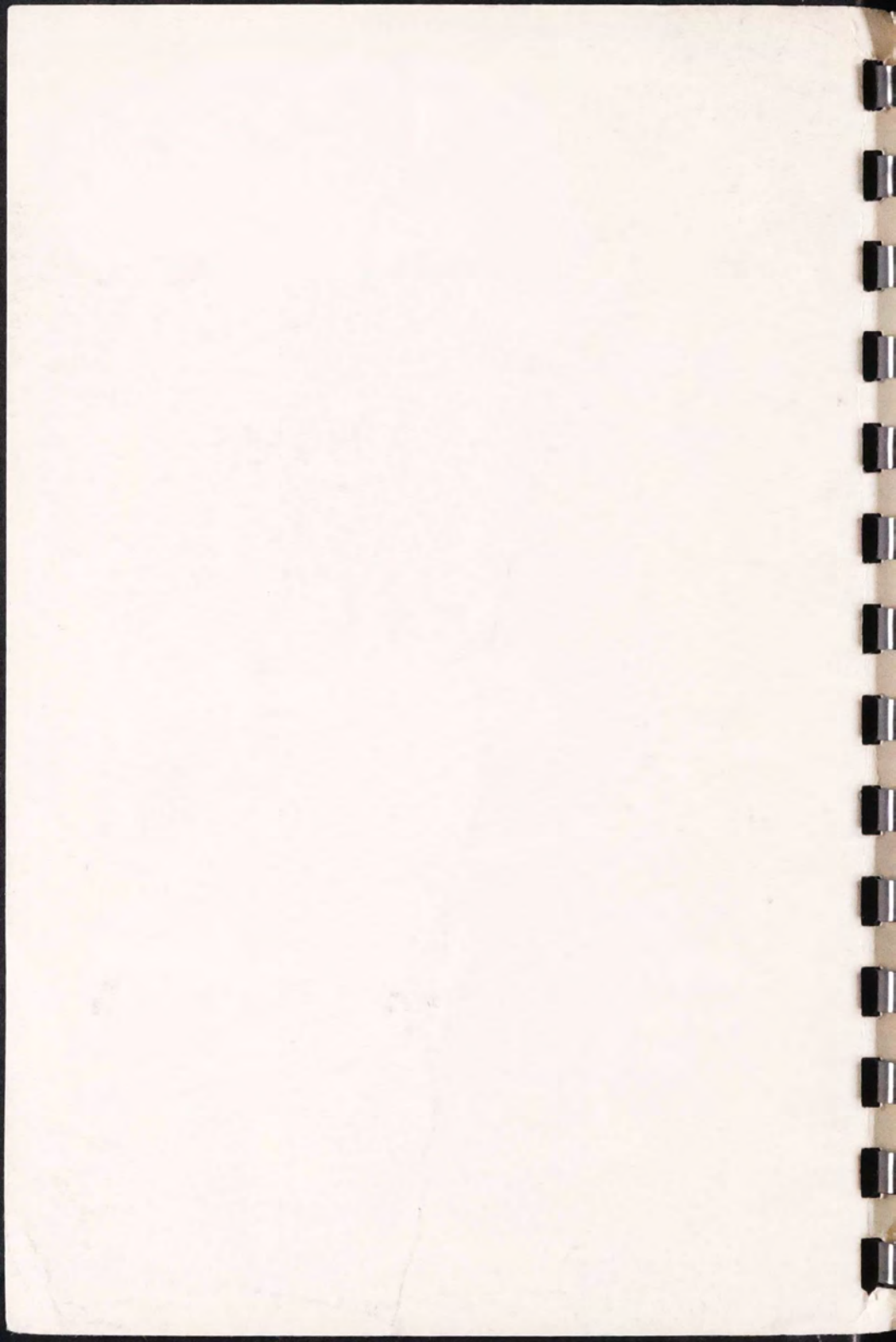


A high-contrast, black and white photograph of a dense forest of trees. The sky is a solid, bright yellow, creating a stark contrast with the dark silhouettes of the foliage. The image is framed by a dark border, and the left edge shows the binding of a book.

**CATALOG**  
**1968-1969**

~  
**CANADA**  
**COLLEGE**



( 77 79 80 )



# CAÑADA COLLEGE

A community college within the San Mateo Junior College District

4200 Farm Hill Boulevard • Redwood City, California 94061



# FOREWORD



*William A. Goss*

## TO THE STUDENTS OF CAÑADA COLLEGE:

As members of the initial student body of Cañada College, you are invited to share with the faculty and staff in creating a community college which will have one goal — the pursuit of excellence.

This college is here to serve you. With this in mind, we will stress personal relationships. A small college offers a better chance to participate in student activities. We hope it will also foster a close relationship between student and counselor, and student and instructor.

Cañada College inherits the fine traditions established by the San Mateo Junior College District. Help us find ways to contribute in an innovative way to the further growth of the District.

I welcome the chance to get to know you personally. Please bring me your comments and any special problems I can help to solve.

*William A. Goss*

WILLIAM A. GOSS  
*President*

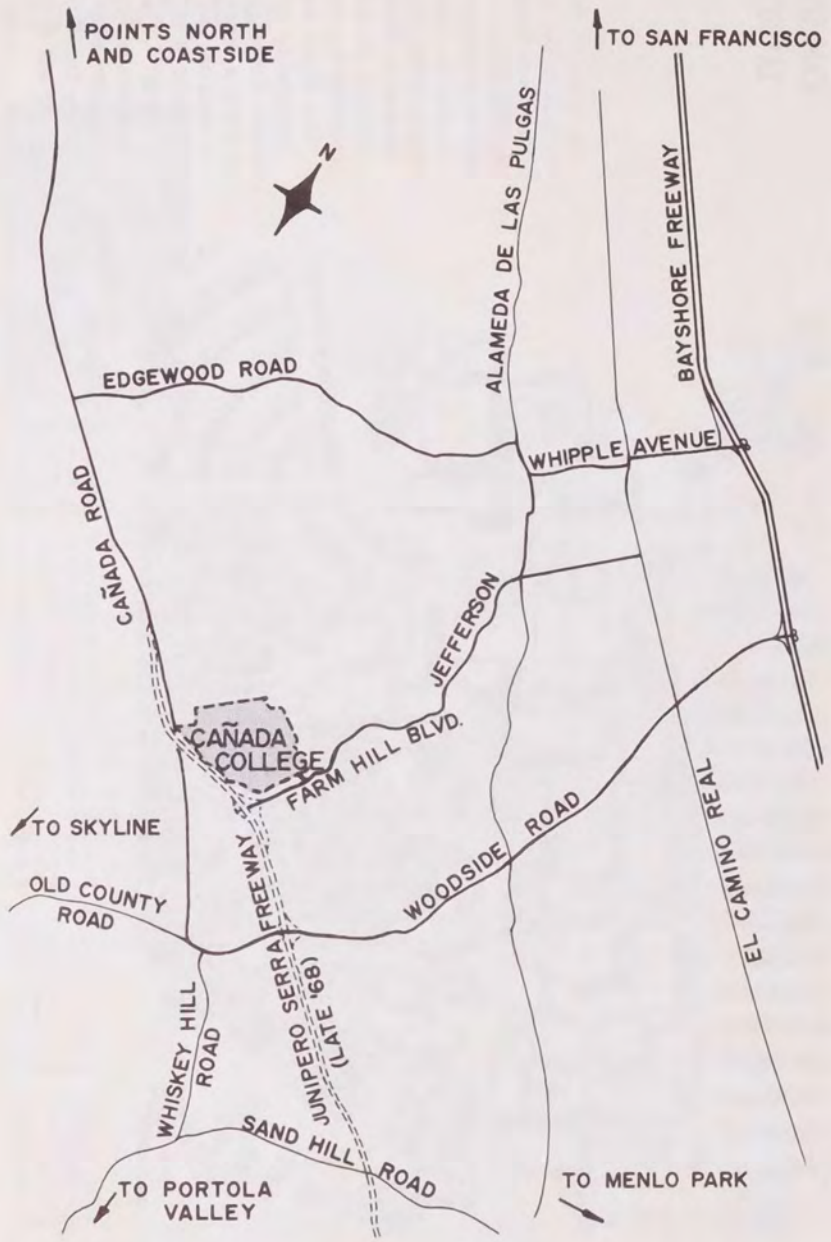


# CAMPUS LAYOUT

The photo of the campus model on the opposite page and the sketch at left show Cañada College as it will appear when fully finished for 8000 students. All the buildings for the first phase are indicated by red letters. Some will be put to a variety of uses not indicated at left. Building "F," for example, will house part of the library facilities, as will "H."



- A** MEN'S GYMNASIUM
- B** WOMEN'S GYMNASIUM
- C** PERFORMING ARTS
- D** FINE ARTS
- E** ADMINISTRATION
- F** CAMPUS CENTER
- G** CAMPUS CENTER
- H** CAMPUS CENTER
- I** ACADEMIC CLASSROOMS
- J** ACADEMIC CLASSROOMS
- K** ACADEMIC CLASSROOMS
- L** ACADEMIC CLASSROOMS
- M** FORUMS
- N** SCIENCE LABORATORY
- O** SCIENCE LABORATORY
- P** SCIENCE LABORATORY
- Q** SCIENCE LABORATORY
- R** SCIENCE LECTURE
- S** TECHNICAL
- T** AUTOMOTIVE ENGINEERING
- U** ENGINEERING
- V** GREENHOUSE
- W** VOCATIONAL
- X** VOCATIONAL
- Y** VOCATIONAL
- Z** PLANETARIUM



# CALENDAR

1968-1969

- August 19-September 5 . . . . . Counseling and registration, fall semester, 1968  
August 23 . . . . . Registration for special students, one class only (9 a.m.)  
August 24 . . . . . English placement and aptitude examinations (8 a.m.)

## FALL SEMESTER

- September 2 . . . . . Labor Day holiday  
September 3, 4, 5 . . . . . Counseling and registration  
September 6 . . . . . Faculty meetings  
September 7 . . . . . "Community Day" on campus 1-4 p.m.  
September 9 . . . . . Admission Day holiday  
September 10 . . . . . Day and evening classes begin  
September 16 . . . . . Last day to add new classes  
September 23 . . . . . Last day to drop a class without penalty  
September 30-October 4 . . . . . First attendance reporting week  
October 15 . . . . . Applications available for spring, 1969, semester  
November 1 . . . . . End of midterm grading period



November 11 . . . . .	Veterans' Day holiday
November 22 . . . . .	Last day to drop a class without dean's approval
November 28, 29, 30 . . . . .	Thanksgiving recess
December 2-December 6 . . . . .	Second attendance reporting week
December 13 . . . . .	Last day to apply for fall graduation
December 14 . . . . .	English placement and aptitude examinations (8 a.m.) Mathematics and foreign language examinations (2 p.m.)
December 23-January 3 . . . . .	Winter recess
January 4 . . . . .	English placement and aptitude examinations (8 a.m.) Mathematics and foreign language placement examinations (2 p.m.)
January 6-January 14 . . . . .	Spring, 1969, registration for continuing students
January 15 . . . . .	Pre-examination recess
January 15-January 24 . . . . .	Counseling and registration, new and returning students
January 16-January 24 . . . . .	Final examinations
January 17 . . . . .	Evening College classes close
January 17 . . . . .	Registration for special students, one class only (9 a.m.)
January 24 . . . . .	Day College classes close

## SPRING SEMESTER

January 29-January 31 . . . . .	Between-semesters recess
February 3 . . . . .	Day and evening classes begin
February 7 . . . . .	Last day to add new classes

February 12 . . . . .	Lincoln's Birthday holiday
February 17 . . . . .	Last day to drop a class without penalty
February 17 . . . . .	Applications available for fall, 1969, semester
February 22 . . . . .	Washington's Birthday holiday
February 24-March 1 . . . . .	Third attendance reporting week
March 28 . . . . .	End of midterm grading period
March 31-April 4 . . . . .	Spring recess
April 7-April 11 . . . . .	Fourth attendance reporting week
April 18 . . . . .	Last day to apply for June graduation
April 19 . . . . .	English placement and aptitude examinations (8 a.m.) Mathematics and Spanish examinations (2 p.m.)
April 25 . . . . .	Last day to drop a class without dean's approval
April 26 . . . . .	English placement and aptitude examinations (8 a.m.) Mathematics, French and German examinations (2 p.m.)
May 3 . . . . .	English placement and aptitude examinations (8 a.m.) Mathematics and Spanish examinations (2 p.m.)
May 30 . . . . .	Memorial Day holiday
June 2-June 10 . . . . .	Final examinations
June 6 . . . . .	Evening College classes close
June 10 . . . . .	Day College classes close
June 14 . . . . .	English placement and aptitude examinations (8 a.m.) Mathematics examination (2 p.m.)
June 15 . . . . .	Commencement

# BOARD OF TRUSTEES

**Eleanore D. Nettle**

*(Since 1956)*

Housewife

**Francis W. Pearson Jr.**

*(Since 1963)*

Certified Public Accountant

**U. S. Simonds Jr.**

*(Since 1942)*

Union Official

**Robert A. Tarver**

*(Since 1953)*

Attorney

**Carl E. Ward**

*(Since 1960)*

Bank Executive



# ADMINISTRATION

## DISTRICT STAFF

*Superintendent*  
**(To be named)**

## CAÑADA COLLEGE STAFF

*President*  
**William A. Goss**

*Dean of Instruction*  
**George A. Mangis**

*Chairman, Evening College Division*  
**Leland H. Mahood**

*Chairman, Library and Audio Visual*  
**Amerigo T. Ciani**

*Assistant for Community Education*  
**Ruth K. Nagler**

*Dean of Students*  
**William A. Walsh**

*Dean of Men*  
**James C. Wyatt**

*Dean of Women*  
**Patricia Pallister**

*Assistant for Registration*  
**Lynn E. Carlyle**

## CHAIRMEN, DAY DIVISIONS

*Business Education*  
**Louis E. Yaeger**

*English and Foreign Languages*  
**D. Robert Stiff**

*Fine Arts*  
**John H. Krueger**

*Life Sciences and Health Education*  
**John C. Forsythe**

*Mathematics and Physical Sciences*  
**Donald C. Raney**

*Physical Education (and athletics)*  
**Gordon M. Gray**

*Social Sciences*  
**Melvyn E. Pratt Jr.**

*Manager of Services*  
**John H. Rhoads**

# FACULTY

1968-1969

(Date of appointment to San Mateo Junior College District follows name.)

**Aarons, Bernard L.** (1960)

*Geology, Geography*

B.S., Pennsylvania State College

M.S., University of Calif., Berkeley

**Ashley, Lyman C.** (1968)

*Physical Education*

B.S., California State Polytechnic

College, San Luis Obispo

M.A., San Francisco State College

**Blanton, Donald J.** (1964)

*Biology, Botany*

B.A., Aquinas College

M.S., University of Michigan

**Chan, Florence M.** (1968)

*Library*

B.A., University of British Columbia

M.L.S., University of Calif., Berkeley

**Ciani, Amerigo T.** (1965)

*Chairman, Library and*

*Audio-Visual Services*

A.B., M.A., Ph.D., M.L.S., University of

Calif, Berkeley

**Clemens, Roger W. C.** (1957)

*Forestry*

B.S., M.S., University of Calif., Berkeley

**Collins, James E.** (1954)

*Economics, Counselor*

A.B., Syracuse University

A.M., Stanford University

**Colson, Kenneth M.** (1968)

*Social Sciences, Life Sciences,*

*Anthropology*

A.A., City College of San Francisco

B.A., University of Calif., Berkeley

M.A., San Francisco State College

- Cory, Genevieve H.** (1968)  
*Home Economics*  
B.S., University of Nevada  
M.A., University of California, Berkeley
- Crockett, R. Kent** (1965)  
*Speech, English*  
B.A., M.A., San Jose State College
- Crowley, Evelyn M.** (1948)  
*College Nurse, Health Education, Counselor*  
R.N., Philadelphia General Hospital  
B.S., Ohio State University  
M.S., University of Calif., Berkeley
- Curtis, Robert M.** (1967)  
*English*  
B.A., M.A., San Francisco State College
- Daniel, Hazel** (1968)  
*Social Science*  
B.A., Sara Lawrence College  
M.A., Stanford University
- De Gregorio, Michael J.** (1957)  
*Chemistry*  
A.B., A.M., San Francisco State College
- Del Gaudio, Joan A.** (1965)  
*Business, Counselor*  
B.S., Central Connecticut State College  
M.Ed., Boston University
- D'Epiro, Pasquale S.** (1961)  
*Librarian*  
B.A., Hunter College  
M.A., Denver University
- Drever, Jerard D.** (1968)  
*Physical Education*  
A.A., College of San Mateo  
A.B., San Jose State College
- Eakin, J. David** (1968)  
*Spanish, French*  
A.B., M.A., University of Oregon
- Ellett, Melvin K.** (1952)  
*Drama*  
A.B., A.M., Stanford University
- Fahey, Frank M.** (1956)  
*History*  
A.B., University of Washington  
A.M., Ph.D., Stanford University
- Forsythe, John C. Jr.** (1957)  
*Chairman, Life Sciences and Health Education Division, Counselor*  
A.B., A.M., Stanford University
- Foster, Sandra M.** (1964)  
*Business*  
B.S., M.S., Western Illinois University
- Friesen, John B., Jr.** (1963)  
*English*  
A.B., M.A., University of Calif., Berkeley
- Giuntoli, Mervin A.** (1966)  
*Biology, Zoology*  
B.A., M.A., San Jose State College
- Glessing, Robert J.** (1968)  
*Journalism and English*  
B.A., Marquette University  
M.A., University of California



**Goss, William A.** (1949)

*President*

A.B., University of Calif., Los Angeles

M.A., University of Calif., Berkeley

**Gray, Gordon M.** (1958)

*Chairman, Physical Education Division  
and Director of Athletics*

B.A., University of Calif., Santa Barbara

M.A., San Francisco State College

**Heidsiek, Richard C.** (1968)

*Fine Arts, Art*

B. of Art Ed., M.F.A., California

College of Arts and Crafts

**Holle, Frederic A.** (1968)

*Art*

B.A., M.A., San Diego State College

**Hurley, Gale E.** (1968)

*Business*

A.B., San Jose State College

M.A., San Francisco State College

**Jacques, Lois S.** (1968)

*Physical Education*

B.A., University of Nevada

M.A., San Jose State College

**Jost, Erwin** (1955)

*English, German*

A.B., San Jose State College

A.M., Stanford University

**Katz, Arthur J.** (1968)

*Business, Accounting*

B.B.A., Adelphi College, New York

M.B.A., University of Calif., Berkeley

**Kennedy, Kenneth D.** (1967)

*Political Science, History*

A.A., College of San Mateo

B.A., M.A., San Francisco State College

**Kenney, William C.** (1968)

*English*

A.A., College of San Mateo

B.A., Stanford University

M.A., San Jose State College

**Krueger, John H.** (1968)

*Chairman, Fine Arts Division*

B.S.M.E., University of Cincinnati

B.M., Cincinnati Conservatory of Music

M.A., Colorado College

**Loughrey, James R.** (1963)

*Mathematics*

B.S., St. Michael's College, Vermont

M.S., Rensselaer Polytechnic Institute

**Mahood, Leland H.** (1964)

*Chairman, Evening Division*

B.A., Whittier College

B.D., University of Chicago

**Mangis, George A.** (1946)

*Dean of Instruction*

B.S., University of Calif., Los Angeles

M.A., San Francisco State College

**Manning, Patrick** (1968)

*Social Science, History*

B.S., California Institute of Technology

M.S., University of Wisconsin

**Marchi, Joseph** (1968)

*Counseling*

B.A., San Francisco State College

M.A., Columbia University Teachers  
College

**Margolis, Susan S.** (1968)

*English*

B.A., Ohio State University

M.A., San Francisco State College

**Messner, Gerald** (1964)

*English*

A.B., Stanford University

M.A., Los Angeles State College

**Murashige, Kate H.** (1968)

*Chemistry*

B.A., Washington University

Ph.D., University of Calif., Los Angeles

**Nicolupulos, Samuel J.** (1968)

*Physical Education*

A.A., College of San Mateo

B.A., San Jose State College

M.A., Stanford University

**Norman, Timothy H.** (1968)

*Mathematics*

B.A., St. Procopius College

M.S., University of Notre Dame

**Pagels, Guerd G.** (1956)

*English*

A.B., Western Washington College

A.M., Ed.D., Stanford University

**Pallister, Patricia** (1968)

*Dean of Women*

B.A., Michigan State University

M.A., University of Maryland

**Plunkett, Charles R.** (1965)

*English*

A.B., Stanford University

M.A., San Francisco State College

**Pratt, Melvyn E., Jr.** (1954)

*Chairman, Social Sciences Division*

A.B., Stanford University

B.D., Yale University

Ph.D., Stanford University

**Ramos, Richard M.** (1967)

*Spanish*

A.A., Yuba Junior College

B.A., University of Pacific

M.A., Stanford University

**Raney, Donald C.** (1953)

*Chairman, Mathematics and Physical Sciences; Chemistry*

A.B., San Jose State College

A.M., Stanford University

**Reed, Cheryl J.** (1968)

*Physical Education*

B.A., San Jose State College

M.A., San Francisco State College

**Reller, Theodore L., Jr.** (1968)

*Political Science and History*

A.B., M.A., University of Calif., Berkeley

**Simmons, Gordon T.** (1964)

*Anatomy, Biology*

B.S., D.V.M., University of Calif., Davis

**Sitton, Carl V.** (1968)

*Fine Arts, Music*

B.Mus., Texas Wesleyan College

M.A., Mills College

**Skinner, Byron R.** (1968)

*Social Sciences, History*

B.A., Western Michigan University

M.A., Illinois State Teachers College

**Smart, Francis A.** (1954)

*Business Administration*

B.S., University of Calif., Berkeley

LL.B., Hastings College of Law

**Spangenberg, Ruth B.** (1968)

*Psychology, Counselor*

B.A., Pomona College

M.A., Stanford University

**Stiff, D. Robert** (1961)

*Chairman, English and Foreign  
Languages Division*

A.B., M.A., San Francisco State College

**Stoney, James M.** (1959)

*Bacteriology, Biology*

B.A., M.A., San Francisco State College

**Swenson, Jack** (1964)

*English*

B.A., University of Minnesota

M.A., San Francisco State College

**Tovissi, Joseph A.** (1965)

*Mathematics and Counselor*

B.S., Kent State University

A.M., Stanford University

M.S., Purdue University

**Upton, James M.** (1968)

*Mathematics and Philosophy*

A.B., A.M., Gonzaga University

M.S., Seattle University

**Vial, Silvano A.** (1964)

*Physical Education*

B.S., University of Idaho

A.M., Stanford University

**Walsh, William J.** (1956)

*Dean of Students*

A.B., University of Calif., Berkeley

M.S., Northwestern University

**Wesseling, Diane** (1968)

*English*

A.B., Douglass College

M.A., University of Calif., Berkeley

**Westover, Ross W.** (1962)

*Chemistry*

B.S., Brigham Young University

M.S., Syracuse University

**Whitmore, Amy D.** (1968)

*English*

A.B., Southern University

M.A., North Carolina College

**Wortz, Eleanor T.** (1964)

*Business*

B.S., Catawba College

M.A., San Jose State College

**Wyatt, James C.** (1968)

*Dean of Men*

A.A., City College of San Francisco

B.A., University of Calif., Berkeley

M.A., San Francisco State College

**Yaeger, Louis E.** (1955)

*Chairman, Business Division, Counselor*

B.S., Southwestern Institute of

Technology of Oklahoma

M.S., University of Southern California

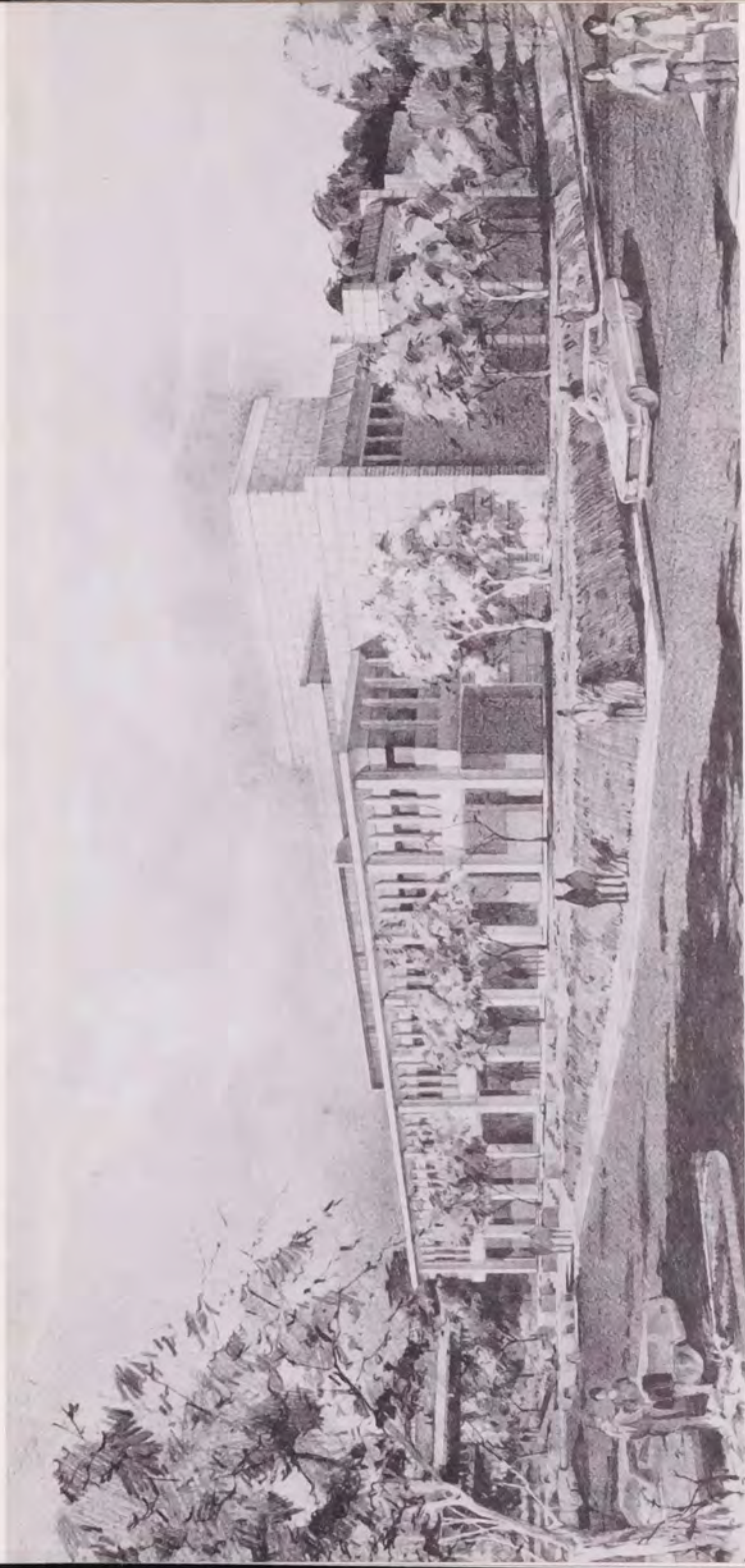
**Zingales, Thomas J.** (1964)

*French, German*

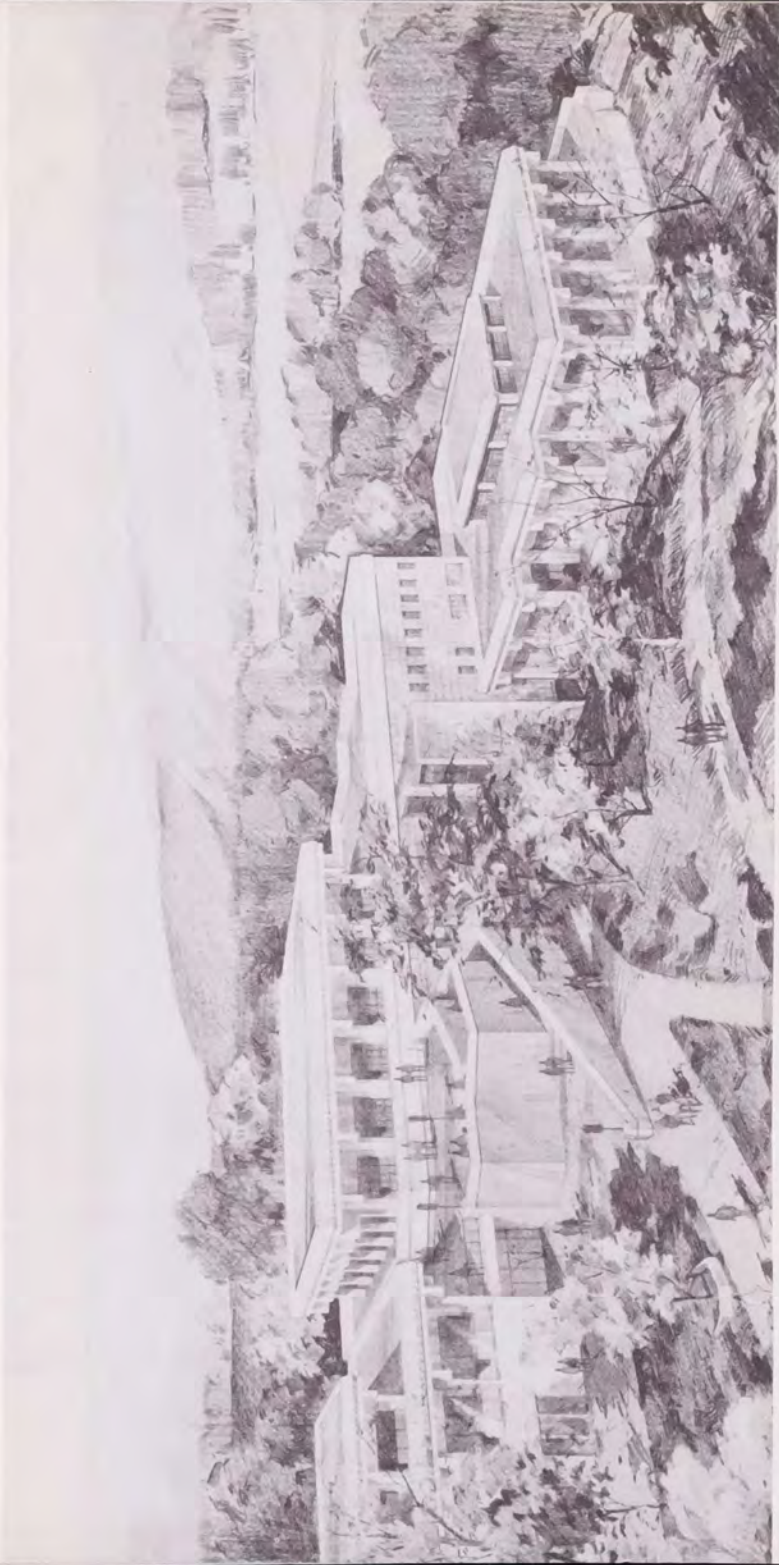
B.A., University of Notre Dame

A.M., Stanford University





*Performing arts center, with theater, also will be used for English and speech classes.*



*Campus center will house library, dining areas, store, offices and student activity rooms.*

# GENERAL INFORMATION

## THE COLLEGE

Cañada College is a new community college within San Mateo Junior College District. It will enroll students from the entire District, although its chief service area will be the Sequoia Union High School District.

Cañada College (and its unidentical twin, Skyline College) originated from the realization in 1963 that the College of San Mateo would reach its designed capacity by 1966. In another sense, its destiny was determined when Sequoia Union High School District annexed to the Junior College District in 1961, at which point the master plan of the District was amended to provide for a college in the south part of San Mateo County.

The magnificent 131-acre site for Cañada College was selected in 1962. The site, which is partly in Redwood City and partly in the Town of Woodside, was chosen because of its location along the Junipero Serra Freeway and because it ideally serves all parts of the south County.

Financing for Cañada College was provided by a bond issue for \$12,800,000 in March, 1964. Intensive educational planning and architectural design proceeded through 1964-65. Grading of the site began in 1966, and a construction contract was awarded in April, 1967. Upon completion of Phase I, the campus will represent an investment of more than thirteen million dollars, and will provide 250,000 square feet of usable space.



The College takes its name from Cañada Road, the highway which borders the site on the west. The Spanish word "cañada" means long valley.

## THE DISTRICT

San Mateo Junior College first offered classes in 1922 at the Baldwin Campus in downtown San Mateo — with an initial enrollment of 35.

At first the District included only San Mateo Union High School District, but it grew to include Jefferson Union High School District and Half Moon Bay (now Cabrillo Unified School District) in 1937, Sequoia Union High School District in 1961, and South San Francisco Unified School District in 1966. At present the only portion of San Mateo County outside the District is the La Honda-Pescadero Unified School District.

Enrollment and offerings of the College expanded slowly in the first 25 years, with a maximum of 1650 students. Classes were offered at first in central San Mateo, at the Baldwin Campus and in Central Park, and after 1939 were also given on the Delaware Avenue Campus.

World War II veterans returned after 1947 in such large numbers as to require a major expansion of the College. At this time Coyote Point facilities were acquired to supplement other locations and for a time a "three-campus era" resulted.

The Junior College became College of San Mateo in 1954 and along with the change in name came a transformation of the role of the institution to serve the rapidly expanding Peninsula. Awareness of the need for long-range development led to the adoption of a master plan in 1957 and the passage of a bond issue which funded a campus in west San Mateo for College of San Mateo. The new campus opened in 1963 with a 33% jump in attendance. Enrollment has continued to rise rapidly to a peak of 9,000 day students in 1967.

The events of 1963-64 which created Cañada and Skyline Colleges also led to the acquisition of a fourth site along the coast south of Half Moon Bay. The District is now in a position to satisfy the community college needs of its residents for at least the remainder of the 20th Century.

## PHILOSOPHY AND PURPOSES OF THE COLLEGE

The purpose of Cañada College is to provide education beyond the high school level for the people in its area who can profit thereby. This education is designed to help the student realize his potentialities by cultivating his cultural and vocational abilities. It prepares the student to assume the responsibilities of citizenship in our free society. It attempts to develop in the student the ability to think critically.

To achieve its purpose, Cañada College offers the following kinds of education:



**General Education:** Instruction which will assist students to function effectively as individuals, as members of their families and as citizens with local, national and world responsibilities.

**Lower-Division College Education:** Courses which will enable students to complete the first two years of four-year college work. These courses satisfy the lower division requirements in the liberal arts and in the scientific, engineering and other professional and technical fields.

**Technical-Vocational Education:** Training in skills which will qualify students for employment in business and industry.

**Continuing Education:** Classes in which all persons living in the area may broaden their educational, vocational and aesthetic horizons.

**Community Education:** Short courses, public forums, lecture series, small group discussions, institutes, concerts and similar educational and cultural programs for the public at large.

To assist each student to profit most from his education, the College helps him to explore his aptitudes, to choose his lifework and to plan an educational program which will prepare him for that work. It offers this assistance through a formal program of guidance and counseling, and through informal student-teacher relationships, which are among the most distinctive and valuable of its services. The College recognizes the educational value of the organized student activities and encourages student and faculty participation in these activities.

Cañada College is a part of a colorful community which, situated as it is, close to San Francisco and to several fine colleges and universities, enjoys many cultural advantages. Many graduates will transfer to the University of California, Stanford University and the nearby state colleges. The needs of these students who transfer to upper division work are carefully provided for in the curriculum. Many Cañada College students, having terminated their formal education with the Associate in Arts degree, will find employment in business and industry.

## ACCREDITATION

Cañada College is approved by the California State Department of Education and by the Veterans Administration. The College has established a correspondent relationship with the Western Association of Schools and Colleges, the recognized local agency which is affiliated with the Federation of Regional Accrediting Commissions of Higher Education. During 1968-69 Cañada College will apply for candidacy for accreditation.

## **TUITION (NON-RESIDENT FEE)**

No tuition is charged to legal residents of San Mateo Junior College District or to students from other parts of California who qualify for admission.

Out-of-state residents pay a non-resident fee of approximately \$375 for the academic year 1968-69. This fee is payable at the time of registration at the rate of approximately \$187.50 per semester or approximately \$12.50 per unit. Residence status will be determined by the registrar. Detailed regulations governing non-resident fee and admission requirements will be distributed to students who apply for admission.

## **EVENING COLLEGE**

Cañada Evening College offers a wide range of classes including lower-division collegiate work leading to the completion of an Associate in Arts degree and/or transfer to a four-year institution, and classes designed to meet the specific needs of adults. Most of these classes are offered during evening hours.

An Evening College catalog and schedule may be obtained from the College upon request. Copies are also available at public libraries shortly before the beginning of each semester.

## **SUMMER SESSION**

San Mateo Junior College District annually offers Summer Session at colleges within the District. Further information may be obtained by calling the Cañada College, Evening College office.

## **VETERANS AND VETERANS' DEPENDENTS**

Cañada College is listed by the Veterans Administration as qualified to receive students under Chapter 34 (veterans), Chapter 35 (veterans' dependents) and Chapter 31 (rehabilitation). All students, except those under Chapter 31, buy their own books and supplies. Those interested in attending Cañada College under any of these chapters should contact the Veterans Administration Office at 49 Fourth Street in San Francisco or 590 Hamilton Street in Redwood City to determine eligibility for benefits.

The State of California provides a program for children of veterans who are deceased or are disabled from service connected causes. Application should be made to the California Department of Veteran Affairs at 350 McAllister Street in San Francisco.

## COLLEGE LIBRARY

With a dramatic reading room which affords a panoramic view toward the wooded slopes of Skyline ridge, the Library provides students with excellent facilities for the use of books, periodicals, and audio-visual materials.

The Library is housed in the westernmost section of the lower two floors of the Campus Center. The lower floor includes a stack area for books, a reading room, the main circulation desk, periodical and references areas, a typing room, and library offices and work areas. On the second floor are the language laboratory and listening room, a conference room, and audio-visual circulation and service areas.

No effort has been spared to make the library an inviting and easily accessible place for study, research, and browsing. There are 90 carrels for individual study and some 150 seats at tables. Initially there will be 13,000 carefully selected volumes and 350 periodicals. In the audio room there are 85 stations for listening to music, to language, and to other recordings. The language laboratory has 12 stations for recording and for listening.

Cañada College students have the privilege of using all library facilities of the College of San Mateo with its 60,000 volumes and large collections of microfilms, phonodiscs and tapes.

## COSTS TO STUDENTS

Each student purchases his own textbooks and supplies. A considerable saving is possible through the purchase of used texts from the on-campus Associated Students Store. Excluding living and transportation costs, the total of all expenses, including membership in the Associated Students, should not exceed \$75 per semester. Special equipment is needed for certain courses.

In addition to other costs, non-residents pay tuition.

## PARKING

Parking for students is provided on the campus in clearly designated areas. Certain parking places are reserved for visitors who have guest permits, and for faculty and staff who hold permanent parking permits. Parking and traffic regulations are enforced by local police.



# ADMISSION REQUIREMENTS

## HIGH SCHOOL GRADUATES

Normally, graduation from high school or other schools of equivalent rank is a prerequisite for admission.

Persons over 18 years of age may be admitted to classes for which experience and maturity may, in the opinion of the President, qualify them, even though they are not high school graduates.

## TRANSFERS FROM FOUR-YEAR INSTITUTIONS

Transfer students from four-year institutions are subject to the Academic Standards Policy of Cañada College. (See Academic Standards.)

## TRANSFERS FROM OTHER JUNIOR COLLEGES

Students who have previously attended College of San Mateo or another junior college and are in good standing are eligible to enroll at Cañada College subject to residence requirements. Students who have been disqualified by another junior col-



lege will not be admitted in the semester immediately following their attendance at that junior college. After one semester's absence, such students may be admitted, subject to the Academic Standards Policy.

## **VETERANS**

Upon presentation of discharge papers showing honorable discharge and active service of one year or more in the United States armed forces, veterans will receive six units of credit for Health Education, First Aid and Physical Education. Veterans may receive additional credit for work satisfactorily completed under the training program of the armed forces upon presentation of proof of such work. These units will be posted to the student's record at the time of graduation.

Students in the six-month Reserve training programs are not eligible for this credit. This is in accordance with the recommendation of The American Council on Education, issued September, 1957.

## **ADULT STUDENTS**

All regular day or credit classes are open to adults who wish to attend. Adults are expected to assume the obligations and responsibilities of regular junior college students, but those 25 years of age or over are exempted from Physical Education requirements. For the Evening College classes, see the Evening College catalog.

## **SPECIAL STUDENTS (ONE COURSE ONLY)**

A student taking one course only is designated "Special." Special students must file application by the deadline date but are not required to take the general placement tests or submit transcripts. Special students planning to enroll in a course in English, Math 30 (Calculus and Analytical Geometry) or advanced courses in a foreign language are required to take the appropriate placement test.

## **FOREIGN STUDENTS**

Only those foreign students who have completed the equivalent of an American high school education with satisfactory grades will be admitted.

In addition to the above, foreign students will be required to demonstrate sufficient command of English to profit from instruction at the College. They must also present evidence that they have the necessary funds to take care of all living expenses while attending Cañada College (a minimum of \$150 to \$175 a month).

## **TRANSFER CREDIT**

Credit will be allowed for lower-division work done in other accredited institutions. All work presented will be evaluated by the registrar.

## **RESIDENCE REQUIREMENTS FOR ADMISSION**

The right to attend any one public junior college in California is, in addition to the academic requirements, conditioned by certain residence qualifications.

The legal residence of any unmarried minor student is that of the father or mother, or court-appointed guardian.

An applicant who is a resident of the San Mateo Junior College District needs only to declare his residence and complete admission requirements.

An applicant who is a resident in a part of California not included in a district which maintains junior college classes may attend Cañada College. A permit signed by the County Superintendent of Schools of the county of residence will be obtained by the Registrar.

An applicant who is a legal resident of another junior college district must submit a written permit from the superintendent of his district of residence granting him permission to enroll in Cañada College.

An applicant whose legal residence is in a state other than California may be admitted, but will be charged a non-resident fee.

## **CHOICE OF COLLEGE**

Residents of the District may elect to attend College of San Mateo or Cañada College. In the event the capacity of either college is reached, students will be diverted to the other college. Major and date of application will be taken into consideration if such diversion becomes necessary.

## APPLICATION FOR ADMISSION

*(See 1968-69 Calendar for application filing dates.)*

Prospective students applying for admission to Cañada College are required to:

1. File a written application for admission upon forms supplied by the College.
2. Submit two complete transcripts of records from the high school of graduation, or last attended, and each college attended. (Veterans should file similar copies of their military record and of their special training courses so that they may obtain proper college credit.)
3. Take English placement, aptitude and other specific examinations necessary prior to the time of registration.

## PLACEMENT TESTS REQUIRED AT ENTRANCE

The following tests (See Calendar for dates) are required of all entering students and are used for the purpose of helping them determine the courses for which they may enroll:

1. Aptitude.
2. English placement (except for those who have satisfactorily completed a course equivalent to English 1a, Reading and Composition).
3. Mathematics qualifying for all students seeking admission to Math 30 (Calculus and Analytical Geometry).
4. Foreign language placement (French, German, Spanish).



# REGISTRATION

## COUNSELING APPOINTMENTS

Upon completion of admission requirements, students will be given a counseling-registration appointment prior to the opening of each semester. (See Calendar at the front of the catalog.) Regular students register only after receiving program approval from a counselor. Late registration after the first day of instruction will not ordinarily be permitted.

## UNIT LOAD LIMITATIONS

A normal class load will be 15 units plus Physical Education. No student should take more than 17½ units without the special approval of his counselor.

Students working full time or those in the military service should limit their programs to 10 or fewer units. Combinations of work and school should be carefully discussed with the counselor.

Auditing is not permitted in any course offered for credit.

## PHYSICAL EDUCATION REQUIREMENT

All regular students are required to take Physical Education, in accordance with the State Education Code, except those who are excused for those reasons indicated below. Men and women must devote two hours per week to Physical Education throughout the period of attendance as undergraduates. Failure to register in and regularly attend Physical Education will result in cancellation of registration. The following students may be excused from the P.E. requirement:

1. Junior college graduates.
2. Students who are 25 years of age or older.
3. Students taking eight units or less in Day College.
4. Veterans, exclusive of six-month Reserve trainees.
5. Students excused for medical reasons (requires physician's statement on file in the Physical Education division office.

Every student who is exempt from Physical Education must obtain a clearance signature from the Physical Education division on his study card before completing registration.

## PROGRAM CHANGES

No changes of program will be permitted during the period of registration.

A program once entered by signing up for any given set of classes may not be changed in any way, unless written permission to do so is granted a student by his counselor, and the student completes the prescribed change-of-program procedure.

Changes of programs will be permitted only for students who have valid reasons for such requests.

A student may not add a new class after the fifth day of the semester.

A student may drop a course, whether passing or failing, at any time through the 10th calendar day of a semester without incurring a penalty of a semester grade of "F"—failed. After this date, if a student drops a course in which he is failing, he will receive a semester grade of "F." No student will be permitted to drop a course after the 11th week of a semester without receiving a final grade of "F." In cases of serious verified illness, induction or other emergency, students should request that the situation be reviewed by their counselor and the Dean of Men or Dean of Women to prevent unjust application of this regulation.

# GRADES AND SCHOLARSHIP

## UNITS OF WORK AND CREDIT

A "unit" represents one hour weekly, during one semester, in lecture or recitation with the necessary preparation time, or three hours in laboratory or other exercises not requiring home work for preparation.

A normal schedule of 15 college units presupposes that the average student will devote approximately 45 hours per week to class attendance and preparation.

## GRADES AND GRADE POINTS

Once a subject has been made a part of a student's program of attendance, his record for the subject will be reported to the Registrar by one of the following symbols:

A—Excellent	4 grade points per unit
B—Above average	3 grade points per unit
C—Average	2 grade points per unit
D—Passing; below average	1 grade point per unit
P—Passed	0 grade points per unit
F—Failed	0 grade points per unit
W—Withdrawn	0 grade points per unit
Inc—Incomplete	0 grade points per unit



A grade of "P," meaning passed, is used in courses in which grades of only "passed" or "failed" are given.

A grade of "Incomplete" may be given only if the student is unable to take the final examination or complete a major course assignment due to illness or extreme personal emergency. In this case, it is the student's obligation to give the instructor prior notification of the reason for his inability to complete the course requirements and to make arrangements for completion of the work. A grade of "Incomplete" is computed the same as a grade of "F" until the deficiency is removed. The deficiency must be removed by the end of the next semester. Additional time may be provided upon approval of the instructor and the registrar. The grade from a repeated course will not erase the "Incomplete."

A grade of "W," meaning withdrawn from class, indicates that the subject so marked has been cancelled from the student's study list and is, therefore, not to be awarded a final grade. No credit can be counted in subjects for which a "W" is recorded, nor is there any penalty involved.

Ordinarily, units for a course which was completed and then repeated will not be counted as units earned toward an A.A. Degree or for transfer to another college. However, units repeated will be counted as units attempted in computing grade-point averages. The g.p.a. (grade-point average) is determined by dividing the total number of grade points earned by the total number of units attempted.

## GRADE REPORTS

On the college level, a student is held responsible for his own academic progress. Grade reports are sent directly to each student at mid-semester. Following final examinations at the end of the semester, the student is sent the report of his final grades, which serve as the basis for computing the student's standing.

## SCHOLARSHIP HONORS

Cañada College is affiliated with the State Junior College Honorary Scholarship Society, Alpha Gamma Sigma.

Temporary membership in the local society is awarded for each semester following that in which the student receives a minimum of 42 grade points (not counting Physical Education) in not less than 12 units, has no grade below a C (counting Physical Education) and has a 3.0 grade-point average for all work completed in the semester. Temporary membership for any semester is limited to 10 per cent of the number of students enrolled in the College in the preceding semester.

Life membership in the State Society is awarded upon graduation if the student has been a member of the local chapter during any three of four semesters, has a minimum total of 198 grade points, a grade-point average of 3.3 and no grade below a C (course restrictions as above). A grade-point average of 3.5 for all work undertaken in the College and a minimum total of 210 grade points may be substituted for the above requirements. The student receiving the certificate of life membership must be of good character.

## **HONORS AT GRADUATION**

Honors are awarded to students at graduation who have been members of Alpha Gamma Sigma for three of four or four of five semesters while in attendance at Cañada College.

## **TRANSCRIPTS**

Official transcripts will be sent to employers, colleges and other institutions upon written request by the student. Only courses taken at Cañada College will appear on the transcript. Transcripts from high schools and other colleges will not be forwarded. Two transcripts will be sent without charge. Subsequent copies will be sent for one dollar per copy.

## **PERSONAL RECOMMENDATIONS**

Personal recommendations should be a part of each student's permanent record file. Students should request these recommendations from their instructors; recommendation forms are available from the Office of Admissions and Registration.

# ACADEMIC STANDARDS

## GRADE-POINT DEFICIENCY

The Academic Standards Policy of Cañada College 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 undertaken (C average). (Example: If a student undertakes  $12\frac{1}{2}$  units in one semester and  $15\frac{1}{2}$  units in a second semester, his cumulative units are 28, requiring a grade-point total of 56.)

Any grade-point total less than twice the attempted units is regarded as deficient.

## DISQUALIFICATION

A student will be disqualified if, at any time, his deficiency amounts to 12 or more grade points. A disqualified student must ordinarily remain out of Cañada College day and evening classes for one semester.

A disqualified student may present a written appeal to the Standards Committee requesting immediate reinstatement if his disqualification has resulted from unusual, emergency circumstances.



## DISMISSAL

A previously disqualified student who incurs a deficiency in any subsequent semester will be dismissed and ordinarily will not be permitted to return to Cañada College for day or evening classes. However, if a student has not increased his total deficiency after disqualification, he may petition the Standards Committee for permission to continue in College.

Immediate readmission of a dismissed student is not considered. Only after the lapse of at least two semesters may a dismissed student petition for readmission; then consideration is given only on the basis of evidence of academic work or other constructive achievement during the student's absence from College.

## TRANSFER STUDENTS

A transfer student who enters with a deficiency of 12 or more grade points will be dismissed if he incurs a grade-point deficiency in any subsequent semester. However, a transfer student who has not increased his total deficiency after admission to Cañada College may petition the Standards Committee for permission to continue in College.

# STUDENT OBLIGATIONS

## CONDUCT

The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that the college student is mature and self-respecting, and can be relied upon to act as a responsible and ethical member of society. Each individual has the obligation of knowing and upholding the College code of rules and regulations.

Social or other functions using the name of the College are thereby identified as College functions and become subject to the same high standards of conduct and of supervision, whether conducted on or off the campus.

Social or other functions for which no patrons are listed from the membership of the faculty are not school functions. Further, no off-campus organizations may use the College name or imply College sponsorship in any publicity or other information.

## SECRET ORGANIZATIONS

Sororities and fraternities and other secret organizations are banned under the Education Code of the State of California. It is the policy of Cañada College to dismiss students when their membership in such organizations becomes known.

## **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 who are delinquent in their financial obligations to the College may not receive grades, reports or other records of their work until such delinquencies have been adjusted to the satisfaction of the College authorities.

## **ATTENDANCE REGULATIONS**

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of his registration. By being absent from class, the student misses both the content of the particular session and the continuity of the course as developed in a single period of work. When a student's failure to attend class places his success in jeopardy, the instructor may drop the student from the class.

The following regulations regarding attendance have been approved by the Board of Trustees and will be enforced:

A student may be dropped from class whenever his total hours of absence from class equal twice the number of hours the class meets in one week. Absence means non-attendance, and includes non-attendance for illness, participation in school-sponsored activities or personal emergency.

Any student dropped from any class because of this regulation may appeal in writing to the Attendance Committee within five school calendar days of such drop if he feels there are extenuating circumstances beyond his control which justify his remaining in class. A student making such an appeal may, with the permission of the instructor, remain in class until the decision of the Attendance Committee is reached. The Attendance Committee will make a recommendation to the instructor after considering such an appeal. In all cases the decision of the instructor is final.

## **EMERGENCY LEAVE OF ABSENCE**

Absences for medical reasons of less than one week need not be reported to the College. Any student absent for short periods of time for medical reasons (illness or doctor's or dentist's appointment) must sign the "Absence for Illness" sheet in each class upon his return to class.

Students who will be absent from any class or classes for one week or longer for any health reason are required to request emergency leave from the Student Health Center. Students should report to the Health Center for a clearance before returning to classes.



Students who will be absent from any class or classes for one week or longer for other personal emergencies are required to request an emergency leave from the Dean of Women or Dean of Men.

If medical or personal emergency requires absence of as much as two weeks, it will be necessary for the student to consult with his counselor before returning to classes.

## **WITHDRAWAL FROM COLLEGE**

A student finding it necessary to withdraw at any time after registration must obtain a petition for withdrawal from his counselor. Special students (taking one course only) should report to the Dean of Men or Dean of Women for a withdrawal petition. The completed form must be returned within five college days to the Dean of Men or Dean of Women. Failure to comply with the procedure may result in penalty grades of "F."

At any time through the 10th college calendar day (Sept. 23, 1968 and Feb. 17, 1969), a student may withdraw, whether passing or failing in courses, without incurring penalty grades of "F." A student who withdraws after the deadline will receive the penalty "F" for any course in which he is failing.

After the 10th college calendar day, a student who drops classes with his counselor's approval will be given a grade of "W" if passing the course and a grade of "F" if failing the course.

After the 11th week of the semester (Nov. 22, 1968 and April 25, 1969), no student may withdraw without receiving a final grade of "F." In cases of serious verified illness, induction or other emergency, students should request that the situation be reviewed by their counselor and the Dean of Men or Dean of Women to prevent unjust application of this regulation.

## **ABSENCE WITHOUT LEAVE**

Any student who leaves college at any time during a semester must complete a formal withdrawal within a period of one week or be subject to academic penalty, including disqualification or dismissal.

# STUDENT PERSONNEL SERVICES

## PROGRAM PLANNING, COUNSELING AND PSYCHOLOGICAL SERVICES

Certain faculty members are officially designated as counselors to students. Each regular student will be assigned a counselor who is a specialist in his field. Counselors are available by appointment during the registration period and throughout the academic year to consult with students. Counselors assist students in planning programs of study, must approve the final program for each semester and must be consulted about changes. However, each student is responsible for fulfilling his own graduation and/or transfer requirements.

Students are encouraged to bring to the attention of their counselor employment, financial or other personal problems which affect their success in college.

The office of the Dean of Students will schedule appointments for students who cannot meet with their counselors during scheduled office hours.

When a student receives an academic deficiency notice indicating unsatisfactory work, he is to see his counselor concerning reasons for his lack of progress.

All faculty members are an important part of this College's advising program. Students should feel free to approach counselors and other faculty members for information.

Psychological Services are available to all students at the College. Appointments may be made through a counselor, the Office of the Dean of Students or directly by the student with the school psychologist.

## TESTING

The Office of the Dean of Students maintains a service in psychological and vocational testing which is available to all registered students. Through this service, students may receive assistance in assessing their aptitudes and interests so that they may better plan their educational and vocational goals.

Introduction to College course carries transfer credit to state colleges and some universities and is optional for all students. It is strongly urged for students whose counselors recommend it. It offers the following personnel services:

1. **Further testing services:** A thorough explanation and interpretation of psychological tests taken at entrance are given each student. Additional psychological tests are given to the student to help him appraise his aptitudes, interests, personal adjustment and special abilities, and to assist him to verify or to make effective educational and vocational plans.
2. **Introduction to College:** The course is also designed to acquaint students with College facilities, activities, services and requirements; to improve study habits and skills, to develop leadership techniques, and to explore the world of work in areas which meet their individual interests and abilities.

## HEALTH SERVICE

Counseling on health problems is available at the Student Health Center.

Report of a recent health examination, given by the student's personal physician, should be turned in to the Health Center at time of registration by all entering students.

First aid is given in cases of injury. The student is then referred to his physician.

## STUDENT HEALTH INSURANCE PROGRAM

The College offers accident and health insurance coverage to its students on a voluntary basis. Most students are over 18 years of age and are no longer covered by their parents' group insurance policies. Additional information and literature can be obtained in the Student Health Center.



## PLACEMENT SERVICES

The College maintains a placement office to assist students currently enrolled and in good standing to secure part-time employment. This service is also available to graduating and former students who wish to secure full-time employment.

## HOUSING

Neither dormitories nor other types of College-sponsored housing are available at Cañada College. The Dean of Women and Dean of Men will assist students in finding accommodations in private homes. A few opportunities exist for students to earn room and board in return for 15 hours of work per week; information regarding such openings is available from the Placement Office.

## FINANCIAL AIDS

Cañada College participates in federal and state scholarship, loan, grant and work-study programs. In addition, the San Mateo College Foundation administers funds from private sources which are available to students as scholarships and loans. The Associated Students have made a limited loan fund available to those who have completed one semester at the College, have a "C" average or better and have an emergency need.

For detailed information and applications for financial aids, students should contact the Dean of Men or the Dean of Women.

## STUDENT ACTIVITIES

There will be an organization known as "The Associated Students of Cañada College" whose purpose will be:

- (1) To promote the general welfare of the students.
- (2) To guarantee equality of opportunity among the students.
- (3) To offer an experience in practice of American democratic government.
- (4) To encourage student participation in planning and direction of student activities as permitted under the Education Code of the State of California and the policies of the Board of Trustees.

The governing body of this organization will coordinate the activities of all student clubs and organizations of the school.

The student activities program is an important part of the educational experience at Cañada College. All registered students are encouraged to participate in the various offerings of the activity program.

With the assistance of faculty advisers, Student Council directs and supervises all activities and sports in which the College is represented. Because the direct financial support for activities comes from purchase of Activity Cards, each student is expected to purchase his card as a part of his registration.

## STUDENT ORGANIZATIONS

In order to secure the most from his college life, a student should participate in one or more of the many clubs organized within the Associated Students. Such clubs offer many and diversified opportunities to students for both social and educational contacts. Each club elects its officers and plans its own program for the semester.

In this initial year at Cañada, students will have the unique opportunity to create a new and perhaps different type of student government and club organization. Students should visit the Cañada Activities Office and indicate their interest in co-curricular program.

## STUDENT PUBLICATIONS

The following publications are issued by and for the Associated Students:

The student newspaper, which provides full coverage of activities on campus and offers invaluable experience to journalism students.

The *Student Guide*, an attractive booklet which contains information to incoming students about the rules, staff, student organizations and services of the College together with a complete calendar of events.

The *Daily Bulletin*, a mimeographed publication prepared and distributed by the Activities Office each school day, announcing activities, news events and items of interest to the faculty and students of the College. The deadline for submission of items for publication is 9:00 a.m. on the preceding day.

## ATHLETICS

The Associated Students sponsor sports within the Camino Norte Conference for the benefit of those students interested in team competition.

Cañada College adheres to the California State Athletic Code and the Camino Norte Conference eligibility rules and regulations. Final decisions rest with the Camino Norte Conference Commissioner or the California State Athletic Committee.

The following basic principles pertain to all matters of eligibility:

1. No student shall represent his college in any athletic contest unless he is enrolled in and is passing at all times in a minimum of 10 units of work in addition to Physical Education (if required) in a regular or special course as defined in the curricula of his institution.
2. In meeting the units-of-work requirement, subjects which have been failed may be repeated, but those that have been completed with a passing mark may not ordinarily be repeated and included in meeting this requirement.
3. In order to be eligible, a student who has previously attended college must have completed, in his last term or semester of attendance, at least 10 units of work in addition to Physical Education (if required).

## WOMEN'S SPORTS

The Women's Recreation Association, chiefly through the P. E. classes, offers a wide variety of coeducational sports. Included in the program are sports days arranged with neighboring colleges and universities. The competition and the friendships brought about on these occasions are of lasting value. Special awards are given for competition between classes, and blocks are awarded once a year.



# GRADUATION REQUIREMENTS

## (ASSOCIATE IN ARTS DEGREE)

Graduation from Cañada College with the Associate in Arts Degree is based upon the completion of 60 units of lower-division college-level work, including the requirements listed below, the last 12 units of which must be completed at this institution. A student is required to have an overall grade-point average of 2.0 (or a 2.0 grade-point average on his last 60 units of work). At the beginning of the final semester, it is the responsibility of each candidate to file an application for graduation in accordance with directions to be announced by the Registrar.

Here are the requirements in brief, followed by explanatory paragraphs:

SUBJECTS	UNITS
<u>American History and Institutions</u> ; California Government ✓	4-8
<u>English</u>	6-8
Health Education and <u>First Aid</u>	2-3
Physical Education	2
<u>Major</u> (in a specified field)	20
General Education	6
Electives	12-20
TOTAL UNITS	60
	43

## HISTORY AND GOVERNMENT

This requirement may be satisfied in two different ways: (a) by completing Political Science 25—National, State and Local Government (5 units) or (b) by completing one of the listings in each of the following groups:

### Group 1—American History and Institutions

- a. History 17a-17b—American History (6 units), or
- b. Political Science 21—American Institutions (3 units), or
- c. History 4a-4c—Western Civilization (6 units)

### Group 2—California State and Local Government

- a. History 23b—California History (2 units), or
- b. Political Science 23—State and Local Government (1 unit), or
- c. Political Science 24—California Urban Government (2 units)
- d. History 22—California History (3 units) (Evening College)

## ENGLISH

The student must complete at least two semester courses in English or Speech (a minimum total of 6 units) not to be taken concurrently. One of these shall be the course to which the student is assigned by the Placement Test (50a, 57a, 57b, A, 1a). Other courses shall be selected from the following:

English: A, 1a, 1b, 2, 12, 13, 21, 23, 24, 25, 26, 27, 30, 31ab, 42ab, 46ab, 50b, 57b, 61, 62ab, 68.

Speech: 1a, 1b, 2a, 2b, 33, 57a, 57b, 62.

## HEALTH EDUCATION AND FIRST AID

All students are required to take Health Education 1. In addition, each student must show that he has completed an acceptable course in First Aid. Most students who have graduated from a public high school in California since 1952 have completed the First Aid requirement.

Veterans may receive credit for these courses by presenting to the Registrar their discharge papers showing honorable discharge and active service of one year or more in the United States armed forces. These units will be posted to the student's record at the time of graduation.

## PHYSICAL EDUCATION

A minimum of  $\frac{1}{2}$  unit each semester for two hours of Physical Education taken each week throughout the period of junior college attendance prior to graduation is required under the State Law of California, unless the student is legally exempted therefrom as indicated under "Registration, P.E. Requirement" in this catalog. The student must receive a passing grade for each required semester of P.E.

## MAJOR

A student's major consists of at least 20 semester hours in a specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out the training in preparation for a major or for some particular occupation. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

## GENERAL EDUCATION

A transfer student will complete the lower-division requirements of the institution to which he plans to transfer. A terminal student will complete six units outside his major area, selected from the list of General Education courses which follow.

General Education is the part of a program of studies which introduces the student to areas of study that develop breadth of outlook and contributes to his balanced development. This training is complementary to, but different in emphasis from, the specialized training he receives for a job, a profession or high scholastic attainment in a particular field of study.

The purpose of the program in General Education is to assist the student in moving toward the following goals:

1. Developing a sound moral and spiritual code for his personal and civic life as a responsible citizen in a democracy.
2. Developing critical and constructive thinking for problem solving and value discrimination.
3. Maintaining good mental and physical health for himself, his family and his community; developing balanced personal and social adjustment, satisfactory home and family life, and vocational adjustment.
4. Using basic mechanical, mathematical and communication skills to solve everyday problems, understand ideas of others and express his own ideas effectively.
5. Understanding his cultural heritage and his interaction with his biological and physical environment.
6. Understanding the creative activity of others and participating to some extent in creative activity of his own.



**The General Education program for the transfer student is as follows:**

1. P.E., Health Education and First Aid.
2. Two semesters of English (6 units).
3. American Institutions, and State and Local Government.
4. Additional General Education courses as specified by the institution to which the student plans to transfer.

**The General Education program for the terminal student is as follows:**

1. P.E., Health Education and First Aid.
2. Two semesters of English (6 units).
3. American Institutions, and State and Local Government.
4. A total of six units outside his area of concentration, including at least one course in science or mathematics and one course in the humanities or personal growth. In satisfying this six-unit requirement, the student must select courses from the list which follows. Students will confer with counselors to determine courses best suited to meet individual needs.

**GENERAL EDUCATION COURSES IN MATHEMATICS AND SCIENCE  
FOR THE TERMINAL STUDENT**

(Some of the courses listed below will not be taught at Cañada College during the 1968-69 school year but are included for the benefit of students who transfer from the College of San Mateo and who may offer them in satisfaction of the general education requirement.)

**Aeronautics**

- Aeronautics 1 (3)
- Aeronautics 10 (3)

**Anthropology**

- 1 Physical Anthropology (3)

**Astronomy**

- 1a-b General (3-3)
- 10 Introduction (3)
- 51 Appreciation (3)

**Biology**

- 10a General Biology (4)
- 10b General Biology (4)
- 25 Concepts (3)

**Botany**

- 1 General Botany (5)

**Business**

- 50 Business Arithmetic (2)
- 51 Business Mathematics (3)
- 66 General Accounting (4)

**Business Administration**

- 1a Principles of Accounting (4)

**Chemistry**

- 10 Survey (3)
- 10L Survey Lab (1)
- 51 Elementary Chemistry (4)

**Data Processing**

- 60 Introduction (3)

**Electronics Technology**

- 10 Introduction (3)

**Geology**

- 10 Elementary Physiography (3)
- 1a General Geology (4)

**Geography**

- 1a Physical Geography (3)

**Horticulture**

- 50a-b Introduction to Ornamental Horticulture (3-3)

**Life Science**

- 10 Introduction to Life Sciences (3)

**Mathematics**

- 10 Intro. to Mathematical Concepts (3)
- 11 Elementary Algebra (5)
- 12 Plane Geometry (5)

- 14 Algebra and Geometry Review (5)

- 55 Practical Trigonometry and Slide Rule (3)

**Meteorology**

- 1 Elementary (3)

**Paleontology**

- 1 General Paleontology (3)

**Physical Science**

- 10 Introduction to Physical Science (3)

**Physics**

- 10 Descriptive Introduction to Physics (3)

**GENERAL EDUCATION COURSES IN THE HUMANITIES AND PERSONAL GROWTH**

(Some of the courses listed below will not be taught at Cañada College during the 1968-69 school year but are included for the benefit of students who transfer from the College of San Mateo and who may offer them in satisfaction of the general education requirement.)

**Architecture**

- 10 Survey of Contemporary Architecture (3)

**Anthropology**

- 2 Cultural (3)

**Art**

- 1a History of Art (3)
- 1b History of Art (3)
- 2a Form and Composition (3)
- 3a Form and Color (3)
- 6a Oil Painting (3)
- 10a Introduction to the Arts (3)
- 13a Pencil Drawing (3)
- 19 Art of Our Times (3)
- 57a Photography (3)
- 72a Plant Form and Design (2)
- 80 Line, Design, Form, Color (2)

**Business**

- 35 Personal and Family Finance (3)
- 55 Introduction to Business (3)

- 58 Human Relations (3)

- 81 Security Investments (3)

- 82 Insurance (3)

- 84 Property Valuation and Management (3)

**Business Administration**

- 18a Commercial Law (3)

**Drama**

- 10 Intro. to Theatrical Arts (3)
- 13a-b Stage Production (2-2)
- 14a-b Theory and Practice of Acting (2-2)
- 15 Play Production (2)

**Economics**

- 1a-b Principles of Economics (3-3)
- 5 Personal Finance (2)
- 7 Survey of Economic Problems (3)
- 10 Economic History of Europe (3)
- 11 Economic History of the U.S. (3)

**English**

- 4 Word Study (2)
- 12 Mythology and Folklore (3)
- 13 The Bible as Literature (3)
- 21 The Short Story (2)
- 23 Introduction to Poetry (3)
- 24 Modern Drama (3)
- 25 Shakespeare (3)
- 26 Modern Novel (3)
- 27 Contemporary Literature (3)
- 42a-b Masterpieces of Euro. Lit. (3-3)
- 61 The Short Story (2)
- 62a-b Masterpieces of Euro. Lit. (3-3)
- 64 Word Study (2)
- 67 Reading Laboratory (1)
- 68 Contemporary Literature (3)

**Foreign Language**

- 39 Russian Novel (3)

**Geography**

- 1b Cultural Geography (3)
- 5a World Regional Geography (3)

**Guidance**

- 10 Introduction to College (2)

**History**

- 4a-b History of Modern Europe (3-3)
- 5 History of England (3)
- 20a-b Twentieth Century Europe (3)
- 23a California History (2)
- 25 Great West in Amer. Hist. (3)
- 44 History of the Far East (3)
- 45 History of Modern Russia (3)

**Home Economics**

- 1a-b Foods (3-3)
- 9 Nutrition (2)
- 22 Textiles (2)
- 24 Clothing Selection (2)
- 40 Home Furnishings (3)
- 53 Foods (2)

**Journalism**

- 1 Introduction (3)

**Music**

- 3 History and Appreciation (3)
- 6 Literature and Appreciation (3)
- 22 Orchestra (1)
- 23 Band (2)
- 33 A Cappella Choir (2)
- 27 Ensemble (Instrumental) (1)
- 35 Oratorio Chorus (1)
- 36 College Chorale (1)
- 37 Musical Production (1-3)

**Philosophy**

- 6a-b General Introduction to Philosophy (3-3)
- 24a-b Introduction to Religion (3-3)
- 7 Formal and Informal Logic (3)
- 8 Logic: Scientific Method (3)
- 20a-b History of Philosophy (3-3)
- 23 Ethics (3)
- 50 Logic in Practice (3)

**Political Science**

- 1 Introduction to Political Science (3)
- 2 Comparative Government (3)
- 3 International Relations (3)

**Psychology**

- 1a General Psychology (3)
- 4 Courtship, Marriage and the Family (3)
- 33 Psychology of Adjustment (3)
- 53 Psychology in Practice (3)
- 54 Group Dynamics Lab (1)

**Sociology**

- 1 Principles of Sociology (3)

**Speech**

- 62 Elements of Speech (3)
- 2a-b Oral Expression and Interpretation (3-3)
- 27 Discussion and Parliamentary Procedures (3)

**Urban Planning**

- 50a Survey of Urban Planning (3)



# CAREER PLANNING

The following programs, designed to assist the student to select subjects to meet vocational or professional goals and fulfill graduation requirements at Cañada College, may be materially changed by the student in conference with a counselor to meet particular objectives.

The student should be aware that course prerequisites, graduation requirements and changes in educational goals may require a longer period than the usual two years. It is necessary that he assume responsibility for his program and make his own decisions with a counselor's assistance. If he elects to transfer to a four-year college or university, he should consult the catalog for the institution of his choice.

Courses are described under "College Courses" in this catalog; the current schedule of classes gives information regarding time and location of courses offered.

Anthropology . . . . .	53	Secretarial . . . . .	60
Art . . . . .	53-55	Transportation . . . . .	61
Bacteriology . . . . .	55	Chemistry . . . . .	61
Biochemistry . . . . .	55	Criminology . . . . .	61
Biology . . . . .	55	Dental Hygiene . . . . .	62
Biophysics . . . . .	55	Dentistry . . . . .	62
Botany . . . . .	55	Dramatic Arts . . . . .	62
Business Administration . . . . .	55-57	Economics . . . . .	62
Business . . . . .	56-61	Education . . . . .	62-63
Clerk-Typist . . . . .	58	Engineering . . . . .	63
General Clerical . . . . .	58	English . . . . .	64
Merchandising . . . . .	59	Entomology . . . . .	64

Foreign Language . . . . .	64	Paleontology . . . . .	68
Forestry . . . . .	64	Parasitology . . . . .	68
Genetics . . . . .	64	Pharmacy . . . . .	68
Geography . . . . .	64	Philosophy . . . . .	68
Geology . . . . .	64	Physical Education . . . . .	69
History . . . . .	64	Physical Sciences . . . . .	70
Home Economics . . . . .	64-65	Physical Therapy . . . . .	70
Humanities . . . . .	65	Physics . . . . .	70
International Relations . . . . .	65	Physiology . . . . .	70
Journalism . . . . .	65	Police Science . . . . .	71
Law (Pre-Legal) . . . . .	65	Psychology . . . . .	71
Liberal Arts . . . . .	66	Public Health . . . . .	71
Librarianship . . . . .	66	Recreation Education . . . . .	71
Mathematics . . . . .	66	Social Science . . . . .	71
Medical Illustration . . . . .	67	Social Work . . . . .	72
Medical Sciences . . . . .	67	Sociology . . . . .	72
Microbiology . . . . .	67	State Colleges . . . . .	51
Military Science (R.O.T.C.) . . . . .	68	Theatre Arts . . . . .	72
Music . . . . .	68	Universities . . . . .	51
Nursing . . . . .	68	Pre-Veterinary Medicine . . . . .	72
Nutrition . . . . .	68	Wildlife Conservation and Management . . . . .	72
Occupational Therapy . . . . .	68	Zoology . . . . .	72
Pre-Optometry . . . . .	68		

# STATE COLLEGES, UNIVERSITIES

## TRANSFER OF CREDIT

A student expecting to transfer to a state college, private college or university can usually complete the first two years of his work at Cañada College. If all requirements have been met, students transferring to higher institutions may graduate in two years of further study. The student may decide to spend more than two years at Cañada College or transfer to a four-year institution with less than junior standing. In any event, it is important that he consult with his counselor in order to arrange a program which will meet the requirements for transfer to the institution of his choice.

College catalogs and occupational information are on file in the Occupational Information Library in the Registrar's Office and at Cañada College Library, and are available to the student upon request. The student may write directly to the registrar or dean of the institution of his choice to obtain catalogs, circulars of information and other data concerning required subjects.

The earlier the student makes a decision regarding a higher institution to which to transfer, the better are his chances for meeting all requirements without delay. If he is unable to make this decision when he enters Cañada College he may elect to follow the requirements shown in the curriculum of the College of Letters and Science of the University of California at Berkeley.

High school subject deficiencies may be made up at Cañada College in order to meet course prerequisites at college level. In some instances the student may qualify for transfer to the college of his choice by maintaining an acceptable grade-point average at Cañada College without having met high school deficiencies.



# SUGGESTED CURRICULA

## AGRICULTURE

### Transfer Program

*Recommended High School Preparation: Chemistry, Physics, Elementary Algebra, Intermediate Algebra, Geometry, Trigonometry, Mechanical Drawing, two years in one foreign language.*

The program outlined below is typical of requirements for transfer in junior standing to a four-year college or university.

The student should refer to the catalog of the college of his choice for special requirements.

	Units		Units
English 1a-1b—Reading & Composition	6	Chemistry 8—Elem. Organic Social Science	3 9
Chemistry 1a-1b—General	10	Health Education	2
Physics 2a-2b—General	6	Physical Ed. (One course each semester)	2
Physics 3a-3b—Gen. Lab.	2	Electives	8
Botany 1—General	5		
Zoology 1a—General	5		

Electives will be used to complete the particular requirements of the transfer school. For example: U. C. Forestry requires Math. 30, Engin. 1a-1b, Econ. 2 (Statistics); Humboldt State College Wildlife Management requires Zoology 1b, Psychology 1a, etc.

Included in the possible fields of emphasis are the following:

- |                                      |                                  |
|--------------------------------------|----------------------------------|
| Agricultural Economics               | Entomology and Parasitology      |
| Agricultural Education               | Farm Management                  |
| Agricultural Production              | Food Science:                    |
| Irrigation Science                   | Dairy Industry Program           |
| Agronomy (Plant Science)             | Food Technology Program          |
| Genetics (Plant Science)             | Home Economics                   |
| Landscape Management (Plant Science) | Preforestry                      |
| Plant Pathology (Plant Science)      | Preveterinary Medicine           |
| Pomology (Plant Science)             | Range Management                 |
| Vegetable Crops (Plant Science)      | Soil Science:                    |
| Viticulture (Plant Science)          | General Soil Science Program     |
| Animal Science:                      | Soil Management and Conservation |
| Animal Husbandry                     | Program                          |
| Animal Physiology and Genetics       |                                  |
| Poultry Husbandry                    |                                  |

## **ANATOMY**

## **ANTHROPOLOGY**

The student who intends to transfer a major in one of these fields should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## **ART**

The student who intends to transfer a major in Art should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college, university or art school to which he wishes to transfer. Students can plan their course in any of the following areas: Fine Arts and Commercial Art.

An Associate in Arts Degree is awarded with a major in Art in any of the following suggested program plans:

## ART (COMMERCIAL)

### Associate in Arts Degree with a Major in Commercial Art

*Recommended High School Preparation: Design, Drawing, Painting and Poster Service.*

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
Art 1a—History of Art	3		Art 5a-5b—Design	3	3
Art 2a-2b—Form & Comp.	3	3	Art 6a—Oil Painting	3	
Art 3a-3b—Form & Color	3	3	Art 15—Life Drawing		2
Art 4—Perspective		2	Art 10—Introduction to the Arts	3	
Art 12a—Lettering	2		Polit. Sci. 21—Amer. Inst.	3	
English—by Eligibility	3	3	General Education Electives	3	3
Health Education		2	Electives		7
Polit. Sci. 23—State and Local Government	1		Physical Education	1/2	1/2
Electives		3			
Physical Education		1/2			
	<hr/>			<hr/>	
	15 1/2	16 1/2		15 1/2	15 1/2

#### Suggested Electives

Speech 1a—Fundamentals	(3)	Guidance 1—Intro. to College	(1)
Business 120—Advertising	(2)	Art courses not listed above	

#### CAREER OPPORTUNITIES

Commercial artists may be employed in advertising, manufacturing, public relations or communications. Experienced artists frequently specialize in a particular product or field such as fashion, industrial art, advertising, story illustration or interior design.



## ART (FINE ARTS)

### Associate in Arts Degree with a Major in Fine Arts

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
Art 1a—History of Art	3		Art 5a-5b—Design	3	3
Art 2a-2b—Form & Comp.	3	3	Art 6a-6b—Oil Painting	3	3
Art 3a-3b—Form & Color	3	3	Art 15—Life Drawing		2
Art 4—Perspective		2	Health Education	2	
Art 19—Art of Our Times	3		Polit. Sci. 21—Amer. Inst.	3	
English—by Eligibility	3	3	Science Requirement		3
Polit. Sci. 23—State and Local Government		1	Speech Elective	3	
Electives	6	3	Electives	2	5
Physical Education	$\frac{1}{2}$	$\frac{1}{2}$	Physical Education	$\frac{1}{2}$	$\frac{1}{2}$
	<hr/>	<hr/>		<hr/>	<hr/>
	15 $\frac{1}{2}$	15 $\frac{1}{2}$		16 $\frac{1}{2}$	16 $\frac{1}{2}$

## BACTERIOLOGY

## BIOCHEMISTRY

## BIOLOGY

## BIOPHYSICS

## BOTANY

The student who intends to transfer a major in one of these fields should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## BUSINESS ADMINISTRATION

### Transfer Program

*Recommended High School Preparation: Elementary Algebra, Intermediate Algebra, Plane Geometry, Trigonometry, Chemistry or Physics, Foreign Language.*

The program outlined on the following page is typical of requirements for transfer in junior standing to a four-year college or university.

For information concerning the transfer requirements of other colleges and universities, students should consult the catalogs of the colleges and universities concerned, or their College of San Mateo counselor.

The program outlined below is typical of requirements for transfer in junior standing to a state college.

	Units		Units
*English 1a-1b	6	Lit., Philosophy and Arts	9
Physical & Life Science	6	(At least one in Philos.	
Economics 1a and 1b	6	or Lit.)	
†Bus. Adm. 1a and 1b	8	Psychology 1a	3
Bus. Adm. 18a	3	Health Education	2
Physical Education	2	Social Sciences	9
G. E. Electives	6	(Including American History, U. S. Constitution and California Government)	

Students graduating with a major in the field of business must achieve a percentile rating of 35 or over on the quantitative part of the SCAT entrance examination, or completion of Bus. 50 with a grade of C or better. It is recommended that Bus. 50 be completed by the end of the second semester.

## BUSINESS

### Terminal Programs

The following major programs are designed to qualify a student, upon completion of a curriculum, for employment in an area of specialization. The development of business skills which can be utilized for immediate employment is emphasized, with general courses offered to provide a background for future promotion in the chosen occupational area.

Students graduating with a major in the field of business must meet the following subject requirements:

**Mathematics**—A percentile rating of 35 or over on the quantitative part of the SCAT entrance examination, or completion of Bus. 50 with a grade of C or better. It is recommended that Bus. 50 be completed by the end of the second semester.

**Business 55a**—Introduction to Business, or Management 99—Introduction to Business Management offered in Evening College.

\* Speech 1a is required at San Jose State College and may be substituted for English 1b. Logic or Ethics and Finite Math are required by San Jose State.

† It is recommended that Accounting majors take Bus. Adm. 1a-1b in their sophomore year.

## BUSINESS ADMINISTRATION (TWO-YEAR PROGRAM)

Associate in Arts Degree with a Major in Business Administration

This curriculum is for the business student who does not wish to specialize.

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
Bus. 58—Human Relations		3	Bus. 56—Bus. Corres.	3	
Health Education		2	Polit. Sci. 21—American Institutions		3
Bus. 92—Typing	3		Polit. Sci. 23—State and Local Government	1	
English—by Eligibility	3-5		Bus. 93—Machine Calculation		3
Bus. 66—Gen. Acc't or Bus. Adm. 1a	4		General Education Electives	3	3
Bus. 50 or 51—Basic Math. 2-3			Econ. 1a-1b—Prin. of Econ.	3	3
Bus. Adm. 18a—Commercial Law		3	Business Electives	6	3
Bus. 55—Introduction to Business	3		Physical Education	1/2	1/2
Bus. 65—Small Business Management		3			
Bus. 60—Introduction to Data Processing		3			
Physical Education	1/2	1/2			
	<hr/>			<hr/>	
	15 1/2	14 1/2		16 1/2	15 1/2

### Suggested Electives

Bus. 110—Fundamentals of Salesmanship (3)

Bus. 116—Retail Principles and Practices (3)

Bus. 81—Security Investments (3)

Bus. 70a—Principles of Transportation (3)

Guidance 1—Introduction to College (1)



## BUSINESS (GENERAL CLERICAL)

Associate in Arts Degree with a General Clerical Major

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
Health Education	2		Business 60—Introduction to Data Processing		3
Business 92a, b, or c		3	Business 93—Mach. Calc.	3	
English and Business English	3	3	History 17a-17b—American	3	3
General Education Elective	3		Business 100—Off. Proc.	3	
Bus. 50 or 51—Bus. Math.	2		Political Science 23		1
Business 56—Bus. Corres.		3	General Education Elective	3	3
Bus. 58—Human Relations		3	Business Electives		6
Business 55—Introduction Electives	3		Business 66 or Bus. Adm. 1a	4	
Physical Education		1/2	Physical Education	1/2	1/2
	<hr/>			<hr/>	
	15 1/2	15 1/2		16 1/2	16 1/2

### Suggested Electives

Bus. 35—Personal Finance (3)	Speech 62—Elements (3)
Bus. Adm. 18a—Comm. Law (3)	Guidance 1—Introduction to College (1)

### Clerk-Typist Certificate Program

Remedial Courses (if required by testing)

#### Core Courses

Bus. 92a-b-c—Typing (through 92c)	3-9
Bus. 100—Office Procedures	3
Bus. 55—Introduction to Business	3
Related Courses	9
English A or Business English	3
Electives	6

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## BUSINESS (MERCHANDISING-MANAGEMENT)

### Associate in Arts Degree with a Major in Merchandising

This program is planned to prepare men and women for responsible positions in the merchandising and management field. Store organization, management, merchandise control, buying and selling, sales promotion, accounting and control, and problems inherent in the operation of a progressive retail business are included.

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
Bus. 50 or 51—Bus. Arith.	2		*Business Elective	3	3
Bus. 55—Intro. to Bus.	3		Bus. 124—Marketing		3
Bus. 116—Merchandising		3	Bus. 66—Gen. Acctg.	4	
Bus. 120—Advertising		3	Bus. 65—Small Business		3
Bus. 58—Human Relations		3	Speech 62	3	
Bus. 110—Salesmanship	3		Psych. 1a or Gen. Ed. Elec.		3
English—by Eligibility	5	3	Pol. Sci. 21 or Hist. 17a-b	3	
Health Education	2		Political Science 23		1
General Education Elective		3	General Education Elective	3	3
Physical Education		$\frac{1}{2}$	Physical Education		$\frac{1}{2}$
	$15\frac{1}{2}$	$15\frac{1}{2}$		$16\frac{1}{2}$	$16\frac{1}{2}$

#### \*Business Electives

Bus. 58—Human Relations in Business  
 Bus. 60—Introduction to Data Processing  
 Bus. Ad. 1a—Accounting  
 Bus. 56—Business Correspondence

Bus. 91—Business English  
 Bus. 93—Cal. Machine  
 Bus. 92a—Beginning Typing





## BUSINESS (TRANSPORTATION)

### Associate in Arts Degree with a Major in Transportation

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
English—by Eligibility	5	3	Bus. 70a—Transportation	3	
Bus. 50 or 51—Arithmetic	2		Bus. 70b—Traffic Mgt.		3
Bus. 55—Intro. to Bus.		3	Bus. Adm. 18a—Comm. Law	3	
Bus. 124—Marketing		3	Geog. 1a—Physical		3
Econ. 1a-1b—Principles	3	3	Hist. 17a-b—American	3	3
Geog. 5a—World Regional	3		Bus. Adm. 1a or Bus. 66—Accounting	4	
Geog. 4—Economic		3	Polit. Sci. 23—State and Local Government		1
Health Education	2		Bus. 65—Small Business Management		3
Physical Education	1/2	1/2	General Educ. Electives	3	3
			Physical Education	1/2	1/2
	<hr/>			<hr/>	
	15 1/2	15 1/2		16 1/2	16 1/2

See Business section for division requirements for all Business majors.

#### Suggested Electives

Stat. 2—Statistics (4)	Bus Adm. 18b—Adv. Comm. Law (3)
Econ. 11—Econ. Hist. U.S. (3)	Psych. 1a—General (3)

#### CAREER OPPORTUNITIES

A relatively new field in business, Transportation offers an unlimited future in rail, motor, marine and air transportation, plus the field of traffic management. Numerous positions are offered in personnel, public relations, trade development, promotional services and management.

## CHEMISTRY

See "Physical Sciences."

## CRIMINOLOGY

The student who intends to transfer a major in Criminology should plan his course at Cañada College to meet the general requirements for junior standing as well as the lower division departmental requirements, of the college or university to which he intends to transfer. For Associate in Arts (two-year) program, see Police Science.

## DENTAL HYGIENE

See "Medical Science."

## DENTISTRY

See "Pre-Dental."

## DRAMATIC ARTS

See "Liberal Arts."

## ECOLOGY

See "Biology."

## ECONOMICS

See "Social Science."

## EDUCATION

*Recommended High School Preparation: History, English (four years), Foreign Language (three years in one language—Spanish is strongly recommended for Elementary teachers in California), Algebra, Geometry, Chemistry or Physics.*

Students who plan to qualify for the Standard Teaching Credential with a specialization in elementary teaching or secondary teaching, must present a teaching major. In addition, three courses in English, including a course in English Composition, is required for both credentials.

The program outlined on the following page is typical of requirements for transfer in junior standing to a four-year college or university.

The student should refer to the catalog of the college of his choice for special requirements.

	Units		Units
English 1a-1b—Reading & Comp.	6	Psychology 1a-33	6
Foreign Language (continuing from high school)	4-8	Education 1	2
Physical Science	3-8	Physical Ed. (One course each semester)	2
Life Science	3-8	Humanities (Art, Music, Literature)	6
History	6	Speech	3
Polit. Sci. 21, 23 (Amer. Inst.)	4	Electives	10
Health Education	2		

All standard elementary teaching credentials now require completion of at least one course equivalent to Math. 16.

Electives will be used to complete the particular requirements of the transfer school. Music 8 and Art 8 are strongly recommended for the Elementary teacher.

## ENGINEERING (BASIC PROGRAM)

The basic Engineering program detailed below prepares for transfer to a four-year college or university at the end of the sophomore year. The student should refer to the catalog of the college of his choice for special requirements.

*Recommended High School Preparation: Mathematics (four years), Chemistry (one year), Physics (one year), Mechanical Drawing (one year).*

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
Math. 30—Anal. Geom. and Calculus	5		Math. 32-33—Calculus	3	3
Math. 31—Calculus		3	Engin. 35—Statics	3	
Chem. 1a-1b—General	5	5	Electives	3	3
Physics 4a—General		4	Physics 4b-4c—General	4	4
Engin. 20—Descrip. Geom.	2		Polit. Sci. 23—State and Local Government	1	
Engin. 22—Graphics		2	Polit. Sci. 21—American Institutions		3
Engin. 48—Engin. Profes.	2		*Engin. 45—Prop. of Mat.		3
*Engin. 1a—Measurements	3		Health Education	2	
Eng. 1a—Read. and Comp.		3	Physical Education	1/2	1/2
Physical Education	1/2	1/2			
	17 1/2	17 1/2		16 1/2	16 1/2

Completion of this two-year program will also enable the student to qualify for employment as an Engineering Aide.

\* Offered at CSM.



## ENGLISH

## ENTOMOLOGY

## FOREIGN LANGUAGES

## FORESTRY

## GENETICS

## GEOGRAPHY

Also see "Social Science."

## GEOLOGY

## HISTORY

Also see "Social Science."

The student who intends to transfer a major in one of these fields should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## HOME ECONOMICS

The student who intends to transfer a major in Home Economics should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## HOME ECONOMICS

Associate in Arts Degree with a Major in Home Economics

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
Home Econ. 52—Foods	3	3	Home Econ. 20a-20b— Clothing	3	3
Bus. 35—Pers. & Fam. Fin.		3	Home Econ. 9—Nutrition	2	
Electives	3	3	Home Econ. 40—Home Furnishings		3
Psych. 1a—General	3		Anthropology 2—Cultural	3	
Psych. 5—Child Psychology		3	Psych. 4—Marriage		3
English and/or Speech	3	3	Hist. 17a-17b—American	3	3
Polit. Sci. 23—State and Local Government	1		Home Econ. 22—Textiles	2	
Health Education	2		Home Econ. 35—Child in the Home	2	
Physical Education	1/2	1/2	General Education Elective		3
			Physical Education	1/2	1/2
	<hr/>			<hr/>	
	15 1/2	15 1/2		15 1/2	15 1/2

One Life Science and one Physical Science course are recommended.

## HUMANITIES

See "Liberal Arts."

## INTERNATIONAL RELATIONS

Also see "Social Science."

## JOURNALISM

## PRE-LEGAL

The student who intends to transfer a major in one of these fields should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## LIBERAL ARTS

### Transfer Program

*Recommended High School Preparation: English (three years), Elementary Algebra, Plane Geometry, Intermediate Algebra, Laboratory Science taken in junior or senior year, Foreign Language (two years in same language). (High school Foreign Language and a Laboratory Science are not required for transfer to some institutions.)*

The program outlined below is typical of requirements for transfer in junior standing to a four-year college or university. The student should refer to the catalog of the college of his choice for special requirements.

	Units		Units
English 1a, English 1b or Speech 1a	6	For Major Requirements in specific subject fields confer with a counselor	
Physical Science	3-8	Health Education	2
Biological Science	3-8	Physical Education	2
Social Science		Foreign Language (Continuing from high school)	4-8
American Institutions	4-8		
Psych. 1a or Electives	3-5		
Humanities			
Literature or Philosophy,	3-6		
Music, Art, Drama, Literature, Philosophy	3		

## LIBRARIANSHIP

The student who intends to transfer a major in Librarianship should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## MATHEMATICS

Cañada College offers a wide variety of courses for the student who wishes to major in Mathematics, enabling him to transfer to a university or four-year college at the end of the sophomore year. The student should consult the catalog of the college of his choice for special requirements.

*Recommended High School Preparation: Four years of high school level Mathematics, Physics (one year), Mechanical Drawing (one year), two or more years of a Foreign Language (German, French or Russian).*



## MEDICAL ILLUSTRATION

The student who intends to transfer a major in this field should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## MEDICAL SCIENCES

### Transfer Program

(Pre-Medical, Pre-Nursing, Medical Lab Technician, Physical Therapy, Dentistry, Dental Hygiene, Pre-Veterinary Medicine, Pre-Pharmacy, Optometry.)

*Recommended High School Preparation: Elementary Algebra, Plane Geometry, Intermediate Algebra, Trigonometry, Chemistry, Biology, Physics, Foreign Language.*

The program outlined below is typical of requirements for transfer in junior standing to a four-year college or university. The student should refer to the catalog of the college of his choice for special requirements.

	Units		Units
English 1a, English 1b or Speech 1a	6	Major Requirements	20-30
Social Science		May include:	
American Institutions	4-8	Chemistry 1a-1b, 5, 8, 9,	
Psych. 1a or Electives	3-5	Physics 2a-2b, 3a-3b, or	
Humanities		Physics 4a-4b-4c,	
Literature, Philosophy	3	Zoology 1a-1b,	
Art, Music, Drama, Literature,		Psychology 33, Anthropology,	
Philosophy	3	Anatomy, Bacteriology,	
Foreign Language (Continuing from high school)	4-8	Physiology, Sociology,	
Health Education	2	Analytical Geometry and	
Physical Education	2	Calculus.	

## MICROBIOLOGY

The student who intends to transfer a major in this field should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## MILITARY SCIENCE (R.O.T.C.)

Military Science is offered to qualified students enrolled at Cañada College on a full-time basis. Classes and drill are conducted at Stanford University under the supervision of the Professor of Military Science, Stanford University. Students may complete the first two years of Army ROTC while enrolled at Cañada College and qualify for enrollment in the advanced courses at degree granting universities. Completion of ROTC and a baccalaureate degree qualify students for a commission in the United States Army Reserve. Interested students may secure application for enrollment forms from their counselor, or by writing to the Department of Military Science, Stanford University, Stanford, California.

## MUSIC

## NURSING

Also see "Medical Sciences."

## NUTRITION

Also see "Home Economics."

## OCCUPATIONAL THERAPY

## PRE-OPTOMETRY

Also see "Medical Sciences."

## PALEONTOLOGY

## PARASITOLOGY

## PHARMACY

See "Medical Sciences."

## PHILOSOPHY

See "Social Science."

The student who intends to transfer a major in one of these fields should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## PHYSICAL EDUCATION

### Transfer Program

*Recommended High School Preparation: Foreign Language, Elementary Algebra, Plane Geometry, Intermediate Algebra, Biology, Chemistry, competency in aquatics, rhythms and dance, games and relays, individual and dual sports, team sports, gymnastics and (for men) combatives.*

Physical education majors should take a variety of physical education activity classes which will be beneficial to future teaching experiences.

The program outlined below is typical of requirements for transfer in junior standing to a four-year college or university. The student should refer to the catalog of the college of his choice for special requirements.

	Units		Units
English 1a, English 1b or Speech 1a	6	Health Education	2
Social Science		Physical Education (general service)	2
American Institutions	4-8	Phys. Ed. 40—(Co-ed)	2
Psych. 1a and Electives	3-5	Phys. Ed. 20A, B, C, D (women)	2-8
Humanities		(may replace general service requirements in P.E.)	
Literature, Philosophy	3-6	Phys. Ed. 30A, B, C, D (men)	2-8
Art, Music, Drama, Literature, Philosophy	3	(may replace general service requirements in P.E.)	
Foreign Language (continuing from high school)	4-8	Major Requirements	20-30
		May also include:	
		Biology 10a Anatomy 1, Physics 10, Physiology 1, Bacteriology, Chemistry 1a, and Electives.	



## PHYSICAL SCIENCES (CHEMISTRY, PHYSICS)

### Transfer Program

*Recommended High School Preparation: Elementary Algebra, Plane Geometry, Intermediate Algebra, Trigonometry, Chemistry, Physics, German.*

The program outlined below is typical of requirements for transfer in junior standing to a four-year college or university. The student should refer to the catalog of the college of his choice for special requirements.

	Units		Units
English 1a, English 1b or Speech 1a	6	Physical Education	2
Social Sciences		Major Requirements	20-30
American Institutions	4-8	May include:	
Psychology 1a or Electives	3-5	Chemistry 1a-1b, 5, 12a,	
Humanities		Math. 30, 31, 32, 33, 34,	
Literature, Philosophy	3-6	Physics 4a, 4b, 4c,	
Art, Music, Drama, Literature,		Electives.	
Philosophy	3		
Health Education	2		
German (continued from high school)	4-8		

## PHYSICAL THERAPY

## PHYSICS

Also see "Physical Sciences."

## PHYSIOLOGY

The student who intends to transfer a major in one of these fields should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## POLICE SCIENCE

Associate in Arts Degree with a Major in Police Science

Freshman Year	Units		Sophomore Year	Units	
	F	S		F	S
English—by Eligibility	3	3	Police Sci. 51a-b—Criminal Investigation	3	3
Police Sci. 9—Introduction	3		Police Sci. 56—Records	2	
Police Sci. 10—Admin. of Justice	3		Police Sci. 59—Juv. Proc.	3	
Police Sci. 50—Patrol	3		Police Sci. 70—Organiz.	2	
Police Sci. 52—Crim. Law		3	Police Sci. 71—Police and Community Relations		2
Police Sci. 55—Crim. Evid.		3	Police Sci. 80—Internship Electives	3	7
Police Sci. 60—Traffic		3	Polit. Sci. 24—California Urban Government	2	
Health Education	2		Physical Education	1/2	1/2
Elective	2				
Polit. Sci. 21—American Institutions		3			
Physical Education	1/2	1/2			
	<hr/>			<hr/>	
	16 1/2	15 1/2		15 1/2	14 1/2

### Recommended General Education Electives

Psychology 1a—General (3)  
Sociology 1—Introduction (3)  
Chemistry 10—Survey (3)

Physics 10—Survey (3)  
Life Science 10—Introduction (3)  
Physical Science 10—Introduction (3)

## PSYCHOLOGY

Also see "Social Science."

## PUBLIC HEALTH

## RECREATION EDUCATION

Also see "Physical Education."

## SOCIAL SCIENCE

The student who intends to transfer a major in one of these fields should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.

## **SOCIAL WORK**

See "Social Science."

## **SOCIOLOGY**

See "Social Science."

## **THEATRE ARTS**

See "Liberal Arts."

## **PRE-VETERINARY MEDICINE**

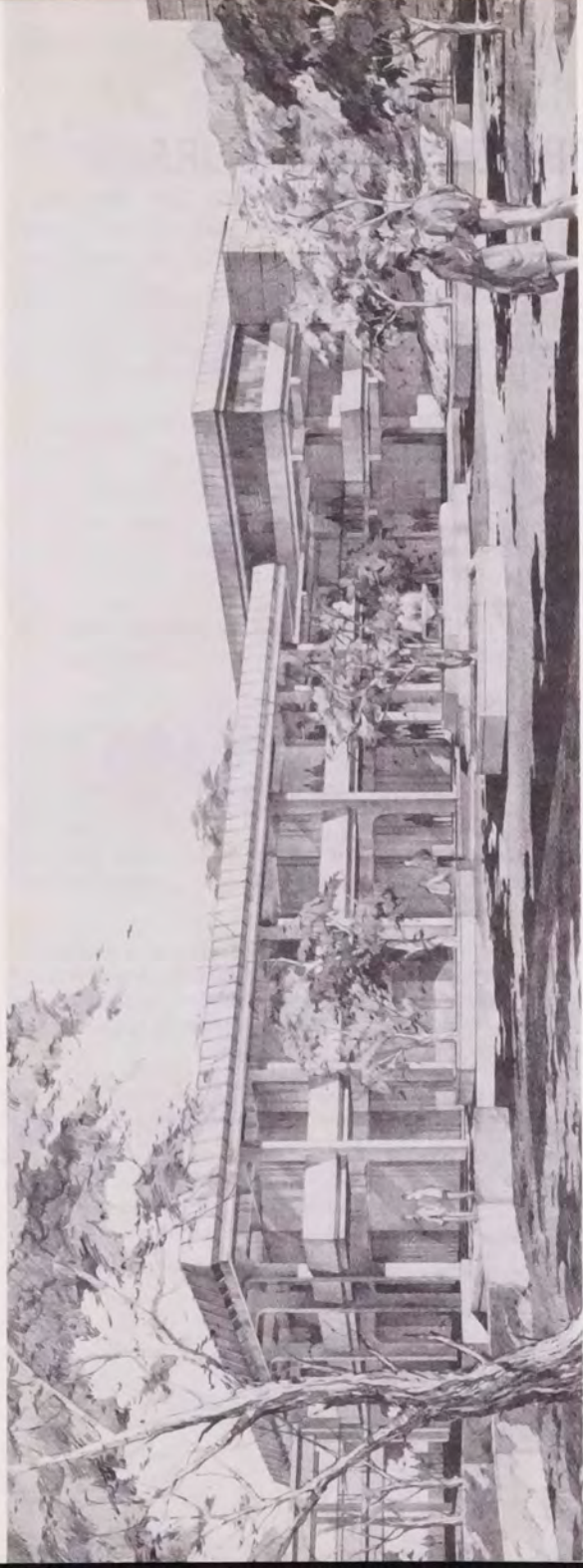
See "Medical Sciences."

## **WILDLIFE CONSERVATION**

## **ZOOLOGY**

The student who intends to transfer a major in one of these fields should plan his course at Cañada College to meet the general requirements for junior standing, as well as the lower division departmental requirements, of the college or university to which he wishes to transfer.





*Part of the three-building science center, with complete laboratory facilities.*

# ANNOUNCEMENT OF COURSES

Practically all courses numbered from 1 to 49 are accepted by colleges and universities as transfer courses, assuming satisfactory grades. Certain colleges will accept, as transfer credit, units earned in many courses numbered 50 and above; such courses generally, however, are intended primarily as terminal courses.

Courses numbered 10 are specifically designed for General Education; the number 49 indicates Special Projects and the number 149 indicates a Community Education course.

The credit value of each course in semester units is indicated by a numeral in parentheses following the title. A semester unit of credit is based upon one hour of the student's time at the College per week in lecture or recitation throughout one semester, together with the time necessary in preparation thereof, or a longer time in laboratory or other exercises not requiring outside preparation.

Generally, in the following course descriptions, both semesters of a year's course are listed together if the first semester course is a prerequisite to the second semester course.

Evening College courses are described in a separate Evening College catalog-schedule. Many regular day college courses are also offered in the Evening College.

Specific information concerning class hours will be found in the Schedule of Classes for the semester.

## **ANATOMY**

### **1 ANATOMY (4)**

*Three lecture hours and one three-hour lab period per week.*

*Prerequisite: Biology 10a or 10b or High School Biology with Grade B or better.*

Designed to familiarize the student with the structure of the human body. Laboratory study and dissection of human and higher mammals. Primarily intended for students of nursing, physiotherapy, hygiene and physical education. Elective for pre-dental, pre-medical and pre-veterinarian students.

### **2 ANATOMY AND PHYSIOLOGY (5)**

*Three lecture hours and two three-hour lab periods per week.*

*Prerequisite: Concurrent registration in the A.A.R.N. Program.*

A detailed survey of basic human anatomy and of the principles of physiology. Emphasis is placed upon those areas which have a direct correlation with the practice of nursing.

### **51 BODY STRUCTURE AND FUNCTION (2)**

*Two hours of lecture per week.*

Designed to meet the requirements of the Vocational Nurse program and for students majoring in Medical Assisting. This course is integrated with the course in Medical and Surgical Nursing. It covers the normal body structure and function of the following systems: skeletal, muscular, circulatory, digestive, endocrine, respiratory and nervous. The anatomy of the special sense organs, the eye and ear, is also covered.

## **ANTHROPOLOGY**

### **1 PHYSICAL ANTHROPOLOGY (3)**

*Three hours of lecture per week.*

The relationship of Homo sapiens to lower animals, the evidence of man's evolution, genetics, human racial stocks and man's early prehistory. (Course can be counted toward science requirement of some four-year colleges.)



## **2 CULTURAL ANTHROPOLOGY (3)**

*Three hours of lecture per week.*

Study of culture as the man-made environment of particular societies: prehistoric, historic and contemporary. Cross-cultural comparisons of child-training, personality, kinship and family, economy, politics, religion and relationships between these in specific societies and sub-cultures, including contemporary ethnic groups in the United States.

## **ART**

For Art majors, see program outlined in "Suggested Curricula." While intended primarily for regular students taking the semi-professional or pre-major curriculum in Art, the courses marked with an (x) are especially recommended for any member of the community interested in adult education and effective use of leisure time.

### **1a (x) HISTORY OF ART (3)**

*Three lecture hours per week.*

Ancient, Classic, Early Christian and Medieval art. A survey of man's expression of art from the days of the cave man until the late Middle Ages, with emphasis on architecture and sculpture.

### **1b (x) HISTORY OF ART (3)**

*Three lecture hours per week.*

*Prerequisite: Art 1a.*

A survey of Gothic, Renaissance and Modern art. Emphasis is placed on the development of painting from the 14th to the 20th Century.

### **2a-2b (x) FORM AND COMPOSITION (3-3)**

*Three lecture hours per week.*

*Prerequisite: 2a—None; 2b—Art 2a.*

2a — Study of three-dimensional form and space relationship, with charcoal rendering of line, mass and values through a sequence of original problems based on underlying geometric forms.

2b — Advanced composition; further study of three-dimensional form, in black and white and in color; illustration; experimental pictorial composition.

## ART (continued)

### 3a-3b FORM AND COLOR (3-3)

*Three lecture hours per week.*

*Prerequisite: 3a—None; 3b—Art 3a.*

Consideration of color theory and practice with primary emphasis on the theories of Ostwald and Munsell. The relationship of form and color as applied to contemporary painting and design. (Art 3b may be repeated for credit.)

### 4 PERSPECTIVE (2)

*Two lecture hours per week.*

Through a series of problems, the student gains the basic fundamentals of perspective necessary for illustrating landscapes, still-life objects and groups of buildings. Not offered as a substitute for Mechanical or Architectural Drafting.

### 5a-5b DESIGN (3-3)

*Prerequisite: 5a—None; 5b—Art 5a.*

5a — Development of problems dealing with two-dimensional design, such as repeat pattern, collage, mosaic, texture and line studies. Exploration of media and techniques will be encouraged.

5b — Volume, line and space studies using paper, wire, wood, string and plaster of Paris construction. Mobiles, stabiles and similar objects will be created.

### 6a-6b (x) FUNDAMENTALS OF OIL PAINTING AND ADVANCED EASEL PAINTING (3-3)

*Four hours per week.*

*Prerequisites: 6a—Art 2a-2b; 6b—Art 6a.*

6a—Introduces the student to equipment, techniques and styles. Color, mixture, mediums, composition, design and two- versus three-dimensional form. Problems both representational and non-representational.

6b—Mediums and techniques other than oil will be explored and utilized, including synthetic resins, casein, vinylite, encaustic, collage and assemblage. (Art 6b may be repeated for credit.)

### 7a-7b (x) WATERCOLOR (3)

*Four hours per week with additional assignments.*

*Prerequisites: 7a—Art 2a-2b, 3a and 4; 7b—7a.*

Through exercises and renderings, the student is made familiar with the various styles of watercolor, its effects and possibilities. Materials, color, perspective, light and shade will be studied. (7b may be repeated for credit.)

## ART (continued)

### 10 (x) INTRODUCTION TO THE ARTS (3)

*Three lecture hours per week.*

An introduction to painting, music and theatre. The basic elements, problems of organization and contemporary experiments with media and forms. This is a General Education course.

### 12a LETTERING (2)

*Two lecture hours per week.*

Development of proficiency in the freehand and mechanical lettering of the three main alphabetical types—Gothic, Roman and Text—with variations of these types. Emphasis is placed upon letter proportions, character of style and proper spacing of letters and words.

### 13a-13b PENCIL DRAWING AND PEN DRAWING (3-3)

*Three lecture hours per week.*

*Prerequisites: 13a—Art 4; 13b—Art 13a.*

13a—Discussion of the materials and techniques of pencil work, the depiction of various forms: round, cylindrical, planes, textures and various complex forms, draperies.

13b—Materials and techniques in common use. Traditional and contemporary pen expression. Rendering of every-day objects and scenes. Methods of depicting shade and shadows, textures. Acquiring skill in value transition.

### 15 LIFE DRAWING (2)

*One hour of Anatomy lecture. Three hours per week of drawing.*

*Admission to class dependent upon space available and consent of instructor.*

*Prerequisites: Art 2a-2b.*

The human form in art; study from living professional models with a view of acquiring a thorough knowledge of the human figure as expressed in art. Drawing in pencil or charcoal is recommended for the beginning student. (May be repeated for credit.)

### 19 ART OF OUR TIMES (3)

*Three lecture hours per week with assigned reading and reports.*

Emphasis is on the fine arts: architecture, painting and sculpture; but consideration is also given to other important cultural expressions of the United States: industrial design, advertising, photography, among others. This is a General Education course.



## ART (continued)

### 27a-27b (x) STAGE DESIGN (3-3)

*Three hours per week.*

*Prerequisite: 27a—None; 27b—Art 27a.*

27a—Experience in executing designs for theatrical settings. Analysis of plays and scenic problems. Emphasis upon solving the problems involved in preparing a design for presentation. No experience in drawing required.

27b—Special problems in scene design.

(This course is also taught as Drama 27a-b.)

### 52 (x) FIGURE DRAWING (2)

*One lecture hour and three lab hours per week with group and individual instruction.*

Graduated problems using the clothed figure, and dealing with the drawing of the structure and proportions of the figure at rest and in motion. Through contour line, gesture and volume studies, and using different media as wash, crayons, pencil, the student acquires an ability to render a sketch of complete spontaneity and expression. (May be repeated for credit.)

## ASTRONOMY

### 10 INTRODUCTION TO ASTRONOMY (3)

*Three lecture hours per week.*

*Prerequisites: High School Algebra and Geometry or permission of the instructor.*

A survey of Astronomy satisfying the science requirements in state colleges and universities. The course includes the motions of the earth, planets, comets, meteors, the sun, double stars, motions of the stars, variable stars, the Milky Way system and galaxies, together with an introduction to the methods employed by astronomers in gathering information.

## **BACTERIOLOGY**

### **1 GENERAL BACTERIOLOGY (5)**

*Three lecture hours and six lab hours per week.*

*Prerequisite: One semester of chemistry in college; not open to first semester freshmen. Recommended: One semester of a college course in the biological sciences.*

History, morphology and physiology of micro-organisms with the main emphasis on bacteria, the disease process and human interests. The laboratory exercises include media making, isolation and identification of bacteria, and some of the standard methods employed in water and milk analysis. (Recommended for agriculture, biochemistry, home economics, nursing, sanitary engineering, physical education and other life science majors.)

### **2 MICROBIOLOGY (4)**

*Two lecture hours and six lab hours per week.*

*Prerequisite: Concurrent registration in A.A. Degree Nursing program.*

The disease process and plant and animal microbes that cause disease in man. The history, morphology, physiology and destruction of bacteria. An introduction to parasitic protozoa and worms.

### **10 MICROBES AND MAN (3)**

*Three lecture hours per week.*

Characteristics of the major groups of microbes, their destruction, transmission of diseases, typical soil microbes, biology of spoilage, food preservation and sewage treatment.

## **BIOLOGY**

### **2 GENETICS (3)**

*Three class hours per week.*

*Prerequisite: One course in the biological sciences or consent of instructor.*

Introduction to the principles of heredity in plants and animals with specific reference to human inheritance and biochemical genetics. The importance of heredity in its evolutionary concepts is included.

## **BIOLOGY (continued)**

### **10a-10b GENERAL BIOLOGY (4-4)**

*Three lecture hours and one three-hour lab period per week, with field trips during the regular period.*

*Prerequisite: 10a—None; 10b—10a.*

10a—Broad principles of structure, function, evolution and inter-dependence between plants and animals, with emphasis on lower animal groups. Special attention to the study of structure and life histories of local forms.

10b—Particular emphasis on vertebrates, their structure and function, ecology and evolution, higher plants.

### **20 MARINE BIOLOGY (3)**

*Two lecture hours and one three-hour lab period per week.*

*Prerequisite: Biology 10a or 10b, Zoology 1a or Botany 1 with a grade of C or better.*

Introduction to physical oceanography, marine animals, marine plants and marine ecology. Major emphasis is given to the natural history of marine forms, including their taxonomy, morphology and physiology. Bays, estuaries and oceans are described as habitats.

### **40 NATURE STUDY (3)**

*One hour of lecture and two three-hour lab periods per week, with frequent field trips.*

*Prerequisite: Sophomore standing (24 units) with one course in the Biological Sciences or consent of the instructor.*

Lecture, laboratory and field study of selected, common organisms, both plant and animal; natural history and distribution of Bay Area organisms.

### **49 SPECIAL PROBLEMS (1 or 2)**

*Hours by arrangement.*

*Prerequisites: Open only to students who have completed, or are currently enrolled in one of the following: Zoology 1a-1b, Biology 10a-10b, or Botany 1. Permission of the advising instructor is required.*

A problem is chosen by the student in order to lay a foundation for future research in one of the fields of Biological Science. The problem is developed into a regular scientific report.



## **BOTANY**

### **1 GENERAL BOTANY (5)**

*Three lecture hours and six hours of lab per week.*

*Prerequisite: Biology 10a or 10b with a grade of C or better, or High School Biology with Grade B or better.*

Principles of biology as illustrated by plants with emphasis on structure, physiology and reproduction in green plants.

### **4 TAXONOMY OF VASCULAR PLANTS (3)**

*Two lecture hours and three hours of lab per week.*

*Prerequisite: Botany 1, or permission of the instructor.*

Survey of the classification of the vascular plants; laboratory and field work with collection and identification practice; taxonomy of the groups of vascular plants. Field trips will be scheduled on weekends.

### **10 PLANTS AND MAN (3)**

*Three lecture hours per week.*

An introduction to modern biological science, the scientist and scientific research in modern society. Basic principles of the living state as exemplified by the plants inhabiting our earth, interrelationships of both structure and function of plants, biotic interrelationship, genetics and evolution. Plants and the development of human civilizations will also be treated, as well as the role plants play in the population problems of the world.

## **BUSINESS**

Some of these courses are transferable to the State colleges; however, they are principally designed to prepare the student for employment.

Students graduating with a major in the field of business must meet the following subject requirements:

**Mathematics**—A percentile rating of 35 or over on the quantitative part of the SCAT entrance examination or completion of Bus. 50 with a grade of C or better. It is recommended that Bus. 50 be completed by the end of the second semester.

**Bus. 55**—Introduction to Business.

## **BUSINESS** (continued)

### **35 PERSONAL AND FAMILY FINANCE (3)**

*Three hours per week.*

Develops understanding and skill in dealing with family and personal finance problems. Topics include: financial planning, borrowing money, insurance, introduction to investments, estate planning, real estate and taxes.

### **50 BUSINESS ARITHMETIC (2)**

*Two hours per week.*

*Prerequisite: For students with a percentile rating below 35 on the quantitative part of SCAT entrance examination. (See Business Division requirement for business mathematics.)*

Fundamental arithmetic operations including fractions, decimals and percentages used in ordinary problems of business.

### **51 BUSINESS MATHEMATICS (3)**

*Three hours per week.*

*Prerequisite: A percentile rating of 35 or over on the quantitative part of the SCAT entrance examination or completion of Bus. 50 with a grade of C or better.*

Finding required quantity by use of fractional equivalents, aliquot parts, equations and formulas, ratio and proportion, formulas in percentage, simple interest, bank discount, present value, periodic payments and depreciation.

### **55 INTRODUCTION TO BUSINESS (3)**

*(Required of all students majoring in Terminal Business programs.)*

*Three hours per week.*

An introductory survey of the nature, organization and structure of the American free-enterprise system. A basic orientation course in business designed to develop a realization of the role of business in the economy and as an aid in selecting a field of vocational specialization.

### **56 BUSINESS CORRESPONDENCE (3)**

*Three hours per week.*

*Prerequisite: Completion of or enrollment in Business English or English A; Bus. 92a or equivalent.*

Business letter writing taught by the workshop method. Students form their own companies and carry on the correspondence necessary to complete the business transactions.

## **BUSINESS (continued)**

### **58 HUMAN RELATIONS IN BUSINESS (3)**

*Three hours per week.*

Individual self-improvement through consideration, evaluation and application of basic psychological principles in social and business relationships.

### **60 INTRODUCTION TO DATA PROCESSING**

*Three lecture hours per week.*

History of data processing; basic methods of data processing; functions of the punched card as reading, testing and selecting; the tabulating methods of data processing such as the sorter, interpreter, collator, reproducer and accounting machine; basic parts of a computer; and the concept of stored programs.

### **65 SMALL BUSINESS MANAGEMENT (3)**

*Prerequisite: Business 55 or permission of the instructor.*

Examination of the opportunities and hazards of small business operation; designed for business students who plan to establish or supervise a small business. Significant areas of vital interest to the prospective independent businessman are explored, including type of operation, legal form, site location, financing, handling of personnel and over-all management procedures.

### **66 GENERAL ACCOUNTING (4)**

*Five hours per week.*

*Recommended: Completion of or concurrent enrollment in Bus. 50 or 51.*

Application of accounting procedures for a small business using general and special journals, general ledger, subsidiary ledgers, petty cash records and payroll records for cash or accrual basis. Preparation of trial balances, work sheets, adjusting and closing entries, and financial statements.

### **70a-70b PRINCIPLES OF TRANSPORTATION AND TRAFFIC MANAGEMENT (3-3)**

*Three hours per week.*

*Prerequisite: 70a—none; 70b—70a.*

70a—Transportation in our economy, the transportation system and railroad development, development and regulation of transportation, theory of rate-making and government controls, selected carrier problems and transportation policies.

70b—Routing, classification and special services; claims for loss, damage and delay; determination of lawful freight charges by use of rail, water and air tariffs.



## **BUSINESS (continued)**

NOTE: English requirement for Shorthand students: Completion of or enrollment in Business English or English A or 1A.

### **90a BEGINNING SHORTHAND (5)**

*Five class hours and one lab hour by arrangement per week.*

*Prerequisites: Enrollment in or completion of Business 92a or equivalent and completion of or enrollment in Business English or English A or 1A. Open only to students with no previous training in shorthand.*

Foundation course in Gregg Shorthand principles with practice in simple dictation and transcription.

### **90b INTERMEDIATE SHORTHAND (7)**

*Ten class hours and one lab hour by arrangement per week.*

*Prerequisites: Business 90a or its equivalent and completion of or enrollment in Business 92b or equivalent; completion of or enrollment in Business English or English A or 1A.*

Training in vocational application of shorthand through intensive dictation and transcription with emphasis on the integration of specific secretarial skills.

### **90c ADVANCED SHORTHAND (4-5)**

*Six class hours and one lab hour per week.*

*Prerequisites: Business 90b or its equivalent and completion of or enrollment in Business English or English A or 1A.*

Intensive training in the vocational application of specific secretarial skills with emphasis on practical experience. One unit may be earned by office work by arrangement.

### **90r REFRESHER SHORTHAND (3)**

*Three hours per week.*

*Prerequisites: Enrollment in or completion of Business 92a or equivalent, and completion of or enrollment in Business English or English A or 1A.*

For students with insufficient training in shorthand to qualify for Bus. 90b.

## **BUSINESS** (continued)

### **91 BUSINESS ENGLISH (3)**

*Three hours per week.*

*Prerequisite: None.*

Fundamental English preparation for secretarial and clerical majors. Grammar, punctuation, spelling, word usage, vocabulary building, use of the dictionary and library, some practice in oral communication and introduction to report writing. Emphasis on English of business through use of business-oriented materials.

### **92a TYPING (3)**

*Five hours per week.*

*Prerequisite: No previous typing instruction.*

An elementary course designed to develop correct typing techniques, basic skill, and proper care and operation of the typewriter.

### **92b TYPING (3)**

*Five hours per week.*

*Prerequisite: Business 92a with a grade of C or better or an equivalent proficiency in typewriting.*

An intermediate course designed to increase speed and accuracy of typing and improve production rate of typing a variety of business problems.

### **92c TYPING (3)**

*Five hours per week.*

*Prerequisite: Bus. 92b with a grade of C or better, or satisfactory completion of two years of typing in high school.*

Production typing with emphasis on speed and accuracy in the preparation of business and legal letters and forms, including financial and statistical reports.

### **92r REFRESHER TYPING (3)**

*Five hours per week.*

*Prerequisite: For students with insufficient training in typing to qualify for Business 92b.*

Review of keyboard and correct techniques with emphasis on skill development. Introduction to business letters, problems and business forms.

## **BUSINESS (continued)**

### **93 MACHINE CALCULATION (3)**

*Five hours per week.*

*Prerequisite: Bus. 50, or permission of instructor.*

Performance of arithmetic calculations on machines with special emphasis on actual business situations and problems. One-half of the semester will be devoted to the operation of key-driven calculators and one-half to rotary-type calculators, and touch system of operating printing calculators.

### **100a OFFICE PROCEDURES AND OFFICE ADMINISTRATION (3)**

*Five class hours plus two lab hours per week.*

*Prerequisites: Bus. 92b or an equivalent proficiency in typing; and completion of Business English or completion of or enrollment in English A or 1A. Not recommended for first semester students except by permission of instructor.*

Development of skill in use of transcribing and duplicating machines; use of electric typewriters and duplicating equipment in performing office work; filing, payroll and general office work; study and application of effective procedures for improving performance of office employees.

### **110 FUNDAMENTALS OF SALESMANSHIP (3)**

*Three hours per week.*

*Prerequisite: Business 55 strongly recommended.*

Covers the role and impact of personal selling in the marketing process of our business community. Considers principles and techniques employed effectively in the direct sales process. Includes sales demonstrations by guests from the direct selling field and practical sales presentations by students.

### **116 MERCHANDISING (3)**

*Three hours per week.*

*Prerequisite: Bus. 55 and Bus. 50 (if required by test).*

Retail processes emphasized include merchandise planning and control, buying and receiving, pricing, sales promotion and customer services.

### **120 ADVERTISING (3)**

*Three hours per week.*

*Not open to first semester freshmen.*

The role of advertising in our economic life with emphasis on advertising methods and media.



## **BUSINESS** (continued)

### **124 MARKETING (3)**

*Three hours per week.*

*Prerequisite: Bus. 55.*

A broad study of marketing principles and methods applicable to both consumer and industrial goods. Major topics include retailing and wholesaling consumers' goods, marketing industrial goods, marketing policies and practices, and government relationships to marketing.

## **BUSINESS ADMINISTRATION**

Students graduating with a major in the field of Business Administration must meet the following requirement:

**Mathematics**—A percentile rating of 35 or over on the quantitative part of the SCAT entrance examination or its equivalent test score or completion of Bus. 50 with a grade of C or better. It is recommended that Bus. 50 be completed by the end of the second semester.

### **1a-1b—PRINCIPLES OF ACCOUNTING (4-4)**

*Five hours per week.*

*Prerequisite: 1a—None. Completion of or concurrent enrollment in Bus. 50 or 51 is recommended. 1b—Bus. Adm. 1a or equivalent, with a grade of C or higher.*

1a—Records, accounts and statements of proprietorship enterprises. Debit and credit theory and generally accepted accounting principles and concepts.

1b—Applications of theory, concepts and principles to partnerships and corporations. Introduction to departmental, cost and manufacturing accounting, budgeting, analysis and management decisions.

### **18a COMMERCIAL LAW (3)**

*Three hours per week.*

*Prerequisite: 18a—None.*

18a—A brief history of law, our courts, court procedure, contracts, sales and agency.

## CHEMISTRY

### 1a-1b GENERAL CHEMISTRY (5-5)

*Three lecture hours and two three-hour lab periods per week.*

*Prerequisites: 1a—Chem. 51 with grade of C or better, or high school chemistry with grade of C+ or better, and two years of high school mathematics. High school physics recommended.*

*1b—Chem. 1a with grade of C or better.*

1a—Principles of inorganic chemistry and an introduction to organic chemistry, for students majoring in engineering, physical science, medical arts and other science fields.

1b—Includes descriptive chemistry of the elements, qualitative analysis and introduction to nuclear chemistry.

### 5 QUANTITATIVE ANALYSIS (4)

*Two one-hour lectures; two three-hour lab periods per week.*

*Prerequisite: Chemistry 1b (Grade of C or better).*

A study of the theory, calculations and common analytical procedures of quantitative analysis and the acquisition of related basic skills and techniques. (Required of some students intending to continue in Chemistry, Medicine, Dentistry and some curricula in Agriculture.)

### 8 ELEMENTARY ORGANIC CHEMISTRY (3)

*Three one-hour lectures per week.*

*Prerequisite: Chemistry 1a (Grade C or better). Chem. 1b is strongly recommended.*

The basic concepts of carbon chemistry; a study of the structure, nomenclature and reactions of the important classes of aliphatic and aromatic compounds. (Recommended for students needing only one semester of organic chemistry.)

### 9 ELEMENTARY ORGANIC CHEMISTRY LABORATORY (3)

*Two three-hour lecture-lab periods per week.*

*Prerequisite: Concurrent enrollment in, or completion of Chem. 8.*

Syntheses of typical organic compounds. Techniques of preparation, purification and identification including unknowns.

## CHEMISTRY (continued)

### 10 SURVEY OF CHEMISTRY (3)

*Three lecture hours per week.*

*Not open to students who have had or are taking Chemistry 1a.*

A general survey of the more important theories, laws and concepts of Chemistry. Chemical properties of inorganic and organic substances; their relation to atomic, molecular and ionic structure of matter; possible future developments in Chemistry. (For non-science majors and students who need an introductory chemistry course.)

### 10L SURVEY OF CHEMISTRY LABORATORY (1)

*One recitation hour and two lab hours per week.*

*Prerequisite: Enrollment in Chemistry 10.*

Designed as an optional laboratory period to accompany Chemistry 10. (Chemistry 10 and 10L together satisfy the requirement of several curricula for a lab science.)

### 12a ORGANIC CHEMISTRY (6)

*Four lecture hours and two three-hour lab periods per week.*

*Prerequisite: Chemistry 1b with Grade C or better.*

Same as Chemistry 8 and 9. Recommended for students intending to take a second semester of organic chemistry.

### 51 ELEMENTARY CHEMISTRY (4)

*Three one-hour lecture periods and one three-hour lab period per week.*

*Prerequisite: Math. 11, or one year of high school Algebra.*

Introduction to some of the theories, laws and concepts of chemistry; a study of some of the more important elements and compounds as preparation for Chemistry 1a.

## CONSERVATION

### 1 ESSENTIALS OF CONSERVATION (3)

*Three hours of lecture per week.*

Consideration of the national resources of the U.S., including forests, grasslands, wildlife, water, marine, soils, minerals and recreational problems and practices in resource management.



## DRAMA

Courses marked with an (x) are especially recommended for adults interested in effective use of leisure time.

### 1a (x) HISTORY OF DRAMATIC ARTS (CLASSICAL AND RENAISSANCE) (3)

*Three class hours per week.*

The evolution from classical Greece to the 17th Century of physical theatres, play-writing, acting, directing and staging. In each period the principles underlying these arts will be related to dominant social, intellectual and artistic forces. Use of motion pictures, filmstrips, recordings, models and play attendance, as well as lectures and discussion.

### 1b (x) HISTORY OF DRAMATIC ARTS (3)

*Three class hours per week.*

Evolution of the dramatic arts from the 17th Century to the present.

## 10 INTRODUCTION TO THE THEATRE (3)

*Three lecture hours per week.*

A general education course designed for the beginning student in Drama to acquaint him with the various approaches to the production of a script. Lecture and demonstrations. Subject matter will include such things as: nomenclature, duties and responsibilities, traditions, script analysis, approach to a script from the director's viewpoint, the designer's viewpoint, the actor's viewpoint, and the audience viewpoint. Special lecturers might discuss publicity, performance, music and dance, motion picture and T.V.

### 13a-13b (x) STAGE PRODUCTION (3)

*Two lecture hours and three lab hours per week.*

Lectures and discussions on the theory and craftsmanship of building, rigging, painting and otherwise preparing theatrical settings. Practical experience executing the technical work of the College's dramatic presentations.

### 13c-13d ADVANCED STAGE PRODUCTION (3)

*Two lecture hours and three lab hours per week.*

*Prerequisites: Drama 13a and 13b or their equivalent.*

Lectures and special projects in stage managership, technical work, sound and lighting.

## **DRAMA (continued)**

### **14a THEORY AND PRACTICE OF ACTING (3)**

*Four class hours per week.*

Theories and techniques of acting and dramatic production, enacting and oral reading of scenes, tape recording, pantomimes and improvisations, vocal and physical exercises.

### **14b-14c-14d ADVANCED ACTING AND FUNDAMENTALS OF DIRECTING (3)**

*Four class hours per week.*

*Prerequisite: Drama 14a or equivalent.*

Review of basic principles and skills of acting, advanced theories and techniques.

### **15 PLAY PRODUCTION (1/2 to 2)**

*Play rehearsals of seven weeks for each of four major productions per year, the first four weeks of which are from 3-6 p.m. daily and the last three weeks from 7-11 p.m. daily.*

*Prerequisite: Tryouts.*

Problems of actual play production, acting. (May be repeated for credit.)

### **16 PRODUCTION SHOP (1/2 to 2)**

Problems of actual play production. Scene building, lighting, costuming, makeup, properties, rigging, and stage crew operations. Hours by arrangement. (May be repeated for credit.)

### **17 (x) COSTUME-FASHION WORKSHOP (1/2 to 2)**

Problems of actual play production, costumes or makeup. This course will provide the costume and fashion students the opportunity for practical experience in design and execution of costumes for dramatic productions. (May be repeated for credit.)

## **DRAMA (continued)**

### **20 DIRECTING (3)**

Introduction to the theory and practice of play directing for theatre and screen. Analysis of plays to determine suitable acting, and staging styles and methods. Review of theories and techniques of acting. Study of composition, movement, tempo, climax, and the use of sound and music. Preparation of play-production plans and promptbooks. Production of scenes or short plays for stage and television. Observations and analyses of plays in the theatre and on the screen.

### **24 MODERN DRAMA (3)**

*Three hours per week.*

*Prerequisite: Eligibility for English 1a.*

Study, from a theatrical as well as a literary point of view, of the outstanding masterpieces of the modern theatre. Lectures; discussion; recordings by professional actors.

### **25 INTRODUCTION TO SHAKESPEARE (3)**

*Three hours per week.*

*Prerequisite: Eligibility for English 1a or permission of instructor.*

Emphasis upon Shakespeare's poetic and dramatic growth as a writer through a study of representative plays and poems. Reading, discussion, critical papers.

### **26 THEATRE GRAPHICS (3)**

*Three lecture hours per week.*

Graphic arts used in the theatre. Blueprints, transparencies, perspective, and watercolor. Lighting and painting techniques. Program design, models, projected scenery. Lectures, discussions, laboratory sessions.

### **27a-27b (x) STAGE DESIGN (3-3)**

*Three hours per week.*

*Prerequisite: 27a—none; 27b—Art 27a.*

27a—Experience in executing designs for theatrical settings. Analysis of plays and scenic problems. Emphasis upon solving the problems involved in preparing a design for presentation. No experience in drawing required.

27b—Special problems in scene design.



## ECOLOGY

### 10 INTRODUCTION TO ECOLOGY OF THE WEST (3)

*Three hours of lecture per week.*

*Prerequisite: None, but a course in Biology, Botany or Zoology is recommended.*

Introduction to the ecology of the West with emphasis on California and the Bay Area. The ecological aspects of the plant and animal groups and their controls by geology, climate, each other and by man.

## ECONOMICS

### 1a PRINCIPLES OF ECONOMICS (3)

*Three hours per week for lectures and discussion.*

The American economy; the price system; the role of resources, machines and men in production; the place of firms in organizing private business; the operation of the banking system and the use of money in guiding economic activity; the overall trends of National Income and factors in its determination; policies for stabilization and growth in advanced and under-developed nations.

### 1b PRINCIPLES OF ECONOMICS (3)

*Three hours per week for lectures and discussion.*

*Prerequisite: None. Economics 1a is recommended.*

Supply, demand and price determination in a market economy; the business firm's costs, revenues and price policies under conditions of competition and monopoly; the determination of wages, rent, interest and profits; international trade and finance; taxes, debts and public finance; comparative economic systems of other nations.

### 7 SURVEY OF ECONOMIC PROBLEMS (3)

*Three hours of lecture per week.*

Non-theoretical consideration of the major economic problems which confront the citizen today. Students who have completed Economics 1a or 1b will not receive credit for this course.

For Economic Statistics see Statistics.

## EDUCATION

### 1 INTRODUCTION (2)

*Two hours of lecture or discussion per week.*

This course is designed primarily for those who wish to explore teaching as a possible career and secondarily for general students who are interested in knowing more about American public education. The course considers career opportunities in education, the financial and legal aspects of teaching, the organization of the public school systems, teacher education and teacher certification. Emphasis is placed on career planning for careers in education.

## ENGINEERING

Students majoring in Engineering should refer to the two-year program outlined under "Suggested Curricula."

### 1a ENGINEERING MEASUREMENTS (PLANE SURVEYING) (3)

*Two lecture hours and three lab hours per week.*

*Prerequisite: 1a—Trigonometry or Math. 21.*

1a—Theory of measurements with applications in surveying; measurement of distance, differential leveling, measurements of angles and directions; field astronomy; systematic and random errors, adjustment of observations.

### 20 DESCRIPTIVE GEOMETRY (2)

*Six lab hours per week.*

*Prerequisite: Math. 21—Trigonometry.*

Lectures and drafting-room work on fundamental principles of descriptive geometry and their application to engineering problems.

### 22 ENGINEERING GRAPHICS (2)

*Six lab hours per week.*

*Prerequisites: Engineering 20 and Math. 30.*

Dimensioning, sections, fasteners, welding details, working drawings, cams, gears, nomography and graphical calculus.

## ENGINEERING (continued)

### 35 STATICS (3)

*Three lecture hours per week.*

*Prerequisites: Physics 4a and Math. 31. Engin. 20 is recommended.*

Plane and space force systems; equilibrium problems covering structures, machines, distributed force systems, friction, and virtual work; analytical and graphical methods.

### 45 PROPERTIES OF MATERIALS (3)

*Two lecture hours and three lab hours per week.*

*Prerequisites: Chem. 1a and Physics 4a.*

Atomic and crystal structure of materials, chemical and physical properties, phases and microstructures, solid state transformations, mechanical and thermal treatment of alloys. Structure and properties of semiconductors, aggregate materials and high polymers.

### 48 THE ENGINEERING PROFESSION (2)

*Two lecture hours per week.*

An historical overview of the branches and functions of engineering, the engineering approach to problem analysis and solution, a preview of basic engineering sciences. Occasional lectures by practicing engineers to supplement classroom work.

## ENGLISH

English Placement Test—Required of all entering Freshmen. Students transferring to Cañada College with credit in college English (a course equivalent to English 1a, Reading and Composition) will not be required to take the test. It is designed to determine the entrant's ability in reading, the mechanics of writing and in composition. It is used to determine placement of students in English courses and to establish eligibility for English 1a and other college transfer courses in English.



## ENGLISH (continued)

### 1a-1b READING AND COMPOSITION (3)

*Three hours per week.*

*Prerequisites: 1a—Eligibility as determined by English Placement Test or transcript; 1b—English 1a.*

1a—Practice in writing based on a study of the form and content of the essay.

1b—Study of literary types: short story, drama, poetry and the novel. Themes based on reading and class analysis.

### 2 SOPHOMORE COMPOSITION (3)

*Three hours per week.*

*Prerequisites: English 1a and English 1b.*

Practice in writing research and critical papers based upon extensive and intensive reading of literature and related critical works.

### 9a-9b CREATIVE WRITING (2-2)

*Two hours per week.*

*Prerequisites: 9a—English 1a or permission of the instructor. 9b—English 9a.*

The craft of writing short stories, sketches and poetry.

### 23 INTRODUCTION TO POETRY (3)

*Three hours per week.*

*Prerequisite: English 1b or permission of the instructor.*

Study of the various elements of and approaches to poetry. Intensive and extensive reading, discussion, critical papers.

### 24 MODERN DRAMA (3)

*Three hours per week.*

*Prerequisite: Eligibility for English 1a or permission of the instructor.*

Study, from a theatrical as well as a literary point of view, of the outstanding masterpieces of the modern theatre. Lectures; discussion; recordings by professional actors. (Also listed under Drama.)

## ENGLISH (continued)

### 25 INTRODUCTION TO SHAKESPEARE (3)

*Three hours per week.*

*Prerequisite: Eligibility for English 1a or permission of instructor.*

Emphasis upon Shakespeare's poetic and dramatic growth as a writer through a study of representative plays and poems. Reading, discussion, critical papers. (Also listed under Drama.)

### 26 MODERN NOVEL (3)

*Three hours per week.*

*Prerequisite: English 1a or permission of the instructor.*

Study of novels of the late 19th and 20th century and of various aspects of literary criticism. Reading, discussion and critical papers.

### 27 CONTEMPORARY LITERATURE (3)

*Three hours per week.*

*Prerequisite: English 1b or permission of the instructor.*

A study of selected fiction, poetry and drama of the 20th century. Lectures, discussions, related reading, writing of critical papers.

### 30 MAJOR FIGURES IN AMERICAN LITERATURE (3)

*Three hours per week.*

*Prerequisite: English 1b or permission of the instructor.*

Study of the writings of some of the major figures in American literature. Intensive reading, lectures, discussion, papers.

### 31a AMERICAN LITERATURE (3)

*Three hours per week.*

*Prerequisite: English 1b or permission of the instructor.*

Study of American literature from the beginning through Mark Twain. Lectures; reading, analysis and discussion of selected works; papers.

## ENGLISH (continued)

### 31b AMERICAN LITERATURE (3)

Three hours per week.

*Prerequisite: English 1b or permission of the instructor.*

Study of American literature since Mark Twain. Lectures; reading, analysis and discussion of selected works; papers.

### 42a MASTERPIECES OF EUROPEAN LITERATURE (3)

Three hours per week.

*Prerequisite: Eligibility for English 1a or permission of the instructor.*

Study of various works of European literature from the classical period to the 17th century. Reading, analysis and discussion of selected works; written reports; lectures.

### 42b MASTERPIECES OF EUROPEAN LITERATURE (3)

Three hours per week.

*Prerequisite: Eligibility for English 1a or permission of instructor.*

Study of various works of European literature from the 17th century to the present day, with emphasis on European prose writings. Reading, analysis and discussion of selected works; written reports, oral readings and lectures.

### 46a SURVEY OF ENGLISH LITERATURE (3)

Three hours per week.

*Prerequisite: English 1b or permission of the instructor.*

Study of the typical works of major English writers from Chaucer to the end of the 18th century. Lectures, discussions, recordings. (Recommended for English majors.)

### 46b SURVEY OF ENGLISH LITERATURE (3)

Three hours per week.

*Prerequisite: English 1b or permission of instructor.*

Study of the typical works of major English writers of the 19th and 20th centuries. Lectures, discussions, recordings. (Recommended for English majors.)



## ENGLISH (continued)

### 49 SPECIAL PROJECTS (1)

*Hours by arrangement.*

*Prerequisites: Sophomore standing and permission of the Chairman of the English Division.*

Students will present a paper or papers dealing with a specific topic in literature or language, a topic beyond the scope of offered courses.

### A PREPARATORY COMPOSITION (3)

*Three hours per week.*

*Prerequisite: Eligibility as determined by the English Placement Test.*

Training in the principles of composition to help the student achieve the required college freshman ability in writing coherent, intelligent and technically correct essays. Designed for students seeking eligibility for English 1a.

### 50a FUNDAMENTALS OF READING AND WRITING (5)

*Five hours per week.*

*Prerequisite: Eligibility as determined by the English Placement Test or by permission of instructor.*

Reading of short stories, informal essays and books of non-fiction; study of vocabulary and spelling; written exercises, quizzes and compositions; class discussions. (Students completing this course normally take English 50b.)

### 50b READING AND INTERPRETATION (3)

*Three hours per week.*

*Prerequisite: English 50a or English A.*

Reading and study of plays, novels, poetry. Vocabulary study. Quizzes and short compositions based upon reading. (All students completing the course may retake the English Placement Test to determine eligibility for college transfer courses.)

## ENGLISH (continued)

### 57a-57b—ENGLISH AS A SECOND LANGUAGE (5-5)

*Five hours per week.*

*Prerequisites: 57a—Assignment on basis of a placement test. 57b—57a or assignment on basis of a placement test.*

Study of English grammar and composition, drill in oral and written vocabulary, sentence structure and English idiom.

### 61 THE SHORT STORY (2)

*Two hours per week.*

Study of short stories. Class discussion; lectures.

### 62a MASTERPIECES OF EUROPEAN LITERATURE (3)

*Three hours per week.*

Study of various works of European literature from the classical period to the 17th century. Reading, analysis and discussion of selected works; written reports; lectures.

### 62b MASTERPIECES OF EUROPEAN LITERATURE (3)

*Three hours per week.*

Study of various works of European literature from the 17th century to the present day, with emphasis on European prose writings. Reading, analysis and discussion of selected works; written reports; lectures.

### 64 VOCABULARY BUILDING (2)

*Two hours per week.*

*Students who have had English 1a may not enroll in this course.*

Study of words, their synonyms and antonyms.

### 67 READING LABORATORY (1)

*Five hours per week for eight weeks.*

Individual and small group work in developmental or remedial reading, with some emphasis on study skills. A variety of programmed materials, aids, and machines are available to help improve vocabulary, comprehension, and reading rate. Instruction in methods of word attack and practice in developing flexible reading habits.

## ENGLISH (continued)

### 68 CONTEMPORARY LITERATURE (3)

*Three lecture hours per week.*

Study of the main currents of contemporary American, English and Continental literature. Works read will include poetry, novels and plays.

## FORESTRY

### 1 INTRODUCTION TO FORESTRY (3)

*Three lecture hours per week.*

The history and importance of forestry; present forestry policies and management; forest products and their utilization; forestry in relation to public health and recreation; private, city, county, state and federal agencies engaged in forestry; forestry education; forestry as a career.

## FRENCH

**Language Laboratory and Listening Requirement**—Students enrolled in certain courses in foreign language are asked to make use of the language laboratory. Imitation, response and independent practice are an integral feature of the study of a foreign language at the College.

### 1 ELEMENTARY FRENCH (4)

*Five class hours per week.*

*Prerequisite: Eligibility for English A or a grade of A or B in English 50a. Exception: Students who have had high school work in French for two or more years with an average grade of C or better will be eligible to enroll in that language.*

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.



## **FRENCH (continued)**

### **2 ADVANCED ELEMENTARY FRENCH (4)**

*Five class hours per week.*

*Prerequisite: Completion on the college level of the first semester with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in French.*

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.

### **3 INTERMEDIATE FRENCH (4)**

*Five class hours per week.*

*Prerequisite: Completion on the college level of the first two semesters with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in French.*

Reading of short stories, play or novels; review of grammar, conversation, composition, dictation. The student is urged to make extensive use of the listening facilities in the language laboratory.

### **4 ADVANCED INTERMEDIATE FRENCH (3)**

*Three class hours per week.*

*Prerequisite: Completion on the college level of the third semester with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in French.*

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.

### **8a-8b FRENCH CONVERSATION (2-2)**

*Two class hours per week.*

*Prerequisite: French 4, or French 3 with a grade of B or better and permission of instructor. (Native speakers are ineligible.)*

Practice in conversation based on French customs and culture.

## **FRENCH (continued)**

### **25a-25b ADVANCED FRENCH (3-3)**

*Three class hours per week.*

*Prerequisites: 25a—Completion of the fourth semester with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in French. 25b—25a.*

Reading and discussion of works of French literature. Continued review of principles of grammar.

### **30 INDIVIDUAL READING (1-2)**

*Conference periods for oral reports. Time to be arranged. A minimum of three hours of reading per each unit of credit is required weekly.*

*Prerequisites: French 4 and permission of instructor.*

Reading of French classics, contemporary literature or recent periodicals.

## **GEOGRAPHY**

### **1a PHYSICAL GEOGRAPHY (3)**

*Four hours per week for lecture, discussion and demonstration.*

Basic characteristics of maps, the earth's grid, seasons, time, weather and climate, land forms, soil, oceans, natural vegetation and the interrelationship of all these basic factors. Maps and the regional concept are the primary tools for this study.

## **GEOGRAPHY (continued)**

### **1b CULTURAL GEOGRAPHY (3)**

*Three hours per week for lecture, discussion and demonstration.*

By using maps and the concept of regions, this course attempts to show and describe the areal distribution of the most important parts of man's culture. Emphasis is placed on the way he makes a living. Consideration is also given to the origin and development of man, races, population distribution, and settlement patterns.

### **4 ECONOMIC GEOGRAPHY (3)**

*Three hours per week for lecture, discussion and demonstration.*

In part, an investigation and description of the basic resources in the different parts of the world. Also, an attempt will be made to evaluate the effects of different cultural and physical environments upon the utilization of these resources. More specifically, this course will deal with the products of the various agricultural areas of the world, the mineral resources, industry, transportation, communication and power production.

### **5a WORLD REGIONAL GEOGRAPHY (3)**

*Three hours per week for lecture, discussion and demonstration.*

A series of regional studies covering North and South America.

### **5b WORLD REGIONAL GEOGRAPHY (3)**

*Three hours per week for lecture, discussion and demonstration.*

A series of regional studies covering Europe, Asia and Africa.

## **GEOLOGY**

Each course in Geology is accepted by the University of California in partial satisfaction of the 12 units required in Natural Science. Geology 1a is for science majors; Geology 10 is for non-science majors.



## **GEOLOGY (continued)**

### **1a GENERAL GEOLOGY: DYNAMICAL AND STRUCTURAL (4)**

*Not open to students who are taking Geology 10.*

*Three lecture hours and one three-hour lab period weekly.*

*Recommended: Elementary Chemistry.*

An introduction to the nature and structure of the materials composing the earth and of the various processes which shape the earth's surface.

### **1b HISTORICAL GEOLOGY (4)**

*Three lecture hours and one three-hour lab period weekly.*

*Prerequisite: Geology 1a or Geology 10.*

Geological history of the earth and the evolution of its animal and plant inhabitants.

### **10 SURVEY OF GEOLOGY (3)**

*Not open to students who have taken or are taking Geology 1a.*

*Three lecture hours and one section meeting weekly.*

Introduction to the scientific method and history of geology. Basic principles of igneous, sedimentary and metamorphic geology. Lectures on rocks, minerals and the origin of the earth, continents and mountains. A brief sketch of the geological history of the earth and evolution of its animal and plant inhabitants.

### **49 SPECIAL PROBLEMS (1-2)**

*Admission only by consent of the instructor. Hours to be arranged on an individual basis.*

*Prerequisite: Geology 1a or 1b or Paleontology 1 or Mineralogy 6.*

Field and/or lab and/or library studies centered in a geologic, paleontologic or mineralogic problem of interest to the student.

# GERMAN

## 1 ELEMENTARY GERMAN (4)

*Five class hours per week.*

*Prerequisites: Eligibility for English A or a grade of A or B in English 50a or at least two years of high school work in German with an average grade of at least C.*

Study of and practice in the basic forms and patterns of German; development of a satisfactory pronunciation; learning and using vocabulary of high frequency; reading of simple German texts. Students are urged to make use of the listening facilities in the language laboratory.

## 2 ADVANCED ELEMENTARY GERMAN (4)

*Five class hours per week.*

*Prerequisites: German 1 with a passing grade or assignment by the English-Foreign Language Division on the basis of a placement test.*

A continuation of work begun in German 1, 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.

## 3 INTERMEDIATE GERMAN (4)

*Five class hours per week.*

*Prerequisites: German 2 with a passing grade or assignment by the English-Foreign Language Division on the basis of a placement test.*

Reading of modern writers; study of more advanced grammar and syntax; intensive vocabulary work; continued practice in speaking and writing. Students are urged to make use of the listening facilities in the language laboratory.

## 4 ADVANCED INTERMEDIATE GERMAN (3)

*Three class hours per week.*

*Prerequisites: German 3 with a passing grade or assignment by the English-Foreign Language Division on the basis of a placement test.*

The emphasis is on reading; materials covered range from the period of Goethe to recent times. Study of word families, derivatives, compounds, idioms, and sentence patterns.

## **GERMAN (continued)**

### **30 INDIVIDUAL READING (1-2)**

*Prerequisite: Permission of the instructor; the student is expected to have completed at least German 4 or the equivalent.*

The student is required to report on 54 hours of reading for each unit of credit; the student's preference largely determines the choice of reading materials.

## **GUIDANCE**

### **1 INTRODUCTION TO COLLEGE (1)**

*One hour a week.*

*Open to all students but strongly urged for students whose counselors recommend it.*

Acquaintance with campus facilities and activities, improvements of study habits and basic skills needed in college subjects, educational planning for ultimate vocational goal. Self-appraisal by means of tests measuring potential abilities, interests, aptitudes and past achievement as well as personal, emotional and social adjustment.

## **HEALTH EDUCATION**

### **1 GENERAL (2)**

*Two class hours per week.*

*Required of all candidates for graduation.*

Elements of human anatomy, physiology, nutrition and chemistry are applied toward an understanding of common human problems such as cancer, heart disease, mental illness and many others. Contemplated experiences in social development and marriage are explored. Recent findings are presented to illustrate the relationship between nutrition, exercise and good health.



## HEALTH EDUCATION (continued)

### 4 FIRST AID (1)

*Two hours per week for eight weeks.*

First Aid is the immediate, temporary treatment given in case of accident or sudden illness before the services of a physician can be secured. This course is required of all students not presenting standard Red Cross certificates. Not required of those who have graduated from a California high school since 1952.

## HISTORY

### 4a HISTORY OF WESTERN CIVILIZATION (3)

*Three hours per week.*

The rise and decline of the civilization of the ancient world, the rise of Christianity, the growth and decline of Medieval society, the Renaissance, the Reformation and the opening of the modern world.

### 4b HISTORY OF WESTERN CIVILIZATION (3)

*Three hours per week.*

*Prerequisite: None. History 4a is recommended.*

The rise of modern Europe: the Enlightenment, the French Revolution and the growth of Liberalism. The emergence of modern society: economic problems of industrialization, development of modern ideologies, and the World Wars and international experiments of the 20th Century.

### 4c HISTORY OF AMERICAN CIVILIZATION (3)

*Three hours per week.*

*Prerequisite: History 4a, or consent of instructor.*

The colonial settlement of North America, the Enlightenment, the age of revolution and the growth of democracy, the problems of industrialization, the emergence of modern society, the effects of the expansion of the 19th and 20th centuries upon the culture of America and the role of the United States in the modern world.

*History 4a-4c (6 units) may be substituted in lieu of History 17a-17b or Political Science 21 in fulfilling graduation requirements.*

## HISTORY (continued)

### 8a HISTORY OF AMERICAS (3)

*Two hours of lecture and one hour of class discussion per week.*

A general survey of the history of North and South America, from the times of the pre-Columbian Indian civilizations, through the European conquests, to the ages of the revolutions against the European colonizing powers.

### 8b HISTORY OF AMERICAS (3)

*Two hours of lecture and one hour of class discussion per week.*

*Prerequisite: None. History 8a is recommended.*

A general survey of the history of North and South America, from about 1830 until the present. Emphasis is placed upon the larger countries of the Western Hemisphere, and also upon the development during the crucial period which began with the outbreak of World War II and has continued until contemporary times.

### 17a AMERICAN HISTORY (3)

*Three hours per week.*

A survey of English colonization along the Atlantic Coast, the westward expansion of the colonists, the Revolution, the formation of the Constitution, the Federalist and Jeffersonian systems, the reign of Andrew Jackson, the slavery issue and Civil War. Economic, political, social and cultural developments of the period are included.

### 17b AMERICAN HISTORY (3)

*Three hours per week.*

*Prerequisite: None. History 17a is recommended.*

The course continues the work of 17a, developing the reconstruction period, industrial expansion, social and economic development, and the foreign policies of the U. S. through World War II.

*History 17a-17b (6 units) may be substituted in lieu of Political Science 21, in fulfilling graduation requirements.*

## HISTORY (continued)

### 23a CALIFORNIA HISTORY (2)

*Two class hours per week.*

The story of the Spanish, Mexican and early American heritage of pre-Gold Rush California. This semester dwells on Spanish imperial problems, California-directed explorations and the California missions.

### 23b CALIFORNIA HISTORY (2)

*Two class hours per week.*

*Prerequisite: None. History 23a is recommended.*

The Gold Rush and its impact on 19th Century California. This semester emphasizes the political, social and economic background of modern California. (Satisfies the requirement for one semester hour in state and local government.)

### 33 THE AFRO-AMERICAN IN U.S. HISTORY (3)

*Three hours per week.*

*Prerequisite: None, but History 17a is strongly recommended.*

A course dealing with the social, economic and political facts as they relate to the Afro-American. Race relations will be analyzed and special emphasis will be given the history of the Afro-American.

## HOME ECONOMICS

### 5 CAREERS IN HOME ECONOMICS (1)

*One lecture hour per week.*

Exploration of areas of employment, opportunities and responsibilities of the Home Economist.



## HOME ECONOMICS (continued)

### 9 NUTRITION (2)

*Two one-hour lectures.*

Basic concepts of nutrition and their relationship to health of people of all ages with application to family meal planning and the food budget.

### 20a BEGINNING CLOTHING (3)

*Two three-hour lecture-lab periods per week.*

Techniques of clothing construction using professional methods. Emphasis on selection of fabrics and patterns, alterations and fitting.

### 20b CLOTHING AND TAILORING (3)

*Three two-hour lab periods per week.*

Advanced and custom techniques of tailoring and dressmaking with emphasis on clothing selection, principles of color, design, and individuality.

### 22 TEXTILES (2)

*Two lecture hours per week.*

Study of natural and chemical fibers; yarns and fabric construction and finishes. Care, cost and labelling as related to consumer use.

### 24 CLOTHING SELECTION (2)

*Two lecture hours per week.*

Individual coordination of costume and accessories for all occasions using principles of design and color. Wise purchasing and comparative shopping. Recommended as preparation for professional work.

### 35 CHILD IN THE HOME (2)

*Two lecture hours per week.*

*Prerequisite: Completion of or concurrent enrollment in Psychology 1a.*

Emotional, social, intellectual and physical development of children to age six; intra-family relationships with emphasis on parent-child relations; mother-child relations; play-learning materials and activities. Observations of pre-school children; participation in play-school and evaluative conferences with the instructor.

## HOME ECONOMICS (continued)

### 40 HOUSING AND INTERIOR DECORATION (3)

*Three lecture hours per week.*

Analysis of today's house. Experiences in decorating, selecting furnishings, and creating furnishings.

### 52 FOODS (2)

*One two-hour lecture-demonstration per week.*

Planning, selection and preparation of foods for meals for optimum health. An introductory course not open to Home Economics majors; designed especially for young adults, men and women.

## JOURNALISM

### 1 INTRODUCTION TO JOURNALISM (3)

*Three lecture hours per week.*

*Prerequisite: Eligibility for English A.*

A study of the historical background and modern functioning of the press (newspaper, radio, magazine, television) in a democratic society, and the virtues and shortcomings of each. The rights and duties of journalists, and the legal limits of the liberty of the press are studied.

### 2 NEWSWRITING (3)

*Two lecture hours and two lab hours per week.*

*Prerequisites: Journalism 1 and eligibility for English 1a.*

A study of the techniques of news gathering, judging news values, and of writing the news story. For practical experience, the students write for the college paper, thus preparing them for future newspaper work.

## **JOURNALISM (continued)**

### **3 ADVANCED NEWSWRITING (3)**

*Two lecture hours and two lab hours per week.*

*Prerequisite: Journalism 2.*

A continuation of Journalism 2 with emphasis on detailed methods of and techniques for gathering and writing news. Practice in writing more complex and special story types. Individual writing conferences.

### **15 NEWSPAPER PRODUCTION (2)**

*Four hours per week.*

*Prerequisites: Journalism 2 (may be taken simultaneously) and permission of instructor.*

Production of the student newspaper. Discussion and criticism of staff organization and newspaper content. (May be repeated for credit.)

### **16 MAGAZINE PRODUCTION (2)**

*Four hours per week.*

*Prerequisite: Eligibility for English 1a and permission of instructor.*

Production of a student magazine. Discussion of techniques of publishing and production especially applied to school publications.

### **50 NEWSPAPER PRODUCTION (1)**

*Two hours per week.*

*Prerequisite: Permission of instructor.*

Production of the student newspaper. Discussion and criticism of staff organization and newspaper content. (May be repeated for credit.)



## LIBRARY

### 1a INTRODUCTION TO USE OF LIBRARY MATERIALS (2)

*Two hours per week.*

*Prerequisite: None.*

Through discussions and practical exercises the student becomes acquainted with those library resources which will assist him in completing class assignments more rapidly and effectively: the card catalog, periodical and other indexes, dictionaries, encyclopedias, and other general and specialized reference works.

## LIFE SCIENCE

### 10 INTRODUCTION TO THE LIFE SCIENCES (3)

*Open to all students except those who are currently enrolled in or have completed a college course in the Life Sciences or Anthropology 1. Designed for education majors. Complementary to Physical Science 10.*

A 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 man's role in the world of living things.

## MATHEMATICS

The normal sequence of mathematics courses at Cañada College is 11, 12, 20, 21, 29, 30, 31, 32, 33, 34. 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 would normally be eligible.

In general, eligibility of an incoming freshman for a mathematics course is determined by an evaluation of his transcript and the results of his Placement Examination (SCAT).

## MATHEMATICS (continued)

Prerequisites for the various courses are detailed in the descriptions which follow. For certain courses an additional qualifying test may be required. Where reference is made to mathematics of high school level, this means college preparatory mathematics beginning with Elementary Algebra, taken in elementary or secondary school.

A student who wishes to enroll in Math. 31, 32, 33, 34, and who has not had the prerequisite course must have the approval of the Division Chairman. Likewise, questions regarding equivalency of courses, transfer credit and the like, should be referred to the Chairman.

### 10 INTRODUCTION TO MATHEMATICAL CONCEPTS (3)

*Three class hours per week.*

The basic ideas of mathematics and their historical development; number, function, logic, sets; the relationship of traditional and contemporary mathematical thought. Material presented is non-computational in nature. (Satisfies General Education requirements in part.)

### 11 ELEMENTARY ALGEBRA (5)

*Five class hours per week.*

Elementary Algebra through quadratic equations. (Satisfactory completion of this course will fulfill in part the mathematics entrance requirements of the universities.)

### 11a-11b ELEMENTARY ALGEBRA (3-3)

*Three class hours per week.*

The two courses Math. 11a-Math. 11b are equivalent to Math. 11.

### 12 GEOMETRY (5)

*Five class hours per week.*

*Prerequisite: Math. 11 with grade of C or better, or two semesters of high school level mathematics with grades of C or better.*

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. (Satisfactory completion of this course will fulfill in part the mathematics entrance requirements of the universities.)

## MATHEMATICS (continued)

### 13 ELEMENTARY FINITE MATHEMATICS (3)

*Three hours of lecture per week.*

*Prerequisites: Math. 11 (or equivalent). A quantitative SCAT percentile of 35 or better, or Business 50, is also required.*

An introduction to finite mathematics with attention to set theory, Boolean algebra, switching circuits, probability, systems of linear equations, vector and matrix notations and operations. (Required of all Data Processing majors.)

### 14 ALGEBRA AND GEOMETRY REVIEW (5)

*Five class hours per week.*

*Prerequisites: Math. 11 and Math. 12 (or equivalent), or four semesters of high school level mathematics.*

Review of the material of Elementary Algebra and Plane Geometry.

### 16 CONTENT OF ELEMENTARY SCHOOL MATHEMATICS (3)

*Three class hours per week.*

Development of the real number system by intuitive and semi-rigorous methods; discussion of sets, logic, axiomatics, systems of numeration, history and development of arithmetic, arithmetic processes, inductive and deductive reasoning. (Meets requirements of California Administrative Code, Title 5, Education, Section 6130(g).)

### 20 INTERMEDIATE ALGEBRA (3)

*Three class hours per week.*

*Prerequisites: Math. 11 and Math. 12 with grades of C or better; or Math. 14 with grade of C or better; or four semesters of high school level mathematics with grades of B or better.*

Extension of fundamental algebraic concepts and operations, binomial expansion, solution of linear and quadratic equations individually and in systems, determinants, radical equations, complex numbers, introduction to theory of equations.



## MATHEMATICS (continued)

### 21 ANALYTICAL TRIGONOMETRY (3)

Three class hours per week.

*Prerequisite:* Math. 20 (or equivalent) with grade of C or better; or five semesters of high school level mathematics with grades of C or better.

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; solution of triangles.

### 29 MATHEMATICAL ANALYSIS (5)

Five class hours per week.

*Prerequisite:* Math. 21 (or equivalent) with grade of C or better; or seven semesters of high school level mathematics with grades of C or better.

A 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, sequences, inverse functions.

### 30 ELEMENTS OF ANALYTIC GEOMETRY AND CALCULUS (5)

Five class hours per week.

*Prerequisites:* Eligibility for Math. 29, plus a satisfactory score on the Mathematics Qualifying Test. The test requirement is waived if Math. 29 is completed with a grade of C or better.

Basic concepts of Calculus. Includes plane analytic geometry, differentiation, differentials and anti-derivatives; formulas; applications.

### 31-32-33 CALCULUS (3-3-3)

Three class hours per week.

*Prerequisites:* To enroll in Math. 31, completion of Math. 30 (or equivalent) with grade of C or better. The student may then progress through this series of three courses if he continues to earn grades of C or better. If he earns a grade below C, enrollment in the next course is subject to approval of the instructor.

Further development of the basic theory of Differential and Integral Calculus as applied to circular, hyperbolic, logarithmic and exponential functions; extension of the techniques of integration; polar coordinates; vectors; infinite series; solid analytic geometry; partial differentiation; multiple integration.

## **MATHEMATICS (continued)**

### **34 ORDINARY DIFFERENTIAL EQUATIONS (3)**

*Three class hours per week.*

*Prerequisite: Math. 33 (or equivalent) with grade of C or better. When approved by the instructor, may be taken concurrently with Math. 33.*

Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by power series; numerical methods, Fourier series, Laplace transform; applications.

### **49 SPECIAL PROJECTS (1-2)**

*Hours by arrangement.*

*Prerequisites: Math. 30 or equivalent; permission of the instructor.*

Directed individual study of a suitable topic in mathematics, or construction of a model useful in the study or teaching of mathematics.

## **MILITARY SCIENCE (ROTC)**

### **11 ARMY ORGANIZATION AND U.S. ARMY IN NATIONAL SECURITY (1)**

*One lecture hour and one drill hour per week.*

The ROTC program organization of military units and integration into teams. National defense policy. Military forces of the world. Mission and capabilities of the U.S. defense forces.

### **12 U.S. ARMY AND NATIONAL SECURITY, MARKSMANSHIP (1)**

*One lecture hour and one drill hour per week.*

*Prerequisite: Military Science 11.*

Role of Army Reserve forces in the United States. Manpower and training problems. Research and development. Counterinsurgency operations. Fundamentals of marksmanship and .22 caliber firing.

## MILITARY SCIENCE (ROTC) (continued)

### 21 AMERICAN MILITARY HISTORY (2)

*Two lecture hours and one drill hour per week.*

*Prerequisite: Military Science 12.*

American military history from the origin of the United States Army with emphasis on organizational, tactical, logistical, operational, strategical and social patterns. Principles of war.

### 22 MAP READING AND BASIC TACTICS (2)

*Two lecture hours and one drill hour per week.*

*Prerequisite: Military Science 21.*

Basic principles of map and aerial photograph reading. Basic military teams. Combat formations. Principles of offensive and defensive combat. Counterinsurgency operations.

## MUSIC

The courses of the Music Department are designed to fill the needs of the music major or professional musician as well as the desires of students for general education, avocation and recreation. Professional musicians, private teachers and others qualified are welcome to such theory classes as are desirable. The department will maintain a flexibility which will allow the addition of other courses upon demand of a sufficient number of students. Recitals by students and professional musicians are available. Attendance forms part of the requirement for music students.

**Auditions:** Students majoring in music will audition before the music faculty to prove necessary competence in the chosen solo performing area. Auditions may be repeated at the end of each semester to display progress.

### 1a-1b MUSICIANSHIP (2-2)

*Two hours per week; one lab hour per week.*

*Prerequisite: Some pianistic ability desirable. Music 1a is a prerequisite for Music 1b.*

Includes the study of music notations, keys, key signatures, intervals; musicians of the past and present, orchestral instruments, fundamentals of conducting, sight reading and ear training. (This course is required of Music majors.)



## MUSIC (continued)

### 2a ADVANCED MUSICIANSHIP (2)

*Two hours per week.*

*Prerequisite: 1a-1b or its equivalent.*

A continuation of Music 1a-1b. (Six units of Musicianship are recommended for students majoring in Music.) Emphasis is on ear training and sight reading.

### 3 HISTORY AND APPRECIATION (3)

*Three class hours per week.*

A general history and appreciation of music. Designed to meet the interest of the player and the non-player alike; primarily a course in intelligent listening. Lectures with an abundance of live and recorded illustration. (Required of Music majors.)

*Recital attendance required.*

### 4a-4b HARMONY (3-3)

*Three hours per week.*

*Prerequisites: Music 1a-1b (or equivalent), usually taken concurrently. Some piano ability is essential. Music 4a is a prerequisite for Music 4b.*

A study of chords and their relation to each other, to develop the ability to harmonize melodies on paper or at the keyboard. 4a-4b carries the student from simple triads through and including chords of the dominant seventh. (Open to any student of sufficient preparation; required of Music majors.) Keyboard harmony is a part of this course.

### 5a ADVANCED HARMONY (3)

*Three class hours per week.*

*Prerequisite: Music 4a-4b.*

Deals with first-, second- and third-class chords of seventh and ninth, altered chords and modulations, and arranging for various vocal and instrumental groups, also original composition.

### 6 MUSIC LITERATURE AND APPRECIATION (3)

*Three hours per week.*

A non-technical study of music literature with emphasis on the understanding and appreciation of this phase of the art. A text, illustrated lectures and directed listening in the library indicate the procedure of the course. Material covered includes the Classic, Romantic, National and Modern schools of composition. (This course is particularly for non-music majors and will help meet General Education requirements. It is required of State College elementary school majors.) Recital attendance is a part of this course.

## MUSIC (continued)

### 8 ELEMENTARY MUSIC EDUCATION (3)

*Three hours per week.*

A study in the basic musical skills needed by the elementary classroom teacher. Voice, piano, theory, conducting, orchestral instruments, listening to and creating music, are subjects dealt with in this course. (Required of State College elementary school majors and of particular interest to liberal arts or general education students. Not a substitute for Music 1a-1b but might be of value to Music majors.)

### 11 PIANO (1)

*Prerequisite: Concurrent enrollment in Music 4 or 5.*

A course for music majors which emphasizes the features of keyboard harmony. Requires only elementary piano technique.

### 12 ELEMENTARY PIANO (1)

For beginners. A study in the techniques of piano playing. Individual attention, assignments and performance in a class situation. Required lab hours. May be repeated for credit.

### 13 ADVANCED ELEMENTARY PIANO (1)

A continuation of Music 12. Same requirements.

### 14 INTERMEDIATE PIANO (1)

A continuation of Music 13 or its equivalent. Same procedures and requirements.

### 15 ADVANCED PIANO (1)

For students with advanced technical accomplishment. Increased personal attention and recital performance are a part of this course.

### 16 ACCOMPANYING (1)

*Prerequisite: Advanced ability.*

Skills and techniques of playing accompaniments for singers, instrumental soloists and choral groups. Performance is an essential of this course. May be repeated for credit.

## MUSIC (continued)

### 21 STRING ORCHESTRA (0)

*Prerequisite: Consent of instructor.*

Summary reading of a wide range of string orchestra works. Detailed study of several works with emphasis on tone quality, intonation, dynamics, blend, articulation, bowing and interpretation. Instruments of the string orchestra include violins, violas, cellos and string basses. Other instruments will be employed in a solo capacity with string orchestra accompaniment. (See Music 27.)

### 22 ORCHESTRA (1)

*Three hours per week.*

*Prerequisite: Consent of instructor. Open to all students of the College.*

Standard chamber and symphonic literature. (See Music 27.)

### 23a-23b—SYMPHONIC BAND (2)

*Five hours per week.*

*Prerequisite: Consent of instructor. Open to all students of the College.*

Study and performance of music for concert band. (May be repeated for credit.) Performance is required.

### 24 STUDY OF BRASS INSTRUMENTS (1)

*Three class hours and three lab hours per week.*

Techniques of playing the instrument of the student's choice, with individual instruction. The course may be repeated for credit.

### 25 STUDY OF WOODWIND INSTRUMENTS (1)

*Three class hours and three lab hours per week.*

Technique of playing the instrument of the student's choice, with individual instruction. The course may be repeated for credit.

### 26 STUDY OF STRINGED INSTRUMENTS (1)

*Three class hours and three lab hours per week.*

Technique of playing the violin, viola, cello or string bass, with individual instruction. The course may be repeated for credit.



## MUSIC (continued)

### 27(B-S-W) INSTRUMENTAL ENSEMBLE (1)

*Three hours per week.*

*Prerequisite: Adequate performing ability to secure consent of the instructor.*

The letters B, S and W indicate Brass, String and Woodwind. Performance is required. May be repeated for credit. (See Music 22.)

### 33 A CAPPELLA CHOIR (2)

*Five hours per week.*

*Prerequisite: Consent of the instructor.*

Study and performance of choral literature for accompanied and unaccompanied choir. Performance is required. (May be repeated for credit.)

### 34 COLLEGE CHORALE (1)

*Three hours per week.*

*Prerequisites: Consent of instructor after an audition and concurrent registration in Music 33.*

An advanced ensemble which specializes in the performance of fine choral literature appropriate for small choir. Members are selected by audition from the enrollment of the A Cappella Choir. May be repeated for credit. Performance is a part of the course.

### 35 CAÑADA COLLEGE ORATORIO CHORUS (1)

*Three hours per week. Taught in the evening.*

*Prerequisite: Consent of the director. Open especially to adult singers with choral experience.*

Rehearsal of material from oratorio and other large choral literature for public performance. Performance is part of the course. May be repeated for credit.

### 36 ELEMENTARY SOLO VOICE (1)

Elementary vocal problems analyzed and corrected through exercises and songs. Class sessions with private help by appointment. May be repeated for credit.

### 37 ELEMENTARY SOLO VOICE (1)

A continuation of Music 36 with procedures as listed above.

## MUSIC (continued)

### 38 INTERMEDIATE SOLO VOICE (1)

Procedure as above with more advanced songs and recital performances as ability merits.

### 39 ADVANCED SOLO VOICE (1)

A performance course. Continuation of the above courses with emphasis on the study and performance of lieder, arias and other classical vocal literature.

### 40 MUSICAL PRODUCTIONS (1-3)

*One class hour per week per unit.*

*Prerequisite: Consent of instructor after audition.*

Training in chorus and solo parts of staged musical shows. Units depend on the hours the part demands. May be repeated for credit.

## PHILOSOPHY

### 6a INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY (3)

*Three hours of lecture per week.*

A study of philosophical methods and attitudes; a critical evaluation of political and social ideologies, and of views concerning the nature of man, the physical world and God.

### 6b GENERAL INTRODUCTION (3)

*Three hours of lecture per week.*

A study of positions concerning the nature and extent of human knowledge; a critical evaluation of assumptions underlying moral codes and religious beliefs.

## **PHILOSOPHY (continued)**

### **7 FORMAL AND INFORMAL LOGIC (3)**

*Three hours of lecture per week.*

Conditions of clear statements, adequate evidence and valid reasoning, with attention both to the deductive and empirical methods of knowledge. (Recommended as a valuable general education course for students in any field.)

### **20a HISTORY OF PHILOSOPHY (3)**

*Three hours of lecture per week.*

A study of Greek philosophy with emphasis on the Pre-Socratics, Socrates, Plato and Aristotle; philosophy of the Roman world, and the development of Christian philosophy in the Middle Ages.

### **20b HISTORY OF PHILOSOPHY (3)**

*Three hours of lecture per week.*

*Prerequisite: None. Philosophy 20a is recommended.*

A study of the thought of the Renaissance and the rise of modern science, of continental rationalism in Descartes, Leibnitz, Spinoza, and of the opposing tradition of British empiricism and the critical philosophy of Kant.

### **24a INTRODUCTION TO RELIGION, RELIGIONS OF THE WORLD (3)**

*Three hours of lecture per week.*

An introductory course in the history and development of the great religions of the world; their cultural background, their basic tenets, their religious practices, their literature and art, and their impact on the society and culture of which they are a part.

### **24b INTRODUCTION TO RELIGION, PHILOSOPHY OF RELIGION (3)**

*Three hours of lecture per week.*

An investigation of the questions relating to the existence of God, including appeals to rational arguments, revelation, miracles, authority, faith, mystical experience; the nature of God and the problem of evil; the relationship between religion and moral convictions, and between religion and science; the problem of immortality.



## PHYSICAL EDUCATION (MEN)

The Department of Physical Education for Men at Cañada College operates under the State Law of California, which requires each regularly registered student to participate in physical education activities. In accordance with the provisions of the School Code, all men students, except those excused by the Physical Education Division, are required to attend the regularly organized courses in physical education for not less than two hours each week that the college is in session.

**Department Requirements:** Students registered in a physical education activity class who claim exemption from physical education by reason of physical disability must present statements signed by a physician. The physical education class must be attended until the disability is verified and the student is given specific instructions by the Physical Education Division.

A student may elect more than one physical education general service class of  $\frac{1}{2}$  unit following approval by the Division Chairman. A student must be enrolled in and pass a one-half unit course in physical education each semester until graduation unless appropriately excused.

It is the philosophy of the Physical Education Division that all students involved in activity courses have a diversified experience in physical education. Therefore, students will be programmed in such a manner as to give them a broad variety of activities. Physical education counselors will require students to participate in several areas, drawing from rhythmic, individual sports, team sports, gymnastics or combatives. Students may not repeat a class activity without the permission of the physical education faculty. Enrollment on a varsity athletic team will satisfy the physical education requirement.

### VARSITY SPORTS

These courses are designed for those students who desire to compete in intercollegiate athletics and may be limited to those who present the necessary qualifications. The passing of medical and physical examinations and the consent of the coach are necessary before actual participation is started. Varsity awards are granted for all sports.

#### 5 VARSITY BASKETBALL (1)

*Prerequisite: Permission of the instructor.*

Intercollegiate varsity basketball competition in the Camino Norte Conference and participation in regional tournaments.

## PHYSICAL EDUCATION (MEN) (continued)

### 6 VARSITY WRESTLING (1)

*Prerequisite: Permission of the instructor.*

Intercollegiate competition in dual matches in the Camino Norte Conference; competition in several regional wrestling tournaments each year including the Camino Norte Conference meet, the Northern California meet, and the State J.C. Championships.

### INTRAMURALS

Supervised intramural sports are scheduled throughout the semester. Primary hours are from 11:00 A.M. to 12 noon on Tuesdays and Thursdays. Additional intramural activities will be scheduled on Friday afternoons and some evenings. Students should consult the Intramural Bulletin Board in the Physical Education building for detailed information concerning activities, days, hours, sign-up procedures and prerequisites.

As student interest determines the need, intramural programs will be established in 3 and 5 man basketball leagues, table tennis, badminton, weight lifting, wrestling, softball, bowling, volleyball.

## PHYSICAL EDUCATION GENERAL SERVICE CLASSES (MEN)

### COMBATIVES

#### 1 ELEMENTARY WRESTLING (½)

*Prerequisite: Enrollees must be beginners in wrestling activity.*

Designed to introduce the student to intercollegiate wrestling through instruction in the rules, scoring system, and skills. Fundamental stances, take downs, escapes, reversals, breakdowns, rides and pinning combinations. After learning these skills, the student will be able to apply them in short periods of wrestling.

#### 1 ELEMENTARY JUDO (½)

*Prerequisite: Enrollees must be beginners in judo activity.*

An elementary course in judo for the beginning student. Consideration is given to the rules, procedures, techniques of falling, unbalancing, throwing, and combinations of techniques as related to physical development. The emphasis of this class is on judo as a sport.

## PHYSICAL EDUCATION GENERAL SERVICE CLASSES

### (MEN) (continued)

#### CONDITIONING

##### 1 ROPE ACTIVITIES (1/2)

This class is designed to offer techniques related to vertical rope climbing, rope skipping, and peg board work. The major emphasis of this class is placed on the development of shoulder girdle structure and the improvement of cardio-respiratory endurance. Students skip rope for speed and techniques. Seventeen vertical rope climbing skills are taught in progressive order. Nine peg boards are utilized for the development of strength as related to hands, wrists, forearms, and legs. Detailed evaluations procedures are followed. Emphasis is placed on the explanation and development of safety procedures.

##### 1 FITNESS ACTIVITIES (1/2)

For the student who desires a course in vigorous activity of a "conditioning" nature, Tests are given regularly relating to motor fitness, speed, balance, strength, endurance, flexibility, and power. Considerable running activity is included. Emphasis is placed on the development of cardio-respiratory improvement. Several college fitness batteries are utilized. Team games are utilized to develop stamina.

##### 1 VIGOR ACTIVITIES (1/2)

This class offers a different approach to physical "conditioning" than is given in Fitness Activities. Various types of highly vigorous activities are offered to develop improvements in the "self-concept" aspect. The basic exercise program is related to recommendations of the President's Council on Physical Fitness. Progressive exercise plans are offered for the class warm-up period and for a basic "strength program."

##### 1 ISOMETRICS AND ISOTONICS (1/2)

Instruction in, and conditioning through basic isometric exercises and running activities. The isometric concept is achieved through basic isometric exercises conducted on a partner basis as well as with the "Exer-genie." Running activities are conducted at each class meeting for the inclusion of cardio-respiratory values.

#### INDIVIDUAL SPORTS

##### 1 ELEMENTARY WEIGHT CONDITIONING (1/2)

*Prerequisite: Enrollees must be beginners in weight conditioning work.*

A basic course in the elementary lifts and procedures of weight training. Emphasis is placed upon proper form and techniques, safety procedures, and strength values of beginning work in weight lifting. Bar-bells, dumb-bells, and associated equipment are combined with regular running activity.



## PHYSICAL EDUCATION GENERAL SERVICE CLASSES (MEN) (continued)

### 1 INTERVAL-CIRCUIT TRAINING (½)

A combination of vigorous weight training activities combined with endurance, agility and cardio-vascular exercises which are conducted on a circuit course basis. One class hour each week will be devoted to weight training and the second class hour will cover improvement in flexibility, strength, and cardio-vascular aspects. Particular emphasis is placed on self-improvement. Evaluation programs include tests for sit-ups, push-ups, pull-ups, standing broad jump, step tests, and a 300 yard shuttle run.

### TEAM SPORTS

#### 1 ELEMENTARY BASKETBALL (½)

*Prerequisites: Enrollees must be beginners in basketball activity. Students who have participated on high school inter-scholastic teams will not be admitted.*

Instruction in the fundamental skills of basketball play, such as dribbling, passing, shooting, team offense and defense. Knowledge of the playing rules as well as game strategies, will be taught. Evaluation will be conducted through written and practical examinations on rules and on all skills taught. Round robin schedules are conducted during the last half of the semester.

#### 1 ELEMENTARY SOFTBALL (½)

*Prerequisite: Enrollees must be beginners in softball play.*

Fundamentals and play situations of softball are offered. Students participate in game situations and round-robin play. A testing program is included on all rules and skills taught. Regulation "fast-pitch," "lob ball" and "16" play is included.

#### 1 ELEMENTARY SOCCER (½)

*Prerequisite: For beginning students in soccer only.*

Basic fundamentals of individual play such as dribbling, heading, shooting, trapping, passing and defensive tactics; participation in game situations and round-robin play; testing program in all soccer skills and rules.

#### 1 ELEMENTARY VOLLEYBALL (½)

*Prerequisite: Enrollees must be beginners in volleyball play.*

Instruction in the fundamentals of serving, passing, setting, and spiking; team competition under national and international rules of play; testing program in all skills taught and in knowledge of rules.

## PHYSICAL EDUCATION COMPETENCIES

### 30a-b-c-d PHYSICAL EDUCATION COMPETENCIES (men) (2)

*Prerequisites: Enrollees should be major or minor students in either Physical Education or Recreation Education. This course replaces the need of a general service class in physical education and satisfies the graduation and transfer requirement in physical education.*

A series of planned activities designed to assist students who are majoring or minoring in Physical Education or Recreation Education to attain the skill level necessary to pass the upper division competency requirements of the four year colleges and universities. Emphasis is placed on the development and improvement of the individual's own skills to perform selected activities. Activities include dance, gymnastics, individual sports, combatives, conditioning activities and team sports. One of this class series is offered each semester for four semesters. The class meets four hours each week.

## PHYSICAL EDUCATION (CO-ED)

### 40 THE NATURE AND SCOPE OF PHYSICAL EDUCATION (2)

*Two lecture hours per week with assigned laboratory meetings. For major and minor students in Physical Education and Recreation Education.*

A parallel course to Introduction to Physical Education which is offered in the four year institutions. This course represents a detailed treatment of academic and professional requirements for physical education preparation, development of aims, objectives and philosophies. Consideration is given to the history of Physical Education as it relates to current developments and programs. Students are required to prepare a term paper, participate in panel discussions, symposiums, laboratory and field experiences.

### 2 ADAPTIVE ACTIVITIES (1/2)

*Prerequisite: Physician's recommendation or assignment by the college nurse, Division Chairman or by an instructor.*

This course is geared to the individual needs of each student. Sections of instruction are related to recreational sports of limited activity, to isometric and isotonic programs, and to remedial and rehabilitative concepts. Corrective programs are available. Consultation with physicians precedes the development of each student's program of activity.

## PHYSICAL EDUCATION (CO-ED) (continued)

### 2 ELEMENTARY ARCHERY (1/2)

For beginning archers. Deals primarily with the fundamentals of target archery. Individual and team competition is used in the Junior Columbia Round, Columbia Round and clout shooting. Also included is the basic understanding of rules, scoring, terminology, and care and selection of arching equipment.

### 2 ELEMENTARY BADMINTON (1/2)

The rules and strategies of badminton as well as the fundamentals of grip, strokes, footwork and court coverage through drills and competition; testing program in the various skills and techniques taught; tournaments in singles and doubles are held within the class period.

### 2 ELEMENTARY BALLET/MODERN DANCE (1/2)

Beginning techniques of both ballet and modern dance are studied and executed. Movement skills, rhythmic structure of dance, qualities of movement, spatial design and an appreciation of dance are presented. The modern ballet and modern dance styles are emphasized in the creation of individual compositions.

### 2 ELEMENTARY GOLF (1/2)

*Prerequisite: Only beginning golfers will be enrolled.*

Elementary instruction concerning the techniques, rules, etiquette and philosophy for the beginning golfer. Stance, grip, position, swing and follow-through as associated with selected irons and woods. Most sessions will be held on campus, although some activity is scheduled for local courses and driving ranges.

### 2 ELEMENTARY FOLK DANCE (1/2)

Folk and square dance fundamentals, basic steps (two-step, polka, schottische, waltz and mazurka) and the development of a correct rhythmical response. Representative dances of many countries are presented.

### 2 ELEMENTARY JAZZ/MODERN DANCE (1/2)

Beginning techniques of modern dance are studied and executed. However, the expression and suggestion of slow and fast jazz and the inner expression of modern dance are emphasized. Movement skills, rhythmic structure of dance, qualities of movement, spatial design and an appreciation of jazz and modern dance are presented. Jazz and modern dance styles are emphasized in the creation of individual compositions.



## PHYSICAL EDUCATION (CO-ED) (continued)

### 2 ELEMENTARY SOCIAL DANCE (1/2)

A course designed to offer the social dance fundamentals and basic social dance steps, (Waltz, Tango, Fox Trot, Rhumba and Cha Cha). The etiquette of social dance is emphasized and stress is placed on the individual's development of a correct rhythmical response.

### 2 TRAMPOLINE (1/2)

Trampoline activity for elementary, intermediate and advanced students. Safety skills and fundamental processes of trampolining are taught in the following phases: Phase I—Fundamental bounces, checks, drops, simple combinations, turns, twists and somersaults. Phase II—Continuance of the activities of Phase I plus combinations of front and back somersaults and other intermediate movements. Phase III—The development of techniques in twisting somersaults, advanced routines, trick skills, and team bouncing.

### 2 TUMBLING (1/2)

A course in tumbling skills ranging from the beginning level to advanced techniques. Activity is conducted in pyramid building, doubles and group tumbling. Flexibility stunts, agility stunts, balance activities, strength skills and the development of individual routines make up the course offerings.

### 2 ELEMENTARY BOWLING (1/2)

A course for beginning students in bowling. Learning opportunities will be provided in the stance, approach, release, and roll. Participation in a league bowling situation will be required. A working knowledge of bowling rules, scoring, and etiquette will be required. Interested students should investigate bowling costs before enrolling.

## PHYSICAL EDUCATION (WOMEN)

The Department of Physical Education for Women at Cañada College operates under the State Law of California, which requires each regularly registered student to participate in physical education activities. In accordance with the provisions of the School Code, all women students, except those excused by the Physical Education Division, are required to attend the regularly organized courses in physical education for not less than two hours each week that the college is in session.

## PHYSICAL EDUCATION (WOMEN) (continued)

**Department Requirements:** Students registered in a physical education activity class who claim exemption from physical education by reason of physical disability must present statements signed by a physician. The physical education class must be attended until the disability is verified and the student is given specific instructions by the Physical Education Division.

A student may elect more than one physical education general service class of  $\frac{1}{2}$  unit, following approval by the Division Chairman. A student must be enrolled in and pass a one-half unit course in physical education each semester until graduation unless appropriately excused.

It is the philosophy of the Physical Education Division that all students involved in activity courses have a diversified experience in physical education. Therefore, students will be programmed in such a manner as to give them a broad variety of activities. Physical education counselors will require students to participate in several areas, drawing from rhythmic, individual sports, team sports, gymnastics or combatives. Students may not repeat a class activity without the permission of the physical education faculty.

### INTRAMURALS

Supervised intramural sports will be scheduled throughout each semester. Primary hours are from 11:00 A.M. to 12 noon on Tuesdays and Thursdays. Additional intramural activities will be scheduled on Friday afternoons and some evenings. Students should consult the Intramural Bulletin Board in the Physical Education building for detailed information concerning activities, days, hours, sign-up procedures and prerequisites. No unit credit will be given for participation in intramural activities.

## PHYSICAL EDUCATION GENERAL SERVICE CLASSES (WOMEN)

### CONDITIONING

#### 1 BODY MECHANICS ( $\frac{1}{2}$ )

Body Mechanics is designed to acquaint the student with the various levels of exercises and activities planned for the class in order to improve general appearance and physical well being. Stress is placed on physical fitness. The course offers activities which measure strength, endurance, flexibility, coordination and degree of posture. As outgrowths of measurements which classify the student's fitness level, specific activities are designed to afford improvement in deficient areas.

## **PHYSICAL EDUCATION GENERAL SERVICE CLASSES**

### **(WOMEN) (continued)**

#### **1 FITNESS ACTIVITIES (1/2)**

This class is designed to allow the student to comprehend and put into practice the necessary ingredients of movement to develop or improve individual physical fitness. Exercises range from mild to vigorous. Programs for the evaluation of individual fitness are developed. Endurance activities are stressed. Emphasis is placed on the development of understandings related to the needs and benefits of regular and continuing exercise.

#### **1 ELEMENTARY JUDO (1/2)**

Consideration is given to the rules, procedures, techniques of falling, unbalancing, throwing techniques and combination techniques as related to physical development. The emphasis of this course is on the development of a proper level of physical conditioning and on Judo as a sport. Self-defense will not be a primary concern.

#### **1 RHYTHMIC GYMNASTICS (1/2)**

Dance movements using small hand apparatus as the focus point are emphasized. Apparatus includes Swedish balls, jump ropes and Indian clubs. Individual, duo and group routines are composed and presented. In some units of activity, elementary tumbling and free exercise activities are developed and presented.

### **TEAM SPORTS**

#### **1 BASKETBALL/VOLLEYBALL (1/2)**

Eighteen weeks of activity in the elementary concepts of both basketball and volleyball will be offered. Basic skills, strategy, theory and practice in basketball is included. Skills include dribbling, shooting, guarding and passing. Basketball theory offers use and practice of team play and strategy.

Volleyball units include explanation and practice of the volley, set, serve, dig and smash. Proper rotation, execution of rules and team play will be stressed. A tournament will conclude the semester activity.

#### **1 ELEMENTARY VOLLEYBALL (1/2)**

An elementary course in volleyball play. Skills involving the serve, volley, dig, smash and hit will be taught and practiced. Proper rotation, rules and team play will be stressed. National volleyball rules of play will be strictly enforced. An evaluation program in all skills will be conducted. Tournament play will be conducted on a round-robin basis.



## PHYSICAL EDUCATION GENERAL SERVICE CLASSES

(WOMEN) (continued)

### 1 FIELD SPORTS (1/2)

Class may elect to cover three or more of the following sports: softball, soccer, field hockey, speedball, speed-a-away and flagball. Instruction in basic skills, rules and strategies of each selected sport will be taught. Round-robin competition will be conducted.

## PHYSICAL EDUCATION COMPETENCIES

### 20 a-b-c-d PHYSICAL EDUCATION COMPETENCIES (women) (2)

*Prerequisite: Enrollees should be major or minor students in either Physical Education or Recreation Education. This course replaces the need of a general service class in physical education and satisfies the graduation and transfer requirement in physical education.*

A series of planned activities designed to assist students who are majoring or minor-ing in Physical Education or Recreation Education to attain the skill level necessary to pass the upper division competency requirements of the four year colleges and universities. Emphasis is placed on the development and improvement of the individual's own skills to perform selected activities. Activities include dance, gymnastics, individual sports, conditioning activities, and team sports. One of this class series is offered each semester for four semesters. The class meets four hours each week.

## PHYSICAL SCIENCE

### 10 INTRODUCTION TO THE PHYSICAL SCIENCES (3)

*Three lectures per week.*

*Open to all students except those who are currently enrolled in or have completed a college course in physics, astronomy or chemistry.*

The basic physical laws of nature as described by the sciences of physics, astronomy and chemistry.

## PHYSICS

### 2a-2b GENERAL PHYSICS LECTURE (3-3)

*Three lecture hours per week.*

*Prerequisites: Elementary Algebra and Plane Geometry; concurrent registration in Physics 3a-3b is recommended. (Physics 2a is prerequisite to Physics 2b.)*

Lectures with experimental demonstrations covering mechanics, heat and sound in the first semester, and magnetism, electricity, light and modern developments in the second semester. (Designed for students majoring in some field of letters and science; required for those planning to enter medicine, dentistry, pharmacy, optometry, agriculture or forestry.)

### 3a-3b GENERAL PHYSICS LABORATORY (1-1)

*One three-hour lab period per week.*

*Prerequisite: Concurrent registration in, or successful completion of, Physics 2a for 3a, 2b for 3b.*

Physical measurements designed to accompany Physics 2a-2b.

### 4a-4b-4c GENERAL PHYSICS (4-4-4)

*Three lecture hours, one recitation hour and one two-hour lab period per week.*

*Prerequisites: 4a—Math. 30 and concurrent registration in Math. 31; 4b or 4c—Physics 4a, Math. 31 and completion of or concurrent registration in Math. 32.*

4a—Mechanics, wave motion and special relativity. (This course, together with Physics 4b and Physics 4c, constitutes a three-semester program designed to give the student majoring in engineering, physics or chemistry a thorough foundation in the fundamentals of physics.) 4b—Electricity and magnetism. 4c—Heat, light and modern physics.

### 10 DESCRIPTIVE INTRODUCTION TO PHYSICS (3)

*Three lecture hours per week.*

*Prerequisite: None; the equivalent of at least one semester of high school level algebra is recommended.*

A description with experimental demonstrations of the more important phenomena of physics. This course is open to all students except those who have had, or are taking Physics 2a or 4a.

## PHYSIOLOGY

### 1 INTRODUCTORY PHYSIOLOGY (5)

*Three lecture hours and two three-hour lab periods per week.*

*Prerequisites: One course selected from Biology 10a or 10b, Anatomy 1, Zoology 1a. A knowledge of elementary chemistry and physics is recommended.*

A course designed to familiarize the student with the functions of the organs and systems of the human body. This course is for students of nursing, physiotherapy, physical education, psychology and other related fields.

## POLICE SCIENCE

### 9 INTRODUCTION TO LAW ENFORCEMENT (3)

*Three lecture hours per week.*

An orientation to the Police Science program as well as law enforcement as a profession and means of livelihood. This includes history and philosophy of law enforcement on the local, state and national levels. The employment opportunities and general requirements of the various law enforcement agencies. The problems facing law enforcement and the over-all crime picture in the United States. The general crime trends and crime rate for various sections of the country with special emphasis on California crime.

### 10 ADMINISTRATION OF JUSTICE (3)

*Three lecture hours per week.*

*Prerequisite: Concurrent registration in, or successful completion of, Police Science 9.*

Review of court systems in the United States with special emphasis on the California court system. Procedures from time of offense until disposition of the case by the court or Adult Authority. Basic principles of federal, state and local laws as they pertain to law enforcement and the court system.

### 50 PATROL PROCEDURES (3)

*Three lecture hours per week.*

*Prerequisite: Police Science 9 or concurrent registration in same.*

Methods, techniques and responsibilities of the patrol unit. The value of one-man car as opposed to the two-man car; marked vs. unmarked patrol cars. Beat patrol and observation, police hazards and how to handle them.



## **POLICE SCIENCE (continued)**

### **51a-51b CRIMINAL INVESTIGATION (3-3)**

*Three lecture hours per week.*

*Prerequisites: Sophomore standing; Police Science 9, 52 or 55, or consent of instructor.*

Rudiments of criminal investigation; crime scene search; collection, preservation and identification of physical evidence; scientific aids; sources of information; interrogation of victims, witnesses and suspects; cooperation with related agencies; case preparation and follow-up work.

### **52 CRIMINAL LAW (3)**

*Three lecture hours per week.*

*Prerequisite: Police Science 9, or consent of instructor.*

Reason for criminal laws, their source and function in our society. The structure, definitions and most frequently used sections of the California Penal Code. Classification of crimes, nature of crimes, intent involved in the commission of an offense, attempts, conspiracy and criminal responsibility.

### **55 CRIMINAL EVIDENCE (3)**

*Three lecture hours per week.*

*Prerequisites: Police Science 9 and 52, or concurrent registration in Police Science 52.*

Definition of evidence from the California point of view; a brief overview of the federal point of view concerning evidence. Admissibility of evidence in criminal court cases; materiality and competency of evidence. Distinction between admissions and confessions; the exceptions to the hearsay rule; types of evidence.

### **56 RECORDS AND REPORT WRITING (2)**

*Two lecture hours per week.*

*Prerequisites: Sophomore standing; Police Science 9 and 52.*

History of records and reports pertaining to police. Various types of files and their uses; the value of the file system as used in the Police Department of the state; the method of writing police reports, what material is important, what purpose the different reports will fill.

### **59 JUVENILE PROCEDURES (3)**

*Three lecture hours per week.*

*Prerequisite: Police Science 9 or concurrent registration in same.*

The position the law enforcement agencies play in juvenile and delinquency control; organization and functions of related juvenile agencies; the laws governing the handling of juvenile offenders and their application; a brief resume of the juvenile court and its jurisdiction.

## **POLICE SCIENCE (continued)**

### **60 TRAFFIC CONTROL (3)**

*Three lecture hours per week.*

*Prerequisite: Police Science 9 or concurrent registration in same.*

Laws relating to the registration of a vehicle; drivers license laws; Vehicle Code sections most often encountered and violated; regulation and traffic control; traffic accident investigation; traffic accident report forms, types and uses.

### **62 GUNNERY (1)**

*Three hours a week.*

*Prerequisites: Sophomore standing; Police Science major.*

The use and safe handling of the firearm; gun laws; the concern of the police officer in the use of the firearm; both legal and moral; demonstration of shotguns, gas guns and machine guns.

### **70 POLICE AND COMMUNITY RELATIONS (2)**

*Two lecture hours per week.*

*Prerequisites: Sophomore standing; Police Science major.*

The role of the Police Department in the community government and the value of good public relations. The role of the police in civil disturbances and other emergencies will be covered.

### **71 POLICE ORGANIZATION AND ADMINISTRATION (2)**

*Two lecture hours per week.*

*Prerequisites: Sophomore standing; Police Science major.*

The various functions of the police organization. The chain of command, span of control, functional supervision, unity of command and the purpose of the police organization.

### **80a-80b INTERNSHIP (2)**

*Five hours per week—one hour classroom and four hours to be arranged.*

*Prerequisites: Sophomore standing, Police Science major and consent of instructor.*

## **POLITICAL SCIENCE**

### **1 INTRODUCTION TO POLITICAL SCIENCE (3)**

*Three lecture-recitation hours per week.*

Examination of the nature of the state, basic forms of government and the theories of democracy, communism, fascism and other political ideologies. Analysis of the roles of political parties and pressure groups as well as the nature of public opinion and voting behavior. Consideration of the character of modern public administration and a brief survey of the pattern of contemporary international relations.

### **2 CONTEMPORARY FOREIGN GOVERNMENTS (3)**

*Three lecture-recitation hours per week.*

*Prerequisites: Political Science 1, 21 or 25, or consent of instructor.*

The historical development and contemporary forms of government in the major foreign political systems. An analysis will be made of significant political forces and trends with reference to England, France, Germany, the Soviet Union and Japan.

### **3 INTERNATIONAL RELATIONS (3)**

*Three lecture-discussion hours per week.*

This course examines the nature of relations among states and provides an analysis of the basic forces affecting the formulation of foreign policy and the dynamics of international politics. The evolution and operation of the United Nations Organization is a major topic of study.

### **21 AMERICAN GOVERNMENT (3)**

*Three lecture-discussion hours per week.*

*Prerequisite: Sophomore standing is recommended.*

The course includes a thorough study of the Constitution, a survey of the organization and functions of the branches of the federal government and an examination of the dynamics of the American political process.

### **23 CALIFORNIA STATE AND LOCAL GOVERNMENT (1)**

*One lecture-discussion hour per week.*

The course is designed to acquaint the student with the institutions and problems of state and local government in California.



## **POLITICAL SCIENCE (continued)**

### **24 CALIFORNIA URBAN GOVERNMENT (2)**

*Two hours per week.*

*Prerequisite: None, but Political Science 21 is recommended.*

A survey of the principal problems of urban and metropolitan communities with emphasis on the major issues of decision-making and administrative organization in California. This course fulfills the California institutions requirements.

### **25 NATIONAL, STATE AND LOCAL GOVERNMENT (5)**

*Five lecture-discussion hours per week.*

An introduction to the principles and problems of American government at the national, state and local levels. Intergovernmental relationships are examined from a functional point of view. Major areas of emphasis are American federalism, judicial review, the political process in nation and state, civil liberties, foreign policy and the role of the citizen at all levels of government. (This one-semester course satisfies both the American institutions and the California institutions requirements and is designed primarily for those planning to take further courses in Political Science. Not open to students who have had Political Science 21 or 23.

## **PSYCHOLOGY**

### **1a GENERAL PSYCHOLOGY (3)**

*Three hours of lecture per week.*

An introduction to psychology, including such topics as motivation of behavior, emotion, learning and thinking, the basis of observation and the methods of measuring individual differences. Emphasis is placed upon experimental evidence.

### **1b EXPERIMENTAL PSYCHOLOGY (3)**

*Three lecture hours per week.*

*Prerequisite: Psychology 1a, with minimum grade of C. Statistics I is recommended.*

Emphasizes the philosophy and aims of scientific inquiry and how it can be applied to answer questions in psychology. Students will carry out demonstration experiments to familiarize themselves with the methods discussed. (Recommended for psychology majors.)

## **PSYCHOLOGY** (continued)

### **4 COURTSHIP, MARRIAGE AND THE FAMILY (3)**

*Three hours of lecture per week.*

The history and development of marriage; dating; courtship; personality adjustment in marriage; parenthood; the problem of divorce; mate-selection; love; the family; anatomic, physiologic, psychologic and sociologic aspects of sex; children; religious factors; marriage as a social institution.

### **5 CHILD DEVELOPMENT (3)**

*Three hours per week.*

*Prerequisite: Psychology 1a.*

Consideration of social, emotional and intellectual development extending from the prenatal period through adolescence. Emphasis will be upon factors influencing the developing personality.

### **10 PSYCHOLOGY IN PRACTICE (3)**

*Three hours of lecture per week.*

Intended for those who wish a general picture of human psychology but who do not want to take further courses in psychology. Emphasis will be on the application of psychological principles to problems of everyday living rather than the technical-scientific approach of Psychology 1a.

### **33 PSYCHOLOGY OF ADJUSTMENT (3)**

*Three hours of lecture per week.*

*Prerequisite: Psychology 1a.*

The study of the ways people adjust to their environments. Emphasis will be upon the ways personality develops and changes. Case illustrations and different theories of personality will be presented.

For Psychological Statistics—see Statistics.

## RECREATION EDUCATION

### 40 INTRODUCTION TO RECREATION (2)

*Two lecture hours per week with assigned laboratory meetings. For major and minor students in Physical Education and Recreation Education.*

A study of recreation as a profession. The history and principles of recreation are considered and various public and private recreation organizations are examined and observed. The basic philosophies, skills, and knowledges necessary for effective leadership and programming are analyzed. Current trends in the field of recreation are studied. Students are required to prepare a term paper, or an approved project, participate in panel discussions, symposiums, laboratory and field experiences.

## SOCIOLOGY

### 1 INTRODUCTION TO SOCIOLOGY (3)

*Three class hours per week.*

Analysis of processes of group behavior and interaction between the individual and society; personality development in different cultures as shaped by learned customs, attitudes and values. Study of family, politico-economic and religious behavior; social movements; "mass society" and communication; community structure; social class and status, ethnic minorities, with close study of Negro-white relationships.

### 2 SOCIAL PROBLEMS (3)

*Three lecture-discussion hours each week.*

Socialization and development of the self: processes by which individuals learn approved behavior patterns and disturbances of those associated with non-conformity. Theoretical and descriptive study of patterns of delinquency, alcoholism, drug addiction, prostitution, prejudice and discrimination, and suicide. Prevention, control and rehabilitation. Costs and casualties in an acquisitive society.

## SPANISH

**Language Laboratory and Listening Requirement**—Students enrolled in certain courses in foreign language are asked to make use of the language laboratory. Imitation, response and independent practice are an integral feature of the study of a foreign language at the College.



## **SPANISH (continued)**

### **1 ELEMENTARY SPANISH (4)**

*Five class hours and one lab hour per week.*

*Prerequisite: Eligibility for English A or a grade of A or B in English 50a. Exception: Students who have had high school work in Spanish for two or more years with an average grade of C or better will be eligible to enroll in that language.*

Spanish structures and active vocabulary based on oral and written pattern drills. Conversation based on short readings containing only structures already practiced. Students are urged to make extensive use of the facilities in the language laboratory.

### **2 ADVANCED ELEMENTARY SPANISH (4)**

*Five class hours and one lab hour per week.*

*Prerequisite: Spanish 1 with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish.*

Continuation of Spanish 1. Additional reading of Spanish short stories to serve as a basis for classroom conversation. Students are urged to make extensive use of the listening facilities in the language laboratory.

### **3 INTERMEDIATE SPANISH (4)**

*Five class hours per week.*

*Prerequisite: Spanish 2 with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish.*

Practice of conversation and composition; review of grammar; class and collateral reading of Spanish and Spanish-American literature. Students are urged to make extensive use of the facilities in the language laboratory.

### **4 ADVANCED INTERMEDIATE SPANISH (3)**

*Three class hours per week.*

*Prerequisite: Spanish 3 with a passing grade or assignment by the English-Foreign Language Division on the basis of the Foreign Language Placement Test in Spanish.*

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.

### **8a-8b SPANISH CONVERSATION (2-2)**

*Two class hours per week.*

*Prerequisites: Spanish 4 or Spanish 3 and permission of the instructor.*

Practice in conversation based on Spanish customs and culture. Students are urged to make use of the facilities in the language laboratory.

## SPANISH (continued)

### 25a-25b ADVANCED SPANISH (3-3)

*Three class hours per week.*

*Prerequisite: 25a—Spanish 4; 25b—25a.*

Oral and written composition, class reading of works of Spanish and Spanish-American literature, extensive collateral reading of varied types of Spanish and Spanish-American literature, and study of a review of grammar.

### 30 INDIVIDUAL READING (1-2)

*Conferences for oral reports. Time to be arranged. A minimum of three hours of reading per unit per week is required.*

*Prerequisite: Spanish 25b or permission of the instructor.*

Reading of Spanish and Latin-American classics and contemporary literature.

## SPEECH

### 1a BASIC PUBLIC SPEAKING (3)

*Three class hours per week.*

*Prerequisite: Eligibility for English A or English 1a.*

Study and practice of basic principles of effective oral communication. Research, preparation, and delivery of extemporaneous speeches to inform and persuade. Emphasis on examination of relevant social issues. Analysis and evaluation of oral communication.

### 1b ADVANCED PUBLIC SPEAKING (3)

*Three class hours per week.*

*Prerequisite: Speech 1a.*

Advanced study of the process of oral communication. Preparation and delivery of persuasive and informative speeches. Analysis and evaluation of communication events.

### 2a-2b ORAL INTERPRETATION OF LITERATURE (3)

*Three class hours per week.*

*Prerequisite: 2a—Eligibility for English 1a; 2b—Successful completion of Speech 2a.*

Oral reading of literature (poems, short stories, plays); analysis of meaning; analysis of voice quality, enunciation, pronunciation, and expressiveness.

## **SPEECH (continued)**

### **4 ARGUMENTATION AND DEBATE (3)**

*Three class hours per week.*

*Prerequisite: Speech 1a or permission of the instructor.*

A lecture-lab course in the principles and techniques of argumentation and debate. Research in significant social problems. Analysis of propositions, issues, evidence, and reasoning. Training and experience in the forms of debate.

### **5 FORENSICS PARTICIPATION (1/2-1)**

Participation in approved intercollegiate forensic contests. (May be repeated for credit.)

### **27 DISCUSSION AND PARLIAMENTARY PROCEDURE (3)**

*Three class hours per week.*

*Prerequisite: Eligibility for English A.*

A study of the methods, philosophy, and responsibilities involved when individuals function as members of policy-making groups.

### **57a-57b SPEECH FOR FOREIGN STUDENTS (3)**

*Three class hours per week.*

*Prerequisite: Placement in English 57a, 57b, or permission of the instructor.*

Designed to help the non-native speaker develop greater fluency in spoken English. Practice in pronunciation, diction, and usage. Preparation and delivery of extemporaneous speeches.

### **62 ELEMENTS OF SPEECH (3)**

*Three class hours per week.*

Frequent practice in extemporaneous and impromptu speaking. Experiences in research, language usage, and diction. Emphasis is on individual abilities and needs in achievement of effective oral communication in daily life.

## **STATISTICS**

### **1 INTRODUCTORY STATISTICS FOR THE BEHAVIORAL SCIENCES (3)**

*Three hours per week—Fall Semester.*

*Prerequisite: High school algebra and sophomore standing, or consent of instructor.*

An introduction to the descriptive techniques and methods of inference appropriate to psychology and related fields. Includes classification of data, graphical representation, measures of central tendency and dispersion, normal curve, etc.; elementary statistical inference, hypothesis testing and correlation.



## STATISTICS (continued)

### 2 INTRODUCTORY STATISTICS FOR BUSINESS AND ECONOMICS (4)

*Four hours per week—Spring Semester.*

*Prerequisite: Math. 13 or consent of instructor.*

An introduction to the descriptive and inferential techniques used in Business and Economics with emphasis on the mathematical skills required. Includes organization of data, measures of central tendency and dispersion; methods of statistical inference; probability theory.

## STUDENT GOVERNMENT

### 1-2 STUDENT GOVERNMENT (1-1)

*One class hour and attendance at weekly Student Council Meeting.*

Designed to assist Student Council members, commissioners, club officers, and other interested students in acquiring background and skills for effective participation in activities. Includes parliamentary procedure, group dynamics, and analysis of the nature and techniques of effective leadership.

## ZOOLOGY

### 1a GENERAL ZOOLOGY (5)

*Three lecture hours and two three-hour lab periods per week.*

*Prerequisite: High school Biology with grade of B or better, or Biology 10a or 10b with a grade of C or better.*

An introduction to the facts and principles of animal biology, with special reference to the lower forms of animals. (This course is accepted as a laboratory science at both the University of California and Stanford University.)

### 1b GENERAL ZOOLOGY (5)

*Three lecture hours and two three-hour lab periods per week.*

*Prerequisite: Zoology 1a with a grade of C or better.*

A continuation of Zoology 1a devoted largely to the comparative anatomy of the chordates. (This course is accepted as a laboratory science at both the University of California and Stanford University.)

# EVENING COLLEGE

## GENERAL INFORMATION

The Evening College program is designed to serve the total community. Although a large majority of those attending Evening College are adults, many day students avail themselves of the opportunity of taking classes in the evening to round out their programs or to better fit their time schedules.

Classes are offered in approximately 12 instructional areas, including branches of the arts and sciences. Approximately 100 classes are planned each semester during the first year. Additional courses will be planned for future years as college enrollment increases.

A combined catalog-schedule giving the times, days, classroom locations and course descriptions is printed for each semester and will be available at the college and public libraries prior to registration. The catalog-schedule will be mailed upon request.

A registration fee is charged adults for enrollment in each class for each semester. In those classes using special supplies all students are assessed an additional fee. Students purchase their own textbooks, notebooks, and supplies.

Registration procedures will be described in the Evening College Catalog-Schedule and should be carefully noted.

Classes in the Evening College program are open to persons who are over 18 years of age or who are high school graduates.

Requirements for the Associate in Arts degree are listed elsewhere in this catalog. Requirements for the A.A. degree and the certificate programs may be fulfilled through attending Evening College classes.

The Evening College offers certificate programs in Business Management, Industrial Management and Administrative Management. Additional certificate programs are planned for the future. A cooperative education program is also offered in which students receive units leading to certificates in business management, industrial management, administrative management and toward the A.A. degree.

Many persons complete requirements for lower-division programs in Business Administration, Education, Liberal Arts, and other areas while obtaining the Associate in Arts degree. A complete offering in any one of these transfer programs may not be available each semester.

## **COUNSELING**

Day students who plan to attend Evening College classes should first discuss those classes with their day counselor and receive his approval. Counseling services are also provided by the Evening College for persons who wish assistance in planning programs of evening study. For information concerning work in a specific subject, students may consult the instructor of the class in which they may be interested. Anyone not registered in the day college who wishes individual counseling should bring transcripts of previous work to his interview. Requests for such assistance should be made at the Registrar's office.

Group counseling sessions, giving general information about college degrees and the organization of college programs, are scheduled each semester prior to registration. The schedule of classes lists times and location of these sessions.

## **ELIGIBILITY**

Certain classes have prerequisites which are described in the Evening College catalog-schedule.

## **FACULTY**

The Evening College faculty includes teachers from the regular college staff, teachers from nearby colleges and schools, and persons from business, industry, the professions, and other areas of specialization.



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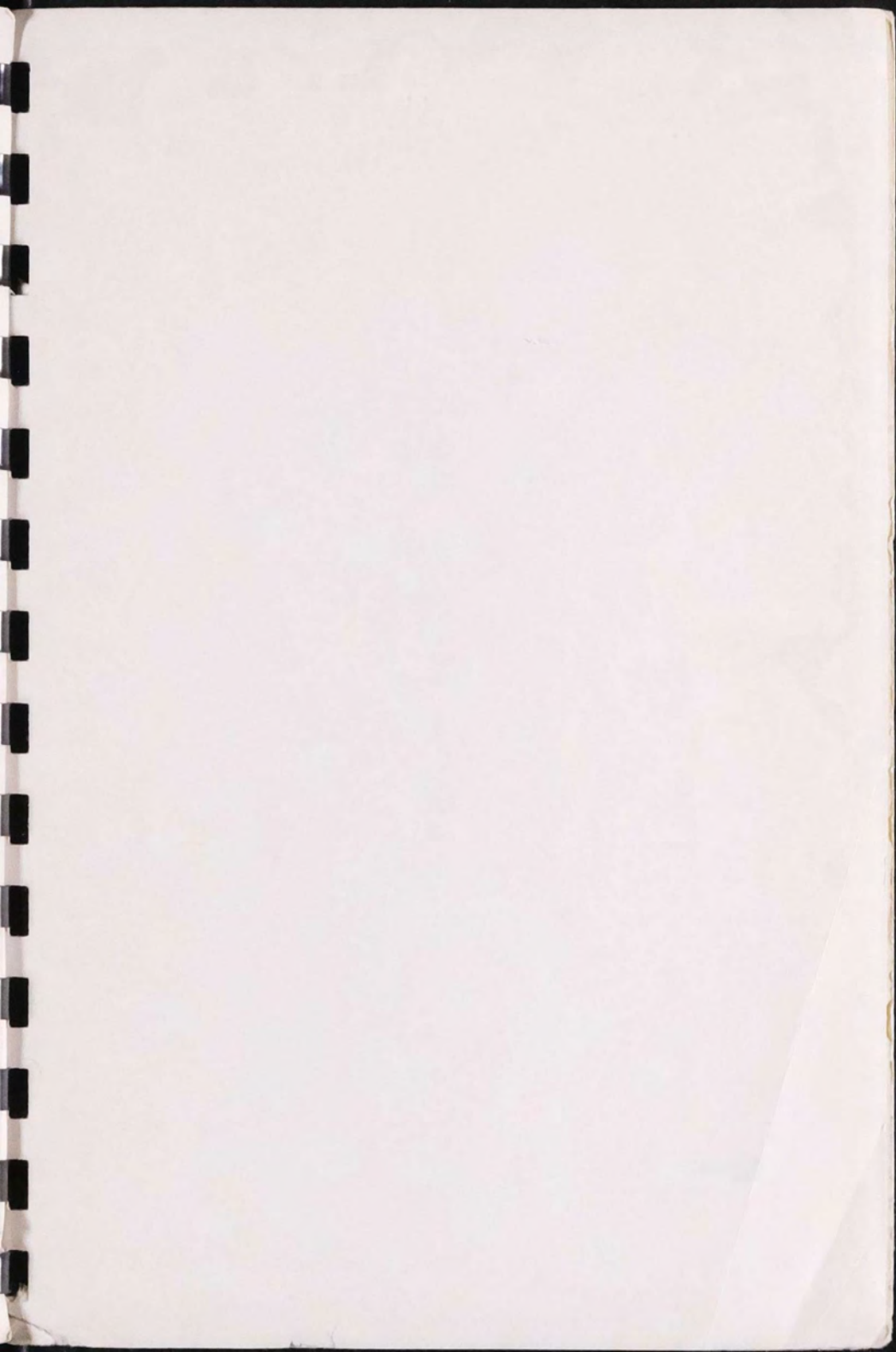
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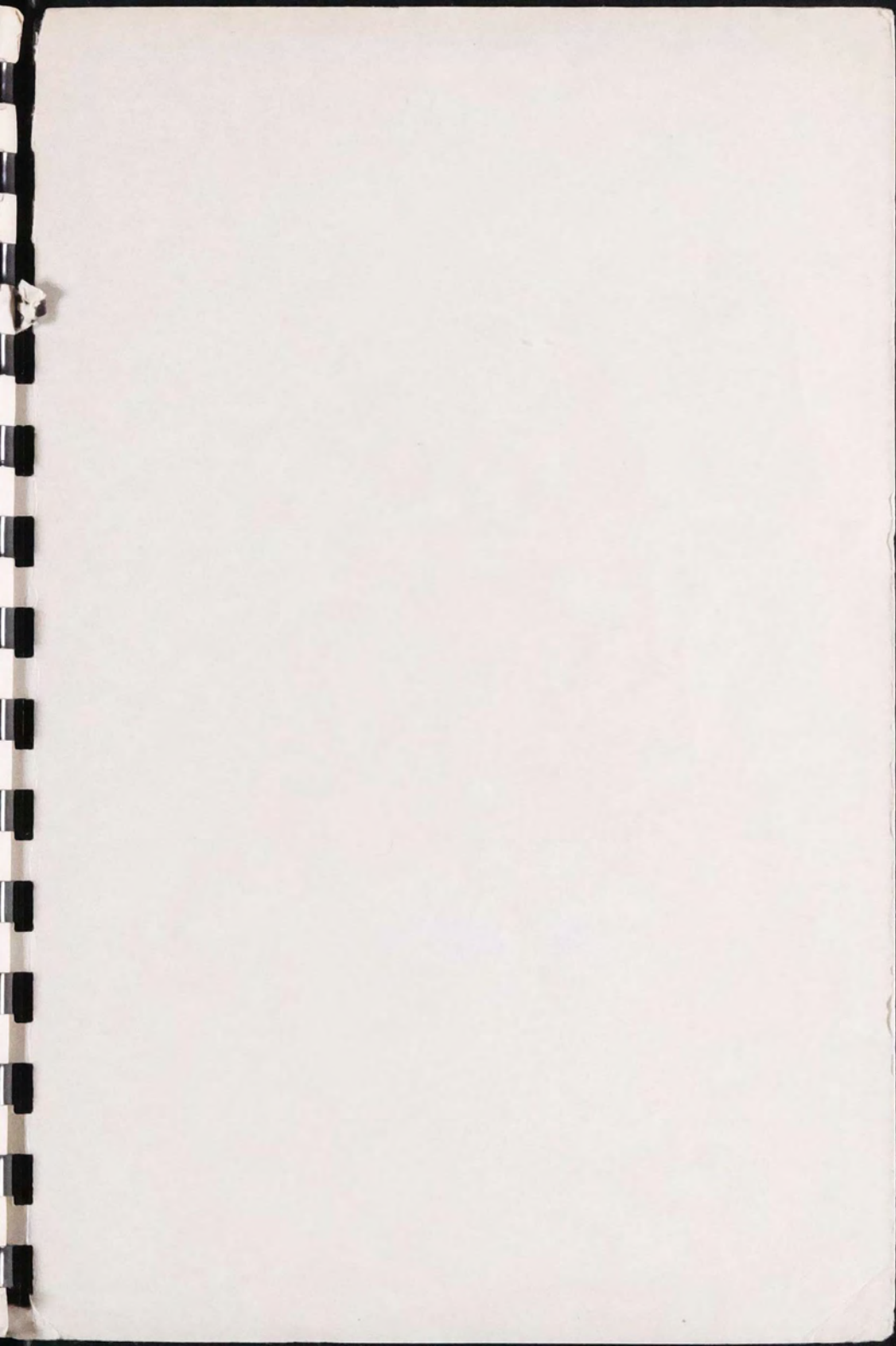
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