



Cañada College Catalog Supplement
1974-1976

Supplement

1974-76

For Full Information See
1974-75 Cañada College Catalog

*Cañada College, a community college
within the San Mateo Community College District,
is accredited by the Western Association of Schools and Colleges.*

4200 Farm Hill Blvd., Redwood City, California 94061 Phone (415) 364-1212

Table of Contents

Calendar for 1975-76	1
Board of Trustees, Administration	2
General Information	3
Evening College	3
Community Services	3
Women's Re-entry Program	4
Admission Information	4
Grade Alleviation - New Policy	5
Program Planning	5
Courses Satisfying A.A. or A.S. Degree Requirements	7
New Courses	8

Calendar for 1975-76

June 23-Aug. 1, 1975 Six-week summer session

June 23-Aug. 15, 1975 Eight-week summer session

FALL SEMESTER

Sept. 1 Labor Day holiday
Sept. 2 Registration, new students
Sept. 3 Registration for special students
Sept. 4 Registration for special students
Sept. 9 Admission Day holiday
Sept. 10 Day and evening classes begin
Sept. 14 Saturday classes begin
Sept. 16 Last day to add new classes
Sept. 29 Census day
Oct. 20 Applications available for spring semester
Oct. 31 Mid-term grade reports due
Nov. 11 Veterans Day holiday
Nov. 27-28 Thanksgiving recess
Dec. 1-17 Counseling, continuing students
Dec. 22-Jan. 2 Winter recess
Jan. 19-27 Final examinations
Jan. 23 Evening College classes close
Jan. 24 Saturday classes close
Jan. 27 Day College classes close

SPRING SEMESTER

Jan. 21-28 Registration, new and returning students
Feb. 4 Day and evening classes begin
Feb. 7 Saturday classes begin
Feb. 10 Last day to add new classes
Feb. 12-16 Presidents Day recess
Feb. 23 Census day
March 19 Applications available for fall semester
April 2 Mid-term grade reports due
April 12-16 Spring recess
May 12-28 Counseling, continuing students
May 31 Memorial Day holiday
June 9-17 Final examinations
June 11 Evening College classes close
June 12 Saturday classes close
June 15 Commencement
June 17 Day College classes close
June 21-July 30, 1976 Six-week summer session
June 21-Aug. 13, 1976 Eight-week summer session

Board of Trustees Administration

BOARD OF TRUSTEES OF THE SAN MATEO COMMUNITY COLLEGE DISTRICT

Eleanore D. Nettle
(Since 1956)
Housewife

Francis W. Pearson, Jr.
(Since 1963)
Certified Public Accountant

Robert A. Tarver
(Since 1953)
Attorney

James R. Tormey, Jr.
(Since 1971)
Attorney

Carl E. Ward
(Since 1960)
Financial Consultant

Glenn P. Smith
Chancellor-Superintendent

COLLEGE ADMINISTRATION

(To be named)
President

John H. Rhoads
Administrative Assistant

INSTRUCTION SERVICES

Leland H. Mahood
Dean of Instruction

Gilberto S. Villarreal
Assistant Dean of Instruction,
Continuing Education

Frederick L. Gilman
Assistant Dean of Instruction,
Occupational Education

Ruth K. Nagler
Assistant for Community Services

Florence M. Chan
Chairman, Library

Pasquale S. D'Epiro
Chairman, Audio-Visual

Loretta J. Hergert
Coordinator,
Saturday Program

STUDENT SERVICES

William J. Walsh
Dean of Students

Patricia O'Brien
Associate Dean of Students

Joseph J. Marchi
Assistant Dean of Students-Counseling

Ella E. Gray
Head,
Student Development Program

Lynn E. Carlyle
Assistant for Registration

FACULTY SENATE

Lewis D. Miller
President

DIVISION CHAIRMEN

Louis E. Yaeger
Business

(To be named)
English and Foreign Languages

Philip F. Egan*
Fine Arts

John C. Forsythe, Jr.
Health Education and
Life Sciences

James R. Loughrey
Mathematics and Engineering

Richard W. Anderson
Recreation and Physical Education

Samuel J. Nicolopoulos
Athletic Director

Ross W. Westover
Physical Sciences

Melvyn E. Pratt*
Humanities and Public Affairs

Bennett B. Kilpack*
Education, Sociology and
Psychology

* Pending Board approval

General Information

Accreditation

Cañada College is fully accredited by the Western Association of Schools and Colleges, which is affiliated with the federation of Regional Accrediting Commissions of Higher Education. The College is also approved by the Office of the Chancellor of the California Community Colleges and the Veterans Administration.

Summer Session

San Mateo Community College District offers summer sessions at colleges within the District. Further information may be obtained by calling Cañada's Evening College and Summer Session office.

Summer session also affords the opportunity for superior high school students, to take a number of selected college courses. Further information may be obtained by contacting the high school counselor.

Saturday College

Cañada College offers instruction in a wide variety of subject areas on Saturdays. The expanded course offerings allow residents of the community the opportunity to participate in a program of continuing education at their convenience.

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.

Approximately 225 classes are offered in 12 instructional areas each semester.

A schedule of classes giving the times, days, and classroom locations is printed each semester and is available at the College and public libraries prior to registration.

A registration fee of \$10 is charged to persons 21 years of age and older 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 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 and Associate in Science degrees are listed in the College catalog obtainable in the College bookstore. Requirements for the A.A. and A.S. degrees and the certificate programs may be fulfilled through attending Evening College classes.

The Evening College offers certificate programs in Business Management, Industrial Management, Supermarket Management, Public Administration, Small Business Management, Banking and Finance Management, Accounting, Para-Legal Assistant, Occupational Safety and Health, Dietary Technician (Level I & II), Nursery School Assistant, Teacher Assistant, Interior Design (options: Assistant Designer, Display, Home Furnishings Merchandising) and Tourism. Additional certificate programs are planned for the future. A Cooperative Education program is also offered in which students receive units toward the certificate and the A.A. or A.S. degree.

Many persons complete requirements for lower-division programs in Business Administration, Education, Liberal Arts, and other areas while obtaining the A.A. or A.S. degree. A complete offering in any one of these transfer programs may not be available each semester.

Community Services

The office of Community Services endeavors to meet the educational, vocational, recreational, cultural and social interests of a diverse, community-based constituency by providing an array of activities and events which supplement and enrich the more formal day and evening curriculum.

Community and campus resources are marshalled each

semester to plan and implement single lectures, one-day workshops, credit and non-credit short courses, conferences and seminars, many of which are first-time offerings and some seldom repeated.

Women's Re-entry to Education Program

Over 59% of the students at Cañada are women. To meet the particular needs of the woman who is returning to her education after a period of absence, the Re-entry Program offers special services and classes so she may re-enter school with a minimum of difficulty.

Women of all ages and backgrounds may use the services of a special Women's Counselor. An orientation program and assistance with registration is offered. A core curriculum of classes is available for those who wish to share their learning experiences with other women in a supportive atmosphere.

Admissions Information

Residence Requirements for Admission

Attendance at any one public community college in California is conditioned by certain residence qualifications.

Basically, a California resident for purposes of attendance at a community college is a person 18 years of age or over who has resided in the State for more than one year immediately preceding the first day of classes.

An applicant who is a resident of the San Mateo Community College District may attend Cañada College, College of San

Mateo (San Mateo) or Skyline College (San Bruno). An applicant who is a resident in a part of California not included in a district which maintains community college classes may also attend Cañada College. An applicant who is a legal resident of another community college district must submit a written permit from the district of residence granting permission to enroll in Cañada College.

Non-Resident Fee

Non-residents will pay a fee of \$1235 for the academic year 1975-76. This fee is payable at the time of registration at the rate of \$618 per semester or \$41.20 per unit. Residence status will be determined by the Registrar.

Cost to Students

While there is no tuition at Cañada College for students whose legal residence is in the San Mateo Community College District, there are living and incidental costs which should be anticipated. All fees are subject to change by the Board of Trustees and, when applicable, by local, State and Federal statutes. These, together with their normal expectable amounts, will include:

Books and supplies	\$150 per year
Health Fee	\$7.50 per year
Student activity card	\$10 per year, \$6 for spring semester
Meals and Housing	\$1900 per year
Transportation	\$500 per year
Personal expenses (laundry, recreation, medical)	\$400 per year

Foreign Students

Cañada College offers a well-developed program for students from other countries. The College provides a counselor with specialized experience to assist them with personal and academic problems.

Applicants from outside the United States must:

1. Have completed the equivalent of an American high school education with satisfactory grades.
2. Demonstrate sufficient command of English to profit from instruction at the College.
3. Present evidence that they have the necessary funds to take care of tuition and all living expenses while attending Cañada College.

Tuition for foreign students is \$1235 per year.

Application for Admission

(See 1975-76 Calendar for application filing dates.)

Students applying for admission to Cañada College are required to:

1. File a written application for admission (forms available from the College).
2. Submit two complete transcripts of records from the high school from which you graduated, or which you last attended, and from each college attended.
3. Complete a placement examination in English and Mathematics.

Grade Alleviation - New Policy

A maximum of two semesters or three quarters of work which is substandard and not reflective of the student's present scholastic level of performance may be alleviated and disregarded in the computation of grade point averages under the following conditions:

- (1) A period of at least three years has elapsed since the work to be alleviated was completed.
- (2) Alleviation of work may be accomplished in the following ways:
 - (2.1) Students pursuing the associate degree must have completed 15 semester units (22 quarter units) with at least a 3.0 GPA, or 30 semester units (45 quarter units) with at least a 2.5 GPA, or 45 semester units (67 quarter units) with at least a 2.0 GPA since the work to be alleviated was completed.
 - (2.2) Students pursuing a certificate of achievement must have completed 6 semester units (9 quarter units) with at least a 3.0 GPA, or 12 semester units (18 quarter units) with at least a 2.5 GPA, or 18 semester units (27 quarter units) with at least a 2.0 GPA since the work to be alleviated was completed.
 - (2.3) Students who have already received a certificate of achievement and who then pursue an A.A. or A.S. degree must be governed by the provisions of 2.1.
- (3) A semester or quarter is defined as all work attempted during a single academic term. The terms need not be consecutive.

When work is alleviated, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Program Planning

This special catalog section is designed to help a student plan his academic program if he is seeking training or background related to a particular field or major.

The college offers a Certificate of Completion for specialized training and an Associate in Arts or Associate in Science degree in an occupational program and for transfer to another educational institution to complete training. Students planning to transfer will find general information regarding the state colleges and universities and the University of California in this section. Cañada College also offers the lower division requirements for transfer to most majors in other colleges and universities. Since the requirements vary, it is essential that the student—with his counselor—plan his program at Cañada from the catalog of the university or college to which he plans to transfer. In this planning, he should review both the degree requirements and the departmental requirements for his major. It is important also for the transfer student to plan with his counselor from the catalog and departmental requirements of the transfer institution.

Certificate Programs

A Certificate of Completion (generally 18 to 30 units) is awarded in certain occupational fields upon satisfactory completion of a specific course of study. These programs, developed in cooperation with community advisory committees, have been designed to assist in upgrading persons who are already employed in business, industry or government or those preparing for employment who desire to take all their work in specialized pre-employment courses.

In order to qualify for a certificate, a student must complete required and elective courses with at least a grade point average of 2.0 (C). Parallel courses completed at other accredited institutions upon approval of the division chairman in which the certificate is being earned may be applied toward the certificate. The last 12 units must be taken at Cañada College. Applications for certificates are available from the program coordinator.

Units earned in obtaining a certificate may be applied toward the 60 units required for an A.A. or A.S. degree and may also satisfy the major requirement.

A list of certificates offered by the college are listed on page 44 of the 1974-75 catalog. In addition, the Gerontology program will be implemented Fall Semester, 1975.

A.A. or A.S. Degree Requirements

Graduation from Cañada College with the Associate in Arts or Associate in Science degree is based upon the completion of 60 units of lower-division college work, including the requirements listed below. An application for the degree must be filed in the Registrar's Office during last semester of attendance.

A. Residence

The last 12 units or a total of 48 of the 60 units must be completed at Cañada College.

B. Scholarship

A minimum overall grade point average of 2.0 (C) for the last 60 units.

C. Major

A major consists of at least 18 semester units 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.

D. General Education

15 semester units as described on the following page.

E. Physical Education

Each student is required to complete two units in activity courses in Physical Education. This requirement may be waived in accordance with College regulations.

COURSES SATISFYING GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREE

Statement of General Education: "General Education is the part of studies which introduces the student to areas of study that develop breadth of outlook and contribute to his balanced development. The 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." Cañada College Catalogue page 41

I. NATURAL SCIENCES: (One or more courses for a minimum of three units)

Anat 1	Biol 3	Chem 1a	Geog 1a	H Ed 8	Phys 2a
Anat 51	Biol 9/H Ec 9	Chem 10	Geol 1a	H Ed 9	Phys 4a
Anat 62	Biol 10	Chem 30a	Geol 10	H Ed 11	Phys 9/Mus 9
Anth 1	Biol 20	Cons 1	Geol 15	H Ed 12	Phys 10
Astr 10	Biol 39	Ecol 10	H Ed 1	H Ec 9/Biol 9	Phys 12
Astr 12	Biol 40	Elec 10	H Ed 3	Hort 100a/b	Phys 62
Astr 17	Bot 1	Envr 1	H Ed 4	Mete 1	Zool 1
Bact 10	Bot 4	Envr 3	H Ed 5	Mus 9/Phys 9	
Biol 1	Bot 8	Food S 1	H Ed 6	Ocen 10	
Biol 2	Bot 10	Fors 1	H Ed 7	PSci 10	

II. SOCIAL SCIENCES: (One or more courses for a minimum of three units) An American Institutions course must be taken in this area.

Econ 11	Hist 8a	Hist 26	PISc 23
Envr 2	Hist 17a	Hist 31	PISc 27
Envr 4	Hist 17b	PISc 7	SSci 1
Hist 4c	Hist 22	PISc 21	SSci 2

III. HUMANITIES: (One or more courses for a minimum of three units)

Art 1a	Drma 10	Engl 29	Engl 46c	Mus 1	Phil 25
Art 1b	Drma 24	Engl 30	Fren 3	Mus 6	Phil 27
Art 1c	Drma 25	Engl 36	Fren 4	Mus 8	Phil 28
Art 2a	Engl 1b	Engl 37	Fren 25a	Phil 6a	Phil 35
Art 3	Engl 21	Engl 38	Germ 3	Phil 6b	Span 3
Art 5a	Engl 23	Engl 42a	Germ 4	Phil 7	Span 4
Art 10	Engl 24	Engl 42b	Hist 4a	Phil 20	Span 25a
Art 13a	Engl 25	Engl 45	Hist 4b	Phil 21	SpCm 11
Drma 1a	Engl 27	Engl 46a	Hist 13	Phil 23	SpCm 30a
Drma 1b	Engl 28a	Engl 46b	Hist 14	Phil 24	SpCm 30b

IV. LEARNING SKILLS: (One or more courses for a minimum of three units)

Engl 1a	Engl 50a	Engl 57a (for foreign students only)
---------	----------	--------------------------------------

V. ETHNIC STUDIES: (One or more courses for a minimum of three units)

Anth 34	Engl 43	Hist 9b	PISc 13	SSci 33
Anth 36	Engl 44	Hist 32	Psyc 7	SSci 34
Anth 37	Hist 8b	Hist 33	SSci 30	Soci 3
Engl 41	Hist 9a	Hist 36	SSci 32	SpCm 12

New Courses

ADMINISTRATION OF JUSTICE

45 POLICE PATROL CANINE MANAGEMENT (3) (Evening College)

Prerequisite: Student must be working with trained patrol dog in a professional capacity.

3 hours per week.

An in-depth study of the modern day working police canine; understanding, handling, and improving management techniques. In applying theory with actual field situations, the student will attain a greater awareness of the significant role the patrol canine plays as a physical and psychological deterrent to crime, with emphasis on police/public relations.

ANTHROPOLOGY

6 AFRICA (3)

3 lecture hours per week.

An introductory survey of the culture and society of Africa. A general review of history, economic life, social structure, religion and politics will be followed by thorough case studies of two societies: the Yoruba of Nigeria and the Zulu of South Africa.

34 CALIFORNIA INDIANS (3)

3 hours per week.

An introduction to the origins and pre-history of the California Indian; archaeology, pre-history, ethnography and history of selected cultures. Emphasis will be on the San Francisco Bay Region with special emphasis upon San Mateo County. Historical and contemporary problems will also be dealt with in terms of European influence on the various California Indian cultures.

ANATOMY

71 HUMAN ANATOMY (3)

Prerequisite: Enrollment in court reporting program.

Three lecture hours per week.

An anatomical and physiological survey of the human body with emphasis on application in the court reporting field.

ART

8 ART AND CULTURES (3)

Prerequisite: None. Recommended Art 1C.

Three lecture hours per week.

The course will present a living art-sociology. It will be a study of cultural systems of expression and convention in art as they reflect the cause social change. Comparisons will be drawn among universals which appear common to all cultures and how the needs they imply can be used as a method of understanding the more complex relationships of today's society.

14(X) ILLUSTRATION (3)

Prerequisite: None.

Three lecture hours per week.

A course in the rendering of literal and commercial concepts, providing the student with the basic skills to illustrate or decorate books, articles, advertisements, etc.

17C(X) SILKSCREEN PRINTING (3)

Prerequisites: Art 17b. Concurrent enrollment in Art 99 (Studio Hours).

3 lecture hours per week.

Introduction to stencil process of printing through a silk screen to produce graphic art on paper or fabric.

The Printmaking courses have been restructured so that Silkscreen will be a separate course, Art 17c. Art 17a and 17b will continue as previously described, except that Silkscreen will not be a part of either of these courses.

53 ART IN THE ENVIRONMENT (3)

Prerequisite: None.

Forty-five in-class hours - workshop experiences.

Designed for teachers, administrators, school aides, parent volunteers from pre-school to grade 8. Course is workshop-oriented, covering painting, printmaking, stitchery, weaving, bakers dough, ceramic clay and many varied mural experiences. Course will include a tour of children's art in public areas and a beach outing involving work with natural materials.

73B(X) PHOTOGRAPHY (3)

Prerequisite: 73A or consent of instructor.

Three class hours per week.

Composition, design, creative presentation. More advanced techniques with camera and darkroom.

73C(X) PHOTOGRAPHY (3)

Prerequisite: Art 73B or consent of instructor.

Three class hours per week.

The use of photographic tools and techniques to create expressive images.

The courses in Photography, formerly listed as Art 73, have been restructured into three sections: Art 73A, Beginning; Art 73B, Intermediate; and Art 73C, Advanced. Each of the three sections will be taught for three units of credit, instead of the former two units.

AUDIO-VISUAL

1 AUDIO-VISUAL LABORATORY (1-2)

Prerequisite: None.

One lecture and three lab hours per week.

Techniques of AV equipment set-up, operation and care (16MM projector, slide and filmstrip equipment, tape recorders, video equipment, etc.). Some production of software plus orientation to AV Control Room, Reading Lab, Language lab, and Learning Labs.

4 AV EQUIPMENT REPAIR (1-2)

Prerequisite: Mechanical ability to handle tools and do simple repairs. Basic electronics helpful.

Three to six lab hours per week.

Practical instruction in maintenance and repair of all kinds of Audio-Visual equipment (except video). Two semesters or more are suggested as providing technical background leading to possible employment in the field.

BOTANY

8 INDOOR GARDENING (1)

Prerequisite: None.

Two lecture hours per week for eight weeks.

How to grow potted plants in the home, deck, or patio. This course will give practical information on how to start potted plants and care for them, as well as on their use in and around the home.

BUSINESS

88 REAL ESTATE FINANCE (3)

Prerequisite: Salesman's or broker's license, or completion of Business 83a and 84; or completion of Business 85.

3 hours per week.

The practice of real estate brokerage, real estate sales, property management, real estate ownership, the management or the building of an estate, and related topics along with a study of the facts and principles of California Real Estate Law. (Meets the state requirements for the broker's examination).

92X TYPEWRITING LABORATORY - Speed and Accuracy Building (1) (Eight weeks)

This credit/no credit laboratory is designed to improve your ability to type straight copy with correct technique, develop accuracy, and increase speed. All work will be done in class and attendance is mandatory. May be repeated for credit.

134 REAL ESTATE APPRAISAL (Basic) (3)

Prerequisite: Completion of Bus. 83a and 84, or broker's license, or two years' full-time appraisal experience.

3 hours per week.

Basic real estate appraisal; both residential and commercial properties are analyzed. Methods and techniques for determination of loan, market and insurance values. (Meets the state requirements for the broker's examination.)

170 LAW FOR COURT REPORTING (5)

Prerequisite: Business 164, Legal Terminology helpful/suggested, either taken concurrently or previously.

Five lecture hours per week.

A course designed to provide the student with a foundation of the general concepts of law and acquaintanceship with general legal terminology and with procedural law including appellate procedures, the judicial system, and trial procedures. Areas of general concepts covered include: real and personal property, negligence and personal injury, contracts, wills, probate and domestic relations, corporate law, insurance, criminal law, and equity.

160A MACHINE SHORTHAND I (5)

Prerequisites: Business English and Intermediate Typewriting or equivalent or concurrent enrollment.

Laboratory: 3 hours daily; 15 hours per week.

Presentation of the keyboard and basic theory of machine shorthand and phoentic writing; intensive practice dictation with emphasis on rapid and accurate reading back of notes, transcription of notes; emphasis on clear notes, and use of good English skills. All work in preparation for more advanced courses in Machine Shorthand.

Minimum speed attainment: 70 words per minute on dictation of new-material and 80 on familiar material, transcribed with 95% accuracy.

160B MACHINE SHORTHAND II (5)

Prerequisites: Machine Shorthand I or its equivalent.

Laboratory: 3 hours daily; 15 hours per week.

Continuation of development of skill in recording dictation and reading notes in preparation for more advanced courses in Machine Shorthand. Thorough review of theory and prin-

ciples learned previously with an inclusion of any other new theory to complete basic keyboard training. A wide variety of dictation materials will include familiar and new-matter dictation, with transcription skills being further developed.

Minimum speed attainment; 110 words per minute on dictation of new material; 97.5 percent accuracy.

160C MACHINE SHORTHAND III (2 1/2)

Prerequisites: Machine Shorthand II or its equivalent.

Laboratory: 3 hours daily, eight weeks.

Advanced skill development on the machine keyboard and on transcribing at the typewriter for mastery and perfection of skills. Designed to establish, develop, and strengthen the link between theory dictation, transcription, and reporting skill. Dictation material includes increasingly more difficult matter.

Minimum speed attainment: 120 words per minute on new-matter dictation material; 97.5 percent accuracy of transcription.

160D MACHINE SHORTHAND IV (2 1/2)

Prerequisites: Machine Shorthand III or its equivalent or consent of instructor; typewriting speed (60); and completion of 2 terminology courses (163, 164), their equivalent or consent of instructor.

Laboratory: 3 hours daily, nine weeks.

Continuation of machine skill development with concentration on progressively more difficult dictation material, emphasizing endurance for reporting skill, which includes straight matter material, correspondence, legal matter, some medical reports.

Minimum speed attainment: 140 words per minute on new-matter dictation material; 97.5 percent accuracy of transcription.

160E MACHINE SHORTHAND V (2 1/2)

Prerequisites: Machine Shorthand IV or its equivalent or consent of instructor; typewriting speed (65) and completion of terminology courses preferred.

Laboratory: 3 hours daily, nine weeks.

Emphasis upon advanced skill development on the shorthand machine to handle courtroom testimony, reporting abbreviations, jury charge, multiple-voice dictation material. Classes designed to simulate actual courtroom proceedings, hearings, and/or convention reporting.

Minimum speed attainment: 160 words per minute on new-matter dictation material; 97.5 percent accuracy in transcripts.

160F MACHINE SHORTHAND VI (4)

Prerequisites: Machine Shorthand V or its equivalent, or by consent of instructor; typewriting speed (65 plus) and completion of terminology courses preferred; completion of or concurrent enrollment in Business 168, Courtroom Orientation and Survey.

Laboratory: 10 hours per week; meets daily.

Introduction to legal terminology dictation, testimony and depositions, and emphasis on speed building on the following types of cases of two-voice dictation: common carrier, sales warranty, damages, arson, negligence, highway traffic act, mental incompetency to contract, scope of employment, punitive damages and other related materials.

Minimum speed attainment: 190 words per minute on new-matter dictation material; 97.5 percent accuracy in transcripts.

161A ADVANCED LEGAL DICTATION (2)

Prerequisites: Completion of or concurrent enrollment in Machine Shorthand 160F; typewriting speed of at least 65 w.p.m.

Meets daily - 10 hours per week for 9 weeks.

Additional skill development continued on the machine, emphasizing legal dictation material, of the multiple-voice variety, using jury charge, legal opinions, and testimony/all unfamiliar material. The course will also emphasize transcription, productivity of transcripts, and read back of notes.

Minimum speed attainment: 200 words per minute on new-matter material; 97.5 percent accuracy of transcription.

161B ADVANCED LEGAL DICTATION (2)

Prerequisites: Completion of or concurrent enrollment in Business 161a or by consent of instructor.

Meets daily - 10 hours per week for 9 weeks.

Additional cases of multiple-voice live dictation will be continued as material, including insurance, condemnation proceedings, income tax refund, negligence-injury, authority of an agent, burden of proof, exemplary damages, weighing evidence. Some medical dictation involving case histories, reports, autopsy reports, and drug terminology will be included. Mock trials and courtroom visitation scheduled.

Minimum speed attainment: 210 words per minute on dictated material; 97.5 percent accuracy of transcription.

161C ADVANCED LEGAL DICTATION (2 1/2)

Prerequisites: Completion of or enrollment in 160F; completion of Business 161A and 161B or concurrent enrollment.

Ten hours per week for 9 weeks.

The purpose of the course is to build advanced machine skill through using actual jury charge and opinion with selections

of legal opinion, solid matter, medical and technical and dental testimony, miscellaneous court material; real estate and land descriptions also included. Preparation for certification to take the CSR examination will be made in this course. Mock trials and courtroom visitations scheduled.

Minimum speed attainment: 225 words per minute on dictated material; 97.5% accuracy of transcription.

162A MACHINE TRANSCRIPTION (1 1/2)

Prerequisites: Completion of Business 92B or C or by consent of instructor or typing speed of 60 w.p.m.; completion of Business English 91 recommended.

Laboratory: Two hours daily, eight weeks.

Gaining techniques of dictation and transcribing material from dictation/transcription units is the emphasis of this course. Practice will be obtained from typing transcripts in proper set-up from the student's notes. Use of technical and non-technical reference books will be made. Typing speed development may also be gained.

162B DICTATION/TRANSCRIPTION/ OFFICE PRACTICE (1 1/2)

Prerequisites: Completion of Business 162A or equivalent or by consent of instructor.

Laboratory: Two hours daily, eight weeks.

Office organization, including filing, billing, recordkeeping and other office management areas will be covered in this course. Transcription for production work will be from material involving various vocabularies, including technical, to aid in vocabulary development and to reinforce the use of reference materials. Other office machines work will be included.

162C BUSINESS TYPEWRITING (Legal) (2)

Prerequisites: Completion of Business 162B or equivalent or by consent of instructor.

Laboratory: Five hours per week.

Preparation of legal case files from machine shorthand notes will be emphasized with added emphasis upon their arrangement and legal requirements being presented in this class. Use of dictation units will also be made for the court reporting student.

163 VOCABULARY AND SPELLING (3)

Prerequisites: None. (Good English background helpful)

Three lecture hours per week.

Designed to prepare and encourage the student to develop word curiosity about unfamiliar words. It will provide an understanding and knowledge of general vocabulary words, with emphasis included on various professional disciplines.

164 LEGAL TERMINOLOGY (3)

Prerequisites: Completion of 160A; Completion of Business 163 recommended; Completion of or concurrent enrollment in Law (18a or 170) recommended.

Three lecture hours per week.

A specialized study of development of a legal vocabulary basic to the student of court reporting. Course emphasizes usage of terminology on the shorthand machine.

165 MEDICAL TERMINOLOGY (3)

Prerequisites: Completion of or concurrent enrollment in Anatomy 71 or its equivalent.

Three lecture hours per week.

All the human physiological systems are emphasized for study to develop the medical vocabulary necessary for students of court reporting. Basic training in medical terminology to be written on the machine will be concerned with the systems: skeletal, endocrine; muscular; respiratory; circulatory; nervous, and sensory; it will also include prefixes and suffixes, diagnostic, operative, and symptomatic terms and medical abbreviations and drug terminology.

166 ETHICS FOR COURT REPORTING (1/2)

Prerequisites: None. Concurrent enrollment in Business 167.

Instruction to thoroughly acquaint the student with the ethics of the court reporting profession and the California Shorthand Reporters Law and Regulations will be conducted as a lecture course, using the shorthand machine. The course also familiarizes the student with examining procedures, stipulations, and fees.

167 LIBRARY RESOURCES AND REFERENCES/LEGAL PROCEDURES (1)

Prerequisites: (Concurrent enrollment in Business 166 advisable.)

Acquaintanceship with technical and non-technical reference materials and informational sources, as well as ability to cite names, places, quotations, authors, and state and federal codes will be stressed.

168 COURTROOM ORIENTATION/SURVEY (2)

Prerequisites: Ethics, Business 166.

An introduction to the field of courtroom and conference reporting, providing an overview of the opportunities available, duties of the court reporter, the skills and knowledges required, the professional organizations, the etiquette and ethics of court reporting, and the challenges in the field. Observations of proceedings in the courtrooms will be scheduled. Vocabulary development in various fields will be continued.

169 APPRENTICESHIP TRAINING/ PRACTICUM (1/2 - 3)

Prerequisites: Attainment of high speed skill, minimum of 180 wpm proficiency; twenty laboratory hours minimum as prescribed by the State Board; Business 168 and 161C.

Actual court experience in the courtrooms, with the guidance of a court reporter will be conducted in this practicum, primarily in the local courts of Redwood City. Introduction to the judicial system, types of courts, jurisdictions, and appellate procedures as well as vocabulary used during the course of the trial and pleadings will be included.

DRAMA

17A COSTUME-FASHION DESIGN (2)

Prerequisite: None.

One hour per week plus lab by arrangement.

Problems of actual play preparation of costumes. This course will provide drama and fashion students the opportunity for practical experience in execution of costumes for dramatic productions, with possibilities for designing. May be repeated for credit.

17B MAKE-UP (1)

Prerequisite: None.

One hour per week.

Introduction to basic techniques of theatrical make-up. Development of skills in practical application.

ENGINEERING

51 MAGNETIC PARTICLE AND PENETRANT INSPECTION (3)

Prerequisite: Engineering 50 (Introduction to Materials Evaluation) or consent of instructor.

Three lecture hours per week.

Designed to develop the physical and theoretical background needed to understand the nature of magnetic particle and penetrant inspection with emphasis on their uses and interpretation.

ENGLISH

6 BASIC TECHNICAL AND REPORT WRITING (3)

Prerequisite: English 1A or consent of instructor.

Three lecture hours per week.

Basic Technical and Report Writing is designed to help the

student become skilled in the basic techniques of report writing. Students will write papers about their technical areas or interests, including office letters and memos and other reports. Basic principles for achieving successful written communication - in both formal and informal situations - are set forth with frequent reference to the fields of psychology, marketing, and semantics.

7 ADVANCED TECHNICAL AND REPORT WRITING (3)

Prerequisite: English 6.

Three lecture hours per week.

The Advanced Technical Writing course is designed to help the student refine written communication skills. A major goal is more direct, clear, and concise written technical reports. Designed for employees in industry and government, and students interested in technical writing, assignments will include problem-oriented reports on topics from students' technical areas, the creating of hypothetical problems and attempts at solving these problems in reports. Basic principles for achieving successful written communication - in both formal and informal situations - are set forth with frequent reference to the fields of psychology, marketing and semantics.

20 LANGUAGE AND LINGUISTICS (3)

Prerequisites: English 1A; its equivalent; or by recommendation.

Three lecture hours per week.

The scientific study of language, linguistics, examines structure, history, derivation, and evaluation of language expression. Theoretical applications are made to world languages and to learning theory.

29 DRAMA STUDY AND APPRECIATION (3)

Prerequisite: English 1A

Three lecture hours per week.

An introduction to the literary bases of dramatic art, with an emphasis on structure of drama. Frequent play attendance will be stressed. Discussion and written analyses follow.

29B CLASSIC THEATRE (3)

Prerequisite: None.

Thirteen 2-4 hour television programs over 13 weeks.

Thirteen productions from the BBC, each a classic of its genre, will be seen via public television for this course. Class meetings undertake analysis of each play, based on play-reading and at-home viewing.

31 THE NONFICTION FILM (3)

Prerequisite: None.

Three lecture hours per week.

Study of the nonfiction film (including documentaries, propoganda film and poetic/lyrical films) in order to understand the nature, the potential, the power, and the impact of such films within the historical perspective of both motion pictures and the human condition.

38 LITERATURE BY AND ABOUT WOMEN (3)

Prerequisite: None.

Three lecture hours per week.

This course will analyze and compare the images of women in literature written by both male and female authors. Fiction and poetry, ancient and modern, and ranging from the classics to the moderns, will be read and analyzed.

55 ENGLISH FUNDAMENTALS AND GRAMMAR REVIEW (3)

Prerequisite: None

Three lecture hours per week.

While primarily intended as a semester-length "brush-up" course, English 55 also serves the remedial needs of students whose English Placement Test indicates a need for stringent review. Grammar, punctuation, vocabulary and diction are included in the course.

56 VOCABULARY LAB (3)

Prerequisite: None.

One lecture and two lab hours per week.

Course in vocabulary improvement, including use of context and structural clues, use of the dictionary, and using work lists, tapes, and filmstrips of varying difficulty. Key technical terms in different context areas will be studied also. Frequent individual quizzes and checkups.

58 SPELLING AND WORD FORMATION (1)

Prerequisite: None.

One lecture hour per week.

Students may be placed in English 58 as a result of their English Placement Test results, but the course is open to all students. Word history, derivation, formation and spelling rules are covered in the course.

FOOD SCIENCE

1 INTRODUCTION TO FOOD SCIENCE (3)

Prerequisite: None.

Two 2 hour lecture/lab demonstration periods per week.

Biology and chemistry of foods including acids, alkalis, bacteria, sanitation, contamination, food spoilage and preser-

vation, food additives, biology of taste and smell, nutritional labeling.

FOOD TECHNOLOGY

61 BREAKFAST - SERVICE AND COOKERY (2)

Prerequisite: Advanced student or instructor permission.

One lecture and nine lab hours per week for eight weeks.

Training in breakfast menu planning and cookery. Preparation and service of cereals, batters, doughs, eggs, meats and seafoods, plus specialty menu entrees.

62 FLAMBÉ COOKERY (1-1 1/2)

(Evening College) Spring 1976

Prerequisite: None.

One lecture hour and one to two lab hours per week.

Introduction to Flambé cookery, its special uses, menu planning, preparation, service and costing of classical and modern entrees.

63 SPECIALTY DECORATING (2)

(Evening College)

Prerequisite: None.

One lecture hour and 2 1/2 lab hours per week.

Practice and exposure to the international methods of specialty decorating including: English Nirvana, Australian Lace, South African, South American and Mexican methods of gum sugars, pastes, Royal icing, Flow method, marzipan, etc. for wedding, anniversary and specialty orders.

93 HOTEL-MOTEL FRONT OFFICE PROCEDURES (2)

(Evening College)

Prerequisite: None.

Two lecture hours per week.

Course provides instruction in different methods of routing behind the hotel desk, the use of basic forms employed in various types of hotel-motel resorts, the renting of rooms and the proper procedures for reservations and inquiries. Includes discussions of types of credit systems, business ethics, and general public-relations problems.

GEOGRAPHY

5 WORLD REGIONAL GEOGRAPHY (3)

3 hours per week.

This course introduces the student to the geographic regions of the entire world. Some of the physical features of each region will be analyzed, such as climate, landforms, and vegetation. Population growth, political/economic problems will be emphasized. Students will learn geographic locations,

place names of rivers, mountains, countries, states, and cities.

HISTORY

37 SPECIAL TOPICS SEMINAR (1-3)

One to three lecture hours per week.

Study of important intellectual, economic, or political trends of a particular period in history. The period and subject will vary depending upon interest of instructor and students.

HEALTH EDUCATION

11 NUTRITION FOR YOUNG CHILDREN (1)

Prerequisite: None.

Two lecture hours per week for eight weeks.

This course stresses the understanding of the nutritional requirements of the young child and the effects of inadequate nutrition on growth and development. Current theories of the relationship of nutrition to learning disabilities and disease will also be discussed. Guides to parents and teachers concerning nutritious snacks and activities to use with children will be incorporated.

12 SAFETY FOR YOUNG CHILDREN (1)

Prerequisite: None.

Two lecture hours per week for eight weeks.

Safety regulations will be reviewed for the particular interest to those planning to work in a preschool setting. Guides to parents and teachers concerning the prevention of accidents will be stressed. Equipment purchasing information and curriculum ideas for teaching safety to young children will be a vital part of the course.

HORTICULTURE

50 MAKING THINGS GROW (2)

Prerequisite: None.

Twenty-nine one-half hour TV sessions and two two-hour sessions on campus.

A series of lecture demonstrations, covering that area of floriculture or ornamental horticulture mainly concerned with the starting, culture and care of house plants. While the course is designed to help the novice, the information it contains will be highly instructive as well as educational for the pre-professional as well as the professional.

JOURNALISM

3A WRITING FOR MAGAZINE PUBLICATION (3)

Prerequisite: English Composition, Creative Writing or Journalism 2

Three lecture hours per week.

Instruction in fourteen different article types ranging from informative through inspirational, analyses, and essay-reviews; plus magazine-length short stories.

MANAGEMENT

62 PUBLIC SECTOR LABOR-MANAGEMENT RELATIONS (3)

Prerequisite: None.

Three lecture hours per week.

To develop an understanding of the process in public employment collective bargaining. Emphasis will be on the background, history, and development of collective bargaining in the private sector in the United States; the development of public employee unionism in the United States; public employee collective bargaining in other states; and the California experience.

107 COMMUNICATIONS IN THE FOOD MARKETING (3)

Prerequisite: None.

Three lecture hours per week.

Definition and study of communication weaknesses and gaps at various levels of the food industry. Problem areas covered: Chain and independent grocery buying; headquarters-to-store-level relations; the computer as aid to communication; bulletins and flyers; buying-office forms; sales organizers and brochures; review presentations; and broker-principal communications.

MUSIC

7 MUSIC EXPLORATIONS (3)

Prerequisite: None.

Three lecture hours per week.

Exploration of sources for producing musical sounds and expressing musical ideas, including immediate experience in creating musical sounds on instruments designed and constructed by students, on most traditional orchestral instruments, and on other instruments as practicable.

20 COMPOSITION (2-3)

Prerequisite: Music 4A, Harmony, or consent of instructor.

Two lecture and one lab hour per week.

Study of composition through analysis and original writing. Lab performance of works in various media.

32 JAZZ IMPROVISATION (1)

Prerequisite: Ability to play an instrument and read music; concurrent enrollment in Music 31 or consent of instructor.

One-half lecture and one and one-half lab hours per week.

Performance and analysis of jazz improvisation.

PHYSICAL EDUCATION

56A SKIN AND SCUBA MEDIA LEARNING LECTURE SERIES (1) (C)

Prerequisite: None.

Two lecture hours per week.

Course is designed to provide students with the opportunity to study the various technical and varied subject matters of skin and scuba.

73 ADAPTIVE PHYSICAL EDUCATION (2) (C)

Prerequisite: Restricted to physically limited students.

Eight lab hours per week.

A course designed to meet the needs of the physically limited student. Work with weights, various rehabilitative exercises, use of a swimming pool, and games of various sorts will be provided. The course will be tailored as much as possible to meet the individual needs of each student.

76 WOMEN'S CONDITIONING (1-3) (C)

Prerequisite: None

Six lab hours per week.

Course is designed to meet the needs of students efficiently and effectively in the understanding and development of physical fitness. Appropriate tests are offered to identify needs and ability levels; emphasis is placed on activities related to cardio-respiratory endurance, flexibility, balance, agility and strength; students will experience programs in weight conditioning, aerobic exercise, walking, posture improvement, caloric evaluation, nutrition, and weight control; and figure development.

77 JOGGING (1) (C)

Three laboratory hours per week.

Course is designed to provide men and women with the opportunity to get in shape through jogging. Course meets three days a week and students will be working in a group situation and individually on improving their basic level of fitness.

78 ELEMENTARY ROLLER-SKATING (1) (C)

Prerequisite: None.

Two lab hours per week.

Course is designed to provide students with instruction in roller-skating. Class is held off campus at a roller-skating rink and meets one afternoon a week for two hours. The cost to the student is approximately \$15.

85 EXPERT TENNIS TRAINING (2) (C)

Prerequisite: None.

Six lab hours per week.

Course is designed for men and women of expert tennis ability who wish to develop their tennis skills in daily workouts of 1 1/2 hour duration. Students will be instructed in the fundamentals as needed and put through many drills designed to improve their tennis skills. Conditioning and strategy will also be a major part of this course.

PHYSICS

12 PHYSICS FOR POETS: EINSTEIN'S LEGACY (3)

Prerequisite: An interest in reading.

Three lecture hours per week.

A non-mathematical survey of modern physics, with particular emphasis on Einstein's Theories of Relativity and on Quantum Mechanics, the new theory of the atom. Students will be led to an examination of the interaction of physics with the humanities, focusing on modern novels by Durrell, Pynchon and others. No background in either science or math is required; students should, however, expect to do slightly more reading than in conventional science courses. This course meets the General Education requirements for Physical Science at most colleges and universities.

RUSSIAN

100A INTRODUCTION TO ORAL RUSSIAN (2)

Prerequisite: None.

Three lecture hours per week.

An introduction to oral Russian, with intensive drill in the formulas and idioms of daily speech. Some grammar introduction provides additional language flexibility for the student.

SOCIAL SCIENCE

15 PERSPECTIVES IN AGING: INTRODUCTION TO GERONTOLOGY (3)

Prerequisite: None.

Three lecture hours per week.

What is our image of aging and the reality it manifests in our society? This course attempts to establish some perspectives on aging in our "youth-oriented" society; the elderly as a population group; the processes of aging; the needs of the elderly. "Will you still need me; will you still feed me when I'm sixty-four?" These words of the 1960's Beatles' song poses a key question to everyone in our society.

TOURISM

4 INTRODUCTION TO TOURISM (3) (Evening College)

Prerequisite: None.

3 hours per week.

Designed to provide a broad foundation on which to build basic and advanced skills necessary for careers in the travel industry. The course includes how to read and use reference materials; reservations procedures; elementary travel planning; the structure of the travel industry; field trips to view various phases of travel (such as cruise ships and aircraft).

10 BASIC PROCEDURES - RETAIL TRAVEL (3) (Evening College)

Prerequisite: Tourism 4.

3 hours per week.

To prepare students to function practically in a travel agency. Application of learned theories, usage of reference materials, and drilling for cooperative education positions in local agencies. Office routine, simple sales techniques, and training in actual reservations procedures necessary in daily working situation in a travel agency.

11 ADVANCED PROCEDURES - RETAIL TRAVEL (3) (Evening College)

Prerequisite: Tourism 4 and Tourism 10.

3 hours per week.

International itinerary preparation (F.I.T.) and those reference materials used in planning and costing. Cruises, freighters, and passenger steamship travel. Domestic and international rail travel and bus tours - reference materials and reservations procedures. Airline sales reporting (ATC); ticketing and sales reporting for intra-state carriers. Comparisons of package tours currently being offered on the West Coast market.

20 DOMESTIC AIRLINE TARIFF AND TICKETING (3) (Evening College)

(This course can be taken concurrently with Tourism 4)

3 hours per week.

To prepare students to plan airline itineraries, make reservations, and to rate and issue actual tickets. A basic course in all aspects of domestic tariff and ticketing teaching students how to correctly use Squire's Tariff and the Travel Agents' Handbook.

21 INTERNATIONAL AIRLINE TARIFF AND TICKETING (3) (Evening College)

Prerequisite: Tourism 20 or permission of instructor.

3 hours per week.

Construction of international tariff using the International Air Tariff books, applying various rules of tariff construction, such as one-way back hauls, circle trip minimums, hidden-city construction, further point principle, maximum permitted mileages, and percentage add-ons. How to correctly complete a fare calculation ladder in any fare situation.

30 WHOLESALE TOUR OPERATIONS- BEGINNING (3) (Evening College)

Prerequisite: Tourism 4, or permission of instructor.

3 hours per week.

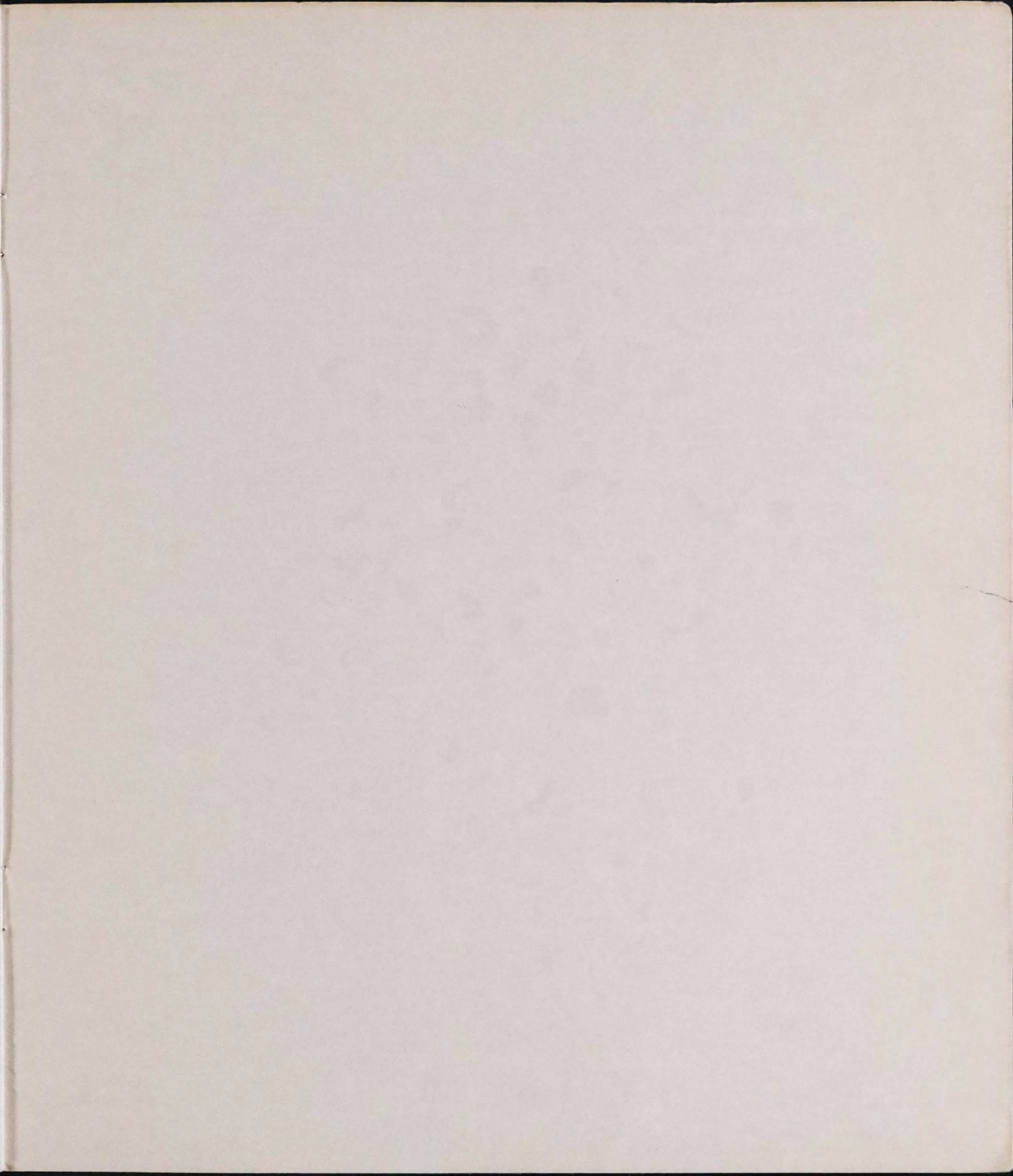
This course is an introduction to the technical aspects of wholesale tour operation and the office procedures involved. Pricing and planning will be covered with some preliminary look at brochure production and marketing. This course is planned both to prepare those students who plan to work in wholesale and for those already in the industry who wish to incorporate wholesale tour operations into their retail agency.

31 WHOLESALE TOUR OPERATIONS- ADVANCED (3) (Evening College)

Prerequisite: Tourism 30.

3 hours per week.

Special airfares used with package tours; operating as a local tour operator; working with allotments; advertising and sales promotion; researching new tours; writing brochures that sell; negotiating for over-ride commissions; filing for IT numbers; setting up cost comparison charts; selling up form "loss leaders"; breakage factor in pricing tours; and other procedures used in brochure production, distribution and marketing.



Office of the Registrar



Cañada College

4200 Farm Hill Boulevard
Redwood City, California 94061
Return Postage Guaranteed

Non-Profit Org.
**U.S. POSTAGE
PAID**

Permit No. 138
Redwood City,
Calif.