

Columbia College

2016-2017 CATALOG

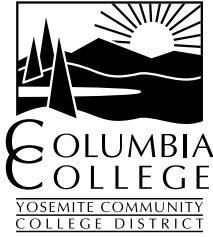
11600 Columbia College Drive
Sonora, California 95370
(209) 588-5100
www.gocolumbia.edu

Accredited by

The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

This catalog covers the academic year starting May 2, 2016 and ending April 29, 2017

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.



11600 Columbia College Drive
Sonora, California 95370

(209) 588-5100 General Exchange
(209) 588-5104 FAX
Website: www.gocolumbia.edu

COLUMBIA COLLEGE

Angela R. Fairchild, Ph.D.
College President

[Vacant]
Vice President
of Instruction

Melissa Raby, Ed.D.
Vice President of Student Services

[Vacant]
Vice President
of College and Administrative
Services

Klaus Tenbergen, Ed.D.
Dean of Career Technical Education

Joseph Ryan, Ph.D.
Dean of Instructional Services,
Arts & Sciences

**YOSEMITE COMMUNITY
COLLEGE DISTRICT**

Joan E. Smith, Ed.D.
Chancellor

BOARD OF TRUSTEES

Abe Rojas,
Chair

Lynn Martin, Ph.D.,
Vice Chair

Anne DeMartini
Linda Flores
Tom Hallinan
Mike Riley
Don Viss

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



From the President

Welcome to Columbia College! Helping you achieve your educational goals is the highest priority of the faculty, staff and administrators here at CC. Whether you seek to transfer to a university, train for a new career, improve your language skills, or develop skills for career advancement, we are here to serve you.

The 2016-2017 catalog is published as an information resource to assist you in planning and a review of the catalog will show you the breadth of program options available to you. In addition, Columbia College has a range of services to assist you and our Student Services staff and Counselors are available to support your educational journey.

I encourage you to take full advantage of the available resources to support your success and enrich your educational experience here at CC. Stop by the Welcome Desk in the Manzanita building and get to know the Student Ambassadors who can offer on-the-spot assistance and help you navigate the enrollment processes at Columbia College.

Along with academic pursuits, we offer an array of student life activities on campus and many opportunities for students to be involved in planning and decision-making. I encourage you to connect with the Associated Students of Columbia College (ASCC) to learn more about clubs, activities, and participation in shared governance here at CC and in the District.

Again, welcome to Columbia College. We look forward to helping you realize your plans for academic growth and life-long learning.

Thank you for choosing Columbia College and best wishes for your success.

Angela R. Fairchild, Ph.D.
President, Columbia College

Table of Contents

Academic Schedule 2016-2017.....	4
Academic Calendar 2016-2017	5
About Columbia College	6
Applying for Admission	9
Services for Students	14
Activities and Student Life	22
College Policies & Procedures.....	27
Academic Policies & Procedures.....	37
College Fees & Expenses.....	47
Educational Planning Resources.....	51
Award Requirements.....	71
Course Descriptions	141
Faculty, Staff, & Administrators	224
Campus Map	240
Index	234

Columbia College Academic Schedule 2016-2017

SUMMER TERM | 2016

APRIL 11	Priority Registration Levels 1 and 2**
APRIL 12-19	Priority Registration Levels 3 and 4**
APRIL 20 -MAY 1	Open Registratin for all students, online or on campus during office hours. No appointment necessary.
MAY 2 - AUG 12	Summer Sessions 5, 7, 10, and 15-week course sessions offered
AUG 20	Last day of summer term

FALL SEMESTER | 2016

MAY 16	Priority Registration Levels 1 and 2**
MAY 17-JUN 7	Priority Registration Levels 3 and 4**
JUN 8-AUG 28	Open registration for all students, online or on campus during office hours. No appointment necessary.
AUG 29	Full-term classes begin
SEPT 5	Labor Day Holiday - campus closed
SEPT 9*	Last day to drop a course on campus and be eligible for a refund
SEPT 9*	Last day for textbook refund—must have receipt
SEPT 9*	Last day to drop a class on campus without a “W” showing on permanent record
SEPT 11*	Last day to drop a class online and be eligible for a refund
SEPT 11*	Last day to drop a class online without a “W” showing on permanent record
SEPT 27*	Last day to elect for Pass/No Pass grading
OCT 28	Deadline for filing for graduation, Certificates of Achievement, and Skills Attainment Certificates for Spring 2017
NOV 11	Veterans Day Holiday
NOV 17*	Last day to withdraw from any course
NOV 24-25	Thanksgiving Holiday- campus closed
NOV 26-27	College closed - No classes
DEC 12-16	Final examinations

DEC 17	Fall semester ends
DEC 23-JAN 2	Winter Break

SPRING SEMESTER | 2017

NOV 14	Priority Registration Levels 1 and 2**
NOV 15-23	Priority Registration Levels 3 and 4**
NOV 28-JAN 8	OPEN REGISTRATION for all students, online or on campus during office hours. No appointment necessary.
DEC 23-JAN 2	Campus closed
JAN 9	Full-term classes begin
JAN 16	Martin Luther King, Jr. Day- campus closed
JAN 20*	Last day to drop a class on campus without a “W” showing on permanent record
JAN 20*	Last day to drop a class on campus and be eligible for a refund
JAN 22*	Last day to drop a class online and be eligible for a refund
JAN 22	Last day to drop a class online without a “W” showing on permanent record
FEB 7	Last day to elect for Pass/No Pass grading
FEB 10	Lincoln Day Holiday- campus closed
FEB 11-12	Non-Instruction Days
FEB 13	Washington Day Holiday- campus closed
MAR 9	Deadline for file graduation, Certificates of Achievement, and Skills Attainment Certificates for Summer and Fall 2017
APR 3*	Last day to withdraw from any course
APR 24-28	Final examinations
APR 28	Graduation
APR 29	Spring semester ends

* These dates apply to semester-length classes only.

** Priority level definitions can be found at: gocolumbia.edu/admissions/priority_registration.php

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

NOTE: This calendar is subject to change. Refer to semester schedules for up-to-date information.

Yosemite Community College District

Academic Calendar

2016-2017

SUMMER 2016

May

S	M	T	W	T	F	S
1	★	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	⊗	31				

5/2 Summer Classes Begin
5/30 Memorial Day

June

S	M	T	W	T	F	S
			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		

July

S	M	T	W	T	F	S
						1
3	⊗	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

August

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

8/20 Summer Classes End

SPRING 2017

FALL 2017

2016

2017

8/25 CC In-Service Day
8/26 MJC Institute Day
8/29 Fall Classes Begin

August

S	M	T	W	T	F	S
	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	★	30	31			

January

S	M	T	W	T	F	S
1	⊗	3	4	△	▽	7
8	★	10	11	12	13	14
15	⊗	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/2 New Year's Day Observed
1/5 CC In-Service Day
1/6 MJC Institute Day
1/9 Spring Classes Begin
1/16 Martin L. King Jr. Day

September

February

9/5 Labor Day

S	M	T	W	T	F	S
				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	

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	⊗	⊗
⊗	⊗	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/10 Lincoln Holiday
2/11-12 Non-Instructional Days
2/13 Washington Holiday

October

March

S	M	T	W	T	F	S
						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					

S	M	T	W	T	F	S
			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

November

11/11 Veteran's Day
11/24-25 Thanksgiving Holiday
11/26-27 Non-Instructional Days

S	M	T	W	T	F	S
				1	2	3
				4	5	
6	7	8	9	10	⊗	12
13	14	15	16	17	18	19
20	21	22	23	⊗	⊗	⊗
⊗	28	29	30			

S	M	T	W	T	F	S
						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	⊗
30						

4/24-28 Finals week
4/28 Graduation (CC & MJC)
4/29 Spring Classes End

December

Legend

12/12-16 Finals week
12/17 Fall Classes End
12/23-1/2 Winter Break
12/23 Christmas Eve Observed
12/26 Christmas Day Observed
12/30 New Year's Eve Observed

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	⊗
18	19	20	21	22	⊗	24
25	⊗	27	28	29	⊗	31

Finals Week	■
Holiday	⊗
Classes Begin	★
Last Day of Semester	⊗
CC In-Service Day	△
MJC Institute Day	▽

About Columbia College

Small College. Big Opportunities.

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

Earning one of the College's numerous Associate in Arts Degrees, Associate in Science Degrees, Certificates of Achievement or Skills Attainment Certificates will help you prepare a career path and increase your opportunities for the future.

The Campus

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

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

What you'll also find here is a very supportive staff of counselors, financial aid professionals, and academic tutors, with everyone committed to helping you succeed—and all this at a very reasonable community college cost.

Your Golden Opportunity

For outdoor recreation, our local area has plenty to do! Pan for gold nuggets, explore underground caverns, visit restored mining towns, snow ski in nearby resorts, fish in neighborhood lakes, hike on one of our campus trails, or just relax alongside a rippling stream.

Whatever your reason for choosing Columbia College, you'll know that it's your golden opportunity from the moment that you set foot on our campus! Columbia College and Modesto Junior College (MJC) are institutions of higher education, both affiliated with the Yosemite Community College District (YCCD).

In 1964, action by the district electorate expanded the former Modesto Junior College District into the YCCD. This created one of the largest community college districts in the state geographically, encompassing nearly 4,000 square miles from the San Joaquin Valley and the coast range on the west to the Sierra Nevada on the east.

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

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

Columbia College Mission Statement

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success. We prepare students to be fully engaged in an evolving world by offering comprehensive and high quality programs and services. Columbia College is committed to a culture of improvement through measuring student learning across the institution. We strive for excellence, foster a spirit of professionalism and embrace diversity.

NOTE: Mission Statement in process of revision, as of April 2016.

Accreditation

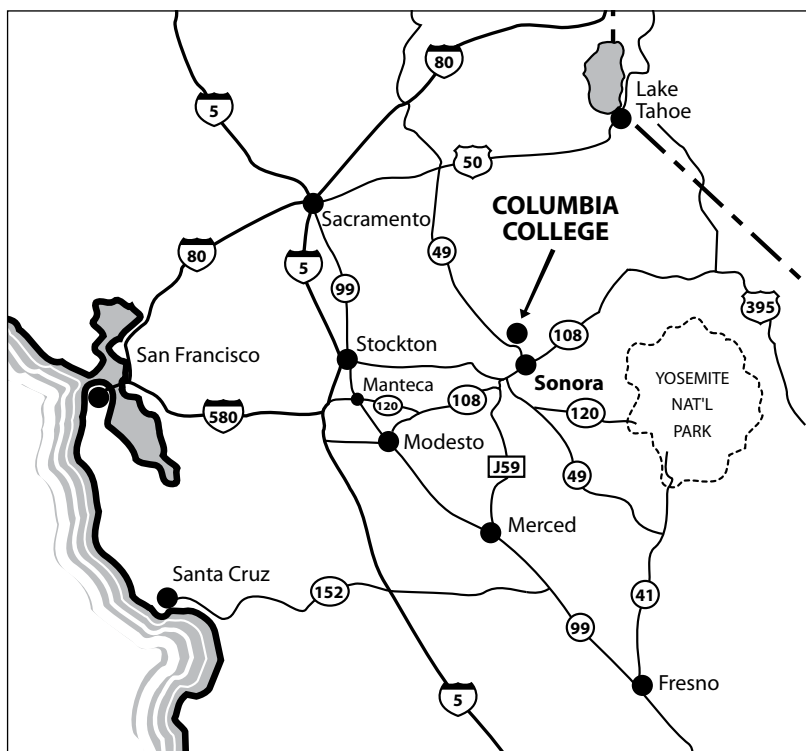
Columbia College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, 415. 506.0234 by the authority of the U.S. Department of Education. Accreditation provides assurance that education earned is of value to the student; acceptable to employers, trade or profession-related licensing agencies; and other colleges and universities can accept a student's credential as legitimate.

A Comprehensive Community College

At Columbia College, students can earn an Associate Degree, Certificate of Achievement, or both upon completion of specific requirements as outlined in this catalog. Columbia College is committed to meeting the postsecondary educational needs of the community through delivery of the following in academic programs and support services:

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

Career Technical Education—Delivers courses and programs that directly prepare students for employment after college; update the skills and knowledge of students who are working and to meet the needs of the local business community; and facilitate student transfer to other post-secondary institutions.



Remedial Education—Assists student in acquiring basic competencies needed for effective participation in other College programs.

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

Student Right-to-Know Rates

COMPLETION RATE: 22.82 %

TRANSFER RATE: 17.43 %

From 2011 COHORT Data

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of our college district to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 2011, a cohort of all certificate-, degree-, and transfer-seeking first-time, full-time students were tracked over a three-year period. Their completion and transfer rates are listed above.

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

Based upon the cohort defined above, a Completer is a student who attained a certificate or degree or became "transfer-prepared" during a three-year period, from Fall 2011 to Spring 2014. Students who have completed 60 transferable units with a GPA of 2.0 or better are considered "transfer-prepared." Students who transferred to another post-secondary institution, prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five-semester period, from Spring 2011 to Spring 2013, are transfer students.



Schedule of Classes

The official class schedule is available each semester of the academic year online at www.gocolumbia.edu.

A student handbook/day planner is available to students and contains information regarding registration dates and instructions for registering in classes. The College reserves the right to make additions or deletions to the Schedule of Classes. Classes with insufficient enrollment may be cancelled by the College.

Counselors can assist students in choosing coursework that most appropriately supports the student's individual goals. Student Ambassadors are available in the Career Transfer Center to help with registering in classes.

Contacting Faculty

Students may contact faculty using the phone numbers found in the faculty directory beginning on page 224 in the catalog. See the College website at www.gocolumbia.edu and the online Schedule of Classes for additional information.

Applying for Admission

Admissions Office

Manzanita Building, Upper Level foyer

Hours: M-Th 8:00 AM – 5:30 PM

F 9:00 AM – 4:30 PM

Phone: (209) 588-5231 FAX: (209) 588-5337

Web: www.gocolumbia.edu/admissions

Who can enroll at Columbia College

We invite you to apply for admission to Columbia College! If you are a graduate of an accredited high school, hold a high school Certificate of Proficiency, Certificate of Completion, or GED, or are at least 18 years old and can profit from higher education, and meet the residence requirements, you are eligible for admission.

To apply for admission

Prospective students may access and complete the online application at www.gocolumbia.edu. Click Admissions, then Apply Now!

Be sure to submit your application as early as possible prior to the term in which you wish to enroll (*Education Code Section 76000, 76001 and 76002, Labor Code Section 3077; Board Policy 5010*).

Transcripts Must be Provided

Your official transcripts for all previous college work must be received during the first semester of attendance. High school transcripts are required *only* if you have been out of school for five years or less.

Students are responsible for providing official documentation of previous high school* and college work for evaluation of credit.

These documents will become the property of Columbia College and cannot be reproduced or released for any purpose.

HIGH SCHOOL TRANSCRIPTS OR TRANSCRIPTS FROM ANOTHER COLLEGE

Columbia College requires new students to submit official transcripts of coursework completed at other colleges and high schools*.

1. Request that the institution mail your transcripts to the Admissions & Records Office in a sealed envelope. Columbia College will only accept official transcripts that are received in sealed envelopes.
2. The transcript must be obtained from the institution of origin.
3. Columbia College cannot release copies of other institution's transcripts.

**High school transcripts are only required for admission from students who graduated from high school within the last five years.*

Re-Admission after Absence

Planning on returning to Columbia College after an absence of one academic year or more? If so, you need to file a new application for admission online at www.gocolumbia.edu, click on Admissions and Records, then APPLY NOW! Transcripts are also required if you have attended another college since last attending Columbia College.

Notice of Acceptance

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

Residence Requirements

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

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

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

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

Persons who cannot establish the minimum residence requirement as indicated above will be required to pay \$217 per unit non-resident tuition in addition to other standard student fees. Nonresident tuition is refundable upon withdrawal from classes during the refund period.

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

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

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

- Resident Alien Card
- Permanent Resident Card
- I-94 Form
- Visa
- Passport
- Temporary Resident Card

For residency questions and re-classification contact Admissions & Records at 588-5231. Residency decisions can be appealed by writing to the Vice President of Student Services. (*Board Policy 5015; Education code 68040 et seq., 76140; Title 5, Sections 5400 et seq.*)

AB 540

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

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

Special Admit Students

Columbia College may admit students who are 14 years of age or older who would benefit from advanced scholastic or vocational work according to *Education Code 48800, 48800-5, and 76000* and *Board Policy 5010*. To be eligible for admission, a student must be in good standing with the school in which he/she is enrolled and may not enroll in more than 11.5 units in any term.

All applicants must submit a:

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

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

Eligible students may apply on the college website at www.gocolumbia.edu, clicking on "Admissions," and then "Apply Now." Students may register during open registration for appropriate classes providing that the application, High School Petition for Advanced Admissions, Medical Consent Treatment form and Fee Waiver Application are completed accurately and are on file in the Admissions & Records office.

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

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

Student Success Support Program (SSSP) /Matriculation

New and returning Columbia College students are provided with a step-by-step approach to a successful educational experience. The Student Success Support Program gives students information and assistance at the threshold of their college careers. All new Columbia students are **required** to participate in the SSSP process. Upon receipt of your application, a schedule of dates and times for assessment, orientation, advisement and registration will be emailed to you. This information is also on the college website.

A person participating in the Student Success Support Program will:

- complete the assessment test in writing, reading and math
- complete an online orientation to Columbia College where services and programs are explained
- attend an advising session during which a preliminary educational plan will be completed
- receive a College Catalog
- receive assistance with comprehensive educational planning.



EXEMPTION CATEGORIES

Students meeting one or more of the following criteria are exempt from all or parts of the SSSP process:

- 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 Education and non-credit courses only
- students enrolled only in contract education or courses for in-service training.

Though a student may qualify for an exemption, attendance in the SSSP process is encouraged. Call the Director of Access, Retention & Success at (209) 588-5236.

ALTERNATIVE STUDENT SUCCESS SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Applicants to the college with a verified disability and who are unable to participate in the Student Success & Support Process due to the limitations imposed by their disability are eligible for alternative matriculation services which may include:

1. Special assessment by the Special Programs staff
2. One-on-one orientation, advisement and development of an Educational Plan with Special Programs staff
3. Priority registration

To qualify for alternative service the applicant must submit to the DSPS office written documentation by a professional (e.g., physician, psychologist, LD Specialist, etc.) verifying the disability. Call (209) 588-5130 for more information.

STUDENT SUCCESS SUPPORT PROGRAM CHALLENGE (WAIVER) PROCEDURES

A student may challenge the required participation in SSSP if they do not meet the exemption categories. The challenge must be submitted, along with any supporting data, to the Associate Dean of Student Equity & Success. Forms are available from the Counseling Office. The Associate Dean of Student Equity & Success may request supporting documentation and/or a conversation with the student prior to making a decision.

Priority Registration Levels and Criteria

Priority registration allows you to register early, helping you get the classes you need to achieve your goals. To be eligible for priority registration you must be fully matriculated, in good academic standing and remain below the 100 degree-applicable unit limit.

There are four different priority levels for registration. Each student is allocated into one of the following levels depending upon eligibility.

LEVEL 1: California State Legislature-defined programs and student categories which include:

- Active Duty Military
- Veterans
- CalWORKs
- Eligible former Foster Youth
- EOPS
- Disability Services

Students must also meet Level 3 eligibility

LEVEL 2: Programs or categories of students designated by Columbia College

- TRiO, Athletes, and students petitioning to graduate.

Students must also meet Level 3 eligibility

LEVEL 3: Continuing and new students who:

- Are fully matriculated;
- Have 100 or fewer degree applicable units;
- Are in good standing or on 1st semester probation.

LEVEL 4: Continuing and new students who:

- Are not fully matriculated,
- Are concurrently enrolled in high school.

ALL OTHER STUDENTS (OPEN REGISTRATION)

- All students who do not meet criteria levels 1–4.

Keeping Priority Registration

In order to keep priority registration, continuing students must also meet the following criteria:

- **Units:** Priority registration is retained until a student has earned over 100 degree-applicable units (courses numbered 1-199) at Columbia College.
- **Retain Good Academic Standing:** To remain in good academic standing, students need to have a Grade Point Average (GPA) above 2.0, and progress needs to be at least 50% (i.e. the student must complete 50% of the units they attempt).

When a student's GPA falls below 2.0, or his or her minimum progress requirements fall below 50%, the student will be placed on academic or progress probation. Standings are based on the prior semester.

Priority registration is lost when students have earned a 2nd semester status of *Probation* or *Dismissal*.

Appeal process

Should you lose your priority registration, you may complete a *Loss of Priority Registration Appeal Form* for consideration by the Vice President of Student Services. For more information, contact the Counseling Center at (209) 588-5109 or drop in to the Counseling Office in the upper level of Manzanita.

Assessment (209) 588-5109

Assessment is required by *California Education Code, Sec. 51006* and is intended to provide sufficient information to facilitate a student's success while he/she attends the College. As one of the matriculation components, assessment includes testing to determine a person's proficiency in English and math.

Students can obtain additional copies of their assessment scores by logging into connectColumbia or from the Counseling Office. These scores, however, will not be released if the student has any outstanding financial obligations to the College. Obligations can be paid at the Business Office or on the College website.

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

Columbia College will accept the test scores and placement results from other California Community Colleges providing the test results are no more than three (3) years old. Additionally, students may use math or English courses completed with a grade of "C" or better from other accredited colleges if the course/courses were completed within the past five (5) years and Advanced Placement scores of 3 or better to determine course placement. All of these documents must be official and must be in the Admissions & Records Office at least 10 days prior to registration. Other multiple measures may be used (i.e., high school math grades). Please see a counselor for more information.

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

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

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

An abbreviated Education Plan will be completed during advising sessions. At Columbia College, students need to have a comprehensive Educational Plan on file when they have completed 15 units. This includes units completed at Columbia College and units transferred in from other colleges or universities.

The Counseling Office will assist with specific information on preparing your Educational Plan. After the plan has been reviewed with a counselor, a copy will be retained with other student records.

Regulations on Student Records (209) 588-5132

Student records are open to the student himself/herself, employees of the College acting in the course of their duties, and state or federal officials. (*California Administrative Code Sec. 54618*)

The College may grant access to individual student records for educational or emergency purposes and for court orders. (*California Administrative Code Sec. 54620 and 54622*)

Confidentiality of Student Records

Student records are the responsibility of the Admissions & Records Office. However, each College department that houses student records is charged with maintaining privacy and access according to College policy.

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

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

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

Students may ordinarily review their own records at any time during office hours. Under all circumstances, the College will make records available within five (5) to ten working days from the receipt of a written student request.

All of the preceding statements apply regardless of a student's age. Parents of students under the age of 18 may NOT obtain the student's record. (*Education Code 40961; Board Policy 5040*)

Diploma & Certificate Replacements

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

Diplomas	\$15
Certificates	\$10

Columbia College Transcripts

Two Columbia College transcripts will be issued without charge upon written request from the student through the Admissions & Records Office. This includes official or unofficial copies.

Additional transcript requests are processed through the National Student Clearinghouse.

Type of Request	Processing Time	Fees
Free Copies* (1st & 2nd copy, lifetime) Read below for terms & eligibility. "Transcript Request Form for Free Copies" available on the Admissions website.	10-working days	\$0 Free
Regular Service (not 1st or 2nd free). Request via the National Student Clearinghouse.	10-working days	\$10 per copy
Rush Service: Request via the National Student Clearinghouse	2-working days	\$20 per copy
For a complete breakdown of transcript fees, view the Transcript Fees document.		

*First 2 transcripts free, lifetime - Regular service only. (Not available through the National Student Clearinghouse). Complete and submit the "Transcript Request Form for Free Copies" to the Admissions & Records Office.

Current students and alumni can conveniently request official transcripts through the National Student Clearinghouse (NSC) www.studentclearinghouse.org. Instructions to Request Official Transcripts using the National Student Clearinghouse:

1. Go to www.studentclearinghouse.org
2. Click on Order – Track – Verify
3. Click on Order or Track a Transcript
4. Select Columbia College
5. Click on Order a Transcript Now
6. Complete information
7. Sign consent form electronically or hard copy by hand
8. Submit information

Requesting official transcripts via the NSC allows you:

- Real time automatic email updates for every step of the transcript process
- To use major credit cards for transcript payment.

If you do not have access to a computer, there are computers available on the Columbia College campus for students to use to place an order for official transcripts using the National Student Clearinghouse website.

ADDITIONAL INFORMATION

Transcripts will not be processed if student has an outstanding obligation to the college. Transcripts cannot be faxed. Transcripts are mailed through the US Postal Service (allow for additional delivery time) or are sent electronically. Fees must be paid at time of request.

Transcript telephone requests / email requests are not accepted. Questions about how to request your official transcripts? Contact Admissions & Records at (209) 588-2021.

(Education Code, Section 76223; Board Policy 5030)

ENROLLMENT & ACADEMIC STATUS VERIFICATION

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

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

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

PRIVACY RIGHTS OF STUDENTS

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

CHANGE OF OFFICIAL RECORDS

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

Services for Students

Programs and services in place to help you succeed while enrolled at Columbia College

Academic Achievement Center

Tamarack Building, Second floor

Hours: M-W: 8:30 AM – 7:00 PM
 TH 8:30 AM – 4:00 PM
 F 8:30 AM – 1:00 PM

Phone: (209) 588-5088

FAX: (209) 588-5121

Test proctoring appointments: (209) 588-5177

Web: www.gocolumbia.edu/aac

The Academic Achievement Center (AAC) provides free peer tutoring for Columbia College students. AAC tutors work individually and in groups with students on coursework and study skills for most classes and writing assignments. Tutoring is available by appointment, five days a week, and can be arranged by calling or visiting the AAC.

The AAC also provides Supplemental Instruction (SI). Supplemental Instruction is a peer-assisted study session program offered for courses with historically high attrition rates in which students often benefit from additional academic assistance.

SI sessions are led by SI leaders, students who have demonstrated mastery of course content and who are recommended by department faculty. SI leaders attend lectures, take notes, read assigned materials, and help peers integrate course content and study skills in a group setting. SI leaders are trained in SI techniques created by the University of Missouri at Kansas City International Center for Supplemental Instruction.

- All SI sessions are free to registered Columbia College students.
- Students can show up to sessions at any point in the semester.

In addition, the AAC computer lab has eight computers for student use, with free printing, and is available for use without an appointment. The AAC also offers, for a fee, test proctoring services to individuals who are taking courses through another educational institution.

ATM Machines

Bookstore ATM, Manzanita Building, Lower Level

Hours: M-W: 8:30 AM – 7:00 PM
 TH 8:30 AM – 4:00 PM
 F 8:30 AM – 1:00 PM

Higher One ATM, Library Foyer (Lower Level)

Hours: M-TH 7:45AM-7:45PM
 F: 7:45AM-4:30PM

The Manzanita Store is now offering an ATM service to the college.

- Withdrawals can be made up to \$40.00.
- A \$1.00 fee will be charged for each withdrawal. If a purchase of at least \$2.00 is made the fee will be waved.
- This service will be available during normal store hours.

There is also an ATM located in the library and students with a *Higher One* card can still withdrawal money at no charge. Cards other than *Higher One* will be charged a fee at that location.

Calaveras Outreach Site

3670 Church Street, Vallecito, California 95251

Hours: *Call for hours of operation*

Phone: (209) 588-5132

Columbia College has established an outreach site to provide access to higher education in Calaveras County. The facility is located in Vallecito. The site offers four classrooms and an area for student services support. For more information on classes offered in Calaveras County, please contact Columbia College's Student Services at (209) 588-5132.

CalWORKs

Manzanita Building, Upper Level, Room 213

Hours: M-Th: 8:00 AM-5:00PM
F 8:00 AM-3:00PM

Phone: (209) 588-5148

FAX: (209) 588-5317

Web: www.gocolumbia.edu/student_services/calworks

CalWORKs is a program designed to support Columbia College's TANF (Temporary Assistance for Needy Families) students as they transition from federal welfare support. It strives to accomplish this by partnering closely with local social service agencies to enhance students' personal and academic goal attainments.

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

To qualify for CalWORKs, students must be receiving TANF cash support and be referred by local social services agencies.

Campus Shuttle

Public Safety Center

Hours: 24 Hours

Phone: (209) 588-5167

FAX: (209) 588-5384

Web: www.gocolumbia.edu/safety

For student convenience and safety, the College offers evening campus shuttle service. The shuttle provides a continuous loop of the campus from the student parking lots to classroom buildings Monday through Thursday from 5:30 to 9:30 p.m. (subject to change). For more information please contact the Campus Security office at (209) 588-5167.

CARE Program

Manzanita Building, Upper Level, EOPS Office

Hours: M-Th: 8:00 AM-4:30 PM
F 9:00 AM-4:30 PM

Evening hours scheduled each semester.

Phone: (209) 588-5130

FAX: (209) 588-5058

Web: www.gocolumbia.edu/eops_care/

CARE (Cooperative Agencies Resources for Education) is a program to support the needs of single parents of young children. The student must satisfy the following criteria to be eligible for CARE:

1. Currently enrolled EOPS student
2. Receiving county cash aid for self and/or child
3. Parent of a child under the age of 14
4. Single parent/head of household
5. New CARE students must be enrolled in a minimum of 12 units.

CARE PROGRAM SERVICES:

Services may include child care assistance, books, academic supplies, meal vouchers, transportation assistance, academic/career workshops, seminars, and incentive grants as funds permit.

Career/Transfer Resources

Manzanita Building, Upper Level, Counseling Center

Manzanita Building, Upper Level, Room 290

Hours: M-F: 8:00 AM - 4:30 PM

Phone: (209) 588-2193

FAX: (209) 588-5330

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

Child Care Center

Laurel Child Development and Family Services Center Complex

Hours: M-Th: 7:40 AM-4:30 PM

F 7:40 AM -2:30PM

Phone: (209) 588-5278

FAX: (209) 588-5390

Web: www.gocolumbia.edu/child_care_center

The Columbia College Child Care Center serves infants, toddlers and preschool children and is best described as a "family friendly environment that fosters positive relationships." The facility serves as a learning laboratory for adult students enrolled in the Child Development Program. Families who are interested in child care can call (209) 588-5278 for more information and/or to be placed on our eligibility waiting list.

Counseling Services

Manzanita Building, Upper Level, Counseling Center

Hours: M-F: 8:00 AM - 4:30 PM

Phone: (209) 588-5109

FAX: (209) 588-5330

Web: www.gocolumbia.edu/counseling

Email: cccounseling@yosemite.edu

Counseling Services at Columbia College are provided to the general student population and to special programs: EOPS/CARE, Disabled Students Programs and Services (DSPS), CalWORKs, Veterans and TRiO Student Support Services. (*Education Code Section 72620, Title 5, Section 51018; Board Policy 5110*)

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

DSPS (Disabled Students' Programs & Services)**Manzanita Building, Upper Level, Room 216**

Hours: M-Th: 8:00AM-5:30PM

F 9:00AM-4:30PM

Phone: (209) 588-5130

FAX: (209) 588-5058

Web: www.gocolumbia.edu/dsps

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

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

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

High Tech Center—The center gives students with a disability access to and training on adapted computer hardware and software, including the visually and mobility impaired. The software is intended to increase skill levels in reading, writing and math.

Additional Services—Vocational counseling, personal counseling related to academic concerns, academic advising, special equipment loan, liaison with campus and community resources and assistance with registration are among the additional services for students with disabilities.

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

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

Under *YCCD Board Policy 5140*, the Yosemite Community College District Board makes provisions for each College within the District to establish procedures whereby the substitution and/or waiver of certain college level courses is permitted for students with verified learning disabilities. Certain conditions must be satisfied before this option becomes possible for the student with a disability and guidelines must be followed. Please consult the Coordinator of the Disabled Student Program and Services department and/or the Special Programs Counselor for more information about both the conditions and guidelines that make such a request possible. (*Education Code Sections 67310, 84850, Title 5, Sections 56000 et seq.; YCCD Board Policy 5140*)

EOP&S (Extended Opportunity Programs & Services)**Manzanita Building, Upper Level, Room 216**

Hours: M-Th: 8:00AM-4:30PM

F 9:00AM-4:30PM

Evening hours scheduled each semester.

Phone: (209) 588-5130

FAX: (209) 588-5058

Web: www.gocolumbia.edu/eops_care

The primary function of EOPS is to make community college accessible to financially and academically disadvantaged students and to provide supportive services so that they may achieve their educational and career goals. EOPS applications are available in the EOPS office and online.

Eligibility Criteria—Student must be a California resident and have earned less than 70 Associate level course units. New EOPS students must enroll in a minimum of 12 units. (Some exceptions may apply.) Students must meet economic and educational criteria:

Economic Need—Eligibility for the Board of Governors BOG Waiver A, B or C with zero Expected Family Contribution (EFC).

Educational Need—Must qualify in one of the following:

1. Does not meet eligibility for degree applicable math or English (Assessment results placing you into MATH 601, MATH 602, or ENGL 650)
2. First generation college student (neither parent earned a Bachelor's Degree)
3. Did not graduate from high school or receive GED
4. High school grade point average below 2.5
5. Previously enrolled in high school or college remedial coursework
6. Primary language spoken at home is not English.
7. Underrepresented minority group as defined by district.

SERVICES AVAILABLE THROUGH EOP&S

Book Service—Assistance in funding the cost of required text books

Priority Registration—Special registration assistance

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

Direct Financial Assistance—EOPS issues semester EOPS grants for qualifying students as funds permit

Student Success Workshops—Offered each semester

University Transfer Assistance—Help in applying for admission to universities

Transportation Assistance—Parking permits or bus passes provided to qualifying students.

Textbook and Calculator Loan Program—for students enrolled in MATH 601, MATH 602, MATH 101, MATH 104, MATH 2, BIO 17, and GUIDE 1 (*Board Policy 5150; Education Code 69640-69656; Title 5 Sections 56200 et seq.*)

Financial Aid

Manzanita Building, Upper Level, Financial Aid Office

Hours: M-Th: 8:00 AM-5:30 PM

F 9:00AM-4:30PM

Phone: (209) 588-5105 *Last Names Beginning With A-L*

(209) 588-5272 *Last Names Beginning with M-Z*

FAX: (209) 588-5391

Web: www.gocolumbia.edu/financial_aid

Financial aid may be available for expenses that are directly related to attending college when these costs are more than students or their families can afford. The eligibility for most financial aid is based on financial need, which is determined by the Financial Aid Office from information submitted by the student and/or family on the Free Application for Federal Student Aid (FAFSA). Students are urged to complete applications by March 2 prior to each academic year in order to maximize the amount of financial aid they are eligible for. Applicants must also show satisfactory academic progress and be enrolled in or working toward a transfer, certificate, or degree objective and have not already earned a degree.

General information about grants is listed below but a more comprehensive list is available on the Financial Aid website. Various dollar amounts shown and regulations regarding financial aid are subject to change without notice due to governmental, state, and local requirement changes.

BOARD OF GOVERNORS FEE WAIVER (BOG)

Students may qualify to have enrollment fees waived if they or their parents are low income; are receiving TANF/CalWorks, SSI/SSP, or GA; or are a dependent of a deceased/disabled veteran. The BOG is only available to California residents and eligible AB 540 and AB 1899 students.

CALIFORNIA DREAM ACT

Students who do not hold a valid non-immigrant visa and who meet AB 540 requirements may complete the California Dream Act Application as opposed to the FAFSA which is for US citizens only. Awards available through the Dream Act are limited to state aid such as Cal Grants, Chafee Foster Youth Grant, and the Middle Class Scholarship and institutional aid such as the BOG.

FEDERAL PELL GRANTS

Pell Grants are federal grants to assist low and middle income students. The maximum Pell Grant is \$5,815 for the 2016-2017 year for a full-time student; however, students with exceptional financial need will qualify for a prorated amount based on their enrollment.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

FSEOG is another form of Federal aid is given to the lowest income students on a first-come, first-served basis (from when they submitted the FAFSA) due to the limited supply of funds. The maximum award at Columbia College is \$1,000 and is only available to students enrolled in 6 or more units.

CAL GRANTS

Cal Grants are awarded by the California Student Aid Commission (CSAC) and are categorized into types A, B, and C. Each type is awarded based on varying criteria, including financial need, GPA, and program of study, and award amounts vary by Cal Grant type. To apply, students must submit the FAFSA by March 2 prior to the year of enrollment and submit their verified GPA to CSAC.

CHAFEE GRANT

Awards \$5,000 per year to former foster youth who are California residents. They must have remaining financial need and meet certain age and Independent Living Program (ILP) requirements.

LOANS

Columbia College does not participate in any Direct or Federal Family Loan Programs.

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must meet Satisfactory Academic Progress (SAP) qualitative and quantitative standards in order to maintain eligibility for federal financial aid. SAP is assessed at the end of each semester after grades are posted. Students must maintain a cumulative grade point average of 2.0 and 67.7% completion rate for all attempted units. Failure to maintain either standard will result in the student being placed on financial aid warning. Two consecutive SAP assessments where students do not meet standards will result in disqualification from aid.

Students must also complete an eligible program within 150% of its published program length. For students pursuing an AA/AS or transfer program, the approved maximum time frame is 90 units (60 units for AA/AS x 150% = 90 units). For certificate programs, it is 150% of the approved program length required to complete the certificate. Students who exceed this maximum time frame are suspended from aid.

RETURN OF TITLE IV FUNDS (R2T4)

Per federal regulation (*34 CFR Parts 668, 682, and 685*), any student who receives financial aid funds and drops units or withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

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

RETAINING BOG ELIGIBILITY (NEW - FALL 2016)

Remain eligible for the BOG fee waiver by maintaining at least a 2.0 GPA and complete at least 50% of all courses attempted. Don't lose your BOG. See a counselor for assistance.

First Semester Experience

Manzanita Building, Upper Level, Counseling Services

Hours: M-F: 8:00 AM-4:30 PM

Phone: (209) 588-5109

Web: www.gocolumbia.edu/student_services/first_semester

Designed to boost success in pursuing college goals, the First Semester Experience Program is a unique learning community that provides a full course load of 12 units, consisting of Math 602 (Pre-Algebra), Guidance 100 (College Success) and English 151 (Preparation for College Composition), carefully scheduled within two days a week. The program connects students with essential student support services and provides a waiver of book costs for all courses. Eligibility requirements are assessment and placement into Math 602 and English 151 and willingness to work hard in a supportive environment. Enrollment is limited to 24 students. If you wish to be considered for this program, you will need to meet with a counselor for an interview and review of your assessment scores.

GED Testing Center (General Educational Development)

Manzanita Building, Upper Level, Room 213

Hours: M-Th: 8:00 AM-5:30 PM

F 8:00 AM-4:30 PM

Phone: (209) 588-5231

FAX: (209) 588-5337

Web: www.gocolumbia.edu/student_services/ged

Columbia College is an official General Educational Development Testing Center and provides the opportunity to obtain a GED certificate. For information about the testing schedule or to obtain GED transcripts and study options, go to www.ged.com. For additional information, call the GED Office at (209) 588-5148 or visit us at: www.gocolumbia.edu/student_services/ged.aspx.

In addition, the college offers a non-credit, open enrollment course to assist in preparing individuals to take the GED test. Course times and dates are listed in the online class search (SKLDV 700). Call Admissions & Records for information about enrolling in the course.

Health Services

Juniper Building, Room 2 (Moving to Pinon, Spring, 2017)

Hours: M-Th 9:00 AM-3:00P M closed for lunch 12:00-12:30 PM

Phone: (209) 588-5204

FAX: (209) 588-5240

Web: www.gocolumbia.edu/health_services

A registered nurse practitioner and a mental health counselor are available to provide health services to students. Students who are under age 18 must have a Health Services Consent for Treatment of Minors for medical and personal counseling services form signed by a parent or guardian filed in the health office in order to be treated on campus. These forms are part of the college admissions packages and are available on the college website, www.gocolumbia.edu. Click "Admissions," then "Student Online Forms."

Accidents and illnesses occurring on campus should be reported immediately to the college nurse, an instructor or administrator. Student health records are conditionally confidential following both HIPPA and FERPA guidelines. (Board Policy 5200)

A partial list of services covered by the health fee includes:

- First Aid for minor illness and injury
- Free over-the-counter medications
- Resting cot
- Mental health counseling
- Community referrals
- Drug and alcohol information and referrals
- Limited accident on campus insurance coverage

Job Placement

Manzanita Building, Upper Level Job Placement Office

Hours: M-Th: 8:00AM-5:30PM

F 8:00A-5:30PM

Phone: (209) 588-5312

FAX: (209) 588-5317

Web: www.gocolumbia.edu/student_services/job_placement

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

- Online resume writing software and tutorials
- Virtual Job Board with employment opportunities, on and off campus
- Job fair information
- Resume review

Library

Tamarack Hall

Hours: M-Th: 7:45 AM-7:45 PM
 F 7:45 AM-4:30 PM
 Phone: (209) 588-5179
 FAX: (209) 588-5121
 Web: www.gocolumbia.edu/library/

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

The library's collections include more than 35,000 print books, 16,000 electronic books, 15,000 print and electronic periodicals, 2,000 DVDs, 1,400 audio recordings including a recently digitized local oral history collection, 600 children's books, and 70 article and research databases. Eighty Windows and MAC computers with internet access are available for use during Library hours. Computers are loaded with accessibility hardware and software (including scanners), Computer Science and GIS programs (similar to those found in the Fir labs), and keyboarding programs. There is also a coin-operated photocopier and printer.

Through Interlibrary Loan, the Library can locate and borrow materials which are unavailable on campus. The Library staff are available for assistance in locating needed materials, whether from local, regional or national locations.

The Library is open when the College is in session: Mondays through Thursdays (7:45 a.m.-7:45 p.m.) and Fridays (7:45 a.m.-4:30 p.m.). It is closed on weekends and during school holidays. Changes to the Library's schedule are posted at the front entrance to the Library, and on the Library's web page: www.gocolumbia.edu/library

Library Fees/Fines

Loanable items	Maximum Loan Period	Overdue Fines*	Maximum fine per item
Books	3 weeks	.25/day	\$20
Magazines	1 week		
CDs and Cassettes	3 weeks		
DVDs and VHS	1 week		
2-hour reserve items	2 hours	\$.50 /hour	\$20
1-day Reserve items	1 day	\$5.00 /day	\$20
3-day reserve items	3 days	\$2.50 /day	\$20
1- week Reserve items	1 week	\$1.00/ day	\$20
Interlibrary Loan	various	\$1.00/ day	440

Replacement Fees

Lost items	replacement cost plus \$20 processing fee
Interlibrary loan lost items	replacement cost plus \$40 processing fee

Math Lab

Sequoia Building, Room 121

Hours: M-F: 8:00AM-4:30 PM
 Phone: (209) 588-5276
 Web: www.gocolumbia.edu/MRC

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

Manzanita Bookstore

Manzanita Building, Lower Level

Hours: M-Th 7:30 AM - 6:00 PM
 F: 7:30 AM-3:00 PM
 TEL: (209)-588-5126
 FAX: (209)-588
 Web: www.manzanitabookstore.com

Located in the Manzanita Building, the Bookstore carries textbooks, materials and supplies as required for classes. Also available are greeting cards, sundries, snacks, Claim Jumper logo apparel, backpacks, laptop and calculator rentals and many other items. Costs of textbooks and educational supplies vary with the types of programs, but costs normally range from \$200 to \$500 each semester. The Bookstore offers used books and rental textbooks to students at substantial savings, and conducts text book buy back at the end of each semester when students may receive money for their used books.

Students can also shop online conveniently for textbooks at www.manzanitabookstore.com or www.gocolumbia.edu and click on "Students," then "Bookstore." The Bookstore accepts MasterCard, Visa Discover, American Express and the Columbia College Convenience Card.

Middle College

Sonora High School Counseling Office

Hours: M-F: 8:00AM - 3:00 PM
 Phone: (209) 532-5511, ext. 124
 FAX: (209) 533-1159
 Web: www.sonorahs.k12.ca.us

Middle College offers high school juniors and seniors the opportunity to begin their college careers before high school graduation. A partnership between Columbia College and Sonora High School allows students to work toward an Associate's Degree, explore possible careers, or gain advanced technical training. Students from all area high schools who have demonstrated an ability to succeed academically are encouraged to apply. Applications can be found on the Sonora High School web page.

On-Ramp Program

Counseling Services, Manzanita Building, Upper Level

Hours: M-F: 8:00AM – 4:30PM
 Phone: (209) 588-5109
 email: cccounseling@yosemite.edu
 Web: www.gocolumbia.edu/counseling

The On-Ramp program is for new students or for students returning to school after a break attending school. The program includes CCTIS 210, Basic Computer Skills for College Success, GUIDE 107: Orientation to College, LIBR 101: Introduction to the Library, and SKDEV 690: Study Skills. These course sections are intentionally-connected so that the same students are enrolled in each section. This approach to enrollment has been shown to increase student success in the subjects and in college.

Outreach & Campus Tours

Ponderosa Building

Hours: M-F: 8:00AM – 4:30PM
 Phone: (209) 588-5111
 FAX: (209) 588-5330
 email: folettid@yosemite.edu
 Web: www.gocolumbia.edu/student_services/student_activities

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

If you are interested in booking an on-campus tour, or a request that a Columbia College representative visit a school or attend a community event, please call for scheduling and availability.

Parking

New purchasing process takes effect in Fall of 2016!

Daily permits: available at machines in parking lots 24 hours a day, 7 days a week
Semester permits: available online effective Fall 2016. See website for more information.
 Phone: (209) 588-5167
 FAX: (209) 588-5384
 Web: www.gocolumbia.edu/graduation/maps_and_parking.php

As authorized by California Education Code, Sec. 76360(a); a parking permit is required by anyone parking on campus Monday 7AM through Friday 5PM. Semester parking permits are purchased online at the link above with a credit or debit card. Contact the Business Office if you need to purchase a permit with cash or check. Daily parking permits are available at permit vending machines in the student parking lots and at the College Information Booth. Students must park in the designated student parking lots, unless utilizing Disabled spaces or Visitor parking. Staff parking is reserved for College Staff and guests of the College. (For more information on campus parking please refer to the pamphlet, Columbia College Campus Parking Regulations). The conduct of drivers, vehicles, and pedestrians on campus is governed by the Parking and Traffic Ordinances of the Yosemite Community College District. Violations of these ordinances are strictly enforced and subject to citation and fines.

Scholarships & Awards

Financial Aid, Manzanita Building, Upper Level

Amy Nilson, Director of Development
 Hours: M-Th: 8:00 AM-5:30PM
 F: 9:00AM - 4:30PM
 Phone: (209) 588-5105 *Last Names Beginning With A-L*
 (209) 588-5272 *Last Names Beginning with M-Z*
 FAX: (209) 588-5391
 Email: ccfscholarship@yosemite.edu
 Web: www.gocolumbia.edu/scholarships

The Columbia College Foundation works with dozens of community donors to offer more than 150 scholarships and awards to Columbia College students each year. Students must apply through the online scholarship application system. With one online application, students can apply for more than 80 opportunities. Scholarships and awards are available for all Columbia College students in all fields of study. Selection criteria and application deadlines vary and can be viewed on the scholarship web page at www.gocolumbia.edu/scholarship. Students can also get assistance with their applications at the Career and Transfer Center, Manzanita Building, Upper Level, Room 290.

Most scholarship applications are due in early December, with recipients notified in March and April. Students are encouraged to check the website often for new scholarship listings and deadlines.

Security and Safety

Public Safety Center

Hours: 24 Hours
EMERGENCY: Dial 911
 Campus Security: (209) 588-5167 or (209) 566-5476
 FAX: (209) 588-5384
 Web: www.gocolumbia.edu/safety

In compliance with the federal Clery Act, Columbia College publishes an annual security report. The report includes campus crime statistics and college security policies. The annual report is available each October at the campus security office or online at www.gocolumbia.edu.

Columbia College Security Officers are available 24 hours each day, seven days a week, providing assistance with security, emergencies, parking, escort services, lost and found property, and general information and assistance. Several emergency telephones are available to directly connect you with a security officer. In cases of an emergency or imminent danger, dial 911 or use any campus emergency call box and/or telephones (locations listed on the campus map on page 200).

Snack Bar

Manzanita Building, Lower Level (Foodservice truck during remodel for 2016-2017)

Hours: M-Th 7:30 AM - 6:00 PM
 F: 7:30 AM - 3:00 PM
 TEL: (209)-588-5321
 FAX: (209)-588-5280

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

Student Identification Cards

Student Center, Ponderosa Building

Hours: M-Th: 8:00AM-4:00PM

F 8:00AM-2:00PM

Phone: (209) 588-2174

FAX: (209) 588-5330

There is no charge to students for the student identification card. The same identification card will be used for each semester attended. New cards and validation stickers for the current semester can be obtained at the beginning of every semester from the Student Center, Ponderosa Building. A picture ID and current class schedule is required when requesting services, adding/dropping classes, use of math and computer open labs, the Academic Achievement Center and Business Office.

Students should carry their card with them while on campus. Contact the Student Center for processing dates, times and location at 588-2174

TRiO Student Support Service

Manzanita Building, Upper Level, Room 214

Hours: M-F: 8:00 AM-4:30PM

Phone: (209) 588-5066 or (209) 588-5145

FAX: (209) 588-5330

Web: www.gocolumbia.edu/trio

TRiO Student Support Services (SSS) is a federally-funded grant that serves first-generation, low-income, and/or students with a disability who are seeking a certificate, degree, and to transfer to a 4-year university. Our academic support network is designed to help students reach their goals of graduating and transferring in a timely manner with the highest GPA possible, the maximum financial and scholarship opportunities:

TRiO SSS provides a number of benefits to the student to help achieve these goals.

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

TRiO SSS applications are available in the upper level of the Manzanita Building, room 212, or on the website www.gocolumbia.edu/trio

- TRiO SSS Program Eligibility: (have at least one of these criteria, priority given to those who meet more than one)
- First-generation college student (neither parent completed a Bachelor's Degree)
- Low-income based on federal guidelines
- Have a disability verified through the DSPS office

All applicants **must** declare an educational goal of graduation from Columbia College and transfer to a university.

Veterans Benefits

Manzanita Building, Upper Level, Admissions & Records

Hours: M-Th: 8:00AM-5:30PM

F 9:00AM-4:30PM

Phone: (209) 588-5231

FAX: (209) 588-5391

Web: www.gocolumbia.edu/financial_aid/veterans_service

Veterans Benefits at Columbia College is authorized by the United States Department of Veterans Affairs and the California Department of Veterans Affairs to assist eligible military veterans in accessing the Montgomery GI Bill funding for their college education.

Veteran Services are available for:

- Disabled veterans
- Post-Vietnam era veterans who participated in payroll deduction programs
- Members of reserve units
- Post 9-11 veterans
- Dependents of disabled, deceased or retired veterans

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

The first step in activating benefits is to meet with the Columbia College Veterans Certifying Official. Please call to make an appointment. This process should be completed 30-120 days prior to the beginning of the term. Information regarding other documents that may be required is also available in the Veterans Benefits Office located in the upper level of the Manzanita Building, Admissions & Records.

Veterans Center

Toyon Building, Room 1

Office hours: M-Th: 8:00AM-6:30PM

Drop-ins: W, Th 8:30AM-11:00AM

Phone: (209) 588-2090 or (209) 588-5246

Columbia College Student Veterans Center provides services for student veterans and dependents that include: computers with Internet access and MS Office, printing services, and drop-in counseling with Dr. Brian Jensen (Toyon 5). A Veteran Student Ambassador staffs the center, and the Veterans Club regularly holds club meetings and other veteran outreach events.

Activities & Student Life

Get involved in college life and activities to enrich your learning and expand your sense of community

Associated Students of Columbia College (ASCC)

Student Center, Ponderosa Building

Hours: M-Th: 8:00-4:00 PM
F: 8:00-2:00 PM

TEL: (209)-588-5270 or (209) 588-5111

Web: www.gocolumbia.edu/student_life/leadership.php

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

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

The ASCC Student Senate is a self-governing body created to direct and coordinate student representation, extra-curricular activities, and to create a robust student life for Columbia College students. The Senate strives to enhance shared governance participation through the democratic process, following parliamentary procedure guided by Robert's Rules of Order and adhering to the Ralph M. Brown Act. Students are assured that their concerns, issues, and needs are expressed to the college administration. (Education Code Section 76060: Board Policy 5400)

Athletics

Oak Pavilion

Nathan Rien, Athletic Director
(209) 588-5180

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

Student Activities

Student Center, Ponderosa Building

Hours: M-Th: 8:00-4:00 PM
F: 8:00-2:00 PM

TEL: (209)-588-5270 or (209) 588-5111

Social events, club activities, community projects and cultural events are conducted through Student Activities. A \$5 per semester fee helps support these activities on campus.

Student Clubs and Organizations

Student Center, Ponderosa Building

Hours: M-Th: 8:00-4:00 PM
 F: 8:00-2:00 PM
 TEL: (209)-588-5270 or (209) 588-5111

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

ART STUDENTS LEAGUE

The students of the Art Students League meet with the intent to stimulate imagination, foster artistic vision and to create a world with art. The members fuel their artistic hunger through viewing galleries, museums, and exhibitions.

AUTO TECH CLUB

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

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

BIBLE CLUB

The Bible Club welcomes anyone interested the study the Bible; to model good citizenship and fellowship and to grow in their faith and knowledge while sharing God's word.

CEO CLUB (COLLEGIATE ENTREPRENEURS' ORGANIZATION)

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

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

CHESS CLUB

To bring together chess players who would like to share their hobby and interest in chess with each other. The Chess Club is open to any person with an interest in chess, regardless of his/her experience or playing ability.

CHILD DEVELOPMENT CLUB

The Columbia College Child Development Club strives to generate



Students in the Associated Students of Columbia College, the college's student governing body, are afforded many opportunities to lead and affect positive change for students at Columbia College, and sometimes for community college students across the state.

GENERAL INFORMATION

more opportunities for fellow child development students and families throughout our community while contributing to the education, individuality and wellbeing of children.

DEBATE CLUB

The Debate Club provides an extracurricular on-campus space for individuals particularly interested in the activities encompassed by intercollegiate complete forensics to fine-tune skills and prepare for competition with the support of classmates and advisors.

FORESTRY & NATURAL RESOURCES

The Forestry & Natural Resources Club enables students to meet, discuss, practice and share knowledge of forestry and natural resources. Members will serve Columbia College and Mother Lode communities, while giving real world practical experience to better prepare club members for future careers.

GAY STRAIGHT ALLIANCE

GSA strives to create a safe environment in schools for student to support each other and learn about homophobia, transphobia, and other forms of oppression. With a strong policy for acceptance, GSA is open to anyone who keeps a supportive attitude towards their peers.

POLITICAL SCIENCE CLUB

Political Science Club mission is to raise political awareness on campus of current political topics. To increase political discussion by expanding student's knowledge of politics at the local, state and national levels.

VETERANS CLUB

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

START YOUR OWN CLUB

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

The following requirements apply to all student organizations at Columbia College:

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



Student Center

Student Center, Ponderosa Building

Hours: M-Th: 8:00-4:00 PM

F: 8:00-2:00 PM

TEL: (209)-588-5270 or (209) 588-5111

Web: www.gocolumbia.edu/student_life/leadership.php

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

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

Student Housing

California Student Housing, LLC

TEL: (209)-533-3039

Web: californiastudenthousing.net/housing/

Columbia College and Yosemite Community College District do not own, operate, manage or maintain the student dormitories. Inquiries should be directed to Francis J. Pogacar, the Managing Member of California Student Housing, LLC, the owner of the dormitories.

Campus Bulletin Boards

Counseling Center, Manzanita Building, Upper Level, Administration

Hours: M-F: 8:00-5:00 PM

TEL: (209)-588-5132

FAX: (209) 588-5090

Posting of materials on bulletin boards can be done by students, faculty, staff or community members and must be stamped for approval in advance by counseling center staff. Posters may be dropped off at the Counseling Center in the upper level of the Manzanita Building for approval.

- Posters that promote services or classes for profit (excluding those by other accredited institutions of higher education) cannot be posted.
- Persons posting material are responsible for its removal immediately after the event.
- All materials will be removed within two weeks of posting date unless noted otherwise.
- Materials should not be affixed to glass, wood or metal surfaces, and posted only on bulletin boards or easels that are designated for public use only.
- Individuals or organizations who do not follow correct posting will have their materials removed.
- Bulletin boards on buildings are not for public use.

Campus Security/Crime Awareness

Campus Security Officers do not have law enforcement authority. Their role is to “observe and report” only. The Crime Awareness and Campus Security Act of 1990 requires institutions to publish an Annual Security Report. The report includes campus crime statistics and college security policies. The report is available at the Campus Security Office or online at www.gocolumbia.edu. The following are the campus crime statistics for January 1, 2012–December 31, 2014:

COLUMBIA COLLEGE REPORTED CRIME STATISTICS for Three Year Period 2012–2014

11600 Columbia College Drive, Sonoma, CA 95370

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
CRIMINAL OFFENSE															
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses Forcible	1	0	2	0	0	0	1	0	2	0	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	–	0	0	–	–	0	–	–	0	–	–	0	–	–	0
Dating Violence	–	0	0	–	–	0	–	–	0	–	–	0	–	–	0
Stalking	–	0	0	–	–	0	–	–	0	–	–	0	–	–	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapon Violations Referred for Discipline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Referred for Discipline	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Discipline	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Optional Total	3	0	2	2	0	0	1	0	2	0	0	0	0	0	0

HATE CRIMES

Activity	Total College & Student Housing			Columbia College			California Student Housing			Non-Campus			Public Property		
	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014	2012	2013	2014
HATE CRIMES															
All offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes of Race, Religion, Sexual Orientation, Gender, Disability, and Ethnicity/National Origin include the following offenses:

- Murder/Non-negligent manslaughter
- Negligent Manslaughter
- Sex Offenses – Forcible
- Sex Offenses – Non-forcible
- Robbery
- Aggravated Assault
- Simple Assault
- Burglary
- Destruction, damage, vandalism of property
- Motor Vehicle theft
- Arson
- Larceny-theft
- Intimidation

College Policies & Procedures

College and District policies on the following are contained herein:

- Nondiscrimination Policy & Complaint Procedures
- Sexual Harassment
- Student Code of Conduct
- Academic Integrity
- Children in the Classroom
- Drug-Free Campus
- Open Classes
- Selective Service
- Smoking on Campus
- Student Complaint Procedures

Nondiscrimination Policy and Complaint Procedures

Yosemite Community College District Board Policy 3410

It is the policy of Yosemite Community College District to provide an environment free of unlawful discrimination. Discrimination on the basis of ethnic group identification, religion, age, sex or gender, sexual orientation, color or physical or mental disability in the District's programs, activities and work environment is unlawful and will not be tolerated by the District.

The District strongly forbids any form of discrimination and has enacted complaint resolution procedures to recognize and eliminate unlawful discrimination.

References: 15 Education Code Section 66250 et seq.; 72010 et seq.; and 87100 et seq.; Title 5 Sections 53000 et seq. 16 and 59300 et seq.; Penal Code Section 422.55; Government Code Section 12926.1 and 12940 et seq.; 17 Accreditation Standard II.B.2.c

DISCRIMINATION DEFINITIONS

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

Religion includes all aspects of religious observance, practice and belief, including duties of the clergy or elders. A belief is religious if sincerely

held and, in the scheme of the believer, holds a place analogous to that filled by the deity of those people whose religion may be more orthodox or more widely accepted. (*22 California Code Section 98220*)

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

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

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

Sex Discrimination includes:

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

or practice relating to any other temporary disability except as otherwise provided by the Fair Employment Practice Act.

3. Any rule, policy, or practice which treats men and women differently for purposes of any program or activity on the basis of aggregate statistical characteristics of men or women, whether founded in fact, belief, or statistical probability is a discriminatory practice.
4. Any rule, policy, or practice or incident which conditions the receipt of any benefit upon entering into, or maintaining, a sexual relationship or participation in sexual activity or subjects a person to sexual harassment or intimidation such as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. (*22 California Administrative Code Section 98240, 98242, 98244*)

SEXUAL HARASSMENT

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

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

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

DISCRIMINATION INQUIRIES

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

Title IX

Vice President of Student Services
(209) 588-5132

Section 504

Vice President of Instruction
(209) 588-5107

ADA

Associate Dean of Student Equity & Success
(209) 588-5079

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

Es la regla del Yosemite Community College District no negar al estudiante acceso a ningún servicio, curso o actividad en base de raza, credo, nacionalidad, edad, sexo o impedimento. La falta del idioma inglés tampoco será un obstáculo para la matriculación.

DISCRIMINATION COMPLAINT PROCEDURES

Yosemite Community College District Board Policy 5530

The purpose of the Student Complaint Procedure is to provide students with a prompt and equitable means of seeking an appropriate resolution for alleged violations of student rights which are protected under the Non-Discrimination Policy and the Sexual Harassment Policy. Columbia College uses the same procedure and forms for filing complaints based on unlawful discrimination and sexual harassment. Complaints based on unlawful discrimination, including sexual harassment, may be filed against an instructor, an administrator, a member of the classified staff, or another student.

The Yosemite Community College District Discrimination and Sexual Harassment Procedure requires a student to use the informal procedure for resolving an alleged discrimination or sexual harassment complaint before invoking the formal procedure. The rights protected under these procedures include, but are not limited to, the policies of the Yosemite Community College District, Title VII of the Civil Rights Act of 1964, the Education Code of California Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

STUDENT COMPLAINT 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 actions of other students have recourse through the Student Code of Conduct procedures.

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

See the following pages for complaint procedures. >>

INFORMAL COMPLAINT PROCEDURE REGARDING UNLAWFUL DISCRIMINATION

A student complaining of unlawful discrimination shall, within 120 days of occurrence, meet with the Vice President of Student Services or his/her designee.

Students are advised to obtain written instructions for the filing of a complaint from the Vice President of Student Services or his/her designee.

The District has established the following internal procedure to resolve charges of unlawful discrimination including sexual harassment.

- A. The complainant shall use the informal procedure before using the formal complaint procedure.
- B. The complaint must be invoked within one year of the date on which the complainant knew or should have known of the facts underlying the allegations of unlawful discrimination.
- C. The process begins when the complainant meets with the Vice President of Student Services or his/her designee.
- D. The Vice President of Student Services or designee will fill out an interview form at that meeting.
- E. The Vice President of Student Services or his/her designee will notify the accused that the College has received a complaint naming the accused. The Vice President of Student Services or his/her designee shall also provide the accused with:
 1. the nature of the complaint(s);
 2. the opportunity of the accused to be interviewed and/or to provide a written response;
 3. the right of the accused to representation during the investigation.
- F. The Vice President of Student Services or his/her designee shall investigate the complaint which may include meeting with the complainant, the accused, and witnesses, as appropriate.
- G. After the Vice President of Student Services or his/her designee determines the appropriate resolution, the Vice President of Student Services shall meet with the complainant to discuss the complaint in an attempt to resolve the matter. The Vice President of Student Services or his/her designee shall inform the complainant of his or her right to invoke the formal complaint procedure, if the complainant feels the matter has not been properly resolved.
- H. The interview form, and any other documentation, shall become part of the official complaint investigation file if a complainant invokes the formal complaint process. If the complainant does not invoke the formal process, the Vice President of Student Services or his/her designee will determine whether to place a copy of the interview form in the student or personnel file belonging to the accused in accordance with applicable procedures.
- I. This informal procedure shall be completed within thirty (30) days of reporting of the original complaint. (See "To file a complaint" page 31.)

FORMAL COMPLAINT PROCEDURE REGARDING UNLAWFUL DISCRIMINATION

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

- A. The complaint shall be filed with the Vice President of Student Services or his/her designee.
- B. The complaint shall be filed in a manner prescribed by the Yosemite Community College District and the State Chancellor's Office.
- C. The complaint shall be filed within one year of the date of the alleged unlawful discrimination, or within one year of the date on which the complainant knew or should have known of the facts underlying the allegations of unlawful discrimination. The complaint may be filed any time after the informal process has ended but not later than thirty (30) days from initiating the informal complaint procedure.
- D. When the Vice President of Student Services or his/her designee receives a defective complaint, he/she shall notify the complainant of the defect.
- E. Upon receiving a properly filed complaint, the Vice President of Student Services or his/her designee will begin an impartial fact-finding investigation of the complaint. The complainant will be notified that the investigation has been initiated.
- F. The Vice President of Student Services or his/her designee shall notify the District Chancellor and the State Chancellor's Office that the complaint has been initiated.
- G. The Vice President of Student Services or his/her designee shall notify the accused of receipt of a formal complaint naming the accused and its general nature. In addition, the Vice President of Student Services or his/her designee will notify the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.
- H. When the investigation is complete, the College will attempt to resolve the complaint and will take such action as it deems necessary to correct the effects of the unlawful discrimination and to ensure that no unlawful discrimination will occur in the District.
- I. At the conclusion of the investigation, the Vice President of Student Services or his/her designee shall prepare a written report that includes:
 1. a description of the circumstances giving rise to the complaint;
 2. a summary of the testimony from witnesses;
 3. an analysis of any relevant data collected during the investigation;
 4. a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint; and

5. any other information deemed appropriate.
- J. Within ninety (90) days, the Vice President of Student Services or his/her designee shall complete the investigation and forward to the complainant and the accused:
1. a copy of the written investigation report; and
 2. a written notice setting forth:
 3. a determination of the District Chancellor or his/her designee as to whether discrimination did or did not occur;
 4. a description of actions taken, if any, to prevent similar problems from occurring in the future;
 5. the proposed resolution of the complaint; and
 6. the complainant's and the accused's right to appeal to the District Governing Board. (See the "To File a Complaint" overview on page 31.)

FINAL DISTRICT DECISION

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

- A. A complainant or an accused who is not satisfied with the determination made by the District Chancellor may appeal to the Governing Board by submitting a written appeal to the District Chancellor's Office within fifteen (15) days of the determination. The appeal must state the circumstances giving rise to the appeal, and the nature of the relief sought.
- B. The Governing Board shall review the original complaint, the investigative report, the administrative determination, and the appeal.
- C. Within forty-five (45) days of receipt of the appeal, the Governing Board will issue a final District decision. If a decision is not issued within forty-five (45) days, the District Chancellor's decision will become the final decision.
- D. A copy of the final decision shall be forwarded to the complainant and the accused, along with:
 1. In a case not involving employment discrimination, the complainant has the right to appeal the District final decision by filing a written appeal with the State Chancellor within thirty (30) days after the District issues its final decision.
 2. In cases of employment discrimination, the complainant may file a complaint with the Department of Fair Employment and Housing within thirty (30) days of the final decision.

Within one hundred fifty (150) days of receiving a formal complaint, the District will forward the following to the State Chancellor:

1. A copy of the final District decision.

2. A copy of the notice of appeals rights sent to the complainant.
3. Any other information that the State Chancellor may require.

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

DISCIPLINARY ACTION

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

FORMAL COMPLAINT INQUIRIES

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

Office of Civil Rights
U.S. Department of Education
 50 Beale Street, Suite 7200
 San Francisco, CA 94105
 415.486.5555

Department of Fair Employment and Housing
 2218 Kausen Drive, Suite 100
 Elk Grove, CA 95758
 916.478.7251

Chancellor, California Community Colleges
 1102 Q Street
 Sacramento, CA 95811
 916.445.8752

GENERAL INFORMATION

1. The written complaint originally submitted shall be the only complaint considered during the proceedings. Additional charges constitute a separate complaint and must be filed accordingly.
2. A complaint may be withdrawn by the student at any time. However, the same complaint shall not be resubmitted.

To File a Complaint:

If you have a complaint or question regarding:	Go here first:	This person will make the final decision
Academic Matters	Instructor of the course	Dean of Arts & Sciences, Dean of Career Technical Education
Academic Probation or Dismissal	College Policy, Catalog	Vice President of Student Services
Admissions	Registrar (Admissions & Records)	Vice President of Student Services
Advanced Registration	Registrar (Admissions & Records)	Vice President of Student Services
Attendance	Instructor	Dean of Arts & Sciences, Dean of Career Technical Education, or Vice President of Student Services
Counseling	Counselor	Vice President of Student Services
Discipline	Vice President of Student Services	College President
Discrimination, Unlawful	Vice President of Instruction	College President
Fee Payments or Refunds and Non-Resident Tuition	Vice President of Student Services	Vice President of College and Administrative Services
Financial Aid	Director of Financial Aid	Vice President of Student Services
Library	Librarian	Vice President of Student Services
Matriculation	Associate Dean of Student Equity and Success	Vice President of Student Services
Residency Determination	Registrar (Admissions & Records)	Vice President of Instruction
Security and Parking	College Policies	Vice President of College and Administrative Services
Sexual Harassment, Informal	Vice President of Student Services	See Informal/Formal Procedures
Sexual Harassment, Formal	Vice President of Student Services	District Chancellor
Special Accommodations	DSPS Coordinator/Learning Disabilities Specialist	Associate Dean of Student Equity and Success
Student Records	Registrar (Admissions & Records)	Vice President of Student Services
Waiver of Academic Requirements	Academic Requirements Review Committee (Admissions & Records)	Vice President of Student Services
Withdrawal (late)	Registrar (Admissions & Records)	Vice President of Student Services
Matters Not Listed	College Policy or Appropriate Staff	Appropriate Staff Supervisor

Student Code of Conduct

Yosemite Community College District Board Policy 5500

About the Code of Conduct

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

Causes for Discipline

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

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive is forbidden, unless, in the case of possession of any object of this type, the student has obtained written permission from a specified college representative and the college president to possess the item.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Causing or attempting to cause damage to district property or to private property on campus.
6. Stealing or attempting to steal district property or private property on campus, or knowingly receiving stolen district property or private property on campus.
7. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.
8. Committing sexual harassment as defined by law or by district policies and procedures.
9. Engaging in harassing or discriminatory behavior based on race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status or sexual orientation or any other status protected by law.
10. Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
11. Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district or on campus.
12. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
13. Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
14. Dishonesty; forgery; alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the district.
15. Unauthorized entry upon or use of college facilities.
16. Lewd, indecent or obscene conduct on district-owned or controlled property, or at district-sponsored or supervised functions.
17. Engaging in expression which is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful district administrative procedures, or the substantial disruption of the orderly operation of the district.
18. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
19. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure.

Penalties for Misconduct

DISCIPLINARY ACTION

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

1. **Reprimand** – A verbal or written warning to cease and desist from conduct that has been determined to violate the Standards of Conduct. A record of the fact that a reprimand has been given may be retained as part of the student's discipline record for the period of one year. The reprimand is considered in the event of future violations during the period of retention. It is the student's responsibility to request that the record be removed upon expiration of the period of retention.
2. **Removal of Student From Class or Facility** – For good cause, an Instructor may order a student removed from class and an Administrator may order a student removed from a facility. The student shall not be allowed to return to class or the facility without concurrence of the Instructor or Administrator.
 - a. Removal from class – Removal shall be for a maximum period of two class sessions, which shall be the day of the removal and the next regular class meeting.
 - b. Removal from Facility – Removal shall be for a maximum period of two days, which shall be the day of the removal and the next day.
3. **Discretionary Sanctions** – Work assignments, essays, service to the College, or other related discretionary assignments which may include:
 - a. Loss of Privileges – Denial of specified privileges for a designated period of time.
 - b. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
4. **Disciplinary Probation** – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes:
 - a. Conditions imposed that must be met within the designated timeframe
 - b. The probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
5. **Suspension** – Involuntary removal of a student, for good cause, from one or more classes or from the College by action of the Student Conduct Officer or Student Conduct Hearing Panel for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified. A student placed on suspension from all classes and activities of a College may not enter College premises nor be enrolled in any College or program in the District for the period of suspension and is subject to arrest if found to be on the premises. (Penal Code 28 §626.2)
 - a. Short-Term Suspension: Removal from one or more classes for a period of up to 10 consecutive days.
 - b. Long-Term Suspension:
 - i. Removal from one or more classes for the remainder of the academic term;
 - ii. Removal from one or more classes for one or more academic terms; or
 - iii. Removal from all classes and activities of the College for one or more academic terms.
6. **Expulsion** – Permanent separation of the student from the District.
 - a. A student may be expelled for good cause where other means of correction have failed to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of students or others.
 - b. Disciplinary action of expulsion may only be recommended by a Student Conduct Hearing Panel or the Chief Student Services Officer.
 - c. The recommendation to expel a student shall be made to the College President.
 - d. Only the Board of Trustees may expel a student.

Academic Integrity Policy

As defined by the Columbia College Academic Senate

Due Process

The student disciplinary procedure is an administrative process used to review alleged student conduct violations. Findings will be based upon a preponderance of the evidence.

The following due process procedures will be followed:

1. Student will be given written or oral notice of the alleged violation.
2. Student will be given an opportunity to respond to the allegations.
3. Vice President of Student Services or designee will investigate and notify the student of the findings and disposition of the case.
4. The investigation will be completed within 15 days.
5. All disciplined parties will have the right to appeal.

APPEALS

1. The student must notify, by phone or in writing, the Vice President of Instruction within 24 hours of the notification of findings and disposition if he/she plans to appeal the decision.
2. The student shall have five (5) days from the date he/she receives notice of the decision to file an appeal with the Vice President of Instruction. Appeal forms are available in the office of the Vice President of Instruction.
3. Using the appeal form, the student must submit a concise statement based on new evidence or procedural error in interpretation of the evidence to the President of the College or designee.
4. The student shall receive notice of the determination of the President of the College within 10 days. The decision of the President or designee shall be final.

The following CANNOT be appealed:

1. Short-term suspension of five school days or less, and lesser sanctions.
2. Short-term removal by a College instructor.
3. Disciplinary probation for a period of one year or less.
4. Written or verbal reprimand.

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

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

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

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

MAINTAINING ACADEMIC INTEGRITY

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

1. Academic areas may develop a statement of the application of the Academic Integrity Policy in their courses; and
2. Each faculty member is encouraged to include in his/her introduction to a course:
 - a. A statement of the application of the Academic Integrity Policy within his/her course
 - b. The statement notifying students that violations of the Academic Integrity Policy will be reported.

VIOLATIONS

- **Cheating**—Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise; misrepresenting or non-reporting of pertinent information in all forms of work submitted for credit or hours.
- **Facilitating Academic Dishonesty**—Intentionally or knowingly helping, or attempting to help, another to violate a provision of the institutional code of academic integrity.
- **Plagiarism**—The deliberate adoption or reproduction of ideas, words or statements of another person as one's own, without acknowledgment. This includes all group work and written assignments.

CONSEQUENCES

Consequences for violation of the Academic Integrity Policy may range from partial credit to no credit on an examination or assignment.

DUE PROCESS PROCEDURAL SAFEGUARDS

Violations of this policy may also violate the Student Code of Conduct. If this occurs:

1. Student shall be given notice by the faculty member in charge of the class or the activity.
2. Student shall have an opportunity to respond to the allegation.
3. Student shall have the right to appeal to the appropriate Dean of Instructional Services.
4. Violations of the Student Code of Conduct will be handled in accordance with the Disciplinary Action described in the Student Code of Conduct. Discipline may range from reprimand to expulsion.

IMPORTANT THINGS TO KNOW

1. No fees paid by or for a student shall be refunded for the term in which he/she is suspended.
2. The student charged with a violation shall be regarded as innocent until the contrary is established by a preponderance of the evidence.
3. Records of disciplinary action shall be kept in a separate file from the academic or grade records for a period of time not to exceed five years.
4. If the student is a minor, the Vice President of Student Services or designee shall notify the student's parent or guardian of any disciplinary action and consequences. (*Education Code 76032*)
5. All references in this document to "days" shall refer to days when classes are in session, excluding weekends and Fridays during the summer term.



Other College Policies

Children in the Classroom

Children may not attend classes at any time.

Domestic Animal Policy

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

Drug-Free Campus Policy

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

Open Class Policy

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

Exception to this policy will be made where health, safety, legal requirements, or the facility is a limiting factor in the delivery of the course. Students who are denied enrollment by this policy may appeal to the Vice President of Instruction. (*Title 5, Section 51820, 51823 (F), 58106 et seq, Board Policy 4-8059*)

Selective Service Registration

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

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

Smoking on Campus

Yosemite Community College District Board Policy 3570

Due to the high fire danger during much of the year, College policy restricts smoking activity to limited areas on campus. Smoking is only permitted in designated smoking areas which are available in the vicinity of all campus buildings. (*Board Policy 3570*)

Academic Policies & Procedures

Course Numbering System

A college's course numbering system establishes what types of courses are being taught by the institution. The course number range indicates the content of the course, and what sort of meaning it has when earning an associate degree, transferring to a four-year college or university associate degree, as well as for career preparation or strengthening pre collegiate skills. Columbia has adopted the following course numbering system.

NUMBER RANGE	TYPE OF COURSE
1-99	BACCALAUREATE DEGREE/TRANSFER LEVEL <i>Designated baccalaureate-level courses, transferable to four-year institutions and applicable to Associate Degree</i>
70/170/270	SPECIAL TOPICS <i>Instruction on a special topic within a broader discipline area (such as child development). Lecture and/or laboratory hours, units of credit, repeatability, and transferability may vary by offering. Check with the school to which student is transferring.</i>
94	HONORS COURSES
98/198	EXPERIMENTAL COURSES <i>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 posted on class search connectcolumbia. Experimental courses may be repeated for credit with different topics only. For UC campuses, these courses may transfer for elective or other credit and will not fulfill requirements unless pre-authorized. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.</i>
99/199	INDEPENDENT STUDY COURSES (Not listed, but available) <i>Independent research and study of specialized areas/topics not currently offered as Columbia College courses. Limitations apply. See page 41 and a counselor for more information. For UC campuses, these courses may transfer as electives or other credit as pre-authorized by the transfer school. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.</i>
100-199	ASSOCIATE-DEGREE APPLICABLE COURSES, NOT INTENDED FOR TRANSFER <i>Applicable to the Associate Degree; not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities</i>
200-299	OCCUPATIONAL SKILLS DEVELOPMENT COURSES <i>Not applicable to Associate Degree</i>
300-399	NON-CREDIT, NON-GRADED, NON-BASIC-SKILLS COURSES
400-499	NON-CREDIT, NON-GRADED, SUPPLEMENTAL LABORATORY COURSES
500-599	VOCATIONAL COURSES NOT INTENDED FOR TRANSFER OR MAJOR; <i>units may be used as elective credit to fulfill the 60-unit requirement for associate degree</i>
600-699	CREDIT, BASIC SKILLS, NOT TRANSFERABLE, NOT ASSOCIATE DEGREE-APPLICABLE COURSES
700-799	NON-CREDIT, NON-GRADED, BASIC SKILLS COURSES

Academic Freedom (Faculty)

Recognizing that academic freedom is essential to the pursuit of truth in a democratic society, the District adheres to the following principles: Faculty shall be free:

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

While faculty have the right to present ideas and conclusions which they believe to be in accord with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views. (*Board Policy 6030, Title 5, Section 4030*)

Academic Freedom (Students)

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

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

Catalog Rights

A college curriculum-its courses and award requirements- changes over time. For this reason, students are given *catalog rights* to the catalog in place at the time the student completes the first course(s) at the college, so long as that student's conforms to the definition of *continuous attendance*. This means that:

- Associate degree, General Education breadth pattern, certificate of achievement, and skills attainment requirements published in this catalog are in effect for students completing courses for the first time in Summer term 2016, and are valid through the 2019-20 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.
- The student is only responsible for adhering to the policies and academic requirements published in that designated catalog for the academic year in which the student completes the first credit course.
- *Continuous attendance* is defined as completion of at least one credit course per academic year at Columbia College. Attendance at other colleges is not included in determining catalog rights at

Columbia College. (*Exception: Attendance at another Yosemite Community College District college may be accepted.*)

- A student has only *four continuous academic* years to complete the requirements for graduation with an Associate Degree, Certificate of Achievement or Skills Attainment Certificate as defined in the catalog.
- A student who has not met the educational goal at the end of the four years must select the subsequent catalog and is responsible for any changes in requirements.
- When a student petitions to graduate he or she may choose to use a more recent catalog than the one in place at initial date of enrollment at Columbia College for all associate degree requirements. However, once a catalog has been selected, that catalog is used for all degrees and certificates awarded during the academic year.

Unit of Credit

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

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

Prerequisites/Co-requisites/Recommended for Success

Columbia College has a prerequisite policy that may be found in the Office of Instruction, located in the upper level of the Manzanita Building.

- **Prerequisite** is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- **Co-requisite** is a condition of enrollment consisting of a course that a student is required to take simultaneously in order to enroll in another course.
- **"Recommended for success"** indicates preparation that a student is advised, but not required, to take before enrolling in a course or program.

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

COURSE PREREQUISITE AND CO-REQUISITE CHALLENGE INFORMATION

A student may challenge a prerequisite or co-requisite under one or more of the criteria listed below.

The prerequisite or co-requisite is:

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

OR

- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or co-requisite
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or co-requisite has not been made reasonably available.

PREREQUISITE CHALLENGE PROCEDURE

A Petition for Prerequisite/Co-requisite Challenge can be found on the Admissions website under Student Online Forms. Submit the completed petition with documentation materials to the Admissions & Records Office. The College shall resolve any challenge within 10 working days from the time it is filed provided that the student initiates the challenge not less than two weeks prior to the beginning of the semester. Please note that a prerequisite waiver may not exclude that course from the major requirement.

Course Articulation with Other Colleges

Columbia College articulates many of its courses with other public two- and four-year colleges and universities. This means that courses taken at Columbia can transfer to other colleges for associate degree or bachelor's degree credit. Please ask your counselor for information related to agreements which identify courses that will transfer and those that meet lower-division preparation for the major.

Grading System

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

Columbia College Grading System

A	Excellent
B	Good
C	Satisfactory
D	Passing, less than satisfactory
F	Failure
W	Withdrawal from Course
I	Incomplete
P	Pass (at least satisfactory) NOTE: This grade cannot be changed to a letter grade
NP	No Pass (less than satisfactory). NOTE Cannot be changed to a letter grade
IP	In-Progress

SATISFACTORY COURSE COMPLETION

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

IP (IN PROGRESS)

IP is a grade symbol for a class that is scheduled to extend beyond the end of the semester (a bridge class), e.g. course begins November 6 and ends February 1; semester ends December 18.

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

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

Challenging Grades

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

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

1. The student shall meet with the instructor to discuss the grade.
2. If the issue is not resolved, and the student believes that the grade is based on mistake, fraud, bad faith, or incompetency, he/she may complain in writing to the appropriate Dean for the discipline involved. Student complaint forms for written complaints are available in the Dean's Offices in the Manzanita Building or on the college website.
3. The complaint will be reviewed by the appropriate Dean and the student will be notified in writing of the decision.
4. Appeals may be made to the Vice President of Instruction or his/her designee.
5. The decision of the Vice President of Instruction or his/her designee is final.
6. A student challenge to a final grade received in a class must occur within two academic years from the time the grade is received.

(Education Code Section 76224)

Course Substitution or Waiver

Request for waiver or substitution of any graduation requirement must be petitioned to the Academic Requirements Review Committee. This petition can be found on the Admissions and Records website www.gocolumbia.edu/admissions.

Adding a Course

Prior to the start of the semester, students may add a class online at: www.gocolumbia.edu. Call the HelpDesk at 588-5385 for assistance. Identify yourself as a Columbia College student when getting assistance from the HelpDesk staff.

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

dates for each of your classes.

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

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

Students who are on a probationary or dismissal status must have a counselor's signature on the Add Slip and must register at the Admissions & Records Office. Students attempting to register for over 18 units during a fall or spring semester, or 12 units during a summer session, must have a counselor's signature on the Add Slip and must register for these units at the Admissions & Records Office. Distance education students may call for assistance (209) 588-5231.

Course Auditing

Course auditing is available to individuals who have completed the allowable number of enrollments in a specific course. Students enrolled in classes to receive credit for ten (10) or more semester credit units shall not be charged a fee to audit three (3) or fewer semester units per semester. Call the Business Office at 588-5114 for information on the cost to audit a course.

No student auditing a course shall be permitted to change his or her enrollment to receive credit or a grade for the course. Enrollment priority shall be given to students enrolled in the course for credit toward a degree, certificate, or transfer. Please contact the Admissions & Records Office for further information and to obtain the required form. (*Board Policy 4070; Education Code Section 76370*)

Dropping a Course

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

- Course Deadlines: See a copy of your Class Schedule for exact date.
- Prior to last day to drop without a "W," no grade or course title will appear on the official transcript.
- From the first day of the third week to 75% of the semester a "W" symbol will appear indicating withdrawn.
- No student drops are allowed after 75% of the term.
- Dropping a class may affect your financial aid award and future eligibility, even if you do so prior to the drop deadline. Please contact your Financial Aid Technician prior to dropping a class.

FOR LESS THAN FULL SEMESTER CLASSES:

Copies of the student's class schedule contain all important dates for each course in which the student is enrolled. Students may print copies of their schedule from connectColumbia.

It is the student's responsibility to drop. Web transactions can be audited to determine the date and time and method used to drop a class. Registration, Add and Drop Slips submitted to the Admissions & Records Office are maintained for two years. *For refund information, please see page 48.*

Military Withdrawal

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

Repetition of Courses

- Only designated courses may be repeated for credit. See course descriptions for limitation on course repeatability. Registration will not be allowed when a student reaches the limit. Refer to course auditing information.
- Students who have successfully completed a course the allowable number of times for credit may take the course under the category of **auditing**. All credit students will be given first priority and auditors will be admitted based on available space only after the first class meeting.
- Auditors will be required to adhere to all course and college policies, procedures, requirements and regulations. For more information concerning the guidelines and fees, contact the college Admissions & Records Office.
- Special classes for disabled students and adaptive physical education classes for disabled students are subject to additional repetitions in accordance with Title 5, Section 56029.
- Courses may be repeated where standard work has not been recorded if the course is needed to meet legally mandated training requirements. Students must petition to enroll, providing documentation verifying that the course is required or mandated for their job.
- If the course is repeated at another institution, the student must provide the Transcript Evaluator with an official transcript from the transfer institution. If the course is determined equivalent to the Columbia College course, the repetition notation will appear on the Columbia College transcript.
- Courses taken "Credit by Examination" may NOT be repeated.

WITHDRAWAL LIMITS

Students are limited to receiving no more than two standard grades from any course taken within the Yosemite Community College District. Since this state regulation includes courses taken at Columbia College and/or Modesto Junior College, standard grades earned in courses that have been determined to be equivalent to each other (see "Columbia College/Modesto Junior College Equivalent Courses" on page 56) count toward the second attempt. A "W" counts as an enrollment attempt. Students who have been blocked from enrollment in a course because they have reached the limit of two standard grades should discuss options with a counselor.

REPETITION OF COURSE FOR IMPROVEMENT OF GRADE

Per *Title 5, Section 55042* and District Procedure on Repetitions, a student who has earned a grade of D, F, NP or W in a non-repeatable course taken in the Yosemite Community College District may repeat the course once for the purpose of grade improvement. This allows a student a maximum of two attempts to successfully complete the course. A “W” counts as the one attempt to improve the grade. The most recent completion (grade, grade points, and units) will replace the earlier course, even if the more recent completion results in a lower grade.

A student who earns a substandard grade in a non-repeatable course two times must discuss enrollment possibilities with a counselor. Should a student be approved to enroll a third time, the counselor may require that the student limit total units, participate in tutoring, or participate in other student success initiatives. The third completion will replace the second completion, even if the third completion results in a lower grade.

Students may be approved to repeat a class after three attempts only if a documentable extenuating circumstance exists relating to the third enrollment. Examples of extenuating circumstances are accidents, serious illness, death in the family, evidence of caretaking responsibilities, or a verified disability. Documentation is required to support circumstances that relate specifically to the dates of the last attempt. Students will be allowed to enroll in the class on a seats available basis only. The units, grade, and grade points that may result from this enrollment will not be used to replace the previous substandard completion.

(*Title 5, Sections 58161, 55040, 55041, 55043, 55045*)

Remedial Coursework Limit

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

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

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

(*Title 5, Section 55035*)

Health and Human Performance Enrollment Restriction

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

Incomplete Grades

- An incomplete grade “I” may be given for an unforeseeable emergency and justifiable reason if a student does not complete all requirements of a course.
- An incomplete grade can be issued only when the student is lacking a small amount of work.

- Responsibility for removal of an incomplete grade within the time granted by the instructor rests with the student.
- An incomplete grade must be made up by the date designated by the instructor on the Incomplete Grade contract, but in no case later than one year from the term in which the “I” was issued. The student will receive a copy of the Incomplete Grade contract.
- 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 form.
- Instructors will submit to the Admissions & 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 coursework, the instructor will assign the appropriate grade and notify the Admissions & Records Office. The incomplete grade “I” will be replaced with the appropriate grade and the student will receive notification of the grade.
- Students are not eligible for a degree, Certificate of Achievement or Skills Attainment Certificate if one or more of the required classes has a notation of “incomplete.”
- For financial aid satisfactory academic progress purposes, units from a course for which a student has received an incomplete grade “I” are considered to be attempted but not completed until the grade is updated to a grade of A, B, C, D, F, P, NP, or W.

Academic Renewal

Subject to the following conditions, up to 24 semester or 36 quarter units of substandard grades (Ds, Fs and NPs), 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 15 semester units with at least a 3.0 cumulative GPA, 30 semester units with at least a 2.5 cumulative GPA, or 45 semester units with at least a 2.0 cumulative GPA at any accredited college or university. These units do not have to be lower division units, **AND**
2. At least 2 calendar years must have elapsed since completion of the course to be alleviated.
3. A repeated course that has resulted in a satisfactory grade cannot be removed.
4. The work to be removed does not include courses previously used to establish eligibility for transfer, associate degrees, or certificates.
5. The student’s permanent record will be annotated in such a way that all work remains legible ensuring a true and complete academic history. Columbia College will honor similar policies of accredited colleges and universities, but other transfer institutions may reject academic renewal action.
6. The student must submit a request for Academic Renewal Evaluation to the Admissions & Records Office. Forms are online at www.gocolumbia.edu. Click on “Admissions,” then “Student Online Forms.” (*Title 5, Section 55044; Board Policy 4240*)

99/199 Independent Study Courses

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

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

CONDITIONS

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

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

LIMITATIONS

The following limitations apply to Independent Study courses:

- Registration is restricted to one Independent Study course per semester.
- An overall maximum of seven units of credit completed will be allowed for Independent Study.

Students who intend to transfer are advised that Independent Study credit will count for elective credit only at the CSU campuses. Independent Study credit may not fulfill either major or general education breadth requirements at UC/CSU campuses. UC campuses require pre-approval for an Independent Study for elective credit.

Pass/No Pass Grading (P/NP)

- Some transfer institutions will not accept Pass/No Pass (P/NP) grading symbols.
- A student may choose a Pass/No Pass (P/NP) option in courses for which letter grades are issued.
- A student has 30% of the length of the course to submit the Pass/No Pass grading option form. (*California Administrative Code, Title 5, Section 55752*)
- A student has 30% of the length of the course to rescind the written form.
- Student performance equivalent to A, B, or C work will equate to a Pass (P) grade.
- Student performance equivalent to D or F work will equate to a No-Pass (NP) grade.
- A P or NP grade will be recorded on a student's transcript.
- A P or NP grade may not be converted to a letter grade.
- Pass (P) units may not be applied toward a student's major for the Associate Degree nor toward completion of a certificate program or Skills Attainment Certificate unless the course is offered for P/NP grading only.
- Pass (P) units are accepted toward completion of the general education requirements for the Associate Degree.
- P/NP units are not computed in determining a student's grade point average at Columbia College.
- Units attempted for which NP is recorded are counted in determining progress probation and progress dismissal.
- The maximum number of credit semester units, earned under the P/NP grading option, that may be counted toward the 60 unit requirement for an Associate Degree is 14.
- Courses offered for P/NP grading only are excluded from the

maximum of fourteen units counted toward the Associate Degree.

- Students may only opt for P/NP grading in one class per semester.
- For courses designated as P/NP grading only, there is no limit to the number of courses in which enrollment is allowed each semester.
- A student can obtain the Pass/No Pass grading form on the web at www.gocolumbia.edu. Click on "Admissions" then "Student Online Forms." The form must be returned to the Admissions Office on or prior to the deadline. Mailed or faxed forms received after the deadline will not be accepted.
- Exception to the P/NP standards must be petitioned to the Academic Requirements Review Committee.

Credit by Examination (Course Challenge)

A student may challenge certain specifically designated courses by examination and obtain credit. Grades and grade points are entered on the student's transcript of record in the same manner as for regular courses of instruction. This course will be noted on the student's official transcripts with "CBE" to indicate credit by exam. The intent of this provision is to enable students to pursue courses of study at an accelerated rate. In addition, it recognizes training or experience for which credit or advanced standing was not previously granted. (*Title 5, Section 55050, Board Policy 4235*)

CONDITIONS AND LIMITATIONS

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

Course excluded from credit by examination:

- Pre-collegiate level courses
- Basic Skills courses
- Laboratory courses
- Activity courses

Credit by Examination courses must be awarded a letter grade (A, B, C, D, F) except for courses that have only Pass/No Pass grades (P/NP) only.

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

ELIGIBILITY

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

PROCEDURE

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

Advanced Placement (AP) Examination Credit

1. Students must be enrolled at Columbia College to receive credit for AP exams
2. Official score reports from the College Board AP Program must be sent to the Admissions & Records Office at Columbia College. The College will not accept copies of the report. Students can obtain official score reports by calling (888) 225-5427 (toll free).
3. Students will be granted credit for AP scores of 3, 4, or 5 in the specific areas indicated on the chart on pages 64 of this catalog.
4. Units earned by AP exams can be used to meet IGETC and CSU GE Breadth requirements. See a college counselor for exceptions and restrictions.

College Level Examination Program (CLEP)

Columbia College accepts limited credits from the Credit for College Level examination (CLEP). See a counselor for more information.

College Credit from Other Institutions

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

Columbia College does not evaluate international transcripts. Lower division courses will be accepted if recommended by the Credentials Evaluation Service, Inc., P.O. Box 66940, Los Angeles, CA 90066, or the Foreign Educational Document Services, P.O. Box 4091, Stockton, CA 95201. The cost of the evaluation is the responsibility of the student.

In accordance with District policy, official college transcripts received by Columbia College will be evaluated for college credit. Transcripts received become the property of Columbia College.

Course Substitution Policy

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

Columbia College does not evaluate international transcripts. Lower division courses will be accepted if recommended by the Credentials Evaluation Service, Inc., P.O. Box 66940, Los Angeles, CA 90066, or the Foreign Educational Document Services, P.O. Box 4091, Stockton, CA 95201. The cost of the evaluation is the responsibility of the student.

In accordance with District policy, official college transcripts received by Columbia College will be evaluated for college credit. Transcripts received become the property of Columbia College.

The elective unit requirement may be met with courses from regionally accredited colleges and universities without further evaluation.

Program and general education requirements may be met with courses from regionally accredited colleges and universities after being evaluated through the course equivalency or course substitution process, which includes use of C-ID designations

Credit for Military Service

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

- Waiver of General Education, Area E requirement
- Two semester units of elective credit and waive institutional physical activity requirements for graduation.
- Credit for military service schools in accordance with credit recommendations published by the American Council on Education.
- Credit for certain USAFI lower division college level courses. Provisions for granting credit to armed forces personnel and veterans are subject to the following conditions:
 - At least 12 semester units of work must be completed at Columbia College before a student may receive credit.
 - Credit will not be granted for military service or military service schools where comparable units have been earned in courses previously taken.
 - A maximum of 20 units of military coursework including the 2 units awarded for the activity graduation requirement will be accepted as transfer credit.
 - Credit granted to armed forces personnel and veterans by another institution is subject to re-evaluation by Columbia College.

Earning Multiple Associate Degrees

More than one Associate Degree may be awarded to a student who completes all requirements for an associate degree plus 12 extra units (72 or more total semester units). A course may only be used to meet the requirements for two different majors when no other course selections are available and the course is required in both majors. The same catalog year must be used when applying for multiple degrees in the same semester.

Academic Requirements Review Committee

A petition process is available to students through the Academic Requirements Review Committee. Should there be a question regarding course waivers, course substitution, or exceptions to academic standards established by the College, students may petition for review to this committee. Contact the Admissions & Records Office for procedures.

Classification of Students

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

FULL-TIME—Registered for 12 or more units per semester

FRESHMAN—Fewer than 30 degree or transfer units completed

SOPHOMORE—30 or more degree or transfer units completed

FINANCIAL AID—Twelve (12) units is considered to be full-time status for students enrolled Summer, Fall or Spring.

Total units required for completion of an Associate in Arts, Associate in Science, is 60 units. Units earned in Skills Development classes (courses numbered 200 and above) are not counted as part of this 60 unit requirement.

Attendance Policy

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

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

Absence from the first class meeting may cancel registration in the course. An instructor may drop a student if the student is not in attendance on the first day of class.

Be sure to check the course syllabus (distributed at the beginning of each course), or contact your instructor. Remember, you're in charge—it is your responsibility to prepare for and attend class.

Unit Load

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

Final Examinations

Students are responsible for taking final examinations at the time scheduled unless prior arrangements are made with the instructor. The final examination schedule can be viewed at www.gocolumbia.edu/admissions/finalexaminationschedule. Final grades are considered permanent. The determination of instructor issued grades are final in the absence of mistake, fraud, bad faith, or incompetency.

Scholastic Honors

For Graduation: Graduating students who have earned a cumulative Grade Point Average of 3.75 or better in all degree applicable and transferable college work are awarded the Associate Degree with Distinction. Students whose cumulative Grade Point Average is between 3.50 and 3.74 are awarded the Associate Degree with Honors.

By Term: Students who complete a minimum of 12 degree applicable units in a semester with a GPA of 3.5 and no grade below a C are awarded "President's List" for that particular semester. This honor becomes a part of the official academic record as it appears on the official academic transcript below the semester the honor was achieved.

Satisfactory Progress

A student whose cumulative Grade Point Average is 2.0 (C average) or better is scholastically in good standing. All units and grade points earned at Columbia College are counted on a cumulative basis. The method of computing Grade Point Averages follows. Please note that Satisfactory Progress for academic purposes and Satisfactory Academic Progress for financial aid purposes are calculated differently. Students interested in their progress standing should consult both an academic counselor and their financial aid technician.

Grade Reports

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

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

Grades earned in non-degree-applicable courses will not be included in the calculation of a student's units earned and grade point average when determining eligibility for a degree. (*Title 5, Section 55021-23; Board Policy 4230*)

Grading Scale & grade points earned

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

Grade Point Average (GPA)

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

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

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

5 units	A	x	4	=	20 grade points
4 units	B	x	3	=	12 grade points
3 units	C	x	2	=	6 grade points
2 units	D	x	1	=	2 grade points
<u>2 units</u>	F	x	0	=	<u>0 grade points</u>
16 units					40 grade points

$$\text{GPA} = \frac{40 \text{ Grade Points}}{16 \text{ Units Attempted}} = 2.50$$

Other Grading and Transcript Symbols

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

Academic Probation & Dismissal

Academic Deficiencies

The purpose of Academic Probation and Dismissal at Columbia College is to ensure that students who are deficient in scholastic achievement, on the basis of either cumulative or semester grade point average (GPA), will receive special counseling and advisement. Computation of the GPA is based on all units attempted at Columbia College excluding those taken on a Pass/No Pass basis. (*Education Code Section 70902(B) (3), Title 5, Section 55030-55034; Board Policy 4250*)

ACADEMIC PROBATION STATUS

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

ACADEMIC DISMISSAL STATUS

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

Progress Deficiencies

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

PROGRESS PROBATION STATUS

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

PROGRESS DISMISSAL STATUS

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

Probation Contract Requirements

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

1. Obtain written approval from a counselor prior to registration. Registration must be done at the Admissions & Records Office only.
2. Complete an Academic/Progress Probation/Dismissal Contract with a counselor prior to the start of the term, and no later than the first week of the term.
3. Comply with the following unit limitation:
Probation Status: Enrollment limit of 12 units maximum per term
Dismissal Status: Enrollment limit of 8 units maximum per term
4. Enroll in and successfully complete Guidance 100, College Success or, if applicable, another guidance course as per counselor

recommendation. Note: These units are included in the unit limitation above.

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

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

Reinstatement after Disqualification

A disqualified student may not be reinstated under the admissions provision until one semester from the date of disqualification. If the GPA of a student readmitted after disqualification falls below 2.0 for the following semester, the student may be permanently disqualified. In the event of disqualification a student may petition for readmission on the basis of the following circumstances that might warrant an exception:

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

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

Withdrawal from College

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

College Fees & Expenses

Educational Expenses

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

	LIVING W/ PARENTS WITH NO DEPENDENTS	ALL OTHER STUDENTS
Enrollment & Health Fees*	\$ 1,244	\$ 1,244
Books and Supplies	1,790	1,746
Food and Housing**	4,968	11,970
Personal Expenses	3,176	2,898
Transportation	1,174	1,197
Total cost of attendance	\$12,352	\$19,616

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

* Based on enrollment fees of \$46.00 per unit. Out-of-state students are charged an additional \$229.00 per unit for tuition.

** Represents costs of meals and basic expenses which family continues to provide while student lives at home.

Reasonable documented dependent care expenses may be added to basic cost of attendance.

Students may qualify to have enrollment fees waived if their income falls below a specified level or if they or their parents are receiving TANF/ CalWorks, SSI/SSP, or GA. Applications for Board of Governors Fee Waiver (BOG) are available online or in the Financial Aid Office and should be completed prior to registering for classes, but are accepted throughout the semester. You may also apply for a BOG by filling out a FAFSA (Free Application for Federal Student Aid).

Other Fees

Please refer to "College Fees and Refund Policies" on p. 48.

Paying Fees

Pay fees using any one of the following methods:

1. On the College website.

- Credit Card – Discover, MasterCard, VISA
- Board of Governors Fee Waiver and credit card

2. Mail*

- Personal Check-*Students will be charged \$25 for returned checks.*
- Money Order
- Financial Fee Waiver and one of the above

3. On-Campus at the Business Office

- Cash
- Credit Card – Discover, MasterCard, VISA
- Money Order
- Personal Check
- Board of Governors Fee Waiver and one of the above

* *Do not mail cash.*

College Fees and Refund Policies

All forms below are available online at: gocolumbia.edu/admissions/forms.php

The following policies take effect with the Summer 2016 term. Fee amounts are established by the State of California and/or the Yosemite Community College District Board of Trustees and are subject to change. Students are not dropped for non-payment after the class starts. Students who are California residents and have an active BOG fee waiver before registering will not be dropped.

- All fees must be paid within 10 days (including the date you register) of registration.
- If fees are not paid within 10 days, **you will be dropped** for nonpayment.
- **You are responsible** for payment of all fees associated with your enrollment and registration in courses
- **If you do not officially drop** classes, you will still be obligated to pay fees.
- **If you never attend a class**, but do not officially drop a class, you are still required to pay fees.
- **If the college cancels classes in which the student is enrolled**, students are not responsible for dropping courses or requesting refunds. Fees will be automatically refunded.

Fee:	Amount:	Applies to:	You may be exempt from the fee if:
Enrollment Fee ¹	\$46 per unit (No maximum)	Credit courses	<ul style="list-style-type: none"> • You have applied and qualified for the Board of Governors Fee Waiver (BOGFW) • If you are taking a Columbia College course and are concurrently enrolled as a 9th-12th grade student
Nonresident Tuition ¹	\$229 per unit, plus an enrollment fee of \$46 per unit listed above	Nonresidents	<ul style="list-style-type: none"> • You are a California state resident • You are meet criteria for Nonresident Tuition exemption under AB540 • You are a veteran or "special admit" student
Student Center Fee ¹	\$1 per unit to a maximum of \$10 per Fiscal Year (July-June)	Credit courses	<ul style="list-style-type: none"> • You have applied for and received a BOGFW-A • You are enrolled only in non-credit courses • Professional Development • You are only enrolled in courses with "audit"
Course "Materials Fee"	Required for <i>some</i> courses. The fee amount varies from course-to-course. Pays for materials the student will use to master course content. Fee amount should appear with the course description in connectcolumbia.		(Not applicable. No students are exempt from materials fee charges.)
Health Services Fee ¹	\$15 summer semester \$18 fall semester \$18 spring semester	Credit courses Non-credit enrollments Audit-only courses	<ul style="list-style-type: none"> • You rely on prayer for healing (Paper form is available in the Business Office) • All course(s) you are enrolled in occur outside of the Yosemite Community College District boundaries • You are only enrolled in a class that meets less than 16 hours
Student Representation Fee ¹	\$1 per semester	Credit courses Non-credit courses	Professional Development You cannot pay for financial, religious, political, moral reasons-(Submit Student Representation Fee Refusal Form)
Student Activity Fee ¹	\$5 per semester	Credit courses Non-credit courses	Do not plan to participate in campus events. You may request a free refund (account credit). Submit the Student Activity Fee Waiver form.
Parking Fee ²	\$2 a day \$15 for summer term \$30 for fall semester \$30 for spring semester	All persons (enrolled students and otherwise) who wish to park a vehicle at Columbia College.	You are a disabled person and have a DMV placard You are only enrolled in classes that meet off-campus If you do not park a vehicle on campus
Course Audit Fee	\$15 per unit, plus any applicable term and materials fees	Credit courses that are no longer repeatable	Exempt for up to 3 units if enrolled in 10 or more units

¹ Only refundable during the first two weeks of the class (refers to full semester classes only).

² Refunds available only *prior* to the first class session.

Procedure for Fee Refunds

1. Are you eligible?

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

2. Credit Balances

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

3. Process

- Students dropping classes must complete and return the necessary withdrawal forms to the Admissions Office or drop online before they can be eligible for a refund.
- Refund requests are submitted electronically through **connectColumbia**. The Online Refund Request Form link is listed on the Student Menu under the Financial Information heading. It is also available through the Online Forms page. Students without internet access may request a hard copy form from the Business Office.
- Students **will not** be responsible for requesting refunds for classes cancelled by the College.
- A ten dollar (\$10) administrative processing fee is charged once per term for enrollment fee refunds except in the case of a class cancelled by the College. (*Title 5, Section 58508.*)
- Processing of refunds by the college Business Office may take up to 8 weeks.
- If fees or tuition are paid by check, a refund will not be processed until the check has cleared the bank.
- Payments by cash or check are refunded by check. Payments by credit card are refunded to the card used if possible.

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

Enrollment Verification

The first two verifications are provided free. A fee of \$5 per verification is charged after the first two, payable at the time of the request. A \$15 fee is charged for 48-hour service. No charge is made for loan deferment or financial aid GPA verifications. Contact Admissions & Records (209)588-2021.

Health Services Fee

A required health services fee of \$18 for Fall and Spring and \$15 for Summer is charged to each credit and non-credit student. Health fees are used to provide on-campus health services and Student Accident Insurance.

Students who depend exclusively upon prayer for healing may be exempt from payment. Contact the Business Office for waiver procedures (209) 588-5114. Fees are subject to change based on State and Board mandates. (Education Code Section 76355; Yosemite Community College District Board Policy 5030)

Parking Fee

A parking permit is required by anyone parking on campus. A \$30 fee is charged for a student semester permit. A \$15.00 fee is charged for a summer session permit. Daily permits may be purchased for \$2 at permit dispensers and the College Information Booth. Semester parking permits are not mailed and must be picked up at the Business Office. (*Education Code Section 76360; Board Policy 5030*)

PARKING FEE REFUND POLICY

Parking fees are only refundable prior to the first day of instruction. For a refund of the term parking permit, return the permit to the Columbia College Business Services Office and request a refund form. If the College cancels a class and a semester parking permit has been purchased, students must complete the online Request for Refund form and return the permit to the Business Office to receive a refund. Printed forms are available at the Business Office.

Student Activities Fee (\$5)

The Student Activities Fee \$5 (refundable) is used to support student events and activities on campus, such as Cram Night, free student BBQs, movie nights and other free student activities throughout the semester. This fund also pays for scholarships, clubs and sponsorships. Contact the Student Senate Office for further details at (209) 588-5270. (Yosemite Community College District Board Policy 5030)

Student Center Fee (*Approved*)

A student center fee of \$1 per unit, to a maximum of \$10 per fiscal year, is assessed to be used for the renovation or new construction of a Student Center Building. During the Spring Semester of 1992, the Student Senate conducted an election and the student body voted to assess themselves a permanent, non-revocable fee. These funds may only be used for the Student Center Building. The current Student Center is located in the Ponderosa Building. This is open to all students and provides an area to study, work on the computers or relax and get to know fellow students. (Education Code 76375; Yosemite Community College District Board Policy 5030)

Student Representation Fee *(Approved)*

Established by 2/3 vote of the student body, a \$1 fee is charged per term. The fee is used by the Associated Student Body to represent student concerns at local, state, and federal government levels. A student may for religious, political, financial or moral reasons, request a waiver of the student representation fee. Contact the Business Office for waiver procedures. (*Education Code 76060.5; Yosemite Community College District Board Policy 5030*)

Board of Governors Fee Waiver (BOG)

Students who receive TANF/CalWorks, SSI/SSP, GA, are a dependent of a deceased/disabled veteran, or are considered low income may be eligible for the Board of Governors Fee Waiver (BOG) which waives the enrollment fee (per unit price). The BOG is effective for an entire academic year (Summer/Fall/Spring) and is available regardless of the number of units enrolled. The BOG is available to only California residents and eligible AB540 and AB1899 students. Students may apply either by completing the BOG application available in the Financial Aid Office on the college website, or by submitting the FAFSA online at www.fafsa.ed.gov. However, Columbia College encourages students to submit the FAFSA application as they may qualify for additional federal aid as well as the BOG.

Additionally, if you feel you are low income, but you do not qualify to have your fees waived using the above described method, you may complete the Free Application for Federal Student Aid (FAFSA), also available on the Financial Aid Website.

Students who do not hold a valid non-immigrant visa and who meet the AB540 requirements may complete the California Dream Act Application to apply for the BOG and grant funding as opposed to the FAFSA which is for U.S. citizens only.

Students who are placed on academic or progress probation for two consecutive terms will be ineligible for the BOG (Foster Youth are exempt from this policy). Students are encouraged to meet with a counselor regularly to mitigate potential loss of the fee waiver. Any student may appeal for the loss of the BOG by submitting a petition to the Financial Aid Office.

Financial Aid Withdrawal and Repayment Policy: 2016-2017

RETURN OF TITLE IV FUNDS (R2T4)

Per federal regulation, 34 CFR Parts 668, 682, and 685, any student who receives financial aid funds and drops units or withdraws from all classes prior to completing more than 60% of the semester, will be required to pay back a portion of the grant funds to the federal government. Students who owe Return of Title IV funds are ineligible to receive additional federal financial assistance from any college or university until satisfactory repayment arrangements have been made.

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



A faculty member adds her personal and clever touch to campus life by encouraging students to try their hands at ceramics. Columbia College faculty are incredibly vested in the success of the students in their programs and at the college overall.

Educational Planning Resources

Resources for planning your associate degree or certificate, and General Education and transfer requirements

Admissions and Records

Manzanita Building, Upper Level foyer
 Hours: M-Th 8:00 AM – 5:30 PM
 F 9:00 AM – 4:30 PM
 Phone: (209) 588-5231
 FAX: (209) 588-5337
 Web: www.gocolumbia.edu/admissions

Counseling Services

Manzanita Building, Upper Level foyer
 Hours: M-F: 8:00 AM - 4:30 PM
 Phone: (209) 588-5109
 FAX: (209) 588-5330
 Web: www.gocolumbia.edu/counseling/
 Email: cccounseling@yosemite.edu

Academic Awards at Columbia College

Columbia College offers several types of academic awards, formally recognizing academic achievement in a focused area of study. Various associate degrees and certificates are offered across the curriculum. Requirements and information pertaining to these awards are provided on the pages that follow.

ASSOCIATE DEGREES

To earn an associate degree from Columbia College, students are required to complete requirements in an academic major and General Education breadth requirements appropriate for the type of associate degree earned. All courses in the major must be completed with a grade of C or better. Pass (P) and No-Pass (NP) grades are not accepted, *unless* the course is only offered for P/NP grading.

Columbia College offers the following types of associate degrees:

- **AA-T/AS-T DEGREES:** California Community Colleges offer Associate Degrees for Transfer that facilitate transfer to California State University (CSU) and include Associate in Arts for Transfer (AA-T) and/or Associate in Science for Transfer (AS-T) degrees. These degrees provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses. Students who have been awarded an AA-T or

AS-T at a community college are able, upon transfer into a similar major, to complete the remaining units required for a 120-unit baccalaureate degree within 60 semester or 90 quarter units.

- **AA/AS DEGREES:** An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science. The Associate in Science Degree is awarded in science and career technical education fields.

CERTIFICATES

Columbia College offers the following types of certificates:

- **CERTIFICATES OF ACHIEVEMENT** are designed to prepare vocational students for employment. Requirements of each certificate have been determined by faculty with the help of regional advisory committees. Certificates of Achievement are offered in State-approved programs requiring a minimum of 12 units, formally recognizing a student's competence in a career or technical field, and appear on the student's academic transcript. Please note that certain requirements may necessitate attending classes exclusively at night, or attending both day and evening classes.
- **SKILLS ATTAINMENT CERTIFICATES** are offered in locally-approved programs requiring fewer than 18 units and do not appear on official transcripts, but can prepare vocational students for employment. Please note that completion of certain requirements may necessitate attending classes exclusively at night, or attending both day and evening classes.

Catalog Rights

For students entering Columbia College for the first time in summer 2016, fall 2016 or spring 2017, associate degree, certificate of achievement, and skills attainment certificate requirements from the 2016-2017 catalog are valid through 2019-2020. Students taking more than four years of continuous enrollment to complete a degree must use graduation requirements not older than four years. Consult a counselor for assistance and see page 38 for more information.

Graduation from Columbia College

Who may participate

Students who successfully complete requirements for associate degrees and certificates of achievement may participate in commencement exercises. To be eligible to participate, a student must have all requirements completed by the end of the spring semester.

How to apply for associate degrees or certificates

The semester prior to completion of an Associate Degree, an Associate Degree for Transfer, a Certificate of Achievement, or a Skills Attainment Certificate, students must obtain an application for graduation, application for certificate of achievement and/or petition for skills attainment certificate available on the College website at www.gocolumbia.edu. Click on “Admissions” then “Online Forms for Students”.

The student must then schedule an appointment with a college counselor who will review the student’s academic history to determine if in fact they are potentially eligible for completion of the award during the following semester. If the counselor determines that the student will be eligible for the award, the counselor will sign the application/petition and the student must then submit it to the evaluator located in the Admissions & Records Office.

Associate Degrees, Associate Degrees for Transfer, Certificates of Achievement, and Skills Attainment Certificates may be conferred at the culmination of the summer, fall or spring terms. Notation of the completed degree or certificate and the date that the award was conferred will appear on the student’s official academic transcript. The Skills Attainment Certificate award will NOT appear on the official academic transcript. Awards may be picked up in person at Admission and Records, or by request, may be delivered by mail.

Earning multiple degrees and certificates

More than one Associate Degree may be awarded to a student who completes all applicable requirements as listed above plus 12 extra units (72 or more total semester units). For degrees, a course may only be used to meet the requirements for two different majors when no other course selections are available and the course is required in both majors. For certificates, courses can be used more than once to satisfy requirements for multiple certificates. The same catalog year must be used when applying for multiple awards.

Commencement–Graduation Ceremony

At the culmination of each academic year Columbia College holds a commencement ceremony to honor those students who have completed a degree, and/or Certificate of Achievement.



Certificate of Achievement & Skills Attainment Certificate REQUIREMENTS 2016-2017

Upon satisfactory completion of the following requirements, Columbia College will award a Certificate of Achievement or Skills Attainment Certificate to a student. Units earned for courses completed may also be applied toward the 60 units required for an Associate Degree.

To earn an Certificate of Achievement or Skills Attainment Certificate:

1. **Select a Certificate of Achievement or Skills Attainment Certificate** and meet with a counselor to develop a comprehensive educational plan for this goal.
2. **Complete the requirements** for the Certificate of Achievement or Skills Attainment Certificate with a grade of C or better in each course. Pass/No-Pass (P/NP) grades are not accepted, unless a course is *only* offered for P/NP grading. At least 70% of the courses required must be completed within Yosemite Community College District.
3. **Print and complete an *Application for Certificate of Achievement or Petition for Skills Attainment Certificate*** (available on the Admissions and Records website at www.gocolumbia.edu/admissions/) in the semester *prior* to anticipated completion.
4. **Meet with a counselor to review and approve the application/petition.** For example, if you plan to complete requirements in Spring 2018, meet with a counselor in Fall 2017.
5. **Promptly submit the approved application/petition to Admissions and Records.**



Columbia College 2016-2017 Associate Degree REQUIREMENTS

Upon completion of the following requirements, Columbia College will confer an **Associate in Science (AS)** or **Associate in Arts** degree*. Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree.

To earn an AA or AS degree:

1. **Select a Columbia College associate degree major** (pages 74 -132). Interested in earning more than one degree? See "Earning Multiple Degrees and Certificates" on p. 52.
2. **Meet with a counselor to develop a comprehensive *Educational Plan*** for this goal.
3. **Complete course requirements of the associate degree major from Step 1 with at least a C in each course.** Pass (P) grades are not accepted unless a course in the major is offered for pass/no pass grading only.
4. **Complete Column I of the *Columbia College General Education (GE) Breadth Requirements*** (p. 60.)
5. **Demonstrate competency in reading, composition, and mathematics** by earning a grade of C or better in the following through course completion or via the *Credit by Examination* process (p. 42). *These competencies are satisfied upon successful completion of the General Education breadth in Step 4.*
 - READING/COMPOSITION:** ENGL 1A
 - MATHEMATICS:**
 - MATH 104 **OR**
 - Any higher level MATH course (see *Math Course Sequence* on p. 195) **OR**
 - Place in any course above MATH 104 through the college's assessment process (see *Assessment* on p. 12)
6. **Complete the *Activity Requirement for Associate Degree**** (p. 59).
7. **Complete 60 degree-applicable semester units with an overall GPA (grade point average) of 2.0 (C average) or better** (courses numbered 1-199). 12 of these units must be completed *in-residence* at Columbia College.
8. **Meet with a counselor to complete an *Application for Graduation* the semester prior to the projected graduation date.**
9. **Promptly submit your approved application to Admissions and Records.**

*These requirements do not apply to the AA-T & AS-T degrees. See p. 54 for more information.



Associate Degree for Transfer REQUIREMENTS 2016-2017

*A Degree with a Guarantee.*SM

Columbia College is currently offering fifteen Associate Degrees for Transfer. To find out which CSU campuses accept each degree, please go to www.sb1440.org/Counseling.aspx. Current and prospective community college students are encouraged to meet with a counselor to review their options for transfer and to develop an educational plan that best meets their goals and needs.

Upon completion of the following requirements, Columbia College will confer an Associate Degree for Transfer. Courses used to satisfy General Education Breadth Requirements may also be used to satisfy major requirements for the Associate Degree for Transfer.

To earn an AA-T or AS-T degree:

1. **Select an Associate Degree for Transfer (AA-T or AS-T) from the list above.**
2. **Meet with a counselor to develop a comprehensive *Educational Plan* for this goal.**
3. **Satisfy General Education (GE) Breadth requirements by completing**
 - The CSU-GE Breadth Requirements (COLUMN 2) (for a minimum of 39 units) **OR**
 - The IGETC requirements (IGETC) (for a minimum of 37 units)
4. **Complete units required for the degree major**, with a grade of C or better in each course.
5. **Complete any CSU-transferable electives** (Columbia College courses numbered 1-99) **needed to bring the total units to 60.**
6. **Earn an overall GPA (grade point average) of 2.0 or better** (C average).
7. **Meet with a counselor to complete an *Application for Graduation* the semester prior to the projected graduation date.**
8. **Promptly submit your approved application to Admissions and Records.**

NOTE: When completing your application for university transfer to the CSU, indicate that you are earning an Associate Degree for Transfer. This will trigger CSU to verify your AA-T or AS-T degree with the Columbia College Admissions office as part of the admission decision process.

ASSOCIATE DEGREES FOR TRANSFER:

- Anthropology (AA-T) on p.78
- Business Administration (AS-T) on p. 81
- Communication Studies (AA-T) on p. 87
- Early Childhood Education (AS-T) on p. 86
- Elementary Teacher Education (AA-T) on p. 96
- English (AA-T) on p. 100
- Geology (AS-T) on p. 108
- History (AA-T) on p. 111
- Kinesiology (AA-T) on p. 110
- Mathematics (AS-T) on p. 122
- Music (AA-T) on p. 123
- Political Science (AA-T) on p. 128
- Psychology (AA-T) on p. 129
- Sociology (AA-T) on p. 131
- Studio Arts (AA-T) on p. 75

Post-Secondary Studies DEGREE REQUIREMENTS

Associate degrees that prepare you to transfer to a university major that requires extensive lower-division coursework

The Post-Secondary Studies Degree pathway at Columbia College properly prepares students to transfer to a university major that, unlike other transfer majors, requires completion of extensive coursework during the lower-division years to ensure the student is prepared for the baccalaureate major at the university. Some students in this situation may find it advantageous to pursue an associate degree for transfer (AA-T or AS-T).

Meet with a counselor - it's important.

Because transfer eligibility requirements for such majors vary from university to university, students who choose to earn Post Secondary Studies degrees must work closely with a Columbia College counselor to:

- Determine a transfer university and baccalaureate degree major
- Identify lower-division major requirements for the university using www.assist.org.
- Complete an Educational Plan to choose specific coursework within the degree to support transfer goals

POST SECONDARY STUDIES DEGREES:

- Biological Sciences on p. 80
- Business Administration on p. 82
- Computer Science on p. 94
- Environmental Sciences on p. 103
- Physical Sciences on p. 130
- Pre-Engineering on p. 99

FOR MORE INFORMATION, VISIT:

Counseling Office, Manzanita Building, Upper Level,

Hours: M-F 8:00 AM - 4:30 PM

Phone: (209) 588-5109

FAX: (209) 588-5330

www.gocolumbia.edu/counseling/default.php

Email: cccounseling@yosemite.edu

To earn an AS Degree in Post Secondary Studies:

1. **Select a Post Secondary Studies major or “emphasis” to earn** from the list above.
2. **Meet with a counselor to develop a comprehensive *Educational Plan*** for this goal.
3. **Complete course requirements of the associate degree major** from Step 1 with at least a C in each course. Pass (P) grades are not accepted unless a course in the major is offered for P/NP grading only.
4. **Satisfy General Education (GE) Breadth requirements** appropriate for your transfer goal. Work with a counselor to identify which GE pattern will work best for your major and university requirements.
5. **Demonstrate competency in reading, composition, and mathematics** by earning a grade of C or better in the following through course completion or via the *Credit by Examination* process (p. 42). *These competencies are satisfied upon successful completion of the General Education breadth in Step 4.*
 - READING/COMPOSITION:** ENGL 1A
 - MATHEMATICS:** Transfer-level MATH course appropriate for the major
6. **Complete the Activity Requirement** for Associate Degree. See page 59 for more information.
7. **Complete 60 degree-applicable semester units with an overall GPA (grade point average) of 2.0 (C average) or better** (courses numbered 1-199). 12 of these units must be completed *in-residence* at Columbia College.
8. **Meet with a counselor to complete an *Application for Graduation*** the semester prior to the projected graduation date.
9. **Promptly submit your approved application to Admissions and Records.**

CSU & UC TRANSFER REQUIREMENTS 2016-2017

Admission as a Transfer Student

The California State University (CSU) and University of California (UC) considers you a transfer applicant if you graduated from high school and enrolled in a regular session at a college or university. Do not disregard your college record and apply as a freshman. Ideally, if you plan to attend Columbia College before applying for university transfer, you should take courses that are transferable, and fulfill admission, lower division general education and lower division preparation courses for your major. Course descriptions in the Columbia College catalog will tell you what courses transfer to which university systems.

ASSIST (Articulation System Stimulating Interinstitutional Student Transfer)

As a prospective transfer student, it is important to make sure community college courses are acceptable to the UC or CSU for transfer credit. ASSIST is California's official statewide repository of transfer information, offering easy access to a single database. ASSIST can help determine how courses apply to general education (IGETC or CSU GE Breadth), lower division major preparation requirements and elective credit. Search ASSIST online at www.assist.org. Also, you can explore majors at the various UC and CSU campus locations using ASSIST. Columbia College counselors can help you select the most appropriate coursework to most efficiently meet your transfer goals.

General Education Breadth Certification

Students must request that the college certify completion of CSU General Education Breadth requirements or IGETC requirements when the student requests his/her transcript be sent to any CSU or UC campus. When completing the transcript request form for Columbia College to send to your universities, check the appropriate box (CSUGE or IGETC).

CSU General Education Breadth (Column 2) requirements or the IGETC requirements can be used to satisfy general education transfer requirements to the CSU (p. 60). IGETC will satisfy the UC General Education Requirements (p. 62). A counselor can help you determine which GE pattern will best serve your goals.

California State University System (CSU)

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

- *California State University, Bakersfield*
- *California State University, Channel Islands*
- *California State University, Chico*
- *California State University, Dominguez Hills*
- *California State University, East Bay*
- *California State University, Fresno*
- *California State University, Fullerton*
- *California State University, Long Beach*
- *California State University, Los Angeles*
- *California Maritime Academy*
- *California State University, Monterey Bay*
- *California State University, Northridge*
- *California State Polytechnic University, Pomona*
- *California State University, Sacramento*
- *California State University, San Bernardino*
- *California Polytechnic State University, San Luis Obispo*
- *California State University, San Marcos*
- *California State University, Stanislaus*
- *Humboldt State University*
- *San Diego State University*
- *San Francisco State University*
- *San Jose State University*
- *Sonoma State University*

CSU Admission

Use CSUMentor at www.csumentor.edu to review CSU application dates, deadlines, fees, admission requirements, and cost of tuition, as well as to apply to the universities. CSUMentor is also a useful tool to explore and compare the different CSU campuses and to find answers to frequently asked questions.

Minimum Eligibility Requirements for Transfer to a CSU:

The minimum eligibility requirements for transfer to a CSU are listed below. **However**, it is *highly* recommended that students who plan to transfer to a CSU complete a full general education pattern as well as their major preparation coursework. This insures full junior status after transfer. By using minimum eligibility requirements, students run the risk of being deficient in required courses, thereby taking longer to complete their baccalaureate degree.

The CSU's minimum requirements for transfer are:

1. Complete 60 semester (or 90 quarter) units of CSU transferable college credit with a GPA of at least 2.0 (for residents), including completion of:
2. "The Golden Four": courses from CSU GE Breadth (p. 60) areas A1, A2, A3 and B4 with a grade of C or better, OR completion of IGETC (p. 62) areas 1A, 1B, 1C and 2 with a grade of C or better.
3. Additional CSU GE Breadth or IGETC courses to total a minimum of 30 semester (45 quarter) units, including the 4 above courses.

NOTE: These are *minimum* eligibility requirements. The CSU designates programs as impacted when more applications are received during the initial filing period than can be accommodated. Campuses that are designated as "impacted" may have supplemental admission criteria and programs or majors that are designated as "impacted" may be more selective in their admission criteria. Therefore, meeting minimum eligibility requirements for CSU transfer to impacted campuses and/or programs may not be sufficient to gain admission to those campuses/majors. Additional selection criteria may include overall grade point average or other criteria developed by the impacted campus. Students can view campuses, programs and majors that are impacted at: www.calstate.edu/SAS/impactioninfo.shtml.

U.S. History, Constitution and American Ideals Requirement

This is a system-wide CSU graduation requirement. It is strongly recommended to blend the fulfillment of this requirement with classes chosen fulfill General Education. HIST 16 or HIST 17, taken in conjunction with POLSC 10, satisfies CSU requirements in United States History, Constitution, and American Ideals.



Associate Degree for Transfer

*A Degree with a Guarantee.*SM

Associate Degrees for Transfer (AA-T/AS-T)—California Community Colleges now offer associate degrees designed to streamline transfer to the CSU. See page 54 for AA-Ts and AS-Ts currently offered by Columbia College. Requirements to earn each of these AA-Ts or AS-Ts are listed in this catalog in the Academic Awards section. California Community College students who earn an AA-T or AS-T degree are guaranteed admission at a CSU (though not necessarily the CSU of their choice) when transferring into a major deemed "similar" by that CSU. Refer to www.calstate.edu/transfer/adt-search/search.shtml or www.adegreewithaguarantee.com to view what the "similar majors" are at various CSU campuses.

Students who earn an AA-T or AS-T and transfer into a "similar" major at a CSU are guaranteed to be able to earn their BA or BS degree in that major within 60 additional semester units after transfer. See a counselor to complete an educational plan which will insure an accurate and efficient transfer with an Associate Degree for Transfer. See pages 54 and 57 for more information.

University of California System (UC)

The University of California system has established the following campuses:

- University of California, Berkeley
- University of California, Davis
- University of California, Irvine
- University of California, Los Angeles
- University of California, Merced
- University of California, Riverside
- University of California, San Diego
- University of California, San Francisco (medical majors only)
- University of California, Santa Barbara
- University of California, Santa Cruz

Selecting Campuses and Programs of Study

The University of California (UC) encourages you to approach your selection of University campuses and programs carefully. You may be familiar with only one or two of the UC's ten general campuses, probably those nearest your home or those mentioned more frequently in the news. However, you should consider the many different educational alternatives and programs offered by all the campuses before you make your selections and complete your application. Each campus offers a full range of undergraduate programs. Search admission.universityofcalifornia.edu/ and/or www.assist.org to find out more about all the UC campuses and programs.

Minimum Eligibility Requirements for Transfer to a UC:

The minimum eligibility requirements for transfer to a UC are listed below. However, it is *highly* recommended that students plan to transfer by completing a full general education pattern and major preparation coursework. This insures full junior status after transfer. By using minimum eligibility standards students run the risk of being deficient in required courses, thereby taking longer to complete their baccalaureate degree.

The UC's minimum requirements for transfer are:

1. Complete 60 semester (or 90 quarter) units of UC transferable college credit with a GPA of at least 2.4 (for residents) with no more than 14 semester (21 quarter) units taken P/NP.
2. Complete the following courses with a minimum grade of C:
 - Two transferable college courses (3 semester or 4-5 quarter units) in English composition. See IGETC areas 1A and 1B on page 62 for options.
 - One transferable college course (3 semester or 4-5 quarter units) in mathematical concepts and quantitative reasoning. See IGETC area 2 on page 62 for options.
 - Four additional IGETC-approved courses chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, the physical and biological sciences. See IGETC requirements on page 62 for options.

NOTE: These are *minimum* eligibility requirements. 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. Ideally, if you plan to attend Columbia College before applying to the

University, you should take courses that are UC transferable, and that fulfill admission, lower division general education and lower division preparation courses for your major. Lower division general education courses can be found on pages 52-53 where the Intersegmental General Education Transfer Curriculum (IGETC) is listed. Students must request that the college certify completion of IGETC requirements when the student requests his/her transcript be sent to any UC campus. Students can check the appropriate box (CSUGE or IGETC) on the transcript request form.

Columbia College counselors can help you with your planning and with selecting the correct lower division preparation courses for your major; www.assist.org is also useful to review lower division major preparation courses and for exploring majors and programs at the various UC campuses. The UC Transfer Admission Planner (TAP) is another helpful planning tool; access TAP at admission.universityofcalifornia.edu/transfer/transfer-admission-planner/. Work with a counselor to develop your Educational Plan for an accurate and efficient transfer.

All UC campuses are on the quarter calendar except Berkeley and Merced, which are on the semester system.

Nonresidents

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

Transfer Admission Guarantee (TAG)

Columbia College has available guaranteed admission agreements with the University of California campuses at Davis, Irvine, Merced, Riverside, Santa Barbara and Santa Cruz. The purpose of the TAG is to guarantee students admission to the university with which the TAG has been contracted. The TAG assures students that the courses to which they have committed will meet requirements for admission, general education and lower division major preparation. The TAG should be written at least one year prior (completion of 30 UC-transferable units) to enrollment in the UC 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 six campuses, you must see a counselor as soon as possible in order to initiate the TAG process. There are strict deadlines for UC Davis at this time and TAGs may not be available for all quarters/semesters of the academic year.

Transferable Course Agreement (TCA)

The Transferable Course Agreement is available at www.assist.org. Please contact a counselor for additional information

Activities Requirement FOR ASSOCIATE DEGREE 2016-2017

Students who plan to earn an Associate in Arts (AA) or Associate in Science (AS) degree at Columbia College must complete the Activities Requirement for Associate Degree.

By completing the Activities Requirement, students will participate in courses that demonstrate creativity, collaboration teamwork, and/or self-expression.

The following students are **exempt** from Activities requirements:

- Students who complete an AA-T or AS-T degree at Columbia College.
- Veterans or reservists who submit proof of U.S. military Basic Training with a DD214 will receive two (2) units of activities and clear the physical activity requirement.



Complete two (2) units from the following courses. At least one unit must be completed in HHP courses:

COURSE ID	TITLE (UNITS OF ACTIVITY EARNED)	COURSE ID	TITLE (UNITS OF ACTIVITY EARNED)	COURSE ID	TITLE (UNITS OF ACTIVITY EARNED)
ART 1	Basic Freehand Drawing (1)	CHILD 16	Practicum (2)	HHP 76	Sports Conditioning (1)
ART 2	Basic Color and Design (1)	CHILD 44	Infant/Toddler Practicum (2)	HHP 80	Varsity Cross-Country, (3)
ART 3	3-D Art and Design (1)	DRAMA 22	Introduction to Reader's Theatre (1)	HHP 82	Varsity Basketball (Men) (1½)
ART 9A	Figure Drawing: Beginning (1)	DRAMA 42	Acting Fundamentals (1)	HHP 85	Varsity Tennis (3)
ART 9B	Figure Drawing: Intermediate (1)	DRAMA 43	Acting-Directing (1)	HHP 86	Varsity Volleyball (Women)(3)
ART 21A	Painting: Beginning (1)	ENGL 11*	Film Appreciation (½)	HHP 91A	Pilates I (1)
ART 21B	Painting: Intermediate (1)	FNR 60	Intro to Maps and Remote Sensing (1)	HHP 94A	Swimming I (1)
ART 23A	Watercolor: Beginning (1)	FNR 86	California Naturalist Certification (½)	HHP 94B	Swimming II (1)
ART 23B	Watercolor: Intermediate (1)	HHP 6A*	Lifetime Fitness I (1)	MUSIC 4A	Elementary Musicianship (1)
ART 25	Mixed Media Painting (1)	HHP 6B*	Lifetime Fitness II (1)	MUSIC 4B	Elementary Musicianship (1)
ART 31	Ceramics: Introductory (1)	HHP 8A	Aerobic Exercise I (1)	MUSIC 5A	Intermediate Musicianship (1)
ART 32	Ceramics: Intermediate (1)	HHP 8B	Aerobic Exercise II (1)	MUSIC 5B	Intermediate Musicianship (1)
ART 33	Ceramics: Advanced (1)	HHP 9	Circuit Cross-Training (1)	MUSIC 31A	Elementary Piano (1)
ART 35	Raku and Alternative Firing Methods (½-1)	HHP 10	Adaptive Physical Education (1)	MUSIC 31B	Elementary Piano (1)
ART 36	Wheel-Thrown Ceramics (½)	HHP 16A	Fitness Walking (1)	MUSIC 36	Elementary Voice (1)
ART 40	Photography: Beginning (1)	HHP 16B	Power Walking (1)	MUSIC 37	Advanced Elementary Voice (1)
ART 41	Photography: Intermediate (1)	HHP 18A	Yoga I (1)	MUSIC 38	Intermediate Voice (1)
ART 44	Advanced Photography Lab (1)	HHP 18B	Yoga II (1)	MUSIC 39	Advanced Intermediate Voice (1)
ART 45	Field Photography (1)	HHP 19	Aerobic Spinning (1)	MUSIC 41A	Intermediate Piano (1)
ART 46	Field Photography: Composition and Design (½ -1)	HHP 23	Contemporary Dance (1)	MUSIC 41B	Intermediate Piano (1)
ART 49	Intermediate Field Photography (1)	HHP 25	Jazz Dance (1)	MUSIC 49	Beginning Guitar (1)
ART 51**	Publication Design I (1)	HHP 32A	Basketball I (1)	MUSIC 50	Private Lessons-Guitar (½)
ART 52**	Publication Design II (1)	HHP 32B	Basketball II (1)	MUSIC 51	Private Lessons-Keyboards (½)
ART 53**	Computer Graphics I (1)	HHP 32C	Basketball III (1)	MUSIC 52	Private Lessons-Woodwinds (½)
ART 54**	Computer Graphics II (1)	HHP 38A	Golf I (1)	MUSIC 53	Private Lessons-Brass (½)
ART 71	Ceramic Sculpture: Intro (1)	HHP 38B	Golf II (1)	MUSIC 54	Private Lessons-Strings (½)
ART 72	Ceramic Sculpture: Advanced (1)	HHP 45	Co-Ed Flag Football (1)	MUSIC 55	Private Lessons-Drum (½)
ART 165**	Metal Sculpture (1)	HHP 47A	Soccer I (1)	MUSIC 56	Private Lessons-Voice (½)
ART 103**	Practical Lab – Metal Sculpture (1)	HHP 47B	Soccer II (1)	MUSIC 60	College Choir (1)
AT 125	Team-Managed Projects (½)	HHP 47C	Soccer III (1)	MUSIC 64	Jazz Choir (1)
BIOL 158	Birds of Central California (½)	HHP 48	Co-Ed Softball (1)	MUSIC 66	Community Chorus (1)
BUSAD 121	Adobe Acrobat Essentials (1)	HHP 50A	Tennis I (1)	MUSIC 72	Jazz Ensemble (1)
CCTDM 28	Computer Video Production (1)	HHP 50B	Tennis II (1)	MUSIC 75	Jazz Studies (1)
CCTDM 29	Advanced Video Production (1)	HHP 53A	Volleyball I (1)	MUSIC 76	Community Orchestra (1)
CCTDM 40	Computer Graphics and Animation (1)	HHP 53B	Volleyball II (1)	MUSIC 78	Ensemble: Instrumental Emphasis (1)
CCTDM 41	Compositing for Motion Graphics (1)	HHP 53C	Volleyball III (1)	WT 103**	Practical Lab – Metal Sculpture (1)
CCTDM 45	3D Modeling and Animation (1)	HHP 55A	Fitness Training I for Firefighting (1)	WT 165**	Metal Sculpture (1)
CCTDM 50	Photo Editing for Digital and Print Publication (1)	HHP 55B	Fitness Training II for Firefighting (1)		
CCTDM 51**	Publication Design I (1)	HHP 56A	Weight Training I (1)		
CCTDM 52**	Publication Design II (1)	HHP 56B	Weight Training II (1)		
CCTDM 53**	Computer Graphics I (1)	HHP 59A	Beginning Tai Chi (1)		
CCTDM 54**	Computer Graphics II (1)	HHP 61	Activities in Motor Development (1)		

*Activity courses above that are also listed in General Education breadth areas A, B, C, D, or E may only be used to satisfy one requirement or the other. No double-counting is allowed.

**Cross-Listed course. Credit may be earned for completion of one course listing on the Activities list or the other, but not both.



General Education BREADTH REQUIREMENTS

General Education (GE) Breadth Requirements for Associate Degree from Columbia College and Transfer to CSU

Completion of one Column 1 on the following pattern will partially satisfy Associate Degree Requirements for Columbia College. **Completion of Column 2** will satisfy CSU GE Breadth Requirements for transfer to a CSU. The courses that 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 an Associate Degree as well as transfer to a CSU campus. CSU/UC transfer students should see page 56 and 57 for an alternative method of completing transferable General Education Requirements. Where indicated, AP exam scores of 3, 4, or 5 may be used to satisfy specific GE breadth requirements. See page 64 for Columbia College's policy on application of credit from Advanced Placement (AP) examinations.

Work with a counselor to determine which column and courses below will best serve your academic goals.

PLANNING RESOURCES



COLUMN 1

AA/AS Degree Pattern



COLUMN 2

AA-T/AS-T Degree & CSU Transfer Pattern

Area A: English Language Communication and Critical Thinking

Complete **TWO COURSES** with at least a C:

- one in A2
- one in A1 or A3

A1: Oral Communication

SPCOM 1, SPCOM 4

A2: Written Communication

ENGL 1A, (or AP Score of 3, 4, or 5)

A3: Critical Thinking

ENGL 1B¹, ENGL 1C, HIST 5¹, PHILO 5¹, SPCOM 2

Complete **THREE COURSES** (nine units minimum) with at least a C:

- one in A1
- one in A2
- one in A3

Area B: Scientific Inquiry and Quantitative Reasoning

Complete **TWO COURSES** with at least a C:

- one COURSE in B1 or B2
- one course in B4 with at least a C, **OR** place into a MATH course numbered 0-99 via Columbia College mathematics assessment

B1: Physical Sciences

CHEM 2A, CHEM 2B, CHEM 4A, CHEM 4B, CHEM 5, CHEM 14, CHEM 16, CHEM 20, CHEM 30(L), ESC 1, ESC 5(L), ESC 10, ESC 22, ESC 23(L), ESC 30, ESC 33(L), ESC 40, ESC 42, ESC 50(L), ESC 62, FNR 6, GEOGR 15, PHYCS 1, PHYCS 2, PHYCS 4A(L), PHYCS 4B(L), PHYCS 5A(L), PHYCS 5B(L), PHYCS 30(L) (or AP Score of 3, 4, or 5)

B2: Life Sciences

ANTHR 1
BIOL 2(L), BIOL 4(L), BIOL 6(L), BIOL 10(L), BIOL 17(L), BIOL 24(L), BIOL 60(L), BIOL 65(L), BIOL 150 (AA/AS degree only) (or AP Score of 3, 4, or 5)

B3: Lab (Courses that contain a laboratory component)

BIOL 2(L), BIOL 4(L), BIOL 6(L), BIOL 10(L), BIOL 17(L), BIOL 24(L), BIOL 60(L), BIOL 65(L), CHEM 2AL, CHEM 2BI, CHEM 4AL, CHEM 4BL, CHEM 5L, CHEM 14L, CHEM 16L, CHEM 20L, CHEM 30(L), ESC 5(L), ESC 23(L), ESC 33(L), ESC 50(L), PHYCS 4A(L), PHYCS 4B(L), PHYCS 5A(L), PHYCS 5B(L) (or AP Score of 3, 4, or 5)

B4: Mathematics, Quantitative Reasoning

MATH 2, MATH 4, MATH 6, MATH 8, MATH 12, MATH 16, MATH 18A, MATH 18B, MATH 18C, MATH 26, MATH 104 (AA/AS degree only), (or AP Score of 3, 4, or 5)

Complete a minimum of **THREE COURSES** (nine units minimum):

- one in B1*
- one in B2*
- one in B3*
- one in B4 with at least a C

* A B1 or B2 course followed by (L) will also satisfy the B3 requirement

REFERENCES

- ¹ ENGL 1B, HIST 5, or PHILO 5 may satisfy Area A3 or Area C2, but not both.
- ² CHILD 1, HHP 2, PSYCH 20 or PSYCH 35 may be used to satisfy Area D or Area E, but not both.
- ³ SOCIO 5 and ART 13 meet an Ethnic Studies Requirement
- ⁴ ANTHR 1 may be used to satisfy either Area B2 or Area D1, but not both.



COLUMN 1
AA/AS Degree Pattern
(continued)



COLUMN 2
AA-T/AS-T Degree & CSU Transfer Pattern
(continued)

Area C: Arts and Humanities

Complete ONE COURSE from:

- C1 or C2

C1: Arts (Art, Music, Theater):

ART 11, ART 12, ART 13³,
DRAMA 10, DRAMA 20, DRAMA 42, DRAMA 43
MUSIC 2, MUSIC 10, MUSIC 11, MUSIC 12 (or AP Score of 3, 4, or 5)

C2: Humanities (Literature, Philosophy, Languages other than English):

ENGL 1B¹, ENGL 11, ENGL 17, ENGL 18, ENGL 46, ENGL 47, ENGL 49, ENGL 50, ENGL 81
HIST 5¹,
HUMAN 1, HUMAN 2, HUMAN 3, HUMAN 4
PHILO 1, PHILO 5¹, PHILO 25, PHILO 35,
SIGN 40A, SIGN 40B, SIGN 40C,
SPAN 1A, SPAN 1B, SPAN 2A, SPAN 2B,
(or AP Score of 3, 4, or 5)

Complete THREE COURSES (nine units minimum):

- one in C1
- one in C2
- one in C1 or C2

Area D: Social and Behavioral Sciences

Complete ONE COURSE from any subarea (D0-D9):

- one in D0-D9

D0: Sociology and Criminology

ANTHR 8, HHP 63, SOCIO 1, SOCIO 2, SOCIO 5³, SOCIO 8

D1: Anthropology, Archaeology

ANTHR 1⁴, ANTHR 2, ANTHR 3, ANTHR 10, ANTHR 15

D2: Economics

ECON 10, ECON 11, (or AP Score of 3, 4, or 5)

D3: Ethnic Studies

ANTHR 15, SOCIO 5³, SPCOM 5

D4: Gender Studies

ANTHR 7, HHP 2², HIST 21, SOCIO 7

D5: Geography

GEOGR 12, GEOGR 20

D6: History

HIST 11, HIST 13, HIST 14, HIST 16, HIST 17, HIST 21, (or AP Score of 3, 4, or 5)

D7: Interdisciplinary, Social or Behavioral Science

CHILD 22, CHILD 36, FNR 1, SPCOM 12

D8: Political Science, Government and Legal Institutions

POLSC 10, POLSC 12, POLSC 14, POLSC 16, (or AP Score of 3, 4, or 5)

D.9: Psychology

CHILD 1², PSYCH 1, PSYCH 15, PSYCH 20², PSYCH 24, PSYCH 35², (or AP Score of 3, 4, or 5)

Complete THREE COURSES (nine units minimum) from at least two subareas (D0-D9)

- one course in D0-D9
- one course in D0-D9
- one course in D0-D9

Strongly recommended:

Satisfy the CSU *US History, Constitution, and American Ideals* requirement for CSU graduation by completing POLSC 10, and HIST 16 **OR** HIST 17. See p. 57 for more information

Area E: Lifelong Learning and Self-Development

Complete ONE COURSE:

- one in E

BIOL 50,
CHILD 1²,
GUIDE 1, GUIDE 18, GUIDE 30,
HHP 2², HHP 5, HHP 6A, HHP 6B, HHP 60
INDIS 48,
PSYCH 5, PSYCH 10, PSYCH 20², PSYCH 30, PSYCH 35², PSYCH 40,
SOCIO 12, SOCIO 28,
or (Veterans only) DD 214 form

Complete ONE COURSE (three units minimum):

- one in E

Activities Requirement

Complete TWO UNITS of "activity" courses:

- at least one unit from HHP courses
- one additional unit of activity

See "Activities Requirement for Associate Degree" on page 59 for a list of courses that will satisfy the Activity requirement for AA or AS degree at Columbia College. Veterans who can present a DD Form 214 are exempt from this requirement.

(Activities Requirement does not apply to this pathway.)

IGETC Requirements 2016-2017

Intersegmental General Education Transfer Curriculum for Transfer to the UC and CSU Systems

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 (CSU) or the University of California (UC) system without the need, after transfer, to satisfy specific campus lower-division general education requirements. **IGETC may also be used to satisfy the requirements of the AA-T or AS-T degree.** Completion of the IGETC is not a requirement for transfer to CSU or UC, nor is it the only way to fulfill the lower-division general education requirements of these systems prior to transfer. The IGETC is an alternative General Education Pattern for transfer to the CSU and UC systems. Depending upon the major and/or the campus of choice, some students may be better served by taking courses which fulfill the CSU General Education Breadth Requirements (Column II) on page 60, or those listed in the catalog of the CSU or UC campus of choice. 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.

Educational planning to ensure transfer success

Selection of courses from this list may be affected by one or more factors, including choice of major, university transfer requirements, or prerequisite or sequencing requirements. Failure to plan appropriately WILL adversely affect timely graduation and/or transfer. Students are encouraged to consult with a counselor in developing an individual education plan. (Counseling Office, Manzanita 15, 588-5109).

IGETC Certification

A student must request an IGETC Certification from the Admissions & Records Office. **The course requirements for all areas must be fully completed with a grade of C or better before the IGETC can be certified.** Certification will be sent after the last semester is completed at Columbia College. Courses taken from the IGETC list at another community college will be used in the final certification. Advanced Placement Examination credit may be used in some, but not all areas. See page 64 for Columbia College's policy on application of credit from Advanced Placement (AP) examinations

Area 1: English Communication

Complete one course each from Group 1A and Group 1B. Students planning to transfer to CSU must also complete one course from Group 1C.

GROUP 1A: English Composition

Complete one course (three semester units.)

ENGL 1A (or AP Score of 3, 4, or 5)

GROUP 1B: Critical Thinking/English Composition

Complete one course (three semester units)

ENGL 1B

ENGL 1C

HIST 5*/PHILO 5*

GROUP 1C: Oral Communication (CSU students only)

Complete one course (three semester units)

SPCOM 1

SPCOM 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.

(L) Designates a Laboratory course or a course that includes a Laboratory.

Area 2A: Mathematical Concepts and Quantitative Reasoning

Complete one course (three semester units.)

MATH 2, 6, 12, 16, 18A, 18B, 18C, 26

(or AP Score of 3, 4, or 5)

Area 3: Arts and Humanities

Complete at least three courses (nine semester units). One course must be in Group 3A and one in Group 3B. The third course can be completed in Group 3A or Group 3B.

Group 3A: Arts

ART 11, 12, 13; DRAMA 10

MUSIC 2, 10, 11, 12 (or AP Score of 3, 4, or 5)

Group 3B: Humanities

ENGL 11, 17, 18, 46, 47, 49, 50, 81

HIST 5*,

HUMAN 1, 2, 3, 4;

PHILO 1, 5*, 25, 35

SIGN 40B, 40C,

SPAN 1B, 2A, 2B

(or AP Score of 3, 4, or 5)

Area 4: Social and Behavioral Sciences

Complete at least three courses from at least two disciplines (minimum nine semester units).

Group 4A: Anthropology and Archaeology

ANTHR 1*, 2, 10, 15*

Group 4B: Economics

ECON 10, 11

Group 4C: Ethnic Studies

ANTHR 15*, SOCIO 5*, SPCOM 5

Group 4D: Gender Studies

ANTHR 7, HHP 2, HIST 21, SOCIO 7

Group 4E: Geography

GEOGR 12, GEOGR 20

Group 4F: History

HIST 11, 13, 14, 16, 17, 21

Group 4G: Interdisciplinary, Social and Behavioral Sciences

CHILD 1, SPCOM 12

Group 4H: Political Science, Government and Legal Institutions

POLSC 10, 12, 14

Group 4I: Psychology

PSYCH 1, 5, 10, 24, 35

Group 4J: Sociology and Criminology

HHP 63, SOCIO 1, 2, 5*, 8, 12, ANTHR 8

(or AP Score of 3, 4, or 5)

Area 5: Physical and Biological Sciences

Complete at least two courses totaling seven units or more, with one course in Group 5A, one in Group 5B, and one in Group 5C. One course must include a Laboratory (L). A Group 5A course followed by (L) will also satisfy the Group 5C requirement.

Group 5A: Physical Sciences

CHEM 20**, 5**, 14**, 16**, 2A, 2B, 4A, 4B, 30(L)
ESC 1, 5 (L), 10, 22, 23(L), 30, 33(L), 40, 42, 50 (L), 62
GEOGR 15,
FNR 6,
PHYCS 1**, 2**, 4A (L), 4B (L), 5A (L), 5B (L), 30(L),
(or AP Score of 3, 4, or 5)

Group 5B: Biological Sciences

ANTHR 1*, BIOL 2 (L)**, 4 (L), 6 (L), 10 (L), 17 (L)**, 24 (L),
60 (L), 65 (L) (or AP Score of 3, 4, or 5)

Group 5C: Laboratory Activity

CHEM 5L, 14L, 16L, 20L, 2AL, 2BL, 4AL, 4BL
(Or another course from 5A or 5B with a lab as indicated by (L).)

Area 6: Language Other than English (UC only)

UC transfer students must demonstrate competence (proficiency) in a language other than English equal to two years of high school study.

To demonstrate competence in a language other than English:

- Complete two years of high school level work in the same foreign language with a grade of "C-" or better, **OR**,
- Complete one of the Columbia College courses below with a grade of "C" or better, **OR**,
SIGN 40B SPAN 1A SPAN 2A
SIGN 40C SPAN 1B SPAN 2B

For other methods of completing Area 6, see a counselor.

Area 7: Requirement in U.S. History, Constitution and American Ideals (CSU only)

The CSU "U.S. History, Constitution, and American Ideals" (AI) graduation requirement is not part IGETC. Courses used to satisfy this requirement may also be listed in Area 4. However, CSU campuses have the discretion whether to allow courses used to satisfy the CSU AI graduation requirement to count in both Area 4 and to meet the AI graduation requirement. In the absence of specific knowledge of a CSU campus policy for double-counting, Columbia College will certify IGETC using the courses in Area 4 and the CSU AI graduation requirement.

Complete one course from Group 7A and one from Group 7B (six units)

Group 7A:

POLSC 10

Group 7B:

HIST16 **OR** HIST 17

College Credit for Advanced Placement (AP) Examinations

Students must have the College Board send AP exam results to the Admissions & Records Office (hand-carried copies will not be accepted) for use on the AA/AS or GE patterns. (Students are encouraged to see a counselor when interpreting AP scores.) Course credit and units granted at Columbia College may differ from course credit and units granted by a transfer institution. Students may earn credit for College Entrance Examination Board (CEEB) Advanced Placement (AP) Exams with scores of 3, 4, or 5. AP credit can be used to meet IGETC, CSU GE and AA/AS general education (GE).

AP EXAM	COLUMBIA COLLEGE GE AND ELECTIVE CREDIT AA/AS DEGREE		CSU GE-BREADTH ¹		IGETC	
	Area(s)	Semester Credits	Area(s)	Semester Credits	Area(s)	Semester Credits
Art History	C1 or C2	3	C1 or C2	3	3A or 3B	3
Biology	B2+B3	4	B2+B3	4	5B (with lab)	4
Calculus AB²	B4	3	B4	3	2A	3
Calculus BC²	B4	3	B4	3	2A	3
Calculus BC/AB Subscore²	B4	3	B4	3	2A	3
Chemistry						
<i>Exam taken before Fall 2009</i>	B1+B3	6	B1+B3	6	5A (with lab)	4
<i>Exam taken Fall 2009 or later</i>	B1+B3	4	B1+B3	4	5A (with lab)	4
Chinese Lanugage and Culture	C2	3	C2	3	3B+6A	3
Comparative Government and Politics	D8	3	D8	3	4H	3
Computer Science A²	N/A	3	N/A	0	N/A	N/A
Computer Science AB²	N/A	6	N/A	0	N/A	N/A
English Language and Composition	A2	3	A2	3	1A	3
English Literature and Composition	A2+C2	6	A2+C2	6	1A or 3B	3
Environmental Science						
<i>Exam taken before Fall 2009</i>	(B1+B3) or (B2+B3)	4	(B1+B3) or (B2+B3)	4	5A (with lab)	3
<i>Exam taken Fall 2009 or later</i>	B1+B3	4	B1+B3	4	5A (with lab)	3
European History	D6	3	C2 or D6	3	3B or 4F	3
French Language						
<i>Exam taken before Fall 2009</i>	C2	6	C2	6	3B+6A	3
<i>Exam taken Fall 2009 or later</i>	C2	3	C2	3	3B+6A	3
French Language and Culture			C2	3		
French Literature						
<i>Exam taken before Fall 2009</i>	C2	3	C2	3	3B+6A	3
German Language						
<i>Exam taken before Fall 2009</i>	C2	6	C2	6	3B+6A	3
<i>Exam taken Fall 2009 or later</i>	C2	3	C2	3	3B+6A	3
German Language and Culture			C2	3		
Human Geography	D5	3	D5	3	4E	3
Italian Language and Culture						
<i>Exam taken before Fall 2010</i>	C2	3	C2	3	3B+6A	3
Japanese Language and Culture	C2	3	C2	3	3B+6A	3

AP EXAM	COLUMBIA COLLEGE GE AND ELECTIVE CREDIT AA/AS DEGREE		CSU GE-BREADTH		IGETC	
	Area(s)	Semester Credits	Area(s)	Semester Credits	Area(s)	Semester Credits
Latin Literature						
<i>Exam taken before Fall 2009</i>	C2	3	C2	3	3B+6A	3
Latin			C2	3		
Latin: Vergil	C2	3	C2	3	3B+6A	3
Macroeconomics	D2	3	D2	3	4B	3
Microeconomics	D2	3	D2	3	4B	3
Music Theory						
<i>Exam taken before Fall 2009</i>	C1	3	C1	3	N/A	N/A
Physics B³						4
<i>Exam taken before Fall 2009</i>	B1+B3	6	B1+B3	6	5A (with lab)	4
<i>Exam taken Fall 2009 or later</i>	B1+B3	4	B1+B3	4	5A (with lab)	4
Physics 1³	B1+B3	4	B1+B3	4		
Physics 2³	B1+B3	4	B1+B3	4		
Physics C (electricity/magnetism)³	B1+B3	4	B1+B3	4	5A (with lab)	3
Physics C (mechanics)³	B1+B3	4	B1+B3	4	5A (with lab)	3
Psychology	D9	3	D9	3	4I	3
AP Seminar						
Spanish Language						3
<i>Exam taken before Fall 2009</i>	C2	6	C2	6	3B+6A	3
<i>Exam taken Fall 2009 or later</i>	C2	3	C2	3	3B+6A	3
Spanish Language and Culture		3	C2	3	3B+6A	3
Spanish Literature						
<i>Exam taken before Fall 2009</i>	C2	6	C2	6	3B+6A	3
<i>Exam taken Fall 2009 or later</i>	C2	3	C2	3	3B+6A	3
Spanish Literature and Culture			C2	3		
Statistics	B4	3	B4	3	2A	
Studio Art - 2D Design	N/A	3	N/A	0	N/A	N/A
Studio Art - 3D design	N/A	3	N/A	0	N/A	N/A
Studio Art - Drawing	N/A	3	N/A	0	N/A	N/A
U.S. Government and Politics	D8	3	D8+US-2 ⁴	3	4H+ US-2 ⁴	3
U.S. History	D6	3	(C2 or D6)+US-1	3	(3B or 4F)+US-1	3
World History	C2 or D6	3	C2 or D6	3	3B or 4F	3

¹ Areas of GE Breadth (A1 through E) are defined in EO 1033. Areas of American Institutions (US-1 through US-3) are set forth in Sections IA and IB of EO 4405, and at www.assist.org.

² If a student passes more than one AP exam in calculus or computer science, only one examination may be applied to the baccalaureate.

³ If a student passes more than one AP exam in physics, only six units of credit may be applied to the baccalaureate, and only four units of credit may be applied to a certification in GE Breadth.

⁴ Does not fulfill AHI California Government requirement.

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

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

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

CLEP/IB: For information on College-Level Examination Program (CLEP) and International Baccalaureate (IB) credits, please see a counselor.

C-ID Course Identification NUMBERING SYSTEM

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

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer. Students may consult the ASSIST database at www.assist.org for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

Following is a list of Columbia College courses with approved C-ID designations as of April 2016.

C-ID #	C-ID Title	Columbia College Course	Course Title
ACCT 110	Financial Accounting	BUSAD 2A	Financial Accounting
ACCT 120	Managerial Accounting	BUSAD 2B	Managerial Accounting
ANTH 110	Introduction to Biological Anthropology	ANTHR 1	Biological Anthropology
ANTH 120	Introduction to Cultural Anthropology	ANTHR 2	Cultural Anthropology
ANTH 150	Introduction to Archaeology	ANTHR 10	Archaeology and Cultural Prehistory
ARTH 110	Survey of Western Art from Prehistory through the Middle Ages	ART 11	History of Art: Ancient and Medieval
ARTH 120	Survey of Western Art from Renaissance to Contemporary	ART 12	History of Art: Renaissance, Baroque, and Modern
ARTS 100	2-D Foundations	ART 2	Basic Color and Design
ARTS 101	3-D Foundations	ART 3	3-D Art and Design
ARTS 110	Fundamentals of Drawing	ART 1	Basic Freehand Drawing
ARTS 200	Figure Drawing	ART 9A	Figure Drawing: Beginning
ARTS 210	Introduction to Painting	ART 21A	Painting: Beginning
BIOL 110B	Human Anatomy with Lab	BIOL 10	Human Anatomy
BIOL 120B	Human Physiology with Lab	BIOL 60	Human Physiology
BIOL 135S	Biology Sequence for Majors	BIOL 2 + BIOL 4 + BIOL 6	Cell and Molecular Biology AND Principles of Evolution and Zoology AND Principles of Plant Biology
BIOL 140	Organismal Biology	BIOL 4 + BIOL 6	Principles of Evolution and Zoology AND Principles of Plant Biology
BIOL 150	Zoology/Animal Diversity and Evolution	BIOL 4	Principles of Evolution and Zoology
BIOL 155	Botany/Plant Diversity and Ecology	BIOL 6	Principles of Plant Biology
BIOL 190	Zoology/Animal Diversity and Evolution	BIOL 2	Cell and Molecular Biology
BUS 110	Introduction to Business	BUSAD 20	Principles of Business
BUS 125	Business Law	BUSAD 18	Business Law
CDEV 100	Child Growth and Development	CHILD 1	Child Growth and Development
CDEV 110	Child Family and Community	CHILD 22	Child, Family, Community
CHEM 100	Chemistry and Society	CHEM 20	The Chemistry of Everything
CHEM 101	Introduction to Chemistry	CHEM 14 + 14L	Fundamental Chemistry for Allied Health + Laboratory

C-ID #	C-ID Name	Columbia College Course	Course Name
CHEM 102	Introduction to Organic and Biochemistry	CHEM 16 & 16L	Fundamental Organic and Biochemistry
CHEM 106B	Environmental Chemistry, with Lab	CHEM 5 & 5L	Introductory Chemistry: Environmental Emphasis
CHEM 110	General Chemistry for Science Majors I, with Lab	CHEM 1A <i>or</i> CHEM 2A + CHEM 2AL	General Chemistry
CHEM 120S	General Chemistry for Science Majors, Sequence A	CHEM 1A + CHEM 1B <i>or</i> CHEM 2A + CHEM 2AL + CHEM 2B + CHEM 2BL	General Chemistry
CHEM 140	Survey of Chemistry and Physics	CHEM 30 <i>or</i> PHYCS 30	Survey of Chemistry and Physics
CHEM 150	Organic Chemistry for Science Majors, with Lab	CHEM 4A, CHEM 4AL	Organic Chemistry I
CHEM 160S	Organic Chemistry for Science Majors, Sequence A	CHEM 4A, CHEM 4AL, CHEM 4B, CHEM 4BL	Organic Chemistry I and II
COMM 110	Public Speaking	SPCOM 1	Introduction to Public Speaking
COMM 120	Argumentation or Argumentation and Debate	SPCOM 2	Argumentation and Debate
COMM 140	Small Group Communication	SPCOM 9 <i>or</i> BUSAD 9	Introduction to Small Group and Team Communication
COMM 150	Intercultural Communication	SPCOM 5	Intercultural Communication
COMM 160B	Forensics (Speech & Debate)	SPCOM 7	Forensics Workshop
COMM 170	Oral Interpretation of Literature	DRAMA 20	Oral Expression and Interpretation
COMM 180	Introduction to Communication Studies	SPCOM 4	Introduction to Human Communication
COMP 112	Introduction to Programming Concepts and Methodologies	CCTPG 22	Programming Concepts and Methodology I
COMP 122	Programming Concepts and Methodology I	CCTPG 22	Programming Concepts and Methodology I
COMP 132	Programming Concepts and Methodology II	CCTPG 24	Programming Concepts and Methodology II
ECE 120	Principles & Practices of Teaching Young Children	CHILD 3	Principles and Practices of Teaching Young Children
ECE 130	Introduction to Curriculum	CHILD 35	Introduction to Curriculum
ECE 200	Observation and Assessment	CHILD 4	Observation and Assessment
ECE 210	Practicum in Early Childhood Education	CHILD 16	Practicum
ECE 220	Health, Safety and Nutrition	CHILD 26	Health, Safety and Nutrition
ECE 230	Teaching in a Diverse Society	CHILD 36	Teaching in a Diverse Society
ECON 201	Principles of Microeconomics	ECON 11	Principles of Economics - Micro
ECON 202	Principles of Macroeconomics	ECON 10	Principles of Economics - Macro
EDUC 200	Introduction to Elementary Classroom Teaching	EDUC 11	Introduction to Elementary Classroom Teaching
ENGL 100	College Composition	ENGL 1A	Reading and Composition: Beginning
ENGL 105	Argumentative Writing and Critical Thinking	ENGL 1C	Critical Reasoning and Writing
ENGL 120	Introduction to Literature	ENGL 1B	Advanced Composition and Introduction to Literature

C-ID #	C-ID Name	Columbia College Course	Course Name
ENGL 130	Survey of American Literature 1	ENGL 17	American Literature
ENGL 135	Survey of American Literature 2	ENGL 18	American Literature
ENGL 145	Survey of World Literature 2	ENGL 81	Introduction to World Literature: 1500 to Present
ENGL 160	Survey of British Literature 1	ENGL 46	Survey of English Literature
ENGL 165	Survey of British Literature 2	ENGL 47	Survey of English Literature
ENGL 200	Introduction to Creative Writing	ENGL 10	Creative Writing
GEOG 110	Introduction to Physical Geography	GEOGR 15	Physical Geography
GEOG 120	Introduction to Human Geography	GEOGR 12	Cultural Geography
GEOG 125	World Regional Geography	GEOGR 20	World Regional Geography
GEOG 130	Introduction to Weather and Climate	ESC 62	Meteorology
GEOL 101	Physical Geology with Lab	ESC 5	Physical Geology
GEOL 110	Historical Geology	ESC 22	Historical Geology
GEOL 111	Historical Geology with Lab	ESC 23	Historical Geology
GEOL 121	Earth Science with Lab	ESC 33	Introduction to the Earth
GEOL 130	Environmental Geology	ESC 10	Environmental Geology
HIST 130	United States History to 1877	HIST 16	United States: to 1877
HIST 140	United States History from 1865	HIST 17	United States: 1877 to Present
HIST 150	World History to 1500	HIST 13	World Civilizations: to 1650
HIST 160	World History since 1500	HIST 14	World Civilizations: 1500 to Present
ITIS 120	Business Information Systems, Computer Information Systems	CCTIS 10	Computer Concepts and Information Systems
KIN 100	Introduction to Kinesiology	HHP 3	Introduction to Kinesiology
KIN 101	First Aid and CPR	HHP 62	Safety and First Aid Education
MATH 110	Introduction to Statistics	MATH 2	Statistics
MATH 120	Mathematical Concepts for Elementary School Teachers	MATH 4	Mathematics for Elementary Teachers
MATH 130	Finite Mathematics	MATH 12	Finite Mathematics
MATH 155	Precalculus	MATH 16	Precalculus
MATH 210	Single Variable Calculus I Early Transcendentals	MATH 18A	Calculus 1
MATH 851	Trigonometry	MATH 8	Trigonometry
MUS 100	Music Appreciation	MUSIC 2	Introduction to Music
MUS 120	Music Theory I	MUSIC 20A	Elementary Music Theory
MUS 125	Musicianship I	MUSIC 4A	Elementary Musicianship
MUS 130	Music Theory II	MUSIC 20B	Elementary Music Theory
MUS 135	Musicianship II	MUSIC 4B	Elementary Musicianship
MUS 140	Music Theory III	MUSIC 21A	Intermediate Music Theory
MUS 150	Music Theory IV	MUSIC 21B	Intermediate Music Theory
MUS 155	Musicianship IV	MUSIC 5B	Intermediate Musicianship
MUS 160	Applied Music	MUSIC 51 <i>or</i> MUSIC 52 <i>or</i> MUSIC 53 <i>or</i> MUSIC 54 <i>or</i> MUSIC 55 <i>or</i> MUSIC 56	Private Lessons: Keyboard Private Lessons: Woodwinds Private Lessons: Brass Private Lessons: Strings Private Lessons: Percussion Private Lessons: Voice

C-ID #	C-ID Name	Columbia College Course	Course Name
MUS 180	Large Ensemble	MUSIC 60 <i>or</i> MUSIC 64 <i>or</i> MUSIC 66 <i>or</i> MUSIC 72 <i>or</i> MUSIC 75 <i>or</i> MUSIC 76 <i>or</i> MUSIC 78 <i>or</i>	College Choir Jazz Choir Community Orchestra Jazz Ensemble Jazz Studies Community Orchestr Ensemble: Instrumental Emphasis
NUTR 110	Introduction to Nutrition Science	BIOL 50	Nutrition
PHIL 100	Introduction to Philosophy	PHILO 1	Introduction to Philosophy
PHYS 100S	Algebra/Trigonometry-Based Physics:AB	PHYCS 4A + PHYCS 4B	Introductory Physics I & II: Trigonometry Level
PHYS 105	Algebra/Trigonometry-Based Physics AB	PHYCS 4A	Introductory Physics I: Trigonometry Level
PHYS 110	Algebra/Trigonometry-Based Physics B	PHYCS 4B	Introductory Physics II: Trigonometry Level
PHYS 205	Calculus-Based Physics for Scientists and Engineers: A	PHYCS 5A	Introductory Physics I: Calculus Level
PHYS 210	Calculus-Based Physics for Scientists and Engineers: B	PHYCS 5B	Introductory Physics II: Calculus Level
PHYS 215	Calculus-Based Physics for Scientists and Engineers: C	PHYCS 5C	Physics III: Calculus Level
POLS 110	Introduction to American Government and Politics	POLSC 10	Constitutional Government
POLS 130	Introduction to Comparative Government and Politics	POLSC 16	Comparative Government and Politics
POLSC 140	Introduction to International Relations	POLSC 14	International Relations
PSY 110	Introductory Psychology	PSYCH 1	General Psychology
PSY 115	Psychology of Personal and Social Adjustment	PSYCH 30	Psychology of Adjustment
PSY 120	Introduction to Abnormal Psychology	PSYCH 24	Abnormal Psychology
PSY 130	Introduction to Human Sexuality	PSYCH 5	Human Sexual Behavior
PSY 180	Introduction to Lifespan Psychology	PSYCH 10	Lifespan Human Development
PSY 200	Introduction to Research Methods in Psychology	PSYCH 15	Research Methods in Psychology
SOCI 110	Introduction to Sociology	SOCIO 1	Introduction to Sociology
SOCI 115	Social Problems	SOCIO 2	American Society: Social Problems and Deviance
SOCI 120	Introduction to Research Methods	SOCIO 8 <i>or</i> ANTHR 8	Research Methods in the Social and Behavioral Sciences
SOCI 130	Introduction to Marriage and Family	SOCIO 12	Sociology of the Family
SOCI 140	Introduction to Gender	ANTHR 7 <i>or</i> SOCIO 7	Gender, Culture and Society
SOCI 150	Introduction to Race and Ethnicity	SOCIO 5	Ethnicity and Ethnic Relations in America
SPAN 100	Elementary Spanish I	SPAN 1A	Spanish: Beginning
SPAN 110	Elementary Spanish II	SPAN 1B	Spanish: Beginning
SPAN 200	Intermediate Spanish I	SPAN 2A	Spanish: Intermediate
SPAN 210	Intermediate Spanish II	SPAN 2B	Spanish: Intermediate
THTR 111	Introduction to Theatre	DRAMA 10	Introduction to the Theatre
THTR 112	Theatre Appreciation	DRAMA 10	Introduction to the Theatre



Columbia College/Modesto Junior College INTRADISTRICT EQUIVALENT COURSES (2016-2017)

The Yosemite Community College District is home to two community colleges, Columbia College (CC) and Modesto Junior College (MJC). That means that some of Columbia's courses are considered "equivalent" to courses offered at Modesto Junior College. If you have taken courses at either school and wish to take courses at the other, see the course crosswalk below. This list is subject to change. See the Articulation Officer in the Counseling Office if you have questions about course equivalencies between the two colleges.

COLUMBIA COURSE	MJC COURSE	COLUMBIA COURSE	MJC COURSE	COLUMBIA COURSE	MJC COURSE	COLUMBIA COURSE	MJC COURSE
ANTHR 1	ANTHR 101	CHEM 4A+4AL+		FIRE 5	FSCI 305	MUSIC 20B	MUST 122
ANTHR 2	ANTHR 102	CHEM 4B+4 BL	CHEM 122+CHEM 123	FIRE 7	FSCI 337	MUSIC 21A	MUST 123
ANTHR 10	ANTHR 130	CHEM 4B & 4BL	CHEM 113	FIRE 7, FIRE 50,		MUSIC 21B	MUST 124
ANTHR 15	ANTHR 150	CHEM 4B+CHEM 4BL	CHEM 123	FIRE 101, FIRE 106,		MUSIC 31A	MUSA 121
ART 1	ART 120	CHEM 14 & 14L	CHEM 143 (4 or 5 units)	FIRE 108, FIRE 110	FSCI 362 & FSCI 363	MUSIC 36	MUSA 151
ART 2	ART 124	CHEM 16 & 16L	CHEM 144	FIRE 29A & 29B	FSCI 364	MUSIC 37	MUSA 152
ART 3	ART 125	CHEM 20	CHEM 150	GEOGR 12	GEOG 102	MUSIC 39	MUSA 153
ART 9A	ART 123	CHEM 30/PHYCS 30	PHSCI 180	GEOGR 15	GEOG 101	MUSIC 41A & 41B	MUSA 123
ART 11	ART 164	CHILD 1	CLDDV 103	GEOGR 20	GEOG 110	MUSIC 49	MUSA 141
ART 12	ART 165	CHILD 3	CLDDV 101	GEOGR 60	GEOG 109	MUSIC 50	MUSA 145
ART 13	ART 169	CHILD 4	CLDDV 167	GUIDE 1	MJC Guidance req. satisfied	MUSIC 52	MUSA 183
ART 21A	ART 147/148	CHILD 16	CLDDV 128	GUIDE 11	GUIDE 111	MUSIC 56	MUSA 154
ART 21B	ART 149	CHILD 17	CLDDV 154	GUIDE 18	MJC Guidance req. satisfied	MUSIC 66	MUSE 151
ART 31	ART 108	CHILD 19	CLDDV 163	GUIDE 30	MJC Guidance req. satisfied	MUSIC 76	MUSE 161
ART 40	ART 170 or	CHILD 22	CLDDV 109	GUIDE 25/BUSAD 25	GUIDE 112	MUSIC 78	MUSE 176
BIOL 2	BIO 101 (4 or 5 units)	CHILD 23	CLDDV 121	GUIDE 51*	SOCSC 58	OFTEC 50	MDAST 321
BIOL 4	ZOOL 101	CHILD 26	CLDDV 111	GUIDE 100	STSK 78	OFTEC 130	OFADM 304
BIOL 6	BOT 101	CHILD 30	CLDDV 150	GUIDE 107	GUIDE 110	OFTEC 131	OFADM 314
BIOL 2+BIOL 4+		CHILD 31	CLDDV 151	GUIDE 150	MJC Guidance req. satisfied	OFTEC 141	CSCI 224*
BIOL 6	BOT 101+BIO 101+ZOO 101	CHILD 35	CLDDV 107	HHP 2	HE 111	PHILO 1	PHILO 101
BIOL 10	ANAT 125	CHILD 36	CLDDV 262	HHP 3	PE 124	PHILO 25	PHILO 123
BIOL 10+BIOL 60	ANAT 125+PHYSO 101	CHILD 42	CLDDV 125	HHP 60	HE 110	PHILO 35	PHILO 135
BIOL 17	BIO 111	CHILD 43	CLDDV 122	HHP 62	HE 101	PHYS 1	PHYS 160
BIOL 24	BIO 114	CHILD 44 or CHILD 16	CLDDV 127	HHP 63	PE 120	PHYS 4A	PHYS 142 (4 or 5 units)
BIOL 50	FDNTR 219	DRAMA 10	THETR 100	HIST 11	HIST 129	PHYS 4B	PHYS 143 (4 or 5 units)
BIOL 60	PHYSO 101	DRAMA 20	COMM 120	HIST 13	HIST 106	PHYS 5A	PHYS 101 (4 or 5 units)
BIOL 65	MICRO 101	DRAMA 20	THETR 120	HIST 14	HIST 107	PHYS 5B	PHYS 103 (4 or 5 units)
BIOL 150	AP 50	DRAMA 22	THETR 122	HIST 16	HIST 101	POLSC 10	POLSC 101
BUSAD 2A	BUSAD 201	DRAMA 42	THETR 160	HIST 17	HIST 102	POLSC 14	POLSC 110
BUSAD 2B	BUSAD 202	ECON 10	ECON 101	HIST 21	HIST 116	POLSC 16	POLSC 140
BUSAD 9/SPCOM 9	COMM 106	ECON 11	ECON 102	HUMAN 1	HUMAN 105	PSYCH 1	PSYCH 101
BUSAD 18	BUSAD 218	EDUC 11	SOCSC 110	HUMAN 2	HUMAN 106	PSYCH 5	PSYCH 110
BUSAD 20	BUSAD 248	EMS 4	EMS 390	HUMAN 3	HUMAN 110	PSYCH 10	PSYCH 141
BUSAD 25/GUIDE 25	GUIDE 112	EMS 157	EMS 350	HUMAN 4	PHILO 115	PSYCH 15	PSYCH 102
BUSAD 30	BUSAD 245	ENGL 1A	ENGL 101	MATH 2	MATH 134	PSYCH 24	PSYCH 105
BUSAD 40	BUSAD 240	ENGL 1B	ENGL 102	MATH 4	MATH 105	PSYCH 30	PSYCH 130
CCTDM 12*	CSCI 250*	ENGL 1C	ENGL 103	MATH 6	MATH 101	PSYCH 35	HUMSR 116
CCTDM 40*	CMPGR 268*	ENGL 11	ENGL 161	MATH 12	MATH 130	SOCIO 1	SOCIO 101
CCTIS 10*	CSCI 220*	ENGL 17	ENGL 135	MATH 18A	MATH 171	SOCIO 2	SOCIO 102
CCTIS 30*	CSCI 223*	ENGL 18	ENGL 136	MATH 18B	MATH 172	SOCIO 5	SOCIO 150
CCTIS 137*	CMPGR 215*	ENGL 46	ENGL 137	MATH 18C	MATH 173	SOCIO 12	SOCIO 125
CCTPG 22*	CSCI 271*	ENGL 47	ENGL 138	MATH 101	MATH 170	SOCIO 28	HUMSR 114
CCTPG 24*	CSCI 272*	ENGL 81	ENGL 132	MATH 104	MATH 90	SPAN 1A	SPAN 101
CCTPG 48*	CSCI 221*	ENGL 50	ENGL 163	MATH 601	MATH 10	SPAN 1B	SPAN 102
CCTPG 51*	CSCI 230*	ENGL 151	ENGL 50	MATH 602	MATH 20	SPAN 2A	SPAN 103
CHEM 2A & 2AL	CHEM 101	ENGL 650	ENGL 49	Columbia Mathematics competency is satisfied	MATH 89	SPAN 2B	SPAN 104
CHEM 2A+2A		ESC 5	GEOL 161	MUSIC 2	MUSG 101	SPAN 10A	SPAN 51
L+2B+2BL	CHEM 101+CHEM 102	ESC 23	GEOL 166	MUSIC 4A	MUST 131	SPCOM 1	COMM 100
CHEM 2B & 2BL	CHEM 102	ESC 33	EASCI 161	MUSIC 4B	MUST 132	SPCOM 2	COMM 104/COMM 107
CHEM 4A & 4AL	CHEM 112	ESC 35	GEOL 171A, B	MUSIC 5A	MUST 133	SPCOM 4	COMM 102
CHEM 4A+4AL	CHEM 122	ESC 50	EASCI 162	MUSIC 5B	MUST 134	SPCOM 5	COMM 130
CHEM 4A+4AL+		FIRE 1	FSCI 301	MUSIC 10	MUSG 121	SPCOM 7	COMM 105
CHEM 4B+4 BL	CHEM 112+CHEM 113	FIRE 2	FSCI 302	MUSIC 11	MUSG 122	SPCOM 9/BUSAD 9	COMM 106
		FIRE 3	FSCI 303	MUSIC 20A	MUST 121	WT 121	WELD 200
		FIRE 4	FSCI 304			WT 122	WELD 204
						WT 123	WELD 206

* Course was previously listed under a different department prefix (e.g. CCTIS was CMPSC). See the current Columbia or MJC catalog course description for previous prefixes.

Award Requirements

Educational Awards Offered

AWARD TITLE	AWARD CODE	PG
ALLIED HEALTH	AS	74
ANTHROPOLOGY	AA-T	74
ART		
STUDIO ARTS	AA-T	75
FINE ARTS: EMPHASIS IN ART	AA	76
FINE ARTS: EMPHASIS IN PHOTOGRAPHY	AA	76
AUTOMOTIVE TECHNOLOGY		
AUTOMOTIVE MAINTENANCE TECHNICIAN	AS C	77
AUTOMOTIVE SERVICE TECHNICIAN	AS C	77
ENGINE PERFORMANCE	C	78
UNDER VEHICLE SERVICE	C	78
AUTOBODY REPAIR	SA	79
AUTOMOTIVE TECHNOLOGY FOR ENTREPRENEURS	SA	79
ELECTRICAL REPAIR	SA	79
ENGINE REPAIR	SA	79
BIOLOGY - <i>New degree in development. See a counselor for more information.</i>		
POST-SECONDARY STUDIES: EMPHASIS IN BIOLOGICAL SCIENCES	AS	80
SCIENCE: EMPHASIS IN BIOLOGY	AS	80
BUSINESS ADMINISTRATION		
BUSINESS ADMINISTRATION: PROFESSIONAL	AS	81
POST SECONDARY STUDIES: EMPHASIS IN BUSINESS ADMINISTRATION	AS	82
BUSINESS ADMINISTRATION: ACCOUNTING	AS C	82
BUSINESS MANAGEMENT	AS	83
ACCOUNT CLERK	C	83
MANAGEMENT	C	84
ORGANIZATIONAL BEHAVIOR	C	84
PAYROLL CLERK	C	84
SMALL BUSINESS MANAGEMENT	C	85
TAX CLERK	C	85
CUSTOMER SERVICE ACADEMY	SA	85

AWARD CODES

- AA-T:** Associate in Arts for Transfer degree (see p. 54 for more information)
AS-T: Associate in Science for Transfer degree (see p. 54 for more information.)
AA: Associate in Arts degree (see p. 51 for more information)
AS: Associate in Science degree (see p. 51 for more information)
C: Certificate of Achievement (see p. 51 for more information)
SA: Skills Attainment Certificate (see p. 51 for more information)

AWARD TITLE	AWARD CODE	PG
CHEMISTRY - <i>New degree in development. See a counselor for more information.</i>		
CHILD DEVELOPMENT		
EARLY CHILDHOOD EDUCATION	AS-T	86
CHILD DEVELOPMENT	AS	86
ASSOCIATE CHILD DEVELOPMENT TEACHER	C	87
ASSOCIATE INFANT/TODDLER TEACHER - <i>See a counselor for more information</i>		
COMMUNICATION STUDIES		
LANGUAGE ARTS: EMPHASIS IN COMMUNICATION	AA	88
COMPUTER AND COMMUNICATIONS TECHNOLOGY: DIGITAL MEDIA		
MULTIMEDIA TECHNOLOGY	AS	88
MULTIMEDIA WEB DESIGN	C	89
MULTIMEDIA TECHNICIAN-DIGITAL MEDIA	C	89
MULTIMEDIA TECHNICIAN-WEB DEVELOPMENT	C	89
DIGITAL GRAPHIC ARTS FOR ENTREPRENEURS	SA	89
VIDEO PRODUCTION FOR ENTREPRENEURS	SA	90
WEBSITE DEVELOPMENT FOR ENTREPRENEURS	SA	90
MULTIMEDIA TECHNICIAN FOR ENTREPRENEURS	SA	90
COMPUTER AND COMMUNICATIONS TECHNOLOGY: INFORMATION SYSTEMS		
GEOGRAPHIC INFORMATION SYSTEMS	AS C	91
BUSINESS/WEB DEVELOPMENT	AS	91
APPLIED COMPUTER STUDIES: BUSINESS EMPHASIS	C	93
GIS GEODATABASE MICROCREDENTIAL	SA	93
GIS GEOSPATIAL MICRO-CREDENTIAL	SA	93
GIS IN EMERGENCY RESPONSE MICRO-CREDENTIAL	SA	93
COMPUTER AND COMMUNICATIONS TECHNOLOGY: PROGRAMMING		
PROGRAMMING	AS	94
POST-SECONDARY STUDIES: EMPHASIS IN COMPUTER SCIENCE	AS	94
COMPUTER AND COMMUNICATIONS TECHNOLOGY: SUPPORT SERVICES		
COMPUTER SUPPORT TECHNICIAN	C	95
NETWORK SUPPORT TECHNICIAN	C	95
EDUCATION		
ELEMENTARY TEACHER EDUCATION	AA-T	96
LIBERAL STUDIES: ELEMENTARY TEACHING PREPARATION	AA	97
LEARNING DESIGN & TECHNOLOGY	SA	98
EMERGENCY MEDICAL SERVICES		
EMERGENCY MEDICAL SERVICES	AS C	98
EMERGENCY MEDICAL TECHNICIAN (EMT) TRAINING	SA	99

AWARD TITLE	AWARD CODE	PG
FIRST RESPONDER	SA	99
ENGINEERING: POST SECONDARY STUDIES: EMPHASIS IN PRE-ENGINEERING	AS	99
ENGLISH	AA-T	100
LANGUAGE ARTS: EMPHASIS IN ENGLISH	AA	101
ENTREPRENEURSHIP	AS C	101
E-MARKETING YOUR BUSINESS	SA	102
ENTREPRENEUR BUSINESS STARTUP	SA	102
ENVIRONMENTAL SCIENCES		
POST SECONDARY STUDIES: EMPHASIS IN ENVIRONMENTAL SCIENCES	AS	103
SCIENCE: EMPHASIS IN ENVIRONMENTAL SCIENCE	AS	103
FIRE TECHNOLOGY	AS C	104
FIRE SCIENCE	AS	104
FORESTRY AND NATURAL RESOURCES		
FORESTRY	AS C	105
NATURAL RESOURCES	AS C	106
GEOLOGY/EARTH SCIENCE		
GEOLOGY	AS-T	108
SCIENCE: EMPHASIS IN EARTH SCIENCE	AS	109
HEALTH AND HUMAN PERFORMANCE		
KINESIOLOGY	AA-T	110
SPORT SCIENCE	AA	111
HISTORY	AA-T	111
HOSPITALITY MANAGEMENT		
CHEF	AS C	112
DINNER LINE COOK	AS C	113
HOSPITALITY MANAGEMENT: CULINARY ARTS	AS	113
HOSPITALITY MANAGEMENT: HOTEL MANAGEMENT	AS	113
HOSPITALITY MANAGEMENT: RESTAURANT MANAGEMENT	AS	113
PANTRY AND DESSERT CHEF	AS C	114
RESTAURANT MANAGEMENT	AS C	114
BAKER	SA	116
BAKING FOR ENTREPRENEURS	SA	116
BARTENDER	SA	116
CHEF FOR ENTREPRENEURS	SA	116
DELI COOK & BAKER	SA	117
DINING ROOM MANAGEMENT	SA	117
DINING ROOM STAFF	SA	117
SAFETY AND SANITATION	SA	117

AWARD TITLE	AWARD CODE	PG
HUMAN SERVICES	AS C	118
PEER SUPPORT AND PSYCHOSOCIAL REHABILITATION	SA	118
LIBERAL ARTS		
EMPHASIS IN ARTS AND HUMANITIES	AA	119
EMPHASIS IN BEHAVIORAL AND SOCIAL SCIENCES	AA	120
EMPHASIS IN SCIENCE	AA	121
LIBERAL STUDIES (See EDUCATION)		
MATHEMATICS	AS-T AA	122
MUSIC	AA-T AA	123
OFFICE TECHNOLOGY		
ADMINISTRATIVE OFFICE PROFESSIONAL	AS C	124
VIRTUAL OFFICE PROFESSIONAL	C	125
VIRTUAL ENTREPRENEUR TECHNICIAN	SA	126
OFFICE TECHNICIAN	SA	125
MEDICAL OFFICE SPECIALIST	AS C	126
MEDICAL CODING	SA	127
POLITICAL SCIENCE	AA-T	128
PSYCHOLOGY	AA-T	129
SCIENCE		
POST-SECONDARY STUDIES: EMPHASIS IN PHYSICAL SCIENCES	AS	130
SCIENCE: EMPHASIS IN GENERAL SCIENCE	AS	130
SCIENCE: EMPHASIS IN PHYSICAL SCIENCE	AS	130
SOCIOLOGY	AA-T	131
WATER RESOURCES MANAGEMENT	AS C	132
WASTEWATER TREATMENT PLANT OPERATION	SA	133
WELDING TECHNOLOGY	C	134
WELDING TECHNOLOGY FOR ENTREPRENEURS	SA	134
METAL SCULPTURE FOR ENTREPRENEURS	SA	134

Accounting:

see "*Business Administration*"

Allied Health PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AS Degree: Allied Health

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 8 units from this section: 8

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

Complete 4 units from this section including 1 unit from a lab course: 4

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

Complete 7 Units from this section: 7

BIOL 50	Nutrition (3)
BIOL 65	Microbiology (4)
EMS 4	Emergency Medical Technician Training (7)
HHP 60	Health and Fitness Education (3)
HHP 62	Safety and First Aid Education (3)

UNITS REQUIRED IN MAJOR: 19

TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Anthropology PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AA-T Degree: Anthropology

The Anthropology program provides students with a core curriculum covering introductory anthropology content, theory, and methodology. The curriculum is designed to help students understand the broad scope of anthropology as a comparative science. In addition, it covers the key theoretical approaches and insights that inform anthropology, as well as the role of anthropological theory and research methods in understanding the bio-cultural nature of our species. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving.

Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

LEARNING OUTCOMES:

Successful students will demonstrate the following knowledge and skills:

- Compare and contrast the main sub-disciplines of anthropology: their origins, histories, associated theories, principles, and methodologies.
- Contributions of the sub-fields of anthropology to past and current human challenges (war, health and disease, and cultural contact and conflict).
- Contextualize contemporary social and cultural differences.
- Demonstrate the relationship between anthropology and the liberal arts and sciences.
- Articulate the legal, operational, and ethical dimensions of applied anthropological work.
- The relationship between anthropology and emerging sciences (e.g., epigenetics).

DEGREE REQUIREMENTS

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

1. Either the California State University General Education Breadth Requirements (CSU-GE - minimum of 30 units) OR the Intersegmental General Education Transfer Curriculum (IGETC - minimum of 37 units); AND
2. 19 to 21 semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Complete 13 units	13
ANTHR 1 Physical Anthropology	3
ANTHR 2 Cultural Anthropology	3
ANTHR 10 Archaeology and Cultural Prehistory	3
MATH 2 Statistics	4

Complete one of the following courses: **3-4**

ANTHR 8/ SOCIO 8	Research Methods in the Social and Behavioral Sciences (3)
BIOL 10	Human Anatomy (4)
ESC 5	Physical Geology (4)
HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)
PSYCH 15	Research Methods in Psychology (3)

Complete one of the following courses: **3-4**

ANTHR 15	Native People of North America (3)
HUMAN 4	World Religions and Spirituality (3)
SOCIO 5	Ethnicity and Ethnic Relations in America (3)
SPCOM 5	Intercultural Communication (3)
Any non-Anthropology course from list A not used above (3-4)	

UNITS REQUIRED IN MAJOR:	19– 21
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Art PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AA-T Degree: Studio Arts

The Studio Arts program provides students with a core curriculum covering introductory art content, theory, history, and practice. The program is designed to provide students with a solid foundation in visual design elements and principles, common materials and techniques, and a historical and cultural context. The program also seeks to promote critical visual thinking and evaluation, nurture creative independence, and encourage productive experimental problem solving.

The goal of the Studio Arts Associate in Arts for Transfer (AA-T) program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Studio Arts, Fine Arts, Art History, or something similar. The program is intended and designed to make the transfer of Columbia College students to the CSU as seamless as possible. It is the most efficient pathway for students desiring to transfer to CSU in a similar major in a timely manner.

The major requirements align with the Transfer Model Curriculum (TMC) for Studio Arts. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

LEARNING OUTCOMES:

- Student will demonstrate a foundation of art skills and a high level of craftsmanship by utilizing a variety of tools and technologies.
- Students will demonstrate an understanding of the art materials, methods and techniques, historical and contemporary, and the contexts in which they are employed.

DEGREE REQUIREMENTS

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

1. Either the California State University General Education-Breadth Requirements (CSU-GE) (minimum of 39 units) OR the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); AND
2. Semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

AWARD REQUIREMENTS

Required courses:	12 units
ART 1 Basic Freehand Drawing	3
ART 2 Basic Color and Design	3
ART 3 3-D Art and Design	3
ART 12 History of Art: Renaissance, Baroque, and Modern	3
Complete one course:	3 units
ART 11 History of Art: Ancient and Medieval (3)	
ART 13 Art of Africa, Asia, Australia and the Americas (3)	
Complete three courses: (minimum of 9 units):	9 units
ART 9A Figure Drawing: Beginning (3)	
ART 9B Figure Drawing: Intermediate (3)	
ART 21A Painting: Beginning (3)	
ART 21B Painting: Intermediate (3)	
ART 23A Watercolor: Beginning (3)	
ART 23B Watercolor: Intermediate (3)	
ART 25 Mixed Media Painting (3)	
ART 31 Ceramics: Introductory (3)	
ART 32 Ceramics: Intermediate (3)	
ART 40 Photography: Beginning (4)	
ART 71 Ceramic Sculpture: Introductory (3)	
CCTDM 53 Computer Graphics I (3)	

UNITS REQUIRED IN MAJOR:	24
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AA Degree: Fine Arts: Emphasis in Art

An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 3 units from this section:	3
ART 11 History of Art: Ancient and Medieval (3)	
ART 12 History of Art: Renaissance, Baroque, and Modern (3)	
ART 13 Art of Africa, Asia, Australia, and the Americas (3)	
Complete 9 units from this section in courses not already taken above:	9
ART 1 Basic Freehand Drawing (3)	
ART 2 Basic Color and Design (3)	
ART 3 3-D Art and Design (3)	
ART 9A Life Drawing: Beginning (3)	
ART 11 History of Art: Ancient and Medieval (3)	
ART 12 History of Art: Renaissance, Baroque, and Modern (3)	
ART 13 Art of Africa, Asia, Australia, and the Americas (3)	
ART 21A Painting: Beginning (3)	
ART 23A Watercolor: Beginning (3)	
ART 25 Mixed Media Painting (3)	
ART 31 Ceramics: Introductory (3)	
ART 71 Ceramic Sculpture: Introductory (3)	
Complete three units from this section	3
ART 40 Photography: Beginning (4)	

CCTDM 51/	Publication Design I (3)
ART 51/OFTEC 42	
ART 53/	Computer Graphics I (3)
CCTDM 53	

Complete 3 units from this section:	3
ENGL 10 Creative Writing (3)	
ENGL 11 Film Appreciation (3)	
MUSIC 2 Introduction to MUSIC (3)	
MUSIC 10 Survey of Music History and Literature: Ancient to 1750 (3)	
MUSIC 20A Elementary Music Theory (3)	
Any MUSIC course numbered 31-78 course (½-1)	

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AA Degree: Fine Arts: Emphasis in Photography

An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete the following core course:

ART 40	Photography: Beginning	4
--------	------------------------	---

Complete 5 units from this section:

ART 2	Basic Color and Design (3)	
ART 41	Photography: Intermediate (3)	
ART 46	Field Photography Composition and Design (2-4)	

Complete 6 units from this section:

ART 1	Basic Freehand Drawing (3)	
ART 9A	Figure Drawing: Beginning (3)	
ART 21A	Painting: Beginning (3)	
ART 23A	Watercolor: Beginning (3)	
ART 25	Mixed Media Painting (3)	
CCTDM 50	Photo Editing for Digital and Print Publication (3)	

Complete 3 units from this section:

ART 11	History of art: Ancient and Medieval (3)	
ART 12	History of art: Renaissance, Baroque and Modern (3)	
ART 13	Art of Africa, Asia, Australia, and the Americas (3)	
ART 45	Field Photography (3)	
ART 49	Intermediate Field Photography (3)	
ENGL 11	Film Appreciation (3)	

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Metal Sculpture for Entrepreneurs *see "Welding"*

Automotive PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
(209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

Associate Degrees

AS Degree: Automotive Maintenance Technician

▶ *Previously offered as an ASOE degree*

ABOUT THIS DEGREE

The Associate in Science Degree (Automotive Maintenance Technician) provides students with skills and training for immediate entry into the workforce as an entry-level automotive technician.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete the following coursework:

AT 97	Work Experience in Auto Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	½
AT 105	Automotive Braking Systems	4
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3
AT 113	Automotive Electrics	7

UNITS REQUIRED IN MAJOR:	32½
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Optional Course (recommended)

AT 185	Auto Body Collision Repair I (3)
--------	----------------------------------

AS Degree: Automotive Service Technician

▶ *Previously offered as an ASOE degree*

The Associate in Science (Automotive Service Technician) Degree is designed to provide students with skills and training for immediate entry into the automotive workforce as automotive technicians.

DEGREE REQUIREMENTS

To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete the following coursework:

AT 97	Work Experience in Auto Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	½
AT 105	Automotive Braking Systems	4
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3
AT 113	Automotive Electrics	7
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4
AT 132	Automatic Transmissions and Transaxles (3) OR	3
AT 140	B.A.R. Smog Check Training, Level II (3)	

UNITS REQUIRED IN MAJOR:	43½
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Optional Courses (recommended)

AT 185	Auto Body Collision Repair I (3)
WT 121	ARC/Gas Welding (3)

Certificates of Achievement

Certificate of Achievement: Automotive Maintenance Technician

CERTIFICATE REQUIREMENTS

To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

AT 97	Work Experience in Automotive Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	½
AT 105	Automotive Braking Systems	4
AT 112	Heating and Air Conditioning	3
AT 113	Automotive Electrics (7) OR	7-8
AT 106	Engine Performance (8)	

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 24½– 25½

Optional Course (recommended)

AT 185	Auto Body Collision Repair I (2)
WT 100	Introduction to Welding (3)

Certificate of Achievement: Automotive Service Technician

This certificate covers the entire eight areas that encompass Automotive Service Excellence certifications. Students completing this certificate program have completed the complete set of training prescribed for entry-level automotive technicians.

CERTIFICATE REQUIREMENTS

To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

AT 97	Work Experience in Auto Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	½
AT 105	Automotive Braking Systems	4
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3
AT 113	Automotive Electrics	7
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4
AT 132	Automatic Transmissions and Transaxles (3) OR	3
AT 140	B.A.R. Smog Check Training, Level II (3)	

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 43½

Optional Courses (recommended)

AT 185	Auto Body Collision Repair I (2)
WT 121	ARC/Gas Welding (3)

Certificate of Achievement: Engine Performance

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	½
AT 106	Engine Performance	8
AT 112	Heating and Air Conditioning	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 12½

Certificate of Achievement: Under Vehicle Service

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	½
AT 105	Automotive Braking Systems	4
AT 120	Suspension and Steering	4
AT 122	Manual Power Trains and Axles	4

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 13½

Skills Attainment Certificate

Skills Attainment Certificate:*

Autobody Repair

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

AT 97	Work Experience in Auto Technology	3
AT 104	Practical Lab (Auto Body)	1
AT 155	Automotive Spray Refinishing I	2
AT 156	Automotive Spray Refinishing II	2
AT 185	Auto Body Collision Repair I	2
AT 186	Auto Body Collision Repair II	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:*

Automotive Technology for Entrepreneurs

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

Skills Attainment Requirements

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

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

Complete 8 units: 8

AT 1 – AT 199 (Maximum 1 unit from AT 97)

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:*

Electrical Repair

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

AT 97	Work Experience in Automotive Technology	1
AT 103	Practical Laboratory	½
AT 112	Heating/Air Conditioning	3
AT 113	Automotive Electrics	7

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 11½

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:*

Engine Repair

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

AT 97	Work Experience In Automotive Technology	1
AT 100	Introduction to Automotive Technology	4
AT 102	Engine Repair	5
AT 103	Practical Laboratory	1½

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 11½

**Skills Attainment Certificates do not appear on student transcripts.*

Biology PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AS-T Degree: **Biology**

An Associate in Science for Transfer degree in Biology is currently in development. Consult with a counselor for more information.

AS Degree: **Post-Secondary Studies: Emphasis in Biological Sciences**

ABOUT POST-SECONDARY STUDIES DEGREES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. For more information, see p. 55.

ABOUT THIS EMPHASIS

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, as part of completing the *Post-Secondary Studies Pathway* requirements on page 55. To ensure proper preparation for transfer, consult with a counselor before selecting a General Education breadth pattern to follow.

Complete 18 units. A minimum of 12 units must be taken from BIOL courses.

BIOL 2	Cell and Molecular Biology (4)
BIOL 4	Principles of Evolution and Zoology (4)
BIOL 6	Plant Biology and Ecology (4)
BIOL 10	Human Anatomy (4)
BIOL 60	Human Physiology (4)
BIOL 65	Microbiology (4)
CHEM 2A	General Chemistry I (3) AND
CHEM 2AL	General Chemistry I Laboratory (2)
CHEM 16	Fundamental Organic and Biochemistry (3) AND
CHEM 16L	Fundamental Organic and Biochemistry Laboratory (1)

MATH 2	Statistics (4)
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)
PHYCS 5A	Introductory Physics I: Calculus Level (4)

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: **Science: Emphasis in Biology**

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 12 units from this section: **12**

BIOL 2	Cell and Molecular Biology (4)
BIOL 4	Principles and Evolution of Zoology (4)
BIOL 6	Plant Biology and Ecology (4)

Complete 10 units from this section: **10**

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

UNITS REQUIRED IN MAJOR:	22
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Business Administration

PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
 (209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

Associate Degrees

AS-T Degree: Business Administration

The Business Administration program provides students with a core curriculum covering introductory business administration content, theory, and methodology. The curriculum is designed to help students understand the broad scope of business. In addition, it covers the key theoretical approaches and insights that inform business decisions, as well as the application of business processes. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving. Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

LEARNING OUTCOMES

Successful students will demonstrate the following knowledge and skills:

- Demonstrate the fundamental knowledge and skills required for lower division course work.
- Analyze business problems, breaking them into their essential components.
- Apply critical thinking and business conventions in the business environment.
- Demonstrate the ability to recognize and analyze ethical issues as they apply to the business environment.

DEGREE REQUIREMENTS

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

1. Either the California State University General Education Breadth Requirements (CSU-GE - minimum of 39 units) OR the Intersegmental General Education Transfer Curriculum (IGETC - minimum of 37 units); AND
2. 28 to 29 semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Complete the following courses:

BUSAD 2A	Financial Accounting	4
BUSAD 2B	Managerial Accounting	4
BUSAD 18	Business Law	3
ECON 10	Principles of Economics – Macro	3
ECON 11	Principles of Economics – Micro	3

Select 1 of the following courses:

MATH 2	Statistics (4)	3-4
MATH 12	Finite Math (3)	

Select 2 of the following courses:

BUSAD 20	Principles of Business (3)	6-8
CCTIS 10	Computer Concepts and Information Systems (4)	
Any MATH course not used above (3-4)		

UNITS REQUIRED IN MAJOR:	26-29
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree:

Business Administration: Professional

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

BUSAD 2A	Financial Accounting	4
BUSAD 2B	Managerial Accounting	4
BUSAD 18	Business Law	3
BUSAD 20	Principles of Business	3
BUSAD 24	Human Relations in Organizations	3
CCTPG 9	Operating Systems - Windows Unix/Linux	4
CCTIS 30	Financial Worksheets on Computers	3
ECON 10	Principles of Economics - Macro	3
ECON 11	Principles of Economics - Micro	3

UNITS REQUIRED IN MAJOR:	30
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60



AS Degree: **Post-Secondary Studies: Emphasis in Business Administration**

ABOUT POST-SECONDARY STUDIES DEGREES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. For more information, see p. 55.

ABOUT POST SECONDARY STUDIES IN BUSINESS ADMINISTRATION

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, as part of completing the *Post-Secondary Studies Pathway* requirements on page 55. To ensure proper preparation for transfer, consult with a counselor before selecting a General Education breadth pattern to follow.

Complete 18 units:

BUSAD 2A	Financial Accounting (4)	18
BUSAD 2B	Managerial Accounting (4)	
BUSAD 18	Business Law (3)	
BUSAD 20	Principles of Business (3)	
CCTIS 10	Computer Concepts and Information Systems (4)	
ECON 10	Principles of Economics - Macro (3)	

ECON 11	Principles of Economics - Micro (3)
MATH 2	Statistics (4)
MATH 12	Finite Mathematics (3)
MATH 18A	Calculus I (5)

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: **Business Administration: Accounting**

▶ *Previously offered as an ASOE degree*

This degree prepares students for an entry-level position in accounting or full-charge bookkeeper. Learn the accounting cycle, how to prepare financial statements, federal payroll laws, how to account for payroll, how the income tax system works, and business laws.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

BUSAD 2A	Financial Accounting (4) AND	8
BUSAD 2B	Managerial Accounting (4)	
OR		
BUSAD 161A	Small Business Accounting I (4) AND	4
BUSAD 161B	Small Business Accounting II (4)	
BUSAD 18	Business Law	3
BUSAD 29/ CCTIS 29	Project Management	3
BUSAD 155	Computerized Accounting for Business	4
BUSAD 158	Payroll Accounting	3

BUSAD 163	Business Mathematics	3
BUSAD 164	Income Tax	2
CCTIS 10	Computer Concepts & Information Systems	4
CCTIS 30	Financial Worksheets on Computers	3

UNITS REQUIRED IN MAJOR: 33
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses (recommended)

BUSAD 97	Work Experience in Business	4
CCTPG 9	Operating Systems - Windows-Unix/Linux	4

AS Degree: **Business Management**

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to go straight into a management position or transfer.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete the following core courses: 15

BUSAD 24	Human Relations in Organizations	3
BUSAD 30	Principles of Marketing	3
BUSAD 40	Principles of Management	3
BUSAD 41	Small Business Management	3
BUSAD 158	Payroll Accounting	3

Complete 8 units: 8

BUSAD 2A	Financial Accounting (4) <u>AND</u>
BUSAD 2B	Managerial Accounting (4)
OR	
BUSAD 161A	Small Business Accounting I (4) <u>AND</u>
BUSAD 161B	Small Business Accounting II (4)

Minimum 6 units required 6-7

BUSAD 18	Business Law (3)
BUSAD 163	Business Mathematics (3)
CCTPG 9	Operating Systems - Windows Unix/Linux (4)
OFTEC 132	Business Communications (3)

UNITS REQUIRED IN MAJOR: 29 - 30
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Certificates of Achievement

Certificate of Achievement: **Account Clerk**

This Certificate of Achievement prepares students for employment as an entry level full charge bookkeeper.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 135	Computerized Accounting (QuickBooks)	2
BUSAD 161A	Small Business Accounting (4) <u>OR</u>	4
BUSAD 2A	Financial Accounting (4)	
BUSAD 163	Business Math	3
CCTIS 30	Financial Worksheets on Computers	3
CCTPG 9	Operating Systems- Windows-Unix/Linux	4
MGMT 114	Values and Ethics in the Workplace	½
MGMT 116	Stress Management in the Workplace	½
MGMT 118	Decision-Making in the workplace	½
MGMT 120	Generational Diversity: Managing Cross-Generational Teams	½

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 18

Certificate of Achievement: **Business Administration: Accounting**

This Certificate of Achievement prepares students for an entry level position as a full charge bookkeeper. Students learn the accounting cycle, how to analyze and post to the journal and prepare financial statements.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 2A	Financial Accounting (4) <u>AND</u>	8
BUSAD 2B	Managerial Accounting (4)	
OR		
BUSAD 161A	Small Business Accounting I (4) <u>AND</u>	
BUSAD 161B	Small Business Accounting II (4)	
BUSAD 18	Business Law	3
BUSAD 29/ CCTIS 29	Project Management	3
BUSAD 155	Computerized Accounting for Business	4
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Mathematics	3
BUSAD 164	Income Tax	2
CCTIS 30	Financial Worksheets on Computers	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 29

Certificate of Achievement: **Management**

Students who complete the requirements for this certificate will be prepared for a management position in any field in which they have the background to understand the industry. Students will not only have the people skills necessary to manage the business they will have basic accounting knowledge, marketing knowledge and the required business math skills.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 161A	Small Business Accounting I (4) <u>AND</u>	8
BUSAD 161B	Small Business Accounting II (4)	
BUSAD 18	Business Law	3
BUSAD 24	Human Relations in Organizations	3
BUSAD 29/ CCTIS 29	Project Management	3
BUSAD 30	Principles of Marketing	3
BUSAD 40	Principles of Management	3
BUSAD 41	Small Business Management	3
BUSAD 163	Business Mathematics	3
CCTIS 10	Computer Concepts & Information Systems	4
MGMT 110	Communication in the Workplace	½
MGMT 111	Customer Service	½
MGMT 112	Team Building	½
MGMT 113	Attitude in the Workplace	½
MGMT 114	Values and Ethics in the Workplace	½
MGMT 115	Time Management	½
MGMT 116	Stress Management in the Workplace	½
MGMT 117	Conflict Management	½
MGMT 118	Decision-Making in the workplace	½
MGMT 119	Managing Organizational Change	½
MGMT 120	Generational Diversity: Managing Cross-Generational Teams	½

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 38½

Optional Course (recommended)

BUSAD 97	Work Experience (4 minimum)
----------	-----------------------------

Certificate of Achievement: **Organizational Behavior**

Students completing the certificate will have the skills to be successful in the retail industry. They will learn how businesses work, business management, and customer service skills to be able to work in teams, manage conflict and how to communicate with the varying generations to name a few of the critical skills needed in the retail environment.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses:

BUSAD 20	Principles of Business	3
BUSAD 24	Human Relations in Organizations	3
BUSAD 29/ CCTIS 29	Project Management	3
BUSAD 40	Principles of Management	3
MGMT 110	Communication in the Workplace	½
MGMT 111	Customer Service	½
MGMT 112	Team Building	½
MGMT 113	Attitude in the Workplace	½
MGMT 114	Values and Ethics in the Workplace	½
MGMT 115	Time Management	½
MGMT 116	Stress Management in the Workplace	½
MGMT 117	Conflict Management	½
MGMT 118	Decision-Making in the workplace	½
MGMT 119	Managing Organizational Change	½
MGMT 120	Generational Diversity: Managing Cross-Generational Teams	½

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 17½

Certificate of Achievement: **Payroll Clerk**

Designed to provide entry level skills as a Payroll Clerk.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses:

BUSAD 161A	Small Business Accounting <u>OR</u>	4
BUSAD 2A	Financial Accounting	
BUSAD 24	Human Relations in Organizations	3
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Math	3
CCTIS 30	Financial Worksheets	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 16

Certificate of Achievement: Small Business Management

Designed to introduce students to common business tasks managers face.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses:

BUSAD 24	Human Relations in Organizations	3
BUSAD 30	Principles of Marketing	3
BUSAD 41	Small Business Management	3
BUSAD 158	Payroll Accounting	3
BUSAD 163	Business Math	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 15

Certificate of Achievement: **Tax Clerk**

CERTIFICATE REQUIREMENTS

To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses:

BUSAD 24	Human Relations in Organizations	3
BUSAD 161A	Small Business Accounting (4) OR	4
BUSAD 2A	Financial Accounting (4)	
BUSAD 163	Business Mathematics	3
BUSAD 164	Income Tax	2
CCTIS 10	Computer Concepts and Information Systems	4

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 16

Skills Attainment Certificates

Skills Attainment Certificate: Customer Service Academy*

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses:

MGMT 110	Communication in the Workplace	½
MGMT 111	Customer Service	½
MGMT 112	Team Building	½
MGMT 113	Attitude in the Workplace	½
MGMT 114	Values and Ethics in the Workplace	½
MGMT 115	Time Management	½
MGMT 116	Stress Management in the Workplace	½
MGMT 117	Conflict Management	½
MGMT 118	Decision Making in the Workplace	½
MGMT 119	Managing Organizational Change	½
MGMT 120	General Diversity: Managing Cross-Generational Teams	½

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 5½

AS- T Degree: **Chemistry**

An Associate in Science for Transfer degree in Chemistry is currently in development. Consult with a counselor for more information.

Child Development PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
 (209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

AS-T Degree: Early Childhood Education

Students who choose the Early Child Education Associate in Science for Transfer program will be prepared to transfer to a CSU to pursue a BA or BS in Early Childhood Education or Child Development. This degree provides a solid foundation in nationally recognized child development principles, observation and assessment techniques that lead to planning developmentally appropriate, inclusive curriculum, and awareness of diversity as it relates to children and families. This is the most efficient pathway for students desiring to transfer to a CSU in a timely manner. The major requirements align with the Transfer Model Curriculum (TMC) for Early Childhood Education. The Associate in Science for Transfer (AS-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749, effective Fall 2011). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This option is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

LEARNING OUTCOMES

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

- Child growth and development theories and practice
- Observation and assessment techniques that lead to planning developmentally appropriate, inclusive curriculum
- Reflective practice that understands and appreciates the diversity of families and children and the ethical responsibilities of working with children and families

DEGREE REQUIREMENTS

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

1. Either the California State University General Education-Breadth Requirements (CSU-GE) (minimum of 39 units) or the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); AND
2. 24 semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Required courses:

CHILD 1	Child Growth and Development	3
CHILD 3	Principles and Practices of Teaching Young Children	3
CHILD 4	Observation and Assessment	3
CHILD 16	Practicum	3
CHILD 22	Child, Family, Community	3
CHILD 26	Health, Safety and Nutrition	3
CHILD 35	Introduction to Curriculum	3
CHILD 36	Teaching in a Diverse Society	3

UNITS REQUIRED IN MAJOR:	24
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: Child Development

ABOUT THIS AWARD

The Child Development Associate in Science Degree prepares students with up to date skills and knowledge needed to enter careers in the field of Child Development. Students learn core concepts about how children learn best, engage in hands on experiences with children, and explore workplace success skills.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CHILD 1	Child Growth and Development	3
CHILD 3	Principles and Practices of Teaching Young Children	3
CHILD 4	Observation and Assessment	3
CHILD 22	Child, Family, Community	3
CHILD 26	Health, Safety and Nutrition	3
CHILD 30	Administration 1: Programs in Early Childhood Education	3
CHILD 41	Implementing Curriculum for Young Children	4

Complete three units from this section: **3**

CHILD 16	Practicum (3)
CHILD 44	Infant/Toddler Practicum (3)

Complete three units from this section: **3**

CHILD 8	Early Literacy Development (3)
CHILD 19	Introduction to Children with Special Needs (3)
CHILD 23	Guiding Children's Social Development (3)
CHILD 25	Infant/Toddler Care (3)
CHILD 28	Books for Young Children (3)
CHILD 45	School-Age Child Care (3)

Complete a minimum of two (2) units from the following: 2

MGMT 110	Communication in the Workplace (½)
MGMT 111	Customer Service (½)
MGMT 112	Team Building (½)
MGMT 113	Attitude in the Workplace (½)
MGMT 114	Values and Ethics in the Workplace (½)
MGMT 115	Time Management (½)
MGMT 116	Stress Management in the Workplace (½)
MGMT 117	Conflict Management (½)
MGMT 118	Decision-Making in the workplace (½)
MGMT 119	Managing Organizational Change (½)
MGMT 120	Generational Diversity: Managing (½)
	Cross-Generational Teams (½)

UNITS REQUIRED IN MAJOR: 30

TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Certificate of Achievement: Associate Child Development Teacher

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

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CHILD 1	Child Growth and Development	3
CHILD 22	Child, Family, Community	3

Complete 3 units from this section: 3

CHILD 16	Practicum (3)
CHILD 44	Infant/Toddler Practicum (3)

Complete 3-4 units from this section: 3-4

CHILD 3	Principles and Practices of Teaching Young Children (3)
CHILD 35	Introduction to Curriculum (3)
CHILD 41	Implementing Curriculum for Young (4) Children

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 12-13

Certificate of Achievement: Associate Infant/Toddler Teacher

A Certificate of Achievement in Infant/Toddler Teacher is currently in development. Consult with a counselor for more information.

Communication Studies PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AA-T Degree: Communication Studies

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

The major requirements align with the Transfer Model Curriculum (TMC) for Communication Studies. The Associate in Arts for Transfer (AA-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749, effective Fall 2011). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This option is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

LEARNING OUTCOMES

Students who successfully complete the program will be expected to:

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

DEGREE REQUIREMENTS

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

1. Either the California State University General Education-Breadth Requirements (CSU-GE) (minimum of 39 units) or the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); AND
2. 18 semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

AWARD REQUIREMENTS

Complete the following coursework:	(Units)
SPCOM 1 Introduction to Public Speaking	3
SPCOM 2 Argumentation and Debate	3
SPCOM 9 Introduction to Small Group and Team Communication	3
Complete 2 of the following courses	6
DRAMA 20 Oral Expression and Interpretation (3)	
SPCOM 4 Introduction to Human Communication (3)	
SPCOM 5 Intercultural Communication (3)	
SPCOM 7 Forensics Workshop (3)	
Complete 1 of the following courses	3
ANTHR 2 Cultural Anthropology (3)	
ENGL 1B Advanced Composition and Introduction to Literature (3)	
ENGL 1C Advanced Composition and Critical Thinking (3)	
PSYCH 1 General Psychology (3)	
SOCIO 1 Introduction to Sociology (3)	
UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AA Degree: Language Arts: Emphasis in Communication

ABOUT THIS DEGREE

An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 6 units from this section:	6
SPCOM 1 Introduction to Public Speaking (3)	
SPCOM 2 Argumentation and Debate (3)	
Complete 6 units from this section:	6
ENGL 1B Advanced Composition and Introduction to Literature (3)	
ENGL 1C Advanced Composition and Critical Thinking (3)	
PHILO 1 Introduction to Philosophy (3)	
PHILO 25 Twentieth Century Philosophy (3)	
Complete 6 units from this section:	6
DRAMA 20 Oral Expression and Interpretation (3)	
ENGL 11 Film Appreciation (3)	
SPCOM 4 Introduction to Human Communication (3)	
SPCOM 5 Intercultural Communication (3)	
SPCOM 7 Forensics Workshop (3)	
SPCOM 9/ BUSAD 9 Introduction to Small Group and Team Communication (3)	
SPCOM 12 Media and American Culture (3)	
SPCOM 19 Exploring Radio Drama (3)	
SPCOM 40A Beginning Communication with the Deaf (3)	

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

COMPUTER & COMMUNICATIONS TECHNOLOGY: Digital Media PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
(209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

AS Degree: Multimedia Technology

ABOUT THIS DEGREE

The Multimedia Technology degree prepares people for entry-level jobs in Multimedia. Students learn to produce digital content combining components such as video, audio, graphics and text for application in areas such as entertainment, marketing and advertising or education and training. In this program, students develop professional and creativity skills while gaining hands-on experience with the latest technology as they work on projects and build a portfolio of multimedia content.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing Column I of the General Education breadth requirements in the catalog.

Required courses:

CCTDM 5 Introduction to Digital Multimedia	3
CCTDM 6 Writing for Multimedia	3
CCTDM 28 Video Production 1	2
CCTDM 50 Photo Editing for Digital and Print Publication	3
CCTDM 53/ ART 53 Computer Graphics I	3
ENTRE 105 Social Media Marketing	2
BUSAD 121 Adobe Acrobat Essentials	2

Complete one course:

CCTDM 10 Introduction to HTML and CSS (3)	
CCTDM 12 Website Development Applications (3)	

Complete one course:

CCTDM 40 Computer Graphics and Animation (3)	
CCTDM 45 Digital 3D Modeling and Animation (3)	

Complete one course:

CCTDM 51/ ART 51/OFTEC 42 Publication Design I (3)	
CCTDM 56/ ART 56 Typography (3)	

UNITS REQUIRED IN MAJOR:	27
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Certificate of Achievement: Multimedia Web Design

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses

CCTDM 10	Introduction to HTML and CSS	3
CCTDM 12	Website Development Applications	3
CCTDM 14	Advanced Topics in Website Development	3
CCTDM 40	Computer Graphics and Animation (3) OR	3
CCTDM 53/ ART 53	Computer Graphics (3)	
CCTDM 50	Photo Editing for Digital Print Publication	3
CCTIS 29/ BUSAD 29	Project Management	3
CCTPG 5	Introduction to Programming	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 21

Certificate of Achievement: Multimedia Technician - Digital Media

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

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

CCTDM 5	Introduction to Digital Multimedia	3
CCTDM 6	Writing for Multimedia	3
CCTDM 28	Video Production I	2
CCTDM 50	Photo Editing for Digital and Print Publication	3
CCTDM 53/ ART 53	Computer Graphics I	3
BUSAD 121	Adobe Acrobat Essentials	2

Select one of the following: 3

CCTDM 40	Computer Graphics and Animation (3)
CCTDM 45	Digital 3D Modeling and Animation (3)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 19

Certificate of Achievement: Multimedia Technician - Web Development

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

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following coursework:

CCTDM 5	Introduction to Digital Multimedia	3
CCTDM 6	Writing for Multimedia	3
CCTDM 10	Introduction to HTML and CSS	3
CCTDM 12	Website Development Applications	3
CCTDM 14	Advanced Topics in Website Development	3
CCTDM 50	Photo Editing for Digital and Print Publication	3
ENTRE 105	Social Media Marketing	2

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 20

Skills Attainment Certificate:^{*} Digital Graphic Arts for Entrepreneurs

The coursework in this certificate is designed to prepare students who plan to be entrepreneurs to create and publish digital graphic arts and marketing material.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses

CCTDM 40	Computer Graphics and Animation	3
CCTDM 51/ ART 51/OFTEC 42	Publication Design I	3
CCTDM 53/ ART 53	Computer Graphics I	3
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 105	Social Media Marketing	2
ENTRE 106	Patents, Copyrights and Trademarks	2

Complete 2 units from this section: 2

CCTDM 54/ ART 54	Computer Graphics II (3)
CCTDM 50	Photo Editing for Digital and Print Publication (3)
CCTDM 105	Image Managing and Editing for Digital Photographers (2-3)
ENTRE 104	Preparing Effective Business Plans (2)

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 17

^{*}Skills Attainment Certificates do not appear on student transcripts.

Skills Attainment Certificate:^{*} Multimedia Technician for Entrepreneurs

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses

BUSAD 121	Adobe Acrobat Essentials	2
CCTDM 5	Introduction to Digital Multimedia	3
CCTDM 6	Writing for Multimedia	3
ENTRE 106	Patents, Copyrights and Trademarks	2

Complete 7 units from this section: 7

CCTDM 12	Website Development Applications (3)	
CCTDM 28	Video Production I (2)	
CCTDM 50	Photo Editing for Digital and Print Publication (3)	
CCTDM 51/ ART 51/OFTEC 42	Publication Design I (3)	
ENTRE 102	Entrepreneurial Marketing (2)	
ENTRE 104	Preparing Effective Business Plans (2)	
ENTRE 105	Social Media Marketing (2)	

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 17

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:^{*} Video Production for Entrepreneurs

The coursework in this Skills Attainment Certificate is designed to prepare students who plan to own a business and/or consult in film-ing, editing and producing video content.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses

CCTDM 28	Video Production I	2
CCTDM 29	Video Production II	2
CCTDM 50	Photo Editing for Digital and Print Publication	3
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 105	Social Media Marketing	2
ENTRE 106	Patents, Copyrights, and Trademarks	2

4 units required from this section: 4

CCTDM 5	Introduction to Digital Multimedia (3)	
CCTIS 29/ BUSAD 29	Project Management (3)	
CCTDM 56/	Typography (3)	

ART 56		
ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 17

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:^{*} Website Development for Entrepreneurs

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses

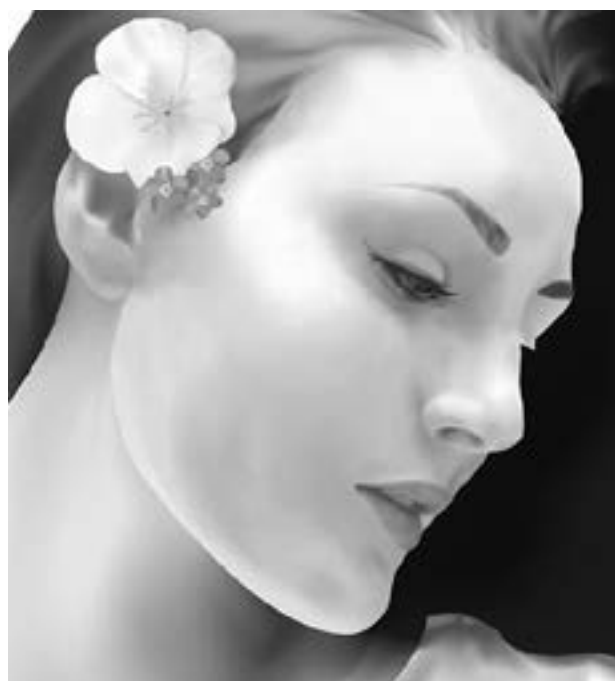
CCTDM 10	Introduction to HTML and CSS	3
CCTDM 12	Website Development Applications	3
CCTDM 14	Advanced Topics in Website Development	3
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 104	Preparing Effective Business Plans	2
ENTRE 105	Social Media Marketing	2

2 units required from this section: 2

CCTIS 8	Advanced Internet Research (1½)	
CCTDM 50	Photo Editing for Digital and Print Publication (3)	
CCTDM 105	Image Managing and Editing for Digital Photographers (2-3)	

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 17

**Skills Attainment Certificates do not appear on student transcripts.*



COMPUTER & COMMUNICATIONS TECHNOLOGY: Information Systems PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
(209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

Associate Degrees

AS Degree:

Geographic Information Systems

► *Previously offered as an ASOE degree*

ABOUT THIS DEGREE

The Associate in Science Degree (AS) in Geographic Information Systems (GIS) prepares recipients for entry level jobs. Students learn to collect geospatial data, design and maintain geodatabases, produce digital and hard copy map products, and perform geospatial analyses for decision-making purposes. Recipients of the A.S in GIS will gain hands-on project-based experience and may end up working in natural resources, forestry, geology, watershed, business, social sciences, health, fire and emergency services, and other related disciplines. Maps exist in almost every field and GIS is the technology used for making and analyzing maps.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete the following coursework:		(Units)
CCTIS 10	Computer Concepts & Information Systems	4
CCTIS 4	Windows Operating Systems Essentials	1½
CCTIS 60/ GEOGR 60	Introduction to GIS - ArcView	3
CCTIS 65/ GEOGR 65	GIS Applications	½-3
CCTIS 70/ GEOGR 70	Introduction to Raster-Based GIS	3
CCTIS 75/ GEOGR 75	GIS Applications in Resource Management	½-3
ENGL 1A	Reading and Composition: Beginning	3
FNR 53	Forest Surveying	3
MATH 101	Algebra I (5) OR Higher level math course (3-5)	3-5
FNR 1	Environmental Conservation	3
FNR 60	Introduction to Maps and Remote Sensing	2

Complete 3-4 units: 3-4

ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 22	Historical Geology (3)
ESC 33	Introduction to the Earth (4)
ESC 42	Natural Hazards (3)
GEOGR 15	Physical Geography (3)

UNITS REQUIRED IN MAJOR: 29½– 37½
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses (recommended)

BUSAD 97	Work Experience (AutoCAD or GIS) (minimum 4 units) (4)
CCTPG 9	Operating Systems – Windows – Unix/Linux (4)
CCTIS 29/ BUSAD 29	Project Management (3)
CCTPG 51	Database Management (3)
CCTIS 58/ GEOGR 58	GIS-ArcView (1)
CCTIS 59/ GEOGR 59	Geographic Information & Global Positioning Systems (1-3)
MATH 2	Statistics (4)
MATH 8	Trigonometry (3)
SPCOM 1	Introduction to Public Speaking (3)

AS Degree: Business/Web Development

► *Previously offered as an ASOE degree*

This degree includes a core group of required courses and then offers the student the opportunity to choose either a Business Emphasis path or a Web Development path. This Associate in Science Degree will provide students with skills and training for immediate entry into the workforce. This program is not designed for students planning to transfer to a four-year institution, although some courses in the AS degree may meet transfer requirements.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTPG 5	Introduction to Programming	3
CCTPG 9	Operating Systems - Windows Unix/Linux	4
CCTPG 51	Database Management	3
CCTIS 29/ BUSAD 29	Project Management	3
MATH 2	Statistics	4

Choose **one** emphasis below and complete the courses as listed:

Web Development Emphasis:		12 units
CCTDM 10	Introduction to HTML and CSS	3
CCTDM 12	Website Development Applications	3
CCTDM 14	Advanced Topics in Web Development	3
CCTDM 50	Photo Editing for Digital and Print Publication	3

AWARD REQUIREMENTS

Business Emphasis:	17 units	DRAFT 50A	Computer Assisted Drafting I	3
CCTIS 10	Computer Concepts & Information Systems	4	ENGL 1A	Reading & Comp: Beginning (3) OR
CCTIS 30	Financial Worksheets on Computers	3	ENGL 151	Preparation for College Composition (5)
BUSAD 40	Principles of Management	3	FNR 53	Forest Surveying
BUSAD 161A	Small Business Accounting	4	MATH 101	Algebra I (5) OR
OFTEC 141	Intermediate Word Processing	3	Higher-level MATH course (see <i>Math Course Sequence</i> on p. 194)	(3-5)
UNITS REQUIRED IN MAJOR:		29– 34	FNR 1	Environmental Conservation
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		60	FNR 60	Introduction to Maps and Remote Sensing

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

ESC 5	Physical Geology (4)
ESC 33	Introduction to the Earth (4)
ESC 42	Natural Hazards (3)
GEOGR 15	Physical Geography (3)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT : 31– 41

Optional Courses (recommended)

BUSAD 97	Work Experience (AutoCAD or GIS) (minimum 4)
CCTIS 29/ BUSAD 29	Project Management (3)
CCTPG 9	Operating Systems - Windows - Unix/Linux (4)
CCTPG 51	Database Management (3)
CCTIS 58/ GEOGR 58	GIS-ArcView (1)
CCTIS 59/ GEOGR 59	Geographic Info & Global Positioning Systems (1-3)
MATH 2	Statistics (4)
MATH 8	Trigonometry (3)
SPCOM 1	Introduction to Public Speaking (3)

Certificates of Achievement

Certificate of Achievement: Geographic Information Systems

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 10	Computer Concepts & Information Systems	4
CCTIS 60/ GEOGR 60	Introduction to GIS - ArcView	3
CCTIS 65/ GEOGR 65	GIS Applications	½-3
CCTIS 70/ GEOGR 70	Introduction to Raster-Based GIS	3
CCTIS 75/ GEOGR 75	GIS Applications in Resource Management	½-3



Certificate of Achievement: Applied Computer Studies: Business Emphasis

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 4	Windows Operating Systems Essentials	1½
CCTIS 10	Computer Concepts & Information Systems	4
CCTPG 9	Operating Systems - Windows - Unix/Linux	4
CCTPG 22	Programming Concepts & Methodology I (4) OR	3-4
CCTPG 45	Applied Java Programming (3) OR	
CCTPG 48	Visual Studio .NET Programming (3)	
CCTIS 30	Financial Worksheets on Computers	3
CCTPG 51	Database Management	3
BUSAD 2A	Financial Accounting	4
BUSAD 2B	Managerial Accounting	4
BUSAD 40	Principles of Management	3
OFTEC 140	Beginning Word Processing	2

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 31½– 32½

Optional Courses (recommended)

BUSAD 163	Business Mathematics (4)
BUSAD 29/ CCTIS 29	Project Management (3)
OFTEC 141	Intermediate Word Processing (3)

Skills Attainment Certificates

Skills Attainment Certificate:^{*} GIS Geodatabase Micro-Credential

The purpose of this micro-credential is to certify skills attainment in the geodatabase areas of GIS, including data acquisition and management, as well as cartographic design and visualization. Courses in the micro-credential can also lead to the GIS certificate and AS degree. The micro-credential will help students meet industry needs in geospatial technology.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses

CCTIS 57/ GEOGR 57	GIS Data Management – Introduction to Geodatabase	1-3
CCTIS 60/ GEOGR 60	Introduction to ArcGIS	3
CCTIS 65/ GEOGR 65	GIS Applications	3
CCTIS 67/ GEOGR 67	GIS Geocoding	1

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 8– 10

Skills Attainment Certificate:^{*} GIS Geospatial Micro-Credential

The purpose of this micro-credential is to certify skills attainment in the geospatial areas of GPS, raster GIS, and remote sensing. Courses in the micro-credential can also lead to the GIS certificate and AS degree. The micro-credential will help students meet industry needs in geospatial technology.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses:

CCTIS 59 / GEOGR 59	Geographic Information and Global Positioning Systems	1-3
CCTIS 70	Introduction to Raster-Based GIS	3
CCTIS 75 GEOGR 75	GIS Applications in Resource Management	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 7– 9

Skills Attainment Certificate:^{*} GIS in Emergency Response Micro-Credential

The purpose of this micro-credential is to certify skills attainment in emergency response in GIS, including search and rescue (SAR) as well as fire incident mapping. Courses in the micro-credential can also lead to the GIS certificate and AS degree. The micro-credential will help students meet industry needs in geospatial technology.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 57/ GEOGR 57	GIS Data Management – Introduction to Geodatabase	1-3
CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems	1-3
CCTIS 61/ GEOGR 61	GIS Mapping – Introduction to Fire Incident Mapping	1
CCTIS 62/ GEOGR 62/ SAR 62	GIS Mapping - Introduction to SAR GIS	1
CCTIS 63/ GEOGR 63	GIS and Making Maps: The Essential Skills	1
CCTIS 64/ GEOGR 64	ArcGIS: Creating a Basic Map	½
CCTIS 67/ GEOGR 67	GIS Geocoding	1
FIRE 110	ICS 200 - Basic Incident Command System	1

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 7½– 11½

^{*}Skills Attainment Certificates do not appear on student transcripts.

COMPUTER & COMMUNICATIONS TECHNOLOGY: **Programming** PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
(209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

AS Degree: **Programming**

▶ *Previously offered as an ASOE degree*

ABOUT THIS DEGREE

Prepares students for entry-level positions that require computer programming skills such as Quality Assurance Engineer, Junior Java Developer, and many more. Students refine their programming skills through practice in popular programming languages such as Java, C/C++ and Visual Studio .NET. Students also learn technologies related to programming including database management and networking and gain skills in project management. Many of the required courses are transferrable, but completion of this degree does not make a student "transfer ready" for CSU or UC.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTPG 22	Programming Concepts and Methodology I	4
CCTPG 24	Programming Concepts and Methodology II	4
CCTPG 47	C/C++ Programming	3
CCTPG 48	Visual Studio .NET Programming	3
CCTIS 29/ BUSAD 29	Project Management	3
CCTPG 51	Database Management	3
MATH 2	Statistics (4) OR	3-5
MATH 8	Trigonometry (3) OR	
MATH 12	Finite Mathematics (3) OR	
MATH 16	Precalculus (5)	

Complete 12 units from this section: 12

CCTPG 5	Introduction to Programming (3)
CCTPG 9	Operating Systems - Windows-Unix/Linux (4)
CCTPG 45	Applied Java Programming (3)
CCTDM 10	Introduction to HTML and CSS (3)
CCTDM 14	Advanced Topics in Website Development (3)
CCTSS 11	Networking Essentials (3)

UNITS REQUIRED IN MAJOR:	35-37
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: **Post-Secondary Studies: Emphasis in Computer Science**

ABOUT POST-SECONDARY STUDIES DEGREES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. For more information, see p. ##.

ABOUT THIS ASSOCIATE DEGREE EMPHASIS

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, as part of completing the *Post-Secondary Studies Pathway* requirements on page 55. To ensure proper preparation for transfer, consult with a counselor before selecting a General Education breadth pattern to follow.

Complete 11 units from this section: 11

CCTPG 9	Operating Systems - Windows- Unix/Linux (4)
CCTPG 22	Programming Concepts and Methodology I (4)
CCTPG 24	Programming Concepts and Methodology II (4)

Complete 7 units from this section: 7

CHEM 2A	General Chemistry I (3) AND
CHEM 2AL	General Chemistry I Laboratory (2)
CHEM 2B	General Chemistry II (3) AND
CHEM 2BL	General Chemistry II Laboratory (2)
MATH 2	Statistics (4)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)
PHYCS 5A	Introductory Physics I: Calculus Level (4)
PHYCS 5B	Introductory Physics II: Calculus Level (4)

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

COMPUTER & COMMUNICATIONS TECHNOLOGY: Support Services PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
(209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

Certificate of Achievement: Computer Support Technician

ABOUT THIS CERTIFICATE

Prepares students to pass the current CompTIA A+ certification exams, and qualify for an entry level position in the field of computer support.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTPG 5	Introduction to Programming	3
CCTSS 11	Networking Essentials	3
CCTSS 121	PC Assembly, Upgrade and Support (A+)	3
CCTSS 122	PC Operating System Installation and Support (A+)	3
OFTEC 132	Business Communication	3

Complete 2 units from this section:

CCTPG 9	Operating Systems - Windows Unix/Linux (4)	4
CCTIS 137	Presentations Using Computers and Multimedia (1½)	1½
CCTDM 10	Introduction to HTML and CSS (3)	3
CCTPG 45	Applied Java Programming (3)	3
CCTPG 48	Visual Studio .NET Programming (3)	3
CCTSS 112	Networking - CCNA2: Routing and Switching Essentials (3)	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 17

Optional Courses (recommended)

BUSAD 25/ GUIDE 25	Job Search & Interviewing Strategies (1)	1
BUSAD 163	Business Mathematics (4)	4
CCTPG 51	Database Management (3)	3
SPCOM 1	Introduction to Public Speaking (3)	3

Certificate of Achievement: Network Support Technician

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTSS 11	Networking Essentials	3
CCTSS 112	Networking - CCNA2: Routing and Switching Essentials	3
CCTSS 113	Networking - CCNA3: Scaling Networks	3
CCTSS 114	Networking - CCNA4: Connecting Networks	3
OFTEC 132	Business Communications	3

Complete 2 units from this section:

CCTPG 5	Introduction to Programming (3)	3
CCTPG 9	Operating Systems-Windows-Unix/Linux (4)	4
CCTIS 137	Presentations Using Computers and Multimedia (1½)	1½
CCTDM 10	Introduction to HTML and CSS (3)	3
CCTPG 45	Applied Java Programming (3)	3
CCTSS 121	PC Assembly, Upgrade and Support (A+) (3)	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 17

Optional Courses (recommended)

BUSAD 25/ GUIDE 25	Job Search & Interviewing Strategies (1)	1
BUSAD 163	Business Mathematics (4)	4
CCTPG 51	Database Management (3)	3
SPCOM 1	Introduction to Public Speaking (3)	3

Earth Science

See "Geology/Earth Science"

Education PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: Elementary Teacher Education

ABOUT THIS DEGREE

The Associate of Arts Transfer Degree in Elementary Teacher Education provides students with a core curriculum in the concepts and issues related to teaching diverse learners in today's contemporary schools, K-12. Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues. California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires 45 hours of structured fieldwork on a public school elementary classroom(s) that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

The goal of the Associate in Arts in Elementary Teacher Education for Transfer program is to prepare students for transfer to a California State University to pursue a Bachelor's Degree in Liberal Studies, K-8 Teacher Preparation Program. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The major requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students wishing to transfer to CSU in a similar major in a timely manner. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

LEARNING OUTCOMES

Successful students will demonstrate the following knowledge and skills:

- Develop a personal philosophy of education, including reflection on motivation for pursuing a teaching career.
- Identify cultural perspectives in the language of learning and describe how educators can structure positive learning situations for diverse learners.
- Demonstrate ability to observe and work with teachers and students in the classroom.
- Develop expertise in the introductory content area subject matter required for teaching at the elementary school level.

DEGREE REQUIREMENTS

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

1. Either the California State University General Education-Breadth Requirements (CSU-GE) OR the Intersegmental General Education Transfer Curriculum (IGETC) ; AND
2. Semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Required courses:

BIOL 17	Fundamentals of Biology	4
CHEM 30	Survey of Chemistry and Physics	4
CHILD 1	Child Growth and Development	3
EDUC 11	Introduction to Elementary Classroom Teaching	3
ENGL 1A	Reading and Composition: Beginning	3
ENGL 1B	Advanced Composition and Introduction to Literature	3
ESC 33	Introduction to the Earth	4
GEOGR 20	World Regional Geography	3
HIST 13	World Civilizations: to 1650	3
HIST 16	United States: to 1877	3
MATH 4	Mathematics for Elementary Teachers	3
POLSC 10	Constitutional Government	3
SPCOM 1	Introduction to Public Speaking	3

Complete one course from the following: 3

ENGL 1C	Advanced Composition and Critical Thinking (3)
HIST 5/	Introduction to the History and
PHILO 5	Philosophy of Science (3)

Complete one course from the following: 3

DRAMA 10	Introduction to the Theatre (3)
MUSIC 2	Introduction to Music (3)

UNITS REQUIRED IN MAJOR: 48

TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

AA Degree: Liberal Studies: Elementary Teaching Preparation

ABOUT THIS DEGREE

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete at least one course in at least six of the following areas: **18**

Oral Communication Area

SPCOM 1	Introduction to Public Speaking (3)
SPCOM 4	Introduction to Human Communication (3)

Composition Area

ENGL 1A	Reading and Composition: Beginning (3)
ENGL 1B	Advanced Composition and Introduction to Literature (3)

Critical Thinking Area

ENGL 1C	Advanced Composition and Critical Thinking (3)
HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)
SPCOM 2	Argumentation and Debate (3)

Chemistry

CHEM 2A	General Chemistry I (3)
CHEM 2AL	General Chemistry I Laboratory (2)
CHEM 5	Introductory Chemistry: Environmental Emphasis (3)
CHEM 5L	Introductory Chemistry Laboratory (1)
CHEM 14	Fundamental Chemistry for Allied Health (3)
CHEM 14L	Fundamental Chemistry for Allied Health Laboratory (1)
CHEM 20	The Chemistry of Everything (3)
CHEM 20L	The Chemistry of Everything Laboratory (1)

Introduction to Earth Science Area

ESC 33	Introduction to the Earth (4)
GEOGR 15	Physical Geography (3)

Physics

PHYCS 1	Conceptual Physics (3)
PHYCS 2	Conceptual Physical Science: A Starship Voyage (3)
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A	Introductory Physics I: Calculus Level (4)
PHYCS 5B	Introductory Physics II: Calculus Level (4)

Biological Sciences Area

BIOL 2	Cell and Molecular Biology (4)
BIOL 10	Human Anatomy (4)
BIOL 17	Fundamentals of Biology (4)

Mathematics Area

MATH 4	Mathematics for Elementary Teachers (3)
--------	---

Art Area

ART 11	History of Art: Ancient and Medieval (3)
ART 12	History of Art: Renaissance, Baroque and Modern (3)
ART 13	Art of Africa, Asia, Australia and the Americas (3)

Music Area

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	American Popular Music: Blues and Jazz to Rock 'n' Roll (3)

Theatre Area

DRAMA 10	Introduction to the Theatre (3)
DRAMA 20	Oral Expression and Interpretation (3)
DRAMA 42	Acting Fundamentals (3)
DRAMA 43	Acting-Directing (3)

Philosophy or Humanities Area

HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)
HUMAN 1	Old World Culture (3)
HUMAN 2	Modern Culture (3)
HUMAN 3	World Culture (3)
HUMAN 4	World Religions and Spirituality (3)
PHILO 1	Introduction to Philosophy (3)
PHILO 25	Twentieth Century Philosophy (3)

Early U.S. History Area

HIST 16	United States: to 1877 (3)
---------	----------------------------

American Government Area

POLSC 10	Constitutional Government (3)
----------	-------------------------------

Ancient World History Area

HIST 13	World Civilizations: to 1650 (3)
---------	----------------------------------

California History Area

HIST 11	History of California (3)
---------	---------------------------

Geography Area

GEOGR 12	Cultural Geography (3)
----------	------------------------

Liberal Studies Teaching Prerequisite Area

CHILD 1	Child Growth and Development (3)
EDUC 11	Introduction to Elementary Classroom Teaching (3)
PSYCH 10	Lifespan Human Development (3)

Computer Science Area

CCTIS 10	Computer Concepts and Information Systems (4)
----------	---

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Skills Attainment Certificate: Learning Design & Technology

The coursework in this Skills Attainment Certificate is designed to prepare students for online course development, emerging technologies and universal design techniques. The certificate serves as required training and advanced online development training for faculty and students who are interested in course design and development, online education and teaching careers. This is a broad based award that would also appeal to corporate trainers and Instructional Technologists.

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

EDUC 50	Online Course Development	3
EDUC 51	Emerging Technologies for Online Course Development	3
EDUC 52	Universal Design for Online Course Development	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 9

**Skills Attainment Certificates do not appear on student transcripts.*



Emergency Medical Services PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
(209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

AS Degree: Emergency Medical Services

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing Column I of the General Education breadth requirements in the catalog.

Required courses:

EMS 4	Emergency Medical Technician Training	7
EMS 157	Emergency Medical Responder and CPR	3
EMS 165	Convers. Med. Spanish for Emergency Health	3
MATH 2	Statistics	4
EMS 12	Pre-Paramedic Training (8) OR	8
BIOL 10	Human Anatomy (4) AND	
BIOL 60	Human Physiology (4)	

Complete 2 courses for a minimum of 4 units 4

EMS 20	Basic Cardiology and Cardiac Dysrhythmias (3)
EMS 97	Work Experience in Emergency Medical Service (1-4)
EMS 175	EMS Skills Development (2)

UNITS REQUIRED IN MAJOR: 29– 32
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Certificate of Achievement: Emergency Medical Services

This certificate will prepare a student to take a national test to become an EMT and prepare them to enter a paramedic program.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete 18 units:

EMS 4	Emergency Medical Technician Training	7
EMS 12	Pre-Paramedic Training (8) OR	8
BIOL 10	Human Anatomy (4) AND	
BIOL 60	Human Physiology (4)	
EMS 157	Emergency Medical Responder and CPR	3

Complete 3 units from this section:	3
EMS 20	Basic Cardiology and Cardiac Dysrhythmias (3)
EMS 97	Work Experience in Emergency Medical Service (1-4)
EMS 165	Conversational Medical Spanish for Emergency Health (3)
EMS 175	EMS Skills Development (2)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 21

Skills Attainment Certificate: ^{*} **Emergency Medical Technician (EMT) Training**

This Skills Attainment will prepare a student to take the national test to become an EMT.

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required course:

EMS 4	Emergency Medical Technician Training	7
-------	---------------------------------------	---

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 7

Optional Course (recommended)

EMS 157	Emergency Medical Responder and CPR (3)
---------	---

Skills Attainment Certificate: ^{*} **First Responder**

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following course:

EMS 157	Emergency Medical Responder and CPR	3
---------	-------------------------------------	---

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 3

Engineering PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AS Degree: Post-Secondary Studies: **Emphasis in Pre-Engineering**

ABOUT POST-SECONDARY STUDIES DEGREES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. For more information on Post Secondary Studies degree requirements, see p. 55.

ABOUT THIS EMPHASIS

The Post-Secondary Studies Pre-Engineering emphasis is intended to help students prepare for possible majors within an engineering-related major. Common university majors in this field include Mechanical Engineering, Civil Engineering, Aeronautical Engineering, Electrical Engineering, Construction Management, Chemical Engineering, and Environmental Engineering. This degree is designed to accommodate the differing requirements of a wide variety of transfer institutions and major options. Because admission and major preparation requirements vary at each transfer institution, courses used to complete this major must be selected with the assistance of a Columbia College counselor.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, as part of completing the *Post-Secondary Studies Pathway* requirements on page 55. To ensure proper preparation for transfer, consult with a counselor before selecting a General Education breadth pattern to follow.

Complete 18 units from the following courses: 18

CHEM 2A General Chemistry I (3) **AND**
CHEM 2AL General Chemistry I Laboratory (2)

CHEM 2B General Chemistry II (3) **AND**
CHEM 2BL General Chemistry II Laboratory (2)

MATH 18A Calculus I (5)
MATH 18B Calculus II (5)
PHYCS 5A Introductory Physics I: Calculus Level (4)
PHYCS 5B Introductory Physics II: Calculus Level (4)

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

English PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271
 (209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: English

ABOUT THIS DEGREE

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

LEARNING OUTCOMES

Upon completion of the degree, students will be able to demonstrate the following:

- An ability to write college-level compositions that are cohesive, persuasive, and mechanically correct
- An ability to write using a wide range of rhetorical forms, including the documented research paper
- An ability to identify the literary devices at work in a broad selection of literature, and to apply that knowledge to constructing meaningful interpretations of literature

DEGREE REQUIREMENTS

■ To earn this degree, student must complete 60 CSU transferable units with a grade point average of 2.0 or better, including the completion of:

1. Either the California State University General Education-Breadth Requirements (CSU-GE – minimum of 39 units) or the Intersegmental General Education Transfer Curriculum (minimum of 37 units); AND
2. Eighteen to twenty units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Required courses:

ENGL 1B Advanced Composition and Introduction to Literature 3

ENGL 1C Advanced Composition and Critical Thinking 3

Complete two of the following courses (LIST A): 6

ENGL 17 American Literature (3)

ENGL 18 American Literature (3)

ENGL 46 Survey of English Literature (3)

ENGL 47 Survey of English Literature (3)

Complete one of the following courses (LIST B): 3

ENGL 10 Creative Writing (3)

ENGL 50 Introduction to Shakespeare (3)

Any course from List A not used above (3)

Complete one of the following courses: 3

ENGL 11 Film Appreciation (3)

ENGL 81 Introduction to World Literature: 1500 to present (3)

ENGL 49 California Literature (3)

Any course from LIST A or LIST B not used above (3)

UNITS REQUIRED IN MAJOR: 18

TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60



AA Degree: Language Arts: Emphasis in English

An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required course:

ENGL 1B	Advanced Composition and Introduction to Literature	3
---------	---	---

Complete 6 units from this section: 6

ENGL 1C	Advanced Composition and Critical Thinking (3)	
ENGL 10	Creative Writing (3)	
ENGL 11	Film Appreciation (3)	
ENGL 17	American Literature (3)	
ENGL 18	American Literature (3)	
ENGL 46	Survey of English Literature (3)	
ENGL 47	Survey of English Literature (3)	
ENGL 49	California Literature (3)	
ENGL 50	Introduction to Shakespeare (3)	
ENGL 81	Introduction to World Literature: 1500 to Present (3)	

Complete 3 units from this section: 3

DRAMA 20	Oral Expression and Interpretation (3)	
SPCOM 1	Introduction to Public Speaking (3)	
SPCOM 2	Argumentation and Debate (3)	

Complete 3 units from this section: 3

ANTHR 2	Cultural Anthropology (3)	
HUMAN 1	Old World Culture (3)	
HUMAN 2	Modern Culture (3)	
HUMAN 3	World Culture (3)	
PSYCH 1	General Psychology (3)	
SPAN 1A	Spanish: Beginning (5)	
SPAN 1B	Spanish: Beginning (5)	
SPAN 2A	Spanish: Intermediate (5)	
SPAN 2B	Spanish: Intermediate (5)	

Complete 3 units from this section: 3

HIST 13	World Civilizations: to 1650 (3)	
HIST 14	World Civilizations: 1500 to Present (3)	
HIST 16	United States: to 1877 (3)	
HIST 17	United States: 1877 to Present (3)	
PHILO 1	Introduction to Philosophy (3)	
PHILO 25	Twentieth Century Philosophy (3)	

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Entrepreneurship PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267

(209) 588-5142 or (209) 588-5198

www.gocolumbia.edu/career_technical/

AS Degree: Entrepreneurship

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

BUSAD 24	Human Relations in Organizations	3
BUSAD 41	Small Business Management	3
BUSAD 121	Adobe Acrobat Essentials	2
BUSAD 163	Business Mathematics	3
CCTIS 8	Advanced Internet Research	1½
CCTIS 30	Financial Worksheets on Computers	3
ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2
ENTRE 105	Social Media Marketing	2
ENTRE 106	Patents, Copyrights, and Trademarks	2

UNITS REQUIRED IN MAJOR:	27½
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Certificate of Achievement: Entrepreneurship

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

CERTIFICATE REQUIREMENTS

To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete 8 units from this section:	8
ENTRE 101 Introduction to Entrepreneurship (2)	
ENTRE 102 Entrepreneurial Marketing (2)	
ENTRE 103 Financial Management for Entrepreneurs (2)	
ENTRE 104 Preparing Effective Business Plans (2)	
ENTRE 105 Social Media Marketing (2)	
ENTRE 106 Patents, Copyrights, and Trademarks (2)	

Required courses:

BUSAD 24 Human Relations in Organizations	3
BUSAD 29/ CCTIS 29 Project Management	3
BUSAD 135 Computerized Accounting (Quickbooks)	2
BUSAD 158 Payroll Accounting	3
CCTIS 8 Advanced Internet Research	1½
CCTIS 138 Excel Spreadsheets	2
CCTIS 139 Database Essentials	1½
OFTEC 140 Beginning Word Processing	2
OFTEC 141 Intermediate Word Processing	3

Complete three units from this section:	3
MGMT 110 Communication in the Workplace (½)	
MGMT 111 Customer Service (½)	
MGMT 112 Team Building (½)	
MGMT 113 Attitude in the Workplace (½)	
MGMT 114 Values and Ethics in the Workplace (½)	
MGMT 115 Time Management (½)	
MGMT 116 Stress Management in the Workplace (½)	
MGMT 117 Conflict Management (½)	
MGMT 118 Decision-Making in the workplace (½)	
MGMT 119 Managing Organizational Change (½)	
MGMT 120 Generational Diversity: Managing (½) Cross-Generational Teams (½)	

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 32

Skills Attainment Certificate: E-Marketing Your Business

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 30 Principles of Marketing	3
BUSAD 121 Adobe Acrobat Essentials	2
ENTRE 101 Introduction to Entrepreneurship	2
ENTRE 102 Entrepreneurial Marketing	2
ENTRE 105 Social Media Marketing	2
OFTEC 140 Beginning Word Processing	2
OFTEC 168 Creating a Virtual Office	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 16

Skills Attainment Certificate: Entrepreneur Business Startup

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

ENTRE 101 Introduction to Entrepreneurship	2
ENTRE 102 Entrepreneurial Marketing	2
ENTRE 103 Financial Management for Entrepreneurs	2
ENTRE 104 Preparing Effective Business Plans	2
ENTRE 105 Social Media Marketing	2
ENTRE 106 Patents, Copyrights, and Trademarks	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12

Entrepreneurship awards are also listed in:

Automotive Technology
Digital Media
Business Administration
Hospitality
Welding

Environmental Sciences PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AS Degree: Post-Secondary Studies: Emphasis in Environmental Sciences

ABOUT POST-SECONDARY STUDIES DEGREES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. For more information, see p. 55.

ABOUT THIS EMPHASIS

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, as part of completing the *Post-Secondary Studies Pathway* requirements on page 55. To ensure proper preparation for transfer, consult with a counselor before selecting a General Education breadth pattern to follow.

Complete 18 units of the following coursework: 18

BIOL 2	Cell and Molecular Biology (4)
BIOL 4	Principles and Evolution of Zoology (4)
BIOL 6	Plant Biology and Ecology (4)
BIOL 24	General Ecology (4)
CHEM 2A	General Chemistry I (3) AND
CHEM 2AL	General Chemistry I Laboratory (2)
CHEM 2B	General Chemistry II (3) AND
CHEM 2BL	General Chemistry II Laboratory (2)
CHEM 5	Introductory Chemistry: Environmental Emphasis (3) AND
CHEM 5L	Introductory Chemistry: Laboratory (1)
CCTIS 10	Computer Concepts and Information Systems (4)
ESC 5	Physical Geology (4)
ESC 23	Historical Geology (4)
ESC 50	Oceanography (4)
FNR 1	Environmental Conservation (3)
FNR 2	Introduction to Forestry (3)
FNR 10	Dendrology (3)

INDIS 48	Sustainable Living (3)
MATH 2	Statistics (4)
MATH 16	Precalculus (5)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A	Introductory Physics I: Calculus Level (4)
PHYCS 5B	Introductory Physics II: Calculus Level (4)

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: Science: Emphasis in Environmental Science

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 10 units from this section: 10

BIOL 24	General Ecology (4)
ESC 1	Energy: Uses and Alternatives (3)
ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 33	Introduction to the Earth (4)
ESC 42	Natural Hazards (3)
INDIS 48	Sustainable Living (3)
FNR 1	Environmental Conservation (3)
PHYCS 1	Conceptual Physics (3)

Complete 4 units from this section 4

BIOL 2	Cell and Molecular Biology (4)
BIOL 4	Principles and Evolution of Zoology (4)
BIOL 6	Plant Biology and Ecology (4)
BIOL 17	Fundamentals of Biology (4)

Complete 4 units from this section 4

CHEM 2A	General Chemistry I (3) AND
CHEM 2AL	General Chemistry I Laboratory (2)
OR	
CHEM 5	Introductory Chemistry: Environmental Emphasis (3) AND
CHEM 5L	Introductory Chemistry: Laboratory (1)

Complete 2 units from this section: 2

BIOL 39	Field Biology (1-2)
ESC 35	Field Geology (½-3)
ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)
ESC 35DV	Geology of Death Valley (1-3)
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)
ESC 35LT	Geology of the Lake Tahoe Region (1-3)
ESC 35LV	Geology of the Long Valley Caldera (1-3)

AWARD REQUIREMENTS

ESC 35ML	Geology of the Mother Lode (1-3)
ESC 35SA	Geology of the San Andreas Fault (1-3)
ESC 35SN	Geology of the Sierra Nevada (1-3)
ESC 35SP	Geology of the Sonora Pass Area (1-3)
ESC 35TR	Geology of the Tuolumne River (1-3)
FNR 10	Dendrology (3)

UNITS REQUIRED IN MAJOR:	20
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Fire Science PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
 (209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

AS Degree: Fire Science

► Formerly listed as AS: Fire Technology

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

FIRE 1	Fire Protection Organization	3
FIRE 2	Fire Prevention Technology	3
FIRE 3	Fire Protection Equipment/Systems	3
FIRE 4	Building Construction for Fire Protection	3
FIRE 5	Fire Behavior and Combustion	3
EMS 4	Emergency Medical Technician Training	7
EMS 157	Emergency Medical Responder and CPR	3

Complete 3-4 units from this section:

EMS 97*	Work Experience (1-4)	3-4
FIRE 7	Wildland Fire Control (3)	
FIRE 29A	Driver/Operator 1A (1)	3-4
FIRE 29B	Driver/Operator 1B (1)	
FIRE 50/ SAR 50	Low Angle Rope Rescue (1½)	3-4
FIRE 51	High Angle Rope (1½)	
FIRE 97*	Work Experience (1-4)	

*Credit may be earned for EMS 97 or FIRE 97, but not for both.

UNITS REQUIRED IN MAJOR:	28-29
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: Fire Technology

► Previously offered as an ASOE degree

This associate degree is designed for students who desire to enter the firefighting field. Courses provide students with applicable, hands on experiences that meet requirements to be hired and start a career as a firefighter in California.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

EMS 4	Emergency Medical Technician Training	7
EMS 157	Emergency Medical Responder and CPR	3
FIRE 29A	Driver/Operator Training 1A	1½
FIRE 29B	Driver/Operator Training 1B	1½
FIRE 101	Firefighter I Academy	16
HHP 55A	Fitness Training I for Firefighting	1

UNITS REQUIRED IN MAJOR:	30
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Certificate of Achievement: Fire Technology

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

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:	Units	
FIRE 101	Firefighter I Academy	16
EMS 157	Emergency Medical Responder and CPR	3
HHP 55A	Fitness Training I for Firefighting	1

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT:	20
---	-----------

Forestry & Natural Resources PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
 (209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

Forestry

AS Degree: Forestry

► Previously offered as an ASOE degree

This Associate in Science (AS) Degree equips students with the applied skills, training, and experience for immediate entry into the workforce, and if desired can be optimized to prepare students for transfer to Forestry programs at four-year colleges and universities. To earn this degree, a student must complete the requirements listed in Column I of the G.E. Breadth Requirements for Columbia College, as well as courses specific to the degree including, forestry, soil resources, dendrology, forest surveying, maps, forest inventory, and related electives.

Transfer-oriented students should see a guidance counselor for additional required coursework in ANTHR, BIOL, Calculus, CHEM, Computer Science, ESC, ECON, GEOGR, PHYCS, and Statistics.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:		Units
FNR 2	Introduction to Forestry	3
FNR 6	Soil Resources	3
FNR 10	Dendrology	3
FNR 53	Forest Surveying	3
FNR 60	Introduction to Maps and Remote Sensing	2
FNR 62	Applied Forest Inventory & Management	2
Complete one course:		2-3
FNR 22	Ecology and the Use of Fire in Forest Ecosystems (2)	
FNR 24	Fire-Fuels Management (3)	
Complete one course:		1-3
CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)	
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)	
Complete one course:		1-3
BIOL 39	Field Biology (1-2)	
BIOL 40	Field Biology: Ecosystems (1)	
BIOL 158	Birds of Central California (1)	
BIOL 159	Wildflowers (1½)	
BIOL 160	Mushrooms and Other Fungi (1½)	
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)	
ESC 35	Field Geology (1)	
FNR 11	Natural Resources Field Camp (3)	



The incense cedar (*Calocedrus decurrens*) branch above plays a role in the college's greenscape as well as within dynamic ecological and social systems. Forestry & Natural Resources students explore the intricate and sometimes unexpected relationships between human, animal, and plant life in an effort to both utilize and conserve natural resources.

AWARD REQUIREMENTS

FNR 12	Tallest, Oldest, Largest (3)	
FNR 50	Natural History and Ecology (2)	
FNR 172	Nature Photography (1½)	
FNR 173	Drawing Nature (3)	
FNR 182	Techniques of Surveying Sierra Nevada Wildlife (2)	
FNR 183	Ecological Restoration (1)	
Complete one course:		3-4
BIOL 24	General Ecology (4)	
ESC 5	Physical Geology (4)	
FNR 30	Introduction to Watershed Management (3)	
FNR 81	California Wildlife (3)	
Complete one course:		1-3
FNR 1	Environmental Conservation (3)	
FNR 3	Natural Resources Law and Policy (3)	
FNR 9	Parks and Forests Law Enforcement (2)	
FNR 185	Introduction to the National Wilderness Preservation System (1)	
TOTAL REQUIRED UNITS		24- 32
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:		60

BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)	
ESC 35	Field Geology (1-2)	
FNR 11	Natural Resources Field Camp (3)	
FNR 12	Tallest, Oldest, Largest (3)	
FNR 50	Natural History and Ecology (2)	
FNR 172	Nature Photography (1½)	
FNR 173	Drawing Nature (3)	
FNR 182	Techniques of Surveying Sierra Nevada Wildlife (2)	
FNR 183	Ecological Restoration (1)	
Complete one course:		3-4
BIOL 24	General Ecology (4)	
ESC 5	Physical Geology (4)	
FNR 30	Introduction to Watershed Management (3)	
FNR 81	California Wildlife (3)	
Complete one course:		1-3
FNR 1	Environmental Conservation (3)	
FNR 3	Natural Resources Law and Policy (3)	
FNR 9	Parks and Forests Law Enforcement (2)	
FNR 185	Introduction to the National Wilderness Preservation System (1)	
TOTAL UNITS FOR CERTIFICATE OF ACHIEVEMENT		24-32

Certificate of Achievement: **Forestry**

► *Previously offered as "Forestry Technology"*

The Certificate of Achievement in Forestry helps prepare recipients for immediate employment in entry-level positions in the field of forestry. To earn the Certificate of Achievement, a student must complete the requirements including courses in forestry, soil resources, maps and remote sensing, natural history, and ecology. The courses that make up the Forestry Certificate are also applicable to the Forestry AS degree, which has additional General Education requirements.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

FNR 2	Introduction to Forestry	3
FNR 6	Soil Resources	3
FNR 10	Dendrology	3
FNR 53	Forest Surveying	3
FNR 60	Introduction to Maps and Remote Sensing	2
FNR 62	Applied Forest Inventory and Management	2

Complete one course:		2-3
FNR 22	Ecology and Use of Fire in Forest Ecosystems	2
FNR 24	Fire-Fuels Management	3

Complete one course:		1-3
CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)	
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)	

Complete one course:		1-3
BIOL 39	Field Biology (1-2)	
BIOL 40	Field Biology: Ecosystems (1)	
BIOL 158	Birds of Central California (1)	
BIOL 159	Wildflowers (1½)	
BIOL 160	Mushrooms and Other Fungi (1½)	

Natural Resources

AS Degree: **Natural Resources**

► *Previously offered as an ASOE Degree*

This Associate in Science (AS) Degree equips students with the applied skills, training, and experience for immediate entry into the workforce, and if desired can be optimized to prepare students for transfer to Natural Resources programs at four-year colleges and universities. To earn this degree, a student must complete the requirements listed in Column 1 of the G.E. Breadth Requirements for Columbia College, as well as courses specific to the degree including environmental conservation, maps, natural resources law and policy, and related electives.

Transfer-oriented students should see a guidance counselor for additional required coursework in ANTHR, BIOL, Calculus, CHEM, Computer Science, ESC, ECON, GEOGR, PHYCS, and Statistics.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column 1) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:		8 Units
FNR 1	Environmental Conservation	3
FNR 3	Natural Resources Law and Policy	3
FNR 60	Introduction to Maps and Remote Sensing	2

Complete one course:		3 units
FNR 30	Introduction to Watershed Management (3)	
FNR 61	Introduction to Water Resources Management (3)	
FNR 63	Water for Consumption (3)	
FNR 64	Water Infrastructure in California (3)	
FNR 65	Rural Wastewater Strategies (3)	
FNR 66	Decentralized Wastewater Management (3)	
FNR 67	Operation of Wastewater Treatment Plants (3)	

Complete one course from this section: 1-3

CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)

Complete three courses from this section: 3-9:

BIOL 39	Field Biology (1-2)
BIOL 40	Field Biology: Ecosystems (1)
BIOL 158	Birds of Central California (1)
BIOL 159	Wildflowers (1.5)
BIOL 160	Mushrooms and Other Fungi (1.5)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 35	Field Geology (1)
FNR 11	Natural Resources Field Camp (3)
FNR 12	Tallest, Oldest, Largest (3)
FNR 50	Natural History and Ecology (2)
FNR 71	Water Use Efficiency (1)
FNR 86	California Naturalist Certification (3)
FNR 172	Nature Photography (1.5)
FNR 173	Drawing Nature (3)
FNR 182	Techniques of Surveying Sierra Nevada Wildlife (2)
FNR 183	Ecological Restoration (1)
FNR 185	Introduction to the National Wilderness Preservation System (1)

Complete two courses from this section: 4-8

BIOL 24	General Ecology (4)
ESC 5	Physical Geology (4)
FNR 2	Introduction to Forestry (3)
FNR 10	Dendrology (3)
FNR 22	Ecology and the Use of Fire in Forest Ecosystems (2)
FNR 24	Fire-Fuels Management (3)
FNR 53	Forest Surveying (3)
FNR 62	Applied Forest Inventory & Management (2)
FNR 81	California Wildlife (3)

UNITS REQUIRED IN MAJOR 19-31
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Certificate of Achievement: Natural Resources

► *Previously offered as "Natural Resources Technology"*

The Certificate of Achievement in Natural Resources helps prepare recipients for immediate employment in entry-level positions in the field of natural resources. To earn the Certificate of Achievement, a student must complete the requirements including courses in environmental conservation, maps and remote sensing, and natural resources law and policy. The courses that make up the Natural Resources Certificate are also applicable to the Natural Resources AS degree, which has additional General Education requirements.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

FNR 1	Environmental Conservation	3
FNR 3	Natural Resources Law and Policy	3
FNR 60	Introduction to Maps and Remote Sensing	2

Complete one course from this section: 3

FNR 30	Introduction to Watershed Management (3)
FNR 61	Introduction to Water Resources Management (3)
FNR 63	Water for Consumption (3)
FNR 64	Water Infrastructure in California
FNR 65	Rural Wastewater Strategies (3)
FNR 66	Decentralized Wastewater Management (3)
FNR 67	Operation of Wastewater Treatment Plants (3)

Complete one course from this section: 1-3

CCTIS 59 / GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60 GEOGR 60	Introduction to ArcGIS (3)

Complete three courses from this section: 3-9

BIOL 39	Field Biology (1-2)
BIOL 40	Field Biology: Ecosystems (1)
BIOL 158	Birds of Central California (1)
BIOL 159	Wildflowers (1½)
BIOL 160	Mushrooms and Other Fungi (1)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 35	Field Geology (1-2)
FNR 11	Natural Resources Field Camp (3)
FNR 12	Tallest, Oldest, Largest (3)
FNR 50	Natural History and Ecology (2)
FNR 71	Water Use Efficiency (1)
FNR 86	California Naturalist Certification (3)
FNR 172	Nature Photography (1½)
FNR 173	Drawing Nature (3)
FNR 182	Techniques of Surveying Sierra Nevada Wildlife (2)
FNR 183	Ecological Restoration (1)
FNR 185	Introduction to the National Wilderness Preservation System (1)

Complete two courses from this section:

4-8

BIOL 24	General Ecology (4)
ESC 5	Physical Geology (4)
FNR 2	Introduction to Forestry (3)
FNR 10	Dendrology (3)
FNR 22	Ecology and Use of Fire in Forest Ecosystems (2)
FNR 24	Fire-Fuels Management (3)
FNR 53	Forest Surveying (3)
FNR 62	Applied Forest Inventory and Management (2)
FNR 81	California Wildlife (3)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 19-31

Water Resources Management
See "Water Resources Management"

Geographic Information Systems (GIS):
see "Computer and Communications Technology: Information Systems"

Geology/Earth Science
PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AS-T Degree: Geology

The Geology Associate in Science for Transfer degree includes lower division coursework that is required for transfer and which focuses on mastery of the identification of earth materials and the use of geologic maps, stratigraphic sections, remote sensing imagery, and plate tectonic concepts, using these techniques and theory to model real-world applications. The major requirements align with the Transfer Model Curriculum (TMC) for Geology. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The goal of the Associate in Science in Geology for Transfer program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Geology. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students desiring to transfer to CSU in a similar major in a timely manner.

LEARNING OUTCOMES:

- Learn how to plan a program of data collection and analysis that employs modern scientific procedures and the use of modern technology
- Use acquired knowledge of geology to make informed decisions about problems in society and public policy
- Develop social and professional skills needed to be successful in the modern workplace (e.g. communications, working in collaborative teams, working with technology)

DEGREE REQUIREMENTS

- To earn this degree, students must complete 60 CSU-transferable semester units with a grade point average of 2.0 or better, including completion of:
 1. Either the California State University General Education-Breadth Requirements (CSU-GE) (minimum of 39 units) OR the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); AND
 2. Semester units as specified below, with a grade of C or better in all courses; AND
 3. Any CSU-transferable electives needed to bring the total units to 60.

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

Required courses:

ESC 5	Physical Geology	4
ESC 23	Historical Geology	4
CHEM 2A	General Chemistry I	3
CHEM 2AL	General Chemistry I Laboratory	2
CHEM 2B	General Chemistry II	3
CHEM 2BL	General Chemistry II Laboratory	2
MATH 18A	Calculus I	5
MATH 18B	Calculus II	5

UNITS REQUIRED IN MAJOR: 28**TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:** 60**Additional Recommended Preparation:***One year of Calculus-based physics*

PHYCS 5A	Introductory Physics I: Calculus Level	4
PHYCS 5B	Introductory Physics II: Calculus Level	4

One semester of General Biology

BIOL 17	Fundamentals of Biology	4
---------	-------------------------	---

One semester of Geographic Information Systems (GIS)

CCTIS 59	Geographic Information and Global Positioning Systems	1-3
----------	---	-----

AS Degree:**Science: Emphasis in Earth Science**

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60. NOTE: Students planning to become Earth Science majors upon transfer to a four-year school should take CHEM 2A, CHEM 2AL, CHEM 2B, MATH 18A, PHYCS 5A and PHYCS 5B while at Columbia College.

Complete 10 units from this section: 10

ESC 1	Energy: Uses and Alternatives (3)
ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 23	Historical Geology (4)
ESC 30	Global Tectonic Geology (3)
ESC 33	Introduction to the Earth (4)
ESC 40	Descriptive Astronomy (3)
ESC 42	Natural Hazards (3)
ESC 35	Field Geology (½-3) <u>OR</u>

Up to 3 units from the following:

ESC35CC	Geology and Gold Mining of Calaveras County (1-3)
ESC35DV	Geology of Death Valley (1-3)
ESC35LS	Geology of Lassen, Shasta, Lava Beds (1-3)
ESC35LT	Geology of the Lake Tahoe Region (1-3)
ESC35LV	Geology of the Long Valley Caldera (1-3)
ESC35ML	Geology of the Mother Lode (1-3)
ESC35SA	Geology of the San Andreas Fault (1-3)
ESC35SN	Geology of the Sierra Nevada (1-3)
ESC35SP	Geology of the Sonora Pass Area (1-3)
ESC35TR	Geology of the Tuolumne River (1-3)

Complete 4 units from this section: 4

BIOL 2	Cell and Molecular Biology (4)
BIOL 17	Fundamentals of Biology (4)
BIOL 24	General Ecology (4)

Complete 4 units from this section: 4

CHEM 2A	General Chemistry I (3) <u>AND</u>
CHEM 2AL	General Chemistry I Laboratory (2)
<u>OR</u>	
CHEM 5	Introductory Chemistry: Environmental Emphasis (3) <u>AND</u>
CHEM 5L	Introductory Chemistry: Laboratory (1)

Complete 3 units from this section: 3

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

UNITS REQUIRED IN MAJOR: 21**TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:** 60

Health & Human Performance PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271
 (209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: Kinesiology

ABOUT THIS DEGREE

The Associate of Arts degree in Kinesiology is for students who intend to transfer into the California State University (CSU) system with a major in Kinesiology or related field. This degree may allow students to pursue studies in fields such as exercise science, kinesiology/physical education credential programs, athletic training/sports medicine, sports administration, and other health related areas. Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

LEARNING OUTCOMES

Successful students will demonstrate the following knowledge and skills:

- Define kinesiology and explain its sub-disciplines and career pathways.
- Apply the fundamental concepts and principles of movement.
- Demonstrate personal responsibility, cooperative relationships and social interaction within diverse and dynamic environments when applying knowledge of kinesiology.

DEGREE REQUIREMENTS

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

1. Either the California State University General Education Breadth Requirements (CSU-GE - minimum of 39 units) OR the Intersegmental General Education Transfer Curriculum (IGETC - minimum of 37 units); AND
2. 21-23 semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Required courses:	Units
BIOL 10 Human Anatomy	4
BIOL 60 Human Physiology	4
HHP 3 Introduction to Kinesiology	3

Complete 3 units of Movement-Based Courses

Select 1 course from 3 different areas

AREA 1: Combatives

HHP 59A Beginning Tai Chi (1)

AREA 2: Dance

HHP 8A Aerobic Exercise (1)
 HHP 8B Aerobic Exercise II (1)
 HHP 23 Contemporary Dance (1)
 HHP 25 Jazz Dance (1)

AREA 3: Fitness

HHP 6A Lifetime Fitness Program I (2)
 HHP 9 Circuit Cross-Training (1)
 HHP 16 Walking for Fitness (1)
 HHP 18A Yoga I (1)
 HHP 18B Yoga II (1)
 HHP 56A Weight Training I (1)
 HHP 56B Weight Training II (1)

AREA 4: Individual Sports

HHP 38A Golf I (1)
 HHP 38B Golf II (1)
 HHP 50A Tennis I (1)
 HHP 50B Tennis II (1)

AREA 5: Team Sports

HHP 45 Co-Ed Flag Football (1)
 HHP 47A Soccer I (1)
 HHP 47B Soccer II (1)
 HHP 48 Co-Ed Softball (1)
 HHP 53A Volleyball I (1)
 HHP 53B Volleyball II (1)
 HHP 53C Volleyball III (1)

Complete 7-9 units from this section:

7-9

CHEM 2A General Chemistry I (3) AND
 CHEM 2AL General Chemistry I Laboratory (2)
 HHP 62 Safety and First Aid Education (3)
 MATH 2 Statistics (4)
 PHYCS 4A Introductory Physics I: Trigonometry Level (4)

UNITS REQUIRED IN MAJOR:

21- 23

TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:

60

AA Degree: **Sport Science**

ABOUT THIS DEGREE

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:	Units
HHP 3 Introduction to Kinesiology	3
HHP 5 Introduction to Recreation and Leisure	3
HHP 62 Safety and First Aid Education	3
HHP 63 Sociology of Sport	3
HHP 74 Introduction to Sport Management	3
PSYCH 20 Sport Psychology	3
Complete 3 units:	3
HHP 2 Women's Health Issues (3)	
HHP 60 Health and Fitness Education (3)	
Complete 4 units:	4
BIOL 10 Human Anatomy (4)	
BIOL 60 Human Physiology (4)	
UNITS REQUIRED IN MAJOR:	25
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

History PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AA-T Degree: **History**

ABOUT THIS DEGREE

The History program provides students with a core curriculum covering introductory history content, theory, and methodology. The curriculum is designed to help students understand the broad scope of history as a comparative science. In addition, it covers the key theoretical approaches and insights that inform history, as well as the role of historical theory and research methods. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving. Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

LEARNING OUTCOMES

Successful students will demonstrate the following knowledge and skills:

- Demonstrate the place of history in the broad scope of the liberal arts, social sciences, and humanities.
- Interpret the principles of historiographical analysis.
- Demonstrate the contributions and experiences of significant ethnic and national heritage groups.
- Contextualize the contributions of women.
- Critical analysis of historical research methods and theory.
- Appreciate diverse perspectives and their implications.

DEGREE REQUIREMENTS

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

1. Either the California State University General Education Breadth Requirements (CSU-GE - minimum of 39 units) OR the Intersegmental General Education Transfer Curriculum (IGETC - minimum of 37 units); AND
2. 18 to 20 semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

AWARD REQUIREMENTS

Required courses:

HIST 13	World Civilizations: to 1650	3
HIST 14	World Civilizations: 1650 to Present	3
HIST 16	United States: to 1877	3
HIST 17	United States: 1877 to Present	3

Complete one of the following courses 3-5

HIST 5	Introduction to the History and Philosophy of Science (3)
HIST 21	Women in American History (3)
SOCIO 5	Ethnicity and Ethnic Relations in America (3)
SPAN 1A	Spanish: Beginning (5)
SPAN 1B	Spanish: Beginning (5)
SPAN 2A	Spanish: Intermediate (5)
SPAN 2B	Spanish: Intermediate (5)
SPCOM 5	Intercultural Communication (3)

Complete one of the following courses 3

ART 11	History of Art: Ancient and Medieval (3)
ART 12	History of Art: Renaissance, Baroque, and Modern (3)
ART 13	Art of Africa, Asia, Australia, and the Americas (3)
MUSIC 10	Survey of Music History and Literature: Ancient to 1750 (3)
MUSIC 11	Survey of Music History and Literature: 1750 to Present (3)
PSYCH 1	General Psychology (3)
SOCIO 1	Introduction to Sociology (3)
Any history course not used above (3)	

UNITS REQUIRED IN MAJOR: 18-20

TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Hospitality Management PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267

(209) 588-5142 or (209) 588-5198

www.gocolumbia.edu/career_technical/

Associate Degrees

AS Degree: Chef

► Previously offered as an ASOE degree

This Associate in Science Degree will provide students with skills and training for immediate entry into the workforce.

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 136	Dining Room Service and Management I	2
HPMGT 140	Contemporary Cuisine	2-3½
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 146	Dining Room Service and Management II	1-3½
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

UNITS REQUIRED IN MAJOR: 32-36

TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60



AS Degree: **Dinner Line Cook**

▶ *Previously offered as "ASOE Degree: Dinner Line Cook"*

This Associate in Science Degree will provide students with skills and training for immediate entry into the workforce.

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 136	Dining Room Service and Management I	2
HPMGT 142	Garde Manger	1

UNITS REQUIRED IN MAJOR:	23
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: **Hospitality Management: Culinary Arts**

▶ *Formerly listed as "Hospitality: Emphasis in Culinary Arts"*

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HPMGT 102	Introduction to Hospitality Careers & Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3
HPMGT 133A	Intro to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 136	Dining Room Service and Management I	2
HPMGT 140	Contemporary Cuisine	2-3½
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 146	Dining Room Service and Management II	1-3½
HPMGT 147	Beverage Management	2
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

UNITS REQUIRED IN MAJOR:	34-38
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: **Hospitality Management: Hotel Management**

The Associate in Science Degree specifically designed for students who are intending to enter a internship/management program leading to an entry level, mid to upper management position in the hospitality industry.

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HPMGT 97	Work Experience in Hospitality Management	2
HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 112	Front Office Management/Hotel Catering	2
HPMGT 114	Introduction to Maintenance and Housekeeping	1½
HPMGT 152	Restaurant Planning	3
OFTEC 130	Business English	3
BUSAD 2A	Financial Accounting (4) <u>OR</u>	4
BUSAD 161A	Small Business Accounting I (4)	

UNITS REQUIRED IN MAJOR:	19
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Optional Course (recommended)

BUSAD 163	Business Mathematics (3)
-----------	--------------------------

AS Degree: **Hospitality Management: Restaurant Management**

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 136	Dining Room Service and Management I	2
HPMGT 147	Beverage Management	2
HPMGT 152	Restaurant Planning	3
BUSAD 161A	Small Business Accounting I	4
BUSAD 161B	Small Business Accounting II	4
CCTIS 10	Computer Concepts and Information Systems	4
OFTEC 131	Office Procedures and Technology	3

UNITS REQUIRED IN MAJOR:	36½
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: **Pantry and Dessert Chef**

▶ *Previously offered as an ASOE degree*

The Associate in Science degree is earned in occupational programs that provide students with skills and training for immediate entry into the workforce.

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 136	Dining Room Service and Management I	2
HPMGT 140	Contemporary Cuisine	2-3½
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 148	Introduction to Wines	2

UNITS REQUIRED IN MAJOR:	29– 30½
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AS Degree: **Restaurant Management**

▶ *Previously offered as an ASOE degree*

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required Courses:

BUSAD 2A	Financial Accounting (4) OR	4
BUSAD 161A	Small Business Accounting I (4)	
HPMGT 97	Work Experience	2
HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3

HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 136	Dining Room Service and Management I	2
HPMGT 147	Beverage Management	2
HPMGT 152	Restaurant Planning	3

UNITS REQUIRED IN MAJOR:	33
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Optional Course (recommended)

HPMGT 148	Introduction to Wines (2)
-----------	---------------------------

Certificates of Achievement

Certificate of Achievement: **Chef**

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses:

HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 135	Commercial Baking: Advanced	2
HPMGT 136	Dining Room Service and Management I	2
HPMGT 140	Contemporary Cuisine	2-3½
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 146	Dining Room Service and Management II	1-3½
HPMGT 148	Introduction to Wines	2
HPMGT 190	Culinary Arts Internship	2

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT:	34– 38
---	---------------

Certificate of Achievement: Dinner Line Cook

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required Courses:

HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 136	Dining Room Service and Management I	2
HPMGT 142	Garde Manger	1

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 23

Certificate of Achievement: Hotel Management

Students who choose Hospitality Management: Hotel Management are trained for entry-level positions through concentrated, highly structured programs of study that reflect the needs of a changing job market.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 97	Work Experience in Hospitality Management	2
HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 112	Front Office Management/Hotel Catering	2
HPMGT 114	Introduction to Maintenance and Housekeeping	1½
HPMGT 152	Restaurant Planning	3
OFTEC 130	Business English	3
BUSAD 2A	Financial Accounting OR	4
BUSAD 161A	Small Business Accounting I (4)	

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 19

Certificate of Achievement: Pantry and Dessert Chef

CERTIFICATE REQUIREMENTS

To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 97	Work Experience in Hospitality Management	1-4
HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 135	Commercial Baking: Advanced	2
HPMGT 136	Dining Room Service and Management I	2
HPMGT 140	Contemporary Cuisine	2-3½
HPMGT 141	Restaurant Desserts	2
HPMGT 142	Garde Manger	1
HPMGT 148	Introduction to Wines	2

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 32– 36½

Certificate of Achievement: Restaurant Management

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

BUSAD 2A	Financial Accounting (4) OR	4
BUSAD 161A	Small Business Accounting I (4)	
HPMGT 97	Work Experience	2
HPMGT 102	Introduction to Hospitality Careers & Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 126	Nutrition for Chefs	2
HPMGT 128	Kitchen Management	3
HPMGT 133A	Introduction to Commercial Food Preparation	3
HPMGT 133B	Commercial Food Preparation	4
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 136	Dining Room Service and Management I	2
HPMGT 147	Beverage Management	2
HPMGT 152	Restaurant Planning	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 33

Optional Course (recommended)

HPMGT 148	Introduction to Wines (2)
-----------	---------------------------

Skills Attainment Certificates

Skills Attainment Certificate: * Baker

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 135	Commercial Baking: Advanced	2
HPMGT 141	Restaurant Desserts	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 8½

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate: * Baking for Entrepreneurs

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

ENTRE 102	Entrepreneurial Marketing (2) OR	2
ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 135	Commercial Baking: Advanced	2
HPMGT 141	Restaurant Desserts	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12½

Skills Attainment Certificate: * Bartender

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 120	Safety and Sanitation	1
HPMGT 147	Beverage Management	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 3

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate: * Chef for Entrepreneurs

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

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

Complete 8 units from this section: 8

HPMGT 97	Work Experience in Hospitality Management (maximum 2 units)	
HPMGT 102	Introduction to Hospitality Careers and Human Relations (1½)	
HPMGT 104	Hospitality Laws and Regulations (2)	
HPMGT 120	Safety and Sanitation (2)	
HPMGT 122	Restaurant Math (1)	
HPMGT 126	Nutrition for Chefs (2)	
HPMGT 128	Kitchen Management (3)	
HPMGT 133A	Introduction to Commercial Food Preparation (3)	
HPMGT 133B	Commercial Food Preparation (4)	
HPMGT 134	Commercial Baking: Beginning (2½)	
HPMGT 140	Contemporary Cuisine (2-3½)	
HPMGT 141	Restaurant Desserts (2)	
HPMGT 142	Garde Manger (1)	

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12

Skills Attainment Certificate:*

Deli Cook & Baker

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 133A	Intro to Commercial Food Preparation	3
HPMGT 134	Commercial Baking: Beginning	2½
HPMGT 142	Garde Manger	1

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 10½

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:*

Dining Room Management

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 102	Introduction to Hospitality Careers and Human Relations	1½
HPMGT 104	Hospitality Laws and Regulations	2
HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 136	Dining Room Service and Management I	2
HPMGT 146	Dining Room Service and Management II	1-3½
HPMGT 148	Introduction to Wines	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 10½– 13

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:*

Dining Room Staff

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

HPMGT 120	Safety and Sanitation	1
HPMGT 122	Restaurant Math	1
HPMGT 136	Dining Room Service and Management I	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 4

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate:*

Safety and Sanitation

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required course:

HPMGT 120	Safety and Sanitation	1
-----------	-----------------------	---

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 1

**Skills Attainment Certificates do not appear on student transcripts.*

Human Services PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
(209) 588-5142 or (209) 588-5198
www.gocolumbia.edu/career_technical/

AS Degree: Human Services

► Previously offered as an ASOE degree

This Associate in Science Degree is earned in an occupational program that provides students with skills and training for immediate entry into the workforce.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

CCTIS 10	Computer Concepts & Information Systems	4
GUIDE 10A	Introduction to Helping Skills	1½
GUIDE 10B	Intermediate Helping and Basic Conflict Management Skills	1½
OFTEC 131	Office Procedures & Technology	3
PSYCH 30	Psychology of Adjustment	3
SOCIO 5	Ethnicity and Ethnic Relations in America	3
SOCIO 12	Sociology of the Family (3) OR	3
CHILD 22	Child, Family, Community (3)	3

Complete 3 units from the following courses:

CHILD 1	Child Growth and Development (3)	3
GUIDE 1	Career/Life Planning (3)	3
PSYCH 1	General Psychology (3)	3
SOCIO 1	Introduction to Sociology (3)	3

UNITS REQUIRED IN MAJOR: 22

TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses (recommended)

PSYCH 35	Introduction to Drugs and Behavior (3)
SPCOM 1	Introduction to Public Speaking (3)

Certificate of Achievement: Human Services

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 10	Computer Concepts & Information Systems	4
GUIDE 10A	Introduction to Helping Skills	1½
GUIDE 10B	Intermediate Helping and Basic Conflict Management Skills	1½
OFTEC 131	Office Procedures and Technology	3
PSYCH 30	Psychology of Adjustment	3
SOCIO 5	Ethnicity & Ethnic Relations in America	3
SOCIO 12	Sociology of the Family (3) OR	3
CHILD 22	Child, Family, Community (3)	3
CHILD 1	Principles of Child Development (3) OR	3
GUIDE 1	Career/Life Planning (3) OR	3
PSYCH 1	General Psychology (3) OR	3
SOCIO 1	Introduction to Sociology (3) OR	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 22

Optional Courses (recommended)

PSYCH 35	Introduction to Drugs & Behavior (3)
SPCOM 1	Introduction to Public Speaking (3)

Skills Attainment Certificate:*

Peer Support and Psychosocial Rehabilitation

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

PSYCH 52	Introduction to Peer Support for Psychosocial Rehabilitation	3
PSYCH 56	Introduction to Psychosocial Rehabilitation	3
GUIDE 10A	Introduction to Helping Skills	1½
GUIDE 10B	Intermediate Helping and Basic Conflict Management Skills	1½
WKEXP 97	Cooperative Work Experience	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 12

*Skills Attainment Certificates do not appear on student transcripts.

Kinesiology

See "Health and Human Performance"

Liberal Arts PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271
(209) 588-5087
www.columbia.edu/arts_sciences

AA Degree: Liberal Arts: Emphasis in Arts and Humanities

ABOUT LIBERAL ARTS ASSOCIATE DEGREES

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

ABOUT THE EMPHASIS IN ARTS AND HUMANITIES

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 6 units of Activity: *Creative and Fine Arts* 6

ART 3	3-D Art and Design (3)
ART 9A	Figure Drawing: Beginning (3)
ART 9B	Figure Drawing: Intermediate (3)
ART 21A	Painting: Beginning (3)
ART 21B	Painting: Intermediate (3)
ART 23A	Watercolor:- Beginning (3)
ART 23B	Watercolor: Intermediate (3)
ART 25	Mixed Media Painting (3)
ART 31	Ceramics: Introductory (3)
ART 32	Ceramics: Intermediate (3)
ART 40	Photography: Beginning (4)
ART 41	Photography: Intermediate (3)
ART 45	Field Photography (3)
ART 46	Field Photography: Composition and Design (2-4)
ART 49	Intermediate Field Photography (3)
ART 71	Ceramic Sculpture: Introductory (3)
ART 72	Ceramic Sculpture: Advanced (3)
DRAMA 19	Exploring Radio Drama (1½-3)
DRAMA 20	Oral Expression and Interpretation (3)
DRAMA 22	Introduction to Readers' Theatre (3)
DRAMA 42	Acting Fundamentals (3)
DRAMA 43	Acting-Directing (3)
MUSIC 31A	Elementary Piano (1)

MUSIC 36	Elementary Voice (1)
MUSIC 49	Beginning Guitar (1)
MUSIC 60	College Choir (1)
MUSIC 76	Community Orchestra (1)
SPCOM 7	Forensics Workshop (3)

Complete 6 units of Theory: *Fine, Performing and Creative Arts* 6

ART 11	History of Art: Ancient and Medieval (3)
ART 12	History of Art: Renaissance, Baroque and Modern (3)
ART 13	Art of Africa, Asia, Australia and the Americas (3)
DRAMA 10	Introduction to the Theatre (3)
ENGL 10	Creative Writing (3)
ENGL 11	Film Appreciation (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	American Popular Music: Blues and Jazz to Rock 'n' Roll (3)

Complete 6 units of Theory: *Humanities, Languages and Philosophy* 6

ENGL 1A	Reading and Composition: Beginning (3)
ENGL 1B	Advanced Composition and Introduction to Literature (3)
ENGL 1C	Advanced Composition and Critical Thinking (3)
ENGL 17	American Literature (3)
ENGL 18	American Literature (3)
ENGL 46	Survey of English Literature (3)
ENGL 47	Survey of English Literature (3)
ENGL 49	California Literature (3)
ENGL 50	Introduction to Shakespeare (3)
ENGL 81	Introduction to World Literature: 1500 to Present (3)
HIST 5/ PHILO 5	Introduction to the History and Philosophy of Science (3)
HUMAN 1	Old World Culture (3)
HUMAN 2	Modern Culture (3)
HUMAN 3	World Culture (3)
HUMAN 4	World Religions and Spirituality (3)
PHILO 1	Introduction to Philosophy (3)
PHILO 25	Twentieth Century Philosophy (3)
SPAN 1A	Spanish: Beginning (5)
SPAN 1B	Spanish: Beginning (5)
SPAN 2A	Spanish: Intermediate (5)
SPAN 2B	Spanish: Intermediate (5)
SIGN 40A	ASL: Beginning Communication with the Deaf (3)
SIGN 40B	ASL: Elementary Communication with the Deaf (3)
SIGN 40C	ASL: Intermediate Communication with the Deaf (3)
SPCOM 4	Introduction to Human Communication (3)
SPCOM 5	Intercultural Communication (3)
SPCOM 12	Media and American Culture (3)

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AA Degree: Liberal Arts: Emphasis in Behavioral and Social Sciences

ABOUT LIBERAL ARTS ASSOCIATE DEGREES

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

ABOUT THE EMPHASIS IN BEHAVIORAL & SOCIAL SCIENCES DEGREE

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete 6 units of *Human and Individual Development* 6

ANTHR 1	Biological Anthropology(3)
CHILD 1	Child Growth and Development (3)
CHILD 22	Child, Family, Community (3)
GUIDE 10A	Introduction to Helping Skills (1½)
GUIDE 10B	Intermediate Helping and Basic Conflict Management Skills (1½)
PSYCH 1	General Psychology (3)
PSYCH 5	Human Sexual Behavior (3)
PSYCH 10	Lifespan Human Development (3)
PSYCH 15	Research Methods in Psychology (3)
PSYCH 20	Sport Psychology (3)
PSYCH 30	Psychology of Adjustment (3)
PSYCH 35	Introduction to Drugs and Behavior (3)
PSYCH 40	Stress Management (3)

Complete 9 units of *Institutional and Cultural Context* 9

Select courses from at least 2 subject areas:

ANTHR 2	Cultural Anthropology (3)
ANTHR 3	Current Issues in Anthropology (3)
ANTHR 7	Gender, Culture and Society (3)
ANTHR 8	Research Methods in Social and Behavioral Sciences (3)
ANTHR 10	Archaeology and Cultural Prehistory (3)
ANTHR 15	Native People of North America (3)
ECON 10	Principles of Economics - Macro (3)
ECON 11	Principles of Economics - Micro (3)
GEOGR 12	Cultural Geography (3)
POLSC 10	Constitutional Government (3)
POLSC 12	American Political Thought (3)
POLSC 14	International Relations (3)
SOCIO 1	Introduction to Sociology (3)
SOCIO 2	American Society: Social Problems and Deviance (3)
SOCIO 5	Ethnicity and Ethnic Relations in America (3)
SOCIO 7	Gender, Culture and Society (3)
SOCIO 8	Research Methods in Social and Behavioral Sciences (3)
SOCIO 12	Sociology of the Family (3)
SOCIO 28	Death and Dying (3)
SPCOM 5	Intercultural Communication (3)

Complete one course in *Historical Foundations* 3

HIST 11	History of California (3)
HIST 13	World Civilizations: to 1650 (3)
HIST 14	World Civilizations: 1500 to Present (3)
HIST 16	United States: to 1877 (3)
HIST 17	United States: 1877 to Present (3)
HIST 21	Women in American History (3)

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AA Degree: Liberal Arts: Emphasis in Science

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

ABOUT THE LIBERAL ARTS: EMPHASIS IN SCIENCE DEGREE

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Complete two units in *Tools for Science* 2

CCTIS 10	Computer Concepts and Information Systems (4)
CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)
CCTIS 138	Excel Spreadsheets (2)
CCTPG 5	Introduction to Programming (3)
CCTPG 45	Applied Java Programming (3)
CCTPG 51	Database Management (3)
MATH 2	Statistics (4)
MATH 8	Trigonometry (3)
MATH 16	Precalculus (5)
MATH 18A	Calculus I (5)
MATH 18B	Calculus II (5)

Complete 9 units in *Physical Science* 9

CHEM 2A	General Chemistry I (3)
CHEM 2AL	General Chemistry I Laboratory (2)
CHEM 2B	General Chemistry II (3)
CHEM 2BL	General Chemistry II Laboratory (2)
CHEM 5	Introductory Chemistry: Environmental Emphasis (3)
CHEM 5L	Introductory Chemistry Laboratory (1)
CHEM 14	Fundamental Chemistry for Allied Health (3)
CHEM 14L	Fundamental Chemistry for Allied Health Laboratory (1)
CHEM 20	The Chemistry of Everything (3)
CHEM 20L	The Chemistry of Everything Laboratory (1)
GEOGR 15	Physical Geography (3)
PHILO 5	Introduction to the History and Philosophy of Science (3)
PHYCS 1*	Conceptual Physics (3)
PHYCS 2*	Conceptual Physical Science: A Starship Voyage (3)
PHYCS 4A*	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B*	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A*	Introductory Physics I: Calculus Level (4)
PHYCS 5B*	Introductory Physics II: Calculus Level (4)
ESC 1	Energy: Uses and Alternatives (3)

ESC 5	Physical Geology (4)
ESC 10	Environmental Geology (3)
ESC 12	California Geology (3)
ESC 22	Historical Geology (3)
ESC 30	Global Tectonic Geology (3)
ESC 33	Introduction to the Earth (4)
ESC 40	Descriptive Astronomy (3)
ESC 42	Natural Hazards (3)
ESC 50	Oceanography (4)
ESC 62	Meteorology (3)

ESC 35 Field Geology (½-3) **OR**

Up to three units from the following field geology courses:

ESC 35CC	Geology and Gold Mining of Calaveras County (1-3)
ESC 35DV	Geology of Death Valley (1-3)
ESC 35LS	Geology of Lassen, Shasta, Lava Beds (1-3)
ESC 35LT	Geology of the Lake Tahoe Region (1-3)
ESC 35LV	Geology of the Long Valley Caldera (1-3)
ESC 35ML	Geology of the Mother Lode (1-3)
ESC 35SA	Geology of the San Andreas Fault (1-3)
ESC 35SN	Geology of the Sierra Nevada (1-3)
ESC 35SP	Geology of the Sonora Pass Area (1-3)
ESC 35TR	Geology of the Tuolumne River (1-3)

Complete 7 units in *Natural and Life Sciences* 7

ANTHR 1	Biological Anthropology(3)
BIOL 2*	Cell and Molecular Biology (4)
BIOL 4	Principles and Evolution of Zoology (4)
BIOL 6	Plant Biology and Ecology (4)
BIOL 10	Human Anatomy (4)
BIOL 17*	Fundamentals of Biology (4)
BIOL 24	General Ecology (4)
BIOL 39	Field Biology (1-2)
BIOL 60	Human Physiology (4)
BIOL 65	Microbiology (4)
FNR 1	Environmental Conservation (3)
FNR 2	Introduction to Forestry (3)
FNR 3	Natural Resources Law and Policy (3)
FNR 10	Dendrology (3)
FNR 30	Introduction to Watershed Management (3)
FNR 50	Natural History and Ecology (2)

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

*Transfer credit limited. See a counselor.

Mathematics

PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271
 (209) 588-5087
www.gocolumbia.edu/arts_sciences

AS-T Degree: Mathematics

ABOUT THIS DEGREE

The Associate of Science Transfer Degree in Mathematics provides students with a core curriculum of mathematics content, theory, and methodology, building an understanding of the broader scope of mathematics and its relationship to other disciplines. Students will develop proficiency in quantitative reasoning using words, graphs, mathematical symbols and other appropriate means. The program integrates key theoretical approaches with insights that inform mathematical reasoning in addition to fostering critical thinking, persistence in problem solving and abstract reasoning.

The goal of the Associate in Science in Mathematics for Transfer program is to prepare students for transfer to a California State University to pursue a B.A. or B.S. in Mathematics. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The major requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students wishing to transfer to CSU in a similar major in a timely manner. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

LEARNING OUTCOMES

Successful students will:

- Master the mathematical knowledge and techniques necessary to pursue upper division mathematics.
- Master the techniques of differentiation and integration to solve problems in real world applications.
- Utilize the theory and application of linear systems, matrix algebra and general vector spaces.
- Apply mathematical concepts across disciplines.

DEGREE REQUIREMENTS

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

1. Either the California State University General Education-Breadth Requirements (CSU-GE) (minimum of 39 units) OR the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); AND
2. Semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

(Continued next page)

Required courses:

MATH 18A	Calculus I	5
MATH 18B	Calculus II	5
MATH 18C	Calculus III	5
MATH 26	Linear Algebra	3

Complete one course:

CCTPG 22	Programming Concepts and Methodology I (4)	4
CCTPG 24	Programming Concepts and Methodology II (4)	4
PHYCS 5A	Introductory Physics I: Calculus Level (4)	4
MATH 2	Statistics (4)	4

UNITS REQUIRED IN MAJOR:	22
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

AA Degree: Mathematics

An Associate in Arts Degree is earned in areas such as Fine Arts, Humanities, Social and Behavioral Science, and is often awarded to students who plan to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60.

Required courses:

MATH 2	Statistics	4
MATH 18A	Calculus I	5
MATH 18B	Calculus II	5

Complete 3-5 units:

MATH 6	Mathematics for Liberal Arts Students (3)	3-5
MATH 12	Finite Mathematics (3)	3-5
MATH 16	Precalculus (5)	3-5

Complete 4 units:

PHYCS 4A	Introductory Physics I: Trigonometry Level (4)	4
PHYCS 5A	Introductory Physics I: Calculus Level (4)	4
CCTPG 22	Programming Concepts and Methodology I (4)	4
CCTPG 24	Programming Concepts and Methodology II (4)	4

UNITS REQUIRED IN MAJOR:	21-23
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Music PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AA-T Degree: Music

The Associate of Arts Transfer Degree in Music provides students with a core curriculum of music theory, musicianship, private study and performance. Students will develop proficiency in music reading, fundamentals, advanced harmony, sight-singing and performance literature and practices. The program integrates music study, aural skills, writing and performance in order to foster artistic and critical thinking and a broad foundation of musical skill.

The goal of the Associate in Arts in Music for Transfer program is to prepare students for transfer to a California State University to pursue a B.A. in Music. The program is intended and designed to make the transfer of Columbia College students to CSU as seamless as possible. The requirements of this degree align with the Transfer Model Curriculum. It is the most efficient pathway for students desiring to transfer to CSU in a similar major in a timely manner. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

LEARNING OUTCOMES

Successful students will demonstrate the following knowledge and skills:

- Competence in music reading
- Competence in performance of music fundamentals, scales and chords in all keys
- Solo performance of at least 5 representative music pieces or etudes
- Competence in music theory terms and definitions
- Musicianship skills in sightreading and ear training

DEGREE REQUIREMENTS

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

1. The Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); AND
2. Semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Complete the following coursework:

MUSIC 20A	Elementary Music Theory	3
MUSIC 20B	Elementary Music Theory	3
MUSIC 21A	Intermediate Music Theory	3
MUSIC 21B	Intermediate Music Theory	3
MUSIC 4A	Elementary Musicianship	1
MUSIC 4B	Elementary Musicianship	1

MUSIC 5A	Intermediate Musicianship	1
MUSIC 5B	Intermediate Musicianship	1

Applied Music (Complete 2 units over 4 semesters)

MUSIC 50	Private Lessons-Guitar	½
MUSIC 51	Private Lessons-Keyboards	½
MUSIC 52	Private Lessons-Woodwinds	½
MUSIC 53	Private Lessons-Brass	½
MUSIC 54	Private Lessons-Strings	½
MUSIC 55	Private Lessons-Percussion	½
MUSIC 56	Private Lessons-Voice	½

Large Ensemble (Complete 4 units over 4 semesters)

MUSIC 60	College Choir	1
MUSIC 64	Jazz Choir	1
MUSIC 66	Columbia College Community Chorus	1
MUSIC 72	Jazz Ensemble	1
MUSIC 75	Jazz Studies	1
MUSIC 76	Community Orchestra	1
MUSIC 78	Ensemble: Instrumental Emphasis	1

UNITS REQUIRED IN MAJOR:	22
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Additional recommended preparation for those who major in an instrument other than piano:

MUSIC 41B Intermediate Piano (1) **OR**
Earn credit by examination

AA Degree: Music

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.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column 1) of the Columbia College General Education Breadth Requirements on page 60.

Complete 16 units from Theory/Musicianship: 16

MUSIC 4A	Elementary Musicianship (1)
MUSIC 4B	Elementary Musicianship (1)
MUSIC 5A	Intermediate Musicianship (1)
MUSIC 5B	Intermediate Musicianship (1)
MUSIC 20A	Elementary Music Theory (3)
MUSIC 20B	Elementary Music Theory (3)
MUSIC 21A	Intermediate Music Theory (3)
MUSIC 21B	Intermediate Music Theory (3)

Complete 2 units over 4 semesters of Applied Music* 2

MUSIC 50	Private Lessons: Guitar (½)
MUSIC 51	Private Lessons: Keyboard (½)
MUSIC 52	Private Lessons: Woodwinds (½)
MUSIC 53	Private Lessons: Brass (½)
MUSIC 54	Private Lessons: Strings (½)
MUSIC 55	Private Lessons: Percussion (½)
MUSIC 56	Private Lessons: Voice (½)

It is suggested students take private instruction every semester at Columbia College although only 2 units are required for transfer.

AWARD REQUIREMENTS

Complete 4 units over 4 semesters of Ensemble courses 4

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

Demonstrate proficiency in:

VOICE: Voice proficiency (for non-voice majors; may be achieved independently through credit by examination or through the following course): MUSIC 36 Elementary Voice (1)

PIANO: Piano proficiency (for non-piano majors; may be achieved independently through credit by examination or through the following course): MUSIC 41B Intermediate Piano (1)

UNITS REQUIRED IN MAJOR: 22
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses (recommended)

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

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

Natural Resources: see "Forestry and Natural Resources"

Columbia College does not offer a **Nursing** program. However, within the Yosemite Community College District, Modesto Junior College offers an Associate Degree for Nursing satellite program that operates on the Columbia College campus. See a Columbia College counselor (209) 588-5109 for more information.

Office Technology PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267

(209) 588-5142 or (209) 588-5198

www.gocolumbia.edu/career_technical/

AS Degree: Administrative Office Professional

► Previously offered as an ASOE degree

This Associate in Science Degree is earned in an occupational program that provides students with skills and training for immediate entry into the workforce.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column I) of the Columbia College General Education Breadth Requirements on page 60. In addition, you will need to demonstrate a 50-word-per-minute keyboarding speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Required courses:

BUSAD 40	Principles of Management	3
BUSAD 135	Computerized Accounting (QuickBooks)	2
BUSAD 161A	Small Business Accounting I	4
CCTIS 8	Advanced Internet Research	1½
CCTIS 137	Presentations Using Computers and Multimedia	1½
CCTIS 138	Excel Spreadsheets	2
CCTIS 139	Access	1½
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 131	Office Procedures and Technology	3
OFTEC 132	Business Communication	3
OFTEC 141	Intermediate Word Processing	3
OFTEC 210	Typing Speed and Accuracy Building	1

UNITS REQUIRED IN MAJOR: 31½
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses (recommended)

BUSAD 25/ GUIDE 25	Job Search and Interview Strategies (1)
BUSAD 29/ CCTIS 29	Project Management (3)
OFTEC 97	Work Experience in Office Technology (1-4)
OFTEC 142/ CCTIS 142	Desktop Publishing Essentials (2)

Certificate of Achievement: Administrative Office Professional

► Formerly listed as *Office Professional*

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

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required. In addition, you will need to demonstrate a 45-word-per-minute key-boarding speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Required courses:

BUSAD 163	Business Mathematics	3
CCTIS 6	Internet Essentials	2
CCTIS 138	Excel Spreadsheets	2
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 131	Office Procedures and Technology	3
OFTEC 132	Business Communication	3
OFTEC 141	Intermediate Word Processing	3
OFTEC 210	Typing Speed and Accuracy Building	1

Complete 2 courses from this section: 3-4

BUSAD 135	Computerized Accounting (QuickBooks) (2)
CCTIS 8	Advanced Internet Research (1½)
CCTIS 137	Presentations Using Computers and Multimedia (1½)
CCTIS 139	Access (1½)
CCTIS 142/ OFTEC 142	Desktop Publishing Essentials (2)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 26–27

Optional Courses (recommended)

BUSAD 25/ GUIDE 25	Job Search and Interview Strategies (1)
CCTIS 10	Computer Concepts and Information Systems (4)
OFTEC 97	Work Experience in <i>Office Technology</i> (1-4)

Certificate of Achievement: Virtual Office Professional

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

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

OFTEC 130	Business English	3
OFTEC 131	Office Procedures and Technology	3
OFTEC 132	Business Communications	3
OFTEC 141	Intermediate Word Processing	3
BUSAD 41	Small Business Management	3
OFTEC 168	Creating a Virtual Office	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT 18

Skills Attainment Certificate: Office Technician*

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required. In addition, you will need to demonstrate a 45-word-per-minute key-boarding speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Required courses:

CCTIS 6	Internet Essentials	2
CCTIS 138	Excel Spreadsheets	2
OFTEC 100	Computer Keyboarding I (1) OR	1
OFTEC 210	Typing Speed and Accuracy Building (1)	
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 140	Beginning Word Processing	2

AWARD REQUIREMENTS

2 courses required from this section:

BUSAD 135	Computerized Accounting (QuickBooks) (2)	3-4
CCTIS 137	Presentations Using Computers and Multimedia (1½)	
CCTIS 8	Advanced Internet Research (1½)	
CCTIS 139	Access (1½)	
CCTIS 142/ OFTEC 142	Desktop Publishing Essentials (2)	

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 16 - 17

Optional Courses (recommended)

CCTIS 10	Computer Concepts and Information Systems	4
----------	---	---

*Skills Attainment Certificates do not appear on student transcripts.

Skills Attainment Certificate:^{*} Virtual Entrepreneur Technician

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 104	Preparing Effective Business Plans	2
ENTRE 105	Social Media Marketing	2
OFTEC 168	Creating a Virtual Office	3

Complete 6 units from this section: 6

BUSAD 41	Small Business Management (3)	
CCTIS 29/ BUSAD 29	Project Management (3)	
OFTEC 130	Business English (3)	
OFTEC 132	Business Communications (3)	

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 17

*Skills Attainment Certificates do not appear on student transcripts.

Office Technology: Medical

AS Degree: Medical Office Specialist

▶ Previously offered as an ASOE degree

This Associate in Science Degree is earned in an occupational program that provides students with skills and training for immediate entry into the workforce. To earn this degree, a student must complete the requirements listed in Column 1 of the General Education Breadth Requirements.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing Column I of the General Education breadth requirements in the catalog.

Required courses:

CCTIS 138	Excel Spreadsheets	2
OFTEC 50	Medical Terminology	3
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 132	Business Communication	3
OFTEC 141	Intermediate Word Processing	3
OFTEC 149	Electronic Health Records	2
OFTEC 150	Medical Law and Ethics	2
OFTEC 151	Medical Office Management	3
OFTEC 152A	Medical Billing and Coding	3

UNITS REQUIRED IN MAJOR: 27
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

Optional Courses (recommended)

BIOL 150	Elementary Anatomy and Physiology (3)	
BUSAD 25/ GUIDE 25	Job Search and Interviewing Strategies (1)	
CCTIS 10	Computer Concepts and Information Systems (3)	
OFTEC 152B	Medical Coding II (3)	
OFTEC 210	Typing Speed and Accuracy Building (1)	

Note: A requirement for this degree is a 50-word-per-minute speed and accuracy competency as demonstrated by a five (5) minute timed writing.

Certificate of Achievement: Medical Office Specialist

The Certificate of Achievement is earned in occupational programs that provide students with skills and training for immediate entry into the workforce. The student will have the skills necessary for entry level medical positions where knowledge of word processing, billing and coding, and communication skills are needed.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

CCTIS 138	Excel Spreadsheets	2
OFTEC 50	Medical Terminology	3
OFTEC 125	Records Management and Filing Applications	3
OFTEC 130	Business English	3
OFTEC 132	Business Communications	3
OFTEC 140	Beginning Word Processing	2
OFTEC 149	Electronic Health Records	2
OFTEC 150	Medical Law and Ethics	2
OFTEC 151	Medical Office Management	3
OFTEC 152A	Medical Billing and Coding	3
OFTEC 210	Typing Speed and Accuracy Building	1

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 27

Optional Courses (recommended)

BIOL 150	Elementary Anatomy and Physiology (3)
BUSAD 25/ GUIDE 25	Job Search and Interviewing Strategies (1)
BUSAD 135	Computerized Accounting (Quickbooks) (2)
CCTIS 10	Computer Concepts and Information Systems (4)
OFTEC 152B	Medical Coding II (3)

Skills Attainment Certificate:* **Medical Coding**

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

OFTEC 50	Medical Terminology	3
OFTEC 149	Electronic Health Records	2
OFTEC 150	Medical Law and Ethics	2
OFTEC 152A	Medical Billing and Coding	3
OFTEC 152B	Medical Coding II	3
OFTEC 152C	Advanced Medical Coding	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 16

**Skills Attainment Certificates do not appear on student transcripts.*

Photography: *see "Art"*

Political Science PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: Political Science

The Political Science program provides students with a core curriculum covering introductory political science content, theory, and methodology. The curriculum is designed to help students understand the broad scope of political science as a comparative science. In addition, it covers the key theoretical approaches and insights that inform political science, as well as the role of political theory and research methods. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving. Students should consult with a counselor to determine if this degree is the best option for their transfer goals.

There may be additional course options for this degree during the 2016-2017 academic year. Consult with a counselor for more information.

LEARNING OUTCOMES

Successful students will demonstrate the following knowledge and skills:

- Understanding of the main sub-disciplines of political science: their origins, histories, associated theories, principles, and methodologies
- Contributions of political science to past and current human challenges in public policy and national decision-making
- Understanding of the problem solving dimensions of political science as it affects public opinion, political participation, voting and office holding
- Understanding of the comparative potential of political science analysis
- Contextualization of the agents of political socialization and the consequences of socialization

DEGREE REQUIREMENTS

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

1. Either the California State University General Education Breadth Requirements (CSU-GE - minimum of 39 units) OR the Intersegmental General Education Transfer Curriculum (IGETC - minimum of 37 units); AND
2. 19 semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Required Courses:

MATH 2	Statistics	4
POLSC 10	Constitutional Government	3
POLSC 12	American Political Thought	3
POLSC 14	International Relations	3

Select 2 of the following:

ANTHR 2	Cultural Anthropology (3)	6
GEOGR 12	Cultural Geography (3)	
SOCIO 1	Introduction to Sociology (3)	
SOCIO 8/	Research Methods in the Social and	
ANTHR 8	Behavioral Sciences (3)	

UNITS REQUIRED IN MAJOR:	19
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Post-Secondary Studies:

- Emphasis in **Biology** see "Biology"*
- Emphasis in **Business Administration** see "Business Administration"*
- Emphasis in **Computer Science** see "Computer and Communications Technology: Programming"*
- Emphasis in **Environmental Sciences** see "Environmental Science"*
- Emphasis in **Physical Sciences** see "Physical Science"*
- Emphasis in **Pre-Engineering** see "Engineering"*

Psychology

PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AA-T Degree: Psychology

The Psychology program provides students with the basic core of curriculum in Psychology, including content, theories and methodology. The curriculum is designed to allow students to discover the fundamentals of Psychology, as well as provide them with a basic background in statistics, biology and other related fields of study. The program is further designed to foster critical thinking, the application of psychological concepts and the scientific method to one's life and an understanding of diversity.

The requirements of this degree satisfy the Transfer Model Curriculum (TMC) for Psychology. The Associate in Arts for Transfer (AA-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code section 66746-66749, effective Fall 2011). This law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree is for students who plan to complete a bachelor's degree in Psychology at a CSU campus. Students with a similar major should consult with a counselor to determine if this degree is the best option or plan for their transfer goals.

There may be additional course options for this degree during the 2016-2017 academic year. Consult with a counselor for more information.

LEARNING OUTCOMES

Students who successfully complete this degree should be able to:

- Describe and demonstrate knowledge of the basic theories of Psychology.
- Demonstrate knowledge of the scientific method and research methodology.
- Demonstrate the ability to critically analyze, evaluate and articulate theories and research in Psychology.
- Apply psychological and scientific knowledge to their ongoing studies, research, future occupations and personal life.
- Demonstrate an awareness and understanding of diverse perspectives and social diversity in Psychology.
- Demonstrate the ability to critically think and maintain effective approaches to problem solving.

DEGREE REQUIREMENTS

■ To earn this degree, students must complete 60 CSU transferable units with a grade point average of 2.0 or better, including the completion of:

1. Either the California State University General Education-Breadth Requirements (CSU-GE – minimum of 39 units) or the Intersegmental General Education Transfer Curriculum – minimum of 37 units); AND

2. Twenty units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Required Courses

PSYCH 1	General Psychology	3
PSYCH 15	Research Methods in Psychology	3
MATH 2	Statistics	4
BIOL 17	Fundamentals of Biology	4

3 units required from this section

ANTHR 2	Cultural Anthropology (3)	
SOCIO 1	Introduction to Sociology (3)	
SPCOM 4	Introduction to Human Communication (3)	

3 units required from this section

PSYCH 10	Lifespan Human Development (3)	
PSYCH 5	Human Sexual Behavior (3)	
PSYCH 40	Stress Management (3)	

UNITS REQUIRED IN MAJOR:	20
TOTAL UNITS FOR ASSOCIATE DEGREE	60

Science PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271
(209) 588-5087
www.gocolumbia.edu/arts_sciences

AS Degree: Post-Secondary Studies: Emphasis in Physical Sciences

ABOUT POST-SECONDARY STUDIES DEGREES

The purpose of the Post-Secondary Studies Degree is to properly prepare students whose goal is to transfer from Columbia College to a university in a major that has extensive baccalaureate major preparation coursework. For more information, see p. 55.

ABOUT THIS EMPHASIS

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

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, as part of completing the *Post-Secondary Studies Pathway* requirements on page 55. To ensure proper preparation for transfer, consult with a counselor before selecting a General Education breadth pattern to follow.

Required courses: 18

BIOL 2	Cell and Molecular Biology (4)
BIOL 4	Principles and Evolution of Zoology (4)
BIOL 6	Plant Biology and Ecology (4)
BIOL 17	Fundamentals of Biology (4)
CHEM 2A	General Chemistry I (3) AND
CHEM 2AL	General Chemistry I Laboratory (2)
CHEM 2B	General Chemistry II (3) AND
CHEM 2BL	General Chemistry II Laboratory (2)
CHEM 5	Introductory Chemistry: Environmental Emphasis (3) AND
CHEM 5L	Introductory Chemistry: Laboratory (1)
ESC 5	Physical Geology (4)
PHYCS 4A	Introductory Physics I: Trigonometry Level (4)
PHYCS 4B	Introductory Physics II: Trigonometry Level (4)
PHYCS 5A	Introductory Physics I: Calculus Level (4)
PHYCS 5B	Introductory Physics II: Calculus Level (4)

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

AS Degree: Science: Emphasis in General Science

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College Post Breadth Requirements on page 60.

Complete 4 units from this section: 4

BIOL 2	Cell and Molecular Biology (4)
BIOL 4	Principles and Evolution of Zoology (4)
BIOL 6	Plant Biology and Ecology (4)
BIOL 17	Fundamentals of Biology (4)
BIOL 24	General Ecology (4)

Complete 4 units from this section 4

CHEM 2A	General Chemistry I (3) AND
CHEM 2AL	General Chemistry I Laboratory (2)
OR	
CHEM 5	Introductory Chemistry: Environmental Emphasis (3) AND
CHEM 5L	Introductory Chemistry: Laboratory (1)

Complete 3 units from this section: 3

CCTIS 10	Computer Concepts and Information Systems (4)
CCTPG 5	Introduction to Programming (3)
CCTDM 12	Website Development Applications (3)
CCTDM 40	Computer Graphics and Animation (3)
CCTPG 22	Programming Concepts and Methodology I (4)
CCTIS 30	Financial Worksheets on Computers (3)
CCTPG 51	Database Management (3)
CCTIS 65/	GIS Applications (3)
GEOGR 65	

Complete 4 units from this section : 4

ESC 1	Energy: Uses and Alternatives (3)
ESC 5	Physical Geology (4)
ESC 33	Introduction to the Earth (4)
ESC 40	Descriptive Astronomy (3)
ESC 42	Natural Hazards (3)

Complete 3 units from this section: 3

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

UNITS REQUIRED IN MAJOR: 18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE: 60

AS Degree: Science: Emphasis in Physical Science

The Associate in Science Degree is awarded in Science and Technical fields. It is specifically designed for students who intend to transfer to a four-year institution.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the *AA/AS Degree Pathway* (Column I) of the Columbia College Post Breadth Requirements on page 4.

Required courses:

CHEM 2A	General Chemistry I	3
CHEM 2AL	General Chemistry I Laboratory	2
CHEM 2B	General Chemistry II	3
CHEM 2BL	General Chemistry II Laboratory	2
PHYCS 5A	Introductory Physics I: Calculus Level	4
PHYCS 5B	Introductory Physics II: Calculus Level	4

UNITS REQUIRED IN MAJOR:	18
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Sociology PROGRAM

Arts and Sciences Division

Manzanita, Upper Level, Room 271

(209) 588-5087

www.gocolumbia.edu/arts_sciences

AA-T Degree: Sociology

ABOUT THIS DEGREE

The Sociology program provides students with a core curriculum covering introductory sociology content, theory, and methodology. The curriculum is designed to help students understand the structure, processes, and functions of society. In addition, it covers the key theoretical approaches and insights that inform sociology, as well as the role of social theory and research methods in understanding society. Further, the program seeks to foster critical thinking, develop an awareness of diverse perspectives and their implications, and encourage effective approaches to problem solving.

The major requirements align with the Transfer Model Curriculum (TMC) for Sociology. The Associate in Arts for Transfer (AA-T) complies with the Student Transfer Achievement Reform Act (SB 1440, now codified in California Education Code sections 66746-66749, effective Fall 2011). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This option is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

There may be additional course options for this degree during the 2016-2017 academic year. Consult with a counselor for more information.

LEARNING OUTCOMES

Successful students will demonstrate the following knowledge and skills:

- Contributions of social, political, and philosophical antecedents to the founding of sociology
- Contributions of selected social thinkers to the development and expansion of sociology.
- Describe and demonstrate the most significant sociological research methods.
- Demonstrate the relationship between sociology and the liberal arts and sciences.

AWARD REQUIREMENTS

- Articulate the legal, operational, and ethical dimensions of sociological work.
- Describe and demonstrate the relationship between sociology and the development of public policy.
- Describe and demonstrate the relationship between sociology, social change, and emerging sciences (cognitive economics, cliodynamics, epigenetics).

DEGREE REQUIREMENTS

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

1. Either the California State University General Education Breadth Requirements (CSU-GE) (minimum of 39 units) or the Intersegmental General Education Transfer Curriculum (IGETC) (minimum of 37 units); AND
2. 19 to 20 semester units as specified below, with a grade of C or better in all courses; AND
3. Any CSU-transferable electives needed to bring the total units to 60.

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

Required courses:

SOCIO 1	Introduction to Sociology	3
SOCIO 2	Social Problems and Deviance	3
MATH 2	Statistics	4

Complete 6 units:

SOCIO 5	Ethnicity and Ethnic Relations in America (3)	6
SOCIO 7	Gender, Culture and Society (3)	
SOCIO 12	Sociology of the Family (3)	

Complete 3 units:

ANTHR 2	Cultural Anthropology (3)	3
ECON 10	Principles of Economics – Macro (3)	
ECON 11	Principles of Economics – Micro (3)	
GEOGR 12	Cultural Geography (3)	
POLSC 10	Constitutional Government (3)	
PSYCH 1	General Psychology (3)	

UNITS REQUIRED IN MAJOR:	19
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Water Resources Management PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267

(209) 588-5142 or (209) 588-5198

www.gocolumbia.edu/career_technical/

AS Degree: Water Resources Management

► *Previously offered as an ASOE degree*

The Associate in Science Degree (AS) in Water Resources Management prepares recipients for immediate employment in the fields of Watershed Management, Wastewater Treatment, and/or Drinking Water Treatment.

DEGREE REQUIREMENTS

■ To earn this associate degree, complete the requirements below with a C or better in each course, in addition to completing the AA/AS Degree Pathway (Column 1) of the Columbia College General Education Breadth Requirements on page 60.

Complete the following courses: 8

FNR 1	Environmental Conservation	3
FNR 60	Introduction to Maps and Remote Sensing	2
FNR 61	Introduction to Water Resources Management	3

Complete three courses: 7-9

FNR 30	Introduction to Watershed Management (3)	
FNR 63	Water for Consumption (3)	
FNR 64	Water Infrastructure in California (3)	
FNR 65	Rural Wastewater Strategies (3)	
FNR 66	Decentralized Wastewater Management (3)	
FNR 67	Operation of Wastewater Treatment Plants (3)	
FNR 69	Operation of Wastewater Treatment Plants 2 (3)	
FNR 71	Water Use Efficiency (3)	

Complete one course: 1-3

CCTIS 59/ GEOGR 59	Geographic Information and Global Positioning Systems (1-3)	
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)	

Complete two courses: 2-8

BIOL 24	General Ecology (4)	
BIOL 65	Microbiology (4)	
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)	
ESC 5	Physical Geology (4)	
ESC 35TR	Geology of the Tuolumne River (1-3)	
ESC 50	Oceanography (4)	
ESC 62	Meteorology (3)	
FNR 3	Natural Resources Law and Policy (3)	
FNR 6	Soil Resources (3)	
FNR 11	Natural Resources Field Camp (3)	
FNR 53	Forest Surveying (3)	
FNR 183	Ecological Restoration (1)	

UNITS REQUIRED IN MAJOR	18-28
TOTAL UNITS REQUIRED FOR ASSOCIATE DEGREE:	60

Certificate of Achievement: Water Resources Management

The Certificate of Achievement in Water Resources Management helps prepare recipients for immediate employment in entry level positions in the field of Watershed Management, Wastewater Treatment, and/or Drinking Water Treatment.

The courses that make up the Water Resources Management Certificate are also applicable to the Water Resources Management AS degree, which has additional General Education requirements.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses: 8

FNR 1	Environmental Conservation	3
FNR 60	Introduction to Maps and Remote Sensing	2
FNR 61	Introduction to Water Resources Management	3

Three courses required: 7-9

FNR 30	Introduction to Watershed Management (3)
FNR 63	Water for Consumption (3)
FNR 64	Water Infrastructure in California (3)
FNR 65	Rural Wastewater Strategies (3)
FNR 66	Decentralized Wastewater Management (3)
FNR 67	Operation of Wastewater Treatment Plants (3)
FNR 69	Operation of Wastewater Treatment Plants 2 (3)
FNR 71	Water Use Efficiency (1)

One course required from this section 1-3

CCTIS 59	Geographic Information and
GEOGR/59	Global Positioning Systems (1-3)
CCTIS 60/ GEOGR 60	Introduction to ArcGIS (3)

Two courses required from this section: 2-8

BIOL 24	General Ecology (4)
BIOL 65	Microbiology (4)
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada (1)
ESC 5	Physical Geology (4)
ESC 35TR	Geology of the Tuolumne River (1-3)
ESC 50	Oceanography (4)
ESC 62	Meteorology (3)
FNR 3	Natural Resources Law and Policy (3)
FNR 6	Soil Resources (3)
FNR 11	Natural Resources Field Camp (3)
FNR 53	Forest Surveying (3)
FNR 183	Ecological Restoration (1)

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 18-28

Skills Attainment Certificate: Wastewater Treatment Plant Operation

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Complete the following courses:

FNR 61	Introduction to Water Resources	3
FNR 67	Operation of Wastewater Treatment Plants	3
FNR 69	Operation of Wastewater Treatment Plants 2	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 9

**Skills Attainment Certificates do not appear on student transcripts.*

Web Design/Development:
*see "Computer and Communications
Technology: Digital Media"*

Welding PROGRAM

Career and Technical Education Division

Manzanita, Upper Level, Room 267
 (209) 588-5142 or (209) 588-5198
 www.gocolumbia.edu/career_technical/

Certificate of Achievement: Welding Technology

▶ *Previously offered as "C: Welding Levels I, II, and III"*

The Welding Technology Certificate of Achievement is aligned with the American Welding Society (AWS) course patterns. Students earning this award will have met AWS skills standards in welding.

CERTIFICATE REQUIREMENTS

■ To earn this Certificate of Achievement, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

WT 97	Work Experience in Welding Technology	2
WT 101	Practical Laboratory	1
WT 121	Arc/Gas Welding	3
WT 122	MIG Welding (GMAW/FCAW)	3
WT 123	TIG Welding (GTAW)	3

TOTAL UNITS REQUIRED FOR CERTIFICATE OF ACHIEVEMENT: 12

Skills Attainment Certificate: Welding Technology For Entrepreneurs

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

ENTRE 102	Entrepreneurial Marketing (2)	2
or ENTRE 103	Financial Management for Entrepreneurs (2)	
ENTRE 104	Preparing Effective Business Plans	2
WT 121	ARC/Gas Welding	3
WT 122	MIG Welding (GMAW/FCAW)	3
WT 123	TIG Welding (GTAW)	3

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 13

**Skills Attainment Certificates do not appear on student transcripts.*

Skills Attainment Certificate: Metal Sculpture for Entrepreneurs

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

SKILLS ATTAINMENT REQUIREMENTS

■ To earn this Skills Attainment Certificate, complete the course requirements below with at least a C, unless the course can only be completed for P/NP. In those instances, a grade of P is required.

Required courses:

WT 103	Practical Laboratory - Metal Sculpture	1
WT 165	Metal Sculpture	1½
WT 166	Metal Sculpture Projects	1
ENTRE 101	Introduction to Entrepreneurship	2
ENTRE 102	Entrepreneurial Marketing	2
ENTRE 103	Financial Management for Entrepreneurs	2
ENTRE 104	Preparing Effective Business Plans	2
	2 units from ART courses numbered 1-99	2

TOTAL UNITS REQUIRED FOR SKILLS ATTAINMENT CERTIFICATE: 13½

**Skills Attainment Certificates do not appear on student transcripts.*

Institutional

STUDENT LEARNING OUTCOMES

The Institutional Student Learning Outcomes (ISLOs) for Columbia College also serve as the college's general education learning outcomes and represent the knowledge, skills, and abilities that students will accomplish after completing the general education requirements for an associate/transfer degree. Students completing a certificate or skill attainment program will accomplish some of the ISLOs. It is expected that all students who attend Columbia College will accomplish one or more ISLOs as a result of their overall experience which includes both instructional and non-instructional areas.

Effective Communication

Students will demonstrate:

- **WRITING:** Write clearly and persuasively (e.g. academic essays, research papers, journal entries, etc.)
- **READING:** Evaluate and analyze texts critically
- **SPEAKING:** Articulate clearly (e.g. formal presentations, persuasive speeches, debate, peer-to-peer teaching, etc.)
- **COLLABORATING:** Participate (e.g. work effectively, teamwork, groups, etc.)

Critical/Creative Thinking

Students will demonstrate:

- **PROBLEM SOLVING:** Solve problems using available techniques and tools
- **REASONING:** Articulate unstated assumptions and draw reasonable conclusions (based on reliable data)
- **INFORMATION COMPETENCY:** Locate, analyze, and communicate information appropriately and accurately
- **INNOVATION:** Use cognitive and technical skills to create new ideas and approaches.

Awareness and Personal Responsibility

Students will demonstrate awareness of:

- **GLOBAL FACTORS:** Articulate factors that influence global issues (biodiversity, politics, economics, sustainable practices, human activity on the physical environment, social justice, etc.)
- **CULTURAL FACTORS:** Describe how multiple perspectives and values contribute to a diverse society
- **AESTHETIC FACTORS:** Describe and interpret a variety of visual arts, dance, music, and/or literature
- **SELF:** Set and monitor goals (e.g. health, education, careers, relationships, etc.)

Breadth of Subject Area Knowledge

Students will demonstrate knowledge of:

- **NATURAL SCIENCES AND MATHEMATICS:** Describe and define the scope, key principles and methods of scientific inquiry and quantitative reasoning
- **ARTS AND HUMANITIES:** Describe and define the scope and key principles of the arts and/or humanities
- **SOCIAL AND BEHAVIORAL SCIENCES:** Describe and define the scope and key principles related to the complexities of social interaction and human experiences
- **PROFESSIONAL GROWTH:** Demonstrate technical skills, abilities, and/or knowledge applicable to the workplace environment

Academic Program

STUDENT LEARNING OUTCOMES

Allied Health

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

MEASURABLE OUTCOMES

Successful students will likely:

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

ASSESSMENT

The extent of science foundational knowledge will be assessed based on students' performance on a variety of contextualized assessments (i.e., written and oral performance-based exams, lab practicals, and research papers).

Automotive Technology

The successful student will gain entry level skills for the automotive technology industry based on Automotive Service Excellence (ASE) standards. A variety of coursework, certificates and degrees include engine, electronics, drive train, smog check, suspension and steering, brake repair theory and hands-on training.

MEASURABLE OUTCOMES

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

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

ASSESSMENT

Students will be assessed after completing assigned tasks prescribed by ASE and NATEF; (i.e., Quizzes, (NATEF) lab worksheets, and a notebook provide students with practice for the NATEF certification.

Behavioral and Social Sciences

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

MEASURABLE OUTCOMES

Students successfully completing courses in these areas will likely be able to:

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

ASSESSMENT

A broad range of diverse assessments such as comprehensive essays, graphic presentations, oral presentations, short answers, research papers, and utilization of course resources will be used to assess mastery in the Behavioral and Social Sciences.



Biological and Physical Sciences

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

MEASURABLE OUTCOMES

Students will likely:

- Learn how to plan a program of data gathering and analysis that employs modern scientific procedures and the use of modern technology
- Use acquired knowledge of biology and physical science to make informed decisions about problems in society and public policy
- Develop social and professional skills needed to be successful in the modern work place, e.g., communications, working in groups, working with technology

ASSESSMENT

Students will perform assessments aligned with the measurable outcomes in a variety of science courses including written exams, lab experimentation and analysis, oral presentations, and research papers. Assessments include both individual and group work.

Business Administration

Business Administration students will gain experience in Management, Marketing, Human Resource Development, Production, Economics, and Finance, Accounting, and Computer Science applications relevant to each area. The value to students who successfully complete the program(s) will be found in the variety of courses and the all-important connective theme of the subjects. A broadly based working knowledge of the principles required in operating a business should enhance the opportunity and careers of those who acquire a balanced understanding of the process. The Associate in Science degree with the “Professional” designation is comprised of transfer courses articulated with upper-division colleges and accommodates those students who wish to advance and earn a Bachelor’s degree.

MEASURABLE OUTCOMES

As students successfully complete the courses they will:

- Acquire the knowledge of the lower-division course content
- Be qualified for acceptance as juniors entering a four-year college upper-division schedule

ASSESSMENT

Students will engage in contextualized assessments aligned with industry standards (i.e., written and oral performance based exams, demonstrations and projects.)

Child Development

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

MEASURABLE OUTCOMES

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

- Child growth and development theories and practice
- Observation and assessment techniques that lead to planning developmentally appropriate, inclusive curriculum
- Reflective practice that understands and appreciates the diversity of families and children and the ethical responsibilities of working with children and families

ASSESSMENT

Portfolio and completion of coursework with a C or better prepares successful students to work in the field, transfer and/or apply for a Child Development Permit.

Computer & Communications Technology

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

MEASURABLE OUTCOMES

Successful students who complete a specialty degree or certificate will:

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

ASSESSMENT

Students will engage in contextualized assessments aligned with industry standards (i.e., written and oral performance based exams, demonstrations and projects.)

Emergency Medical Services

Students enrolling in an Emergency Medical Services program will have the opportunity to earn a certificate, degree, and/or prerequisites for advanced courses in a broad area of emergency medical healthcare. Many of these courses prepare students for industry certifications. Faculty with industry experience, and community partnerships for practical work experience, provide a solid foundation in numerous careers.

MEASURABLE OUTCOMES

Students who successfully complete an Emergency Medical Services degree or certificate will:

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

ASSESSMENT

Successful students will demonstrate mastery of outcomes validated through written and manipulative exams that are aligned with current national standards.

Fine Arts

If science or mathematics is a desired outcome, start by studying and practicing art and music. A foundation in the arts will nourish your inner scientist, sharpen your observation skills and help develop critical thinking. Music helps develop mathematical reasoning. Creating art, studying music, and performing drama have a positive impact on one's cognitive life. Cultural literacy is an essential skill in the global economy. The pursuit of Fine Arts allows for much needed reflective time that is essential to a well rounded education.

MEASURABLE OUTCOMES

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

ASSESSMENT

Successful fine arts students will be assessed on technical competencies, techniques and mastery through a variety of written exams, performances, and production of visual and multi-dimensional art.

Fire Technology, Wildfire/Urban Interface Fire Management

Students choosing a Fire Technology and/or Wildfire/Urban Interface Fire Management program will have an opportunity to earn a certificate and/or degree from a variety of specializations in the field of Fire Science, as well as gaining a solid foundation of the necessary skills and competencies for work in the field. Classroom and field experience prepare students for careers in many areas of Fire Science. Students successfully pursuing a degree will graduate with a well-rounded general education in addition to desirable workplace skills in the field of Fire Science.

MEASURABLE OUTCOMES

Successful students will likely demonstrate mastery of outcomes validated through written and manipulative exams that are aligned with California State Fire Marshal and/or National Wildfire Coordinating Group requirements:

- Understand requirements and successfully apply them to a variety of jobs in the field
- Demonstrate the correct use of technical equipment used in the field, including ropes, ladders, chain saws, safety equipment, etc.
- Identify procedures used during various incidents, such as a Hazardous Materials incident

ASSESSMENT

Successful students will demonstrate mastery of outcomes validated through written and manipulative exams that are aligned with California State Fire Marshal and/or National Wildfire Coordinating Group requirements.

Forestry and Natural Resources

Columbia College Forestry and Natural Resources programs include a variety of degrees and certificates that prepare students for careers and further education in this growing field. Columbia College works closely with partners in industry and uses current technologies so that students will have the opportunity to develop the latest skills, knowledge and experience necessary to succeed in the field.

MEASURABLE OUTCOMES

A successful student will likely demonstrate necessary skills, knowledge and experience by:

- Completion of course requirements specific to each degree or certificate

Students graduating with a degree or certificate in Forestry or Natural Resources will be able to apply acquired knowledge and skills to making informed decisions about their personal lives, career choices, and the communities in which they live.

ASSESSMENT

Students will perform contextualized assessments aligned with a wide variety of natural resource standards (i.e., written and oral performance based exams, essays and field assessments).

Health and Human Performance

Students pursuing coursework in Health and Human Performance will benefit from a rich and in-depth experience that can lead to successful transfer to a four-year institution as well as meeting general education requirements for an Associate's degree.

MEASURABLE OUTCOMES

Students will likely:

- Demonstrate appropriate social behavior with at least an 80% work ethic (active participation)
- Improve and/or maintain fitness or skill levels from the beginning to the end of the semester
- Perform skills and strategies at a safe and proficient level of technique
- Apply knowledge to health and physical well-being

ASSESSMENT

Students will perform all course SLO assessments at an average of 75% or better.

Hospitality Management

Students who choose Hospitality Management will have the ability to work successfully in a variety of fields including Culinary Arts, Hotel Management, Restaurant Management and Tourism. Columbia College Hospitality Management graduates are trained for entry-level positions through concentrated, highly structured programs of study that reflect the needs of a changing job market.

MEASURABLE OUTCOMES

Successful students will likely:

- Demonstrate applicable technical skills through hands-on demonstration in areas such as cooking, budgets or planning
- Demonstrate applicable safety procedures
- Demonstrate applicable competencies to provide high-quality customer service

ASSESSMENT

Students will perform contextualized assessments aligned with industry standards (i.e., written and oral performance based exams and demonstrations.)

Literature and Language

In addition to Associate in Arts Degrees in English, coursework is available in American Sign Language, Spanish, and English as a Second Language. Students pursuing coursework in these areas are able to apply their work to associate degrees as well as transfer to a four-year institution. Students will have the opportunity to perfect academic and vocational writing, reading and communication skills, and to develop their critical thinking skills through exploration of a wide variety of literature and texts.

MEASURABLE OUTCOMES

Students will likely:

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

ASSESSMENT

Students will engage in contextualized assessments related to a variety of literature and language arts standards. Such assessments include but are not limited to reading actively, writing expository essays, and demonstrating various critical thinking skills in tests and exams.

Mathematics

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

MEASURABLE OUTCOMES

Students will likely:

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

ASSESSMENT

Problem solving and technical skills are assessed by examinations in the individual courses. Organizational and affective outcomes and growth are assessed by instructor observation and communication among instructors during the student's math enrollments.

Office Technology

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

MEASURABLE OUTCOMES

Successful students will likely:

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

ASSESSMENT

Successful students will perform conceptualized assessments aligned with industry standards (i.e., office skills, communication, technology use)

Welding Technology

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

MEASURABLE OUTCOMES

Successful students will complete skills to industry standards:

- Metal Inert Gas welding
- Tungsten Inert Gas welding

Course Descriptions

About Course Descriptions

Course Numbering System

NUMBER RANGE	TYPE OF COURSE
1-99	BACCALAUREATE DEGREE/TRANSFER LEVEL <i>Designated baccalaureate-level courses, transferable to four-year institutions and applicable to Associate Degree</i>
70/170/270	SPECIAL TOPICS <i>Instruction on a special topic within a broader discipline area (such as child development). Lecture and/or laboratory hours, units of credit, repeatability, and transferability may vary by offering. Check with the school to which student is transferring.</i>
94	HONORS COURSES
98/198	EXPERIMENTAL COURSES <i>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 posted on class search connectcolumbia. Experimental courses may be repeated for credit with different topics only. For UC campuses, these courses may transfer for elective or other credit and will not fulfill requirements unless pre-authorized. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.</i>
99/199	INDEPENDENT STUDY COURSES (Not listed, but available) <i>Independent research and study of specialized areas/topics not currently offered as Columbia College courses. Limitations apply. See page 4 and a counselor for more information. For UC campuses, these courses may transfer as electives or other credit as pre-authorized by the transfer school. It is the student's responsibility to have the course pre-authorized by the appropriate UC department chair and admissions office.</i>
100- 199	ASSOCIATE-DEGREE APPLICABLE COURSES, NOT INTENDED FOR TRANSFER <i>Applicable to the Associate Degree; not intended for transfer, but may be accepted for transfer credit by agreement with specific four-year colleges and universities</i>
200-299	OCCUPATIONAL SKILLS DEVELOPMENT COURSES <i>Not applicable to Associate Degree</i>
300-399	NON-CREDIT, NON-GRADED, NON-BASIC-SKILLS COURSES
400-499	NON-CREDIT, NON-GRADED, SUPPLEMENTAL LABORATORY COURSES
500-599	VOCATIONAL COURSES NOT INTENDED FOR TRANSFER OR MAJOR; <i>units may be used as elective credit to fulfill the 60-unit requirement for associate degree</i>
600-699	CREDIT, BASIC SKILLS, NOT TRANSFERABLE, NOT ASSOCIATE DEGREE-APPLICABLE COURSES
700-799	NON-CREDIT, NON-GRADED, BASIC SKILLS COURSES

Course Descriptions

Course descriptions provide a summary of the content of the course, enrollment restrictions, as well as grading policies, field trips, course-specific fees, allocation of class hours over the term for lecture, or other required learning activities.

Articulation of Courses with Other Colleges

Columbia College *articulates* many of its courses with other public and private two- and four-year colleges and universities, which can allow units earned at Columbia College to apply satisfy academic requirements at other schools. Please ask your counselor for information related to agreements establishing what courses will transfer and those that meet lower-division preparation for a baccalaureate major at a four-year university.

Transferability of Courses

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

- CSU—Transfer to CSU System
- UC—Transfer to UC System
- UC/CSU—Transfer to both systems
- UC or CSU—(Transfer credit limited. See a counselor.)

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. Check with the Articulation Officer in the Counseling Office if you have questions about the transfer status of a course.

Prerequisites/Co-Requisites/Recommended for Success

In accordance with the Title 5 of the California Educational Code, Columbia College can restrict who can enroll in college courses through prerequisites, corequisites, advisories (“Recommended for Success”), and limitations on enrollment. Refer to p. 4, for more information.

Non-Credit Courses

To meet the needs of various populations served by the College, non-credit courses are often offered (see p. 141 of the catalog.) Continuing Education or Community Services also offers non-credit courses in sponsorship. Non-credit courses do not satisfy graduation, transfer, or vocational requirements.

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. Some other colleges function on what is known as the “quarter” system. One unit of coursework completed in the quarter system equals .667 semester system units.

Course Repetition

Courses may be repeated for credit only if:

- (1) the student has received a substandard grade (D, F, NC or NP) or
- (2) the course is approved as repeatable by the College Curriculum Committee and is so identified in this catalog. See “Academic Schedule” on page 4, for more information.

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.

ANTHR (ANTHROPOLOGY)

ANTHR 1—Biological Anthropology, 3 units

Hours per term: 54 lecture

This course introduces the concepts, methods of inquiry, and scientific explanations for biological evolution and their application to the human species. Issues and topics will include, but are not limited to, genetics, evolutionary theory, human variation and biocultural adaptations, comparative primate anatomy and behavior, and the fossil evidence for human evolution. The scientific method serves as foundation of the course. Not repeatable. MJC equivalent: (ANTHR 101) **Transfer:** (CSU/UC) (CSU-GE: B2, D1) (IGETC: 4A, 5B) **C-ID:** (ANTHR 110)

ANTHR 2—Cultural Anthropology, 3 units

Hours per term: 54 lecture

The scientific study of human societies including preliterate societies along with the concept of culture basic to Anthropology. Emphasis is on methods of fieldwork, cultural ecology, language, social and political structure, applied anthropology, the psychological perspective, religion, cultural change, and the cultural future of humanity. Not repeatable. MJC equivalent: (ANTHR 102) **Transfer:** (CSU/UC) (CSU-GE: D1) (IGETC: 4A) **C-ID:** (ANTHR 120)

ANTHR 3—Current Issues in Anthropology, 3 units

Recommended for Success: ENGL 151

Hours per term: 54 lecture

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. Not repeatable. **Transfer:** (CSU) (CSU-GE: D1)

ANTHR 7/SOCIO 7—Gender, Culture and Society, 3 units

Hours per term: 54 lecture

The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g. age, social class), socialization (e.g. rites of passage, conformity and deviance) as well as the science (e.g. concepts, theories and methods) of studying these topics will be addressed. Though course readings will represent many disciplines, the foundation readings reflect the perspectives of bio-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females. Credit may be earned for only one of the following: ANTHR 7 or SOCIO 7. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D4) (IGETC: 4D) **C-ID:** (SOCI 140)

ANTHR 8/SOCIO 8—Research Methods in the Social and Behavioral Sciences, 3 units

Prerequisite: Completion of SOCIO 1 with at least a C or P

Hours per term: 54 lecture

Surveys research traditions and processes in the social and behavioral sciences. The course addresses: epistemological traditions, research conceptualization, research design, research process, measures, sampling, data collection and analysis, reporting traditions, ethics, as well as implications for theory and public policy. While the primary focus is on Anthropology, Psychology, and Sociology, there will be a secondary focus on the disciplines of Biology, Demography, History, Political Science, and Public Health. Credit may be earned once for ANTHR 8 or SOCIO 8. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D0) (IGETC: 4J) **C-ID:** (SOCI 120)

ANTHR 10—Archaeology and Cultural Prehistory, 3 units

Hours per term: 54 lecture

This course is an introduction to anthropological archaeology including concepts, theories, and methods employed by archaeologists in reconstructing past life ways of humans. Topics include history and interdisciplinary nature of archaeological research; data acquisition, analysis and interpretation with discussion of applicable data and models; cultural resource management; professional ethics; and selected cultural sequences. Not repeatable. MJC equivalent: (ANTHR 130) **Transfer:** (CSU/UC) (CSU-GE: D1) (IGETC: 4A) **C-ID:** (ANTHR 150)

ANTHR 15—Native People of North America, 3 units

Hours per term: 54 lecture

A survey of the origins, cultures, and customs of peoples indigenous to the North American continent with primary emphasis upon folkways dominant prior to interference by foreign cultures, and a secondary emphasis upon the status of Native Americans in the USA today. This course is designed to meet an ethnic studies requirement. Not repeatable. MJC equivalent: (ANTHR 150) **Transfer:** (CSU/UC) (CSU-GE: D1, D3) (IGETC: 4A, 4C)

ART (ART)

ART 1—Basic Freehand Drawing, 3 units

Hours per term: 36 lecture and 54 laboratory

Introduction to principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Focus on perceptually based drawing, observational skills, technical abilities, and creative responses to materials and subject matter. Not repeatable. MJC equivalent: (ART 120) **Transfer:** (CSU/UC) **C-ID:** (ARTS 110)

ART 2—Basic Color and Design, 3 units

Hours per term: 36 lecture and 54 laboratory

Introduction to elements and principles of visual design and color theory as applied in a studio setting. Class will encompass organizing principles of two-dimensional art, including balance, proportion, repetition, contrast, harmony, unity, point of emphasis and visual movement. Focus will be on problem solving to develop two-dimensional awareness and development of skills in a variety of media. The translation of ideas and visual experience are an important consideration in creating finished class work/images. Course will include examination of historical and contemporary trends, materials and approaches in two-dimensional art. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments. Not repeatable. MJC equivalent: (ART 124) **Transfer:** (CSU/UC) **C-ID:** (ARTS 100)

ART 3—3-D Art and Design, 3 units

Hours per term: 36 lecture, 54 laboratory

Introduction to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture, presentations and use of appropriate materials for three-dimensional studio projects. Not repeatable. MJC equivalent: (ART 125) **Transfer:** (CSU/UC) **C-ID:** (ARTS 101)

ART 9A—Figure Drawing: Beginning, 3 units

Hours per term: 36 lecture and 54 laboratory

Introduction to observational drawing of the human figure by using various techniques and media. Students will learn both descriptive and expressive approaches to drawing the human figure. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Not repeatable. MJC equivalent: (ART 123) **Transfer:** (CSU/UC) **C-ID:** (ARTS 200)

ART 9B—Figure Drawing: Intermediate, 3 units

Prerequisite: Completion of Art 9A with at least a C or P

Hours per term: 36 lecture and 54 laboratory

An extension of ART 9A emphasizing various media and compositional problems. Not repeatable. **Transfer:** (CSU/UC)



ART 11—History of Art: Ancient and Medieval, 3 units*Recommended for Success: ENGL 151**Hours per term: 54 lecture*

Survey of art history from the Paleolithic Age through the Late Gothic Era. Not repeatable. MJC equivalent: (ART 164) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A) **C-ID:** (ARTH 110)

ART 12—History of Art: Renaissance, Baroque, and Modern, 3 units*Recommended for Success: ENGL 1A**Hours per term: 54 lecture*

Survey of art history from the 14th through the 20th century. Not repeatable. MJC equivalent: (ART 165) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A) **C-ID:** (ARTH 120)

ART 13—Art of Africa, Asia, Australia, and the Americas, 3 units*Recommended for Success: ENGL 151**Hours per term: 54 lecture*

Survey of the art of Africa, Asia, Australia, the Americas, and Islamic art from prehistoric to modern periods. This course is designed to meet an ethnic studies requirement. Not repeatable. MJC equivalent: (ART 169) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A)

ART 21A—Painting: Beginning, 3 units*Hours per term: 36 lecture and 54 laboratory*

Introduction to principles, elements, and practices of painting. Focus on exploration of oil and/or acrylic painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter. Not repeatable. MJC equivalent: (ART 147 or ART 148) **Transfer:** (CSU/UC) **C-ID:** (ARTS 210)

ART 21B—Painting: Intermediate, 3 units*Prerequisite: Completion of ART 21A with at least a C or P**Hours per term: 36 lecture and 54 laboratory*

Continuation of ART 21A with emphasis on personal expression. Not repeatable. MJC equivalent: (ART 149) **Transfer:** (CSU/UC)

ART 23A—Watercolor: Beginning, 3 units*Hours per term: 36 lecture and 54 laboratory*

Introduction to basic materials, techniques and problems of transparent watercolors. Not repeatable. **Transfer:** (CSU/UC)

ART 23B—Watercolor: Intermediate, 3 units*Prerequisite: Completion of ART 23A with at least a C or P**Hours per term: 36 lecture and 54 laboratory*

Continuation of ART 23A introducing opaque watercolors and various experimental techniques. Not repeatable. **Transfer:** (CSU/UC)

ART 25—Mixed Media Painting, 3 units*Hours per term: 36 lecture and 54 laboratory*

A beginning studio class which introduces students to the elements and principles of mixed media painting. The course will involve the use of oil or acrylic paints and will emphasize technique, special illusion and basic composition skills using different mixed media. Not repeatable.

Transfer: (CSU/UC)**ART 31—Ceramics: Introductory, 3 units***Hours per term: 36 lecture and 54 laboratory*

Introduction to basic ceramic methods including hand-building and wheel-thrown forms, and introduction to glazes and decoration. Not repeatable. MJC equivalent: (ART 108) **Transfer:** (CSU/UC)

ART 32—Ceramics: Intermediate, 3 units*Hours per term: 36 lecture and 54 laboratory*

Course emphasis is on glazes, formulation and application with increased opportunity for personal expression and experimentation. Not repeatable. **Transfer:** (CSU/UC)

ART 33—Ceramics: Advanced, 3 units*Hours per term: 36 lecture and 54 laboratory*

Course emphasis is on personal growth and independence. Not repeatable. **Transfer:** (CSU/UC)

ART 35—Raku and Alternative Firing Methods, 2-4 units*Hours per term: 27-54 lecture and 27-54 laboratory*

Introduction to the raku process, pit firing, fuming, barrel smoked, historic origins and contemporary uses. Practical experience in clay bodies, glazes, raku and other firing. Not repeatable. **Transfer:** (CSU/UC)

ART 36—Wheel-Thrown Ceramics, 2 units*Hours per term: 27 lecture and 27 laboratory*

An introduction to throwing on the potter's wheel, and its historical and contemporary significance. This class will introduce the process of wedging clay, centering a pot, pulling a wall, shaping process, and trimming techniques to complete well-balanced forms on the potter's wheel. In addition, students will examine, discuss, critique and write about the techniques, terminology and processes of historical and contemporary thrown clay vessels. Students will use vocabulary in verbal and written class critiques. Not repeatable. **Transfer:** (CSU/UC)

ART 40—Photography: Beginning, 4 units*Hours per term: 54 lecture and 54 laboratory*

Introduction to the history, art, craft, and scope of 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 film camera (or equivalent) will be utilized. Not repeatable. MJC equivalent: (ART 170) **Transfer:** (CSU/UC)

ART 41—Photography: Intermediate, 3 units*Recommended for Success: ART 40**Hours per term: 36 lecture and 54 laboratory*

Emphasis will be on refining camera and darkroom work, composition, visual concepts; exposure and development of the negative, and printing skills in black and white. Adjustable 35mm film camera (or equivalent) will be utilized. Field trips may be required. Not repeatable. **Transfer:** (CSU/UC)

COURSES: ART

ART 44—Advanced Photography Laboratory, 1 unit

Recommended for Success: ART 40

Hours per term: 54 laboratory

Supervised black and white darkroom work in the production of negatives and prints to improve photographic skills. Not repeatable.

Transfer: (CSU)

ART 45—Field Photography, 3 units

Hours per term: 36 lecture and 54 laboratory

An introduction to producing professional quality nature photographs. Field instruction in locations of natural beauty followed by lectures, demonstrations, and critiques. The student will utilize an adjustable film or digital camera. Field trips required. Not repeatable. **Transfer:** (CSU)

ART 46—Field Photography: Composition and Design, 2-4 units

Hours per term: 27-54 lecture and 27-54 laboratory

An introduction to elements of design and composition as they relate to field photography. Field instruction in locations of natural beauty and historical significance followed by lectures, demonstrations, and critiques. Requires adjustable 35mm camera or larger format, or adjustable SLR type digital. Field trips required. Not repeatable. **Transfer:** (CSU)

ART 49—Intermediate Field Photography, 3 units

Recommended for Success: ART 45 or equivalent

Hours per term: 36 lecture and 54 laboratory

Various field- and studio-oriented topics related to nature photography which may include but are not limited to learning to tell a story photographically, and editing and creating mockup book layouts. Students will also learn to identify and work on their own personal vision as it relates to photography. Students will do a series of assignments, learn picture editing, create and critique picture layouts and learn how to plan detailed photographic coverage. Not repeatable. **Transfer:** (CSU)

ART 51/CCTDM 51/OFTEC 42—Publication Design I, 3 units

Recommended for Success: OFTEC 141

Hours per term: 36 lecture and 54 laboratory

Materials fee required

An introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create media for print and digital publishing. Exercises and projects will include the creation of a multi-page booklet, poster, newsletter, brochures and an interactive document formatted for digital publishing. Credit may be earned once for ART 51 or CCTDM 51 or OFTEC 42. Not repeatable.

Transfer: (CSU)

ART 52/CCTDM 52/OFTEC 43—Publication Design II, 3 units

Prerequisite: Completion of CCTDM 51/ART 51/OFTEC 42 with at least a C or P

Hours per term: 36 lecture and 54 laboratory

Materials fee required

A continuation of study in problems of Publication Design. Areas of focused study will be in advanced problems of page layout, typography, print, and interactive documents for digital publication. Credit may be earned once for ART 52 or CCTDM 52 or OFTEC 43. Not repeatable.

Transfer: (CSU)

ART 53/CCTDM 53—Computer Graphics I, 3 units

Hours per term: 36 lecture and 54 laboratory

Materials fee required

This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of design, concept development, characteristics of vector and raster digital files, color modes, digital drawing and painting, and formatting for print and the Web. Students will acquire basic skills in current digital illustration software and create original design pieces. Credit may be earned for only one of the following: CCTDM 53 or ART 53. Not repeatable. **Transfer:** (CSU/UC)

ART 54 /CCTDM 54—Computer Graphics II, 3 units

Prerequisite(s): Completion of CCTDM 53 or ART 54 with at least a C or P

Hours per term: 36 lecture and 54 laboratory

Materials fee required

Computer Graphics topics covered will include concept development, analog drawing, scanning, advanced techniques of painting and drawing software, critiquing, and publishing. Credit may be earned for only one of the following: CCTDM 54 or ART 54. Not repeatable. **Transfer:** (CSU/UC)

ART 56/CCTDM 56—Typography, 3 units

Prerequisite(s): Completion of ART 53/CCTDM 53 with at least a C or P

Hours per term: 54 lecture

Materials fee required

Designed to focus study of the elements of typography as related to print and to the World Wide Web. This is an interactive course where students practice and apply skills of typography for visual communication. Emphasis will focus on identifying type as a dynamic visual element; typographical forms and nuance; and the development of successful typographic solutions to convey concepts. Through collaborative discussions of assigned exercises and projects, students will acquire skills of analysis and critique. The course outcome will be the creation of a student portfolio of completed projects. Credit may be earned for only one of the following: CCTDM 56 or ART 56. Not repeatable. **Transfer:** (CSU/UC)

ART 71—Ceramic Sculpture: Introductory, 3 units*Hours per term: 36 lecture and 54 laboratory*

Basic principles, techniques and problems in sculpture. Not repeatable.

Transfer: (CSU/UC)**ART 72—Ceramic Sculpture: Advanced**, 3 units*Hours per term: 36 lecture, 54 laboratory/activity*Course emphasis is on advanced principles, techniques, and problems in hand-built sculpture. Not repeatable. **Transfer:** (CSU/UC)**ART 103/WT 103—Practical Laboratory,
Metal Sculpture**, 1 unit*Prerequisite: Completion of ART 166/WT 166 with at least a C or P**Hours per term: 54 laboratory*

The student shall gain practical experience by working on individual projects in metal sculpture design and fabrication. Emphasis is on quality, appearance and function. Credit may be earned once for ART 103 or WT 103. Not repeatable.

ART 165/WT 165—Metal Sculpture, 1½ units*Hours per term: 9 lecture and 54 laboratory*

An introduction to various metal working techniques with an emphasis on aesthetic design and quality of metal joining. An introduction to M.I.G. welding will be offered, time being available. Field trips may be required. Credit may be earned once for ART 165 or WT 165. Not repeatable.

ART 166/WT 166—Metal Sculpture Projects, 1 unit*Prerequisite: Completion of ART 165/WT 165 with at least a C or P**Hours per term: 54 laboratory*

This course is designed to allow students to expand upon their skills in metal sculpture techniques and to provide for the student a more individualized pursuit in metal sculpturing. Students will work progressively more independently from instructor direction. Field trips may be required. Not repeatable.

AT (AUTOMOTIVE TECHNOLOGY)**AT 97—Work Experience in Auto Technology**, 1 to 4 units*Hours per term: 75 hours paid employment equals 1 unit of credit, or 60**hours unpaid employment equals 1 unit of credit*Provides students an opportunity to experience supervised employment in Automotive Technology. The student's employment must be related to educational or occupational goals. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. For students interested in working full time one semester and attending classes one semester on an alternate basis. Not repeatable. Grading: (P/NP Only). **Transfer:** (CSU)**AT 100—Introduction to Automotive Technology**, 4 units*Hours per term: 72 lecture*

Introduction to theory, operation and maintenance of automotive systems. Includes fundamentals of math, measuring devices, fasteners, shop safety, careers and certifications, tools/equipment common to the automotive industry, environmental issues, classifications/applications of lubricants, and resume writing. Environmental issues will be discussed. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. Not repeatable. Field trips may be required. Grading: (P/NP only)

AT 102—Engine Repair, 5 units*Hours per term: 54 lecture and 108 laboratory*

Techniques involved in gasoline engine diagnosing and repair. Diagnosis of the engine's systems will be emphasized. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. Field trips may be required. Not repeatable.

AT 102A1—ASE Certification Preparation (A1), 5 units*Hours per term: 54 lecture and 108 laboratory*

This course is designed for students who have completed the Engine Repair course, but are seeking ASE certification. Students' competencies in ASE A1 will be surveyed and an individual preparation plan will be developed. The focus on topics for study will be driven by the student's individual assessment. Not repeatable.

AT 103—Practical Laboratory, ½-2 units*Recommended for Success: Six units of AT coursework with a C or better, or**concurrent enrollment in six units of AT courses**Hours per term: 27 to 108 laboratory*

This course includes special automotive repair projects that are assigned to students, with emphasis on speed, accuracy, and quality work habits. Not repeatable.

COURSES: **AT**

AT 104—Practical Laboratory (Auto Body), ½-2 units

Hours per term: 27 to 108 laboratory

This course includes special auto body collision repair projects that are assigned to advanced students, with emphasis on speed, accuracy, and quality work habits. Completion of, or concurrent enrollment in three Automotive Technology units required. Exceptions to the units requirement will be considered on an individual basis. Field trips may be required. Not repeatable.

AT 105—Automotive Braking Systems, 4 units

Hours per term: 36 hours, 108 laboratory

This course covers the principles of operation and repair of automotive drum and disc brake systems. Also covered are anti-lock braking and traction control systems. The subjects covered allow for compliance with the National Automotive Technicians Education Foundation (NATEF) objectives, thus enabling students to prepare for automotive Service Excellence (ASE) certification. Field trips may be required. Not repeatable.

AT 105A5—ASE Certification Preparation (A5), 4 units

Hours per term: 36 lecture and 108 laboratory

Designed for students who need additional preparation for the Automotive Service Excellence (ASE) A5 exam. Not repeatable.

AT 106—Engine Performance, 8 units

Hours per term: 9 lecture and 162 laboratory

Materials fee required.

Theory and operation of ignition systems, fuel systems, and on board computers. Use of hand-held meters, oscilloscopes, late model computerized analyzers, and four gas infrared analyzers will be covered. Advanced diagnostic techniques will be included. This course is designed to comply with the National Technicians Education Foundation (NATEF) objectives enabling students to prepare for Automotive Service Excellence (ASE) exams. Field trips may be required. Not repeatable.

AT 106A8—ASE Certification Preparation (A8), 8 units

Hours per term: 90 lecture and 162 laboratory

Designed for students who need additional preparation for the Automotive Service Excellence (ASE) A8 exam. Not repeatable.

AT 112—Heating and Air Conditioning, 3 units

Hours per term: 36 lecture and 54 laboratory

Materials fee required.

Fundamentals and theory of air conditioning (R12 and R134a), as well as techniques of service and diagnosis. Recycling refrigerant and handling of hazardous materials are also covered. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. Field trips may be required. Not repeatable.

AT 112A7—ASE Certification Preparation (A7), 3 units

Hours per term: 36 lecture and 54 laboratory

Designed for students and technicians in need of further Automotive Service Excellence (ASE) A7 test preparation. Not repeatable.

AT 113—Automotive Electrics, 7 units

Hours per term: 90 lecture and 108 laboratory

Fundamentals of electricity and electronics that apply to all automotive electrical and electronic systems. Electrical theory, lighting systems, and chassis electrical and electronic circuits, and charging and starting systems are included. Methods of diagnosis will be emphasized. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives to enable students to prepare for Automotive Service Excellence (ASE) certification.

AT 113A6—ASE Certification Preparation (A6), 7 units

Hours per term: 90 lecture and 108 laboratory

Designed for students and technicians who need additional preparation for Automotive Service Excellence (ASE) certification exams. Not repeatable.

AT 120—Suspension and Steering, 4 Units

Hours per term: 54 lecture and 54 laboratory

Materials fee required.

Operations of automotive suspension and steering systems. Inspection, diagnosis, part replacement, and alignment procedures, wheel alignment and computerized alignment equipment. Emphasis will be placed on analyzing inspection results. This course is designed to comply with the National Automotive Technicians education Foundation (NATEF) objectives, enabling students to prepare for Automotive Service Excellence (ASE) certification. Field trips may be required. Not repeatable except for grade improvement. **Transfer:** (CSU)

AT 120A4—ASE Certification Preparation (A4), 4 units

Hours per term: 54 lecture and 54 laboratory

This course is designed for students who need additional preparation for the Automotive Service Excellence (ASE) A4 exam. Not repeatable.

AT 122—Manual Power Trains and Axles, 4 units

Recommended for Success: AT 100

Hours per term: 36 lecture and 108 laboratory

Principles and operation of automotive power trains including diagnosis and overhaul of clutches, manual transmissions, and transfer cases. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) objectives enabling students to achieve Automotive Service Excellence (ASE) certification. Field trips may be required. Not repeatable.

AT 122A2—ASE Certification Preparation (A2), 3 units

Hours per term: 18 lecture and 108 laboratory

This course is designed for students who need additional preparation for the Automotive Service Excellence (ASE) A2 exam. Not repeatable.

AT 125—Team-Managed Projects, 3 units

Hours per term: 27 lecture and 81 laboratory

Using a team-based format, students will solve problems using various principles and fundamentals in automotive technology and by following a Total Quality Management (TQM) process. Grading: (P/NP only) Field trips may be required. Not repeatable.

AT 132—Automatic Transmissions and Transaxles, 3 units

Hours per term: 18 lecture and 108 laboratory
Materials fee required.

Principles and theories involved with the diagnosis, repair, and rebuilding of automatic transmissions and transaxles. This course is designed to comply with the National Automotive Technicians Education Foundation (NATEF) requirements, enabling students to prepare for certification. Field trips may be required. Not repeatable.

AT 132A3—ASE Certification Preparation (A3), 4 units

Hours per term: 36 lecture and 108 laboratory

For students or technicians in need of additional preparation for the Automotive Service Excellence (ASE) A3 exam. Not repeatable.

AT 140—B.A.R. Smog Check Training, Level II, 3 units

Hours per term: 45 lecture and 27 laboratory

Students successfully completing this course will have met the training requirement for the Smog Check Inspector License. Note: Students are encouraged to contact Automotive Technology staff (on campus) or the Bureau of Automotive Repair for all licensing requirements. This course also serves as the Level III citation training. Not repeatable.

AT 150—Soft Skills for the Industrial Trades, 2 units

Hours per term: 36 lecture

This course covers the “soft skills” needed to succeed in a career that involves a shop environment. Topics include workplace communications, ethics, safety, customer service, pay models, self awareness of employee/ employer expectations, and other attributes of a prosperous employee. Field trips may be required. Not repeatable.

AT 155—Automotive Spray Refinishing I, 2 units

Prerequisite: Completion of AT 186 with at least a C or P
Hours per term: 18 lecture and 54 laboratory

Introduction to automobile spray painting. Study of materials, supplies and equipment. Experience in feather edging and application of base coats; spray techniques in spot blending and panel refinishing with a base coat and clear coat. Field trips required. Not repeatable.

AT 156—Automotive Spray Refinishing II, 3 units

Prerequisite: Completion of AT 155 with at least a C or P
Hours per term: 18 lecture and 108 laboratory

Advanced techniques in automotive refinishing with single stage, base/ clear coat urethane paints, and estimate writing. Field trips may be required. Not repeatable.

AT 160/WT 160—Exploring Technical Trades, 6 units

Hours per term: 18 lecture and 162 laboratory

Students will experience topics and engage in projects from the auto body/collision repair, automotive technology, and welding technology programs. Career and educational pathways will be emphasized. Field trips may be required. Credit may be earned once for ART 160 or WT 160. Not repeatable.

AT 185—Auto Body Collision Repair I, 2 units

Hours per term: 27 lecture and 27 laboratory

For beginning students in auto body collision repair work. Theory and study of the body sheet metal and structure. Theory and manipulative skills in oxy-acetylene welding, metal straightening, plastic filling and shrinking. Time allowing, students will learn basic proper removal and replacement of braking, engine, steering and suspension, and axle housing components as necessary to complete the auto body repair. Curriculum is aligned with the National Automotive Technicians Education Foundation (NATEF). Field trips may be required. Not repeatable.

AT 186—Auto Body Collision Repair II, 2 units

Recommended for Success: AT 185

Hours per term: 27 lecture and 81 laboratory

Advanced theory and study of body sheet metal and structure and manipulative skills in M.I.G. welding, sheet metal straightening, body alignment, making adjustments and refinishing equipment. Time allowing, students will learn basic removal and replacement of braking, engine, steering and suspension, and axle housing components as necessary to complete the auto body repair. Curriculum is aligned with the National Automotive Technicians Education Foundation (NATEF). Field trips may be required. Not repeatable.

AT 187—Automotive Detailing, 1 unit

Hours per term: 9 lecture and 27 laboratory

This course is for beginning students in auto detailing work. Topics covered include the theory and study of the proper maintenance and restoring of the automobile exterior finish by use of proper cleaning materials and methods approved by the industry. Not repeatable.

AT 200—Exploring Automotive Technology, 3 units

Hours per term: 27 lecture and 81 laboratory

This course allows students to perform routine maintenance and services in a supervised environment. Emphasis will be placed on safety and information competency. This course is also an exploratory course for those who are interested in learning proper usage of automotive repair facilities, equipment and tools, and in pursuing an automotive technology career. Field trips may be required. Materials fee required. Not repeatable. Grading: (P/NP Only).

AT 201—Team-Managed Projects, 3 units

Hours per term: 36 lecture and 54 laboratory

Using a team-based format, students will solve problems (projects) using various principles and fundamentals in automotive technology. Project outcomes will be dependent on teamwork and research. Not repeatable. Grading: (P/NP only)

AT 220—Industry Update Training, 1 unit

Hours per term: 18 lecture

This course will cover updates relevant to the eight ASE areas in automotive technology. Topics presented are intended for technicians currently employed in the field. Not repeatable. Grading: (P/NP only)

BIOL (BIOLOGY)

BIOL 2—Cell and Molecular Biology, 4 units

Prerequisite(s): Completion of MATH 104 and CHEM 2A with at least a C or P

Recommended for Success: ENGL 151

Hours per term: 54 lecture, 54 laboratory

Covers principles and applications of the structure and function of biological molecules, prokaryotic and eukaryotic cell structure and function, homeostasis, cell reproduction and its controls, molecular biology, molecular genetics, transmission genetics, cell metabolism, including photosynthesis, respiration, and viruses. Science as an ongoing process of inquiry is a theme that runs throughout this course. BIOL 2 is a laboratory course. Not repeatable. MJC equivalent: (BIO 101)

Transfer: (CSU/UC) (CSU-GE: B2, B3) (IGETC : 5B, 5C) **C-ID:** (BIOL 190) (BIOL 2+BIOL 4+BIOL 6=C-ID BIOL 135S)

BIOL 4—Principles of Evolution and Zoology, 4 units

Prerequisite: Completion of MATH 104 with at least a C or P

Recommended for Success: Completion of ENGL 151 or eligibility for ENGL 1A

Hours per term: 54 lecture and 54 laboratory

As part of the Biology Majors sequence, students explore the diversity of the animal kingdom and non-photosynthetic single celled eukaryotic taxa. Core concepts of the course include mechanisms of evolution, comparative anatomy physiology and behavior among animal phyla, and life cycles. Students will also deepen their understanding of the nature of science and practice scientific reasoning skills. Field trips may be required. Not repeatable. MJC equivalent: (ZOOL 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C) **C-ID:** (BIOL 150) (BIOL 4+BIOL 6=C-ID BIOL 140) (BIOL 2+BIOL 4+BIOL 6=C-ID BIOL 135S)

BIOL 6—Plant Biology And Ecology, 4 units

Prerequisite(s): Completion of MATH 104 with at least a C or P

Hours per term: 54 lecture and 54 laboratory

Covers photosynthesis, algae, protists, fungi, comparative plant structures and function, homeostasis, development, evolution, phylogeny, and taxonomy of plants. Principles of population and community ecology and ecosystem interactions are emphasized. Field trips may be required. Not repeatable. MJC equivalent: (BOT 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C) **C-ID:** (BIOL 155) (BIOL 4+BIOL 6=C-ID BIOL 140) (BIOL 2+BIOL 4+BIOL 6=C-ID BIOL 135S)

BIOL 10—Human Anatomy, 4 units

Prerequisites: Completion of ENGL 151 and MATH 104 with at least a C or P, or placement through the assessment process

Recommended for Success: BIOL 17 or BIOL 150

Hours per term: 54 lecture and 54 laboratory

An introduction to the study of the gross and microscopic structure of the human body using an organ systems approach including the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. This course is primarily intended for nursing, allied health, kinesiology, and other health-related majors. Not repeatable. MJC equivalent: (ANAT 125) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C) **C-ID:** (BIOL 110B)

BIOL 17—Fundamentals of Biology, 4 units

Hours per term: 54 lecture and 54 laboratory

An integrated lecture and laboratory course of study emphasizing the fundamental principles common to all forms of life. The course is a core general education biology class for transfer students and for AA and AS students at Columbia College. The laboratory makes extensive use of computer simulations as experimentation in traditional laboratory. Not repeatable. MJC equivalent: (BIOL 111) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C)



BIOL 24—General Ecology, 4 units

Recommended for Success: Completion of MATH 101 and ENGL 1A with at least a C or P

Hours per term: 54 lecture and 54 laboratory

Students will be introduced to environmental biology, which focuses on physiological, behavioral, and population ecology, and on linking ecological processes to evolution. Principles of evolution at the molecular, organismal, and population levels will be related to conservation issues affecting ecosystem management. The ecology component will cover basic principles and experimental approaches to solving ecological problems. Case studies in pollution issues, resource use, global warming, and ozone depletion will also be covered. Field trips may e required. Not repeatable. MJC equivalent: (BIO 114) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC:5B, 5C)

BIOL 39—Field Biology, 1 - 2 units

Hours per term: 18 to 36 lecture

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. Field trips required. Not repeatable. **Transfer:** (CSU)

BIOL 40—Field Biology: Ecosystems, 1 unit

Hours per term: 18 lecture

A lecture field course in biology to be held in natural surroundings. The course will emphasize ecosystem level processes. Included will be the effects of climate change, and other regional human disturbances on ecosystem processes. Field trips required. Not repeatable. **Transfer:** (CSU)

BIOL 50—Nutrition, 3 units

Hours per term: 54 lecture

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. Not repeatable. MJC equivalent: (FDNTR 219) **Transfer:** (CSU/UC) (CSU-GE: E) **C-ID:** (NUTR 110)

BIOL 60—Human Physiology, 4 units

Prerequisites: Completion of ENGL 151 and MATH 104 with at least a C or P, or placement through the assessment process

Recommended for Success: BIOL 10 AND BIOL 17 AND CHEM 14 AND CHEM 14L

Hours per term: 54 lecture and 54 laboratory

Study of the physiological principles, function, integration and homeostasis of the human body at the cellular, tissue, organ, organ system and organism level: integumentary system, bone, skeletal, smooth and cardiac muscles, nervous system, sensory organs, cardiovascular system, lymphatic and immune systems, respiratory system, urinary system, digestive system, endocrine system, and reproductive system. This course is primarily intended for nursing, allied health, kinesiology, and other health-related majors. Not repeatable. MJC equivalent: (PHYSO 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B 5C) **C-ID:** (BIOL 120B)

BIOL 65—Microbiology, 4 units

Recommended for Success: CHEM 14, CHEM 14L, BIOL 17

Hours per term: 54 lecture and 54 laboratory

Morphology, physiology, genetics, cultivation and control of microorganisms, particularly bacteria and viruses. Principles of immunology and the relationship of microbes to disease will be included. Not repeatable. MJC equivalent: (MICRO 101) **Transfer:** (CSU/UC) (CSU-GE: B2, B3) (IGETC: 5B, 5C)

BIOL 100—A Natural History of California, 3 units

Hours per term: 54 lecture

This course is an introduction to plants and animals of California with emphasis on the plant communities and wildlife of the Central Valley, the coastal ranges, and the Sierra Nevada. Ecologically oriented, the course probes ways in which plants and animals are adapted to their environment. Present and historical human environmental relationships will be investigated. Field trip required. Not repeatable.

BIOL 150—Elementary Anatomy and Physiology, 3 units

Hours per term: 54 lecture

Introduction to human structure and function. Designed as a foundation course for the allied health student, but open to all interested students. Not repeatable. MJC equivalent: (AP 50.)

BIOL 158—Birds of Central California, 1 unit

Hours per term: 9 and 27 laboratory

A survey of the birds of Central California through field observations and lectures. Students will learn how to identify birds by sight and sound, then use identification skills as a tool for understanding other aspects of avian biology and ecology. Discussion topics will include anatomy, physiology, behavior, and ecology of birds. Field trips may be required. Not repeatable. Grading: (P/NP only)

BIOL 159—Wildflowers, 1½ units

Hours per term: 27 lecture

A survey of wildflowers. Includes basic identification, and recognition of common species and families, terminology, and natural history. Field trips required. Not repeatable. Grading: (P/NP Only).

BIOL 160—Mushrooms and Other Fungi, 1½ units

Hours per term: 27 lecture

Survey of mushrooms with emphasis on mushroom taxonomy, identification, and differentiation of common edibles from poisonous fungi, the ecology of fungi, including their habitat and role in various ecosystems, as well as their impact on civilizations. Field trips may be required. Not repeatable. Grading: (P/NP Only).

BIOL 179—Fishing and Fishery Biology of the Sierra Nevada, 1 unit

Hours per term: 18 lecture

An overview of the identification, ecology, and management of fish species inhabiting the foothill, forest and alpine communities of the Sierra Nevada. Not repeatable. Field trips required. Grading: (P/NP only)

BUSAD

(BUSINESS ADMINISTRATION)

BUSAD 2A—Financial Accounting, 4 units

Recommended for Success: BUSAD 161A, BUSAD 161B, CCTIS 30
Hours per term: 72 lecture

Provides Business Administration and Accounting majors an opportunity to develop a working knowledge of accounting information systems used in recording and reporting business transactions for service and merchandising businesses under corporation entities. Special focus is on the accounting cycle, financial statements, analysis and generally accepted accounting principles, including internal control and ethical issues. Students will work with asset, liability and equity valuation, revenue and expenditure recognition, cash flow calculations and appropriate computer applications. Not repeatable. MJC equivalent: (BUSAD 201) **Transfer:** (CSU/UC) **C-ID:** (ACCT 110)

BUSAD 2B—Managerial Accounting, 4 units

Prerequisite: Completion of BUSAD 2A with at least a C or P
Recommended for Success: BUSAD 163, CCTIS 30
Hours per term: 72 lecture

Provides Business Administration and Accounting majors an opportunity to develop a working knowledge of techniques used for decision making, planning, directing, and controlling manufacturing operations. Particular focus is on costing methods, cost-volume-profit issues, incremental analysis and pricing. Students will work with standard cost, budgets, and control responsibility, including capital investments and cash flow analysis. Not repeatable. MJC equivalent: (BUSAD 202) **Transfer:** (CSU/UC) **C-ID:** (ACCT 120)

BUSAD 9/SPCOM 9—Introduction to Small Group and Team Communication, 3 units

Hours per term: 54 lecture

This course focuses on the intersection between communication and the ability of small groups or teams to effectively achieve objectives. Course includes the study of, and practice in, discussion methodology, types of discussion groups, information gathering, problem solving, decision making, and leadership roles. Credit may be earned once for BUSAD 9 or SPCOM 9. Not repeatable. MJC equivalent: (COMM 106) **Transfer:** (CSU) **C-ID:** (COMM 140)

BUSAD 18—Business Law, 3 units

Hours per term: 36 lecture and 54 laboratory

Laws and regulations affecting managerial decisions; legal concepts and case analyses in the areas of ethics, employment, agency, consumer transactions, business torts and crimes, business organizations, and with special emphasis on contracts. Not repeatable. MJC equivalent: (BUSAD 218) **Transfer:** (CSU/UC) **C-ID:** (BUS 125)

BUSAD 20—Principles of Business, 3 units

Hours per term: 54 lecture

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. Not repeatable. MJC equivalent: (BUSAD 248) **Transfer:** (CSU/UC) **C-ID:** (BUS 110)

BUSAD 24—Human Relations in Organizations, 3 units

Hours per term: 54 lecture

People and their roles in organizations. The nature of organizational relationships; working in groups, recognizing and solving human relations problems. Creating the win-win situation of satisfying individual and organizational objectives. Not repeatable. **Transfer:** (CSU)

BUSAD 25/GUIDE 25—Job Search and Interviewing Strategies, 1 unit

Hours per term: 18 lecture

Understanding the employment process and development of written and oral presentation skills necessary to conduct an efficient and effective job search. Topics include: the hiring process, employer perspectives, the hidden job market, networking, research, job search planning, making employer contacts and interviewing. Development of a master application, resume and letter of application. Credit may be earned once for Busad 25 or Guide 25. Not repeatable. Grading: (P/NP only) MJC equivalent: (GUIDE 112) **Transfer:** (CSU)

BUSAD 29/CCTIS 29—Project Management, 3 units

Recommended for Success: CCTIS 10
Hours per term: 54 lecture

This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, and risk and procurement management. Credit may be earned for only one of the following: CCTIS 29 or BUSAD 29. Not repeatable. **Transfer:** (CSU)

BUSAD 30—Principles of Marketing, 3 units

Hours per term: 54 lecture

Marketing principles, policies, and functions, price policies and controls, trade channels, merchandising, market research, advertising, and competitive practices. Not repeatable. MJC equivalent: (BUSAD 245) **Transfer:** (CSU)

BUSAD 40—Principles of Management, 3 units

Hours per term: 54 lecture

The functions of management, techniques of decision making and problem solving, methods used by the manager to achieve organizational goals, various theories of management, lines of authority, functions of departments, and the importance of policies, procedures and controls. Not repeatable. MJC equivalent: (BUSAD 240) **Transfer:** (CSU)

BUSAD 41—Small Business Management, 3 units*Formerly listed as: BUSAD 150**Hours per term: 54 lecture*

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. Not repeatable. **Transfer:** (CSU)

BUSAD 97—Work Experience in Business and Commerce, 1-4 units

Co-requisite: Must be enrolled in at least seven (7) units including Work Experience where 75 hours paid employment equals 1 unit of credit and 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. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

BUSAD 121—Adobe Acrobat Essentials, 2 units*Hours per term: 18 lecture, 54 Laboratory*

Designed for those who need to convert various file formats to the universally accepted PDF file format and work with Acrobat Standard or Professional in the creation, editing, packaging and management processes of PDF files. Students will also learn creation of Adobe forms and working with their interactive features. Not repeatable.

BUSAD 135—Computerized Accounting (QuickBooks), 2 units*Recommended for Success: BUSAD 161A**Hours per term: 36 lecture*

Provides the student opportunities to set up and maintain a computerized accounting system using QuickBooks application software. Review of financial accounting in working with payables, receivables, banking transactions, company transactions and the financial statements. Not repeatable.

BUSAD 151—Finance and Investments, 3 units*Hours per term: 54 lecture*

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. Not repeatable.

BUSAD 155—Computerized Accounting for Business, 4 units*Recommended for Success: BUSAD 2A or BUSAD 161A**Hours per term: 54 lecture and 54 laboratory*

Provides students with an opportunity to set up and maintain an accounting system utilizing QuickBooks and Peachtree accounting programs to focus on concepts and best practices. Hands-on experience in the software will help students learn the computerized methods of financial accounting, including sales, accounts receivable, accounts payable, inventory, adjusting entries, closing entries, financial statements, sales tax and budget analysis. Not repeatable.

BUSAD 158—Payroll Accounting, 3 units*Hours per term: 54 lecture*

Introduction and practice in all payroll operations, the preparation of payroll registers, recording of payroll transactions, understanding of payroll laws, and preparation of required tax returns and reports. Not repeatable.

BUSAD 161A—Small Business Accounting I, 4 units*Hours per term: 72 lecture*

Accounting procedures and analysis for most small businesses. Includes complete double entry accounting system with journals, ledgers, worksheets, and financial statements, with adjusting and closing entries for service or merchandising businesses; payroll for employees and employers, a voucher system, and use of manual simulations. Not repeatable.

BUSAD 161B—Small Business Accounting II, 4 units*Prerequisite: Completion of Busad 161A with at least a C or P**Hours per term: 72 lecture*

Extension of the techniques learned in BUSAD 161A with more in-depth treatment of receivables, notes, inventory and depreciation, and with the introduction of partnership and corporation accounting, statements of cash flow and financial analysis; also an introduction to managerial accounting for decision making, departmentalized cost and manufacturing systems, planning and budgeting used in both financial and managerial phases. Not repeatable.

BUSAD 163—Business Mathematics, 3 units*Hours per term: 54 lecture*

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. Not repeatable.

BUSAD 164—Income Tax, 2 units*Hours per term: 27 lecture and 27 laboratory*

Instruction on income tax preparation and reporting based on the current requirements of the U.S. Internal Revenue Code and the California State Tax Code for individuals and Small Business filers. Successful completion of the course leads to VITA (Volunteer Income Tax Assistance) Certification. Not repeatable.

CCTDM

(COMPUTER AND COMMUNICATIONS TECHNOLOGY: Digital Media)

CCTDM 5—Introduction to Digital Multimedia, 3 units

Formerly listed as: *CMPSC 36*
Hours per term: 54 lecture

An introduction to the various elements that comprise the multimedia development environment. This includes hardware and software tools for text, sound, images, animation, video, multimedia authoring, and multimedia tools for the Web. Not repeatable. **Transfer:** (CSU)

CCTDM 6—Writing for Multimedia, 3 units

Formerly listed as: *CMPSC 37*
Hours per term: 54 lecture

This course will present an overview of multimedia writing including techniques for effective communication in web page copy, digital storytelling, scripts, critique writing, storyboarding, and other current industry modes of delivery. Not repeatable. **Transfer:** (CSU)

CCTDM 10—Introduction to HTML and CSS, 3 units

Formerly listed as: *CMPSC 13*
Recommended for Success: *CCTIS 4*
Hours per term: 54 lecture

Use HTML and CSS software authoring tools to prepare multimedia presentations to use with an Internet browser. Combine text, graphics, video, and sound. Enhance computer displays for an audience and prepare home page links for access over the Internet. Not repeatable. **Transfer:** (CSU)

CCTDM 12—Website Development Applications, 3 units

Formerly listed as: *CMPSC 12*
Recommended for Success: *CCTIS 4*
Hours per term: 54 lecture

Students will be able to use website/webpage development application software to prepare multimedia presentations for use with an Internet browser. They will also be able to combine text, graphics, video, and sound, enhance computer displays for an audience, and prepare home page links for access over the Internet. Not repeatable. MJC equivalent: (CSCI 250) **Transfer:** (CSU)

CMPSC to CCT Course ID Conversion Crosswalk

Effective with the 2015-2016 academic year, the Columbia College Computer Science (CMPSC) department has renamed the department and renumbered course IDs to more accurately reflect sub-disciplines in the field. The following crosswalk shows how CMPSC course IDs map to Computer and Communications Technology (CCT) sub-discipline course IDs. The CCT sub-discipline suffixes are as follows:

DM: Digital Media, **IS:** Information Systems, **PG:** Programming, **SS:** Support Services

CMPSC Course ID	CCT Course ID	CMPSC Course ID	CCT Course ID	CMPSC Course ID	CCT Course ID	CMPSC Course ID	CCT Course ID
CMPSC 1	CCTIS 10	CMPSC 19	CCTDM 40	CMPSC 36	CCTDM 5	CMPSC 65	CCTIS 65
CMPSC 3	(discontinued)		CCTDM 41 (new)	CMPSC 37	CCTDM 6	CMPSC 67	CCTIS 67
CMPSC 4	CCTIS 4	CMPSC 22	CCTPG 22	CMPSC 39	CCTDM 50	CMPSC 70	CCTIS 70
CMPSC 5	CCTPG 5	CMPSC 24	CCTPG 24	CMPSC 41	CCTSS 11	CMPSC 75	CCTIS 75
CMPSC 9	(discontinued)	CMPSC 27	CCTPG 47	CMPSC 53	CCTIS 29	CMPSC 138	CCTIS 138
	CCTPG 9 (new: replaces CMPSC 3 and CMPSC 9)	CMPSC 28	CCTPG 48	CMPSC 55	CCTPG 51	CMPSC 142	CCTIS 142
CMPSC 10	CCTIS 6	CMPSC 29A	CCTDM 28	CMPSC 56	CCTDM 56	CMPSC 150	CCTDM 105
CMPSC 11	CCTIS 137	CMPSC 29B	CCTDM 29	CMPSC 57	CCTIS 57	CMPSC 155	CCTIS 139
CMPSC 12	CCTDM 12	CMPSC 30	CCTIS 30	CMPSC 58	CCTIS 58	CMPSC 162	CCTSS 112
CMPSC 13	CCTDM 10	CMPSC 31	CCTDM 51	CMPSC 59	CCTIS 59	CMPSC 163	CCTSS 113
CMPSC 14	CCTDM 14	CMPSC 32	CCTDM 52	CMPSC 60	CCTIS 60	CMPSC 164	CCTSS 114
CMPSC 15	CCTPG 45	CMPSC 33	CCTDM 53	CMPSC 61	CCTIS 61	CMPSC 167	CCTSS 121
CMPSC 17	CCTIS 8	CMPSC 34	CCTDM 54	CMPSC 62	CCTIS 62	CMPSC 168	CCTSS 122
		CMPSC 35	CCTDM 45	CMPSC 63	CCTIS 63	CMPSC 210	CCTIS 210
				CMPSC 64	CCTIS 64		

CCTDM 14—Advanced Topics in Website Development, 3 units

Formerly listed as: *CMPSC 14*
 Recommended for Success: *CCTDM 10*
 Hours per term: 54 lecture

This course guides students through the process of exploring advanced tools for website design, which may include, but are not limited to Javascript, ASP, PHP, HTML and CSS. Students will also attain skills in techniques for publicizing websites and best practices for site maintenance. Not repeatable. **Transfer:** (CSU)

CCTDM 28—Video Production I, 2 units

Formerly listed as: *CMPSC 29A*
 Hours per term: 18 lecture and 54 laboratory

Introduces the student to the basic computer video production stages. Students will learn the process of creating digital video productions. This course is a project-based course. Students will be required to work in groups on approved class-related and school event projects. Not repeatable. **Transfer:** (CSU)

CCTDM 29—Video Production II, 2 units

Formerly listed as: *CMPSC 29B*
 Prerequisite(s): Completion of *CCTDM 28* with at least a *C* or *P*
 Hours per term: 18 lecture and 54 laboratory

This course is a continuation of CCTDM 28. Includes video production using the three-stage process. Students will learn the process of creating digital video productions using expanded techniques in video shooting, lighting, audio, editing, and authoring. This course is a project-based course. Students may be required to work in groups on approved class-related and/or school event projects. Not repeatable. **Transfer:** (CSU)

CCTDM 40—Computer Graphics and Animation, 3 units

Formerly listed as: *CMPSC 19*
 Recommended for Success: *CCTDM 12, CCTDM 14, CCTDM 53*
 Hours per term: 36 lecture and 54 laboratory

Computer Graphics and Animation introduces the student to an interactive media application for creating vector graphics, animation, and interactive multimedia for web pages and other digital media. The course will also cover basic action scripting integration. Not repeatable. MJC equivalent: (CMPGR 268) **Transfer:** (CSU/UC)

CCTDM 41—Compositing for Motion Graphics, 3 units

Recommended for Success: *CCTDM 28* or *CCTDM 40* or *CCTDM 53* or *CCTDM 50*
 Hours per term: 36 lecture and 54 laboratory

This course introduces software and techniques designed to provide a comprehensive set of 2D and 3D tools for compositing, animation, and effects for motion-graphics, visual effects, web design, film and video. Not repeatable. **Transfer:** (CSU/UC)

CCTDM 45—Digital 3D Modeling and Animation, 3 units

Formerly listed as: *CMPSC 35*
 Recommended for Success: *CCTDM 40*
 Hours per term: 36 lecture and 54 laboratory

This course introduces digital 3D modeling and animation. Students will explore 3D modeling software, digital modeling techniques, and animation. *CMPSC 35* is intended to train students who are pursuing 3D computer-driven animation in preparation for additional study in digital animation, game design and Multimedia. The course uses industry standard, state-of-the-art, high-end computer-driven animation software which is upgraded as industry changes. Not repeatable. **Transfer:** (CSU)

CCTDM 50—Photo Editing for Digital and Print Publication, 3 units

Formerly listed as: *CMPSC 39*
 Hours per term: 36 lecture and 54 laboratory
 Materials fee required

This course focuses on the principles and practices of photo editing, artistic expression, and development of problem-solving skills, using an industry standard photo editing software program. Included is a survey of the tools and techniques used to create effective and sophisticated digital imagery for websites, multimedia and print publications. Additionally, the course will integrate the use of tablets and cloud technology as they pertain to photo editing. Not repeatable. **Transfer:** (CSU)

CCTDM 51/ART 51/OFTEC 42—Publication Design I, 3 units

Formerly listed as: *CMPSC 31*
 Recommended for Success: *OFTEC 141*
 Hours per term: 36 lecture and 54 laboratory
 Materials fee required

An introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create media for print and digital publishing. Exercises and projects will include the creation of a multi-page booklet, poster, newsletter, brochures and an interactive document formatted for digital publishing. Credit may be earned once for ART 51 or CCTDM 51 or OFTEC 42. Not repeatable. **Transfer:** (CSU)

CCTDM 52/ART 52/OFTEC 43—Publication Design II, 3 units

Prerequisite: Completion of *CCTDM 51/ART 51/OFTEC 42* with at least a *C* or *P*
 Formerly listed as: *CMPSC 32*
 Hours per term: 36 lecture and 54 laboratory
 Materials fee required

A continuation of study in problems of Publication Design. Areas of focused study will be in advanced problems of page layout, typography, print, and interactive documents for digital publication. Credit may be earned once for ART 52 or CCTDM 52 or OFTEC 43. Not repeatable. **Transfer:** (CSU)

CCTDM 53/ART 53—Computer Graphics I, 3 units*Formerly listed as: CMPSC 33**Hours per term: 36 lecture and 54 laboratory**Materials fee required*

This course introduces the student to the fundamentals of computer graphics. Topics include the elements and principles of design, concept development, characteristics of vector and raster digital files, color modes, digital drawing and painting, and formatting for print and the Web. Students will acquire basic skills in current digital illustration software and create original design pieces. Credit may be earned for only one of the following: CCTDM 53 or ART 53. Not repeatable.

Transfer: (CSU/UC)**CCTDM 54/ART 54—Computer Graphics II, 3 units***Formerly listed as: CMPSC 34**Prerequisite(s): Completion of CCTDM 53/ART 53 or with at least a C or P**Hours per term: 36 lecture and 54 laboratory**Materials fee required*

Computer Graphics topics covered will include concept development, analog drawing, scanning, advanced techniques of painting and drawing software, critiquing, and publishing. Credit may be earned for only one of the following: CCTDM 54 or ART 54. Not repeatable. **Transfer:** (CSU/UC)

CCTDM 56/ART 56—Typography, 3 units*Formerly listed as: CMPSC 56**Prerequisite(s): Completion of CCTDM 53/ART 53 with at least a C or P**Hours per term: 54 lecture**Materials fee required*

Designed to focus study of the elements of typography as related to print and to the World Wide Web. This is an interactive course where students practice and apply skills of typography for visual communication. Emphasis will focus on identifying type as a dynamic visual element; typographical forms and nuance; and the development of successful typographic solutions to convey concepts. Through collaborative discussions of assigned exercises and projects, students will acquire skills of analysis and critique. The course outcome will be the creation of a student portfolio of completed projects. Credit may be earned for only one of the following: CCTDM 56 or ART 56. Not repeatable. **Transfer:** (CSU/UC)

CCTDM 105—Image Managing and Editing for Digital Photographers, 2-3 units*Recommended for Success: CCTDM 50**Formerly listed as: CMPSC 150**Hours per term: 36 or 54 lecture*

Using image management software created for professional photographers and designers, students will process, organize and edit large numbers of digital images. This course will teach a comprehensive workflow from importing, reviewing, organizing and enhancing digital images to publishing photos, creating web galleries and producing client presentations. Not repeatable.

CCTIS

(COMPUTER AND COMMUNICATIONS TECHNOLOGY: Information Systems)

CCTIS 4—Windows Operating Systems Essentials, 1½ units*Formerly listed as: CMPSC 4**Hours per term: 27 lecture*

This course provides instruction in Operating Systems. Topics include management of window elements, desktop arrangement, folders and files, and file management. Students will use multitasking, cut and paste, linking, and printing operations within elected Windows applications. Not repeatable. **Transfer:** (CSU)

CCTIS 6—Internet Essentials, 2 units*Formerly listed as: CMPSC 10**Hours per term: 36 lecture*

Access the Internet with web browsers on personal computers. Topics include navigating, browser features, email, search techniques, personal privacy, downloading, and communicating on the World Wide Web. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 8—Advanced Internet Research, 1½ units*Formerly listed as: CMPSC 17**Recommended for Success: CCTIS 6**Hours per term: 27 lecture*

Designed to focus on advanced search and research techniques and tools available via the World Wide Web. The course reviews basic components of Internet search engines and includes advanced subject matter research techniques, database resources and advanced Internet technology skills. Topics include E-Commerce, Internet Resources, Digital Content, and Internet Publications. Not repeatable. **Transfer:** (CSU)

CCTIS 10—Computer Concepts and Information Systems, 4 units*Formerly listed as: CMPSC 1**Hours per term: 54 lecture and 54 laboratory*

This course includes concepts of computer information systems in business, industry and other institutions. Study of computers, applications and network communications will also be covered. Actual practice is on personal computers in Windows environment on a network. Lab applications include graphical user interface, spreadsheets, word processing, database management, multimedia presentations and access to the Internet and World Wide Web. Not repeatable. MJC equivalent: (CSCI 220) **Transfer:** (CSU/UC) **C-ID:** (ITIS 120)

CCTIS 29/BUSAD 29—Project Management, 3 units

*Recommended for Success: Completion of CCTIS 10 with at least a C or P
Hours per term: 54 lecture*

This course is designed to familiarize individuals with current and emerging project management technologies using the Internet, project management software and other application software packages as needed for project completion. Project management knowledge topics will include project integration, scope, time, cost, quality, human resource, communications, and risk and procurement management. Credit may be earned for only one of the following: CCTIS 29 or BUSAD 29. Not repeatable. **Transfer:** (CSU)

CCTIS 30—Financial Worksheets on Computers, 3 units

*Formerly listed as: CMPSC 30
Hours per term: 36 lecture and 54 laboratory*

Electronic spreadsheets will be used to develop a basic understanding of business operations, managerial decision making, and strategic advantage. Students will develop spreadsheets for financial statements, what-if analysis, databases, and other ledger-type applications. Other topics include use of formulas, charts, tables, and macros to customize data entry for business applications and combining data between worksheets and link files. Lab projects will focus on the use of spreadsheet design, development, and use for managerial decision making. Not repeatable. MJC equivalent: (CSCI 223) **Transfer:** (CSU)

CCTIS 57/GEOGR 57—GIS Data Management, Introduction to Geodatabase, 1-3 units

*Formerly listed as: CMPSC 57
Hours per term: 18 or 54 lecture*

Students who take this course will learn to use the ArcGIS Geodatabase format for management of spatial data. Students will be introduced to the concepts of database design and system architecture using ArcGIS software. Concepts covered include: introduction to the geodatabase; metadata; geodatabase vs. shapefile formats; overview of ArcGIS data models; feature datasets and feature classes; editing a geodatabase; personal geodatabase vs. multi-user geodatabase; domains and validation rules; and relationships and subtypes. Credit may be earned once for CCTIS 57 or GEOGR 57. Not repeatable. **Transfer:** (CSU)

CCTIS 58 /GEOGR 58—GIS, ArcView, 1 unit

*Formerly listed as: CMPSC 58
Hours per term: 18 lecture*

Introduction to practical application of ArcView software; importation of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in displaying, analyzing, and plotting a standard ArcView GIS application. Credit may be earned once for CCTIS 58 or GEOGR 58. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 59/GEOGR 59—Geographic Information and Global Positioning Systems, 1-3 units

*Formerly listed as: CMPSC 59
Hours per term: 18, 36, or 54 lecture*

Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. Six weeks will be spent learning ArcView software; another six weeks will be spent learning to use GPS units; and another six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. Credit may be earned once for CCTIS 59 or GEOGR 59. Not repeatable. **Transfer:** (CSU)

CCTIS 60/GEOGR 60—Introduction to ArcGIS, 3 units

*Formerly listed as: CMPSC 60
Hours per term: 54 lecture*

An introduction to fundamental Geographic Information Systems (GIS) concepts. Students will be introduced to the ArcGIS software package as the main vehicle for learning GIS. GIS geodatabases and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS geodatabases which will permit specific types of queries. Not repeatable. Credit may be earned once for CCTIS 60 or GEOGR 60. **Transfer:** (CSU)

CCTIS 61/GEOGR 61—GIS Mapping-Introduction to Fire Incident Mapping, 1 unit

*Formerly listed as: CMPSC 61
Recommended for Success: CCTIS 6
Hours per term: 9 lecture*

Students who take this course will learn how to apply their GIS skills in Fire Incident Mapping. Students will learn fire incident symbology, data standards and organization, fire incident map products, and responsibilities of a Fire GIS Specialist. Additionally, students will utilize GPS data that they have collected, convert them to shapefiles, and create a fire incident map. This course includes hands-on experience in fire incident mapping and data organization. Students will also be encouraged to present their final project in public at GIS Day events. Not repeatable. Credit may be earned once for CCTIS 61 or GEOGR 61. Grading: (P/NP only) **Transfer:** (CSU)

**CCTIS 62/GEOGR 62/SAR 62—GIS Mapping-
Introduction to SAR GIS, 1 unit***Formerly listed as: CMPSC 62**Hours per term: 18 lecture*

Students who take this course will learn how to apply their GIS skills in Search and Rescue (SAR) Mapping. Students will learn SAR incident symbology, data standards and organization, establishing incident locations, search segments, SAR incident map products, and responsibilities of a GIS specialist on SARs and other critical incidents. The course will use a workflow and data model developed by SAR personnel that integrates with ArcGIS 10. Additionally, students will utilize GPS data that they have collected from GPS devices, convert them to shapefiles, and create team and briefing incident maps. During a full-day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Not repeatable. Credit may be earned once for CCTIS 62 or GEOGR 62. Grading: (P/NP only) **Transfer:** (CSU)

**CCTIS 63/GEOGR 63—GIS and Making Maps:
The Essential Skills, 1 unit***Formerly listed as: CMPSC 63**Hours per term: 18 lecture*

This course is intended as a resource for emergency responders, outdoor enthusiasts and anyone interested in acquiring basic skills in understanding maps and using geospatial information and devices. Emphasis will be on developing a working knowledge of coordinate systems, establishing a location when given coordinates, finding coordinates from a location, and converting among coordinate systems to create a basic map using this information. Not repeatable. Grading: (P/NP only) Credit may be earned once for CCTIS 63 or GEOGR 63. **Transfer:** (CSU)

CCTIS 64/GEOGR 64—ArcGIS: Creating a Basic Map, ½ units*Formerly listed as: CMPSC 64**Hours per term: 9 lecture*

This course will teach the skills and tools to use ArcGIS 10 mapping software to create maps. It will be useful to anyone wanting a quick “how to” for using the industry standard ArcGIS to make and edit a map. Not repeatable. Credit may be earned once for CCTIS 64 or GEOGR 64. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 65/GEOGR 65—GIS Applications ½ to 3 units*Recommended for Success: Completion of CCTIS 60/GEOGR 60 with at least a C or P**Hours per term: 9 or 18 or 36 or 54 lecture*

Uses the ArcGIS ArcView software to explore intermediate topics in GIS applications. Topics include geodatabase creation and editing, geoprocessing models, geocoding, and working with annotation. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Not repeatable. Credit may be earned once for CCTIS 65 or GEOGR 65. **Transfer:** (CSU)

CCTIS 66/GEOGR 66—Web Mapping, 1 unit*Hours per term: 18 lecture*

This course focuses on the fundamental principles of web mapping and creating web mapping applications. Students will learn the basics of Web GIS system architecture, geospatial web services, and web service based geoprocessing. In addition, students will also learn about mobile GIS solutions by collecting data and creating a web map. Not repeatable. Grading: (P/NP Only). **Transfer:** (CSU)

CCTIS 67/GEOGR 67—GIS Geocoding, 1 unit*Formerly listed as: CMPSC 67**Hours per term: 18 lecture*

Students who take this course will learn to use GIS software for geocoding purposes. Geocoding is the process of using common data to quickly and easily create location maps and is used by most government agencies and many businesses. GIS software will be used to produce maps useful in such things as routing emergency vehicles, providing effective customer service delivery, understanding crime incident patterns, or locating restaurants, schools, and fire stations. Students will also learn to create and refine address data to develop the reference data necessary to build address or geocoding indexes. Strategies will be exercised to clean input addresses, achieve better address-matching results, and fine-tune software parameters. Not repeatable. Credit may be earned once for CCTIS 67 or GEOGR 67. Grading: (P/NP only) **Transfer:** (CSU)

CCTIS 70/GEOGR 70—Introduction to Raster-Based GIS, 3 units*Formerly listed as: CMPSC 70**Recommended for Success: Completion of CCTIS 59 /GEOGR 59 and CCTIS 60/GEOGR 60**Hours per term: 54 lecture*

This course uses the ArcGIS ArcView software along with the Spatial Analyst and 3D extensions to explore the use of raster GIS data in analysis and visualization. Topics include terrain analysis, hydrologic analysis, suitability analysis, and 3D modeling. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Not repeatable. Credit may be earned once for CCTIS 70 or GEOGR 70. **Transfer:** (CSU)

**CCTIS 75/GEOGR 75—GIS Applications in Resource Management,
½-3 units***Formerly listed as: CMPSC 75**Recommended for Success: CCTIS 70/GEOGR 70**Hours per term: Hours per term: 9, 18, 36, or 54 lecture*

Uses ArcGIS ArcView software and the Image Analyst extension to explore the use of GIS in natural resource analysis and management. Emphasis is on the use of satellite imagery and aerial photography to derive information for GIS analysis. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Not repeatable. Credit may be earned once for CCTIS 75 or GEOGR 75. **Transfer:** (CSU)

CCTIS 137—Presentations Using Computers and Multimedia,

1½ units

*Formerly listed as: CMPSC 11**Hours per term: 27 lecture*

Use presentation software to prepare multimedia presentations. Combine text, graphics, video, and sound. Use the computer and multimedia projector to present information to an audience or to individuals. Not repeatable. MJC equivalent: (CMPGR 215)

CCTIS 138—Excel Spreadsheets, 2 units*Formerly listed as: CMPSC 138**Hours per term: 36 lecture*

Instruction in spreadsheet applications on computers, using Microsoft Excel. Develop, plan, and build spreadsheets for business decisions. Use formatting, charting, and lists to customize desired output. Not repeatable. Grading: (P/NP only)

CCTIS 139—Database Essentials, 1½ units*Formerly listed as: CMPSC 155**Hours per term: 27 lecture*

Develop database applications using Database Management System (DBMS) software. Create databases, enter and edit data, query the database, (using QBE) create and use forms, create and print reports, customize fields and tables, manage data and files, use as database for a mail merge. Not repeatable.

CCTIS 142/OFTEC 142—Desktop Publishing Essentials, 2 units*Formerly listed as: CMPSC 142**Recommended for Success: Basic word processing skills such as editing and formatting text, copy/paste, file saving, Spell Check, etc.**Hours per term: 36 lecture*

An introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Not repeatable. Credit may be earned once for CCTIS 142 or OFTEC 142. Grading: (P/NP only)

CCTIS 210—Basic Computer Skills for College Success, ½-1½ units

Provides students with the opportunity to build a foundation of basic computer skills vital to success in the college environment including navigating the college website, file management, word processing, course management systems for hybrid and online courses, Internet and email. The material is developed to ensure that students will see the importance of learning how to use the applications for future coursework. Grading: (P/NP only)

CCTPG**(COMPUTER AND COMMUNICATIONS TECHNOLOGY: Programming)****CCTPG 5—Introduction to Programming, 3 units***Formerly listed as: CMPSC 5**Recommended for Success: MATH 104**Hour per term: 54 lecture and 18 laboratory*

First course in computer programming for students with little or no programming experience. Covers computer architecture, data representation, file systems and networks, software development methods (structured and object-oriented design), and basic problem-solving using analysis, documentation, algorithm design and control structures. Write programs using scripting languages such as JavaScript or Python, and a compiled, object-oriented language such as Java. This course is designed for majors and non-majors. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 9—Operating Systems, Windows-Unix/Linux, 4 units*Recommended for Success: CCTIS 10**Hours per term: 54 lecture and 54 laboratory*

Provides an introduction to operating systems concepts, system architecture, structure, and management. Topics include operating system history, system commands, system programs, role of the operating system, its operational characteristics, file management, system commands, shell scripting, TCP/IP basics, FTP, mail, telnet, and text editors. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 22—Programming Concepts and Methodology I, 4 units*Formerly listed as: CMPSC 22**Recommended for Success: MATH 104 and CCTPG 5**Hours per term: 54 lecture and 54 laboratory*

Designed for computer science majors but open to all students. Emphasizes problem analysis skills and algorithm development. Software engineering skills will be developed for both procedural and object-oriented programming techniques. Programming language will be the currently preferred object-oriented language used by equivalent UC/CSU courses. Extensive programming projects demonstrating problem-solving and implementation skills will be assigned throughout the semester, including use of data types, conditions and Boolean logic, loops, recursion, arrays, functions, references, and file input/output. Not repeatable. MJC equivalent: (CSCI 271) **Transfer:** (CSU/UC) **C-ID:** (COMP 112) (C-ID COMP 122)

CCTPG 24—Programming Concepts and Methodology II, 4 units*Formerly listed as: CMPSC 24**Prerequisite: Completion of CCTPG 22 with at least a C or P**Recommended for Success: MATH 104**Hours per term: 54 lecture and 54 laboratory*

A continuation of CCTPG 22 for computer science majors. Problem-solving techniques using an object-oriented design approach. Programming language will be the currently preferred object-oriented language used by equivalent UC/CSU courses. Topics include asymptotic notation, dynamic data structures (linked lists, stacks, queues, binary trees), directed graphs, generics, and searching/sorting algorithms. Also introduces programming in an event-driven GUI environment. Not repeatable. MJC equivalent: (CSCI 272) **Transfer:** (CSU/UC) **C-ID:** (COMP 132)

CCTPG 45—Applied Java Programming, 3 units*Formerly listed as: CMPSC 15**Prerequisite: Completion of CCTPG 22 with at least a C or P**Hours per term: 36 lecture and 54 laboratory*

Use Java, a platform-independent, object-oriented programming language to develop applications for emerging environments including Android, Java Server Pages (JSP) and multi-media applications. Topics include classes, objects, arrays, inheritance, interfaces, control flow, file and network input/output, and access to relational databases using the current Java SDK API and other emerging APIs. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 47—C/C++ Programming, 3 units*Formerly listed as: CMPSC 27**Prerequisite: Completion of CCTPG 22 or CCTPG 5 with at least a C or P**Hours per term: 36 lecture and 54 laboratory*

Computer programming and program design using the C Language. Topics include language syntax, pre-processors, data types, conditionals, logic, recursion, array and string processing, functions, structures, bit operations, pointers, interactive programming, file input/output and object-oriented features of C++. Not repeatable. **Transfer:** (CSU/UC)

CCTPG 48—Visual Studio.NET Programming, 3 units*Formerly listed as: CMPSC 28**Recommended for Success: CCTPG 5 Introduction to Programming**Hours per term: 36 lecture and 54 laboratory*

Covers programming with current Microsoft Visual Studio tools (.NET environment). Emphasis is on structured design, object orientation, Graphical User Interface design, and event-driven applications. Includes programming projects using screen development, control constructs, array processing, file input/output and database access. Not repeatable. MJC equivalent: (CSCI 221) **Transfer:** (CSU/UC)

CCTPG 51—Database Management, 3 units*Formerly listed as: CMPSC 55**Recommended for Success: CCTIS 10**Hours per term: 36 lecture and 54 laboratory*

Fundamentals of database design and administration. Covers basic terminology, types of database systems, and how to design a database appropriate to an application. Topics include linking of tables in a relational database, SQL commands, Query By Example, and design of input forms and reports. Hands-on component uses a current commercial database management system in a Windows environment. Not repeatable. MJC equivalent: (CCTPG 230) **Transfer:** (CSU)

CCTSS

(COMPUTER AND COMMUNICATIONS TECHNOLOGY: Support Services)

CCTSS 11—Networking Essentials, 3 units*Formerly listed as: CMPSC 41**Recommended for Success: CCTIS 10**Hours per term: 36 lecture and 54 laboratory*

An introduction to computer networking and data communications. The focus is on concepts, terminology, and technologies in current networking environments. It is based on, and covers the Open System Interconnect (OSI) model including discussions of Local and Wide Area Networks (LAN & WAN). A laboratory component provides hands-on experience in network setup and computer configuration. Includes the first semester of Cisco Networking Academy Program which prepares students for Cisco Certified Network Association (CCNA) certification. The topics covered are also applicable to Microsoft Certified Systems Engineer (MCSE) and other industry networking certifications. Not repeatable. **Transfer:** (CSU)

CCTSS 112—Networking, CCNA 2: Routing and Switching Essentials, 3 units*Formerly listed as: CMPSC 162**Prerequisite: Completion of CCTSS 11 with at least a C or P**Hours per term: 36 lecture and 54 laboratory*

Cisco Networking Academy Semester 2. Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. A laboratory component provides hands-on experience in the configuration of routers. Not repeatable.

CCTSS 113—Networking, CCNA 3: Scaling Networks, 3 units*Formerly listed as: CMPSC 163**Prerequisite: Completion of CCTSS 112 with at least a C or P**Hours per term: 36 lecture and 54 laboratory*

Cisco Networking Academy Semester 3. Describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network. Not repeatable.

CCTSS 114—Networking, CCNA 4: Connecting Networks, 3 units*Formerly listed as: CMPSC 164**Prerequisite: Completion of CCTSS 113 with at least a C or P**Hours per term: 36 lecture and 54 laboratory*

Cisco Networking Academy Semester 4. Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network. Not repeatable.

CCTSS 121—PC Assembly, Upgrade and Support (A+), 3 units*Formerly listed as: CMPSC 167**Hours per term: 36 lecture and 54 laboratory*

The first of two courses designed to prepare students to pass the current CompTIA A+ exams. Includes theory and hands-on activities for installing and maintaining current desktop computer installations. Also covers upgrading and adding I/O devices to desktop PCs. Not repeatable.

CCTSS 122—PC Operating System Installation and Support (A+), 3 units*Formerly listed as: CMPSC 168**Prerequisite: Completion of CCTSS 121 with at least a C or P**Hours per term: 36 lecture and 54 laboratory*

The second of two courses designed to prepare students to pass the current CompTIA A+ exams. Includes theory and hands-on activities for installing and maintaining current Windows desktop installations. Also covers diagnosing and correcting operating system issues, and introduces connecting desktop PCs to LAN networks and the Internet. Not repeatable.

CCTIS 210—Basic Computer Skills for College Success, ½-1½ units*Formerly listed as: CMPSC 210**Hours per term: 9, 18, or 27 lecture*

Provides students with the opportunity to build a foundation of basic computer skills vital to success in the college environment including navigating the college website, file management, word processing, course management systems for hybrid and online courses, Internet and email. The material is developed to ensure that students will see the importance of learning how to use the applications for future coursework. Not repeatable. Grading: (P/NP only)

CHEM (CHEMISTRY)

CHEM 2A—General Chemistry I, 3 units*Prerequisite(s): Completion of MATH 104 and CHEM 5 or CHEM 14 or CHEM 20 or CHEM 30/PHYCS 30 with at least a C or P**Hours per term: 54 lecture*

The first half of a two-semester course designed to give an in-depth survey of chemical principles and theories. The application of the scientific method to observable chemical phenomena is an overarching theme of this course. Subjects covered in-depth include measurement theory and practice, data acquisition and analysis, modern atomic theory, ionic and covalent bonding, reaction classifications, stoichiometry, gas and solution chemistry, thermochemistry, intermolecular forces, and colligative properties. Further introductions to molecular orbital theory, quantum chemistry, materials science, and environmental analysis ensure practical use of general chemical principles. Not repeatable. MJC equivalent: (CHEM 2A+CHEM 2AL=CHEM 101) **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 2A+CHEM 2AL=C-ID CHEM 110) (CHEM 2A+CHEM 2AL+CHEM 2B+CHEM2BL = C-ID CHEM 120S)

CHEM 2AL—General Chemistry I Laboratory, 2 units*Prerequisite/Co-requisite: Completion of or concurrent enrollment in CHEM 2A with at least a C or P**Hours per term: 18 lecture and 54 laboratory*

The first laboratory course in a series designed so students gain multiple experiences in a chemistry lab. The investigation of compounds and elements using gravimetric, colorimetric, calorimetric, titrative, and qualitative means will be explored. The analysis of the validity of quantitative data will be included throughout the course. Standard laboratory safety (SLS) and good laboratory practice (GLP) will be emphasized. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 2A+CHEM 2AL = C-ID CHEM 110) (CHEM 2A+CHEM 2AL+CHEM 2B+CHEM 2BL = C-ID CHEM 120S)

CHEM 2B—General Chemistry II, 3 units*Prerequisite: Completion of CHEM 2A with at least a C or P**Hours per term: 54 lecture*

The second half of an in-depth survey of chemical principles and theories. Subjects studied include chemical equilibria, acids and bases, solubility, thermodynamics, kinetics, electrochemistry, nuclear chemistry. Further introductions to inorganic chemistry, environmental chemistry, organic chemistry and biochemistry are used to create well rounded chemical education. Not repeatable. Equivalent sequence for MJC equivalent: (CC CHEM 2B + CHEM 2BL = MJC CHEM 102) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) (CHEM 2A+CHEM 2AL+CHEM 2B+CHEM 2BL = C-ID: CHEM 120S)

CHEM 2BL—General Chemistry II Laboratory, 2 units

Prerequisite/Co-requisite: Completion of or concurrent enrollment in CHEM 2B with at least a C or P
Hours per term: 18 lecture and 54 laboratory

The laboratory for the second semester of general chemistry covering kinetics, equilibrium, thermodynamics, electrochemistry, analytical chemistry, environmental chemistry, and organic chemistry. Emphasis will be on quantitative measurements, instrumentation, data analysis, and theory development. Not repeatable. MJC equivalent: (CC CHEM 2B + CHEM 2BL = MJC CHEM 102) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 2A+CHEM 2AL+CHEM 2B+CHEM 2BL = **C-ID** CHEM 120S)

CHEM 4A—Organic Chemistry I, 3 units

Prerequisite: Completion of CHEM 2B with at least a C or P
Hours per term: 54 lecture

A mechanism-based investigation of the reactions of carbon and the analysis of the compounds produced. The nomenclature, structure, bonding, stereochemistry, and physical properties of alkanes, alkyl halides, alkenes, alkynes, alcohols, and ethers will be emphasized. Multi-step synthesis is also introduced. This is the first semester in a two-semester series in organic chemistry designed for students majoring in chemistry or life sciences. Not repeatable. MJC equivalent: (CHEM 4A & CHEM 4AL = MJC CHEM 112) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 4A+CHEM 4AL = **C-ID** CHEM 150) (CHEM 4A+CHEM 4AL+CHEM 4B+CHEM 4BL = **C-ID** CHEM 160S)

CHEM 4AL—Organic Chemistry I Laboratory, 1 unit

Prerequisite/ Co-requisite: Completion of or concurrent enrollment in CHEM 4A with at least a C or P
Hours per term: 54 laboratory

The practice of laboratory skills involved in the synthesis, purification, and identification of organic molecules. The specific functional groups addressed will include alkanes, alkenes, alcohols, aromatics, and ethers. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 4A+CHEM 4AL = **C-ID** CHEM 150) (CHEM 4A+CHEM 4AL+CHEM 4B+CHEM 4BL = **C-ID** CHEM 160S)

CHEM 4B—Organic Chemistry II, 3 units

Prerequisite: Completion of CHEM 4A with at least a C or P
Hours per term: 54 lecture

A mechanism-based investigation of the reactions of carbon and the analysis of the compounds produced. The chemistry of dienes, aromatics, amines, carbanions, carboxylic acids, carboxylic acid derivatives, aldehydes, ketones and biochemically important compounds will be examined. Multi-step synthesis is further extended from CHEM 4A to biomimetic natural product synthesis. Not repeatable. Equivalent sequence for MJC: (CHEM 4B & CHEM 4BL = MJC CHEM 113) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 4A+CHEM 4AL+CHEM 4B+CHEM 4BL = **C-ID** CHEM 160S)

CHEM 4BL—Organic Chemistry II Laboratory, 1 unit

Prerequisite/ Co-requisite: Completion of or concurrent enrollment in CHEM 4B with at least a C or P
Hours per term: 54 laboratory

Further practice of chemical synthesis of organic compounds, the use of the tools used to purify products and the ways chemists characterize new products formed. Attention to detail while performing multi-step synthesis, chromatographic separations, and spectroscopy analysis will be required. Not repeatable. MJC: (CHEM 4B & CHEM 4BL = MJC CHEM 113) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 4A+CHEM 4AL+CHEM 4B+CHEM 4BL = **C-ID** CHEM 160S)

CHEM 5—Introductory Chemistry:**Environmental Emphasis, 3 units**

Prerequisite: Completion of MATH 101 with at least a C or P
Hours per term: 54 lecture

Introductory chemical principles and theories applied to the study of the environment. Intended as a preparation course for general chemistry and other physical sciences, subjects include problem solving, measurement theory, data analysis, water solubility, spectral analysis, atomic structure, nuclear chemistry, ionic compounds, crystallography, stoichiometry, molecular compounds, gas laws, solutions, acids, bases, toxicity, equilibrium, kinetics, and the environmental analysis of water, soils and air. Science majors looking for an excellent foundation of chemistry before taking degree applicable physical science courses will benefit the most from this course offering. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 5+CHEM 5L = **C-ID** CHEM 106B)

CHEM 5L—Introductory Chemistry Laboratory, 1 unit

Prerequisite/ Co-requisite: Completion of or concurrent enrollment in CHEM 5 with at least a C or P
Hours per term: 54 laboratory

Chemical laboratory practices related to environmental analysis including laboratory safety, measurement theory, data analysis, water sampling and analysis, soil sampling and analysis, atomic absorption spectroscopy, ionic and molecular compounds, environmental sampling, sample preparation, solution preparation, and use of standard solutions. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 5+CHEM 5L = **C-ID** CHEM 106B)

CHEM 14—Fundamental Chemistry for Allied Health, 3 units

Prerequisite: Completion of MATH 101 with at least a C or P
Hours per term: 54 lecture

Fundamental theories and principles of chemistry related to biological systems; scientific method, measurements and units, atomic and molecular structure, common biological ions, Lewis structures, nuclear medicine, gas laws, chemical reactions, solutions, acids, bases, buffers, oxidation reduction reactions, and biologically important organic compounds. Not repeatable. Equivalent sequence for MJC: (CC CHEM 14 & CHEM 14L = MJC CHEM 143) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 14+CHEM 14L = **C-ID** CHEM 101)

CHEM 14L—Fundamental Chemistry for Allied Health Laboratory, 1 unit

Prerequisite/Co-requisite: Completion of or concurrent enrollment in CHEM 14 with at least a C or P

Hours per term: 54 laboratory

Fundamental laboratory practices related to chemistry and biology; measurements and units, physical separations, solution preparation, observing chemical reactions, computer added molecular modeling, spectrophotometer analysis, organic synthesis, enzyme kinetics, qualitative analysis. Not repeatable. Equivalent sequence for MJC: (CC CHEM 14 & CHEM 14L = MJC CHEM 143) **Transfer:** (CSU/UC-*Transfer credit limited. See a counselor.*) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 14 + 14L = CHEM 101)

CHEM 16—Fundamental Organic and Biochemistry, 3 units

Prerequisite: Completion of CHEM 14 or CHEM 5 or CHEM 2A with at least a C or P

Hours per term: 54 lecture

The chemistry needed to pursue advanced allied health fields including the structure, nomenclature, physical properties, preparation, and reactions of organic compounds containing functional groups related to biological systems and the biochemistry of carbohydrates, lipids, amino acids, and nucleic acids. Special topics may include neurotransmitters, hormones, steroids, and other related biological molecules. Not repeatable. Equivalent sequence: (CC CHEM 16 & CHEM 16L = MJC CHEM 144) **Transfer:** (CSU/UC-*Transfer credit limited. See a counselor.*) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 16+CHEM 16L = C-ID CHEM 102)

CHEM 16L—Fundamental Organic and Biochemistry Laboratory, 1 unit

Prerequisite/Co-requisite: Completion of or concurrent enrollment in CHEM 16 with at least a C or P

Hours per term: 54 laboratory

Experiments and laboratory practices in organic and biochemistry will be explored in a wet lab setting. Organic purification techniques, compound analysis, and synthesis will be emphasized in the first half while reactions of biological molecules such as sugars, fats and oils, amino acids, and nucleic acids will be accomplished in the second half of the course. Not repeatable. MJC equivalent: (CC CHEM 16 & CHEM 16L = MJC CHEM 144) **Transfer:** (CSU/UC-*Transfer credit limited. See a counselor.*) (CSU-GE: B3) (IGETC: 5C) **C-ID:** (CHEM 16+CHEM 16L = C-ID CHEM 102)

CHEM 20—The Chemistry of Everything, 3 units

Prerequisite: Completion of MATH 101 with at least a C or P

Hours per term: 54 lecture

An introduction to the way chemists look at the world. Designed for non-science majors, topics ranging from dirt and sunshine to water and explosives will be explored. A blend of chemistry content and real-life applications will be used to illustrate scientific thought processes. Not repeatable. MJC equivalent: (CHEM 150) **Transfer:** (CSU/UC-*Transfer credit limited. See a counselor.*) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (CHEM 100)



CHEM 20L—The Chemistry of Everything Laboratory, 1 unit

Prerequisite/Co-requisite: Completion of or concurrent enrollment in CHEM 20 with at least a C or P

Hours per term: 54 laboratory

An introduction to how chemists work in the laboratory. Experiments will be performed in a wet lab environment allowing for a more in-depth understanding of how chemistry principles shape our world. Not repeatable. **Transfer:** (CSU/UC-*Transfer credit limited. See a counselor.*) (CSU-GE: B3) (IGETC: 5C)

CHEM 30/PHYCS 30—Survey of Chemistry and Physics, 4 units

Prerequisite: Completion of MATH 101

Hours per term: 54 lecture and 54 laboratory

An investigation of basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. The inquiry-based learning experience is designed to assist students and future science educators in learning how to guide learning by self-discovery. Credit may be earned once for CHEM 30 or PHYCS 30. Not repeatable. MJC equivalent: (PHSCI 180) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (CHEM 30 or PHYCS 30 = C-ID CHEM 140)



A child enrolled in the Columbia College preschool explores his sense of touch at a sensory table. Child Development students have opportunities to learn about child development in an innovative facility integrating indoor and outdoor learning spaces in a beautiful setting.

CHILD (CHILD DEVELOPMENT)

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

CHILD 1—Child Growth and Development, 3 units

Recommended for Success: ENGL 1A or ENGL 151

Hours per term: 54 lecture

Growth and development of children, both typical and atypical, from conception through adolescence. Basic concepts related to physical, social, intellectual, and emotional development, including the effects of culture, will be explored. Emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages. Not repeatable. MJC equivalent: (CLDDV 103) **Transfer:** (CSU/UC) (CSU-GE: D9, E) (IGETC: 4G) **C-ID:** (CDEV 100)

CHILD 3—Principles and Practices of Teaching Young Children, 3 units

Hours per term: 54 lecture

An examination of the underlying theoretical principles of developmentally appropriate practice applied to programs, environments; emphasizing the key role of relationships, constructive adult-child relationships, and teaching strategies in supporting physical, social, creative and intellectual development for all children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity. Not repeatable. MJC equivalent: (CLDDV 101) **Transfer:** (CSU) **C-ID:** (ECE 120)

CHILD 4—Observation and Assessment, 3 units

Hours per term: 54 lecture

This course focuses on the appropriate use of a variety of assessment and observation strategies to document development and behavior. Child observations will be conducted and analyzed. Not repeatable. MJC equivalent: (CLDDV 167) **Transfer:** (CSU) **C-ID:** (ECE 200)

CHILD 8—Early Literacy Development, 3 units

Hours per term: 54 lecture

This course will improve early childhood educators' and care providers' knowledge of early literacy development and the skills in teaching early literacy to children from birth through age eight. It includes research-based principles for providing children with a strong foundation in early reading and writing within a developmentally appropriate approach. Not repeatable. **Transfer:** (CSU)

CHILD 16—Practicum, 3 units

Prerequisite: Completion of Child 1 and CHILD 22 with at least a C or P
Corequisite: Concurrent enrollment in CHILD 3
Hours per term: 18 lecture and 108 laboratory

In this course students will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies at an approved placement site. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. Not repeatable. MJC equivalent: (CLDDV 127 or CLDDV 128) **Transfer:** (CSU) **C-ID:** (ECE 210)

CHILD 17—Adult Supervision Practicum, 2 units

Hours per term: 18 lecture and 54 laboratory

Child development students will gain the skills and techniques needed to supervise adults in developmentally appropriate early childhood education programs. The curriculum is designed for advanced students who are seeking to fulfill the adult supervision requirement for the Child Development Permit and/or supervise others. Not repeatable. MJC equivalent: (CLDDV 154) **Transfer:** (CSU)

CHILD 19—Introduction to Children with Special Needs, 3 units

Hours per term: 54 lecture

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. Not repeatable. MJC equivalent: (CLDDV 163) **Transfer:** (CSU)

CHILD 22—Child, Family, Community, 3 units

Hours per term: 54 lecture

An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. Not repeatable. MJC equivalent: (CLDDV 109) **Transfer:** (CSU) (CSU-GE: D7) **C-ID:** (CDEV 110)

CHILD 23—Guiding Children's Social Development, 3 units

Hours per term: 54 lecture

This course is designed to provide early childhood educators and parents with the skills necessary to promote the emotional support and guidance young children need for healthy social development. Topics include: the developmental aspects of social/emotional development, supporting children in stressful situations, fostering self-discipline, supporting children's friendships, promoting pro-social behavior, handling children's aggressive behavior, and diversity issues. This course covers children birth through school-age. Not repeatable. MJC equivalent: (CLDDV 121) **Transfer:** (CSU)

CHILD 26—Health, Safety and Nutrition, 3 units

Hours per term: 54 lecture

Introduction to the laws, regulations, standards, policies and procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children. Not repeatable. MJC equivalent: (CLDDV 111) **Transfer:** (CSU) **C-ID:** (ECE 220)

CHILD 28—Books for Young Children, 3 units

Hours per term: 54 lecture

An introductory course on books for young children. Topics will include how to evaluate content and illustration; choosing books that relate to children's developmental needs and interest; the art of reading aloud. Field work involving reading aloud to children under six years of age is required. Not repeatable. **Transfer:** (CSU)

CHILD 30—Administration I: Programs in Early Childhood Education, 3 units

Recommended for Success: Completion of ENGL 151 with at least a C or P
Hours per term: 54 lecture

Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. Not repeatable. MJC equivalent: (CLDDV 150) **Transfer:** (CSU)

CHILD 31—Advanced Child Care Administration, 3 units

Prerequisite: Completion of CHILD 30 with at least a C or P
Hours per term: 54 lecture

An advanced course for directors and lead teachers in child care. Students will learn staff development and leadership techniques. Fiscal, advocacy and current issues will be explored. Not repeatable. MJC equivalent: (CLDDV 151) **Transfer:** (CSU)

CHILD 35—Introduction to Curriculum, 3 units

Hours per term: 54 lecture

An overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Not repeatable. MJC equivalent: (CLDDV 107) **Transfer:** (CSU) **C-ID:** (ECE 130)

CHILD 36—Teaching in a Diverse Society, 3 units*Hours per term: 54 lecture*

Examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored, emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling. Not repeatable. MJC equivalent: (CLDDV 262)

Transfer: (CSU) (CSU-GE: D7) **C-ID:** (ECE 230)**CHILD 41—Implementing Curriculum for Young Children, 4 units***Hours per term: 72 lecture*

A hands on survey of educational activities suitable for young children birth to age 8 in the areas of math, science, art, and movement. Students will examine the connection between observation and assessment and planning curriculum. Developmentally appropriate practice and elements of high quality care will be emphasized. **Transfer:** (CSU)

CHILD 42—Infant/Toddler Development, 3 units*Hours per term: 54 lecture*

A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. Not repeatable. MJC equivalent: (CHILD 125) **Transfer:** (CSU)

CHILD 43—Infant/Toddler Care and Education, 3 units*Hours per term: 54 lecture*

Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. Not repeatable. MJC equivalent: (CHILD 122) **Transfer:** (CSU)

CHILD 44—Infant/Toddler Practicum, 3 units*Formerly listed as: CHILD 116*

Prerequisite(s): Completion of CHILD 1 and CHILD 22 with at least a C or P
Corequisite(s): Concurrent enrollment in or prior completion of CHILD 3 with at least a C or P

Hours per term: 18 lecture and 108 laboratory

In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies in an approved infant or toddler field site. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child-centered, play-oriented approaches to teaching, learning and assessment, and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. This class can be used by students as a specialization class toward their Child Development Permit (issued by the California Teacher Credentialing Office). Not repeatable except for grade improvement. MJC equivalent: (CHILD 127) **Transfer:** (CSU)

CHILD 45—School-Age Child Care, 3 units*Formerly listed as: CHILD 126**Hours per term: 54 lecture*

This course will include the study of child development for children ages 6 to 12 and an overview of skills necessary to provide appropriate care for this age group. This class can be applied by students as a specialization class toward their Child Development Permit (issued by the California Teacher Credentialing Office). Not repeatable. **Transfer:** (CSU)

CHILD 97—Work Experience in Child Development, 1-4 units

Co-requisite: Must be enrolled in at least seven (7) units, including Work Experience, where 75 employed hours with pay equals 1 unit, or 60 employed hours without pay equals 1 unit

Provides students an opportunity to experience supervised employment in Child Development. The student's employment must be related to educational or occupational goals. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. Grading: (P/NP only) **Transfer:** (CSU-Transfer credit limited. See a counselor.)

DRAFT (DRAFTING)

DRAFT 50A—Computer Assisted Drafting I, 3 units

Hours per term: 36 lecture and 54 laboratory

Introduction to the use of the computer as a tool for accomplishing basic drafting tasks consistent with mechanical and architectural drafting conventions. Included topics: polar and rectangular coordinates, lines, polygons, layers, blocks, editing, hatches, dimensioning, orthographic projections, isometric drawing, layout view, plotting, and an introduction to 3-D. Not repeatable. **Transfer:** (CSU)

DRAFT 50B—Computer Assisted Drafting II, 3 units

Prerequisite: Completion of DRAFT 50A with at least a C or P

Hours per term: 36 lecture and 54 laboratory

Intermediate to advanced features of AutoCAD through creation of 3-D drawings. Included topics: customizing the AutoCAD environment, use of digitizer tablet, 3-D surfaces, solids modeling, elevated plane, extrusions, revolution, shading, rendering, scenes, lighting, textures, user coordinate system, views and ports, exporting of drawing, external databases. Not repeatable. **Transfer:** (CSU)



Columbia College's unique, forested setting is home to an array of beautiful flora and fauna. In spring, the campus lights up with blooms of lupine, redbud, coyote bush and more like the dogwood blossoms above.

DRAMA (DRAMATIC ARTS)

DRAMA 10—Introduction to the Theatre, 3 units

Hours per term: 54 lecture

Provides an introduction to the art of theater, surveying the roles of the playwright, the director, the actor, the designers, the producer, the critics and the audience. Investigates the variety of theatrical styles observed in contemporary theater and its historical and cultural precedents. Compares live theatre with the electronic forms. Designed to promote the student's greater understanding and enjoyment of theatre as an art form. Field trips may be required. MJC equivalent: (THETR 100) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A) **C-ID:** (THTR 111 or THTR 112)

DRAMA 19/SPCOM 19—Exploring Radio Drama, 1½-3 units

Hours per term: 27-54 lecture

An intensive course focused on audio theatre production featuring the expressive use of the voice and sound effects. Students will create, rehearse, perform and provide sound effects for audio plays to be recorded. Credit may be earned once for DRAMA 19 or SPCOM 19. Not repeatable. **Transfer:** (CSU)

DRAMA 20—Oral Expression and Interpretation, 3 units

Recommended for Success: ENGL 1A

Hours per term: 54 lecture

Techniques in reading literature aloud; vocal development, production, articulation, and variety; understanding and interpreting prose, poetry, and dramatic literature; processes in the oral performance of principal literary genre. MJC equivalent: (COMM 120 & THETR 120) Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C1) **C-ID:** (COMM 170)

DRAMA 22—Introduction to Readers' Theatre, 3 units

Hours per term: 36 lecture and 54 laboratory

Theory and practice of Readers' Theatre as an art form. Directed experiences in selecting, cutting, arranging and performing the Readers' Theatre script. Not repeatable. MJC equivalent: (THETR 122) **Transfer:** (CSU/UC)

DRAMA 42—Acting Fundamentals, 3 units

Hours per term: 36 lecture and 54 laboratory

Investigation of techniques and theories prerequisite to theatrical performances; psychological, philosophical, and practical preparation for the actor's art. Not repeatable. MJC equivalent: (THETR 160) **Transfer:** (CSU/UC) (CSU-GE: C1)

DRAMA 43—Acting-Directing, 3 units

Recommended for Success: DRAMA 42

Hours per term: 36 lecture and 54 laboratory

A workshop in techniques of both acting and directing with specific focus upon the production of short scenes from a variety of theatrical genres. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C1)



ECON (Economics)

ECON 10—Principles of Economics, Macro, 3 units

Prerequisite: Completion of MATH 101 or a higher-level math with at least a C or P, or placement through the assessment process

Recommended for Success: MATH 104

Hours per term: 54 lecture

Focus on the ongoing concerns of a market economy, particularly the United States and its dealings with growth, unemployment, inflation, and gross domestic product. Students will explore macroeconomic models, national income accounting, aggregate demand, aggregate supply, fiscal, and monetary policy. International implications are introduced throughout the course to explain the impact of globalization on our economy. Further understanding of these concepts and topics will be aided by the use of current events both foreign and domestic, and enhanced instruction by the use of electronic communication and interactive material. Not repeatable. MJC equivalent: (ECON 101) **Transfer:** (CSU/UC) (CSU-GE: D2) (IGETC: 4B) **C-ID:** (ECON 202)

ECON 11—Principles of Economics, Micro, 3 units

Prerequisite: Completion of MATH 101 or a higher-level math with at least a C or P, or placement through the assessment process

Recommended for Success: MATH 104

Hours per term: 54 lecture

Microeconomics emphasizes the study of individual units. The consumer: consumer behavior theory, demand and elasticity. The corporation: analysis of costs, theory of production, pricing factor inputs including wages, rent, and interest; the social implications of various market structures; and special economic problems. Further understanding of these concepts and topics will be aided by the use of current events, both foreign and domestic, and enhanced instruction by the use of electronic communication and interactive material. Not repeatable. MJC equivalent: (ECON 102) **Transfer:** (CSU/UC) (CSU-GE: D2) (IGETC: 4B) **C-ID:** (ECON 201)

EDUC (EDUCATION)

EDUC 11—Introduction to Elementary Classroom Teaching, 3 units

Recommended for Success: ENGL 1A

Hours per term: 36 lecture, 54 laboratory

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Transition Kindergarten through grade 12 (TK-12). Course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms. Not repeatable. MJC equivalent: (SOCSC 110) **Transfer:** (CSU/UC) **C-ID:** (EDUC 200)

EDUC 50—Online Course Development, 3 units

Hours per term: 54 lecture

This course will emphasize techniques for developing universally designed online learning modules, effective pedagogy for teaching online, including effective teaching practices while demonstrating how to use the course management learning system. Synchronous and Asynchronous communication will be covered to encourage regular and effective communication. Not repeatable. **Transfer:** (CSU)

EDUC 51—Emerging Technologies for Online Course Development, 3 units

Hours per term: 54 lecture

The course will emphasize enhancing the online course environment with accessible, open source and/or low-cost emerging technology tools and objects. Ideas and hands-on practice will be introduced for integrating emerging technologies, e.g., digital and social media to enhance the online learning experience. Not repeatable. **Transfer:** (CSU).

EDUC 52—Universal Design for Online Course Development, 3 units

Hours per term: 54 lecture

The course will focus on the implementation of universal design for course content, materials and activities to benefit all learners. Not repeatable. **Transfer:** (CSU)

EMS

(EMERGENCY MEDICAL SERVICES)

EMS 4—Emergency Medical Technician Training, 7 units

Prerequisite(s): Completion of EMS 157 and OFTEC 50 with at least a C or P

Recommended for Success: ENGL 151

Hours per term: 108 lecture and 72 laboratory

An intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the pre-hospital environment. The course meets or exceeds both State of California and United States Department of Transportation's EMT-Basic National Standard Curriculum (DOT HS 808 149) training guidelines. This course prepares students for National Registry certification as an Emergency Medical Technician. At the first class session students will be required to show verification of current CPR certification equivalent to current American Heart Association's Guidelines for Cardio-pulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level as specified by State of California regulations. Not repeatable except for grade improvement. MJC Equivalent: (EMS 390) **Transfer:** (CSU)

EMS 10—Outdoor Emergency Care Training, 6 units

Hours per term: 108 lecture and 18 laboratory

This is an intensive course to assist the student in developing didactic and manipulative skills to recognize and treat illness and injuries in the non-urban, pre-hospital environment. The course shall meet or exceed the training guidelines and requirements as specified by the National Ski Patrol and the American Academy of Orthopedic Surgeons. Those students wishing to become National Ski Patrol Basic Patrollers must have approval from sponsoring agency and may be required to pass a skiing proficiency test on the first day of the class or prior to certification. Field trips may be required. Not repeatable. **Transfer:** (CSU)

EMS 12—Pre-Paramedic Training, 8 units

Hours per term: 144 lecture

Provides prerequisites needed for entry into a Paramedic Training Program. An intensive course dealing with anatomy, physiology, pharmacology, and EKG interpretation, and their relationship in the pre-hospital environment. Current EMT certification is required. Two or more years of pre-hospital work experience is strongly recommended. A class entrance exam will be administered on the first evening of class. Not repeatable. **Transfer:** (CSU)

EMS 20—Basic Cardiology and Cardiac Dysrhythmias, 3 units

Hours per term: 54 lecture

An intensive course that details basic cardiac anatomy and physiology, normal vs. abnormal cardiac function, electrocardiogram recognition of cardiac dysrhythmias, and the interventions, including pharmacologic therapy, pertaining to specific dysrhythmias. Designed for both the health care professional and the pre-hospital care professional. Serves as an excellent ACLS review and/or prepares students for a paramedic training program. Meets requirements for "Monitor Technician" at many health care facilities. Current EMT certification and/or LVN or higher nursing certification is required for class eligibility. Not repeatable. **Transfer:** (CSU)

EMS 97—Work Experience in Emergency Medical Service,

1-4 units

Co-requisite: Must be enrolled in at least seven (7) units, including Work Experience, where 75 employed hours with pay equals 1 unit, or 60 employed hours without pay equals 1 unit

Provides students an opportunity to experience supervised employment in EMS. The student's employment must be related to educational or occupational goals. Grading: (P/NP only) May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. **Transfer:** (CSU-Transfer credit limited. See a counselor.)

EMS 107—Skills Refresher for Emergency Medical Technicians and First Responders, 1½ units

Prerequisite: Completion of EMS 4 or EMS 157 with at least a C or P, or equivalent medical certification level

Hours per term: 27 lecture

This instructor-based course meets or exceeds the Skills Competency and Continuing Education requirements required for EMT recertification. Students will reacquaint themselves with the equipment and skills used by both Emergency Medical Technicians and/or First Responders in emergency medical situations. The course is designed to update existing EMT and First Responder certifications as well as provide continuing education (CE) for EMT and First Responder certificated personnel. Note: Students who do NOT require skills competency verification and require ONLY instructor-based Continuing Education credits should consider EMS 109 (Online Emergency Medical Technician Refresher). Grading: (P/NP only)

EMS 109—Online Emergency Medical Technician Refresher, 1½ units

Prerequisite: Completion of EMS 4 or EMS 157 with at least a C or P, or equivalent medical certification level

Hours per term: 27 lecture

This online course meets or exceeds local requirements for instructor-based EMT Continuing Education and Recertification. Students will re-acquaint themselves with the treatment protocols and knowledge required by Emergency Medical Technicians. The course is designed to update existing EMT and/or First Responder certifications as well as provide continuing education credit (CE) for EMT and First Responder certificated personnel. Note: This course only provides instructor-based Continuing Education credits. Students should consider EMS 107 (Skills Refresher for Emergency Medical Technicians and First Responders) if skills competency verification and/or CPR/AED certification is desired. Not repeatable. Grading: (P/NP only)

EMS 153—CPR and Basic First Aid, ½ unit

Hours per term: 9 lecture

A basic course designed for the citizen who wishes to maintain or acquire Cardio-Pulmonary Resuscitation (CPR) and Basic First Aid certification, or who wishes to learn basic CPR and basic first aid techniques. Successful course completion results in Adult, Child and Infant CPR certification and Basic First Aid certification. Not repeatable. Grading: (P/NP only)

EMS 157—Emergency Medical Responder and CPR, 3 units

Hours per term: 54 lecture

A basic course for emergency service workers (volunteer or professional) who may, in the performance of their duties, be responding to medical emergencies. Particular emphasis will be placed on situations unique in the rural setting. Stresses continuity of care through the approach to the patients and prioritization of their injuries/illnesses where advanced life support response is delayed or unavailable. Meets or exceeds United States Department of Transportation National Standard Curriculum, and State and local government requirements. Not repeatable. MJC equivalent: (EMS 350)

EMS 165—Conversational Medical Spanish for Emergency Health Care Providers, 3 units

Hours per term: 54 lecture

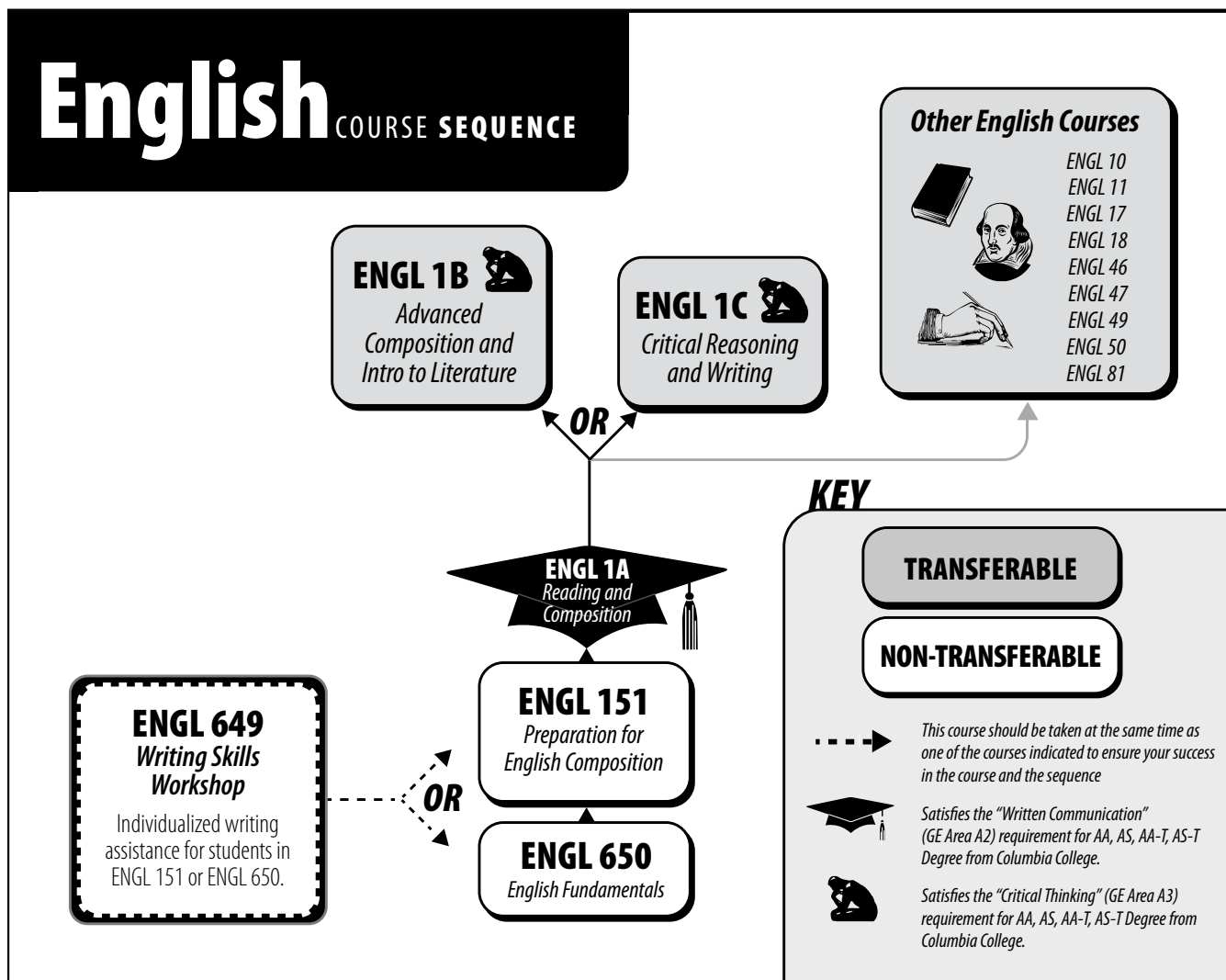
This course is intended to develop fundamental conversational skills primarily for Emergency Health Care Providers and other health care providers. This course is not intended to replace or substitute for a course of study in a foreign language and is specific in its design and

content. Basic dialogue and pattern practice will be the instructional method, emphasizing a medical question and answer format. The course will cover basic non-technical vocabulary, some specialized functional terms, idiomatic expressions and situational phrases used in medical Spanish. Also included will be cultural characteristics of the local population of Spanish speakers. Not repeatable.

EMS 175—EMS Skills Development, 2 units

Hours per term: 27 lecture and 27 laboratory

This course focuses on the development of basic skills needed for the operation of a variety of emergency medical equipment according to commonly accepted protocols. Sessions are designed to develop speed and accuracy in the application of equipment and enhance assessment and treatment techniques. Not repeatable. Grading: (P/NP only)



ENGL (ENGLISH)

ENGL 1A—Reading and Composition: Beginning, 3 units

Prerequisite: Completion of ENGL 151 with at least a C or P, or placement through the assessment process
Hours per term: 54 lecture

Development of college-level reading and composition skills. Emphasis will be on applying techniques of critical analysis to reading, interpreting, writing, and conducting research. Writing emphasis will be on the expository essay, including the longer documented essay. Note: Students will complete writing assignments with a total minimum of 8,000 words by the end of the semester. Not repeatable. MJC equivalent: (ENGL 101)
Transfer: (CSU/UC) (CSU-GE: A2) (IGETC: 1A) **C-ID:** (ENGL 100)

ENGL 1B—Advanced Composition and Introduction to Literature, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Hours per term: 54 lecture

This transfer-level course introduces students to major literature genres: poetry, drama, short story, and long works of fiction, from diverse cultural sources and perspectives. Students write approximately 8,000-10,000 words in critical essays, employing methods of literary analysis and research, demonstrating further development of reading, critical reasoning, and writing skills. Not repeatable. MJC equivalent: (ENGL 102) **Transfer:** (CSU/UC) (CSU-GE: A3, C2) (IGETC: 1B) **C-ID:** (ENGL 120)

ENGL 1C—Advanced Composition and Critical Thinking, 3 units

Formerly listed as: "Critical Reasoning and Writing"
Prerequisite(s): Completion of ENGL 1A with at least a C or P
Hours per term: 54 lecture

Designed to develop critical thinking, reading, and writing beyond the level taught in ENGL 1A. Will focus on the development of logical reasoning, analysis, and argumentation in composition. Note: Students will complete writing assignments with a total minimum of 8,000 words by the end of the semester. Not repeatable. MJC equivalent: (ENGL 103)
Transfer: (CSU) (CSU-GE: A3) (IGETC: 1B) **C-ID:** (ENGL 105)

ENGL 10—Creative Writing, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Hours per term: 54 lecture

Instruction and practice in writing poetry, fiction, drama, and non-fiction prose, including autobiography, essays, and articles. Analysis of contemporary works with respect to literary techniques. The class employs a workshop format. Not repeatable. **Transfer:** (CSU/UC) **C-ID:** (ENGL 200)

ENGL 11—Film Appreciation, 3 units

Prerequisite(s): Completion of ENGL 1A with at least a C or P
Hours per term: 36 lecture and 54 laboratory

This course introduces students to many aspects of film: to its infancy and development, to its historical figures, to its technical elements like editing and cinematography, and to the many countries around the world where cinema is a thriving art form. Along the way, students will analyze films through discussions and essays, plus create their own original short movies. Not repeatable. MJC equivalent: (ENGL 161) .
Transfer: (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

ENGL 17—American Literature, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Recommended for Success: ENGL 1B
Hours per term: 54 lecture

A study of American literature from its beginning to the late nineteenth century. Reading, analysis, and discussion of the major literary trends and authors of the time, including Emerson, Thoreau, Poe, Hawthorne, Melville, Whitman, and Dickinson. Not repeatable. MJC equivalent: (ENGL 135) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 130)

ENGL 18—American Literature, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Recommended for Success: ENGL 1B
Hours per term: 54 lecture

A study of American literature from the late nineteenth century to the present. Reading, analysis, and discussion of the major literary trends and authors of the time, including Twain, James, Crane, Frost, Eliot, and Faulkner as well as a diverse group of contemporary writers. Not repeatable. MJC equivalent: (ENGL 136) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 135)

ENGL 46—Survey of English Literature, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Recommended for Success: ENGL 1B
Hours per term: 54 lecture

English literature from the Anglo-Saxons through the 18th Century. MJC equivalent: (ENGL 137) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 160)

ENGL 47—Survey of English Literature, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Recommended for Success: ENGL 1B
Hours per term: 54 lecture

English literature of the 19th and 20th Centuries. MJC equivalent: (ENGL 138) Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 165)

ENGL 49—California Literature, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Recommended for Success: ENGL 1B
Hours per term: 54 lecture

An overview of the literary heritage of California, from its early origins to Harte, Bierce, and Twain through the realism of Norris and London, the regionalism of Steinbeck, Saroyan, Jeffers to the naturalism of Muir. Also will include writings from the Carmel cadre, the San Francisco Beat writers, to contemporary writers including Stegner, Yamamoto, Soto, Haslam, Tan, Didion, Rose, Miles, and Valdez. The approach will emphasize the rich ethnic diversity that has contributed to our literary heritage. Field trips may be required. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

ENGL 50—Introduction to Shakespeare, 3 units

Prerequisite(s): Completion of ENGL 1A with at least a C or P
Recommended for Success: Completion of ENGL 1B with at least a C or P
Hours per term: 54 lecture

An introduction to the representative works by Shakespeare, including the characteristics of the different genres--comedy, history, 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. Not repeatable. MJC equivalent: (ENGL 163) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

ENGL 81—Introduction to World Literature: 1500 to present, 3 units

Prerequisite: Completion of ENGL 151 with at least a C or P or eligibility for ENGL 1A
Recommended for Success: ENGL 1A
Hours per term: 54 lecture

Literature, including historical backgrounds, from the Renaissance to contemporary literatures of Asian, Middle Eastern, European, African, American, and Latin American cultures. Field trips may be required. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** (ENGL 145)

ENGL 125—Shakespeare Live: A Week of Theater in Ashland, Oregon, 3 units

Hours per term: 54 lecture

Ashland is the home of the Oregon Shakespeare Festival, one of America's premier theater companies. Students will travel to Ashland to experience a variety of plays, plus receive instruction on acting and design from the company's actors. At least one of the plays will be written by Shakespeare (more in the autumn), so much of the course will focus on Shakespeare and his times. Prior to the week in Ashland, students will attend classes at Columbia College to prepare for the plays. Field trips required. Not repeatable.

ENGL 132—Writing Short Fiction, 2 units

Hours per term: 36 lecture

Instruction and practice in writing shorter forms of fiction. Field trips may be required. Not repeatable.

ENGL 133—Writing It Real: Creative Nonfiction, 1-2 units

Recommended for Success: ENGL 151
Hours per term: 18 or 36 lecture

Development of skills in creative nonfiction writing. Study the principles involved in writing creative nonfiction, such as memoirs, personal essays, reviews, profiles, nature writing, and reportage. Participants create writings as well as analyze and respond to peer and professional work. Field trips may be required. Not repeatable.

ENGL 151—Preparation for College Composition, 5 units

Prerequisite: Completion of ENGL 650 with at least a C or P or eligibility for English 151
Recommended for Success: Concurrent enrollment in ENGL 649
Hours per term: 90 lecture

Developing writing skills. Students will implement writing process strategies in the production of 500-750 word essays. Course will emphasize techniques for developing descriptive, narrative, and expository essays, including essays requiring research and the inclusion of source materials, while demonstrating control over structural components of writing. Students will also develop critical reading skills and information-gathering competency. Completion of this course will prepare students for ENGL 1A. Note: Concurrent enrollment in ENGL 649 will complement studies in ENGL 151. Not repeatable. MJC equivalent: (ENGL 50)

ENGL 606—English as a Second Language: Advanced, 3 units

Prerequisite: Completion of ENGL 705A, ENGL 705B and/or ENGL 705C with at least a C or P
Hours per term: 54 lecture

This course will prepare the non-native speaker of English for regular college courses. It will involve reading, writing, listening and speaking with emphasis on reading various college-level materials and writing essays with additional preparation for success on the TOEFL. Not repeatable.

ENGL 637—Writing for Personal Enrichment, ½ unit

Hours per term: 9 lecture

Writing is an instinctive art form that can nourish and sustain; it is an art that is accessible to everyone. Personal writing is a means to access and develop that art. Participants will examine different writings and analyze their effective elements. Then students will focus on putting pen to paper, taking time to pause, reflect, discover their creative source, and ultimately work to create prose and/or poetry that contains specific qualities. Activities will involve analyzing literary selections and exploring the writing process in the context of journal writing and guided exercises. Not repeatable. Grading: (P/NP only)

ENGL 649—Writing Skills Workshop, 1 unit

Corequisite(s): ENGL 151 Preparation for College Composition or ENGL 650 English Fundamentals
Hours per term: 18 lecture

Individual assistance for students enrolled in ENGL 151 or ENGL 650. Students will receive assistance with prewriting, revision and proofreading strategies. The focus will be on encouraging students to identify their specific problems when completing writing assignments for ENGL 151/650. Grading: (P/NP Only). Not repeatable.

ENGL 650—English Fundamentals, 3 units

Recommended for Success: Completion of ENGL 649 with at least a C or P.
Hours per term: 54 lecture

Fundamentals of the writing process. Students will engage in the various stages of the writing process. Emphasis will be on improving writing fluency and grammatical skills, developing sentence structure, and proofreading strategies within the context of brief 250-500 word essays. Not repeatable. MJC equivalent: (ENGL 49)

ENTRE (ENTREPRENEURSHIP)

ENTRE 101—Introduction to Entrepreneurship, 2 units

Hours per term: 36 lecture

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy. Not repeatable.

ENTRE 102—Entrepreneurial Marketing, 2 units

Hours per term: 36 lecture

The student will gain insights essential for marketing an entrepreneurial venture utilizing innovative and financially responsible marketing strategies. The student will analyze marketing philosophies implemented by key successful entrepreneurs. Additionally, the student will prepare a marketing plan to launch the entrepreneurial venture and a marketing plan to implement during the first two years of business operation. Not repeatable.

ENTRE 103—Financial Management for Entrepreneurs, 2 units

Hours per term: 36 lecture

The importance and impact of funding sources for an entrepreneurial venture. This will be accomplished by reviewing the impact of venture capital in every phase of the business venture from idea to exit, including planning, team building, protecting intellectual capital, identifying funding sources, raising money, writing funding agreements, and managing through to an initial public offering (IPO) or merger and acquisition. Additionally, the student will develop and present a funding proposal. Not repeatable.

ENTRE 104—Preparing Effective Business Plans, 2 units

Hours per term: 36 lecture

Designed to help students develop an effective written implementation plan for a new business venture, including the critical decisions and action steps that entrepreneurs must take in both planning and executing a new venture. The course focuses on “doing” rather than on mere facts about business development and business plan writing. Not repeatable.

ENTRE 105—Social Media Marketing, 2 units

Hours per term: 36 lecture

Learn to use social media as a marketing tool, and develop competitive strategies to make your business or product stand out from the crowd. Whether it's a blog, Facebook, LinkedIn, Twitter, or any other social media tool, social platforms are driving purchasing decisions in both the online and offline worlds. Not repeatable.

ENTRE 106—Patents, Copyrights, and Trademarks, 2 units

Hours per term: 36 lecture

A study of the requirements and procedures for obtaining and maintaining patent, trademark, copyright protection, and trade secrets. The basics behind intellectual property, and how they relate to the launch of a potential venture. Not repeatable.

ESC (EARTH SCIENCE)

ESC 1—Energy: Uses and Alternatives, 3 units

Hours per term: 54 lecture

The physical concepts of energy, work, and energy conversion techniques, including the first and second laws of thermodynamics, embedded energy, energy conservation and carbon footprint. Other concepts include the biogeochemical cycles (Carbon and Nitrogen cycles and anthropogenic impacts from energy consumption), historical and conventional uses (America and worldwide), environmental impacts generated by energy conversion, population growth and its potential impact upon energy consumption, alternative and renewable sources of energy, how we arrived at our current state of energy production/consumption, global impacts of energy production/consumption, and alternatives for future energy production/consumption. Sustainability and intergenerational equity are also explored. Apply critical thinking processes through analysis of present-day energy issues and formulation of alternative future solutions. Satisfies general education requirements for non-majors. Field trips required. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

ESC 5—Physical Geology, 4 units

Recommended for Success: ENGL 1A

Hours per term: 54 lecture and 54 laboratory

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. Field trips may be required. MJC equivalent: (GEOL 161) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (GEOL 101)

ESC 10—Environmental Geology, 3 units

Recommended for Success: Eligibility for ENGL 1A
Hours per term: 54 lecture

Students will be introduced to environmental geology, which includes the study of hazards associated with seismicity, mass wasting, flooding, coastal processes, and volcanism. Resource and pollution issues will be discussed in the context of population pressures. Global climate change and ozone depletion/hole are also covered. Students will learn to conduct geologic research and will work collaboratively with peers inquiring about geo-environmental issues. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (GEOL 130)

ESC 22—Historical Geology, 3 units

Hours per term: 54 lecture

This course will provide an introduction to the origin, development, and evolution of the earth and its inhabitants. The course covers the 4.5 billion year history of life on earth, as interpreted from the geologic and fossil record. The course will emphasize the diversity of life through geological time, including the origin, evolution, and extinction of the major groups of animals and plants. Additionally, impacts of changing landscapes and geologic environments on the history of life will be assessed. Through the course, students will learn to critically think as geologists and paleontologists do in order to solve geologic, paleontologic, and evolutionary problems. Topics include the study of fossils and rocks, evolution, continents and ocean basins, geologic time, plate tectonics, climate change, and mass extinctions. Intended audience: This course is both a general science class, intended to satisfy general education requirements for non-majors as well as one of the requirements for geology majors. Field trips required. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (GEOL 110)

ESC 23—Historical Geology, 4 units

Hours per term: 54 lecture and 54 laboratory

This course will provide an introduction to the origin, development, and evolution of the earth and its inhabitants. The course covers the 4.5 billion year history of life on earth, as interpreted from the geologic and fossil record. The course will emphasize the diversity of life through geological time, including the origin, evolution, and extinction of the major groups of animals and plants. Additionally, impacts of changing landscapes and geologic environments on the history of life will be assessed. Through the course, students will learn to critically think as geologists and paleontologists do in order to solve geologic, paleontologic, and evolutionary problems. Topics include the study of fossils and rocks, evolution, continents and ocean basins, geologic time, plate tectonics, climate change, and mass extinctions. Intended audience: This course is both a general science class, intended to satisfy general education requirements for non-majors as well as one of the requirements for geology majors. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (GEOL 111)

ESC 25—Geology of the National Parks, 3 units

Recommended for Success: Eligibility for ENGL 1A
Hours per term: 54 lecture

The study of the earth's surface in relation to the formation of our National Parks. What part glaciation, erosion, volcanism, and other mountain-building processes play in the formation of the National Parks. Field trips may be required. Not repeatable. **Transfer:** (CSU)

ESC 30—Global Tectonic Geology, 3 units

Recommended for Success: ENGL 1A
Hours per term: 54 lecture

An introduction to 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 geology. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

ESC 33—Introduction to the Earth, 4 units

Hours per term: 54 lecture and 54 laboratory

This course is intended to provide an introduction to physical earth processes as studied through the disciplines of geology, oceanography, astronomy, and meteorology. Through the course, students will learn to critically think as geologists, oceanographers, meteorologists, and astronomers do in order to solve earth science problems. Topics include the study of rocks and minerals, mountain building, earthquakes and volcanoes, sea floor spreading, ocean and shoreline features, planets and stars, weather, and climate. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips may be required. MJC equivalent: (EASCI 161) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (GEOL 121)

ESC 35—Field Geology, ½-3 units

Hours per term: 9-54 lecture

A field study of selected geologic features and related Earth Science topics. A one- to seven-day field trip will be taken with pre- and post-classroom sessions. Field trips required. MJC equivalent: (GEOL 171A & B) **Transfer:** (CSU)

ESC 35CC—Geology and Gold Mining of Calaveras County, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of Calaveras County's selected geologic features, gold mining, and other related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35DV—Geology of Death Valley, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of Death Valley's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Not repeatable. **Transfer:** (CSU)

ESC 35LS—Geology of Lassen, Shasta, Lava Beds, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of Mt. Shasta, Lava Beds National Monument, and Lassen Peak volcanic areas. We will learn about selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)



Columbia College's proximity to the Sierra Nevada range allows students to participate in contextual learning experiences in disciplines such as geology, earth science, fire technology, forestry, natural resources, water resources management, and geographic information systems.

ESC 35LT—Geology of the Lake Tahoe Region, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of the Lake Tahoe region's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35LV—Geology of the Long Valley Caldera, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of the Long Valley Caldera and surrounding area's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35ML—Geology of the Mother Lode, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of the Mother Lode's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35SA—Geology of the San Andreas Fault, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of the San Andreas Fault, Pinnacles National Monument, selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35SN—Geology of the Sierra Nevada, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of the Sierra Nevada's selected geologic features and related Earth Science topics, including Yosemite, King's Canyon, and Sequoia National Parks. Also included will be coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35SP—Geology of the Sonora Pass Area, 1-3 units

Hours per term: 18, 27, 36, 45, or 54 lecture

A field study of the Sonora Pass region's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 35TR—Geology of the Tuolumne River, 1-3 units*Hours per term: 18, 27, 36, 45, or 54 lecture*

A field study of the Tuolumne River's selected geologic features and related Earth Science topics, including coverage of the California State Earth Science Standards. A one- to seven-day field trip will be taken with possible pre- and post-classroom sessions. Field trips required. Not repeatable. **Transfer:** (CSU)

ESC 40—Descriptive Astronomy, 3 units*Recommended for Success: Eligibility for ENGL 1A**Hours per term: 54 lecture*

A survey course in astronomy. Topics include history of astronomy, telescopes, solar system, stars, galaxies, origin of universe, and extraterrestrial life. Field trips may be required. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

ESC 42—Natural Hazards, 3 units*Hours per term: 54 lecture*

This course is intended to provide an introduction to natural hazards as studied through the disciplines of geology, oceanography, astronomy, and meteorology. Through the course, students will learn to critically think as geologists, oceanographers, meteorologists, and astronomers do in order to solve earth science problems. Topics include the study of subsidence, flooding, mass wasting, wildfires, comet/asteroid impacts and extinctions, climate change, severe weather, coastal hazards, earthquakes, and volcanoes. Intended audience: This course is a general science class, intended to satisfy general education requirements for non-majors. Field trips may be required. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

ESC 50—Oceanography, 4 units*Hours per term: 54 lecture and 54 laboratory*

This course will provide students with insights into the field of Oceanography. Students will be exposed to various subtopics including plate tectonics, the ocean floor, air-sea interactions, ocean circulation, waves and water dynamics, tides, earth resources, the coast and coastal processes, the marine habitat and its animal and plant life, etc. This course will spend time teaching you to critically think as an oceanographer does in order to solve oceanographic problems. You will be able to transfer these thinking skills to other areas of your life. This course is a general science class, intended to satisfy general education requirements for non-majors as well as one of the first courses expected of oceanography and marine geology majors. Not repeatable. MJC equivalent: (EASCI 162) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C)

ESC 62—Meteorology, 3 units*Hours per term: 54 lecture*

An introduction to the field of Meteorology. Topics include air pollution, clouds, precipitation, fog, storms, weather forecasting, the greenhouse effect, ozone depletion, and global warming. You will be asked to critically think as a meteorologist in order to solve meteorological problems. Field trips may be required. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (GEOG 130)

FIRE

 (FIRE TECHNOLOGY)**FIRE 1—Fire Protection Organization, 3 units***Hours per term: 54 lecture*

Introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; fire department as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. Not repeatable. MJC equivalent: (FSCI 301) **Transfer:** (CSU)

FIRE 2—Fire Prevention Technology, 3 units*Prerequisite: Completion of FIRE 1 with at least a C or P**Hours per term: 54 lecture*

Fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education and detection and suppression systems. Not repeatable. MJC equivalent: (FSCI 302) **Transfer:** (CSU)

FIRE 3—Fire Protection Equipment and Systems, 3 units*Prerequisite: Completion of FIRE 1 with at least a C or P**Hours per term: 54 lecture*

Provides information relating to the features of design and operation of fire detection and alarm systems, heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers. Field trips may be required. Not repeatable. MJC equivalent: (FSCI 303) **Transfer:** (CSU)

FIRE 4—Building Construction for Fire Protection, 3 units*Prerequisite: Completion of FIRE 1 with at least a C or P**Hours per term: 54 lecture*

The study of the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at fires. The development and evolution of building and fire codes will be studied in relation to past fires in residential, commercial, and industrial occupancies. Not repeatable. MJC equivalent: (FSCI 304) **Transfer:** (CSU)

FIRE 5—Fire Behavior and Combustion, 3 units*Prerequisite: Completion of FIRE 1 with at least a C or P**Hours per term: 54 lecture*

Theory and fundamentals of how and why fires start, spread, and are controlled; an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques. Not repeatable. MJC equivalent: (FSCI 305) **Transfer:** (CSU)



A fire student learns how to use the “jaws of life” in pursuit of one of many skills necessary for state certification in vehicle extrication.

FIRE 7—Wildland Fire Control, 3 units

Prerequisite: Completion of FIRE 1 with at least a C or P
Hours per term: 54 lecture

Provides practical knowledge and an overview of the fundamental principles of wildland fire control and management. Topics include firefighter safety, wildland fire behavior, strategy and tactics, wildland-urban intermix fires and the role of prescribed fire activities. Not repeatable. MJC equivalent: (FSCI 337) MJC equivalent: (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 100 = MJC FSCI 362 & FSCI 363) **Transfer:** (CSU)

FIRE 29A—Driver/Operator Training 1A, 1 unit

Prerequisite: Completion of FIRE 101 with at least a C or P, or Firefighter I certificate, or Volunteer Firefighter certification, or equivalent
Hours per term: 10.8 lecture and 28.8 laboratory activity

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. Not repeatable. MJC equivalent: (FIRE 29A+29B = MJC FSCI 364) **Transfer:** (CSU)

FIRE 29B—Driver/Operator Training 1B, 1 unit

Prerequisite: Completion of FIRE 29A with at least a C or P, or Firefighter I Certificate, or Volunteer Firefighter certification or equivalent
Hours per term: 10.8 lecture and 86.5 laboratory

Designed to provide the student with information and skills on Pump Techniques and Operations including basic inspection and maintenance. Not repeatable. Grading: (P/NP only) Equivalent sequence: (CC FIRE 29A & FIRE 29B = MJC FSCI 364) **Transfer:** (CSU)

FIRE 50/SAR 50—Low Angle Rope Rescue, 1½ units

Hours per term: 27 lecture

This course is designed to take the student to the basic skill and knowledge levels of Low Angle (non-vertical) Rope Rescue. Topics will include, but are not limited to: basic rappelling, rescue of ambulatory and non-ambulatory persons with an emphasis on safety and teamwork. Topics reflect current Urban Search and Rescue and California State Fire Training standards and equipment. Successful students will be certified in Low Angle Rope Rescue by the California State Fire Marshal's Office. Credit may be earned once for FIRE 50 or SAR 50. Not repeatable. Grading: (P/NP) Equivalent sequence: (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106 & FIRE 107 = MJC FSCI 362 & FSCI 363) **Transfer:** (CSU)

FIRE 51—High Angle Rope Rescue, 1½ units

Prerequisite: Completion of FIRE 50 with at least a C or P
Hours per term: 27 lecture

This course is designed to take the student from the basic skill levels of Low Angle (non-vertical) Rope Rescue Certification to the more complex rappelling and rope rescue skills found in High Angle (vertical) Rope Rescue situations. This course will reflect current Urban Search and Rescue and California State Fire Training standards. Not repeatable. Grading: (P/NP only) Field trips required. **Transfer:** (CSU)

COURSES: FIRE

FIRE 97—Work Experience in Fire Technology, 1-4 units

Co-requisite: Must be enrolled in at least seven (7) units, including Work Experience, where 75 employed hours with pay equals 1 unit, or 60 employed hours without pay equals 1 unit

Provides students an opportunity to experience supervised employment in Fire Technology. The student's employment must be related to educational or occupational goals. Grading: (P/NP 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. Not repeatable. Transfer: (CSU-Transfer credit limited. See a counselor.)

FIRE 101—Firefighter I Academy, 16 units

Prerequisites: Completion of EMS 157 and HHP 55A with at least a C or P, or concurrent enrollment in EMS 157 and HHP 55A

Hours per term: 144 lecture and 432 laboratory

This course is designed for students who desire to enter the firefighting field and meet requirements, units A-X, for the California State Firefighter 1 certification. Upon successful completion of the course, the student is then responsible for completing the required field experience with Fire Department verification (either six months full-time or one year part-time or volunteer) before submitting an application to the State. Curriculum for the fire academy includes firefighting skills, safety, incident management systems, operations, manipulative skills, tools and equipment, emergency scene operations, fire prevention, and investigation. Additional certifications include I-100, I-200, I-700.a, S-130, S-133, S-134, S-190, L-180, Seasonal Wildland Firefighter, Basic Land Navigation, Auto Extrication, Low Angle Rope Rescue, Hazardous Materials Full FRO, Firefighter Safety and Survival, Confined Space Awareness, and Basic Power Saw Safety. Note: Students must have a medical release for the course to engage in strenuous physical lifting, carrying, and related activities. Field trips required. Not repeatable. MJC equivalent: (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106 & FIRE 107 = MJC FSCI 362 & FSCI 363)

FIRE 106—Hazardous Materials First Responder Operational, 1 unit

Hours per term: 18 lecture

Meets requirements of CAL-OSHA for training of emergency responders to hazardous materials incidents, per CFR 1910.120(q) (6) (ii) and Title 8 California Code of Regulations 5192(q) (6) (B). Includes awareness and recognition of potential hazards, and procedures to insure safety of emergency personnel, the public and the environment. Not repeatable. Grading: (P/NP only) MJC equivalent: (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 108—Confined Space Awareness, ½ unit

Hours per term: 9 lecture

Prepares students to identify and safely consider operations in and around defined "confined spaces." Meets the requirements of CAL-OSHA Title 8 for "Confined Space Awareness Level" training. Not repeatable. Grading: (P/NP only) MJC equivalent: (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 110—ICS 200, Basic Incident Command System, 1 unit

Hours per term: 18 lecture

Introduces students to the principles and features associated with the Incident Command System. Not repeatable. Grading: (P/NP only) (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106, FIRE 108 & FIRE 110 = MJC FSCI 362 & FSCI 363)

FIRE 111—Basic Power Saw Safety, 1 unit

Hours per term: 16 lecture

Basic Power Saw Safety is aligned with State Fire Marshal S-212 to provide instruction on the function, maintenance and use of internal-combustion-engine-powered chain saws, and their tactical fire application. Instruction will support entry-level training for firefighters with little or no previous experience in operating a chain saw, providing hands-on experience in maintaining power saws. Not repeatable.

FIRE 120—Fire Operations in the Urban Interface, 1½ units

Hours per term: 27 lecture

This course addresses content in initial attack incident command and control of wild land fire that threatens life, property and improvements. Not repeatable.

FIRE 131—Introduction to ICS and Dispatch Recorder, 1 unit

Hours per term: 20 lecture

This course is designed to provide the student with the training, skills and knowledge necessary to work in the position of Dispatch Recorder, working in an emergency dispatch center in support of a wildland fire incident or other event. Instruction will include how to complete Resource Order Cards, how to document a pertinent request, resource or incident information and how to use the Virtual Resource Order and Status System (ROSS). This course will also teach the student how to identify positions in the Incident Command System, how to identify the proper chain of command, when to implement the Incident Command System and how to shrink and expand the Incident Command System to meet the needs of the incident. Not repeatable.

Foreign Language

See *SPAN* (Spanish)

FORES & FORTC

See *FNR* (Forestry and Natural Resources)

FNR

(FORESTRY AND NATURAL RESOURCES)

FNR 1—Environmental Conservation, 3 units

Formerly listed as: NATRE 1

Hours per term: 54 lecture

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. Not repeatable. Field trips may be required. **Transfer:** (CSU/UC) (CSU-GE: D7)

FNR 2—Introduction to Forestry, 3 units

Formerly listed as: FORES 1

Hours per term: 36 lecture and 54 laboratory

Overview of the objectives and methods of sustainable forest management, including significant forest history events, U.S. forest regions, forest ecology, forest products, forestry practices, forestry education pathways, career opportunities, certifications, and ethics. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 3—Natural Resources Law and Policy, 3 units

Formerly listed as: NATRE 3

Hours per term: 54 lecture

Introduction to principles and practice of natural resource policy and law in the United States. Topics include overview of major environmental policies and laws, environmental ethics, historical role of activists in legislative change and enforcement, development and limits of legislative and judicial approaches to solving environmental problems, and local and regional issues related to natural resources law and policy. Not repeatable. Field trips may be required. **Transfer:** (CSU/UC)

FNR 6—Soil Resources, 3 units

Formerly listed as: NATRE 6

Recommended for Success: CHEM 5

Hours per term: 36 lecture and 54 laboratory

Introduction to physical, chemical, and biological properties of soils. Soil development, type, and analysis. Implications and applications for natural resources management. **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A)

FNR 9—Parks and Forests Law Enforcement, 2 units

Formerly listed as: NATRE 9

Hours per term: 36 lecture

Constitutional, criminal, and civil law as related to law enforcement activities conducted by resource agencies. Field trips may be required. Not repeatable. **Transfer:** (CSU)

Crosswalk: FNR Course ID Conversion

Effective as of the 2015-2016 academic year, the Columbia College departments of Forestry (FORES), Forestry Technology (FORTC), Natural Resources (NATRE), and Natural Resources Technology (NARTC) have renamed the department and renumbered course IDs into one department, Forestry and Natural Resources (FNR). The following crosswalk shows how FORES, FORTC, NATRE, and NARTC course IDs map to FNR course IDs.

FORES ID	FNR ID
FORES 1	FNR 2
FORES 10	FNR 10
FORTC ID	FNR ID
FORTC 153	FNR 53
FORTC 162	FNR 62
FORTC 165	FNR 65

NATRE ID	FNR ID
NATRE 1	FNR 1
NATRE 3	FNR 3
NATRE 6	FNR 6
NATRE 9	FNR 9
NATRE 22	FNR 22
NATRE 30	FNR 30
NATRE 50	FNR 50
NATRE 97	FNR 97
NATRE 110	FNR 11

NARTC ID	FNR ID
NARTC 155	(discontinued)
NARTC 160	FNR 60
NARTC 161	FNR 61
NARTC 163	FNR 63
NARTC 165	FNR 65
NARTC 166	FNR 66
NARTC 167	FNR 67
NARTC 169	FNR 69
NARTC 172	FNR 172

NARTC ID	FNR ID
NARTC 181	FNR 81
NARTC 182	FNR 182
NARTC 183	FNR 183
NARTC 184	(discontinued)
NARTC 185	FNR 185

FNR 10—Dendrology, 3 units*Formerly listed as: FORES 10**Hours per term: 36 lecture and 54 laboratory*

Evolution, systematics, identification, terminology, morphology, anatomy, life cycle, ecology, growth requirements, distribution and ethnobotany of trees and shrubs. Emphasis is on trees and shrubs of the Sierra Nevada, California and the western United States. Field trips required. Not repeatable. **Transfer:** (CSU/UC)

FNR 11—Natural Resources Field Camp, 3 units*Formerly listed as: NATRE 110**Hours per term: 54 lecture*

An extended field course that can serve as both an introduction and a capstone to Forestry and Natural Resource majors, or as a refresher during any point in a forestry or natural resources career. Provides instruction and hands-on, real-world experiences, in a field setting. Integrates topics including safety and first aid, maps and aerial photos, compass and GPS, geology and soils, hydrology and watershed, plants and wildlife, ecology and ecosystem management, natural resource inventory and utilization, and wildland recreation management. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 12—Tallest, Oldest, Largest, 3 units*Formerly listed as: FNR 12—Tallest, Oldest, Largest**Hours per term: 54 lecture*

California is home to the tallest (Coast Redwood), the oldest (Bristlecone Pine), and the largest (Giant Sequoia) trees in the entire world. This field course takes students to all three. The botany, natural history, management, and cultural history of these trees are explored. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 22—Ecology and Use of Fire in Forest Ecosystems, 2 units*Formerly listed as: NATRE 22**Hours per term: 27 lecture and 72 laboratory*

Introduction to the ecology and management of fire in California landscapes. Selected topics include the effects of fire on vegetation, soils, hydrology, wildlife, air quality, and aesthetics; forest fire behavior and the role of fire suppression; the history and current issues of prescribed burning; the planning and implementation of fuels reduction and prescribed burning programs in selected locations. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 24—Fire-Fuels Management, 3 units*Hours per term: 54 lecture*

Fundamentals of fire-fuels management, including: objectives of fuels reduction, preliminary surveys and reports, prescriptions for fuels reduction, and techniques for carrying out fuels reduction. Field trips may be required. Not repeatable. **Transfer:** CSU

FNR 30—Introduction to Watershed Management, 3 units*Formerly listed as: NATRE 30**Hours per term: 36 lecture and 54 laboratory*

Fundamentals of watershed management, monitoring and stewardship, with an emphasis on California and the Sierra Nevada. Concepts and applications of climatology, meteorology, geology, soils, hydrology, biology, chemistry, physics and engineering as they pertain to management of watersheds. Field and laboratory techniques of sampling and monitoring soil, water, air, vegetation, and other biota. Application of integrated ecosystem approaches to natural resource protection and management of watersheds. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 50—Natural History and Ecology, 2 units*Formerly listed as: NATRE 50**Hours per term: 36 lecture*

Introduction to concepts and examples of natural history and ecology with emphasis on the interrelationships among the biota, geology, and climate of California. Selected topics may include plant succession, ecosystem processes, adaptation and diversity, evolution, California's physical and biological environment, and biomes. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 53—Forest Surveying, 3 units*Formerly listed as: FORTC 163**Hours per term: 34 lecture and 54 laboratory*

Objectives and methods of forest surveying. Use of basic forest surveying instruments. Application of hand and staff compass, engineer's tape, clinometer, abney, dumpy and hand levels, engineer's transit, and total station. Field recording techniques, laboratory computations and map drafting. Not repeatable. Field trips may be required. **Transfer:** (CSU)

FNR 60—Introduction to Maps and Remote Sensing, 2 units*Formerly listed as: NARTC 160**Hours per term: 18 lecture and 54 laboratory*

Application and interpretation of map and remote sensing information including aerial photography, multispectral and thermal scanning, and digital imaging. Emphasis on map features, coordinate systems, topography, land cover, resource management and navigation. Field trips required. **Transfer:** (CSU)

FNR 61—Introduction to Water Resources Management, 3 units*Formerly listed as: NARTC 161**Hours per term: 54 lecture*

An introduction to the Water Resources Management Program. This course provides an overview of the educational tracks offered in the program including: Watershed Management, Water for Consumption and Distribution, Wastewater Collection and Treatment Plant Operations, and the emerging field of Decentralized Wastewater Management. Not repeatable. **Transfer:** (CSU)

FNR 62—Applied Forest Inventory and Management, 2 units*Formerly listed as: FORTC 162**Hours per term: 18 lecture and 54 laboratory*

Techniques of forest inventory and management including forest surveys, timber cruising, and scaling; data collection and analysis; location and delineation of forest properties and resources; and survey and management of other natural resources. Field trips required. MJC equivalent: (NR 376) Not repeatable. **Transfer:** (CSU)

FNR 63—Water for Consumption, 3 units*Formerly listed as: NARTC 163**Hours per term: 54 lecture*

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. Meets Water Treatment Plant Operator state certification prerequisite for examination at Grade 2 level. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 64—Water Infrastructure in California, 3 units*Hours per term: 54 lecture*

Water infrastructure in California. Water sources, diversions, conveyances, reservoirs, pump stations, Central Valley Project, State Water Project, PG&E. Not repeatable. **Transfer:** (CSU)

FNR 65—Rural Wastewater Strategies, 3 units*Formerly listed as: NARTC 165**Hours per term: 54 lecture*

History of human waste management. Past practices and the known impact on human health and the environment. Understanding the evolution of wastewater treatment from cesspools to municipal sewers and the current focus on decentralized wastewater and recycling strategies. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 66—Decentralized Wastewater Management, 3 units*Formerly listed as: NARTC 166**Hours per term: 54 lecture*

Inspection, operations, maintenance and monitoring of Onsite Wastewater Treatment Systems (OWTS), from simple standard gravity septic to high tech advanced treatment technologies. Operation, maintenance and monitoring of all types of engineered systems including aerobic treatment units, media filters, constructed wetlands, disinfection technologies and soil treatment applications. Prepares students for national certification testing and entrance into the onsite wastewater management field. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 67—Operation of Wastewater Treatment Plants, 3 units*Formerly listed as: NARTC 167**Hours per term: 54 lecture*

Designed to train students in the practical aspects of operating and maintaining wastewater treatment plants, emphasizing the use of safe practices and procedures. Information presented includes the role and responsibilities of a treatment plant operator, an explanation of why wastes must be treated, and descriptions of the equipment and processes used in a wastewater treatment plant. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 69—Operation of Wastewater Treatment Plants 2, 3 units*Formerly listed as: NARTC 169**Recommended for Success: FNR 67**Hours per term: 54 lecture*

An advanced course designed to train wastewater treatment plant operators in the practical aspects of operating and maintaining wastewater treatment plants. Topics covered include conventional activated sludge processes, sludge digestion and solids handling, effluent disposal, plant safety and good housekeeping, plant and equipment maintenance, laboratory procedures and chemistry, use of computers for plant operation and maintenance, analysis and presentation of data, records and report writing, analyzing and solving operational problems, and performing mathematical calculations relating to wastewater treatment process control. This course is worth 9 CEUs. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 71—Water Use Efficiency, 1 unit*Hours per term: 18 lecture*

Covers the general knowledge requirements expected for Level 1 American Water Works Association California/Nevada Section Water Use Efficiency Practitioner Certification, focusing on water end uses and conservation measures and on regional water issues and resources. Not repeatable. **Transfer:** (CSU)

FNR 81—California Wildlife, 3 units*Formerly listed as: NARTC 181**Hours per term: 36 lecture and 54 laboratory*

Study of the characteristics, evolution, population biology, ecology, behavior, life history, and management of California animals. Introduction to methods of studying and managing wildlife to improve populations, habitat, and ecosystem function. Practice of specific field and laboratory techniques of species identification, population biology, and wildlife management. Field trips may be required. Not repeatable. **Transfer:** (CSU)

FNR 86—California Naturalist Certification, 1½ units*Hours per term: 27 lecture and 18 laboratory*

This course satisfies the course requirements to become a California Certified Naturalist. Classroom and field experience in California natural history, communication training, and community service. Field trips required. Not repeatable. **Transfer:** (CSU)

FNR 97—Work Experience in Forestry and Natural Resources, 1 to 4 units*Formerly listed as: NATRE 97**Co-requisite: Must be enrolled in at least seven (7) units including Work Experience. 75 hours paid employment equals 1 unit of credit and 60 hours unpaid employment equals 1 unit of credit*

Provides students an opportunity to experience supervised employment in Forestry and Natural Resources. The student's employment must be related to educational or occupational goals. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. Offered for Pass/No Pass grading only. May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience Course. Grading: (P/NP Only). Not repeatable. **Transfer:** CSU (Transfer credit limited. See a counselor.)

FNR 172—Nature Photography, 1½ units*Formerly listed as: NARTC 172**Hours per term: 27 lecture*

An introduction to nature and wildlife photography including field craft, maintaining records, conveying scale, performing basic photographic techniques, equipment specific to nature and wildlife photography, and advantages and disadvantages of digital photography. Instruction is in the field. Digital cameras and tripods required. Macro lenses and telephoto lenses recommended. Field trips may be required. Not repeatable. **Grading:** (P/NP only)

FNR 173—Drawing Nature, 3 units*Hours per term: 54 lecture*

An introduction to drawing nature, including basic concepts and terminology used to organize, name, and describe the diversity of living and non-living natural features, as well as basic techniques of observing and drawing natural features. Not repeatable.

FNR 182—Techniques of Surveying Sierra Nevada Wildlife, 2 units*Formerly listed as: NARTC 182**Hours per term: 36 lecture*

A technical, applied, field course on the methods of surveying and monitoring Sierra Nevada mammals, raptors, songbirds, reptiles, and amphibians. Topics include field identification of pelage, tracks, plumage, life cycle, geographic ranges, habitat, ecological niche, field signs, behavioral patterns, and State and Federal listed status, as well as use of track plates, hair snare systems, and wildlife cameras. Not repeatable. **Grading:** (P/NP only)

FNR 183—Ecological Restoration, 1 unit*Formerly listed as: NARTC 183**Hours per term: 18 lecture*

A field lecture course on ecological restoration. Topics covered include the importance of ecological restoration to society and the environment, identification, and prioritization of natural community types in jeopardy, assessment of resource damage and causative factors, as well as, restoration techniques, implementation, and monitoring. Not repeatable. **Grading:** (P/NP only)

FNR 185—Introduction to the National Wilderness Preservation System, 1 unit*Formerly listed as: NARTC 185**Hours per term: 18 lecture*

A field course that informs and trains land management employees, volunteers, and others in the historical and philosophical antecedents to the Wilderness Act of 1964 and the provisions and administration of the National Wilderness Preservation System. Field trips required. Not repeatable. **Grading:** (P/NP only)

GEOGR

(GEOGRAPHY)**GEOGR 12—Cultural Geography, 3 units***Hours per term: 54 lecture*

Examines humankind's relationship with the environment using multidisciplinary perspectives and techniques. Historical and contemporary patterns of cultural-enviro adaptations, the landscape of cultural diversity, demography and mobility, political organization, the process of urbanization, and economic organization will be emphasized. Not repeatable. MJC equivalent: (GEOG 102) **Transfer:** (CSU/UC) (CSU-GE: D5) (IGETC: 4E) **C-ID:** (GEOG 120)

GEOGR 15—Physical Geography, 3 units*Hours per term: 54 lecture*

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, using the tools of cartography, specifically all forms of mapping, GIS, GPS, and graphic presentations. Emphasis on the interrelationships between physical and human processes. The study of the earth as the home of man. Not repeatable. MJC equivalent: (GEOG 101) **Transfer:** (CSU/UC) (CSU-GE: B1) (IGETC: 5A) **C-ID:** (GEOG 110)

GEOGR 20—World Regional Geography, 3 units*Hours per term: 54 lecture*

Survey of the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasis on spatial and historical influences on population growth, transportation networks, and natural environments. Identification and importance of the significant features of regions. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D5) (IGETC: 4E) **C-ID:** (GEOG 125)

GEOGR 57/CCTIS 57—GIS Data Management, Introduction to Geodatabase, 1-3 units*Formerly listed as: GEOGR 57/CMPS 57**Hours per term: 18 or 54 lecture*

Students who take this course will learn to use the ArcGIS Geodatabase format for management of spatial data. Students will be introduced to the concepts of database design and system architecture using ArcGIS software. Concepts covered include: introduction to the geodatabase; metadata; geodatabase vs. shapefile formats; overview of ArcGIS data models; feature datasets and feature classes; editing a geodatabase; personal geodatabase vs. multi-user geodatabase; domains and validation rules; and relationships and subtypes. Not repeatable. **Transfer:** (CSU)

GEOGR 58/CCTIS 58—GIS, ArcView, 1 unit*Formerly listed as: GEOGR 58/CMPC 58**Hours per term: 18 lecture*

Introduction to practical application of ArcView software; importation of GIS data, display, visualization, exploration, query, analysis, and production of hard-copy maps and reports. Students will be guided through a complete sequence of application fundamentals similar to what would normally be used in displaying, analyzing, and plotting a standard ArcView GIS application. Credit may be earned once for CCTIS 58 or GEOGR 58. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 59/CCTIS 59—Geographic Information and Global Positioning Systems, 1-3 units*Formerly listed as: GEOGR 59/CMPC 59**Hours per term: 18, 36, or 54 lecture*

Introduction to basic GIS and GPS concepts and applications in the field of natural resources, earth sciences, and environmental systems. Students will learn to use Global Positioning System units, combined with Geographic Information System software to collect field data and produce maps for spatial analysis and decision-making purposes. Six weeks will be spent learning ArcView software; another six weeks will be spent learning to use GPS units; and another six weeks will be spent learning to design and carry out a research project merging GPS and GIS technologies. Credit may be earned once for CCTIS 59 or GEOGR 59. Not repeatable. **Transfer:** (CSU)

GEOGR 60/CCTIS 60—Introduction to ArcGIS, 3 units*Formerly listed as: GEOGR 60/CMPC 60**Hours per term: 54 lecture*

An introduction to fundamental Geographic Information Systems (GIS) concepts. Students will be introduced to the ArcGIS software package as the main vehicle for learning GIS. GIS geodatabases and maps will be produced from several different data sources. Emphasis will be placed on planning the design of GIS geodatabases which will permit specific types of queries. Not repeatable. MJC equivalent: (GEOG 109) **Transfer:** (CSU)

GEOGR 61/CCTIS 61—GIS Mapping, Introduction to Fire Incident Mapping, 1 unit*Formerly listed as: GEOGR 61/CMPC 61**Recommended for Success: CCTIS 6**Hours per term: 18 lecture*

Students who take this course will learn how to apply their GIS skills in Fire Incident Mapping. Students will learn fire incident symbology, data standards and organization, fire incident map products, and responsibilities of a Fire GIS Specialist. Additionally, students will utilize GPS data that they have collected, convert them to shapefiles, and create a fire incident map. This course includes hands-on experience in fire incident mapping and data organization. Students will also be encouraged to present their final project in public at GIS Day events. Not repeatable. Grading: Pass/No Pass Only **Transfer:** (CSU)

GEOGR 62/CCTIS 62/SAR 62—GIS Mapping-Introduction to SAR GIS, 1 unit*Formerly listed as: GEOGR 62/CMPC 62**Hours per term: 18 lecture*

Students who take this course will learn how to apply their GIS skills in Search and Rescue (SAR) Mapping. Students will learn SAR incident symbology, data standards and organization, establishing incident locations, search segments, SAR incident map products, and responsibilities of a GIS specialist on SARs and other critical incidents. The course will use a workflow and data model developed by SAR personnel that integrates with ArcGIS 10. Additionally, students will utilize GPS data that they have collected from GPS devices, convert them to shapefiles, and create team and briefing incident maps. During a full-day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 63/CCTIS 63—GIS and Making Maps: The Essential Skills, 1 unit*Formerly listed as: GEOGR 63/CMPC 63**Hours per term: 18 lecture*

This course is intended as a resource for emergency responders, outdoor enthusiasts and anyone interested in acquiring basic skills in understanding maps and using geospatial information and devices. Emphasis will be on developing a working knowledge of coordinate systems, establishing a location when given coordinates, finding coordinates from a location, and converting among coordinate systems to create a basic map using this information. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 64/CCTIS 64—ArcGIS: Creating a Basic Map, ½ unit*Formerly listed as: CMPC 64**Hours per term: 9 lecture*

This course will teach the skills and tools to use ArcGIS 10 mapping software to create maps. It will be useful to anyone wanting a quick "how to" for using the industry standard ArcGIS to make and edit a map. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 65/CCTIS 65—GIS Applications ½ to 3 units*Recommended for Success: Completion of CCTIS 60/GEOGR 60 with at least a C or P**Hours per term: 9 or 18 or 36 or 54 lecture*

Uses the ArcGIS ArcView software to explore intermediate topics in GIS applications. Topics include geodatabase creation and editing, geoprocessing models, geocoding, and working with annotation. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Not repeatable. **Transfer:** (CSU)

GEOGR 66/CCTIS 66—Web Mapping, 1 unit*Hours per term: 18 lecture*

This course focuses on the fundamental principles of web mapping and creating web mapping applications. Students will learn the basics of Web GIS system architecture, geospatial web services, and web service based geoprocessing. In addition, students will also learn about mobile GIS solutions by collecting data and creating a web map. Not repeatable. Grading: (P/NP Only). **Transfer:** (CSU)

GEOGR 67/CCTIS 67—GIS Geocoding, 1 unit*Formerly listed as: GEOGR 67/CMPS 67**Hours per term: 18 lecture*

Students who take this course will learn to use GIS software for geocoding purposes. Geocoding is the process of using common data to quickly and easily create location maps and is used by most government agencies and many businesses. GIS software will be used to produce maps useful in such things as routing emergency vehicles, providing effective customer service delivery, understanding crime incident patterns, or locating restaurants, schools, and fire stations. Students will also learn to create and refine address data to develop the reference data necessary to build address or geocoding indexes. Strategies will be exercised to clean input addresses, achieve better address-matching results, and fine-tune software parameters. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GEOGR 70/CCTIS 70—Introduction to Raster-Based GIS, 3 units*Formerly listed as: GEOGR/CMPS 70**Recommended for Success: Completion of CCTIS 59 /GEOGR 59 and CCTIS 60/GEOGR 60**Hours per term: 54 lecture*

This course uses the ArcGIS ArcView software along with the Spatial Analyst and 3D extensions to explore the use of raster GIS data in analysis and visualization. Topics include terrain analysis, hydrologic analysis, suitability analysis, and 3D modeling. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Not repeatable. **Transfer:** (CSU)

GEOGR 75/CCTIS 75—GIS Applications in Resource Management, ½-3 units*Formerly listed as: GEOGR 75/CMPS 75**Recommended for Success: CCTIS 70/GEOGR 70**Hours per term: 9, 18, 36, or 54 lecture*

Uses ArcGIS ArcView software and the Image Analyst extension to explore the use of GIS in natural resource analysis and management. Emphasis is on the use of satellite imagery and aerial photography to derive information for GIS analysis. The course consists of a combination of lectures, demonstrations, hands-on exercises, and a student project. Not repeatable. **Transfer:** (CSU)

GUIDE

(GUIDANCE)

GUIDE 1—Career/Life Planning, 3 units*Recommended for Success: ENGL 151**Hours per term: 54 lecture*

Designed to help students formulate and experience an organized and realistic approach to career planning. Development of awareness and objectivity in the areas of interests, skills, values, aptitudes, etc. Introduction to sources of occupational information, and occupational trends. Introduction to decision-making, career information, career trends and social influences on career-life planning. May include administration of standardized interest and personality inventories. MJC: (Satisfies Guidance requirement for AA/AS) Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

GUIDE 10A—Introduction to Helping Skills, 1½ units*Hours per term: 27 lecture*

An introduction to the skills basic to a helping relationship. Includes instruction in the concepts and principles, as well as experience in the use of specific skills. Designed for non-professional and paraprofessional helpers such as peer tutors, peer counselors, advisors, managers, supervisors etc. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GUIDE 10B—Intermediate Helping and Basic Conflict Management Skills, 1½ units*Prerequisite: Completion of GUIDE 10A with at least a C or P**Hours per term: 27 lecture*

Continued instruction in concepts, principles and skills basic to a helping relationship. Experience in the specific use of each skill. Includes an emphasis on both helping skills and introduction to the skills unique to the process of conflict management. Designed for non-professional and paraprofessional helpers, especially in informal settings, including, but not limited to: friend-friend, parent-child, teacher-student, supervisor-employee, worker-client, and peer counseling situations. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

GUIDE 11—Occupational Exploration, 1 unit*Hours per term: 18 lecture*

An introduction to occupational exploration and career choice. Emphasis will be on linking personal information (interests, values and abilities) obtained through career assessment, with information about occupations, researched by using Career Center and online resources. Career choices will be clarified and corresponding and appropriate educational goals will be selected. Students will receive instruction in goal setting, decision making, and problem solving as they relate to the development and fulfillment of educational and career plans. Not repeatable. MJC equivalent: (GUIDE 111) **Transfer:** (CSU)

GUIDE 18—Life Skills for Higher Education, 3 units*Recommended for Success: ENGL 151**Hours per term: 54 lecture*

This course presents strategies for first-year students to thrive in the culture of higher education. By taking a holistic approach to college success, educational planning, and lifelong learning, students will develop self-understanding as they examine topics such as: motivation and attitudes, values, goal setting, creative and critical thinking, stress management, personal wellness, learning and personality theories, time management, study skills, interpersonal communication, cultural diversity, college expectations and etiquette, and how to build a community for academic and personal support. An educational plan is a course requirement. Not repeatable. Satisfies MJC Guidance requirement.

Transfer: (CSU/UC) (CSU-GE: E)**GUIDE 25/BUSAD 25—Job Search and Interviewing Strategies, 1 unit***Hours per term: 18 lecture*

Understanding the employment process and development of written and oral presentation skills necessary to conduct an efficient and effective job search. Topics include: the hiring process, employer perspectives, the hidden job market, networking, research, job search planning, making employer contacts and interviewing. Development of a master application, resume and letter of application. Credit may be earned once for GUIDE 25 or BUSAD 25. Not repeatable. MJC equivalent: (GUIDE 112) **Transfer:** (CSU)

GUIDE 30—Personal Growth and Development, 3 units*Hours per term: 54 lecture*

Examination of personal and psycho-social dynamics and influences for personal growth and self-management. Focus is on self-exploration, leading to self-awareness and self-understanding, examining motives behind choices, coping with changes, relationships, dynamics and resolution of conflicts, and the role of cognition and emotions in behavior and health; includes active personal involvement, class interaction, case studies, building personal portfolios, and self-study. Field trips may be required. Not repeatable. Satisfies MJC Guidance requirement. **Transfer:** (CSU) (CSU-GE: E)

GUIDE 51—Principles of Leadership, 1 unit*Formerly listed as: GUIDE 115**Hours per term: 18 lecture*

Designed to introduce students to the dynamics of working groups and the impact of leadership on work groups. Students will explore leadership theories and models as well as their own values and beliefs to develop a personal leadership philosophy. Topics may include developing skills in principles and administration of parliamentary law; the co-curricular activity program; finances, including budgetary procedure. Not repeatable. MJC equivalent: SOCS 58 **Transfer:** (CSU)

GUIDE 100—College Success, 3 units*Hours per term: 54 lecture*

Prepares students for the challenges of college-level coursework. Designed for students new to college, re-entering college, or those on academic or progress probation status who would like to develop or improve skills and abilities necessary for college success. Topics include: values, goal-setting methods, time management, note-taking techniques, textbook reading strategies, test-taking skills, memorization, critical and creative thinking, learning styles, and the use of technology for academic success. Familiarizes students with the College, its curriculum, facilities, services, policies, programs and degree and transfer requirements. Not repeatable. MJC equivalent: (STSK 78)

GUIDE 107—Orientation to College, ½-1 unit*Hours per term: 9-18 lecture*

A course designed to prepare the student to meet the demands of college rigor. Especially beneficial to new students to Columbia College and students returning to college after a long absence, this course addresses policies and practices at Columbia College. Topics covered include academic renewal, grading policy, advanced placement credit, academic and progress probation and dismissal, educational planning, requirements for the associate degree, certificates of achievement and transfer to the four-year university, and other topics related to the use of the programs and services at Columbia College. Such topics include financial aid, tutoring, counseling, special services for students with disabilities, career planning and job placement. Not repeatable. Grading: (P/NP only) MJC equivalent: (GUIDE 110)

GUIDE 108—Guidance for Career Technical Education, 1 unit*Hours per term: 18 lecture*

Designed to familiarize students with the various Career Technical Education certificates and degrees available at Columbia College. Course topics will include college resources available to assist students in meeting the rigor of college coursework, as well as the research and planning required to successfully achieve educational goals. Not repeatable. Grading: (P/NP only) Field trips required.

GUIDE 150—Guidance for Nursing Majors, ½ unit*Hours per term: 9 lecture*

Course will familiarize Columbia College students with the MJC Associate Degree in Nursing Program and will also cover requirements for transfer to baccalaureate level nursing programs. Important aspects of nursing as an occupational choice will be covered along with information regarding the nursing profession. Not repeatable. Grading: (P/NP only) Field trips may be required. (Satisfies MJC Guidance requirement)

HHP

(HEALTH AND HUMAN PERFORMANCE)

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

HHP 2—Women's Health Issues, 3 units

Hours per term: 54 lecture

This course will focus on the politics of women's health and medical care issues in the United States including analyzing, as well as establishing methods of utilizing, the health care system with specific attention to women as health care consumers; temporary concerns about the health care delivery system with emphasis on the gender politicalization of the social, physical, emotional, intellectual, spiritual and environmental aspects of gender-health. Not repeatable. MJC equivalent: (HE 111) **Transfer:** (CSU/UC) (CSU-GE: D4, E) (IGETC: 4D)

HHP 3—Introduction to Kinesiology, 3 units

Hours per term: 54 lecture

Provides an introduction to the interdisciplinary approach to the study of human movement. Emphasis on the importance of the subdisciplines will be discussed as well as career opportunities. Not repeatable. MJC equivalent: (PE 124) **Transfer:** (CSU/UC) **C-ID:** (KIN 100)

HHP 5—Introduction to Recreation and Leisure, 3 units

Hours per term: 54 lecture

This course provides students a detailed overview of the history, developments, and current trends in leisure and recreation studies. It reflects recent social change and challenges facing recreation industries in the 21st Century including: population shifts, technology and marketing. It also addresses the history of the parks movement and tourism/sport segments. This course is of interest to students of Health and Human Performance (Recreation-related subjects). Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

HHP 6A—Lifetime Fitness Program I, 2 units

Hours per term: 54 lecture and 54 lecture/activity

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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: E)

HHP 6B—Lifetime Fitness Program II, 1 unit

Prerequisite: Completion of HHP 6A with at least a C or P

Hours per term: 54 laboratory

A continuation of the exercise principles and practices employing the circuit training system presented in Lifetime Fitness Program I with emphasis on improving fitness component levels, compliance, motivation, and increased awareness of sound nutritional practices. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: E)

HHP 8A—Aerobic Exercise I, 1 unit

Formerly offered as: HHP 8A—Aerobic Exercise

Hours per term: 54 laboratory

Provides an introduction to cardiovascular conditioning with an emphasis on the fundamental principles of exercise as a component of health. Not repeatable. **Transfer:** (CSU/CSU)

HHP 8B—Aerobic Exercise II, 1 unit

Formerly offered as: HHP 8B—Step Aerobics

Hours per term: 54 laboratory

Designed to improve cardiovascular endurance with an emphasis on step aerobics as a component of health. Not repeatable. **Transfer:** (CSU/UC)

HHP 9—Circuit Cross-Training, 1 unit

Hours per term: 54 laboratory

A comprehensive workout at an introductory level to achieve personal fitness goals through the use of cardiovascular and strength training systems. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 10—Adaptive Physical Education, 1 unit

Hours per term: 54 laboratory

Designed to offer individually prescribed fitness direction to the physically limited with emphasis on the improvements of cardiovascular, flexibility, and strength components. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 16A—Fitness Walking, 1 unit

Formerly offered as: HHP 16-Walking for Fitness

Hours per term: 54 laboratory

Provides an introduction and instruction to fitness walking along with other exercises to improve whole-body fitness. It is a low-impact activity course with emphasis on cardiovascular endurance and weight loss. **Transfer:** (CSU/UC)

HHP 16B—Power Walking, 1 unit

Recommended for Success: HHP 16A

Hours per term: 54 laboratory

Provides instruction and techniques for power (race) walking. Emphasis is on cardiovascular endurance and efficiency through moderate-to-high intensity workouts. Not repeatable. **Transfer:** (CSU)

HHP 18A—Yoga I, 1 unit

Hours per term: 54 laboratory

Designed to provide a basic yoga foundation using postures, breathing and relaxation techniques to increase flexibility, strength, balance and coordination. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 18B—Yoga II, 1 unit

Recommended for Success: HHP 18A

Hours per term: 54 laboratory

Designed for students to perform more advanced postures, breathing, and relaxation techniques to further increase flexibility, strength, balance and coordination. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 19—Aerobic Spinning, 1 unit*Hours per term: 54 laboratory*

Provides instruction on spinning as a method to improve cardio endurance and efficiency. Not repeatable. **Transfer:** (CSU/UC)

HHP 23—Contemporary Dance, 1 unit*Hours per term: 54 laboratory*

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. Not repeatable. **Transfer:** (CSU/UC)

HHP 25—Jazz Dance, 1 unit*Formerly listed as: HHP 25—Jazz Dance**Hours per term: 54 laboratory*

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. Not repeatable. **Transfer:** (CSU/UC)

HHP 32A—Basketball I, 1 unit*Hours per term: 54 laboratory*

This course is a basic introduction to basketball rules and terms, as well as an introduction to the basic skills of dribbling, passing, shooting, rebounding and defending in basketball. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 32B—Basketball II, 1 unit*Hours per term: 54 laboratory*

An intermediate level of skills and strategies for the experienced player. An introduction to offensive and defensive team concepts surrounding man-to-man, zone and transitional schemes will also be implemented in this course. Not repeatable. **Transfer:** (CSU UC-Transfer credit limited. See a counselor.)

HHP 32C—Basketball III, 1 unit*Recommended for Success: HHP 32B or previous participation in high-level interscholastic and/or intercollegiate basketball**Hours per term: 54 laboratory*

An advanced level of skill and strategies for the experienced basketball player. Intra-class scrimmages, scorekeeping and refereeing included. Not repeatable. **Transfer:** (CSU UC-Transfer credit limited. See a counselor.)

HHP 38A—Golf I, 1 unit*Hours per term: 54 laboratory*

Instruction and practice in fundamentals. Not repeatable. **Transfer:**(CSU/UC)

HHP 38B—Golf II, 1 unit*Recommended for Success: Completion of HHP 38A with at least a C or P**Hours per term: 54 laboratory*

Instruction and practice in skills, rules and strategy. Not repeatable. **Transfer:** (CSU/UC)

HHP 45—Co-Ed Flag Football, 1 unit*Hours per term: 54 laboratory*

Designed to introduce the necessary skills and knowledge to participate in recreational flag football. Instruction of rules along with drills to improve the student's skill level. Not repeatable. **Transfer:** (CSU/UC)

HHP 47A—Soccer I, 1 unit*Hours per term: 54 laboratory*

Provides basic instruction, practice and participation in game play. Course emphasis on rules, skills and game strategies for the beginning player. Man-to-man defensive strategies are included as well as inter-class competition. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 47B—Soccer II, 1 unit*Recommended for Success: HHP 47A**Hours per term: 54 laboratory*

Provides intermediate instruction and practice, and participation in game play. Course emphasis on rules, skills and strategies for the intermediate player. Zonal defensive strategies are included as well as inter-class competition. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 47C—Soccer III, 1 unit*Recommended for Success: HHP 47B**Hours per term: 54 laboratory*

Provides advanced instruction, practice and participation in game play. Course emphasis on skills and strategies for the experienced player. Defensive concepts surrounding zonal versus man-to-man-strategies are included. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 48—Co-Ed Softball, 1 unit*Hours per term: 54 laboratory*

Discussion and practical application of rules and offensive/defensive team strategies in the sport of softball. Instruction on biomechanics and emphasis on skill development in throwing, catching, hitting, bunting, fielding, pop-ups, pitching, catching, base running, and sliding. Not repeatable. **Transfer:** (CSU/UC)

HHP 50A—Tennis I, 1 unit*Hours per term: 54 laboratory*

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. Not repeatable. **Transfer:** (CSU/UC)

HHP 50B—Tennis II, 1 unit*Prerequisite(s): Completion of HHP 50A**Hours per term: 54 laboratory*

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. Not repeatable. **Transfer:** (CSU/UC)

COURSES: **HHP**

HHP 53A—Volleyball I, 1 unit

Hours per term: 54 laboratory hours

Basic techniques with emphasis on offensive and defensive tactics of team play. Rules and intra-class competition included. Not repeatable.

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

HHP 53B—Volleyball II, 1 unit

Hours per term: 54 laboratory

An intermediate level of skills and strategies for the experienced player; an introduction to power volleyball play. Not repeatable. **Transfer:**

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

HHP 53C—Volleyball III, 1 unit

Hours per term: 54 laboratory

An advanced level of skill and strategies for the experienced player. Intra-class power play competition included. Not repeatable. **Transfer:**

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

HHP 55A—Fitness Training I for Firefighting, 1 unit

Hours per term: 54 laboratory

An introductory course designed to prepare students for the Candidate Physical Ability Test (CPAT) which is a requirement to become a firefighter in California. Training and conditioning will focus on specific agility, flexibility, muscle strength, muscle endurance, and cardiovascular activities for the CPAT and work-related duties. Emphasis on nutrition and maintaining a healthy lifestyle will be included. Not repeatable. **Transfer:** (CSU)

HHP 55B—Fitness Training II for Firefighting, 1 unit

Hours per term: 54 laboratory

An intermediate course designed to prepare students for the Candidate Physical Ability Test (CPAT) which is a requirement to become a firefighter in California. Training and conditioning will focus on specific agility, flexibility, muscle strength, muscle endurance, and cardiovascular activities. Emphasis on developing a well-balanced workout will be emphasized. Not repeatable. **Transfer:** (CSU)

HHP 56A—Weight Training I, 1 unit

Hours per term: 54 laboratory

Instruction in use of weights and body building equipment with emphasis upon individual program development. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 56B—Weight Training II, 1 unit

Recommended for Success: HHP 56A or equivalent

Hours per term: 54 laboratory

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. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 59A—Beginning Tai Chi, 1 unit

Hours per term: 54 laboratory

Provides an introduction to Tai Chi. Emphasis will be on the Chuan-Yang style short form, 21 movements. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)



HHP 60—Health and Fitness Education, 3 units*Hours per term: 54 lecture*

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. Not repeatable. MJC equivalent: (HE 110) **Transfer:** (CSU/UC) (CSU-GE: E)

HHP 61—Activities in Motor Development, 1 unit*Co-requisite: CHLD 40**Hours per term: 54 laboratory*

Introduction and physical applications of gross motor activities and concepts across early childhood curriculum. Key components that ensure developmentally-appropriate physical activities for both children and staff will be identified along with the importance of collaboration with families and caregivers. Not repeatable. **Transfer:** (CSU)

HHP 62—Safety and First Aid Education, 3 units*Hours per term: 54 lecture*

Provides instruction on the theory and skills involved with the immediate and temporary care of the injured. Emphasis will be on learning how to assess a victim's condition and proper treatment. The American Red Cross Standard First Aid, CPR, and AED certifications for Infant/Child/Adult will be granted upon satisfactory completion. Not repeatable. MJC equivalent: (HE 101) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) C-ID: (KIN 101)

HHP 63—Sociology of Sport, 3 units*Hours per term: 54 lecture*

Examines the history of sport and its political, social and economic impact on public opinion. Includes an investigation into the phenomenon of sport, including cultural stratification, race, gender, education, economics, politics and the mass media. Not repeatable. MJC equivalent: (PE 120) **Transfer:** (CSU/UC) (CSU-GE: D0) (IGETC: 4J)

HHP 74—Introduction to Sport Management, 3 units*Hours per term: 54 lecture*

Provides an introductory overview of professional sport management in North America. The political, historical, social, economic, and cultural impacts of sport management are explored. Topics will include team management, organizational administration, legal issues, public relations, and facility management. Students will become familiar with career opportunities in the sports management field. Not repeatable. **Transfer:** (CSU)

HHP 76—Sports Conditioning, 1 unit*Hours per term: 54 laboratory*

This course is designed for the athlete or student wanting to participate in a vigorous training program to train for athletic competition. Components will include muscle strength, muscle endurance, cardiovascular endurance, and flexibility. Concepts of speed, power, and quickness will also be emphasized. May be repeated 3 times. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 80—Varsity Cross-Country, 3 units*Hours per term: 162 laboratory*

Instruction, training, and competition in intercollegiate cross-country running. Participation in contests with other colleges will be scheduled. May be repeated 3 times. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 82—Varsity Basketball (Men), 1½ units*Hours per term: 81 laboratory*

Preparation and training for intercollegiate varsity basketball competition. Participation in contests with other colleges will be scheduled. Field trips required. May be repeated three times. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 85—Varsity Tennis, 3 units*Hours per term: 171 laboratory*

Preparation and training for intercollegiate varsity tennis competition. Participation in contests with other colleges will be scheduled. May be repeated three times. **Transfer:** (CSU/UC)

HHP 86—Varsity Volleyball (Women), 3 units*Hours per term: 162 laboratory*

Preparation and training for intercollegiate varsity volleyball competition. Participation in contests with other colleges will be scheduled. Field trips required. May be repeated three times. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.)

HHP 91A—Pilates I, 1 unit*Hours per term: 54 laboratory*

Provides instruction designed to condition the entire body, using positions and movements that simulate functional activities and thereby correct body alignment and balance. Not repeatable. **Transfer:** (CSU/UC)

HHP 94A—Swimming I, 1 unit*Hours per term: 54 laboratory**Recommended for Success: Students should be able to complete one length of the pool without assistance*

Provides an introduction to the application of mechanical and anatomical principles of aquatics for beginning swimmers. Not repeatable. **Transfer:** (CSU/UC)

HHP 94B—Swimming II, 1 unit*Recommended for Success: HHP 94A Swimming I**Hours per term: 54 laboratory*

Provides an introduction to the application of mechanical and anatomical principles of aquatics for intermediate swimmers, with an emphasis on the four competitive swim strokes and increasing cardiorespiratory endurance. Not repeatable. **Transfer:** (CSU/UC)

HIST (HISTORY)

HIST 5/PHILO 5—Introduction to the History and Philosophy of Science, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Hours per term: 54 lecture

An introduction to the ideas, processes and consequences of science through history. The historical development of philosophies of science will be central throughout. Critical reasoning and extensive writing will be required. Contextual cultural analysis is expected. Credit may be earned once for HIST 5 or PHILO 5. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: A3, C2) (IGETC: 1B, 3B)

HIST 11—History of California, 3 units

Hours per term: 54 lecture

Survey of California history from pre-Colombian period to the present. Emphasis will include the Indians, Spaniards, Mexicans, and Anglo-Americans. Considerable attention will be devoted to California's influential role in national and world events. Not repeatable. MJC equivalent: (HIST 129) **Transfer:** (CSU/UC) (CSU-GE: D6) (IGETC: 4F)

HIST 13—World Civilizations: to 1650, 3 units

Hours per term: 54 lecture

Survey of the history of the world from the Neolithic period to the middle of the seventeenth century. The course will use a cross-cultural comparative approach as it analyzes the origins, achievements and decline of civilizations in Asia, Africa and the Americas, as well as the Middle East and Western Europe. Emphasis on the application of major theories of history to various stages of world development. The position of women in society will be highlighted. Not repeatable. MJC equivalent: (HIST 106) **Transfer:** (CSU/UC) (CSU-GE: D6) (IGETC: 4F) **C-ID:** (HIST 150)

HIST 14—World Civilizations: 1500 to Present, 3 units

Hours per term: 54 lecture

Survey of world history from the beginning of the sixteenth century to the present time. The theme of revolution will be illustrated by the Industrial Revolution, the democratic revolutions of the eighteenth century, and the Communist revolutions of the twentieth century. Contemporary problems in Asia, Africa, Central and South America will be placed in historical context. The contributions of women in history will be a special topic of study. Not repeatable. MJC equivalent: (HIST 107) **Transfer:** (CSU/UC) (CSU-GE: D6) (IGETC: 4F) **C-ID:** (HIST 160)

HIST 16—United States: to 1877, 3 units

Hours per term: 54 lecture

Survey of the history of the United States from pre-European settlement to the end of Reconstruction. Important topics include: the Art and Science of History, pre-European civilizations, Colonization and Society, the War for Independence, Constitutional Development and Federalism, American Leadership, Westward Expansion, Industrialization and Economic Transformation, Urbanization, Sectional Conflicts and the Impending Crisis, Slavery and experiences of historically disadvantaged groups in the United States, relative to their geographic, economic, political, and social contexts. Political and historical developments particular to California and in relation to the federal government will be highlighted. HIST 16, taken in conjunction with POLSC 10, satisfies Associate Degree and CSU requirements in United States History, Constitution, and American Ideals. Completion of HIST 16 and/or HIST 17 in combination with MJC HIST 101 or HIST 102 will not fulfill the requirement for CSU graduation. Not repeatable. MJC equivalent: (HIST 101) **Transfer:** (CSU/UC) (CSU-GE: D6) (IGETC: 4F) **C-ID:** (HIST 130)

HIST 17—United States: 1877 to Present, 3 units

Hours per term: 54 lecture

Survey of the history of the United States from the end of Reconstruction to the present era. Course includes examinations of Reconstruction, Western Conquest, Federalism, Industrialization and Post-Industrialization, Urbanization, Foreign Relations, Social Movements, Major Wars, the Great Depression, Major Political and Institutional Developments, and Globalization. This course will also examine U.S. citizens' rights and obligations, with special attention given to the experiences of historically disadvantaged groups in the U.S. Political and historical developments particular to California and in relation to the federal government will be highlighted. HIST 17, taken in conjunction with POLSC 10, satisfies Associate Degree and CSU requirements in United States History, Constitution, and American Ideals. Completion of HIST 16 and/or HIST 17 in combination with MJC HIST 101 or HIST 102 will not fulfill the requirement for CSU graduation. Not repeatable. MJC equivalent: (HIST 102) **Transfer:** (CSU/UC) (CSU-GE: D6) (IGETC: 4F) **C-ID:** (HIST 140)

HIST 21—Women in American History, 3 units

Hours per term: 54 lecture

Review and evaluate the roles and contributions of American women from the colonial period to the present, viewed within the context of the total American experience. The diversity of experience according to class and ethnicity will be emphasized, including the roles and experiences of Native American, African American, European, Latina, and Asian women in American history. Not repeatable. MJC equivalent: (HIST 116) **Transfer:** (CSU/UC) (CSU-GE: D4, D6) (IGETC: 4D, 4F)

HIST 49—The Mother Lode, 3 units

Hours per term: 54 lecture

Introduction to a contextual examination of major topics in Mother Lode history including the geography of the region, Native Americans, California Gold Rush, the timber and ranching industries, the railroad, water and environmental issues, and Mother Lode myths. Field trips may be required. Not repeatable. **Transfer:** (CSU)



HL-OC

(HEALTH OCCUPATIONS)

HL-OC 97—Work Experience in Health Occupations, 1-4 units

Co-requisite: Must be enrolled in at least seven (7) units, including Work Experience, where 75 employed hours with pay equals 1 unit, or 60 employed hours without pay equals 1 unit

Provides students an opportunity to experience supervised employment in Health Occupations. The student's employment must be related to educational or occupational goals. Grading: (P/NP only) May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. **Transfer:** (CSU-Transfer credit limited. See a counselor.)

HPMGT

(HOSPITALITY MANAGEMENT)

HPMGT 97—Work Experience in Hospitality Management, 1-4 units

Co-requisite: Must be enrolled in at least seven (7) units, including Work Experience, where 75 employed hours with pay equals 1 unit, or 60 employed hours without pay equals 1 unit

Provides students an opportunity to experience supervised employment in Hospitality Management. The student's employment must be related to educational or occupational goals. Grading: (P/NP only) May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. Two units of hotel work is required of hotel students. **Transfer:** (CSU-Transfer credit limited. See a counselor.)

HPMGT 102—Introduction to Hospitality Careers and Human Relations, 1½ units

Hours per term: 27 lecture

An introduction to the hospitality industry (comprising lodging, food and beverage services, and tourism) with a focus on its career opportunities and human relations management in the hospitality industry. Individual goal-setting and career planning are emphasized. Not repeatable.

COURSES: **HPMGT**

HPMGT 104—Hospitality Laws and Regulations, 2 units

Hours per term: 36 lecture

The study of legal issues relating to commercial food service and lodging operations which are national, State and local in scope. Using both the case method and specific statutes, introduces students to general concepts including the types of law, the nature of agreements and the judicial system, as well as regulatory agencies and the particular laws they enforce in the hospitality field. Not repeatable.

HPMGT 112—Front Office Management/Hotel Catering, 2 units

Hours per term: 36 lecture

Introduction to the essential equipment, routines, and duties of the front desk clerk and their relationship to other hotel departments. Covers planning and preparation for private parties, dinners, meetings, and other special events that a hotel or restaurant may cater. Not repeatable.

HPMGT 114—Introduction to Maintenance and Housekeeping, 1½ units

Hours per term: 27 lecture

Introduces the essential components of effective hotel or motel maintenance and housekeeping operations, including technical information on equipment and its servicing to establish a preventive maintenance routine. Provides broad scope of the housekeeping position, stressing employee responsibilities, record-keeping and use of equipment and materials. Not repeatable.

HPMGT 120—Safety and Sanitation, 1 unit

Hours per term: 18 lecture

Sanitation and safety principles and practices for the food service professional. Provides ServSafe certification from the National restaurant Association. Not repeatable.

HPMGT 122—Restaurant Math, 1 unit

Hours per term: 18 lecture

This is an arithmetic course for restaurant personnel. Students will be learning and applying basic math skills: addition, subtraction, multiplication, division, fractions, and percentages. There will be use of hand-held calculators, gauges, scales and devices for measuring weights and volumes. Currency will be handled and time, distance, and temperature will be measured. There will be an emphasis on recognition and use of geometric shapes. Not repeatable.

HPMGT 126—Nutrition for Chefs, 2 units

Hours per term: 36 lecture

Students will understand the USDA recommendations for basic nutritional requirements for good health, the food groups encompassing carbohydrates, proteins, fats, vitamins, phytochemicals and minerals, their sources and dependency along with the roles of water, electrolytes and atmospheric gasses in human health. Students will be familiar with the fundamental physiology of digestion and how the basic food groups interact and react in the human body. They will have the knowledge to evaluate recipes and menus for nutritional balance and can devise recipes and menus that conform to USDA nutritional recommendations. They will understand the relationship between nutritional and physical exercise needs in terms of energy balances. Not repeatable.

HPMGT 128—Kitchen Management, 3 units

Hours per term: 54 lecture

Focused on the development of skills used to manage a commercial kitchen. Students will write menus and develop recipes, establish portion sizes and recipe costs, then price the menu items. Purchasing foods and supplies: comparative pricing among vendors, ordering, receiving, rotating and storing goods; taking and extending inventories. Students will learn to base production plans on sales forecasts, staff the kitchen accordingly, establish policies, standards and procedures regarding production, staff issues, facility/equipment maintenance and kitchen cleanliness. Basic concepts from the Uniform System of Accounts for Restaurants relating to kitchen operations will also be addressed. Not repeatable.

HPMGT 130—Survey of Commercial Food Service Operations, 3-6 units

Hours per term: 18 to 36 lecture and 108-216 laboratory

A survey course which gives practical experience in operating a commercial food service operation. Production efficiency, marketing, ServSafe Sanitation guidelines, quality control, and production records are emphasized. Not repeatable.

HPMGT 133A—Introduction to Commercial Food Preparation, 3 units

Co-requisite: HPMGT 120

Hours per term: 27 lecture and 90 laboratory

Initial culinary training for chefs includes concepts about safe, sanitary, and efficient food production procedures, orientation and training on equipment, hand tools and foods, and applications of nutritional concepts to recipe writing. Food inventory management skills will be practiced using both traditional and computer-aided costing. Adopting professional standards regarding uniforms, dependability, teamwork and quality performance will be emphasized. Field trips may be required. Not repeatable.

HPMGT 133B—Commercial Food Preparation, 4 units

Prerequisite: Completion of HPMGT 133A with at least a C or P

Hours per term: 27 lecture and 153 laboratory

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. Not repeatable.

HPMGT 134—Commercial Baking: Beginning, 2½ units

Hours per term: 18 lecture and 81 laboratory

Materials fee required

This course covers tools, terms and functions in preparation of baked goods: yeast breads and pastries, cookies, cakes and specialty items to American Culinary Federation (ACF) competencies. Field trips may be required. Not repeatable.

HPMGT 135—Commercial Baking: Advanced, 2 units

Prerequisite: Completion of HPMGT 134 with at least a C or P

Hours per term: 36 lecture

Formulas used in commercial pastry shop, cake decoration, marzipan, chocolate work, pâté à chou and specialty items. Student participation. Field trips may be required. Not repeatable.

HPMGT 136—Dining Room Service and Management I, 2 units*Hours per term: 18 lecture and 72 laboratory*

Operation of the Cellar Restaurant dining room and related service support stations is covered. The focus is on how to hire, train, motivate, schedule and assign jobs to a wait staff. Cost control, labor and supplies, Quality assurance and productivity standards are addressed. Not repeatable.

HPMGT 140—Contemporary Cuisine, 2-3½ units*Prerequisite: Completion of HPMGT 133B with at least a C or P**Hours per term: 27 lecture and 108-144 laboratory*

Focused on the preparation of seasonal ingredients used to develop the menus for the advanced culinary course. Cooking techniques and theory pertaining to contemporary cuisine will be emphasized and the student will prepare on-line cooking stations in pastry, pantry, sauté, and grill. Not repeatable.

HPMGT 141—Restaurant Desserts, 2 units*Prerequisite: Completion of HPMGT 135 with at least a C or P**Hours per term: 18 lecture and 54 laboratory*

The production and presentation of classical and contemporary restaurant desserts. A practical study of the restaurant pastry chef's special vendors, equipment, supplies, foods, processes and techniques used to produce a wide variety of desserts. Not repeatable.

HPMGT 142—Garde Manger, 1 unit*Hours per term: 9 lecture and 27 laboratory*

A study of cold food preparation which includes vegetable and fruit carvings, appetizers, hors d'oeuvres, canapés, sauces, salads, forcemeats, pâtés, tray presentations, table setups, room setups, and food show competitions. Field trips may be required. Not repeatable.

HPMGT 143—Advanced Garde Manger, 1 unit*Prerequisite: Completion of HPMGT 142 with at least a C or P**Hours per term: 9 hours. 27 laboratory*

Advanced study of cold food preparation to include vegetable, fruit, and ice carvings, appetizers, hors d'oeuvres, canapés, sauces, salads, forcemeats, pâtés, tray presentation, table and room setup with attention to food shows and special event programs. Not repeatable.

HPMGT 146—Dining Room Service and Management II, 1-3½ units*Hours per term: 0-27 lecture and 24-108 laboratory**Prerequisite: Completion of Hpmgt 136 with at least a C or P*

Advanced service techniques, table settings and dining room etiquette utilizing a restaurant as a laboratory. Emphasis is on elegance and showmanship, developing the fine points of service, understanding wine and food compatibilities, building sales, managing the dining room with reservations, proper staffing and hosting. Field trips required. Not repeatable.

HPMGT 147—Beverage Management, 2 units*Hours per term: 27 lecture and 27 laboratory*

A study of all aspects of beverage management including federal, State and local regulations, mixology, background and future of the beverage industry. Students should be 21 years of age, or if under 21, will be required to complete a number of independent assignments instead of labs. Field trips may be required. Not repeatable.

HPMGT 148—Introduction to Wines, 2 units*Hours per term: 36 lecture*

A study of wines from around the world with an emphasis on California. History and development of the wine industry, viticulture, wine making techniques, restaurant sales, and restaurant service. Wine evaluation, marketing, and wine's relationship to food and menus will be covered. Field trips may be required. Not repeatable.

HPMGT 152—Restaurant Planning, 3 units*Hours per term: 54 lecture*

Using a restaurant as a vehicle for attaining personal and professional goals students create a plan to conceive, design, staff, equip, stock, market and open the restaurant. They develop systems, policies and procedures for daily operations as well as relationships with professional service providers, vendors, lenders and regulatory agencies. This is an advanced class. Many topics will have been addressed and skills developed in earlier courses. This class unifies that knowledge and skill in the formation of a comprehensive restaurant plan. Field trips may be required. Not repeatable.

HPMGT 190—Culinary Arts Internship, 2 units*Prerequisite: Completion of HPMGT 140 with at least a C or P**Hours per term: 9 lecture and laboratory 72 hours*

Supervised field experience in Culinary or Pastry Arts study and research related to job training. Current developments in Culinary Arts. Not repeatable.

HPMGT 200—Exploring Culinary and Baking Skills, 1½-2½ units*Hours per term: 9 hours and 54-108 laboratory*

This course is an exploratory course for those who are interested in learning proper usage of baking ovens, stoves, cooking equipment and tools. This course allows students to perform culinary and baking skills in a supervised environment. Emphasis will be placed on safety, sanitation, professionalism and basic competencies. Field trips may be required. Not repeatable. Grading: (P/NP only)

HPMGT 201A—Basic Baking and Pastry Arts, 2 units*Hours per term: 9 lecture and 81 laboratory*

Introduction to pastries, breads, cookies, pies and cakes. Students will explore the proper use of baking ovens, stoves, cooking equipment, and tools to produce baked products. Emphasis is on safety, sanitation, and basic competencies. Not repeatable. Grading: (P/NP only)

HPMGT 201B—Intermediate Culinary and Pastry Arts, 2 units*Recommended for Success: HPMGT 201A**Hours per term: 9 lecture and 81 laboratory*

Intermediate preparation of pastries, breads, cookies, pies, and cakes. Students will learn to bake goods to industry standards. Emphasis will be placed on preparing intermediate-level baked goods. Not repeatable. Grading: (P/NP only)

HUMAN

(HUMANITIES)

HUMAN 1—Old World Culture, 3 units

Hours per term: 54 lecture

An introductory survey of influences on Western culture, historically structured from classical Greece to the Renaissance, presenting enduring works of art, drama, literature, music, and philosophy. MJC equivalent: (HUMAN 105) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

HUMAN 2—Modern Culture, 3 units

Recommended for Success: ENGL 151 or equivalent

Hours per term: 54 lecture

An introductory survey of humanistic culture, historically structured from the enlightenment to the present, focusing on enduring works of art, drama, literature, music, and philosophy. Not repeatable. MJC equivalent: (HUMAN 106) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

HUMAN 3—World Culture, 3 units

Recommended for Success: ENGL 151 or equivalent

Hours per term: 54 lecture

A study of selected works of literature, art, music, film, religion, philosophy, theatre and other forms of expression, particularly emphasizing the non-Western world. The works will be studied in their historical and cultural contexts. Not repeatable. MJC equivalent: (HUMAN 110) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

HUMAN 4—World Religions and Spirituality, 3 units

Hours per term: 54 lecture

Study of the development of religious consciousness, including the earliest belief systems in the world, the major “living religions” today, tribal religions, “new age” religion and spirituality, and an examination of the meaning of the religious experience. Field trips may be required. Not repeatable. MJC equivalent: (PHILO 115) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

INDEPENDENT STUDY

Independent Study courses are intended to give students an opportunity to independently research specialized areas not available as regular course offerings of the college. They are designed to meet specific student interests and may be made available in any subject matter area. Consult your advisor for specific procedures. (See page 40 for conditions, limitations). These courses may transfer as electives or other credit as authorized by the transfer school. For UC, student is responsible for pre-authorization from UC department chair and Admissions Office.

INDIS

(INTERDISCIPLINARY STUDIES)

INDIS 48—Sustainable Living, 3 units

Hours per term: 54 lecture

This course introduces life skills and decision-making strategies to students interested in a sustainable future for themselves and their local/global communities. The course will cover topics such as: how do our food choices affect both our health and our environment, what are the impacts of various consumer goods on the environment and society, what does it mean to build and maintain a sustainable house/building, where do my wastes go when I flush the toilet, where does my drinking water come from, where does my energy come from and what is its true cost? The course will be designed to help students see the individual as the pivot point between community health/world health and personal health. Field trips may be required. Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

INDIS 110—Peer Tutoring, 1 unit

Hours per term: 18 lecture

Provides students with techniques and strategies for peer tutoring. Students will study learning styles, multiple intelligence theory, learning disabilities, as well as effective communication skills, planning and structuring a tutor session, questioning techniques and multicultural perspectives. Studying these topics will lead to clarifying the nature of an effective tutor. This course meets State regulations for peer tutoring training and College Reading and Learning Association (CRLA) certification. Not repeatable. Grading: (P/NP only)

INDIS 111—Group Peer Tutoring, ½ unit

Hours per term: 9 lecture

The Group Peer Tutoring course will train students to facilitate a structured group tutoring session and/or Supplemental Instruction (S.I.) session. Particular emphasis will be on tutoring techniques designed to improve study skills of students attending group sessions and/or S.I. sessions. Not repeatable. Grading: (P/NP only)

LIBR

(LIBRARY SCIENCE)

LIBR 1—Introduction to Library and Information Resources, 1 unit

Hours per term: 18 lecture

This course is an introduction to the use of electronic and print resources, including developing effective search strategies and evaluating information sources. Emphasis is on library online catalogs, online periodical databases, print and electronic reference sources, and Internet resources. Not repeatable. **Transfer:** (CSU)

LIBR 101 Introduction to the Library, ½ unit

Hours per term: 9 lecture

Basic familiarization with library collections and services. Focus is on being an effective library user, including how to identify and locate print and electronic materials using library resources. Grading: (P/NP only)

MATH (MATHEMATICS)

MATH 2—Statistics, 4 units

Prerequisite(s): Completion of MATH 104 or with at least a C or P
Hours per term: 72 lecture

Statistics is the study of how to collect, organize, analyze, interpret, and communicate information from data. This course will cover descriptive statistics, normal distributions, correlation and regression, probability, sampling distributions, inference about quantitative and categorical variables, and inference about relationships. Not repeatable. MJC equivalent: (MATH 134) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) (C-ID: MATH 110)

MATH 4—Mathematics for Elementary Teachers, 3 units

Prerequisite: Completion of MATH 104 with at least a C or P, or placement through the assessment process
Hours per term: 54 lecture

Critical study of the real number system and its subsystems for prospective elementary school teachers. Includes the definitions of the basic arithmetic operations and their algorithms, numeration systems, number theory, problem solving, and mathematical communication and reasoning. Field trips may be required. Not repeatable. MJC equivalent: (MATH 105) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B4) C-ID (MATH 120)

MATH 6—Mathematics for Liberal Arts Students, 3 units

Prerequisite: Completion of MATH 104 with at least a C or P, or placement through the assessment process
Hours per term: 54 lecture

A survey of important mathematical ideas with insight into their historical development, with emphasis on the nature of mathematical reasoning and the importance and applications of mathematics in society. Topics may include set theory and logic, number theory, functions and graphs, geometric ideas, probability and statistics, calculus, graph theory, or other significant areas of mathematics. Not repeatable. MJC equivalent: (MATH 101) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A)

MATH 8—Trigonometry, 3 units

Prerequisite(s): Completion of MATH 104 Algebra II or with at least a C or P
Hours per term: 54 lecture

The study of trigonometric functions analytically and graphically, in both Cartesian and polar coordinates. Course will cover solving trigonometric equations using identities and inverse functions and applying these concepts to right and oblique triangles, the unit circle, vectors, complex numbers and other applications. Not repeatable. **Transfer:** (CSU) (CSU-GE: B4) (C-ID MATH 851)

MATH 12—Finite Mathematics, 3 units

Prerequisite: Completion of MATH 104 with at least a C or P, or placement through the assessment process
Hours per term: 54 lecture

Introduction to mathematical modeling, linear systems of equations and inequalities (linear programming), sets, combinatorics, probability, statistics, and the mathematics of finance. Not repeatable. MJC equivalent: (MATH 130) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) (C-ID (MATH 130)

MATH 16—Precalculus, 5 units

Prerequisite(s): Completion of MATH 8 with at least a C or P
Hours per term: 90 lecture

Topics in Algebra, Trigonometry and Analytic Geometry are studied in preparation for Calculus. Includes polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric equations, functions and their graphs. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) (C-ID MATH 155)

MATH 18A—Calculus I, 5 units

Prerequisite: Completion of MATH 17B or MATH 16 with at least a C or P
Hours per term: 90 lecture

Families of functions, limits, continuity, the derivative, derivative formulas, implicit differentiation, applications of derivatives, and an introduction to concepts and applications of the definite integral. Graphing calculator required. Not repeatable. MJC equivalent: (MATH 171) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A) (C-ID: (MATH 210)

MATH 18B—Calculus II, 5 units

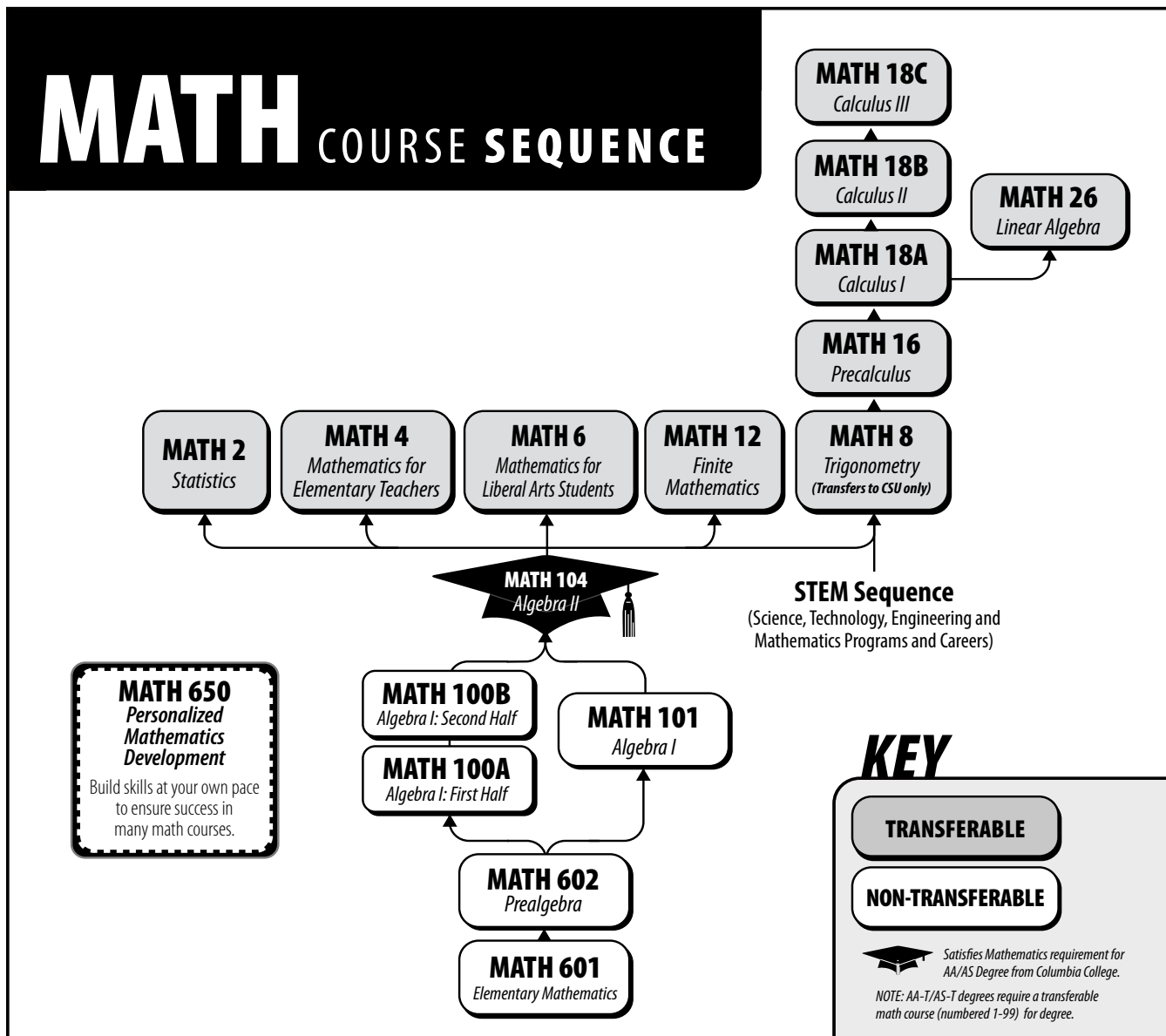
Prerequisite(s): Completion of MATH 18A or MATH 16 with at least a C or P
Hours per term: 90 lecture

Anti-derivatives, techniques of integration, applications of definite integrals to geometry, physics, probability, and economics, numerical integration, improper integrals, simple differential equations, convergence of series, power series, Taylor series, Fourier series, areas defined by polar and parametric curves. Not repeatable. MJC equivalent: (MATH 172) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A)

MATH 18C—Calculus III, 5 units

Prerequisite: Completion of MATH 18B with at least a C or P
Hours per term: 90 lecture

Vectors and solid analytic geometry, vector valued functions, partial differentiation, multiple integrals, vector fields and vector calculus. Not repeatable. MJC equivalent: (MATH 173) **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A)



MATH 26—Linear Algebra, 3 units

Prerequisite(s): Completion of MATH 18A with at least a C or P
Hours per term: 54 lecture

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination and matrix algebra. Investigation of properties of vectors in two and three dimensions leads to the notion of an abstract vector space. Vector space and matrix theory topics include inner products, norms, orthogonality, eigenvalues, eigenvectors, eigenspaces and linear transformations. The course also includes an introduction to writing proofs and selected applications and numerical methods. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: B4) (IGETC: 2A)

MATH 100A—Algebra I: First Half, 3 units

Prerequisite: Completion of MATH 602 with at least a C or P, or placement through the assessment process
Hours per term: 54 lecture

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. Not repeatable.

MATH 100B—Algebra I: Second Half, 3 units

Prerequisite: Completion of MATH 100A with at least a C or P
Hours per term: 54 lecture

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. Not repeatable.

MATH 101—Algebra I, 5 units

Prerequisite: Completion of MATH 602 with at least a C or P, or placement through the assessment process
Hours per term: 90 lecture

Introduction to algebraic structures using tabular, graphical and symbolic representations. Properties of real numbers, evaluating and simplifying algebraic expressions, linear equations and inequalities in one and two variables, systems of linear equations and inequalities, proportions and direct variation, linear functions and models, integer exponents, polynomial operations, factoring, solution of quadratic equations by factoring and the quadratic formula. Not repeatable. MJC equivalent: (MATH 70)

MATH 104—Algebra II, 5 units

Prerequisite: Completion of MATH 100B or MATH 101 with at least a C or P, or placement through the assessment process
Hours per term: 90 lecture

Algebra II continues from Algebra I, studying functions using graphical, numerical, formulaic and descriptive techniques. Students will solve problems and applications modeled by linear, polynomial, rational, exponential, logarithmic functions and quadratic functions in one and two variables using conic sections. Students also perform operations, simplify expressions and solve equations involving polynomials, complex numbers, matrices and rational exponents. Introduction to series and summation notation, as well as transformations and the algebra of functions. Graphing calculator required. This course is prerequisite to undergraduate transfer general education mathematics courses. Not repeatable. MJC equivalent: (MATH 90)

MATH 601—Elementary Mathematics, 4 units

Hours per term: 72 lecture

Study of the concepts and procedures of arithmetic, with emphasis on developing understanding as well as computational skills. Topics include mathematical vocabulary, symbolic representation, arithmetic operations, fractions, decimals, percents, ratio, proportion, prime factorization, and student study skills. Not repeatable. MJC equivalent: (MATH 10)

MATH 602—Prealgebra, 4 Units

Prerequisite: Completion of MATH 601 with at least a C or P
Hours per term: 72 lecture

Designed to help students prepare for algebra and applied math courses by reviewing fundamental operations of arithmetic and common geometric formulas, and introducing the algebraic concepts of simplifying expressions, polynomial arithmetic, and solving linear equations. Arithmetic reviewed includes calculation with integers, decimals, and fractions. Ratios, percents, and their applications are also studied. Not repeatable. MJC equivalent: (MATH 20)

MATH 650—Personalized Mathematics Development, ½-2 units

Hours per term: 27 to 108 laboratory

This course provides students opportunities to review or learn mathematics in an individualized, self-paced setting. Topics include: Basic Math, Prealgebra, Beginning Algebra, Introduction to Geometry, Intermediate Algebra, College Algebra, Trigonometry, Precalculus, and Introduction to Statistics. Successful completion of this course does not satisfy prerequisite or degree requirements. Not repeatable. Grading: (P/NP only)

MGMT (MANAGEMENT)

MGMT 110—Communication in the Workplace, ½ unit

Hours per term: 9 lecture

Designed to introduce the student to key elements in communication within business organizations. Topics include verbal and nonverbal communication, listening skills and specific supervisory communication skills. Not repeatable. Grading: (P/NP only)

MGMT 111—Customer Service, ½ unit

Hours per term: 9 lecture

Designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be introduced to the concept of internal and external customers, customer satisfaction and customer retention. Topics will also include communicating with customers, developing a positive attitude, handling complaints and sales skills. Not repeatable. Grading: (P/NP only)

MGMT 112—Team Building, ½ unit

Hours per term: 9 lecture

Designed to provide the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace. Not repeatable. Grading: (P/NP only)

MGMT 113—Attitude in the Workplace, ½ unit

Hours per term: 9 lecture

Designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude. Topics will also include the primary causes of a bad attitude, turnaround strategies to battle these bad attitudes and specific techniques to raise the attitude of others. Not repeatable. Grading: (P/NP only)

MGMT 114—Values and Ethics in the Workplace, ½ unit*Hours per term: 9 lecture*

Designed to acquaint the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in the supervisor's carrying out his/her duties will be emphasized. Grading: (P/NP only)

MGMT 115—Time Management, ½ unit*Hours per term: 9 lecture*

Designed to introduce the student to time management principles and specific tools that assist in making maximum use of time. Basic concepts of managing space will also be covered. Not repeatable. Grading: (P/NP only)

MGMT 116—Stress Management in the Workplace, ½ unit*Hours per term: 9 lecture*

Designed to acquaint the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it, job burnout and what to do about it, and counseling employees in various situations. Not repeatable. Grading: (P/NP only)

MGMT 117—Conflict Management, ½ unit*Hours per term: 9 lecture*

Designed to provide the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization. Not repeatable. Grading: (P/NP only)

MGMT 118—Decision Making in the Workplace, ½ unit*Hours per term: 9 lecture*

Designed to introduce the student to decision making and problem solving as a supervisor or employee. Not repeatable. Grading: (P/NP only)

MGMT 119—Managing Organizational Change, ½ unit*Hours per term: 9 lecture*

Designed to provide the student with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational change, theoretical models of change, stages of change, and how to manage organizational change. Not repeatable. Grading: (P/NP only)

MGMT 120—Generational Diversity:**Managing Cross-Generational Teams, ½ unit***Hours per term: 9 lecture*

For the first time in America's history, we have four generations working side by side in the workplace. This course is designed to equip students with knowledge and skills to work with and lead cross-generational teams. Not repeatable. Grading: (P/NP only)

MUSIC (MUSIC)

MUSIC 2—Introduction to Music, 3 units*Recommended for Success: ENGL 151**Hours per term: 54 lecture*

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. Not repeatable. MJC equivalent: (MUSG 101) **Transfer:** UC/CSU. (CSU-GE: C1) (IGETC: 3A) **C-ID:** (MUS 100)

MUSIC 4A—Elementary Musicianship, 1 unit*Recommended for Success: Concurrent enrollment in Music 20A**Hours per term: 54 laboratory*

Basic course for developing musical skills. Teaches sight singing, ear training, melodic dictation, and basic keyboard skills. Not repeatable. MJC equivalent: (MUST 131) **Transfer:** (CSU/UC) **C-ID:** (MUS 125)

MUSIC 4B—Elementary Musicianship, 1 unit*Prerequisite: Completion of MUSIC 4A with at least a C or P**Recommended for Success: Concurrent enrollment in MUSIC 20B**Hours per term: 54 laboratory*

Continuation of MUSIC 4A to develop skills in sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials, and basic keyboard skills. Not repeatable. MJC equivalent: (MUST 132) **Transfer:** (CSU/UC) **C-ID:** (MUSIC 135)

MUSIC 5A—Intermediate Musicianship, 1 unit*Prerequisite(s): Completion of MUSIC 4B with at least a C or P**Hours per term: 54 laboratory*

Continuation of MUSIC 4B and applies and develops the rhythmic, melodic, and harmonic materials through ear training, sight singing, analysis, and dictation. Not repeatable. MJC equivalent: (MUST 133) **Transfer:** (CSU/UC)

MUSIC 5B—Intermediate Musicianship, 1 unit*Recommended for Success: MUSIC 21A and MUSIC 5A**Hours per week: 54 laboratory*

Continuation of Music 5A, including sight singing, melodic and rhythmic dictation, and aural analysis of harmonic materials and basic keyboard skills. Not repeatable. MJC equivalent: (MUST 134) **Transfer:** (CSU/UC) **C-ID:** (MUS 155)

**MUSIC 10—Survey of Music History and Literature:
Ancient to 1750, 3 units***Hours per term: 54 lecture*

A survey of elements of style, major composers, and masterpieces of music from the Greek era through Medieval, Renaissance, Baroque, and Early Classic periods; survey from 1000 BC through 1750 AD. Includes the music of Palestrina, Bach, and Handel. Not repeatable. MJC equivalent: (MUSG 121) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A)

**MUSIC 11—Survey of Music History and Literature:
1750 to Present, 3 units**

Hours per term: 54 lecture

A survey of elements of style, major composers, and masterpieces of music during the Classic, Romantic, and Modern periods from 1750 to the present. Includes music of Mozart, Beethoven, Wagner, Debussy, Schoenberg, and Copland. Not repeatable. MJC equivalent: (MUSG 122) **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A)

**MUSIC 12—American Popular Music: Blues and Jazz
to Rock 'n' Roll, 3 units**

Hours per term: 54 lecture

An introduction to jazz style, jazz history, and popular music of the 20th and 21st centuries. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C1) (IGETC: 3A)

MUSIC 20A—Elementary Music Theory, 3 units

Recommended for Success: Concurrent enrollment in MUSIC 4A

Hours per term: 54 lecture

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. Not repeatable. MJC equivalent: (MUST 121) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) **C-ID:** (MUS 120)

MUSIC 20B—Elementary Music Theory, 3 units

Prerequisite(s): Completion of MUSIC 20A with at least a C or P

Hours per term: 54 lecture

Continuing study in harmony and analysis. Included are secondary dominants, modulation, altered chords, nonharmonic notes, and extended chords. Not repeatable. MJC equivalent: (MUST 122) **Transfer:** (CSU/UC) **C-ID:** (MUS 130)

MUSIC 21A—Intermediate Music Theory, 3 units

Prerequisite: Completion of Music 20B with at least a C or P

Hours per term: 54 lecture

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. Not repeatable. MJC equivalent: (MUST 123) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) **C-ID:** (MUS 140)

MUSIC 21B—Intermediate Music Theory, 3 units

Prerequisite: Completion of Music 21A with at least a C or P

Hours per term: 54 lecture

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. Not repeatable. MJC equivalent: (MUST 124) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) **C-ID:** (MUS 150)

MUSIC 31A—Elementary Piano, 1 unit

Hours per term: 54 laboratory

An introduction to the skill of piano playing based on music reading; fundamentals of rhythm, notation, and technique. Basic theory will include knowledge and application of musical terms, scales, key signatures, and chords. Field trips required. Not repeatable. MJC equivalent: (MUSA 121) **Transfer:** (CSU/UC)

MUSIC 31B—Elementary Piano, 1 unit

Prerequisite: Completion of Music 31A with at least a C or P

Hours per term: 54 laboratory

Continuation of the fundamentals of piano performance with emphasis given to the essentials of music reading. Theory will include the presentation of scales and keys, both major and minor, review and application of chords and inversions, and an introduction to improvisation. Piano literature will include both classical and popular compositions as well as exercises and technical studies. Field trips required. Not repeatable. **Transfer:** (CSU/UC)

MUSIC 36—Elementary Voice, 1 unit

Hours per term: 54 laboratory

Large group instruction in singing for those with little or no vocal solo training. Includes basic singing techniques and songs for improving pitch, building range, endurance, tone, and breath control. Not repeatable. MJC equivalent: (MUSA 151) **Transfer:** (CSU/UC)

MUSIC 37—Advanced Elementary Voice, 1 unit

Prerequisite: Completion of MUSIC 36 with at least a C or P

Hours per term: 54 laboratory

Large group instruction in singing for those with one semester of private or solo class voice. Includes reinforcement of basic singing techniques for building range, endurance, tone, and breath capacity as taught in MUSIC 36. Music includes folk/traditional as well as English and Italian art song. Not repeatable. MJC equivalent: (MUSA 152) **Transfer:** (CSU/UC)

MUSIC 38—Intermediate Voice, 1 unit

Prerequisite: Completion of MUSIC 37 with at least a C or P

Hours per term: 54 laboratory

Individual and small group instruction in the refinement of vocal technique for people with two semesters of class voice. Includes continued development of tone, endurance, and flexibility with an emphasis on solo public performance with traditional and art song literature. Not repeatable. **Transfer:** (CSU/UC)

MUSIC 39—Advanced Intermediate Voice, 1 unit

Prerequisite: Completion of MUSIC 38 with at least a C or P

Hours per term: 54 laboratory

Individual and small group instruction in the development of vocal technique for people with three semesters of class voice. Includes continued development of expression and increased emphasis on public performance. Field trips may be required. Not repeatable. MJC equivalent: (MUSA 153) **Transfer:** (CSU/UC)

MUSIC 41A—Intermediate Piano, 1 unit

Prerequisite: Completion of Music 31B with at least a C or P
Hours per term: 54 laboratory

Continuation of the fundamentals of piano performance attained in MUSIC 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. Not repeatable. MJC equivalent: (CC MUSIC 41A & 41B = MJC MUSA 123) **Transfer:** (CSU/UC)

MUSIC 41B—Intermediate Piano, 1 unit

Prerequisite: Completion of Music 41A with at least a C or P
Hours per term: 54 laboratory

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. Not repeatable. MJC equivalent: (MUSIC 41A+MUSIC 41B = MJC MUSA 123) **Transfer:** (CSU/UC)

MUSIC 49—Beginning Guitar, 1 unit

Hours per term: 54 laboratory

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. Not repeatable. MJC equivalent: (MUSA 141) **Transfer:** (CSU/UC)

Limitations apply to MUSIC 50 - MUSIC 78.

Each course is limited to a maximum of four (4) enrollments.

MUSIC 50—Private Lessons-Guitar, ½ unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 27 laboratory

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. Four completions allowed. MJC equivalent: (MUSA 145) **Transfer:** (CSU/UC)

MUSIC 51—Private Lessons-Keyboards, ½ unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 27 laboratory

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. Four completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 52—Private Lessons-Woodwinds, ½ unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 27 laboratory

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. Four completions allowed. MJC equivalent: (MUSA 183) **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 53—Private Lessons-Brass, ½ unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 27 laboratory

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. Four completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 54—Private Lessons-Strings, ½ unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 27 laboratory

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. Four completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 55—Private Lessons- Percussion, ½ unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 27 laboratory

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. Four completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 56—Private Lessons-Voice, ½ unit

Enrollment limited to students who successfully interview with instructor.

Hours per term: 27 laboratory

Study of performance techniques, interpretation and repertoire in private instruction. Designed primarily for music majors and minors. Outside performance required. May be repeated three times. MJC equivalent: (MUSA 154) **Transfer:** (CSU/UC) **C-ID:** (MUS 160)

MUSIC 60—College Choir, 1 unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 54 laboratory

Materials fee required

Instruction and performance in vocal and choral techniques including group tone production, singing, parts, and reading music. Designed for singers with limited or no choir experience as well as intermediate. Repertoire includes selections of various styles. Field trips required. Materials fee required. Four completions allowed. **Transfer:** (CSU/UC) **C-ID** (MUS 180)

MUSIC 64—Jazz Choir, 1 unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 54 laboratory

Study and performance of vocal jazz and improvisation in an ensemble of limited size. Four completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 66—Columbia College Community Chorus, 1 unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 54 to 108 activity

Study and performance of mixed choral works of various styles and periods. Includes development of vocal technique and musicianship. Four completions allowed. MJC equivalent: (MUSE 151) **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 72—Jazz Ensemble, 1 unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 54 laboratory

Study and performance of instrumental jazz and improvisation; techniques of improvisation will be explored. Four completions allowed.

Transfer: (CSU/UC) **C-ID:** (MUS 180)

MUSIC 75—Jazz Studies, 1 unit

Enrollment limited to students who successfully pass audition during the first week of class

Hours per term: 54 laboratory

Study and performance of instrumental and vocal jazz in both solo and ensemble (including big band, choir, combos, and solo with accompaniment). Includes beginning jazz theory, improvisation, style, interpretation, performance practice, conducted performance and the development of an individual standard jazz repertoire. Repertoire may vary from semester to semester. Field trips may be required. Four completions allowed. **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

MUSIC 76—Community Orchestra, 1 unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 54 to 108 activity

Study and performance of orchestral literature of various styles and media. Audition required for wind, brass, and percussion players as needed. May be repeated three times. MJC equivalent: (MUSE 161)

Transfer: (CSU/UC) **C-ID:** (MUS 180)

MUSIC 78—Ensemble: Instrumental Emphasis, 1 unit

Enrollment limited to: students who successfully pass audition during the first week of class

Hours per term: 54 laboratory

Study and performance of music for instrumental ensembles including wind ensemble and small orchestra literature. Four completions allowed. MJC equivalent: (MUSE 166 OR MUSE 176) **Transfer:** (CSU/UC) **C-ID:** (MUS 180)

NARTC & NATRE

See *FNR (Forestry and Natural Resources)*

Nursing

Columbia College does not offer a **Nursing** program.

However, within the Yosemite Community College District, Modesto Junior

College offers an Associate Degree for Nursing satellite program that operates

on the Columbia College campus. See a Columbia College counselor (209)

588-5109 for more information.

OFTEC OFFICE TECHNOLOGY

OFTEC 42/ART 51/CCTDM 51—Publication Design I, 3 units

Recommended for Success: OFTEC 141

Hours per term: 36 lecture and 54 laboratory

An introduction to general publication design theory with emphasis on typography, page layout, graphics, and design. Students will create media for print and digital publishing. Exercises and projects will include the creation of a multi-page booklet, poster, newsletter, brochures and an interactive document formatted for digital publishing. Credit may be earned once for OFTEC 42 or ART 51 or CCTDM 51. Not repeatable.

Transfer: (CSU)

OFTEC 43/CCTDM 52/ART 52—Publication Design II, 3 units

Prerequisite: Completion of ART 51/OFTEC 42/CCTDM 51 with at least a C or P

Hours per term: 36 lecture and 54 laboratory

A continuation of study in problems of Publication Design. Areas of focused study will be in advanced problems of page layout, typography, print, and interactive documents for digital publication. Credit may be earned once for OFTEC 43 or ART 52 or CCTDM 52. Not repeatable.

Transfer: (CSU)

OFTEC 50—Medical Terminology, 3 units

Hours per term: 54 lecture

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. Not repeatable. MJC equivalent: (MDAST 321) **Transfer:** (CSU)

OFTEC 97—Work Experience in Office Technology, 1-4 units

Co-requisite: Must be enrolled in at least seven (7) units, including Work Experience, where 75 employed hours with pay equals 1 unit, or 60 employed hours without pay equals 1 unit

Provides students an opportunity to experience supervised employment in Office Technology. The student's employment must be related to educational or occupational goals. Grading: (P/NP only) May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. **Transfer:** (CSU-Transfer credit limited. See a counselor.)

OFTEC 100—Computer Keyboarding I, 1 unit

Hours per term: 54 laboratory (self-paced)

Designed for students wishing to master the touch method of keyboarding. Not repeatable.

OFTEC 125—Records Management and Filing Applications, 3 units

Hours per term: 54 lecture

This is a basic course in the principles and practices of effective records management systems and includes practice in classifying, arranging, and storing of records for both manual and computerized records systems. Emphasis is placed on practical applications of alphabetic, numeric, geographic and subject filing systems. Meets or exceeds specifications of American Records Management Association. Not repeatable.

OFTEC 130—Business English, 3 units

Hours per term: 54 lecture

A review of the mechanics of English grammar, punctuation, and sentence structure with emphasis on business applications. Vocabulary development, spelling, and use of the dictionary are also studied. Not repeatable. MJC equivalent (OFADM 304)

OFTEC 131—Office Procedures and Technology, 3 units

Hours per term: 54 lecture

Application of workforce issues and development of skills including decision making, team building, business ethics, communication, and time management. Introduction to meeting management, travel and conference planning. Development of presentation skills and an employment portfolio. Not repeatable. MJC equivalent: (OFADM 314)

OFTEC 132—Business Communications, 3 units

Prerequisite: Completion of OFTEC 130 or ENGL 650 with at least a C or P
Hours per term: 54 lecture

Study and development of a variety of communication skills. Emphasis will be placed on writing skills as well as speaking, listening, and nonverbal skills. Students will learn how to compose and create effective documents typically used in business and personal situations including letters, memos, technology-related messages and reports. Not repeatable.

OFTEC 140—Beginning Word Processing, 2 units

Recommended for Success: OFTEC 100

Hours per term: 36 lecture

Students receive instruction in a current word processing program which includes editing, saving, changing format, fonts, tabs; using Spell Check; creating headers/footers and footnotes/endnotes; cutting and pasting; and using file management techniques. Not repeatable.

OFTEC 141—Intermediate Word Processing, 3 units

Recommended for Success: OFTEC 140

Hours per term: 36 lecture and 54 laboratory

Students receive instruction in intermediate word processing features which will be applied to creating business documents. Areas of emphasis will include text columns, macros, styles, math, merge, repetitive documents, sort and select, and graphics. Not repeatable. MJC equivalent: (CSCI 224)

OFTEC 142/CCTIS 142—Desktop Publishing Essentials, 2 units

Formerly listed as: CMPSC 142

Recommended for Success: Basic word processing skills such as editing and formatting text, copy/paste, file saving, Spell Check, etc.

Hours per term: 36 lecture

An introduction to general desktop publishing theory with emphasis on design elements of formatted text, frames, photographs, clipart, lines, and pictures. Students will create sample projects such as newsletters, brochures, flyers, business cards, etc. Not repeatable. Grading: (P/NP only)

OFTEC 149—Electronic Health Records, 2 units

Hours per term: 36 lecture

Students learn to apply hands-on skills by creating charts for new patients, recording vital signs, managing office visits, and creating letters to patients and healthcare providers. Students experience computer-simulated office management through EHR software. Not repeatable.

OFTEC 150—Medical Law and Ethics, 2 units

Hours per term: 36 lecture

An introduction to law and ethics in the medical office. The course covers principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. It also includes current ethical issues and risk management as they relate to the practice of medicine and fiduciary responsibilities. Not repeatable.

OFTEC 151—Medical Office Management, 3 units

Recommended for Success: OFTEC 50

Hours per term: 54 lecture

An introduction to the multiple functions performed by the Medical Office Specialist. Topics include appointment scheduling; verbal, nonverbal, and written communication; interpersonal skills; telephone techniques; managing office supplies, equipment, and personnel; development of organizational and decision-making skills and financial records. A model practice management program is included. Not repeatable.

OFTEC 152A—Medical Billing and Coding, 3 units

Recommended for Success: OFTEC 50

Hours per term: 54 lecture

A fundamental course in medical insurance billing and coding which includes the following elements: governmental and private insurance plans, compliance issues and HIPAA privacy requirements, electronic claims and a practice management program. Not repeatable.

OFTEC 152B—Medical Coding II, 3 units

Recommended for Success: OFTEC 152A
Hours per term: 54 lecture

Intensive application of coding skills in the various medical specialties which expands on procedure and diagnostic coding skills. Abstracting information from the patient records and combining it with knowledge of coding guidelines to optimize physician payment. Not repeatable.

OFTEC 152C—Advanced Medical Coding, 3 units

Prerequisite: Completion of OFTEC 152B with at least a C or P
Hours per term: 54 lecture

Advanced Coding provides an in-depth understanding of physician-based medical coding and coding services such as medical visits, diagnostic testing and interpretation, treatments, surgeries, and anesthesia. Students will enhance clinical decision-making skills and learn to pull the right information from documents, select the right codes, determine the correct sequencing of those codes, and audit cases. Not repeatable.

OFTEC 168—Creating a Virtual Office, 3 units

Recommended for Success: CCTIS 4, CCTIS 100
Hours per term: 54 lecture

Application of administrative support and entrepreneurial skill sets in the development of a virtual office business. Emphasis will be placed on business development, personal skill sets, marketing strategies, communication, organization, and operations. In this setting, a virtual entrepreneur is a highly skilled professional working independently in support of other businesses and providing a multitude of services, often using the latest technology. Not repeatable.

OFTEC 210—Typing Speed and Accuracy Building, 1 unit

Recommended for Success: OFTEC 100
Hours per term: 54 laboratory

Speed building and accuracy with intensive drills, timed writings and remedial work. Not repeatable.

OFTEC 215—Word Processing for Personal Use, 1 unit

Hours per term: 18 lecture

Instruction in typing, storing, revising, printing, and other beginning commands for a variety of applications using a word processing program. Designed for non-majors; no previous computer experience is required. Not repeatable. Grading: (P/NP only)

OFTEC 216—Intermediate/Advanced Word Processing for Personal Use, 1-2 units

Recommended for Success: OFTEC 215
Hours per term: 18 or 36 lecture

Intermediate and advanced functions of word processing programs, particularly for personal use. Topics may include styles, headers/footers, footnotes and endnotes, tables, merging, and a variety of graphic, clip art and drawing features. This course is designed for non-majors. Prior basic word processing experience is recommended. Not repeatable. Grading: (P/NP only)

PHILO (PHILOSOPHY)

PHILO 1—Introduction to Philosophy, 3 units

Recommended for Success: Eligibility for ENGL 1A
Hours per term: 54 lecture

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. Not repeatable. MJC equivalent: (PHILO 101) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B) **C-ID:** PHIL 100

PHILO 5/HIST 5—Introduction to the History and Philosophy of Science, 3 units

Prerequisite: Completion of ENGL 1A with at least a C or P
Hours per term: 54 lecture

An introduction to the ideas, processes and consequences of science through history. The historical development of philosophies of science will be central throughout. Critical reasoning and extensive writing will be required. Contextual cultural analysis is expected. Credit may be earned once for PHILO 5 or HIST 5. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: A3, C2) (IGETC: 1B, 3B)

PHILO 25—Twentieth Century Philosophy, 3 units

Recommended for Success: ENGL 1A
Hours per term: 54 lecture

A brief survey of nineteenth and twentieth century philosophy emphasizing the contributions of various thinkers to our understanding of what it is to be human, the nature of society and the relationship of the individual to it, science, technology and human values, and the meaning of life itself. Not repeatable. MJC equivalent: (PHILO 123) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

PHILO 35—Environmental Ethics, 3 units

Hours per term: 54 lecture

Do we have moral obligations towards nature? Who counts more: ecosystems, species, or individuals? What, if anything, is the value of wilderness? Course will address questions and issues such as these that arise when considering the relationship between human beings and the environment. Topics include animal rights, land use policy, sustainability, bioengineering, climate change, environmental justice. Theoretical approaches include deep ecology, anthropocentrism, eco-feminism, and pragmatism. Field trips may be required. Not repeatable. MJC equivalent: (PHILO 135) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B)

PHOTOGRAPHY

see ART

PHYCS (PHYSICS)

PHYCS 1—Conceptual Physics, 3 units

Hours per term: 54 lecture

A conceptual investigation of the physics of motion, energy, light and color, gravitation, and an introduction to black holes and relativistic time travel. Not repeatable. MJC equivalent: (PHYS 160) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A)

PHYCS 2—Conceptual Physical Science: A Starship Voyage, 3 units

Recommended for Success: MATH 101

Hours per term: 54 lecture

You have been accepted to be a crew member of Earth's first starship, the Sakarov. Class meetings are simulations of the crew's orientation seminars and orientation workshops—the textbook being the orientation manual for this first interstellar voyage. During orientation workshops, crew members, working in small groups, will apply elementary physics and astronomy concepts, learned from the seminars, to deal with voyage predicaments. Topics addressed include scale and composition of the local universe; gravitation; how stars and planets form; light; how telescopes work; keys to understanding motion in space; linear momentum; and angular momentum. Not repeatable. **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1) (IGETC: 5A)

PHYCS 4A—Introductory Physics I: Trigonometry Level, 4 units

Prerequisite/Co-requisite: Completion of MATH 8 or MATH 17B with at least a C or P, or concurrent enrollment in either MATH 8 or MATH 17B

Hours per term: 54 lecture and 54 laboratory

A trigonometry-level introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Core topics include: kinematics, dynamics, work and energy, momentum, fluids, and simple harmonic motion. This course requires the student to use algebra, trigonometry, abstract concept assimilation, and critical thinking. Field trips may be required. Not repeatable. MJC equivalent: (PHYS 142) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 105)

PHYCS 4B—Introductory Physics II: Trigonometry Level, 4 units

Prerequisite: Completion of PHYCS 4A with at least a C or P

Hours per term: 54 lecture and 54 laboratory

A trigonometry-level introduction to the modeling of physical phenomena using electrostatics, magnetostatics, electromagnetic induction, and electric circuit theories. Includes an introduction to optics, and modern physics. This course requires the student to use the following college-level skills: algebra, trigonometry, abstract concept assimilation, critical thinking, and a four-stage physics modeling procedure (developed in Introductory Physics I). Not repeatable. MJC equivalent: (PHYS 143) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 110) (PHYCS 4A + PHYCS 4B = CID PHYS 100S)

PHYCS 5A—Introductory Physics I: Calculus Level, 4 units

Prerequisite: Completion of MATH 18A with at least a C or P

Hours per term: 54 lecture and 54 laboratory

A calculus based introduction to the modeling of physical phenomena using Newtonian theory and its extensions. Topics include macroscopic force laws, linear and rotational dynamics, energy, fluids, oscillations, thermal physics, and waves. This course requires the student to use the following college-level skills: algebra, trigonometry, beginning calculus, abstract concept assimilation, and critical thinking. Not repeatable. MJC equivalent: (PHYS 101) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 205)

PHYCS 5B—Introductory Physics II: Calculus Level, 4 units

Prerequisite: Completion of PHYCS 5A and MATH 18B with at least a C or P

Hours per term: 54 lecture and 54 laboratory

A calculus-level introduction to modeling with electrostatics, magnetostatics, electromagnetic induction, and electric circuit theories. Includes an introduction to optics and modern physics. This course requires the student to use the following college-level skills: algebra, trigonometry, integral calculus, abstract concept assimilation, critical thinking, and a four-stage physics modeling procedure (developed in Introductory Physics I). Not repeatable. MJC equivalent: (PHYS 103) **Transfer:** (CSU/UC-Transfer credit limited. See a counselor.) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (PHYS 210)

PHYCS 5C—Physics III: Calculus Level, 4 units

Prerequisite(s): Completion of PHYCS 5B and MATH 18B with at least a C or P

Recommended for Success: Concurrent enrollment in MATH 18C

Hours per term: 54 lecture and 54 laboratory

PHYCS 5C is a continuation of PHYCS 5B. It emphasizes the laws of thermodynamics, relativity, and topics of modern physics. PHYCS 5C intended for students majoring in physical sciences and engineering. Since different colleges vary slightly in the order in which the topics are presented, it is strongly recommended that students take the entire sequence at Columbia College. Not repeatable. **Transfer:** (CSU) **C-ID:** (PHYS 210)

PHYCS 30/CHEM 30—Survey of Chemistry and Physics, 4 units

Prerequisite: Completion of MATH 101 with at least a C or P

Hours per term: 54 lecture and 54 laboratory

An investigation of basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions and chemical reactions. The inter-dependence of chemistry and physics will be emphasized. The inquiry-based learning experience is designed to assist students and future science educators in learning how to guide learning by self-discovery. Not repeatable. MJC equivalent: (PHSCI 180) **Transfer:** (CSU/UC) (CSU-GE: B1, B3) (IGETC: 5A, 5C) **C-ID:** (CHEM 30 or PHYCS 30 = C-ID CHEM 140)

POLSC (POLITICAL SCIENCE)

POLSC 10—Constitutional Government, 3 units

Hours per term: 54 lecture

A survey course in the political system of the United States from its inception at the end of the eighteenth century until the present time. Primary focus will be the Constitution, its ideological underpinnings, uses and limitations. Class will also cover the two party system, the process of justice, the specific mechanisms of legislature, and the governmental power at the national, state, and local levels, with specific emphasis on the state of California. The interests and rights of all historically under represented groups will be included in the analysis of the power structure. (UC/CSU) (With HIST 16 or HIST 17 meets California State requirement for United States History, Constitution and American ideals.) MJC equivalent: (POLSC 101) **Transfer:** (CSU/UC) (CSU-GE: D8) (IGETC: 4H) **C-ID:** (POLS 110)

POLSC 12—American Political Thought, 3 units

Hours per term: 54 lecture

Historical survey of major American political ideas, political processes, ideals and aspirations. The origins, evolution, and current directions of American political thought will be examined through specific American values and beliefs. The course will introduce the major political ideologies, their origins, and the implications and consequences of those in American history. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D8) (IGETC: 4H)

POLSC 14—International Relations, 3 units

Hours per term: 54 lecture

Introduction to the principles and practices of international politics, emphasizing problems of war and peace, foreign policies of major powers, problems of developing countries, and global problems. Emphasis placed upon the formulation and execution of American foreign policy within a constitutional and political framework. The dynamics of interstate relations, diplomacy, international law, non-state actors and supra-national organizations will be emphasized. Not repeatable. MJC equivalent (POLSC 110) **Transfer:** (CSU/UC) (CSU-GE: D8) (IGETC: 4H) **C-ID:** (POLS 140)

POLSC 16—Comparative Government and Politics, 3 units

Hours per term: 54 lecture

Comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences. Not repeatable. **Transfer:** (CSU) (CSU-GE: D8) **(C-ID:** (POLS 130)



Professor Tom Johnson passes out materials for a lecture course. Many classroom spaces like the one above feature locally milled redwood paneling bringing into the classroom the feel of the unique and beautiful setting of the campus. The panels were donated to the college when it was first built in the late 1960s.

PSYCH (PSYCHOLOGY)

PSYCH 1—General Psychology, 3 units

Recommended for Success: ENGL 151

Hours per term: 54 lecture

An introductory survey course of the general field of psychology. Topics to be covered include: the scientific method (including the impact of diversity and ethics), conditioning, personality development, aggression, emotions, stress, anxiety, therapy, sexuality, motivation, consciousness, biology and behavior, and abnormal psychology. Not repeatable. MJC equivalent: (PSYCH 101) **Transfer:** (CSU/UC) (CSU-GE: D9) (IGETC: 4I) **C-ID:** (PSY 110)

PSYCH 2—Current Issues in Psychology, 3 units

Prerequisite: Completion of PSYCH 1 with at least a C or P

Hours per term: 54 lecture

A look at the more advanced areas of study in psychology concentrating on current theoretical approaches and research findings regarding areas of current interest and controversy. Not repeatable. **Transfer:** (CSU)

PSYCH 5—Human Sexual Behavior, 3 units

Recommended for Success: Completion of ENGL 151 with at least a C or P

Hours per term: 54 lecture

Exploration of issues in human sexuality from a psychological, social and biological perspective. Study and discussion of sexual behavior, feelings and attitudes as they affect one's self and others. Not repeatable. MJC equivalent: (PSYCH 110) **Transfer:** (CSU/UC) (CSU-GE: E) (IGETC: 4I) **C-ID:** (PSY 130)

PSYCH 10—Lifespan Human Development, 3 units

Recommended for Success: PSYCH 1

Hours per term: 54 lecture

An introduction to the scientific study of the human being from conception to death. The interplay of biological, psychological, social and cultural forces on the developing human will be examined. As well as examining universal development, the course will examine individual differences in human development including developmental problems associated with physical, cognitive, social and personality issues. Instruction will include theoretical concepts as well as practical application. Not repeatable. MJC equivalent: (PSYCH 141) **Transfer:** (CSU/UC) (CSU-GE: E) (IGETC: 4I) **C-ID:** (PSY 180)

PSYCH 15—Research Methods in Psychology, 3 units

Prerequisites: Completion of PSYCH 1 and MATH 2

Hours per term: 54 lecture

An introduction to basic research methods used in Psychology (and other behavioral sciences). This includes an examination of the scientific method, research design (descriptive, observational, correlational and experimental methods), experimental procedures, the collection, analysis and reporting of research data, the review and evaluation of research articles and ethics in research. Research design and methodology will be illustrated through selected research topics in psychology; for example, neuroscience, learning, memory, development and social psychology. Not repeatable. MJC equivalent: (PSYCH 102) **Transfer:** (CSU/UC) (CSU-GE: D9) **C-ID:** (PSY 200)

PSYCH 20—Sport Psychology, 3 units

Hours per term: 54 lecture

Introductory survey of the theoretical and practical applications of psychology to sport and exercise. Cognitive, behavioral, social-psychological and affective factors related to populations and topics in sport and exercise will be covered. Topics include introduction to sport psychology, personality and sport, audience effect, aggression, arousal/stress, anxiety, motivation, team climate, and youth issues/gender issues. Not repeatable. **Transfer:** (CSU) (CSU-GE: D9, E)

PSYCH 24—Abnormal Psychology, 3 units

Recommended for Success: ENGL 151

Hours per term: 54 lecture

This course is designed to introduce students to the scientific study of psychopathology and atypical psychological behavior. The course will examine psychological disorders from a variety of contemporary psychological perspectives, including the biological and neuroscience perspectives, the psychological perspectives and the sociocultural perspectives. Students will also be introduced to current assessment and diagnostic criteria and the DSM-5, as well as intervention and treatment strategies. An examination of the scientific method and current research are also presented. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D9) (IGETC: 4I) **C-ID:** (PSY 120)

PSYCH 30—Psychology of Adjustment, 3 units

Recommended for Success: ENGL 151

Hours per term: 54 lecture

This course is designed for students to learn and apply psychological principles and theories to their everyday life and foster their personal and social adjustment. This includes an examination of different psychological perspectives and their theoretical foundations as well as the influence of culture, society, gender, ethnicity, historical cohort and socio-economic status. Furthermore, students shall learn how scientists, clinicians and other practitioners study psychology. Lastly, this course should facilitate student understanding of other social sciences and improve critical thinking skills. Field trips may be required. Not repeatable. MJC equivalent: (PSYCH 130) **Transfer:** (CSU) (CSU-GE: E) **C-ID:** (PSY 115)

PSYCH 35—Introduction to Drugs and Behavior, 3 units

Recommended for Success: Completion of PSYCH 1 with at least a C or P

Hours per term: 54 lecture

An introduction to how drugs affect behavior. Instruction in basic pharmacology and neurophysiology as it relates to drug self-administration and resultant altering of behavior. Overview of the history, concepts and theory of drug use. Includes discussion of issues related to drug use such as drug abuse as a disease or disorder, and drug use for specific purposes such as enhancing sports performance. Designed for students who do not possess a technical background. Not repeatable. MJC equivalent: (HUMSR 116) **Transfer:** (CSU/UC) (CSU-GE: D9, E) (IGETC: 4I)

PSYCH 40—Stress Management, 3 units*Recommended for Success: ENGL 151**Hours per term: 54 lecture*

An overview of the psychological, physiological, sociological and behavioral dynamics underlying the management of the human stress response. The class covers the biological and psychological aspects of the stress response, as well as the appraisal and management of stress. This includes time management, lifestyle choices, behavior modification techniques, relaxation training, and interpersonal communication techniques. Not repeatable. **Transfer:** (CSU) (CSU-GE: E)

PSYCH 52—Introduction to Peer Support for Psychosocial Rehabilitation, 3 units*Hours per term: 54 lecture*

This course provides an overview of the knowledge, skills and attitudes that are required for individuals entering the field of Peer Counseling. The individual role of peer counselor is defined, as well as how the peer counselor integrates into a multidisciplinary team. The core values of psychosocial rehabilitation and recovery are reviewed, and students will identify their strengths in relationship to these values. Core skills are defined and demonstrated, such as self-management (using Mary Ellen Copeland's Wellness Recovery Action Plan), advocacy, boundaries and working from a strengths perspective. In addition, the student learns basic documentation skills and reviews confidentiality regulations under HIPAA. Not repeatable. **Transfer:** (CSU)

PSYCH 56—Introduction to Psychosocial Rehabilitation, 3 units*Prerequisite: Completion of PSYCH 52 with at least a C or P**Hours per term: 54 lecture*

The course reviews the history of the treatment of persons with psychiatric disorders and shows the evolution of thinking and practice in the field. The course provides an overview of the fundamental theories, strategies, practice models and interventions commonly utilized in psychosocial rehabilitation. During the course, the student will review the principles and values of psychosocial rehabilitation, emphasizing consumer empowerment and recovery. The course will cover a brief history of the field, current practice models, and will identify important issues facing the psychosocial rehabilitation practitioner today. The purpose of this course is to present the core values and principles of recovery-oriented, psychosocial rehabilitation practice. Also presented is basic information on psychiatric disorders, current research and how to work in an empowering way with consumers about medication. Not repeatable. **Transfer:** (CSU)

SAR (SEARCH AND RESCUE)**SAR 10—Introduction to Search Theory, 2 units***Hours per term: 36 lecture*

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. Not repeatable. **Transfer:** (CSU)

SAR 50/FIRE 50—Low Angle Rope Rescue, 1½ units*Hours per term: 27 lecture*

This course is designed to take the student to the basic skill and knowledge levels of Low Angle (not vertical) Rope Rescue. Topics will include, but are not limited to: basic rappelling, rescue of ambulatory and non-ambulatory persons with an emphasis on safety and teamwork. Topics reflect current Urban Search and Rescue and California State Fire Training standards and equipment. Successful students will be certified in Low Angle Rope Rescue by the California State Fire Marshal's Office. Not repeatable. Grading: (P/NP only) MJC equivalent sequence: (CC FIRE 7, FIRE 50, FIRE 101, FIRE 106 & FIRE 107 = MJC FSCI 362 & FSCI 363) **Transfer:** (CSU)

SAR 59—Rescue Systems I: Instructor Training, 3 units*Hours per term: 54 lecture*

Review and update of heavy duty rescue skills and techniques designed to prepare qualified personnel to teach those skills and techniques to others. Not repeatable. Grading: (P/NP only) **Transfer:** (CSU)

SAR 62/GEOGR 62/CCTIS 62—GIS Mapping, Introduction to SAR GIS, 1 unit*Hours per term: 18 lecture*

Students who take this course will learn how to apply their GIS skills in Search and Rescue (SAR) Mapping. Students will learn SAR incident symbology, data standards and organization, establishing incident locations, search segments, SAR incident map products, and responsibilities of a GIS specialist on SARs and other critical incidents. The course will use a workflow and data model developed by SAR personnel that integrates with ArcGIS 10. Additionally, students will utilize GPS data that they have collected from GPS devices, convert them to shapefiles, and create team and briefing incident maps. During a full-day exercise, students will also live-track SAR teams using satellite tracking devices. This course includes hands-on experience in SAR incident mapping and data organization. Not repeatable. Credit may only be earned once for SAR 62 or GEOGR 62 or CCTIS 62. Grading: (P/NP only) **Transfer:** (CSU)

SIGN

(SIGN LANGUAGE)

SIGN 40A—ASL: Beginning Communication with the Deaf, 3 units

Hours per term: 54 lecture

This is the beginning course in American Sign Language (ASL) and Deaf culture. ASL is the language used by culturally Deaf people in the United States. The class focus is on everyday conversations and situations. Emphasis is on both receptive and expressive skills. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2)

SIGN 40B—ASL: Elementary Communication with the Deaf, 3 units

Prerequisite: Completion of SIGN 40A with at least a C or P

Hours per term: 54 lecture

This is an elementary level course in American Sign Language (ASL) and Deaf culture. ASL is the language used by culturally Deaf people in the United States. The class focus is on everyday conversations and situations. Emphasis is on both receptive and expressive skills. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A)

SIGN 40C—ASL: Intermediate Communication with the Deaf, 3 units

Prerequisite: Completion of SIGN 40B with at least a C or P

Hours per term: 54 lecture

This is the third course in American Sign Language (ASL) and Deaf Culture. ASL is the language used by most deaf people in the United States. Emphasis is on improving speed and fluency. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A)

SKLDV (SKILL DEVELOPMENT)

SKLDV 610—Introduction to Computer Access, ½-1 unit

Prerequisite: Verified disability according to California Community College

Title 5 regulations

Hours per term: 27-55 laboratory

Designed to provide access to and instruction in specialized computer programs for students with verified learning, developmental, or physical disabilities. Students will work in one or more areas, including adaptive typing and word processing, fundamental academic skills such as reading, spelling, vocabulary, grammar, and mathematics, and/or cognitive exercises and memory-building techniques. Not repeatable. Grading: (P/NP only)

SKLDV 690—Study Skills, ½ unit

Hours per term: 9 lecture

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.



Columbia College's intimate campus facilitates immersive and intensive learning experiences where strong relationships are easily forged among peers, faculty, and staff.

SOCIO (SOCIOLOGY)

SOCIO 1—Introduction to Sociology, 3 units

Hours per term: 54 lecture

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. Not repeatable. MJC equivalent: (SOCIO 101) **Transfer:** (CSU/UC) (CSU-GE: D0) (IGETC: 4J) **C-ID:** (SOCI 110)

SOCIO 2—American Society: Social Problems and Deviance, 3 units

Hours per term: 54 lecture

A focus on social problems, such as family disorganization, religious conflicts, educational irregularities, poverty, physical and mental health care, political issues, crime and justice, violence and aggression, drug issues, and environmental problems. These problems and others will be studied from the perspective of social institutions, social deviance, and other perspectives of sociology. MJC equivalent: (SOCIO 102) **Transfer:** (CSU/UC) (CSU-GE: D0) (IGETC: 4J) **C-ID:** (SOCI 115)

SOCIO 5—Ethnicity and Ethnic Relations in America, 3 units

Hours per term: 54 lecture

This is a multidisciplinary study of ethnicity (belonging to an ethnic group) and ethnic group relations in the United States from an historical and sociological perspective. It emphasizes a challenging field of study with the dynamics of emergence, ethnocentrism, change, marginality and acculturation of major ethnic groups in the United States. The immense diversity of these groups will be explored and analyzed through the methodology of recent sociological research. This course is designed to meet an ethnic studies requirement. Not repeatable. MJC equivalent: (SOCIO 150) **Transfer:** (CSU/UC) (CSU-GE: D3, D0) (IGETC: 4C, 4J) **C-ID:** (SOCI 150)

SOCIO 7/ANTHR 7—Gender, Culture and Society, 3 units*Hours per term: 54 lecture*

The course takes an inclusive bio-cultural evolutionary perspective on gender, focusing on non-human primate societies as well as primitive (small scale) and modern (large scale) human societies. Factors such as culture, ecological conditions and historical circumstances, forces of stratification (e.g. age, social class), socialization (e.g. rites of passage, conformity and deviance) as well as the science (e.g. concepts, theories and methods) of studying these topics will be addressed. Though course readings will represent many disciplines, the foundation readings reflect the perspectives of bio-cultural anthropology as well as sociology. This emphasis addresses the fundamental assumption that while sex differences are biological, gender encompasses the traits that culture assigns and inculcates (with varying degrees of success) in males and females. Credit may be earned for only one of the following: ANTHR 7 or SOCIO 7. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D4) (IGETC: 4D) **C-ID:** (SOCI 140)

SOCIO 8/ANTHR 8—Research Methods in the Social and Behavioral Sciences, 3 units*Prerequisite: Completion of SOCIO 1 with at least a C or P**Hours per term: 54 lecture*

Surveys research traditions and processes in the social and behavioral sciences. The course addresses: epistemological traditions, research conceptualization, research design, research process, measures, sampling, data collection and analysis, reporting traditions, ethics, as well as implications for theory and public policy. While the primary focus is on Anthropology, Psychology, and Sociology, there will be a secondary focus on the disciplines of Biology, Demography, History, Political Science, and Public Health. Not repeatable. Credit may only be earned once for SOCIO 8 or ANTHR 8. **Transfer:** (CSU/UC) (CSU-GE: D0) (IGETC: 4J) **C-ID:** (SOCI 120)

SOCIO 12—Sociology of the Family, 3 units*Hours per term: 54 lecture*

Comparative and historical treatment of the family institution. Analysis of kinship and family structure, roles and relationships within the family. Interdisciplinary assessment of the reciprocal relationship between contemporary society and the American family. Not repeatable. MJC equivalent: (SOCIO 125) **Transfer:** (CSU/UC) (CSU-GE: E) (IGETC: 4J) **C-ID:** SOCI 130

SOCIO 28—Death and Dying, 3 units*Hours per term: 54 lecture*

Principles, concepts and methods of sociology used in examining predominant attitudes and practices regarding death, dying, and grief in the U.S.; included will be interdisciplinary methods and materials relevant to suicide, the terminally ill, bereavement, and various viewpoints about the phenomenon of death. Field trips may be required. Not repeatable. MJC equivalent: (HUMSR 114) **Transfer:** (CSU) (CSU-GE: E)

SPAN

(SPANISH)

SPAN 1A—Spanish: Beginning, 5 units*Recommended for Success: Completion of ENGL 151 with at least a C or a P, or eligibility for ENGL 1A through the assessment process**Hours per term: 90 lecture*

Introduction to the Spanish language, emphasizing natural communications and supported by foundation grammar. For true beginners and students with one year of high school Spanish or the equivalent. Not repeatable. MJC equivalent: (SPAN 101) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 6A) **C-ID:** (SPAN 100)

SPAN 1B—Spanish: Beginning, 5 units*Formerly listed as: SPAN 1B—Spanish: Beginning.**Prerequisite(s): Completion of SPAN 1A or,**Hours per term: 90 lecture*

Continuation of SPAN 1A, fundamentals of spoken and written Spanish. Not repeatable. MJC equivalent: (SPAN 102) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A) **C-ID:** (SPAN 110)

SPAN 2A—Spanish: Intermediate, 5 units*Prerequisite: Completion of SPAN 1B with at least a C or P or 3 years of high school Spanish or equivalent**Hours per term: 90 lecture*

Continuation of SPAN 1B. Includes grammar, conversation and discussion, composition and reading. Not repeatable. MJC equivalent: (SPAN 103) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A) **C-ID:** (SPAN 200)

SPAN 2B—Spanish: Intermediate, 5 units*Prerequisite: Completion of SPAN 2A with at least a C or P**Hours per term: 90 lecture*

A continuation of intermediate-level SPAN 2A. MJC equivalent: (SPAN 104) **Transfer:** (CSU/UC) (CSU-GE: C2) (IGETC: 3B, 6A) **C-ID:** (SPAN 210)

SPAN 10A—Conversational Spanish: Beginning, 3 units*Hours per term: 54 lecture*

Practice in vocabulary, idioms and grammatical usage with emphasis on conversational use of the language as spoken in Hispanic America. Not repeatable. MJC equivalent: (SPAN 51) **Transfer:** (CSU)

SPAN 20A—Conversational Spanish: Intermediate, 3 units

Recommended for Success: SPAN 1B or 3 years of high school Spanish, or equivalent

Hours per term: 54 lecture

An intermediate-level conversation course designed for the practice of listening and speaking skills in Spanish with a focus on everyday language in a comparative cultural context. Preparation includes reading of assigned material. Not repeatable. **Transfer:** (CSU)

SPAN 20B—Conversational Spanish: Intermediate, 3 units

Prerequisite: Completion of Span 20A or SPAN 2A with at least a C or P

Hours per term: 54 lecture

An intermediate-level conversation course designed to refine listening and speaking skills through discussion of contemporary issues in a comparative cultural context. Preparation includes reading of assigned material. Not repeatable. **Transfer:** (CSU)

SPAN 150A—Spanish for the Community, 2 units

Hours per term: 36 lecture

A conversation-based course for beginners. This course will be useful for individuals who work with Spanish-speaking customers or employees, for individuals planning to travel to Spanish-speaking countries, or for those wishing a basic orientation to the structure of Spanish with an eye to continuing language study. Not repeatable. Grading: (P/NP only)

SPAN 150B—Spanish for the Community II, 2 units

Hours per term: 36 lecture

Continuation of an introductory conversational Spanish course for beginning learners. Course will be useful for individuals who work with Spanish-speaking customers or employees, for individuals planning to travel to Spanish-speaking countries, or for those wishing a basic orientation to the structure and use of Spanish. Not repeatable. Grading: (P/NP only)

SPCOM

(SPEECH COMMUNICATION)

SPCOM 1—Introduction to Public Speaking, 3 units

Hours per term: 54 lecture

Principles of oral communication including speech composition and techniques of presenting informal and formal speeches. Emphasis given to organization, delivery, critical thinking, and evaluative listening. Not repeatable. MJC equivalent: (COMM 100) **Transfer:** (CSU/UC) (CSU-GE: A1) (IGETC: 1C) **C-ID:** (COMM 110)

SPCOM 2—Argumentation and Debate, 3 units

Prerequisite: Completion of SPCOM 1 with at least a C or P

Hours per term: 54 lecture

A study of argumentation and debate. Emphasis is given to analysis of the rules, strategies, and argumentation models central to parliamentary debate. Special consideration will be given to the elements of logic; analysis of opposing arguments and models of refutation and rebuttal. These areas of inquiry are conducted through modes specific to oral traditions and contemporary debate theory. Not repeatable. MJC equivalent: (COMM 104) **Transfer:** (CSU/UC) (CSU-GE: A3) **C-ID:** (COMM 120)

SPCOM 4—Introduction to Human Communication, 3 units

Hours per term: 54 lecture

Course material focuses on the history of the study of human communication, basic research methods for the evaluation of human communication phenomena, and ethical perspectives in communication. Recurrent variables in verbal and non-verbal interaction are traced through the intrapersonal, interpersonal, and multi-personal systems. Not repeatable. MJC equivalent: (COMM 102) **Transfer:** (CSU/UC) (CSU-GE: A1) (IGETC: 1C) **C-ID:** (COMM 180)

SPCOM 5—Intercultural Communication, 3 units

Hours per term: 54 lecture

A study of intercultural communication with a focus on the analysis and comparisons of message perception and transmission in interactions between people from different cultures. Practical application of skills for effective communication between people of different domestic and international cultures is emphasized. Field trips required. Not repeatable. MJC equivalent: (COMM 130) **Transfer:** (CSU/UC) (CSU-GE: D3) (IGETC: 4C) **C-ID:** (COMM 150)

SPCOM 7—Forensics Workshop, 3 units

Hours per term: 54 lecture

Principles of applied speech communication through participation in competitive speech performances. Students will participate in intercollegiate forensics. Competitive events include debate, individual speaking, and interpretive performances. Field trips required. May be repeated three times. MJC equivalent: (COMM 105) **Transfer:** (CSU) **C-ID:** (COMM 160B)



SPCOM 9/BUSAD 9—Introduction to Small Group and Team Communication, 3 units

Hours per term: 54 lecture

This course focuses on the intersection between communication and the ability of small groups or teams to effectively achieve objectives. Course includes the study of, and practice in, discussion methodology, types of discussion groups, information gathering, problem solving, decision making, and leadership roles. Not repeatable. Credit may be earned once for SPCOM 9 or BUSAD 9. MJC equivalent: (COMM 106)
Transfer: (CSU) **C-ID:** (COMM 140)

SPCOM 12—Media and American Culture, 3 units

Hours per term: 54 lecture

An overview of the evolution of mass media and its cumulative effects on public perception and American cultural identity. Specific emphasis includes television, newspapers, film, advertising, and the internet. Course content explores the relationship the media has in shaping public perception and behavior. Not repeatable. **Transfer:** (CSU/UC) (CSU-GE: D7) (IGETC: 4G)

SPCOM 19/DRAMA 19—Exploring Radio Drama, 1½-3 units

Hours per term: 27-54 lecture

An intensive course focused on audio theatre production featuring the expressive use of the voice and sound effects. Students will create, rehearse, perform and provide sound effects for audio plays to be recorded. Not repeatable. Credit may be earned once for SPCOM 19 or DRAMA 19. **Transfer:** (CSU)

T-AID (TEACHER AIDE TRAINING)

T-AID 97—Work Experience as a Teacher Aide, 1-4 units

Co-requisite: Must be enrolled in at least seven (7) units, including Work Experience, where 75 employed hours with pay equals 1 unit, or 60 employed hours without pay equals 1 unit

Provides students an opportunity to experience supervised employment in Teacher Aide Training. The student's employment must be related to educational or occupational goals. Grading: (P/NP only) May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. **Transfer:** (CSU-Transfer credit limited. See a counselor.)

WKEXP

(WORK EXPERIENCE)

All CSU campuses will accept Work Experience; see your counselor or work experience coordinator for limitations.

WKEXP 97—Cooperative Work Experience, 1-4 units

Co-requisite: Enrollment in a minimum of seven (7) units including Cooperative Work Experience at Columbia College where 75 hours of paid employment equals 1 unit of credit. or 60 hours of unpaid employment equals 1 unit of credit.

Provides students an opportunity to experience supervised employment. The student's employment must be related to educational or occupational goals. Grading: (P/NP only) May be repeated for no more than a total of 16 units of credit less any units earned in any other Work Experience course. **Transfer:** (CSU-Transfer credit limited. See a counselor.)

WT

(WELDING TECHNOLOGY)

WT 97—Work Experience in Welding Technology, 2 -4 units

Co-requisite: Enrollment in a minimum of seven (7) units including Cooperative Work Experience at Columbia College where 75 hours of paid employment equals 1 unit of credit. or 60 hours of unpaid employment equals 1 unit of credit.

Provides students an opportunity to experience supervised employment in Welding Technology. The student's employment must be related to educational or occupational goals. May be repeated to a maximum of 16 units. 3 completions allowed. Grading: (P/NP Only). **Transfer:** (CSU

WT 101—Practical Laboratory, 1 unit

Prerequisite - Completion of WT 121 with at least a C or P
Hours per term: 54 laboratory
Materials fee required

The student shall gain practical welding experience by working on individual projects (including certification projects). Emphasis is on quality, appearance and function. Not repeatable.

WT 103/ART 103—Practical Laboratory, Metal Sculpture, 1 unit

Prerequisite: Completion of WT 166/ART 166 with at least a C or P
Hours per term: 54 laboratory

The student shall gain practical experience by working on individual projects in metal sculpture design and fabrication. Emphasis is on quality, appearance and function. Not repeatable. Credit may be earned once for WT 103 or ART 103.

WT 121—Arc/Gas Welding, 3 units

Formerly offered as: Welding Technology Level I
Hours per term: 36 lecture and 54 laboratory
Materials fee required

Covers welding safety, shielded metal arc welding (SMAW), and metal cutting processes. This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Students are required to supply leathers, safety glasses, and welding gloves. Field trips may be required. Not repeatable. MJC equivalent: (WELD 200)

WT 122—MIG Welding (GMAW/FCAW), 3 units

Formerly offered as: Welding Technology Level II
Prerequisite: Completion of WT 121 with at least a C or P
Hours per term: 36 lecture and 54 laboratory
Materials fee required

Covers welding safety, welding symbols and detail drawings, characteristics of metallurgy, Gas Metal Arc Welding (GMAW), Flux Core Arc Welding (FCAW). This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Students are required to supply leathers, safety glasses, and welding gloves. Field trips may be required. Not repeatable. MJC equivalent: (WELD 204)

WT 123—TIG Welding (GTAW), 3 units

Formerly offered as: Welding Technology Level III
Prerequisite: Completion of WT 121 with at least a C or P
Hours per term: 36 lecture and 54 laboratory
Materials fee required

Covers welding safety, Gas Tungsten Arc Welding (GTAW), including Mild Steel, Stainless Steel and Aluminum all positions. This course complies with American Welding Society (AWS) and Schools Excelling through National Skills Education (SENSE) curriculum standards. Students are required to supply leathers, safety glasses, and welding gloves. Field trips may be required. MJC equivalent: (WELD 206)

WT 160/AT 160—Exploring Technical Trades, 6 units

Hours per term: 18 lecture and 162 laboratory

Students will experience topics and engage in projects from the auto body/collision repair, automotive technology, and welding technology programs. Career and educational pathways will be emphasized. Field trips may be required. Credit may be earned once for ART 160 or WT 160. Not repeatable.

WT 165/ART 165—Metal Sculpture, 1½ units

Hours per term: 9 lecture and 54 laboratory

An introduction to various metal working techniques with an emphasis on aesthetic design and quality of metal joining. An introduction to M.I.G. welding will be offered, time being available. Credit may be earned once for WT 165 or ART 165. Field trips may be required. Not repeatable.

WT 166—Metal Sculpture Projects, 1 unit

Prerequisite: Completion of WT 165/ART 165 with at least a C or P
Hours per term: 54 laboratory

This course is designed to allow students to expand upon their skills in metal sculpture techniques and to provide for the student a more individualized pursuit in metal sculpturing. Students will work progressively more independently from instructor direction. Credit may be earned once for WT 166 or ART 166. Field trips may be required. Not repeatable.

Non-Credit Courses

ENGL (Non-credit courses in English)

ENGL 705A—English as a Second Language: Low Beginning

Hours per term: 54 lecture

Recommended for Success: Recommended Skill: Basic literacy in first language

Elementary course in speaking, listening, reading, and writing English for persons learning English as another language. Emphasis is on vocabulary and sentence structure for practical communication. May be repeated 5 times. Non-graded.

ENGL 705B—English as a Second Language: High Beginning

Recommended for Success: ENGL 705A

Hours per term: 54 lecture

High beginning course in speaking, listening, reading and writing English for persons learning English as another language with continued emphasis on practical communication. May be repeated 5 times. Non-graded.

ENGL 705C—English as a Second Language: Intermediate

Recommended for Success: ENGL 705B

Hours per term: 54 lecture

Intermediate ESL course in speaking, listening, reading and writing English for persons learning English as another language with continued emphasis on practical communication, and an increased emphasis on written skills. Non-graded. May be repeated 5 time(s).

ENGL 705D—English as a Second Language-Advanced

Recommended for Success: ENGL 705C

Advanced ESL course for students who have completed 705C or assessment-tested into this level. Course covers advanced reading, writing and interpretation of various materials. May be repeated 5 times. Non-graded.

ENGL 705E—English as a Second Language-Proficient

Recommended for Success: ENGL 705D English as a Second Language-Advanced

Hours per term: 54 lecture

Top level ESL course; student completing this course and scoring a 250 or higher on the Comprehensive Adult Student Assessment Systems (CASAS) test will, based on the ESL instructor's recommendation, be able to move into a credit ESL course and complete assessment for placement in English courses. May be repeated 5 time(s).

HHP (Non-credit courses in Health & Human Performance)

HHP 300—Lifelong Health and Fitness

Hours per term: 27 laboratory

Designed to offer lifelong education and promote the health and physical wellbeing of individuals. It includes a comprehensive workout designed to achieve personal fitness goals. Unlimited repeats. Note: 27 to 108 contact hours.

HHP 303—Rehabilitation for Physically Limited

Hours per term: 27 laboratory

Designed to offer individually prescribed fitness to the physically limited with emphasis on the improvements of cardiovascular, flexibility and strength components. Unlimited repeats.

MUSIC (Non-credit courses in music)

MUSIC 302—Choral Singing

Hours per term: 54 laboratory

Study and performance of mixed choral works of various styles and periods for older adults. Includes development of vocal technique and musicianship. Unlimited repeats.

MUSIC 303—Orchestra

Hours per term: 54 laboratory

Study and performance of orchestral literature of various styles and media for older adults. Audition required for wind, brass, and percussion players as needed. Field trips may be required. Unlimited repeats.

MUSIC 305—Jazz Studies

Hours per term: 108 laboratory

Study and performance of instrumental and vocal jazz in both solo and ensemble (including big band, choir, combos, and solo with accompaniment). Includes beginning jazz theory, improvisation, style, interpretation, performance practice and the development of an individual standard jazz repertoire. Repertoire may vary from semester to semester. Field trips may be required. May be repeated or 32 times.

MUSIC 308—Solo Singing

Hours per term: 54 laboratory

Instruction in solo singing including breath support, resonance, interpretation, phrasing, and performance for older adults. Class is taught in a group setting but with time given for individualized instruction. Non-graded. Unlimited repeats

SKLDV (Non-credit courses in Skills Development)

SKLDV 302—Parenting Strategies and Family Relationships

Hours per term: 20 lecture and 12 laboratory

This course examines the importance of family relationships and helps identify strategies that can lead to positive changes within the family. Students will learn strategies for effective parenting, effective communication, stress and anger management, domestic violence resolution and personal boundary maintenance.

SKLDV 410—Supervised Tutoring

Provides supervised tutoring in a designated laboratory/activity learning center in order to support student success in course(s) in which they are enrolled. Note: Student contact hours may range from 1-10 hours weekly.

SKLDV 700—GED Preparation

Hours per term: 54 lecture

Designed to teach the general skills needed to pass the General Educational Development test. Unlimited repeats.

SKLDV 701—Life Strategies for Success

Hours per term: 20 lecture and 12 laboratory

Students will learn and practice skills and strategies that will assist them in developing and implementing a personal plan for achieving their life goals.

SKLDV 703—Practical Money Skills for Life

Hours per term: 20 lecture and 12 laboratory

This is a basic course in money management. Each student will be introduced to the benefits of budgeting and financial planning. Students will become familiar with recognizing how to best utilize their financial resources, identify the benefits and drawbacks of using credit, learn the various types of checking and savings accounts, identify various consumer scams, and learn how to protect themselves from identity theft.

SKLDV 705—Preparation for Citizenship Test

Hours per term: 18 lecture

Review of high-frequency English vocabulary and pronunciation, basic U.S. historical facts and U.S. government principles to prepare for the citizenship test. Requires basic literacy in home language and mid-beginning ESL. May be repeated four times.

SKLDV 792—Applied Skills

Hours per term: 54 laboratory

The course is designed for students who need to develop basic skills and personal qualities in preparation for successful employment or enrollment in continuing education. Individualized assistance will be provided to analyze specific learning needs and to plan a program of study to improve skills. Skill areas may include basic arithmetic, reading development, employment/personal skills, time management, problem solving, and communication skills (oral and written). Emphasis on a six-week employment skills/job readiness module will be the focus of activities during the first third of the course and will include use of a performance assessment tool. May be repeated two times.

PROJECTED Course Offerings 2016-2018

This list of projected course offerings is provided to assist students and counselors in creating educational plans. While the college will do its best to honor these projected course offerings, please note that the list is subject to change due to enrollment constraints. Please consult the Schedule of Classes at apps.gocolumbia.edu/ClassSearch/ for actual course offerings for any given term.

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
ANTHR 1	Biological Anthropology		FA16			FA17	SP18
ANTHR 2	Cultural Anthropology		FA16			FA17	
ANTHR 3	Current Issues in Anthropology						SP18
ANTHR 7*	Gender, Culture and Society	SU16					SP18
ANTHR 8*	Research Methods in the Social and Behavioral Sciences		FA16			FA17	
ANTHR 10	Archaeology and Cultural Prehistory			SP17			
ANTHR 15	Native People of North America						SP18
ART 1	Basic Freehand Drawing	SU16		SP17		FA17	SP18
ART 2	Basic Color and Design			SP17			SP18
ART 3	3-D Art and Design		FA16			FA17	
ART 11	History of Art: Ancient and Medieval		FA16			FA17	
ART 12	History of Art: Renaissance, Baroque, and Modern	SU16	FA16	SP17	SU17	FA17	SP18
ART 13	Art of Africa, Asia, Australia and the Americas			SP17			SP18
ART 25	Mixed Media Painting						SP18
ART 31	Ceramics: Introductory	SU16	FA16	SP17	SU17	FA17	SP18
ART 32	Ceramics: Intermediate	SU16	FA16	SP17	SU17	FA17	SP18
ART 33	Ceramics: Advanced	SU16	FA16	SP17	SU17	FA17	SP18
ART 35	Raku and Alternative Firing Methods			SP17			SP18
ART 36	Wheel-Thrown Ceramics		FA16			FA17	
ART 40	Photography: Beginning		FA16	SP17		FA17	SP18
ART 44	Advanced Photography Laboratory						
ART 45	Field Photography		FA16	SP17			SP18
ART 46	Field Photography: Composition and Design					FA17	
ART 49	Intermediate Field Photography		FA16				
ART 51*	Publication Design I		FA16			FA17	
ART 52*	Publication Design II					FA17	
ART 53*	Computer Graphics I		FA16	SP17		FA17	SP18
ART 54*	Computer Graphics II			SP17			SP18
ART 56*	Typography						SP18
ART 71	Ceramic Sculpture: Introductory			SP17			SP18
ART 72	Ceramic Sculpture: Advanced			SP17			SP18
ART 103*	Practical Laboratory - Metal Sculpture						
ART 165*	Metal Sculpture	SU16			SU17		
ART 166*	Metal Sculpture Projects						
ART 21A	Painting: Beginning	SU16	FA16	SP17	SU17	FA17	SP18
ART 21B	Painting: Intermediate	SU16	FA16	SP17	SU17	FA17	SP18
ART 23A	Watercolor: Beginning			SP17			SP18
ART 23B	Watercolor: Intermediate			SP17			SP18
ART 9A	Figure Drawing: Beginning		FA16			FA17	
ART 9B	Figure Drawing: Intermediate		FA16			FA17	

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
AT 100	Introduction to Automotive Technology		FA16				
AT 102	Engine Repair		FA16				
AT 103	Practical Laboratory		FA16	SP17		FA17	SP18
AT 104	Practical Laboratory (Auto Body)						
AT 105	Automotive Braking Systems		FA16			FA17	
AT 106	Engine Performance			SP17			
AT 112	Heating and Air Conditioning			SP17			SP18
AT 113	Automotive Electrics						SP18
AT 120	Suspension and Steering					FA17	
AT 122	Manual Power Trains and Axles					FA17	
AT 125	Team-Managed Projects	SU16			SU17		
AT 132	Automatic Transmissions and Transaxles						SP18
AT 140	B.A.R. Smog Check Training, Level II			SP17			
AT 150	Soft Skills for the Industrial Trades						
AT 155	Automobile Spray Refinishing I						
AT 156	Automobile Spray Refinishing II						
AT 160	Exploring Technical Trades	SU16			SU17		
AT 170 UD	2013 B.A.R. Update Training		FA16				
AT 185	Auto Body Collision Repair I	SU16	FA16				
AT 186	Auto Body Collision Repair II		FA16				
AT 187	Automotive Detailing						
AT 200	Exploring Automotive Technology	SU16			SU17		
AT 201	Team-Managed Projects	SU16			SU17		
AT 220	Industry Update Training		FA16				
BIOL 2	Cell and Molecular Biology		FA16			FA17	
BIOL 4	Principles of Animal Biology		FA16			FA17	
BIOL 6	Plant Biology and Ecology			SP17			SP18
BIOL 10	Human Anatomy		FA16	SP17		FA17	SP18
BIOL 17	Fundamentals of Biology	SU16	FA16	SP17	SU17	FA17	SP18
BIOL 24	General Ecology			SP17			SP18
BIOL 50	Nutrition	SU16	FA16	SP17	SU17	FA17	SP18
BIOL 60	Human Physiology		FA16	SP17		FA17	SP18
BIOL 65	Microbiology		FA16	SP17		FA17	SP18
BIOL 150	Elementary Anatomy and Physiology	SU16		SP17	SU17		SP18
BIOL 158	Birds of Central California			SP17			SP18
BIOL 159	Wildflowers	SU16		SP17	SU17		SP18
BIOL 160	Mushrooms and Other Fungi	SU16		SP17	SU17		SP18
BIOL 179	Fishing and Fishery Biology of the Sierra Nevada						
BUSAD 2A	Financial Accounting		FA16			FA17	
BUSAD 2B	Managerial Accounting			SP17			SP18

* Course is cross-listed meaning that course sections are offered under more than one course ID. See the course description for cross-listing information.

COURSES: PROJECTED COURSE OFFERINGS

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
BUSAD 9*	Introduction to Small Group and Team Communication						
BUSAD 18	Business Law		FA16	SP17		FA17	SP18
BUSAD 20	Principles of Business		FA16	SP17		FA17	SP18
BUSAD 24	Human Relations in Organizations			SP17			SP18
BUSAD 25*	Job Search and Interviewing Strategies						
BUSAD 29*	Project Management			SP17			SP18
BUSAD 30	Principles of Marketing			SP17			SP18
BUSAD 40	Principles of Management		FA16			FA17	
BUSAD 41	Small Business Management			SP17			SP18
BUSAD 121	Adobe Acrobat Essentials		FA16			FA17	
BUSAD 135	Computerized Accounting (Quickbooks)		FA16			FA17	
BUSAD 151	Finance and Investments						
BUSAD 155	Computerized Accounting for Business			SP17			SP18
BUSAD 158	Payroll Accounting		FA16			FA17	
BUSAD 161A	Small Business Accounting I		FA16			FA17	
BUSAD 161B	Small Business Accounting II			SP17			SP18
BUSAD 163	Business Mathematics		FA16			FA17	
BUSAD 164	Income Tax		FA16			FA17	
BUSAD 199	Ind Study		FA16	SP17		FA17	SP18
CCTDM 5	Introduction to Digital Multimedia		FA16			FA17	
CCTDM 6	Writing for Multimedia			SP17			SP18
CCTDM 10	Introduction to HTML and CSS			SP17			SP18
CCTDM 12	Website Development Applications		FA16			FA17	
CCTDM 14	Advanced Topics in Website Development			SP17			
CCTDM 28	Video Production I		FA16	SP17		FA17	SP18
CCTDM 29	Video Production II		FA16	SP17		FA17	SP18
CCTDM 40	Computer Graphics and Animation			SP17			SP18
CCTDM 41	Compositing for Motion Graphics			SP17			SP18
CCTDM 45	Digital 3D Modeling and Animation		FA16			FA17	
CCTDM 50	Photo Editing for Digital and Print Publication		FA16			FA17	
CCTDM 51*	Publication Design I		FA16			FA17	
CCTDM 52*	Publication Design II					FA17	
CCTDM 53*	Computer Graphics I		FA16	SP17		FA17	SP18
CCTDM 54*	Computer Graphics II			SP17			SP18
CCTDM 56*	Typography						SP18
CCTDM 105	Image Managing and Editing for Digital Photographers	SU16			SU17		
CCTIS 4	Windows Operating Systems Essentials		FA16	SP17		FA17	SP18
CCTIS 6	Internet Essentials		FA16	SP17		FA17	SP18
CCTIS 8	Advanced Internet Research		FA16	SP17		FA17	SP18
CCTIS 10	Computer Concepts and Information Systems		FA16	SP17		FA17	SP18
CCTIS 29*	Project Management			SP17			SP18
CCTIS 30	Financial Worksheets on Computers			SP17			SP18
CCTIS 57*	GIS Data Management - Introduction to Geodatabase		FA16			FA17	
CCTIS 58*	GIS - ArcView						

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
CCTIS 59*	Geographic Information and Global Positioning Systems		FA16			FA17	
CCTIS 60*	Introduction to ArcGIS			SP17			SP18
CCTIS 61*	GIS Mapping - Introduction to Fire Incident Mapping			SP17			SP18
CCTIS 62*	GIS Mapping - Introduction to SAR GIS			FA16			FA17
CCTIS 63*	GIS and Making Maps: The Essential Skills			SP17			SP18
CCTIS 64*	ArcGIS: Creating a Basic Map			SP17			SP18
CCTIS 65*	GIS Applications				SU17		
CCTIS 67*	GIS Geocoding		FA16			FA17	
CCTIS 70*	Introduction to Raster-Based GIS		FA16			FA17	
CCTIS 75*	GIS Applications in Resource Management			SP17			SP18
CCTIS 137	Presentations Using Computers and Multimedia			SP17			SP18
CCTIS 138	Excel Spreadsheets		FA16			FA17	
CCTIS 139	Access			SP17			SP18
CCTIS 142*	Desktop Publishing Essentials		FA16			FA17	
CCTIS 210	Basic Computer Skills for College Success	SU16			SU17		
CCTIS 66*	Web Mapping						
CCTPG 5	Introduction to Programming		FA16	SP17		FA17	SP18
CCTPG 9	Operating Systems - Windows-Unix/Linux		FA16			FA17	
CCTPG 22	Programming Concepts and Methodology I		FA16			FA17	
CCTPG 24	Programming Concepts and Methodology II			SP17			
CCTPG 45	Applied Java Programming					FA17	
CCTPG 47	C/C++ Programming						SP18
CCTPG 48	Visual Studio .NET Programming		FA16				
CCTPG 51	Database Management					FA17	
CCTSS 11	Networking Essentials		FA16	SP17		FA17	SP18
CCTSS 112	Networking - CCNA 2: Routing and Switching Essentials						
CCTSS 113	Networking - CCNA 3: Scaling Networks						
CCTSS 114	Networking - CCNA 4: Connecting Network						
CCTSS 121	PC Assembly, Upgrade and Support (A+)		FA16			FA17	
CCTSS 122	PC Operating System Installation and Support (A+)			SP17			SP18
CHEM 2A	General Chemistry I		FA16	SP17	SU17	FA17	SP18
CHEM 2AL	General Chemistry I Laboratory		FA16	SP17	SU17	FA17	SP18
CHEM 2B	General Chemistry II	SU16		SP17		FA17	SP18
CHEM 2BL	General Chemistry II Laboratory	SU16		SP17		FA17	SP18
CHEM 4A	Organic Chemistry I		FA16				
CHEM 4AL	Organic Chemistry I Laboratory		FA16				
CHEM 4B	Organic Chemistry II			SP17			
CHEM 4BL	Organic Chemistry II Laboratory			SP17			
CHEM 5	Introductory Chemistry: Environmental Emphasis	SU16	FA16	SP17	SU17	FA17	SP18
CHEM 5L	Introductory Chemistry Laboratory	SU16	FA16	SP17	SU17	FA17	SP18
CHEM 14	Fundamental Chemistry for Allied Health	SU16	FA16	SP17	SU17	FA17	SP18
CHEM 14L	Fundamental Chemistry for Allied Health Laboratory	SU16	FA16	SP17	SU17	FA17	SP18
CHEM 16	Fundamental Organic and Biochemistry	SU16	FA16			FA17	
CHEM 16L	Fundamental Organic and Biochemistry Laboratory	SU16		SP17		FA17	

COURSES: **PROJECTED COURSE OFFERINGS**

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
CHEM 20	<i>The Chemistry of Everything</i>			SP17			SP18
CHEM 20L	<i>The Chemistry of Everything Laboratory</i>						
CHEM 30*	<i>Survey of Chemistry and Physics</i>		FA16			FA17	
CHILD 1	<i>Child Growth and Development</i>	SU16	FA16	SP17	SU17	FA17	SP18
CHILD 3	<i>Principles and Practices of Teaching Young Children</i>		FA16	SP17		FA17	SP18
CHILD 4	<i>Observation and Assessment</i>	SU16	FA16	SP17	SU17	FA17	SP18
CHILD 8	<i>Early Literacy Development</i>						
CHILD 16	<i>Practicum</i>		FA16	SP17		FA17	SP18
CHILD 17	<i>Adult Supervision Practicum</i>			SP17			SP18
CHILD 19	<i>Introduction to Children With Special Needs</i>		FA16			FA17	
CHILD 22	<i>Child, Family, Community</i>		FA16	SP17		FA17	SP18
CHILD 23	<i>Guiding Children's Social Development</i>		FA16			FA17	
CHILD 26	<i>Health, Safety and Nutrition</i>	SU16	FA16	SP17	SU17	FA17	SP18
CHILD 28	<i>Books for Young Children</i>						
CHILD 30	<i>Administration 1: Programs in Early Childhood Education</i>			SP17			SP18
CHILD 31	<i>Advanced Child Care Administration</i>			SP17			SP18
CHILD 35	<i>Introduction to Curriculum</i>	SU16	FA16		SU17	FA17	
CHILD 36	<i>Teaching in a Diverse Society</i>	SU16	FA16		SU17	FA17	
CHILD 41	<i>Implementing Curriculum for Young Children</i>		FA16			FA17	
CHILD 42	<i>Infant/Toddler Development</i>		FA16			FA17	
CHILD 43	<i>Infant/Toddler Care and Education</i>			SP17			SP18
CHILD 44	<i>Infant/Toddler Practicum</i>		FA16	SP17		FA17	SP18
CHILD 45	<i>School-Age Child Care</i>			SP17			SP18
CHILD 170BC	<i>Strategies to Enhance Early Childhood Social Emotional Development</i>						
DRAFT 50A	<i>Computer Assisted Drafting I</i>		FA16				
DRAFT 50B	<i>Computer Assisted Drafting II</i>		FA16				
DRAMA 10	<i>Introduction to the Theatre</i>	SU16	FA16	SP17	SU17	FA17	SP18
DRAMA 19	<i>Exploring Radio Drama</i>					FA17	
DRAMA 20	<i>Oral Expression and Interpretation</i>						SP18
DRAMA 22	<i>Introduction to Readers' Theatre</i>					FA17	
DRAMA 42	<i>Acting Fundamentals</i>		FA16	SP17		FA17	SP18
DRAMA 43	<i>Acting-Directing</i>	SU16		SP17	SU17		SP18
ECON 10	<i>Principles of Economics - Macro</i>		FA16			FA17	
ECON 11	<i>Principles of Economics - Micro</i>			SP17			SP18
EDUC 11	<i>Introduction to Elementary Classroom Teaching</i>		FA16			FA17	
EDUC 50	<i>Online Course Development</i>		FA16			FA17	
EDUC 51	<i>Emerging Technologies for Online Course Development</i>			SP17			
EDUC 52	<i>Universal Design for Online Course Development</i>						SP18
EMS 4	<i>Emergency Medical Technician Training</i>		FA16	SP17		FA17	SP18
EMS 10	<i>Outdoor Emergency Care Training</i>						
EMS 12	<i>Pre-Paramedic Training</i>		FA16			FA17	
EMS 20	<i>Basic Cardiology and Cardiac Dysrhythmias</i>			SP17			SP18
EMS 97	<i>Work Experience in Emergency Medical Service</i>		FA16	SP17		FA17	SP18
EMS 107	<i>Skills Refresher for Emergency Medical Technicians and First Responders</i>		FA16			FA17	

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
EMS 109	<i>Online Emergency Medical Technician Refresher</i>						
EMS 153	<i>CPR and Basic First Aid</i>		FA16	SP17		FA17	SP18
EMS 157	<i>Emergency Medical Responder and CPR</i>	SU16	FA16	SP17	SU17	FA17	SP18
EMS 165	<i>Conversational Medical Spanish for Emergency Health Care Providers</i>		FA16			FA17	
EMS 175	<i>EMS Skills Development</i>		SU16	FA16		SP17	FA17
EMS 170DY	<i>Mountain Travel and Rescue I</i>						
ENGL 1A	<i>Reading and Composition: Beginning</i>	SU16	FA16	SP17	SU17	FA17	SP18
ENGL 1B	<i>Advanced Composition and Introduction to Literature</i>	SU16	FA16	SP17	SU17	FA17	SP18
ENGL 1C	<i>Critical Reasoning and Writing</i>	SU16	FA16	SP17	SU17	FA17	SP18
ENGL 10	<i>Creative Writing</i>			SP17			SP18
ENGL 11	<i>Film Appreciation</i>		FA16	SP17		FA17	SP18
ENGL 17	<i>American Literature</i>					FA17	
ENGL 18	<i>American Literature</i>						SP18
ENGL 46	<i>Survey of English Literature</i>		FA16				
ENGL 47	<i>Survey of English Literature</i>			SP17			
ENGL 49	<i>California Literature</i>		FA16				
ENGL 50	<i>Introduction to Shakespeare</i>					FA17	
ENGL 81	<i>Introduction to World Literature: 1500 to Present</i>						SP18
ENGL 125	<i>Shakespeare Live: A Week of Theatre in Ashland, Oregon</i>			SP17			SP18
ENGL 132	<i>Writing Short Fiction</i>	SU16					
ENGL 133	<i>Writing It Real: Creative Nonfiction</i>				SU17		
ENGL 151	<i>Preparation for College Composition</i>	SU16	FA16	SP17	SU17	FA17	SP18
ENGL 606	<i>English as a Second Language: Advanced</i>		FA16	SP17		FA17	SP18
ENGL 637	<i>Writing for Personal Enrichment A Week of Theater in Ashland, Oregon</i>		FA16	SP17		FA17	SP18
ENGL 649	<i>Writing Skills Workshop</i>		FA16	SP17		FA17	SP18
ENGL 650	<i>English Fundamentals</i>		FA16	SP17		FA17	SP18
ENGL 705	<i>English as a Second Language</i>		FA16	SP17		FA17	SP18
ENGL 705A	<i>English as a Second Language: Low Beginning</i>		FA16	SP17		FA17	SP18
ENGL 705B	<i>English as a Second Language: High Beginning</i>		FA16	SP17		FA17	SP18
ENGL 705C	<i>English as a Second Language: Intermediate</i>		FA16	SP17		FA17	SP18
ENGL 705D	<i>English As a Second Language: Advanced</i>		FA16	SP17		FA17	SP18
ENGL 705E	<i>English As a Second Language: Proficient</i>		FA16	SP17		FA17	SP18
ENTRE 101	<i>Introduction to Entrepreneurship</i>			SP17		FA17	
ENTRE 102	<i>Entrepreneurial Marketing</i>			SP17		FA17	
ENTRE 103	<i>Financial Management for Entrepreneurs</i>		FA16	SP17			SP18
ENTRE 104	<i>Preparing Effective Business Plans</i>		FA16	SP17			SP18
ENTRE 105	<i>Social Media Marketing</i>		FA16			FA17	
ENTRE 106	<i>Patents, Copyrights, & Trademarks</i>		FA16			FA17	
ESC 1	<i>Energy: Uses and Alternatives</i>						
ESC 5	<i>Physical Geology</i>		FA16	SP17		FA17	SP18
ESC 10	<i>Environmental Geology</i>		FA16			FA17	
ESC 22	<i>Historical Geology</i>					FA17	
ESC 23	<i>Historical Geology</i>					FA17	
ESC 25	<i>Geology of the National Parks</i>						
ESC 30	<i>Global Tectonic Geology</i>						
ESC 33	<i>Introduction to the Earth</i>			SP17			SP18

COURSES: PROJECTED COURSE OFFERINGS

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018					
ESC 35	Field Geology	SU16	FA16	SP17	SU17	FA17	SP18					
ESC 35CC	Geology and Gold Mining of Calaveras County	2-3 Geology field studies sections will be offered each semester										
ESC 35DV	Geology of Death Valley											
ESC 35LS	Geology of Lassen, Shasta, Lava Beds											
ESC 35LT	Geology of the Lake Tahoe Region											
ESC 35LV	Geology of the Long Valley Caldera County											
ESC 35ML	Geology of the Mother Lode											
ESC 35SA	Geology of the San Andreas Fault											
ESC 35SN	Geology of the Sierra Nevada											
ESC 35SP	Geology of the Sonora Pass Area											
ESC 35TR	Geology of the Tuolumne River											
ESC 40	Descriptive Astronomy								FA16	SP17		FA17
ESC 42	Natural Hazards						SP18					
ESC 50	Oceanography		FA16			FA17						
ESC 62	Meteorology			SP17			SP18					
FIRE 1	Fire Protection Organization		FA16	SP17		FA17	SP18					
FIRE 2	Fire Prevention Technology		FA16	SP17		FA17	SP18					
FIRE 3	Fire Protection Equipment and Systems			SP17			SP18					
FIRE 4	Building Construction for Fire Protection		FA16			FA17						
FIRE 5	Fire Behavior and Combustion		FA16			FA17						
FIRE 7	Wildland Fire Control			SP17			SP18					
FIRE 29A	Driver/Operator Training 1A		FA16			FA17						
FIRE 29B	Driver/Operator Training 1B			SP17			SP18					
FIRE 50/ SAR 50	Low Angle Rope Rescue		FA16	SP17		FA17	SP18					
FIRE 51	High Angle Rope Rescue											
FIRE 97	Work Experience in Fire Technology	SU16	FA16	SP17	SU17	FA17	SP18					
FIRE 101	Firefighter I Academy		FA16	SP17		FA17	SP18					
FIRE 106	Hazardous Materials First Responder Operational											
FIRE 108	Confined Space Awareness											
FIRE 110	ICS 200 - Basic Incident Command System											
FIRE 111	Basic Power Saw Safety		FA16	SP17		FA17	SP18					
FIRE 120	Fire Operations in the Urban Interface											
FIRE 131	Introduction to ICS and Dispatch Recorder											
FNR 1	Environmental Conservation	SU16	FA16	SP17	SU17	FA17	SP18					
FNR 2	Introduction to Forestry		FA16			FA17						
FNR 3	Natural Resources Law and Policy			SP17			SP18					
FNR 6	Soil Resources		FA16			FA17						
FNR 9	Parks and Forests Law Enforcement			SP17			SP18					
FNR 10	Dendrology		FA16			FA17						
FNR 11	Natural Resources Field Camp	SU16			SU17							
FNR 12	Tallest, Oldest, Largest		FA16			FA17						
FNR 22	Ecology and Use of Fire in Forest Ecosystems		FA16			FA17						
FNR 24	Fire-Fuels Management			SP17			SP18					
FNR 30	Introduction to Watershed Management			SP17			SP18					
FNR 50	Natural History and Ecology	SU16			SU17							
FNR 53	Forest Surveying			SP17			SP18					
FNR 60	Introduction to Maps and Remote Sensing		FA16			FA17						
FNR 61	Introduction to Water Resources Management		FA16			FA17						

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
FNR 62	Applied Forest Inventory and Management	SU16			SU17		
FNR 63	Water for Consumption			SP17			SP18
FNR 64	Water Infrastructure in California				SU17		
FNR 65	Rural Wastewater Strategies		FA16			FA17	
FNR 66	Decentralized Wastewater Management			SP17			SP18
FNR 67	Operation of Wastewater Treatment Plants		FA16			FA17	
FNR 69	Operation of Wastewater Treatment Plants 2			SP17			SP18
FNR 71	Water Use EfficiencyL					FA17	
FNR 81	California Wildlife			SP17			SP18
FNR 86	California Naturalist Certificate						
FNR 97	Work Experience in Forestry and Natural Resources	SU16	FA16	SP17	SU17	FA17	SP18
FNR 172	Nature Photography	SU16			SU17		
FNR 173	Drawing Nature				SU17		
FNR 182	Techniques of Surveying Sierra Nevada Wildlife	SU16			SU17		
FNR 183	Ecological Restoration	SU16			SU17		
FNR 185	Introduction to the National Wilderness Preservation System						
GEOGR 12	Cultural Geography		FA16			FA17	
GEOGR 15	Physical Geography		FA16	SP17			SP18
GEOGR 20	World Regional Geography					FA17	
GEOGR 57	GIS Data Management - Introduction to Geodatabase		FA16			FA17	
GEOGR 58	GIS - ArcView						
GEOGR 59	Geographic Information and Global Positioning Systems		FA16			FA17	
GEOGR 60*	Introduction to ArcGIS			SP17			SP18
GEOGR 61*	GIS Mapping - Introduction to Fire Incident Mapping			SP17			SP18
GEOGR 62*	GIS Mapping - Introduction to SAR GIS			FA16		FA17	
GEOGR 63/ CCTIS 63	GIS and Making Maps: The Essential Skills			SP17			SP18
GEOGR 64*	ArcGIS: Creating a Basic Map			SP17			SP18
GEOGR 65*	GIS Applications				SU17		
GEOGR 66*	Web Mapping						
GEOGR 67*	GIS Geocoding		FA16			FA17	
GEOGR 70*	Introduction to Raster-Based GIS		FA16			FA17	
GEOGR 75*	GIS Applications in Resource Management			SP17			SP18
GUIDE 1	Career/Life Planning		FA16	SP17		FA17	SP18
GUIDE 10A	Introduction to Helping Skills		FA16			FA17	
GUIDE 10B	Intermediate Helping and Basic Conflict Management Skills		FA16			FA17	
GUIDE 11	Occupational Exploration		FA16			FA17	
GUIDE 18	Life Skills for Higher Education		FA16	SP17		FA17	SP18
GUIDE 25	Job Search and Interviewing Strategies			SP17			SP18
GUIDE 30	Personal Growth and Development			SP17			SP18
GUIDE 51	Principles of Leadership		FA16			FA17	
GUIDE 100	College Success	SU16	FA16	SP17		FA17	SP18
GUIDE 107	Orientation to College	SU16	FA16	SP17	SU17	FA17	SP18

* Course is cross-listed meaning that course sections are offered under more than one course ID. See the course description for cross-listing information.

COURSES: **PROJECTED COURSE OFFERINGS**

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
GUIDE 150	Guidance for Nursing Majors		FA16			FA17	
HHP 2	Women's Health Issues		FA16	SP17		FA17	SP18
HHP 3	Introduction to Kinesiology		FA16			FA17	
HHP 5	Introduction to Recreation and Leisure	SU16				FA17	
HHP 6A	Lifetime Fitness Program I		FA16	SP17		FA17	SP18
HHP 6B	Lifetime Fitness Program II		FA16	SP17		FA17	SP18
HHP 8A	Aerobic Exercise		FA16			FA17	
HHP 8B	Step Aerobics			SP17			SP18
HHP 9	Circuit Cross-Training	SU16	FA16	SP17	SU17	FA17	SP18
HHP 10	Adaptive Physical Education	SU16	FA16	SP17	SU17	FA17	SP18
HHP 16A	Fitness Walking		FA16	SP17		FA17	SP18
HHP 16B	Power Walking		FA16	SP17		FA17	SP18
HHP 18A	Yoga I		FA16	SP17		FA17	SP18
HHP 18B	Yoga II for Better Health		FA16	SP17		FA17	SP18
HHP 19	Aerobic Spinning						
HHP 23	Contemporary Dance						
HHP 25	Jazz Dance						
HHP 32A	Basketball I		FA16			FA17	
HHP 32B	Basketball II		FA16			FA17	
HHP 32C	Basketball III		FA16			FA17	
HHP 38A	Golf I						
HHP 38B	Golf II						
HHP 45	Co-Ed Flag Football						
HHP 47A	Soccer I		FA16	SP17		FA17	SP18
HHP 47B	Soccer II		FA16	SP17		FA17	SP18
HHP 47C	Soccer III		FA16	SP17		FA17	SP18
HHP 48	Co-Ed Softball						
HHP 50A	Tennis I		FA16			FA17	
HHP 50B	Tennis II		FA16			FA17	
HHP 53A	Volleyball I			SP17			SP18
HHP 53B	Volleyball II			SP17			SP18
HHP 53C	Volleyball III			SP17			SP18
HHP 55A	Fitness Training I for Firefighting		FA16	SP17		FA17	SP18
HHP 55B	Fitness Training II for Firefighting			SP17		FA17	SP18
HHP 56A	Weight Training I			SP17		FA17	SP18
HHP 56B	Weight Training II		FA16	SP17		FA17	SP18
HHP 59A	Beginning Tai Chi			SP17			SP18
HHP 60	Health and Fitness Education	SU16	FA16	SP17	SU17	FA17	SP18
HHP 61	Activities in Motor Development						
HHP 62	Safety and First Aid Education			SP17			SP18
HHP 63	Sociology of Sport		FA16	SP17		FA17	SP18
HHP 74	Introduction to Sport Management			SP17			SP18
HHP 76	Sports Conditioning		FA16	SP17		FA17	SP18
HHP 80	Varsity Cross-Country					FA17	
HHP 82	Varsity Basketball (Men)		FA16	SP17		FA17	SP18
HHP 85	Varsity Tennis						SP18
HHP 86	Varsity Volleyball (Women)		FA16			FA17	
HHP 91A	Pilates 1						

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
HHP 94A	Swimming 1	SU16				SU17	
HHP 94B	Swimming II	SU16				SU17	
HHP 97	Work Experience in Health and Human Performance						
HHP 300	Lifelong Health and Fitness	SU16	FA16	SP17	SU17	FA17	SP18
HHP 302	Cardiac Family Fitness - First Step for Fitness						
HHP 303	Rehabilitation for Physically Limited	SU16	FA16	SP17	SU17	FA17	SP18
HIST 5*	Introduction to the History and Philosophy of Science		FA16				
HIST 11	History of California						SP18
HIST 13	World Civilizations: to 1650		FA16			FA17	
HIST 14	World Civilizations: 1500 to Present			SP17			SP18
HIST 16	United States: to 1877	SU16	FA16	SP17	SU17	FA17	SP18
HIST 17	United States: 1877 to Present	SU16	FA16	SP17	SU17	FA17	SP18
HIST 21	Women in American History						
HIST 49	The Mother Lode						
HPMGT 102	Introduction to Hospitality Careers and Human Relations		FA16				
HPMGT 104	Hospitality Laws and Regulations			SP17			
HPMGT 112	Front Office Management/Hotel Catering			SP17			
HPMGT 114	Introduction to Maintenance and Housekeeping			SP17			
HPMGT 120	Safety and Sanitation		FA16				
HPMGT 122	Restaurant Math		FA16				
HPMGT 126	Nutrition for Chefs		FA16				
HPMGT 128	Kitchen Management		FA16				
HPMGT 130	Survey of Commercial Food Service Operations			SP17			
HPMGT 134	Commercial Baking: Beginning		FA16				
HPMGT 135	Commercial Baking: Advanced			SP17			
HPMGT 136	Dining Room Service and Management I		FA16				
HPMGT 140	Contemporary Cuisine		FA16				
HPMGT 141	Restaurant Desserts			SP17			
HPMGT 142	Garde Manger		FA16				
HPMGT 143	Advanced Garde Manger			SP17			
HPMGT 146	Dining Room Service and Management II		FA16				
HPMGT 147	Beverage Management		FA16				
HPMGT 148	Introduction to Wines		FA16				
HPMGT 152	Restaurant Planning			SP17			
HPMGT 190	Culinary Arts Internship		FA16				
HPMGT 200	Exploring Culinary and Baking Skills						
HPMGT 133A	Introduction to Commercial Food Preparation		FA16				
HPMGT 133B	Commercial Food Preparation		FA16				
HPMGT 201A	Basic Baking and Pastry Arts						
HPMGT 201B	Intermediate Culinary and Pastry Arts						
HUMAN 1	Old World Culture			SP17			SP18
HUMAN 2	Modern Culture	SU16	FA16		SU17	FA17	
HUMAN 3	World Culture		FA16	SP17			SP18
HUMAN 4	World Religions and Spirituality	SU16	FA16		SU17	FA17	
INDIS 48	Sustainable Living			SP17			SP18
INDIS 110	Peer Tutoring		FA16			FA17	

Although the Culinary Arts facility in the Monaghan building lower level will undergo a remodel beginning in Summer, 2016, the Hospitality program will still offer courses. See a counselor for updates on course offerings.

COURSES: **PROJECTED COURSE OFFERINGS**

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
INDIS 111	Advanced Peer Tutoring	SU16			SU17		
LIBR 1	Introduction to Library and Information Resources		FA16	SP17		FA17	SP18
LIBR 101	Introduction to the Library	SU16			SU17		
MATH 2	Statistics	SU16	FA16	SP17	SU17	FA17	SP18
MATH 4	Mathematics for Elementary Teachers		FA16			FA17	
MATH 6	Mathematics for Liberal Arts Students			SP17			SP18
MATH 8	Trigonometry	SU16	FA16	SP17	SU17	FA17	SP18
MATH 12	Finite Mathematics		FA16				
MATH 16	Precalculus	SU16	FA16	SP17	SU17	FA17	SP18
MATH 18A	Calculus I		FA16			FA17	
MATH 18B	Calculus II			SP17			SP18
MATH 18C	Calculus III	SU16				FA17	
MATH 26	Linear Algebra			SP17			SP18
MATH 100A	Algebra I: First Half		FA16			FA17	
MATH 100B	Algebra I: Second Half			SP17			SP18
MATH 101	Algebra I	SU16	FA16	SP17	SU17	FA17	SP18
MATH 104	Algebra II	SU16	FA16	SP17	SU17	FA17	SP18
MATH 601	Elementary Mathematics	SU16	FA16	SP17	SU17	FA17	SP18
MATH 602	Prealgebra	SU16	FA16	SP17	SU17	FA17	SP18
MATH 650	Personalized Mathematics Development	SU16	FA16	SP17	SU17	FA17	SP18
MGMT 110	Communication in the Workplace		FA16			FA17	
MGMT 111	Customer Service		FA16			FA17	
MGMT 112	Team Building		FA16			FA17	
MGMT 113	Attitude in the Workplace			SP17			SP18
MGMT 114	Values and Ethics in the Workplace		FA16			FA17	
MGMT 115	Time Management			SP17			SP18
MGMT 116	Stress Management in the Workplace			SP17			SP18
MGMT 117	Conflict Management			SP17			SP18
MGMT 118	Decision Making in the Workplace			SP17			SP18
MGMT 119	Managing Organizational Change			SP17			SP18
MGMT 120	Generational Diversity: Managing Cross-Generational Teams		FA16			FA17	
MUSIC 2	Introduction to Music	SU16	FA16	SP17	SU17	FA17	SP18
MUSIC 4A	Elementary Musicianship		FA16			FA17	
MUSIC 4B	Elementary Musicianship			SP17			SP18
MUSIC 5A	Intermediate Musicianship		FA16			FA17	
MUSIC 5B	Intermediate Musicianship			SP17			SP18
MUSIC 10	Survey of Music History and Literature: Ancient to 1750		FA16			FA17	
MUSIC 11	Survey of Music History and Literature: 1750 to Present	SU16	FA16	SP17	SU17	FA17	SP18
MUSIC 12	American Popular Music: Blues and Jazz to Rock 'n' Roll	SU16	FA16	SP17	SU17	FA17	SP18
MUSIC 20A	Elementary Music Theory		FA16			FA17	
MUSIC 20B	Elementary Music Theory			SP17			SP18
MUSIC 21A	Intermediate Music Theory		FA16			FA17	
MUSIC 21B	Intermediate Music Theory			SP17			SP18
MUSIC 31A	Elementary Piano		FA16	SP17		FA17	SP18

* Course is cross-listed meaning that course sections are offered under more than one course ID. See the course description for cross-listing information.

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
MUSIC 31B	Elementary Piano		FA16	SP17		FA17	SP18
MUSIC 36	Elementary Voice						
MUSIC 37	Advanced Elementary Voice						
MUSIC 38	Intermediate Voice						
MUSIC 39	Advanced Intermediate Voice						
MUSIC 41A	Intermediate Piano		FA16	SP17		FA17	SP18
MUSIC 41B	Intermediate Piano		FA16	SP17		FA17	SP18
MUSIC 49	Beginning Guitar						
MUSIC 50	Private Lessons-Guitar		FA16	SP17		FA17	SP18
MUSIC 51	Private Lessons-Keyboards		FA16	SP17		FA17	SP18
MUSIC 52	Private Lessons-Woodwinds		FA16	SP17		FA17	SP18
MUSIC 53	Private Lessons-Brass		FA16	SP17		FA17	SP18
MUSIC 54	Private Lessons-Strings		FA16	SP17		FA17	SP18
MUSIC 55	Private Lessons-Percussion		FA16	SP17		FA17	SP18
MUSIC 56	Private Lessons-Voice		FA16	SP17		FA17	SP18
MUSIC 60	College Choir			SP17			SP18
MUSIC 64	Jazz Choir		FA16	SP17		FA17	SP18
MUSIC 66	Columbia College Community Chorus		FA16			FA17	
MUSIC 72	Jazz Ensemble			SP17			SP18
MUSIC 75	Jazz Studies		FA16			FA17	
MUSIC 76	Community Orchestra		FA16	SP17		FA17	SP18
MUSIC 78	Ensemble: Instrumental Emphasis						
MUSIC 302	Choral Singing		FA16	SP17		FA17	SP18
MUSIC 303	Orchestra		FA16	SP17		FA17	SP18
MUSIC 305	Jazz Studies		FA16	SP17		FA17	SP18
MUSIC 308	Solo Singing		FA16	SP17		FA17	SP18
NARTC 184	Leave-No-Trace Trainer Class						
OFTEC 42	Publication Design I		FA16			FA17	
OFTEC 43	Publication Design II					FA17	
OFTEC 50	Medical Terminology		FA16	SP17		FA17	SP18
OFTEC 100	Computer Keyboarding I			SP17			SP18
OFTEC 125	Records Management and Filing Applications				SU17		
OFTEC 130	Business English					FA17	
OFTEC 131	Office Procedures and Technology			SP17			
OFTEC 132	Business Communications			SP17			
OFTEC 140	Beginning Word Processing		FA16			FA17	
OFTEC 141	Intermediate Word Processing			SP17			SP18
OFTEC 142/ CCTIS 142	Desktop Publishing Essentials		FA16			FA17	
OFTEC 149	Electronic Health Records		FA16			FA17	
OFTEC 150	Medical Law and Ethics		FA16			FA17	
OFTEC 151	Medical Office Management			SP17			
OFTEC 168	Creating a Virtual Office			SP17			
OFTEC 210	Typing Speed and Accuracy Bldg			SP17			
OFTEC 215	Word Processing for Personal Use						
OFTEC 216	Intermediate/Advanced Word Processing for Personal Use						
OFTEC 152A	Medical Billing and Coding			SP17			SP18

COURSES: PROJECTED COURSE OFFERINGS

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
OFTEC 152B	Medical Coding II		FA16			FA17	
OFTEC 152C	Advanced Medical Coding			SP17			SP18
PHILO 1	Introduction to Philosophy	SU16	FA16	SP17	SU17	FA17	SP18
PHILO 5*	Introduction to the History and Philosophy of Science		FA16				
PHILO 25	Twentieth Century Philosophy			SP17			
PHILO 35	Environmental Ethics						
PHYCS 1	Conceptual Physics			SP17			SP18
PHYCS 2	Conceptual Physical Science: A Starship Voyage						
PHYCS 30/ CHEM 3	Survey of Chemistry and Physics		FA16			FA17	
PHYCS 4A	Introductory Physics I: Trigonometry Level		FA16			FA17	
PHYCS 4B	Introductory Physics II: Trigonometry Level	SU16		SP17			SP18
PHYCS 5A	Introductory Physics I: Calculus Level		FA16			FA17	
PHYCS 5B	Introductory Physics II: Calculus Level	SU16		SP17			SP18
PHYCS 5C	Physics III: Calculus Level						
POLSC 10	Constitutional Government	SU16	FA16	SP17	SU17	FA17	SP18
POLSC 12	American Political Thought		FA16			FA17	
POLSC 14	International Relations						SP18
POLSC 16	Comparative Government and Politics			SP17			
PSYCH 1	General Psychology	SU16	FA16	SP17	SU17	FA17	SP18
PSYCH 2	Current Issues in Psychology						
PSYCH 5	Human Sexual Behavior		FA16	SP17		FA17	SP18
PSYCH 10	Lifespan Human Development		FA16	SP17		FA17	SP18
PSYCH 15	Research Methods in Psychology		FA16			FA17	
PSYCH 20	Sport Psychology			SP17			SP18
PSYCH 24	Abnormal Psychology			SP17			SP18
PSYCH 30	Psychology of Adjustment		FA16	SP17		FA17	SP18
PSYCH 35	Introduction to Drugs and Behavior		FA16			FA17	
PSYCH 40	Stress Management		FA16			FA17	
PSYCH 52	Introduction to Peer Support for Psychosocial Rehabilitation		FA16			FA17	
PSYCH 56	Introduction to Psychosocial Rehabilitation			SP17			SP18
SAR 10							
SAR 50*	Low Angle Rope Rescue		FA16	SP17		FA17	SP18
SAR 51	High Angle Rope Rescue						
SAR 59	Rescue Systems I: Instructor Training						
SAR 62*	GIS Mapping - Introduction to SAR GIS						
SIGN 40A	ASL-Beginning Communication with the Deaf		FA16	SP17		FA17	SP18
SIGN 40B	ASL-Elementary Communication with the Deaf	SU16		SP17			SP18
SIGN 40C	ASL-Intermediate Communication With The Deaf		FA16				
SKLDV 302	Parenting Strategies/Family Relationship						
SKLDV 410	Supervised Tutoring	SU16	FA16	SP17	SU17	FA17	SP18
SKLDV 610	Introduction to Computer Access			SP17			SP18
SKLDV 690	Study Skills						
SKLDV 700	GED Preparation		FA16	SP17		FA17	SP18
SKLDV 701	Life Strategies for Success						
SKLDV 703	Practical Money Skills for Life						
SKLDV 705	Preparation for Citizenship Test						

COURSE ID	COURSE TITLE	SUMMER 2016	FALL 2016	SPRING 2017	SUMMER 2017	FALL 2017	SPRING 2018
SKLDV 792	Applied Skills						
SOCIO 1	Introduction to Sociology	SU16	FA16	SP17	SU17	FA17	SP18
SOCIO 2	American Society: Social Problems and Deviance			SP17			SP18
SOCIO 5	Ethnicity and Ethnic Relations in America					FA17	
SOCIO 7*	Gender, Culture and Society	SU16					SP18
SOCIO 8*	Research Methods in the Social and Behavioral Sciences		FA16			FA17	
SOCIO 12	Sociology of the Family		FA16				SP18
SOCIO 28	Death and Dying	SU16					
SPAN 10A	Conversational Spanish: Beginning						
SPAN 150A	Spanish for the Community						
SPAN 150B	Spanish for the Community II						
SPAN 1A	Spanish: Beginning	SU16	FA16	SP17	SU17	FA17	SP18
SPAN 1B	Spanish: Beginning		FA16	SP17		FA17	SP18
SPAN 20A	Conversational Spanish: Intermediate						
SPAN 20B	Conversational Spanish: Intermediate						
SPAN 2A	Spanish: Intermediate						
SPAN 2B	Spanish: Intermediate						
SPCOM 1	Introduction to Public Speaking	SU16	FA16	SP17	SU17	FA17	SP18
SPCOM 2	Argumentation and Debate						SP18
SPCOM 4	Introduction to Human Communication		FA16	SP17		FA17	SP18
SPCOM 5	Intercultural Communication			SP17		FA17	SP18
SPCOM 7	Forensics Workshop		FA16	SP17		FA17	SP18
SPCOM 9*	Introduction to Small Group and Team Communication	SU16					
SPCOM 12	Media and American Culture			SP17			SP18
SPCOM 19	Exploring Radio Drama						
WT 101	Practical Laboratory	SU16	FA16	SP17	SU17	FA17	SP18
WT 103*	Practical Laboratory - Metal Sculpture						
WT 121	Arc/Gas Welding	SU16	FA16	SP17	SU17	FA17	SP18
WT 122	MIG Welding (GMAW/FCAW)	SU16	FA16	SP17	SU17	FA17	SP18
WT 123	TIG Welding (GTAW)	SU16	FA16	SP17	SU17	FA17	SP18
WT 160	Exploring Technical Trades						
WT 165*	Metal Sculpture	SU16			SU17		
WT 166	Metal Sculpture Projects						

* Course is cross-listed meaning that course sections are offered under more than one course ID. See the course description for cross-listing information.

Faculty, Staff & Administrators



Faculty & Certificated Administrators

Year of initial appointment within the Yosemite Community College District follows name

Li Ching Accurso (1995)

(209) 588-5378

Art

A.S., Contra Costa College

B.A., M.F.A., University of California, Berkeley

Fulbright Scholar, 1991

Lauren Campana (2000)

(209) 588-5204

Health Services Coordinator, College Nurse

B.S.N., CSU, Sacramento

M.P.H., University of California, Berkeley

N.P., California State University, Long Beach

Melissa Colon (2001)

(209) 588-5092

Distance Education Coordinator

A.A., San Joaquin Delta College

B.S., University of the Pacific

M.S., California State University, Hayward

Erik Andal (1997)

(209) 588-5200

Automotive Technology

A.A., San Joaquin Delta College

B.V.E., M.A., California State University, Stanislaus

Anne M. Cavagnaro (2004)

(209) 588-5156

Mathematics

A.A., Columbia College

B.A., Sonoma State University

M.A., University of Kentucky

Tim Elizondo (2005)

(209) 588-5210

Speech

A.A., Modesto Junior College

B.A., M.A., Arizona State University

Ph.D., Bowling Green State University, Ohio

Randy Barton (2005)

(209) 588-5217

Business, Economics

B.A., M.B.A., California State University, Stanislaus

Kath Christensen (2010)

(209) 588-5152

Computer Information Systems

B.A., Immaculate Heart College

M.F.A., California Institute of Arts

Angela R. Fairchilds (2014)

President

(209) 588-5115

B.S., Golden Gate University

M.B.A., Golden Gate University

Ph.D., University of Arizona

Stephanie Beaver Alder (2016)

(209) 588-5023

Special Programs Counselor

M.A. Counseling, Saint Mary's College of California

B.S. Human Development, UC Davis

Paula Clarke (1999)

(209) 588-5356

Anthropology, Sociology

B.A., University of California, Berkeley

Ph.D., University of California, San Francisco

Jeff Fitzwater (2005)

(209) 588-5028

Academic Counselor,

Transfer Center Coordinator

B.A., California Polytechnic State University, San Luis Obispo

M.A., California State University, Stanislaus

Matthew P. Fox (2013)

(209) 588-5110

EOPS/CARE Coordinator-Counselor

B.A., University of California, Los Angeles

M.Ed., University of California, Los Angeles

Wendy Griffiths-Bender (1996)

(209) 588-5179

Librarian

B.A., New Hampshire State University
at Plymouth

M.A., University of San Francisco

M.S., University of California, Berkeley

Pam Guerra Schmidt (1999)

(209) 588-5377

Child Development

B.A., M.S., California State University, Stanislaus

Ted Hamilton (1976)

(209) 588-5227

Geography, History, Political Science

A.A., Modesto Junior College

B.A., University of California, Berkeley

M.A., California State University, Stanislaus

Rod D. Harris (1979)

(209) 588-5211

Music

A.A., Fort Steilacoom Community College

B.A.E., M.M., Pacific Lutheran University

Ph.D., University of North Texas

Tom Hofstra (2007)

(209) 588-5155

Natural Resources

B.A., Lawrence University

M.S., Arizona State University

Ph.D., University of California, Santa Cruz

Rob Hoyt (2015)

(209) 588-5184

Basketball/Volleyball Coach

A.A., Columbia College

B.S., Fresno State

M.S., United States Sports Academy

Anca Husher (2016)

(209) 588-5195

Physics

M.S., University of Bucharest

Credential, National University

Brian Jensen (2005)

(209) 588-5036

Special Programs Counselor

A.A., College of Marin

B.A., Dominican University of California

M.A., Sonoma State University

Ph.D., Southern California University of Profes-
sional Studies**Thomas Johnson (2000)**

(209) 588-5215

Political Science, History

B.A., University of California, Santa Barbara

M.A., California State University, Stanislaus

J.D., The American University, Washington, D.C.

Craig Johnston (2008)

(209) 588-5149

English

B.A., Humboldt State University

M.A.T.W., Humboldt State University

Raelene Juarez (2005)

(209) 588-5183

Health and Human Performance

B.A., M.A., California State University, Chico

Alicia Kolstad (2000)

(209) 588-5333

Academic Counselor

A.A., West Valley College

B.A., M.A., California State University, San Jose

Maryl Landess (1990)

(209) 588-5175

Mathematics

B.S., M.A., University of California, Davis

Lindsay Laney (2014)

(209) 588-5716

Academic Achievement Center Coordinator

B.A., California State University, Chico

M.A., California State University, Stanislaus

Joe Manlove (2015)

(209) 588-5083

Mathematics

B.A., College of St. Scholastica

M.S., Ph.D., Montana State University

Kirsten Miller (2015)

(209) 588-2155

Academic Counselor

B.A., Biola University

M.A., California State University, Stanislaus

Micha Miller (1997)

(209) 588-5241

Biology

B.S., Western Washington University

M.S., Washington State University

D.A., Idaho State University

Fulbright Scholar, 2004

Erin Naegle (2011)

(209) 588-5158

Biology

B.S., Utah State University

M.S., North Carolina State University

D.A., Idaho State University

Jill Olson (2014)

(209) 588-5148

CalWorks Coordinator/Counselor

B.S., University of Wisconsin, Madison

M.A., National University, La Jolla

Tamara Oxford (2016)

(209) 588-5346

Mental Health Coordinator

Ph.D. Depth Psychology, Pacifica Graduate
Institute

M.A., Psychology, Sierra University

B.A., English, UC Riverside

Elizabeth Pflieger (2012)

(209) 588-5206

Academic Counselor/Articulation Officer

B.A., Whitman College

M.S., Washington State University

M.A., California State University, Stanislaus

Ida Ponder (1997)

(209) 588-5304

Computer Information Systems/Business

Administration/ Entrepreneurship

A.A., Columbia College

B.S., California State University, Stanislaus

M.B.A., LaSalle University

Brandon Price (2015)

(209) 588-5079

Dean of Student Equity and Success

B.A., M.P.A., Ed.D., California State University,

Stanislaus

Melissa Raby (2009)

(209) 588-5132

Vice President of Student Services

B.A., California State University, Sacramento

M.S., California State University, Sacramento

Ed.D., Texas Tech University

Judy Reiman (2009)

(209) 588-5216

Office Technology

A.A., Ventura College

B.S., California State University, Chico

Jim Retemeyer (2014)

(209) 588-5164

Mathematics

A.S., Community College of the Air Force

A.A., Merced College

B.A., California State University, Stanislaus

M.A., Fresno Pacific University

Nathan Rien (2005)

(209) 588-5182

Health and Human Performance

B.A., University of California, Davis

M.Ed., National University

M.S.S., United States Sports Academy

FACULTY, STAFF, ADMINISTRATION

Rick Rivera (1997)

(209) 588-5093

English

A.A., Santa Rosa Junior College

B.A., M.A., Sonoma State University

Karin Rodts (1989)

(209) 588-5134

DSPS Coordinator,

Learning Disability Specialist

A.A., DeAnza Community College

B.S., California State University, Hayward

M.A., California State University, Sacramento

Joseph Ryan (2002)

(209) 588-5087

Dean of Arts & Sciences

A.A., Chabot College

B.S., San Francisco State University

Ph.D., University of California, Davis

Brian K. Sanders (1995)

(209) 588-5112

Interim Vice President

of College and Administrative Services

B.S. University of California, Santa Barbara

M.A., University of Oregon

Ed.D., University of California, Davis

Katherine Schultz (2000)

(209) 588-5364

Computer Information Systems

B.A., California State University, Chico

M.S., California State University, Hayward

Adrienne Seegers (2005)

(209) 588-5275

Child Development

B.A., University of California, Santa Cruz

M.A., Pacific Oaks College

Meryl Soto (1994)

(209) 588-5225

English

A.A., Fresno City College

B.A., M.A., California State University, Fresno

Laurie Sylwester (2000)

(209) 588-5341

Art

A.A., Columbia College

B.A., M.A., California State University, Stanislaus

Klaus Tenbergen (2015)

(209) 588-5142

Dean of Career Technical Education and Economic Development

B.A., Kendall College

M.S.M., Cardinal Stritch University

Ed.D., California State University, Fresno

Colin Thomas (2016)

(209) 588-5195

Chemistry

Ph.D., Georgia Institute of Technology

B.S., University of California, Davis

James M. Toner (1996)

(209) 588-5226

English

B.A., Boston College

M.A., University of California, Berkeley

Michael Torok (1998)

(209) 588-5287

Biology

B.A., B.S., University of California

Santa Barbara

M.S., Moss Landing Marine Laboratories,

CSU Stanislaus

Tina Trolier (2010)

(209) 588-5228

Psychology

B.A., California State University, Fresno

M.A., University of California, Santa Barbara

Lahna VonEpps (2009)

(209) 588-5147

Mathematics

A.A., A.S., Columbia College

B.S., California Polytechnic University, San Luis

Obispo

M.A., University of Montana

Shane Warner (2013)

(209) 588-5308 Fire Technology

A.S., Columbia College

Sylvia Watterson (2007)

(209) 588-5275

Emergency Medical Services

A.A., Columbia College

B.A., California State University, Stanislaus

Derrick Wydick (2015)

(209) 588-5133

Counselor

B.A., M.A., Chico State University

M.A., Chapman University

Columbia College Faculty Emeriti

Years of service within the Yosemite Community College District follows name

Dennis L. Albers

Mathematics, Physics
(1985-2011)

David E. Alford

Humanities, Philosophy
(1989-2000)

Paul K. Becker

Dean of Student Services
(1971-1987)

Joshua E. Bigelow

Health & Human Performance
(1981-2012)

Vonna Breeze-Martin

Spanish
(1990-2010)

Elsie M. Bruno

Counselor, Articulation Officer
(1980-2000)

Dale L. Bunse

Art
(1975-2000)

Ross A. Carkeet, Jr.

Biology, Forestry, Natural Resources
(1968-2007)

John Carter

Music
(1984-2014)

Janet M. Carty

Business Office Occupations
(1984-2003)

L. Francis Cullen

Psychology, Counselor, Student Activities
(1971-1983)

W. Dean Cunningham

President
(1979-1992)

Candace L. Daly

Office Technology, Work Experience
(1979-2007)

Richard L. Dyer

History, Political Science
(1969-1991)

Margo Elliott

Psychology
(1991-2004)

Marion C. Evans

Health Occupations
(1968-1983)

McKinley Frost

Welding Technology
(1970-1985)

Robert H. Gibson

Physical Education
(1970-1993)

Phyllis T. Greenleaf

Child Development
(1990-2005)

Laurel Grindy

Mathematics
(1990-2009)

Jon M. Hagstrom

English
(1962-1996)

Delores A. Hall

College Nurse
(1987-1999)

Robert H. Hamilton

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

Patricia Harrelson

English
(1982-2007)

Frances V. Hegwein

Health Occupations
(1974-1985)

Michael N. Hill

Business Administration
(1989-2014)

Jerry Hodge

Biology
(1989-2010)

Terry J. Hoff

Health & Human Performance
(1974-2004)

Tom G. Holst

Earth Science, Computer Science
(1974-1996)

Floyd L. Hopper

Counselor
(1976-1988)

Kathryn E. Jeffery

Vice President for Student Services
(1994-2004)

Thelma A. Jensen

Health Occupations
(1968-1984)

Donald A. Jones

Biological Science
(1968-1985)

James R. Kindle

Learning Skills
(1974-1990)

Douglas E. Kotarek

Business, Economics
(1974-2004)

John Leamy

Mathematics
(2000-2014)

Walter L. Leineke

Assistant Dean of Instruction
(1968-1991)

Raymond D. Liedlich

English
(1981-2011)

Paul Lockman

Dean of Special Programs
(1981-2005)

Jerry D. Lyon

Business
(1971-1984)

Jean Mallory

Counselor, Articulation Officer
(1990-2005)

Lynn Martin

Lead Counselor, Matriculation Coordinator
(1996-2010)

Morgan McBride

Health & Human Performance
(1991-2010)

Susan Medeiros

Counselor
(2000-2013)

George Melendrez

Fire Technology
(1991-2005)

Gary Mendenhall

Dean of Vocational Education and Community
Development
(1999-2011)

FACULTY, STAFF, ADMINISTRATION

James R. Mendonsa
Search & Rescue, Speech
(1981-2004)

John C. Minor
English
(1970-1993)

Barbara C. Painter
Counselor
(1969-1980)

Chester H. Palmer
English, Speech
(1976-1989)

Suzanne Patterson
Learning Disabilities Specialist
(1991-2004)

Fred J. Petersen
Computer Science
(1981-1999)

David G. Purdy
Drama, English, Speech
(1971-2004)

Allan Ramsaran
Counselor
(1988-2002)

Jim Riggs
President
(1997-2008)

Blaine D. Rogers
Biology
(1972-2004)

Richard H. Rogers
Business
(1968-1982)

Melborn N. Simmons
Mathematics
(1969-1992)

John R. Ross
Health Education, Health Occupations,
Search and Rescue
(1970-1987)

Donald Smith
Computer Science
(2005-2016)

Raymond L. Steuben
Librarian
(1976-2007)

Ellen Stewart
Drama, Speech
(1976-2007)

Kathy Lynn Sullivan
Child Development
(2000-2015)

V. Peter Sullivan
Physical Education, Athletic Director
(1961-1992)

Guy VanCleave
Biology
(2005-2010)

David I. Willson
Vice President of Instruction
(1975-2004)

Bill Wilson
Psychology, Guidance
(1974-2009)

Clarence O. Wolgamott, Jr.
Chemistry
(1971-2001)

Gene Womble
Hospitality Management
(1997-2016)

Classified Staff & Classified Administrators

Year of initial appointment within the Yosemite Community College District follows name



Maria Luisa Adams (2004)
Library Specialist

Kandee Aiton (1999)
Accounting Assistant,
Hospitality Management

Anne Anderson (2006)
Administrative Assistant

Kimberly Angel (2013)
Child Development Center Teacher

Dana Baker (2014)
Financial Aid Technician

Kristina Baker (2014)
Child Development Center Teacher

Doreen Bass (1991)
Instructional Support Specialist, Biology

Lonnie Blansit (1997)
Instructional Support Technician,
Computer Science

Darin Blume (2000)
Maintenance Technician

Casey Bonavia (1989)
Instructional Support Specialist,
Mathematics

Kelsie Bonavia (2014)
Financial Aid Technician

Ryan Brady (1999)
Information Systems Specialist

Cathy Brown (2011)
Administrative Assistant,
Instructional Materials Center

Tammie Brumlow (2003)
Custodian

Angela Brunton (2000)
Child Development Center Master Teacher

Cindy Buie (2004)
Bookstore Operations Coordinator

Nancy Bull (1996)
Accounting Technician

Kevin Ciabatti (2014)
Custodian

Chuck Cooper (2000)
Maintenance Specialist - Carpenter

Cari Craven (2007)
Executive Assistant,
College President

Elissa Creighton (2007)
Administrative Secretary,
Dean of Career Technical Education

Michael Denne (2016)
Alternate Media Access Specialist

Greg Elam (1997)
Campus Security Supervisor

Kyle Elkins (2014)
Administrative Technician,
Instructional Materials Center

Tiffany Flies (2005)
Family & Child Care Services Manager

Doralyn Foletti (2004)
Administrative Specialist, Student Success

FACULTY, STAFF, ADMINISTRATION

Kasey Fulkerson (2009)
Administrative Specialist

Tyler Fyfe (2015)
Campus Security Officer

Sheri Glynn (2009)
Administrative Secretary,
Dean of Instructional Services, Arts & Sciences

Kevin Granados (2014)
Multimedia Technician

Robert Gritz (1998)
Fiscal Services Supervisor

Frederick Grolle (1989)
Telecommunications Specialist

Margo Guzman (2006)
Director of Technology & Media Services

Candice Hann (2014)
Instructional Support Technician

Colleen Henry (2010)
Executive Secretary,
Vice President of Student Services

Wendy Hesse (2004)
Accounting Technician

Tracey Hickey (2013)
Interim Program Specialist,
Special Programs

Dale Hubbard (2011)
Lead Custodian

Michael Igoe (2016)
Director of Access, Retention &
Support Services

Cindy Inwood (2008)
Interim Program Technician,
Student Services/Counseling

Jason Irion (2013)
Grounds Maintenance Technician

Terri Isaman (2002)
Executive Secretary, Vice President of
College & Administrative Services

Dave Keener (2002)
Facilities Planning & Operations

Torri Keever (2016)
Admissions & Records Specialist

Ashley Kennedy (2014)
Campus Security Officer

Nicholas Lampkin (2014)
Campus Security Officer

Kathy Lea (2008)
Grounds Maintenance Technician

Allison McDermott (2013)
Library Specialist

Lesley Michtavy (2016)
Registrar

Tammie Miles (2005)
Campus Security Officer

Letitia S. Miller (2002)
Curriculum Process Specialist
Instruction

Rich Moody (2007)
Maintenance Specialist, HVAC

Tiffany Moore (2013)
Administrative Specialist,
Career Technical Education

Shelley Muniz (2002)
Library Specialist

Amy Nilson (2013)
Director of Development

Anna Noonan (2014)
Instructional Support Aide,
Child Development

Shelley Paddack (2014)
Administrative Technician/
Stock Delivery Technician

Joe Paz (2015)
Campus Security Officer

Gabriela Peterson (2015)
Admissions & Records Technician

Chris Pomeroy (2007)
Custodian

Lorraine Rasmussen (2007)
Custodian

Lisa Reza (2014)
Administrative Assistant
Student Services/Special Programs

Anneka Rogers Whitmer (2011)
Director, TRiO Project

Jason Romano (2008)
Instructional Support Assistant

Joe Rosas (2013)
Campus Security Officer

Liz Rumney (1998)
Bookstore Textbook Buyer

Marnie Shively (2000)
Director of Student Financial Services

Cory Stoneham (2008)
Mechanic

Diana Sunday (2012)
Director of College Research and Planning

Carol Taylor (2007)
Shuttle Driver

Kat Thuloweit (2007)
Custodian

Eric Turner (2012)
Instructional Support Specialist/
Automotive Technology

Michelle Walker (2013)
Interim Executive Secretary
to the VP of Instruction,
Student Services/Special Programs

Jeff Whalen (2006)
Auxiliary Services Manager

Debbie York (2006)
Admissions & Records Technician

Index

A

AA/AS degrees	51
explained	51
graduation requirements for	53
AA-T/AS-T degrees	
and transfer to a CSU	57
explained	51
graduation requirements for	54
AB 540	10
About the campus	6
Academic:	
deficiencies	46
dismissal	46
freedom	38
integrity	34
Policies & Procedures	37
probation	46
renewal	41
Academic Achievement Center, about	14
Academic Calendar 2016-2017	5
Academic Schedule 2016-2017	4
Accreditation	7
Activities requirement	
exemptions from	59
for degree	59
Activities & Student Life	22
Adaptive technology	16
Adding a Course	39
Admission, applying for	9
Advanced Placement exams, credit for	64
Age, definition of	27

Alternate Format Media	16
Annual Security Report	20
AP Examinations, credit for	64
Applying for admission.	9
Articulation	39
Art Students League	23
ASCC	22
Assessment, about	12
ASSIST	56
Associate degree	51, 52, 54, 56, 57
applying for	52
earning multiple	44
for Transfer	39, 54
institutional requirements for	53
total units for	44
types of	51
Associated Students of Columbia College	22
Athletic Director	22
Athletics	22
ATM Machines	14
Auditing a Course	10
Auto Tech Club	23

B

Baccalaureate degree-applicable courses	37
Bible Club	23
Board of Governors Fee Waiver	17, 50
Board of Trustees	2
BOG Waiver	17
Book Service	16
Bookstore	19

C

Calaveras Outreach Site	14
Calendar (academic)	5
CAL Grants	17
California Dream Act	17
CalWORKs, about	15
Campus Bulletin Boards	25
Campus Security	
crime statistics	26
law enforcement authority of	26
Campus Shuttle	15
Campus Tours	20
Career Center	15
Career Technical Education, about	7
Career/Transfer Resources	15
CARE Program	15
Catalog Rights	38, 51
CEO Club	23
Certificates, applying for	52
Certificates of achievement	
defined	51
institutional requirements for	52
Certificates of Achievement	
steps to earn	52
Certification of General Education Breadth	56
Chafee Grant	17
Challenging Grades	39
Change of Official Records	13
Chess Club	23

- Child Care Center 15
- Child Development Club 23
- C-ID Course Identification Numbering System 66
- Classification of Students 44
- Club, starting your own 24
- College Credit From Other Institutions. 43
- College Fees, overview of 48
- College Level Examination Program (CLEP) 43
- Columbia College Transcripts 13
- Commencement 52
- Complaints
 against students, instructors,
 staff, or administrators 28
 formal 30
- Confidentiality of Student Records 12
- Co-requisites defined. 38
- Counseling Services. 15
- Course Numbering System 37
- Course Repetition 142
- Courses
 adding 39
 dropping 40
 repetition of 40
 transferability of. 142
- Course Substitution. 39
 policy on 43
- Credit Balances 49
- Credit by Examination (Course Challenge) 42
- Credit for Military Service 43
- Credit/No Credit Grading (Pass/No-Pass). 42
- Credit Value 142
- Crime Awareness and
 Campus Security Act of 1990 26
- CSU and UC Admission as a Transfer Student 56
- CSU General Education Breadth Requirements. 60
- CSU / UC Transfer Requirements 2016-2017. 56
- ## D
- Debate Club 24
- Diploma & Certificate Replacements. 13
- Directory 239
- Disabilities, support services for 11
- Disabled Person, defined 27
- Disabled Students' Programs & Services 16
- Disciplinary Action 33
- Discipline, good cause for 32
- Discrimination Definitions. 27
- Discrimination, inquiries on 28
- Dismissal, academic 46
- Dismissal for Academic Deficiencies 46
- Dormitories. *See* Student Housing
- Dropping a Course 40
- Drug-Free Campus Policy 36
- DSPS 16
- ## E
- Educational Awards at Columbia 51
 different types of 71
- Educational Expenses 47
- Educational Planning Resources 51
- Enrollment & Academic Status Verification 13
- Enrollment Verification 49
- EOP&S 16
- Equivalent Courses at MJC 70
- Ethnic Group Identification, defined 27
- Examination Program, College Level (CLEP) 43
- Exemption from activities
 requirement for veterans 59
- Experimental courses 37
- Expulsion, defined 33
- Extended Opportunity Programs & Services 16
- ## F
- Faculty
 Contacting 8
- Federal Pell Grants 17
- Federal Supplemental Educational Opportunity
 Grant (FSEOG) 17
- Fee payment, 10-day obligation for 48

INDEX

Fee refunds			
about	48		
policy on	47		
procedure for	49		
Field Trips	142		
Final Examinations	44		
Financial aid	17		
conditions for returning	17		
unit load for	44		
withdrawal and repayment policy	50		
First Semester Experience	18		
foster youth	11, 17, 50		
Freshman status, defined	44		
FSEOG	17		
Full-time student status, defined	44		
G			
Gay Straight Alliance	24		
GE Breadth Requirements	60		
GED			
Test Center	17		
Testing	18		
General Education Breadth			
about	2		
Certification	56		
Requirements	60		
Governing board	2		
GPA	45		
Grade			
challenging	39		
Reports	44		
Grade Point Average	45		
Grading System	39		
Graduation			
ceremony	52		
from the college	52		
who may participate	52		
Grants	15, 16, 17		
H			
Health Services	18		
fee for	49		
High School. <i>See</i> Middle College			
Honors Program	142		
I			
Identification cards	21		
IGETC			
about	62		
Certification	62		
requirements	62		
Independent study courses	37, 142, 194		
Independent Study Courses (99/199)	41		
Informal Complaint Procedure Regarding Unlawful Discrimination	29		
In-Progress (IP)	39		
Intradistrict equivalencies	70		
IP Symbol (In Progress)	39		
J			
Job Placement	18		
L			
Learning Disabilities Program	16		
Library	19		
Fees/Fines	19		
Loans for California Foster Youth	17		
M			
Manzanita Bookstore	19		
Math Lab	19		
Middle College	19		
Military Service, credit for	43		
Military Withdrawal	40		
Minimum Eligibility Requirements for Transfer			
to a CSU	56		
to a UC	57		
Mission Statement	7		
MJC equivalencies	70		
Modesto Junior College equivalencies	70		
Multiple Associate Degrees, earning	44		

N

- Non-Credit Courses 214
- Nondiscrimination compliance 28
 Complaint Procedures 28
- Non-Residents 9
- Non-resident tuition exemption. *See* AB 540
- Notice of Acceptance 9
- Notification of Acceptance to college 9

O

- Occupational skills development courses 37
- Office Technology Course Descriptions. 201
- On-Ramp Program 20
- Open Class Policy 36
- Outreach 19, 20

P

- Parents of young children, resources for. 15
- Parking 20
- Parking Fee 49
- Parking Fee Refund Policy 49
- Pass/No Pass Grading. 42
- Pass/No Pass Grading (formerly Credit/No Credit) 42
- Paying Fees 47
- Penalties for Misconduct. 32
- Philosophy Course Descriptions. 203
- Phone directory 239
- Physical disabilities

- definition of 27
- Physical Disabilities. 16
- P/NP. 42
- Post-Secondary Studies degrees,
 requirements for 55
- Prerequisite challenge 39
- Prerequisites, defined 38
- President's Letter 2
- Priority Registration, about 11
- Privacy Rights of Students. 13
- Probation, academic 46
- Progress Deficiencies 46

Q

- Quarter units, converting 38

R

- Re-Admission after Absence 9
- Recommended for Success, defined 38
- Refund Policies 48
- Refunds. *See* Fee Refunds
- Refunds, procedure for. 49
- Regulations on Student Records 12
- Reinstatement after Disqualification 46
- Religion, defined 27
- Remedial courses, limit on. 41
- Repeating courses
 to improve a grade 40
- Repetition of courses 40, 142
 limitations for Music courses 200

- Reprimand, defined 33
- Residence Requirements. 9
- Return of Title IV Funds (R2T4) 17

S

- Satisfactory Progress. 44
- Schedule (academic) 4
- Schedule of Classes 8
- Schedule of Classes, how to access 8
- Scholarships & Awards 20
- Scholastic Honors 44
- Security. 7, 15, 20, 26, 31, 229, 230, 239
 annual report on 26
 law enforcement authority of 26
- Selective Service Registration. 36
- Semester units, converting to quarter units 38
- Sex Discrimination, definition of 27
- Sexual Harassment, policy on 28
- Skills Attainment Certificate 52
 defined 51
 steps to earn 52
- Smoking on Campus 36
- Sonora High School, college classes at. 19
- Sophomore status, defined 44
- Special Topics Courses 37
- (SSSP)/Matriculation 10
- Student Activities 22
 Fee, about 49
- Student Center 25
 Fee 25
- Student Clubs and Organizations. 23

Student Code of Conduct 32

Student Complaint Procedure 28

Student Handbook/planner 8

Student Housing 25

Student ID Cards 21

Student Learning Outcomes
 for the college 135
 for programs 136

Student Life 22

Student Nondiscrimination Policy 36

Student Records
 confidentiality of 12
 regulations on 12

Student Representation Fee 50

Student Right-to-Know Rates 7

Student Senate 22

Student Success Support Program 10

Student Success Workshops 16

Substituting courses 39

Suspension, defined 33

T

TAG 58

Telephone directory 239

Textbook and Calculator Loan Program 16

To apply for admission 9

To File a Complaint: 31

Transcripts 9
 from other colleges or high schools 13
 official 13

Transferability of Courses 142

Transferable Course Agreement (TCA) 58

Transfer Admission Guarantee (TAG) 58

Transfer resources and support 15

Transportation Assistance 16

TRiO Student Support Service 21

U

UC Transfer Requirements 2016-2017 56

Unit Load, policy on 44

Unit of credit
 meaning of 38

Unlawful discrimination 31

U.S. History, Constitution a
 nd American Ideals Requirement 57

Using Columbia College course credit at other col-
 leges. *See* Articulation

V

Veterans
 benefits 21
 Center 21
 Club 24

W

Waiving courses 39

WASC 7

Western Association of Schools and Colleges, . . 7

Who can enroll 9

Withdrawal from the college 46

Y

YCCD equivalencies 70

Yosemite Community College District 6
 Board of Trustees 2
 course equivalencies 70

DIRECTORY

A

Academic Achievement Center (209) 588-5088
 Academic Senate Office (209) 588-5381
 Admissions & Records (209) 588-5231
 Art Department (209) 588-5150
 Articulation (209) 588-5206
 Arts & Sciences (209) 588-5087
 Automotive Body Lab (209) 588-5049
 Automotive Technology (209) 588-5159

B

Bakery Lab (209) 588-5301
 Biology Lab/Prep Room (209) 588-5157
 Blackboard Helpdesk (209) 575.6412
 Bookstore (Manzanita) (209) 588-5126
 Buckeye Computer Lab (209) 588-5168
 Business Office/Fiscal Services (209) 588-5114

C

CalWORKS/Jobs Now! (209) 588-5148
 Career Technical Education (209) 588-5142
 Career Transfer Center (209) 588-2193
 Cellar Restaurant (209) 588-5300
 Child Care Center (209) 588-5278
 Child Development Department (209) 588-5275
 College & Administrative Services (209) 588-5112
 Cooperative Agencies
 Resources for Education (CARE) (209) 588-5057
 Counseling Office (209) 588-5109
 Culinary & Pastry Arts Department (209) 588-5135

D

Disabled Students
 Programs & Services (DSPS) (209) 588-5130

E

Extended Opportunity
 Programs & Services (EOPS) (209) 588-5130

F

Facilities Operations Office (209) 588-5366
 Facilities Operations/
 Maintenance Shop (209) 588-5230

Financial Aid Office (209) 588-5105
 Fir Computer Lab (209) 588-5209
 Fire House/Fire Station (209) 588-5207
 Forestry Department (209) 588-5155
 Foster Care Department (209) 588-5278
 Foundation Office (209) 588-5065

G

General Education
 Devt (GED) Test Center (209) 588-5109

H

Health & Human
 Performance Department (209) 588-5180
 Health Services (209) 588-5204
 Helpdesk (209) 588-5385
 Hospitality Management (209) 588-5135

I

Information (Campus Operator) (209) 588-5101
 Institutional Research & Planning (209) 588-5389
 Instruction (prev. Student Learning) (209) 588-5107
 Instructional Materials Center (IMC)
 Mailroom (209) 588-5101
 Duplicating (209) 588-5309

J

Job Placement (209) 588-5312

L

Learning Disabilities Department (209) 588-5130
 Library Circulation Desk/Reference (209) 588-5119

M

Marketing & Public Relations (209) 588-5115
 Mathematics Lab (209) 588-5276
 Media Services (209) 588-5123

N

Nurse's Office (209) 588-5204

O

Oak Pavilion (209) 588-5180
 Observatory (209) 588-5297

P

Phi Theta Kappa (209) 588-5218
 Photo Lab (209) 588-5357
 President's Office (209) 588-5115

R

Receiving (209) 588-5060

S

Security Office (209) 588-5167
 Sequoia Computer Lab (209) 588-2193
 Snack Bar/Food Services (209) 588-5321
 Student Center (209) 588-2174
 Student Government (209) 588-5270
 Student Housing (On Campus) (209) 533.3039
 Student Learning see Instruction
 Student Services (209) 588-5132

T

Technology Services (209) 588-5122
 Testing Center (209) 588-5109
 Toll Booth (209) 588-5201
 Tram Driver (DSPS) (209) 588-5131
 TRIO Student Support Services (209) 588-5066
 Transportation (209) 588-5311
 Tutoring Services (209) 588-5088

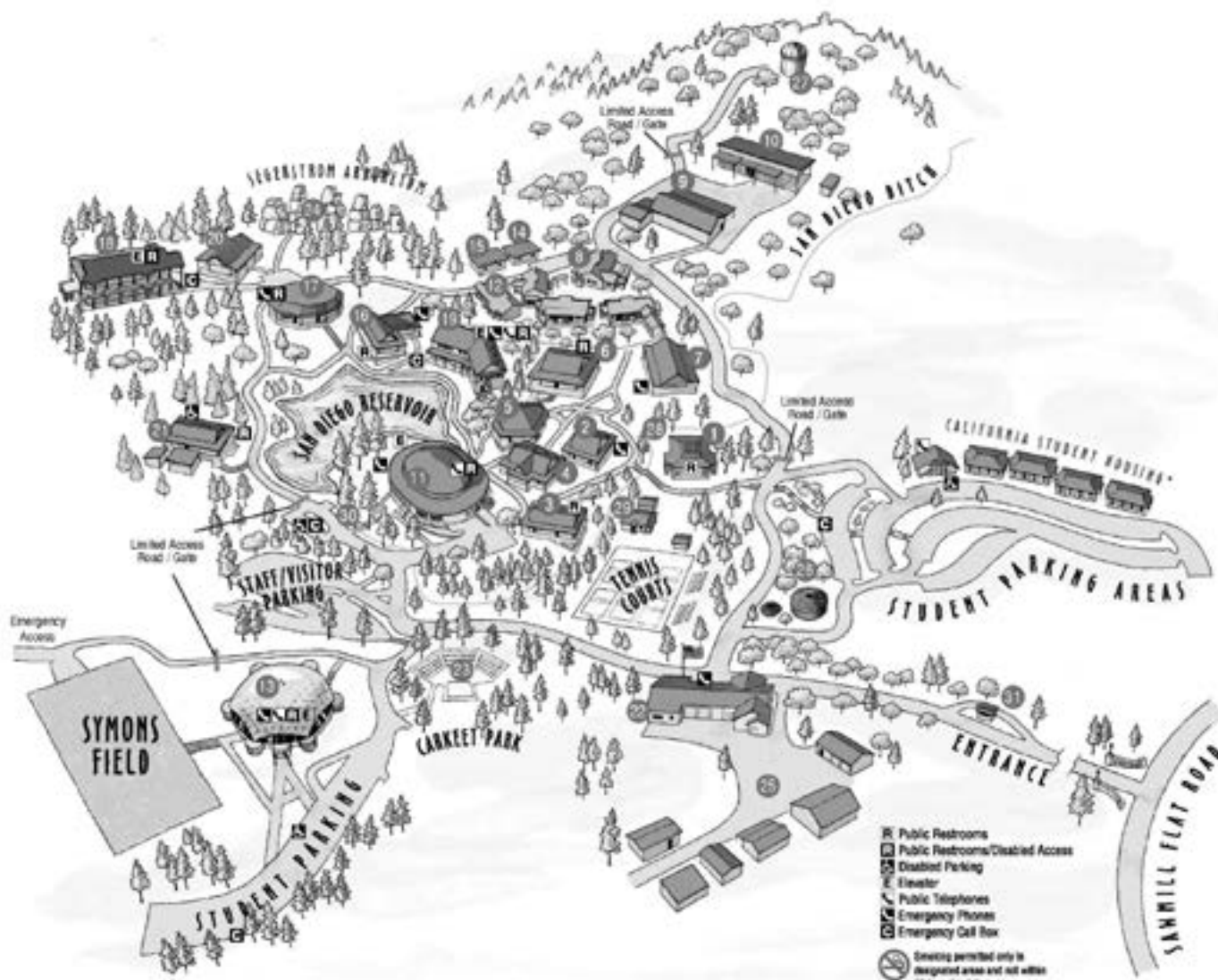
V

Veterans Benefits (209) 588-5272
 Veterans Counseling (209) 588-5130

W

Welding Lab (209) 588-5365
 Work Experience (209) 588-5325

Campus Map



* Privately owned and operated by Pogacar Properties

KEY

- | | | |
|---|--|--|
| 1 Alder | 12 Maple | 22 Public Safety Center / Firehouse |
| 2 Aspen | 13 Oak Pavilion | 23 Charles Segerstrom Jr. Memorial Amphitheater |
| 3 Buckeye | 14 Pinyon | 24 Segerstrom Arboretum Nature Trail |
| 4 Cedar | 15 Ponderosa | 25 Warehouse, Shipping/Receiving, Transportation & Maintenance |
| 5 Dogwood (Forum Bldg) | 16 Redbud | 26 Me-Wuk Cultural Center |
| 6 Fir | 17 Sequoia | 27 Observatory |
| 7 Juniper (College Nurse) | 18 Sugar Pine | 28 Starting Point, Jogging Trail |
| 8 Laurel (Child Care Center) | 19 Tamarack Hall
(Library, Media, Technology,
Academic Achievement Center) | 29 Davis Cabin |
| 9 Madrone | 20 Toyon | 30 Transit Stop |
| 10 Mahogany | 21 Willow | 31 Information/Toll Booth |
| 11 Manzanita
(Manzanita Bookstore,
Cellar Restaurant and Cafeteria) | | |