Offoc 40	Beginning Word Processing 2
Offoc 120	Intermediate Typing 3
Offoc 130	Business English 3
Busad 20	Principles of Business 3
Busad 163	Business Mathematics 4
Cmpsc 1	Computer Concepts and Info. Systems 3
TOTAL REQUIRED UNITS 30	

**OFFICE OCCUPATIONS
ADMINISTRATIVE ASSISTANT**

REQUIRED COURSES:	UNITS
Offoc Core Courses (above)	30
Offoc 41 Intermediate Word Processing	3
Offoc 42 Desktop Publishing with WordPerfect	3
Offoc 97 Work Experience	1
Busad 2 Financial Worksheets	3
TOTAL REQUIRED UNITS 40	

**OFFICE OCCUPATIONS
GENERAL OFFICE CLERK**

REQUIRED COURSES:	UNITS
Offoc Core Courses (above)	30
Busad 2 Financial Worksheets	3
Busad 157 Payroll Accounting	3
Busad 1A Principles of Accounting	4
or	
Busad 160 Basic Accounting	4
or	
Busad 161A Small Business Accounting I	4
TOTAL REQUIRED UNITS 40	

**OFFICE OCCUPATIONS
LEGAL OFFICE**

REQUIRED COURSES:	UNITS
Offoc Core Courses (above)	30
Offoc 60* Legal Transcription/Terminology	2
Offoc 62 Legal Office Procedures	3
Offoc 97 Work Experience	1
Busad 18A Commercial Law	3
Busad 18B Commercial Law	3
TOTAL REQUIRED UNITS 42	

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

**OFFICE OCCUPATIONS
MEDICAL OFFICE**

REQUIRED COURSES:	UNITS
Offoc Core Courses (above)	30
Offoc 50 Medical Terminology	3
Offoc 52 Medical Insurance	3
Offoc 53A* Beginning Medical Transcription	2
TOTAL REQUIRED UNITS 38	

**Must earn at least a letter grade of "C" in Offoc 20 before enrolling in Offoc 53A.*

**OFFICE OCCUPATIONS
MEDICAL TRANSCRIPTION**

REQUIRED COURSES:	UNITS
Offoc 40 Beginning Word Processing	2
Offoc 41 Intermediate Word Processing	3
Offoc 50 Medical Terminology	3
Offoc 53A Beginning Medical Transcription	2
Offoc 53B Beginning Medical Transcription	2
Offoc 54 Radiology Transcription	1
Offoc 55 Cardiology Transcription	1
Offoc 56 Orthopedic Transcription	1
Offoc 57 Gastroenterology Transcription	1
Offoc 58 Pathology Transcription	1
Offoc 120 Intermediate Typing	3
Offoc 130 Business English	3
Cmpsc 1 Computer Concepts and Info. Systems	3
TOTAL REQUIRED UNITS 26	

**OFFICE OCCUPATIONS
INFORMATION PROCESSING**

REQUIRED COURSES:	UNITS
Offoc 20 Machine Transcription	2
Offoc 25 Business Communications	3
Offoc 40 Beginning Word Processing	2
Offoc 41 Intermediate Word Processing	3
Offoc 42 Desktop Publishing with WordPerfect	3
Offoc 120 Intermediate Typing	3
Offoc 130 Business English	3
Busad 2 Financial Worksheets on Computers	3
Busad 20 Principles of Business	3
Busad 160 Basic Accounting	4
or	
Busad 161A Small Business Accounting I	4
Cmpsc 1 Computer Concepts and Info. Systems	3
Cmpsc 3 MS DOS and Windows Management	3
Cmpsc 55 Data Base Management	3
TOTAL REQUIRED UNITS 38	

REAL ESTATE

REQUIRED COURSES:	UNITS
Rlest 1 Principles of Real Estate	3
Rlest 5 Real Estate Practice	3
Rlest 10 Legal Aspects of Real Estate	3
Rlest 15 Real Estate Finance	3
Rlest 20 Real Estate Appraisal	3
Rlest 25 Real Estate Economics	3
Busad 20 Principles of Business	3
Busad 163 Business Mathematics	4
TOTAL REQUIRED UNITS 25	

TEACHER AIDE

REQUIRED COURSES:	UNITS
Child 1 Principles of Child Development	3
Child 10 Creative Activities I	1.5
Child 11 Creative Activities II	1.5
Child 22 Child, Family, and Community	3
Child 27 School Age Children	3
T-Aid 97 Work Experience as a Teacher Aide	1
T-Aid 155 Teacher Aide Skills	3
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 48-54. All courses in the major must be completed with a "C" or better. Credit (CR) grades are not accepted. More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units in residence (72 or more total semester units). A course may only be used to meet the requirements for two different majors when no other course selections are available.
- 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 46 and 47. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University may follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA 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 CSU campus. CSU/UC transfer students should refer to pages 54-60 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:
Eng 1A, Reading and Composition: Beginning
Busad 163, Business Mathematics,
Math 100B, Beginning Algebra: 2nd half, or

Math 101, Beginning Algebra or any mathematics course of a higher level than Beginning 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 1994, and are valid through the 1997-98 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.
- Request for Waiver or Substitution:** Request for waiver or substitution of any graduation requirement must be approved by the Vice President for Instruction.
- Double-counting units:** Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.
- 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. (See pages 46 and 47 for specific Associate Degree General Education Requirements.)
- Students should consult the appropriate catalog of the college to which they intend to transfer and seek assistance from a counselor to ensure that all possible required lower division general education courses and prerequisites for the major are included in their Columbia College program of study.

- Columbia College will automatically send a Lower Division General Education Certification when a student requests his/her transcript to be sent to a CSU campus.

NOTICE OF INTENT TO GRADUATE

The student must file a Notice of Intent to Graduate 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. It is strongly recommended that students see a counselor the semester prior to the term they graduate to review their progress toward fulfilling all requirements.

TRANSFER REQUIREMENTS TO A CALIFORNIA STATE UNIVERSITY

Columbia College will send certification of General Education Breadth Requirements to the California State University campus to which the student transfers. Full certification consists of not less than 39 semester units from Areas "A" through "E". In addition, the following transfer requirements and information apply (See pages 46-47, 55-58, in the current catalog).

- TOTAL UNITS:** Satisfactory completion of 56 to 70 transferable semester units. If you wish to transfer with less than 56 transferable units, you must submit satisfactory test scores from either the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT). For possible exemption from ACT and SAT tests, see the catalog of the college to which student plans to transfer. Transfer requirements vary from campus to campus within both CSU and UC systems. You may be required to complete 60 transferable units in order to attain full junior status upon transfer. Contact a counselor for specific requirements relative to your transfer choice.
- SCHOLARSHIP:** A cumulative Grade Point Average of not less than 2.0 ("C" average).
- MAJOR:** Satisfactory completion of lower division prerequisites for the BA/BS Major listed in an articulation agreement or the catalog of the California State University transfer campus.
- 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 46 and 47. All courses must be completed with a grade of "C" or better. Students wishing to transfer to a California State University may follow the requirements listed in the right-hand column. Students who do not expect to transfer, but wish to graduate from Columbia College with the AA 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 CSU campus. CSU/UC transfer students should refer to pages 54-60 for further information.

NOTE: Transfer students also have the option of completing the INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) instead of the General Education requirements listed here. Completion of IGETC will permit a student to transfer to either a CSU or UC campus without the need, after transfer, to take additional lower-division general education university requirements. See the current catalog (pages 59 and 60) and a counselor for assistance.



GENERAL EDUCATION BREADTH REQUIREMENTS for

<p>FOR AA/AS GRADUATION:</p> <p>Three courses required: one each from A.1, A.2, A.3.</p>	<p>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</p> <p>AREA A. COMMUNICATION AND CRITICAL THINKING:</p> <p>A.1. Oral Communication Speech 1, Fundamentals of Speech (3).</p> <p>A.2. Written Communication English 1A, Reading and Composition: Beginning (3).</p> <p>A.3. Critical Thinking * English 1B, Reading and Composition: Advanced (3). English 1C, Critical Reasoning and Writing (3). Speech 2, Argumentation (3).</p> <p><i>* English 1B may be used to satisfy either Area A.3 or C.2 but not both.</i></p>	<p>FOR CSU TRANSFER: Three courses required: one each from A.1, A.2, A.3.</p> <p>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.</p>
<p>FOR AA/AS GRADUATION:</p> <p>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 (4), Mathematics 100B, Beginning Algebra: Second Half (2) and Mathematics 101, Beginning Algebra (4).</p>	<p>AREA B. THE PHYSICAL UNIVERSE, ITS LIFE FORMS AND MATHEMATICAL CONCEPTS:</p> <p>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). Physics 1, Conceptual Physics (3). Physics 5A, General Physics (5), (lab course)</p> <p>B.2 Biological Sciences: Biology 2, Principles of Biology (4), (lab course) Biology 4, Principles of Animal Biology (4), (lab course) Biology 6, Principles of Plant Biology (4), (lab course) Biology 17, Fundamentals of Biology (4) (lab course)</p> <p>B.3 Mathematical Concepts, Quantitative Reasoning, and Applications: Math 2, Elements of Statistics (3). Math 6, Math for Liberal Arts Students (3). Math 8, Trigonometry (3). Math 10, College Algebra (3). Math 12, Finite Mathematics (3). Math 16, Precalculus (4). Math 18A, Calculus with Analytic Geometry (4).</p>	<p>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, and no fewer than nine units total from AREA B.</p>

COLUMBIA COLLEGE AA/AS GRADUATION & TRANSFER to C.S.U.

<p>FOR AA/AS GRADUATION:</p> <p>Two courses required: one from C.1, and one from C.2.</p>	<p>SUITABLE COURSES FOR EACH AREA OF GENERAL EDUCATION:</p> <p>AREA C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE:</p> <p>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 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). Music 12, Survey of Jazz and Popular Music (3). Physical Education 20, Dance Survey (2). Physical Education 27, Choreography (3).</p> <p>C.2 Literature, Philosophy and Foreign Language: * 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). Spanish 1A, Spanish: Beginning (4). Spanish 1B, Spanish: Beginning (4). Spanish 2A, Spanish: Intermediate (4). Spanish 2B, Spanish: Intermediate (4).</p> <p><i>* English 1B may be used to satisfy either Area A.3 or C.2 but not both.</i></p>	<p>FOR CSU TRANSFER: Three courses required: one from C.1, one from C.2 and one from C.1 or C.2.</p> <p>A student may opt to follow the Intersegmental General Education Transfer Curriculum (IGETC) for CSU General Breadth requirements.</p>
<p>FOR AA/AS GRADUATION:</p> <p>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).</p>	<p>AREA D. SOCIAL, POLITICAL AND ECONOMIC INSTITUTIONS AND BEHAVIOR:</p> <p>D.1 General Social Sciences: Anthropology 1, Physical Anthropology (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).</p> <p>D.2 Civilization and Culture: Anthropology 2, Cultural Anthropology (3). Anthropology 15, Indians of North America (3). Geography 12, Cultural Geography (3). Geography 15, Physical Geography (3). History 13, World Civilizations: to 1650 (3). History 14, World Civilizations: 1650 to Present (3).</p> <p>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).</p>	<p>FOR CSU TRANSFER: 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 4 page 44 for more information about D.3.).</p>
<p>FOR AA/AS GRADUATION:</p> <p>Required: One course in E. Also acceptable in E: Physical Education 6A, Lifetime Fitness Program I (1-3).</p>	<p>AREA E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT:</p> <p>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).</p>	<p>FOR CSU TRANSFER: 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.</p>

**COLUMBIA COLLEGE
AA/AS DEGREE MAJORS**

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

**COLUMBIA COLLEGE MAJORS
for which the Associate of Arts Degree is awarded:**

Fine Arts
Emphasis in Art
Emphasis in Drama
Emphasis in Photography
Health and Physical Education
Language Arts
Emphasis in English
Emphasis in Speech
Liberal Studies
Mathematics
Music
Social Science
Emphasis in Anthropology
Emphasis in History
Emphasis in Psychology
Emphasis in Sociology
Transfer Major

**COLUMBIA COLLEGE MAJORS
for which the Associate of Science Degree is awarded:**

Automotive Technology
Business
Business Administration (Occupational)
Business Administration (Professional)
Child Development
Computer Science
Fire Technology
Forestry Technology
Hospitality Management
Emphasis in Culinary Arts
Emphasis in Food Service Technology
Emphasis in Hotel Management
Natural Resources
Office Occupations
Emphasis in Clerical Studies
Emphasis in Secretarial Studies
Science
Emphasis in Biology
Emphasis in Earth Science
Emphasis in Environmental Science
Emphasis in General Science
Emphasis in Physical Science
Transfer Major

AUTOMOTIVE TECHNOLOGY

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Auto 1 Introduction to Auto Technology	3
Auto 15 Engine Performance Electrics	2
Auto 16 Engine Rebuilding	6
Auto 19 Gasoline Engine Tune-up	3
Auto 20 Computrized Engine Control	3
Auto 25 Electronic Fuel Injection	1
Auto 34 Axles and Drive Lines	1
Auto 40 Automotive Braking Systems	3
Auto 44 Front End Alignment	2
TOTAL REQUIRED UNITS 24	

**BUSINESS
EMPHASIS IN BUSINESS ADMINISTRATION
(OCCUPATIONAL)**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Sixteen (16) units required from this section	16
Busad 20 Principles of Business (3)	
Busad 24 Human Relations in Business (3)	
Busad 163 Business Mathematics (4)	
Cmpsc 3 MS DOS and Windows Management (3)	
Offoc 25 Business Communications (3)	
B. Eight (8) units required from B1 or B2	8
B1. Eight (8) units required	
Busad 1A Principles of Accounting (4)	
Busad 1B Principles of Accounting (4)	
B2. Eight (8) units required	
Busad 161A Small Business Accounting (4)	
or	
Busad 160 Basic Accounting (4)	
and	
Busad 161B Small Business Accounting (4)	
C. Six (6) units required from this section	6
Busad 18A Commercial Law (3)	
Busad 18B Commercial Law (3)	
Busad 30 Principles of Marketing (3)	
Busad 40 Principles of Management (3)	
Busad 150 Small Business Management (3)	
Busad 151 Finance and Investments (3)	
Busad 157 Payroll Accounting (3)	
TOTAL REQUIRED UNITS 30	

**BUSINESS
EMPHASIS IN BUSINESS ADMINISTRATION
(PROFESSIONAL)**

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Busad 1A Principles of Accounting	4
Busad 1B Principles of Accounting	4
Busad 2 Financial Worksheets on Computers	3
Busad 18A Commercial Law	3
Busad 18B Commercial Law	3
Busad 20 Principles of Business	3
Busad 24 Human Relations in Business	3
Cmpsc 3 MS DOS and Windows Management	3
Econ 10 Principles of Economics	4
Econ 11 Principles of Economics	4
TOTAL REQUIRED UNITS 34	

CHILD DEVELOPMENT

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty two (22) units required from this section	22
Child 1 Principles of Child Development (3)	
Child 3 Practices in Child Development (3)	
Child 5 Child Nutrition (2)	
Child 7 Child Health and Safety (2)	
Child 10 Creative Activities I (1.5)	
Child 11 Creative Activities II (1.5)	
Child 15 Observation and Participation (3)	
Child 22 Child, Family, Community (3)	
Child 30 Child Care/Nursery School Administration (3)	
B. Three (3) units required from this section	3
Child 18 Special Needs Children (3)	
Child 25 Infant/Toddler Care (3)	
Child 27 School Age Children (3)	
TOTAL REQUIRED UNITS 25	

COMPUTER SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty two (22) units required from this section	22
Cmpsc 1 Computer Concepts & Information Systems (3)	
Cmpsc 3 MS DOS and Windows Management (3)	
Cmpsc 8 Novell Network Management (2)	
Cmpsc 9 UNIX Operating System (2)	
Cmpsc 20 C Language Programming (3)	
Cmpsc 26 Advanced Computer Programming (3)	
Cmpsc 40 Assembly Language Programming (3)	
Cmpsc 55 Data Base Management (3)	
B. Three (3) units required from this section	3
Cmpsc 6 BASIC Programming (3)	
Cmpsc 12 Pascal Programming (3)	
Cmpsc 14 FORTRAN Programming (3)	
TOTAL REQUIRED UNITS 25	

**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 40A Photography: Beginning (4)	
Art 48 Special Topics in Photography (1-4)	
Media 52A Video Production: Beginning (3)	
PE 20 Dance Survey (2)	
PE 21A Ballet I (.5-1.5)	
PE 23A Dance, Contemporary I (.5-1.5)	
PE 25 Dance, Jazz I (.5-1.5)	
PE 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 DRAMA**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Drama 20 Oral Expression and Interpretation (3)	
Drama 42 Acting Fundamentals (3)	
Drama 43 Acting - Directing (3)	
Drama 45 Improvisation (3)	
Drama 48 Mime (3)	
Drama 50 Musical Theatre Workshop (2)	
B. Nine (9) units required from this section	9
Drama 44 Advanced Acting Projects (1-3)	
Drama 56 Technical Theatre Laboratory (1-3)	
Drama 60 Fallon Repertory Theatre (8)	
Music 65 Theatre Production: Music Emphasis (1)	
PE 29 Theatre Production: Dance Emphasis (1-2)	
C. Three (3) units required from this section	3
Music 36A Elementary Voice (1.5)	
Music 36B Elementary Voice (1.5)	
Music 46A Intermediate Voice (1.5)	
Music 46B Intermediate Voice (1.5)	
PE 20 Dance Survey (2)	
TOTAL REQUIRED UNITS 24	

**FINE ARTS
EMPHASIS IN PHOTOGRAPHY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Art 40A Photography: Beginning	4
plus	
Six (6) units from section	6
Art 2 Basic Color and Design (1-2)	
Art 40B Intermediate Photography (3)	
Art 42 Color Photography (3)	
B. Six (6) units required from this section	6
Art 1 Basic Freehand Drawing (1-2)	
Art 9A Life Drawing: Beg. (1-2)	
Art 21A Painting: Beginning (1-2)	
Art 23A Watercolor: Beginning (1-2)	
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)	
Eng 11 Film Appreciation (3)	
Media 52A Video Production: Beginning (3)	
TOTAL REQUIRED UNITS 19	

FIRE TECHNOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. The following courses are required	15
Fire 1 Introduction to Fire Technology (3)	
Fire 2 Fundamentals of Fire Behavior/Control (3)	
Fire 3 Fire Protection Equipment/Systems (3)	
Fire 4 Fundamentals of Fire Prevention (3)	
Fire 5 Fundamentals of Fire Department Operations (3)	
B. Three (3) units required from this section	3
Fire 7 Wildland Fire Control (3)	
Fire 29A Driver/Operator 1A (1)	
Fire 29B Driver/Operator 1B (1)	
Fire 70 Special Topics (.5-3)	
Fire 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
Fores 1 Introduction to Professional Forestry (3)	
Fores 10 Dendrology (3)	
Fortc. 153 Forest Surveying Techniques (3)	
Nartc 160 Aerial Photo./Map Interpretation (2)	
B. Nine (9) units required from this section	9
Fire 7 Wildland Fire Control (3)	
Fortc 162 Applied Forest Inventory and Management (2)	
Natre 1 Environmental Conservation (3)	
Natre 9 Parks and Forests Law Enforcement (2)	
Natre 22 Ecology and Use of Fire in Forest Ecosystems (2)	
Nartc 150 Natural History and Ecology (2)	
Nartc 152 Applied Wildlands Management (3)	
Nartc 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
He-Ed 1 Health and Fitness Education (3)	
He-Ed 10 Safety and First Aid Education (2)	
Biol 50 Nutrition (3)	
PE 6A Lifetime Fitness (3)	
B. Eight (8) units required from this section	8
Biol 10 Introductory Human Anatomy (4)	
Biol 60 Introduction to Human Physiology (4)	
C. Three (3) units required from this section	3
Biol 65 Microbiology (4)	
Psych 1 General Psychology (3)	

TOTAL REQUIRED UNITS 20

HOSPITALITY MANAGEMENT
EMPHASIS IN CULINARY ARTS

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Hpmgt 101 Introduction to Hospitality Industry	3
Hpmgt 103 Marketing of Hospitality Services	3
Hpmgt 130 Food Service Management	2
Hpmgt 131B Dining Room Service and Management	3
Hpmgt 135B Commercial Baking: Advanced	2
Hpmgt 140A Contemporary Cuisine: Introduction	3.5
Hpmgt 140B Contemporary Cuisine: Advanced	3.5
Hpmgt 142 Garde Manger	2
Hpmgt 144 Meat Analysis	2
Hpmgt 147 Beverage Management	3
Hpmgt 148 California Wines	2

TOTAL REQUIRED UNITS 29

COURSE PREREQUISITES INCLUDE:
Hpmgt 131A, 133A, 133B, and 135A.

TOTAL REQUIRED UNITS WITH PREREQUISITES 41

HOSPITALITY MANAGEMENT
EMPHASIS IN FOOD SERVICE TECHNOLOGY

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Hpmgt 101 Introduction to Hospitality Industry	3
Hpmgt 103 Marketing of Hospitality Services	3
Hpmgt 116 Laws of Innkeeping	1
Hpmgt 130 Food Service Management	2
Hpmgt 131A Dining Room Service and Management	2
Hpmgt 131B Dining Room Service and Management	3
Hpmgt 133A Intro. to Commercial Food Preparation	3
Hpmgt 133B Intro. to Commercial Food Preparation	4
Hpmgt 135A Commercial Baking: Beginning	3
Hpmgt 140A Contemporary Cuisine: Introduction	3.5
Hpmgt 140B Contemporary Cuisine: Advanced	3.5
Hpmgt 142 Garde Manger	2
Hpmgt 144 Meat Analysis	2
Hpmgt 147 Beverage Management	3

TOTAL REQUIRED UNITS 38

HOSPITALITY MANAGEMENT
EMPHASIS IN HOTEL MANAGEMENT

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

TOTAL REQUIRED UNITS 16.5

RECOMMENDED OPTIONAL COURSES:

Busad 1A Accounting	4
Busad 1B Accounting	4
Busad 160 Basic Accounting	4
Busad 163 Business Mathematics	4
Offoc 5 Electronic Printing Calculators	1
Offoc 30 Office Procedures	3

LANGUAGE ARTS
EMPHASIS IN ENGLISH

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

TOTAL REQUIRED UNITS 18

LIBERAL STUDIES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. HUMANITIES six (6) units required	6
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)	
Eng 17 Literature of the United States (3)	
Eng 18 Literature of the United States (3)	
Eng 46 Survey of English Literature (3)	
Eng 47 Survey of English Literature (3)	
Human 1 Old World Culture (3)	
Human 2 Modern Culture (3)	
Music 10 Survey of Music History and Literature (3)	
Music 11 Survey of Music History and Literature (3)	
Philo 1 Introduction to Philosophy (3)	
B. NATURAL SCIENCES AND MATHEMATICS six (6) units required	6
Biol 2 Principles of Biology (4)	
Biol 17 Fundamentals of Biology (4)	
Chem 10 Fundamentals of Chemistry (4)	
Chem 1A General Chemistry (5)	
Cmpsc 1 Computer Concepts & Information Systems (3)	
Cmpsc 3 MS DOS and Windows Management (3)	
Cmpsc Any Programming class (3)	
Esc 5 Physical Geology (4)	
Esc 30 Global Tectonic Geology (3)	
Esc 40 Descriptive Astronomy (3)	
Math 104 Intermediate Algebra (or higher) (4)	
Natre 1 Environmental Conservation (3)	
Physcs 1 Conceptual Physics (3)	
Physcs 5A General Physics (5)	
C. SOCIAL SCIENCES six (6) units required	6
Anthr 1 Physical Anthropology (3)	
Anthr 2 Cultural Anthropology (3)	
Anthr 15 Indians of North America (3)	
Busad 20 Principles of Business (3)	
Econ 10 Principles of Economics (4)	
Econ 11 Principles of Economics (4)	
Geogr 12 Cultural Geography (3)	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States History: to 1865 (3)	
Hist 17 United States History: 1865 to present (3)	
Polsc 10 Constitutional Government (3)	
Psych 1 General Psychology (3)	
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society (3)	
Socio 12 Sociology of the Family (3)	

TOTAL REQUIRED UNITS 18

Courses used to fulfill the Liberal Studies Major Requirements may be used to fulfill the General Education requirements for the AA or AS Degree.

MATHEMATICS

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eleven (11) units required from this section	11
Math 2, Elements of Statistics (3)	
Math 18A, Calculus with Analytic Geometry (4)	
Math 18B, Calculus with Analytic Geometry (4)	
B. Three (3) units required from this section	3
Math 12, Finite Mathematics (3)	
Math 16, Precalculus (4)	
Math 18C, Calculus with Analytic Geometry (4)	
C. Three (3) units required from this section	3
Physcs 5A General Physics (5)	
Cmpsc 12, Pascal Programming (3)	
Cmpsc 14, Fortran Programming (3)	
Cmpsc 20, C Language Programming (3)	
Cmpsc 26, Advanced Computer Programming (3)	

TOTAL REQUIRED UNITS 17

MUSIC

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty (20) units required from this section	20
Theory/Musicianship	
Music 4A Elementary Musicianship (2)	
Music 4B Elementary Musicianship (2)	
Music 5A Intermediate Musicianship (2)	
Music 5B Intermediate Musicianship (2)	
Music 20A Elementary Music Theory (3)	
Music 20B Elementary Music Theory (3)	
Music 21A Intermediate Music Theory (3)	
Music 21B Intermediate Music Theory (3)	
B. Four (4) units required from this section	4
Music 50 Applied Music: Guitar (1)	
Music 51 Applied Music: Keyboard (1)	
Music 52 Applied Music: Woodwinds (1)	
Music 53 Applied Music: Brass (1)	
Music 54 Applied Music: Strings (1)	
Music 55 Applied Music: Percussion (1)	
Music 56 Applied Music: Voice (1)	
Music 57 Applied Music: Synthesizer (1)	
C. Four (4) units required from this section	4
Music 60 Choir (1)	
Music 64 Jazz Choir (1)	
Music 66 Community Chorus (1)	
Music 69 Madrigal Ensemble (1)	
Music 70 College Band (1)	
Music 72 Jazz Ensemble (1)	
Music 76 Community Orchestra (1)	

It is suggested students take private instruction every semester at Columbia College although only 4 units are required for transfer.

- D. Proficiency Required
Voice Proficiency (for non-voice majors; may be achieved independently through credit by examination or through the following course)
 Music 36B Elementary Voice (1.5)
- E. Proficiency Required
Piano Proficiency (for non-piano majors; may be achieved independently through credit by examination or through the following course)
 Music 41B Intermediate Piano (1.5)

TOTAL REQUIRED UNITS 31

RECOMMENDED OPTIONAL COURSES:

Music 10 Survey of Music History/Literature: Ancient to 1750 (3)
 Music 11 Survey of Music History/Literature: 1750 to Present(3)
 The Music Major is designed to prepare the student to be a well-rounded musician and enables the student to transfer to a four-year institution at the junior level.

NATURAL RESOURCES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twelve (12) units required from this section	12
Natre 1 Environmental Conservation (3)	
Nartc 150 Natural History and Ecology (2)	
Nartc 152 Applied Wildlands Management (3)	
Nartc 155 Interpretive Guided Tours (2)	
Nartc 160 Aerial Photography and Map Interpretation (2)	
B. Eight (8) units required from this section	8
Biol 179 Fishing and Fisheries (1)	
Fire 7 Wildland Fire Control (3)	
Fores1 Introduction to Professional Forestry (3)	
Fores10 Dendrology (3)	
Fortc 153 Forest Surveying Techniques (3)	
Fortc 162 Applied Forest Inventory/Management (2)	
Natre 9 Parks and Forests Law Enforcement (2)	
Natre 22 Ecology and Use of Fire in Forest Ecosystems (2)	
Nartc 181 California Wildlife (4)	
TOTAL REQUIRED UNITS 20	

OFFICE OCCUPATIONS
EMPHASIS IN CLERICAL STUDIES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty-Four (24) units required from this section	24
Offoc 1 Records Management (3)	
Offoc 5 Electronic Printing Calculators (1)	
Offoc 20 Machine Transcription (2)	
Offoc 25 Business Communications (3)	
Offoc 40 Beginning Word Processing (2)	
Offoc 120 Intermediate Typing (3)	
Offoc 130 Business English (3)	
Busad 2 Financial Worksheets (3)	
Busad 20 Principles of Business (3)	
Busad 163 Business Mathematics (4)	
Cmpsc 1 Computer Concepts & Information Systems (3)	
B. Four (4) units required from this section	4
Busad 1A Principles of Accounting (4)	
Busad 160 Basic Accounting (4)	
Busad 161A Small Business Accounting (4)	
TOTAL REQUIRED UNITS 28	

OFFICE OCCUPATIONS
EMPHASIS IN SECRETARIAL STUDIES

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Twenty-Two (22) units required from this section	22
Offoc 1 Records Management (3)	
Offoc 20 Machine Transcription (2)	
Offoc 30 Office Procedures (3)	
Offoc 40 Beginning Word Processing (2)	
Offoc 120 Intermediate Typing (3)	
Busad 2 Financial Worksheets (3)	
Busad 20 Principles of Business (3)	
Cmpsc 1 Computer Concepts & Information Systems (3)	
B. Three (3) units required from this section	3
Offoc 25 Business Communications (3)	
Offoc 130 Business English (3)	
C. Four (4) units required from this section	4
Busad 1A Principles of Accounting (4)	
Busad 160 Basic Accounting (4)	
Busad 161A Small Business Accounting (4)	
TOTAL REQUIRED UNITS 29	

SCIENCE
EMPHASIS IN BIOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Biol 17 Fundamentals of Biology	4
plus	
Seven (7) units from any other Biology courses	
listed in this catalog	7
B. Four (4) units required from this section	4
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
C. Two (2) units required from this section	2
Esc 5 Physical Geology (4)	
Esc 35 Field Geology (1-3)	
Natre 1 Environmental Conservation (3)	
Phycs 1 Conceptual Physics (3)	
Phycs 5A General Physics (5)	
TOTAL REQUIRED UNITS 17	
<i>Students planning to become Biology majors upon transfer to a four-year school should take Chem 1A and 1B, Math 2, and all of the prerequisites for Math 18A while at Columbia College.</i>	

SCIENCE
EMPHASIS IN EARTH SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Ten (10) units required from this section	10
Esc 5 Physical Geology (4)	
Esc 30 Global Tectonic Geology (3)	
Esc 35 Field Geology (1-3)	
Esc 40 Descriptive Astronomy (3)	
B. Four (4) units required from this section	4
Biol 2 Principles of Biology (4)	
Biol 17 Fundamentals of Biology (4)	
C. Four (4) units required from this section	4
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
D. Three (3) units required from this section	3
Phycs 1 Conceptual Physics (3)	
Phycs 5A General Physics (5)	
TOTAL REQUIRED UNITS 21	
<i>Students planning to become Earth Science majors upon transfer to a four-year school should take Chem 1A and 1B, Math 18A, and Phycs 5A and 5B while at Columbia College.</i>	

SCIENCE
EMPHASIS IN ENVIRONMENTAL SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Ten (10) units required from this section	10
Esc 5 Physical Geology (4)	
Natre 1 Environmental Conservation (3)	
Phycs 1 Conceptual Physics (3)	
B. Four (4) units required from this section	4
Biol 2 Principles of Biology (4)	
Biol 4 Principles of Animal Biology (4)	
Biol 6 Principles of Plant Biology (4)	
Biol 17 Fundamentals of Biology (4)	
C. Four (4) units required from this section	4
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
D. Two (2) units required from this section	2
Esc 35 Field Geology (1-3)	
Fores10 Dendrology (3)	
TOTAL REQUIRED UNITS 20	

SCIENCE
EMPHASIS IN GENERAL SCIENCE

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Four (4) units required from this section	4
Biol 2 Principles of Biology (4)	
Biol 4 Principles of Animal Biology (4)	
Biol 6 Principles of Plant Biology (4)	
Biol 17 Fundamentals of Biology (4)	
B. Four (4) units required from this section	4
Chem 1A General Chemistry (5)	
Chem 10 Fundamentals of Chemistry (4)	
C. Three (3) units required from this section	3
Cmpsc Any 3 unit course in Computer Science (3)	
D. Four (4) units required from this section	4
Esc 5 Physical Geology (4)	
Esc 40 Descriptive Astronomy (3)	
Esc 45 Astronomy Laboratory (1)	
E. Three (3) units required from this section	3
Phycs 1 Conceptual Physics (3)	
Phycs 5A General Physics 1 (5)	
TOTAL REQUIRED UNITS 18	

SCIENCE
EMPHASIS IN PHYSICAL SCIENCE

REQUIRED COURSES WITHIN MAJOR:	REQUIRED UNITS
Chem 1A General Chemistry	5
Chem 1B General Chemistry	5
Phycs 5A General Physics I	5
Phycs 5B General Physics II	5
TOTAL REQUIRED UNITS 20	

SOCIAL SCIENCE
EMPHASIS IN ANTHROPOLOGY

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
A1. Six (6) units required from this section	
Anthr 1 Physical Anthropology (3)	
Anthr 2 Cultural Anthropology (3)	
A2. Three (3) units required from this section	
Anthr 3 Current Issues in Anthr (3)	
Anthr 15 Indians of North America (3)	
B. Three (3) units required from this section	3
Geogr 12 Cultural Geography (3)	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States: to 1865 (3)	
Hist 17 United States: 1865 to Present (3)	
C. Three (3) units required from this section	3
Biol 17 Fundamentals of Biology (4)	
Esc 5 Physical Geology (4)	
Geogr 15 Physical Geography (3)	
D. Three (3) units required from this section	3
Psych 1 General Psychology (3)	
Psych 30 Personal/Social Adjustment (3)	
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems/Deviance (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
A1. Three (3) units required from this section	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
A2. Three (3) units required from this section	
Hist 16 United States: to 1865 (3)	
Hist 17 United States: 1865 to Present (3)	
A3. Three (3) units required from this section	
Hist 11 History of California (3)	
Hist 49 The Mother Lode (3)	
Hist 55 The American Frontier (3)	
B. Three (3) units required from this section	3
Anthr 2 Cultural Anthropology (3)	
Geogr 12 Cultural Geography (3)	
Polsc 10 Constitutional Government (3)	
Psych 1 General Psychology (3)	
Psych 30 Personal/Social Adjustment (3)	
C. Three (3) units required from this section	3
Anthr 1 Physical Anthropology (3)	
Geogr 15 Physical Geography (3)	
D. Three (3) units required from this section	3
Econ 10 Principles of Economics (4)	
Econ 11 Principles of Economics (4)	
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems/Deviance (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
A1. Six (6) units required from this section	
Psych 1 General Psychology (3)	
Psych 2 Current Issues in Psychology (3)	
A2. Three (3) units required from this section	
Psych 30 Personal/Social Adjustment (3)	
B. Three (3) units required from this section	3
Geogr 12 Cultural Geography (3)	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States: to 1865 (3)	
Hist 17 United States: 1865 to Present (3)	
C. Three to six (3-6) units required from this section	3-6
Biol 17 Fundamentals of Biology (4)	
Biol 60 Introduction to Human Physiology (4)	
Chem 10 Fundamentals of Chemistry (4)	
Phycs 1 Conceptual Physics (3)	
D. Three to six (3-6) units required from this section	3-6
Anthr 1 Physical Anthropology (3)	
Anthr 2 Cultural Anthropology (3)	
Child1 Principles of Child Development (3)	
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems/Deviance (3)	
TOTAL REQUIRED UNITS 18-24	

**SOCIAL SCIENCE
EMPHASIS IN SOCIOLOGY**

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Nine (9) units required from this section	9
Socio 1 Introduction to Sociology (3)	
Socio 2 American Society: Social Problems/Deviance (3)	
Socio 12 Sociology of the Family (3)	
Socio 28 Death and Dying (3)	
B. Six (6) units required from this section	6
Anthr 1 Physical Anthropology (3)	
Anthr 2 Cultural Anthropology (3)	
Psych 1 General Psychology (3)	
Psych 2 Current Issues in Psychology (3)	
Psych 30 Personal/Social Adjustment (3)	
C. Three (3) units required from this section	3
Econ 10 Principles of Economics (4)	
Econ 11 Principles of Economics (4)	
Polsc 10 Constitutional Government (3)	
D. Three (3) units required from this section	3
Geogr 12 Cultural Geography (3)	
Geogr 15 Physical Geography (3)	
Hist 13 World Civilization: to 1650 (3)	
Hist 14 World Civilization: 1650 to Present (3)	
Hist 16 United States: to 1865 (3)	
Hist 17 United States: 1865 to Present (3)	
TOTAL REQUIRED UNITS 21	

TRANSFER MAJOR

ACCEPTABLE COURSES WITHIN MAJOR:	REQUIRED UNITS
A. Eighteen (18) units required	18
This major may be fulfilled by satisfactory completion of a minimum of 18 units taken at Columbia College that meet the lower division prerequisites for any major at the institution to which the student plans to transfer.	
TOTAL REQUIRED UNITS 18	
B. Each student must also complete the Columbia College AA or AS graduation requirements and other requirements as listed on pages 46 and 47 of this catalog.	
C. Transfer students are encouraged to complete the appropriate transfer general education pattern for the transfer institution.*	

Note: 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 four year Liberal Studies major should consult a counselor for additional information.



LOWER DIVISION TRANSFER REQUIREMENTS

FOR CALIFORNIA FOUR-YEAR COLLEGES & UNIVERSITIES
Students should consult the catalog of the college for which they have catalog rights and to which they intend to transfer to ensure that all possible required lower division general education courses and prerequisites for their major are included in their Columbia College program of study.

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

The Career/Transfer Center staff will provide students the latest articulation information between Columbia College and the CSU and UC campuses with which agreements have been completed. Agreements are available for some community colleges and independent four-year colleges.

The responsibility for fulfilling requirements rests with the student.

**CALIFORNIA STATE UNIVERSITY SYSTEM
(CSU) TRANSFER INFORMATION**

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

California State 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

CSU ADMISSION

AS AN UNDERGRADUATE TRANSFER

TRANSFER REQUIREMENTS — You will qualify for admission as a transfer student if you have a grade point average of 2.0 (C) or better in all transferable units attempted, 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. *Full junior status requires 60 transferable semester units.*

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 Breadth 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 and applied toward the baccalaureate degree.
 - Students transferring with full certification of lower division 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 CSU General Education Breadth Requirements (see pgs. 46-47) and the Intersegmental General Education Transfer Curriculum (IGETC, pgs. 59-60) are the two patterns of courses which Columbia College uses to certify that the student has met the required minimum semester units of general education.

Transfer Students — Submit official transcripts (in sealed envelopes) from all colleges or universities previously attended even if there is no applicable or completed course work. 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 if admissibility cannot be determined by the college or university transcripts. You should keep personal copies of all transcripts and test scores for academic advising sessions and complete part A of the admissions 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 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 high school or college counselors or from a CSU campus testing office. Or you may write to or call:

The College Board (SAT),
Registration Unit, P.O. Box 592, Princeton, N.J. 08541
(609) 771-7588

American College Testing Program (ACT),
Registration Unit, P.O. Box 168, Iowa City, Iowa 52240
(319) 337-1270

Selection of Major — The majors offered at each campus are listed in the back of the application booklet. You should review program descriptions in campus catalogs before you file your application; options within programs at one campus may be similar to differently named programs at other campuses. If you are uncertain about your major, you should be aware that some campuses may not admit junior transfer students who are uncertain about their major. Check the application for a list of these schools and for those campuses which do accept undeclared majors.

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

offered at that campus.

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

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

Photocopies of your original application may be used should you choose to apply to more than one CSU campus. Be sure, however, to make appropriate changes to campus and major and re-sign the photocopied application.

The CSU assigns highest admission priority to California Community College transfer students who have completed the first two years of their baccalaureate program, including those applying for impacted programs. In addition, CSU campuses will make every effort to see that California Community College transfer students originally eligible for admission as first-time freshmen are admitted to their first choice CSU campus.

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.

Impacted Programs - The CSU designates programs as impacted when more applications are received in the first month of the filing period than can be accommodated. Some majors are impacted at every campus where they are offered; others may be impacted only at some campuses. **Applicants to impacted majors must file an application for admission during the first month of the filing period and will be subject to supplementary admissions criteria.** If you apply by mail, the postmark will be used to determine if you filed in the first month. Nonresident applicants are rarely admitted to impacted programs.

If you wish to be considered in impacted majors at two or more campuses, you must file an application to each. The CSU announces each fall the majors that are im-

acted and the supplementary criteria required by the campuses. That announcement is published in the *CSU Review* distributed to high school and college counselors. Information about the supplementary criteria is also sent to program applicants.

The CSU expects that most of the programs currently impacted will continue to be impacted. Please see your counselor for the latest information.

If you are applying to California Polytechnic State University, San Luis Obispo, you should do so during the first month of the filing period (November for the fall term). San Luis Obispo continues to receive more applications in most fields than it can accommodate and does not consider applicants for a second major. Applicants will receive an Admissions Supplemental Questionnaire from the campus. You are encouraged to refer to your personal copies of transcripts to complete the questionnaire. If you are required to submit either SAT or ACT scores, you should take the test no later than November if applying for fall admission. Please consult with the campus for further information. See the CSU undergraduate admissions application for a list of impacted programs

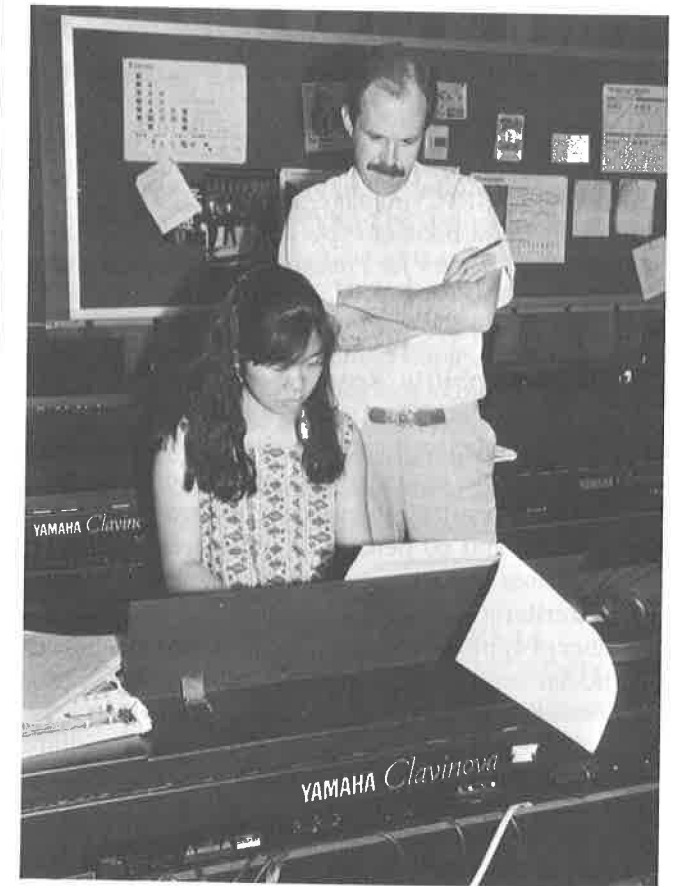
Supplementary Admission Criteria - Supplementary admission criteria may include overall grade point average and a combination of campus-developed criteria. If you are required to submit scores on either the SAT or the ACT, you should take the test no later than early December if applying for fall admission or November if applying to San Luis Obispo.

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. Submission of an EOP application which results in ineligibility will delay processing of your application for regular admission.

Because the number of EOP places is limited, you

should file your application forms early in the filing period. Before doing so, however, please consult with the EOP Office at the campus of your choice and the EOPS Director at Columbia College.



UNIVERSITY OF CALIFORNIA TRANSFER REQUIREMENTS

The University of California system has established the following campuses:

University of California, Berkeley
University of California, Davis
University of California, Irvine
University of California, Los Angeles
University of California, Riverside
University of California, San Diego
University of California, San Francisco
(medical majors only)
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 UC

transferable, that satisfy University and college requirements, and that fulfill admission, lower division general education and prerequisite courses in your major. Advisors in the Admissions Office at the campus you wish to attend and Columbia College counselors can help you with your planning. U.C. will not grant unit credit toward graduation for course work completed in excess of 70 lower division transferrable semester units. (See also UC Transferable Course Agreement on page 59 and the Intersegmental General Education Transfer Curriculum (IGETC) on pages 59 and 60). The University publishes a booklet especially for transfer applicants called *Answers for Transfers*. It is available in the Career/Transfer Center on campus.

Minimum Eligibility Requirements for Transfer to U.C.: When there are more eligible applicants than spaces available, each campus uses academic criteria alone--academic course work, 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 described in the UC publication *Introducing the University* and some campus catalogs, may be found in the Career Center. 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 course work.

1. If you were eligible for admission to the Univer-

sity 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 course work.

2. If you met the Scholarship Requirement, but did not satisfy the Subject Requirement, you must take college courses in the subjects you are missing to be eligible to transfer. You will need to earn a grade of "C" or better in each of these required courses, and an overall "C" (2.0) average in all transferable college course work. 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 a minimum of 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. (A student is encouraged to complete 60 units for full junior status and the best chance for admission.)
 - 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 course work 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 language other than English. 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 a non-transferable two-semester or three-quarter unit course in trigonometry; or a transferable mathematics course that employs the topics of intermediate algebra or a transferable statistics course offered by either the mathematics or statistics department that has intermediate algebra as a 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 course work.

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 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 ADMISSION AGREEMENT (TAA)
Columbia College has available guaranteed admission agreements with the University of California, Davis, California State University, Stanislaus and California State University, Sacramento. The purpose of the TAA is to guarantee to students admission to the university or college with which the TAA has been contracted. The TAA assures students that the courses to which they have committed will meet requirements for admission, general education and lower division major preparation. The TAA should be written at least one year prior to enrollment in the four year university or college to which the student is transferring and cannot be used for any term other than the one indicated in the signed agreement. If you plan to transfer to any one of these three campuses, you must see a counselor as soon as possible in order to initiate the Transfer Admission Agreement process. There are strict deadlines for UC, Davis and CSU, Sacramento at this time and TAA's may not be available for all quarters/semesters of the academic year.

UNIVERSITY OF CALIFORNIA TRANSFERABLE COURSE AGREEMENT (TCA)
The Transferable Course Agreement is currently under review. Please contact a counselor or the Transfer Center staff for the revised list once it becomes available.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC) 1994-95
Please check with a counselor for changes to this list since the printing of the catalog.

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

It should be noted that completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of these systems prior to transfer. The IGETC is an *alternative General Education Pattern* for transfer to the UC or CSU system. Depending upon the major and/or the campus of choice, some students may be better served by taking courses which fulfill the CSU General Education/Breadth requirements listed on pages 46 and 47 of this catalog or those listed in the CSU or UC campus

catalog to which they plan to transfer. Students pursuing majors that require extensive lower-division major preparation may not find the IGETC option to be advantageous. The IGETC will probably be most useful for students who want to keep their options open before making a final decision about transferring to a particular CSU or UC campus.

The course requirements for *all areas must be fully completed with a grade of "C" or better before the IGETC can be certified.* A student must request an IGETC Certification from the Admissions and Records Office.

AREA 1 — ENGLISH COMMUNICATION

CSU — 3 courses required, one from each group below
 UC — 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 1C

Group C: Oral Communication (CSU only)

1 course, 3 semester/4-5 quarter units
 Speech 1

AREA 2 — MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

1 course, 3 semester/4-5 quarter units
 Mathematics 2, 6, 10, 12, 18A, 18B, 18C

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
 Music 2, 10, 11

Humanities:

English 11, 17, 18, 46, 47, 49, 50
 Humanities 1, 2
 Philosophy 1, 25

AREA 4 — SOCIAL AND BEHAVIORAL SCIENCES

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

Anthropology 1, 2, 15
 Economics 10, 11
 Geography 12, 18

History 13, 14, 16*, 17*
 Political Science 10*, 12, 14
 Psychology 1
 Social Science 40
 Sociology 1, 2

AREA 5 — PHYSICAL AND BIOLOGICAL SCIENCES

At least two courses, one from Physical Sciences and one from Biological Sciences; at least one must include a laboratory (indicated by "L" in parentheses), 7-9 semester/9-12 quarter units

Physical Sciences:

Chemistry 1A (L), 1B (L), 10 (L)**, 20**
 Earth Science 5 (L), 30, 40, 45 (L), 60 (L), 70 (L)
 Physics 1**, 5A (L), 5B (L)

Biological Sciences:

Biology 2(L)**, 4(L), 6(L)**, 10 (L), 17(L)**(formerly Biol 18 & 19) 60 (L), 65 (L)

LANGUAGE OTHER THAN ENGLISH

(UC Requirement Only)

Complete two years of the same foreign language of high school level work with a grade of "C" or better **OR** earn a score of 3 or higher on the Foreign Language Advanced Placement Test, **OR** score 550 or higher on the College Board Achievement Test in Foreign Language **OR** complete 4 semester or 5 quarter units from the course below.

Spanish 1B

U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS (CSU Graduation Requirement Only - Not part of IGETC; may be completed prior to transfer)

At least two courses, one course from Group A and one course from Group B, 6 semester units.

Group A:

Political Science 10*

Group B:

History 16*, 17*

Note: Courses used to meet this requirement may not also be used to satisfy requirements for IGETC in AREA 4.

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

** Indicates that transfer credit may be limited by either UC or CSU or both. Please consult with a counselor for additional information.

(L) Designates course with a laboratory.

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 public and private two and four year colleges and universities. Please ask your counselor or the Transfer Center Technician for information related to agreements which identify courses that will transfer and those that meet lower-division preparation for the major.

Transferability of Courses

Courses that transfer to the California State University System 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 certain 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 59.

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. *95 Courses: Service Learning Experience*
Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. This course will examine volunteerism and Service Learning from theory to reality. This course is designed to meet specific student interests and may be made available in any subject matter area. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture.

3. *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 fulfill requirements unless authorized by the transfer school.

4. *99/199 Courses: Independent Study*
Independent study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 29 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school.

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 Eng 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 (CAN ANTH 4)

Skill Level Recommended: Eligibility for Eng 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

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

Skill Level Recommended: Eligibility for Eng 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 Eng 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: Ancient and Medieval 3 Units

Lecture: 3 hours

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

ART 12 — HISTORY OF ART: Renaissance, Baroque, and Modern 3 Units

Lecture: 3 hours

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

ART 18 — HISTORY OF MODERN ART 3 Units

Lecture: 3 hours

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

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 1-2 Units

Laboratory: 3-6 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 Eng 151

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 Eng 151

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 Eng 151

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 Eng 151

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 38 for Certificate Requirements

AUTO 1 — INTRODUCTION TO AUTOMOTIVE TECHNOLOGY 3 Units

Lecture: 3 hours

Theory of operation of automobile systems. Fundamentals of math, micrometer, fasteners, shop safety and tools will be covered. (CSU)
Offered for Credit/No Credit grading only.

AUTO 3 — PREVENTIVE MAINTENANCE 1 Unit

Lecture: .5 hour

Laboratory: 1.5 hours

Preventive maintenance procedures with emphasis on lubrication, adjustment and safety inspection as it pertains to the late model automobile. (CSU)

AUTO 15 — ENGINE PERFORMANCE ELECTRICS 2 Units

Lecture: 2 hours
Fundamentals of electricity and circuits and the use of meters, scopes, and other electrical test equipment. (CSU)
May be repeated two times.

AUTO 16 — ENGINE REBUILDING 6 Units

Prerequisite: Auto 1 with grade of "CR"
Lecture: 3 hours
Laboratory: 9 hours
Techniques involved in gasoline engine rebuilding. (CSU)

AUTO 17A — CARBURETION SYSTEMS 1 Unit

Lecture: .5 hour
Laboratory: 1.5 hours
Theory of carburetor circuits, techniques and procedures for overhaul and service of carburetors and related components. (CSU)

AUTO 17B — ELECTRO MECHANICAL CARBURETORS 1 Unit

Prerequisite: Auto 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 2 Units

Lecture: 2 hours
Installation, operation and repair of automotive pollution control devices. State and federal regulations are also covered. Four gas analyzers will be covered. (CSU)

AUTO 19 — GASOLINE ENGINE TUNE-UP 3 Units

Lecture: 1.5 hours
Laboratory: 4.5 hours
Operation of various solid state ignition systems as well as techniques of engine tune-up. Hand-held meters, oscilloscopes, late model computerized analyzers, and four gas infrared analyzers will be covered. (CSU)

AUTO 20 — COMPUTERIZED ENGINE CONTROLS (GENERAL MOTORS) 3 Units

Lecture: 1.5 hours
Laboratory: 4.5 hours
Operation and diagnosis of domestic computerized engine control systems. (CSU)

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

Lecture: 1 hour
Operation and diagnosis of domestic throttle body and multiport fuel injected systems. (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: Auto 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 40 — AUTOMOTIVE BRAKING SYSTEMS 3 Units

Lecture: 1.5 hours
Laboratory: 4.5 hours
Principles of operation and repair of automotive drum, disc, and ABS braking systems including diagnosis and overhaul techniques. (CSU)

AUTO 44 — FRONT-END ALIGNMENT 2 Units

Lecture: 1 hour
Laboratory: 3 hours
Operations of automotive suspensions and steering systems, as well as inspection, diagnosis, part replacement, and alignment procedures. Four wheel alignment and computerized alignment equipment are also covered. (CSU)

AUTO 50A — ELECTRICAL THEORY 3 Units

Lecture: 3 hours
Fundamentals of electricity that apply to all electrical systems. (CSU)
May be repeated three times.

AUTO 97 — WORK EXPERIENCE IN AUTOMOTIVE 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 grading only.
May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.
For students interested in working full time one semester and attending classes one semester on an alternate basis, see Work Experience 96, Page 106.

BIOLOGY

BIOL 2 — PRINCIPLES OF BIOLOGY 4 Units

Prerequisite: One year of high school chemistry or Chem 10 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A and Math 2
Lecture: 3 hours
Laboratory: 3 hours
A principles course with special reference given to molecular and cellular biology. Topics include the chemical basis of life, cells, metabolism, molecular genetics, classical genetics, 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: Biol 2 or Biol 17 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A and Math 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: Biol 2 or Biol 17 with a grade of "C" or better or consent of instructor
Skill Level Recommended: Eligibility for Eng 1A and Math 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.

AUTO 50B — CHARGING SYSTEMS 2 Units

Prerequisite: Auto 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 — STARTING AND IGNITION SYSTEMS 2 Units

Prerequisite: Auto 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 — LIGHTING AND CHASSIS ELECTRICS 1 Unit

Prerequisite: Auto 50A with a grade of "C" or better or consent of instructor
Lecture: .5 hour
Laboratory: 1.5 hours
Diagnosis and repair of headlamp, stoplight, turn signals, hazard lights, warning lights and gauges, wiper systems, electric seats/windows/tailgates and trailer connections. (CSU)

AUTO 62 — AIR CONDITIONING 2 Units

Lecture: 1 hour
Laboratory: 3 hours
Fundamentals and theory of air conditioning, as well as techniques of service and diagnosis. Recycling freon and handling of hazardous materials are also covered. (CSU)

AUTO 70 — PRACTICAL LABORATORY 1 Unit

Prerequisite: 8 units of Automotive Technology courses or consent of instructor
Laboratory: 3-6 hours
Special engine repair projects are assigned to advanced students, with emphasis on speed, accuracy, and work habits. (CSU)
May be repeated three times.

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 three times with different topics only.

BIOL 10—INTRODUCTORY HUMAN ANATOMY 4 Units

Prerequisite: One year of high school biology with a grade of "C" or better or Biol 17 or Biol 2 with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for Eng 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 17—FUNDAMENTALS OF BIOLOGY 4 Units

Skill Level Recommended: Eligibility for Eng 151 and Math 101

Lecture: 3 hours

Laboratory: 3 hours

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

BIOL 39—FIELD BIOLOGY 1-2 Units

Skill Level Recommended: Eligibility for Eng 151 and Math 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 Chem 10 with a grade of "C" or better or consent of instructor.

Skill Level Recommended: Eligibility for Eng 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 Eng 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: Biol 2 or Biol 17 and one year of high school chemistry with a grade of "C" or better and Math 104 with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for Eng 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 LODE .5 Unit

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 grading only.

Field trips are required.

May be repeated three times.

BIOL 159—WILDFLOWERS OF THE MOTHER LODE 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 grading only.

Field trips are required.

May be repeated three times.

BIOL 160—MUSHROOMS OF THE MOTHER LODE 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 grading 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.

Offered for Credit/No Credit grading only.

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 grading only.

Field trips are required.

BUSINESS**Business Administration**

See Page 39 for Certificate Requirements

BUSAD 1A—PRINCIPLES OF 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—PRINCIPLES OF ACCOUNTING 4 Units

Prerequisite: Busad 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. (UC/CSU)

BUSAD 2—FINANCIAL WORKSHEETS ON COMPUTERS 3 Units

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

Lecture: 2 hours

Laboratory: 3 hours

Spreadsheet applications on computers using Lotus 123 v. 2.4. Introduction to Excel 4.0 for Windows. Develop spreadsheets for financial statements, what-if analysis, databases, and other ledger-type applications. Use formulas and macros to customize data entry. Combine data between worksheets and link files. (CSU)

BUSAD 3—COMPUTERIZED ACCOUNTING (Peachtree) 2 Units

(Formerly Computerized Accounting/Inventory/Payroll)

Prerequisite: Cmpsc 1 and Busad 1A or Busad161A with a grade of "C" or better, or consent of instructor

Lecture: 2 hours

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

BUSAD 4—COMPUTERIZED ACCOUNTING (One Write Plus) 2 Units

(Formerly Human Relations in Business)

Prerequisite: Cmpsc 1 and Busad 1A or Busad161A with a grade of "C" or better, or consent of instructor

Lecture: 2 hours

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

BUSAD 5—COMPUTERIZED ACCOUNTING (Quicken) 2 Units

(Formerly Job Hunting Strategies)

Prerequisite: Cmpsc 1 and Busad 1A or Busad161A with a grade of "C" or better, or consent of instructor

Lecture: 2 hours

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

**BUSAD 6 — COMPUTERIZED ACCOUNTING 2 Units
(Dac Easy)**

Prerequisite: Cmpsc 1 and Busad 1A or Busad161A with a grade of "C" or better, or consent of instructor

Lecture: 2 hours

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

**BUSAD 7 — COMPUTERIZED ACCOUNTING 2 Units
(Quick Books)**

Prerequisite: Cmpsc 1 and Busad 1A or Busad161A with a grade of "C" or better, or consent of instructor

Lecture: 2 hours

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

**BUSAD 8 — COMPUTERIZED ACCOUNTING 2 Units
(Pacioli)**

Prerequisite: Cmpsc 1 and Busad 1A or Busad161A with a grade of "C" or better, or consent of instructor

Lecture: 2 hours

This course provides the student opportunities to develop competencies using computer application software. This accounting system includes processing general ledgers, accounts payable, accounts receivable, invoicing, inventory, payroll, check writing, and financial statement presentation. (CSU)

BUSAD 18A— 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 18B— COMMERCIAL LAW 3 Units

Prerequisite: Completion of Busad 18A with a grade of "C" or better or consent of instructor

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 24 — HUMAN RELATIONS IN BUSINESS 3 Units

(Formerly Busad 4)

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 25 — JOB HUNTING STRATEGIES* .5 Unit

(Formerly Busad 5)

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 grading only.

* Credit may be earned for either BUSAD 25 or GUIDE 25, but not both.

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 manager to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls. (CSU)

**BUSAD 90 - BUSINESS ADMINISTRATION 1 Unit
COMPUTER APPLICATIONS
LABORATORY**

Laboratory: 3 hours

Co-requisite: Concurrent enrollment in Busad courses in which lab requirements are assigned.

Recommended Skill Level: Cmpsc 1

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

Students who are business majors may repeat the lab each semester they are enrolled in business courses until they have completed the business program.

BUSAD 94 - MANAGEMENT CHALLENGE 4 Units

Lecture: 3 hours

Laboratory: 3 hours

Prerequisite: 75% completion of any Business Administration certificate or degree program with a GPA of 3.0 or better and consent of instructor.

Recommended Skill Level: Possess a working knowledge of computers, accounting, finance, marketing, personnel, math, law and management.

This course serves as a comprehensive exercise that will test a wide variety of competencies learned by completion of the business program. Students will have an opportunity to participate as a business firm in competition with other firms in a simulated industry. The course emphasizes data gathering and interpretation, operations analysis, and decision making. It will include formal presentations, written exercises, and spreadsheet calculations that involve resource allocation and planning. This is an Honors course and is so designated in student records. (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 grading only

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

BUSAD 124 — RETAIL SALES AND ADVERTISING 3 Units

Lecture: 3 hours

Fundamental principles and practices of sales with a critical look at the selling process and effective techniques. A study of advertising techniques for overall market promotion including media, budgets, research, and ad layout.

BUSAD 150 — SMALL BUSINESS MANAGEMENT 3 Units

Lecture: 3 hours

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

BUSAD 151 — FINANCE AND INVESTMENTS 3 Units

Skill Level Recommended: Fundamental understanding of financial accounting

Lecture: 3 hours

A study of financial systems and functions including markets, which funds are traded, institutions which participate in fund flows, and principles and concepts of management for making sound financial and investment decisions.

BUSAD 157 — PAYROLL ACCOUNTING 3 Units

Lecture: 3 hours

Designed to allow the student to develop a thorough understanding of the purpose, procedures, and current techniques used in a payroll system.

BUSAD 159 — INCOME TAX 2 Units

Lecture: 2 hours

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

BUSAD 160 — BASIC ACCOUNTING 4 Units

Lecture: 4 hours

Basic accounting theory, principles and procedures as related to service and merchandising firms, with emphasis on the sole proprietorship. Double entry accounting, general and special journals/ledgers, worksheets, financial statements, adjustments, accruals and prepaid items, payroll, depreciation, analysis and interpretation of financial statements; completion of the basic accounting cycle.

BUSAD 161A — SMALL BUSINESS ACCOUNTING I 4 Units

Lecture: 4 hours
Accounting procedures and analysis for most small businesses. Includes 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: *Busad 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 160 with a grade of "C" or better may be used in place of Busad 161A.*

BUSAD 163 — BUSINESS MATHEMATICS 4 Units

Lecture: 4 hours
Skill Level Recommended: Completion of Skldv 262 or a score of CPT 55/ASSET 33 on assessment exam.
After review of mathematical processes, students will apply math skills in business situations that include banking, credit cards, discounts, retailing, payroll, interest, compounding, present value, annuities, sinking funds, revolving credit, home mortgages, financial analysis and ratio interpretation, depreciation, inventory, taxes, insurance, stocks, bonds, business statistics.

OFFICE OCCUPATIONS

See pages 41 and 42 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

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: Offoc 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: Offoc 40 or Offoc 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 3 Units

Prerequisite: Offoc 40 with a grade of "C" or better or consent of instructor
Lecture: 2 hours
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 — DESKTOP PUBLISHING WITH WORDPERFECT 3 Units

Prerequisite: Offoc 41 with a grade of "C" or better or consent of instructor
Lecture: 1 hour
Laboratory: 6 hours
Introduction to general desktop publishing features with special emphasis on the advanced document capabilities of WordPerfect. Students will learn to use the graphics and font features of the program to produce attractive newsletters, brochures, flyers, and reports. (CSU)
May be repeated once using upgraded version of software.

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 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 53A — BEGINNING MEDICAL TRANSCRIPTION 2 Units

Prerequisite: Offoc 20 or equivalent, and Offoc 50 or consent of instructor
Laboratory: 6 hours (Self-paced)
Transcription of authentic physician-dictated reports organized by body systems or medical specialties. Development of accuracy, speed, and medical knowledge for transcription of letters, chart notes, history and physicals, consultations, ER reports, operative reports, discharge summaries, and lab reports. (CSU)

OFFOC 53B — BEGINNING MEDICAL TRANSCRIPTION 2 Units

Prerequisite: Offoc 53A with a grade of "C" or better or consent of instructor
Laboratory: 6 hours (Self-paced)
Continuation of Office Occupations 53A. Transcription of medical reports in specialties of orthopedics, cardiology, pulmonary, OB/GYN, ENT, and neurology. (CSU)

OFFOC 54 — RADIOLOGY TRANSCRIPTION 1 Unit

Prerequisite: Completion of Offoc 53A and 53B with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute.
Laboratory: 3 hours (Self-paced)
Familiarization with radiology terminology and transcription of medical reports, including dictation on bones, soft tissue, ultra sound, CT scans, and MRI studies. (CSU)

OFFOC 55 — CARDIOLOGY TRANSCRIPTION 1 Unit

Prerequisite: Completion of Offoc 53A and 53B with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute.
Laboratory: 3 hours (Self-paced)
Transcription of cardiology procedures including operative and emergency room reports, discharge summaries, and history and physical examination. Also included are diagnostic procedures such as echocardiograms, treadmill tests, and cardiac catheterizations. (CSU)

OFFOC 56 — ORTHOPEDIC TRANSCRIPTION 1 Unit

Prerequisite: Completion of Offoc 53A and 53B with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute.
Laboratory: 3 hours (Self-paced)
Transcription of orthopedic history and physicals, consultations, discharge summaries, and operative reports. (CSU)

OFFOC 57 — GASTROENTEROLOGY TRANSCRIPTION 1 Unit

Prerequisite: Completion of Offoc 53A and 53B with grades of "C" or better.
Skill Level Recommended: Ability to type at a rate of 45 words per minute.
Laboratory: 3 hours (Self-paced)
Transcription of gastroenterology reports including history and physicals, consultations, discharge summaries, emergency room records and operative reports. Includes medical treatments and GI procedures such as endoscopy and cholecystectomy. (CSU)

OFFOC 58 — PATHOLOGY TRANSCRIPTION 1 Unit

Prerequisite: Completion of Offoc 53A and 53B with grades of "C" or better.

Skill Level Recommended: Ability to type at a rate of 45 words per minute.

Laboratory: 3 hours (Self-paced)

Familiarization with pathology terminology. Transcription of gross and microscopic autopsies, microscopic descriptions of tissue specimens and diagnoses. (CSU)

OFFOC 60 — LEGAL TRANSCRIPTION TERMINOLOGY 2 Units

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

Skill Level Recommended: Eligibility for Eng 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: Offoc 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 grading only

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

OFFOC 100 — KEYBOARDING 1 Unit

Laboratory: 3 hours (Self-paced)

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

OFFOC 110 — BASIC TYPING APPLICATIONS 2 Units

Prerequisite: Offoc 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: Offoc 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 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 and other beginning commands for a variety of applications using WordPerfect 5.1. Designed for non-majors; no previous computer experience is required.

Offered for Credit/No Credit grading 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 42 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: Rlest 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: Rlest 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: Rlest 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: Rlest 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: Rlest 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: Rlest 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 grading 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 Math 10 or equivalent with a grade of "C" or better; or Chem 10 and Math 10, both with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for Eng 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: Chem 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: Math 101 with a grade of "C" or better or one year of high school algebra or consent of instructor

Skill Level Recommended: Eligibility for Eng 1A and Math 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 Eng 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 39 for Certificate Requirements

CHILD 1 — PRINCIPLES OF CHILD DEVELOPMENT 3 Units

Skill Level Recommended: Eligibility for Eng 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: Completion of or concurrent enrollment in Child 15.
Child 1 recommended

Skill Level Recommended: Eligibility for Eng 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 Eng 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 2 Units

Skill Level Recommended: Eligibility for Eng 1A
Lecture: 2 hours

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. Students will be expected to participate in training workshops in pediatric first aid and CPR techniques, which meet the standards of the American Red Cross and American Heart Association. (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 1 or Child 3 or consent of instructor

Skill Level Recommended: Eligibility for Eng 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 Eng 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 Eng 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 Eng 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 1 recommended
Skill Level Recommended: Eligibility for Eng 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 Eng 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 grading only.

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

COMPUTER SCIENCE

See Pages 39 and 40 for Certificate Requirements

CMPC 1 — COMPUTER CONCEPTS AND INFORMATION SYSTEMS 3 Units

Skill Level Recommended: Eligibility for Math 104
Lecture: 2 hours
Laboratory: 3 hours

Concepts of computer information systems in business and industry. Study of computers and applications. Actual practice is on IBM Personal Computers in a network. Applications include MS DOS, spreadsheets, word processing, database management, graphics, Windows 3.1, programming, and communications. (CSU)

CMPC 3 — MS DOS and WINDOWS MANAGEMENT 3 Units

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

Lecture: 2 hours
Laboratory: 3 hours

Introduction to file management using IBM/MS DOS and Windows 3.1. Topics include internal and external DOS commands to manipulate files and file contents on the computer disk. Students will learn concepts of a shell, text editors, batch files, and will practice Windows set-up and file handling procedures. (CSU)

CMPS 6 — BASIC PROGRAMMING 3 Units

Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better or consent of instructor. A high school level computer course or Cmpsc 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 8 — NOVELL NETWORK MANAGEMENT 2 Units

Prerequisite: Cmpsc 3
Lecture: 1.5 hours
Laboratory: 1.5 hours

Introduction to routine network management skills on a Novell 3.11 network. Topics include user accounts, trustee rights, groups, mappings, login scripts, batch files, printer control and definitions, applications software setup (including Windows 3.1), virus protection, backup procedures, and PC workstation configuration. (CSU)

CMPS 9 — UNIX OPERATING SYSTEM 2 Units

Prerequisite: Cmpsc 1 and 3 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 the UNIX computer operating system. Emphasis is on the use of editors, system administration, storage management, operating system design, internal communications, and general operating familiarity. (CSU)

CMPS 12 — PASCAL PROGRAMMING 3 Units

Prerequisite: One year high school algebra or Math 101 with a grade of "C" or better; and a high school level computer course or Cmpsc 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 Math 104 with a grade of "C" or better; and a high school level computer course or Cmpsc 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 20 — C LANGUAGE PROGRAMMING 3 Units

Prerequisite: One year high school algebra or Math 100B or Math 101, or Cmpsc 1 or consent of instructor

Lecture: 2 hours
Laboratory: 3 hours

Computer programming and structured program design using the C Language. Topics include language syntax, repeat loops, logical operators, simple arrays, string processing, structures, functions, pointers, and file input/output. (CSU)

CMPS 26 — ADVANCED COMPUTER PROGRAMMING 3 Units

Prerequisite: Cmpsc 20 or consent of instructor

Lecture: 2 hours
Laboratory: 3 hours

Advanced study of structured and modular design using the C language. Topics include multidimensional arrays, string processing, data structures, pointers, linked lists, and advanced language syntax, including an introduction to object-oriented programming. (UC/CSU)

CMPS 40 — ASSEMBLY LANGUAGE PROGRAMMING 3 Units

Prerequisite: Completion of at least one programming course: Cmpsc 6, 12, 14, 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, execute and debug assembly language programs on IBM computers. (UC/CSU)

DRAFTING

See page 39 for Certificate Requirements

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 — MACHINE DRAFTING 3 Units

Prerequisite: Draft 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 20A — MAPPING 3 Units

Prerequisite: Draft 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. (CSU)

DRAFT 20B — PLANNING 3 Units

Prerequisite: Draft 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. (CSU)

DRAFT 30A — STRUCTURAL CONCRETES AND PIPING 3 Units

Prerequisite: Draft 10A or one year of high school drafting or consent of instructor

Lecture: 2 hours
Laboratory: 4 hours

A course for the preparation and development of detail drawings for poured-in place and precast structural concretes. Included in the course are conventions for detailing of process piping plans. (CSU)

DRAFT 30B — WELDMENTS, STRUCTURAL AND LIGHT GAGE STEEL DETAILING 3 Units

Prerequisite: Draft 30A or consent of instructor

Lecture: 2 hours
Laboratory: 4 hours

A basic course in weldments, including processes, types of joints and graphic symbology for detailing welded connectors. Structural steel will include arrangement details and fabrication details. Light gage residential steel will include floor, wall, roof framing, sections and details. (CSU)

CMPS 55 — DATA BASE MANAGEMENT 3 Units

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

Lecture: 2 hours
Laboratory: 3 hours

Design database applications using Dbase IV, v. 1.5. Types of applications may include data entry and information retrieval techniques for topics related to business accounting, payroll, inventory, checkbook, mailing list, and similar business/home computerized activities. Design screens and write programming for data entry, query and report generation. (CSU)

CMPS 60 — INTRODUCTION TO GIS - ArcCAD 3 Units

Skill Level Recommended: Completion of Draft 50 or working knowledge of AutoCAD, and Beginning Algebra.

Lecture: 3 hours

Introduction to basic GIS concepts which can support the various GIS software programs currently available. Students will be introduced to the ArcCAD software package as the main vehicle for learning GIS. GIS coverages and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS coverages which will permit specific types of queries. (CSU)

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.

DRAFT 50 — COMPUTER ASSISTED DRAFTING I 3 Units

Prerequisite: Draft 10A or equivalent
Lecture: 2 hours
Laboratory: 3 hours

Introduction to the use of the computer as a tool for accomplishing basic drafting tasks. Includes topics in the use of layers, blocks, editing and hatchures, inserts, attributes, dimensioning, basic three-dimensional applications and system management. (CSU)

DRAMA**DRAMA 20 — ORAL EXPRESSION AND INTERPRETATION** 3 Units

Skill Level Recommended: Eligibility for Eng1A
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 Eng1A
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 Eng1A
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 Eng 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. (UC/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 Eng 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 Eng 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 Eng 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: Esc 5 or Esc 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 Eng 1A and completion of Beginning Algebra

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 Esc 45 Astronomy Lab.) (UC/CSU)

Field trips may be required.

ESC 45 — ASTRONOMY LABORATORY 1 Unit

Prerequisite: Math 101 and previous or concurrent enrollment in Esc 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 Eng 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 Eng 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 LODE .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 40 for Certificate Requirements

EMS 3 — EMERGENCY MEDICAL TECHNICIAN TRAINING 6 Units

Prerequisite: Completion of EMS 157 or an 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. Both EMT ambulance and non-ambulance training available. Students must have proof of a Hepatitis B vaccination and a current TB skin test to be able to participate in the EMT ambulance training. Upon completion of this course, students are eligible for county/state certification. (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 Eng 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 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 grading only

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

EMS 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 grading only

ENGLISH

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

ENG 1A — READING AND COMPOSITION: Beginning 3 Units

Prerequisite: Satisfactory completion of English placement test or completion of Eng 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: Eng 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 1C — CRITICAL REASONING AND WRITING 3 Units

Prerequisite: Satisfactory completion of Eng 1A with a grade of "C" or better

Lecture: 3 hours

Designed to develop critical thinking, reading, and writing beyond the level taught in English 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition. (UC/CSU)

ENG 10 — CREATIVE WRITING 3 Units

Prerequisite: Eng 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 Eng 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: Eng 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: Eng 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: Eng 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: Eng 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: Eng 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: Eng 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.*

FIRE TECHNOLOGY

See Page 40 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

Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator

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

Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator

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

Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator

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

Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator

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

Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator

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 29A — DRIVER/OPERATOR TRAINING 1A 1 Unit

Prerequisite: Fire 101A & Fire 101B with a grade of "C" or better or consent of program coordinator

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

Prerequisite: Fire 29A with a grade of "C" or better or consent of program coordinator

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) *May be repeated two times.*

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 40 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: Fortc 153, Fores 10 and Nartc 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.*

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 grading only

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

FIRE 101A — FIREFIGHTER I ACADEMY 6 Units

Prerequisite: Fire 1 with a grade of "C" or better or consent of program coordinator

Lecture: 6 hours

Basic Firefighter Academy.

FIRE 101B — FIREFIGHTER I ACADEMY 6 Units

Prerequisite: Fire 101A with a grade of "C" or better or consent of program coordinator

Lecture: 6 hours

Continuation of Basic Firefighter Academy. (Meets requirements of the California State Board of Fire Service for Firefighter I certification.)

FIRE 155 — VOLUNTEER FIREFIGHTING TRAINING 2.5 Units

Lecture: 2 hours

Laboratory: 1.5 hours

Current concepts, techniques, skills and theories for volunteer firefighters.

Offered for Credit/No Credit grading only.

GEOGRAPHY

GEOGR 12 — 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 Eng 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 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 grading 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 grading only.

GUIDE 15B — PRINCIPLES OF LEADERSHIP 1 Unit

Prerequisite: Guide 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 grading only.

GUIDE 20 — TOPICS FOR PERSONAL DEVELOPMENT 2 Units

Lecture: 2 hours

The course is designed to provide students the opportunity to investigate topics relevant to self-understanding, personal growth and development, and self-management. Topics will include self-esteem, relationships, personality types, stress management, assertiveness, goal setting, counseling therapy and self-help, and change. (CSU)

GUIDE 25 — JOB HUNTING STRATEGIES* .5 Unit

(formerly Guide 5)

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 grading only.

*Credit may be earned for either BUSAD 25 or GUIDE 25, but not both

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.

Offered for Credit/No Credit grading only.

GUIDE 102 — NOTE TAKING .5 Unit

Lecture: .5 hour

The course is designed to familiarize students with the Cornell, mind mapping and outlining methods of taking notes. Topics will include note taking from lectures and reading materials, hints for handling lectures that move at a fast pace and word abbreviating techniques. This course will also examine how an individual views challenging educational experiences and develops personal strategies for success.

Offered for Credit/No Credit grading only.

GUIDE 103 — TIME MANAGEMENT .5 Unit

Lecture: .5 hour

The course is designed to familiarize the student with techniques of effective time management including an examination of the effects of personal attitudes and choices. Topics include goal setting ways to get the most out of now, studying with children under foot, ABC Daily To Do List, using long term planners, and dealing with procrastination.

Offered for Credit/No Credit grading only.

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 grading only.

May be repeated three times.

HEALTH OCCUPATIONS

HL-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 grading only.

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

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 LODGE 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 Pages 40 and 41 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 grading only.

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. Two units of hotel work is required of hotel students.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

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 — INTRO 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: Hpmgt 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, building sales, managing the dining room with reservation systems, proper staffing and hosting.

Field trips may be required.

HPMGT 133A — INTRO TO COMMERCIAL FOOD PREPARATION 3 Units

Lecture: 1.5 hours

Laboratory: 4.5 hours

Initial culinary training for chefs. Introduction to safe, sanitary and efficient food production procedures. Orientation and training on equipment, hand tools and foods. Application of nutritional concepts. Food inventory management. Traditional and computer-aided recipe writing/costing. Adopting professional standards regarding uniforms, dependability, teamwork and quality performance.

HPMGT 133B — COMMERCIAL FOOD PREPARATION 4 Units

Prerequisite: Hpmgt 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 specialty items.

Field trips may be required.

HPMGT 135B — COMMERCIAL BAKING: Advanced 2 Units

Prerequisite: Hpmgt 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 specialty items. Student participation.

Field trips may be required.

HPMGT 140A — CONTEMPORARY CUISINE: Introduction 3.5 Units

Prerequisite: Hpmgt 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.

HPMGT 140B — CONTEMPORARY CUISINE: Advanced 3.5 Units

Prerequisite: Hpmgt 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

Lecture: 1.5 hours

Laboratory: 1.5 hours

Study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvre, canapes, sauces, salads, force meats, patés, 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 may be 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.

HUMANITIES

HUMAN 1 — OLD WORLD CULTURE 3 Units

Skill Level Recommended: Eligibility for Eng 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 Eng 1A
Lecture: 3 hours

An introductory survey of humanistic culture, historically structured from the enlightenment to the present scene, presenting enduring works of art, drama, literature, music, and philosophy. (UC/CSU)

INDEPENDENT STUDY

Independent Study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 29 for conditions, limitations.) These courses may transfer as electives or other credit as authorized by the transfer school.

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 Lawen140A and 140B or Fire 27, but not both.)

LAWEN 140B — ARSON INVESTIGATION: Advanced 2 Units

Prerequisite: Lawen 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) 3 Units

Prerequisite: Math 104 with a grade of "C" or better or two years of high school algebra

Skill Level Recommended: Eligibility for Eng 1A

Lecture: 4 hours

or

Lecture: 3 hours

Laboratory: 2 hours

Statistical concepts of probability, analysis and significance of measurements, measures of central tendency, correlation, variation, distributions, and reliability and validity of tests. (UC/CSU)

MATH 6 — MATHEMATICS FOR LIBERAL ARTS STUDENTS 3 Units

Prerequisite: Math 104 with a grade of "C" or better, or two years of high school algebra

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 3 Units

Prerequisite: Math 104 with a grade of "C" or better, or two years of high school algebra

Lecture: 4 hours

or

Lecture: 3 hours

Laboratory: 2 hours

Mathematics of angles, triangles, trigonometric functions, circular functions, trigonometric identities, graphs, and logarithms. (CSU)

MATH 10 — COLLEGE ALGEBRA 3 Units

Prerequisite: Math 104 with a grade of "C" or better or two years of high school algebra

Lecture: 4 hours

or

Lecture: 3 hours

Laboratory: 2 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 3 Units

Prerequisite: Math 104 with a grade of "C" or better or two years of high school algebra

Skill Level Recommended: Eligibility for Eng 1A

Lecture: 4 hours

or

Lecture: 3 hours

Laboratory: 2 hours

Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming) sets, combinatorics, probability, statistics, and the mathematics of finance. (CSU)

MATH 16 — PRECALCULUS 4 Units

Prerequisite: One year of high school geometry and either Math 104 or two years of high school algebra

Lecture: 4 hours

Laboratory: 2 hours

Topics from Algebra, Trigonometry, and Analytic Geometry are studied in preparation for Calculus. Functions and their graphs will be particularly emphasized. (CSU)

MATH 18A — CALCULUS WITH ANALYTIC GEOMETRY 4 Units

Prerequisite: Math 16 with a grade of "C" or better, or Math 8 and Math 10 with grades of "C" or better, or equivalent high school course work. Math 8 followed by Math 16 is the recommended pathway for calculus.

Lecture: 4 hours

Laboratory: 2 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: Math 18A with a grade of "C" or better or consent of instructor

Lecture: 4 hours

Laboratory: 2 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: Math 18B with grade of "B" or better or consent of instructor

Lecture: 4 hours

Laboratory: 2 hours

Vectors and solid analytic geometry, vector-valued functions, partial differentiation, multiple integrals, vector fields, and topics in vector calculus. (UC/CSU)

MATH 100A — BEGINNING ALGEBRA: First Half 2 Units

Lecture: 2 hours

Laboratory: 1 hour

This course is equivalent to the first half of Math 101, allowing the student more study time for the course topics. Completion of both Math 100A and Math 100B is equivalent to completion of Math 101.

MATH 100B — BEGINNING ALGEBRA: Second Half 2 Units

Lecture: 2 hours

Laboratory: 1 hour

Prerequisite: Math 100A or one year of high school algebra

This course is equivalent to the second half of Math 101, allowing the student more study time for the course topics. Completion of both Math 100A and Math 100B is equivalent to completion of Math 101.

MATH 101 — BEGINNING ALGEBRA 4 Units

Lecture: 4 hours

Laboratory: 2 hours

Introduction to algebraic structure; techniques to simplify, evaluate, and solve algebraic problems; and applications of algebra in a variety of contexts.

MATH 103A — INTERMEDIATE ALGEBRA: First Half 2 Units

Prerequisite: Math 101 or 100B with a grade of "C" or better, or one year of high school algebra

Lecture: 2 hours

Laboratory: 1 hour

This course is equivalent to the first half of Math 104, allowing the student more study time for the course topics. Completion of both Math 103A and Math 103B is equivalent to completion of Math 104.

MATH 103B — INTERMEDIATE ALGEBRA: Second Half 2 Units

Prerequisite: Math 103A with a grade of "C" or better or two years of high school algebra

Lecture: 2 hours
Laboratory: 1 hour

This course is equivalent to the second half of Math 104, allowing the student more study time for the course topics. Completion of both Math 103A and Math 103B is equivalent to completion of Math 104.

MATH 104 — INTERMEDIATE ALGEBRA 4 Units

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

Lecture: 4 hours
Laboratory: 2 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 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 3 Units

Lecture: 3 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 Eng 1A
Lecture: 3 hours

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

MUSIC 4A — ELEMENTARY MUSICIANSHIP 2 Units

Lecture: 2 hours

Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. (CSU)
May be repeated one time.

MUSIC 4B — ELEMENTARY MUSICIANSHIP 2 Units

Prerequisite: Music 4A with a grade of "C" or better or equivalent
Lecture: 2 hours

Continuation of Music 4A to develop skills in sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials, and basic keyboard skills. (CSU)
May be repeated one time.

MUSIC 5A — INTERMEDIATE MUSICIANSHIP 2 Units

Prerequisite: Music 4B with a grade of "C" or better or equivalent

Lecture: 2 hours

Continuation of Music 4B, including development of individual proficiency in sight singing, dictation, aural and keyboard skills. (CSU)
May be repeated one time.

MUSIC 5B — INTERMEDIATE MUSICIANSHIP 2 Units

Prerequisite: Music 5A with a grade of "C" or better or equivalent
Lecture: 2 hours

Continuation of Music 5A, including sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials and basic keyboard skills. (CSU)
May be repeated one time.

MUSIC 10 — SURVEY OF MUSIC HISTORY AND LITERATURE: Ancient to 1750 3 Units

Skill Level Recommended: Eligibility for Eng 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 Eng 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 Copland. (UC/CSU)

MUSIC 12 — SURVEY OF JAZZ AND POPULAR MUSIC 3 Units

Skill Level Recommended: Eligibility for Eng 1A
Lecture: 3 hours

An introduction to jazz style and history and important trends in 20th century popular music. (CSU)

MUSIC 20A — ELEMENTARY MUSIC THEORY 3 Units

Prerequisite: Concurrent enrollment in Music 4A
Lecture: 3 hours

Analysis of the essentials for understanding and writing music. Included are rhythm, scales, intervals, chords, notation, melody writing; study of diatonic 4-part harmony, figured bass, chord progressions, and harmonic motion. (UC/CSU)
May be repeated one time.

MUSIC 20B — ELEMENTARY MUSIC THEORY 3 Units

Prerequisite: Concurrent enrollment in Music 4B, and Music 20A with a grade of "C" or better or consent of instructor

Lecture: 3 hours

Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, nonharmonic notes, and extended chords. (UC/CSU)
May be repeated one time.

MUSIC 21A — INTERMEDIATE MUSIC THEORY 3 Units

Prerequisite: Music 20B with a grade of "C" or better or concurrent enrollment in Music 5A

Lecture: 3 hours

A continuation of the study of the basic structural elements of music such as melody, rhythm, harmony and form with an emphasis on the organization of these elements; also includes a study of chromaticism, chromatic alterations, and complex tertian structures. (CSU)

May be repeated one time.

MUSIC 21B — INTERMEDIATE MUSIC THEORY 3 Units

Prerequisite: Music 21A with a grade of "C" or better or concurrent enrollment in Music 5B

Lecture: 3 hours

Continued development of analytical and compositional techniques; study of modal and tonal counterpoint; introduction to Impressionism and to 20th century concepts of melody, harmony, and form. (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 individual 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

*Lecture: 1 hour
Activity: 2 hours*

Large group instruction in singing for those with little or no background in individual 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 no choir experience as well as intermediate. 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 — THEATRE 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 41 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 3 — NATURAL RESOURCES LAW AND POLICY 3 Units

Lecture: 3 hours

Introduction to principles and practice of environmental law in the United States; exposure to major legislation and significant cases, and discussion of their interrelationships. Topics include overview of development and limits of legislative and judicial approaches to solving environmental problems; environmental ethics; local action and historical role of activists in legislative change and enforcement.

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. (CSU)
Offered for Credit/No Credit grading only
May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.
For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

NATURAL RESOURCES TECHNOLOGY
See Page 41 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: Nartc 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 grading only.
Meets Water Treatment Plant Operator state certification prerequisite for examination at Grade 2 level.
Field trips may be required.

NARTC 181 — CALIFORNIA WILDLIFE 4 Units

Lecture: 4 hours
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 Eng 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 Eng 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: PE 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 8A — INTRODUCTION TO CARDIAC REHABILITATION PROGRAM 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 8B — CARDIAC REHABILITATION PROGRAM: Phase III 1 Unit

Prerequisite: Primary physician referral
Laboratory: 3-5 hours
Continuation of Cardiac Rehabilitation Program without lecture series. (CSU)
May be repeated three times.

PE 9A — INTRODUCTION TO 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 9B — CARDIAC FAMILY FITNESS 1 Unit

Prerequisite: Must be member of enrolled cardiac student's family
Lecture: .5-1 hour
Laboratory: .5-5 hours
A continuation of PE 9A with emphasis on developing a higher level of cardiovascular functional capacity and reducing the risk factors associated with coronary artery disease. (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. (UC/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 problems. (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. Participatory work will be supplemented with lectures on the history and development of each style along with videotapes of dance performance. (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: PE 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: PE 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: PE 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

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 31 — CIRCUIT CROSS-TRAINING .5-1.5 Units

Activity: 2-4.5 hours

A comprehensive workout to achieve personal fitness goals through the use of cardiovascular and strength training systems. (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

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 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. Inter-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: PE 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 39 — INTRAMURAL ATHLETICS .5-1.5 Units

Activity: 1.5-4.5 hours

Organized competition for school championships in a variety of sports. Fall - Volleyball, Basketball, Table Tennis. Spring - Basketball, Table Tennis Paddle Ball, Tennis, Golf, and a variety of other activities.
May be repeated three 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 grading only.

PE 43B — SKIING — ALPINE II .5-1.5 Units

Prerequisite: PE 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 grading 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 grading 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: PE 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 PE 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 PE 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.

Inter-Collegiate 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 (Women) 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.

PE 88 — VARSITY GOLF (CO-ED) 2 Units

Prerequisite: Must be enrolled as a full-time student

Activity: 10 hours

Preparation and training for intercollegiate golf competition. (CSU)

Field trips will be required.

May be repeated three times.

PHYSICS

PHYCS 1 — CONCEPTUAL PHYSICS 3 Units

Prerequisite: Math 101 with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for Eng 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)

PHYCS 5A — GENERAL PHYSICS I 5 Units

Prerequisite: Math 18A with a grade of "B" or better or Math 8 with grade of "B" or better and concurrent enrollment in Math 18A or consent of instructor

Skill Level Recommended: Eligibility for Eng 1A

Lecture: 4 hours

Laboratory: 3 hours

A general, calculus level investigation of Newtonian mechanics and fluid mechanics. (UC/CSU)

PHYCS 5B — GENERAL PHYSICS II 5 Units

Prerequisite: Math 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 Eng 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 Eng 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 Eng 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 Eng 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: Psych 1 with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for Eng 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 30 — PERSONAL AND SOCIAL ADJUSTMENT 3 Units

Skill Level Recommended: Eligibility for Eng 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

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 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 grading only.

May be repeated three times.

SAR 51 — RAPPELLING 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 grading only.
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 grading 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 grading only.
May be repeated three times.*

SAR 59 — HEAVY RESCUE INSTRUCTOR TRAINING 3 Units*Prerequisite: Sar 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 grading 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 grading only.
May be repeated with different topics only.*

SERVICE LEARNING EXPERIENCE**SERVICE LEARNING EXPERIENCE** 1 Unit*Lecture: .5 hour**Laboratory: 1.5 hours*

Service Learning Experience, when paired with course curriculum, is designed to create an opportunity to understand the relationship between academic study and community service through both practical applications and critical reflection. This course will examine volunteerism and Service Learning from theory to reality. This course is designed to meet specific student interests and may be made available in any subject matter area. Consult the Service Learning coordinator for specific procedures. Students will be required to participate in a Service Learning experience for a minimum of 27 hours and attend 9 hours of lecture.

SKILLS DEVELOPMENT**SKLDV 10 — BASIC READING TUTOR TRAINING COURSE** .5 Unit*Skill Level Recommended: Eligibility for Eng 1A**Lecture: .5 hour*

Trains students to be reading tutors using the language experience approach for reading and comprehension and the word pattern approach for phonics. Tutors will apply their skills during the laboratory section. (CSU)

Offered for Credit/No Credit grading only.

SKLDV 11 — BASIC READING TUTOR TRAINING COURSE LABORATORY 1 Unit*Prerequisite: Skldv 10 or concurrent enrollment**Skill Level Recommended: Eligibility for Eng 1A**Laboratory: 3 hours*

Designed for reading tutors to apply their skills with children or adult new readers. (CSU)

*Offered for Credit/No Credit grading 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 hour*

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 grading only.
May be repeated one time.*

SKLDV 197 — ADVANCED PEER TUTORING .5 Unit*Prerequisite: Skldv 196**Lecture: .5 hour*

The Advanced Peer Tutoring course will train students to facilitate a structured group tutoring session. Particular emphasis will be on tutoring techniques designed to improve study skills of students attending group sessions.

SKLDV 250 — SENTENCE WRITING STRATEGY 3 Units*Lecture: 3 hours*

Designed for students with learning disabilities and others who have difficulty with basic writing skills. The course emphasizes mastering basic English sentence structure and how to write four kinds of sentences: simple, compound, complex and compound-complex. Students will learn a set of steps and key formulas that help them recognize and write different types of sentences.

May be repeated one time.

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 1.5 Units*Lecture: 1.5 hours**Laboratory: 1 hour*

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 and fractions. Problem solving using the basic operations with whole numbers and fractions will also be studied.

May be repeated one time.

SKLDV 261B — BASIC ARITHMETIC II 1.5 Units*Prerequisite: Satisfactory completion of Skldv 261A or consent of the instructor**Lecture: 1.5 hours**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 1.5 Units*Prerequisite: Satisfactory completion of Skldv 261B or consent of the instructor**Lecture: 1.5 hours**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 may also be studied.

May be repeated one time

SKLDV 263 — PRE-ALGEBRA 1.5 Units*Prerequisite: Satisfactory completion of Skldv 261B or consent of the instructor**Lecture: 1.5 hours**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 270 — WRITING FUNDAMENTALS 1 Unit*(formerly Eng 275)**Laboratory: 3 hours*

Individual instruction in the fundamentals of writing.

May be repeated one time.

SKLDV 275 — SPELLING 1 Unit*Lecture: 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 3.5 Units

Lecture: 3 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 3 Units

Prerequisite: Completion of Skldv 278 with a grade of "C" or better or recommended placement.

Lecture: 3 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

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, grammar, 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 grading only.

May be repeated three times.

SOCIAL SCIENCE

SOCSC 40 — HUMAN SEXUAL BEHAVIOR 3 Units

Skill Level Recommended: Eligibility for Eng 151
Lecture: 3 hours

Exploration of issues in human sexuality from the perspective of the behavioral and social sciences. Study and discussion of sexual behavior, feelings, and attitudes as they affect one's self and others. (UC/CSU)

SOCIOLOGY

See Page 41 for Human Services Certificate Requirements

SOCIO 1 — INTRODUCTION TO SOCIOLOGY 3 Units (CAN SOC 2)

Skill Level Recommended: Eligibility for Eng 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 — SOCIOLOGY OF THE FAMILY 3 Units

Skill Level Recommended: Eligibility for Eng 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 Eng 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 grading only.

May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.

For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 106.

SPANISH

SPAN 1A — SPANISH: Beginning 4 Units

Skill Level Recommended: Eligibility for Eng 1A

Lecture: 3 hours
Laboratory: 3 hours

Introduction to the Spanish language, emphasizing natural communications and supported by foundation grammar. For students with less than two years of high school Spanish or the equivalent. (UC/CSU)

SPAN 1B — SPANISH: Beginning 4 Units

Prerequisite: Span 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 two or more years of high school Spanish. (UC/CSU)

SPAN 2A — SPANISH: Intermediate 4 Units

Prerequisite: Span 1B with grade of "C" or better, three years of high school Spanish, or equivalent

Lecture: 3 hours
Laboratory: 3 hours

An intermediate level course designed to refine skills in oral and written expression through reading, composition and discussion of contemporary issues, cultural material and literature. Course includes complete review of Spanish grammar and syntax. (CSU)

SPAN 2B — SPANISH: Intermediate 4 Units

Prerequisite: Span 2A with grade of "C" or better, four years of high school Spanish, or equivalent

Lecture: 3 hours
Laboratory: 3 hours

A continuation of intermediate level Spanish, to include poetry and prose, in-depth discussion and composition. An attempt is made to refine all of the language skills in Spanish. (CSU)

SPAN 10A — CONVERSATIONAL SPANISH: Beginning 3 - 4 Units

Skill Level Recommended: Eligibility for Eng 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: Span 10A with a grade of "C" or better or consent of instructor

Skill Level Recommended: Eligibility for Eng 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 Eng 1A recommended
Lecture: 3 hours

Principles of oral communication; speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluative listening. (UC/CSU)

SPCH 2 — ARGUMENTATION 3 Units

Prerequisite: Spch 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: Spch 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

See Page 42 for Teacher Aide Certificate Requirements

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. (CSU)

Offered for Credit/No Credit grading only.
May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course.
For students interested in working full time one semester and attending classes one semester on an alternate basis, see Wkexp 96, page 97.

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.

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: Wldtc 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: Wldtc 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

Not all CSU campuses accept Work Experience; see your counselor or work experience coordinator

WKEXP 96 — OCCUPATIONAL WORK EXPERIENCE (ALTERNATE TERM PLAN) 1-8 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. (CSU)

Offered for Credit/No Credit grading only.
May be repeated for a maximum of 16 units of credit.

WKEXP 97 — OCCUPATIONAL WORK EXPERIENCE (PARALLEL PLAN) 1-4 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 occupational learning opportunities through supervised employment. Work experience is available in occupational areas as well as these academic disciplines: Anthropology, Art, Biology, Geography, History, Physical Education, Spanish, Speech, Photography, Guidance, Mathematics, and Political Science. (See Work Experience Coordinator for additional information.) (CSU)

Offered for Credit/No Credit grading only.
May be repeated for a maximum of 16 units of credit.

WKEXP 197 — GENERAL WORK EXPERIENCE 1-3 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.

Offered for Credit/No Credit grading only.
May be repeated for no more than a total of 6 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.

COURSE	1994-1995		1995-1996	
	FALL	SPR.	FALL	SPR.

ANTHROPOLOGY

1 Physical Anthropology	yes	yes	yes	yes
2 Cultural Anthropology	yes	yes	yes	yes
15 Indians of North America	yes	no	yes	no

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	no	yes	no
31 Ceramics: Introductory	yes	yes	yes	yes
40A Photography: Beginning	yes	yes	yes	yes
40B Photography: Intermediate	no	yes	no	yes
42 Color Photography	no	yes	no	yes
48 Special Topics in Photography	no	yes	no	yes

AUTOMOTIVE TECHNOLOGY

1 Introduction to Auto. Tech.	yes	no	yes	no
3 Preventive Maintenance	yes	no	no	no
15 Engine Performance Electrics	no	yes*	no	no
16 Engine Rebuilding	no	no	yes	no
17A Carburation Systems	no	no	no	yes
17B Electro Mech. Carburation	no	no	no	yes*
18 Emission Control	no	no	no	yes
19 Gasoline Engine Tune-up	no	no	no	yes
20 Computerized Engine Control	no	no	no	yes
25 Electronic Fuel Injection	no	no	no	yes
30 Manual Trans. Rebuild.	yes	no	no	no
34 Axles and Drive Lines	no	yes	no	no
36 Automatic Trans. (GM)	no	yes*	no	no
40 Automotive Braking Systems	yes	no	no	no
44 Front-End Alignment	yes	no	no	no
50A Electrical Theory	no	yes	no	no
50B Charging Systems	no	yes	no	no
50C Starting and Ignition Systems	no	yes	no	no
50D Lighting and Chassis Electrics	no	yes	no	no
62 Air Conditioning	no	yes	no	no
70 Practical Laboratory	yes	yes	yes	yes

* Note: Evening Class Offerings

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 Intro. Human Anatomy	yes	no	yes	no
17 Fundamentals of Biology	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
179 Fishing & Fishery Biology of the Sierra Nevada	yes	no	no	no

COURSE	1994-1995		1995-1996	
	FALL	SPR.	FALL	SPR.

BUSINESS ADMINISTRATION

1A Principles of Accounting	yes	no	yes	no
1B Principles of Accounting	no	yes	no	yes
2 Financial Worksheets on Computers	yes	yes	yes	yes
3 Comput. Acct. (Peachtree)	yes	yes	yes	yes
4 Comput. Acct. (OWP)	yes	yes	yes	yes
5 Comput. Acct. (Quicken)	yes	yes	yes	yes
6 Comput. Acct. (Dac Easy)	yes	yes	yes	yes
7 Comput. Acct. (Quick Books)	yes	yes	yes	yes
8 Comput. Acct. (Pacioli)	yes	yes	yes	yes
18A Commercial Law	yes	no	yes	no
18B Commercial Law	no	yes	no	yes
20 Principles of Business	yes	yes	yes	yes
24 Human Relations in Business	no	yes	no	yes
30 Principles of Marketing	yes	no	yes	no
40 Principles of Management	yes	no	yes	no
97 Work Experience	yes	yes	yes	yes
124 Retail Sales and Advertising	no	yes	no	no
150 Small Business Management	no	yes	no	yes
151 Finance and Investments	no	yes	no	yes
157 Payroll Accounting	yes	no	yes	no
159 Income Tax	no	yes	no	yes
160 Basic Accounting	yes	no	no	no
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 Liberal Arts	yes	no	no	no

CHILD DEVELOPMENT

1 Principles of Child Dev.	yes	no	yes	no
3 Practices in Child Dev.	no	yes	no	yes
5 Child Nutrition	no	no	no	yes
7 Child Health and Safety	no	no	no	yes
10 Creative Activities I	yes	no	no	no
11 Creative Activities II	yes	no	no	no
15 Observation & Participation	yes	yes	yes	yes
18 Special Needs Children	no	no	yes	no
22 Child, Family, Community	no	yes	no	no
25 Infant/Toddler Care	yes	no	no	no
27 School Age Children	no	no	yes	no
30 Child Care/Nursery S. A.	no	yes	no	yes

COMPUTER SCIENCE

1 Computer Concepts and Information Systems	yes	yes	yes	yes
3 MS DOS and Windows Management	yes	no**	yes	no**
6 BASIC Programming	yes	no	no	no*
8 Novell Network Management	no	yes	no	yes
9 UNIX Operating System	no	yes	no	yes
12 Pascal Programming	no	no	no**	no
20 C Language Programming	no	yes	no	yes
26 Adv. Comp. Programming	yes	no	yes	no

COURSE	1994-1995		1995-1996	
	FALL	SPR.	FALL	SPR.

COMPUTER SCIENCE (cont.)

40	Assembly Language Prog.	no	yes	no	no
55	Data Base Management	yes	no	no	yes
60	Intro to GIS- Arc CAD	yes	yes	yes	yes

* May be offered as an evening class - dependent on hiring a part-time instructor.

** May be offered day or evening - dependent on hiring a part-time instructor

DRAFTING

10A	Basic Drafting	yes	no	yes	no
10B	Machine Drafting	no	yes	no	yes
20A	Mapping	yes	no	no	no
20B	Planning	no	yes	no	no
30A	Structural Concretes & Piping	no	no	yes	no
30B	Weldments, Structural & Light Gage Steel Detailing	no	no	no	yes
50	Computer Assisted Draft. 1	yes	yes	yes	yes

DRAMA

20	Oral Expressions & Interpret.	yes	yes	yes	yes
42	Acting Fundamentals	yes	yes	yes	yes
43	Acting/Directing	no	yes	no	no
44	Advanced Acting	yes	yes	yes	yes
45	Improvisation	yes	no	yes	no
50	Musical Theatre Workshop	no	no	yes	no
56	Tech. Theatre Lab	yes	yes	yes	yes
60	Fallon Repertory Theatre	yes	yes	yes	yes

EARTH SCIENCE

5	Physical Geology	yes	yes	yes	yes
25	Geology of the National Parks	yes	no	no	no
30	Global Tectonic Geology	yes	no	yes	no
35	Field Geology	yes	no	no	no
40	Descriptive Astronomy	yes	yes	yes	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
7	EMT Training Refresher	yes	yes	yes	yes
157	First Responder and CPR	yes	yes	yes	yes

ENGLISH

1A	Reading & Comp.: Beginning	yes	yes	yes	yes
1B	Reading & Comp.: Advanced	yes	yes	yes	yes
1C	Critical Reasoning and Writing	yes	yes	yes	yes
10	Creative Writing	no	yes	no	yes
11	Film Appreciation	yes	yes	yes	yes
17	Literature of the U.S.	yes	no	no	no
18	Literature of the U.S.	no	yes	no	no
46	Survey of English Literature	no	no	yes	no
47	Survey of English Literature	no	no	no	yes
50	Introduction to Shakespeare	no	no	no	no
151	College Composition	yes	yes	yes	yes

FIRE TECHNOLOGY

1	Introduction to Fire Tech.	yes	yes	yes	yes
2	Fund. of Fire Behavior	no	no	no	yes
3	Fire Protection Equipment	no	yes	no	no
4	Fund. of Fire Prevention	yes	no	no	no
5	Fund. of Fire Service Oper.	no	no	yes	no
7	Wildland Fire Control	no	yes	no	yes
29A	Driver/Operator Training 1A	yes	no	yes	no

COURSE	1994-1995		1995-1996	
	FALL	SPR.	FALL	SPR.

FIRE TECHNOLOGY (cont.)

29B	Driver/Operator Training 1B	no	yes	no	yes
101A	Firefighter Academy I	yes	yes	yes	yes
101B	Firefighter Academy I	yes	yes	yes	yes

FOREIGN LANGUAGE

1A	Spanish: Beginning	yes	no	yes	no
1B	Spanish: Beginning	no	yes	no	yes
2A	Spanish: Intermediate	yes	no	yes	no
2B	Spanish: Intermediate	no	yes	no	yes

FORESTRY

1	Intro. to Professional Forestry	yes	no	yes	no
10	Dendrology	yes	no	yes	no

FORESTRY TECHNOLOGY

153	Forest Surveying Techniques	no	yes	no	yes
162	Appl. Forest Inv. & Manag.	yes	no	yes	no

GEOGRAPHY

12	Intro. to Cultural Geography	no	yes	no	yes
15	Physical Geography	yes	no	yes	no

GUIDANCE

1	Career/Life Planning	yes	yes	yes	yes
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HEALTH EDUCATION

1	Health & Fitness Education	yes	yes	yes	yes
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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
49	The Mother Lode	no	no	no	no

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 Maint. & House.	no	yes	no	yes
116	Laws of Innkeeping	yes	no	yes	no
130	Food Service Management	yes	no	yes	no
131A	Dining Room Ser. & Managt.	yes	yes	yes	yes
131B	Dining Room Ser. & Managt.	yes	yes	yes	yes
133A	Intro. to Comm. Food Prep.	yes	yes	yes	yes
133B	Commercial Food Preparation	yes	yes	yes	yes
135A	Commercial Baking: Beg.	yes	yes	yes	yes
135B	Commercial Baking: Adv.	yes	yes	yes	yes
140A	Contemporary Cuisine: Intro.	yes	yes	yes	yes
140B	Contemporary Cuisine: Adv.	yes	yes	yes	yes
142	Garde Manger	yes	no	yes	no
144	Meat Analysis	yes	yes	yes	yes
147	Beverage Management	no	yes	no	yes
148	California Wines	yes	no	yes	no
160	Intro to Travel-Tourism	yes	no	yes	no

HUMANITIES

1	Old World Culture	yes	no	yes	no
2	Modern Culture	no	yes	no	yes

MATHEMATICS

2	Elements of Statistics	yes	yes	yes	yes
6	Math for Liberal Arts Students	yes	yes	yes	yes

COURSE	1994-1995		1995-1996	
	FALL	SPR.	FALL	SPR.

MATHEMATICS (cont.)

8	Trigonometry	yes	yes	yes	yes
10	College Algebra	yes	yes	yes	yes
12	Finite Mathematics	yes	no	yes	no
16	Precalculus	no	yes	no	yes
18A	Calculus with Analytic Geometry	yes	no	yes	no
18B	Calculus with Analytic Geometry	no	yes	no	yes
18C	Calculus with Analytic Geometry	yes	no	yes	no
101	Beginning Algebra	yes	yes	yes	yes
104	Intermediate Algebra	yes	yes	yes	yes

MUSIC

2	Introduction to Music	yes	yes	yes	yes
10	Survey of Music History and Literature: Ancient to 1750	yes	no	yes	no
11	Survey of Music History and Literature: 1750 to present	no	yes	no	yes
12	Survey of Jazz/Popular Music	yes	yes	yes	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
64	Jazz Choir	yes	yes	yes	yes
65	Theater Production: Music Emphasis	yes	yes	yes	yes
66	Community Chorus	yes	yes	yes	yes
69	Madrigal Ensemble	yes	yes	yes	yes
70	College Band	yes	yes	yes	yes
72	Jazz Ensemble	yes	yes	yes	yes
76	Community Orchestra	yes	yes	yes	yes
78	Ensemble: Instrumental Emphasis	yes	yes	yes	yes

NATURAL RESOURCES

1	Environmental Conservation	yes	yes	yes	yes
9	Parks and Forests Law Enforcement	no	yes	no	yes
22	Ecology and Use of Fire in Forest Ecosystems	yes	no	no	no
97	Work Experience in Forestry and Natural Resources	yes	yes	yes	yes

NATURAL RESOURCES TECHNOLOGY

150	Natural History & Ecology	no	yes	no	yes
152	Applied Wildlands Management	no	yes	no	yes
155	Interpretive Guided Tours	no	no	no	yes
160	Aerial Photography and Map Interpretation	yes	no	yes	no
181	California Wildlife	no	yes	no	yes

OFFICE OCCUPATIONS

1	Records Management	yes	no	yes	no
5	Elec. Printing Calculators	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

COURSE	1994-1995		1995-1996	
	FALL	SPR.	FALL	SPR.

OFFICE OCCUPATIONS (cont.)

41	Inter. Word Processing	yes	yes	yes	yes
42	Desktop Processing with Wordperfect	yes	yes	yes	yes
50	Medical Terminology	yes	no	yes	no
52	Medical Insurance	no	yes	no	yes
53A	Beg. Medical Transcription	yes	yes	yes	yes
53B	Beg. Medical Transcription	yes	yes	yes	yes
54	Radiology Transcription	yes	yes	yes	yes
55	Cardiology Transcription	yes	yes	yes	yes
56	Orthopedic Transcription	yes	yes	yes	yes
57	Gastroenterology Transcript.	yes	yes	yes	yes
58	Pathology Transcription	yes	yes	yes	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	20th Century Philosophy	no	yes	no	yes

PHYSICAL EDUCATION

6A	Lifetime Fitness Program I	yes	yes	yes	yes
6B	Lifetime Fitness Program II	yes	yes	yes	yes
20	Dance Survey	yes	yes	yes	yes
27	Choreography	no	no	no	no
29	Theatre Production: Dance Emphasis	yes	yes	yes	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	yes	no	yes
30	Personal & Social Adjustment	yes	yes	yes	yes

REAL ESTATE

1	Principles of Real Estate	yes	yes	yes	yes
5	Real Estate Practice	no	no	yes	no
10	Legal As				

INDEX

A

Absence	32
Academic Calendar	4-5
Academic Probation and Dismissal	32
Academic Policies and Procedures	26-36
Academic Renewal	29
Academic Requirements Review Committee	31
Advisory Committees	10-13
Accounting Course	69-72
Acceptance, Notice of	19
Accreditation	15
Activities, Student	24
Adding a Course	28
Admission of High School Students	20
Admission of International Students	20
Admission of Non-Resident Students	18
Admissions Procedures	18
Advanced Placement Credit	31
Advertising Courses	71
Anthropology Courses	63
Art Courses	62-64
Associate Degree Requirements	44-47
Astronomy Courses, General	81
Athletics	15
Attendance, Class	32
Automotive Technology Courses	65 - 67

B

Background, College	15
Biology Courses	67-69
Bookstore, College	24
Business Courses	69-72

C

Calendar, Academic	4-5
California Articulation Number (CAN) System	59, 62
California State University System	54
Campus and Facilities	15
Campus, CSU Choice of	56
Career Center	24
Catalog Rights	27
Certificate and Diploma Replacement	22
Certificates	37-42
Challenging Courses	30
Chemistry Courses	75-76
Child Development Center	15, 24
Child Development Courses	76-77
Classes, Schedule of	20
Classification of Students	31
Code of Conduct, Student	35-36
College Commitment	Inside cover
College Functions	15-16
College Level Examination Program (CLEP)	31

College Staff	6-9
Community Services	16
Computer Science Courses	77-79
Conservation Courses	95-96
Construction Courses	79
Conversion of Units	27
Correspondence Credit	31
Counseling Services	19
Course Articulation with other Colleges	62
Course Descriptions	61-106
Course Numbering System	62
Course Repetition	62
Courses Not Listed in the Catalog	62
Credit by Examination	30
Credit Free Courses	62
Credit for Military Service	31
Credit-No Credit Grading	30
Credit, Previously Earned	31
Credit, Repeating Courses	28
Credit, Unit of	27
Credit Value	62

D

Dean's List	32
Degrees	48
Description of Courses	61-106
Diploma and Certificate Replacement	22
Disabled Student Services	23
Disciplinary Action	36
Disclaimer	1
Dismissal, Academic	32-33
Dismissal, Reinstatement after	33
Dismissal, Progress	33
Dormitories	25
Drafting Courses	79-80
Drama Courses	80-81
Dropping a Course	28
Drug-Alcohol Policy	16

E

Earth Science Courses	81-82
Economics Courses	82
Educational Plan	19
Eligibility, Admissions	18
Emergency Medical Services Courses	82-83
Employment, Student	24
English Courses	83-84
Enrollment Fee Refund Policy	33
Enrollment Verification	22
Expenses, Educational	33
Expulsion	36
Examinations, Final	32
Extended Opportunity Programs and Services	21

F

Faculty	7-8
Fees, Refund Policies	33
Field Trips	62
Final Examinations	32
Financial Aid	21
Fire Technology Courses	84-85
First Aid Courses	82, 86
Food Service	21
Food Service Courses	88-90
Foreign Language Courses	85
Forestry Courses	85
Forestry Technology Courses	85
Forgiveness of "F" Grades	29
Full Time Student	31

G

G.E.D.	16
General Education Breadth Requirements	44-47
General Information	15
Geography Courses	86
Geology Courses	81-82
GOLD Program	18-19
Grade Point Average	28
Grade In Progress	27
Grade Reports	32
Grade Verification	22
Grading, Credit-No Credit	30
Grading Scale	28
Grading System	27
Graduation and Transfer Requirements	44-47
Graduation Requirements, College	43-47
Grants, Student	21
Grievance Procedures, Student	35
Guidance Courses	86-87

H

Handicapped	23
Health Education Courses	87
Health Occupations Courses	87
Health Services	23
Heavy Equipment Courses	87
High School Equivalency (G.E.D.) Diploma	16
High School Students, Admission	20
History Courses	87-88
Hospitality Management Courses	88-90
Housing, Student	25
Humanities Courses	90

I

Identification Cards, Student	23
Improvement of Grades	28-29
Incoming Students	18-19
Incomplete Grades	29

Independent Study Courses	62
Independent Study Provisions	29
Insurance, Student	23
Inter-Collegiate Athletics Courses	100
International Students, Admissions	20
Intersegmental General Education Transfer Curriculum (IGETC)	59-60

J

Job Placement, Student	24
------------------------------	----

L

Law Courses, Commercial	70
Law Enforcement Courses	90
Learning Skills Center	23
Library	15
Lifetime Fitness Courses	97
Literature Courses, English	83
Loans, Student	21

M

Major	48
Major Requirements, Associate Degree	48-54
Map, Campus	inside back cover
Mathematics Courses	90-92
Mathematical Skills Courses	103
Matriculation	18-19
Matriculation, Alternative for Disabled Students	19
Media Technology Courses	92
Military Service, Credit for	31
Music Courses	92-95

N

Natural Resources Courses	95-96
Natural Resources Technology Courses	96
New Horizons/ReEntry Program	23
Non-Discrimination	16
Non-Discrimination Policy, Student	35
Non-Resident Student, Admission of	18
Notice of Acceptance	19
Notice of Intent to Graduate	45
Numbering of Courses	62
Nutrition Courses	68

O

Occupational Advisory Committees	10-13
Occupational Education Function	16
Office Occupations Courses	72-74
Official Records, Change of	23
Open Class Policy	16

P

Parking Fee Refund Policy	33
Parking/Security	25

Philosophy Courses	96-97
Photography Courses	65
Physical Education Courses	97-100
Physics Courses	100-101
Placement Testing	55-56
Political Science Courses	101
Posting of Materials	24
Prerequisites	27
Privacy Right of Students	22
Probation, Academic	32
Probation, Progress	33
Progress, Satisfactory	32
Psychology Courses	101

R

Reading Development Courses	103-104
Reading Skills Courses	103-104
Readmission	18
Recreation Industry Courses	90, 96
Real Estate Courses	75
Records, Change of Official	23
Records Regulations, Student	22
Refund Policy, Fees	33
Remedial Education Function	16
Repetition, Course	62
Repetition of Courses	28
Replacement, Diplomas and Certificates	22
Requirements, Associate in Arts Degree	46-54
Requirements, Associate in Science Degree	48-54
Requirements, State University and College Transfers	54-57
Requirements, Univ. of California Transfer	57-59
Residence Halls	25
Residence Requirements, Admission	18

S

Satisfactory Progress	32
Schedule of Classes	20
Scholarship and Awards	21
Scholastic Honors	32
Scores, Test	56
Search and Rescue Courses	101-102
Security/Parking	25
Service Learning Experience	62
Sexual Harassment Policy	16
Skills Development Courses	102-104
Social Science Courses	104
Sociology Courses	104-105
Spanish Courses	105
Speech Courses	105
Staff	6-9
State University and College Campuses	54-55
Statistics Course	90
Student Activities	24
Student Advising	19
Student Classification	31

Student Code of Conduct	35-36
Student Employment	24
Student Housing	25
Student Identification Cards	24
Student Insurance	23
Student Load	32
Student Organizations	24
Student Records Regulations	22
Student Services	17-25
Study Skills Course	104
Supplementary Notes	44
Suspension	36
Substance Abuse Policy	36

T

Teacher Aide Training Courses	106
Testing, Placement	55-56
Test Scores	56
Textbooks	24
Transcripts	22
Transfer Admission Agreement (TAA)	59
Transfer Center	24
Transfer, California State University System	55-56
Transfer Major	54
Transfer Requirements to a CSU	45
Transfer, University of California System	57-58
Transferable Course Agreement, UC	59-60
Transferability of Courses	62
Tuition, Out-of-State	18
Tutoring	23
Two-Year Schedule of Courses	107-109
Typing Courses	72-74

U

Unit of Credit	27
Unit Requirement, Associate Degree	45
Units, Conversion of	27
University of California, Transfer to	57-58
UC, Transferable Course Agreement	59-60

V

Verification, Enrollment and Academic Status	22
Veterans Affairs	21
Vocational Education Function	16

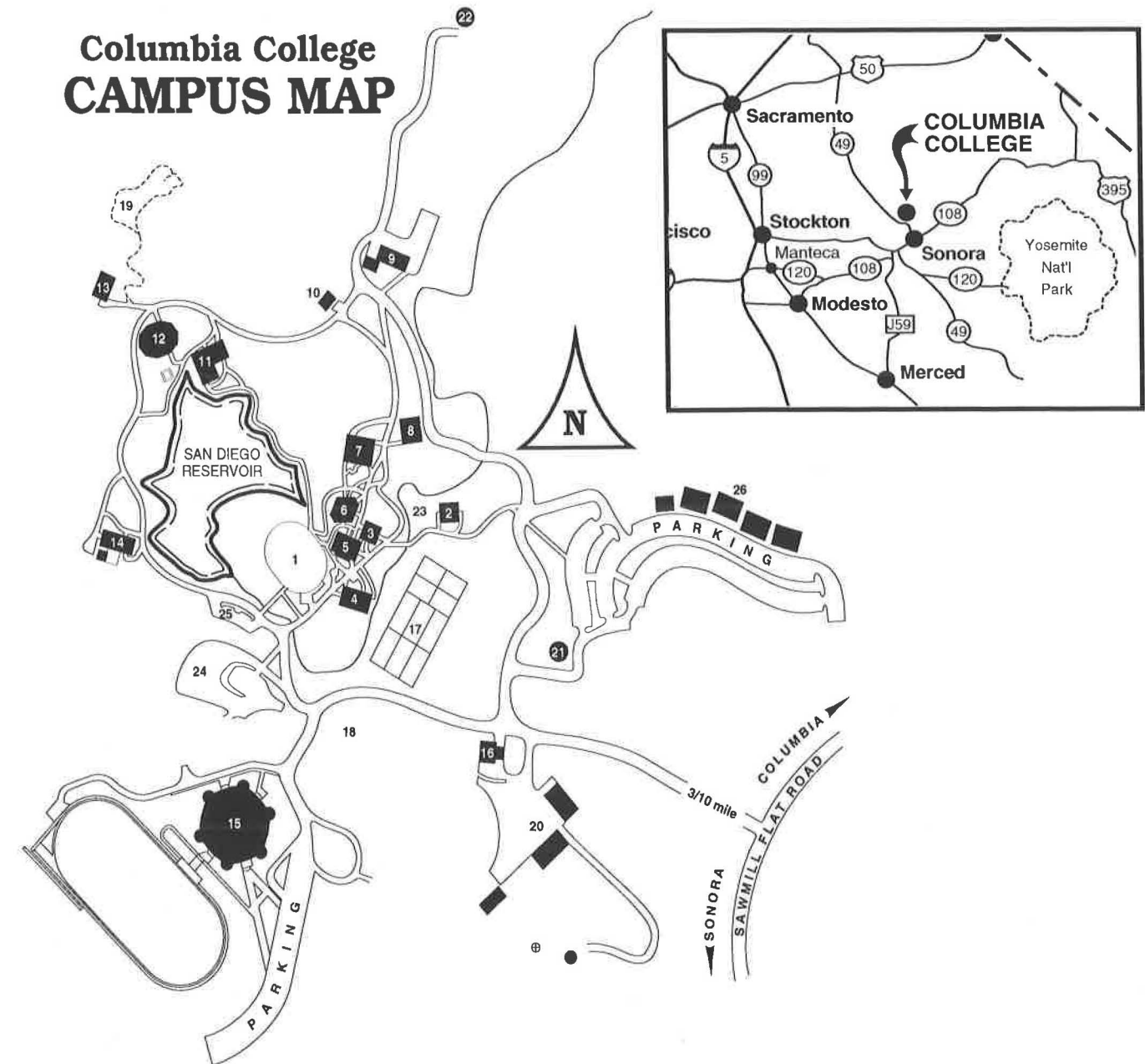
W

Welding Technology Courses	106
Withdrawal from College	33
Work Experience Courses	106
Work Study Funds	21

Y

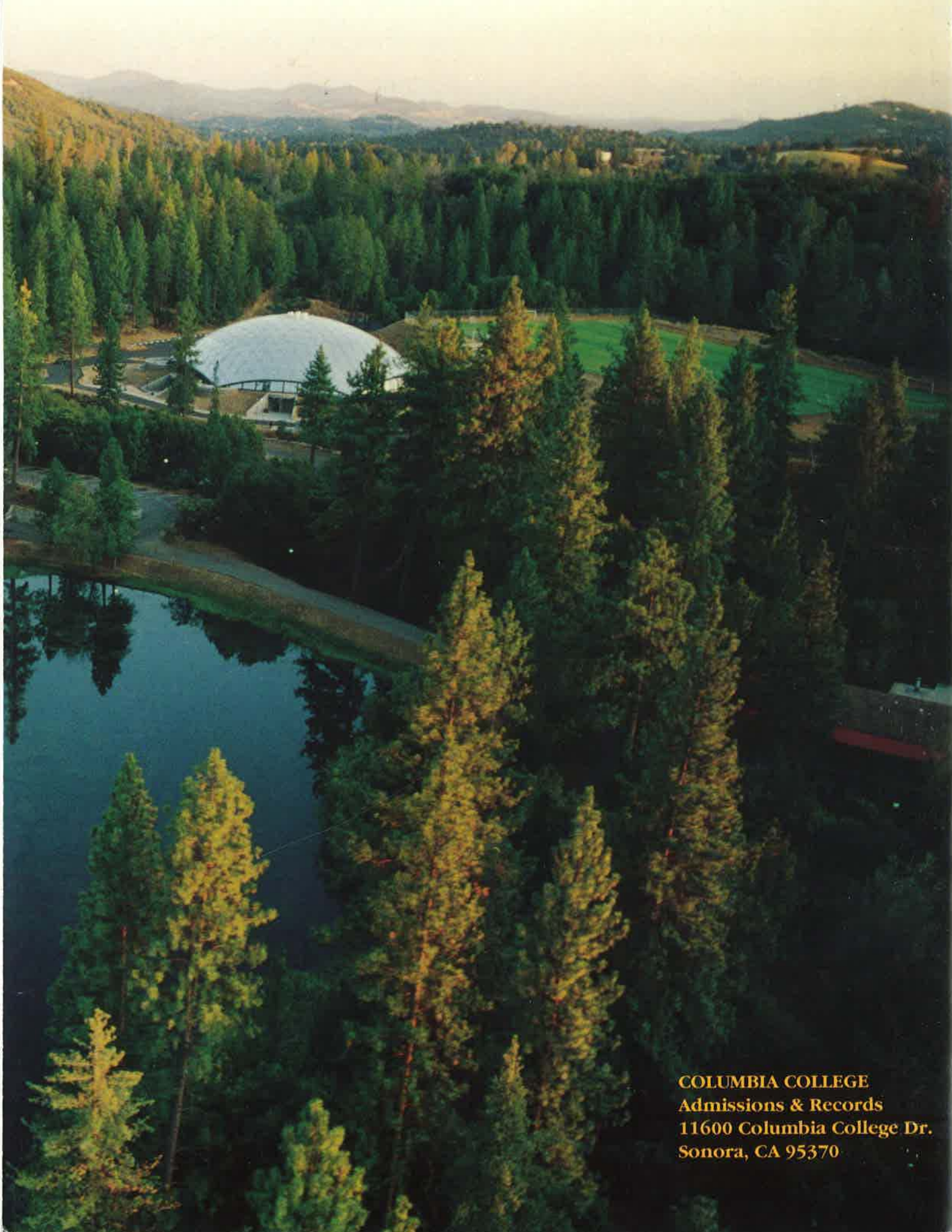
Yosemite Community College District	2
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Columbia College CAMPUS MAP



KEY:

- | | |
|--|---|
| 1 Administrative Services and Manzanita Building, Rms. 2-104** | 15 Oak Pavilion, Rms. 1-27** |
| 2 Alder, Rms. 3-5* | 16 Fire Science Center, Rms. 1000-1001 |
| 3 Aspen, Rms. 1-5 | 17 Tennis Courts |
| 4 Buckeye, Rms. 1-5* | 18 Judge Ross Carkeet Community Park |
| 5 Cedar, Rms. 1-10 | 19 Nature Trail |
| 6 Dogwood (Forum Building), Room 1 | 20 Warehouse, Shipping, Receiving, Transportation and Maintenance |
| 7 Fir, Rms. 1-8** | 21 Mi-wok Cultural Center |
| 8 Juniper, RMs. 1-7* - College Nurse | 22 Astronomy Dome |
| 9 Madrone (Auto Technology), Rms. 1-2* | 23 Fitness Jogging Trail |
| 10 Ponderosa (Child Development Center) | 24 Staff Parking |
| 11 Redbud, Rms. 1-14* | 25 Handicapped Parking |
| 12 Sequoia, Rms. 1-11** | 26 Student Housing |
| 13 Toyon, Rms. 1-4 | |
| 14 Willow (Creative Arts), Room 1* | |
- * Restrooms in building
** Handicapped restrooms



COLUMBIA COLLEGE
Admissions & Records
11600 Columbia College Dr.
Sonora, CA 95370