

# CAÑADA COLLEGE

## 2004–2005 CATALOG



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### ACCREDITATION

Cañada College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (3402 Mendocino Avenue, Santa Rosa, CA 95403, [707] 569-9177), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

## WELCOME TO CAÑADA COLLEGE

The Cañada College faculty, staff, and administration welcome you to Cañada College. Whether you are a new student, a continuing student, or a former student, we are here to help you acquire the knowledge, skills, and experience to achieve your goals.

This catalog is more than a list of courses. It is your guide to the academic programs and excellent support services Cañada College has to offer you. We urge you to take full advantage of the many educational opportunities available and to ask for our help when you need it.

Our warmest wishes for your success at Cañada College!

## BIENVENIDOS AL COLEGIO DE CAÑADA

La facultad, administración y personal de Cañada College les da una cordial bienvenida al colegio. Si es usted un estudiante nuevo, un estudiante que esta continuando o que haya sido estudiante anteriormente, estamos aqui para ayudarle a adquirir conocimientos habilidades, experiencia, y determinación para descubrir lo que desee realizar y alcanzar.

Este catálogo es más que una lista de cursos. Es una guía para sus valiosos estudios académicos y excelentes servicios de apoyo que Cañada College tiene para ofrecerle. Le recomendamos que aproveche de lleno todas las oportunidades educativas disponibles y que solicite nuestra ayuda cuando lo necesite.

Nuestros mejores deseos para su éxito en Cañada College.

### Accuracy Statement

The San Mateo County Community College District and Cañada 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 San Mateo County Community College District or Cañada 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. At the time of publication, the fees described in this catalog are accurate. However, at any time, local or state mandated fees may be imposed or increased. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies, and procedures, consistent with applicable laws.

### Open Enrollment Statement

The policy of this district is that, unless specifically exempted by statute or regulation, every course, course section, or class, reported for state aid, wherever offered and maintained by the district, shall be fully open to enrollment and participation by any person who has been admitted to the college(s) and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

### Americans with Disabilities Act Statement

This document may be made available in alternate format as a reasonable accommodation for a person with a documented disability. To request a reasonable accommodation, please contact the Disability Resource Center at 650-306-3259 a minimum of five (5) work days prior to the date needed.

## ADMINISTRATION

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University Center and Academic Support Services

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Counseling and Enrollment Services

## BOARD OF TRUSTEES

Cañada College is part of the San Mateo County Community College District which also operates College of San Mateo in San Mateo and Skyline College in San Bruno. The District and its Colleges are governed by a six-member Board of Trustees, five elected at large for four-year terms by county voters and one elected by students in the District for a one-year term.

Karen Schwarz, President  
Patricia Miljanich, Vice President-Clerk  
Richard Holober  
Thomas L. Constantino  
Helen Hausman  
Patrick Burns, Student Trustee, 2004–2005

Ron Galatolo, District Chancellor

### Acknowledgements

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José Peña

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Roberta Chock

## CALENDAR OF IMPORTANT DATES

*Placement Tests and Registration: see [www.canadacollege.edu](http://www.canadacollege.edu) or  
Schedule of Classes for dates, times, locations.*

### FALL SEMESTER 2004

August 16, 17 .....	Flex Days (No Classes)
August 18 .....	Day and Evening Classes Begin
August 31 .....	Last Day to DROP Semester Length Classes With Eligibility for Partial Refund
August 31 .....	Last Day to ADD Semester Length Classes
September 4, 5 .....	Declared Recess
September 6.....	Labor Day (Holiday)
September 7.....	Census Day
September 10.....	Last Day to DROP Semester Length Classes Without Appearing on Record
October 1 .....	Last Day to Apply for Degree - Certificate
November 12.....	Veterans' Day Observed (Holiday)
November 16..	Last Day to WITHDRAW from Semester Length Classes
November 24.....	Declared Recess - Evening Courses Only
November 25.....	Thanksgiving Day (Holiday)
November 26.....	Declared Holiday
November 27, 28.....	Declared Recess
December 11-17	Final Examinations (Day and Evening Classes)
December 17.....	Day and Evening Classes End
December 23, 24.....	Declared Holiday
December 25.....	Christmas Day (Holiday)
December 27 - 31 .....	Declared Holidays

### SPRING SEMESTER 2005

January 1.....	New Year's Day (Holiday)
January 13, 14.....	Flex Days (No Classes)
January 15, 16.....	Declared Recess
January 17.....	Martin Luther King Jr. Day (Holiday)
January 18.....	Day and Evening Classes Begin
January 31.....	Last Day to DROP Semester Length Classes With Eligibility for Partial Refund
January 31.....	Last Day to ADD Semester Length Classes
February 7 .....	Census Day
February 11.....	Last Day to DROP Semester Length Classes Without Appearing on Record
February 18 .....	Lincoln's Birthday (Holiday)
February 19, 20 .....	Declared Recess
February 21 .....	Presidents' Day (Holiday)
March 4 .....	Last Day to Apply for Degree - Certificate
March 21-27.....	Spring Recess
April 22 .....	Last Day to WITHDRAW From Semester Length Classes
May 21-27 .....	Final Examinations (Day and Evening Classes)
May 27 .....	Day and Evening Classes Close
May 28, 29 .....	Declared Recess
May 30 .....	Memorial Day (Holiday)

### SUMMER SESSION 2005 (TENTATIVE)

June 20.....	Day & Evening Classes Begin
July 2, 3 .....	Declared Recess
July 4 .....	Independence Day (Observed)
July 29 .....	Six Week Session Classes Close
August 12 .....	Eight Week Session Classes Close

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## THE DISTRICT

### District Mission Statement

#### Preamble

The Colleges of the San Mateo County Community College District, Cañada College, College of San Mateo, and Skyline College, recognizing each individual's right to education, provide the occasions and settings which enable students to develop their minds and their skills, engage their spirits, broaden their understanding of social responsibilities, and realize their individual potential. The District is committed to leadership by providing quality education and lifelong learning in partnership with its community and its surrounding educational institutions. It actively participates in the economic, social and cultural development of San Mateo County. In a richly diverse environment and with increasing awareness of its role in the global community, the District is dedicated to maintaining a climate of academic freedom in which a wide variety of viewpoints is cultivated and shared. The District actively participates in the continuing development of the California Community Colleges as an integral and effective component of the structure of public higher education in the State.

#### Mission

In an atmosphere of collegiality and shared responsibility, and with the objective of sustaining open access for students and being responsive to community needs, the San Mateo County Community College District will fulfill the following mission with excellence:

1. provide a breadth of educational opportunities and experiences which encourage students to develop their general understanding of human effort and achievement;
2. provide lower division programs to enable students to transfer to baccalaureate institutions;
3. provide occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies;
4. provide developmental and remedial education in language and computational skills required for the successful completion of educational goals;
5. provide a range of student services to assist students in attaining their education and career goals;
6. provide self-supporting community education classes, contract education and training, and related services tailored to the human and economic development of the community;
7. celebrate the community's rich cultural diversity; reflect this diversity in student enrollment; and promote it in its staff and maintain a campus climate that supports student success.

To fulfill this educational mission, the District is committed to effective institutional research that supports the evaluation and improvement of programs, services, and student outcomes. Shared governance is practiced through processes that are inclusive with regard to information sharing and decision making, and that are respectful of all participants. The District plans, organizes, and develops its resources to achieve maximum effectiveness, efficiency, equity and accountability.

## CAÑADA COLLEGE

Cañada College opened in 1968. Its 131-acre site is located in the western part of Redwood City and overlooks the Bay. The College takes its name from Cañada Road, which winds its way through the valley to the west of the college; the Spanish word "cañada" means "long valley." Cañada is one of three community colleges in the San Mateo County Community College District and its primary service area is the southern portion of San Mateo County, Redwood City, San Carlos, Menlo Park, Atherton, East Palo Alto, La Honda, Portola Valley and Woodside.

#### Mission Statement

It is the mission of Cañada College to ensure that students from diverse backgrounds achieve their educational goals by providing quality instruction in transfer and general education courses, professional/technical programs, basic skills and activities that foster students' personal development and academic success. Cañada College accepts responsibility for serving the community's diverse needs for lifelong enrichment and highly values close teacher to student teaching and learning relationships, support services and a co-curricular environment that contributes to personal growth and success for students.

#### Vision

Cañada College ensures student success through personalized, flexible, and innovative instruction. The College infuses essential skills and competencies throughout the curriculum and assesses student learning and institutional effectiveness to make continuous improvement. Cañada responds to the changing needs of the people it serves by being involved in and responsive to the community, developing new programs and partnerships and incorporating new technologies and methodologies into its programs and services.

#### Values

Striving to produce responsible, lifelong learners who become resourceful, adaptive, independent, and productive employees, employers, and members of their community, Cañada College values and actively promotes:

- Personalized instruction and service
- Active learning and interaction
- High standards of excellence
- Increased student access
- Diversity in staff, student body, and curriculum
- Partnerships with business, schools, colleges and universities, governments, and community based organizations

#### Programs

Cañada College awards the Associate in Arts and Associate in Science Degrees and Occupational Certificates through traditional semester courses, accelerated and intensive formats, distance education, or combinations of all three. The College specializes in:

- **Transfer** courses articulated with the University of California, California State Universities, other public universities and many private institutions.
- **Professional/Technical** courses in:
  - Accounting
  - Business
  - Business/Office Technology
  - Computer Information Systems
  - Early Childhood Education/Child Development
  - Fashion Design
  - Human Services
  - Information Technology Specialist
  - Interior Design

- Medical Assisting
- Multimedia
- Paralegal
- Radiologic Technology
- Real Estate
- **English Institute (ESL)**
  - English as a Second Language Courses
- **Fine and Performing Arts**

### Services

The College capitalizes on its small size and caring staff to provide:

- Advising and Counseling
- CalWORKS
- Cooperative Education
- Counseling Center, Educational, Career, and Transfer Services
- Disabled Student Program and Services (DSPS)
- English as a Second Language (ESL) Resource Center
- Extended Opportunities Program and Services (EOPS)
- Financial Aid and Scholarship Program
- Fitness Center and Athletics
- Health Services
- International Student Counseling Services
- Internet Services, On-line Courses, Telecourses
- Learning Center
- Library
- Math, Engineering, Science Achievement (MESA) Program
- Off-Campus Center in Menlo Park
- Study/Travel Abroad Information Center
- Transfer Services
- Tutorial Center
- University Center
- Upward Bound Program
- WorkAbility III

### Off-Campus Center

#### Cañada College Menlo Park/OICW Center

Located at 1200 O'Brien Drive in Menlo Park, the Menlo Park/OICW site is a partnership between the Community Development Agency of Menlo Park and Cañada College. Housed in the same building as the Opportunities Industrialization Center West (OICW), the site consists of a Basic Skills and ESL Learning Center, a state-of-the-art instructional computer classroom, a general purpose classroom with video conferencing capabilities and counseling/administrative offices.

At the Menlo Park/OICW site, open year-round, Cañada College offers regular credit bearing courses. Programs designed to help students improve communication and math skills needed for the workplace are offered, and courses in Office Technology, Multimedia, Early Childhood Education, Human Services, and other areas leading to certificates and degrees are scheduled. Custom-designed courses for businesses and industries located in the area are available through Corporate Education as well.

For more information call 325-6936 or 306-3201.

### Off-Campus Programs

#### Community Based English Tutoring

The CBET program provides preparatory level English as a Second Language (ESL) courses at various sites throughout Redwood City, East Palo Alto, and Menlo Park. The program targets parents and community members of the Redwood City School District (RCSD) and the Sequoia Union High School District (SUHSD) because CBET is funded through both districts by the State of California (proposition 227). All participants

in the CBET program must pledge to tutor a child in their community once their English is more proficient.

For more information, please contact Linda Haley, Instructor/Coordinator, at 306-3495, or Jose Romero, Program Services Coordinator, at 306-3388.

El programa CBET ofrece cursos de inglés como segundo idioma al nivel preparatorio en varios sitios en Redwood City, East Palo Alto, y Menlo Park. El programa se dedica a servir a los padres y personas de la comunidad de los Distritos Escolares de Sequoia Union (SUHSD) y Redwood City Elementary (RCSD) porque CBET es pagado por ambos distritos por el Estado de California (proposición 227). Todos los participantes en el programa tienen que firmar un contrato en el que prometen que cuando sepan más inglés, trabajarán con un niño como tutores voluntarios.

Para más información, llame: Linda Martinez, Directora y Instructora, 306-3495, o Jose Romero, Coordinador, 306-3388

#### Upward Bound Program

Upward Bound Program started its operation at Cañada College during the 2003-2004 academic year. It is a federally funded program for low-income and first generation high school students to successfully complete their high school education, enter colleges/universities and graduate from the four-year colleges/universities.

Cañada College is a partner with Sequoia Union High School and serves 50 eligible students who attend SUHS and/or who reside in East Palo Alto and Fair Oaks areas.

It is a rigorous academic program where students receive intensive tutoring, Saturday College instruction and a six-week Summer academic curriculum.

For further information about the Upward Bound Program at Cañada College, please contact 306-3332.

#### Small Business Development Center (SBDC)

The Small Business Development Center serves as a Small Business outreach site for San Mateo County and is available for potential and current owners of small businesses. The SBDC features, at no cost to qualified persons, one-on-one technical assistance to develop, maintain and/or grow a small business. There are also a variety of classes available to learn how to own and operate a small business. The SBDC is located in Building 13, Room 121. For more information call 306-3402.

#### University Center at Cañada College

The University Center at Cañada College was established in 2001 as a new model to provide four-year college degree programs, workplace certifications, and graduate-level programs that are accessible and convenient for area residents. Through partnerships with San Francisco Bay Area universities, more students can receive an affordable college education and remain close to their community, eliminating the barriers that discourage many from pursuing an education. The University Center programs will increase the number of college graduates in high demand transfer and employment areas, improve access to four-year and graduate programs for under-represented, economically disadvantaged and place bound student populations, and provide career advancement opportunities for working students and Silicon Valley technical workers who need more accessible training.

The University Center currently offers

#### In partnership with San Francisco State University:

- Child and Adolescent Development - Bachelor of Arts
- Business Administration - Bachelor of Science

- Nursing - Bachelor of Science
- Teaching Credentials for Elementary and Secondary Schools
- Teaching Reading at the Post-Secondary Level - Certificate
- Accelerated Master of Business Administration

**In partnership with California State University-Hayward:**

- Liberal Studies - Bachelor of Arts with an option in Business Studies (Accelerated Degree program)

**In partnership with California State University-Monterey Bay:**

- Liberal Studies Distributed – Bachelor of Arts

The University Center is exploring an additional degree program, a Bachelor of Arts in Social Work, with San Jose State University. For further information, contact our main office at Cañada College, (650) 306-3399 (Building 22, Room 101), or visit <http://canadacollege.edu/university/overview.html>

### Role of the Faculty and Students

Cañada College seeks the counsel of its faculty and students through a system of permanent councils, committees and informal consultation. Standing and *ad hoc* committees are organized under the College Council or the Academic Senate which operates through a Governing Council (elected by the faculty). Classified staff members of committees are appointed by the CSEA; student members are appointed by the Associated Student Government. Instructors, students, staff and administrators participate in curriculum development and the learning processes and in the general campus environment as full voting members of the various college committees which provide guidance and assistance to the President.

### Statement on Academic Freedom

The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

The District's faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Employment by the District does not in any way restrict or limit the First Amendment rights enjoyed by faculty as members of their communities. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

### Revision of Regulations

Any regulation adopted by the administration of Cañada College or the San Mateo County Community College District will be considered an official ruling and will supersede regulations on the same subject which appear in this catalog and other official publications, provided that the new regulation has been officially announced and posted.

## GENERAL INFORMATION

### Air Force ROTC

Military Affairs is offered to qualified full-time students at Cañada College. Courses are conducted at the UC Berkeley campus. Cañada students may complete two one unit courses at UCB while enrolled at Cañada. Credit for UCB accredited courses and grades will appear on Cañada College transcripts. Not all orientation, training, and education carries academic credit.

Interested students should call (510) 642-3572; e-mail [airforce@uclink.berkeley.edu](mailto:airforce@uclink.berkeley.edu); or write or visit:

Department of Aerospace Studies  
164 Hearst Gymnasium  
University of California  
Berkeley, CA 94720-3610

### Army ROTC

Army ROTC is an elective course that may be taken concurrently with college classes—regardless of major—that results in an officer's commission in the US Army upon graduation. Students should have at least two years of college remaining—there is no military obligation incurred by enrolling in the program. UC Berkeley is the location of these activities and has a cross-enrollment agreement with Cañada College. The units taken at Cal will count as general elective credits towards a degree. Inquire about the enrollment process at (510) 642-7682 or at [army.berkeley.edu](http://army.berkeley.edu).

### Continuing Education for Health Professionals-CEU's

Cañada College offers courses, lectures, conferences, and workshops which comply with the continuing education regulations of California's Board of Registered Nursing. Enrollment is open to all registered and licensed vocational nurses. A certificate of verified units/hours is issued to each participant upon completion of the offering. Provider approved by the California Board of Registered Nursing, Provider Number CEP3180, for one semester unit equal to 15 contact hours. (Lab courses may be more.)

### Fines

Fines are assessed for failure to comply promptly with library and other campus regulations, and students are required to pay for careless or unnecessary damage to college property. Students delinquent in their financial obligations to the college may not receive grade reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the college authorities.

### Lost and Found

Items found in any of the campus buildings are held for 30 days in the Bookstore (Building 2). Call 306-3313 to inquire about lost or found articles.

**College Grievance and Appeal Procedure**

<i>Subject</i>	<i>First level for decision or action</i>	<i>Second level for decision or action</i>
Academic Matters	Instructor	Division Dean
Academic Probation or Dismissal	Dean, Counseling and Enrollment Services	Vice President, Student Services
Admissions and Registration	Assistant Registrar	Vice President, Student Services
Discipline	Vice President, Student Services	President
Discrimination Matters	Vice President, Student Services	President
Fee Payments/Refunds/Non-Resident Tuition	Assistant Registrar	Vice President, Student Services
Financial Aid	Dean, Counseling and Enrollment Services	Vice President, Student Services
Matriculation	Dean, Counseling and Enrollment Services	Vice President, Student Services
Residency Determination	Assistant Registrar	Vice President, Student Services
Security and Parking	Vice President, Student Services	President
Sexual Harassment	Vice President, Student Services	President
Student Records	Assistant Registrar	Vice President, Student Services
Waiver of Academic Requirements	Dean, Counseling and Enrollment Services	Vice President, Student Services
Withdrawal (late)	Dean, Counseling and Enrollment Services	Vice President, Student Services

**Student Conduct**

All members of the San Mateo County Community College District community share the responsibility for preserving the freedom to learn. The College's policies and procedures are designed to safeguard this freedom. Students attending any college in the San Mateo County Community College District will have full access to the rules and regulations under which these Colleges operate and will be assured an impartial hearing in instances when a regulation allegedly was violated.

Students enrolled in the Colleges of the District are expected to conduct themselves as responsible citizens and in a manner compatible with the District and College function as an educational institution.

Students are also subject to civil authority and to the specific regulations established by each College in the District. Violators shall be subject to disciplinary action, including possible cancellation of registration, and may be denied future admission to the Colleges of the San Mateo County Community College District.

A system of derived authority provides the basis for the regulation of the conduct of students of the San Mateo County Community College District. Authority for the public educational system in California rests with the state. The state legislature has full authority, subject only to the limits placed upon it by the Constitution of the United States and the State of California, and fulfills its duty as follows:

1. By creating laws to regulate public education - these are to be found principally in the Education Code.
2. By delegating authority to local agencies such as the Board of Trustees of the San Mateo County Community College District, which, in turn, may delegate its administrative authority.

The following actions are prohibited and may lead to appropriate disciplinary action:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
2. Assault, battery, or any threat of force or violence upon a student or college personnel.
3. Physical abuse or verbal abuse or any conduct which threatens the health or safety of any person (including any action on campus or at any event sponsored or supervised by the College).
4. Theft or damage to property (including College property or the property of any person while he/she is on the College campus).
5. Interference with the normal operations of the College (i.e., obstruction or disruption of teaching, administration, disciplinary procedures, pedestrian or vehicular traffic, or other College activities, including its public service functions or other authorized activities on college premises).
6. Use of personal portable sound amplification equipment (e.g., radios and tape players) in a manner which disturbs the privacy of other individuals and/or the instructional program of the college. Determination of an acceptable level of amplification will be made by the Vice President, Student Services, or his/her designee(s).
7. Unauthorized entry into, or use of, College facilities.
8. Forgery, falsification, alteration or misuse of College documents, records, or identification.
9. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the College and its officials.
10. Disorderly conduct or lewd, indecent, or obscene conduct or expression on any College owned or controlled property or at

- any College sponsored or supervised function.
11. Extortion or breach of the peace on College property or at any College sponsored or supervised function.
  12. The use, possession, sale or distribution of narcotics or other dangerous or illegal drugs (as defined in California statutes) on College property or at any function sponsored or supervised by the College.
  13. Possession or use of alcoholic beverages on College property, or at any function sponsored or supervised by the College.
  14. Illegal possession or use of firearms, explosives, dangerous chemicals, or other weapons on College property or at College sponsored events.
  15. Smoking in classrooms or other unauthorized campus areas as designated by the President or his/her designee.
  16. Failure to satisfy College financial obligations.
  17. Failure to comply with directions of College officials, faculty, staff, or campus security officers who are acting in performance of their duties.
  18. Failure to identify oneself when on College property or at a College sponsored or supervised event, upon the request of a College official acting in the performance of his/her duties.
  19. Gambling.
  20. Sexual harassment or sexual and racial discrimination.
  21. Violation of other applicable federal and state statutes and District and College rules and regulations.

## Student Grievances and Appeals

Students are encouraged to pursue their academic studies and become involved in other college sponsored activities that promote their intellectual growth and personal development. The College is committed to the concept that, in the pursuit of these ends, students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student believes that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance or an appeal of the decision/action taken in response to a grievance, in accordance with the relevant District policies and procedures.

The chart above summarizes the appropriate college channels to be utilized by any student seeking redress. Detailed information and copies of the Student Grievance and Appeal Policy and Procedures are in the Student Handbook which is available in the Student Activities Office, Bldg. 5, Room 211C. For further information concerning any aspect of student grievances or right of appeal, students should contact the Office of the Vice President, Student Services.

## POLICIES

*(Información en español está en la página 16.)*

### Cañada College Academic Integrity Policy\*

As members of the college community, students at Cañada are expected to demonstrate integrity in all academic endeavors. Students are evaluated on their own merits, so they should protect academic integrity at Cañada College and be proud of their achievements.

General principles of academic integrity include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others and to avoid using another's work as one's own. Faculty, with the full support of the college, have the right to take standards of academic

integrity into account when assigning grades. All students are expected to understand and abide by these principles.

Any act which gains or is intended to gain an unfair academic advantage or which compromises the integrity of the academic standards of the college may be considered an act of academic dishonesty.

#### Forms of Academic Dishonesty:

Violations or attempted violations of academic integrity include, but are not limited to: cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty. Please note that culpability is not diminished when academic dishonesty occurs in drafts which are not the final version. Also, if the student receives any type of assistance or disability accommodations in the preparation or submission of materials, the student is expected to proofread the results and is responsible for all particulars of the submission.

**Cheating**—failure to observe the expressed procedures of an academic exercise, including but not limited to:

- communicating with fellow students during an exam, copying material from another student's exam, allowing another student to copy from an exam, allowing another person to take a quiz, exam, or similar evaluation in lieu of the enrolled student
- using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam
- unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam
- unauthorized use of another person's data in completing a computer exercise
- using computer and word processing systems to gain access to, alter and/or use unauthorized information
- altering a graded exam or assignment and requesting that it be regraded -- submission of altered work after grading shall be considered academically dishonest, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit
- attempting to hinder the work of another student

**Fabrication**—falsification or invention of any information in an academic exercise, including but not limited to:

- altering data to support research
- presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student
- crediting source material that was not used for research
- falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents

**Plagiarism**—the presentation of another's words, images or ideas as if they were the student's own, including but not limited to:

- the submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (i.e. all sources of information must be cited in work submitted for a grade)
- the submission of material edited, in part or whole, by another person that results in the loss of the student's original voice or ideas



(i.e. while an editor or tutor may advise a student, the final work submitted must be the work of the student, not that of the editor or tutor)

- translating all or any part of material from another language and presenting it as if it were student's own original work
- unauthorized transfer and use of another person's computer file as the student's own
- unauthorized use of another person's data in completing a computer exercise

**Multiple Submissions**—resubmission of a work that has already received credit with identical or similar content in another course without consent of the present instructor or submission of work with identical or similar content in concurrent courses without consent of all instructors

**Facilitating Academic Dishonesty**—assisting another to commit an act of academic dishonesty, including but not limited to:

- taking a quiz, exam, or similar evaluation in place of another person
- allowing one student to copy from another
- attending a course posing as another student who is officially registered for that course
- providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used in any of the violations stated above.
- distribution or use of notes or recordings based on college classes without the express permission of the instructor for purposes other than individual or group study. This includes, but is not limited to, providing materials for distribution by services publishing class notes. This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media.

\*Some parts of this document were borrowed from the academic integrity policies of UCLA, De Anza College and USC. Modifications were made in order to address the specific needs of the Cañada College community.

#### **Consequences Of Academic Dishonesty:**

Disciplinary sanctions may be applied in cases of academic dishonesty. Depending on the seriousness of the infraction, a student may:

- Receive a failing grade on the test, paper, or examination.
- Have his/her course grade lowered or fail the course.
- Under the District standards of Disciplinary Sanctions, the student may be subject to:
  - **A Warning:** An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for further disciplinary action.
  - **Temporary Exclusion From An Activity Or Class:** An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. The instructor shall immediately report such removal to the college chief executive officer or his/her designee for appropriate action.
  - **Censure:** The Vice President, Student Services may verbally reprimand a student or may place on record a written statement which details how a student's conduct violates District or College regulations. The student receiving such a verbal or written statement shall be notified that such continued conduct or further violation of District/College rules may result in further disciplinary action.

• **Disciplinary Probation:** The Vice President, Student Services or his/her designee may place a student on disciplinary probation for a period not to exceed one semester. Repetition of the same action or other violations of District/College rules and regulations during the probationary period may be cause for suspension or expulsion. Disciplinary probation may include one or both of the following: a. Removal from any or all College organization or offices; or b. Denial of privileges of participation in any or all College or student sponsored events.

• **Disciplinary Suspension:** The termination of student status for a definite period of time. A suspended student may not be present of campus and is denied College privileges including class attendance and all other student body or College granted privileges. Refer to Suspension Policy for details.

• **Expulsion:** A permanent termination of student status and all attending rights and privileges. Expulsion of a student is accomplished by action of the Board of Trustees on recommendation of the college chief executive officer and the Chancellor. An expelled student shall not be allowed to register in any subsequent semester without the approval of the chief executive office of the College. Refer to Expulsion Policy or details.

- If a sanction entails any action greater than a written or verbal notice, the instructor must submit a Notice of Student Violation of the Cañada College Academic Integrity Policy to the Vice President, Student Services for review and appropriate follow up. This form will identify the infraction and the sanction, and should be signed by both the student and instructor.
- If a student receives any of these sanctions, he/she must first address his/her concerns with the instructor. If the student believes that the instructors' decision is unfair, the student may appeal the decision to the Vice President of Student Services in accordance with the Student Discipline Policy and Appeals Process.
- The Vice President of Student Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once, and may be shared with other faculty in whose classes the student is enrolled.
- Any record of academic dishonesty will be maintained in the Vice President of Student Services's records for a period of two years at which time, barring further infractions, it will be permanently removed.

Adapted from Skyline's Policy and Procedures, SMCCD's Discipline Policies and Procedures, and Cañada's Policies and Procedures.

#### **Matriculation**

Matriculation is a state-mandated process designed to support student access and success. The matriculation process begins with steps students must complete to enroll in classes, continues through the students' educational careers at Cañada, and concludes when students accomplish their educational goals and objectives. The matriculation policy applies to those who plan to complete a college certificate program, complete an Associate degree, transfer to a baccalaureate institution, or students who are undecided about specific goals but are considering a certificate, degree, or transfer.

The intention of Matriculation is to bring the College and the student into agreement for the purpose of developing and realizing the student's educational goals. Matriculation components include the following.

**Admissions:** Through the Admissions Application the College collects and analyzes information on each applicant, identifies student goals, and provides matriculation process information to new and former students.

**Placement Test/Assessment:** The Placement Test/Assessment measures students' abilities in English, reading, writing, and mathematics. This process is used to identify current academic readiness, select and plan appropriate coursework necessary to accomplish educational goals, provide a pathway to strengthen academic skills, and refer students to special programs and support services. This component of matriculation also includes assessing students' interests and values related to the world of work.

**Orientation:** The College Orientation Program acquaints students with essential information about the College and includes an overview of educational options and goals, College enrollment procedures, College policy, special programs and services, how to plan coursework, academic expectations, and College facilities. Orientation programs are offered online at the College website as indicated in the Schedule of Classes.

**Counseling/Advisement:** Students are expected to meet with a counselor at least once a semester. Early in the educational process students work with a counselor to develop a Student Educational Plan (SEP). The SEP is a personalized map that identifies semester by semester the courses and sequences of courses that students must complete to meet educational goals. Students meet with counselors each semester to monitor SEP progress and make modifications as necessary. At Cañada College students have the opportunity to identify the counselor they want to work with and the responsibility to schedule counseling appointments through the Counseling Center.

**Student Follow-up:** Follow-up matriculation services represent a college-wide effort that assists students to stay focused and successfully complete educational goals and objectives. Follow-up includes but is not limited to, use of student support services, programs and activities, use of academic alert systems, access to faculty to support ongoing communication with professors, published processes and procedures.

The Matriculation agreement acknowledges responsibilities of both the student and the College that enable students to achieve educational goals through established college programs, services, and policies. Matriculation identifies both College and student responsibilities.

The College is responsible for providing the following services.

- An admissions process.
- Accessible College Orientation programs.
- Pre-enrollment assessment and advising.
- Advice and counseling for educational planning that includes course selection and the development of a Student Educational Plan.
- Counseling follow-up to monitor educational progress.
- Referrals to use support services.
- Follow-up activities to enhance student success and retention.
- A program of institutional training, research, and evaluation.

Students are responsible to

- Express an educational intent/interest at entrance to the College.
- Declare an educational goal within a reasonable period of enrollment, usually following completion of 15 semester units of degree-applicable coursework.
- Be diligent about class attendance and completing assigned coursework.
- Get to know professors' academic expectations for success.
- Meet with a counselor to discuss and develop a Student Educational Plan.
- At least once a semester meet with a counselor to discuss academic progress, review the Student Educational Plan and make modifications as needed.
- Use support services.

The Matriculation process entitles students to services listed above. A student who believes the College has not afforded him/her the opportunity to use these services may file a complaint with the Dean, Counseling and Enrollment Services, Building 8, Room 204. Students may request a waiver or exemption of any of the matriculation requirements based on extraordinary circumstances. The Matriculation Exemption Petition is available at the Admissions and Records Office. For any questions contact the Dean, Counseling and Enrollment Services at 306-3310.

## Alternative Matriculation Procedures

Students with physical, psychological, or learning disabilities who may need modified matriculation services are advised to contact the DSPS, Building 5, Room 207, (650) 306-3259, TDD/TTY (650) 306-3161, [www.canadacollege.edu/student/disabled](http://www.canadacollege.edu/student/disabled). Students who speak English as a second language and who may need additional assistance may contact the Counseling Department.

## Matriculation Exemptions

Any student who has completed an associate degree or higher is exempt from orientation and counseling and may be exempt from assessment depending on the Cañada College course selections. Students are also exempt from matriculation if they are enrolled as a matriculating student at another college or university and only taking classes at Cañada to meet the requirements of the home institution. Students taking classes for personal enrichment or to enhance employment related skills only are exempt from matriculation. Students who have completed college level course work at another accredited American institution may be exempt from placement tests/assessment if they have evidence of successfully completing a college level course in English, reading and/or mathematics. Exempt students may elect to participate in any or all of the matriculation services provided.

## Prerequisite and Corequisite Policy

### What are Prerequisite, Corequisite, and Recommended Preparations?

A prerequisite (Prereq) is a condition of enrollment that students are required to meet to demonstrate current readiness for enrollment in a course. Students who fail to meet the prerequisite may be involuntarily dropped from the course.

A corequisite (Coreq) is a condition of enrollment consisting of a course that must be taken concurrently with another course. When students register for courses requiring a corequisite, they must register for both courses. Students who fail to meet the corequisite may be involuntarily dropped from the course.

A recommended course is advisory only and reflects a condition of enrollment that is strongly advised by not required.

### How Can Students Meet Prerequisite Requirements?

There are several ways for students to meet prerequisite requirements.

1. Students may take the prerequisite courses.
2. Students may go through the placement test/assessment process and place into the target course.
3. Students can complete the prerequisite course or an equivalent course at another accredited college or university in the United States. This equivalency must be approved by the Office of Matriculation, Transfer, Counseling and Articulation.
4. Students may meet prerequisites through the College Board

Advanced Placement tests. The use of AP Tests as prerequisites must be approved by the Office of Matriculation, Transfer, Counseling and Articulation.

## How Can Prerequisites and Corequisites Be Challenged?

Prerequisites and Corequisites may be challenged. The Prerequisite Challenge Petition and all necessary documentation must be submitted prior to the first day of class to the Admissions and Records Office. Prerequisite Challenge Petitions are available in the Admissions and Records Office or the Counseling Office. The completed Prerequisite Challenge Petition, along with one of more of the following, will be required as evidence to clearly demonstrate the knowledge and/or skills needed to successfully complete prerequisite or corequisite requirements:

- High school transcripts and/or college transcripts
- Additional test results that demonstrate a particular level of competency in the subject matter
- Any relevant work experience or independent learning, that demonstrates a particular level of competency in the subject matter.

The challenge will be resolved within 5 working days and an appeal to the decision may be made through the Office of the Vice President of Student Services.

A challenge to a prerequisite or corequisite must be based on one of the following grounds.

1. The prerequisite or corequisite is not established in accordance with district policies or Title 5 regulations.
2. The student has the knowledge and ability to succeed in the course despite not meeting the course prerequisite.
3. The student is subject to undue delay in goal attainment because the prerequisite or corequisite has not been made reasonably available.
4. The prerequisite or corequisite is unlawfully discriminatory or applied in an unlawfully discriminatory manner.

## Prerequisite Checking and Enrollment Blocks

The San Mateo County Community College District enforces all prerequisite and corequisite requirements. Some prerequisites are subject to computerized prerequisite checking and students who have not met the prerequisites are blocked from enrolling in the course. Some prerequisites are enforced by counselors and instructional faculty. A counselor may inform a student that he/she has not met the course prerequisite prior to registration. Instructional faculty may enforce course prerequisites during the first week of instruction. No staff or faculty member can “waive” an enrollment prerequisite or corequisite. Once a prerequisite has been legally established and adopted, all students who wish to enroll in the course must be required to meet the prerequisite and this requirement must be applied consistently. A computerized prerequisite blocking procedure is in place for English 836 (Writing Development), English 100 (Reading and Composition), English 110 (Composition & Literature), and English 165 (Advanced Composition). Students are blocked at registration from enrolling in these courses unless they have met the prerequisites. Some students may have met prerequisites through coursework completed at other colleges or universities. These students should contact the Office of Matriculation, Transfer, Counseling and Articulation to verify prerequisite completion and to register for blocked courses.

## Policy of Non-discrimination

Cañada College is committed to equal opportunity regardless of age, gender, marital status, disability, race, color, sexual orientation, religion, national origin, or other similar factors, for admission to the College,

enrollment in classes, student services, financial aid, and employment in accordance with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45CRF 86), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Americans with Disabilities Act of 1990.

It is important that students, staff, and all others associated with the College understand the importance of reporting concerns about possible violations of this policy. The College's commitment to equal opportunity demands full investigation of possible violations and an opportunity for a fair and impartial hearing on any matter relating to these laws and policies.

Any person seeking information concerning these laws and policies or claiming grievance because of alleged violations of Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 should contact the Vice President of Student Services.

All grievances will be reviewed in terms of Title VI and Title IX law, and persons involved will be advised of the provisions of the law and their legal rights. If normal channels are not available or fail to meet legal requirements, the necessary action will be initiated.

Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may also be directed to:

Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102

## Policy on Americans with Disabilities Act

The purpose of the Americans with Disabilities Act (ADA), PL 101-336, is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, national origin, sex and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications relay services. The ADA says that no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures; the hiring, advancement, or discharge of employees; employee compensation; job training; and other terms, conditions, and privileges of employment.

Major employment provisions of the ADA require equal opportunity in selection, testing, and hiring of qualified applicants with disabilities (applicants with disabilities may request that special accommodations be made in order to complete these processes); equal treatment in promotion and benefits; reasonable accommodation for applicants and workers with disabilities when such accommodations would not impose "undue hardship"; and prohibits discrimination against workers with disabilities. (This provision is similar to the Civil Rights Act of 1964 and Title V of the Rehabilitation Act of 1973).

Employers may require that an individual not pose a direct threat to the health and safety of others; may not make pre-employment inquiries about an applicant's disability or conduct pre-employment medical exams; and may conduct a test for illegal drug use and prohibit all workplace use of illegal drugs and alcohol.

If you need further information or if there are any problems or complaints on campus regarding compliance, please contact ADA Coordinator Dr. Denise Swett, Vice President, Student Services, 306-3234.

## Policy on Sexual Harassment

Pursuant to California Code of Regulations Title 5, Section 59300 et seq., it is the policy of San Mateo County Community College District and Cañada College to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students, is considered intolerable behavior that will be investigated and acted upon immediately.

Students or staff seeking further information concerning this policy or claiming grievance because of alleged violation of this policy should contact the Vice President, Student Services.

### Additional Redress

In addition to, and concurrently with, the filing of a written grievance, a student has the right to file a complaint or charges with other appropriate governmental agencies such as the Equal Opportunity Commission, the Office for Civil Rights, the Department of Fair Employment and Housing, the Chancellor's Office of the California Community Colleges, or State or Federal court.

## Policy on Smoking

In order to provide a safe learning and working environment for students and employees, smoking is prohibited in all indoor locations, outdoor balconies, terraces and stairs, and within a distance of fifteen (15) feet from any District doorway, entrance to an interior area, or air intake vents. Violation of this policy could lead to disciplinary action under usual disciplinary procedures.

## Policy on Drug-Free Campus

The San Mateo County Community College District and Cañada College, in compliance with the Federal Drug-Free Schools and Communities Act Amendments of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs or other controlled substances, as defined in California statutes, on District or College property, or at any function sponsored by the District or College. Students are expected to conduct themselves as responsible citizens and in a manner compatible with the community college function as an educational institution. Students are subject to civil authority and to all District and College rules and regulations.

Students found to be in violation of the drug-free campus policy by manufacturing, distributing, dispensing, possessing, or using controlled substances, as defined in California statutes, on any District property will be subject to disciplinary measures up to and including possible cancellation of registration.

Persons seeking further information concerning this policy or the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs, should contact Lesli Sachs, College Nurse, Bldg. 1, Room 117 (306-3309).

## Privacy Rights of Students - Annual Notification

The Family Educational Rights and Privacy Act (Section 438, Public Law 93-380, as amended) requires educational institutions to provide: access to official educational records directly related to the student; an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate; that the College must obtain the written consent of the student before releasing personally identifiable information about the student except to those persons and agencies specified by the Act; and that these rights extend to present and former students of Cañada.

Education records generally include documents and information related to admissions, enrollment in courses, grades, and related academic information.

The Dean of Counseling and Enrollment Services has been designated Records Officer, as required by the Act. Education records will be made available for inspection and review, during working hours, by currently and formerly enrolled students, within 5 days following completion and filing of a request form with the Records Officer.

If a student wishes to challenge any information in the educational record, the student shall review the matter with the Records Officer. During the informal proceedings the Records Officer may make such adjustments or changes not constituting interference or integrity of professional entries.

If these informal proceedings do not settle the dispute with the students records, the student may submit a request in writing to the Designated Officer, the Dean of Counseling and Enrollment Services, on forms provided by that office. The Designated Officer will then assign the matter within 10 college calendar days to a Hearing Officer. The Hearing Officer will set a date for the hearing. At the conclusion of the hearing he/she will render his/her decision to the President of Cañada who will make the final decision on what action is to be taken.

The student has the right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to "college officials" with "legitimate educational interests". A college official is a person employed by the College or District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Trustees; a person or company with whom the College has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility and/or clearly specified duties.

The Act provides that Cañada may release certain types of Directory Information, unless the student submits in writing to the Records Officer that certain or all such information not be released without his/her consent. Directory Information at this College includes: (1) student name address, and telephone number, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees, certificates, and awards received, (5) the most recent previous educational agency or institution attended, (6) height and weight of members of athletic teams.

Upon request, the College discloses education records without consent to officials of another college in which a student seeks or intends to enroll.

Students have the right to withhold any item in "directory information", but must notify the College of such in writing (completion of College form, Request to Withhold release of Directory Information, available at the Admissions and Records Office) within 30 days of applying for admissions to the College.

The eligible student (18 years and over) or parents (of a dependent student 17 years and under) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirement of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

A copy of the College policy, the Family Education Rights and Privacy Act (Section 438 P.L. 93-380), and other pertinent information is available for review and inspection in the Admissions & Records Office, Building 8, Room 215, during normal business hours.

## Student Right to Know and Campus Security Act

In order to make Cañada College a safe and pleasant environment for students and employees, the College has established procedures in compliance with Federal Public Law 101-542 (Student Right-to-Know and Campus Security Act). Persons seeking information concerning Cañada campus law enforcement procedures, crime prevention efforts, and crime statistics should contact Campus Security, Building 13, Room 28, or call 306-3420.

In compliance with the Student-Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of the San Mateo County Community College District and Cañada College to make available its completion and transfer rates to all current and prospective students. Beginning in Fall 1999, 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 below. These rates do not represent the success rates of the entire student population at Cañada College, nor do they account for student outcomes occurring after this three-year tracking period.

Based upon the cohort defined above, 23.1 percent attained a certificate or degree or became 'transfer prepared' during a three-year period, from Fall 1999 to Spring 2002. Students who are 'transfer-prepared' have completed 56 transferable units with a GPA of 2.0 or better.

Based on the cohort defined above, 41.0 percent transferred to another postsecondary institution, (UC, CSU, or another California Community College) prior to attaining a degree, certificate, or becoming 'transfer-prepared' during a five-semester period, from Spring 1999 to Spring 2001.

More information about Student Right-to-Know Rates and how they should be interpreted can be found at the California Community Colleges "Student Right-to-Know Information Clearinghouse Website" located at <http://srtk.cccco.edu>.

## Secret Organizations

Sororities and fraternities and other secret organizations are banned on community college campuses under the Education Code of the State of California.

## Transportation

### Field Trip/Excursion Guidelines

Throughout the semester/school year, the District may sponsor voluntary off-campus extracurricular field trips/excursions. If students choose to participate, they are advised that pursuant to California Code of Regulations, subchapter 5, section 55450, students have agreed to hold the District, its Officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with student participation in the activity.

### Non-District Sponsored Transportation

Some classes may be conducted off campus. Unless specifically advised otherwise, students are responsible for arranging for their own trans-

portation to and from the class site. Although the District may assist in coordinating the transportation and/or recommend travel times, route or caravanning, students are advised that the District assumes no liability or responsibility for the transportation, and any person driving a personal vehicle is not an agent of the District.

### Public Transportation

SamTrans Route 274 provides frequent weekday service to Cañada College, with extended hours Monday through Thursday evenings. Route 274 originates in East Palo Alto and serves parts of Menlo Park, Atherton, and Redwood City. The route is guaranteed wheelchair accessible. Monthly passes may be purchased at the Business Office, Building 8, Room 303. For more information, call the SamTrans Telephone Information Center at 1-800-660-4BUS.

### Redi-Wheels Subscription Rides

Once a student's schedule has been determined, Redi-Wheels will try to arrange a subscription transportation schedule for the entire semester or length of the course. For more information, call Brenda Lomax at (650) 508-7940.

## FEES

*(Información en español está en la página 18.)*

### (Fees are subject to change.)

*Enrollment Fee:* \$18 per unit fee required of all students with the exception of high school students enrolling through the Concurrent Enrollment Program.

*Health Services Fee:* \$13 per semester fee; \$10 for Summer Session. Required of all students except students enrolled in Concurrent Enrollment Program OR students enrolled ONLY in weekend, off-campus or telecourses.

*Non-Resident Tuition Fee:* \$167+\$3 per unit capital outlay fee required of non-U.S. citizens and F-1 Visa International Students (in addition to the \$18 per unit enrollment fee). \$167 per unit plus \$18 per unit enrollment fee for U.S. citizens who are non-residents of California.

*International Student (F-1 Visa) Health Insurance:* \$566 per school year for International Student for the San Mateo County Community College District medical and hospitalization plan. Required if the international student does not have the required level of private health insurance.

*Parking Permits:* \$30 per semester (unless BOGW eligible; then \$20 per semester) or \$1 per day; \$20 per summer session or \$1 per day. Required of all students and visitors parking on campus.

*Student Body Fee:* \$8 per semester. Optional fee which provides a photo ID card and community discounts; supports student activities and programs. Fee is automatically assessed at time of registration. Student must contact the Student Activities Office for removal or reimbursement of charge if choosing not to pay.

*Returned Check Fee:* \$10 per returned or cancelled check.

*Materials Fee:* Required in certain classes in which required materials are provided to students. Fees typically range from \$2-8 per class.

*Transcript Fee:* \$5 per request for official academic transcript, \$1 for unofficial transcript. The first two requests are free. A Rush Transcript is \$10.00 in addition to the \$5.00 transcript fee.

*Audit Fee:* \$15 per unit for designated courses only.

Students may be dropped from enrollment in courses if fees are not paid in a timely way. There are financial aid and fee deferral programs

available at Cañada College. Students are strongly encouraged to make use of these services. Please see page 23 under Financial Assistance for more information.

## International Students

The current estimate of annual expenses for International Students is \$14,000 (including \$566.00 for the San Mateo County Community College District medical and hospitalization plan).

International students are required to make a \$500.00 pre-payment for their first semester tuition, enrollment fees and health fees upon acceptance and prior to their admission to the College.

## Student Representation Fee

A representation fee has been established by an election of the student body at Cañada College held April 26-28, 1993. Under the provision of the California Education Code, section 76060.5 and California Administrative Code (Title V) sections 54801-58405, the students of Cañada College established the representation fee by a two-thirds majority of students voting in the election.

*Use of the Fee:* The money collected from the student representation fee shall be to provide support for student representatives who may be stating student positions and viewpoints before federal, state, city, county and district governments and before offices and agencies of the state.

*Amount of the Fee:* This mandatory fee is one dollar (\$1.00) per student per semester/session and is non-refundable.

*Right to Refuse to Pay:* A student has the right to refuse to pay the fee for religious, political, moral or financial reasons. If registering online or by telephone, this refusal must be submitted in writing prior to registration. Otherwise, written refusal must be submitted in person or by mail with the registration form.

*Fee Payment:* The \$1.00 fee will be assessed upon registration. The fee is not eligible for payment via financial aid.

*Authority:* The California Education Code grants authority to the Cañada College Associated Student Senate to serve as the governing body responsible for administration of the Student Representation Fee. For more information or application for use of the Student Representation Fee, contact the Student Activities Office in Building 5, Room 211C (306-3364).

## Holds on Student Records

Holds will be placed on student records by the Business Office for fees and any other financial obligations owed to the College. Cañada College will not allow a student to re-register in the College if owing \$35 or more. The College will not release transcripts or any other records to other institutions for those students owing any amount to the College or District. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

## Refunds/Credits

Enrollment fees shall be refunded in accordance with the following guidelines:

### Prior to the First Day of Instruction

- Students dropping all classes will receive full credit toward future registration fees for the amount of all fees paid. A \$10 processing fee (plus an additional \$50 processing fee for non-resident students and F-1 Visa international students) will be retained by the College if a refund is issued to the student.

- If a parking sticker has been issued, it must be returned to the Business Office before a credit or refund of the Parking Fee will be processed.

### On or After the First Day of Instruction

#### • Enrollment Fee/ Nonresident Tuition

Students will receive full enrollment fee and non-resident tuition credit toward future registration fees if they reduce their program or officially drop from all courses within the first 10% of the period of instruction of their courses. Students who officially drop from all courses and request a refund will be subject to a \$10 processing fee. An additional \$50 processing fee will be retained by the college for non-resident and F-1 Visa international students who request a refund. (Example: If a course has 12 meetings, 10% of 12 = 1.2. The College will round up to 2.0. Therefore, to be eligible for a credit or refund, the student must drop no later than the end of the day of the second class meeting.)

#### • Variable Unit Courses

No Enrollment Fee or Nonresident Tuition refund or credit will be available to students enrolled in variable unit courses who earn fewer units of credit than the number for which they originally registered. Students earning additional units will be charged accordingly.

#### • Health Services and Parking Fees

Students will receive a full refund through the second week of instruction for semester-length classes and through the first 10% of the instructional period for students enrolled in less than semester-length classes.

#### • Student Body Fee

Students will receive a full refund upon request and within the published deadlines.

#### • Student Representation Fee

The Student Representation Fee will be waived for students who refuse to pay for religious, political, moral, or financial reasons. This waiver must be submitted in writing within the first 10% of the period of instruction of the course(s).

Credit balances remain on student accounts for a maximum of five (5) years. A student may either choose to maintain a credit balance on account or contact the Business Office to arrange for a refund. Refunds are NOT issued automatically. Fees paid by personal check will require 30 days for bank clearance before refunds can be processed. To be eligible for a refund/credit, a student must officially drop from a course. Student records are automatically held until all debts to the District colleges have been cleared.

*See page 23 for information regarding Financial Assistance Programs.*

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## INTRODUCCION

Esta sección del Catálogo de el Colegio de Cañada contiene información introductoria para aplicantes y estudiantes que tengan como lengua principal el Español. La sección en Inglés del catálogo contiene información detallada. Para asistencia relacionada con el catálogo, pongase en contacto con la oficina del Instituto de Inglés (Edificio 13, Oficina 121, teléfono 306-3412), o llame a la Oficina de Admisiones y Registros al teléfono 306-3226, escoja la selección "0" de las opciones del menú telefónico, y pregunte por la asistencia de un empleado de habla hispana.

## ADMISION AL COLEGIO

La Oficina de Admisiones y Registros es responsable de la admisión e inscripción de todo estudiante de nuevo ingreso al plantel, así como de los alumnos y ex-alumnos. Por este motivo, la Oficina de Admisiones y Registros está a cargo de lo siguiente:

- Determinar la elegibilidad para admisión al colegio
- Determinar la condición de exentar o no-exentar alumnos de la matriculación
- Proveer las inscripciones de las clases
- Verificar la inscripción
- Procesar los archivos estudiantiles
- Procesar las calificaciones
- Dirigir las investigaciones institucionales
- Certificar la elegibilidad para los diplomas de Asociado en Artes o Ciencias y los certificados que se ofrecen en los varios programas de preparación
- Procesar créditos transferibles obtenidos en otros colegios

El Programa Internacional Estudiantil y la oficina de Negocios para Veteranos Militares también se encuentran localizadas en la oficina de Admisiones.

### Requisitos de Elegibilidad

#### Determinación de Residencia

Un residente de California, con el propósito de asistir a un colegio comunitario, es una persona que es elegible a establecer residencia y que haya permanecido físicamente en el estado por lo menos un año y un día antes del primer día de clases con la intención de convertir a California en su hogar. El estudiante tiene la responsabilidad de proveer la información necesaria para poder establecer su residencia.

#### Residentes de California

Cualquier residente de California que aplique para admisión al Colegio de Cañada debe cumplir con uno de los siguientes requisitos:

- Ser un graduado de la escuela preparatoria.
- No ser un graduado de la escuela preparatoria, de 16 o 17 años de edad, que tenga consigo en el momento de inscribirse uno de los siguientes:
  - Certificado formal de la Oficina Estatal de Educación de California el cual indique que el estudiante ha aprobado el Examen de Aptitud para la Escuela Preparatoria (High School Proficiency Exam).
  - Diploma de Educación General (G.E.D.), Certificado de Equivalencia de Escuela Preparatoria de California (California High School Equivalency Certificate), con un promedio de 55 o más en todos los exámenes y un resultado de por lo menos 50 en cada examen.
  - Un documento oficial escrito, procedente del distrito de

escuelas preparatorias al que el estudiante pertenece. Este documento deberá demostrar que ella o el ha sido exento de asistir a la escuela preparatoria.

- Tener por lo menos 18 años de edad y, en la opinión del Presidente del Colegio de Cañada, ser capaz de beneficiarse de la enseñanza que se otorga.
- Ser un estudiante de escuela preparatoria cursando el grado 9, 10, 11 o 12 al cual se le recomienda la admisión al colegio por su director escolar y aprobado por el Presidente de Cañada.

#### No-Residentes

Personas que sean residentes de otro estado podrán calificar para admisión al Colegio de Cañada al cumplir los siguientes requisitos:

- Ser un graduado de la escuela preparatoria.
- Tener por lo menos 18 años de edad y, en la opinión del Presidente del Colegio de Cañada, ser capaz de beneficiarse de la enseñanza que se otorga.
- Tener un registro académico o resultados de exámenes que indiquen un potencial para obtener éxito en un programa acreditado de un colegio.
- No ser un graduado de la escuela preparatoria, de 16 o 17 años de edad, que ha aprobado el Examen de Aptitud para la Escuela Preparatoria (High School Proficiency Exam) o concluido la serie de exámenes del Diploma de Educación General (G.E.D.) con un promedio de 55 o más en todos los exámenes y un resultado de por lo menos 50 en cada examen.

### Proceso de Inscripción

Los estudiantes que están aplicando para inscribirse en el Colegio de Cañada les es requerido lo siguiente:

- Suministrar una aplicación por escrito para inscribirse usando las formas proporcionadas por el Colegio.
- Obtener copias de sus archivos estudiantiles de todas las instituciones a las que hayan asistido (escuela preparatoria y del colegio). Los estudiantes deberán traer estas copias con ellos cuando vengán al plantel educativo para asesoría. Las copias de archivo estudiantil de la escuela preparatoria no son requeridas si el aplicante no ha atendido a la escuela preparatoria en los últimos cinco años.
- Tomar un examen de Colocación o aptitud y otros exámenes específicos que sean requeridos. (Ver la página 14 para más información sobre requisitos de exámenes.) Las fechas y horas para los exámenes están anotadas en el Horario de Clases de cada término semestral.

La información completa acerca de las inscripciones puede ser encontrada en la página 29 en este catálogo.

## MATRICULACION

Matriculación es el proceso que lleva al Colegio y al estudiante que se inscribe para un crédito dentro de un acuerdo con el propósito de desarrollar y realizar el objetivo educativo del estudiante. El acuerdo reconoce las responsabilidades de ambas partes para permitir a los estudiantes lograr sus objetivos eficientemente a través de los programas, pólizas y requisitos establecidos por Cañada. Todos los estudiantes excepto aquellos exentos, les es requerido completar los requisitos de matriculación.

#### Excepciones de Matriculación

Todo estudiante que ha obtenido un título de asociado o más alto está exento de la orientación, evaluación, asesoría o consejería. Los estudiantes también pueden ser exentos de la matriculación si ellos están inscritos



como estudiantes matriculados en otro colegio o universidad o están tomando clases para enriquecimiento personal o para aumentar sus habilidades relativas a su trabajo. Los estudiantes que han completado cursos a nivel colegio o universidad en otra institución pueden ser exentos de una porción o de todos los servicios de matriculación. Los estudiantes que son exentos pueden elegir participar en algunos o en todos los servicios que se proveen en este proceso.

Matriculación incluye admisión, evaluación de habilidades, orientación, guía vocacional y consecuentemente revisar los resultados del proceso obtenidos por el estudiante. Para más información, por favor llame a la Oficina de Admisiones y Registros al 306-3226

## ASESORIA

Cada estudiante que va a reingresar, continuar o de nuevo ingreso que desea obtener un título o un certificado vocacional del Colegio de Cañada o quien intenta transferirse a un colegio/universidad debe consultar con un consejero. El consejero trabajará con el estudiante para planear una secuencia apropiada de cursos, discutir direcciones futuras, y aconsejarle el retiro o adición de clases. Los estudiantes que desean obtener un título, certificado vocacional o que desean transferirse a una universidad deben tener la firma de un consejero en sus peticiones para graduarse, recibir un certificado o una certificación para una transferencia de educación general. Los estudiantes que toman clases durante el día o la noche pueden pedir una cita para ver a un consejero.

Servicios de asesoría sin previa cita son disponibles en el Centro de Asesoría (Counseling Center). Los horarios de asesoría durante el día y la noche están colocados en el tablero de anuncios afuera de las oficinas de asesoría en el Edificio 5, Oficina 204. Para más información, llamar al 306-3452 (durante el día) o 306-3100 (en la noche).

La información completa acerca de la asesoría puede ser encontrada en la página 30 de este Catálogo.

## ESTIMACION DE HABILIDADES/ COLOCACION O APTITUD

Exámenes de Colocación y Aptitud en Inglés (Lectura y Escritura) o Inglés para personas cuya lengua principal no es el Inglés (Lectura, Comprensión y Escritura) y Matemáticas son dados a todos los estudiantes nuevos a menos que entreguen copias de certificados de estudios indicando que ya han obtenido un Título de Asociado en Artes (AA)/Ciencias (AS) o un título más alto o que ellos hayan terminado ciertos cursos en Lectura/Inglés y/o Matemáticas con un grado de "C" o mejor. En adición, Exámenes de Colocación o Aptitud en Inglés se suspenden para estudiantes que presenten evidencia de una calificación mínima o haber completado un curso como se muestra en la página 28.

Las fechas específicas, horarios y lugar para los exámenes de colocación son publicados en el Horario Semestral de Clases del Colegio. Estudiantes que no tienen número de seguro social, o que no desean usarlo, serán asignados un número de identificación escolar.

La información completa acerca del Examen de Aptitud/Colocación puede ser encontrada en la página 30 de este Catálogo.

## REGISTRACION/INSCRIPCION

### Inscripciones Abiertas

Cada curso ofrecido en el Colegio de Cañada (a menos que sea específicamente exento por estatutos legales) está abierto para inscripción y participación en el por cualquier persona que haya sido admitida en Cañada y que reúna los prerrequisitos del curso.

### Horario de Clases del Colegio

La información completa acerca de las fechas de inscripción y de los procedimientos están publicados en el Horario de Clases del Colegio para cada semestre. Los horarios están disponibles en el plantel de Cañada, Escuelas Preparatorias locales, y en las Librerías Públicas de el Condado de San Mateo, y en el World Wide Web: [www.canadacollege.edu](http://www.canadacollege.edu)

### Inscripción Computarizada a través de la Internet (WebSMART)

Inscripción computarizada a través de la Internet está disponible antes del inicio de cada semestre. Los estudiantes deben referirse al Horario de Clases impreso o a la página del Internet de Cañada ([www.canadacollege.edu](http://www.canadacollege.edu)) para información detallada acerca de los procedimientos.

## PROGRAMAS DE ASISTENCIA FINANCIERA

La principal meta del programa de ayuda financiera del Colegio Cañada es asegurar que no se le niegue educación a ningún individuo por motivos financieros. Cualquier estudiante con la intención de ingresarse al Colegio Cañada y el cual tenga necesidad económica se le sugiere que completen la solicitud para recibir ayuda financiera.

La oficina de ayuda financiera administra un programa de becas, préstamos mínimos sólo en casos de emergencia, y programas de trabajo estudiantil disponibles para aquellos estudiantes que cumplan con los requisitos. Los estudiantes pueden recibir ayuda en cuanto ingresen la solicitud para becas del estado de California, becas de oportunidad del colegio, y becas para entrenamiento profesional. Además, otras becas serán determinadas por estado y localidad.

Para más información sobre los programas de asistencia gratuita, por favor contacte la oficina de ayuda financiera al número (650) 306-3307 de 7:30 a.m. a 4:30 p.m., lunes a jueves ó de 7:30 a.m. a 12:00 p.m. los viernes. La oficina está ubicada en el edificio 8, salón 211.

### Reglamento Federal: Regreso de Fondos de "Title IV"

El estudiante que reciba ayuda financiera, y deje las clases antes de completar más del 60% del semestre, tendrá que devolver cierta porción al gobierno federal.

### Programas y Servicios de Oportunidades Extendidas (E.O.P.S.)

EOPS es un programa para los estudiantes con desventajas económicas. A los Colegios de la comunidad de California se les es requerido por ley establecer programas y servicios dirigidos a la identificación, reclutamiento, retención y estimulación intelectual y vocacional de los estudiantes afectados por desventajas económicas, sociales o del lenguaje.

La oficina de EOPS y C.A.R.E. está localizada en el Edificio 3, Oficina 117. Para más información llamar al teléfono 306-3300.

Información completa acerca de los programas de Ayuda Financiera puede ser encontrada en la página 23 de este catálogo.

## Agencias Cooperativas de Recursos para Programas de Educación (C.A.R.E.)

C.A.R.E. es un programa educativo único diseñado para asistir al recipiente de Bienestar Social (Welfare) que desea educación relacionada a un trabajo. El Programa C.A.R.E. es un esfuerzo cooperativo que envuelve al Colegio de Cañada, Los Servicios Sociales del Condado y al Departamento de Desarrollo de Empleos. Los servicios de apoyo de C.A.R.E. incluyen cuidado de niños, medios de transportación, libros, tutoría, asesoría y otros servicios relativos.

## Programa de Oportunidades de Trabajo y Responsabilidad hacia los Niños de California (CalWORKs)

CalWORKs, una adición nueva a los programas educacionales de el Colegio de Cañada, está diseñado específicamente para asistir y ayudar a los estudiantes de AFDC/TANF a permanecer en la escuela y a cumplir los nuevos requisitos de la reforma del programa de Asistencia Pública. El Colegio de Cañada ha hecho un gran progreso en el desarrollo curricular y de programas que asisten a los estudiantes de CalWORKs a obtener el entrenamiento necesario para encontrar empleo en áreas de alta demanda. El Programa de CalWORKs también asistirá a los estudiantes de AFDC/TANF a cubrir las cuarenta (40) horas de trabajo y actividades escolares requeridas. El Programa de CalWORKs provee los siguientes servicios:

- Pagos de cuidado infantil
- Trabajo fuera y dentro del plantel
- Servicios de Ayuda Académica
- Servicios de Asesoría
- Desarrollo y Colocación de Empleo
- Asistencia en la preparación de formas para ayuda financiera
- Pases para el servicio de autobús

En adición a los servicios anteriores, hay un centro de cuidado infantil que da prioridad a los estudiantes de AFDC/TANF. El centro tiene un cupo aproximado para 24 niños. El Programa de CalWORKs está localizado en el edificio 5, cuarto 206A. Para más información llamar al teléfono 306-3234.

## Centro de Desarrollo Infantil

El edificio permanente para el Centro de Desarrollo Infantil está siendo construido, y estará terminado a fines del Otoño del 2002. La inauguración está planeada para el semestre de la Primavera del 2003. No habrá servicio de cuidado infantil mientras el centro esté bajo construcción. Al inicio del semestre de la Primavera del 2003, el programa comprensivo de cuidado y educación infantil serán nuevamente ofrecidos para los hijos de estudiantes y empleados del Colegio de Cañada. Para más información favor de llamar al teléfono (650) 306-3201.

## CUOTAS

**Debido a los problemas actuales del presupuesto del Estado, las cuotas están sujetas a cambios.**

Todos los estudiantes inscritos en los cursos en cualquier Colegio de la Comunidad de California les es requerido pagar \$18.00 por unidad. La colegiatura semestral para los estudiantes residentes de otros estados o extranjeros es de \$167.00 + \$3.00 por unidad, también les es requerido pagar \$18.00 por unidad como cuota de inscripción.

*Cuota de Salud* (no reembolsable): \$13.00 por semestre; \$10.00 para la Sesión de Verano. Requerido para todos los estudiantes, excepto para

los estudiantes inscritos en la escuela preparatoria y para los estudiantes inscritos solamente en los cursos de fines de semana o fuera del plantel educativo.

*Permisos de Estacionamiento* (no reembolsable): requerido para todos los estudiantes que se estacionan en el plantel educativo:

\$30.00 por semestre o \$1.00 por día

\$20.00 en la sesión de verano o \$1.00 por día

*Libros y Materiales*: \$600.00 por semestre (es una estimación)

*Cuota de Cheques sin Fondos*: \$10.00 por cheque cancelado por el banco por no tener suficientes fondos.

*Cuota del Cuerpo Estudiantil*: \$8.00 por semestre; incluye una tarjeta de identificación con fotografía y descuentos; ayuda a muchas actividades y programas estudiantiles; la cuota es automáticamente incluida en el costo total. Si un estudiante decide no pagar esta cuota, el estudiante deberá ponerse en contacto con la Oficina de Actividades Estudiantiles para un reembolso.

*Cuota de Representación Estudiantil*: \$1 por semestre.

Información completa acerca de las Cuotas puede ser encontrada en la página 13 de este catálogo.

## PROGRAMAS Y SERVICIOS PARA ESTUDIANTES DISCAPACITADOS

A los estudiantes con una discapacidad documentada Cañada College les brinda apoyo académico y adaptaciones razonables de acuerdo con la ley de Norteamericanos con Discapacidades (ADA, siglas en inglés). Nuestros servicios ayudan con una amplia gama de discapacidades y se basan en la documentación de alguna discapacidad médica, psicológica o del aprendizaje. Es necesario satisfacer ciertos requisitos de documentación de la discapacidad. Por esta razón, los estudiantes deberán comunicarse con el Centro de Recursos para Estudiantes Discapacitados (Disability Resource Center o DRC) para ver si cumplen con los requisitos. El DRC coordina la provisión de las adaptaciones académicas tales como ayuda para tomar apuntes, servicios de lectura o de biblioteca, libros de texto en formatos alternativos, administración de exámenes y otros servicios de apoyo. El DRC también proporciona aparatos adaptativos e intérpretes del lenguaje de señas según el caso. Los estudiantes de Cañada College pueden obtener servicios adicionales por medio del Centro de Salud (Health Center), Servicios Psicológicos (Psychological Services) el Centro de Aprendizaje (Learning Center) y el programa laboral Workability III.

Para empezar el proceso de obtener servicios del DSPS en Cañada College, seleccione el enlace que aparece abajo e imprima la solicitud de servicios (Student Application form). Después de llenar la solicitud, envíela por correo a la dirección que aparece en la parte superior del formulario. Al recibir la solicitud, lo llamaremos por teléfono para programar una cita con la directora del DSPS. Es muy importante que usted lleve la verificación de discapacidad a esa cita.

Para más información: Edificio 5, Salón 207, Teléfono: (650) 306-3259, TDD: (650) 306-3161, Fax: (650) 306-3185.

## POLITICAS

### Política de No Discriminación

Cañada College se compromete a proporcionarles a todos la misma oportunidad de ingresar en el colegio, de matricularse en las clases y de recibir servicios, ayuda financiera y empleo estudiantil, sin que se tenga en cuenta la edad, el sexo, el estado civil, la incapacidad física o mental, la raza, el color, la orientación sexual, la religión, el origen u otro factor similar. Nuestra política se basa en las disposiciones de las leyes referidas en los siguientes títulos reglamentarios, a saber: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 (45CRF 86), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), and the Americans with Disabilities Act of 1990.

Es importante que todo estudiante, empleado o individuo asociado con el Colegio aprecie lo importante que es el reportar cualquier caso que parezca ser una infracción de esta política. El Colegio se propone ofrecerles las mismas oportunidades a todos y por eso facilita la investigación exhaustiva de posibles infracciones y asegura el establecimiento de un foro legal para la vista justa e imparcial de cualquier asunto relacionado con las leyes y nuestra política. Cualquier persona que necesite obtener más información sobre estas leyes o esta política o que quiera hacer una reclamación basada en la infracción alegada de los títulos susodichos - Title VI of the 1964 Civil Rights Act y Section 504, Rehabilitation Act of 1973 - debe dirigirse a la Oficina del Vice Presidente para los Servicios de Estudiantes, que se encuentra en Edificio 8, Oficina 310, al teléfono 306-3234.

Conforme a las leyes en los títulos citados anteriormente, se estudiará cada reclamación y a todas las personas a quienes concierna se les informará sobre las disposiciones de las leyes y los derechos legales pertinentes. Si por la manera prescrita resulta imposible ejecutar el proceso susodicho, o si no se cumple con los requisitos prescritos por las leyes, se iniciará la acción legal necesaria.

Preguntas referentes a Leyes Federales y reglamentos con respecto a la práctica de no-discriminación en educación, o conformidad de estas leyes por el distrito, se pueden dirigir a:

Office for Civil Rights  
U.S. Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102

***La falta de conocimientos o habilidad en el idioma inglés no será una barrera u obstáculo para poder ser admitido y participar en programas vocacionales educativos.***

### ADA-Decreto para Americanos con Incapacidades

El 26 de Enero de 1992 el Decreto para Americanos con Incapacidades (ADA), que gobierna el acceso y utilidad de las comodidades públicas y facilidades comerciales, se hizo efectivo. Este decreto afectará el empleo, servicios públicos, transportación y los servicios de comunicaciones telefónicas. Este estatuto literalmente abre las puertas a los individuos con incapacidades que han necesitado acceso a muchos efectos y servicios que el público trata normalmente con indiferencia como baños, agua para beber, lavanderías, máquinas cajeras automáticas (ATM), y así sucesivamente.

La ADA es diseñada para prohibir discriminación en contra de esos individuos con una incapacidad física o mental que limita una mayor actividad en la vida. Características físicas como ser zurdo, tener un propio estilo de vida, uso de drogas, etc., estos temas no son aplicados en el decreto

(ADA). Muchas estructuras existentes requerirán alteraciones de diseño mayores y/o menores. Las normas para diseño accesible son delineadas en las "Normas de Accesibilidad del ADA para Edificios y Facilidades". Estas normas son muy similares a esas establecidas por el Instituto de Normas Nacional Americano (ANSI):

1. Proveer acceso general a las facilidades.
2. Proveer acceso específico a esas áreas dentro de una facilidad donde efectos y servicios son disponibles.
3. Proveer acceso a los baños.
4. Implementar algunas otras medidas necesarias para proveer acceso y funcionamiento.

Esto incluye todas las construcciones nuevas y existentes de las comodidades públicas y facilidades comerciales. Los arrendadores y los arrendatarios serán responsables de obrar de acuerdo a la ley. Las comodidades públicas incluyen: facilidades de hospedaje, restaurantes, facilidades de entretenimiento, tiendas, establecimientos de servicio, transportación pública, museos, facilidades recreativas, facilidades educativas, centros de servicio social, facilidades deportivas y de ejercicio. Clubes privados y facilidades religiosas no están cubiertas por el decreto (ADA). Facilidades comerciales no son de uso residencial por una entidad privada cuyas operaciones afecten el comercio. Esto incluye todas las facilidades comerciales que ocupen una casa o apartamento.

Es requerido que cada facilidad conduzca un programa de evaluación propia relacionado a los mandatos del ADA. A personas con incapacidades y/o organizaciones que las representan se les debe proporcionar la oportunidad de participar en la evaluación para el desarrollo del plan transitivo. Este programa debería ser completado y archivado, a más tardar el 26 Enero de 1995. Pueden ocurrir condiciones especiales como una "desproporcionada alteración de costos" y puede ser revaluado por la oficina del Procurador General de Estados Unidos.

Infracciones al ADA pueden ser llevadas ante un juez por personas particulares o por el Procurador General de Estados Unidos. El juez puede otorgar a una persona particular daños monetarios, incluyendo gastos de abogado, como también fijar una pena civil en contra de la entidad ofensiva, de \$50,000 a \$100,000.

En conclusión, los requerimientos de la ADA serán vistos como una norma para diseño y construcción. Les da responsabilidad sobre esos (AEC) envueltos en el diseño, construcción y operaciones de estructuras comerciales y públicas. La ADA está abriendo muchas oportunidades en los campos del AEC para diseñadores, constructores y consultores. Para obtener las regulaciones adoptadas por el DOJ escriba a la oficina del Decreto para Americanos con Incapacidades, al siguiente domicilio:

Office on the Americans with Disabilities Act  
Civil Rights Division  
U.S. Department of Justice  
Washington, D.C. 20530

o llame al:(202) 514-0301 (voz)  
(202) 514-0381 (TDD)

### Política de Agresión Sexual

Es la política del Distrito de Colegios Comunitarios del Condado de San Mateo y de el Colegio de Cañada de prohibir, en cualquier y todas formas, la agresión sexual de sus estudiantes y sus empleados. La agresión sexual en estudiantes por otros estudiantes o empleados, y/o la agresión sexual en empleados por estudiantes, es considerada como conducta intolerable y se actuara e investigara inmediatamente.

Estudiantes o empleados buscando mas información correspondiente a esta política o quejandose por supuesta violacion de esta política deben

ponerse en contacto con la Dra. Denise Swett, Vice Presidente, que se encuentra en Edificio 8, Oficina 310, al teléfono 306-3234.

#### **Enmienda Adicional**

En adición a, y concurrentemente a, el archivamiento de una queja por escrito, un estudiante tiene el derecho de presentar una demanda o cargos con otras agencias gubernamentales como: la Comisión de Oportunidad de Igualdad (Equal Opportunity Commission), la Oficina de Derechos Civiles (Office of Civil Rights), el Departamento Equitativo de Viviendas y Empleo (Department of Fair Employment and Housing), la Oficina del Canciller de Colegios Comunitarios de California (Chancellor's Office of the California Community Colleges), o la Corte Estatal o Federal.

#### **Política de Fumar**

Para poder proveer un ambiente de aprendizaje y trabajo sano para los estudiantes y empleados, el fumar esta prohibido en todas las localidades interiores y a una distancia de quince (15) pies de cualquier puerta, entrada a una area interior, o respiradero de aire del Distrito. La violación de esta política podra conducir a medidas disciplinarias conforme a los procedimientos disciplinarios usuales.

#### **Política de Colegio Libre de Drogas**

El Distrito de Colegios Comunitarios del Condado de San Mateo y el Colegio de Cañada, en cumplimiento con las Escuelas Libres de Drogas y las Enmiendas de las Actas Comunitarias de 1989, prohíben el uso, posesión, venta o distribución de alcohol, narcóticos, drogas dañinas o ilegales, u otras sustancias reguladas definidas en los estatutos de California, en las propiedades del Distrito o Colegio, o en cualquier evento auspiciado por el Distrito o Colegio.

Los estudiantes deben conducirse como ciudadanos responsables y de una manera compatible con la función del Colegio Comunitario como una institución educativa. Los estudiantes estan sujetos a la autoridad civil y a todas las reglas y regulaciones del Distrito y del Colegio.

Los estudiantes que sean encontrados violando las reglas de la política de colegio libre de drogas al manufacturar, distribuir, repartir, poseer, o usar sustancias reguladas definidas en los estatutos de California, en cualquier propiedad del Distrito Escolar seran sujetos a medidas disciplinarias que pueden incluir la posible cancelación de su inscripción.

Personas solicitando más información correspondiente a esta política o a los riesgos de salud y efectos asociados con el alcohol y los narcoticos u otras drogas toxicas e ilegales, deben ponerse en contacto con Lesli Sachs, Enfermera del Colegio, Edificio 1, Oficina 117, o al teléfono 306-3309.

La información completa acerca de las políticas puede ser encontrada en las páginas 8-13 de este Catálogo.

# RESOURCES & SPECIAL SERVICES FOR YOU

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## RESOURCES & SPECIAL SERVICES FOR YOU

### Adaptive Physical Education

The Adaptive Physical Education Program through the Physical Education/Athletics Department offers an individualized approach to Adaptive P.E. through a variety of classes. The focus of the Adaptive P.E. Program is the promotion of optimum physical fitness; this program provides the students with appropriate knowledge and skills for their lifelong fitness pursuits. Based upon a physician's recommendation, each student is given an individualized exercise program tailored to his/her specific physical abilities and limitations. Improvement in muscular strength, flexibility, balance, coordination, and cardiovascular endurance is the primary goal of all adaptive p.e. classes. Emphasis is placed also upon providing enjoyable, positive experiences in order to enhance self-image and social interaction, with independence and mainstreaming (where possible) as a long-range goal. Students should call Barbara McCarthy at 306-3473 for more information.

### Athletics Programs

Cañada College participates as a member of the Coast Conference in the following sports:

- Men's Baseball
- Men's Basketball
- Men's Soccer
- Women's Soccer
- Women's Volleyball

In order to be eligible a student must adhere to the California State Athletic Code and Coast Conference eligibility rules and regulations. The following principles pertain to all matters of eligibility:

1. In order to be eligible, a student-athlete must be actively enrolled in a minimum of 12 units during the season of sport including non-conference, conference and post conference competition.
2. To be eligible for the second season of competition, the student-athlete must complete and pass 24 semester units with a 2.0 grade point average. These units must be completed prior to the beginning of the semester of the second season of competition.
3. A student transferring for academic or athletic participation, who has previously participated in intercollegiate athletics at another California Community College, must complete 12 units in residence prior to the beginning of the semester of competition.
4. In order to continue athletic participation in any sport, the student-athlete must maintain a cumulative 2.0 grade point average in accredited post secondary coursework computed since the start of the semester of first competition.
5. The 12 unit residency rule for previous participants will be waived for a student-athlete who has not competed at a post-secondary institution in the past five years.

Student-athletes who plan to transfer prior to receiving an Associate degree should meet with the athletic academic advisor and verify status for transfer based on past work and test scores from high school.

Questions regarding eligibility should be addressed to the Physical Education/Athletics Department, Attention: Athletic Director, Building 1, Room 204, 306-3341.

### Bookstore

Textbooks and supplies may be purchased from the Cañada College Bookstore. The telephone number is 306-3313. Store hours are posted

and are published in the Schedule of Classes for each term. For general and/or book information, contact Jai Kumar in the bookstore.

### Cooperative Education - Work Experience

Through Cooperative Education/Work Experience, students earn college credit by improving their skills and knowledge on a paid or volunteer assignment. Students work with instructors and job supervisors to establish measurable learning objectives appropriate for their jobs. Credit is earned toward an associate degree or certificate when these objectives are successfully accomplished. Spring and Fall semesters, students must be enrolled in seven (7) units, including Cooperative Education/Work Experience. Summer session, students must be enrolled in any half-unit (0.5) course plus Cooperative Education/Work Experience. Call 306-3367 for additional information.

Students who have jobs related to their occupational goals may earn one unit of credit for each 75 hours of paid work with a maximum of four units per semester for a total not to exceed 16 units while enrolled in a community college. Students in volunteer jobs with non-profit organizations may earn one unit of credit for each 60 hours of work.

### Disabled Student Program and Services

The Disabled Student Program offers a range of services to students with various documented disabilities. These may include physical, psychological, and learning disabilities. The program encourages the active participation of disabled students by serving as an information, counseling and academic resource center. Through supportive services, an individual can meet his/her academic, social and personal goals while attending Cañada College. Interested students should contact the Disabled Student Office for more information, 306-3259. TDD/TTY (650) 306-3161. (Bldg. 5, Room 207), or visit the website: [www.canadacollege.edu/student/disabled.html](http://www.canadacollege.edu/student/disabled.html). The website is available in English and Spanish.

The Learning Achievement Program is designed to evaluate the needs of students who may have learning disabilities. After assessment, an Educational Plan is developed for each student. Tutorial assistance in numerous academic and vocational subject areas is provided through the Cañada College Learning Center. Adults with possible learning disabilities or diagnosed learning disabilities should contact the Learning Achievement Program at 306-3259.

Supportive Services may include:

- Individualized counseling, vocational and academic referral and information;
- Temporary authorization for handicapped parking permits;
- Coordination of services with high schools, agencies and the California Department of Rehabilitation;
- Referral to community resources for psychological counseling or support services
- Readers and Note-Takers;
- Audio-visual equipment including tape recorders, tapes and E-text, adapted voice-actuated computer equipment and other alternate media equipment;
- Special equipment for the visually impaired student including Braille text materials;
- Developmental Skills classes
- Extended time Placement Test and academic exams
- Interpreters for the deaf and hard of hearing; and
- Tutoring on a one-to-one basis for students in need of special assistance in academic classes.

The DSPS Alternate Media Lab is located within the Learning Center in Room 105. Students with visual, print or other specific documented dis-

ability can access use of JAWS, Dragon Dictate, Kurzweil and Zoom-Text software in this lab. An Alternate Media Specialist is available to assist students and faculty with use of this specialized technology. This type of alternate media software has also been installed on other computers located throughout campus and the list of locations is available in both the DSPS office and Alternate Media Lab. Students who need text books or other printed materials converted to CD-Rom, Braille, audio cassette or other type of alternate format should request this service through the DSPS office.

Additional services are available through The Learning Center, and Workability III.

## Distance Learning

Distance learning courses are Cañada College credit courses that give students the opportunity to complete most of their course work outside the classroom, on their own time, usually at home. However, attendance at one or more on-campus meetings is usually required. These courses are offered as telecourses through KCSM TV, or as on-line internet courses. Telecourses and on-line courses are academically equivalent to on-campus courses and are transferable to most four-year colleges and universities. See the Schedule of Classes, or visit our website—[www.canadacollege.edu](http://www.canadacollege.edu)—for information on specific course offerings.

## Financial Assistance Programs

*(Información en español está en la pagina 16.)*

### Financial Aid

Financial aid falls into three categories:

*Grants/Fee Waivers*-Aid which does not have to be repaid and in most cases is awarded primarily or solely based on financial need. The major programs of this type include the BOGW (Board of Governor Fee Waiver) which waives the enrollment and health fee for California residents; the Federal Pell Grant which is a direct grant payment to the student to meet college and educationally related living costs; Federal SEOG (Supplemental Education Opportunity Grant) which is a direct grant payment drawn on a limited college allocation; CAL Grant which is a direct grant payment for California residents requiring grade point average confirmation as well as financial aid application; and the PCF Emergency Grant program which is a one time grant for emergency situations.

*Federal Work-Study (FWS)*-Aid which allows the student to work, generally on campus, to earn funds while attending college. These funds do not have to be repaid.

*Loans*-Borrowed funds which must be repaid. Cañada College does not certify student loans. Limited funds are available for short term loans through the Dean's Emergency Loan program and EOPS Emergency Loan program. These loans are generally paid back within the semester the funds were released. The Bridge to Learning Book Loan program offers textbooks on loan to eligible students.

### Eligibility

Eligibility depends upon the program being applied for. For example, the BOGW program is available to students who demonstrate at least one dollar of financial need and have been classified as a resident of California by the Admissions and Records Office. This program serves over 2,900 Cañada students as of the 2003-04 year. The Federal Pell Grant requires financial need be demonstrated by the federal aid application (the FAFSA) and the student must either be a U.S. citizen or in one of a group of categories known as eligible non-citizen (including permanent resident, resident alien, refugee, or asylee). As the criteria to qualify can vary widely, all students who have a financial need are strongly encouraged to apply. The Financial Aid staff provides guidance on what programs

a student can apply for. In a number of cases, a student may qualify for more than one program to assist them with their college costs.

As application processes can vary depending on the programs being applied for, it is recommended to apply as early as possible so eligibility can be determined and notification provided before the start of enrollment. At the same time, many of the financial aid programs that are offered (particularly the grant and fee waiver programs) can be applied for after a semester has begun. Deadlines do exist for certain programs- specifically the CAL Grant, Federal SEOG and FWS. If remaining funds exist in these programs after awarding those that have applied by a deadline, applicants may be awarded on a first come first served basis. Please review the extensive material available (in English or in Spanish) in the Financial Aid Office or on the College website - [canadacollege.net](http://canadacollege.net). for more detailed information on deadlines and procedures to apply.

It is also recognized that there may be unusual circumstances that the financial aid application material does not capture which impacts the ability to attend college. Students may submit an Unusual Circumstance form or Dependency Override Request form to explain those situations to be considered in reviewing financial aid eligibility. Additional documentation is required.

For detailed information regarding specific assistance programs, students should contact the Financial Aid Office, Bldg. 8, Room 211 between the hours of 7:30 a.m.-4:30 p.m., Monday through Thursday, 5:00 p.m.-8:00 p.m. Tuesday and Wednesday evenings and 7:30 a.m.-12:00 p.m. on Friday.

### Federal Regulation:Return of Title IV Funds

A student who receives Federal Aid and withdraws from all classes prior to completing more than 60% of the semester, will be required to pay money back to the federal government.

### Ability to Benefit

Any person applying for Financial Aid who is 18 years of age or older, who has not earned a high school diploma, or who has not received a satisfactory GED score, or a passing score on the high school proficiency test should be prepared to show evidence of ability to benefit from community college courses. Such evidence may include, but is not limited to, ability to read, write, compute, and converse at an acceptable level as determined by assessment tests administered by the college.

Those who apply for financial aid and for admission to Cañada College and who are not high school graduates as defined in the above paragraph, must complete assessment testing and participate in orientation. (Federal Ability to Benefit reference 34CFR600.11)

For GED testing information, interested persons should call the unified school district in their areas. In the local area the GED test is offered through the Sequoia Union High School District, 365-2116 or 369-6809.

### Extended Opportunity Programs & Services (EOPS)

EOPS is a program for economically disadvantaged students. California community colleges are required by law to establish programs and services directed to the identification, recruitment, retention, and intellectual and vocational stimulation of students impacted by economic, social or language disadvantages.

EOPS is designed to help students work towards a certificate or an AA/AS degree, train for a career, or transfer to a four-year university. It also aims to provide students with a sense of identification and to prepare them for assuming responsible positions within their communities and within a larger society. EOPS provides the following:

- Financial assistance in the form of book grants and bus passes
- Help in applying for financial aid

- Transfer assistance
- Counseling
- Guidance Classes
- Orientation to College
- Academic support

Students qualify for EOPS if they are high school graduates or at least 18 years old and if they meet the State's definition for low income.

The EOPS office is located in Building 3, Room 117. For information, call 306-3300.

#### **Cooperative Agencies Resources for Education Program (C.A.R.E.)**

C.A.R.E. is a unique educational program designed to assist the welfare recipient who desires job-relevant education. The C.A.R.E. Program is a cooperative effort involving Cañada College and the County Social Services and Employment Development Departments. C.A.R.E. Support Services include child care, transportation allowances, books, tutoring, counseling, and other related services.

#### *Eligible Applicants:*

- Single, head of household
- AFDC/TANF recipient (for a minimum of one continuous year)
- At least 18 years old
- Must pursue vocational training
- Have at least one child under the age of 14 years

For additional information, call 306-3300.

#### **The California Work Opportunities and Responsibility to Kids (CalWORKs)**

CalWORKs is an addition to Cañada's educational program specifically designed to assist and support AFDC/TANF students to stay in school and meet the new welfare reform requirements. Cañada has made great strides in developing courses and programs that will assist CalWORKs students in obtaining the training needed to find skillful employment in high demand areas. The CalWORKs Program will also assist AFDC/TANF students in meeting the forty hours of work and school related activities required. The CalWORKs Program provides the following services:

- Child care payments
- Campus Work Study
- Academic Support Services
- Counseling Services
- Liaison with County Welfare Office

For more information, call 306-3452.

#### **Scholarships**

Cañada College provides a scholarship program to recognize and honor outstanding achievement and to provide students financial assistance when furthering their academic pursuits. A number of scholarships are available to new, continuing or transferring Cañada students. All applicants for scholarships will be considered for the general scholarship program. Awards are based on stated criteria of the donor(s), which usually include demonstrated academic achievement and promise, involvement in extra-curricular activities, and financial need.

Cañada's Scholarship Committee meets each spring to review applications and select recipients for the following academic year. Information and applications are available for a number of privately awarded scholarships. Deadlines are usually early in the year. Requests for applications and information should be directed to the Financial Aid Office, Building 8, Room 211. The application deadline is March 1 for the general scholarship program.

### **Freshman Success Program**

The Freshman Success Program is an innovative approach to traditional course offerings, created by linking a course with specific curriculum content and a course to give the student strategies to be successful in college.

Instructors in the linked courses work as a team, coordinating assignments, exams, and other class activities in their specified courses. Students, too, become a team by joining together in a "cohort" or group, to take the linked classes. Students in this environment are better able to connect and apply information and learning from one course to another. Participation in such a program contributes to improved student success, and retention.

### **Health Services**

The *Health Center* is located in Bldg. 1, Room 117. A variety of services are available: information and consultation on health problems, evaluation of symptoms, over-the-counter medications, personal health counseling, first aid, pregnancy testing, HIV testing and counseling, vision screening, blood pressure screening, health oriented programs, assistance with referrals for medical and dental care and psychological services, and arrangements for emergency care and student insurance.

Quality health insurance is available to all students enrolled in a minimum of 4 units of credit. All students are covered by District accident insurance. Dental insurance plans at reasonable cost are available to all students.

All Health Services are free and confidential. They are available to both day and evening students on either a drop-in or appointment basis. For further information, call the Health Center, 306-3309.

### **Learning Centers**

The **Learning Center**, located on the second floor of Building 5, Room 105, is designed to provide a positive learning environment that integrates technological resources and learning assistance services to support student learning across the curriculum. The Learning Center provides a wide range of individualized college credit programs and self-paced courses in essential skill areas of reading, vocabulary, study skills, writing, English as a Second Language, and mathematics. Learning Center courses are designated with the course prefix LCTR. Both non-degree and degree credit courses are available. Degree credit courses articulated with the CSU system are transferable.

The Learning Center programs and self-paced courses incorporate the content and language of college subject areas. Students are assessed and provided program plans focusing on areas of need. Students complete assigned programs using computer, internet, audio, audio-visual, and print material. As they proceed through the programs and self-paced courses with the assistance of instructors, aides, tutors and/or student assistants, their performance is evaluated periodically before they proceed to higher level objectives.

Also incorporated within the Center are the Computer Center, Tutorial Center, Math Center, Writing Center, and MESA Center. The programs are coordinated with both related classroom offerings and the individualized LCTR programs and self-paced courses.

The **Computer Center**, which is internet-accessible, is used by students completing individualized LCTR programs and self-paced courses and by students taking a course with supplementary assignments requiring computer use. Students completing supplementary assignments for a course must enroll in the appropriate course. Information about enrollment is available through the front desk.

The **Tutorial Center** provides individual and small group tutorial assistance in Cañada courses. Peer tutors, recruited from a wide range of



academic and vocational areas, must enroll in LCTR 100 for tutor training unless they have previous experience tutoring in college subject areas. All participating tutees must enroll in LCTR 698 (no fee, no credit) and must remain enrolled in the course in which they receive assistance.

The **Math Lab** is an area in the Center where students who are currently enrolled in Cañada math courses may receive drop-in assistance.

The **Writing Center** offers students enrolled in writing courses and other courses requiring writing skills, additional instruction and skill reinforcement.

The **MESA Center** (Math Engineering Science Achievement) provides students who are considering math, science, engineering majors with academic excellence workshops, mentoring, field trips and counseling.

#### *Learning Center hours:*

Monday-Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.

(Summer session hours may vary; contact the Learning Center at 306-3348 for specific summer hours.) Also, certain areas may not be available to students during all hours of operation. Please check posted hours for specific LCTR areas.

The **Learning Center at the Menlo Park Center** (OICW Building) is open from 7 am to 3 pm, Monday through Thursday, and from 7 am to 11:30 am on Friday. The Center offers self-paced instruction in many levels of English, reading, writing, and English as a Second Language. These courses prepare students for college-level work or provide students the skills they need for success in job training programs and at work. Students starting at the Center are provided an assessment of their skill level so as to place them appropriately. Students may use the Center whenever it is open and at times convenient to them.

For more information, call Martha Chavez at (650) 325-0164. **Para más información pueden llamar a Martha Chavez al teléfono (650) 325-0164 de lunes a jueves de 7 am a 3 pm, o los viernes de 7 am a 11:30 am.**

## Library

The Cañada College Library is housed in the westernmost section of the lower floor of the Campus Center. It is reached by stairway or elevator starting on the Cafeteria (third floor) level, or by paved pathway across from Building 13.

The Library is the information center of the campus and strives to support the educational mission of the College. It includes a collection of books, periodicals, newspapers, microfilm, microfiche, video tapes and CD-ROM databases. Students may also access the Internet in the Library.

The Library offers a one unit course which teaches students how to conduct research.

There are three service areas. The *Circulation/Reserve* desk issues library cards and contains restricted loan material as well as college catalogs. The *Reference/Periodical* area services the research needs of students. Shelved there are periodical and newspaper indexes, the microfilm collection, as well as a large variety of reference source material. A general collection of some 46,000 volumes is arranged on open shelves for easy access in the *Reading Room*. Table and carrel seating for students is provided in this room, which affords a panoramic view of the wooded slopes of Skyline Ridge, and is an inviting place for quiet study.

The libraries of Cañada, CSM, and Skyline are members of the Peninsula Library System, a consortium of San Mateo County's public libraries. The combined collections of these member libraries total more than

2.5 million volumes and are accessible by means of the on-line public catalog. Intra-systems loans can be delivered to the campus or picked up at one the member libraries.

Students may borrow college library materials with their Peninsula Library System (PLS) card, issued by any public or community college library in San Mateo County. Students who live in San Mateo County and do not have a PLS card, as well as students who do not live in San Mateo County, may obtain a library card from the Cañada Library Circulation Desk. Proof of enrollment is all that is required.

#### Library Hours:

##### **Fall and Spring Semester**

Monday - Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 3:00 pm
Saturday/Sunday	Closed

##### **Summer Session**

Monday - Thursday	8:00 am - 6:00 pm
Friday/Saturday/Sunday	Closed

## MESA Program

The Math, Engineering, and Science Achievement/Community College Program (MESA/CCCP) at Cañada College provides economically disadvantaged and underrepresented students, especially Latino and African American students, with maximum opportunity to pursue successful careers in mathematics, engineering, science, and computer science. The program, housed in the Learning Center (5-105), includes a MESA Orientation course, Academic Excellence Workshops, specialized academic counseling, tutoring and stipends for eligible students.

For more information contact MESA Program Director Judy Liteky at 306-3156, or by email at [liteky@smccd.net](mailto:liteky@smccd.net).

## Programs for High School Students

### High School Concurrent Enrollment Program

Students currently attending high school, who have completed their sophomore year, may apply for this special program. High School Concurrent Enrollment is an enrichment program designed to provide eligible high school students with the opportunity to start college while still in high school. College courses are demanding and students must meet eligibility requirements that indicate they are ready for the academic challenge. Prior academic performance must indicate an expectation of successful completion of high school and concurrent college courses.

Program eligibility includes the following criteria: students must 1) maintain minimum daily attendance at high school; 2) have earned and maintain at least a 2.0 grade point average or higher in high school (excluding physical education courses); 3) work with the high school counselor to determine appropriate course selections; 4) submit to the Admissions and Records Office a completed Concurrent Enrollment Application packet by the program deadline; 5) attach to the application packet current copies of high school transcripts that include all coursework completed to date, and 6) meet all course prerequisites and co-requisites. Many college courses have prerequisites and/or co-requisites. Students who wish to enroll in English, English as a Second Language, Mathematics, or any course that has an English or a Math prerequisite must take Cañada College placement tests in English, ESL, and/or Mathematics. Participation in High School Concurrent Enrollment is approved on a semester-by-semester basis and therefore students must submit Concurrent Enrollment Application packets for each semester of participation in the Program. Continuing student status does not apply to High School Concurrent Enrollment. Program deadlines are earlier than regular admissions deadlines. Typically the deadline for application packets for the summer session is the first week in June, for fall semester the first week in August, and for the spring

semester the first week in January. The application packet deadline for short courses is one week prior to the beginning date of the short course. In all cases, the final decision of admission of any student to any course rests with the college.

Although every attempt is made to enroll students in courses of their choice, college policy gives first priority for enrollment to continuing college students. All academic credit earned by students in High School Concurrent Enrollment is college credit and appears as such on students' Cañada College transcripts. If students wish to use this credit toward high school graduation as well as accumulate college credit, they must complete a Transcript Request form or submit a written request to the Admissions and Records Office to have transcripts sent to the high school.

### High School Outreach

The office of High School Outreach develops and coordinates outreach services for the high schools. The primary goal of the office is to inform the community about educational, vocational and transfer programs, and to facilitate the application process at Cañada College. Cañada College's outreach and recruitment efforts utilize faculty and staff, current students, and alumni to increase the College's accessibility to potential students.

The outreach staff provides, but is not limited to, the following services:

- Presentations to high school students, parents, and community groups on admissions procedures, academic programs and student services
- Application and financial aid workshops
- Schedule placement testing at the high schools
- Schedule visits at the high schools to meet with students
- Attend College/Educational Fairs at the high schools and businesses
- Give campus tours: individual, as well as, large groups

For more information, contact the College Representative, Carmina Chavez, at 306-3427.

### Middle College High School

The Cañada Middle College High School is a joint partnership between the Sequoia Union High School District and Cañada College. Middle College High School is designed to reach high potential, underachieving high school students who want a head start on college. Students may complete requirements for a high school diploma and earn credits towards an AA degree at the same time. Approximately 60 juniors and seniors from the Carlmont, Menlo Atherton, Redwood, Sequoia and Woodside High School attendance area are accepted into the program each Fall. Students must satisfy the graduation requirements of the Sequoia Union High School District and earn a diploma from their home high school. A minimum of two high school courses per semester is required each year: English III or IV and Economics or American Government. The remaining classes are selected from Cañada College courses to fulfill the credits and requirements for high school graduation. College classes give high school and college credit simultaneously and many may apply towards a four-year college or university degree.

Sequoia Union High School District teachers teach the required high school classes on the Cañada College campus. These teachers also advise students on academic classes, graduation requirements, and career preparation. Faculty members at Cañada College teach all college courses. For more information, contact the Middle College High School Office Assistant at 306-3120, stop by the Middle College High School Office located in Bldg. 13-106, or visit our website at [www.canadacollege.edu/middlecollege](http://www.canadacollege.edu/middlecollege).

### Technical Preparation (Tech Prep)/School-to-Career

Tech Prep articulation agreements have been approved by local high schools, San Mateo County Regional Occupational Programs (ROP), OICW, and Cañada College in the following occupational areas: Accounting, Office Technology, Early Childhood Education, Fashion Design, Architectural Drawing, Multimedia, and Information Technology. Other approved articulation agreements exist at the College of San Mateo and Skyline College.

The articulation agreements will be honored at any of the three colleges in the San Mateo County Community College District. Students may be granted from one to six college units after enrolling in and successfully completing six units with a GPA of 2.0 or better at one of the three community colleges within the SMCCCD. For more information, call 306-3201, or visit our website at [www.smccd.net/techprep](http://www.smccd.net/techprep).

### Student Life

To gain the most from college life, students are encouraged to participate in Cañada clubs, activities and events, which offer many opportunities for making both social and educational contacts. Anyone interested in joining or starting a club or organization should contact the Office of Student Life, Bldg. 5, Room 211C, (306-3364). The following is only a small taste of the many clubs active at Cañada College: The Young Latino Leaders, Latin American Friendship Club, United African Student Union, Pre Med club, Science and Engineering Club, The Rainbow Alliance and the Political Awareness Club.

### Student ID's

Student ID's are handled through the Office of Student Life. In order to receive a Student ID and be eligible for the many benefits it has, students must pay the 8.00 dollar activity fee during the fall and spring semester. This is an optional fee. Choosing not to pay this fee will automatically disqualify any student from receiving a Student ID card. Request for refunds must be made by the Final Fee payment due date of each semester.

### Housing

The Office of Student Life maintains a housing board for use by Cañada students. Most of these listings are rooms in private homes; a few are available on the basis of work in exchange for room and board. All arrangements are made between the owner and the student. Students should contact Student Life, 306-3373, if they have a room or apartment to rent, or need housing. International students may call Soraya Sohrabi at (650) 306-3494 for housing information.

### Student Government

All students enrolled at Cañada College are members of the Associated Students of Cañada College (ASCC). The following elected student officers represent the official voice of students on campus: President, Vice President and ten Senators. The officers inform students about campus issues, administer student association monies, and represent student interests on Cañada's governing committees. Student government provides a unique educational opportunity to learn by doing in the world of college governance. Participation is demanding and time consuming, but students have testified that their involvement was the most valuable learning experience they had at college, both educationally and socially.

The student government operates under the provisions of the State Education Code and the regulations of the Board of Trustees and Cañada College. It serves as a vehicle through which students can recommend and help effect changes at their college. Any student who is interested in

becoming a senator or participating in student government should contact the Office of Student Life, Building 5, Room 211.

### Student Publications

The Student Handbook contains information about student organizations, college services, college rules, student rights, student disciplinary due process procedures, and Cañada's staff and governance structure. The handbook is available in the Student Life Office or on line at [www.canadacollege.edu](http://www.canadacollege.edu), click student services.

### Study Abroad Program

Cañada College students can earn college credit while studying abroad. Any student who has completed at least 12 units of college credit is eligible to participate. All courses are transferable to four-year institutions. Transportation, housing and meals are offered at reasonable cost. For more information and brochures regarding the District's Study Abroad Program, students should contact the program's 24-hour hotline at 574-6595.

### Veterans Affairs

Cañada College is approved to certify veterans as students who are enrolled in pursuit of an associate degree under Chapter 35 (veterans dependents), Chapter 31 (rehabilitation), Chapter 30, and VEAP. All students, except those eligible under Chapter 31, must buy their own books and supplies. Those interested in attending Cañada under any of these chapters should contact the Veterans Administration Office to determine eligibility for benefits. The VA Regional Office maintains a toll-free number (1-800-827-1000) from 8:00 a.m. to 4:00 p.m., Monday-Friday.

After eligibility is determined, the veteran should bring a copy of his/her DD-214 (separation papers), the Certificate of Eligibility and Cañada registration receipt to the VA Clerk in the Admissions and Records Office (Building 8, Room 215) for processing. Veterans who have previously attended college must have official copies of college transcripts on file in the Admissions and Records Office. Eligible veterans have 10 years from the date of separation from active duty to use their educational benefits. Interested students can visit or call (650) 306-3492 between 3:15 and 8:00 p.m., Monday through Thursday.

Upon presentation of separation or discharge papers, veterans will be awarded six units of academic credit in recognition of military service. When possible, these units are to be used to satisfy the physical education and natural science requirements for the associate degree. Units which cannot be applied in this manner will be considered as elective units.

Also, veterans may receive credit toward the associate degree for training received in military service schools. Such training must be documented by a certificate of completion issued by the military school from which training was received. Students must complete a minimum of 12 units of coursework at Cañada with a grade-point average of 2.0 or above to qualify for this credit.

In addition to the academic standards outlined in the paragraphs above, veterans receiving educational benefits will be subject to the following academic standards for continuing eligibility:

- Must maintain a minimum of at least a 2.0 (C) overall grade point average in all course work attempted.

- Veterans whose overall grade point average falls below 2.0 (C) will be given a maximum of two semesters to correct the academic deficiency and bring the overall grade point average to at least the 2.0 (C) minimum requirement.
- Veterans whose overall grade point average remains below 2.0 (C) for more than two semesters will be allowed to pursue their educational goals but will not be certified for educational benefits until such time that the overall grade point average is at least 2.0 (C) or higher.

### Workability III

The Workability III Program (WAIII), located in Building 5, Room 207, is a Federal/State funded partnership between Cañada College and the California State Department of Rehabilitation (DOR). WAIII offers the following services in a supported environment: vocational assessment and evaluation, skill building and employment preparation, job development and placement, job coaching and counseling. Program participants must also be clients of Department of Rehabilitation. WAIII staff will refer students not already affiliated with Department of Rehabilitation. For further information about the WAIII Program, please call 306-3258.

# STEPS TO YOUR SUCCESS AT CAÑADA

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## ADMISSION

*(Información en español está en la página 16.)*

The Enrollment Services staff assists students with the following services: application for admissions, registration in classes, transcript requests, readmission from dismissed status, evaluation for graduation with Associate of Arts (AA) or Associate in Science (AS) degree, evaluation for certificate programs, General Education certification for California State University, Intersegmental General Education Transfer Certification (IGETC), processing transfer credits from other colleges, enrollment verifications, veterans benefits, International Student (F-1) admissions, high school concurrent enrollment, and cross registration with CSU and UC Berkeley Concurrent Enrollment Programs.

### Eligibility Requirements

#### Residency Determination

A California resident, for purposes of attendance at a community college, is a person who is eligible to establish residence and who has maintained physical presence in the state for at least one year and one day immediately preceding the first day of classes with the intention of making California his or her home. The burden of proof to establish residence is on the student.

#### California Residents

Any California resident applying for admission to Cañada College must meet one of the following qualifications:

- Be a graduate of a high school.
- Be a non-high school graduate, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:
  - Formal certificate from California State Office of Education which indicates the student has passed the High School Proficiency Examination.
  - G.E.D., California High School Equivalency Certificate, with an average of 55 or above on all tests and a score of at least 50 on each test.
  - A formal, written document from the student's high school district indicating he/she is exempted from any further high school attendance.
- Be 18 years of age or older and, in the opinion of the President of Cañada College, be capable of profiting from the instruction offered.
- Be a 10th, 11th or 12th grade high school student whose admission is recommended by his/her high school principal and approved by the Director of Matriculation at Cañada.

#### Non-Residents

Out-of-state residents may qualify for admission to Cañada College by meeting the following requirements:

- Be a graduate of a high school.
- Be 18 years of age or older and, in the opinion of the President of Cañada, capable of profiting from the instruction offered.
- Have an academic record or test scores which indicate a potential for success in a college credit program.
- Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D. examination series with an average of 55 or more on all tests and a score of at least 50 on each test.

AB540 Law: Effective with the Spring 2002 term, certain non-residents may be exempted from paying non-resident tuition if they meet the following conditions:

- Attended California High School(s) for three years or more
- Graduated from a California High School or attained equivalency (ie. GED)
- File or will file an application with the INS to legalize status if an alien without lawful immigration status.

The "California Nonresident Tuition Exemption Request" form which is filed to make this evaluation can be accessed in the Enrollment Services Office or at the College website: [www.canadacollege.edu](http://www.canadacollege.edu).

#### International Student Program (F-1 Visa holders only)

This section pertains to residents of other countries who either possess or are seeking an F-1 student visa. Such individuals may qualify for admission to Cañada College by meeting the following requirements:

- Complete the International Student Application, available to download from the College web site (cannot apply on-line)
- Have completed the equivalent of an American High School education with satisfactory grades (Average of a "C" or 2.0 Grade Point Average). A copy of Secondary/high school academic records or mark sheets is required at the time of application.
- Demonstrate sufficient command of English to profit from instruction at Cañada. A minimum T.O.E.F.L. score requirement is 480 on the paper based exam and 157 on the computer based exam. Individuals admitted as international students may be required to enroll in intensive English courses, based on placement test results
- Submit a one page essay.
- Present evidence of necessary funds to pay tuition, fees, and all living expenses while attending Cañada. See pages 12-13 for information on enrollment and other required fees.

Provide evidence prior to registration of medical and hospitalization insurance coverage or enroll in the plan provided for international students by the insurance carrier approved by the San Mateo County Community College District (SMCCCD). If a student carries his/her own insurance, the coverage must be equivalent to or greater than the amount provided by the SMCCCD plan.

International students are required to complete 12 units of coursework, (full-time), each semester in order to maintain F-1 status.

Application for admission as an F-1 visa student must be made through the International Student Office. Special application deadlines apply. Call (650) 306-3494 for information. (Fax: 650-306-3113.)

Students who are legal residents of another country and who are in the United States temporarily on F-1 visas to study at another institution may be admitted as part-time students at Cañada College with the approval of their primary college. These students must present a letter of approval from a counselor or official of the other institution in order to attend Cañada College.

Residents of other countries holding types of temporary visas other than F-1, except tourist (B2) visa, may also attend Cañada College.

Cañada College catalog, and schedule of classes are available at the college website, [www.canadacollege.edu](http://www.canadacollege.edu).

### Procedures to Enroll in Classes

Students applying to Cañada College who wish to enroll are required to:

1. Submit a completed Application for Admission to the Admissions and Records Office. Application forms are available in the Schedule of Classes, supplied by Admissions and Records Office, or available online at the college website.
2. Have official high school and college transcripts from all institu-

tions they have attended mailed to the Cañada College Admissions and Records Office. Students should bring copies of these transcripts with them when they meet with College Counselors.

3. Students who plan on completing a certificate program, an Associate degree, transfer to a university, or are undecided about specific educational goals are required to go through the College Matriculation Program to enroll in classes. This includes the following enrollment/matriculation steps after submitting the Application for Admission.
  - Complete Cañada College Placement Test/Assessment in English or ESL and Mathematics. The Placement Test schedule is listed in the Schedule of Classes.
  - Complete a College Orientation Program. Orientation options are listed in the Schedule of Classes.
  - Meet with a College Counselor/Advisor to discuss assessment results, educational goals, and select coursework.
  - Register for classes.
4. Students who indicate on the Application for Admissions that they are taking classes for personal enrichment and/or to acquire or enhance current job skills are exempt from the matriculation process listed above. Students exempt from matriculation receive in the mail appointments to register for classes.

Students planning to enroll in the Radiologic Technology program must file a separate application by April 1st for admissions to the program that starts the following fall term. This is in addition to the general “Application for Admission” required of all applicants to the College.

## ASSESSMENT/PLACEMENT TEST INFORMATION

The Assessment /Placement Test process is designed to assess students’ current academic skills and used to determine course placement in the areas of English, English as a Second Language, Reading, Writing, Mathematics and some computer and science courses. Assessment results are valid for two years. If students do not accept the course placement results they may retake the same placement test once within a two-year period.

Placement test scores and multiple measures information are used to place students in courses that are commensurate with current academic skills. Appropriate course placement and selection is essential to a successful college experience and important for academic development. The Cañada College English Placement Test calculates multiple measures criteria in the final scores and the results are used to verify English, Reading and Writing course prerequisites and subsequent placement. For placement into Mathematics courses, the score on the math placement test is reviewed with other measures as appropriate.

Students who are not currently enrolled should submit a completed College Application prior to taking the placement tests. Specific dates, times, and locations for testing are published in the Schedule of Classes and located on the College website. Pre-registration for placement tests is not required. Students must bring to testing sessions photo identification, the student identification number (or social security number), and #2 pencils. Placement tests begin promptly at the scheduled times and latecomers are not admitted. The English/Reading and ESL placement tests take approximately 2 hours to complete. The Mathematics test takes 1.5 hours to complete and calculators are not allowed.

### English/Reading Assessment Information

The English Placement Test is required for enrollment in English, Reading and Writing courses and it may be required to verify prerequisites

for other courses as well. Cañada College administers the Companion Reading Comprehension and the Companion Sentence Structure tests for English placement. A student may be exempt from the English Placement Test/Assessment if :

- A placement test in English/Reading was completed at Cañada College or CSM or Skyline College within the last two years and the results are available; or
- Transcripts from an accredited college or university in the United States are provided and indicate course work in English and Reading has been successfully completed with a grade of “C” or better (it is often necessary for students to provide catalog descriptions or course outlines of the coursework completed to verify the skill level of the course completed); or
- A copy of the College Board Advanced Placement (AP) test scores indicating completion of the English Language or English Literature test with a score of 3, 4, or 5 is provided.

See [www.canadacollege.edu](http://www.canadacollege.edu) or the Schedule of Classes for placement test dates and places. To view example questions of the English Placement Test go to the College website and select the Online College Orientation.

### Math Assessment Information

The Math Placement Test is required for enrollment in Mathematics courses and many Computer Information and Science courses. Cañada College administers the Mathematics Diagnostic Testing Project (MDTP) instrument that includes four math level tests: Test #1 Algebra Readiness, Test #2 Elementary Algebra, Test #3 Intermediate Algebra, and Test #4 Precalculus. At the testing site, students select to complete the test which is commensurate with their math experience and knowledge. It is recommended that students review mathematics materials prior to taking the Math Placement Test. Local libraries or bookstores have math review books and materials or computer software to use for this purpose. To assist with the review process, Test #1 Algebra Readiness includes questions related to: integers, fractions, decimals, exponents, measurement of geometrical objects, percents, and geometry. Test #2 Elementary Algebra includes questions related to: arithmetic operations, polynomials, linear equations and inequalities, quadratic equations, graphing, rational expressions, exponents, square roots, and geometry. Test #3 Intermediate Algebra includes questions related to: elementary operations, rational expressions, exponents and radicals, linear equations and inequalities, quadratic polynomials, equations, and inequalities, graphing and coordinate geometry, logarithms and functions. Test #4 Precalculus includes questions related to: polynomial, trigonometric, logarithmic and exponential functions, rational expressions, exponents and radicals, linear equations and absolute values.

Students may be exempt from Mathematics Assessment if:

- A placement test in Mathematics was completed at Cañada College or CSM or Skyline College within the last two years and the results are available; or
- Transcripts from an accredited college or university in the United States are provided and indicate course work in Mathematics has been successfully completed with a grade of “C” or better (it is often necessary for students to provide catalog descriptions or course outlines of the coursework completed to verify the skills level of the course completed); or
- A copy of College Board Advanced Placement (AP) test scores indicating completion of the Calculus AB or BC test with a score of 3, 4, or 5 is provided.

## English as a Second Language (ESL) Assessment Information

The English as a Second Language (ESL) placement test is required for enrollment in English as a Second Language courses. Cañada College administers the Secondary Level English Proficiency Test for Reading Comprehension (SLEP Section II) and writing assessment.

## College Board Advanced Placement Test (AP) Policy

Cañada College grants credit toward the Associate Degree for all College Board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject credit, elective credit or credit toward general education requirements as determined by college evaluators. Students should send an official copy of AP results to the Admissions and Records Office and consult with a College Counselor.

## THE COUNSELING CENTER: EDUCATIONAL, CAREER, AND TRANSFER SERVICES

*(Información en español está en la página 16.)*

All students who plan to complete a vocational certificate, an Associate degree, or to transfer to a university should meet regularly (at least once a semester) with a counselor. The Counseling Center, located in Building 5, Room 204, 306-3452, offers integrated services in the areas of educational counseling, career, and transfer information. Open Mondays through Fridays during the day and evening, the Center's hours of operation are posted on the door.

### Centralized Counseling Appointment System

Go to the Counseling Center to schedule an appointment to meet with a Cañada College counselor or call the Counseling Center appointment desk at 306-3452. All counseling appointments are scheduled at this location.

### Educational Counseling Services

Available to all Cañada College students, Educational Counseling Services are designed to: 1) help students make decisions and set educational and career goals; 2) provide academic program planning to complete certificate, associate degree, and/or university transfer programs; 3) help students evaluate current academic readiness and plan coursework to build skills; 4) assist students to connect with campus services and resources; 5) evaluate transcripts from other American colleges and universities for credit applied to certificates and degrees at Cañada College; 6) teach students about important skills, strategies, and techniques to enhance classroom and academic success; and 7) work with students to resolve personal concerns that may interfere with the ability to succeed.

Educational planning is an important part of the work that counselors and students do together. In this regard, counselors assist students to develop Student Educational Plans (SEPs). The SEPs map out, semester by semester, courses necessary to complete specific educational goals and objectives. Once the SEP is developed, students are expected to meet with a counselor at least once a semester to review the SEP, evaluate ongoing educational progress, and make any modifications necessary to stay on the path and successfully complete educational goals.

## Career Services

The primary goal of Career Services is to assist students to develop and carry out both short- and long-term employment and career goals. Services include: 1) a resource library of career exploration and job hunting books, videos, publications detailing preparatory education and training and labor market trends for career areas; 2) EUREKA, a computer based California career information system; and 3) students looking for employment can use binders, access career related websites, and use the computerized MONSTERTRAK services, a college targeted internet job site.

Career Services also offers students an opportunity to use assessment tools to enhance career exploration and study skill awareness. Students may use the following assessments for a nominal cost: The Myers-Briggs Type Indicator (MBTI), The Strong Interest Inventory (SII), and Study Behavior Inventory (SBI).

Career Services hosts career and job hunting workshops, employer recruiting, and other activities throughout the year. Drop by the Counseling Center for more information.

## Transfer Services

University transfer is the goal of many students who attend Cañada College. Students interested in transferring to a four-year college or university can use Transfer Services to research universities, majors, academic requirements, college costs, and other transfer issues. Resources include college catalogs, college directories and guides, videos, applications, articulation information, and access to PROJECT ASSIST, a self-guided site that provides general education, major, and course equivalency information.

Each semester Transfer Services invites representatives from colleges and universities to our campus to meet with students and discuss and evaluate transfer preparation. A variety of workshops take place in the Counseling Center on topics such as: Transfer Planning for the Freshman Student, How to Transfer to a CSU or UC Campus, How to Transfer to a Private/Independent College or University, How to Complete University Applications, Writing a Personal Essay for Transfer, Transfer and Financial Aid Opportunities, Guaranteed Admission Transfer Agreements, and more. Each fall semester Transfer Services hosts Transfer Day, an activity that provides the opportunity for students to gather information from different colleges and universities. The ultimate goal of Transfer Services is to assist community college students to meet their transfer goals! Located in the Counseling Center, the direct phone line to Transfer Services is 306-3372.

## Guaranteed Transfer Admission Programs

Colleges and universities offer programs in support of transfer admission. Some programs provide guaranteed admissions to students. Below view a list of Guaranteed Transfer Admission programs available at Cañada College and visit Transfer Services for more information!

- UC Davis—Transfer Admission Agreement (TAA)
- UC Merced—Transfer Admission Agreement (TAA)
- UC Santa Barbara—Transfer Admission Agreement (TAA)
- UC Santa Cruz—Guaranteed Admission for Transfer Entry (GATE)
- UC Riverside—Transfer Admission Guarantee (TAG)
- San Jose State University—Transfer Admission Agreement (TAA)
- California State University, Monterey Bay—Transfer Admission Agreement (TAA)
- California State University, Hayward—Transfer Admission Agreement (TAA)
- University of Santa Clara—Transfer Admission Agreement (TAA)

- Notre Dame de Namur University—Transfer Admission Agreement and Concurrent Enrollment Program

Cañada College participates in On-the-spot Admissions Programs with CSU Hayward, CSU Monterey Bay, San Francisco State University, CSU San Jose, Notre Dame de Namur University, and Menlo College.

### Career and Life Planning Classes (CRER)

Counseling faculty teach courses in career and life planning and personal development. These courses provide a framework for college success, and career and educational exploration and decision-making. First-time college students are strongly encouraged to take one or more of these classes.

### Cooperative Admissions Program (CAP)

The University of California, Berkeley's College of Letters and Science and Cañada College offer a Cooperative Admissions Program for students not admitted to UCB because of space limitation but who met the eligibility requirements for admission.

Provided they meet specified criteria, CAP students are guaranteed admission to UCB as juniors. Students are required to spend the first two years at Cañada College completing specific requirements for both their major at UC Berkeley and breadth requirements of the College of Letters and Science. For more information, students may call the Counseling Center at 306-3452.

### Academic Planning

Students are encouraged to meet with a College Counselor/Advisor on a regular basis (at least once a semester) to participate in academic planning. Counselors/Advisors are available throughout the academic year to 1) assist students to make decisions and set educational and career goals, 2) provide academic program planning to complete certificate, associate degree, and/or university transfer programs, 3) help students evaluate current academic readiness and plan coursework to build skills, 4) assist students to connect with campus services and resources, 5) evaluate transcripts from other American colleges and universities for credit applied to certificates and degrees at Cañada College, and 6) teach students about important skills and strategies to enhance classroom and academic success. Cañada College Counselors/Advisors are generalists and, as such, equipped to assist students with all Associate degree majors and certificates, and university transfer information and guidance.

A good relationship between a student and a counselor is essential. To this end, students may select the counselor/advisor with which they wish to work. Counseling/Advising services are available during day and evening hours. For more information or to schedule an appointment to meet with a counselor/advisor go to the Counseling Center, Building 5, Room 204, or phone (650) 306-3452.

Please note, the final responsibility for knowing college policy and procedures, college deadlines, program requirements and enrolling in appropriate courses rests with the student.

## REGISTRATION

*(Información en español está en la página 16.)*

### Open Enrollment

Every course offered at Cañada College (unless specifically exempted by legal statute) is open for enrollment and participation by any person who has been admitted to Cañada and who meets the prerequisites of the course, provided space is available.

### Schedule of Classes

Complete information regarding registration dates and procedures is published in the College Schedule of Classes for each semester. The schedules are available on the Cañada campus, in local high schools and Public Libraries, and on our web site: [www.canadacollege.edu](http://www.canadacollege.edu).

### Online (WebSMART)

Computerized registration online takes place prior to each semester. Students should refer to the printed Schedule of Classes or the Cañada website ([www.canadacollege.edu](http://www.canadacollege.edu)) for detailed procedures.

### Program Changes

Once registration has been completed, the student's program may be changed by the student via WebSMART through the second week of class. After the second week of classes, changes must be submitted to the Admissions and Records Office by the student on an Add/Drop form. Students may use WebSMART the entire semester to register for short-term classes that begin after the start of the semester and to drop classes.

### Courses With Overlapping Times

Students may not register in two courses which meet at the same time or have overlapping times. Exceptions to this rule may be approved under circumstances of academic necessity (not scheduling convenience). In addition, approval requires submission of a documented plan describing how the student will make up missed class time under the instructor's supervision. Overlap exception forms are available in the Admissions and Records Office.

### Unit Load Limitations

A normal load for a full-time student is 15 units. No student is permitted to take more than 9 units during the Summer Session or 19 units during the Fall and Spring semesters without special approval of the Academic Standards Committee. Approval forms are available in Admissions and Records. Students working full time should limit their program to six or fewer units. Combinations of work and college study should be carefully discussed with the counselor.

A program of 12 or more units during Fall and Spring semesters, and 6 units during Summer session is considered full-time for athletic eligibility, financial aid, international students (F-1 visa), veterans benefits, Social Security benefits, and most other benefits which are dependent upon student enrollment status.

### Course Repetition

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments) within the SMCCCD.

These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses which are not so designated may not be repeated under this policy. Further information about this policy is available from Cañada College counselors and Division Offices.

### Repetition of Courses for Legally Mandated Training

Student will be permitted to repeat courses indefinitely where repetition is needed for the student to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. The grade



received each time shall be included for purposes of calculating the student's grade point average. Students wishing to repeat courses must present documentation that course repetition is necessary to complete legally mandated training requirements.

### Audit Courses

In compliance with State regulations, Cañada has identified the following courses as audit courses: Art 207, 232; Danc 215, 350; Dram 300; Fitn 204, 215; Fren 803; Indv 164, 254; Mus. 304, 464; Team 115, 175. To register in a course as an auditor, the student must have taken the course on a credit basis for the maximum times allowable.

An auditor may register only after the Late Registration period has concluded, with the professor's signature on an Add/Drop form and on a space available basis. A \$15 per unit fee, the Health Services fee, and the Student Representation fee will be charged at the time of enrollment. Students enrolled in 10 units or more for credit can audit up to 3 units free. Students enrolling as auditors in variable unit classes must enroll in the maximum number of units available for a course.

## GRADES & ACADEMIC STANDING

### Grades

#### Academic Record Symbols and Grade Point Average

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive zero points, using only the following evaluative symbols:

<i>Symbol</i>	<i>Definition</i>	<i>Grade Point</i>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (satisfactory: C or better; units not counted in GPA)	
NC	No credit (less than satisfactory or failing; units not counted in GPA)	

The GPA (grade point average) is determined by dividing the total number of grade points earned by the total number of units attempted.

The following non-evaluative symbols are used at Cañada College:

#### I-Incomplete

This symbol is used if academic work is not completed by end of term, unusual circumstances were a factor for the student not completing the coursework, and the instructor agrees to provide an extension for when that work can be submitted. The work to be completed and the time allowed for its completion shall be set forth by the instructor in a written record which the student agrees to and signs. The record indicates the grade to be assigned in lieu of removal. The student will receive a copy of the record. A copy of the record will also be filed with the Admissions and Records Office. A final grade will be assigned by the instructor when the outstanding academic work has been completed within the required period. The grade determined by the instructor will be entered in the permanent record.

An "Incomplete" must be made up within one year following the end of the term in which it was assigned. Established college procedures

may be utilized to request a time extension in cases involving unusual circumstances. The "I" shall not be used in the computation of grade point average.

#### IP-In Progress

This symbol is used in the permanent record of the student to confirm current enrollment and/or to indicate that the course extends beyond the normal end of the term. It indicates that work is in progress and that unit credit and a grade will be assigned when the course is completed. The "IP" shall not be used in the computation of grade point average.

#### RD-Report Delayed

This symbol is used by the Admissions and Records Office to indicate a delay in reporting the grade due to circumstances beyond the control of the student. It is replaced by a permanent symbol as soon that is made available. The "RD" shall not be used in the computation of grade point average.

#### W-Withdrawal

Note: It is the responsibility of the student to withdraw from a class. The term "drop" is used to refer to a specific period at the beginning of a term whereby removing one-self from enrollment will result in no record of enrollment in the class for transcript purposes.

A student may drop from a semester length course during the first four weeks of instruction and no notation will be made on the academic record of the student. In courses of less than a regular semester duration, a student may drop prior to the completion of 30% of the period of instruction and no notation will be made on the academic record of the student.

A student may withdraw from a semester length course, whether passing or failing, at any time after the fourth week of instruction through the last day of the fourteenth week of instruction. A "W" symbol shall be noted on the student record. In courses of less than a regular semester duration, a student may withdraw from the 30% period of completion on instruction to the completion of 75% of the period of instruction. A "W" grade shall be noted on the student record.

#### Late Withdrawal

The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W". However, after the end of the fourteenth week (or after the 75% period of instruction for course less than semester length) withdrawal may be authorized in the case of extenuating circumstances. These are defined as verified cases of accident, illness or other circumstances beyond the control of the student. An approved withdrawal, under these conditions, shall be recorded as a "W". Petitions for late withdrawal may be obtained from the Admissions and Records Office or at the college website: [www.canadacollege.edu](http://www.canadacollege.edu).

#### MW-Military Withdrawal

Military withdrawal will be authorized when a student who is a member of an active or reserve U.S. Military Service unit receives orders compelling a withdrawal from courses. Upon verification of such orders, a notation of "MW" may be made on the student record. Military withdrawals are not counted in probation or dismissal calculations. Further information may be obtained by the Admissions and Records Office.

Any student not following the established withdrawal procedures may be assigned an "F" or "NC" grade by the instructor.

#### Student Notification

If the student is on probation or in dismissed status, he/she will receive notification in writing at the end of the semester.

### Grade Reports

Progress reports are available from the faculty at mid-semester. The mid-term deficiency notice is not made a part of a student's permanent record; it is for information purposes only. After the end of the semester, the final grade report is available to the student through Cañada's web site: [www.canadacollege.edu](http://www.canadacollege.edu). A student may also make a request at the Admissions and Records Office to have a copy mailed to them. The official final grade report becomes a part of the student's permanent record.

### Grade Option

Each division of the College may designate letter grade courses in which a student may elect to receive Credit/No Credit (i.e., Pass/Fail). Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly in fields outside their major, without jeopardizing their grade point average. Both methods of grading require the student to complete all assignments, exams, and/or class projects.

Students who elect the credit/no credit option are required to sign appropriate forms in the Admissions and Records Office. This decision must be made within the first 30% of the class length and is irreversible.

Courses taken on a credit/no credit basis may or may not be applicable toward fulfillment of the major, the certificate or general education requirements. In addition, four-year colleges and universities vary widely in the number of units of "Credit" grades they will accept. Students should consult the catalog of the college to which they plan to transfer to determine what limitations apply.

The use of courses graded "Credit" to satisfy major or certificate requirements must be approved by the Division Dean, in consultation with members of the division faculty. A maximum of 12 units toward an associate degree or 6 units toward a certificate may be in grade-option courses in which a student has elected to receive a grade of "Credit."

Each division of the College may also designate courses in which all students are evaluated on a credit/no credit basis only. "Credit" grades earned in these courses are exempt from the 12/6 unit maximum described in the paragraph above.

### Final Grades and Grade Challenges

In the absence of mistake, fraud, bad faith, or incompetency, the determination of the student's grade by the instructor shall be final once it has been filed and recorded by the Admissions and Records Office.

An earned grade of A, B, C, D, F, W, CR, NC may be changed by the instructor within one year if a clerical error is determined to have been made in calculating the grade. Grades cannot be changed on the basis of a student completing course work after the assignment of the final grade.

Students who believe a grade was assigned incorrectly should first attempt to resolve the matter with the instructor; if unsuccessful, they should contact the Division Dean; and, finally, submit a petition to the Academic Standards Committee. Petitions are available at the Admissions and Records Office.

### Academic Standing

*Academic standing is based upon all coursework completed in the San Mateo County Community College District (includes Cañada, CSM, and Skyline).*

### Scholastic Honors

A Dean's List of Students who achieve academic honors is posted at the end of each semester containing the name of each student who has completed 12 units or more of work for a letter grade during that semester with a grade point average of 3.3 or higher. A Part-Time Students Dean's List is for part-time students who have completed at least 12 units, com-

pleting at least 6 units and not more than 11.5 units within a term, and have earned a 3.3 GPA.

Academic honors are awarded at graduation to students who have attained a 3.3 cumulative grade point average in all coursework. High honors are awarded to students who have attained a 3.5 average or above.

### Grade Point Deficiency

The Academic Standards Policy is based on a cumulative grade point average of "C", the minimum standard of progress toward graduation or transfer.

All units and grade points are on a cumulative basis. At all times, a student must maintain a cumulative grade point total that is double the total units attempted ("C" average). If a student undertakes 12.5 units in one semester and 15.5 in a second semester, his or her cumulative units are 28, requiring a grade point level of 56. (Example:  $56/28=2.00$  GPA.)

Any grade point total less than twice the attempted units is regarded as deficient. (Example:  $55/28=1.96$  GPA)

Credit/No Credit courses will not affect a student's grade point deficiency.

Up to 36 semester units of substandard course work (i.e., D, F, and NC) within a maximum of two semesters and one summer session which are not reflective of the student's current demonstrated scholastic ability may be alleviated and disregarded in the computation of the grade point average under the following conditions:

1. A period of at least three years must have elapsed since the course work to be alleviated was completed, and
2. A student seeking the alleviation must have since completed 9 units of course work with a 3.5 cumulative grade point average, *or* 15 units of course work with a 3.0 cumulative grade point average, *or* 21 units of course work with a 2.5 cumulative grade point average, *or* 24 units of course work with a 2.0 cumulative grade point average, and
3. The substandard coursework to be alleviated must have been taken at Cañada College, College of San Mateo, or Skyline College. However, the course work upon which the application for alleviation is based may be completed at any college or university accredited by the Western Association of Schools and Colleges or an equivalent accrediting agency.

The academic renewal policy may be applied when alleviation of prior course work is necessary to qualify a student for financial aid or admission to a program or transfer to another institution or for completion of a certificate or degree program. To request Academic Renewal, a student must file a formal petition to the Admissions and Records Office located in on the bottom floor of Building 8.

When academic course work is alleviated from the computation of the grade point average, the student's permanent academic record shall be properly annotated in a manner to ensure that all entries are legible, providing a true and complete academic history.

### Grade Alleviation

A student who has received a grade of D, F, or NC in a course may repeat the course once for purposes of grade alleviation. Upon satisfactory completion of the repeated course (grade A, B, or C) the Admissions and Records Office will use the grade of the repeated course in computation of the grade-point average. The original grade will remain on the transcript, but will no longer be computed in the grade-point average. Course repetition completed at the other two colleges of the San Mateo County Community College District will be honored; course repetition

involving work completed at a non-district institution may be honored upon request. Students may apply for such consideration to the Admissions and Records Office. Courses in which the student has received grades of A, B, C or CR are not subject to the provisions of this policy. Under unusual circumstances, a student may petition the Academic Standards Committee for permission to repeat a course more than once.

Under special, educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior written permission from the Academic Standards Committee before such course repetition will be authorized. Grades awarded for courses repeated under this provision shall not be considered in calculating the student's grade point average and in no case will the unit value of the repeated course be counted more than once.

### Probation

A student is placed on academic probation using the following criteria:

*Academic probation based on grade point average:* A student who has attempted at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale (see page 32).

*Academic probation based on failure to maintain satisfactory progress:* A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation when the percentage of all enrolled units for which entries of W, I, and NC are recorded reaches or exceeds 50 percent.

The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems, and subsequently may be dismissed under either or both systems.

A semester in which a student completes an official "Leave of Absence" will not be included in the tabulation used to determine satisfactory academic progress as outlined above.

### Removal from Probation

A student placed on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 or higher.

A student placed on academic probation on the basis of failure to maintain satisfactory progress shall be removed from probation when the percentage of units completed is at or above 50 percent.

The student is required to complete a Petition for Reinstatement each semester until GPA reaches 2.0, or successful completion of classes reaches over 50%, or both of the above.

### Dismissal

A student on probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable:

- The student's cumulative grade point average is less than 1.75 in all units attempted.
- The cumulative total of units in which the student has been enrolled for which entries of "W," "I," and "NC" have been recorded reaches or exceeds 50 percent.

Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Admissions and Records Office for reinstatement.

A dismissed student may present a written appeal to the Academic Standards Committee requesting immediate reinstatement if dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision regarding reinstatement is made.

Students in **dismissed, probationary or reinstated** status must meet with a counselor for appropriate intervention.

### Attendance Regulations

Regular attendance in class and laboratory sessions is an obligation assumed by each student at the time of his/her registration. When a student fails to attend class, he/she misses the content of the session, and course continuity is lessened. When failure to attend class places a student's success in jeopardy, the instructor may drop the student from the class.

Total hours of absence which exceed twice the number of hours a class meets in a week define "excessive absence" as used by many instructors in dropping students for nonattendance. Instructors may, however, utilize stricter attendance requirements.

Absence due to participation in college-sponsored activities may be considered excused when the student informs the instructor in advance of the absence and makes up all work missed.

A student dropped from any class for nonattendance may appeal in writing to the Division Dean within five college calendar days of such a drop if the student thinks the absences should be excused, and reinstatement in class can be justified. Students may, with the permission of the instructor, remain in class while their appeal is being reviewed. A recommendation regarding the appeal will be forwarded to the instructor whose decision is final.

### Emergency Leave of Absence

A student who finds it necessary to withdraw from all enrolled courses at any time after registration must obtain a petition for semester leave of absence. This petition may be obtained from the Health Center if the emergency is of a medical nature. A petition for non-medical emergency leave of absence may be obtained from the Admissions and Records Office. It is the student's responsibility to complete the petition process. The leave of absence shall only be used when verified circumstances beyond the student's control force a complete withdrawal from all courses. Withdrawals resulting from an approved leave will not be included in the determination of the student's academic progress.

A student absent 5 days or more with a medical problem should notify his/her instructor(s).

### Credit by Examination

A student who wishes to earn credit by examination must first receive written certification from the Admissions and Records Office indicating that the following criteria have been met:

- The student is registered at Cañada and in good standing, with a GPA of 2.0 or better.
- The student can demonstrate that he/she is qualified, through previous training or instruction, to successfully complete such examination.
- The Division Dean, in consultation with faculty, will make the decision to offer or not offer the exam based upon: a) the availability of a faculty member to administer the exam, and b) an assessment of the student's readiness to take the exam.
- Only courses which transfer to four-year baccalaureate granting institutions are available for credit by exam (this excludes all 800 level courses and certain other courses), except for certain occupational program courses. Laboratory-based science courses

and Cooperative Education courses are not available for credit by exam.

- Credit by examination is available only for courses listed in the Cañada College catalog.

Credit may be earned by examination provided that the examination has been approved or prepared, administered and graded by faculty and other designated authorities of Cañada College.

A maximum of 12 units toward an Associate Degree or 6 units toward a Certificate may be earned for courses for which credit has been earned by examination. Credits earned by examination cannot be used to satisfy the 12 unit residence requirement for the Associate Degree or Certificate of Completion.

A Letter grade or Credit/No Credit grade will be assigned upon successful completion of credit by examination, and the student's academic record shall be clearly annotated to reflect that credit has been earned by examination. A student may challenge a course for credit by examination only one time. Petitions for credit by exam may be obtained from the Admissions and Records Office.

## Transcripts

Official transcripts will be sent to employers, colleges and other institutions upon a student's written request. Requests are generally processed within 3–5 working days from date received. Only courses taken at Cañada College, CSM, and/or Skyline appear on the transcript; transcripts from high schools and other colleges will not be forwarded. The first two transcripts are free. Each additional transcript costs \$5.00. Official transcripts given directly to the student may be opened **only** by the receiving institution.

Currently enrolled students who wish to have their academic records from other accredited institutions within the United States evaluated by the Admissions and Records Office and have those units placed on their permanent record at Cañada College may do so by requesting their official transcript to be sent directly to the Admissions and Records Office. Upper-division credits completed at a four-year college or university will not be accepted or counted toward an AA/AS Degree or Certificate at Cañada College. Lower division coursework completed at a college or university outside the United States will be considered for inclusion on a transfer student's record at Cañada College only after the transcript from the foreign institution has been evaluated by an approved agency which is able to provide a translation of the transcript, and a detailed report which includes subject breakdown, grades, upper or lower division, semester or quarter and number of units completed. Students should contact the Admissions and Records Office for the names of approved agencies.

## Transferring within the District

Students may take classes at more than one of the San Mateo Community College District. Students may transfer from one College within the San Mateo County Community College District to another without penalty, although differences in curriculum offerings among the three colleges may exist. District students who transfer to one District College to another receive full credit for instruction completed at any of the SMCCD Colleges. Individual courses taken at a particular College within the District that satisfy an area in the associate degree general education pattern, statutory, and/or specific area requirements shall be accepted by the other two District colleges as satisfying those same requirements.

Students who have completed the entire General Education pattern, basic competency, and statutory and specific area requirements at one District College shall be determined to have completely fulfilled all of those same areas for graduation at any of the District Colleges. Upon transferring to another District College, students shall be required to complete only

those courses applicable toward the major for the Associate Degree or Certificate program. Students are expected to meet the major course requirements established by the College to which they have transferred that will issue the Associate degree or Certificate.

Students who have taken course work at more than one of the District's Colleges shall ordinarily be recommended for graduation from the College in which they have taken the majority of their course work.

## Units of Work and Credit

A "unit" of college credit usually represents one hour per week of lecture and approximately two hours per week of homework, or 3 hours per week of laboratory for semester-length courses.

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## TOOLS FOR PLANNING YOUR EDUCATIONAL PROGRAM

### Graduation Requirements

A student remaining in continuous attendance at Cañada College, College of San Mateo, and/or Skyline College may, for purposes of graduation, elect to meet the requirements in effect at the college from which the student will graduate either at the time the student began such attendance or any subsequent year of continuous enrollment.

For the purposes of this policy, "continuous enrollment" means attendance through at least the fourth week of instruction in either a fall or spring semester in each calendar year. Absence to attend another accredited college or university shall not be considered an interruption in attendance if the absence does not exceed one year. Catalog rights cannot supersede any State or Federal regulation or requirement in effect at the time of graduation.

### Degree Credit & Non-Degree Credit Courses

The State of California has legislated a series of reforms designed to strengthen the community colleges. One of these reforms mandated a comprehensive review of the standards of instruction in each course in the curriculum. Each course was classified as "degree credit" or "non-degree credit". A course offered for "non-degree credit" cannot be counted toward certificate completion, graduation or transfer. The following notation is placed at the end of the course description for all non-degree credit courses: "Units do not apply toward the AA/AS degree."

### Precollegiate Basic Skills Courses

With the exception of English as a Second Language and learning disabled students, no student may receive more than 30 semester units of credit for precollegiate basic skills courses. Students who show significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply to the Director of Matriculation to request a limited waiver of this requirement.

### Certificate Programs

Certificate programs are designed for students looking for short-term programs of instruction with a high degree of specialization. They are designed to prepare individuals to enter a particular field of employment or provide a level of in-service training or education for those already employed. Cañada College awards two levels of certificates. Certificates of Completion are those that are less than 18 units of course work. Certificates of Proficiency are those that are 18 units or more of course work. The section—Associate Degrees, Certificates, Transfer—in this Catalog lists programs alphabetically by subject and identifies the certificate and associate degree programs available.

The Certificates (Completion and Proficiency) have been designed on the career ladder concept and courses taken to fulfill the lower level of certificate, the Certificate of Completion, can be applied to the next level, the Certificate of Proficiency, if the certificate of proficiency exists. The course work applied to the certificates can also be applied to associate degrees. If no associate degree major exists in the area then the units can be counted as electives toward any associate degree. If an associate degree with the specific major exists then the units may make up an Associate Degree major.

### Certificate of Completion (Certificates Requiring Less Than 18 Units) General Requirements and Certificate of Proficiency (Certificates Requiring 18 Units or More) General Requirements

1. The prescribed courses and units must be completed as identified in the Cañada College Catalog under core and selective courses.
2. Fifty percent of the required courses (identified as core and selectives) must be completed at Cañada College. Equivalent lower division courses completed at other institutions holding district approved accreditation may be submitted on a Request for Substitution petition for consideration to satisfy some certificate requirements. Petitions for this purpose are available in the Enrollment Services Office, Building 8, bottom floor.
3. All CORE classes applied to the certificate must receive a grade of C or better. If the course is evaluated by credit or no credit ONLY then a "credit" evaluation for the course is acceptable. If the course is offered as "grade option" a letter grade of C or better is required.
4. Computer Literacy Requirement: satisfactory completion of a minimum of 1 unit of the following – Actg 190, 192, 194, 196, Art 314, 325, 368, 369, 372, 376, 377, 378, 379, 389, 390, Intd 362, 363, Legl 276, Bus 103, or any computer related courses above Bus 422, any Comp or CIS course, OR a passing score on the Cañada College computer literacy test (both written and hands-on).
5. Students must be in "good academic standing" to receive a Certificate of Completion or a Certificate of Proficiency.

### Associate Degree (AA/AS) Requirements

Graduation from Cañada College with the Associate in Arts or Associate in Science degree is based upon the completion of 60 units of lower division college work, including the requirements A through G listed below. An application for the degree must be filed in the Office of Admissions and Records during the last semester of attendance. The application should include a counselor's signature. Refer to the Calendar of Important Dates on page 3 for the deadline dates.

#### A. Residence

A minimum of 12 units of the 60 units must be completed at Cañada College.

#### B. Scholarship Requirement

A minimum overall grade point average of 2.0, a minimum 2.0 grade point average in the 60 units submitted for the Associate degree, a minimum 2.0 grade point average in course work taken in the San Mateo County Community College District, and a minimum 2.0 grade point average in units applied to a major must be attained. Grades earned in nondegree applicable courses will not be counted in the GPA calculation.

#### C. Competency Requirements

##### English

1. Reading
  - a. Satisfactory completion of Engl 100 **or**
  - b. Satisfactory completion of Reading 802/836
2. Writing
  - a. Eligibility for Engl 100, as determined by English Placement exam **or**
  - b. Satisfactory completion of Engl 100 **or**
  - c. Satisfactory completion of English 800/836 or English 400

##### Mathematics

A minimum score of 21 on the SMCCCD Math Placement Test #2 or #3, a minimum score of 20 on the SMCCCD Math Placement Test #4

**or**

Completion of Elementary Algebra (Math 110, or 111 and 112) with grade of C or better, or any course with Math 110, or Math 111 and/or 112 as a prerequisite with a grade of C or better.

#### Computer Literacy

Computers are an integral part of today's world used in all disciplines and workplace settings. Students who are awarded an AA/AS degree or a certificate from Cañada College should possess the skills to use computers to communicate, design, research and explore so that they are prepared appropriately for transfer or for entry into the workforce. The Cañada College computer literacy requirement provides these foundation computer skills.

1. Satisfactory completion of a minimum of 1.0 unit of one of the following: ACTG 190, 196; ART 314; BUS.103 or any computer related course above BUS. 417; any CIS course; any COMP course; INTD 363; or LEGL 276

or

2. A passing score on the computer literacy test (both written and hands-on)

#### D. Major

A major consists of a minimum of 18 semester units in a specified field of study. A field of study is understood to be a specific subject with supporting subjects which are intended to balance the training needed in preparation for a major or a particular occupation. Associate in Science degrees will be awarded in the fields of biological and physical sciences or occupational curricula. All students must complete coursework in their major field of study with a grade point average of 2.0 or better. The ECE major requires a minimum of a "C" grade in all course work. A minimum of twelve units of coursework in the major field must be completed at Cañada College.

When courses required for specific majors are also on the list of approved General Education courses, the courses may be used to satisfy both major and General Education requirements.

#### E. General Education

The purpose of General Education is to foster the preservation, communication and development of knowledge, the cultivation of wisdom, and the understanding of values that will help ensure the survival of humankind and improve the quality of human life. In support of this purpose, the General Education requirement seeks not only to prepare students who are knowledgeable and well-informed, but to engender in them:

- a taste for learning in a climate of curiosity and wonder
- an independent and critical cast of mind based on a respect for knowledge
- a capacity for creativity and imagination
- a sense of ethical responsibility that includes tolerance, sympathy for humankind, and commitment to improve the quality of life
- a respect for knowledge and ability to think independently and critically

Courses which meet the General Education Requirements introduce students to the variety of means through which people comprehend the modern world.

The subject matter presented in these courses is designed to be general, broad, and frequently introductory, rather than specialized. In order to promote these goals, the General Education requirement incorporates the following curricular objectives:

- to improve the essential communication skills of listening, speaking, reading, and writing based on analytical thinking
- to acquire broad perspectives on the human experience, through a study of both western and non-western civilizations

- to gain an understanding of the principles of natural phenomena, technological developments and the effects they will have on society, the insights afforded by the social sciences into the human experience, the contributions of the humanities to the enrichment of human existence
- to develop sensitivity to the dilemmas facing humankind by an introduction to key social issues of the contemporary era
- to develop the knowledge and understanding of the rights, responsibilities and privileges involved in becoming a participating citizen in a democratic, pluralistic society
- to provide opportunities to gain information which could aid students in making realistic career decisions

#### Specific General Education Unit Requirements

- Associate in Arts Degree—21 units minimum
- Associate in Science Degree—18 units minimum

#### F. Ethnic Studies

Educated people celebrate and value cultural diversity. The ethnic studies/cultural diversity graduation requirement of one 3-unit course at Cañada College demonstrates the commitment to include in the education of students the knowledge of the ever-changing diversity of our country. With the fulfillment of this requirement, students have the opportunity to see themselves and others in the mutually supportive relationship basic to the survival and prosperity of all of us. Refer to Ethnic Studies in the Course Descriptions section of this Catalog for a list of specific courses.

#### G. Physical Education

One or more courses in physical education for a minimum of 2 units is required for an AA/AS degree. This requirement will be waived or modified for students in the following categories:

- graduates of community colleges or other accredited colleges and universities
- Evening/Saturday/Off-campus Center students: Students who have completed a minimum of 60% of the coursework units submitted to fulfill the Associate degree requirements in the evenings, Saturdays, or at a Cañada College Off-campus center
- veterans with one or more years of service
- persons excused for medical reasons

Waivers other than for the reasons stated above should be sought following regular college procedures via the Office of Matriculation or the Vice President, Student Services.

#### AA/AS Degree and Certificate Applications

The Office of Admissions and Records processes all petitions and determines eligibility for the Associate in Arts and Associate in Science Degrees and Certificates offered at Cañada College. Eligible graduating candidates must file an application for the appropriate degree or certificate according to deadlines published in the Schedule of Classes and do the following:

- demonstrate completion of at least 54 or more semester units to be in candidate status;
- arrange for all transcripts from other colleges to be placed on file with the Office of Admissions and Records prior to the specified deadline (see Calendar of Important Dates on page 3).

#### Second Associate Degree

To qualify for an additional associate degree at Cañada College, a student must (1) complete a minimum of 12 units for the degree at Cañada College after the awarding of the previous degree and (2) comply with the appropriate general education requirements for the second degree. In addition, 50 percent of the major course units must have been completed at Cañada College.

Graduation from Cañada College with the Associate in Arts (AA) Degree or the Associate in Science (AS) Degree is based on completion of 60 units including the requirements “A” through “G” listed below:

- A. Residence:** A minimum of 12 units must be completed at Cañada College.
- B. Scholarship:** A minimum overall GPA of 2.0 in the 60 units submitted for the AA Degree 2.0 GPA in course work taken in the San Mateo County Community College District (SMCCCD) and a minimum GPA 2.0 in units applied to the major.
- C. Basic Competency Requirements:**
- Reading:** Eligibility for Read 420 as determined by the English Placement Exam or satisfactory completion of Engl 100 or satisfactory completion of Read 836
- Writing :** Eligibility for Engl 100 as determined by the English Placement Exam or satisfactory completion of Engl 100 or satisfactory completion of Engl 400 or Engl 836
- Math:** Placement into Math 120 or above on SMCCCD Math Placement Test or completion of Elementary Algebra (Math 110 or Math 111 and 112 with a grade of “C” or better or successful completion of any course with a Math 110 prerequisite
- Computer Literacy:** Satisfactory completion of a minimum of 1.0 unit of the following: Actg 190 196 Art 314 Bus 103 or any computer-related courses above Bus 417 any Comp or CIS course Intd 362 363 Legl 276 or a passing score on the Cañada College computer literacy test (both written and hands-on)
- Physical Education:** 2 units required of any Physical Education course except PE 690 or 695.
- D. Major:** See the College Catalog for major course requirements (a minimum of 12 units in the major must be completed at Cañada College).
- E. General Education:** General Education courses introduce the student to areas of study that develop breadth of knowledge and contribute to a balanced education. See General Education (GE) areas A through E below. **Important:** Although a course may be listed in more than one area a student may use a course to satisfy only one subject area.

ASSOCIATE IN ARTS GENERAL EDUCATION – 21 units required ASSOCIATE IN SCIENCE GENERAL EDUCATION – 18 units required

**GE Area A: Language and Rationality** **6 semester units for an AS and 9 semester units for an AA**  
**English Composition Requirement:** 6 units – for an AA Degree select two courses: Engl 400 or 836 100 110 165  
 3 units – for an AS Degree select one course: Engl 100  
**Communication and Analytical Thinking Requirement:** 3 units from the following selections:  
**Math** 110 111 112 115 120 122 123 125 130 140 150 200 219 241 251 **Bus.** 115 **CIS** 118 **Engl** 110 165  
**Mus** 132 **Phil** 103 200 **Spch** 100 105 120 **PISc** 103.

**GE Area B: Natural Sciences** **3 semester units**  
**Physical Science:** **Astr** 100 110 **Chem** 100 112 210 234 410 **Geol** 100 110 **Geog** 100 **NSci** 100 **Ocen** 100  
**Phys** 210 250 260 405  
**Life Science:** **Anth** 125 360 **Biol** 100 103 110 130 225 230 240 250 260 310 **HSci** 100 104 105 108 **NSci** 100 **Paln** 110

**GE Area C: Humanities** **3 semester units**  
**Arts:** **Art** 101 102 103 125+ 126+ 127+ 201 204 214 301 **Dram** 101 140 **Film** 110 **Intd** 115 150 **Mus** 100 131 202  
**Development of Cultures:** **Hist** 100 101 103 245+ 246+ 247 425+ 451+ 452+  
**Languages:** **Fren** 130 140 161 **Span** 110 111 112 120 121 122 130 131 132 140 161+ 162+  
**Literature:** **Dram** 142 143 144 151 152 **Engl** 110 161 164 **Lit** 101 111 142 143 151 152 200 231 232 233 251 252+ 266+ 301 370+  
 371+ 372+ 373+ 375+ 441 442 445 **Spch** 111 112  
**Philosophy:** **Hist** 205 **Phil** 100 160 175 190 240 246 300 310 320 + **Indicates Ethnic Studies course**

**GE Area D: Social and Behavioral Sciences** **3 semester units**  
**US History:** **Hist** 201 202 **US Constitution and State/Local Institutions:** **Plsc** 210 310  
**Social Institutions:** **Anth** 105 110 180 360+ 370+ **Bus** 100 **ECE** 201 212 264 **Econ** 100 102 230+ **Educ** 100  
**Geog** 110 **Hist** 102 242+ 245+ 246+ 247 315 421 422+ **Hmsv** 100 264 **PISc** 130 150 **Psyc** 100 106+ 110 112 200 300 340  
 410 **Soci** 100 105 141+ 254 **SoSc** 250+ 415 + **Indicates Ethnic Studies course**

**GE Area E: Ethnic Studies** **3 semester units**  
**Anth** 360 370 **Art** 125 126 127 **Econ** 230 (if taken Fall 2003 or thereafter) **Hist** 242 245 246 422 425 451 452  
**Lit** 252 266 370 371 372 373 375 **Psyc** 106 **Soci** 141 **SoSc** 250 **Span** 161 162

**G. General Electives - Additional courses to meet the minimum 60 units degree requirement.**



Students transferring to the California State University (CSU) system qualify for admission as upper division transfers if they complete at least 60 transferable units with a GPA of 2.0 or better (non-residents 2.4 or better). The 60 unit requirement must include successful completion (with a grade of “C” or better) of area A1, A2, A3, and B4, and 18 additional units from areas B, C, D, and E. Students who complete the 39 unit pattern satisfy the lower division general education requirements for the California State University BA/BS degree. A minimum of 9 semester units of upper division general education coursework must be completed at the university after transfer. Courses listed in more than one area can be used to satisfy only one area.

At the completion of course work at Cañada College—and prior to transfer—it is important to request a CSU GENERAL EDUCATION CERTIFICATION from the Admissions and Records Office to be mailed with the final transcript to the transfer destination. Complete a transcript request form to make this request. Use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) for the most up-to-date transfer information which includes general education and lower division major requirements and articulation.

**Area A: Communication Skills and Critical Thinking** **9 units required**

One course required from each subsection.

**A1 Oral Communication:** Spch 100, 105, 120

**A2 Written Communication:** Engl 100, 400\* (\* if taken Fall 02 or thereafter), Engl 110^ 165^ (^ if taken Fall 03 or thereafter)

**A3 Critical Thinking:** Engl 110^ 165^ (^ if taken Fall 04 or thereafter) PISc 103 Phil 103, 200

**Area B: Natural Science and Mathematics** **9 units required**

One course from Physical Science, Life Science, and Math Concepts. Must include one lab course (indicated by \*)

**B1 Physical Science:** Astr 100, 101\*, 110^ Chem 100, 112\*(Fall 03), 210\*, 234^, 237^, 410\*^ Geog 100  
Geol 100\* (\*Lab if taken on campus) 110 NSci 100 Ocen 100 Phys 210\*, 250\*, 260\*, 405

**B2 Life Science:** Anth 125 Biol 100, 103\*, 110\*, 130, 225\* 230\* 240\* 250\* 260\* NSci 100 Palm 110

**\*B3 Lab: Courses identified with an “ \* “**

**B4 Math Concept:** Math 125, 130, 140, 200, 219, 241, 251

**Area C: Arts, Literature, Philosophy & Languages** **9 units required**

Chose at least one course from the Arts and at least one course from the Humanities. Courses must be from at least two disciplines.

**C1 Arts:** Art 100, 101, 102, 103, 125+, 126+, 127+, 201, 204, 214, 301 Drama 101 140 142 143 144 151 152 Film 110 Intd  
150 Lit. 142 143 441 442 Mus. 100 131 202

**C2 Humanities:** Engl 110, 161, 164 Drama 142 143 144 Lit. 101, 111, 142, 143, 151, 152, 200, 231, 232, 233, 251, 252+, 266+,  
301, 370+, 371+, 372+, 373+, 375+, 441, 442, 445 Fren 130, 140, 161, 162 Hist 100, 101, 205, 245+, 246+, 247, 451+, 452+ Phil  
100, 160, 175, 190, 240, 246, 300, 310, 320 Span 120, 121, 122, 130, 131, 132, 140, 161+, 162+ Spch 111, 112

**Area D: Social, Political, & Economic Institutions—Updated 2/2004** **9 units required**

9 units of coursework from Area D in at least two disciplines is required to meet CSU GE Area D requirements. To satisfy CSU Graduation requirement in US History, Constitution, and Calif State Government include one class from Group 1 and one class from Group 2 and the third class can be from any group.

**Group 1 American History and Institutions:** Hist 201, 202

**Group 2 US Constitution and State/Local Government:** Plsc 210, 310

**Group 3 Social Institutions:** Anth 105, 110, 180, 350, 360+, 370+ Econ 100, 102, 230+ ECE 201, 212 (as of Fa 2003),  
264 Educ 100 Geog 110 Hist 102, 242+, 245+, 246+, 247, 310, 315, 421, 422+ Hmsv 264 Plsc 130, 150 Psyc 100, 106+, 110,  
112, 200, 201, 202, 300, 340, 410 Soci 100 105 141+ 254 Sosc 250+

**Area E: Lifelong Understanding & Self Development** **3 units required (max. 1 unit from E2)**

**E1:** Biol 310 Crer 137 Hsci 100, 104, 105, 108, 430 Psyc 200^ (^if taken Fall 04 or thereafter), 340

**E2:** Adap 310, 350, 351, 361 Comb 401 410 Danc 125 126 140 205 210 215 220 230 350 400 Fitn 124, 140, 151, 201, 204, 210,  
306, 320, 332, 340 Indv 120, 161, 164, 166, 251, 252, 254, 256 PE 115 116 Team 105, 111, 115, 141, 143, 148, 151, 171, 174

(+ courses meet Cañada’s Associate Degree Ethnic Studies requirement)

Completion of all IGETC requirements permits students to transfer from a community college to the CSU or the UC systems without the need, after transfer, to take additional lower-division general education courses to satisfy individual campus general education requirements. Many independent colleges accept all or part of IGETC in lieu of their specific general education course patterns.

At the completion of course work at Cañada College—and prior to transfer—it is important to request, an IGETC CERTIFICATION from the Admissions & Records Office to be mailed with the FINAL transcript to the transfer destination. Use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) for the most up-to-date transfer information which includes general education and lower division major requirements.

NOTE: All areas must be satisfied and all courses must be completed with a grade of “C” or better before the IGETC can be certified.

### Area 1 - English Communication

CSU - Three courses required, one course from each group below. UC - Two courses required, one each from Group A and B

**Group A: English Composition** - one course, 3 semester units - **Engl 100**

**Group B: Critical Thinking - English Composition** - one cSource, 3 semester units - **Engl 110<sup>^</sup>**, 165 (<sup>^</sup>Engl 110 if taken Fall 2004 or thereafter)

**Group C: Oral Communication** (CSU requirement only) - one course, 3 semester units - **Spch 100**, 120<sup>^</sup> (<sup>^</sup>Spch 120 if taken Fall 2001 or thereafter)

### Area 2 - Mathematical Concepts and Quantitative Reasoning -

**3 semester units**

One course

**Math** 125, 200, 219, 241, 242, 251, 252, 253, 270, 275

### Area 3 - Arts and Humanities -

**9 semester units**

Three courses, with at least one from Group A Arts and one from Group B Humanities

**Group A: Arts** - **Art** 101, 102, 103, **Dram** 101, 140, **Lit** 441, 442, **Mus** 100, 131, 202,

**Group B: Humanities** - **Dram** 142, 143, 144, 151, 152 **Fren** 130, 140, 161, 162

**Lit** 101, 111, 142, 143, 151, 152, 200, 231, 232, 233, 251, 252+, 266+, 301, 370+, 371+, 372+, 373+, 375+ **Phil** 100, 160, 175, 190, 240, 300, 310, 320 **Span** 130, 140, 161+, 162+,

### Area 4 - Social and Behavioral Sciences -

**9 semester units**

Three courses selected from at least 2 disciplines

**Anth** 105, 110, 180, 360+, 370+ **ECE** 201<sup>^</sup>, 212<sup>^</sup> (<sup>^</sup>ECE 201, 212 if taken Fall 2003 or thereafter) **Econ** 100, 102, 230+, (+meets ethnic studies requirement if taken Fall 2003 or thereafter) **Geog** 110 **Hist** 102, 201, 202, 242+, 245+, 246+, 247, 310, 421, 422+ **PISc** 130, 150, 210 **Psyc** 100, 106+ 200, 201, 202, 300, 340, 410 **SoSc** 250+ **Soci** 100, 105, 141+, 254

### Area 5 - Physical & Biological Sciences -

**7 semester units**

Two courses, one course from Group A & one from Group B, one course must have a lab indicated by (\*)

**Group A: Physical Science** - **Astr** 100/101\*, 110<sup>^</sup> (<sup>^</sup>Astr 110 if taken Summer 2004 or thereafter) **Chem** 100, 210\*, 220\*

**Geog** 100 **Geol** 100 **NSci** 100 **Ocen** 100 **Phys** 210\*, 220\*, 250\*, 260\*, 270\*

**Group B: Biological Science** - **Anth** 125 **Biol** 100, 110\*, 130, 225\*, 230\*, 240\*, 250\*, 260\* **NSci** 100 **Paln** 110

### Area 6 - Language other than English (UC requirement only)

Proficiency equivalent to two years of high school study in the same language.

**Fren** 120 or 122 **Ital** 122 **Span** 120 or 122 Completed at high school: \_\_\_\_\_

### CSU Graduation Requirement in U.S. History, Constitution and American Ideals (CSU requirement only)

(Not part of IGETC; may be completed prior to transfer.) One course from Group 1 and one course from Group 2; 6 semester units. Courses used to meet this requirement may not be used to satisfy requirements for IGETC.

**Group 1: US History** - **Hist** 201, 202

**Group 2: US Constitution and State/Local** - **PISc** 210, 310

**Important:** + Courses meet Cañada’s Associate Degree Ethnic Studies requirement. Courses listed under more than one area may be used to satisfy only one area.

## CALIFORNIA STATE UNIVERSITY — TRANSFER COURSES 2004-2005

The following is a list of courses designated as transferable toward baccalaureate degree credit at all campuses of the California State University system. Always check with the Counseling Center for the most up-to-date information. Also, use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to access CSU and UC transferable course lists, I.G.E.T.C. lists, CSU General Education Requirements lists, course-to-course equivalency information, and major course requirement information. The PROJECT ASSIST database is recognized by the California Community Colleges, the California State University system, and the University of California system as the official database of articulation information. It is the most accurate and current source of information and is updated throughout the year as curriculum changes and colleges and universities make new articulation agreements.

### ACCOUNTING

ACTG 100, 121, 131, 133, 171, 190, 192, 194, 196, 680, 690, 695

### ANTHROPOLOGY

ANTH 105, 110, 125, 180, 350, 360, 370, 680, 690, 695

### ART

ART 100, 101, 102, 103, 125, 126, 127, 148, 201, 202, 204, 205, 206, 207, 214, 221, 222, 229, 231, 232, 301, 303, 314, 325, 351, 356, 357, 359, 361, 362, 368, 369, 370, 372, 376, 377, 378, 379, 390, 680, 690, 695

### ASTRONOMY

ASTR 100, 101, 110, 680, 690, 695

### BIOLOGICAL SCIENCES

BIOL 100, 103, 110, 130, 225, 230, 240, 250, 260, 310, 680, 690, 695

### BUSINESS/OFFICE TECHNOLOGY

BUS 100, 101, 103, 108, 115, 128, 132, 138, 149, 150, 170, 180, 184, 186, 201, 211, 395, 396, 397, 398, 415, 416, 417, 419, 422, 425, 426, 430, 431, 435, 436, 438, 439, 440, 441, 446, 447, 448, 450, 451, 453, 457, 459, 464, 466, 470, 472, 474, 475, 478, 479, 480, 482, 483, 484, 488, 492, 493, 494, 496, 497, 498, 680, 690, 695

### CAREER & PERSONAL DEVELOPMENT

CRER 112, 137, 140, 300, 401, 430

### CHEMISTRY

CHEM 100, 110, 111, 112, 192, 210, 220, 680, 690, 695

### COMPUTER INFORMATION SCIENCE & SYSTEMS

CIS 118, 119, COMP 235, 236, CIS 250, 251, 252, 253, 284, 285, 286, 287, 290, 291, COMP 311, 321, 322, 330, 331, 340, 350, 351, 680, 690, 695, CIS 372, 373, COMP 411, 422, 480

### COOPERATIVE EDUCATION

COOP 670, 672

### DRAMA

DRAM 101, 140, 142, 143, 144, 151, 152, 200, 201, 202, 203, 208, 209, 210, 211, 233, 300, 305, 680, 690, 695

### EARLY CHILDHOOD EDUCATION

ECE 201, 210, 211, 212, 213, 223, 225, 230, 240, 241, 242, 244, 250, 252, 254, 260, 262, 264, 313, 333, 350, 366, 382, 384, 386, 680, 690, 695

### ECONOMICS

ECON 100, 102, 230, 680, 690, 695

### EDUCATION

EDUC 100

### ENGINEERING

ENGR 100, 210, 215, 230, 240, 260, 261, 270, 410, 413, 680, 690, 695

### ENGINEERING TECHNOLOGY

ETEC 400, 410

### ENGLISH

ENGL 100, 110, 161, 162, 164, 165, 400, 680, 690, 695

### FASHION DESIGN

FASH 100, 110, 111, 113, 115, 116, 118, 120, 122, 123, 124, 129, 131, 132, 133, 134, 135, 146, 150, 162, 163, 164, 165, 166, 167, 168, 170, 171, 172, 175, 178, 180, 181, 190, 195, 196, 197, 199, 350, 680, 690, 695

### FILM

FILM 110

### FRENCH

FREN 110, 111, 112, 120, 121, 122, 130, 140, 161, 162, 196, 197, 680, 690, 695

### GEOGRAPHY

GEOG 100, 110, 301, 302, 303, 680, 690, 695

### GEOLOGY

GEOL 100, 110, 680, 690, 695

### HEALTH SCIENCE

HSCI 100, 104, 105, 108, 430, 432, 665, 680, 690, 695

### HISTORY

HIST 100, 101, 102, 103, 201, 202, 205, 242, 245, 246, 247, 310, 315, 421, 422, 425, 451, 452, 680, 690, 695

### HUMAN SERVICES

HMSV 100, 110, 115, 120, 130, 131, 150, 151, 160, 161, 262, 264, 366

### INTERIOR DESIGN

INTD 115, 126, 128, 130, 146, 147, 150, 250, 260, 270, 271, 276, 278, 340, 350, 356, 362, 363, 370, 450, 464, 680, 690, 695

### ITALIAN

ITAL 111, 112, 121, 122, 680, 690, 695

### JAPANESE

JAPN 111, 680, 690, 695

### LEARNING CENTER

LCTR 100, 110, 120, 138, 139, 140, 151, 400, 410, 440, 680, 690, 695

### LIBRARY SCIENCE

LIBR 100, 120, 680, 690, 695

**LITERATURE**

LIT 101, 105, 111, 142, 143, 144, 151, 152, 191, 192, 200, 231, 232, 233, 251, 252, 266, 301, 302, 370, 371, 372, 373, 375, 431, 441, 442, 445, 680, 690, 695

**MANAGEMENT**

MGMT 100, 204, 206, 208, 215, 220, 235, 304, 680, 690, 695

**MATHEMATICS**

MATH 125, 130, 140, 150, 200, 219, 241, 242, 251, 252, 253, 268, 270, 275, 680, 690, 695

**MUSIC**

MUS 100, 101, 102, 103, 104, 131, 132, 202, 301, 302, 303, 304, 305, 306, 307, 308, 371, 372, 373, 374, 405, 406, 407, 408, 440, 450, 461, 462, 463, 464, 476, 486, 490, 491, 680, 690, 695

**NATURAL SCIENCE**

NSCI 100, 680, 690, 695

**OCEANOGRAPHY**

OCEN 100, 680, 690, 695

**PALEONTOLOGY**

PALN 110, 680, 690, 695

**PARALEGAL**

LEGL 249, 250, 251, 252, 253, 254, 255, 256, 257, 260, 262, 264, 268, 270, 274, 276, 350, 680, 690, 695

**PHILOSOPHY**

PHIL 100, 103, 160, 175, 190, 200, 240, 246, 300, 310, 320, 680, 690, 695

**PHYSICAL EDUCATION**

ADAP 310, 320, 350, 351, 361,  
COMB 401, 410  
DANC 125, 126, 127, 140, 205, 210, 215, 220, 230, 350, 400, 680, 690, 695  
FITN 121, 122, 123, 124, 140, 151, 153, 201, 204, 210, 250, 251, 306, 320, 332, 334, 340, 680, 690, 695  
INDV 120, 161, 164, 166, 251, 252, 254, 256  
PE 115, 116, 118, 305, 306, 308, 680, 690, 695  
TEAM 105, 111, 115, 141, 143, 148, 151, 171, 174  
TEAM 180, 181  
VARS 104, 114, 140, 154, 170

**PHYSICS**

PHYS 210, 220, 250, 260, 270, 405, 680, 690, 695

**POLITICAL SCIENCE**

PLSC 103, 130, 150, 210, 310, 415, 680, 690, 695

**PSYCHOLOGY**

PSYC 100, 106, 108, 110, 112, 200, 201, 202, 221, 300, 340, 391, 410, 680, 690, 695

**RADIOLOGIC TECHNOLOGY**

RADT 430, 475, 680, 690, 695

**READING**

READ 420, 425, 680, 690, 695

**REAL ESTATE**

RE 100, 110, 141

**SOCIAL SCIENCE**

SOSC 120, 250, 680, 690, 695

**SOCIOLOGY**

SOCI 100, 105, 141, 254, 680, 690, 695

**SPANISH**

SPAN 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 161, 162, 196

**SPEECH COMMUNICATION**

SPCH 100, 105, 111, 112, 120, 130, 140, 680, 690, 695

## UNIVERSITY OF CALIFORNIA — TRANSFER COURSES 2003–2004

The following is a list of courses designated as transferable toward baccalaureate degree credit at all campuses of the University of California system. This information is current through July 30, 2004. The UC Transfer Course Agreement for 04-05 was not available for publication at the time of the publication of this catalog. For current 04-05 list of UC transferable classes go to [www.assist.org](http://www.assist.org). Use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to access UC and CSU transferable course lists, I.G.E.T.C. lists, CSU General Education Requirements lists, course-to-course equivalency information, and major course requirement information. The PROJECT ASSIST database is recognized by the California Community Colleges, the California State University system, and the University of California system as the official database of articulation information. It is the most accurate and current source of information and is updated throughout the year as curriculum changes and colleges and universities make new articulation agreements.

### Variable Topics Courses

Variable Topics courses refers to 680's, Selected Topics, 690's, Research Projects, and 695's, Independent Study. Credit for this courses is given only after a review of the course outline by the enrolling UC campus. This usually occurs after transfer. UC will not give credit for variable topics courses in Journalism, Photography, Health, Business Administration, Architecture, Administration of Justice, or Library Departments due to credit restrictions in those areas.

### Physical Education Activity Courses

The University of California gives a maximum of four semester units of credit for Physical Education activity courses. P.E. activity courses are not listed on the TCA, however, P.E. theory or courses that do not fit either the theory or activity category are listed.

### ACCOUNTING

ACTG 121 (4-5), 131 (4-5)

### ANTHROPOLOGY

ANTH 105, 110, 125, 180, 360, 370

### ART

ART 101, 102, 103, 201, 202, 204, 205, 206, 207, 214, 221, 222, 229, 231, 232, 301, 303, 325, 351, 362\*, 376\*, 377\*, (\*combined max credit: one course)

### ASTRONOMY

ASTR 100, 101, 110

### BIOLOGY

BIOL 100\*(\* no credit if taken after BIOL 110), 110, 130, 225, 230, 240, 250, 260, 310

### BUSINESS/OFFICE TECHNOLOGY

BUS 100, 103, 201, 430\*, 431\* (both \*430 & \*431 must be taken for transfer credit)

### CAREER AND PERSONAL DEVELOPMENT

401

### CHEMISTRY

CHEM 100\*, 112\*, 192\* (\*no credit for 100, 112 or 192 if taken after 210, max credit combined: one course), 210, 220

### COMPUTER INFORMATION SCIENCE & SYSTEMS—COMPUTER INFORMATION SCIENCE

CIS 118, 119, 250, 251, 252, 253, 284, 285, 286, 287, 290, 291

### COMPUTER INFORMATION SCIENCE & SYSTEMS—COMPUTER INFORMATION SYSTEMS

COMP 235, 236, 311, 330\*, 331\* (\*combined max credit: one course), 411

### DANCE

DANC 125, 126, 127, 140, 205, 210, 215, 220, 230, 400

### DRAMA

DRAM 101, 140, 142, 143, 144, 151, 152, 200, 201, 202, 203, 208, 209, 210, 211, 233, 300, 305

### EARLY CHILDHOOD EDUCATION

ECE 201, 212

### ECONOMICS

ECON 100, 102, 230

### ENGINEERING

ENGR 100, 210, 215, 230, 240, 260, 261, 270, 410\*, 413\* (\*combined max credit: one course)

### ENGLISH

ENGL 100, 110, 161, 162, 165, 400

### FASHION DESIGN

FASH 113

### FRENCH

FREN 110, 111\*, 112\* (\*111 and 112 both must be taken for transfer credit, maximum credit for both classes is 5 units), 120, 121\*, 122\* (\*121 and 122 both must be taken for transfer credit, maximum credit for both classes is 5 units), 130, 140, 161, 162

### GEOGRAPHY

GEOG 100, 110

### GEOLOGY

GEOL 100, 110

### HEALTH SCIENCE

HSCI 100, 430\*, 432\* (\*combined max credit: one unit)

### HISTORY

HIST 100, 101, 102, 201, 202, 205, 242, 245, 246, 247, 310, 421, 422, 425, 451, 452

**ITALIAN**

ITAL 111\*, 112\* (\*ITAL 111 and 112 both must be taken for transfer credit, maximum credit for both classes is 5 units), 121\*, 122\* (\*ITAL 121 and 122 both must be taken for transfer credit, maximum credit for both classes is 5 units)

**LIBRARY SCIENCE**

LIBR 100\*, 120\* (\*combined max credit: one course)

**LITERATURE**

LIT 101, 105, 111, 142, 143, 144, 151, 152, 200, 231, 232, 233, 251, 252, 266, 301, 302, 370, 371, 372, 373, 375, 431, 441, 442

**MATHEMATICS**

MATH 125, 140, 150, 200, 219\* (\* max credit 4 units), 241\*, 242\*\*, 251\*, 252\*\*, 253, (\*241 & 251 combined: max credit one course), (\*\*242 & 252 combined: max credit one course), 268, 270, 275

**MUSIC**

MUS 100\* (\*no credit for MUS 100 if taken after 101 or 131), 101, 102, 103, 104, 131, 132, 202, 301, 302, 303, 304, 305, 306, 307, 308, 371, 372, 373, 374, 450, 461, 462, 463, 464, 476, 486, 490, 491

**NATURAL SCIENCE**

NSCI 100\* (\*no credit if taken after a college course in Biological or Physical Sciences)

**OCEANOGRAPHY**

OCEN 100

**PALEONTOLOGY**

PALN 110

**PHILOSOPHY**

PHIL 100, 103, 160, 175, 190, 200, 240, 300, 310, 320

**PHYSICAL EDUCATION /THEORY**

PE 305, 306

**PHYSICS**

PHYS 210\*, 220\*, 250\*, 260\*, 270\* (\*210, 220 combined with 250, 260, 270: max credit, one series, deduct for duplication on topics)

**POLITICAL SCIENCE**

PLSC 103, 130, 150, 210

**PSYCHOLOGY**

PSYC 100, 106, 200\*, 201\* (\*PSYC 200 & 201 combined: max credit one course), 202, 300, 340, 410

**SOCIAL SCIENCE**

SOSC 250

**SOCIOLOGY**

SOCI 100, 105, 141, 254

**SPANISH**

SPAN 110, 111\*, 112\* (\*111 and 112 both must be taken for transfer credit, maximum credit for both classes is 5 units), 120, 121\*, 122\* (\*121 and 122 both must be taken for transfer credit, maximum credit for both classes is 5 units), 130, 140, 161, 162

**SPEECH COMMUNICATION**

SPCH 100, 105, 111, 112, 120, 130, 140

**INSTRUCTIONAL PROGRAMS**  
**ASSOCIATE DEGREES**  
**CERTIFICATES**  
**TRANSFER**

## OFFICE OF INSTRUCTION

Vice President: Marilyn McBride  
 Administrative Secretary: Patricia Tyler  
 Administrative Assistant: Jose Peña  
 Office: Building 8, Room 306  
 Phone: (650) 306-3353  
 Email: caninstruct@smccd.net  
 Web: www.canadacollege.edu/office\_of\_instruction

The Office of Instruction is responsible for overall curriculum and program development, administration and supervision of the college's instructional program. Programs are offered by one of the four divisions listed below. On the following pages, in alphabetical order, is a complete description of each program's major requirement.

**Important:** Associate degree and certificate programs have additional college requirements beyond the major. See pages 38-39 for the complete requirements for the associate's degree. See page 38 for the complete requirements for certificates.

## BUSINESS AND WORKFORCE DEVELOPMENT DIVISION

Dean: Linda Hayes  
 Staff Assistant: Jonna Pounds  
 Accounting Technician: Peter Tam  
 Office: Building 13, Room 105  
 Phone: (650) 306-3201  
 Email: canbusiness@smccd.net  
 Web: www.canadacollege.edu/business

Programs are offered at two locations: main campus and the Menlo Park/OICW Center.

### Courses and Programs:

- Accounting
- Architecture
- Athletics - Varsity
- Business Administration
- Business Management
- Business/Office Technology
- Cooperative Education
- Early Childhood Education/Child Development
- Economics
- Education
- Fashion Design
- Human Services
- Interior Design
- Medical Assisting
- Multimedia
- Paralegal
- Physical Education - Team Sports, Individual Sports, Fitness, Dance
- Real Estate
- Small Business

## HUMANITIES DIVISION

Dean: Kuni Hay  
 Staff Assistant: Joan Murphy  
 Office: Building 3, Room 205  
 Phone: (650) 306-3336  
 Email: canhumanities@smccd.net  
 Web: www.canadacollege.edu/humanities

### Courses and Programs:

- Art
- CBET (Community-Based English Tutoring)
- English
- English Institute/English as a Second Language
- Foreign Languages
- History
- Music
- Philosophy
- Political Science
- Psychology
- Social Science
- Sociology
- Speech Communication
- Theater Arts

English as a Second Language (ESL) courses are offered through the English Institute. There are no majors or transfer programs available in ESL.

## SCIENCE AND TECHNOLOGY DIVISION

Dean: vacant  
 Staff Assistant: Georgia Clark  
 Office: Building 18, Room 109  
 Phone: (650) 306-3291  
 Email: canscitech@smccd.net  
 Web: canadacollege.edu/science

### Courses and Programs:

- Anthropology
- Astronomy
- Biological Sciences
- Health Science
- Chemistry
- Computer Information Systems
- Engineering
- Geography
- Geology
- Mathematics
- Oceanography
- Paleontology
- Physics
- Radiologic Technology



# UNIVERSITY CENTER AND ACADEMIC SUPPORT SERVICES DIVISION

Dean: Phyllis Lucas-Woods  
 Staff Assistant: Robert Haick  
 Program Director: Ileana Gadea  
 Administrative Assistant, Student Services: Debbie Joy  
 Office: Building 22, Room 101  
 Phone: (650) 306-3399  
 Email: caninstrucserv@smccd.net  
 Web: www.canadacollege.edu/support\_services

## Courses and Programs:

- Disabled Student Program & Services (DSPS)
- Extended Opportunity Programs & Services (EOPS)
- Learning Center
- Library
- University Center
- WorkAbility III

Areas of Study that Apply to Transfer, Associate Degree or Certificate Programs				
Area of Study	Certif.	AA	AS	Trans.
ACCOUNTING	•		•	•
ANTHROPOLOGY		•		•
ART		•		•
BIOLOGY			•	•
Biology with Emphasis in Health Sciences			•	
BUSINESS ADMINISTRATION	•		•	•
BUSINESS/CORPORATE MEETING PLANNER	•			
BUSINESS/INFORMATION TECHNOLOGY				
Home Office/Small Business Computer Security	•			
Call Center Customer Service Support	•			
IT: Network Specialist	•		•	
IT: Tech Support	•		•	
IT: Unix	•		•	
BUSINESS MANAGEMENT				
Human Resources Management/Supervision	•			
Business Management/Retail (WAFC)	•		•	
Small Business	•		•	
BUSINESS/OFFICE TECHNOLOGY				
General Office	•			
Administrative Support Assistant	•		•	
Administrative Assistant	•		•	
COMPUTER INFORMATION SCIENCE & SYSTEMS (CIS)			•	•
Internet Programming	•			
EARLY CHILDHOOD EDUCATION/CHILD DEVELOPMENT				
Family Development	•			
ECE/Child Development	•		•	•
ECONOMICS		•		•

Area of Study	Certif.	AA	AS	Trans.
ENGINEERING			•	•
ENGLISH		•		•
FASHION DESIGN				
Technical (Apparel Industry Oriented)	•		•	
Custom Dressmaking/Small Business Oriented	•		•	•
Theater Costuming	•		•	
GEOGRAPHY		•		•
HISTORY		•		•
HUMAN SERVICES	•		•	
Promotor Education & Employment Project	•			
Community Health Worker	•			
Family Development	•			
INTERIOR DESIGN	•		•	•
Kitchen & Bath Design	•			
Residential & Commercial Design	•			
LIBERAL ARTS		•		
MATHEMATICS				•
MEDICAL ASSISTING				
Administrative Medical Assistant	•			
Medical Coding Specialist	•			
Clinical Medical Assistant	•			
Medical Assisting	•		•	
Medical Billing Specialist	•		•	
Medical Transcription	•		•	
MULTIMEDIA	•	•		•
Graphic Design	•			
Web Design	•			
MUSIC		•		•
NURSING				•
PARALEGAL	•		•	
PHILOSOPHY		•		•
PHYSICAL EDUCATION		•		•
Physical Education/Fitness Specialist Emphasis	•	•		
PHYSICAL SCIENCES			•	•
Chemistry				•
Physics				•
PHYSICAL THERAPY				•
POLITICAL SCIENCE		•		•
PSYCHOLOGY		•		•
RADIOLOGIC TECHNOLOGY			•	
REAL ESTATE	•			
SOCIAL SCIENCES				•
International Studies		•		
SOCIOLOGY		•		•
SPANISH		•		•
SPEECH		•		•
THEATER ARTS		•		•
UNIVERSITY STUDIES		•		•

## ACCOUNTING

**Certificate of Completion-Entry Level Bookkeeper 10-12 units**

**Certificate of Proficiency-Accounting 25.5 - 29.5 units+**

**Associate in Science Degree 25.5 - 29.5 units\***

**Transfer Program Available**

*+meet Certificate Program requirements listed on page 38.*

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The Business Department offers a transfer curriculum to a four-year university, an AS Degree, and a certificate program designed to give the students both formal and practical training in accounting. The accounting AS degree and certificate programs are designed to give students enough practical experience so that they can secure a position in either the public, governmental, or private accounting sector when they have completed the recommended 25.5 - 29.5 units. Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.

The Certificate of Completion is designed for those individuals that are interested in job opportunities at the entry level in bookkeeping and or computerized accounting data entry. Those students that are interested in becoming professional bookkeepers may apply some of the course work in this certificate to the Certificate of Proficiency in Accounting and the accounting A.S. degree.

The demand for entry level bookkeepers and accounting data entry personnel continues to remain high. Entry level position pay between \$15 and \$25 per hour depending upon experience.

### **CERTIFICATE OF COMPLETION - ENTRY LEVEL BOOKKEEPER**

#### **Core Requirements**

#### **Complete Core Courses, 10-12 units**

	<b>UNITS</b>
ACTG. 100 Accounting Procedures	3.0
ACTG. 180 Payroll and Business Taxes	1.5
ACTG. 190 QuickBooks and QuickBooks Pro for the Paraprofessional I	1.5
ACTG. 192 QuickBooks and QuickBooks Pro for the Paraprofessional II	1.5
BUS. 435 Spreadsheets	1.0-3.0
BUS.448 Using Microsoft Windows	1.5

### **CERTIFICATE OF PROFICIENCY - ACCOUNTING**

#### **Core and Selective Requirements**

#### **Complete Core Courses, 19.5-23.5 units**

	<b>UNITS</b>
ACTG 121 Financial Accounting	3-5
ACTG 131 Managerial Accounting	3-5
ACTG 180 Payroll & Business Taxes	1.5
ACTG 190 Quickbooks and Quickbooks Pro for the Paraprofessional I	1.5
ACTG 192 Quickbooks and Quickbooks Pro for the Paraprofessional II	1.5
BUS. 100 Survey of Business	3.0
BUS. 430 Computer Applications, Part I	1.5
BUS. 431 Computer Applications, Part II	1.5
BUS. 435 Spreadsheets	3.0

#### **Selective Courses, choose a minimum of 6 units from the following:**

ACTG 100 Accounting Procedures	3.0
ACTG 133 Introduction To Spreadsheets for Managerial Accounting	1.0
ACTG 171 Individual Income Tax Procedures	3.0
ACTG 180 Payroll and Business Taxes	1.5
ACTG 672 Cooperative Education Internship	1-6
BUS. 101 Human Relations in Business	3.0
BUS. 103 Introduction to Business Information Systems	3.0
BUS. 201 Business Law	3.0
BUS. 415 Beginning Computer Keyboarding	1.5
BUS. 472 Introduction to Word for Windows	1.5
BUS. 474 Intermediate Word for Windows	1.5

### **ASSOCIATE IN SCIENCE - ACCOUNTING**

#### **Core and Selective Requirements**

#### **Complete Core & Selective Courses, 25.5-29.5 units, listed under the Certificate of Proficiency**

### **TRANSFER PROGRAM - ACCOUNTING**

Cañada College offers lower division coursework required for transfer in the area of Accounting/Business Administration. Usually an Accounting program of study is listed under Business Administration. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## ANTHROPOLOGY

**Associate in Arts Degree**

**18 units\***

**Transfer Program**

**Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

Anthropology is the study of peoples of the world from prehistoric to contemporary times. It is concerned with the variability of human populations and their biocultural history. Physical Anthropology concentrates on various biological characteristics, and Cultural Anthropology focuses on socially learned traits.

### **ASSOCIATE IN ARTS - ANTHROPOLOGY**

*Core and Selective Requirements*

**Complete Core Courses, 6 units**

	UNITS
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3

**Selective Courses, choose a minimum of 12 units from the following:**

	UNITS
ANTH 105 Peoples and Cultures of the World	3
ANTH 360 Indians of North America	3
ANTH 370 Olmec, Maya, Aztec People & Cultures of Mexico & Central America	3
BIOL 110 Principles of Biology	4
<i>or BIOL 130 Human Biology</i>	3
ECON 100 Principles of Macro Economics	3
GEOG 100 Physical Environment	3
GEOL 100 Survey of Geology	3
MATH 200 Elementary Probability & Statistics	4
PALN 110 Ancient Life & Past Environments	3

### **TRANSFER PROGRAM - ANTHROPOLOGY**

Cañada College offers lower division coursework required for transfer in the area of Anthropology. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## ART

**Associate in Arts Degree**

**18 units\***

**Transfer Program**

**Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The Art Department at Cañada College affords a unique experience to the serious student seeking a sound foundation in aesthetics and skill development. The faculty is composed of artist-teachers whose personal sensibilities range from the Classical to the Expressionist. The program has been designed to offer a continuity of study through structured courses based on the life-time experiences of each of the artist-teachers. The ultimate goal of the program is to support each student in the search for a personal form and the development of capabilities by which this form can be manifested.

### **ASSOCIATE IN ARTS - ART**

*Core and Selective Requirements*

**Complete Core Courses, 9 units**

	UNITS
ART 101 History of Art I	3
ART 102 History of Art II	3
ART 103 History of Art III	3

**Selective Courses, choose a minimum of 9 units from the following list:**

ART 201 Form and Composition I	3
ART 204 Drawing I	3
ART 221 Painting I	3
Any other ART 200/300 series courses	6-12

### **TRANSFER PROGRAM - ART**

Cañada College offers lower division coursework required for transfer in the area of Art. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

*For Multimedia certificates and degrees see MULTIMEDIA section.*

## BIOLOGY

**Associate in Science Degree - Biology** 30 units\*

**Associate in Science Degree -**

**Biology with emphasis in Health Sciences** 26 - 28 units\*

**Transfer Program** Available

**Professional School Preparation** Available

(Pre-Dental, Pre-Medicine, Pre-Pharmacy, Pre-Veterinary, Pre-Optometry)

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

A major in Biological Sciences is a preparation for advanced academic work, for careers in civil service, industry, or teaching; as a background for professional training in such fields as biological science education, biotechnology, nursing, public health, environmental health, pre-medicine and all related areas of biology. Natural resources are among the most important assets of man and the wise use of renewable resources is basic to development in the economic, social and political areas. The basic pre-professional requirements necessary to transfer are offered in the Biological Sciences, Physical Sciences, and Mathematics Departments.

### ASSOCIATE IN SCIENCE - BIOLOGY

#### Core and Selective Requirements

**Complete Core Courses, 18 units:**

	UNITS
PHYS 210 General Physics I	4
or PHYS 250 Physics with Calculus I	4
BIOL 225 Biology of Organisms	5
BIOL 230 Introduction to Cell Biology	4
CHEM 210 General Chemistry I	5
<b>Core Total</b>	<b>18</b>

**Selective Courses, choose a minimum of 12 units from the following list:**

	UNITS
BIOL 130 Human Biology	3
CHEM 220 General Chemistry II	5
BIOL 250 Human Anatomy	4
BIOL 240 General Microbiology	4
BIOL 260 Human Physiology	5
BIOL 103 Native Plants and Wildflowers	3
BIOL 310 Nutrition	3
MATH 241/242 Applied Calculus I/II	5/5
or MATH 251/252/253 Analytical Geometry & Calculus I/II/III	5/5/5
PHYS 220 General Physics II	4
or PHYS 260/270 Physics with Calculus II/III	4/4
MATH 200 Elementary Probability and Statistics	4

### ASSOCIATE IN SCIENCE DEGREE-BIOLOGY WITH EMPHASIS IN HEALTH SCIENCES

#### Core and Selective Requirements

**Complete Core Courses, 16-18 units**

	UNITS
BIOL 110 Principles of Biology	4
<i>One of the following courses:</i>	
CHEM 192 Elementary Chemistry	4-5
or CHEM 210 General Chemistry I	4-5

*And two of the following courses:*

BIOL 250 Human Anatomy*+	4
BIOL 240 General Microbiology*•	4
BIOL 260 Human Physiology*•	5

\*generally required for Radiologic Technology Program

+generally required for Nursing Programs

•generally required for Respiratory Therapy Programs

**Selective Courses, choose a minimum of 10 units from the following list:**

BIOL 240 General Microbiology	4
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
BIOL 310 Nutrition	3
HSCI 430 First Aid	1
CHEM 220 General Chemistry II	5
PHYS 210/220 General Physics I/II	4/4
ANTH 110 Cultural Anthropology	3
PSYC 100 General Psychology	3
PSYC 201 Child Development	3
MATH 200 Elementary Probability and Statistics	4
BIOL 225 Biology of Organisms	5
BIOL 230 Introduction to Cell Biology	4
MATH 241/242 Applied Calculus I/II	5/5
FITN 250 Personal Trainer Preparation: Anatomy & Physiology	3
LCTR 151 Allied Health Science Vocabulary	1

### TRANSFER PROGRAM - BIOLOGY

Cañada College offers lower division coursework required for transfer in the area of Biological Sciences. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

### PROFESSIONAL SCHOOL PREPARATION

**(Pre-Dentistry, Pre-Medicine, Pre Pharmacy, Pre-Veterinary, Pre-Optometry)**

Many students are interested in careers in the health sciences and wonder what they should major in at Cañada College. Students often have the misconception that "pre-med" is an academic major and it is not. Students should major in what they enjoy as long as they take the appropriate courses required for professional school (medical, dental, veterinary) admission. Some students choose majors like biological science, genetics, or microbiology, where there is a great deal of overlap between courses required for their major and the professional school undergraduate requirements. Others choose majors not directly related to their career objective, such as English, psychology, anthropology, and use their elective units to meet the professional school requirements. Professional schools, especially medical schools, are looking for well-rounded students who have taken courses in the humanities and social sciences, and who have participated in activities and community work. More information can be found at numerous websites (i.e., [www.aamc.org](http://www.aamc.org)) and by speaking with a Counselor/Advisor.

Each professional school has a minimum number of prerequisite courses to be taken at the undergraduate level. Requirements vary from school to school. Many prerequisite courses may be taken at Cañada College. The following is not a definitive list, but an overview of requirements for most schools. Biology 225, 230, Chemistry 210, 220, Mathematics 241 & 242, Physics 210 & 220, Psychology 100, English 100, and 110 or 165, Humanities and Social Science coursework.

## BUSINESS ADMINISTRATION

### Certificate of Proficiency - Business Administration

31-34 units+

### Associate in Science Degree - Business Administration

27-31 units\*

### Transfer Program - Business Administration Available

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The Business Department offers a transfer program, an AS Degree. The transfer program listed is the same for all business disciplines at four-year colleges and universities. The AS Degree is designed to help a student develop a general business awareness for the world of work, a four-year college, or university. Courses specifically required for the student's major transfer core requirements must be evaluated by a letter grade, not by the credit (CR) grade.

### CERTIFICATE OF PROFICIENCY - BUSINESS ADMINISTRATION

#### Core and Selective Requirements

#### Complete Core Courses, 25-28 units

	UNITS
ACTG 121 Financial Accounting	4-5
BUS. 100 Survey of Business	3
BUS. 101 Human Relations in Business	3
or MGMT 204 Managing Employees Effectively	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 115 Business Mathematics	3
or MATH 120 Intermediate Algebra	5
BUS. 108 Business Writing & Presentation Methods	3
BUS. 201 Business Law	3
MGMT 215 Management of Human Resources	3

#### Selective Courses, 6 units

May be any Accounting or Business or Cooperative Education course	6
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### ASSOCIATE IN SCIENCE - BUSINESS ADMINISTRATION

#### Core and Selective Requirements

#### Complete Core Courses, 21-25 units

	UNITS
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
MATH 200 Elementary Probability & Statistics	4
MATH 125 Elementary Finite Mathematics	3
or MATH 241 Applied Calculus I	5
or MATH 251 Analytical Geometry & Calculus I	5

#### Selective Courses, choose a minimum of 6-9 units from the following list:

BUS. 100 Survey of Business	3
BUS. 103 Introduction to Business Information Systems	3
CIS 118/119 Intro to Object-Oriented Program Design/Lab I	3/1

CIS 250/251 Programming Methods I: C++/Lab I: C++	3/1
BUS. 201 Business Law	3
BUS. 435 Spreadsheets	3
MATH 242 Applied Calculus II	5
MATH 252 Analytical Geometry & Calculus II	5
SPCH 100 Fundamentals of Speech Communication	3

### TRANSFER PROGRAM - BUSINESS ADMINISTRATION

Cañada College offers lower division coursework required for transfer in the area of Business Administration. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## BUSINESS/CORPORATE MEETING PLANNER

**Certificate of Completion** 17.5 units+

+meet Certificate Program requirements listed on page 38.

The Corporate Meeting Planner certificate is designed for the person in a corporate setting who is responsible for organizing and planning travel and meeting arrangements.

### **CERTIFICATE OF COMPLETION- BUSINESS/ CORPORATE MEETING PLANNER**

#### **Core and Selective Requirements**

**Complete Core Courses, 17.5 units**

	UNITS
BUS. 149 Introduction to Business Travel Management	3
BUS. 435 Spreadsheets	3
BUS. 436 Database Management	3
BUS. 472 Introduction to Word for Windows	1.5
BUS. 474 Intermediate Word for Windows	1.5
BUS. 480 Using the Internet, Part I	1.5
BUS. 128 Corporate Meeting and Event Planning	3
BUS. 419 On-site Management	1

## BUSINESS/INFORMATION TECHNOLOGY

**Certificate of Completion - Home Office/Small  
Business Computer Security** 16.0 units+

**Certificate of Completion - Call Center Customer Service  
Support** 13.5 units+

**Certificate of Proficiency - IT: Network Specialist** 26.5 units+

**Certificate of Proficiency -** 26.5 units+

**Certificate of Proficiency - IT: UNIX** 24.5 units+

**Associate in Science Degree - IT: Network  
Specialist** 26.5 units\*

**Associate in Science Degree - IT: Tech Support** 26.5 units\*

**Associate in Science Degree - IT: UNIX** 24.5 units\*

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

### **CERTIFICATE OF COMPLETION - HOME OFFICE/ SMALL BUSINESS COMPUTER SECURITY**

#### **Core Requirements**

**Complete Core Courses, 16.0 units**

	UNITS
BUS. 422 Help Desk	1.5
BUS. 450 PC Maintenance & Systems Upgrades, Part I	3.0
BUS. 453 Troubleshooting Systems	1.5
BUS. 492 Networking Essentials	3.0
BUS. 494 Supporting Windows XP Professional	3.0
BUS. 680 Personal Computer Security	1.0
BUS. 680 Internet/Network Security	3.0

### **CERTIFICATE OF COMPLETION - CALL CENTER CUSTOMER SERVICE SUPPORT**

#### **Core Requirements**

**Complete Core Courses, 13.5 units**

	UNITS
BUS. 101 Human Relations in Business	3.0
BUS. 422 Help Desk	1.5
BUS. 448 Using Microsoft Windows	1.5
BUS. 450 PC Maintenance & System Upgrades, Part I	3.0
BUS. 451 PC Maintenance & System Upgrades, Part II	3.0
BUS. 453 Troubleshooting Systems	1.5

**CERTIFICATE OF PROFICIENCY – IT: NETWORK SPECIALIST**

The Network Specialist program is designed to prepare students for employment in supporting network environments using Microsoft products. Successful completion of the Network Specialist program will provide the students with the necessary skills and knowledge to design, implement, troubleshoot, and support Microsoft network environments. Job possibilities include network administrator, consultant, help desk technician, Windows Desktop Support Engineer, and PC/LAN technician.

**Core Requirements**
**Complete Core Courses, 26.5 units**

	UNITS
BUS. 108 Business Writing & Presentation Methods	3.0
BUS. 422 Help Desk	1.5
BUS. 448 Using Microsoft Windows	1.5
BUS. 450 PC Maintenance & System Upgrades, Part I	3.0
BUS. 451 PC Maintenance & System Upgrades, Part II	3.0
BUS. 453 Troubleshooting Systems	1.5
BUS. 492 Networking Essentials	3.0
BUS. 493 Internetworking Using TCP/IP	3.0
BUS. 494 Supporting Windows XP Professional or BUS. 498 Windows 2000 Server	3.0
BUS. 680 Internet/Network Security	3.0
COOP 670 Cooperative Education/Work Experience or COOP 672 Cooperative Education: Internship	1.0

**CERTIFICATE OF PROFICIENCY – IT: TECH SUPPORT**

The IT Tech Support program is designed to prepare students for employment in supporting computer hardware and software used in industry. Successful completion of the program will provide the students with the necessary skills and knowledge to maintain, upgrade, and troubleshoot hardware problems and install, maintain, troubleshoot and upgrade software packages. Job possibilities include computer support technician, hardware/software consultant, technical support analyst, software trainer, and help desk technician.

**Core Requirements**
**Complete Core Courses, 26.5 units**

	UNITS
BUS. 108 Business Writing & Presentation Methods	3.0
BUS. 422 Help Desk	1.5
BUS. 430 Computer Applications, Part I	1.5
BUS. 431 Computer Applications, Part II	1.5
BUS. 448 Using Microsoft Windows	1.5
BUS. 450 PC Maintenance & System Upgrades, Part I	3.0
BUS. 451 PC Maintenance & System Upgrades, Part II	3.0
BUS. 453 Troubleshooting Systems	1.5
BUS. 494 Supporting Windows XP Professional or BUS. 498 Windows 2000 Server	3.0
BUS. 680 Internet/Network Security	3.0
COMP 311 Introduction to the Unix Operating System	1.5
COMP 340 Introduction to Unix Systems Administration	1.5
COOP 670 Cooperative Education/Work Experience or COOP 672 Cooperative Education: Internship	1.0

**CERTIFICATE OF PROFICIENCY – IT: UNIX**

The UNIX Certificate and A.S. Degree programs are designed to prepare students for employment in the information technology field as UNIX support technicians as well as preparing them to support networks that combine both UNIX and Microsoft Windows products in a networked or stand alone environment.

**Core and Selective Requirements**
**Complete Core Courses, 18.5 units**

	UNITS
BUS. 492 Networking Essentials	3.0
BUS. 494 Supporting Windows XP Professional or BUS. 498 Windows 2000 Server	3.0
CIS 252 Programming Methods II: C++	3.0
CIS 253 Open Computer Lab II: C++	1.0
COMP 311 Introduction to UNIX Operating System	1.5
COMP 340 Introduction to UNIX Systems Administration	1.5
COMP 411 Intermediate UNIX	1.5
COMP 680 UNIX Shell Programming	1.0
COMP 680 Integrating UNIX and Windows Systems	1.0
COOP 670 Cooperative Education/Work Experience or COOP 672 Cooperative Education: Internship	2.0

**Selective Courses, choose a minimum of 6 units from the following:**

CIS. 250 Programming Methods I: C++	3.0
CIS. 251 Lab I C++	1.0
COMP 236 Java Programming Language	3.0
COMP 330 Introduction to Perl	1.0
COMP 331 Intermediate Perl	1.0
COMP 480 Personal UNIX Systems	0.5
COMP 351 Introduction to PL/SQL	1.5

**ASSOCIATE IN SCIENCE – IT: NETWORK SPECIALIST**  
**Core Requirements**

**Complete Core Courses, 26.5 units, listed under the Certificate of Proficiency - IT: Network Specialist.**

**ASSOCIATE IN SCIENCE – IT: TECH SUPPORT**  
**Core Requirements**

**Complete Core Courses, 26.5 units, listed under the Certificate of Proficiency - IT: Tech Support.**

**ASSOCIATE IN SCIENCE – IT: UNIX**  
**Core and Selective Requirements**

**Complete Core and Selective Courses, 24.5 units, listed under the Certificate of Proficiency - IT: UNIX.**

## BUSINESS MANAGEMENT

**Certificate of Completion- Human Resources Management/  
Supervision** 10 units+

**Certificate of Proficiency - Business Management/Retail  
(WAFC)** 30 units+

**Certificate of Proficiency - Small Business** 27.5 units+

**Associate in Science - Business Management/Retail (WAFC)**  
30 units\*

**Associate in Science - Small Business** 30 units\*

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The Business Department prepares students for both entry-level positions and management positions in retail. Students are prepared to plan, organize, direct, and manage employees in a variety of settings.

The Business Department also offers both an A.S. Degree and a Certificate program for those students who wish to become a new business owner and or update their skills as a current business owner. The A.S. Degree and Certificate program are designed to assist students in the development of a small business.

### **CERTIFICATE OF COMPLETION- HUMAN RESOURCES MANAGEMENT/SUPERVISION** *Core and Selective Requirements*

**Complete Core Courses, 10 units**

	UNITS
MGMT 204 Managing Employees Effectively	3
MGMT 215 Management of Human Resources	3
MGMT 220 Organizational Behavior	3
MGMT 222 Financial Budgeting & Control	1

### **CERTIFICATE OF PROFICIENCY - BUSINESS MANAGEMENT/RETAIL (WAFC)** *Core and Selective Requirements*

**Complete Core Courses, 30 units**

	UNITS
ACTG 100 Accounting Procedures	3
BUS. 103 Introduction to Business Information Systems	3
BUS. 108 Business Writing and Presentation Methods	3
BUS. 115 Business Mathematics	3
BUS. 180 Marketing	3
BUS. 186 Retail Management	3
MGMT 100 Introduction to Business Management	3
MGMT 215 Management of Human Resources	3
MGMT 204 Managing Employees Effectively	3
or BUS. 101 Human Relations in Business	3
SPCH 120 Interpersonal Communication	3
<b>Core Total</b>	<b>30</b>

### **CERTIFICATE OF PROFICIENCY - SMALL BUSINESS** *Core and Selective Requirements*

**Complete Core Courses, 26.5 units**

	UNITS
ACTG 100 Accounting Procedures	3
ACTG 194 QuickBooks® & QuickBooks Pro® for the Small Business Person I	1
ACTG 196 QuickBooks® & QuickBooks Pro® for the Small Business Person II	1
BUS. 101 Human Relations in Business	3
BUS. 108 Business Writing & Presentation Methods	3
BUS. 150 Small Business Management	3
BUS. 395 Getting Started in Business	1
BUS. 396 Developing a Business Plan	1
BUS. 397 Developing Tools to Create a Marketing Plan	1
BUS. 399 Laws Governing Small Business Owners	1
BUS. 399 Managing a Business	1
BUS. 430 Computer Applications, Part I	1.5
BUS. 431 Computer Applications, Part II	1.5
BUS. 435 Spreadsheet	3
BUS. 480 Using the Internet, Part I	1.5

**Selective Courses, choose a minimum of 1 unit from the following:**

COOP 670 Cooperative Education/Work Experience	1
COOP 672 Cooperative Education/Internship	1
BUS. 398 Small Business Resource Lab	1

### **ASSOCIATE IN SCIENCE - BUSINESS MANAGEMENT/ RETAIL (WAFC)**

**Complete Core Courses, 30 units, listed under the Certificate of Proficiency-Business Management/Retail.**

### **ASSOCIATE IN SCIENCE - SMALL BUSINESS** *Core and Selective Requirements*

**Complete Core Courses, 30 units, listed under the Certificate of Proficiency-Small Business.**

### **TRANSFER PROGRAM - BUSINESS MANAGEMENT/ RETAIL (WAFC)**

Cañada College offers lower division coursework required for transfer in the area of Business Management. Students should use PROJECTASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.



## BUSINESS/OFFICE TECHNOLOGY

Certificate of Completion - General Office	12 units+
Certificate of Proficiency - Administrative Assistant	32.5 units+
Certificate of Proficiency -Administrative Support Assistant	29.5 units+
Associate in Science Degree - Administrative Assistant	32.5 units*
Associate in Science Degree - Administrative Support Assistant	29.5 units*

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

### CERTIFICATE OF COMPLETION - GENERAL OFFICE Core and Selective Requirements

Complete Core Courses, 12 units

	UNITS
BUS. 415 Computer Keyboarding	1.5
or BUS.417 Skill Building	1.5
BUS. 448 Using Microsoft Windows	1.5
BUS. 430 Computer Applications, Part I	1.5
BUS. 431 Computer Applications, Part II	1.5
BUS. 439 Managing Business Document	1.5
BUS. 480 Using the Internet, Part I	1.5
BUS. 101 Human Relations in Business	3.0

### CERTIFICATE OF PROFICIENCY - ADMINISTRATIVE ASSISTANT

Core and Selective Requirements

Complete Core Courses, 26.5 units

	UNITS
BUS. 101 Human Relations in Business	3.0
BUS. 108 Business Writing and Presentation Methods	3.0
BUS. 435 Spreadsheets	3.0
BUS. 436 Database Management	3.0
BUS. 457 Presentation Software: PowerPoint	1.5
BUS. 472 Introduction to Word for Windows	1.5
BUS. 474 Intermediate Word for Windows	1.5
BUS. 475 Using Outlook	1.5
BUS. 478 Integrating Microsoft Office	1.5
BUS. 416 Procedures for Working in an Office	3.0
SPCH 120 Interpersonal Communication	3.0
COOP 670 Cooperative Education/Work Experience	1.0
or COOP 672 Cooperative Education: Internship	1.0

Selective Courses, choose a minimum of 6 units from the following:

BUS. 128 Corporate Meeting and Event Planning	3.0
BUS. 419 Onsite Management	1.0
BUS. 482 Using the Internet, Part 2	1.5
BUS. 100 Survey in Business	3.0
BUS. 115 Business Mathematics	3.0
BUS. 201 Business Law	3.0

ACTG 100 Accounting Procedures	3.0
ACTG 194 QuickBooks and QuickBooks Pro for the Small Business Person I	1.0

### ASSOCIATE IN SCIENCE - ADMINISTRATIVE ASSISTANT

Core and Selective Requirements

Complete Core & Selective Courses, 32.5 units, listed under the Certificate of Proficiency\*

### CERTIFICATE OF PROFICIENCY - ADMINISTRATIVE SUPPORT ASSISTANT

Core and Selective Requirements

Complete Core Courses, 23.5 units

	UNITS
BUS. 101 Human Relations in Business	3.0
BUS. 108 Business Writing and Presentation Methods	3.0
BUS. 430 Computer Applications, Part I	1.5
BUS. 431 Computer Applications, Part II	1.5
BUS. 439 Managing Business Documents	1.5
BUS. 448 Using Microsoft Windows	1.5
BUS. 472 Introduction to Word for Windows	1.5
BUS. 474 Intermediate Word for Windows	1.5
BUS. 480 Using the Internet, Part I	1.5
BUS. 416 Procedures for Working in an Office	3.0
SPCH 120 Interpersonal Communication	3.0
COOP 670 Cooperative Education/Work Experience	1.0
or COOP 672 Cooperative Education: Internship	1.0

Selective Courses, choose a minimum of 6 units from the following:

BUS. 415 Beginning Computer Keyboarding	1.5
or BUS. 417 Skill Building	1.5
BUS. 435 Spreadsheets	3.0
BUS. 436 Database Management	3.0
BUS. 457 Presentation Software: PowerPoint	1.5
BUS. 475 Using Outlook	1.5
BUS. 482 Using the Internet, Part II	1.5
BUS. 100 Survey in Business	3.0
BUS. 115 Business Mathematics	3.0
BUS. 201 Business Law	3.0
ACTG 100 Accounting Procedures	3.0
ACTG 194 Quickbooks and Quickbooks Pro for the Small Business Person I	1.0

### ASSOCIATE IN SCIENCE - ADMINISTRATIVE SUPPORT ASSISTANT

Core and Selective Requirements

Complete Core & Selective Courses, 29.5 units, listed under the Certificate of Proficiency\*

Contact: Sharon Finn, Phone: 306-3450  
E-mail: finn@smccd.net

## COMPUTER INFORMATION SCIENCE AND SYSTEMS (CIS)

**Certificate of Completion - Internet Programming 15 - 17 units+**

**Associate in Science - Computer Information Systems (CIS)  
31-33 units\***

**Transfer Program - Computer Information Systems (CIS)  
Available**

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The Computer Information Systems Program offers an AS degree and a parallel transfer program. Students who already possess a degree will gain substantial skills in computer sciences through completion of the Core Courses. The major for the AS degree in Computer Information Systems consists of 19-21 units of Required Core Courses and 12 units of electives chosen from the list of Supporting Subject Courses which complete the major. Other electives for the AS degree may be chosen freely. To earn the AS degree, students also must complete general education and other graduation requirements.

### CERTIFICATE OF COMPLETION- INTERNET PROGRAMMING

*Core and Selective Requirements*

**Complete Core Courses, 9 units**

	UNITS
BUS. 483 Creating Web Pages: Introduction to HTML	1
BUS. 484 Creating Web Pages: Intermediate HTML	1
COMP 321/322 JavaScript I/II	1/1
COMP 330/331 Introduction/Intermediate PERL	1/1
COMP 189 Operating Systems Overview	3

**Selective courses, choose 6-8 units from Group A or Group B:**

#### Group A

CIS 118 Introduction to Object-Oriented Program Design	3
CIS 119 Open Computer Lab I	1
CIS 284 Programming Methods I: Java	3
CIS 285 Open Computer Lab I: Java	1

#### Group B

COMP 103 Introduction to Computer Science	3
COMP 235 Visual Basic Programming	3

### ASSOCIATE IN SCIENCE - COMPUTER INFORMATION SYSTEMS (CIS)

*Core & Selective Requirements*

**Complete Core Courses, 19-21 units**

**Choose either the C++ OR the JAVA path below.**

#### C++ Path

	UNITS
CIS 118/119 Introduction to Object-Oriented Program Design/Lab I	3/1
CIS 250/251 Programming Methods I: C++/Lab I: C++	3/1
CIS 252/253 Programming Methods II: C++/Lab II C++	3/1
<i>One of the following courses:</i>	
MATH 200 Elementary Probability and Statistics	4

MATH 241 Applied Calculus I	5
MATH 251 Analytical Geometry & Calculus I	5
MATH 268 Discrete Mathematics	4
<i>One of the following courses:</i>	
COMP 235 Visual Basic Programming	3
CIS 290/291 Computer Architecture/Open Computer Lab II/3/1	

#### Java Path

	UNITS
CIS 118/119 Introduction to Object-Oriented Program Design/Lab I	3/1
CIS 284/285 Programming Methods I: Java/Lab I: Java	3/1
CIS 286/287 Programming Methods II: Java/Lab II: Java	3/1
<i>One of the following courses:</i>	
MATH 200 Elementary Probability and Statistics	4
MATH 251 Analytical Geometry & Calculus I	5
MATH 268 Discrete Mathematics	4
<i>One of the following courses:</i>	
COMP 235 Visual Basic Programming	3
CIS 290/291 Computer Architecture/Open Computer Lab 3/1	

**Selective Courses, in addition to taking the courses for one of the paths listed above, choose a minimum of 12 units from the following list**

	UNITS
MATH 200 Elementary Probability and Statistics	4
MATH 219 Pre-Calculus College Algebra/Trigonometry	5
MATH 241/242 Applied Calculus I/II	5/5
MATH 251/252/253 Analytical Geometry & Calculus I/II/III	5/5/5
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3
CIS 290/291 Computer Architecture/Open Computer Lab II/3/1	
COMP 235 Visual Basic Programming	3
COMP 311 Introduction to the Unix Operating System	1.5
PHYS 210/220 General Physics I/II	4/4
or PHYS 250/260/270 Physics with Calculus I/II/III	4/4/4
ENGR 210 Engineering Graphics	4
ENGR 260/261 Circuits and Devices/Lab	3/1
ENGR 270 Materials Science	3
CHEM 210/220 General Chemistry I/II	5/5
PHIL 103 Critical Thinking	3

### TRANSFER PROGRAM - COMPUTER INFORMATION SYSTEMS (CIS)

Cañada College offers lower division coursework required for transfer in the areas related to Computer Science. In this regard, it is suggested that students research Computer Information Systems, Management Information Systems, Computer Science, and Computer Engineering programs. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT

<b>Certificate of Completion - Family Development</b>	<b>9 units+</b>
<b>Certificate of Proficiency - Early Childhood Education/Child Development</b>	<b>24 units+</b>
<b>Associate in Science - Early Childhood Education/Child Development</b>	<b>24 units*</b>
<b>Transfer Program</b>	<b>Available</b>

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The Early Childhood Education/Child Development Program is designed to meet individual career goals, foster positive parenting skills, and increase individuals' general understanding and appreciation of childhood. Children's growth, developmentally appropriate practice, and professional development within the child care field are major aspects of the program. The child from birth to ten years is the primary focus. Current research and practical applications are combined in order to assist students in planning their most effective role with children.

Any student in the ECE/CD Program may complete the certificate program in one year if a minimum of 12 units is taken each semester. Students coming from other colleges and universities may have equivalencies established if "child" is in the title of the course and no "Elementary Education" designation exists. All courses that apply toward the certificate program must be lower division work. A minimum of 12 units must be taken at Cañada College to receive the Cañada College ECE certificate.

### **CERTIFICATE OF COMPLETION - FAMILY DEVELOPMENT**

*Core and Selective Requirements*

**Complete Core Courses, 9 units**

	UNITS
HMSV 262 <i>or</i> ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 <i>or</i> ECE. 264 The Life Cycle of the Family	3

**Choose 3 units from the following:**

HMSV 265 <i>and</i> HMSV 266 Family Development Portfolio, Part I <i>and</i> Part II	1.5/1.5
HMSV 366 <i>or</i> ECE. 366 Practicum in Early Childhood Education	3
HMSV 670 Cooperative Education/ Human Services Work Experience	3
HMSV 672 Cooperative Education: Human Services Internship	3

### **CERTIFICATE OF PROFICIENCY - EARLY CHILDHOOD EDUCATION / CHILD DEVELOPMENT**

*Core & Selective Requirements*

**Complete Core Courses, 12 units**

	UNITS
ECE. 201 Child Development <i>or</i> PSYC 201 Child Development	3

ECE. 210 Early Childhood Education Principles <i>or</i> ECE. 384 Principles and Policies for Home-Based Child Care	3
ECE. 211 Early Childhood Education Curriculum <i>or</i> ECE. 386 Activity Planning & Curriculum for Home-Based Child Care	3
ECE. 212 Child, Family, and Community	3

**Selective Courses, choose a minimum of 12 units from the following list:**

	UNITS
COOP 670 Cooperative Education/Work Experience	1-3
ECE. 213 The School-Age Child	3
ECE. 223 Infant Development	3
ECE. 225 Infant/Toddler Environments	3
ECE. 230 Creative Activities for the Young Child	3
ECE. 240 Early Childhood Education Administration: Business/Legal	3
ECE. 241 Early Childhood Education Administration: Human Relations	3
ECE. 242 Adult Supervision in ECE/CD Classrooms	2
ECE. 250 Violence & Its Impact on Children & Their Families	3
ECE. 252 Teaching Violence Intervention Strategies to Children and Families	3
ECE. 254 Anti-Bias Curriculum	3
ECE. 260 Children with Special Needs	3
ECE. 313 Health and Safety for Young Children	1
ECE. 316 First Aid for Children	.5
ECE. 317 Pediatric CPR	.5
ECE. 331 The Teaching Experience	1
ECE. 333 Observational Skills	1
ECE. 335 Handling Behavior	3
ECE. 337 Child-Parent Relationships	1-3
ECE. 350 Issues in Early Childhood Education	1-6
ECE. 351 Language Arts in Early Childhood	1
ECE. 353 Literacy in Early Childhood	1
ECE. 355 Storytelling in Early Childhood	1
ECE. 366 Practicum in Early Childhood Education	3
ECE. 380 Family Day Care Training	1-4
ECE. 382 Male Involvement in Early Childhood	1
ECE. 680 Selected Topics	.5-3
ECE. 695 Independent Study	.5-6
EDUC 100 Introduction to Education	3
LIT. 191 Children's Literature I	3
LIT. 192 Children's Literature II	3

### **AREAS OF SPECIALIZATION WITHIN THE ECE/CD PROGRAM**

In accordance with the guidelines established by the Child Development Permit for the Master Teacher, Cañada College's ECE/CD Program has created several "specializations." ("Administration" is not considered a specialization.) Six semester units in specific areas define a specialization. These focus areas can be useful to students when seeking work advancement or career development options.

#### **Infant/Toddler Care**

ECE. 223 Infant Development	3
ECE. 225 Infant/Toddler Environments	3

**Preschool Programming: SAFE START**

ECE. 250 Violence & Its Impact on Children & Their Families	3
ECE. 252 Teaching Violence Intervention Strategies to Children and Families	3

**Preschool Programming: Children's Literature**

LIT. 191 Children's Literature I	3
LIT. 192 Children's Literature II	3

**Developmentally Appropriate Curriculum: School-Age Care**

ECE. 213 The School-Age Child	3
ECE. 230 Creative Activities for the Young Child	3

**Developmentally Appropriate Curriculum: Children with Special Needs**

ECE. 260 Children with Special Needs	3
ECE. 335 Handling Behavior	3

**Family Support**

ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
ECE. 264 The Life Cycle of the Family	3

**Family Child Care: Home-Based Care**

ECE. 384 Principles & Policies for Home-Based Child Care	3
ECE. 386 Activity Planning & Curriculum for Home-Based Child Care	3

**ASSOCIATE IN SCIENCE - EARLY CHILDHOOD EDUCATION / CHILD DEVELOPMENT***Core & Selective Requirements*

**Complete Core and Selective Courses, 24 units, listed under the Certificate of Proficiency-Early Childhood Education/Child Development.**

**TRANSFER PROGRAM - CHILD DEVELOPMENT**

Cañada College offers lower division coursework required for transfer in areas related to Child Development and for students seeking teaching positions in a preschool, elementary, or secondary educational environment. In this regard, it is suggested that students research Child Development, Psychology, and Liberal Studies majors. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

**CHILD DEVELOPMENT PERMIT**

Cañada College's ECE/CD Certificate Program is aligned with the Child Development Permit regulations. The Permit has been approved by the California Department of Education and the Commission on Teacher Credentialing for child care and development centers operating under Title 5 (publicly subsidized).

The Child Development Permit emphasizes professional development and will eventually impact the entire Early Childhood Education field. The career lattice approach acknowledges the importance of many entry points into the profession. The Child Development Permit has taken the place of the Emergency Children's Center Instructional Permit, the Children's Center Supervision Permit, and the Life Children's Center Supervision Permit.

**ECONOMICS****Associate in Arts****18 units\*****Transfer Program****Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree*

Economics is a social science concerned with the way people make a living. It is the study of structures and roles in society which influence the production, distribution, scarcity, and consumption of goods and services.

**ASSOCIATE IN ARTS - ECONOMICS***Core and Selective Requirements***Complete Core Courses, 6 units**

	UNITS
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3

**Selective Courses, choose a minimum of 12 units from the following list:**

	UNITS
MATH 200 Elementary Probability and Statistics	4
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
ANTH 110 Cultural Anthropology	3
ECON 230 Economic History of the United States	3
HIST 101 History of Western Civilization II	3
HIST 201 United States History I	3
<i>or HIST 202 United States History II</i>	
MATH 241, 242 Applied Calculus I, II	5/5
<i>or MATH 251, 252 Analytical Geometry &amp; Calculus I/II</i>	
PHIL 100 Introduction to Philosophy	3
PHIL 175 History of Philosophy: 16th to 18th Century	3
PSYC 100 General Psychology	3

**TRANSFER PROGRAM - ECONOMICS**

Cañada College offers lower division coursework required for transfer in Economics. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## ENGINEERING

**Associate in Science** **40-45 units\***  
**Transfer Program** **Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

(Civil, Mechanical, Chemical, Electrical, Environmental, Materials, and Other Principal Branches)

Engineering is one of the largest professions in the United States with over one million jobs in fields ranging from airplane design to pollution control. The three largest branches of engineering are electrical, mechanical and civil engineering. All branches of engineering place a heavy emphasis on problem solving. Engineering education focuses on teaching scientific and engineering concepts and their application to the creative and effective solution of problems.

### ASSOCIATE IN SCIENCE - ENGINEERING Core and Selective Requirements

#### Complete Core Courses, 36–39 units

	<b>UNITS</b>
CHEM 210 General Chemistry I	5
ENGR 260/261 Circuits and Devices/Lab	3/1
ENGR 270 Materials Science	3
MATH 251 Analytical Geometry & Calculus I	5
MATH 252 Analytical Geometry & Calculus II	5
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
Choose any two or three courses, 6–9 units:	
ENGR 210 Engineering Graphics	3
ENGR 215 Computational Methods for Engineers	3
ENGR 230 Statics	3
ENGR 240 Engineering Dynamics	3
ENGR 270 Materials Science	3

#### Selective Courses, choose 4-6 units from the following list:

CHEM 220 General Chemistry II	5
CIS 250/251 Programming Methods I: C++/Lab I:C++	3/1
MATH 253 Analytical Geometry & Calculus III	5
MATH 270 Linear Algebra	3
MATH 275 Ordinary Differential Equations	3
PHYS 270 Physics with Calculus III	4

Choose any one course not selected above, 3 units:  
 ENGR 210, ENGR 215, ENGR 230, ENGR 240, ENGR 270

### TRANSFER PROGRAM - ENGINEERING

Cañada College offers lower division coursework required for transfer in Engineering. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

**Contact: Amelito Enriquez, Phone: 306-3261**

## ENGLISH

**Associate in Arts** **18 units\***  
**Transfer Program** **Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The English Department at Cañada College offers a faculty whose special fields range from medieval to modern and from Asian to American, who are published writers, and who are, above all, dedicated and accomplished teachers. Courses offered cover English, European, Russian, American, Mexican-American, and Native-American literature; English and American language; expository and creative writing; critical and analytical reading. A major in English equips the student with a wide variety of intellectual skills and prepares him or her for many correlated career opportunities.

### ASSOCIATE IN ARTS - ENGLISH Core & Selective Requirements

#### Complete Core Courses, 9 units

	<b>Units</b>
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
ENGL 165 Advanced Composition	3

#### Selective Courses, choose a minimum of 9 units from the following list:

Literature courses	9-15
Foreign Language	5-10
HIST 100/101 History of Western Civilization I/II	3/3
PHIL 100 Introduction to Philosophy	3

### TRANSFER PROGRAM - ENGLISH

Cañada College offers lower division coursework required for transfer in English. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

<b>Recommended Sequence of Classes for ENGINEERING MAJORS</b>		
	<b>Fall</b>	<b>Spring</b>
<b>Year 1</b>	Math 251 Chem 210 Engr 210 CIS 118/119	Math 252 Phys 250 Chem 220 Engr 100 CIS 250/251
<b>Year 2</b>	Math 270 Math 275 Phys 260 Engr 270	Math 253 Engr 230 Engr 260/261 Phys 270

## FASHION DESIGN

Certificate of Proficiency - Technical (Apparel Industry Oriented) 32.5 units+

Certificate of Proficiency - Custom Dressmaking/Small Business Oriented 35 units+

Certificate of Proficiency - Theater Costuming 28 units+

Associate in Science - Technical (Apparel Industry Oriented) 32.5 units\*

Associate in Science - Custom Dressmaking/Small Business Oriented 35 units\*

Associate in Science - Theater Costuming 28 units\*

Transfer Program Available

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The Fashion Design Department gives students a thorough introduction to apparel design and manufacturing. Students are prepared to find employment in an apparel design firm or to start their own business. They will develop essential skills and techniques in sketching, fabric selection, sewing, draping, and pattern making. Business skills are learned through an entrepreneurship course, and students learn to write a business plan. The fashion industry is vast and diverse with many creative, rewarding opportunities in ready-to-wear or high fashion design. An AS degree and certificate program are offered.

### CERTIFICATE OF PROFICIENCY - TECHNICAL (APPAREL INDUSTRY ORIENTED)

Core & Selective Requirements

Complete Core Courses, 26.5 units

	UNITS
FASH 118 Flat Pattern	3
FASH 115 Intermediate Clothing Construction	3
FASH 100 Principles of Design	3
FASH 113 Textiles	3
FASH 123 Introduction to the Fashion Industry	3
FASH 195 Portfolio Development	0.5
FASH 164 Fashion Illustration	3
FASH 180 Computerized Pattern Design	3
FASH 163 Pattern Grading	1
FASH 178 Computerized Pattern Grading	1
FASH 175 Advanced Illustration	3

Selective Courses, choose a minimum of 6 units from the following list:

FASH 166 Fashion Entrepreneurship	3
FASH 110 Beginning Clothing Construction	3
FASH 111 Techniques of Fit	3
FASH 165 Design Inspiration	1
FASH 150 History of Fashion	3
COOP 672 Cooperative Education Internship	3

### CERTIFICATE OF PROFICIENCY - CUSTOM DRESSMAKING / SMALL BUSINESS

Core & Selective Requirements

Complete Core Courses, 32 units

	UNITS
FASH 123 Introduction to the Fashion Industry	3
FASH 118 Flat Pattern	3
FASH 115 Intermediate Clothing Construction	3
FASH 100 Principles of Design	3
FASH 113 Textiles	3
FASH 195 Portfolio Development	0.5
FASH 111 Techniques of Fit	3
FASH 162 Advanced Flat Pattern	3
FASH 166 Fashion Entrepreneurship	3
FASH 168 Fashion Draping	3
FASH 116 Tailoring	3
BUS. 430 Computer Applications, Part I	1.5
or BUS. 431 Computer Applications, Part II	1.5

Selective Courses, choose a minimum of 3 units from the following list:

FASH 124 Creative Techniques	3
FASH 128 Decorating with Fabric for the Small Business	3
FASH 146 Designer Techniques	3
FASH 150 History of Fashion	3
FASH 164 Fashion Illustration	3
FASH 167 The Custom Dress Form	1
FASH 170 French Pattern Drafting	2
FASH 171 Trouser Moulage	1
FASH 172 Bustier	1
COOP 672 Cooperative Education Internship	3

### CERTIFICATE OF PROFICIENCY - THEATER COSTUMING

Core & Selective Requirements

Complete Core Courses, 25 units

	UNITS
FASH 113 Textiles	3
FASH 116 Tailoring	3
FASH 150 History of Fashion	3
FASH 162 Advanced Flat Pattern	3
FASH 164 Fashion Illustration	3
FASH 168 Fashion Draping	3
FASH 196 Introduction to Theater Costuming	1
FASH 197 Historical and Theatrical Costume Development	3
FASH 199 Costuming for Theatrical Production	3

Selectives (choose a minimum of 3.0 units from the following list of courses):

	UNITS
FASH 170 French Pattern Drafting	2
FASH 171 Trouser Moulage	1
FASH 172 Bustier	1
FASH 134 Beginning Millinery	1

**ASSOCIATE IN SCIENCE - TECHNICAL (APPAREL INDUSTRY ORIENTED)**

*Core & Selective Requirements*

Complete Core and Selective Courses listed under the Certificate of Proficiency-Technical (Apparel Industry Oriented).

**ASSOCIATE IN SCIENCE - CUSTOM DRESSMAKING / SMALL BUSINESS ORIENTED**

*Core & Selective Requirements*

Complete Core and Selective Courses listed under the Certificate of Proficiency-Custom Dressmaking/Small Business Oriented.

**ASSOCIATE IN SCIENCE - THEATER COSTUMING**

*Core & Selective Requirements*

Complete Core and Selective Courses listed under the Certificate of Proficiency-Theater Costuming.

**TRANSFER PROGRAM - CUSTOM DRESSMAKING / SMALL BUSINESS ORIENTED**

Cañada College offers lower division coursework required for transfer in Fashion Design. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

Contact: Ronda Chaney, Phone: 306-3370

Web: [www.canadacollege.edu/fashion](http://www.canadacollege.edu/fashion)

**GEOGRAPHY**

Associate in Arts **18 units\***

Transfer Program **Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

Geography provides insights about the earth as the human habitat. It is a way of looking at the earth, not an inventory of its contents. This viewpoint rests on fundamental interlocking concepts. The cultural appraisal of the earth, the regional concept, areal coherence, human ecology, spatial interaction, study of landscape, and the concept of change are all ways the geographer tries to better understand the environment.

**ASSOCIATE IN ARTS - GEOGRAPHY**

*Core and Selective Requirements*

Complete Core Courses, 9 units

	UNITS
GEOG 100 Physical Environment	3
GEOG 110 Cultural Geography	3
OCEN 100 Oceanography	3

Selective Courses, choose a minimum of 9 units from the following list:

ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
GEOG 100 Survey of Geology	3
MATH 200 Elementary Probability & Statistics	4
MATH 241/242 Applied Calculus I/II	5/5
or MATH 251/252 Analytic Geometry & Calculus I/II	5/5

**TRANSFER PROGRAM - GEOGRAPHY**

Cañada College offers lower division coursework required for transfer in Geography. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## HISTORY

**Associate in Arts** 18 units\*  
**Transfer Program** Available

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The History Department at Cañada College offers a broad variety of courses intended to prepare students for transfer and for global citizenship. In history classes, students deepen their knowledge of the past while improving their reading, writing and research skills. Our courses meet many general education requirements in addition to providing the classes necessary for History majors.

History majors commonly become lawyers, teachers, professors, museum professionals, journalists, and archeologists. History provides a solid foundation for those wishing to work in business, politics and public policy. History is also an excellent major for anyone hoping to get a teaching credential in the Social Sciences.

### ASSOCIATE IN ARTS -HISTORY

#### Core and Selective Requirements

#### Complete Core Courses, 12 units

	UNITS
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
HIST 201 United States History I	3
HIST 202 United States History II	3

#### Selective Courses, choose a minimum of 6 units from the following list:

HIST 102 History of American Civilization	3
HIST 205 Religion in America	3
HIST 242 African-American History	3
HIST 245 Race, Ethnicity and Immigration in the U.S.	3
HIST 246 History of Latinos in the U.S.	3
HIST 247 Women in U.S. History	3
HIST 310 California History	3
HIST 315 History of San Mateo County	3
HIST 421 History of the Americas	3
HIST 422 Modern Latin America	3
HIST 451 Far Eastern Civilization & Heritage I	3
HIST 452 Far Eastern Civilization & Heritage II	3
Foreign Language at the 100 level	3-6

### TRANSFER PROGRAM - HISTORY

Cañada College offers lower division coursework required for transfer in History. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## HUMAN SERVICES

**Certificate of Completion - Promotor Education & Employment Project** 17 units+  
**Certificate of Completion - Family Development** 9 units+  
**Certificate of Completion - Community Health Worker** 17 units+  
**Certificate of Proficiency - Human Services** 26.5 units+  
**Associate in Science - Human Services** 26.5 units\*

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree

The Human Services program at Cañada College was developed in cooperation with State and County Departments of Mental Health, Rehabilitation, Vocational Rehabilitation, and Human Services. The program is designed to train personnel to provide value-based services for families in need of temporary social, health, and economic assistance. State and county agencies, nonprofit and private providers of services, social workers, psychologists, and medical personnel work in this field.

### CERTIFICATE OF COMPLETION - PROMOTOR EDUCATION & EMPLOYMENT PROJECT

#### Core and Selective Requirements

#### Complete Core Courses, 17 units

	UNITS
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3
HSCI 100 General Health Science	2
HMSV 161 Information & Referral: Understanding Community Resources	1
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant	0.5
HMSV 265 Family Development Portfolio, Part I	1.5
HMSV 266 Family Development Portfolio, Part II	1.5
BUS. 430 Computer Applications, Part I or BUS. 431 Computer Applications, Part II	1.5
HSCI 105 Communicable Disease	1
HSCI 665 Special Topics in Health Science	0.5
HMSV 672 Cooperative Education: Human Services Internship	1

### CERTIFICATE OF COMPLETION - FAMILY DEVELOPMENT

#### Core and Selective Requirements

#### Complete Core Courses, 9 units

	UNITS
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3
Choose 3 units from the following:	
HMSV 265 and HMSV 266 Family Development Portfolio, Part I and Part II	1.5/1.5
HMSV 366 or ECE. 366 Practicum in Early Childhood Education	3



HMSV 670 Cooperative Education/ Human Services Work Experience	3
HMSV 672 Cooperative Education: Human Services Internship	3

**CERTIFICATE OF COMPLETION -COMMUNITY HEALTH WORKER**

*Core and Selective Requirements*

**Complete Core Courses, 13 units**

	UNITS
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE. 264 The Life Cycle of the Family	3
HMSV 161 Information & Referral: Understanding Community Resources	1
HMSV 672 Cooperative Education: Human Services Internship	3
HSCI 100 General Health Science	2
HSCI 105 Communicable Disease	1

**Selective Courses, choose a minimum of 4 units from the following list**

	UNITS
ECE. 212 Child, Family, and Community	3
ECE. 316 First Aid for Children	0.5
ECE. 317 Pediatric CPR	0.5
BUS. 430 Computer Applications, Part I	1.5
HMSV 100 Introduction to Human Services	3
HMSV 120 Public Assistance and Benefits Program	3
HMSV 160 Serving Diverse Populations	3
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant	0.5
HSCI 665 Special Topics in Health Science	0.5
PSYC 100 General Psychology	3
PSYC 106 Psychology of Ethnic Minority Groups	3
PSYC 110 Marriage & Relationship Choices	3
PSYC 201 Child Development	3
PSYC 410 Abnormal Psychology	3
SOCI 100 Introduction to Sociology	3
SOCI 141 Understanding Diverse Racial/Ethnic Cultures	3

**CERTIFICATE OF PROFICIENCY - HUMAN SERVICES**

*Core and Selective Requirements*

**Complete Core Courses, 15.5 units**

	UNITS
HMSV 100 Introduction to Human Services	3
HMSV 110 Introduction to Counseling and Interviewing	3
HMSV 115 Introduction to Case Management	3
HMSV 120 Public Assistance and Benefits Programs	1
HMSV 161 Information & Referral: Understanding Community Resources	1
BUS. 430 Computer Applications, Part I	1.5
HMSV 670 Cooperative Education: Human Services Work Experience or HMSV 672 Cooperative Education: Human Services Internship	3

**Selective Courses, choose a minimum of 11 units from the following list**

	UNITS
BUS. 108 Business Writing & Presentation Methods	3
HSCI 100 General Health Science	2
HSCI 105 Communicable Disease	1
HSCI 665 Special Topics in Health Science	0.5
SPCH 120 Interpersonal Communication	3
HMSV 262 or ECE. 262 Introduction to Family Support: Building Respectful Partnerships	3
HMSV 264 or ECE.264 The Life Cycle of the Family	3
HMSV 265 Family Development Portfolio, Part I	1.5
HMSV 266 Family Development Portfolio, Part II	1.5

**ASSOCIATE IN SCIENCE DEGREE - HUMAN SERVICES**

*Core and Selective Requirements*

**Complete Core and Selective Courses listed under the Certificate of Proficiency-Human Services.**

**TRANSFER PROGRAM - HUMAN SERVICES**

Cañada College offers lower division coursework required for transfer in Human Services. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

Contact: Jess Miller, Phone: 306-3157  
Email: [millerf@smccd.net](mailto:millerf@smccd.net)

## INTERIOR DESIGN

<b>Certificate of Proficiency - Interior Design</b>	<b>31 units+</b>
<b>Certificate of Proficiency- Residential and Commercial Design</b>	<b>64 units+</b>
<b>Certificate of Proficiency - Kitchen and Bath (endorsed by NKBA, National Kitchen &amp; Bath Association)</b>	<b>62 units+</b>
<b>Associate in Science - Interior Design</b>	<b>31 units*</b>
<b>Transfer Program</b>	<b>Available</b>

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The Interior Design Department offers courses designed for individuals interested in preparing for careers in the professional fields of interior design. Included in the program are a transfer program, an AS degree, and three certificate programs—a core certificate, residential and commercial, and kitchen and bath design. The Kitchen & Bath Certificate is endorsed by the NKBA, National Kitchen & Bath Association. The AS degree in conjunction with the residential and commercial design or kitchen and bath certificate meets the minimum qualifying requirements for the American Society of Interior Designers (ASID) allied membership. Completion of the Kitchen & Bath Certificate prepares students for the AKBD (Associate Kitchen & Bath Design) exam and the CKD (Certified Kitchen Designer) and CBD (Certified Bath Designer). Interior Design students are required to complete the core requirements in Interior Design *before* taking the residential, commercial design and kitchen and bath certificate requirements. If a student has an earned Bachelor's degree, he/she must see a counselor regarding courses completed during the first two years of college that may be substituted for core requirement courses.

### CERTIFICATE OF PROFICIENCY - INTERIOR DESIGN

#### Core and Selective Requirements

#### Complete Core Courses, 31 units

	UNITS
ARCH 110 Basic Architectural Drawing	3
INTD 148 Color for Interiors	3
ART 201 Form and Composition I	3
INTD 115 Introduction to Interior Design	3
INTD 126 Critical Thinking for Interior Designers	3
INTD 128 Design Communication	3
INTD 130 Beginning Space Planning	3
INTD 146 Interior Design Graphics	3
INTD 150 History of Interiors	3
INTD 362 CAD for Interior Designers-Architectural Drawings	1
INTD 450 Materials and Finishes	3

### CERTIFICATE OF PROFICIENCY - RESIDENTIAL AND COMMERCIAL DESIGN

#### Core and Selective Requirements

#### Complete Core Courses, 61 units

	UNITS
ARCH 110 Basic Architectural Drawing	3
ART 148 Color for Interiors	3
ART 201 Form and Composition I	3
INTD 115 Introduction to Interior Design	3
INTD 126 Critical Thinking for Interior Designers	3
INTD 128 Design Communication	3

INTD 130 Beginning Space Planning	3
INTD 146 Interior Design Graphics	3
INTD 150 History of Interiors	3
INTD 362 CAD for Interior Designers-Architectural Drawings	1
INTD 450 Materials and Finishes	3
ART 103 History of Art III	3
INTD 147 Advanced Space Planning	3
INTD 250 Professional Practices	3
INTD 260 Overview of Lighting Design	2
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 340 Furniture, Casework and Interior Detailing	3
INTD 350 Commercial Design I	3
INTD 356 Residential & Commercial Construction	3
INTD 370 Construction Estimating and Renovation	3
INTD 464 Codes: Fire, Safety, and Barrier-Free Design	1

#### Selective Courses, choose a minimum of 3 units from the following list:

	UNITS
ART 101 History of Art I	3
ART 102 History of Art II	3
INTD 320 Asian Art for Interiors: China and Korea <i>or ART 125 Asian Art for Interiors: China and Korea</i>	1
INTD 321 Asian Art for Interiors: Japan & Southeast Asia <i>or ART 126 Asian Art for Interiors: Japan &amp; Southeast Asia</i>	1
INTD 322 Asian Art for Interiors: Japan, India, and the Philippines <i>or ART 127 Asian Art for Interiors: Japan, India, and the Philippines</i>	1
ART 204 Drawing I	3
BUS. 430 Computer Applications, Part I	1.5
INTD 670 Cooperative Education/Work Experience <i>or INTD 672 Cooperative Education Internship</i>	1
DRAF 100 Intro. to Computer-Aided Drafting (CSM) <i>or DRAF 121 Computer-Aided Drafting I (CSM)</i>	2
INTD 278 Marketing and Salesmanship for Interior Design	3

*\*meets Computer Literacy requirement for graduation/certificate completion*  
*\*\*the 3-unit Ethnic Studies graduation (AS degree) requirement can be met by completing all three, one-unit Asian Art for Interiors courses*

### CERTIFICATE OF PROFICIENCY - KITCHEN AND BATH

#### Core and Selective Requirements

#### Complete Core Courses, 59 units

	UNITS
ARCH 110 Basic Architectural Drawing	3
INTD 148 Color for Interiors	3
ART 201 Form and Composition I	3
INTD 115 Introduction to Interior Design	3
INTD 126 Critical Thinking for Interior Designers	3
INTD 128 Design Communication	3
INTD 130 Beginning Space Planning	3
INTD 146 Interior Design Graphics	3
INTD 150 History of Interiors	3
INTD 362 CAD for Interior Designers-Architectural Drawings	1
INTD 450 Materials and Finishes	3
INTD 147 Advanced Space Planning	3
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 276 Advanced Kitchen & Bath Design	3

INTD 278 Marketing & Salesmanship for Interior Design	3
INTD 340 Furniture, Casework, and Interior Detailing	3
INTD 370 Construction Estimating & Renovation	3
INTD 464 Codes: Fire, Safety, and Barrier-Free Design	1
INTD 672 Cooperative Education Internship	6

**Selective Courses, choose a minimum of 3 units from the following list:**

	UNITS
ART 101 History of Art I	3
ART 102 History of Art II	3
INTD 320 Asian Art for Interiors: China and Korea or ART 125 Asian Art for Interiors: China and Korea	1
INTD 321 Asian Art for Interiors: Japan & Southeast Asia or ART 126 Asian Art for Interiors: Japan & Southeast Asia	1
INTD 322 Asian Art for Interiors: Japan, India, and the Philippines or ART 127 Asian Art for Interiors: Japan, India, and the Philippines	1
ART 204 Drawing I	3
BUS. 430 Computer Applications, Part I*	1.5
INTD 260 Overview of Lighting Design	2

**ASSOCIATE IN SCIENCE - INTERIOR DESIGN**  
*Core & Selective Requirements*

**Complete Core Courses, 31 units, listed under the Certificate of Proficiency-Interior Design**

**TRANSFER PROGRAM - INTERIOR DESIGN**

Cañada College offers lower division coursework required for transfer in Interior Design. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

**Contact: Nancy Wolford, Phone: 306-3451**  
**Email: [wolford@smccd.net](mailto:wolford@smccd.net)**  
**Web: [www.canadacollege.edu/programs/degrees/interior\\_design](http://www.canadacollege.edu/programs/degrees/interior_design)**

## LIBERAL ARTS

**Associate in Arts** **18 units\***

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The Associate in Arts with a major in Liberal Arts at Cañada College encompasses an interdisciplinary approach and provides students with the maximum amount of flexibility regarding course selections. It is an excellent degree major choice for students who have not identified a specific major and want to explore a multidisciplinary curriculum encompassing all areas of knowledge in the arts and sciences. Those students who plan to transfer to a four-year college or university should complete the Associate in Arts with a major in University Studies.

**ASSOCIATE IN ARTS - LIBERAL ARTS**  
*Core and Selective Requirements*

**Complete Core Courses, 15 units**  
**Refer to page 39 of this Catalog for a list of course selections for each Area.**

	UNITS
GE Area A1: Language & Rationality – English Composition	3
GE Area A2: Communication & Analytical Thinking	3
GE Area B: Natural Sciences	3
GE Area C: Humanities	3
GE Area D: Social & Behavioral Sciences	3

**Selective Courses, choose a minimum of 3 units from the following list:**

BIOL 310 Nutrition	3
CRER 137 Life & Career Planning	3
CRER 300 Introduction to Scholarships	1.5
CRER 401 College Success	0.5-1
CRER 430 Career Assessment	0.5
HSCI 100 General Health Science	2
HSCI 104 Nutrition & Physical Fitness	1
HSCI 105 Communicable Disease	1
HSCI 108 Women's Health Issues	1
HSCI 430 First Aid	0.5
HSCI 432 CPR: Adult, Child, Infant	0.5
HSCI 665 Special Topics in Health Science	0.5-2
PSYC 340 Psychology of Human Sexuality	3
Any Physical Education activity class except P.E. 690 or P.E. 695	maximum 1unit

## MATHEMATICS

### Transfer Program

### Available

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

Mathematics provides the foundation for studying engineering, the physical, biological and health sciences, economics, business, computer science, statistics and many other fields. A major in mathematics itself opens up job opportunities in many fields since mathematical problem-solving skills are widely applicable. Thus, people with mathematical degrees work in fields such as accounting, budget and financial analysis, market research analysis, demographics, banking and finance and systems analysis, and many others.

### TRANSFER PROGRAM - MATHEMATICS

Cañada College offers lower division coursework required for transfer in Mathematics. Students should use PROJECTASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## MEDICAL ASSISTING

**Certificate of Completion - Administrative Medical Assistant**  
15 units+

**Certificate of Completion - Medical Coding Specialist**  
12 units+

**Certificate of Completion - Clinical Medical Assistant**  
17 units+

**Certificate of Proficiency - Medical Assisting**  
38 units+

**Certificate of Proficiency - Medical Billing Specialist**  
21 units+

**Certificate of Proficiency - Medical Transcription**  
30 units+

**Associate in Science Degree - Medical Assisting**  
38 units\*

**Associate in Science Degree -  
Medical Billing Specialist**  
21 units\*

**Associate in Science Degree - Medical Transcription**  
30 units\*

*+meet Certificate Program requirements listed on page 38.*

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The ability to work well with people, be well organized, and be emphatic in dealing with patients are essential qualities in a medical assistant. The Medical Assisting program at Cañada is designed to provide the finest training and experience available. Through the expertise of a talented faculty and exposure to professionals in the field, students can expect to learn administrative duties such as medical/financial records management, medical report transcription, patient appointment scheduling, and clinical duties including preparation of patients for examination, assistance with minor surgery, giving injections, and operating electrocardiographs.

The field of Medical Assisting is one of the fastest growing occupations in this decade. Career opportunities for the well-trained medical assistant are plentiful. Graduates of Cañada's program secure employment in physician's offices, clinic, hospitals, labs, medical publication firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies. Recommended high school preparation: written and oral communication skills, typing, biology, psychology, and basic mathematics.

### CERTIFICATE OF COMPLETION - ADMINISTRATIVE MEDICAL ASSISTANT

The ability to work well with people, be well organized with attention to detail are essential qualities in an administrative medical assistant. Administrative skills include patient appointment scheduling, medical report transcription, medical billing and insurance, and medical/financial records management.

Administrative medical assistants work in physician's offices, clinics, out-patient facilities, hospitals, and business offices of medical facilities.

### Core Requirements

#### Complete Core Courses, 15 units

	UNITS
MEDA 115 Medical Word Processing	3.0
MEDA 140 Medical Transcription: Basic	3.0
MEDA 150 Medical Office Procedures	3.0
MEDA 160 Medical Insurance Procedures	3.0
MEDA 190 Introduction to Pharmacology	3.0

**CERTIFICATE OF COMPLETION – MEDICAL CODING SPECIALIST**

Ability to work independently and under pressure, attention to detail, organizational skills, and able to implement Federal and State compliance laws and regulations are essential qualities in a medical coder.

Medical coders work in in-patient and out-patient hospital facilities, large clinics, and insurance companies.

**Core Requirements**
**Complete Core Courses, 12 units**

	UNITS
BIOL 130 Human Biology	3.0
MEDA 110 Basic Medical Terminology	3.0
MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Beginning Coding	1.0
MEDA 162 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Intermediate Coding	1.0
MEDA 163 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Advanced Coding	1.0
MEDA 164 CPT (Current Procedural Terminology) Beginning Coding	1.0
MEDA 165CPT (Current Procedural Terminology) Intermediate Coding	1.0
MEDA 166 CPT (Current Procedural Terminology) Advanced Coding	1.0

**CERTIFICATE OF COMPLETION – CLINICAL MEDICAL ASSISTANT**

The ability to work well with people, be well organized, and be empathetic in dealing with patients are essential qualities in a clinical medical assistant. Clinical skills include preparation of patients for exams, vital signs, assisting with minor surgery, giving injections, administering medication, venipuncture, EKG's, routine laboratory procedures, and basic patient care.

Clinical medical assistants work in physician's offices, clinics, outpatient facilities, and health services.

**Core Requirements**
**Complete Core Courses, 17 units**

	UNITS
MEDA 100 Introduction to Medical Assisting	3.0
MEDA 120 Clinical Procedures I	4.0
MEDA 121 Clinical Procedures II	4.0
MEDA 190 Introduction to Pharmacology	3.0
MEDA 672 Cooperative Education: Internship	3.0

**CERTIFICATE OF PROFICIENCY – MEDICAL ASSISTING**
**Core Requirements**
**Complete Core Courses, 38 units**

	UNITS
ACTG 100 Accounting Procedures	3.0
BIOL 130 Human Biology	3.0
MEDA 100 Introduction to Medical Assisting	3.0
MEDA 110 Basic Medical Terminology	3.0
MEDA 115 Medical Word Processing	3.0
MEDA 120 Clinical Procedures I	4.0
MEDA 121 Clinical Procedures II	4.0

MEDA 140 Medical Transcription: Basic	3.0
MEDA 150 Medical Office Procedures	3.0
MEDA 160 Medical Insurance Procedures	3.0
MEDA 190 Introduction to Pharmacology	3.0
MEDA 672 Cooperative Education Internship	3.0

**CERTIFICATE OF PROFICIENCY – MEDICAL BILLING SPECIALIST**

Associate of Science Degree with a major in Medical Billing Specialist; Certificate Program. Medical Billing Specialists usually perform their duties for all providers of health care services and equipment in hospitals, clinics, and private medical offices.

The employment outlook for Medical Billing Specialists is excellent and is expected to grow as health care needs continue to increase. Due to the rapid expansion in health care, employment opportunities include all providers of health care services and supplies, hospitals, clinics, health agencies, private medical offices, medical labs, educational institutions, and insurance carriers.

**Core Requirements**
**Complete Core Courses, 21 units**

	UNITS
ACTG 100 Accounting Procedures	3.0
MEDA 100 Introduction to Medical Assisting	3.0
MEDA 110 Basic Medical Terminology	3.0
MEDA 150 Medical Office Procedures	3.0
MEDA 160 Medical Insurance Procedures	3.0
MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) Beginning Coding	1.0
MEDA 162 ICD-9-CM Intermediate Coding	1.0
MEDA 163 ICD-9-CM Advanced Coding	1.0
MEDA 164 CPT (Current Procedural Terminology) Beginning	1.0
MEDA 165 CPT - Intermediate Coding	1.0
MEDA 166 CPT - Advanced Coding	1.0

**CERTIFICATE OF PROFICIENCY – MEDICAL TRANSCRIPTION**

Attention to detail, organizational skills, and ability to work both independently and under pressure are essential qualities in a medical transcriptionist. Medical transcriptionists specialize in transcribing physician's reports on patient medical history, physical examination, surgery, discharge, and radiological/nuclear medicine procedures from audiocassette dictation or written notes.

Medical transcriptionists work largely in physician's offices and hospitals. Their skills are also transferable to non-medical environments such as business offices, law offices, newsrooms, radio stations, and television transcription companies.

**Core Requirements**
**Complete Core Courses, 30 units**

	UNITS
BIOL 130 Human Biology	3.0
BUS. 417 Skill Building	1.5
BUS. 448 Using Microsoft Windows	1.5
BUS. 472 Introduction to Word for Windows	1.5
BUS. 474 Intermediate Word for Windows	1.5
MEDA 100 Introduction to Medical Assisting	3.0
MEDA 110 Basic Medical Terminology	3.0

MEDA 115 Medical Word Processing	3.0
MEDA 140 Medical Transcription: Basic	3.0
MEDA 141 Medical Transcription: Advanced	3.0
MEDA 160 Medical Insurance Procedures	3.0
MEDA 190 Introduction to Pharmacology	3.0

**ASSOCIATE IN SCIENCE - MEDICAL ASSISTING***Core Requirements*

**Complete Core Courses, 38 units, listed under the Certificate of Proficiency\***

**ASSOCIATE IN SCIENCE - MEDICAL BILLING SPECIALIST***Core Requirements*

**Complete Core Courses, 21 units, listed under the Certificate of Proficiency\***

**ASSOCIATE IN SCIENCE - MEDICAL TRANSCRIPTION***Core Requirements*

**Complete Core Courses, 30 units, listed under the Certificate of Proficiency\***

Contact: Victoria Clinton, Phone: 306-3392

Email: [clinton@smccd.net](mailto:clinton@smccd.net)

Web: [www.canadacollege.edu/programs/med\\_assist.html](http://www.canadacollege.edu/programs/med_assist.html)

**MULTIMEDIA**

<b>Certificate of Completion - Graphic Design</b>	<b>16.5 units+</b>
<b>Certificate of Completion - Web Design</b>	<b>16.5 units+</b>
<b>Certificate of Proficiency</b>	<b>31.5 units+</b>
<b>Associate in Arts</b>	<b>31.5 units*</b>
<b>Transfer Program</b>	<b>Available</b>

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree

The Multimedia Art and Technology department provides courses taught by faculty with extensive academic, professional, and industry experience. Students are guided through the department's project based courses to develop the knowledge and skills needed to incorporate the principles of visual communication in their work. Each course provides students with projects and evaluating critiques that challenge their creative problem solving skills. A culminating course (Art 390) provides the opportunity for students to construct their electronic or print portfolio utilizing these projects. The Multimedia Program prepares students for entry level positions as graphic designers, production art designers, web designers, and production assistants in animation, video, and multimedia product development such as game development, interactive CD presentations, and digital video.

**CERTIFICATE OF COMPLETION - GRAPHIC DESIGN**  
*Core and Selective Requirements*

**Complete Core Courses, 16.5 units**

	<b>UNITS</b>
ART 314 Introduction to Computer Graphics	3
ART 372 Digital Illustration	3
ART 376 Digital Imaging I	3
ART 377 Digital Imaging II	3
ART 378 Digital Page Layout	3
ART 390 Portfolio Creation	1.5

**CERTIFICATE OF COMPLETION - WEB DESIGN**  
*Core and Selective Requirements*

**Complete Core Courses, 16.5 units**

	<b>UNITS</b>
ART 314 Introduction to Computer Graphics	3
ART 368 Web Design I	3
ART 369 Web Design II	3
ART 376 Digital Imaging I	3
ART 379 Digital Animation I: Flash®	3
ART 390 Portfolio Creation	1.5

**CERTIFICATE OF PROFICIENCY - MULTIMEDIA**  
*Core and Selective Requirements*

**Complete Core Courses, 28.5 units**

	<b>UNITS</b>
BUS. 440 Macintosh Applications, Part I	1.5
BUS. 430 Computer Applications, Part I	1.5
ART 301 Design	3
ART 214 Color	3
or ART 303 Color Design	3
ART 314 Introduction to Computer Graphics	3
ART 368 Web Design I	3

ART 370 Multimedia Fundamentals	3
ART 372 Digital Illustration	3
ART 376 Digital Imaging I	3
ART 377 Digital Imaging II	3
ART 390 Portfolio Creation	1.5

**Selective Courses, choose a minimum of 3 units from the following list:**

ART 325 Digital Painting	3
ART 361 Digital Video	3
ART 362 Digital Photography	3
ART 369 Web Design II	3
ART 373 Digital Audio I	1
ART 378 Digital Page Layout	3
ART 379 Digital Animation I: Flash®	3

**ASSOCIATE IN ARTS - MULTIMEDIA**

*Core & Selective Requirements*

**Complete Core and Selective Courses, 31.5 units, listed under the Certificate of Proficiency-Multimedia**

**TRANSFER PROGRAM - MULTIMEDIA**

Cañada College offers lower division coursework required for transfer in Multimedia. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

**Contact: Jean Mecorney, Phone: 306-3330**

**Email: canmultimediart@smccd.net**

**Web: canadacollege.edu/multimedia**

**MUSIC**

**Associate in Arts 18 units\***  
**Transfer Program Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree*

“In a world of political, economic, and personal disintegration, music is not a luxury but a necessity, not simply because it is therapeutic nor because it is the universal language, but because it is the persistent focus of man’s intelligence, aspiration, and good will.” -Robert Shaw.

The Music Department at Cañada College, through its outstanding faculty, places strong emphasis upon performance, both individual and group. At the same time, the department offers the general student enhanced understanding and appreciation of all forms of music. Through this two-fold approach, the department’s purpose becomes clear: to promote excellence in all aspects of music performance and academic course work, to provide basic preparation for careers in music, and to promote interest in all musical and artistic endeavors at the college and in the Bay Area community.

**ASSOCIATE IN ARTS -MUSIC**

*Core and Selective Requirements*

**Complete Core Courses, 12 units**

	<b>UNITS</b>
MUS. 101 Musicianship I	3
MUS. 102 Musicianship II	3
MUS. 131 Harmony I	3
MUS. 132 Harmony II	3

**Selective Courses, choose a minimum of 6 units from the following list:**

MUS. 202 Music Appreciation	3
Applied Music classes	4
Performance classes	8

*All music majors should include four semesters of piano or keyboard harmony in addition to the above.*

**TRANSFER PROGRAM - MUSIC**

Cañada College offers lower division coursework required for transfer in Music. Students should use PROJECT ASSIST (www.assist.org) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## NURSING

Transfer Program

Available

### TRANSFER PROGRAM - NURSING

Cañada College offers lower division coursework required for transfer in Nursing. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## PARALEGAL

Certificate of Proficiency

27 units+

Associate in Science

27 units\*

+meet Certificate Program requirements listed on page 38.

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The Paralegal Program at Cañada College was developed in cooperation with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association to train personnel to assist attorneys in both civil and criminal matters. Instruction centers on assisting the attorneys in interviewing clients and preparing legal documents. Courses must be evaluated by a letter grade, not by the credit (CR) grade.

### CERTIFICATE OF PROFICIENCY - PARALEGAL

Core and Selective Requirements

Complete Core Courses, 15 units

	UNITS
LEGL 249 Introduction to the Legal System	3
LEGL 250 Legal Research & Writing	3
LEGL 252 Civil Litigation and Trial Preparation	3
LEGL 262 Paralegalism and Study of Legal Ethics	3
BUS. 472 Introduction to Word for Windows	1.5
BUS. 474 Intermediate Word for Windows	1.5

Selective Courses, choose a minimum of 12 units from the following list:

	UNITS
LEGL 670 Cooperative Education/Work Experience or LEGL 672 Cooperative Education: Internship	1-8
LEGL 251 Torts	3
LEGL 253 Estate Administration	3
LEGL 254 Family Law	3
LEGL 255 Corporations & Business Entities	3
LEGL 256 Real Property Law	3
LEGL 257 Bankruptcy	3
LEGL 260 Advanced Legal Research & Writing	3
LEGL 264 Contracts	3
LEGL 268 Administrative Law	3
LEGL 274 Advanced Family Law Projects	3
LEGL 276 Computers in the Law	1
BUS. 201 Business Law	3
BUS. 430 Computer Applications, Part I	1.5
BUS. 431 Computer Applications, Part II	1.5
BUS. 435 Spreadsheets	3

### ASSOCIATE IN SCIENCE - PARALEGAL

Core & Selective Requirements

Complete Core Courses and Selective Courses, 27 units, listed under the Certificate of Proficiency-Paralegal.



## PHILOSOPHY

**Associate in Arts** **18 units\***  
**Transfer Program** **Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

Philosophy is a disciplined reflection on the human condition. It can be an analysis and criticism of ideas and statements, or an attempt to synthesize all experience and knowledge, or an exploration of the meaning of life and how best to live it. Critical thinking is developed while examining peoples' responses to fundamental questions.

### ASSOCIATE IN ARTS - PHILOSOPHY

#### Core & Selective Requirements

#### Complete Core Courses, 12 units

	<b>UNITS</b>
PHIL 100 Introduction to Philosophy	3
PHIL 103 Critical Thinking	3
PHIL 160 History of Philosophy: Ancient & Medieval	3
PHIL 240 Introduction to Ethics	3

#### Selective Courses, choose a minimum of 6 units from the following list:

PHIL 175 History of Philosophy: 16th to 18th Century	3
PHIL 190 Contemporary Philosophy	3
PHIL 200 Introduction to Logic	3
PHIL 300 Introduction to World Religions	3
PHIL 320 Asian Philosophy	3
ANTH 110 Cultural Anthropology	3
SPAN 110 Elementary Spanish	5
SPAN 120 Advanced Elementary Spanish	5
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
PSYC 100 General Psychology	3

### TRANSFER PROGRAM - PHILOSOPHY

Cañada College offers lower division coursework required for transfer in Philosophy. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## PHYSICAL EDUCATION

**Certificate of Completion - Physical Education Fitness Specialist Emphasis** **20-21 units+**

**Associate in Arts - Physical Education** **18 units\***

**Associate in Arts - Physical Education Fitness Specialist Emphasis** **20-21 units\***

**Transfer Program** **Available**

*+meet Certificate Program requirements listed on page 38.*

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The Physical Education/Athletics Department offers a variety of activity classes designed for lifetime enhancement of fitness, recreation and leisure time. Classes in dance, individual sports, fitness and team sports are offered at various levels of performance. Beginning classes introduce an activity; intermediate to advanced courses are designed to improve an already existing skill level.

### CERTIFICATE OF COMPLETION - PHYSICAL EDUCATION FITNESS SPECIALIST EMPHASIS

Core and Selective Requirements

#### Complete Core Courses, 17-18 units

	<b>UNITS</b>
FITN 250 Personal Trainer Preparation: Anatomy and Physiology	3
<i>or FITN 251 Personal Trainer: Health Appraisal and Exercise Prescription</i>	3
HSCI 430 First Aid	1
BIOL 310 Nutrition	3
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
FITN 680 Internship for Fitness Specialist	1 or 2

#### Selective Courses, choose a minimum of 2-3 units from the following list:

FITN 201 Beginning Weight Conditioning	.5-1
<i>or FITN 204 Intermediate/Advanced Weight Conditioning</i>	.5-1
P.E. 115 Introduction to Adaptive Physical Education	2
P.E. 116 Assisting in Adaptive Physical Education	.5 - 3
P.E. 308 Athletic Injury Care Internship	2
LCTR 151 Allied Health Science Vocabulary	1

### ASSOCIATE IN ARTS - PHYSICAL EDUCATION

#### Core and Selective Requirements

#### Complete Core Courses, 13 units

	<b>UNITS</b>
BIOL 110 Principles of Biology	4
BIOL 250 Human Anatomy	4
BIOL 260 Human Physiology	5
Physical Education Activities	4-8

#### Selective Courses, choose a minimum of 5 units from the following list:

Physical Education Activity courses

**ASSOCIATE IN ARTS - PHYSICAL EDUCATION  
FITNESS SPECIALIST EMPHASIS***Core and Selective Requirements*

**Complete Core Courses, 17-18 units, listed under the Certificate of Proficiency-Physical Education Fitness Specialist Emphasis**

**TRANSFER PROGRAM - PHYSICAL EDUCATION**

Cañada College offers lower division coursework required for transfer in Physical Education. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

**Contact: Mike Garcia, Athletic Director, Phone: 306-3341**

**Email: [garciamike@smccd.net](mailto:garciamike@smccd.net)**

**Web: [www.canadacollege.edu/programs/peathletics](http://www.canadacollege.edu/programs/peathletics)**

**PHYSICAL SCIENCES**

**Associate in Science - Physical Science**

**31-32 units\***

**Transfer Program**

**Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The Physical Science Department is designed to give the student breadth in the physical sciences while providing considerable strength in one of the specialized science fields of chemistry, geology, or physics. The lower-division program in the physical science major is virtually the same as that taken in the first two years of college by a chemistry major, physics major, or geology major, thus enabling students to transfer among these majors if they so choose. A major in physical science can serve as preparation for further study in technical fields and serves as an excellent background for professional training in law, business, medicine, or education.

**ASSOCIATE IN SCIENCE - PHYSICAL SCIENCE***Core and Selective Requirements*

**Complete Core Courses, 14 units**

	<b>UNITS</b>
MATH 251 Analytical Geometry and Calculus I	5
MATH 252 Analytical Geometry and Calculus II	5
CIS 250/251 Programming Methods I: C++/Lab I: C++	3/1
or CIS 284/285 Programming Methods I: Java/Lab I: Java	3/1

**Selective Courses, choose a minimum of 17 units from the following list:**

CHEM 210 General Chemistry I	5
CHEM 220 General Chemistry II	5
PHYS 250 Physics with Calculus I	4
PHYS 260 Physics with Calculus II	4
PHYS 270 Physics with Calculus III	4

**TRANSFER PROGRAM - CHEMISTRY, PHYSICS,  
PHYSICAL SCIENCES**

Cañada College offers lower division coursework required for transfer in Chemistry, Physics, and Physical Sciences. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## PHYSICAL THERAPY

Transfer Program

Available

### **TRANSFER PROGRAM - PHYSICAL THERAPY**

Cañada College offers lower division coursework required for transfer in Physical Therapy. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## POLITICAL SCIENCE

Associate in Arts

18 units\*

Transfer Program

Available

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

Political Science is the study of the theory and practice of government and politics and of learning to be an effective citizen. It explores the process through which a group selects its leaders, determines its policies, reinforces its values, and allocates advantages and disadvantages to its members.

### **ASSOCIATE IN ARTS - POLITICAL SCIENCE**

*Core and Selective Requirements*

**Complete Core Courses, 9 units**

	<b>UNITS</b>
PLSC 130 International Relations	3
PLSC 150 Introduction to Political Theory	3
PLSC 210 American Politics	3

**Selective Courses, choose a minimum of 9 units from the following list:**

	<b>UNITS</b>
PLSC 310 California State & Local Government	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Foreign Language	5-10
HIST 201 United States History I	3
<i>or HIST 202 United States History II</i>	3
HIST 100 History of Western Civilization I	3
<i>or HIST 101 History of Western Civilization II</i>	3
MATH 200 Elementary Probability & Statistics	4

### **TRANSFER PROGRAM - POLITICAL SCIENCE**

Cañada College offers lower division coursework required for transfer in Political Science. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## PSYCHOLOGY

**Associate in Arts**

**18 units\***

**Transfer Program**

**Available**

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Psychology, a natural and social science, is concerned with the study of human and animal behavior. While the individual is usually the focal point, as in personality, developmental, clinical and counseling areas, the influence of groups on the individual is also considered. A broad discipline, psychology involves both pure science and practical application to everyday living.

### ASSOCIATE IN ARTS - PSYCHOLOGY

*Core and Selective Requirements*

**Complete Core Courses, 7 units**

	UNITS
PSYC 100 General Psychology	3
MATH 200 Elementary Probability & Statistics	4

**Selective Courses, choose a minimum of 9 units from the following list:**

	UNITS
PSYC 106 Psychology of Ethnic Minority Groups	3
PSYC 110 Marriage and Relationship Choices	3
PSYC 200 Developmental Psychology	3
PSYC 201 Child Development	3
PSYC 202 Adolescent Behavior	3
PSYC 300 Social Psychology	3
PSYC 340 Psychology of Human Sexuality	3
PSYC 410 Abnormal Psychology	3
BIOL 110 Principles of Biology	4

### TRANSFER PROGRAM - PSYCHOLOGY

Cañada College offers lower division coursework required for transfer in Psychology. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## RADIOLOGIC TECHNOLOGY

**Associate in Science**

**61 units\***

\*and General Education coursework to meet Associate Degree requirements. Recommended that the majority of the General Education requirements for the AS degree be completed prior to entry to the program.

### (X-RAY TECHNOLOGY)

The Radiologic Technology program offers a comprehensive curriculum leading to an AS degree and qualifications for employment in medical facilities throughout the country. Students participate in classroom instruction and clinical education in our affiliated hospitals. Program graduates must take the licensure examination required by the State of California and the certification examination given by the American Registry of Radiologic Technologists.

Prospective students must complete a separate application to the program (available in November for the following Fall entrance) in addition to the regular college application. An information meeting is held annually in November for prospective students. For more information, please call the Science and Technology Division office at 306-3291.

### ASSOCIATE IN SCIENCE - RADIOLOGIC TECHNOLOGY

*Core and Selective Requirements*

**Complete Core Courses, 61 units**

	UNITS
RADT 408 Perspectives in Radiology	.5
PHYS 405 Applied Radiographic Physics	3
RADT 400 Orientation to Radiologic Technology	2
RADT 410 Radiographic Positioning	4
RADT 420 Radiographic Positioning II	3.5
RADT 415 Radiation Protection and Biology	3
RADT 430 Principles of Radiographic Film Production	3.5
RADT 435 Imaging Equipment and Quality Control	1.5
RADT 440 Advanced Imaging Modalities & Specialized Procedures	4
RADT 441 Sectional Anatomy	1.5
RADT 442 Radiographic Pathology	1.5
RADT 450 Registry Review	1.5
RADT 418, 428, 438, 448, 458, 468 Clinical Education I-VI (total approx. 2,000 hours)	31.5

A grade of C or better is necessary for progression in the sequence.

Students must obtain current certification in CPR for health care providers.

**Contact: Rafael Rivera, Phone: 306-3283**

**Email: [canradtech@smccd.net](mailto:canradtech@smccd.net)**

**Web: [www.canadacollege.edu/science/radtech](http://www.canadacollege.edu/science/radtech)**

## REAL ESTATE

### Certificate of Completion

9 units+

+meet Certificate Program requirements listed on page 38.

### CERTIFICATE OF COMPLETION - REAL ESTATE SALESPERSON

Core and Selective Requirements

Complete Core Courses, 9 units

	UNITS
R.E. 100 Real Estate Principles	3
R.E. 110 Real Estate Practice	3
R.E. 141 Real Estate Appraisal	3

## SOCIAL SCIENCES

### Associate in Arts - International Studies

24.5 units\*

### Transfer Program - Social Science

Available

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree

Social science is an integrated curriculum involving the disciplines of anthropology, economics, geography, history, philosophy, political science, psychology, social science and sociology.

### ASSOCIATE IN ARTS DEGREE - INTERNATIONAL STUDIES

Core and Selective Requirements

Complete Core Courses, 24.5 units

	UNITS
ANTH 110 Cultural Anthropology	3
BUS. 430 Computer Applications, Part I	1.5
ECON 100 Principles of Macro Economics	3
GEOG 150 World Regional Geography	3
HIST 101 History of Western Civilization II	3
or HIST 202 United States History II	3
or HIST 422 Modern Latin America	3
or HIST 451 Far Eastern Civilization & Heritage I	3
PLSC 130 International Relations	3
PSYC 106 Psychology of Ethnic Minority Groups	3
or SOCI 141 Understanding Diverse Racial/Ethnic Cultures	3
Languages: Two semesters of one language (Spanish, French, Italian or German)	5

### TRANSFER PROGRAM - SOCIAL SCIENCE

Cañada College offers lower division coursework required for transfer in Social Science. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## SOCIOLOGY

**Associate in Arts** 18 units\*  
**Transfer Program** Available

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

Both a scientific and humanistic discipline, sociology is concerned with the study of systems of social action and their interrelations. It attempts to discover the factors that determine social organization and behavior and promotes an understanding of the social world from personal problems to public issues.

### ASSOCIATE IN ARTS - SOCIOLOGY

#### Core and Selective Requirements

#### Complete Core Courses, 10 units

	UNITS
SOCI 100 Introduction to Sociology	3
SOCI 105 Social Problems	3
MATH 200 Elementary Probability & Statistics	4

#### Selective Courses, choose a minimum of 8 units from the following list:

	UNITS
SOCI 141 Understanding Diverse Racial/Ethnic Cultures	3
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Foreign Language	5-10
PSYC 100 General Psychology	3
PSYC 110 Marriage & Relationship Choices	3

### TRANSFER PROGRAM - SOCIOLOGY

Cañada College offers lower division coursework required for transfer in Social Science. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## SPANISH

**Associate in Arts** 21-26 units\*  
**Transfer Program** Available

\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.

The Foreign Languages Department brings to students the riches of diverse cultures of the world. Here students can participate, either vicariously through the literature they are now able to read, or directly with their new-found linguistic abilities, in heritages the totality of which comprise all mankind. Students master basic grammar and gain proficiency in understanding, speaking, reading, and writing the target language.

### ASSOCIATE IN ARTS - SPANISH

#### Core and Selective Requirements

#### Complete Core Courses, choose 15-18 units from the following list:

	UNITS
SPAN 110 Elementary Spanish	5
or SPAN 111/112 Elementary Spanish I/II	3/3
SPAN 120 Advanced Elementary Spanish	5
or SPAN 121/122 Advanced Elementary Spanish I/II	3/3
SPAN 130 Intermediate Spanish	5
or Span 131/132 Intermediate Spanish I/II	3/3

#### Selective Courses, choose a minimum of 6-8 units from the following list

SPAN 130 Intermediate Spanish	5
or SPAN 131 Intermediate Spanish I/II	3/3
SPAN 140 Advanced Intermediate Spanish	3
SPAN 161 Readings in Spanish Literature I	3
SPAN 162 Readings in Spanish Literature II	3
HIST 100 History of Western Civilization I	3
PHIL 100 Introduction to Philosophy	3
ART 102 History of Art II	3
or ART 103 History of Art III	3

### TRANSFER PROGRAM - SPANISH

Cañada College offers lower division coursework required for transfer with a major in Spanish. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## SPEECH

**Associate in Arts** **18 units\***  
**Transfer Program** **Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The Speech Department at Cañada College offers classes in the two primary forms of verbal communication: public address (rhetoric), and conversation or private discourse (dialectic). The department also offers a course in Oral Interpretation of Literature (reading aloud from the printed page), which, though concerned with neither rhetoric nor dialectic, is closely related to both of those forms of verbal address. The instructors in this department emphasize the necessity of strong and logically structured argument, at the same time recognizing the primacy of humane and empathetic elements in human communication. Speech classes at Cañada College are designed to encourage students to understand and use the traditional elements and devices of good speaking, while learning how to apply that understanding to their personal speaking styles.

### **ASSOCIATE IN ARTS - SPEECH** *Core and Selective Requirements*

#### **Complete Core Courses, 6 units**

	UNITS
SPCH 100 Fundamentals of Speech Communication	3
SPCH 120 Interpersonal Communication	3

#### **Selective Courses, choose a minimum of 12 units from the following list:**

	UNITS
SPCH 111 Oral Interpretation I	3
SPCH 130 Voice and Articulation	3
SPCH 140 Group Discussion	3
ART 314 Introduction to Computer Graphics	3
BUS 103 Introduction to Business Information Systems	3
PSYC 100 General Psychology	3
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
SOCI 100 Introduction to Sociology	3
ANTH 110 Cultural Anthropology	3

### **TRANSFER PROGRAM - SPEECH**

Cañada College offers lower division coursework required for transfer in Speech. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## THEATER ARTS

**Associate in Arts** **18 units\***  
**Transfer Program** **Available**

*\*and required General Education coursework and electives as needed to meet the minimum 60 units required for the Associate degree.*

The Cañada College Theater Arts Department presents a program rich in depth and diversity. Students pursuing a career in the theatre arts or simply desiring creative expression, will find in the drama department, a wide array of pertinent courses, as well as an extensive opportunity to put their developing knowledge and talent to work in performing on stage, in technical work, or in both. Because the department usually produces five plays during the year, a student has the opportunity to work with at least two different directors and in plays ranging from comedy to heavily dramatic works.

The Cañada Theater Arts Department can point with satisfaction to a significant and steadily growing number of its former students who go on to professional stage, movie, and television work performing, producing, and technical and also to the many gratified amateurs.

It should be emphasized that the Theater Arts program is designed for students of all levels of experience--beginning, intermediate, and advanced.

### **ASSOCIATE IN ARTS - THEATER ARTS** *Core and Selective Requirements*

#### **Complete Core Courses, 15 units**

	UNITS
DRAM 101 History of Theatre I	3
DRAM 102 History of Theatre II (CSM)	3
DRAM 140 Introduction to the Theatre	3
DRAM 200 Theory and Practice of Acting	3
DRAM 201 Advanced Acting I	3

#### **Selective Courses, choose a minimum of 3 units from the following list**

	UNITS
DRAM 202/203 Advanced Acting II/III	3/3
DRAM 208/209/210/211 Acting Practicum I/II/III/IV	4-8
DRAM 220 Acting for the Camera	3
DRAM 300 Play Rehearsal/Performance	1
DRAM 305 Technical Production	1

### **TRANSFER PROGRAM - THEATER ARTS**

Cañada College offers lower division coursework required for transfer in Drama. Students should use PROJECT ASSIST ([www.assist.org](http://www.assist.org)) to research lower division major requirements at the transfer destination(s) of their choice. Also, work with a Counselor/Advisor to determine appropriate transfer coursework.

## UNIVERSITY STUDIES

The Associate in Arts in University Studies Degree is designed for students planning to transfer to the California State University system, the University of California system, or an independent college or university. The degree has three options and enables students to complete necessary transfer admissions requirements in combination with Cañada College Associate Degree requirements.

Completion of either option below does not guarantee admission to specific university campuses and majors.

The options below must include Associate Degree requirements in residency, scholarship, basic competency, ethnic studies, and physical education. Review the options and general outline below and work with a College Counselor to ensure completion of degree requirements.

### Option 1:

#### California State University (CSU)

To meet the requirements for Option 1, students must complete a total of 60 semester units and those units must be CSU transferable and include either "A" or "B" below.

#### A: CSU GE Pattern, 39 units:

- Area A-9 units (A1, A2, A3)
- Area B-9 units (B1, B2, Lab B3, B4)
- Area C-9 units (C1, C2, C1 or C2)
- Area D-9 units
- Area E-3 units (E1, E2-limit 1 unit)

Or,

#### B: IGETC for CSU, 37 units (Require a grade of "C" or better.)

- Area 1-9 units (1A, 1B, 1C)
- Area 2-3 units
- Area 3-9 units (3A, 3B, 3A or 3B)
- Area 4-9 units
- Area 5-7 units (5A, 5B)

### Option 2:

#### University of California (UC)

To meet the requirements for Option 2, students must complete a total of 60 UC transferable units with at least a 2.4 GPA that includes either "A" or "B" below. All courses taken to satisfy "A" or "B" require a grade of C or better.

#### A: IGETC for UC, 34 to 44 units:

- Area 1-6 units (1A, 1B)
- Area 2-3 units
- Area 3-9 units (3A, 3B, 3A or 3B)
- Area 4-9 units
- Area 5-7 units (5A, 5B)
- Area 6-Language other than English. (High school coursework may be applied.)

Or,

#### B: Basic UC Admissions, 21 units

- Two courses in English Comp
- One course in Mathematics
- Four courses chosen from at least two of the following areas - Arts and Humanities, Social and Behavioral Science, and Physical and Biological Science.

**All courses must be UC transferable**

### Option 3:

#### Independent College or University

To meet the requirements for Option 3, students must complete a total of 60 semester units and those units must be UC or CSU transferable and include either "A" or "B" below.

#### A: IGETC

Complete the IGETC version - UC or CSU - that is accepted by the Independent College or University

Or,

#### B: Independent College or University GE Pattern:

Complete a minimum of 21 units applicable to the GE pattern of the transfer institution.

**See your College Counselor**

Additional Associate Degree requirements require completion of:

2 units of PE

Ethnic Studies

Computer Literacy



# COURSES

General Information ----- 82  
Descriptions ----- 83

*\*With limitations. Refer to pages 45 and 46 or see your counselor.*

## GENERAL INFORMATION

### BASIC SKILLS ADVISORY SYSTEM

A Basic Skill Advisory refers to the recommended skill level in reading, writing, and/or mathematics which is needed *before* enrolling in a course. In order to succeed in most courses, students need to demonstrate at specific levels reading and writing skills and, for some courses, perform mathematical operations *before* enrolling. Designating these basic skill levels informs students at which *minimum* levels they need to perform before enrolling in the target courses.

Basic skill levels are recommended rather than mandatory, but students are strongly encouraged to adhere to them and follow the advice of their counselor. Counselors use placement test results and other information to determine whether a student needs to raise his/her skill levels before enrolling in a target course.

### Open Curriculum

Some courses are designated as OPEN CURRICULUM (OC) courses. This designation means that specific levels of reading, writing and/or math are not required for successful course completion. Most OC designated courses are activity courses which do not require students to use reading, writing, and/or math skills. Some OC designated courses are entry level reading, writing, and/or math courses. Specific levels of proficiency for enrollment in these courses are not designated because students may begin at their current instructional levels and proceed to higher levels of performance until they reach exit levels for course completion. Some of these courses, however, such as READ 801, ENGL 801, and MATH 811 may require that placement test results and other information be on file prior to the first day of class.

### Recommended Basic Skill Level Summary:

- Level 1 Students must be eligible for READ 802 and ENGL 800
- Level 2 Students must be eligible for READ 420 and ENGL 100
- Level 3 Students must be eligible for ENGL 110
- Math 2 Students must be eligible for MATH 111
- Math 3 Students must be eligible for MATH 110
- Math 4 Students must be eligible for MATH 120 or MATH 122

#### Level 1

If a course has the designation Level: 1, students need to demonstrate ability to read and write at the 9th grade level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combinations of reading and writing courses to reach this level:

- ENGL 801 (3 units) and READ 801 (3 units) *or*
- ENGL 804 (4 units) *or*
- ESL 844 (4 units) and ESL 864 (4 units)

#### Level 2

If a course is designated LEVEL: 2, students need to demonstrate ability to read and write at the 11th grade level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combinations of reading and writing courses to read at this level:

- READ 802 (3 units) and ENGL 800 (3 units)

#### Level 3

If a course is designated LEVEL: 3, students need to demonstrate ability to read and write at the college level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combination of reading and writing courses to read at this level:

- READ 420 (3 units) and ENGL 100\*

\*If ENGL 100 is a COURSE PREREQUISITE for a particular course, students must take the course. An appropriate English Placement Test score does not apply in this case.

#### Math 2 (M2)

If a course is designated as MATH 2 or M2, students must be eligible for MATH 111. This means that students need to demonstrate the ability to perform basic arithmetic operations successfully. MATH 111 and 112 cover elementary algebra offered in two semesters.

In order to demonstrate proficiency at the M2 level, students may attain an appropriate Placement Test score in math or they may complete successfully MATH 811 (Pre-algebra).

#### Math 3 (M3)

If a course is designated as MATH 3 or M3, students must be eligible for MATH 110 which covers elementary algebra in one semester. This means that students need to demonstrate the ability to perform basic arithmetic operations successfully.

In order to demonstrate proficiency at the M3 level, students may attain an appropriate Placement Test score in math or they may complete successfully MATH 811 (Pre-algebra).

#### Math 4 (M4)

If a course is designated as MATH 4 or M4, students must be eligible for MATH 121 or 122. This means that students need to demonstrate ability to perform basic algebraic operations successfully.

In order to demonstrate proficiency at the M4 level, students may attain an appropriate Placement Test score in math or they may take MATH 110 or MATH 111 and 112.

*Note:* If any of the math courses specified above are designated as PREREQUISITES for a particular course(s), students must take the courses specified. Appropriate Placement Test scores in Math do not apply in this case.

### CREDIT VALUE

The credit value of each course in semester units is indicated just under the title. A semester unit of credit is equivalent to one hour of the student's time per week in lecture for semester length courses with two hours per week in study and preparation, or three hours per week in laboratory or activity courses.

### CALIFORNIA ARTICULATION NUMBER (CAN)

The California Articulation Number (CAN) identifies some of the transferable lower division, introductory courses commonly taught within each academic discipline on college campuses. The system assures students that CAN courses on one participating campus will be accepted in lieu of the comparable CAN course on another participating campus. Counselors will provide interested students with a list of participating institutions.

The CAN system is new and growing and designed to facilitate student transfer between and among public institutions of higher education in the State of California. CAN numbers are listed parenthetically after the course descriptions in the listing of courses.

## DESCRIPTIONS

All courses and curricula listed in this catalog will not necessarily be offered during 2003-2004. Courses are offered at the College's discretion in accordance with its determination of educational needs and available resources. Courses may be added, canceled, or combined when circumstances warrant. Note: Courses listed as transferable may or may not be acceptable to a specific transfer institution to meet the requirements of a major. Consult with a counselor before planning your program.

The following courses have been approved for all instructional departments:

### 670 COOPERATIVE EDUCATION/WORK EXPERIENCE

(See course description under Cooperative Education section)

### 672 COOPERATIVE EDUCATION: INTERNSHIP

(See course description under Cooperative Education section)

### 680 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, TRANSFERABLE)

*Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Transfer: CSU.

### 690 RESEARCH PROJECTS

*Units 1-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Two previous courses in the discipline, or concurrent enrollment in the second course, and an overall 3.0 GPA in the department. Description:* Research projects in a particular discipline. Content to be arranged with individual faculty member and approved by appropriate Division Dean. No student may enroll in more than two research courses per semester. Transfer: CSU.

### 695 INDEPENDENT STUDY

*Units (Grade Option) 0.5-6 (No more than 3 units per semester); Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Self paced, individualized instruction is provided in selected areas to be arranged with an instructor and student and approved by the dean. Varying modes of instruction can be used -- lecture, laboratory, research, skill development, etc. May be repeated for credit up to 6 units. Transfer: CSU.

### 699 INDEPENDENT SUPERVISED LEARNING LABORATORY

*Units 0; Class Hours: By Arrangement; Basic Skills Level: Same as concurrent course; Prerequisite(s): Student must remain concurrently enrolled in course in which projects are assigned. Description:* This course provides supplemental practice and/or instruction in a specific course for all students enrolled. Projects are assigned in the target course in which students are concurrently enrolled. General consultation and supervision are provided by the faculty member in charge.

### 879 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, NON-TRANSFERABLE)

*Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/ student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Not designed for transfer credit. Units apply toward AA/AS degree or certificate. May be repeated for credit up to 3 units.

### 880 OTHER SELECTED TOPICS (NON-DEGREE/NON-CERTIFICATE APPLICABLE, NON-TRANSFERABLE)

*Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Any division may offer 880 courses focusing on selected topics not covered by regular catalog offerings and treating the development of reading and writing skills. Appropriate divisions may also offer non-degree credit experimental courses in reading, writing and/or math skills. Course content and unit credit to be determined by the appropriate division in relation to community/ student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester schedule for particular offerings. Not designed for transfer credit. Units do not apply toward AA/AS degree nor certificate. May be repeated for credit up to 3 units.

## ACCOUNTING

### ACTG 100 ACCOUNTING PROCEDURES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): BUS. 110 or 115. Description:* An introduction to basic accounting principles and procedures. The double entry bookkeeping system is presented also. Transfer: CSU.

### ACTG 121 FINANCIAL ACCOUNTING (CAN BUS 2) (CAN BUS SEQ A = ACTG 121 + 131)

*Units 4-5; Class Hours: Minimum of 64 80 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* An introduction to the fundamentals of a basic accounting system including how to record business transactions, prepare financial statements, and use accounting information in accordance with generally accepted accounting standards. The course includes both theoretical and practical problem-solving learning experiences to help the student develop analytical abilities in using financial data. Recommended for all business major transfer students. Transfer: CSU, UC.

### ACTG 131 MANAGERIAL ACCOUNTING (CAN BUS 4) (CAN BUS SEQ A = ACTG 121 + 131)

*Units 4-5; Class Hours: Minimum of 64-80 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ACTG 121 (4 units) or equivalent. Description:* In this course students prepare financial information used in the planning, organizing, directing, controlling, and decision-making process. Includes managerial accounting concepts, systems for manufacturing business, cost behavior and cost estimating, budgeting, break-even analysis, financial statement analysis, and accounting for not-for-profit organizations. Recommended for all business major transfer students. Transfer: CSU, UC.

**ACTG 133 INTRODUCTION TO SPREADSHEETS FOR MANAGERIAL ACCOUNTING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 120 or 122; Prerequisite(s): None. Description:* The use of spreadsheets to solve complex managerial accounting problems. Problems include job and process cost accounting, contribution margin analysis as applied to product marketing decisions, cash budgets, capital investment decisions, and alternative choice decisions. Transfer: CSU.

**ACTG 171 INDIVIDUAL INCOME TAX PROCEDURES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introduction to the use of the internal revenue code including evaluating tax regulations and using other reference materials for preparing individual tax returns. Transfer: CSU.

**ACTG 180 PAYROLL AND BUSINESS TAXES**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent. Description:* Overview of payroll accounting procedures including state and federal laws and regulations. Also included is an evaluation of California sales tax regulations and requirements for declarations of real and personal property valuation.

**ACTG 190 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL I**

*Units 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent and BUS. 430 or equivalent. Description:* Development and operation of a computerized accounting system using QuickBooks or QuickBooks Pro including the basic features for a service company. Transfer: CSU.

**ACTG 192 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL II**

*Units 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ACTG 190. Description:* Intermediate accounting procedures for the paraprofessionals using QuickBooks and QuickBooks Pro on the computer. Students develop skills in accounts receivable, payroll, accounts payable, and inventory control for a merchandising company. Transfer: CSU.

**ACTG 194 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON I**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduction to the financial accounting features of QuickBooks® and QuickBooks Pro®. Students learn how to develop an accounting system and gain experience processing information for businesses. Transfer: CSU.

**ACTG 196 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON II**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 110; Prerequisite(s): ACTG 194. Description:* Introduces students to the complex issues encountered when setting up a company and maintaining the system once the company is set up. More complex financial data input and report generation aspects of

QuickBooks Pro® are introduced to enhance students' overall knowledge of many problems encountered with the program. Transfer: CSU.

**ANTHROPOLOGY****ANTH 105 PEOPLES AND CULTURES OF THE WORLD**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Comparative study of the Eskimo, Bushman of Africa, Mountain People of New Guinea, Pygmy, Yanomamo of Brazil, Peoples of Micronesia and other cultures of the non-industrialized world. Transfer: CSU, UC.

**ANTH 110 CULTURAL ANTHROPOLOGY (CAN ANTH 4)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Comparison of human behavior expressed in different cultures, religions, economies, personalities, kinship and families throughout the world. Also included is the analysis of methods and theories of anthropology. Transfer: CSU, UC.

**ANTH 125 PHYSICAL ANTHROPOLOGY (CAN ANTH 2)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of the history of life on earth and the evolution of different life forms. Also addressed are the differences and similarities between humans and apes, fossils of and the behavior of human ancestors, the biological similarities and differences between men and women, and sociobiology. Transfer: CSU, UC.

**ANTH 180 MAGIC, SCIENCE AND RELIGION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A cross-cultural study of pre-literate societies' beliefs about the nature of reality, and their religious, scientific, and magical practices as a consequence of these beliefs. Primitive techniques for controlling both the natural and the supernatural. Transfer: CSU, UC.

**ANTH 350 INTRODUCTION TO ARCHAEOLOGY**

*Telecourse: Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introductory course on the anthropological study of four million years of human biological evolution and the archaeological study of sociocultural adaptation. ANTH 110 is recommended. Transfer: CSU.

**ANTH 360 INDIANS OF NORTH AMERICA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of life-ways of North American Indian cultures in different geographical areas of North America. Emphasis is placed on cross-cultural comparisons of cultural and social phenomena including religious and world view systems, subsistence systems, and political systems. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**ANTH 370 OLMEC, MAYA, AZTEC PEOPLE AND CULTURES OF MEXICO AND CENTRAL AMERICA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or*

400; *Prerequisite(s)*: None. **Description:** Comparison of middle American civilization as developed through cultures such as Olmec, Zapotec, Mixtec, Maya, Toltec, and Aztec. Emphasis is placed on the analysis and evaluation of the developing Middle America, the impact of the Spanish conquest, the emergence of the mestizo, and the cultural influences still present. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

## ARCHITECTURE

### ARCH 110 BASIC ARCHITECTURAL DRAWING

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Beginning program of planning and design for the family dwelling. Emphasis on architectural blueprint reading, floor plan design, home orientation, construction, local building codes, sketching and instrument drawing.

## ART

### ART 100 ART OF THE WESTERN WORLD

*Telecourse: Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* "Art of the Western World" traces the Western tradition in the visual arts from ancient Greece to the present day. Chronologically introducing the societies, values, and ideals that gave birth to Western Art, it explores the connection between great works and the environment that stimulated their creation. Not intended for Art majors. Transfer: CSU.

### ART 101 HISTORY OF ART I (CAN ART 2)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Survey of the historical development of the visual arts from prehistory to the end of the middle ages, with an emphasis on architecture and sculpture. Themes to be developed include the discovery of materials and techniques, the evolution of architectural principles, conceptualism, idealism versus realism, how religious values are reflected in art, and the political uses of art. Transfer: CSU, UC.

### ART 102 HISTORY OF ART II

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Survey of the historical development of the visual arts from the Proto-Renaissance to the end of the 17th century, with an emphasis on painting. Themes to be developed include classical revival, a comparison of Renaissance style north and south of the Alps, a comparison of Renaissance style among the important art centers of Italy, humanism, the influence of the Reformation, the evolution of perspective, the evolution of the nude figure, and lives of the artists. Transfer: CSU, UC.

### ART 103 HISTORY OF ART III

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Survey of the historical development of the visual arts from the 18th century to the present, with an emphasis on painting. Themes to be developed include: art and revolution, historicism, the impact of industrialization and urbanism on the

arts, the democratization of art, a comparison of official and avant-garde art, art criticism, the influence of photography, the relationships between American and European art, new materials and techniques, lives of the artists. Transfer: CSU, UC.

### ART 104 HISTORY OF MODERN ART

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Survey of major styles in western art from 1888 to 1999, Post-Impressionism to Post-Modernism. How art forms reflect the complexity and diversity of the modern world. Topics include the changing role of the artist in society, the impact of world events and technology on the arts, and art criticism. Transfer: CSU.

### ART 125 ASIAN ART FOR INTERIORS: CHINA AND KOREA (Also INTD 320)

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from China and Korea, including the influence of art design from China and Korea, the transfer to the United States and the contribution to interior design from these countries to the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

### ART 126 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA (Also ART 321)

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from Japan and Southeast Asia, including the influence of the artists from Japan and Southeast Asia, their migration to the United States, and their contributions to interior design in their countries and the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

### ART 127 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES (Also INTD 322)

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from Japan continued, India, the Philippines, and Persia, including the influence of the artists from Japan, India, the Philippines, and Persia, their migration to the United States, and their contributions to interior design in their countries and the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

### ART 148 COLOR FOR INTERIORS (Also INTD 148) (Banked effective Spring 2005)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699, two hours per week minimum. Description:* Basic color theories are applied to the visual control of interior space. Relationship and the effect of color as light and color as pigment on textiles, surface, and structural materials are examined. Students apply design attributes which affect the use of interior color composition to effect design solutions. Transfer: CSU.

**ART 201 FORM AND COMPOSITION I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** The fundamentals of representational composition, with emphasis on the individual and combined use of line, mass, shape, color (value only), and space organization. Students complete both drawing and painting projects. Transfer: CSU, UC.

**ART 202 FORM AND COMPOSITION II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201.* **Description:** An intermediate course in composition, ART 202 emphasizes the creative use of subject matter and the development of compositional versatility. Diverse media is used. Transfer: CSU, UC.

**ART 204 DRAWING I (CAN ART 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** This fundamental course in drawing emphasizes perception development through specific drawing exercises to develop an orderly approach, a disciplined perception, and an increased attention span. Dry media, pencil, charcoal and Conte crayon are used. Transfer: CSU, UC.

**ART 205 DRAWING II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 204.* **Description:** Using mixed media, ART 205 continues development of student's visual perception and technique, emphasizing direct response to visual stimuli and personal interpretation of subject matter. Transfer: CSU, UC.

**ART 206 FIGURE DRAWING AND PORTRAITURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ART 201 or 204.* **Description:** This drawing class is a study of the human figure in which emphasis is placed on the underlying structure of the figure. Portraiture is covered as it relates to the representation of the head and body to reveal characterization. Transfer: CSU, UC.

**ART 207 LIFE DRAWING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204.* **Description:** This course is a study of the human figure through the application of various drawing concepts. Perceptual sensitivity and compositional exploitation of the subject are emphasized. Transfer: CSU, UC.

**ART 214 COLOR**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** Consideration of color, theory, and practice. Relationship of color and form as applied to contemporary painting and design. Transfer: CSU, UC.

**ART 221 PAINTING I (CAN ART 10)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204.* **Description:** This is a structured course in painting with projects emphasizing continuity of student experience, orderly approach,

and increased sophistication in means and mode of expression. Field trips may be required. Transfer: CSU, UC.

**ART 222 PAINTING II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 221.* **Description:** Student awareness to optical potential of the painted surface is developed. Acrylics, oil paint or other media are employed to encourage individual expression. Field trips may be required. Transfer: CSU, UC.

**ART 229 LANDSCAPE PAINTING**

*Units (Grade Option) 2; Class Hours: Minimum of 24 lecture/24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204 or equivalent.* **Description:** This is a studio course in painting, with emphasis on working outdoors directly from nature. Students study the basics of composition, color, light, and manipulation of space as pertains to the landscape. May be repeated for credit up to three times. Transfer: CSU, UC.

**ART 231 WATERCOLOR I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204.* **Description:** Study of transparent and opaque watercolor technique applied to landscape, figure, and still life. Both basic and experimental techniques are emphasized. Field trips may be required. Transfer: CSU, UC.

**ART 232 WATERCOLOR II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 231.* **Description:** Advanced study of transparent and opaque watercolor techniques applied to landscape, figure and still life. Both basic and experimental techniques are emphasized. Field trips may be required. Transfer: CSU, UC.

**ART 301 DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.* **Description:** This course presents the fundamentals of non objective two dimensional organization through the use of concept (idea) as the point of departure. The separate and combined use of line, shape, color, texture, and space organization are exploited in the course projects. Transfer: CSU, UC.

**ART 303 COLOR DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 214 or 301.* **Description:** This course is designed for the student who wishes to deal with the basic concepts of color and/or design beyond the primary level in a series of personalized projects. ART 303 may replace ART 222 for students emphasizing applied design. May be repeated for credit up to three times. Transfer: CSU, UC.

**ART 314 INTRODUCTION TO COMPUTER GRAPHICS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.* **Description:** This course provides an introduction to typography and graphic layout/design fundamentals, as well as digital desktop publishing skills and other computer graphic uses. As this is a fine arts course, students are encour-

aged to generate their own creative content for publication, as well as to design it. Participation in collaborative design processes with writers and organizations on or off-campus, as well as with classmates, is encouraged. Transfer: CSU.

#### **ART 325 DIGITAL PAINTING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Using Procreate's Painter software and digital painting tablets, students use digital tools for the artistic expression of the concepts and techniques of traditional painting. Some painting and computer knowledge desirable. May be repeated twice for credit. Transfer: CSU, UC.

#### **ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY (CAN ART 18)**

*Units 3; Class Hours: Minimum of 32 lecture/32 lab/16 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 356 or equivalent. Description:* An introductory course in black and white photography. Ownership of a 35mm camera and basic understanding of its controls are a prerequisite. Students learn to develop and print their own black and white film. Students must supply their own 35mm camera, film, and paper. Transfer: CSU, UC.

#### **ART 356 INTRODUCTION TO 35mm PHOTOGRAPHY**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introductory course in the use and handling of 35mm cameras and their related accessories. The course presents a thorough analysis of the operation of 35mm cameras, including f/stops, shutter speeds, interchangeable lenses, films available, and accessories for better photographs. Although no previous knowledge of cameras is necessary, students need to have access to a 35mm adjustable camera to complete the required assignments. Transfer: CSU.

#### **ART 357 INTRODUCTION TO COLOR PHOTOGRAPHY**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ART 356. Description:* The course investigates the ingredient COLOR in its relationship to both photographic visualization and composition, exploring how color photographic materials "work" and how they translate reality into a final image. Students need to have access to a 35mm adjustable camera to complete the required assignments. Transfer: CSU.

#### **ART 359 INTRODUCTION TO PHOTOGRAPHIC COMPOSITION**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ART 356. Description:* Photographic composition is studied to give photographers an understanding of the basic principles of design and visualization as they pertain to the field of photography. Both established masters in the medium and work submitted by students are analyzed. Students need to have access to a 35mm adjustable camera and possess understanding of camera operations to complete class assignments. Transfer: CSU.

#### **ART 361 DIGITAL VIDEO**

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course covers the creation of short videos utilizing desktop video software. Techniques for the effective use of transitions, titles, story line, and artistic creativity are covered. Also covered are video file formats, digital video cameras, and digitizing analog video. The student is expected to produce a short video piece as a final project for transferring to VHS tape, compact disk, or publishing on the WEB. Transfer: CSU.

#### **ART 362 DIGITAL PHOTOGRAPHY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introduction to the theory and technology of digital photography. Exploration of the digital camera in both professional and consumer use. Techniques of taking a photograph, types of storage, transferring of images, image editing, and optimizing final output are evaluated. May be repeated once for credit. Transfer: CSU, UC\*.

#### **ART 368 WEB DESIGN I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course teaches the fundamentals of creating a website through a mixture of hands-on exercises, lecture, and demonstration. Topics include site layout principles, a discussion of HTML, color and image preparation, for the web, browser compatibility, graphic user interface design, usability and internet ethics and copyright issues. Students build a basic website following accepted design layout standards. The class focuses on Dreamweaver®, but also uses Adobe Photoshop®, ImageReady® and a basic demonstration of Flash®. Transfer: CSU.

#### **ART 369 WEB DESIGN II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ART 368. Description:* Students learn advanced concepts and techniques to create elaborate and visually appealing websites. User centered design, graphic user interface customization, Internet ethics, and copyright issues are taught as well as a review of basic color, layout and typography theory and practice. Some HTML, JavaScript, and CGI concepts are demonstrated to incorporate some basic interactivity. This course is taught using Macromedia Dreamweaver®, Adobe Photoshop® and ImageReady®. Other software may be utilized. Transfer: CSU.

#### **ART 370 MULTIMEDIA FUNDAMENTALS**

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course covers the history and development of multimedia. Students learn about new technologies, digital copyright issues, industry trends, job niches, content creation, and the creative process. The importance of graphic design in the creation of multimedia and the development of a creative and successful portfolio that takes advantage of different tools and media. Transfer: CSU.

**ART 372 DIGITAL ILLUSTRATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course teaches the fundamentals of digital illustration with Adobe Illustrator, through a mixture of hands on exercises, lecture, and demonstration. Topics include design, layout, typography, and color principles, vector graphics versus raster graphics and project preparation for print. By the end of the class the student finishes at least five different kinds of projects ranging from promotional posters and business cards, to bottle labels and restaurant menus. Transfer: CSU.

**ART 373 DIGITAL AUDIO I**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduction to digital audio production utilizing Digidesign's Pro Tools to familiarize students with diverse production techniques, most common file formats, and compression methods used in multimedia applications. The course focuses on digital audio for the web, CD-ROM based productions, and digital video projects. The fundamentals of digital audio theory, digital sound recording, editing, mixing, and encoding sound files are also covered. May be repeated once for credit. Transfer: CSU.

**ART 376 DIGITAL IMAGING I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introduction to the theory and technology of digital imaging. Students work with digital images using Adobe Photoshop®. Students work with image correction tools and learn the toolset necessary to create and manipulate digital photographs, scanned images, and those files created directly in the computer. Students' images become part of a basic portfolio. Transfer: CSU, UC\*.

**ART 377 DIGITAL IMAGING II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ART 376. Description:* Using Adobe Photoshop® and other digital design software, students develop strategies for content development, visual cohesiveness and graphic production techniques. Topics include design, layout, typography, and color principles, vector graphics versus raster graphics and project preparation for print. The student creates projects ranging from promotional posters and business cards, to bottle labels and restaurant menus. Transfer: CSU, UC\*.

**ART 378 DIGITAL PAGE LAYOUT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This is an introductory course in page layout for graphic design, using computers to design and layout text and graphics for publication. Through projects and assignments, students integrate sound design principles and desktop publishing skills. Both Macintosh and Windows environments are supported. Transfer: CSU.

**ART 379 DIGITAL ANIMATION I: FLASH®**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A project-based

course in which both traditional and digital animation techniques such as storyboarding and frame-by-frame animation are explored through the use of Macromedia Flash® as a medium for the development of creative computer-based animations. Other topics included in this course deal with the implementation of successful graphic user interface solutions for web design and stand-alone applications using the scripting capabilities of the software. May be repeated once for credit. Transfer: CSU.

**ART 389 MULTIMEDIA CAREERS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* Introduction to the multimedia job market and employment niches. The class describes multimedia and the varied work environments including full time and contract opportunities, as well as job search techniques, resume and cover letter writing skills. Transfer: CSU.

**ART 390 PORTFOLIO CREATION**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Portfolio creation is the culminating course for those students interested in the various Certificates of Completion, Certificates of Proficiency, and Associate of Arts Degree in Multimedia. Students develop a portfolio consisting of work accomplished to date. The portfolio may be print based, web based or on CD following a format appropriate with the student's career/academic goals. The students also include a résumé that is appropriate for their field of interest and learn the skills necessary to conduct a successful job interview. May be repeated once for credit. Transfer: CSU.

**ASTRONOMY****ASTR 100 INTRODUCTION TO ASTRONOMY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* Survey of modern astronomy, including the study of what mankind knows about the universe and our place in it. Emphasis on how mankind has learned about the planets, stars, and galaxies and their structure and formation. Quasars, pulsars, black holes, and the beginning and the end of the universe are discussed. Transfer: CSU, UC.

**ASTR 101 ASTRONOMY LABORATORY**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 120 or 122; Prerequisite(s): Completion of or concurrent enrollment in ASTR 100. Description:* Introduces techniques of investigation and problem solving in astronomy as a means to understanding man's place in the universe. The identification of constellations, planets, stars and features of the moon; the use of a telescope to locate and identify double stars, galaxies, clusters, and nebulae; the use of astronomical computer software to help locate and demonstrate the movement of astronomical objects is covered. Transfer: CSU, UC.

**ASTR 110 INTRODUCTION TO COSMOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* Survey of modern cosmology including the origin and nature of the universe and mankind's place in it. Topics include cosmological models, theories of structure formation in the universe, origin and evolution of



galaxies, formation of stars and solar systems, quasars, black holes, dark matter, vacuum energy and the latest theories on the origin and ultimate fate of the universe, latest discoveries in observational cosmology and extra-terrestrial life. Transfer: CSU, UC.

## BIOLOGICAL SCIENCES

### BIOL 100 INTRODUCTION TO THE LIFE SCIENCES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of the nature of the physical and chemical aspects of life, the concepts of cellular biology, life as it exists on earth today, plant and animal interrelationships and interdependencies, and the role of humans in the world of living things. Transfer: CSU, UC\*.

### BIOL 103 NATIVE PLANTS AND WILDFLOWERS

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of the native ferns, trees, shrubs and wild flowers of San Mateo County. Mainly fieldwork, designed to allow the student to acquire skills in collection and identification of the flora of any region. Transfer: CSU.

### BIOL 110 PRINCIPLES OF BIOLOGY

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introductory lecture/lab course designed for the non-biological sciences major and recommended for the lab science transfer requirement. This course stresses biological perspective and thought, classification of organisms and their evolution, ecology, energy exchange and life processes, reproduction, heredity and diversification. Transfer: CSU, UC.

### BIOL 130 HUMAN BIOLOGY

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of biological principles using the human body as a model. The structure and function of the major organ systems are covered as well as some of their common diseases and the medical responses. Heredity and human development are also included. Transfer: CSU, UC.

### BIOL 225 BIOLOGY OF ORGANISMS (CAN BIOL SEQ A = BIOL 225 + 230)

*Units 5; Class Hours: Minimum of 48 lecture/96 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This course is designed for biology majors and emphasizes the evolution, classification, biodiversity, ecology, population genetics, and structure and function of representatives of the various kingdoms of organisms. Population ecology, community ecology and behavioral biology are included topics and are examined from today's perspective. Transfer: CSU, UC.

### BIOL 230 INTRODUCTION TO CELL BIOLOGY (CAN BIOL SEQ A = BIOL 225 + 230)

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 192 or 210. Description:* This course is designed for biology majors and provides an introduction to

life functions at the cellular level. The course covers the cellular level of structure and the macromolecular architecture of the cell, the functional processes of cellular energetics, chemical regulation, photochemical activities, molecular genetics, recombinant DNA, and genetic engineering. Transfer: CSU, UC.

### BIOL 240 GENERAL MICROBIOLOGY (CAN BIOL 14)

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): CHEM 192, 210 or 410 or equivalent, and either BIOL 110 or 130 or equivalent. Description:* Introduction to microbial life in nature, the molecular and biochemical characteristics of microorganisms, and the techniques and procedures used by microbiologists. Emphasis is placed on those microbes that play an important role in human daily life, especially those that cause disease. Laboratory emphasizes isolation, cultivation and identification of bacteria. Transfer: CSU, UC.

### BIOL 250 HUMAN ANATOMY (CAN BIOL 10) (CAN BIOL SEQ B = BIOL 250 + 260)

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BIOL 100, 110 or 130. Description:* Students learn the gross and microscopic structure of the human body through laboratory study of anatomy models and prosected human cadavers. Intended for students in allied health areas such as nursing, radiologic technology, physical therapy, dental hygiene and physical education. This course is an elective for pre-dental, pre-medical and pre-veterinary students. Transfer: CSU, UC.

### BIOL 260 HUMAN PHYSIOLOGY (CAN BIOL 12) (CAN BIOL SEQ B = BIOL 250 + 260)

*Units 5; Class Hours: Minimum of 48 lecture/96 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): BIOL 110 or 130 or 225 or 250 or 230 or 240; CHEM 192 or 210 or 410. Description:* Students learn through lecture and laboratory experiences how the organ systems function in maintaining homeostasis, regulating change and growth processes in humans. Intended for students in allied health areas such as nursing, radiologic technology and physical education and for those in related fields such as psychology. This course is an elective for pre-dental and pre-medical students. Transfer: CSU, UC.

### BIOL 310 NUTRITION (CAN FCS 2)

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* Comprehensive introduction to scientific principles of nutrition and the interrelationships of metabolism; nutrient functions, structure and food sources; health consequences of nutrient excesses, deficiencies and diet related chronic diseases. Emphasis is placed on evaluating the nutrient content of foods, applying information to personal diet, and using reference tools. Transfer: CSU, UC.

## BUSINESS/OFFICE TECHNOLOGY

(See also courses in Computer Information Science and Systems, Management, and Real Estate)

### BUS. 100 SURVEY OF BUSINESS

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** Introduction to American business practices in the global environment including such topics as economics, ethics, entrepreneurship, organizational development, management, customer/enterprise relations, information management, accounting, securities, and financial institutions. Transfer: CSU, UC.

### BUS. 101 HUMAN RELATIONS IN BUSINESS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** Broad overview of the basic psychological principles operating in family, social, and business relationships. Other topics examined are perception, self-image, self-management, prejudice, creativity, and resistance to change. Recommended for all business majors. (Qualifies as CEU credits for nurses.) Transfer: CSU.

### BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** Overview of business computer systems including hardware, software, flow-charting, and programming in BASIC. Introductory units on the microcomputer and software packages (spreadsheets, word processing, database, and DOS commands) used in business are analyzed also. This course is designed to meet the requirements of the transfer business major. Transfer: CSU, UC.

### BUS. 108 BUSINESS WRITING AND PRESENTATION METHODS

Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 430. **Description:** Overview of business writing principles used for letters, memorandums, and reports. Other topics include writing e-mail notes, designing business presentations, and using computer word processing and presentation software packages. Transfer: CSU.

### BUS. 110 BUSINESS ARITHMETIC

Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** Review of basic arithmetic skills--addition, subtraction, multiplication, division, fractions, and decimals. Problem-solving skills are developed in the use of basic arithmetic operations applied to business problems. Units do not apply toward AA/AS degree. Open entry/Open Exit. May be repeated for credit up to 3 units.

### BUS. 115 BUSINESS MATHEMATICS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): BUS. 110. **Description:** This is an introductory course in business mathematics. Students perform calculations and analysis involving taxes, discounts, negotiable instruments, periodic payments, compensation methods, inventory pricing, depreciation, and present value. Transfer: CSU.

### BUS. 128 CORPORATE MEETING AND EVENT PLANNING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** This course covers skills needed to plan, cost and manage corporate group meetings, conference and special events. The course includes: setting goals and objectives, setting meeting timelines, site selection, negotiating contracts, budgets and financial management, liability and risk management, developing a program that works, ordering food and beverage, selecting speakers and audio-visual needs. Transfer: CSU.

### BUS. 132 STOCK AND BOND INVESTING

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** This course is an introduction to financial investing. Topics covered include goal setting, risk evaluation, asset allocation, the basics of investing in the stock and bond markets (both domestic and foreign), mutual funds, money managers, retirement plans, and how taxes impact investment decisions. Transfer: CSU.

### BUS. 138 MORTGAGE LENDING

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** Overview of procedures and requirements used by financial institutions for mortgage lending. Topics covered include single-family home ownership, lending guidelines, deeds and titles, loan insurance, and refinancing. Transfer: CSU.

### BUS. 149 INTRODUCTION TO BUSINESS TRAVEL MANAGEMENT

Units: 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** This course is an overview of business travel services. Topics include business travel behaviors, various travel products including domestic and international suppliers, business travel budgets, internal and external sales distribution channels, business and economics, and the political implications of dealing with vendors. Transfer: CSU.

### BUS. 150 SMALL BUSINESS MANAGEMENT

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 100 or previous business experience. **Description:** Introduces the methods used for starting and managing a small business. Analysis and comparison of opportunities and hazards of operating a small business. Transfer: CSU.

### BUS. 170 SALESMANSHIP FUNDAMENTALS

Telecourse: Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** The role of advertising in our economic life, with emphasis on advertising methods and media. Transfer: CSU.

### BUS. 180 MARKETING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** Sales and marketing principles used by modern business, including evaluation and methodologies for implementation of these principles for promoting the sales of consumer goods and services. Strategies of sales and marketing procedures used to conduct multi-phased sales and marketing campaigns for large and small business are covered also. Transfer: CSU.

**BUS. 184 MERCHANDISING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of the structure of the retail industry. Other topics include fashion versus basic goods, nationally distributed products, products for exclusive distribution, and the wholesale marketplace. Transfer: CSU.

**BUS. 186 RETAIL MANAGEMENT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduction to retail management including inventory performance and financial aspects of retail, planning, purchasing, and pricing retail inventories, reports used to evaluate sales and inventory performance, and fundamental store designs. Transfer: CSU.

**BUS. 201 BUSINESS LAW (CAN BUS 12)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduction to the laws applicable to business institutions and their operation. Topics also covered are sources of law, agencies for enforcement and court procedures, California law applicable to contracts and agency relationships, crimes, and torts. Transfer: CSU, UC.

**BUS. 211 ETHICS IN BUSINESS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Ethics in the business world including the social contract, the relationship between ethics and laws, corporations and social responsibilities, bribery, environmental issues, and cultural differences in business practice. Transfer: CSU.

**BUS. 395 GETTING STARTED IN BUSINESS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Designed to assist in starting a new business or growing a current business faster, in evaluating a business idea, and in organizing a business by studying important business principles developed by international business consultants. Transfer: CSU.

**BUS. 396 DEVELOPING A BUSINESS PLAN**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn how to design, develop, and implement the most important tool for a successful business--the business plan. Transfer: CSU.

**BUS. 397 DEVELOPING TOOLS TO CREATE A MARKETING PLAN**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn about marketing and advertising tools, including the Internet, and get ready to start your own business; talk to entrepreneurs, identify your target customers and position your company for success. Transfer: CSU.

**BUS. 398 SMALL BUSINESS RESOURCE LAB**

*Units (Credit/No Credit) 0.5-3.0; Class Hours: Minimum of 24-144 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn to start and operate a small business successfully from consulting sessions located at the Small Business Resource Center. Work at your own pace to evaluate your business idea, develop a business plan, marketing plan, financial plan, and much more. Open entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 399 SMALL BUSINESS DEVELOPMENT CENTER TRAINING**

*Units (Grade Option) 1-5; Class Hours: Minimum of 16 lecture hour/semester per unit; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Describes the skills needed to become successful business owners. The following topics are covered also: 1) laws governing small businesses, 2) managing a business, 3) regulations and permits for a business, 4) selecting business site(s), and 5) using Quicken software to manage the finances of a business. May be repeated for credit up to 5 units.

**BUS. 415 BEGINNING COMPUTER KEYBOARDING**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an overview of correct keyboarding techniques using the alphabetic and numeric keys on the computer. Computer software is used to aid in developing a minimum speed of 25 words per minute. Instruction for using the 10 key calculator and/or the 10 key pad of the computer is included also. Transfer: CSU.

**BUS. 416 PROCEDURES FOR WORKING IN AN OFFICE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 474. Description:* This course covers skills needed to work in an office. Topics include the automated/electronic office, time and stress management, office ethics and environment, career planning, records management, telephone techniques, and composing and transcribing letters. Spring semester only. Transfer: CSU.

**BUS. 417 SKILL BUILDING**

*Units (Credit/No Credit) 1.5-3; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester per 1.5 units; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 415. Description:* This course provides individualized, self-paced instruction to improve accuracy and develop keyboarding (typing) speed. Diagnostic tests are given to assess skill levels. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 419 ON-SITE MANAGEMENT**

*Units: 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn how to effectively manage the multiple priorities and needs of a group during a corporate meeting or incentive award program. Students learn how to set up registration, how to manage last-minute budget busting costs, skills for effective time management, crisis management, problem solving, and managing difficult attendees. Transfer: CSU.

**BUS. 422 HELP DESK**

*Unit 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 430. Description:* Introduces students to the functions of Help Desk in the technical support setting. The Help Desk roles and responsibilities, processes and procedures, tools and technologies, and performance measures are explored in detail. In addition the course emphasizes the combination of technical, business, and personal skills important to Help Desk personnel. Transfer: CSU.

**BUS. 425 BASIC DOS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 431. Description:* Introductory course covering the use of DOS (Disk Operating System) for the computer. Internal and external DOS commands are covered also. Transfer: CSU.

**BUS. 426 ADVANCED DOS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 425. Description:* Intermediate and advanced commands of DOS including batch files, pipes and filters, menus, and hard disk management. Editing and other methods of creating batch files, organizing a hard disk, tailoring your system, and creating menus are covered also. Transfer: CSU.

**BUS. 430 COMPUTER APPLICATIONS, PART I**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduction to the use of PCs including the basic features of Windows, word processing, and presentation graphics using Microsoft Office. BUS. 415 is recommended. Transfer: CSU, UC\*.

**BUS. 431 COMPUTER APPLICATIONS, PART II**

*Units (Grade Option) 1.5; Class Hours: 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Students learn the basic features of spreadsheets, database applications, and methods of integration using Microsoft Office. BUS. 430 is recommended. Transfer: CSU, UC\*.

**BUS. 435 SPREADSHEETS**

*Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Students plan and build worksheets using formulas and functions to solve business problems. The course covers charting, using multiple worksheets, solver, data tables, using and analyzing list data, using What-If Analysis, Pivot Tables, scenario management and macros, and managing workbooks. Integration with other Windows applications included. Open entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 436 DATABASE MANAGEMENT**

*Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The use of Microsoft Access to build databases, to establish data entry screens, and to produce business reports. Other topics include relational databases, macros, file operations, and database management. Open entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 438 DESKTOP PUBLISHING: USING PAGEMAKER**

*Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 430 and 431 or equivalent; and keyboard 40 wpm. Description:* This course is an overview of desktop publishing as used in offices. Students use a high end desktop publishing program--PageMaker--to create flyers, bulletins, business cards, etc. May be repeated for credit up to 3 units. Transfer: CSU.

**BUS. 439 MANAGING BUSINESS DOCUMENTS**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 415. Description:* In this course, students learn to create, format, and manage professional-looking business documents using a word processing program. Business documents include business letters, reports, tables, memorandums and electronic mail. Transfer: CSU.

**BUS. 440 MACINTOSH APPLICATIONS, PART I**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduces new Macintosh users to the operating system and its basic features such as navigating the Dock, the Finder toolbar, and the folder structure. In addition, the course covers word processing, drawing and painting and the presentation modules. Transfer: CSU.

**BUS. 441 MACINTOSH APPLICATIONS, PART II**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduces new Macintosh users to the database and spreadsheets modules. In addition, the course covers templates, clippings and assistants as well as using the internet, preferences, customization and macros. Transfer: CSU.

**BUS. 446 INTRODUCTION TO LOCAL AREA NETWORKS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 426. Description:* Introduction to the theory and vocabulary for Local Area Network technology including the major network components and their functions related to Local Area Network. Other topics include the benefits and pitfalls of using a LAN, data communication concepts, topologies, and transmission media. Transfer: CSU.

**BUS. 448 USING MICROSOFT WINDOWS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Students learn the Windows operating system features, work with programs and file management. The course includes how to manage files and folders, maintain the computer, manage hardware, and customize Windows. May be repeated once for credit. Transfer: CSU.

**BUS. 450 PC MAINTENANCE AND SYSTEM UPGRADES, PART I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 415. Description:*

Introduction to problem-solving skills for computers. Topics covered include a review of hardware, software error codes, replacement of boards, optimization of a hard disk, caring for floppy disk drives, hardware versus software problems, troubleshooting, and analysis of problems associated with printers and software. Transfer: CSU.

#### **BUS. 451 PC MAINTENANCE AND SYSTEM UPGRADES, PART II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 450. Description:* Continuation of BUS. 450. Students learn the use of advanced software utilities and testing equipment to perform software/hardware analysis and troubleshooting. Hands-on installation of operating systems, installation of software, and performing system backups is performed. Transfer: CSU.

#### **BUS. 453 TROUBLESHOOTING SYSTEMS**

*Units: 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 450 and 480. Description:* The course introduces techniques and resources used to identify, analyze and rectify various hardware, software, connection, and user problems. Using text references, computer, and Internet resources, students learn to apply standard problem-solving procedures relating to personal computer malfunctions. Transfer: CSU.

#### **BUS. 457 PRESENTATION SOFTWARE: POWERPOINT**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 430. Description:* Intermediate features of PowerPoint including importing and exporting data, drawing, linking and embedding objects, using color, and creating and running multiple slide shows. Transfer: CSU.

#### **BUS. 459 MICROSOFT PUBLISHER**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 430. Description:* This course is an overview of MS Publisher. Application of desktop publishing concepts and design theory are demonstrated through paper-based and electronic (Web design) documents commonly used by small businesses and individuals. Transfer: CSU.

#### **BUS. 464 ADVANCED WINDOWS OPERATING SYSTEM**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 448 or equivalent. Description:* This course covers all utilities and maintenance utilities that are included with Windows. Also included are installing, upgrading, reinstallation, and troubleshooting Windows. Transfer: CSU.

#### **BUS. 470 ADVANCED SPREADSHEETS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 435. Description:* Overview of advanced business applications using software for creating spreadsheets with macros, graphs, databases, and database queries. Other topics include integrating spreadsheets into text, creating database reports, and integrating and printing graphs and databases as part of reports. Transfer: CSU.

#### **BUS. 472 INTRODUCTION TO WORD FOR WINDOWS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course covers the basic features of Word for Windows. The topics include creating, editing, printing, and formatting. Transfer: CSU.

#### **BUS. 474 INTERMEDIATE WORD FOR WINDOWS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 472. Description:* Intermediate features of Word for Windows including labels, merging, macros, sorting, tables, columns, and desktop publishing features. Transfer: CSU.

#### **BUS. 475 USING OUTLOOK**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 430. Description:* Students learn Outlook, a personal information management program that helps prepare a wide range of organizational tasks within an office environment. Includes sending and receiving messages and managing the Inbox, scheduling appointments and meetings using the Calendar, creating and managing tasks and journal entries using Outlook with other Office applications and using Outlook with the Internet. Transfer: CSU.

#### **BUS. 478 INTEGRATING MICROSOFT OFFICE**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 430 and 431. Description:* In this course students learn how to integrate and share data among Microsoft Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations. Other topics include object linking and embedding, multitasking, task listing, and creating compound documents. Transfer: CSU.

#### **BUS. 479 INTERNET FOR TECHNICIANS**

*Units: 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 450 and 480. Description:* Designed for students with knowledge of PC hardware, software, and local area networks. Students learn how to install and configure TCP/IP services, dial-up and dedicated Internet connections, and Internet mail services on a PC. In addition, various techniques used to troubleshoot connectivity configuration issues are discussed. Transfer: CSU.

#### **BUS. 480 USING THE INTERNET, PART I**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 448. Description:* Students learn how the Internet works, Internet connection options available, utilization of Internet addresses, mastery of browsers available, and basic e-mail features. Transfer: CSU.

#### **BUS. 482 USING THE INTERNET, PART II**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 480. Description:* Continuation of BUS. 480. Students continue to learn how to assess and evaluate search tools, demonstrate competency in the use of Boolean operators and other advanced techniques. Characteristics of the hardware and software options are covered. Transfer: CSU.

**BUS. 483 CREATING WEB PAGES: INTRODUCTION TO HTML**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 480. Description:* Creating Web pages using HTML, hypertext markup language, structure, protocols, testing, editors, converters, HTML tags, colors, hex codes, style sheets, and printing are covered. This course teaches the user to create Web pages and develop a Web site. Transfer: CSU.

**BUS. 484 CREATING WEB PAGES: INTERMEDIATE HTML**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 483 or equivalent. Description:* Learn to create extensive Web pages using intermediate HTML code, hypertext markup language. Tables are explored in depth including merging columns and rows, parameters, alignment of text and images, color, captions, headers; forms and frames, and exploration of design layout is covered also. Transfer: CSU.

**BUS. 488 DESIGNING WEB PAGES USING FRONTPAGE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 430 and 480. Description:* Designed for both experienced and beginning Web site developers using a simple yet powerful tool for designing and building great looking, easy-to-navigate World Wide Web sites. The students create Web pages, learn to manage Web sites, and understand how to use HTML codes. This course prepares students for the MOUS certification exam for expert level. Transfer: CSU.

**BUS. 492 NETWORKING ESSENTIALS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduces the basics of Local Area Networks to include terminology, network components and their functions, network planning, monitoring, and management of networks with relationships to Microsoft Operating Systems. Transfer: CSU.

**BUS. 493 INTERNETWORKING USING TCP/IP**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 492. Description:* Students learn the capabilities of TCP/IP using Windows including installation and utilities such as PING, TELNET, NSLOOKUP, ARP, TRACERT, etc. Additional topics include addressing, subnetting, bridging, routing, domains, OSI Model, and thorough coverage of TCP/IP architecture and implementation. This course prepares students for the Microsoft Certification examination. Transfer: CSU.

**BUS. 494 SUPPORTING WINDOWS XP PROFESSIONAL**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 448, 450 and 492. Description:* Prepares students to install, configure and administer Windows XP Professional in workgroup and domain environments. Topics include installation methods, protocol configuration, user and group management, file, share, and logon security, printing, hardware and software installations, troubleshooting and related Windows XP topics. Transfer: CSU.

**BUS. 496 WINDOWS 2000 ACTIVE DIRECTORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 498. Description:* Techniques of planning, executing, troubleshooting, and setup of the Windows 2000 Active Directory. Additional topics include: overcoming challenges such as administration, set up user and group accounts, and security. Transfer: CSU.

**BUS. 497 WINDOWS 2000 PROFESSIONAL**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 448 and 492. Description:* Install, configure and administer Windows 2000 Professional in workgroup and Domain networks. Topics include installation methods; protocol configuration; user and group management; file, share, and logon security; printing; hardware and software installations; troubleshooting and related Windows 2000 topics. Preparation for Microsoft 70-210 examination. Transfer: CSU.

**BUS. 498 WINDOWS 2000 SERVER**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 497. Description:* Implement, configure and support a Windows 2000 server as domain controller in a Microsoft enterprise network environment. Topics include network protocols; domain user and group management; share, NTFS and logon security; introduction to Active Directory Service; printing; server performance optimization and troubleshooting. Prepares student for the Microsoft certification. Transfer: CSU.

## CAREER AND PERSONAL DEVELOPMENT

**CRER 112 CAREER ADVANTAGE**

*Telecourse: Units (Credit/No Credit) 2; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* For those who are undecided about career goals or are changing their career direction. Stresses the significance of clearly defined values and the development of strategies and goals for life work. Transfer: CSU.

**CRER 137 LIFE AND CAREER PLANNING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Personal and career inventories are evaluated. Career options are researched and job search techniques are developed. Course stresses the significance of clearly defined values and the development of strategies and goals for life. Transfer: CSU.

**CRER 140 PEER COUNSELING**

*Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An orientation and training course to develop personal counseling skills which emphasize the experiential process of interpersonal communication as well as the theoretical explanation of the counseling process and behavior. Selected topics involving interpersonal relationships give students an opportunity to explore and communicate feelings while learning principles of personal counseling. May be repeated for credit up to 3 units. Transfer: CSU.

**CRER 300 INTRODUCTION TO SCHOLARSHIPS**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduces students to scholarship and financial aid opportunities at the local, state, and national levels. Learn research techniques and utilize publications, software, internet sites, and community resources. Emphasis on development of a personal organizational system to manage the process of the scholarship search. Identify scholarships that meet personal criteria. Personal statements, interview techniques, resumes, organization and time management skills are also covered. Transfer: CSU.

**CRER 401 COLLEGE SUCCESS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 8-16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* In-depth information regarding college policies, procedures, educational requirements and college programs/support services. This course also assists students in assessing time management, setting goals and decision-making skills. May be repeated for credit up to 1 unit. Transfer: CSU, UC.

**CRER 410 COLLEGE AND CAREER AWARENESS**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Although the course is intended for students in special programs and emphasizes their special needs, all students are welcome to participate. The course deals more thoroughly with topics from CRER 401. Units do not apply toward AA/AS degree.

**CRER 430 CAREER ASSESSMENT**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 24 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Designed to help individuals define career alternatives. Vocational interest, skills, and values instruments are given and results interpreted. A minimum of 24 hours of "by arrangement" testing, research, and counseling are required. Transfer: CSU.

**CRER 650 SPECIAL INTEREST DISCUSSION GROUPS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Any group of students with a common interest may meet under the leadership of a counselor to explore and evaluate personal values, goals, and expectations as they relate to this social and cultural environment. Units do not apply toward AA/AS degree.

**CRER 815 ADAPTING TO THE STUDENT ROLE**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course is designed to assist students with becoming aware of and adapting to the role of a community college student. Developing skills associated with achieving success as a community college student is emphasized. This course is designed to meet the needs of students in the Stepping Stones program. Units do not apply toward AA/AS degree.

**CRER 840 INTRODUCTION TO WORKABILITY III**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Students are introduced to the range of services offered by the WorkAbility III program. Information is presented about vocational and disability issues common to the WorkAbility III students. Students

participate in discussion groups, which provide them with the opportunity to give and receive support as they begin the program. Units do not apply toward AA/AS degree.

**CRER 841 VOCATIONAL EVALUATION AND ASSESSMENT**

*Units (Grade Option) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course offers career and interest testing to assist the student with disabilities to identify values, skills and interests in relation to career and job choices. Functional abilities, challenges, accommodations and transferable skills are also explored to facilitate success in reaching vocational objectives. Units do not apply toward AA/AS degree.

**CRER 845 STEPS TO EMPLOYMENT**

*Units (Grade Option) 0.5-2; Class Hours: Minimum of 24-96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course introduces the student to the steps in obtaining employment. Students learn how to develop a resume and cover letter, improve interview skills and utilize the internet in job searches. Other areas explored include time management, assertiveness skills and disability considerations. May be repeated for credit up to 2 units. Open Entry/Open Exit. Units do not apply toward AA/AS degree.

**CRER 846 JOB RETENTION STRATEGIES**

*Units (Grade Option) 0.5-2; Class Hours: Minimum of 24-96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course provides support for the student in maintaining employment. Students learn time management skills and responsible behavior on and off the job, and how to communicate effectively and meet the challenges of interpersonal relationships in the workplace. Stress reduction and conflict resolution techniques are also offered. May be repeated for credit up to 2 units. Open Entry/Open Exit. Units do not apply toward AA/AS degree.

**CHEMISTRY****CHEM 100 SURVEY OF CHEMISTRY**

*Telecourse: Units 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): MATH 111. Description:* Chemistry, the study of matter, is a study of organization, chaos and wonder. This is a general survey course of the chemical concepts and phenomena you encounter everyday. (This course is designed for non-science majors and is not open to students who have had or are taking CHEM 210.) Transfer: CSU, UC\*.

**CHEM 112 CHEMISTRY IN ACTION**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110. Description:* Introduces students to the theories, laws, concepts and language of chemistry as applied to explain chemical processes occurring in the environment and in the body. The laboratory component provides qualitative techniques for the manipulation of selected household chemicals as well as quantitative techniques for more rigorous chemical analyses. Transfer: CSU, UC\*.

**CHEM 192 ELEMENTARY CHEMISTRY**

*Units (Grade Option) 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110 or satisfactory score on District math placement test and other measures as appropriate that indicate proficiency in Elementary Algebra. Description:* In this course students are introduced to some of the theories, laws, concepts and language of chemistry with an emphasis on problem solving. The course is specifically designed to prepare students for General Chemistry, CHEM 210. Concurrent enrollment in Geometry or Intermediate Algebra strongly recommended. Transfer: CSU, UC\*.

**CHEM 210 GENERAL CHEMISTRY I (CAN CHEM 2) (CAN CHEM SEQ A = CHEM 210 + 220)**

*Units 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): CHEM 192 and MATH 120 with grade of C or better or satisfactory score on District math placement test and other measures as appropriate that indicate proficiency in Intermediate Algebra. Description:* This is the first half of a one-year sequence in general college chemistry intended for students majoring in engineering, chemistry, life sciences, physical sciences, earth sciences, pre-medicine, pre pharmacy, pre-physical therapy, molecular biology and other pre-professional and science majors. The course presents the fundamental concepts, principles and laws of chemical processes including atomic and molecular structure, stoichiometry, gas laws, thermochemistry, theories of bonding, molecular geometry, states of matter, and solutions. The application of critical thinking skills to chemical problem-solving is emphasized. Transfer: CSU, UC\*.

**CHEM 220 GENERAL CHEMISTRY II (CAN CHEM 4) (CAN CHEM SEQ A = CHEM 210 + 220)**

*Units 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Completion of CHEM 210 or 224 or equivalent. Description:* Continuation of CHEM 210. Topics presented include many types of ionic equilibria, oxidation reduction reactions, kinetics, thermodynamics, electrochemistry, coordination chemistry, qualitative analysis, descriptive chemistry and nuclear chemistry. The application of critical thinking skills to chemical problem-solving is emphasized. Transfer: CSU, UC.

**CHEM 234 ORGANIC CHEMISTRY I**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 220 or equivalent. Description:* Introduction to the chemistry of hydrocarbons with emphasis on structure and reactivity of alkanes, alkenes, alkynes, alkyl halides, alcohols and ethers. Mechanistic considerations, stereochemistry and spectroscopy are an integral part of the course. Recommended to be taken concurrently with CHEM 237. Transfer: CSU.

**CHEM 235 ORGANIC CHEMISTRY II**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 234 and 237. Description:* This course is a continuation of CHEM 234. It introduces the chemistry of aromatic compounds, aldehydes, ketones, carboxylic acids, carbohydrates, lipids, aminoacids and proteins with emphasis on synthesis and reaction mechanisms. Recommended to be taken concurrently with CHEM 238. Transfer: CSU.

**CHEM 237 ORGANIC CHEMISTRY LABORATORY I**

*Units 2; Class Hours: Minimum of 96 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 234. Description:* Organic chemistry laboratory designed to accompany CHEM 234. Introduction of the basic techniques of synthesis, separation and purification of organic compounds. Identification of main functional groups by spectroscopic techniques also introduced. Recommended to be taken concurrently with CHEM 234. Transfer: CSU.

**CHEM 238 ORGANIC CHEMISTRY LABORATORY II**

*Units 2; Class Hours: Minimum of 96 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 235. Description:* Organic chemistry laboratory designed to accompany CHEM 235 by emphasizing techniques for the synthesis, isolation, purification and identification of organic compounds. Qualitative analysis of unknowns by preparation of derivatives and spectroscopic methods is an integral component of the course. Recommended to be taken concurrently with CHEM 235. Transfer: CSU.

**CHEM 410 CHEMISTRY FOR HEALTH SCIENCES**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110 or equivalent. Description:* A survey of basic concepts in general, organic and biological chemistry relevant to the allied health science fields including nursing, radiological technology, respiratory therapy, etc. Transfer: CSU.

**COMPUTER INFORMATION SCIENCE AND SYSTEMS**

*(See also Art, Engineering, Geography, and Business/Office Technology)*

**CIS 118 INTRODUCTION TO OBJECT-ORIENTED PROGRAM DESIGN**

*Units: (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 110; Prerequisite(s): None; Co-requisite(s): CIS 119. Description:* Introduction to object-oriented computer programming for computer science majors (CS0) and computer professionals. Topics include computer hardware and operating systems; problem-solving techniques; object-oriented program design; program coding, testing, and implementation; and documentation issues and techniques. Students explore algorithm development, data types, flow of control, classes, objects, methods, vectors, and event-driven programming. May be repeated once for credit. Transfer: CSU, UC.

**CIS 119 OPEN COMPUTER LAB I**

*Units: (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 110; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in CIS 118. Description:* Use of microcomputers to complete lab assignments for CIS 118. May be repeated once for credit. Transfer: CSU, UC.

**COMP 235 VISUAL BASIC PROGRAMMING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 250/251 or 252/253 or COMP 103 or 162; Corequisite(s): Concurrent enrollment in COMP 699. Description:* Visual Basic (VB), an object-based language suited to programming with Microsoft Windows, is useful for stand-alone applications, quick prototyping of



new applications, and building graphical “front ends” for programs written in other languages. Class time focuses on unique features of Visual Basic: object-based programming, event loops, forms, components, properties and methods; programs incorporate buttons, text boxes, pictures, dialog boxes, menus, scroll bars, disk access, etc. Familiarity with Microsoft Windows and DOS is desirable. Transfer: CSU, UC.

#### **COMP 236 JAVA PROGRAMMING LANGUAGE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 250/251 or 252/253 or COMP 235; Corequisite(s): Concurrent enrollment in COMP 699. Description:* Java can make powerful cross-platform GUI-based applications without modification or recompilation. The course discusses Java’s expressions and data structures, objects and classes, inheritance, graphics, programming, applets, exceptions, I/O, multi-threading and networking. By completion of the course students should be able to write Java applets or stand-alone applications using all basic and many advanced features of the language. Transfer: CSU, UC.

#### **CIS 250 PROGRAMMING METHODS I: C++**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): COMP 103 or equivalent; Corequisite(s): Concurrent enrollment in CIS 251. Description:* Introduction to computer science and software engineering for majors (CS1) and computer professionals. A systematic approach to the design, implementation, and management of robust C++ computer programs. Course emphasizes object-oriented design, programming documentation, testing and debugging techniques, and computer ethics. This course conforms to the ACM CS1 standards. Transfer: CSU, UC.

#### **CIS 251 OPEN COMPUTER LAB I: C++**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in CIS 250. Description:* Use of microcomputers to complete lab assignments for CIS 250. Transfer: CSU, UC.

#### **CIS 252 PROGRAMMING METHODS II: C++**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): CIS 250/251 or equivalent; Corequisite(s): Concurrent enrollment in CIS 253. Description:* This course uses Object-Oriented techniques and the C++ programming language to illustrate a variety of data structures including: arrays, stacks, queues, linked lists, trees, dictionaries, sets and graphs. Also covered are sorting and searching topics, including Big O notation and hash tables. This course conforms to the ACM CS2 standards. Transfer: CSU, UC.

#### **CIS 253 OPEN COMPUTER LAB II: C++**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): CIS 250/251; Corequisite(s): Concurrent enrollment in CIS 252. Description:* Use of microcomputers to complete lab assignments for CIS 252. Transfer: CSU, UC.

#### **CIS 284 PROGRAMMING METHODS I: JAVA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 118/119 or equivalent, and MATH 120 or equivalent; Corequisite(s): Concurrent enrollment in CIS 285. Description:* Introduction to computer science and software engineering for computer science majors (CS1) and computer professionals. A systematic approach to the design, construction, and management of computer programs, emphasizing object-oriented design and programming documentation, testing and debugging techniques. Focuses on designing and implementing robust, well styled, and maintainable computer programs. Course also includes introduction to basic data structures and computer ethics. This course conforms to the ACM CS1 standards. Transfer: CSU, UC.

#### **CIS 285 OPEN COMPUTER LAB I: JAVA**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 118/119 or equivalent, and MATH 120 or equivalent; Corequisite(s): Concurrent enrollment in CIS 284. Description:* Use of microcomputers to complete lab assignments for CIS 284. Transfer: CSU, UC.

#### **CIS 286 PROGRAMMING METHODS II: JAVA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 284/285 or equivalent; Corequisite(s): Concurrent enrollment in CIS 287. Description:* Data Structures class for computer science majors (CS2) and computer professionals. This course uses Object-Oriented techniques to illustrate a variety of data structures including: vectors, stacks, queues, linked lists, trees, dictionaries, maps, sets and graphs. Also covered are sorting and searching topics, including Big O notation and hash tables. This course conforms to the ACM CS2 standards. Transfer: CSU, UC.

#### **CIS 287 OPEN COMPUTER LAB II: JAVA**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 118/119 or equivalent, and MATH 120 or equivalent; Corequisite(s): Concurrent enrollment in CIS 286. Description:* Use of microcomputers to complete lab assignments for CIS 286. Transfer: CSU, UC.

#### **CIS 290 COMPUTER ARCHITECTURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 120 or equivalent, and knowledge of a computer programming language; Corequisite(s): Concurrent enrollment in CIS 291. Description:* Examines computer architecture, design and organization. Includes number systems, data representation, input/output, interrupts and exception handling, paging, memory management, performance, and other relevant issues. Lab assignments and exercises are completed in Assembly language. Transfer: CSU, UC.

#### **CIS 291 OPEN COMPUTER LAB II**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 120 or equivalent, and knowledge of a computer programming language; Corequisite(s): Concurrent enrollment in CIS 290. Description:* Use of microcomputers to complete lab assignments for CIS 290. Transfer: CSU, UC.

**COMP 311 INTRODUCTION TO THE UNIX OPERATING SYSTEM**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): BUS. 103 or COMP 103 or CIS 118. Description:* This course introduces the UNIX operating system including the UNIX system architecture, file system, UNIX shell, job control, and an introduction to shell scripts. Transfer: CSU, UC.

**COMP 321 JAVASCRIPT I**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BUS. 483 or familiarity with HTML; access to the Internet. Corequisite(s): Concurrent enrollment in COMP 699. Description:* Introduction to JavaScript Language. JavaScript is a cross-platform object-oriented scripting language developed by Netscape to be used in HTML (Hypertext Markup Language) documents to provide high levels of interactivity without needing server-based CGI (Common Gateway Interface) programs. Transfer: CSU.

**COMP 322 JAVASCRIPT II**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 321; access to the Internet. Corequisite(s): Concurrent enrollment in COMP 699. Description:* Continuation of COMP 321. Topics include creating windows, saving data to cookies, and Java applets. Transfer: CSU.

**COMP 330 INTRODUCTION TO PERL**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 250/251 or 284/285 or COMP 235 or 236 or 311. Description:* Perl is a fundamental building block for interactive Web pages and an important programming language in the Biotech industry. Perl is examined as a general purpose programming language, and this course focuses on Perl's unique data types, flow of control, pattern matching and the application of these specialized features to real problems. Students write stand alone Perl programs and Web CGI scripts that take full advantage of all the basic features of the language. Transfer: CSU, UC\*.

**COMP 331 INTERMEDIATE PERL**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 330. Description:* Continuation of COMP 330. Perl is a fundamental building block for interactive Web pages and an important programming language in the Biotech industry. This course builds on Introduction to Perl focusing on Perl's idioms, reference-based compound data structures, and object-oriented programming. It is the basis for advanced Perl library modules including the CGI module for interacting with the WWW pages. Students write sophisticated object-oriented Perl programs and implement basic library modules. Transfer: CSU, UC\*.

**COMP 340 INTRODUCTION TO UNIX SYSTEMS ADMINISTRATION**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Completion of or concurrent enrollment in COMP 311 or equivalent knowledge. Description:* Introduction to

UNIX system administration functions including managing user accounts, maintaining file systems, backing up, restoring and managing a UNIX system. Transfer: CSU.

**COMP 350 INTRODUCTION TO DATABASES AND SQL**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 250/251 or 252/253 or COMP 235 or 236 or equivalent knowledge of C, C++, Visual Basic or Java programming languages. Description:* Detailed introduction to structured query language (SQL) intended for application programmers and end users of relational databases. Includes creating tables and views, using outer joins, finding information from the catalog, using subqueries, and validating data using referential integrity. Course includes PL/SQL as extensions of SQL and the use of Oracle 7/8 as a server-based information processing tool. Transfer: CSU.

**COMP 351 INTRODUCTION TO PL/SQL**

*Units 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): COMP 350. Description:* PL/SQL is a procedural language developed by Oracle. This course provides an introduction to the basic syntax of PL/SQL through lectures, demonstrations, and hands-on exercises. Students learn PL/SQL syntax, stored procedures, Oracle-supplied procedures, functions, triggers, and packages. Transfer: CSU.

**CIS 372 OBJECT-ORIENTED SOFTWARE DEVELOPMENT: ADVANCED TOPICS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 252/253 or 286/287. Corequisite(s): Concurrent enrollment in CIS 373. Description:* Introduction to high level object-oriented software development for computer science majors and computer professionals. Includes conceptualization, analysis, design, implementation, testing and maintenance of software, using the Unified Modeling Language (UML). Students use the above tools to build a project involving the development of a software application in cooperative groups. Transfer: CSU, UC.

**CIS 373 OPEN COMPUTER LAB**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CIS 252/253 or 286/287. Corequisite(s): Concurrent enrollment in CIS 372. Description:* Use of microcomputers to complete lab assignments for CIS 372. Transfer: CSU, UC.

**COMP 411 INTERMEDIATE UNIX**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 120 or 122; Prerequisite(s): COMP 311. Description:* Continuation of COMP 311. Topics include features of UNIX shells, job control, and uses of UNIX utilities. Transfer: CSU, UC.

**COMP 422 BEGINNING INTERNET**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 32 lecture/16 lab hours/semester; (Total of 4 weeks); Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course introduces science and engineering students to the worldwide computer network, Internet. The Internet provides exciting access to a wide range of resources such as electronic mail, information servers of all types as well as international sites, and government resources. Through

hands-on experience students learn the basic equipment and software requirements and develop an understanding of the Internet and how it can best be used. Topics include navigation through the World Wide Web, E-mail, and Netscape Navigator. Transfer: CSU.

#### COMP 480 PERSONAL UNIX SYSTEMS

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn how to install Linux, a UNIX clone, on your home computer system. Topics include hardware issues and where to get your own copy on the Internet. Transfer: CSU.

## COOPERATIVE EDUCATION

*(See courses under specific subjects in the schedule of classes)*

#### 670 COOPERATIVE EDUCATION/WORK EXPERIENCE

*Units (Grade Option) 1-16 (No more than 4 per semester); Class Hours: 1 3 lecture hours/semester (75 to 300 paid job hours/ semester; 60-240 volunteer job hours/semester.); Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Spring and Fall Semesters: Enrollment in 7 units, including Cooperative Education/Work Experience and a job or volunteer work site. Summer Session: Enrollment in 0.5 unit, plus Cooperative Education/Work Experience and a job or volunteer work site. Description:* College credit may be earned by students who are employed or on volunteer assignments. The job/volunteer assignment must be related to the student's major or occupational goals. Students learn to set measurable objectives for improving their skills and job performance. May be repeated for credit up to 16 units. Course orientations are held the first three weeks of the semester and attendance at one is obligatory. Transfer: CSU.

#### 672 COOPERATIVE EDUCATION: INTERNSHIP

*Units (Grade Option) 1-16 (No more than 3 per semester); Class Hours: 1 3 lecture hours/semester (60 to 240 volunteer on the job hours/semester); Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Enrollment in 7 units, including Cooperative Education and a minimum of 12 completed units in the occupational discipline. Description:* Students may enroll in a volunteer, cooperative internship to apply skills learned from classroom instruction at a supervised work site. The internship must be supervised by a job supervisor and an instructor from the chosen occupational discipline. May be repeated for credit up to 16 units. Transfer: CSU.

## DEVELOPMENTAL SKILLS

#### DSKL 810 DEVELOPMENTAL LEARNING SKILLS

*Units (Credit/No Credit) 0.5-2; Class Hours: Minimum of 16-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Verifiable learning disability. Description:* Individual and small group activities designed to assist students with identified learning disabilities in the following skill areas; basic skills; memory/ organization/ concentration skills; perceptual skills (auditory/visual); language skills (receptive and expressive); conceptual skills. Units do not apply toward AA/AS degree.

#### DSKL 811 SPECIFIC LEARNING SKILLS ASSESSMENT

*Units (Credit/No Credit) 0.5-1; Class Hours: Minimum of 8-16 lecture/4-8 lab hours per semester; Prerequisite(s): Verifiable learning disability. Description:* An assessment battery is used to determine specific learning styles as well as academic skill levels in reading, writing, math, and spelling. Based upon assessment, the student with the assistance of the instructor, designs and uses individual learning strategies. Units do not apply toward AA/AS degree.

#### DSKL 813 DEVELOPMENTAL READING AND THINKING

*Units (Credit/No credit) 0.5-2; Class Hours: Minimum of 24 lecture/24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Verifiable learning disability. Description:* Small group classroom instruction designed to assist learners with identified learning disabilities in the development/improvement of receptive written language and independent thinking skills. Units do not apply toward AA/AS degree.

#### DSKL 814 DEVELOPMENTAL WRITING AND SPELLING

*Units (Credit/No credit) 0.5-2; Class Hours: Minimum of 24 lecture/24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Verifiable learning disability. Description:* Small group and classroom activities designed to assist students with identified learning disabilities in spelling and writing skills. Units do not apply toward AA/AS degree.

#### DSKL 816 TUTORING

*Units (Credit/No credit) 0.5-2; Class Hours: Minimum of 48-64 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): DSKL 811 and Verifiable Learning Disability. Description:* This course is designed to assist students with identified learning disabilities to achieve success in mainstream classes through instructional techniques which are appropriate to the student's specific needs identified through assessment. Units do not apply toward AA/AS degree.

## DRAMA

*(See Theater Arts)*

## EARLY CHILDHOOD EDUCATION/ CHILD DEVELOPMENT

#### ECE. 201 CHILD DEVELOPMENT

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of the development in children from birth to adolescence with emphasis on the first ten years. The growth areas to be covered include physical, cognitive, language, emotional, and social. A practical application of theory integrates these developmental concepts in a "whole child" approach. Transfer: CSU, UC.

#### ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The historical perspective, nature, and goals of early childhood education are covered in this course. Other topics include qualifications and training needed by teachers who work with children, descriptions of program models, current issues in ECE, future trends, and their social, political, and economic implications. Transfer: CSU.

**ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Development of goals and objectives to manage learning environments and their social implications for children are covered. Students identify quality learning experiences, select valuable play activities for children, and evaluate appropriate curriculum methods for optimum learning. Transfer: CSU

**ECE. 212 CHILD, FAMILY, AND COMMUNITY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Emphasized in this course are contemporary family factors influencing middle childhood, life styles, contemporary factors influencing the community, patterns of child rearing and their social, political, and economic implications. Also covered are resources available to children and families from community agencies. Transfer: CSU, UC.

**ECE. 213 THE SCHOOL AGE CHILD**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The focus of this course is relevant and responsible program planning for before and after school childcare. Also presented are the developmental needs of the child 6-12 years (middle childhood) and family involvement in childcare and the social and economic implications, and available community resources for childcare. Transfer: CSU.

**ECE. 223 INFANT DEVELOPMENT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* In this course major emphasis is placed on the developmental trends, abilities, and influences of behavior during the first three years of life and their social implications. Also presented is the establishment of environments which respond to infant needs. Transfer: CSU.

**ECE. 225 INFANT/TODDLER ENVIRONMENTS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Covers the design, maintenance and evaluation of quality environments for children during the first three years of life. The course should be of interest to caregivers, teachers, ECE/CD students and parents. Accreditation guidelines established by the National Association for the Education of Young Children for infant/toddler programs are included. Transfer: CSU.

**ECE. 230 CREATIVE ACTIVITIES FOR THE YOUNG CHILD**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is designed to provide practical skills in presenting activities to young children. Other topics include the role of creativity and creative expression through art media, music, dramatic activities, science, and games--both indoors and outdoors. Transfer: CSU.

**ECE. 240 EARLY CHILDHOOD EDUCATION****ADMINISTRATION: BUSINESS/LEGAL**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an overview of the business aspects of caring for children and its social, political, and economic implications. Also included are the legal requirements for childcare settings, laws relating to childcare, and facets of business and fiscal management. 12 units of ECE recommended prior to taking this course. Transfer: CSU.

**ECE. 241 EARLY CHILDHOOD EDUCATION****ADMINISTRATION: HUMAN RELATIONS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course focuses on the human relations aspects of early childhood education as a business and the social, political, and economic implications for care providers and parents. Other topics include staffing and supervision, licenses and/or credentials for staff, assessment and evaluation, issues in ECE, and parent involvement. 12 units of ECE recommended prior to taking this course. Transfer: CSU.

**ECE. 242 ADULT SUPERVISION IN ECE/CD CLASSROOMS**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A study of the methods and principles of supervising student teachers, assistant teachers, parents, and volunteers in early childhood education/child development classrooms. Emphasis is on the role of classroom teachers who function as mentors to new teachers while simultaneously addressing the needs of children, parents, and other staff. This course is recommended for master teachers, site supervisors, and program directors of Child Development programs. Transfer: CSU.

**ECE. 244 PREKINDERGARTEN LEARNING AND DEVELOPMENT GUIDELINES**

*Units 2; Class Hours: Minimum of 32 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Reviews criteria for the provision of high quality prekindergarten/preschool experiences for young children. Early child development foundation skills and the design of appropriate learning environments are key topics. Issues examined are developmental, political and economic including school readiness/school success and universal preschool. Transfer: CSU.

**ECE. 250 VIOLENCE AND ITS IMPACT ON CHILDREN AND THEIR FAMILIES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Exploration of violence in America and its impact on adults and children who experience it. The focus of the course is to give the student a perspective on violence and what may cause it, as well as possible intervention strategies. Community resources for prevention and intervention are incorporated also. Transfer: CSU.

**ECE. 252 TEACHING VIOLENCE INTERVENTION STRATEGIES TO CHILDREN AND FAMILIES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Provides an overview of various

approaches to violence intervention. The focus of the course is to provide paraprofessionals appropriate curriculum, theory and practice related to working with children and families who have experienced stress and chronic violence. Transfer: CSU.

#### **ECE. 254 ANTI-BIAS CURRICULUM**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Designed to sensitize early childhood teachers and providers to the importance of anti-bias curriculum. Early childhood diversity issues related to culture, race, religion, gender, and special needs are examined in the context of curriculum development. Transfer: CSU.

#### **ECE. 260 CHILDREN WITH SPECIAL NEEDS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of the issues related to children with special needs: physical, sensory, communicative, and behavioral disabilities. Additional topics include a historical perspective, current laws and legislation, inclusion practices in ECE/CD settings, and appropriate community resources. Transfer: CSU.

#### **ECE. 262 INTRODUCTION TO FAMILY SUPPORT: BUILDING RESPECTFUL PARTNERSHIPS (Also HMSV 262)**

*Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of Family Support programs within Early Childhood Education. Included is a historical perspective, Family Support principles, and effective communication guides between families, childcare providers, teachers, and community agencies. This course is one of two (ECE. 264, other course) for a specialization for Master Teacher on the Child Development Permit matrix. Transfer: CSU.

#### **ECE. 264 THE LIFE CYCLE OF THE FAMILY (Also HMSV 264)**

*Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The life cycle of the family bridging individual and family development with cultural and social perspectives. The emphasis is on the diversity within contemporary families and the establishment of family support programs. This course is one of two (ECE. 262, other course) for a specialization for Master Teacher on the Child Development Permit Matrix. Transfer: CSU.

#### **ECE. 313 HEALTH AND SAFETY FOR YOUNG CHILDREN**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Health practices and safety regulations for licensed childcare settings. Major topics include infectious disease prevention, establishing safe environments for young children, emergency and disaster preparedness, and community resources. Transfer: CSU.

#### **ECE. 316 FIRST AID FOR CHILDREN**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course focuses on the techniques required for First Aid and emergency care practices for young children. First Aid certification is available upon completion.

#### **ECE. 317 PEDIATRIC CPR**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course focuses on the techniques required for pediatric Cardiopulmonary Resuscitation. CPR certification is available upon completion.

#### **ECE. 331 THE TEACHING EXPERIENCE**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of the teaching profession and its implications for educating young children. Other topics include the developmental stages of the teacher, developmentally appropriate practice, professional obligations and affiliations, and career opportunities.

#### **ECE. 333 OBSERVATIONAL SKILLS**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of methods and in-depth practice of observational skills in ECE/CD settings. Students experience the observation of children, teachers, and programs using the following tools: Desired Results and Environmental Rating Scale, CA Dept. of Education, and NAEYC Accreditation Self Study. Transfer: CSU.

#### **ECE. 335 HANDLING BEHAVIOR**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Child guidance and discipline are covered in this course. The primary goal is to give teachers, caregivers, and parents an understanding of the complexity of children's behavior. Theories and trends concerning child guidance are covered to assist adults in developing appropriate strategies related to interacting with children and fostering pro-social behavior.

#### **ECE. 337 CHILD PARENT RELATIONSHIPS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Issues related to contemporary parenting including the stages of parenting, the diversity of the parenting experience, communication guides for more effective parenting, and community resources for family support.

#### **ECE. 350 ISSUES IN EARLY CHILDHOOD EDUCATION**

*Units (Grade Option) 1-12 (No more than 6 units per semester); Class Hours: Minimum of 16 lecture hour/semester per unit; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This modular approach to issues in Early Childhood Education covers diverse content that is of particular relevance to ECE practitioners. Each module is self contained. Specific modules are offered each semester and are announced in the current schedule of classes. A limit of six of these one unit modules applies toward the ECE Certificate and AS Degree. Transfer: CSU.

#### **ECE. 351 LANGUAGE ARTS IN EARLY CHILDHOOD**

*Units 1; Class Hours: Minimum of 16 lecture/3 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* How to develop and present an appropriate language arts program for young children. Current research is combined with the practical application of curriculum principles to foster children's emerging language and literacy skills.

**ECE. 353 LITERACY IN EARLY CHILDHOOD**

*Units 1; Class Hours: Minimum of 16 lecture/3 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course describes the developmental approach to the growth of listening, speaking, reading and writing skills in early childhood. Included are current issues and resources for teachers and parents.

**ECE. 355 STORYTELLING IN EARLY CHILDHOOD**

*Units 1; Class Hours: Minimum of 16 lecture/3 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course provides an appreciation of storytelling especially as it relates to an appropriate literacy program for young children. Included are the history of storytelling, the effective elements for presentations, and creative resources for both parents and teachers.

**ECE. 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (Also HMSV 366)**

*Units 3; Class Hours: Minimum of 16 lecture/96 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): 12 units of ECE. Description:* A supervised field experience course that focuses on the methods and principles of teaching in early childhood classrooms. Emphasis is on the role of the teacher in a developmentally appropriate setting. This course gives students practical, verifiable experience working with children under the supervision of an experienced teacher. Transfer: CSU.

**ECE. 380 FAMILY DAY CARE TRAINING**

*Units (Grade Option) 1-4; Class Hours: Minimum of 16-64 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The focus of this course is the operation of a family day care home as a business. Other topics included are planning activities in the home, designing a home environment, and communicating with parents. May be repeated for credit up to 4 units.

**ECE. 382 MALE INVOLVEMENT IN EARLY CHILDHOOD**

*Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Examines the importance of men in the lives of children. It reviews barriers and issues concerning male involvement in early childhood and how to positively encourage men to be involved with children. Transfer: CSU.

**ECE. 384 PRINCIPLES AND POLICIES FOR HOME-BASED CHILD CARE**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course focuses on the principles and policies related to child care in home-based settings; it examines child care in the home as a small business. The course is designed for those already caring for children in their homes and for those considering this as an option in the child care profession. Transfer: CSU.

**ECE. 386 ACTIVITY PLANNING AND CURRICULUM FOR HOME-BASED CHILD CARE**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course focuses on planning activities and curriculum for home-based child care settings. It is designed for those already caring for children in their homes and for those considering this as an option in the child care profession. Transfer: CSU.

**ECONOMICS****ECON 100 PRINCIPLES OF MACRO ECONOMICS (CAN ECON 2)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A broad overview of the American economy and its effect on social, political, and cultural environments. The concepts of the price system, the banking system, money and economic activity, policies for stabilization and growth, and money and economic activity are presented. The course concludes with an introduction to the international economy. Transfer: CSU, UC.

**ECON 102 PRINCIPLES OF MICRO ECONOMICS (CAN ECON 4)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an overview of the concepts of supply and demand. Pricing and output decisions under competitive, imperfectly competitive, and monopolistic markets are discussed. Profit maximization and cost minimization for the individual firm are analyzed. Allocation of resources, externalities and comparative economic systems are reviewed also. Transfer: CSU, UC.

**ECON 230 ECONOMIC HISTORY OF THE UNITED STATES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introduction to the origin and development of the American economy from 1860 to the present time. Topics studied are industrial growth, land and resource use, role of immigration and various ethnic and cultural groups, the transportation revolution, development of money and banking, trade patterns, organized labor, agriculture, and America in the world economy. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**EDUCATION****EDUC 100 INTRODUCTION TO EDUCATION**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course integrates psychological, historical, sociological, and philosophical foundations of education including planning of effective teaching strategies and classroom environments, exploration of career opportunities and new directions in education. Transfer: CSU.

## ENGINEERING

### ENGR 100 INTRODUCTION TO ENGINEERING

*Units 3; Class Hours: Minimum of 32 lecture/32 lab /32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 130. Description:* Provides students with an understanding of the different fields of the engineering profession. It also introduces the students to the use of computers in the solution of a wide variety of engineering problems, and provides a basic understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills. Throughout the course, emphasis is given to technical communications, engineering design and problem solving, and ethical considerations. A spreadsheet program (Microsoft Excel) and a high-level computer language (MATLAB) are an integral part of this course. Transfer: CSU, UC.

### ENGR 101 THE ENGINEERING PROFESSION

*Units 3; Class Hours: Minimum of 32 lecture/32 lab /32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110 or 112. Description:* Provides students with knowledge of the engineering profession and its different fields; a basic understanding of engineering processes and tools, including experimentation, data analysis, and computer and communication skills applied to a wide variety of engineering problems. Throughout the course, emphasis is given to technical communications, engineering design and problem solving, and ethical considerations. A spreadsheet program (Microsoft Excel) and a high-level computer language (MATLAB) are an integral part of the course.

### ENGR 210 ENGINEERING GRAPHICS (CAN ENGR 2)

*Units 3; Class Hours: Minimum of 32 lecture/64 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 130. Description:* An introduction to the engineering design process and graphical solutions of two- and three-dimensional design problems involving points, lines, surfaces, and solids. The course develops visualization skills and standard design drawing practices. The use of CAD (computer-aided design) software is an integral part of the course. Transfer: CSU, UC.

### ENGR 215 COMPUTATIONAL METHODS FOR ENGINEERS

*Units 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Completion of or concurrent enrollment in MATH 251. Description:* The course covers the fundamentals of procedural programming and computational methods for science and engineering. Topics include induction, iteration and recursion, approximations, floating-point computations and an introduction to data structures. Students perform laboratory projects that use the MATLAB programming language to solve problems and examples drawn from algebra, trigonometry, calculus and elementary physics. Transfer: CSU, UC.

### ENGR 230 STATICS (CAN ENGR 8)

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): PHYS 250. Description:* This course covers vector treatment of force systems acting on particles and rigid bodies; two- and three-dimensional problems; equilibrium problems involving trusses, frames, machines, distributed forces, fluid statics, internal forces and friction; centroids and moments of inertia; shear and moment diagrams for beams and virtual work. Transfer: CSU, UC.

### ENGR 240 ENGINEERING DYNAMICS

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): PHYS 250 and ENGR 230. Description:* This course covers fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinematics of planar and three-dimensional motions of rigid bodies; D'Alembert's principle, work-energy and momentum principles for rigid body motion; introduction to mechanical vibrations. Transfer: CSU, UC.

### ENGR 260 CIRCUITS AND DEVICES

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 252 and PHYS 260; Corequisite(s): Concurrent enrollment in ENGR 261. Description:* An introduction to the theory and techniques of circuit analysis. Circuit laws and nomenclature, resistive circuits with DC sources, controlled sources, ideal operational amplifiers, natural and complete responses of first- and second-order circuits, steady-state sinusoidal analysis, power calculations, amplifiers, and three-phase circuits. MATH 275 is recommended. Transfer: CSU, UC.

### ENGR 261 CIRCUITS AND DEVICES LABORATORY

*Units 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 252 and PHYS 260; Corequisite(s): Concurrent enrollment in ENGR 260. Description:* Basic instruments and experimental techniques in electrical engineering. Oscilloscopes, function generators, and multiple-use meters. Measurement of voltage, current, frequency response, and transient response. Semiconductor devices, diodes, rectifiers, transistors, and integrated circuits. Circuit simulations using PSpice. MATH 275 is recommended. Transfer: CSU, UC.

### ENGR 270 MATERIALS SCIENCE (CAN ENGR 4)

*Units 3; Class Hours: Minimum of 32 lecture/48 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 251 and CHEM 210. Description:* Application of basic principles of chemistry and physics to the mechanical, electrical, optical, thermal, magnetic and deteriorative properties of materials. Special emphasis is given to the relationship between microstructure and the properties of metals, polymers, ceramics, and semiconducting materials. (PHYS 250 is recommended prior to taking this course). Transfer: CSU, UC.

### ENGR 410 COMPUTER-AIDED GRAPHICS

*Units 1.5; Class Hours: Minimum of 16 lecture/32 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110 or 115. Description:* Introduces the engineering student to the basic principles of engineering graphics including computer-aided design and drafting (CADD), pictorial sketching, orthographic projections, dimensioning and tolerances, two- and three-dimensional construction techniques, and solid modeling. Transfer: CSU, UC\*.

**ENGR 413 DESIGNING WITH CAD**

*Units 1.5; Class Hours: 16 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110 or 115. Description:* Principles of descriptive geometry and computer-aided design (CAD) and their applications to solving engineering problems. The course also serves as an introduction to the engineering design process, and provides students with opportunities to do practical engineering design projects, write technical reports, and prepare oral presentations. Transfer: CSU, UC\*.

**ENGINEERING TECHNOLOGY****EETC 400 SYSTEMS AND FACILITY MAINTENANCE ENGINEERING I**

*Units (Grade Option) 6.5; Class Hours: Minimum of 104 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an overview of facility maintenance engineering. Students analyze and apply essential skills needed in the workplace for maintaining and repairing building control systems, managing energy, handling customers, and applying occupational safety and health laws. Transfer: CSU.

**EETC 410 SYSTEMS AND FACILITY MAINTENANCE ENGINEERING II**

*Units (Grade Option) 6.5; Class Hours: Minimum of 104 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): EETC 400. Description:* Continuation of EETC 400. This employment-oriented course provides students with knowledge and skills in the areas of boilers, heating systems, and fluid dynamics; refrigeration and air handling systems, electrical systems illumination and applied mathematics; building design and maintenance; and understanding and reading blueprints. Transfer: CSU.

**ENGLISH**

A Cañada College English Placement Test or ESL Placement Test is required for enrollment in most English and English for non-native speakers (ESL) courses. The placement tests may be waived if a student has completed an English course with a grade of "C" or better at another accredited college in the United States and can provide transcripts indicating course completion. (See section on Assessment and Placement.)

**ENGL 100 READING AND COMPOSITION (CAN ENGL 2) (CAN ENGL SEQ A = ENGL 100 + 110)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ENGL 836 or 400 OR eligibility for ENGL 100 on approved college English Placement Test and other measures as necessary AND READ 836 with Credit or a grade of "C" or better OR eligibility for 400-level Reading courses on approved college Reading Placement Test and other measures as necessary. Description:* An intensive reading and writing course based on the study of primarily non-fiction materials of culturally diverse writers. Course writing emphasizes the expository and the argumentative forms. Emphasis is placed on writing coherent, compelling essays demonstrating critical thinking skills and the basic elements of building a convincing argument. Transfer: CSU, UC.

**ENGL 110 COMPOSITION, LITERATURE AND CRITICAL THINKING (CAN ENGL 4)****(CAN ENGL SEQ A = ENGL 100 + 110)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ENGL 100. Description:* In this course students read and analyze works of fiction, poetry, and drama and write critical expository essays which demonstrate skills in analysis and critical thinking. Transfer: CSU, UC.

**ENGL 161 CREATIVE WRITING I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* The craft of writing fiction. Designed to help beginning writers to find a way to begin and to encourage journeyman writers to continue. Emphasis falls upon writing technique and critical ability. Transfer: CSU, UC.

**ENGL 162 CREATIVE WRITING II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* The craft of writing poetry. Designed to help beginning writers to find a way to begin and to encourage journeyman writers to continue. Emphasis falls upon writing technique and critical ability. Transfer: CSU, UC.

**ENGL 164 CREATIVE NON-FICTION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* The craft of writing the non-fiction genres, such as memoir, travel literature, biography, autobiography, and journal. Discussion and critiques of works by established authors. Workshop of students' own writing. Guidelines for submission for publication. Transfer: CSU.

**ENGL 165 ADVANCED COMPOSITION**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ENGL 100. Description:* This is an advanced course in non-fiction writing. Students are taught to read and think critically and to write nuanced arguments. Transfer: CSU, UC.

**ENGL 400 COMPOSITION FOR NON-NATIVE SPEAKERS**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 854 or appropriate skill level as indicated by placement test score and other measures as needed. Description:* In this course, students learn to plan, organize, compose, and revise expository essays based on the analysis of complex pieces of writing, both fiction and nonfiction. In addition, students review and follow the conventions of standard written English including punctuation, mechanics, grammar and sentence structure. Successful completion of BOTH English 400 AND Reading 836 is required for entrance into English 100. You may choose to enroll in English 400 and Reading 836 concurrently. Transfer: CSU, UC.

**ENGL 804 READING AND WRITING**

*Units 1-4; Class Hours: Minimum of 8-32 lecture/24-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course is designed to increase reading and writing skills through the reading of non-fiction and short fiction, development of vocabulary, and writing of paragraphs, presented in a variable unit, self-paced instructional mode. Units do not apply toward AA/AS degree. May be repeated for credit up to 4 units.



**ENGL 826 BASIC READING/COMPOSITION**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in READ 826. Description:* This course improves reading and writing skills through reading non-fiction and short fiction, developing vocabulary, and writing paragraphs. Units do not apply toward AA/AS degree.

**ENGL 836 WRITING DEVELOPMENT**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): Successful completion of ENGL 826 and READ 826, or eligibility for READ 836, and ENGL 836 or 400 based on scores on approved Cañada College assessment instruments (placement tests with multiple measures assessment), or \*successful completion of coursework at other colleges/universities equivalent to ENGL 826 and READ 826. Description:* Learn to plan, organize, compose and revise a college-level essay. Write text-based essays, and develop the ability to express ideas logically with detailed support. Review mechanics, grammar, and MLA documentation style. Develop the composition skills necessary to meet standards for entrance to English 100. Successful completion of BOTH English 836 and Reading 836 is required for entrance into English 100.

*\*Use the Office of Matriculation to approve course work completed at other colleges/universities to meet the prerequisite.*

**ENGL 875 GRAMMAR REVIEW**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* While primarily intended as a semester length “brush up” course, English 875 also serves the remedial needs of students whose English Placement Test indicates a need for stringent review. Grammar, punctuation, vocabulary, and diction are included in the course. Units do not apply toward AA/AS degree.

**ENGL 890 CONTENT-BASED PROGRAM: STUDY SKILLS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course, part of the Content-Based Program, focuses on developing study skills and applying them in mainstream content courses. It is designed for native and non-native English-speaking students. Completion of ESL or E.I. 824 with a grade of “C” or better or placement by College ESL Placement Test or a score of 8.0 or better on College Reading Test is recommended. Units do not apply toward AA/AS degree.

## ENGLISH INSTITUTE - ENGLISH AS A SECOND LANGUAGE

**(INGLES COMO SEGUNDO IDIOMA)**

The English Institute is an intensive language development program that provides English as a Second Language instruction for students whose native language is not English. Students who wish to enroll in the program should have a knowledge of basic English equivalent to at least one year of previous study in programs such as Adult Basic Education and language schools, or previous language instruction in their native country. The ESL placement test is administered prior to the beginning of each semester in order to assess English ability for correct placement. For more information, students should contact the English Institute Office, Building 13, Room 121, or call 306-3412.

El Instituto de Inglés es un programa intensivo para el desarrollo del idioma que provee instrucción de Inglés como segundo idioma a los estudiantes cuyo idioma no es el Inglés. El estudiante que desee inscribirse en el programa, deberá tener un conocimiento básico del Inglés equivalente a por lo menos un año de estudio previo en un programa de Inglés como: Educación Básica para adultos, instituto de idiomas, o estudios previos en el país de origen. El examen de aptitud del Instituto de Inglés es administrado antes del comienzo de cada semestre. El resultado del examen colocará al estudiante en el nivel apropiado. Para más información pueden dirigirse a la oficina del Instituto de Inglés, localizada en el edificio 13, oficina 121, o pueden llamar al 306-3412.

**ESL 800 ESL PREPARATORY LEVEL**

*Units 8; Class Hours: Minimum of 128 lecture hours/semester; Basic Skills Level: Open Curriculum. Description:* Beginning-level English-language instruction for speakers of other languages. Developmental practice in all language skills: grammar, vocabulary, listening, speaking, reading, and writing. Preparation for ESL Level I courses. One year of previous English language study or placement by College ESL Placement Test is recommended. Units do not apply toward AA/AS degree.

**ESL 805 ADVANCED GRAMMAR REVIEW**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ESL 804 or 824, or placement by College ESL Placement Test. Description:* This course is primarily for students whose native language is other than English. Students review, practice and synthesize the grammar and sentence structure of standard written English in context. Selections from fiction and non-fiction are used as a basis for discussion and analysis of language. In addition, students react to the readings in writing and focus on editing what they have written. Special attention is paid to a review of verb tenses as well as basic and advanced sentence structure. Units do not apply toward AA/AS degree.

**ESL 821 GRAMMAR/VOCABULARY I**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 800, or placement by College ESL Placement Test. Description:* Introduces students to basic elements of English grammar and vocabulary. Special attention is paid to English tenses, basic structures, prepositional phrases, and idiomatic expressions. Equivalent to two semesters of ESL instruction--beginner knowledge of English grammar: BE, HAVE, present progressive tense, simple present tense, possessive adjectives, some pronoun forms. Units do not apply toward AA/AS degree.

**ESL 822 GRAMMAR/VOCABULARY II**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 801 or 821, or placement by College ESL Placement Test. Description:* Introduces students to elements of English grammar and vocabulary at a low-intermediate level. Special attention is paid to English tenses, grammatical structures, sentence patterns, and idiomatic expressions. Units do not apply toward AA/AS degree.

**ESL 823 GRAMMAR/VOCABULARY III**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 802 or 822, or placement by College ESL Placement Test. Description:* Introduces students to elements of English grammar and vocabulary at an intermediate to high-intermediate level. Special attention is paid to English tenses, sentence patterns, prepositional phrases, and idiomatic expressions. Units do not apply toward AA/AS degree.

**ESL 824 GRAMMAR/VOCABULARY IV**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 803 or 823, or placement by College ESL Placement Test. Description:* Introduces students to advanced elements of English grammar and vocabulary. Special attention is paid to English tenses, complex structures, prepositional phrases, and idiomatic expressions. Units do not apply toward AA/AS degree.

**ESL 831 SPEAKING/LISTENING I**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 800 or placement by College ESL Placement Test. Description:* Introduces students to high-beginning speaking and listening skills. Attention is paid to pronunciation and use of idiomatic expressions, plus practice in English conversation. Units do not apply toward AA/AS degree.

**ESL 832 SPEAKING/LISTENING II**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 811 or 831, or placement by College ESL Placement Test. Description:* Introduces students to speaking and listening skills of English at the low-intermediate level. Special attention is paid to pronunciation and use of idiomatic expressions, plus practice in English conversation. Units do not apply toward AA/AS degree.

**ESL 833 SPEAKING/LISTENING III**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 812 or 832, or placement by College ESL Placement Test. Description:* Introduces students to speaking and listening skills at the high-intermediate level. Emphasis is on listening to academic and informal talks, note-taking, and oral communications skills. Units do not apply toward AA/AS degree.

**ESL 834 SPEAKING/LISTENING IV**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Prerequisite(s): ESL 813 or 833, or placement by College ESL Placement Test. Description:* Introduces students to speaking and listening skills of English at the low-advanced level. Emphasis is on listening to academic and informal talks, note-taking, and oral communications skills. Units do not apply toward AA/AS degree.

**ESL 836 ENGLISH PRONUNCIATION**

*Units 2; Class Hours: Minimum of 32 lecture/16 by arrangement lab hours/semester; Prerequisite(s): None. Description:* This is a course for students whose native language is other than English. It is designed to train participants to American intonation and pronunciation. Units do not apply toward AA/AS degree.

**ESL 837 INTERMEDIATE VOCABULARY DEVELOPMENT**

*Units 2; Class Hours: Minimum of 32 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 801 or 811 or 821 or 831 or 841 or 851 or 861. Description:* In this course students learn to use word analysis skills to expand vocabulary, as well as to use strategies for understanding new words from contexts. There is additional attention to analysis of word parts and to expanding vocabulary via domains and concepts. Units do not apply toward AA/AS degree. May be repeated three times for credit.

**ESL 841 WRITING I**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 800 or placement by College ESL Placement Test. Description:* Introduces students to high beginning

academic writing in response to readings. Special attention is paid to the grammar and mechanics of written academic English. Comprehension and vocabulary development are also stressed. Units do not apply toward AA/AS degree.

**ESL 842 WRITING II**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 841 or 851, or placement by College ESL Placement Test. Description:* Introduces students to low intermediate practice in writing in response to readings in English. Special attention is paid to the grammar and mechanics of written academic English. Comprehension and vocabulary development are also stressed. Units do not apply toward AA/AS degree.

**ESL 843 WRITING III**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 842 or 852, or placement by College ESL Placement Test. Description:* Introduces students to writing in response to readings at the high-intermediate level. Special attention is paid to comprehension, the grammar and mechanics of written academic English, vocabulary development and paragraph writing. Units do not apply toward AA/AS degree.

**ESL 844 WRITING IV**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 843 or 853, or placement by College ESL Placement Test. Description:* Introduces students to advanced academic writing in response to readings. Special attention is paid to comprehension, vocabulary development, paragraph and essay writing, grammar and mechanics of written academic English. The course is designed to prepare students for college-entry courses. Units do not apply toward AA/AS degree.

**ESL 861 READING I**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 800 or placement by College ESL Placement Test. Description:* Introduces students to advanced beginning practice in reading English. Special attention is paid to reading comprehension. Vocabulary development and the mechanics of academic English are also stressed. Units do not apply toward AA/AS degree.

**ESL 862 READING II**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 851 or 861, or placement by College ESL Placement Test. Description:* Introduces students to low intermediate practice in reading in English. Special attention is paid to vocabulary and comprehension in academic English. Units do not apply toward AA/AS degree.

**ESL 863 READING III**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 852 or 862, or placement by College ESL Placement Test. Description:* Introduces students to high intermediate practice in reading in English. Special attention is paid to vocabulary and reading comprehension in academic English. Units do not apply toward AA/AS degree.

**ESL 864 READING IV**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Prerequisite(s): ESL 853 or 863, or placement by College ESL Placement Test. Description:* Introduces students to advanced practice in reading academic English. Special attention is paid to advanced vocabulary and comprehension of original authentic readings. The course is designed to prepare students for college-level entry courses. Units do not apply toward AA/AS degree.

**ETHNIC STUDIES**

*(See individual courses)*

ANTH 360 Indians of North America  
 ANTH 370 Olmec, Maya, Aztec People and Cultures of Mexico and Central America  
 ART 125 Asian Art for Interiors: China and Korea  
 ART 126 Asian Art for Interiors: Japan and Southeast Asia  
 ART 127 Asian Art for Interiors: Japan, India, and the Philippines  
 ECON 230 Economic History of the United States  
 HIST 242 African-American History  
 HIST 245 Race, Ethnicity and Immigration in the U.S.  
 HIST 246 History of Latinos in the U.S.  
 HIST 422 Modern Latin America  
 HIST 425 Modern Latin America and the Caribbean  
 HIST 451 Far Eastern Civilization and Heritage I  
 HIST 452 Far Eastern Civilization and Heritage II  
 INTD 320 Asian Art for Interiors: China and Korea  
 INTD 321 Asian Art for Interiors: Japan and Southeast Asia  
 INTD 322 Asian Art for Interiors: Japan, India, and the Philippines  
 LIT. 252 Women Writers: Multicultural Perspectives  
 LIT. 266 Black Literature  
 LIT. 370 Readings in Literature of the Latino in the United States  
 LIT. 371 Mexican-American Literature  
 LIT. 372 Myth and Folklore of La Raza  
 LIT. 373 Latin American Literature in Translation  
 LIT. 375 Native-American Literature  
 PSYC 106 Psychology of Ethnic Minority Groups  
 SOCI 141 Understanding Diverse Racial/Ethnic Cultures  
 SOSC 250 Mexican-American Culture  
 SPAN 161 Readings in Spanish Literature I  
 SPAN 162 Readings in Spanish Literature II

**FASHION DESIGN****FASH 100 PRINCIPLES OF DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Design principles and elements used in fashion to create effective and successful garment designs. Focus is on the recognition, analysis and evaluation of good design in both RTW and student's original designs. Other topics include sketching and presentation techniques. Transfer: CSU.

**FASH 110 BEGINNING CLOTHING CONSTRUCTION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699. Description:* A course designed to provide an overview of basic sewing techniques, sewing machine skills, and understanding of fabrics and patterns. The focus is on teaching clothing construction methods for students with little or no sewing experience. Transfer: CSU.

**FASH 111 TECHNIQUES OF FIT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699. Description:* Effective pattern alteration by pivot and slide techniques for skirts, pants and bodice patterns. Techniques used for sizing, ease, fabric variability, and the analysis of individual figure problems are examined. Transfer: CSU.

**FASH 113 TEXTILES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A study of natural and chemical fibers, yarns, weaving, finishing, and dyeing. Students also analyze methods used for purchasing and caring for clothing. Transfer: CSU, UC.

**FASH 115 INTERMEDIATE CLOTHING CONSTRUCTION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 110 or 111, or equivalent; Corequisite(s): Concurrent enrollment in FASH 699. Description:* Intermediate sewing techniques for constructing collars, buttonholes, sleeves, hems, pockets, and other garment details. Students also learn how to construct garments using a variety of fabrics. Transfer: CSU.

**FASH 116 TAILORING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699. Description:* This course is designed to provide an overview of techniques applied to the construction of suits and coats. Students also analyze and adapt patterns for proper fit and evaluate and select fabrics for specific garments. Transfer: CSU.

**FASH 118 FLAT PATTERN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699. Description:* Introduction to the use of basic pattern-making theory to create garment design. Students learn how to draft a basic pattern to fit individual figures and to design clothing from the patterns. Transfer: CSU.

**FASH 120 ADVANCED TECHNIQUES OF FIT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 111 or 118 or equivalent; Corequisite(s): Concurrent enrollment in FASH 699. Description:* How to design or copy garments by combining and/or altering patterns. Other topics include the theory of pattern making and interpreting magazine sketches or pictures to make exact copies. Students are required to make three garments. Transfer: CSU.

**FASH 122 ADVANCED TAILORING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 116; Corequisite(s): Concurrent enrollment in FASH 699. Description:* Advanced tailoring techniques for the construction of jackets and coats. Students demonstrate mastery of collars, lapels, pockets, bound buttonholes, welt pockets, sleeves, and linings for suits and coats. Garments are constructed from commercial patterns or the student's original design with pattern adaptation for good personal fit. Transfer: CSU.

**FASH 123 INTRODUCTION TO THE FASHION INDUSTRY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Analysis of trends and manufacturing techniques and their implications for fashion. Terminology, careers, and job responsibilities applicable to the fashion industry are covered. Transfer: CSU.

**FASH 124 CREATIVE TECHNIQUES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in FASH 699. Description:* Techniques used for embellishing clothing using originality and creativity. Students learn techniques for decorative machine stitchery, fabric painting, piecing, applique, and beading. Transfer: CSU.

**FASH 128 DECORATING WITH FABRIC FOR THE SMALL BUSINESS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 110 or 115, or equivalent; Corequisite(s): Concurrent enrollment in FASH 699. Description:* Covers the basic techniques used to make custom curtains, draperies, pillows, bedspreads, table covers, and accessories. Emphasis is placed on how to select fabrics, determine yardage requirements, and handle large amounts of fabric. Transfer: CSU.

**FASH 129 CLOTHING CHOICES FOR ANY BODY**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn how to analyze your figure by choosing flattering lines and proportions, and by comparing it to standard pattern measurements, as well as ready-to-wear sizing. Lifestyle and personal style preferences as well as current fashion and fabric trends are discussed. The evaluation of patterns, fabric, and garments are also included while choosing those that fit and flatter. Transfer: CSU.

**FASH 131 FABRIC EMBELLISHMENT**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An in-depth study of embellishment techniques that can be used for clothing, home furnishings, and craft projects. Participation in hands-on, step by step demonstrations of different couture techniques and surface design work using diverse materials such as beads, satin cords, and trims are included. Transfer: CSU.

**FASH 132 TROUSER CONSTRUCTION**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn how to construct a classic trouser. Topics include fitting the trouser using a commercial pattern, pocket construction, button-fly front, classic and high faced waistbands, pleats, and lining. Transfer: CSU.

**FASH 133 COPYING READY-TO-WEAR**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn how to make a pattern from an existing garment without taking the garment apart. Through demonstration and hands-on experience, use the materials needed to generate this pattern from the existing garment, and make a muslin garment to test this pattern and refine it to ensure an exact duplicate of the original. Also included are facings, hem allowances, and other pertinent pattern drafting knowledge. Transfer: CSU.

**FASH 134 BEGINNING MILLINERY**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduction to the methods for designing and constructing millinery, millinery-blocking techniques and complete both a fabric covered buckram frame hat and a free form straw hat. Transfer: CSU.

**FASH 135 PRINCIPLES OF MANUFACTURING**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Learn the basic principles required to manufacture a sewn product. Topics covered include sourcing fabric and trims, costing, locating, and evaluating contractors for pattern making, cutting and sewing. Transfer: CSU.

**FASH 140 BASIC SERGING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The use of the serger sewing machine for creating a variety of edge finishes while constructing garments is presented in this course.

**FASH 141 CREATIVE SERGING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 140. Description:* Students learn fast, decorative serging techniques using a variety of threads, trims, and fabrics to make unique garments in this course.

**FASH 146 DESIGNER TECHNIQUES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 110; Corequisite(s): Concurrent enrollment in FASH 699. Description:* An overview of designers of the past and present and their influence on fashion. Students analyze the designer details in ready-to-wear fashions and apply the same techniques in clothing construction. Transfer: CSU

**FASH 150 HISTORY OF FASHION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400;*

*Prerequisite(s): None. Description:* This course is a survey of fashions of Western Civilization from ancient cultures to the present day. Students analyze fashion trends and fads as influenced by industrial and political developments. Transfer: CSU.

#### **FASH 162 ADVANCED FLAT PATTERN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 118; Corequisite(s): Concurrent enrollment in FASH 699. Description:* A comprehensive study of pattern making and the drafting techniques used for creating more advanced garment design. Students learn how to change clothing style lines and master dart manipulation for creating various fashion designs. Transfer: CSU.

#### **FASH 163 PATTERN GRADING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Techniques for taking a single sized pattern and grading it up and down into multiple sizes. An overview of different size ranges, methods of grading, and grading rules is included. Transfer: CSU.

#### **FASH 164 FASHION ILLUSTRATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An overview of sketching for clothing design with emphasis on perception development through specific drawing exercises to develop fashion figure proportions. A variety of media and drawing techniques are used to create fashion sketches. Transfer: CSU.

#### **FASH 165 DESIGN INSPIRATION**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introductory, theoretical design course geared to familiarize students with the commonly recognized sources of inspiration for the modern-day designer. The course concentrates on translating various sources of inspiration into contemporary fashion designs via student sketch work and design analysis. Transfer: CSU.

#### **FASH 166 FASHION ENTREPRENEURSHIP**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An overview of the fashion entrepreneurial opportunities in the apparel and sewn products industry. Establishing goals, record keeping, business promotion, and the advantages and disadvantages of self-employment are discussed. Individuals considering a small business relating to fashion, fabric, color, pattern work, and sewing profit from this course. Transfer: CSU.

#### **FASH 167 THE CUSTOM DRESS FORM**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Students learn how to create a customized dress form used for design development and sewing construction. Students are fitted in customized covers, and foam dress forms are shaped to fit these covers. Transfer: CSU.

#### **FASH 168 FASHION DRAPING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment*

*in FASH 699. Description:* An overview of designing clothing on a dressform; students learn to use this three-dimensional design process to create patterns for original designs. Includes the translation of fashion ideas from design principles, while draping with muslin, to finished garments. Transfer: CSU.

#### **FASH 170 FRENCH PATTERN DRAFTING**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* In this course, students learn the French Couture method for drafting a master pattern. The master pattern, known as the moulage, is a form-fitting pattern that duplicates the figure exactly with no ease added. It is used to create the sloper and basic sleeve. These are used to design many different garment styles. Transfer: CSU.

#### **FASH 171 TROUSER MOULAGE**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Techniques for measuring and drafting a basic trouser sloper. Students then make the pattern in muslin and refine fit to produce a pattern for their figures. Drafting trouser details such as pockets, pleats, high waistbands, and fly-front is discussed also. Transfer: CSU.

#### **FASH 172 BUSTIER**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 170 or equivalent. Description:* This course is an introduction to the proper patternwork and construction techniques to create a well-fitting, well-performing strapless bodice (bustier), which can be adapted to evening wear or bridal wear. As these garments must fit closely, a well-fitting sloper, or the moulage from the French pattern drafting course is required. Transfer: CSU.

#### **FASH 175 ADVANCED ILLUSTRATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 164. Description:* The purpose of this course is to develop advanced fashion rendering skills and figure styles using a variety of media and drawing techniques to create original fashion illustrations. Emphasis is on developing flair, movement and attitude in the fashion figure. Drawing flats, specs, floats and fabric renderings are also covered. Transfer: CSU.

#### **FASH 178 COMPUTERIZED PATTERN GRADING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 163. Description:* In this course, students learn how to use the PAD system, a professional computerized pattern development system, to grade patterns into multiple sizes. Transfer: CSU.

#### **FASH 180 COMPUTERIZED PATTERN DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 118 or equivalent. Description:* This course is designed to teach PAD, a professional computerized pattern development system, to draft patterns for original designs. Students have the opportunity to develop patterns as used in the apparel industry. Transfer: CSU.

**FASH 181 ADVANCED COMPUTERIZED PATTERN DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 180 or equivalent.*

**Description:** In this course students continue to develop their skills in using PAD, a professional computerized pattern development system. More advanced techniques and projects are covered, including the development of a line of designs realized in both patterns and fabric. Transfer: CSU.

**FASH 190 IMAGE FOR THE NEW CENTURY**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.*

**Description:** In this new century the rules of dressing have changed. In this class students learn how to build a capsule wardrobe which makes the transition from business to casual to dressy. In addition, they learn guidelines for choosing styles and colors which highlight and flatter. Transfer: CSU.

**FASH 195 PORTFOLIO DEVELOPMENT**

*Units (Credit/No Credit) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.*

**Description:** An overview of portfolio assembly methods for Fashion Design, with emphasis on professional display techniques of student's original designs. Course covers presentation techniques, materials, content considerations, organization, and layout choices. Transfer: CSU.

**FASH 196 INTRODUCTION TO THE COSTUME INDUSTRY**

*Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.*

**Description:** Introduction to the theater costuming industry as a profession. Students have the opportunity to visit costume shops throughout the Bay Area, learn the various jobs which are needed within a costume shop, and understand the process of designing theatrical costumes from concept to completion. Field trips and guest speakers are included. Transfer: CSU.

**FASH 197 HISTORICAL AND THEATRICAL COSTUME DEVELOPMENT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 118 or equivalent pattern experience.*

**Description:** Pattern development and construction of historical costumes, from the middle ages to the beginning of the twentieth century. Learn how to apply the principles of modern pattern making to various historical styles and use this knowledge to design and create historical costumes. The unique cut and construction of each historical period is covered, along with undergarments and accessories necessary for each period. Transfer: CSU.

**FASH 199 COSTUMING FOR THEATRICAL PRODUCTION**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FASH 110 or equivalent sewing experience.*

**Description:** Learn to create costumes for an actual theatrical production. All aspects of theater costuming are utilized, including script analysis, design, pattern development, fitting, construction and alterations. Transfer: CSU.

**FASH 350 ISSUES IN FASHION**

*Units (Grade Option) 1-10 (no more than 3 units per semester); Class Hours: Minimum of 16 lecture hour/semester per unit; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.*

**Description:** This modular approach to issues in fashion covers diverse content that is of particular relevance to fashion majors. Each module is self-contained. Specific modules are offered each semester and are announced in the current schedule of classes. A limit of three of the modules applies toward the Fashion Design Certificate. See course schedule for FASH 350 courses which have a requirement for concurrent enrollment in a sewing lab. Transfer: CSU.

**FILM****FILM 110 AMERICAN CINEMA**

*Telecourse: Units 3; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.*

**Description:** Familiarizes students with the history of American Cinema, focusing on the studio system, the star system, genres, and directors. Develops film vocabulary and critical viewing skills. Transfer: CSU.

**FRENCH****FREN 110 ELEMENTARY FRENCH (CAN FREN 2)**

**(CAN FREN SEQ A = FREN 110 + 120)**

*Units 5; Class Hours: Minimum of 80 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.*

**Description:** Conversation in the language, dictation, reading, study of the fundamentals of grammar and the writing of simple French exercises. The student is urged to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC.

**FREN 111 ELEMENTARY FRENCH I**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.*

**Description:** The basic principles of beginning French, offered at a less intense pace than French 110. One semester equals approximately half of French 110. May be used for partial fulfillment of transfer language requirements. Transfer: CSU, UC\*.

**FREN 112 ELEMENTARY FRENCH II**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 111.*

**Description:** Further basic principles of beginning French, offered at a less intense pace than French 110. One semester equals approximately half of French 110. May be used for partial fulfillment of transfer language requirements. Transfer: CSU, UC\*.

**FREN 120 ADVANCED ELEMENTARY FRENCH (CAN FREN 4) (CAN FREN SEQ A = FREN 110 + 120)**

*Units 5; Class Hours: Minimum of 80 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 110 or equivalent.*

**Description:** Conversation, dictation, further study of grammar and sentence structure; study of cognates, derivatives and idioms, reading of short stories. The student is urged to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC.

**FREN 121 ADVANCED ELEMENTARY FRENCH I**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 110 or equivalent. Description:* The basic principles of Advanced Elementary French, offered at a less intense pace than French 120. One semester equals approximately half of French 120. May be used for partial fulfillment of transfer language requirements. Transfer: CSU, UC\*.

**FREN 122 ADVANCED ELEMENTARY FRENCH II**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 121. Description:* Further basic principles of Advanced Elementary French, offered at a less intense pace than French 120. One semester equals approximately half of French 120. May be used for partial fulfillment of transfer language requirements. Transfer: CSU, UC\*.

**FREN 130 INTERMEDIATE FRENCH (CAN FREN 8) (CAN FREN SEQ B = FREN 130 + 140)**

*Units 5; Class Hours: Minimum of 80 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 120 or equivalent. Description:* Reading of short stories, plays or novels, review of grammar, conversation, composition, and dictation. The student is urged to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC.

**FREN 140 ADVANCED INTERMEDIATE FRENCH (CAN FREN 10) (CAN FREN SEQ B = FREN 130 + 140)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 130 or equivalent. Description:* Reading of selections from French literature and reading of a contemporary novel; further practice of conversation and composition; continued review of principles of grammar; analysis of idioms. Transfer: CSU, UC.

**FREN 161 READINGS IN FRENCH LITERATURE I**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 140. Description:* Reading and discussion of works of French literature. Continued review of principles of grammar. Transfer: CSU, UC.

**FREN 162 READINGS IN FRENCH LITERATURE II**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 161. Description:* Further reading and discussion of works of French literature. Continued review of principles of grammar. Transfer: CSU, UC.

**FREN 196 FRENCH LANGUAGE LABORATORY**

*Units (Credit/No Credit) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): FREN 120. Description:* A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding French. Transfer: CSU.

**FREN 197 FRENCH PRONUNCIATION**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Comprehensive study of the theory and practice of pronunciation of the French language. Practical approach, with an

emphasis on much oral work in class and in the language laboratory, to improve the pronunciation skills of those persons who have been, or who will be, exposed to French at some level. Background in French recommended. Transfer: CSU.

**FREN 801 CONVERSATIONAL FRENCH I**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Practical course in the French language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course does not fulfill language requirement of California State Colleges or at the University of California.) Units do not apply toward AA/AS degree.

**FREN 802 CONVERSATIONAL FRENCH II**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): FREN 801. Description:* Further drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

**FREN 803 CONVERSATIONAL FRENCH III**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): FREN 802. Description:* More advanced drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

**FREN 804 CONVERSATIONAL FRENCH IV**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): FREN 803. Description:* Further advanced drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

**GEOGRAPHY****GEOG 100 PHYSICAL ENVIRONMENT (CAN GEOG 2)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduction to the basic characteristics of maps, the earth's grid, seasons, time zones, weather and climate, soils and vegetation, ocean currents, and landforms. The inter-relationship of these basic factors is studied in the regional framework of the entire earth's surface. Transfer: CSU, UC.

**GEOG 110 CULTURAL GEOGRAPHY (CAN GEOG 4)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of culture within the geographic framework of race, language, religion, political boundaries, population distribution, settlement patterns, and making a living. Also included is an analysis of spatial distribution of the most important parts of human's cultural occupation of the earth. Transfer: CSU, UC.

**GEOG 301 INTRODUCTION TO MAP READING FOR GIS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course focuses on map reading skills and introducing the many uses of geographic information systems software. Transfer: CSU.

**GEOG 302 INTRODUCTION TO GIS AND ARCVIEW**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): GEOG 301. Description:* This course introduces and provides hands-on instruction in ArcView software for geographic information systems. Transfer: CSU.

**GEOG 303 GIS APPLICATIONS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): GEOG 302. Description:* Applications of ArcView GIS software. Students complete projects in an area of their choice. Transfer: CSU.

**GEOLOGY****GEOL 100 SURVEY OF GEOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Basic principles of igneous, sedimentary and metamorphic geology are covered in this survey course. Also discussed are rocks, minerals and the origin of the earth, continents and mountains. Field trips may be required. Transfer: CSU, UC.

**GEOL 110 GEOLOGICAL HAZARDS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 2 five-hour field trips/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* A study of the geological hazards in California and especially in the San Francisco Bay area and how these hazards affect man's social and economic well-being. Topics include earthquakes, landslides and volcanoes. Extensive rock and map studies are included. Two field trips are taken along the San Mateo County coast. Transfer: CSU, UC.

**HEALTH SCIENCE****HSCI 100 GENERAL HEALTH SCIENCE**

*Telecourse: Units 2; Class Hours: Minimum of 32 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Survey of today's most prevalent health problems, including heart disease, cancer, venereal disease, birth control, drug abuse, and emotional disorders. Emphasizes detection, treatment, and prevention of personal and social health problems as well as the promotion of physical and emotional well-being. Transfer: CSU, UC.

**HSCI 104 NUTRITION AND PHYSICAL FITNESS**

*Units 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* A comprehensive overview of nutritional components and how they relate to athletic performance and health. Basic physiology and its relationship to diet, muscular performance and total health is explained. Each student completes a comprehensive evaluation of their current diet. Transfer: CSU.

**HSCI 105 COMMUNICABLE DISEASE**

*Units 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A comprehensive overview of the cause, transmission, symptoms and prevention of major communicable diseases. Student increase their awareness by taking responsibility for their own health. Transfer: CSU.

**HSCI 108 WOMEN'S HEALTH ISSUES**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* Up to date study of how lifestyle choices influence current and future health of women. Role of diet, use of vitamin/mineral supplements, physical fitness, and the female menstrual cycle are studied. Transfer: CSU.

**HSCI 430 FIRST AID**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course provides training in basic first aid skills. Upon completion, student may obtain Red Cross First Aid certification. Transfer: CSU, UC\*.

**HSCI 432 CPR: ADULT, CHILD, INFANT**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course qualifies students with CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. Automated External Defibrillator training is also included. Upon completion student may obtain Red Cross CPR Certification. Transfer: CSU, UC\*.

**HSCI 665 SPECIAL TOPICS IN HEALTH SCIENCE**

*Units (Grade Option) 0.5-2.0; Class Hours: Minimum of 8-32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course explores contemporary selected topics or themes as they relate to the health of individuals and society. Transfer: CSU.

**HISTORY****HIST 100 HISTORY OF WESTERN CIVILIZATION I (CAN HIST 2) (CAN HIST SEQ A = HIST 100 + 101)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course surveys the civilizations of Europe and the Mediterranean Region in the ancient, medieval and early modern eras. Topics include: the Mesopotamians, Ancient Egypt, the Hebrews, Greece, Rome, the development and spread of Christianity, Europe during the medieval, Renaissance and Reformation periods, and the Age of Exploration. Transfer: CSU, UC.



**HIST 101 HISTORY OF WESTERN CIVILIZATION II (CAN HIST 4) (CAN HIST SEQ A = HIST 100 + 101)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Survey of the history of the Western world from the 1500s until today. Topics include the creation of modern nation states, the development of modern political philosophies and economic systems, wars, and major religious, artistic and intellectual movements. Provides a strong foundation for understanding contemporary global issues. Transfer: CSU, UC.

**HIST 102 HISTORY OF AMERICAN CIVILIZATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course surveys major movements or “currents” of U. S. History from the colonial settlements to the present. Students examine such “patterns” as liberalism and conservatism, nationalism and sectionalism, internationalism and isolationism, laissez-faire and welfare state in order to build a “framework” for understanding the major social, political, and economic events and personalities as they have influenced American society and the “process” of history. Completion of HIST 100, 201 or 202 is recommended. Transfer: CSU, UC.

**HIST 103 WESTERN TRADITION I**

*Telecourse: Units (Grade Option) 2; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Covers the rise and decline of the civilization of the ancient world, the rise of Christianity, the growth and decline of Medieval society, the renaissance, and the age of exploration. (May not be taken for credit following HIST 100.) Transfer: CSU.

**HIST 201 U.S. HISTORY THROUGH 1877 (CAN HIST 8) (CAN HIST SEQ B = HIST 201 + 202)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A survey of U.S. History from pre-Columbian times to 1877. Topics covered include indigenous cultures, European exploration and colonization, the American Revolution and development of the Constitution, slavery, the creation of U.S. political, economic and social institutions, the Civil War, and Reconstruction. Transfer: CSU, UC.

**HIST 202 U.S. HISTORY FROM 1877 TO THE PRESENT (CAN HIST 10) (CAN HIST SEQ B = HIST 201 + 202)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* U.S. History from 1877 until today. The Gilded Age, the Western Frontier, the Roaring 20s, the Great Depression, the World Wars, the Cold War, Vietnam, the Sixties, Watergate, Presidents Carter, Reagan, Clinton and Bush, recent events. Examination of diverse communities and political, economic, intellectual, artistic and social trends. Transfer: CSU, UC.

**HIST 205 RELIGION IN AMERICA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a broad survey of historical religious thoughts and activities in this country. The religious influence on the development of American civilization is studied. Transfer: CSU, UC.

**HIST 242 AFRICAN AMERICAN HISTORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course addresses the African-American experience in the context of United States history beginning in medieval Africa, continuing through the history of the slave trade, institutionalization of African American slavery and the abolitionist reform movement. The role of African-Americans in the Civil War, Reconstruction years, Jim Crow period, Harlem Renaissance, Depression years and World War II and the “modern civil rights movement” is studied with emphasis on the means for change used by various Black and White leaders. Concurrent with a study of “the past,” students also examine current state and national issues, like the affirmative action debate, which influence Black-White relations in America today. Completion of HIST 201 or 202 is recommended. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**HIST 245 RACE, ETHNICITY AND IMMIGRATION IN THE U.S.**

*Units: (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course surveys the social, economic and political histories of the diverse ethnic and cultural groups that make up the U.S., including indigenous peoples, African Americans, European Americans, Asian Americans, Latino Americans, and other groups. Historical constructions of race and the roles of race, ethnicity, and immigration in shaping U.S. culture are examined. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**HIST 246 HISTORY OF LATINOS IN THE U.S.**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Explores the history of Latino peoples living in what is now the United States. Peoples of Mexican, Central American, South American, and Caribbean ancestry are considered. Issues addressed include the formation of Latino communities and identities in the United States, U.S. foreign policy, immigration, and civil rights issues. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**HIST 247 WOMEN IN U.S. HISTORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Explores the roles and experiences of women in U.S. History. The course examines women’s contributions to the social, political, and economic development of the United States, as well as the challenges to full equality that women have faced. The impact of class, race, ethnicity, and sexuality on women’s experience is also considered. Transfer: CSU, UC.

**HIST 310 CALIFORNIA HISTORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Survey of major trends in California’s growth, including the cultures of native Americans, the Spanish period, the Mexican period, and the development under the United States up to the present. Studied is the constitution of the State of California and early statehood and its relationship to the Federal government and the nature and processes of State and local government under that constitution. Political, economic, social, intellectual, and environmental movements, together with geography are included. Transfer: CSU, UC.

**HIST 315 HISTORY OF SAN MATEO COUNTY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Survey of the county's development from the pre Spanish period up to the present. Other topics examined include the natural setting; the Ohlone Indian culture; the Spanish discovery and settlement; the mission rancho era; the early American period with establishment of county government; advent of lumbering, railroads, and industry; growth of Bayside and Coastside communities, airports, and industrial parks; contemporary social, economic, and political issues such as population shifts, land development, and voting trends. Transfer: CSU.

**HIST 421 HISTORY OF THE AMERICAS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course surveys the history of North and South America from the times of the pre Columbian Indian civilizations through the European conquest and colonization. Transfer: CSU, UC.

**HIST 422 MODERN LATIN AMERICA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The history of Latin America from independence to the present. Individual countries are studied with an emphasis on political, economic, and social events within countries. The role of the United States is examined, especially in relation to Central America and the Caribbean. Cultural ties that bind Spanish-speaking peoples of the U.S. to Latin America are studied also. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**HIST 425 MODERN LATIN AMERICA AND THE CARIBBEAN**

*Telecourse: Units (Grade Option) 3; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Examines various aspects of Latin America and the Caribbean. Provides an overview of the Pre-Columbian, Conquest, Colonial, Independence, and post-Independence periods and then develops various themes—sovereignty, race and ethnicity, role of women, revolutions and revolutionaries, religion, etc.—to give students an understanding of modern Latin America and the Caribbean. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A broad survey of the historical and cultural development of China and Japan. Emphasis is placed on the religious, philosophical, and artistic development of these countries within the historical context and how, within these traditions, these countries meet the challenge in the present. Attention is also given to the way in which Asian Americans adjust and identify themselves with their cultural legacy in their new environment. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Continuation of a broad survey of the cultural achievement of China and Japan from the 13th Century to the present. Emphasis is placed on the old cultural traditions, foreign

invasions, influences, and the intended colonialism of foreign countries. Modern political development and nationalism are discussed with an attempt to show their ramifications on contemporary Asian Americans. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**HOME ECONOMICS**

*(See Fashion Design)*

**HUMAN SERVICES****HMSV 100 INTRODUCTION TO HUMAN SERVICES**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introductory course for students interested in a career in Human Services. The course covers the history of Human Services, types of functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory, and self-support techniques for Human Service workers. Transfer: CSU.

**HMSV 110 INTRODUCTION TO COUNSELING AND INTERVIEWING**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introduction to the basic skills and techniques of counseling and interviewing. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values, and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. Transfer: CSU.

**HMSV 115 INTRODUCTION TO CASE MANAGEMENT**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring, and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Services settings. Transfer: CSU.

**HMSV 120 PUBLIC ASSISTANCE AND BENEFITS PROGRAM**

*Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview and examination of Public Assistance benefits awarded under state and federal welfare programs. TANF (Temporary Aid to Needy Families), SSI (Social Security Insurance), MediCal, Medicaid, Medicare and Disability Programs are studied and evaluated and their implications for self-sufficiency examined. Students gain a working knowledge of the various benefit programs available to persons including eligibility requirements, determination and duration. Transfer: CSU.

**HMSV 150 REHABILITATION AND RECOVERY**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introduction to the principles and practices involved in providing support services to persons with psychiatric disabilities as

they move through the process of rehabilitation and recovery. Covers the theory, values, and philosophy of psycho-social rehabilitation; diagnostic categories and symptoms of mental illnesses; the development of rehabilitative environments and support systems; disabilities management; approaches to service delivery, skills, and ethics. Transfer: CSU.

### **HMSV 151 CURRENT TRENDS AND ISSUES IN PSYCHO-SOCIAL REHABILITATION**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An overview of the current trends and issues affecting the field of Psycho-social Rehabilitation. Course covers contemporary issues and service delivery trends in rehabilitation as they are applied to a mental health setting. Designed for paraprofessionals currently working in Health and Human Service agencies and students preparing for careers in Human Services. Transfer: CSU.

### **HMSV 160 SERVING DIVERSE POPULATIONS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A study of how ethnic and cultural differences impact service delivery in the field of Human Services. Focuses on understanding people in the context of their own cultural and ethnic worldview. Provides students with the knowledge, skills and insight necessary to be culturally competent providers. Transfer: CSU

### **HMSV 161 INFORMATION AND REFERRAL: UNDERSTANDING COMMUNITY RESOURCES**

*Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An overview of key Human Services resources in San Mateo County. Covers the following resources: emergency, alcohol and drug, children's youth, disabilities, education, employment and training, financial assistance, food programs, health, housing, immigration, legal, seniors, recreation and mental health. Access, eligibility, funding, referral and assessment techniques are examined. May be repeated once for credit. Transfer: CSU

### **HMSV 262 INTRODUCTION TO FAMILY SUPPORT: BUILDING RESPECTFUL PARTNERSHIPS (Also ECE. 262)**

*Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of Family Support programs within Early Childhood Education. Included is a historical perspective, Family Support principles, and effective communication guides between families, childcare providers, teachers, and community agencies. This course is one of two (HMSV 264, other course) for a specialization for Master Teacher on the Child Development Permit matrix. Transfer: CSU.

### **HMSV 264 THE LIFE CYCLE OF THE FAMILY (Also ECE. 264)**

*Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The life cycle of the family bridging individual and family development with cultural and social perspectives. The emphasis is on the diversity within contemporary families and the establishment of family support programs. This course is one of two (HMSV 262, other course) for a specialization for Master Teacher on the Child Development Permit Matrix. Transfer: CSU.

### **HMSV 265 FAMILY DEVELOPMENT PORTFOLIO, PART I**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Students create a portfolio demonstrating skills in the following areas: a sustainable route to healthy self reliance, worker self-empowerment, building mutually respectful relationships, communication, and cultural competence. Recommended to be taken in conjunction with HMSV 262.

### **HMSV 266 FAMILY DEVELOPMENT PORTFOLIO, PART II**

*Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): HMSV 265. Description:* Continuation of HMSV 265. Students create a portfolio demonstrating skills in the following areas: ongoing assessment, home visiting, helping families access specialized services, facilitating family conferences, support groups, community meetings, and collaboration. Recommended to be taken in conjunction with HMSV 264.

### **HMSV 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (Also ECE. 366)**

*Units 3; Class Hours: Minimum of 16 lecture/96 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): 12 units of ECE. or HMSV. Description:* This supervised field experience course focuses on the methods and principles of teaching in early childhood classrooms. Emphasis is on the role of the teacher in a developmentally appropriate setting. This course allows students to gain practical, verifiable experience working with children under the supervision of an experienced teacher. Transfer: CSU.

## **INTERIOR DESIGN**

### **INTD 115 INTRODUCTION TO INTERIOR DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an examination of the relationship of the built environment with emphasis on the home. Principles and elements of design and color are examined as they relate to the functional and aesthetic aspects of interiors. Students develop skills in critical analysis of existing interiors and create individual solutions through space design projects. Transfer: CSU.

### **INTD 126 CRITICAL THINKING FOR INTERIOR DESIGNERS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Introduces students to the analytical and creative tools designers use to make decisions. Students explore the philosophy of design and the design process through reading design history and practice in hands-on processes of creative expression. The team consultation critique is utilized throughout the course. Transfer: CSU.

**INTD 128 DESIGN COMMUNICATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110. Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* This course focuses on the visual and oral presentation skills students need in the interior design profession. Students explore specialized, two-dimensional (quick sketch) techniques and model-building with emphasis on interactive models and design concepts. Transfer: CSU.

**INTD 130 BEGINNING SPACE PLANNING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* In this course, students master drawing techniques for interior designers. Topics include floor plans, interior elevations, reflected ceiling plans, and architectural lettering. Transfer: CSU.

**INTD 146 INTERIOR DESIGN GRAPHICS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* The theory of spatial composition in freehand drawing, rendering, and sketching of interior environmental elements to scale. One and two point perspective and isometric drawings and three-dimensional conceptualization techniques are presented. The mechanical methods of developing working drawings for designs and plans for cabinet makers, builders, crafts persons, and clients are studied. Transfer: CSU.

**INTD 147 ADVANCED SPACE PLANNING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): INTD 115, ARCH 110 and INTD 130; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* This course teaches programming, space planning, schematic design, design development, and problem-solving for residential and non-residential environments. Hidden human dimensions, as well as special needs for accessibility, are incorporated into design solutions. Concurrent enrollment in INTD 126 is recommended. Transfer: CSU.

**INTD 148 COLOR FOR INTERIORS (Also ART 148)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): None. Description:* Basic color theories are applied to the visual control of interior space. Relationship and the effect of color as light and color as pigment on textiles, surface, and structural materials are examined. Students apply design attributes which affect the use of interior color composition to effect design solutions. Concurrent enrollment in INTD 699 is highly recommended. Transfer: CSU.

**INTD 150 HISTORY OF INTERIORS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The history and design of Western homes, public buildings, churches, interiors, and furniture from ancient Egypt up to the present day are studied. Other topics include awareness of structural and architectural design and the influence of historical periods in today's design. Transfer: CSU.

**INTD 250 PROFESSIONAL PRACTICES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): INTD 115 and 147. Description:* This course focuses on professionalism in interior design business ethics and working relationships with related professions. Business practices and business management tools are explored with input from professional designers involved with a variety of different types of practices. Liability, codes, and laws are examined and factored into student projects with both residential and non-residential professional practices. Transfer: CSU.

**INTD 260 OVERVIEW OF LIGHTING DESIGN**

*Units (Grade Option) 2-4 (No more than 2 units per semester); Class Hours: Minimum of 32-64 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course teaches how the aesthetics of lighting is integrated with the basic technical information needed to understand light and its relationship to the human being. May be repeated for credit up to 4 units. Transfer: CSU.

**INTD 270 KITCHEN DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Basic principles of kitchen design and space layout. Students learn to draw floor plans and elevations to scale. Selection and evaluation of current products and materials are made based on client survey. Industry experts serve as guest lecturers and host field trips to local showrooms. Cabinetry, appliances, finish materials, "barrier free" design, and changing family patterns as applicable to today's kitchen are covered. Transfer: CSU.

**INTD 271 BATH DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Basic principles of bath design. Drawing scale floor plans, new design concepts, product availability and the use of color culminates in a class project of designing a bathroom. Transfer: CSU.

**INTD 276 ADVANCED KITCHEN AND BATH DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): INTD 270 and 271 and ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* This course covers advanced kitchen and bath design. Students prepare construction documents including technical information required for the design and submittal of plans for proposed kitchens and bath remodels. Transfer: CSU.

**INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Basic principles of marketing and salesmanship are covered using design principles, floor plans, elevation procedures, and agreement and payment schedules for a total presentation to the client. Techniques of approaching a client from inception to completion are covered in sequence and detail with emphasis on how to overcome objections and close a sale. This course

is part of the training program for CKD certification examination by NKBA. Transfer: CSU.

**INTD 320 ASIAN ART FOR INTERIORS: CHINA AND KOREA (Also ART 125)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from China and Korea, including the influence of art design from China and Korea, the transfer to the United States and the contribution to interior design from these countries to the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

**INTD 321 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA (Also ART 126)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from Japan and Southeast Asia, including the influence of the artists from Japan and Southeast Asia, their migration to the United States, and their contributions to interior design in their countries and the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

**INTD 322 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES (Also ART 127)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from Japan continued, India, the Philippines, and Persia, including the influence of the artists from Japan, India, the Philippines, and Persia, their migration to the United States, and their contributions to interior design in their countries and the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

**INTD 340 FURNITURE, CASEWORK, AND INTERIOR DETAILING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110, INTD 126, 128, and 130; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* A comprehensive analysis of the theory, technical knowledge, and communication skills necessary to depict basic furniture, cabinet, and interior construction details. Design concepts, use of materials and their relationship during fabrication and construction are discussed with emphasis on detailing procedures and techniques. Transfer: CSU.

**INTD 350 COMMERCIAL DESIGN I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): INTD 147; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* In this course students learn how to design multiple-unit commercial spaces such as offices or medical complexes (these designs have repeatable designs and multiple rooms), using work flow analysis and three-dimensional design (axonometrics, isometrics, and quick sketching perspective). Also included in the course is how to schedule projects, estimate budgets, keep documentation, work with drawings, and keep time/work logs. Concurrent enrollment in INTD 260 or 356 is recommended. Transfer: CSU.

**INTD 356 RESIDENTIAL AND COMMERCIAL CONSTRUCTION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): INTD 147; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* In this course students develop an understanding of basic construction systems and how they relate to interior planning. Building codes, historic preservation, and handicapped restrictions are examined as well as environmental concerns and adaptive reuse. Technical knowledge of building systems (HVAC, plumbing, electrical, etc.) and structure are analyzed also. Concurrent enrollment in INTD 330 or 340 is recommended. Transfer: CSU.

**INTD 362 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS - ARCHITECTURAL DRAWINGS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Students use 3D Home Architecture software to create: floor plans, interior elevations, exterior elevations, perspectives, isometric overviews, roof plans, house sections, and multiple levels. Concurrent enrollment in BUS. 430 is recommended. Transfer: CSU.

**INTD 363 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS - INTERIOR DESIGN DRAWINGS**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Students use 3D Home Interiors software to create interior designs of various surface covers, furnishings, fixtures, and appliances. Transfer: CSU.

**INTD 370 CONSTRUCTION ESTIMATING AND RENOVATION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* This course is an overview of the process of residential renovation and related costs. Topics include tools, materials, scheduling, methods used for construction, and methods of estimating cost. Transfer: CSU.

**INTD 450 MATERIALS AND FINISHES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* In this course the cost, quality, and performance guidelines for selecting materials are presented for both residential and non-residential applications. Students learn how to make wise decisions when purchasing and specifying requirements for fabrics, paints, floor coverings, wall coverings, window coverings, furniture, and accessories. Structural and finishing materials for properties and uses are also covered. Transfer: CSU.

**INTD 464 CODES: FIRE, SAFETY, AND BARRIER-FREE DESIGN**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* This course is an overview of the building codes that control and limit interior designs. Other topics include access for persons with disabilities, California Title 24, ANSI A 117.1, model handicapped access code, Fair Housing Act of 1988, and the American Disabilities Act (ADA). Transfer: CSU.

**ITALIAN****ITAL 111 ELEMENTARY ITALIAN I (CAN ITAL 2 = ITAL 111 + 112) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of and practice in the basic forms and patterns of Italian; development of satisfactory pronunciation; learning and using vocabulary of high frequency; reading of simple Italian texts. Students are urged to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC\*.

**ITAL 112 ELEMENTARY ITALIAN II (CAN ITAL 2 = ITAL 111 + 112) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ITAL 111. Description:* Further basic principles of beginning Italian. Conversation, composition, important Italian idiomatic expressions, pronouns, verbs in future and past tense. Students are expected to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC\*.

**ITAL 121 ADVANCED ELEMENTARY ITALIAN I (CAN ITAL 4 = ITAL 121 + 122) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ITAL 112 or equivalent. Description:* Continuation of work begun in ITAL 112, with continued practice in listening, speaking, writing, and reading of more difficult texts. Students are urged to make use of the listening facilities in the language laboratory. Transfer: CSU, UC\*.

**ITAL 122 ADVANCED ELEMENTARY ITALIAN II (CAN ITAL 4 = ITAL 121 + 122) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ITAL 121. Description:* Further basic principles of Advanced Elementary Italian. Continued practice in listening, speaking, writing, and reading of more difficult texts. Students are urged to make use of the listening facilities in the language laboratory. Transfer: CSU, UC\*.

**ITAL 801 CONVERSATIONAL ITALIAN I**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A basic course in conversational Italian, with attention to pronunciation. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS or BA degree requirements.

**ITAL 802 CONVERSATIONAL ITALIAN II**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ITAL 801. Description:* Further work in basic grammar idioms, and pronunciation. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS or BA degree requirements.

**ITAL 803 CONVERSATIONAL ITALIAN III**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ITAL 802. Description:* Further work with dialect and variation in Italian by means of drill, recitation, and reading. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS or BA degree requirements.

**ITAL 804 CONVERSATIONAL ITALIAN IV**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ITAL 803. Description:* Further advanced work with dialect and variation in Italian by means of drill, recitation, and reading. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

**JAPANESE****JAPN 111 ELEMENTARY JAPANESE I**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course presents a study of the basic patterns of Japanese in oral expression, reading, and written forms. Transfer: CSU.

**LEARNING CENTER**

The Learning Center offers self-paced courses and integrates technological resources and learning assistance services in the Tutorial Center, Computer Center, Math Lab, Writing Center, MESA Center, and the Alternative Media Center. The self-paced courses, many of which utilize computer-assisted and individualized instruction, focus on the improvement of specific skills, and can be completed whenever the Center is open. For more information, please visit the Learning Center in Building 5, Room 105, below the cafeteria, or call (650) 306-3348.

**LCTR 100 EFFECTIVE TUTORING**

*Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course explores a variety of strategies for improving peer tutoring. Assignments focus on developing communication and study skills, course specific tutoring expertise, and techniques for working with students from diverse cultural backgrounds, students who have learning disabilities, and students with physical limitations, as well as students at academic risk. Transfer: CSU.

**LCTR 110 TEACHING/TUTORING PRACTICUM**

*Units (Credit/No Credit) 1.0-3.0; Class Hours: Minimum of 48-144 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LCTR 100, or comparable training and experience. Description:* This course provides supervised teach-

ing/tutoring experience for students interested in pursuing education as a profession or in enhancing their teaching/tutoring experience. Students explore in depth teaching/tutoring strategies, including mentoring, for providing instruction/supplemental instruction in individual/small group learning environments in the Learning Center or in a community service context. Transfer: CSU.

#### **LCTR 120 LITERACY TUTORING IN THE COMMUNITY**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 12 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This course explores a variety of strategies for developing and implementing literacy tutoring in the community working with adults, youths, children and families. Discussion and practice focuses on communication skills, specific tutoring techniques and strategies for working with individuals from diverse cultural backgrounds, as well as with students who are academically "at risk." Transfer: CSU.

#### **LCTR 138 FUNDAMENTALS OF THE RESEARCH PAPER**

*Units 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This Macintosh-based course guides students through preparation for the process of researching and writing a research paper. The course takes the student through five stages, from an introduction to the types of research papers through documentation, including library use and three methods of documentation. The course may be taken either as preparation for future research paper assignments, or in conjunction with a current research assignment in another class. Transfer: CSU.

#### **LCTR 139 THE RESEARCH PAPER FROM A TO Z**

*Units 2; Class Hours: Minimum of 96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This Macintosh-based course guides students through the entire process of researching and writing a research paper. The course takes the student through nine stages, from an introduction to the types of research papers through final revisions, including library use and three methods of documentation. The course may be taken either as preparation for future research paper assignments, or in conjunction with a current research assignment in another class. Transfer: CSU.

#### **LCTR 140 PROFESSIONAL WRITING**

*Units 2; Class Hours: Minimum of 96 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This Macintosh-based course gives instruction and practice for writing in various professional capacities. Starting with the stages of the writing process and consideration of audience, the assignments proceed through the most important formats for professional writing, including instructions, proposals and formal reports. Transfer: CSU.

#### **LCTR 151 ALLIED HEALTH SCIENCE VOCABULARY**

*Units 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This self-paced allied health science vocabulary course focuses on the mastery of more than one hundred roots and affixes from which thousands of words used in medical science terminology are derived. Instruction is aided by audiotapes which assist the student with pronunciation, and computer-assisted assignments based on the mastery learning approach. Transfer: CSU.

#### **LCTR 400 REPORT PREPARATION AND EDITING**

*Units (Credit/No Credit) 0.5-3 (Maximum of 1 unit per semester); Class Hours: Minimum of 24-48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course provides individualized instruction in using Learning Center computer software, such as Microsoft Works, to prepare and edit reports. Students may complete written assignments for other courses while taking this course. Transfer: CSU.

#### **LCTR 410 BUSINESS WATCH**

*Units (Credit/No Credit) 0.5-2; Class Hours: Minimum of 24-96 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a video-based, business-oriented language development program involving integrated practice in listening comprehension, reading, vocabulary development and writing, based on business segments originally presented by network television on ABC TV News. Transfer: CSU.

#### **LCTR 440 MATH WITHOUT FEAR**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* This course develops students' self-confidence and metacognitive skills in learning mathematics; it builds problem-solving skills in mathematics and/or in other courses which require the application of mathematical skills. Transfer: CSU.

#### **LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE**

*Units 0; Class Hours: By arrangement; Prerequisite(s): Concurrent enrollment in course in which tutorial assistance is being provided. Description:* Under the supervision of the Director of the Learning Center, students receive academic assistance such as tutoring or computerized supplemental instruction in areas of academic need. Students receive computerized supplemental instruction in assignments or tutoring by tutors who have demonstrated competence in specific subject, skill and/or discipline and who have successfully completed a tutor training course.

#### **LCTR 806 SELF-PACED ESL**

*Units (Credit/No Credit) 1-3; Class Hours: Minimum of 8-24 lecture/24-72 lab hours/semester; Prerequisite(s): None. Description:* College-bound students enrolled in this self-paced laboratory course use software, audio, video and print material to learn to read, write, listen to and speak English as a second language. Offered at the off-campus learning centers, this course is designed for students who want to study English at flexible times at their own pace. Units do not apply toward AA/AS degree. May be repeated for credit up to 3 units.

#### **LCTR 807 ENGLISH SKILLS FOR THE WORKPLACE**

*Units (Credit/No Credit) 1-6; Class Hours: Minimum of 48-288 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course contains six self-paced modules for the study of the vocabulary skills, reading skills, listening and speaking skills, and writing skills necessary to communicate about workplace topics. Through video, audio, print and software materials, the student learns to communicate effectively about management, personal development, standard written forms, team work, customer service, and problem solving time management. Units do not apply toward AA/AS degree. May be repeated for credit up to 6 units.

**LCTR 808 ENGLISH SKILLS FOR OCCUPATIONAL TRAINING**

*Units (Credit/No Credit) 1-4; Class Hours: Minimum of 48-192 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course contains four self-paced modules for the study of the vocabulary skills, reading skills, listening and speaking skills, and writing skills necessary to succeed in occupational training programs. Through video, audio, print and software materials, the student learns the linguistic skills necessary to succeed in training for clerical occupations, electronic assembly and repair, nursing assistance and computer training. Units do not apply toward AA/AS degree. May be repeated for credit up to 4 units.

**LCTR 810 STUDY SKILLS**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Through the use of computer programs, students learn to apply study skills including improved time management, efficient textbook reading and note taking, to develop memory and concentration techniques, and to demonstrate test taking efficiency. Units do not apply toward AA/AS degree.

**LCTR 820 BASIC SPELLING MASTERY**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Students are provided with computer-assisted instruction in spelling commonly misspelled words. The course focuses on basic mastery of common phonetic spelling patterns, commonly misunderstood spelling rules, the appropriate use of affixes, and understanding etymologies. Units do not apply toward AA/AS degree.

**LCTR 821 ADVANCED SPELLING MASTERY**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Students are provided with computer-assisted instruction in spelling commonly misspelled words, at a higher level than LCTR 820. The course focuses on mastery of common phonetic spelling patterns, commonly misunderstood spelling rules, the appropriate use of affixes, and understanding etymologies. Units do not apply toward AA/AS degree.

**LCTR 822 GRAMMAR TROUBLE SPOTS**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This Macintosh-based course helps students recognize and correct the most common errors in punctuation, sentence structure, and grammar. The course takes the student through ten troublesome areas with explanations, examples, and exercises. The course is recommended for students at any level whose writing would benefit from a focused review of these common "trouble spots." Units do not apply toward AA/AS degree.

**LCTR 831 SENTENCE COMBINING ON THE MACINTOSH**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This Macintosh-based course helps students develop their ability to write clear, correctly punctuated sentences. While suitable for ENGL 826 students, the course is especially recommended for students whose writing could benefit from a more sophisticated understanding of the English sentence. Units do not apply toward AA/AS degree.

**LCTR 832 PARAGRAPH WRITING ON THE MACINTOSH**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This Macintosh-based course helps students write well organized and well developed paragraphs. The course takes the student through eleven paragraph types, covering the following rhetorical modes: narration, description, persuasion, and eight expository modes. Hidden questions, or prompts, guide students in developing content and organization. Appropriate transitional devices are suggested for each kind of paragraph. Units do not apply toward AA/AS degree.

**LCTR 833 SENTENCE DIAGRAMMING**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This self-paced Macintosh-based course teaches correct sentence structure through diagramming, enabling students to visualize the parts of a sentence and their relationships to the whole. Covering simple to compound-complex sentences, it benefits all students needing sentence review. Designed to supplement coursework in ENGL 826, 836 and 100. Units do not apply toward AA/AS degree.

**LCTR 840, 841, 842, 843 VOCABULARY IMPROVEMENT I, II, III, IV**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This workbook-based series of four vocabulary courses helps students build and improve vocabulary skills while teaching 150-300 basic words in each course. The courses give abundant practice and reinforcement by checkpoint tests through an intensive words-in-context approach. This is supplemented by matching words and definitions, concluding with chapter and unit exams using words in context and assessing word definitions with antonyms and synonyms. Prior to enrolling, students should take a short pre-test at the Learning Center to determine course in which to enroll. Units do not apply toward AA/AS degree.

**LCTR 850 READING AND WRITING FOR THE WORKPLACE**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This self-paced course covers reading and writing skills for success in the workplace. The course covers an awareness of expectations of a new job, how to identify employers' expectations, and the importance of effective communication skills. Units do not apply toward AA/AS degree.

**LCTR 851 READING AND WRITING FOR THE WORKPLACE: STARTING A NEW JOB**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This self-paced course offers instruction and practice in applying reading and writing skills to materials commonly found in the workplace. The course covers work-related reading skills, such as how to locate and interpret the key information needed to perform a job well; workplace vocabulary, such as understanding confusing technical terms; and a skills section to practice basic elements and components of reading and study skills. Units do not apply toward AA/AS degree.

**LCTR 852 READING AND WRITING FOR THE WORKPLACE: COMMUNICATING WITH CO-WORKERS**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This self-paced course describes how to communicate



effectively in the workplace, how to be aware of verbal and nonverbal messages, and how one can organize messages to meet the needs of co-workers. The course covers listening, speaking, reading, writing, and dealing with visual and nonverbal information. Units do not apply toward AA/AS degree.

### **LCTR 853 READING AND WRITING FOR THE WORKPLACE: COMMUNICATING WITH SUPERVISORS**

*Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This self-paced course offers strategies for communicating effectively with supervisors: oral, written, visual, and nonverbal. The course describes and illustrates techniques for communicating with supervisors and how this differs from communicating with co-workers. Units do not apply toward AA/AS degree.

## **LIBRARY SCIENCE**

### **LIBR 100 INTRODUCTION TO INFORMATION RESEARCH**

*Units (Grade Option) 1; Class Hours: 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This one unit self-paced course offers an introduction to the basic concepts and tools used in information research. Techniques for approaching the research process using critical thinking and information competence skills are presented. Prepares students in any major for information research at four-year colleges and universities. Transfer: CSU, UC\*.

### **LIBR 120 INFORMATION COMPETENCY**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This self-paced course teaches students, who are concurrently enrolled in designated courses in various disciplines, information competency skills: how to find, critically evaluate and use information resources in a variety of formats (including text and online). Students learn these skills by learning how to complete the steps of a research process, including: topic selection, identifying search terms, choosing databases, developing search strategy and evaluating and citing sources. Transfer: CSU, UC\*.

## **LITERATURE**

### **LIT. 101 MODERN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description:* Study of selected fiction, poetry, and drama of the 20th Century. Lectures, discussions, related reading, writing of critical papers. Transfer: CSU, UC.

### **LIT. 111 THE SHORT STORY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 110. Description:* Designed to help the student understand short stories, perhaps the most popular form of prose fiction today. Careful analysis of short stories as a means of developing in the student a critical method for the evaluation of the short story form. Transfer: CSU, UC.

### **LIT. 142 GREAT PLAYS: CLASSICAL AND RENAISSANCE (Also DRAM 142)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* Study of the greatest plays and playwrights from classical Greece through the Elizabethan era in England. Principles underlying dramatic literature in each period are related to dominant social, intellectual, and artistic forces, measuring the student's own beliefs and values against those of characters of other times and places. Play attendance may be required. Transfer: CSU, UC.

### **LIT. 143 GREAT PLAYS: MODERN ERA (Also DRAM 143)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* Study of the great plays and playwrights from the 17th century to the present. Principles underlying dramatic literature in each period are related to dominant social, intellectual and artistic forces, measuring the student's own beliefs and values against those of characters of other times and places. Play attendance may be required. Transfer: CSU, UC.

### **LIT. 151 INTRODUCTION TO SHAKESPEARE I (Also DRAM 151)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, is covered. Some discussion of Shakespeare's life and times and some discussion of his poetry are included, although the plays are the main focus of the course. Transfer: CSU, UC.

### **LIT. 152 INTRODUCTION TO SHAKESPEARE II (Also DRAM 152)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* Study of selected plays of Shakespeare. Some discussion of Shakespeare's life and times and some discussion of his poetry is included, although his plays are the main focus of the course. Plays covered are different than those in LIT. 151 and are not selected on a chronological basis. Transfer: CSU, UC.

### **LIT. 191 CHILDREN'S LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Designed to give practical experience in presenting stories and poetry to children from pre school age through young adult. To acquaint the teacher assistant, teacher, library aide, and librarian with the history of literature for children and the outstanding authors and illustrators of children's books. Development of resource files. Transfer: CSU.

### **LIT. 192 CHILDREN'S LITERATURE II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LIT. 191. Description:* This course addresses the influences of children's literature upon the lives of adults; it enables students to become more fully acquainted with the current writers, the books, the controversies, and the trends in the field, and to develop further skill in the evaluation and selection of children's literature. It emphasizes the scope and impact of children's literature and pursue deeper study of significant books in the field. Transfer: CSU.

**LIT. 200 MAJOR FIGURES IN AMERICAN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* Study of the writings of some of the major figures in American literature. Intensive reading, lectures, discussion, papers. Transfer: CSU, UC.

**LIT. 231 SURVEY OF ENGLISH LITERATURE I (CAN ENGL 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 110. Description:* Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

**LIT. 232 SURVEY OF ENGLISH LITERATURE II (CAN ENGL 10)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 110. Description:* Study of the typical works of major English writers from the Restoration to the Victorian period. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

**LIT. 233 SURVEY OF ENGLISH LITERATURE III**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 110. Description:* Study of major English writers of the 20th century, including Woolf, Eliot, Yeats, and Huxley. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

**LIT. 251 WOMEN IN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description:* This course explores women writers' views of women and men in short stories, novels, poetry, drama, and film. The class discusses literature beginning with the ancient Greeks up to contemporary feminist writers, comparing men and women writers on similar themes. Transfer: CSU, UC.

**LIT. 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* This course presents an overview of the literary history of women writers, selecting from, in different semesters, African American, Native American, Asian American, and Hispanic groups, and then concentrates in depth on selected writers and works. The focus is both on the written contributions as well as the social and political situations of American ethnic women writers. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 266 BLACK LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description:* Historical and literary survey of Afro American literature emphasizing principal authors and their works from the 19th century to the present. Lectures and discussions based on readings of poetry, short stories, novels and drama; written reports. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 301 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* Selections from the literature of ancient Greece through Renaissance Europe are read, analyzed, discussed and enjoyed. Group work, oral reports, papers. Transfer: CSU, UC.

**LIT. 370 READINGS IN LITERATURE OF THE LATINO IN THE UNITED STATES**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* A survey in English of literary contributions of Latino writers in the United States, this course studies the historical, sociopolitical, and cultural concerns of Latinos in the United States as these appear in novels, short stories, and poetry. These works provide a glimpse into the struggle for self-identity and self-determination and into the forces that interact in the course of this struggle and give the reader a glance into the magical world of different perspectives of reality. LIT. 370 requires writing of essays dealing with the materials covered. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 371 MEXICAN AMERICAN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of literature written in English by Mexican Americans. Emphasis is placed upon contemporary stories, poems, and essays. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 372 MYTH AND FOLKLORE OF LA RAZA**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of the folk literature of Mexican and Mexican American peoples, with special emphasis on their effect on contemporary values. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* Innovative and influential, Latin American literature vividly portrays life and mores of our neighboring countries to the south. This course samples greater and lesser-known works, revealing the literary trends and characteristics that have earned world recognition. The literature provides the background for an understanding of the cultural experiences and concerns of the Latino in this country. Material in a variety of genres is presented. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 375 NATIVE AMERICAN LITERATURE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* A study of the great epics and myths, the lyrical and narrative poetry, the oratory, and the contemporary works in prose and poetry of the American Indian from pre Conquest times to the present. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**LIT. 441 FILM STUDY AND APPRECIATION I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of significant motion pictures from the early 1900s to the 1940s as an art form with emphasis on structure of film and the technique of film making. Screening of films followed by discussion and/or written analysis relating to appreciation and understanding of film as a communicative medium. Transfer: CSU, UC.

**LIT. 442 FILM STUDY AND APPRECIATION II**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of selected representative films (1940s to the present) from all over the world. Emphasis is on the rhetoric of cinema directors' styles, and history of film. Objective: to understand film as an art and as a communicative medium. Transfer: CSU, UC.

**LIT. 445 INTRODUCTION TO FILM STUDIES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description:* Introduction to Film Studies acquaints students with the major techniques and genres employed by national and international filmmakers. The language of film is studied and applied to a variety of classic narrative films. Transfer: CSU.

**MANAGEMENT****MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT**

*Telecourse: Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of the principal functions of modern management, including planning, organizing, staffing, controlling, and decision making. Transfer: CSU.

**MGMT 204 MANAGING EMPLOYEES EFFECTIVELY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of the effective techniques used to manage human resources in the workplace. Globalization of work and its implications, workforce diversity, reengineering work process for improved productivity, total quality management, and continuous improvement methods are covered also. Transfer: CSU.

**MGMT 206 LEGAL ASPECTS OF PERSONNEL MANAGEMENT**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Topics include laws affecting discriminatory practices: age, vocational rehabilitation, pregnancy, Americans with Disabilities Act, sexual harassment, family and medical leave, relevant executive order, the role of the EEOC, and providing a response to an EEO charge. Transfer: CSU.

**MGMT 208 INTERVIEWING, HIRING, EVALUATING, AND TERMINATING EMPLOYEES**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an overview of effective techniques used for interviewing, hiring, evaluating, and terminating employees. Other topics include job descriptions, job specifications, recruiting, and reference checking. Transfer: CSU.

**MGMT 215 MANAGEMENT OF HUMAN RESOURCES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introductory course on the personnel function. Topics include selection and placement, wage and salary procedures, affirmative action programs, performance appraisals, training, and staff development. Transfer: CSU.

**MGMT 220 ORGANIZATIONAL BEHAVIOR**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an overview of work and organizational behavior and individual behavior. Topics include motivation, fundamentals of communication, leadership and power, group dynamics, decision making concepts, managing organizational conflict, organization change, impact of computer technology, and international aspects of organization behavior. Transfer: CSU.

**MGMT 222 FINANCIAL BUDGETING AND CONTROL**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 111; Prerequisite(s): None. Description:* An introduction to financial budgeting for managers. Budgetary planning topics include program budgeting, forecasting, purchasing/materials management, capital planning, program appraisal, and decision-making. Activity-based budgeting and a step-by-step guide to budget preparation are also included. Transfer: CSU.

**MGMT 235 TECHNIQUES OF SUPERVISION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introduction to effective techniques of supervision in the work place. Topics include good management techniques, group dynamics, small group behavior, leadership, creativity, and effective communications in the workplace. Transfer: CSU.

**MGMT 304 PROPERTY MANAGEMENT**

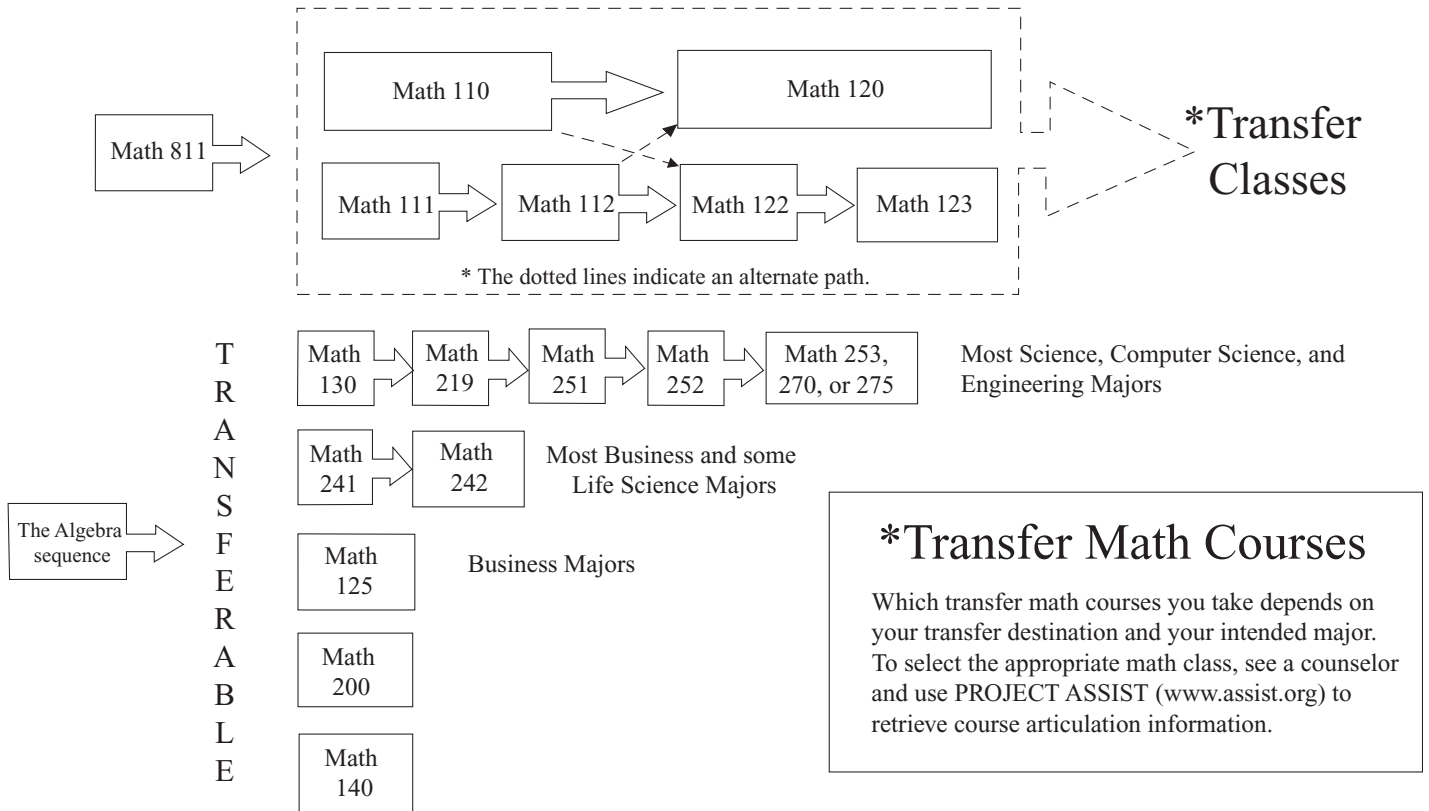
*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of the skills needed to manage property efficiently. Topics covered include resident relations and effective communications, office procedures, occupancy and budget goals, monitoring staff, property appearance, and agency compliance. Transfer: CSU.

**MATHEMATICS**

A normal sequence of mathematics courses at Cañada College is shown in the diagram below. A student who qualifies for a particular mathematics course is eligible for any course lower in the sequence. If the student has not taken a mathematics course during the previous two years, it is strongly recommended that the student enroll in a course below the one for which he/she would normally be eligible. In general, eligibility of an incoming freshman for a mathematics course is determined by an evaluation of his/her transcript and scores on the District mathematics placement test.

Questions regarding the equivalency of college preparatory mathematics beginning with elementary algebra, taken in elementary or secondary school, should be referred to the Division Dean.

# The Algebra Sequence



## MATH 110 ELEMENTARY ALGEBRA

*Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 811, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This is the first course in a 2-part series covering elementary and intermediate algebra. Topics include the real number system, linear equations, linear inequalities, graphing, systems of equations, integer exponents, polynomials, factoring, proportions, rational expressions, and problem solving. Students who complete this course with a C or better are advised to enroll in MATH 120.

## MATH 111 ELEMENTARY ALGEBRA I

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): 3 units of MATH 811, or appropriate score on District math placement test and other measures as appropriate.* **Description:** This course is equivalent to the first half of MATH 110. Topics include the real number system, linear equations, linear inequalities, graphing, and systems of equations. Students who complete this course with a C or better are advised to enroll in MATH 112.

## MATH 112 ELEMENTARY ALGEBRA II

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 111.* **Description:** This

course is equivalent to the second half of MATH 110 and is a continuation of MATH 111. Topics include integer exponents, polynomials, factoring, proportions, and rational expressions. Students who complete this course with a C or better are advised to enroll in MATH 122.

## MATH 115 GEOMETRY

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate.* **Description:** This course is a study of the properties of plane and solid figures, using formal logic and the real number system. Some non Euclidean, projective and topological elements are included.

## MATH 120 INTERMEDIATE ALGEBRA

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate.* **Description:** This is the second course in a 2-part series covering elementary and intermediate algebra and is a continuation of MATH 110. Topics include a review of equations, absolute value, lines and graphs, functions, rational exponents, radical expressions and equations, quadratic equations and graphs, exponential functions, and logarithmic functions. Additional topics may include conic sections and systems of equations.

*\*With limitations. Refer to pages 45 and 46 or see your counselor.*

**MATH 122 INTERMEDIATE ALGEBRA I**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This course is equivalent to the first half of MATH 120. Topics include a review of equations, absolute value, lines and graphs, functions, rational exponents, radical expressions and equations, and quadratic equations. Students who complete this course with a C or better should enroll in MATH 123.

**MATH 123 INTERMEDIATE ALGEBRA II**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 122. Description:*

This course is equivalent to the second half of MATH 120 and is a continuation of MATH 122. Topics include composition of functions, inverse functions, exponential functions, and logarithmic functions. Optional topics include the conic sections and nonlinear systems.

**MATH 125 ELEMENTARY FINITE MATHEMATICS**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This is an introduction to finite mathematics with attention to set theory, counting theory, probability, systems of equations, vector and matrix theory, inequalities and linear programming. Transfer: CSU, UC.

**MATH 130 ANALYTICAL TRIGONOMETRY (CAN MATH 8)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 115, and 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This course covers trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations; radian measure; inverse functions, logarithms and exponents, solution of triangles; complex numbers and De Moivre's theorem. Transfer: CSU.

**MATH 140 MATHEMATICS FOR GENERAL EDUCATION (CAN MATH 2)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This course fulfills the general education requirements in mathematics, and is designed for majors with no specific math requirement. The goal is to develop in students an appreciation for the beauty and utility of mathematics. Topics can include logic, problem solving, probability, statistics, geometry, mathematics of finance, systems of numeration, mathematical modeling, and computers. Transfer: CSU, UC.

**MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 115 and 120. Description:*

This course is intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. Transfer: CSU, UC.

**MATH 200 ELEMENTARY PROBABILITY AND STATISTICS (CAN STAT 2)**

*Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This course presents the basic concepts underlying statistical methods and covers descriptive statistics, probability, probability distributions, hypothesis testing, estimates and sample sizes, correlation and regression, chi-square tests, analysis of variance, and nonparametric statistics. Computer analysis of statistical data is integrated into the course. Applications of statistics to business, life sciences and other areas are included. Transfer: CSU, UC.

**MATH 219 PRE CALCULUS COLLEGE ALGEBRA/ TRIGONOMETRY (CAN MATH 16)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 130, or appropriate score on District math placement test and other measures as appropriate. Description:*

Unification of college algebra and analytical trigonometry based on the function concept. Topics include: properties of the real number system, inequalities, theory of equations, complex numbers, logarithmic and exponential functions, matrices, binomial theorem, sequence inverse functions. Transfer: CSU, UC\*.

**MATH 241 APPLIED CALCULUS I (CAN MATH 30) (CAN MATH SEQ D = MATH 241 + 242)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate.*

**Description:** This is the first of two calculus classes that are designed for business, life science, or other majors that don't require the more rigorous engineering calculus. Topics include a review of functions from algebra, an introduction to periodic functions, an introduction to limits, the derivative, and applications of the derivative. Transfer: CSU, UC\*.

**MATH 242 APPLIED CALCULUS II (CAN MATH 32) (CAN MATH SEQ D = MATH 241 + 242)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 241. Description:*

This is the second half of a two-semester calculus sequence that is designed for business, social sciences, technology, and life sciences majors. Topics include an introduction to the integral, integration, multivariable functions, and differential equations. Transfer: CSU, UC\*.

**MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I  
(CAN MATH 18) (CAN MATH SEQ B = MATH 251 + 252)  
(CAN MATH SEQ C = MATH 251 + 252 + 253)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 219 or appropriate score on District math placement test and other measures as appropriate. Description:* This course is an introduction to calculus and analytic geometry including limits, continuity of functions, definition of differentiation, derivation of formulas, applications, anti-differentiation and the fundamental theorem of calculus. Transfer: CSU, UC\*.

**MATH 252 ANALYTICAL GEOMETRY AND CALCULUS II  
(CAN MATH 20) (CAN MATH SEQ B = MATH 251 + 252)  
(CAN MATH SEQ C = MATH 251 + 252 + 253)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 251. Description:* This course is the second in a series of calculus and analytic geometry. This course covers the Fundamental Theorem of Calculus, antiderivatives, integral applications and techniques, power series and infinite series topics such as series testing and analysis of Taylor and power series. Transfer: CSU, UC\*.

**MATH 253 ANALYTICAL GEOMETRY AND CALCULUS III  
(CAN MATH 22) (CAN MATH SEQ C = MATH 251 + 252 + 253)**

*Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 252. Description:* This course is the third in a series of calculus and analytic geometry. This is the calculus of multivariable functions. The course covers topics in vectors, partial derivatives, double and triple integrals, line integrals and vector analysis theory such as Green's, Stokes', and Gauss' Theorems. Transfer: CSU, UC.

**MATH 268 DISCRETE MATHEMATICS**

*Units (Grade Option) 4; Class Hours: Minimum of 64 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): MATH 251. Description:* Covers topics in discrete mathematics with particular emphasis on computer science applications. Includes logic, sets, functions and relations mathematical induction, recursion, Boolean algebra, elementary number theory, probability, algebraic structures, statistics, graphs, counting and combinatorics. Transfer: CSU, UC\*.

**MATH 270 LINEAR ALGEBRA**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 252. Description:* Application of vectors and matrices to systems of linear equations, linear transformations, eigenvectors and eigenvalues, vector spaces and inner products. Transfer: CSU, UC.

**MATH 275 ORDINARY DIFFERENTIAL EQUATIONS  
(CAN MATH 24)**

*Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 252. Description:* Applications involving differential equations and analytical, graphical and numerical solutions of linear differential equations and systems of linear differential equations, power-series solutions of nonlinear differential equations, and solution of linear differential equations with constant coefficients by Laplace Transforms. Transfer: CSU, UC.

**MATH 811 PRE ALGEBRA**

*Units (Grade Option) 1-3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Covers the fundamental processes in arithmetic: reading mathematical notation, translating words into symbols, and properties of the real number system. May be repeated for credit up to 3 units. Units do not apply toward AA/AS degree.

## MEDICAL ASSISTING

**MEDA 100 INTRODUCTION TO MEDICAL ASSISTING**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Duties and responsibilities of a medical assistant, transcriptionist, and billing specialist in a physician's office, clinic, hospital or other medical facility. Emphasizes desirable personality traits and human relationships as well as medical ethics, specialties in the medical field, and office maintenance. Transfer: CSU.

**MEDA 110 BASIC MEDICAL TERMINOLOGY**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Development of a medical vocabulary to include medical abbreviations and symbols through the study of the principles of word construction and word analysis, with emphasis on spelling and pronunciation. Transfer: CSU.

**MEDA 115 MEDICAL WORD PROCESSING**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 415 or equivalent skill level. Description:* Training in production typing of medical letters, reports, and forms using the computer. Transfer: CSU.

**MEDA 120 CLINICAL PROCEDURES I**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BIOL 130 and MEDA 110. Description:* Examination room techniques, asepsis and sterilization procedures, laboratory procedures and specimen collection, and electrocardiograms (Extra supplies may be required). Transfer: CSU.

**MEDA 121 CLINICAL PROCEDURES II**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 120. Description:* Administering medications, injections and venipuncture, eye and ear lavage, electroencephalograms, removal of sutures and staples, bandaging and dressings, and other examination and clinical procedures. (Extra supplies may be required). Transfer: CSU.

**MEDA 140 MEDICAL TRANSCRIPTION: BASIC**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 110 and 115. Description:* Machine transcription of patient medical chart progress notes, history and physicals, letters, consultations, surgical and autopsy reports, and discharge summaries utilizing computers. Course includes analyzing, editing, proper documentation, and compliance requirements. BIOL 130 is recommended. Transfer: CSU.

**MEDA 141 MEDICAL TRANSCRIPTION; ADVANCED**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 140. Description:* Intensive transcription using computers, of hospital-type medical reports including history and physical examinations, surgeries, discharge summaries, and radiologic and nuclear medicine reports. MEDA 190 and BIOL 130 are recommended. Transfer: CSU.

**MEDA 150 MEDICAL OFFICE PROCEDURES**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): completion of or concurrent enrollment in MEDA 100 and 110. Description:* Fundamental office procedures applied to the medical field. Decision-making, setting priorities, finding information, coping with interruptions, and producing under pressure in medical office simulations. Transfer: CSU.

**MEDA 160 MEDICAL INSURANCE PROCEDURES**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BUS. 415 or equivalent. Description:* Covers Blue Cross, Blue Shield, Medicare, Medi-Cal, Worker's Compensation and other insurance programs. Coding resources used in claims preparation. Billing and bookkeeping methods using the computer. Transfer: CSU.

**MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) BEGINNING CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-9-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents to increase competency. May be repeated once for credit. Transfer: CSU.

**MEDA 162 ICD (International Classification of Diseases)-9-CM (Clinical Modification) INTERMEDIATE CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 161. Description:* Intermediate principles and philosophy of coding logic according to ICD-9-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, V codes, tables, neoplasms, and mental disorders. Transfer: CSU.

**MEDA 163 ICD (International Classification of Diseases)-9-CM (Clinical Modification) ADVANCED CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 162. Description:* Advanced principles and philosophy of coding logic according to ICD-9-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs. Transfer: CSU.

**MEDA 164 CPT (Current Procedural Terminology) BEGINNING CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Basic coding principles of medical procedures according to Current Procedural Terminology (CPT). Use of CPT, modifiers, appendices, and preparation of documents. Transfer: CSU.

**MEDA 165 CPT (Current Procedural Terminology) INTERMEDIATE CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 164. Description:* Continuation of MEDA 164. Intermediate principles and philosophy of coding logic according to CPT (Current Procedural Terminology). Emphasizes the understanding of terms and processes. Transfer: CSU.

**MEDA 166 CPT (Current Procedural Terminology) ADVANCED CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 165. Description:* Continuation of MEDA 165. Advanced principles and philosophy of coding logic according to CPT (Current Procedural terminology). Emphasizes the understanding of terms and process. Transfer: CSU.

**MEDA 190 INTRODUCTION TO PHARMACOLOGY**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Designed for medical assistants, medical transcribers and other allied health professionals includes recognition and identification of commonly used drugs; classification of drugs according to action; modes of administration of drugs; and care and storage of drugs according to regulations of the Food and Drug Administration (FDA). Transfer: CSU.

**MEDA 801 COMPUTERIZED MEDICAL BILLING/MEDICAL ASSISTING EXAM PREPARATION**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Preparation for Medisoft or Medical Manager, or UB 92, or Medical Assisting certification testing offered by various organizations. May be repeated twice for credit.

**MUSIC****MUS. 100 FUNDAMENTALS OF MUSIC**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This introductory course is designed to develop literacy with the traditional musical symbol system and basic vocal or keyboard competence with rhythm, scales, intervals, triads, and articulation markings. The course is suggested as a preliminary course to MUS. 101 and 131 and is suggested for the elementary classroom teacher and the amateur musician. Units do not apply toward a music major degree. Transfer: CSU, UC\*.

**MUS. 101, 102, 103, 104 MUSICIANSHIP I, II, III, IV**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MUS. 102, 103 and 104 require the previous level. Description:* This series of courses covers music notation, keys, key signatures, intervals, sight reading and ear training from beginning through advanced levels. Some pianistic ability is desirable for level I. Transfer: CSU, UC.

**MUS. 131, 132 HARMONY I, II**

*Units 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MUS. 132 requires MUS. 131. Description:* Study of chords and their relation to each other, in order to develop the ability to harmonize melodies on paper or at the keyboard is the focus of this course. MUS. 131 and 132 carry the student from simple triads through and including chords of the dominant seventh. MUS. 131 is usually taken concurrently with MUS. 101 and 103. Some piano ability is essential for level I. Transfer: CSU, UC.

**MUS. 202 MUSIC APPRECIATION (CAN MUS 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Music 202 is a lecture course covering the development of Western art music from its beginnings to the present day. Emphasis is placed on aspects of music such as rhythm, counterpoint, form, harmony, and developmental techniques, and history which can assist the listener to understand and appreciate art music. Directed weekly listening in the library and attendance at three (minimum) live concerts of classical music are required. This course is for non music majors, as well as music majors. Transfer: CSU, UC.

**MUS. 301, 302, 303, 304 PIANO I, II, III, IV**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture/16 lab/48 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MUS. 302, 303 and 304 require the previous level. Description:* These applied music courses stress the basics of piano playing from beginning through advanced levels. Students are taught the foundations of piano technique, to read music, to play musically, and to expand their repertoire. For those with no music literacy, concurrent or previous enrollment in MUS. 100 is recommended if enrolling in level I. MUS. 304 may be repeated for credit. Transfer: CSU, UC.

**MUS. 305, 306, 307, 308 KEYBOARD HARMONY I, II, III, IV**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MUS. 306, 307 and 308 require the previous level. Description:* This series of beginning through advanced courses gives students hands on keyboard proficiency in performing the harmonic theory studied in MUS. 131, 132, 133, and 134. The courses reinforce their aural perception of harmonic progressions, provide instruction for transposition, and lay the foundation for improvisation at the keyboard. Some pianistic ability is desirable for level I. Transfer: CSU, UC.

**MUS. 371, 372, 373, 374 GUITAR I, II, III, IV**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lecture/lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Possession of a guitar. MUS. 372, 373 and 374 require the previous level. Description:* These courses cover basic techniques of playing the guitar from beginning through advanced levels. Group and individual attention are included. Transfer: CSU, UC.

**MUS. 450 JAZZ BAND**

*Units 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Demonstration of ability by audition. Description:* This course provides for the study of all phases of big band jazz. Performance is required. Demonstration of proficiency is a prerequisite. Transfer: CSU, UC.

**MUS. 461, 462, 463, 464 INSTRUMENTAL ENSEMBLE I, II, III, IV**

*Units 1; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MUS. 461 requires demonstration of ability by audition. MUS. 462, 463 and 464 require the previous level. Description:* These courses are a Brass, String, and Woodwind ensemble. Performance is required. Transfer: CSU, UC.

**MUS. 476 CHOIR**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Student must be able to match pitch vocally. Description:* This course is the study and performance of choral literature for accompanied and unaccompanied chorus. The repertoire includes "popular" contemporary styles. Performances are required. Field trips may be required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**MUS. 486 COLLEGE SINGERS**

*Units 1; Class Hours: Minimum of 80 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Previous choral experience and demonstrated ability by audition. Description:* This is an advanced ensemble specializing in the performance of choral literature for small choruses. The repertoire includes both traditional and contemporary styles. Performances are required. Field trips may be required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**MUS. 490 PENINSULA CANTARE I**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Previous choral experience and demonstrated ability through auditions. Description:* Rehearsal and performance of oratorios and other choral literature is the content of this course. Performance is required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**MUS. 491 PENINSULA CANTARE II**

*Units 0.5; Class Hours: Minimum of 24 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Previous choral experience and ability demonstrated by audition. Description:* This course focuses on rehearsal and performance of oratorios and other choral literature at a more advanced level than MUS. 490. Participation in performances is required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

## NATURAL SCIENCES

**NSCI 100 INTRODUCTION TO NATURAL SCIENCES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an overview of the natural sciences, emphasizing the geology and natural history of San Mateo County. Descriptive material is taken from biological, geological and environmental sciences. Field trips supplement lecture material. Transfer: CSU, UC\*.



## OCEANOGRAPHY

### OCEN 100 OCEANOGRAPHY

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Chemical and biological history of the oceans, currents, waves, tides and coastal processes are studied in this course. Origin and evolution of the oceans and ocean basins with emphasis on recent discoveries in continental drift and sea floor spreading are included. Transfer: CSU, UC.

## OFFICE TECHNOLOGY

*(See Business/Office Technology)*

## PALEONTOLOGY

### PALN 110 ANCIENT LIFE AND PAST ENVIRONMENTS

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An introductory ecological approach to the changing parade of life and ancient environments through the past 3.5 billion years of Earth history. Included are collecting, preparing, analyzing and interpreting a fossil marine fauna. Transfer: CSU, UC.

## PARALEGAL

### LEGL 249 INTRODUCTION TO THE LEGAL SYSTEM

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* The role of a paralegal, an overview of the U.S. legal system, and an introduction to the substantive areas of law taught in the paralegal program. Transfer: CSU.

### LEGL 250 LEGAL RESEARCH AND WRITING

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description:* The student is introduced to reading and briefing legal cases and the principles of legal writing. Students also learn the differences between 1) primary and secondary sources, 2) title and court records, and 3) county, state, and specialization law libraries, and specialized libraries. Other topics included in the course are organization and management of an office law library, cite checking, and preparation of bibliographies. Transfer: CSU.

### LEGL 251 TORTS

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* Study of the various torts that make up the substantive law of torts. The topics included are the basis of tort liability, the elements of actionable torts, remedies, and procedures. Transfer: CSU.

### LEGL 252 CIVIL LITIGATION AND TRIAL PREPARATION

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* Introduction to the basis of trial practice and civil litigation procedures. Students learn how to prepare pleadings and motions, complete discovery and fact investigations, identify pretrial considerations, preserve facts and prepare for trial, and complete post-trial motions and appeals. Transfer: CSU.

### LEGL 253 ESTATE ADMINISTRATION

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* Examines the fundamental principles involved in the legal process of estate planning and probating an estate. The basic law of wills and the preparation of all pleadings and documents customarily used in planning and probating an estate are included also. Transfer: CSU.

### LEGL 254 FAMILY LAW

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249; Corequisite(s): Concurrent enrollment in LEGL 699, two hours per week minimum. Description:* Legal principles applicable to the marriage contract and analyze problems arising from the marital relationship. Other topics include the examination of property rights, support obligations, and child custody. Transfer: CSU.

### LEGL 255 CORPORATIONS AND BUSINESS ENTITIES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description:* Basic orientation to business organizations involving sole proprietorships and partnerships. Procedures followed for qualifying a foreign corporation in California are discussed as well. Transfer: CSU.

### LEGL 256 REAL PROPERTY LAW

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description:* In this course, emphasis is placed on the relationships between buyer and seller of real estate and between landlord and tenant. The role of the legal assistant in the analysis and solution of legal problems and in the preparation of documents is also discussed. Transfer: CSU.

### LEGL 257 BANKRUPTCY

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description:* Overview of the bankruptcy court, administration of bankrupt estates by receivers and trustees, and the preparation of voluntary cases. Students learn to apply the analytical skills needed to assist attorneys in preparing bankruptcy petitions and other documents. Transfer: CSU.

### LEGL 260 ADVANCED LEGAL RESEARCH AND WRITING

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 and 250. Description:* Students develop and refine legal research and writing skills by preparing a series of projects which include legal documents for court cases filed by attorneys. Included is the efficient use of law libraries. Transfer: CSU.

**LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 249. Description:* Major aspects and issues of the paralegal profession, skills of a paralegal, and legal ethics. Topics include new careers in law, paralegal employment, the regulation of paralegals, legal analysis, interviewing, investigation in a law office, and formal and informal advocacy with administrative agencies. Transfer: CSU.

**LEGL 264 CONTRACTS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* Study of the theory and practice of contract law. Students learn to create contracts and identify contract breaches provided for by law. Transfer: CSU.

**LEGL 268 ADMINISTRATIVE LAW**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description:* Fundamentals of the administrative law system--how it developed, what it is intended to do, and how it works. Federal cases; issues in administrative law such as those that apply to tax, welfare, and environmental law; workers' compensation and social security are examined also. Transfer: CSU.

**LEGL 274 ADVANCED FAMILY LAW PROJECTS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 254; Corequisite(s): Concurrent enrollment in LEGL 699, two hours per week minimum. Description:* Overview of the skills needed to prepare documents and forms commonly found in family law (divorce) matters. Potential examples are petitions, responses, orders to show cause, responsive declarations, income and expense declarations, pretrial statements, disclosure statements, discovery judgments, marital settlement agreements, and support calculations. Transfer: CSU.

**LEGL 276 COMPUTERS IN THE LAW**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This survey course provides an overview of the ways in which law firms and libraries increasingly use the Internet as an integral part of their daily work. The primary emphasis is on the legal information and research sources available through the World Wide Web. Other topics include transactional use of the Internet, as in corporate registrations and securities filings, and law firm intranets. Transfer: CSU.

**PHILOSOPHY****PHIL 100 INTRODUCTION TO PHILOSOPHY (CAN PHIL 2)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* The aim of this introductory course is to analyze philosophical assumptions, evaluate and discuss the ideas and theories of selected philosophies, think critically, and observe the involvement of philosophical thought in everyday life. Some classical philosophical problems in the areas of ethics, epistemology, metaphysics, and social and political philosophy are compared and contrasted. Transfer: CSU, UC.

**PHIL 103 CRITICAL THINKING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* In this course a general overview of reasoning skills is presented. Techniques are introduced to facilitate the recognition of arguments from various types of discourse. Students analyze and distinguish valid from invalid arguments, sound and unsound arguments, the structure of arguments, and informal fallacies. Students are required to practice and develop skills of constructing valid and sound arguments, write three short argumentative essays, and write a substantial paper of critical analysis of an assigned topic. Transfer: CSU, UC.

**PHIL 160 HISTORY OF PHILOSOPHY: ANCIENT AND MEDIEVAL (CAN PHIL 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an introduction to the history of Western philosophy from pre-Socratic to Renaissance. Selections from representative philosophers and/or schools--pre-Socratic, Plato, Aristotle, philosophy of the Roman world, and Christian and early rationalist thought--are studied. Analysis of attempts to resolve fundamental metaphysical, epistemological, and ethical questions is also included. Transfer: CSU, UC.

**PHIL 175 HISTORY OF PHILOSOPHY: 16TH TO 18TH CENTURY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a general survey of epistemological, metaphysical, and ethical systems in Western philosophical tradition from around the 16th to 18th Century. Rationalists, Empiricists, Kant, and some early idealists are studied. Transfer: CSU, UC.

**PHIL 190 CONTEMPORARY PHILOSOPHY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a general survey of trends in 19th and 20th Century philosophy and its impact on social, political, economic and religious movements. Idealism, existentialism, Marxism, Christian philosophy, logical positivism, pragmatism, utilitarianism, and linguistic analysis are studied. Transfer: CSU, UC.

**PHIL 200 INTRODUCTION TO LOGIC (CAN PHIL 6)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an introduction to the study of logic which includes informal fallacies, syllogism and symbolic logic. Also included is the critical study of the conditions of clear statements, analysis and evaluation of arguments, and skills for constructing logical arguments. Transfer: CSU, UC.

**PHIL 240 INTRODUCTION TO ETHICS (CAN PHIL 4)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* In this course students examine the principles of ethical decision making and ethical responsibility. Classical and contemporary deontological and teleological theories in ethics are carefully examined, and contemporary ethical problems such as abortion, privacy, drug testing, and AIDS are studied in depth. Transfer: CSU, UC.

**PHIL 246 ETHICS IN AMERICA**

*Telecourse: Units (Grade Option) 3; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Examines contemporary ethical conflicts in journalism, government, medicine, law, business, and the criminal justice system. Provides a grounding in the language, concepts, and traditions of ethics. Transfer: CSU.

**PHIL 300 INTRODUCTION TO WORLD RELIGIONS**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an introduction to the study of great religions of the world; their cultural background, tenets, practices, literature and art; and their impact on society and culture. Also covers the development of religious ideas of major religions and their significant influence on the meaningfulness of human existence. Transfer: CSU, UC.

**PHIL 310 PHILOSOPHY OF RELIGION**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an investigation of questions arising from the tradition of religions. Students compare and contrast the philosophical theories of religious skepticism, nature of God, revelation, miracles, faith, mystical experience, the problems of evil and death and immortality. Transfer: CSU, UC.

**PHIL 320 ASIAN PHILOSOPHY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a general survey of the philosophical developments in China, India, and Japan. Major philosophical theories of these countries are compared and evaluated. The philosophical impact on Asian perspective of purpose and meaningfulness of existence, human destiny, ethical, and metaphysical views is examined. Transfer: CSU, UC.

**PHYSICAL EDUCATION****ADAPTIVE**

Adaptive Physical Education courses are offered primarily for students with physical limitations. Physician's verification of limiting condition on file is recommended.

**ADAP 310 ADAPTIVE P. E. FITNESS PROFILE**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Students' physical fitness levels are assessed to demonstrate measurable progress as a result of participating in an Adaptive P.E. class. Students set realistic, individual goals for improvement of their fitness and mobility. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**ADAP 320 ADAPTIVE FUNCTIONAL FITNESS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Exercises to improve the activities of daily living for physically limited individuals with emphasis on proper body mechanics, posture, and movement patterns leading to greater safety and independence. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**ADAP 350 ADAPTIVE GENERAL CONDITIONING**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course provides a total fitness program for the adaptive physical education student, emphasizing cardiovascular endurance, flexibility, muscular strength, balance, coordination, posture, and body mechanics. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**ADAP 351 ADAPTIVE STRENGTH TRAINING**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* In this course students use a variety of equipment and resistive techniques to increase overall strength, endurance, and flexibility. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**ADAP 361 BALANCE AND COORDINATION ACTIVITIES**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A variety of techniques are taught to develop better balance and coordination for more efficient movement throughout daily living activities. Transfer: CSU, UC\*.

**COMBATIVES****COMB 401 SELF DEFENSE**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course is designed for students to gain knowledge about basic self defense. Areas covered are mental preparation, avoidance of areas conducive to violent action; front and rear grasp releases, and ground tactics are stressed. Both violent and non violent techniques are covered. Activities deal with all releases, striking, hitting and kicking situations. Emphasis is placed on physical and mental preparedness in dealing with confrontations. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**COMB 410 BEGINNING KARATE**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course is designed for students to gain the knowledge and skills found in the sport, philosophy and fighting skills of TAE KWON DO. Basic kicking, blocking and punching techniques and their applications in self-defense, the Olympic sport, and rank promotion aspects are covered. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**DANCE****DANC 125 BEGINNING SALSA**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Beginning techniques of partner salsa dancing for men and women. Proper body placement, lead and follow techniques, and stylization applied to dance patterns. Shine steps are covered. Strong emphasis on dance etiquette and understanding of the rhythms of the music. Transfer: CSU, UC.

**DANC 126 INTERMEDIATE SALSA**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): DANC 125, or demonstrated skill. Description:* Continuation of DANC 125. A thorough review of Beginning Salsa is provided. Then more complex turns and patterns are demonstrated and practiced. There is greater emphasis on the development of dance stylization and timing and emphasis on proper partner dance etiquette and safety. Transfer: CSU, UC.

**DANC 127 ADVANCED SALSA**

*Units (Grade Option) 0.5; Class Hours: Minimum of 24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): DANC 126, or demonstrated skill. Description:* This course is designed for the more advanced student who has already demonstrated advanced ability in lead/follow technique, dance pattern complexity and proper timing. Longer and more difficult dance combinations are covered without introduction or emphasis of the basics. May be repeated once for credit. Transfer: CSU, UC.

**DANC 140 BALLET**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Beginning techniques of classical ballet are studied and executed. Movement skills, body alignment and placement, rhythmic structures, qualities of movement, and the classical terminology are presented. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**DANC 205 BEGINNING JAZZ**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Elementary jazz techniques, foot and leg development, basic turns, isolation of body parts and understanding of the rhythms of jazz music are covered in this course. Short combinations are learned using basic jazz techniques. Emphasis on locomotive movements. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**DANC 210 BEGINNING/INTERMEDIATE JAZZ**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): DANC 205 or equivalent. Description:* Continuation DANC 205. Emphasis is placed on single and double turns, longer combinations, and more complex techniques. There is opportunity to perform in groups in classroom demonstrations. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**DANC 215 INTERMEDIATE JAZZ**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): DANC 210 or equivalent. Description:* This course is designed for the more advanced dance student. Techniques and skills include more difficult and longer combinations and sequences. Opportunities to perform and creative endeavors are encouraged. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**DANC 220 CONDITIONING FOR DANCE TECHNIQUE**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course is designed for the athlete, student of dance/drama, and others to help increase overall performance. Exercises to increase strength, endurance, flexibility, muscle tone and poise are used. Concepts of nutrition, prevention and care of injury, yoga, ballet, and body alignment are covered in detail. The history of dance and comparison

of various dance styles is discussed. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**DANC 230 BODY MOVEMENT**

*Units (Grade Option) 0.5; Class Hours: Minimum of 24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course is designed for the student with none or very limited dance experience. Development of basic movement skills, use of props, understanding elements of music are included. This course is recommended for singers and actors. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**DANC 350 DANCE AEROBICS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Warm up, toning exercises, vigorous dance sequences, cool down and stretching are presented to upbeat pop music. Safely working at one's own pace is emphasized. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**DANC 400 DANCE PRODUCTION**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Successful audition. Description:* This course includes techniques and composition of actual dance performance productions. Choreography, music, make-up, costumes, lighting and staging are included. Rehearsal of seven weeks culminates in performance in the Spring musical production. May be repeated for credit up to 3 times. Transfer: CSU, UC.

**FITNESS****FITN 121 FITNESS CENTER**

*Units (Credit/No Credit) 1-2; Class Hours: Minimum of 48-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A self paced course providing strength training through the use of free weights, selected machines, and aerobic conditioning equipment for lifelong health and wellness. The Fitness Center empowers students and athletes to optimize their fitness capabilities, achieving excellence through the promotion of a healthy lifestyle, providing opportunities to improve personal wellness and applying fundamentally sound principles. Includes orientation, goal setting, and assessment. May be repeated for credit up to 3 times for a maximum of 6 units. Transfer: CSU, UC\*.

**FITN 122 LIFELONG FITNESS**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A comprehensive group activity course designed for all ages to improve cardiorespiratory function, upper and lower body muscular strength, muscular endurance, flexibility and body composition with additional emphasis on posture, coordination, agility and balance without use of special equipment. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 123 CARDIO PUMP FITNESS**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* A total fitness class for men and women that is designed to improve cardiovascular endurance, muscular strength, flexibility, balance and coordination, posture and body mechanics. The use of free weights and exercubes is incorporated in class. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 124 PILATES TRAINING**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** Students learn to perform controlled, focused exercises based on the work of Joseph Pilates designed to increase strength and awareness of the body's core muscles. This course includes discussion of optimal musculoskeletal functioning for postural stability that enhance performance in everyday work and play, athletics and dance. Exercise mat required. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 140 EXERCISE APPRECIATION I**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** This is a basic conditioning course. Progressive exercise plans are offered that involve strength, endurance, flexibility, coordination, balance and agility. Tests and evaluation are affiliated with the Cañada Fitness Institute. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 151 BEGINNING STEP AEROBICS**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** The seventeen basic step techniques are developed in this beginning step aerobic course with emphasis on strength, endurance and flexibility. Routines include the use of step benches which aid improvement of overall fitness levels. The class activity includes warm-up, vigorous activity and cool-down. Small weights are used to develop upper body and abdominal strength. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 153 SOCCER CONDITIONING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** A comprehensive group activity course designed to improve the total fitness level of the competitive intercollegiate community college soccer athlete. Course emphasizes cardiovascular fitness, strength, speed, balance and agility with and without the ball. Assessments of the students' fitness levels are made through a series of fitness tests. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 201 BEGINNING WEIGHT CONDITIONING**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** Instruction and practice are provided in the elementary lifts and procedures of weight conditioning. Physiological considerations, nutrition, safety procedures, basic program of exercises and design of individualized workout sequences and goals are included. May not be repeated. Transfer: CSU, UC\*.

**FITN 204 INTERMEDIATE/ADVANCED WEIGHT CONDITIONING**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): FITN 201 or equivalent.*

**Description:** Continuation of FITN 201. Progressive skills and weight development in various weight conditioning exercises are emphasized in this course. Opportunities are granted to specialize in different areas of the body and to develop individualized programs. May be repeated for credit up to a maximum of 3 units. Transfer: CSU, UC\*.

**FITN 210 VARSITY WEIGHT CONDITIONING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Concurrent enrollment in a team sport or demonstrated skill in athletic competition.*

**Description:** Designed for students in varsity or team sport to improve strength, balance, flexibility, and bulk through the use of free weights and weight machines. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 250 PERSONAL TRAINER PREPARATION: ANATOMY AND PHYSIOLOGY**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.*

**Description:** Comprehensive coverage of functional anatomy, exercise physiology, nutrition and weight management, and cardiovascular pathology and related risk factors. Successful completion of this course assists the student to prepare for a variety of national certification exams for Exercise Leader including the American College of Sports Medicine (ACSM) and the American Council on Exercise (ACE). Transfer: CSU.

**FITN 251 PERSONAL TRAINER: HEALTH APPRAISAL AND EXERCISE PRESCRIPTION**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400, and MATH 111; Prerequisite(s): None.*

**Description:** Comprehensive coverage of health appraisal screening, health assessment techniques, fitness testing assessment, metabolic calculations, exercise programming and techniques to change health behaviors. Successful completion of this course assists the student in preparing for a variety of national certification exams for exercise leader including American College of Sports Medicine (ACSM) and American Council on Exercise (ACE). Transfer: CSU.

**FITN 306 FITNESS WALKING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** This comprehensive course includes an historical perspective, with emphasis on the physical and mental benefits of walking, its effect on longevity, injury prevention, the cardiovascular system and disease rehabilitation. Additionally, such topics as hiking and backpacking, safety gear and weather are covered. Techniques of striding, race walking and nutrition, as it relates to overall fitness, are introduced. Areas conducive to safe walking, both in the community and in local parks, are used as well as the campus. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 320 AEROBIC FITNESS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None.*

**Description:** Through a slow build up utilizing calisthenics, stretching, and jogging, the student progresses towards a higher level of aerobic fitness. The core activity is jogging and, weather permitting, class is conducted outdoors. The assumption is made that this is a first time experience for the student and all activity starts at the beginners' level. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 332 FLEXIBILITY AND STRETCHING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* The focus of this course is to help condition and tone the body through low impact fitness techniques and total body stretching, proper breathing techniques, and exercises for flexibility. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 334 YOGA**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Introduction to basic yoga and meditation. Specific poses, "asanas", movement modalities and yogi styles are practiced. Develop strength, relaxation and a sense of well being. Techniques of breathing are incorporated into each pose. The class session ends with a guided meditation. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**FITN 340 AEROBIC CYCLING**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This aerobic cycling course is to acquaint students with use of stationary ergometers to help increase cardiovascular fitness levels and assist in lowering body fat, while increasing lean body mass. May be repeated for credit once. Transfer: CSU, UC\*.

**INDIVIDUAL SPORTS****INDV 120 BADMINTON**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Instruction in the basic fundamentals of the game of badminton including techniques of singles and doubles play, rules of the game, and basic strategy. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**INDV 161 BEGINNING GOLF**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Instruction in the techniques, rules, etiquette and philosophy of the game for the beginning golfer. Stance, grip, position, swing and follow through as associated with selected irons and woods is covered. Most sessions are held on campus, some activity may be scheduled for local courses and driving ranges. May not be repeated. Transfer: CSU, UC\*.

**INDV 164 INTERMEDIATE/ADVANCED GOLF**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated ability. Description:* Extension of the fundamentals learned in Beginning Golf. Considerable emphasis is placed on the competitive aspects of golf; tournament play is a major part of the course. Sessions are conducted at Cañada College and Emerald Hills golf course. May be repeated for credit up to 2 times. Transfer: CSU, UC\*.

**INDV 166 EXPERT GOLF TRAINING**

*Units (Grade Option) 1-2; Class Hours: Minimum of 48-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated skill. Description:* This course is offered for the advanced golfer wishing to prepare for competition either as a member of the Cañada College Varsity Golf Team or other competition. Major emphasis is on actual competition playing on local golf courses. A minimum passing score on a written test of golf rules and etiquette is required before playing on

a course. A minimum skill level must be demonstrated to remain in the course. Included are both on and off course drills for skills and strategy. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**INDV 251 BEGINNING TENNIS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* The fundamentals of tennis are covered in this course, including forehand and backhand ground strokes, serve and volley, rules, scoring system, tennis etiquette and basic tactics of singles and doubles play. Some competition is included at the end of the course. The improvement of the individual player is emphasized. May not be repeated. Transfer: CSU, UC\*.

**INDV 252 BEGINNING/INTERMEDIATE TENNIS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): INDV 251 or equivalent. Description:* Designed for students who have completed a semester of beginning tennis or the equivalent. Emphasis is on continued improvement in forehand and backhand ground strokes, serve, volley, lob and smash, and basic tactics of singles and doubles. Drills and match play occur throughout the semester. May not be repeated. Transfer: CSU, UC\*.

**INDV 254 INTERMEDIATE/ADVANCED TENNIS**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): INDV 252 or equivalent. Description:* Designed for the student with prior tennis experience. All strokes and shots are presented, including forehand and backhand ground strokes, serve, volley, lob and overhead. Advanced instruction in singles and doubles play is included. Individual improvement is a major emphasis. May be repeated for credit one time. Transfer: CSU, UC\*.

**INDV 256 EXPERT TENNIS TRAINING**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated skill. Description:* Designed for men and women of expert tennis ability who wish to develop their tennis skills. Students are instructed in the fundamentals as needed and put through many drills designed to improve their tennis skills. Conditioning and strategy is a major part of this course. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**THEORY****P.E. 115 INTRODUCTION TO ADAPTIVE PHYSICAL EDUCATION**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course is designed to provide a working knowledge of numerous disabilities and current adaptive physical education techniques for students interested in pursuing a career in adaptive physical education, physical therapy, special education, or any other health related field. Transfer: CSU.

**P.E. 116 ASSISTING IN ADAPTIVE PHYSICAL EDUCATION**

*Units (Grade Option) 0.5-3; Class Hours: Minimum of 24-96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* In this course students gain practical experience in the techniques of working with disabled persons through assisting in any of the adaptive physical education classes. May be repeated for credit up to 3 units. Transfer: CSU.

**P.E. 118 INTRODUCTION TO FUNCTIONAL FITNESS MEASURES**

*Units (Grade Option) 0.5-3; Class Hours: Minimum of 24-144 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Introduction to the current testing measures used in the field of adaptive physical education and rehabilitation. This course material is relevant for individuals pursuing a career in physical therapy or a related field, as well as for persons working in any capacity with adults with special needs. Students learn and have an opportunity to practice a variety of testing protocols, as well as to evaluate the outcomes of a functional fitness program. Open entry/Open Exit. May be repeated for credit up to 3 times for a maximum of 3 units. Transfer: CSU.

**P.E. 305 THEORY OF BASKETBALL**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course presents the techniques, strategies, history, and philosophy of the game of basketball. High school, college, and professional guest speakers participate in the course. Transfer: CSU, UC\*.

**P.E. 306 THEORY OF COACHING SOCCER**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): TEAM 141 or equivalent. Description:* This course is designed for the student who wishes to coach soccer at the youth, adult or collegiate level. Rules of the game, coaching theories for youth and adults, and coaching tactics for basic and advanced situations are discussed. Transfer: CSU, UC\*.

**P.E. 308 ATHLETIC INJURY CARE INTERNSHIP**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Under the direct supervision of the college athletic trainer, students gain hands-on experience and instruction in the prevention and management of athletic injuries. Career opportunities and preparation for transfer to athletic training or other allied health professions are emphasized. May be repeated for credit up to 3 times. Transfer: CSU.

**TEAM SPORTS****TEAM 105 ADVANCED BASEBALL**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated competency. Description:* This course is designed for the advanced baseball player with superior skills of play. Fundamentals of baseball related to the advanced player are offered. Evaluation devices are geared to advanced skill in performance. May be repeated for credit once. Transfer: CSU, UC\*.

**TEAM 111 BEGINNING BASKETBALL**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course provides the fundamental skills of basketball such as dribbling, passing, and shooting. Elementary team offense and defense situations are offered dealing primarily with two and three men situations. Playing rules of the game are stressed through written and practical examinations. Skill testing is emphasized. A round robin schedule is provided. May not be repeated. Transfer: CSU, UC\*.

**TEAM 115 ADVANCED BASKETBALL**

*Units (Grade Option) 1-1.5; Class Hours: Minimum of 48-72 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 111 or demonstrated skill. Description:* Advanced aspects of team offense and defense. Emphasis is placed on team play through the medium of round robin schedules and tournaments. Evaluation is conducted through written and practical examinations on rules and skills taught. May be repeated for credit up to 2 times. Transfer: CSU, UC\*.

**TEAM 141 BEGINNING SOCCER**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course covers instruction in basic fundamentals essential for team play. Skills such as dribbling, trapping, passing, heading, shooting, and throw ins are combined with conditioning drills preparing one for competition. The rules of the game are taught for a thorough understanding of team play. Tests of basic skills and game laws are conducted. May not be repeated. Transfer: CSU, UC\*.

**TEAM 143 ADVANCED SOCCER**

*Units (Grade Option) 1-1.5; Class Hours: Minimum of 48-72 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated skill. Description:* Competitive team play is stressed with advanced strategies employed. Tactics are emphasized that require advanced skills and conditioning. Tests are conducted to measure the degree of proficiency. May be repeated for credit up to 2 times. Transfer: CSU, UC\*.

**TEAM 148 INDOOR SOCCER**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 141 or demonstrated skill. Description:* This course focuses on indoor soccer at an intermediate level of play. It includes individual and group drills, skills development, rules of the game, and team play through round robin competition. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**TEAM 151 BEGINNING SOFTBALL**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This is a course which offers instruction in the basic fundamentals of softball play. Students participate in both round robin and tournament schedules. Beginning skills are taught and play situations expanded. Slow pitch receives the major emphasis, but fast pitch may be offered. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**TEAM 171 BEGINNING VOLLEYBALL**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* Instruction and practice of the fundamentals of the game including serving, passing, setting, spiking, and the basic defensive and offensive strategies. Emphasis is placed on the rules and etiquette of the game. Round robin play is included. May not be repeated for credit. Transfer: CSU, UC\*.

**TEAM 174 INTERMEDIATE/ADVANCED VOLLEYBALL**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 171 or demonstrated skill. Description:* Continuation of TEAM 171. Emphasis is placed on refinement of basic fundamentals of the game, team set ups, play, and knowledge of the rules. Round robin team play is involved. May be repeated for credit up to 2 times. Transfer: CSU, UC\*.

**TEAM 180 COMPETITION VOLLEYBALL I**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 174 or equivalent skill level; Corequisite(s): Concurrent enrollment in TEAM 699. Description:* Designed for the intermediate to advanced volleyball student with an emphasis on team offensive/defensive strategies. Includes participation in organized round-robin competition preceded by a brief period of appropriate warm-up activities. Transfer: CSU, UC\*.

**TEAM 181 COMPETITION VOLLEYBALL II**

*Units (Grade Option) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): TEAM 180 or equivalent skill level; Corequisite(s): Concurrent enrollment in TEAM 699. Description:* Designed for the expert volleyball student with an emphasis on the 6-2 and 5-1 team offensive/defensive systems and strategies. Includes participation in organized round-robin competition preceded by a brief period of appropriate warm-up activities. May be repeated for credit up to 2 times. Transfer: CSU, UC\*.

**INTERCOLLEGIATE SPORTS****VAR 104 VARSITY BASEBALL**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated ability. Description:* This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, Northern California playoffs and the State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**VAR 114 VARSITY BASKETBALL**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated ability. Description:* This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, Northern California playoffs and the State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**VAR 140 VARSITY GOLF**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated ability. Description:* This course consists of intercollegiate competition in the Coast Conference and participation in dual matches, invitationals and the conference championships. Team members also participate in the Northern California and State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**VAR 154 VARSITY SOCCER**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated ability. Description:* This course consists of intercollegiate competition in the Coast Conference and participation in regional tournaments, NorCal playoffs and the state conference championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**VAR 170 VARSITY TENNIS**

*Units 3; Class Hours: Minimum of 160 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Demonstrated ability. Description:* This course consists of intercollegiate competition in the Coast Conference and participation in dual matches, invitationals, league meets, Northern California and State C.C. Championships when qualified. May be repeated for credit up to 3 times. Transfer: CSU, UC\*.

**PHYSICS****PHYS 210 GENERAL PHYSICS I (CAN PHYS 2) (CAN PHYS SEQ A = PHYS 210 + 220)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 130 or equivalent. Description:* Covers basic concepts of physics, including the nature of physics, mechanics, elasticity and simple harmonic motion, waves and sound, fluids, heat and temperature, and the kinetic theory of gases. The course meets general education requirements and requirements for many majors in the life sciences. Transfer: CSU, UC\*.

**PHYS 220 GENERAL PHYSICS II (CAN PHYS 4) (CAN PHYS SEQ A = PHYS 210 + 220)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): PHYS 210. Description:* Basic concepts of physics including the nature of physics, electricity and magnetism, electromagnetic waves, optics, the special theory of relativity, atomic physics, and quantum mechanics. The course meets requirements for many majors in the life sciences. Transfer: CSU, UC\*.

**PHYS 250 PHYSICS WITH CALCULUS I (CAN PHYS 8) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 251 or equivalent. Description:* This course is the first in a three semester series designed to provide a thorough foundation in the fundamentals of physics for students majoring in engineering, physics, chemistry and other science related majors. Topics include vectors, kinematics, particle dynamics, energy methods, system of particles, momentum, rotational motion, oscillations, equilibrium, gravitation, and fluid dynamics. Transfer: CSU, UC\*.

**PHYS 260 PHYSICS WITH CALCULUS II (CAN PHYS 12) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): PHYS 250 or equivalent; and MATH 252 or equivalent. Description:* This course is the second in a three-semester sequence for students majoring in engineering, physics, chemistry and other science related majors. The course covers electrostatics, circuits, magnetostatics, magnetism of currents, AC circuits and electromagnetic waves. Transfer: CSU, UC\*.

**PHYS 270 PHYSICS WITH CALCULUS III (CAN PHYS 14) (CAN PHYS SEQ B = PHYS 250 + 260 + 270)**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): PHYS 250 or equivalent; and MATH 252 or equivalent. Description:* This course is the third in a three-semester series designed for students majoring in engineering, physics, chemistry, and other science-related majors. Topics include waves, thermodynamics, geometrical optics, physical optics, and modern physics including special relativity and quantum mechanics. Transfer: CSU, UC\*.

**PHYS 405 APPLIED RADIOGRAPHIC PHYSICS**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 110 or equivalent and an introductory course in Physical Science such*



as CHEM 192, 410 or equivalent. **Description:** Introduction to the basic ideas about matter, energy, electricity, magnetism and electromagnetic radiation, with emphasis on X ray phenomena. Applications to the interaction of radiation with matter and X ray circuits are included. This course is required for students pursuing careers as Radiologic Technologists. Transfer: CSU.

## POLITICAL SCIENCE

### PLSC 103 CRITICAL THINKING ABOUT WORLD POLITICS

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This introductory course is designed to improve the student's ability to think clearly about world political problems and their social, political, and economic implications. Reasoning skills are applied when evaluating and constructing convincing arguments about current world political controversies. Transfer: CSU, UC.

### PLSC 130 INTERNATIONAL RELATIONS

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introductory survey of world politics. The historical background, recent, and ongoing developments in the international politics of the major countries and regions of the world are explored for their social, political, and economic implications. Also included is the study of nation-state system, military and economic challenges to world peace, and attempts to resolve international conflicts by peaceful means. Transfer: CSU, UC.

### PLSC 150 INTRODUCTION TO POLITICAL THEORY

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A comparative study of contemporary political ideologies such as nationalism, fascism, communism, and capitalist/socialist versions of democracy and their social, political, and economic implications. Traditional concepts of political thought such as authority, community, freedom, and obligation as they affect current issues are explored. Transfer: CSU, UC.

### PLSC 210 AMERICAN POLITICS (CAN GOVT 2)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a study of the U.S. and California Constitutions with foci on the political philosophies of its framers and the inter-related functions of the three branches of the federal government. Students closely examine the rights and obligations of all citizens as established by the U.S. and California Constitutions in conjunction with evolving Judeo-Christian democratic principles. Contemporary relationships between federal, state and local governments are consistently explored. Transfer: CSU, UC.

### PLSC 310 CALIFORNIA STATE AND LOCAL GOVERNMENT

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* California state and local government with special emphasis on the U.S. and California Constitutions as providing the basic framework for our political institutions and processes of Federal, State, and local government. Relationships between Federal, State, and local governments are explored also. Transfer: CSU.

### PLSC 415 RACE TO SAVE THE PLANET

*Telecourse: Units 3; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Examines one of the most critical political issues of the 1990's, the environment. The course is divided into three areas: the development of environmental problems, the current condition of politics, and the environmental and political solutions. Completion of at least one Social Science class is recommended. Transfer: CSU.

## PSYCHOLOGY

### PSYC 100 GENERAL PSYCHOLOGY (CAN PSY 2)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introductory psychology course designed to examine principles of learning, theories of personality, uses for tests and measurements, behavioral disorders, mental health theories, developmental aspects of individuals, and social psychology. Students study experimental designs and research data and their social implications. Transfer: CSU, UC.

### PSYC 106 PSYCHOLOGY OF ETHNIC MINORITY GROUPS

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad overview of the variables which influence the psychological development, adjustment, coping strategies, and mental health of ethnic minority groups in the United States. Economic, educational, political, and legal issues are analyzed for their psychological impact on these groups. Special attention is given to Americans of African, Asian, Hispanic, and Native American descent, although other ethnic minority groups are included also. Psychological research studies and clinical illustrations make up a portion of the course. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

### PSYC 108 PSYCHOLOGY IN PRACTICE

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Application of psychological principles to problems of everyday living, in contrast to the technical-scientific approach of Psychology 100. Intended for students who want a general picture of human psychology. (May not be taken for credit following PSYC 100). Transfer: CSU.

### PSYC 110 MARRIAGE AND RELATIONSHIP CHOICES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This is a broad survey of past, present, and future relationships which involve closeness and intimacy. Lifestyles of singlehood, marriage, divorce, and widow/widowerhood are discussed. Other topics include love and romance, sexual values, loneliness, power, jealousy, communication and conflict, choices of relationships, and stepfamilies. Transfer: CSU.

### PSYC 112 APPLIED PSYCHOLOGY THROUGH FILM

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course focuses on topics in the field of psychology using the media of film with attention given to the following areas: maladaptive behavior, the special child, interpersonal relationships, adolescent adjustment, learning and personality development, and the adjustment of the elderly. Transfer: CSU.

**PSYC 200 DEVELOPMENTAL PSYCHOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): PSYC 100. Description:* Overview of psychological development from birth through old age. The physical, cognitive, and social changes throughout the life-span are examined. Particular emphasis is placed on research studies that illustrate principles of developmental psychology. Transfer: CSU, UC\*.

**PSYC 201 CHILD DEVELOPMENT (CAN FCS 14)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): PSYC 100. Description:* Overview of the developmental trends affecting human growth from the prenatal period to adolescence. Factors influencing physical, emotional, mental, and social development are also analyzed. PSYC 100 is a required prerequisite for transfer. Transfer: CSU, UC\*.

**PSYC 202 ADOLESCENT BEHAVIOR**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The behaviors, values and complexities of the adolescent years. The changes that occur in physical, emotional, mental, and social development during adolescence and their implications are studied. Transfer: CSU, UC.

**PSYC 221 THE SPECIAL CHILD**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Issues and changes in the field of special education. Descriptive and diagnostic differences of exceptional persons (deaf, learning disabled, orthopedically handicapped, visually handicapped, emotionally disturbed, deaf/blind, and the gifted) are studied. Transfer: CSU.

**PSYC 300 SOCIAL PSYCHOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): PSYC 100 or SOCI 100. Description:* This course is an overview of the interaction among groups. Self-concept, attitude formation and change, interpersonal attraction, aggression, group dynamics and leadership, impression formation, and other related topics are studied also. Transfer: CSU, UC.

**PSYC 330 SPORTS PSYCHOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An analysis of psychological and sociological concepts relating to participation in sports. The mental factors which help produce optimum performance are examined. Also included are the latest research and practice in applied sports psychology. Transfer: CSU.

**PSYC 340 PSYCHOLOGY OF HUMAN SEXUALITY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a broad overview of the psychological aspects of human sexuality influencing sexual identity and behavior and their implications. Also includes relevant research, sexual malfunction, therapeutic approaches, and personal attitudes and values. Students write brief papers to apply concepts to their own experiences. Transfer: CSU, UC.

**PSYC 391 PARENTING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The stages of parenting and their social and cultural implications. Guides for positive parenting structures for parents, single parents, stepparents and working parents are provided. Emphasis is placed on the adjustment to parenthood and guidelines for meeting the needs of children. Recommended as an elective for Early Childhood Education majors. Transfer: CSU.

**PSYC 410 ABNORMAL PSYCHOLOGY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Elaboration on the study of abnormal behavior and personality introduced in previous courses. Topics include neuroses, psychoses and other psychological problems, along with their etiology, dynamics, principal symptoms, and treatments. The relationship between theory of personality and psychotherapy is explored. Transfer: CSU, UC.

**RADIOLOGIC TECHNOLOGY****RADT 400 ORIENTATION TO RADIOLOGIC TECHNOLOGY**

*Units 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* This course is an orientation to Radiologic Technology including organization of medical practice, the socioeconomic, political and legal aspects of health care with special emphasis on radiology. Included is an introduction to radiation protection and the provisions of the California Administrative Code, Title XVII Radiation Control Regulations.

**RADT 408 PERSPECTIVES IN RADIOLOGY**

*Units 0.5; Class Hours: Minimum of 24 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Acceptance to the Radiologic Technology Program. Description:* This course is designed for the person who has been accepted to the Radiologic Technology Program and the person who has been accepted to the program in the "alternate" status. It consists of guided observation of the working radiology department and requires the student to complete a descriptive paper on the experience.

**RADT 410 RADIOGRAPHIC POSITIONING**

*Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Acceptance in the Radiologic Technology Program. Description:* Positioning of the human body for radiographic purposes is covered in this course. Included are all routine examinations, discussion of pathologic conditions encountered on radiographs. Laboratories offer demonstration and student practice on actual radiographic equipment.

**RADT 415 RADIATION PROTECTION AND BIOLOGY**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): PHYS 405. Description:* Study of the effects and methods of measurement of radiation in the human body. Discussion of historic and current concepts in governmental regulations and protection requirements provides the student with background sufficient to understand the methods for protecting patients as well as medical personnel from unnecessary radiation exposure.

**RADT 418 CLINICAL EDUCATION I**

*Units 4.5; Class Hours: Minimum of 256 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Acceptance in the Radiologic Technology Program and concurrent enrollment in RADT 410. Description:* Designed for the first semester Radiologic Technology student. Includes orientation to clerical procedures, film processing/darkroom procedures, patient transportation procedures, supplies and equipment. Students observe and participate in radiographic positioning and other procedures appropriate to the student's current level of education.

**RADT 420 RADIOGRAPHIC POSITIONING II**

*Units 3.5; Class Hours: Minimum of 48 lecture/24 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): RADT 410 and concurrent enrollment in RADT 428. Description:* Positioning the human body for radiographic purposes with emphasis on neuro-radiography, genito-urinary and vascular radiography. Specialized procedures of the skeletal, respiratory and gastro-intestinal systems and patient care are included. Pathological conditions appropriate for radiographers are discussed. Students perform related projects in the affiliated hospital to which they are assigned for Clinical Education (RADT 428).

**RADT 428 CLINICAL EDUCATION II**

*Units 5; Class Hours: 16 lab hours/21 weeks; total 328 hours; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Successful completion of RADT 418 and concurrent enrollment in RADT 420. Description:* Designed for the second semester Radiologic Technology student. Students continue to build their skills in radiographic positioning and maintain their skill levels in tasks mastered in RADT 418.

**RADT 430 PRINCIPLES OF RADIOGRAPHIC FILM PRODUCTION**

*Units 3.5; Class Hours: Minimum of 48 lecture/24 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): PHYS 405 with a grade of "C" better. Description:* Application of the theoretical physics principles of the production of radiation to the practical job of producing quality radiographs with the least possible exposure dose to the patient. Included is a thorough exploration of the major and minor technical factors and their use and effects, analysis of film quality, and methods for correcting improperly exposed radiographs. Transfer: CSU.

**RADT 435 IMAGING EQUIPMENT AND QUALITY CONTROL**

*Units 1.5; Class Hours: Minimum of 16 lecture /24 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): RADT 430. Description:* Introduction to the various types of equipment and tests required to organize and implement a program of quality control in diagnostic imaging. Traditional and innovative imaging equipment requiring quality control programs are discussed.

**RADT 438 CLINICAL EDUCATION III**

*Units 2.5; Class Hours: 16 lab hours/week for 10 weeks; total 160 hours; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): RADT 428. Description:* Designed for the third semester Radiologic Technology student. Students continue to build their skills.

**RADT 440 ADVANCED IMAGING MODALITIES AND SPECIALIZED PROCEDURES**

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): RADT 410, 420, and 430 with grades of C or better or certification as a Radiologic Technologist. Description:* Students apply basic technical and positioning knowledge to special procedures and care of the patient undergoing such procedures. Appropriate pathology encountered in special procedures is discussed. Principles of CT and MRI are introduced in this course.

**RADT 441 SECTIONAL ANATOMY**

*Units 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 250 or equivalent or certification as a Radiologic Technologist. Description:* The human anatomic structures from a sectional perspective utilizing transverse and axial planes for reference are covered in this course. Anatomic landmarks are identified. This course is required for Radiologic Technology students.

**RADT 442 RADIOGRAPHIC PATHOLOGY**

*Units 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 250 or 260 or technical experience in Radiography. Description:* Disease processes commonly encountered by the Radiographer are presented in this course. Students study Radiographic CT and MRI images of skeletal, neurologic, gastro-intestinal, respiratory, circulatory and reproductive systems. This course is required for Radiologic Technology students.

**RADT 448 CLINICAL EDUCATION IV**

*Units 6.5; Class Hours: 24 lab hours/week for 18 weeks; total 432 hours; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Successful completion of RADT 438. Description:* Designed for the fourth semester radiologic technology student. Students continue to build the skills obtained in previous clinical education experiences.

**RADT 450 REGISTRY REVIEW**

*Units 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Successful completion of or concurrent enrollment in an approved Radiologic Technology Program. Description:* Designed to prepare the student for board examination through lecture review and preparatory testing. This course is required for the Radiologic Technology student.

**RADT 458 CLINICAL EDUCATION V**

*Units 7.5; Class Hours: 24 lab hours/week for 20 weeks; total 480 hours; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Successful completion of RADT 448. Description:* Designed for the fifth semester radiologic technology student. Students continue to build the skills obtained in previous clinical education experiences.

**RADT 468 CLINICAL EDUCATION VI**

*Units 5.5; Class Hours: 40 lab hours/4 weeks, 24 lab hours/8 weeks; total 352 hours; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Satisfactory completion of RADT 458. Description:* This final phase of clinical education allows the student to perform radiographic procedures on patients in affiliated hospitals with minimal or indirect assistance in preparation for entry into employment. The final four weeks of training are dedicated to a specialized area of radiography and require full time attendance in the clinical setting.

**RADT 470 SPECIALIZED TECHNIQUES: MAMMOGRAPHY**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Enrollment in the Radiologic Technology program or certification as a Radiologic Technologist. Description:* This course covers the curriculum mandated by the California Department of Health Services, Radiologic Health Branch. It satisfies requirements for qualifications and continuing education provisions for persons who perform mammographic x-ray procedures.

**RADT 471 SPECIALIZED TECHNIQUES: FLUOROSCOPY**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Certification as a radiologic technologist. Description:* This course covers the curriculum mandated by the California Department of Health Services, Radiologic Technology Branch. It satisfies requirements for qualifications and continuing education provisions for persons who perform fluoroscopic x-ray procedures.

**RADT 474 VENIPUNCTURE FOR CONTRAST MEDIA ADMINISTRATION**

*Units 1; Class Hours: Minimum of 8 lecture/24 lab hours/semester; Recommended: Eligibility for READ 420, ENGL 100, and MATH 110; Prerequisite(s): California full certification as a radiologic technologist or enrollment as a second year student in a two year radiologic technology program. Description:* A training course in the techniques of venipuncture used by radiologic technologists for the introduction of contrast media into patient tissues. Also included are lectures on the pharmacology of contrast media.

**RADT 475 SPECIALIZED TECHNIQUES: PRINCIPLES OF COMPUTED TOMOGRAPHY**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Certification as a radiologic technologist or RADT 415. Description:* This course is a comprehensive study of Computed Tomography (CT), including physical principles and clinical applications. Sectional anatomy, patient care, professional ethics, pathology correlation, procedural protocols, and contrast media are included. Transfer: CSU.

**READING****READ 420 CRITICAL AND EFFECTIVE READING**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): READ 836 or eligibility for 400-level reading courses as indicated by the reading placement test or other measures. Description:* Students are led to increase competence in analytical and critical reading skills with difficult college texts, to increase their reading rate flexibility, to employ college study techniques, and to read for research. Transfer: CSU.

**READ 425 SPEED READING**

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/16 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): READ 836 or eligibility for 400-level reading courses as indicated by the reading placement test or other measures. Description:* Designed to increase reading speed and comprehension of college-level materials. Emphasis on learning rapid reading techniques, gaining flexibility in adjusting reading speed to suit purpose, overcoming regression, recognizing and using basic writing structures and literary elements, and mastering speed study techniques. Transfer: CSU.

**READ 826 READING IMPROVEMENT**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 lab/16 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* By means of individual and small group work, this course concentrates on the teaching of efficient reading strategies and study techniques to improve word analysis, vocabulary, reading comprehension and study skills. Recommendation via College Placement Test. May be repeated once for credit. Units do not apply toward AA/AS degree.

**READ 836 ACADEMIC READING STRATEGIES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): READ 826 OR eligibility for READ 836 on approved college Reading Placement Test and other measures as necessary. Description:* Learn efficient reading strategies to improve vocabulary, comprehension, reader reaction and study-techniques to prepare for college courses across the disciplines. Reading rate flexibility is introduced as well. The natural reading and writing connection is emphasized in assignments. Units do not apply toward AA/AS degree.

**REAL ESTATE****R.E. 100 REAL ESTATE PRINCIPLES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* The study of real property and laws relating to ownership; contracts; appraisal; taxes; transfer of property, financing real estate brokerage and ethics; landlord/tenant; agency and licensing. (Meets state requirements for salesperson examination.) Transfer: CSU.

**R.E. 110 REAL ESTATE PRACTICE**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A comprehensive presentation of real estate brokerage skills with emphasis on the daily activities of salespersons and brokers; including ethics, disclosures, prospecting, listing, advertising, financing, escrows, and property management and leasing. Transfer: CSU.

**R.E. 141 REAL ESTATE APPRAISAL**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is an overview of the appraisal of residential real estate, with emphasis on the single-family residence. Also includes the principles that motivate buyers, approaches to the influences on value, appraisal process including the collection and evaluation of data, and writing the appraisal report. Transfer: CSU.

**SECRETARIAL/OFFICE SKILLS/  
WORD PROCESSING**

*(see Business/Office Technology)*

## SOCIAL SCIENCE

### SOSC 120 INTRODUCTION TO SOCIAL GERONTOLOGY

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a broad overview of the field of gerontology. The elderly and the aging process with emphasis on the physical, psychological, and sociological aspects and their social, political, and cultural implications are examined. Transfer: CSU.

### SOSC 250 MEXICAN AMERICAN CULTURE

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course is a broad overview of the study of the contemporary Mexican American community. Also addressed are the study of the Mexican-American political and cultural heritage, social structures, problems, movements, and creative contributions. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

### SOSC 800 DRUGS IN SOCIETY

*Units (Credit/No Credit) 1; Class Hours: Minimum of 16 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This course covers basic physical and psycho-pharmaceutical actions of commonly abused substances, and the patterns of substance abuse in various subpopulations in the community. Units do not apply toward AA/AS degree.

### SOSC 890 INTRODUCTION TO THE SOCIAL SCIENCES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description:* This is a content-based survey course of the basic concepts, skills, and vocabulary used in history, political science, sociology, psychology, geography, philosophy, social sciences and economics. Also included is analytical reading, outlining, and specialized writing skills, such as composition, sentence and paragraph structure related to essays written for courses in social sciences. The course is taught by a content instructor and an ESL/English instructor. Units do not apply toward AA/AS degree.

## SOCIOLOGY

### SOCI 100 INTRODUCTION TO SOCIOLOGY (CAN SOC 2)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Introductory course on the identification and analysis of basic social structures and forces that motivate and direct social behavior. Additional topics include an overview of the methods of sociology and a survey and analysis of America's social institutions and their political, economic, and social implications. Transfer: CSU, UC.

### SOCI 105 SOCIAL PROBLEMS (CAN SOC 4)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Overview of selected social issues in relation to changes in society and their social, political, and economic implications. Additional topics include poverty, aging, health care, corporate power, work, and economic and political structures. Emphasis is placed on social science research and theory in a changing world. Transfer: CSU, UC.

### SOCI 141 UNDERSTANDING DIVERSE RACIAL/ETHNIC CULTURES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course explores the history and contemporary experience of ethnic and racial stratification in the United States. Institutional racism and the role of legal and economic forces on people from diverse cultures is discussed. Students also learn of the contributions made to the American society by various racial and ethnic groups. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

### SOCI 254 SOCIOLOGY OF WOMEN

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of the social significance and social creation of gender. The impact of gender as a social factor in shaping inequality; sexual segregation; and the dynamics of interpersonal power in the family, the work place, and personal relationships are discussed. Transfer: CSU, UC.

## SPANISH

### SPAN 110 ELEMENTARY SPANISH (CAN SPAN 2) (CAN SPAN SEQ A = SPAN 110 + 120)

*Units 5; Class Hours: Minimum of 80 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Provides students with no prior knowledge of Spanish the opportunity to develop basic oral communication skills that allows them to use the language to talk about themselves, families, studies, occupations, surroundings, etc. Basic reading comprehension and writing skills are also developed. Cultural aspects of the Spanish-speaking world are highlighted, in order to raise cultural awareness and to use the language in a culturally appropriate manner. The class is conducted primarily in Spanish. Transfer: CSU, UC.

### SPAN 111 ELEMENTARY SPANISH I

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Equivalent to the first half of SPAN 110. Provides students with no prior knowledge of Spanish the opportunity to develop basic oral communication skills that allows them to use the language to talk about themselves, their families, their studies, other occupations, their surroundings, etc. Basic reading comprehension and writing skills are also developed. Cultural aspects of the Spanish-speaking world are highlighted, in order to raise cultural awareness and to use the language in a culturally appropriate manner. The class is conducted primarily in Spanish. Transfer: CSU, UC\*.

**SPAN 112 ELEMENTARY SPANISH II**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 111. Description:* Continuation of SPAN 111. Equivalent to the second half of SPAN 110. Provides students with minimum prior knowledge of Spanish the opportunity to develop basic oral communication skills that allows them to use the language to talk about themselves, their families, their studies, other occupations, their surroundings, etc. Basic reading comprehension and writing skills are also developed. Cultural aspects of the Spanish-speaking world are highlighted, in order to raise cultural awareness and to use the language in a culturally appropriate manner. The class is conducted primarily in Spanish. (SPAN 111 and 112 are equivalent to SPAN 110.) Transfer: CSU, UC\*.

**SPAN 120 ADVANCED ELEMENTARY SPANISH (CAN SPAN 4) (CAN SPAN SEQ A = SPAN 110 + 120)**

*Units 5; Class Hours: Minimum of 80 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 110 or 112, or equivalent. Description:* Continuation of SPAN 110 or 112, for students who can use Spanish to talk about the “here and now” and narrate a simple story in the past. Students further develop and practice oral and written communication skills in many contexts (health, pressures and conveniences of modern life, the arts, the environment, social life, the workplace, government and civic responsibilities and travel). Cultural aspects of the Spanish-speaking world are emphasized. The class is conducted primarily in Spanish. Transfer: CSU, UC.

**SPAN 121 ADVANCED ELEMENTARY SPANISH I**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 110 or 112, or equivalent. Description:* Equivalent to the first half of SPAN 120. Continuation of SPAN 110 or 112, for students who can use Spanish to talk about the “here and now” and narrate a simple story in the past. Students further develop and practice oral and written communication skills in many contexts (health, pressures and conveniences of modern life, the arts, free-time activities). Cultural aspects of the Spanish-speaking world are emphasized. The class is conducted primarily in Spanish. This course may be used for partial fulfillment of transfer language requirements. Transfer: CSU, UC\*.

**SPAN 122 ADVANCED ELEMENTARY SPANISH II**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 121 or equivalent. Description:* Continuation of SPAN 121. Designed for students who can use Spanish to talk about the “here and now”, narrate stories in the past, and express feelings and opinions. Students further develop and practice oral and written communication skills in many contexts (environmental issues, social life, the workplace, government and civic responsibilities and travel). Cultural aspects of the Spanish-speaking world are emphasized. The class is conducted primarily in Spanish. This course may be used for partial fulfillment of transfer language requirements. Transfer: CSU, UC\*.

**SPAN 130 INTERMEDIATE SPANISH (CAN SPAN 8) (CAN SPAN SEQ B = SPAN 130 + 140)**

*Units 5; Class Hours: Minimum of 80 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 120 or equivalent. Description:* This course covers practice of conversation and composition; review of grammar; class and collateral reading of Spanish and Spanish literature. Students are

urged to make extensive use of the facilities in the language laboratory. Transfer: CSU, UC.

**SPAN 131 INTERMEDIATE SPANISH I**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 120 or equivalent. Description:* This course includes the study, analysis and practice of conversation and composition; review of grammar; class and collateral readings of Spanish and Spanish literature. This course is equal to approximately the first half of SPAN 130. Transfer: CSU.

**SPAN 132 INTERMEDIATE SPANISH II**

*Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 131. Description:* This course includes the study, analysis and practice of conversation and composition; review of grammar; class and collateral readings of Spanish and Spanish literature. This course is equal to approximately the second half of SPAN 130. Transfer: CSU.

**SPAN 140 ADVANCED INTERMEDIATE SPANISH (CAN SPAN 10) (CAN SPAN SEQ B = SPAN 130 + 140)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 130 or equivalent. Description:* This course includes further practice of conversation and composition based on class reading of works of modern Spanish and Latin American authors; review of grammar; collateral reading of Spanish and Spanish American literature. This course is intended for English speaking students rather than bilingual students. Transfer: CSU, UC.

**SPAN 161 READINGS IN SPANISH LITERATURE I**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 140 or equivalent. Description:* This course is conducted solely in Spanish and focuses on reading and writing in Spanish. Students study Spanish grammar and orthography and develop their skills in reading and writing. Using oral and written Spanish to communicate on topics of interest, and through discussions of reading from authors of the Spanish speaking world, students enrich and strengthen their existing communicative abilities. Emphasis is also placed on the culture of Spanish speaking countries. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**SPAN 162 READINGS IN SPANISH LITERATURE II**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 140 or equivalent. Description:* This course is conducted solely in Spanish and focuses on reading and writing in Spanish. Students study Spanish grammar and orthography and develop their skills in reading and writing. Using oral and written Spanish to communicate on topics of interest, and through discussions of reading from authors of the Spanish speaking world, students enrich and strengthen their existing communicative abilities. Emphasis is also placed on the culture of Spanish speaking countries. (Follows SPAN 161) (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

**SPAN 196 SPANISH LANGUAGE LABORATORY**

*Units (Credit/No Credit) 0.5-1; Class Hours: Minimum of 24-48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 120 or equivalent. Description:* This course is a program consisting of 24-48 hours of work in the language laboratory, emphasizing speaking and understanding Spanish. May be repeated for credit up to a maximum of 1 unit. Transfer: CSU.

**SPAN 801 CONVERSATIONAL SPANISH I**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* A conversational course that provides students with no prior knowledge of Spanish the opportunity to develop basic oral communication skills that allow them to use the language to talk about themselves, their families, their studies, other occupations and their surroundings. Also included are the cultural aspects of the Spanish-speaking world such as how to address people, the educational system, family structure and clothing. (This course does not fulfill language requirement at California State Universities or at the University of California.)

**SPAN 802 CONVERSATIONAL SPANISH II**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 801. Description:* Continuation of SPAN 801. A conversational course that provides students with minimum prior knowledge of Spanish the opportunity to develop basic oral communication skills that allow them to use the language to talk about themselves, daily routines, vacations and past events. Also included are the cultural aspects of the Spanish-speaking world such as food and meal related activities, festivities and celebrations and spare time activities. (This course does not fulfill language requirement at California State Universities or at the University of California.)

**SPAN 803 CONVERSATIONAL SPANISH III**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 802. Description:* Continuation of Spanish 802. A conversational course for students who can use Spanish to talk about the "here and now" and narrate a simple story in the past. Students learn to narrate more complex stories in the past and to express feelings and opinions. Students further develop and practice conversation skills in contexts such as health, pressures and conveniences of modern life and the arts, and discuss the cultural aspects of these topics in the Spanish-speaking world. (This course does not fulfill language requirement at California State Universities or at the University of California.)

**SPAN 804 CONVERSATIONAL SPANISH IV**

*Units (Grade Option) 2; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPAN 803. Description:* Continuation of Spanish 803. A conversational course for students who can use Spanish to talk about the "here and now" and narrate stories in the past and express feelings and opinions. Students learn to talk about hypothetical situations. Students further develop and practice conversation skills in contexts such as environment, social life, the workplace, civic responsibilities and travel, and discuss the cultural aspects of these topics in the Spanish-speaking world. (This course does not fulfill language requirement at California State Universities or at the University of California.)

**SPEECH COMMUNICATION****SPCH 100 FUNDAMENTALS OF SPEECH COMMUNICATION (CAN SPCH 4)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100. Description:* This class is designed to introduce students to the form, function, history, and ethical requirements of public address. Students study, prepare, and deliver speeches in the traditional forms. Speeches are delivered in both impromptu (spontaneous) and extemporaneous (prepared) modes. Transfer: CSU, UC.

**SPCH 105 SURVEY OF SPEECH COMMUNICATION**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Students spend approximately equal time during the semester studying the methods, principles, and theories of oral communication. Focus is placed upon public speaking, private talk, and group discussion. Transfer: CSU, UC.

**SPCH 111 ORAL INTERPRETATION I**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Eligibility for ENGL 100. Description:* This course focuses on reading aloud from the printed page. Students are instructed in the techniques necessary for effective oral reading and are encouraged to develop greater appreciation for literature and for the considerable pleasure experienced when read to by others. Students read to others in turn. Transfer: CSU, UC.

**SPCH 112 ORAL INTERPRETATION II**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): SPCH 111. Description:* Continuation of SPCH 111. Transfer: CSU, UC.

**SPCH 120 INTERPERSONAL COMMUNICATION (CAN SPCH 8)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course provides an introduction to the theory, basic principles, and methods of oral communication, with emphasis on improving speaking and listening skills within the context of interpersonal communication. The readings and class activities provide both theoretical and practical considerations of the behaviors which facilitate or block successful attempts at private discourse. Although not a course in public address, class presentations are required. Transfer: CSU, UC.

**SPCH 130 VOICE AND ARTICULATION**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course consists of a study of the communication of ideas, emotions, and values through the use of the vocal mechanism. Included are lessons in vocal variety, expressiveness, resonance, articulation, and pronunciation. Designed for all students who feel the need to improve their ability to speak clearly and well. This class is likely to be especially helpful to those who intend to teach and for those who plan to enter the fields of speech, drama, radio television, law, political science, and business. Transfer: CSU, UC.

**SPCH 140 GROUP DISCUSSION (CAN SPCH 10)**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None.*

**Description:** A comprehensive introduction to the theory and practice of group discussion, this course includes study of leadership, authority, conflict resolution, rules of order, and facilitation of effective decision making within groups. Transfer: CSU, UC.

**THEATER ARTS****DRAM 101 HISTORY OF THEATRE I**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.* **Description:** The Classical period to the 18th century. Plays, physical theatres, staging, directing and their relationship to existent cultural forces. Use of audio visual resources and required play attendance. Transfer: CSU, UC.

**DRAM 140 INTRODUCTION TO THE THEATRE (CAN DRAM 18)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None.* **Description:** Nomenclatures, duties, and responsibilities of the various theatre artists, traditions, script analysis, approach to a script from the director's viewpoint, the designer's viewpoint. Publicity, performance, music and dance, motion pictures, and television. Transfer: CSU, UC.

**DRAM 142 GREAT PLAYS: CLASSICAL AND RENAISSANCE (Also LIT. 142)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100.* **Description:** Study of the greatest plays and playwrights from classical Greece through the Elizabethan era in England. Principles underlying dramatic literature in each period are related to dominant social, intellectual and artistic forces, measuring the student's own beliefs and values against those of characters of other times and places. Play attendance may be required. Transfer: CSU, UC.

**DRAM 143 GREAT PLAYS: MODERN ERA (Also LIT. 143)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100.* **Description:** Study of the great plays and playwrights from the 17th century to the present. Principles underlying dramatic literature in each period are related to dominant social, intellectual and artistic forces, measuring the student's own beliefs and values against those of characters of other times and places. Play attendance may be required. Transfer: CSU, UC.

**DRAM 151 INTRODUCTION TO SHAKESPEARE I (Also LIT. 151)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100.* **Description:** Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, is covered. Some discussion of Shakespeare's life and times and some discussion of his poetry are included, although the plays are the main focus of the course. Transfer: CSU, UC.

**DRAM 152 INTRODUCTION TO SHAKESPEARE II (Also LIT. 152)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100.* **Description:** Study of selected plays of Shakespeare. Some discussion of Shakespeare's life and time and some discussion of his poetry are included, although his plays are the main focus of the course. Plays covered are different than those in Drama 151 and are not selected on a chronological basis. Transfer: CSU, UC.

**DRAM 200 THEORY AND PRACTICE OF ACTING (CAN DRAM 8)**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in DRAM 208.* **Description:** Theories and techniques of acting and dramatic production; presentation of scenes, including scenes performed for videotape study; improvisation and pantomime; critical evaluation of scenes and plays. Transfer: CSU, UC.

**DRAM 201, 202, 203 ADVANCED ACTING I, II, III**

*Units (Grade Option) 3; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): DRAM 200; Corequisite(s): Concurrent enrollment in DRAM 209, 210, or 211.* **Description:** Advanced, enriched, and more complex work in the areas covered by DRAM 200. Transfer: CSU, UC.

**DRAM 208, 209, 210, 211 ACTING PRACTICUM I, II, III, IV (ACTING LABORATORIES)**

*Units (Grade Option) 2; Class Hours: Minimum of 96 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in DRAM 200, 201, 202, or 203.* **Description:** Supervised rehearsals of improvisations, pantomimes, oral readings and short scenes. Forms and styles of acting. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and others. Emphasis upon coaching by the instructor and the students preparing of scenes for performance. Transfer: CSU, UC.

**DRAM 233 TUESDAY THEATRE COMPANY**

*Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/32 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Audition; Corequisite(s): Concurrent enrollment in DRAM 200, 201, 202, or 203.* **Description:** Students work on developing the art and craft of acting before an audience and on providing that audience with an interesting, entertaining, and fully rehearsed performance. This course bridges the gap between scene work and the intensive and extensive work of a major production. Transfer: CSU, UC.

**DRAM 300 PLAY REHEARSAL/PERFORMANCE**

*Units 1; Class Hours: Minimum of 140 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): Audition.* **Description:** This course focuses on the problems of acting and actual play production. Auditioning is required, and the rehearsal period for each of the major productions per semester is from six to eight weeks, Monday through Saturday, from 6:00 to 10:00 p.m. Course may be repeated for credit. Transfer: CSU, UC.



**DRAM 305 TECHNICAL PRODUCTION**

*Units 1; Class Hours: Minimum of 240 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* This course focuses on the problems of technical production of actual plays. The course runs in conjunction with the three major productions of the Drama Department each semester. All aspects of technical theatre are covered. Participation hours are by individual arrangement with the instructor. Course may be repeated for credit. Transfer: CSU, UC.

**WORD PROCESSING**

*(See Business/Office Technology)*

**WRITING****WRIT 801 BASIC WRITING I**

*Units (Credit/No Credit) 1; Class Hours: 16 lecture/32 lab hours/semester; Basic Skills Level: Same as that of concurrent English course(s); Prerequisite(s): None; Corequisite(s): Concurrent enrollment in ENGL 826. Description:* The student learns to plan, organize, support and arrange short writing exercises, ranging from one paragraph to the five paragraph essay. Special attention is given to grammatical and mechanical conventions. Students are introduced to the major non-fiction writing types. Units do not apply toward AA/AS degree.

## FACULTY

(Date of appointment to San Mateo County Community College District follows name.)

- Aguirre, Alicia (1988)  
*Professor*, English Institute  
 B.A., Marygrove College  
 M.A., Eastern Michigan University
- Anderson, Richard W. (1970)  
*Professor*, Physical Education, Computer Science, Mathematics  
 B.A., San Jose State University  
 M.A., Stanford University
- Blok, Regina (2002)  
*Director*, DSP&S  
 B.S., Bridgewater College  
 M. Ed., James Madison University
- Bratton, Glory (1982)  
*Professor*, Human Services  
 B.A., San Francisco State University  
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*Professor*, Business  
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*Professor Emerita*, Counseling  
 B.S., Cen. Connecticut State College  
 M.Ed., Boston University
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*Associate Professor*, ECE/CD  
 B.A., Univ. of Connecticut  
 M.P.A., College of Notre Dame
- Enriquez, Amelito (1995)  
*Professor*, Engineering,  
 Mathematics  
 B.S., University of Philippines  
 M.S., Ohio State University  
 Ph.D., University of California, Irvine
- Erickson, Denise (1977)  
*Professor*, Art History  
 B.A., M.A., University of California,  
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- Eyer, Dianne M. (1970)  
*Professor*, E.C.E., Psychology, Special Education, Home Economics, Counselor  
 B.S., M.S., Purdue University  
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- Finn, Sharon (1989)  
*Professor*, Business Office Technology  
 A.A., City College of San Francisco  
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*Associate Professor*, Mathematics  
 B.A., San Francisco State University  
 B.S., Cal Poly State University  
 M.S., Northeastern University
- Gangel, Susan (2002)  
*Assistant Professor*, English  
 B.A., Elmira College  
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- Garcia, Michael E. (1989)  
*Professor*, Physical Education  
 Athletic Director  
 B.S., California State University, Fullerton  
 M.S., Hayward State University
- Gross, Jeanne R. (2000)  
*Director*, Learning Resources  
 B.A., Austin College  
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 M.A., San Francisco State University
- Gunderson, Peter K. (1973)  
*Professor*, Geography  
 B.S., Michigan State University  
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- Haley, Linda (2001)  
*Assistant Professor*, ESL  
 CBET Project Director  
 B.A., University of California, Berkeley  
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- Hay, Kuni (2002)  
*Dean*, Humanities  
 B.A., University of Hawaii at Manoa  
 M.A., Boston College  
 C.A.E.S., Boston College
- Hayes, Linda (1988)  
*Dean*, Business & Workforce Development  
*Professor*, Business/Office Technology  
 B.A., University of San Francisco  
 M.A., San Francisco State University
- Helton, Jennifer E. (1998)  
*Associate Professor*, History  
 B.A., M.A., Stanford University
- Henry, Amy (1968)  
*Professor Emerita*, English  
 B.A., Southern University  
 M.A., North Carolina College
- Hetrick, Jane A. (1980)  
*Professor*, DSP&S  
 B.A., University of California, Los Angeles  
 M.A., University of Santa Clara  
 MBA, College of Notre Dame
- Hirzel, Douglas (2000)  
*Associate Professor*, Biological Sciences  
 B.A., University of California, Santa Cruz  
 M.S., University of Idaho
- Hoy, Linda J. (2001)  
*Assistant Professor*, Drama  
 B.A., Trinity University  
 M.A., San Jose State University
- Innerst, Evan (1991)  
*Professor*, Mathematics  
 B.A., M.A., San Jose State University
- Iverson, Charles (1994)  
*Professor*, Mathematics, Computer Science,  
 Engineering, Physics  
 B.S., Harvey Mudd  
 M.S., University of California, Santa  
 Barbara
- Jung, Carolyn (1998)  
*Professor*, Business/Office Technology and  
 Real Estate  
 A.A., City College of Los Angeles  
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- Lapuz, Raymond (2000)  
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 B.A., M.A., University of California, Santa  
 Cruz
- Liteky, Judith Balch (2000)  
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 B.A., Pomona College  
 M.S., Stanford University
- Lucas-Woods, Phyllis (1975)  
*Dean*, University Center & Academic  
 Support Services  
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 A.A., Skyline College  
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- Malamud, Monica (2001)  
*Associate Professor*, Spanish  
B.S., M.S., Universidad Tecnologica Nacional  
M.S., Western Michigan University  
Ph.D., Boston University
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*Professor*, Physical Education  
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M.A., University of San Francisco
- Martinez, Olivia G. (1989)  
*Professor Emerita*, Sociology  
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M.S.W., University of California, Berkeley  
Ed.D., University of San Francisco
- McBride, Marilyn (1970)  
*Vice President*, Instruction  
*Professor*, Mathematics  
B.A., M.A., Adams State College
- McCarthy, Barbara (1981)  
*Professor*, Adaptive Physical Education  
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- McGill, Sally J. (1971)  
*Professor*, Nutrition, Foods & Dietetics, Fitness  
B.S., University of Oklahoma  
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- Mecorney, Jean A. (1998)  
*Associate Professor*, Art and Multimedia  
B.A., University of California, Berkeley  
M.A., California State University, Sacramento
- Medina, Jeanette (2002)  
*Associate Professor*, Chemistry  
Ph.D., University of Miami
- Mendoza, Salvador (1984)  
*Professor*, Counseling  
B.A., San Diego State University  
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M.A., Middlebury College
- Morales, William (1992)  
*Professor*, Art  
B.A., University of California, Santa Cruz  
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- Nicholls, Anne L. (1988)  
*Professor*, Cooperative Education  
A.A., Skyline College  
A.S., Cañada College  
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M.B.A., City University, Bellevue, WA
- Olesen, Karen (1988)  
*Professor*, Counseling  
B.S., Fresno State University  
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- Owyang, Walter M. (1970)  
*Professor Emeritus*, Psychology  
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Ph.D., University of Nebraska
- Palmer, Lisa (1998)  
*Assistant Professor*, English  
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M.A., Columbia  
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- Partlan, Martin (2002)  
*Associate Professor*, Physics  
B.A., San Francisco State University  
M.S., Ph.D., University of California, Davis
- Patterson, David J. (2003)  
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B.A. University of California, Berkeley  
M.L.S., University of Alabama
- Perez, Anthony (2004)  
*Assistant Professor*, Speech  
B.A., M.A., San Francisco State University
- Perez, Rosa G. (1999)  
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A.A., City College of San Francisco  
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- Phillips, Jacqueline B. (1989)  
*Professor*, English Institute  
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B.A., Robert College, Istanbul  
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- Preston, Jack (1984)  
*Professor*, Computer Science, Mathematics, Physics, Astronomy  
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- Rana, Anniqua (1998)  
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- Rodriguez, Ernesto (1970)  
*Professor*, Psychology  
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Ph.D., Wright Institute
- Roscelli, Paul (1990)  
*Professor*, Economics, Business Law  
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J.D., University of Santa Clara
- Sachs, Lesli (1995)  
*Professor*, College Nurse  
B.S.N., California State University, Hayward  
M.P.H., University of California, Berkeley
- Sandler, Marie H. (1974)  
*Professor*, E.C.E., Psychology  
B.S., M.S., Florida State University
- Saterfield, Sondra (1985)  
*Professor*, Psychology  
B.S., Cheyney State College  
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- Schertle, Katherine (2000)  
*Assistant Professor*, ESL  
B.A., University of California, San Diego  
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- Sinkewitsch, Michael (1997)  
*Assistant Professor*, Networking  
A.S., Cañada College  
B.S., University of New York
- Smith, Pamela D. (1969)  
*Professor Emerita*, English  
A.B., M.A., University of California, Berkeley
- Staples, Nathan (2004)  
*Associate Professor*, Biology  
B.S., Loyola Marymount University  
Ph.D. University of California, Santa Barbara
- Stegner, Paul F. (1969)  
*Professor Emeritus*, Psychology, Computer Science  
B.S., Pennsylvania State University  
M.A., California State University, Fresno  
Ph.D., Washington State University
- Swett, Denise (2001)  
*Vice President*, Student Services  
B.S., M.P.A., San Jose State University  
Ed.D., University of San Francisco
- Terzakis, Elizabeth M. (2004)  
*Assistant Professor*, English, Reading  
B.A., Wesleyan University  
M.A., Hollins University  
M.A., Brown University
- Thiele, Romelia (1992)  
*Professor*, Business/Office Technology  
B.S., California State University, Long Beach  
M.A., San Jose State University
- Trugman, Ronald F. (1973)  
*Professor*, Business, English  
B.A., Long Beach State University  
M.S., M.S.Ed., Ph.D., University of Southern California
- Valenzuela, Yolanda (2001)  
*Assistant Professor*, Reading  
B.A., University of California, Berkeley  
M.A., San Francisco State University

- Villanueva, Tlaxcalli (1988)  
*Professor, Counseling*  
B.A., California State University Northridge  
M.S.W., San Diego State University  
M.A., Stanford University
- Ware, Lezlee (2003)  
Assistant Professor, Political Science  
B.A., M.A., University of California, Los Angeles  
Ph.D., University of Southern California
- Ward-Smith, Pamela (1987)  
*Professor, Counseling*  
B.A., M.A., California State University, Fresno
- Welles, Samuel Paul, Jr. (1970)  
*Professor Emeritus, Biology, Tennis*  
B.S., M.S., Ph.D., University of California, Berkeley
- Wolford, Nancy (1999)  
*Professor, Interior Design*  
M.A., San Jose State University  
Ph.D., Oregon State University
- Young, Frank C. C. (1969)  
*Professor, Philosophy*  
B.A., University of Florida  
M.A., San Francisco State University
- EMERITI**
- (Date of retirement follows name.)*
- Aarons, Bernard L. (1993)  
Basic and Applied Science
- Adams, Grace (1998)  
Dean, Business and Social Science
- Ashley, Lyman (1999)  
Basic and Applied Science
- Branstrom, Marvin (1995)  
Basic and Applied Science
- Cory, Genevieve H. (1994)  
Business and Social Science
- Crockett, Robert K. (1993)  
Humanities
- Cunningham, Lois L. (1996)  
Business and Social Science
- Curtis, Robert M. (2000)  
Humanities
- Del Gaudio, Joan B. (2004)  
Counseling
- Eakin, James D. (1993)  
Humanities
- Earnhardt, Eldon D. (2001)  
Business and Social Science
- Easter, Stanley E. (1998)  
Humanities
- Edmonds, Bruce (2003)  
Science and Technology
- Egan, Philip (2003)  
Humanities
- Festa, Angelo (1998)  
Basic and Applied Science
- Friesen, John (2001)  
Dean, Humanities
- Gavazza, Steve D. (2004)  
Science and Technology
- George, Rosemary (1993)  
Librarian
- Giuntoli, Mervin A. (1997)  
Basic and Applied Science
- Glessing, Robert J. (1994)  
Humanities
- Gray, Ella Turner (2003)  
Science and Technology
- Greenalch, John H. (1996)  
Business and Social Science
- Harrington, Joyce M. (1993)  
Nurse, Counseling
- Harris, Donald C. (1994)  
Humanities
- Ienni, Philip C. (1993)  
Humanities
- Jeppson, Joseph H. (2002)  
Business and Social Science
- Katz, S. Marlene (1995)  
Business and Social Science
- Kenney, William C. (1992)  
Humanities
- LeBow, Diane (2000)  
Humanities
- Loughry, Alice P. (1996)  
Business and Social Science
- Marchi, Joseph J. (1993)  
Counseling
- Martinez, Olivia G. (2004)  
Humanities
- McNamara, Cheryl J. (1998)  
Basic and Applied Science
- Meek, Austen B. (1994)  
Basic and Applied Science
- Miller, Lewis (1993)  
Basic and Applied Science
- Moore, Nancy H. 1996  
Basic and Applied Science
- Nicolopoulos, Samuel (1990)  
Physical Education
- Norman, Timothy H. (1998)  
Basic and Applied Science
- Owyang, Walter (2003)  
Humanities
- Pratt, Jr., Melvyn E. (1985)  
Dean, Social Science
- Reller, Jr., Theodore L. (1996)  
Business and Social Science
- Rubler, Selma (1993)  
Nurse, Counseling
- Sanfilippo, Rudy A. (2001)  
Business and Social Science
- Schey, Robert E. (1993)  
Counselor, Counseling
- Schoenky, Mary (1997)  
Counseling
- Sharon, Jared B. (1998)  
Basic and Applied Science
- Smith, Pamela D. (2002)  
Humanities
- Stegner, Paul F. (2003)  
Humanities
- Sorensen, Lenora H. (1997)  
Business and Social Science
- Steidel, James (2001)  
Humanities
- Stiff, Dwight R. (1990)  
President, Cañada College
- Sutherland, Kenton K. (2000)  
Humanities
- Swenson, Jack (1994)  
Humanities
- Szabo, Rosalee (2000)  
Humanities
- Thein, Van Raymond (2004)  
Humanities
- Tovissi, Joseph A. (1999)  
Basic and Applied Science
- Vial, Sil (1998)  
Basic and Applied Science
- Weidman, Jane C. (1999)  
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- Welles, Samuel Paul, Jr. (2004)  
Science and Technology
- Westover, Ross W. (1992)  
Basic and Applied Science
- Workman, Gilbert (1998)  
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## Educational Opportunities at other San Mateo County Community Colleges

**Cañada College** is part of the San Mateo County Community College District which also operates College of San Mateo (CSM) and Skyline College in San Bruno. In addition to offering comprehensive general education, vocational, transfer, and remedial programs, each college has a number of special offerings. The following is a list of unique opportunities at CSM and Skyline.

**College of San Mateo**  
1700 West Hillsdale Boulevard, San  
Mateo, CA 94402  
(650) 574-6161

**Programs:** Administration of Justice, Alcohol & Other Drug Studies, Architecture, Broadcast and Electronic Media, Building Inspection Technology, Chemistry, Cosmetology, Drafting Technology, Electronics Technology, Ethnic Studies, Film History, Filmmaking, Fire Technology, Floristry, Geological Sciences, Graphics, Horticulture, Humanities, Journalism, Manufacturing Technology, Nursing (Registered), Real Estate, Welding Technology.

**Athletics:** Men's Cross Country, Football, Swimming, Track; Women's Basketball, Softball, Tennis, Water Polo

**Skyline College**  
3300 College Drive, San Bruno, CA 94066  
(650) 355-7000 (day)  
(650) 355-6580 (evening)

**Programs:** Automotive Technology, Cosmetician/Esthetician, Family & Consumer Sciences, Fiber Optics/Telecommunications, International Trade, Image Consulting, Japanese Automotive Technology, Respiratory Therapy, Surgical Technology, Telecommunications and Network Information Technology, Toyota Technical Education Network

**Athletics:** Men's Wrestling, Women's Badminton

## PARKING

Parking anywhere on campus is by permit only, in clearly designated areas. The Cañada College campus consists of all parking lots and access roads between Farm Hill Blvd. and Cañada Road. Parking is free Friday nights, Saturday and Sunday.

Student parking permits are available for \$30 per semester and \$20 for the Summer Session and may be purchased during registration or from the Business Office, Building 8, Room 305 during the day, or from the Enrollment Services Office during the evening. Parking permits must be affixed to the rear, left bumper or the lower left corner of the rear window. A second permit may be purchased for \$1 on presentation of current registration certificates from both vehicles showing ownership by the same person.

Students attending class only one day or evening per week may purchase a daily permit each time they come on campus. These permits are available from vending machines for \$1.00 and allow parking in student lots only. Daily permits are to be placed on the left hand side of the dashboard clearly visible to the security officer.

Visitor Parking Lot 4 is limited to one-hour parking only, except in spaces designated for disabled persons. Visitors on official business may request

a temporary Visitor's Permit allowing them to park in Visitor or permit lots. They are available from the Business Office located in Building 8, Room 305. No staff or student parking is allowed in visitor Lot 4.

Special parking permits for disabled students, day and evening, are issued by the Business Office, Building 8, Room 305. For further information, call the Enable Center at 306-3490 or the Business Office at 306-3270.

Parking fees are refundable through the second week of instruction in semester-length classes, or the first 10% of the instructional period in less than semester-length classes. During late registration, a grace period will be in effect in student parking lots only, in order to enable students to purchase a permit during the late registration period. Parking regulations are enforced at all times in staff lots and in other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a permit is not a guarantee of a parking space. Cañada College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of parking facilities is at the user's risk. Student parking permits are valid at all three campuses of the SMCCCD.

## CAMPUS DIRECTORY

Admissions & Records/Registration	8-215	306-3226	Matriculation	8-204	306-3310
TDD/TTY		306-3181	Menlo Park Center		325-6936
Articulation	8-204	306-3310	MESA Center	5-105	306-3156
Associated Students	5-211B	306-3364	Middle College High School	13-106	306-3120
Athletics	1-204	306-3341	Operations	8-305	306-3270
Bookstore	2	306-3313	Physical Education Office	1-204	306-3341
Box Office		306-3396	Placement Tests/Assessment (English, ESL & Math)	5-204	306-3320
Business Office/Cashier	8-305	306-3270	President's Office	8-312	306-3238
Business & Workforce Development Division	13-105	306-3201	Public Information	3-103	306-3340
Business Skills Center	13-217	306-3380	Reading Lab	3-104	306-3326
CalWORKs	5-204B	306-3452	Refunds (Registration Fees)/Cashier	8-305	306-3270
Computer Lab	5-105	306-3430	Science and Technology Division	18-109	306-3291
CARE	3-117	306-3300	Scholarship Office	8-205	306-3297
Community Based English Tutoring (CBET)	3-147	306-3388	Security Office (Parking Enforcement)	13-28	306-3420
Coop. Ed./Work Experience Program	13-124	306-3367	Small Business Development Center	13-121	306-3402
Counseling Center—Educational Counseling, Career and Transfer Services	5-204	306-3452	Student Life	5-211A	306-3373
Disabled Student Program	5-207	306-3259	Student Government Office	5-211B	306-3364
TDD/TTY		306-3161	Switchboard/Directory Assistance		306-3100
English (ESL) Institute Resource room	13-121	306-3412	Theatre Manager	5-211C	306-3459
Evening Services	8-215	306-3100	Transfer Services	5-204	306-3372
EOPS	3-117	306-3300	Transcripts (Admissions & Records)	8-215	306-3228
Facilities Usage/Rental	8-305	306-3271	Transportation:		
Financial Aid	8-205	306-3307	SAMTRANS Bus Schedules/Passes	8-211	306-3100
Health Center	1-117	306-3309	Rediwheels (Disabled)	3-117	306-3259
Housing (Off Campus) Information	5-214	306-3373	Tutorial Center	5-105	306-3357
Humanities Division	3-205	306-3336	University Center	22	306-3399
Instruction Office	8-306	306-3353	& Academic Support Services Division		
International Student Program	8-206	306-3494	Upward Bound Program	13-106	306-3120
Learning Center	5-105		Veteran's Affairs	8-215	306-3227
Computer Center		306-3348	Vice President, Instruction	8-304	306-3353
Math Center		306-3348	Vice President, Student Services	8-310	306-3234
Tutorial Center		306-3357	Visitor's Parking Permits	8-305	306-3270
Writing Center		06-3266	West Ed	20	381-6400
Library	6-2	306-3267	WorkAbility III	5-207	306-3258
Lost & Found (located in Bookstore)	2	306-3313	Work-Study Grant Program	8-205	306-3307
Math Lab	5-105	306-3304	Writing Center	5-105	306-3306