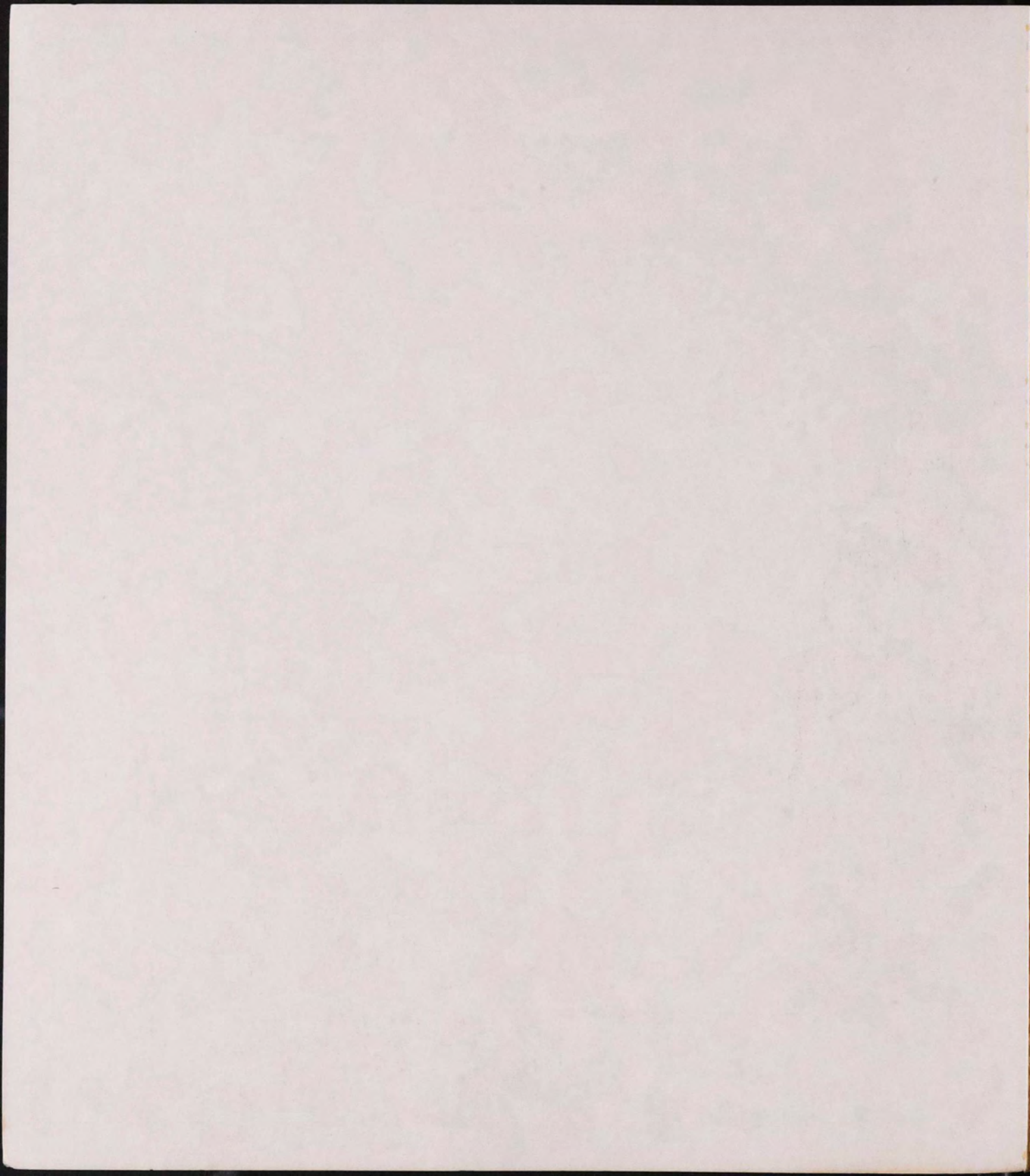




Carleton
College

1968/1978



Cañada College Catalog 1978-1979



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

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

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On May 21, 1978, Cañada College celebrated its tenth anniversary. This catalog is dedicated to the tireless efforts of those pioneers, past and present, from the community, student body, faculty, staff and Board of Trustees, who have made Cañada truly a warm and wonderful "community" college. For your contributions and achievements, we salute you. Happy birthday and many happy returns!

Samuel A. Ferguson, Ph.D.
Dean of Instruction

Calendar for 1978-1979

SUMMER SESSION, 1978

- June 19-July 28** Six-week courses
- June 19-Aug. 11** Eight-week courses
- June 19-Aug. 25** Ten-week courses

FALL SEMESTER, 1978

- Sept. 4** Holiday—Labor Day
- Sept. 6** Day and Evening classes begin
- Sept. 9** Saturday classes begin
- Sept. 16** Last day to add classes
- Sept. 25** 1st Census Day
- Nov. 4** Mid-term grade reports due
- Nov. 10** Declared Recess
- Nov. 11** Holiday—Veterans' Day
- Nov. 13** 2nd Census Day
- Nov. 23** Holiday—Thanksgiving
- Nov. 24-25** Declared Recess
- Dec. 18-Jan. 1** Holidays—Winter Recess
- Jan. 16-Jan. 24** Final Examinations
- Jan. 20** Saturday classes close
- Jan. 24** Day and Evening classes close
- Jan. 25-Feb. 4** Inter-semester Recess

SPRING SEMESTER, 1979

- Feb. 5** Day and Evening classes begin
- Feb. 10** Saturday classes begin
- Feb. 12** Holiday—Abraham Lincoln
- Feb. 17** Last day to add classes
- Feb. 19** Holiday—George Washington
- Feb. 26** 1st Census Day
- March 31** Mid-term grade reports due
- Apr. 9-15** Holidays—Spring Recess
- April 16** 2nd Census Day
- May 28** Holiday—Memorial Day
- June 8-18** Final Examinations
- June 16** Saturday classes close
- June 18** Day and Evening classes close

SUMMER SESSION, 1979

- June 25-Aug. 6** Six-week courses
- June 25-Aug. 27** Eight-week courses
- June 25-Sept. 3** Ten-week courses

Board of Trustees Administration

BOARD OF TRUSTEES

Eleanore D. Nettle, Chairperson
(Since 1956)
Housewife

James G. Rudolph, Clerk
(Since 1976)
Management Consultant

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

J. William Wenrich
President

John H. Rhoads
Director, Operations

Ruth K. Nagler
Director, Community Services

INSTRUCTION SERVICES

Samuel A. Ferguson
Dean of Instruction

Florence M. Chan
Coordinator, Library

Pasquale S. D'Epiro
Coordinator, Media Learning Center

STUDENT SERVICES

Josué F. Hoyos
Dean of Students

Joseph J. Marchi
Director, Counseling

Ella Turner Gray
Director, Special Programs and Services

Lois S. Chanslor
Director, Admissions and Records

ACADEMIC DIRECTORS

Richard W. Anderson
Director, Recreation and
Physical Education

Marie-Louise Bishop
Director, Social Sciences

Richard Claire
Director, Business

John C. Forsythe, Jr.
Director, Science and Engineering

Gerald M. Messner
Director, Humanities

Faculty 1978-1979

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

Aarons, Bernard L. (1960)
Geology, Geography
B.S., Pennsylvania State College
M.S., Univ. of California,
Berkeley

Anderson, Richard W. (1970)
Physical Education-Director
B.A., San Jose State University
M.A., Stanford University

Andrew, Alan (1968)
Mathematics and Physics
B.S., University of Nebraska
M.S., Ph.D., California Institute of
Technology

Ashley, Lyman C. (1968)
Physical Education
B.S., M.A., California State
Polytechnic College

Batch, Robert W. (1965)
Chemistry
B.S., Tufts University
M.S., Northeastern University

Bates, Herman D. (1971)
Psychology
A.B., Case-Western Reserve Univ.
A.M., University of Michigan

Berdon, Jean D. (1969)
Mathematics
B.S., Tufts University
M.S., University of Connecticut

Bishop, Marie L. (1973)
Social Sciences-Director
B.A., Regis College
M.A., University of Michigan
M.A., University of Chicago

Blanton, Donald J. (1964)
Biology, Botany
B.A., Aquinas College
M.S., University of Michigan

Bowling, Clayton E. (1976)
Physical Education
B.A., M.A., Stanford University

Branstrom, Marvin J. (1970)
Biology, Counselor
B.A., M.A., San Jose State University

Campbell, Lester S. (1969)
Psychology, Counselor
B.S., Bethune Cookman
M.A., San Francisco State University
Ph.D., Cal. School of Professional
Psychology

Casey, Eva Leong (1976)
Physical Education
A.B., M.A., University of California,
Berkeley

Chan, Florence M. (1968)
Library
B.A., University of British Columbia
M.L.S., University of California,
Berkeley
M.A., San Jose State University

Chanslor, Lois S. (1967)
Admissions and Records
B.A., University of Nevada
M.B.A., San Jose State University

Claire, Richard (1976)
Business-Director
B.A., San Francisco State University
M.B., University of Santa Clara

Cline, Alec O. (1968)
Food Technology, Instructor-Chef
B.V.E., San Francisco State University

Coleman, Gaylord W. (1969)
Counselor
A.B., Northwest Missouri State
College
A.M., Stanford University

Collins, James E. (1954)
Economics, Counselor
A.B., Syracuse University
A.M., Stanford University

Cory, Genevieve H. (1968)
Home Economics, Interior Design
B.S., University of Nevada
M.A., Ph.D., University of California,
Berkeley

Crockett, R. Kent (1965)
Speech, English
B.A., M.A., San Jose State University

Cunningham, Lois (1971)
Social Science, Sociology
B.A., Briar Cliff College
M.A., St. Louis University

Curtis, Robert M. (1967)
English
B.A., M.A., San Francisco
State University

Damon, Rosemary W. (1970)
Business
B.S., Univ. of California, Berkeley
M.B.A., Stanford University

de la Rocha, Gilberto P. (1968)
English Institute
A.A., Grant Technical College
B.A., California State University,
Sacramento

Del Gaudio, Joan A. (1965)
Business, Counselor
B.S., Cen. Connecticut State
College
M.Ed., Boston University

D'Epiro, Pasquale S. (1961)
Media Learning Center
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 University
M.A., San Francisco State University
- Eakin, J. David** (1968)
Spanish, French
A.B., M.A., University of Oregon
- Earnhardt, Eldon D.** (1969)
Anthropology
B.A., M.A., San Francisco State University
- Easter, Stanley E.** (1969)
Music, Counselor
B.M., University of Rochester
M.M. Ed., University of Oklahoma
Ed.D., Columbia University
- Egan, Philip F.** (1971)
Fine Arts
B.A., Indiana University
B.F.A., Kansas City Art Institute
M.F.A., Pennsylvania State Univ.
- Elkins, Samuel W.** (1948)
Environment and Conservation
B.A., University of California,
Berkeley
M.A., Columbia University
- Ellett, Melvin K.** (1952)
Drama
A.B., M.A., Ph.D., Stanford University
- Eyer, Dianne M.** (1970)
Home Econ., Psychology
Counselor, Special Education
B.S., M.S., Purdue University
M.A., San Francisco State University
- Faheem, Abu Khalil** (1970)
Psychology, Sociology, Religion
B.S. Morehouse
M.Div., D.Min., Chicago
Lutheran School of Theology,
Chicago University and American
Foundation of Religion and
Psychiatry, New York City
- Fahey, Frank M.** (1956)
History
A.B., University of Washington
A.M., Ph.D., Stanford University
- Ferguson, Samuel A.** (1968)
Dean of Instruction
B.A., Oakwood College
Ph.D., University of Pennsylvania
- Festa, Angelo R.** (1966)
Physical Education
B.S., Michigan State University
M.S., Southern Illinois University
- Forsythe, John C., Jr.** (1957)
Science and Engineering-Director
A.B., M.A., Stanford University
- Fraknoi, Andrew G.** (1972)
Astronomy, Physics
B.A., Harvard College
M.A., University of California,
Berkeley
- Fries, Robert D.** (1973)
Art
B.A., California State
University, L.A.
M.A., University of California,
Berkeley
- Friesen, John B., Jr.** (1963)
English
A.B., M.A., University of California,
Berkeley
- George, Rosemary** (1974)
Library
B.A., San Francisco State University
M.L.S., San Jose State University
- Gilman, Frederick L.** (1956)
Cooperative Education, Counselor
B.S., University of California,
Berkeley
M.A., San Francisco State University
- Giuntoli, Mervin A.** (1966)
Biology, Zoology
B.A., M.A., San Jose State University
- Glessing, Robert J.** (1968)
Journalism, English
B.A., Marquette University
M.A., University of California,
Berkeley
- Gowan, Jean** (1975)
Health Education
B.S., M.S., University of Minnesota
- Gray, Ella Turner** (1969)
Director of Special Programs
and Services
B.S., Southern University,
Louisiana
M.S., University of Nebraska
- Gray, Gordon M.** (1958)
Physical Education and Recreation
Education
B.A., University of California,
Santa Barbara
M.A., San Francisco State University
- Gunderson, Peter K.** (1973)
Geography
B.S., Michigan State University
M.A., Wayne State University
- Hancock, Michael P.** (1969)
Sociology
B.A., M.S.W., San Francisco State
University
M.S., University of California,
Berkeley
- Harris, Donald C.** (1969)
English, Spanish
B.A., Howard University
M.A., San Francisco State University
- Hartley, Betty** (1975)
Court Reporting
- Heidsiek, Richard C.** (1968)
Art
B.A., M.F.A., California
College of Arts and Crafts
- Hergert, Loretta J.** (1969)
Health Education, Counselor
B.S., M.S., University of Colorado
Ph.D., University of Utah

- Hinojosa, Ida** (1975)
English
A.A., Metropolitan J.C.
B.A., University of Missouri
M.A., University of Missouri
- Hoffman, Craig R.** (1965)
English
B.A., University of California, Berkeley
M.A., San Francisco State University
- Holle, Fredric A.** (1968)
Art
B.A., M.A., San Diego State University
- Hoyos, Josué F.** (1977)
Dean of Student Services
B.A., M.A., Pacific Union College
- Hurley, Gale E.** (1968)
Business
A.B., San Jose State University
M.A., San Francisco State University
- Ienni, Philip C.** (1969)
Music
B.S., M.S., Juilliard School of Music
- Jeppson, Joseph** (1963)
History
A.M., Stanford University
B.S., LL.B., J.D., University of Utah
Ph.D., University of California, Berkeley
- Katz, Arthur J.** (1968)
Business
B.B.A., Adelphi University, New York
M.B.A., University of California, Berkeley
D.B.A., Golden Gate University
- Katz, Marlene** (1964)
Business
B.S., M.S., Western Illinois University
- Kennedy, Kenneth D.** (1967)
Political Science, History
A.A., College of San Mateo
B.A., M.A., San Francisco State University
- Kenney, William C.** (1968)
English
A.A., College of San Mateo
A.B., Stanford University
M.A., San Jose State University
- Keys, Elijah James** (1969)
English, Speech, Counselor
B.S., University of Minnesota
M.A., San Francisco State University
- Kilpack, Bennett B.** (1969)
Sociology, Education, Psychology
A.A., College of San Mateo
B.S., M.S., Southern Oregon College
- Kirwin, Albert W.** (1975)
Court Reporting
- Krueger, John H.** (1968)
Music
B.S.M.E., University of Cincinnati
B.M., Cincinnati Conservatory of Music
M.A., Colorado College
- Kurk, Karl** (1969)
Food Technology
- Le Bow, Diane** (1968)
English
A.B., Douglass College
M.A., University of California, Berkeley
- Lepisto, Martin M.** (1968)
Drama
B.A., Midland College
M.A., Northwestern University
- Lewis, Eileen L.** (1974)
Chemistry, Physics
B.S., M.S., Texas A & M University
- Loughrey, James R.** (1963)
Math-Engineering
B.S., St. Michael's College
M.S., Rensselaer Polytechnic Inst.
- Loughry, Alice P.** (1970)
Home Economics
B.S., University of Maryland
M.S., New York State College
- Mahood, Leland H.** (1964)
Counselor
B.A., Whittier College
B.D., University of Chicago
- Manning, Patrick** (1968)
History, Economics
B.S., California Institute of Technology
M.S., Ph.D., Univ. of Wisconsin
- Marchi, Joseph J.** (1968)
Director of Counseling
B.A., San Francisco State University
M.A., Columbia University Teachers College
- Mackay, Bernice O.** (1970)
Counselor
B.S., University of California, Berkeley
M.A., San Francisco State University
- McGill, Sally J.** (1971)
Nutrition, Foods & Dietetics
B.S., University of Oklahoma
M.P.H., University of California, Berkeley
- McNamara, Cheryl J.** (1968)
Physical Education
B.A., San Jose State University
M.A., San Francisco State University
- Meek, Austen B., Jr.** (1968)
Mathematics
B.A., San Jose State University
M.A., Bowdoin College
- Messner, Gerald M.** (1964)
Humanities-Director
A.B., Stanford University
M.A., California State University, Los Angeles
- Miller, Lewis D.** (1971)
Mathematics, Engineering
A.B., University of California, Berkeley
M.A., San Jose State University
Ph.D., Stanford University

- Moore, Nancy H.** (1973)
Radiologic Technology
B.A., M.S., San Francisco State University
- Nagler, Ruth K.** (1968)
Director, Community Services
B.B.A., City College of New York
M.A., New York University
- Nicolopoulos, Samuel J.** (1968)
Physical Education
A.A., College of San Mateo
B.A., San Jose State University
A.M., Stanford University
- Nissen, Robert M.** (1969)
Art
A.B., San Jose State University
A.M., Stanford University
- Norman, Timothy H.** (1968)
Mathematics
B.A., Illinois Benedictine College
M.S., University of Notre Dame
- Owyang, Walter M.** (1970)
Psychology
A.B., University of California, Berkeley
M.A., San Jose State University
Ph.D., University of Nebraska
- Pagels, Guerd G.** (1956)
English
A.B., Western Washington College
A.M., Ed.D., Stanford University
- Plunkett, Charles R.** (1965)
English
A.B., Stanford University
M.A., San Francisco State University
- Pratt, Melvyn E., Jr.** (1954)
History, Philosophy
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
A.M., Stanford University
- Reller, Theodore L., Jr.** (1968)
Political Science, History
A.B., M.A., University of California, Berkeley
- Rodriguez, Ernesto** (1970)
Counselor, Student Development Program
A.B., M.A., San Francisco State University
- Sanfilippo, Rudy A.** (1976)
Administration of Justice
B.A., M.A., San Jose State University
- Schey, Robert E.** (1970)
Counselor
B.A., M.A., San Francisco State University
- Shupnick, Mark A.** (1976)
Ophthalmic Dispensing
B.A., Brooklyn College
- Simmons, Gordon T.** (1964)
Anatomy, Physiology
B.S., D.V.M., University of California, Davis
- Siringer, Norman W.** (1969)
English
B.A., M.A., Western Reserve University
- Sitton, Carl V.** (1968)
Music
B. Mus., Texas Wesleyan College
M.A., Mills College
- Sorensen, Lenora H.** (1975)
Tourism
B.A., Texas A & I
- Spangenberg, Ruth B.** (1968)
Psychology, Counselor
B.A., Pomona College
A.M., Stanford University
- Stegner, Paul F.** (1970)
Psychology
B.S., Pennsylvania State University
M.A., California State University, Fresno
Ph.D., Washington State University
- Steidel, James N.** (1971)
History, Ethnic Studies
B.A., Kenrick College
M.A., Ph.D., University of Southern California
- Stein, Pamela D.** (1969)
English
A.B., M.A., University of California, Berkeley
- Stoney, James M.** (1959)
Microbiology, Biology
B.A., M.A., San Francisco State University
- Stringari, Lawrence T.** (1969)
Psychology
B.A., M.A., San Francisco State University
- Sutherland, Kenton** (1970)
English, English Institute
B.A., University of Americas
M.A., University of California, Los Angeles
- Sweatt, Maurice L.** (1966)
Biology, Botany
A.B., University of California, Berkeley
M.S., University of Oregon
- Swenson, Jack S.** (1964)
English
B.A., University of Minnesota
M.A., San Francisco State University
- Szabo, Rosalee** (1969)
English
B.S., Cornell University
M.A., University of Rochester

Thein, Van Raymond (1970)
Music
B.A., M.A., San Francisco State
University

Todesco, Lora B. (1974)
Business
B.A., San Jose State University
M.A., San Francisco State
University

Tovissi, Joseph A. (1965)
Mathematics, Counselor
B.S., Kent State University
A.M., Stanford University
M.S., Purdue University

Villarreal, Gilberto S. (1968)
Cooperative Education, Spanish
B.A., San Jose State University
M.A.T., Stanford University

Villarreal, Virginia M. (1977)
EXCEL Counselor
B.A., M.A., San Jose State
University

Vogel, Irwin (1977)
Ophthalmic
B.P.S., Empire State College

Weidman, Jane C. (1975)
English
A.B., University of Oregon
M.S., California State University,
Hayward

Wenrich, J. William (1975)
President
B.A., Princeton
M.A., University of Michigan
Ph.D., University of Michigan

Westover, Ross W. (1962)
Physical Sciences
B.S., Brigham Young University
M.S., Syracuse University

Whitmore, Amy D. (1968)
English
A.B., Southern University
M.A., North Carolina College

Workman, Gilbert B. (1968)
History
B.A., Yale University
M.A., San Jose State University

Wortz, Eleanor T. (1964)
Business
B.S., Catawba College
M.A., San Jose State University

Yaeger, Louis E. (1955)
Business
B.S., Southwestern Institute of
Technology of Oklahoma
M.S., University of Southern
California

Young, Frank C. C. (1969)
Philosophy
B.A., University of Florida
M.A., San Francisco State University

Zingales, Thomas J. (1964)
French, German
B.A., University of Notre Dame
A.M., Stanford University

Advisory Committees

Accounting

Mr. Dave Biasotti, C.P.A.

Partner-in-Charge
Cooper & Lybrand
Palo Alto, California

Mr. Ken Bowersox

Controller
Information Terminals, Inc.
Sunnyvale, California

Mr. George T. Eshelman, C.P.A.

Principal
C. G. Uhlenberg & Company
Campbell, California

James Mitchell

Lane Publishing Company
Menlo Park, California

Craig Williams

Controller
City of San Mateo
San Mateo, California

Administration of Justice

Mr. Harold N. Barker

Assistant Sheriff
San Mateo County Sheriff's Office
Redwood City, California

Mr. Loren A. Beckley

Chief Probation Officer
San Mateo County Probation Dept.
Belmont, California

Mr. George Bold

Chief of Police
Redwood City Police Department
Redwood City, California

Mr. Frank X. Burkhouse

Security Supervisor
Ford Aerospace & Communication
Corp.
Palo Alto, California

Mr. James R. Courshon

Assistant District Attorney
San Mateo County District
Attorney's Office
Redwood City, California

Mr. Owen McGuigan

Chief of Police
San Carlos Police Department
San Carlos, California

Mr. Gerald McNamara

Chief of Police
Menlo Park Police Department
Menlo Park, California

Mr. Kenneth B. Sorenson

Representative
Criminal Justice Training Managers
Assoc. of San Mateo County
Menlo Park Police Department
Menlo Park, California

Mr. Richard Moore

Chief of Police
Atherton Police Department
Atherton, California

Ms. Anne Taylor

Executive Director
Criminal Justice Council
of San Mateo County
Burlingame, California

Court Reporting

Mr. Philip W. Aaron

Goth, Dennis, and Aaron, Attorneys
Redwood City, California

Mrs. Jeanne Bishop

Court Reporter
San Carlos, California

Mrs. Arline Fitzgerald

Court Reporter
San Bruno, California

Mrs. Launa Martin

Court Reporter
San Carlos, California

Mr. Charles Metoyer

Court Reporter
Redwood City, California

Mrs. Dorothy M. Wolfe

Court Reporter
Belmont, California

Early Childhood Education

Ms. Dorothy Beers

President
Parent Participation Nursery
Schools
Belmont, California

Ms. Laura Correa

Co-Director
Community Education Center
Redwood City, California

Ms. Anna Marie DeRosia

Day Care Operator
Menlo Park, California

Ms. Virginia Dunstan

Co-Director
Community Education Center
Redwood City, California

Ms. Betsy Horne
Coordinator
Child Care Coordinating Council
Burlingame, California

Ms. Linda Lehr
ECE Teacher
Casa de Adobe School
Redwood City, California

Ms. Virginia Lehr
Director
Casa de Adobe School
Redwood City, California

Ms. Jeanne Lepper
Program Director
Child Care Coordinating Council
Menlo Park, California

Ms. Adylia Linka
ECE Instructor
College of Notre Dame
Belmont, California

Dr. James Massey
Director
Preschool Programs
San Mateo County Office of
Education
Redwood City, California

Ms. Beverley Scott
Director
Child Care Coordinating Council
Burlingame, California

Ms. Romayne Sternad
Director
Infant Program for Developmentally
Delayed
Community Association for
Retarded
Palo Alto, California

Ms. Zelma Thompson
Ravenswood Children's Center
East Palo Alto, California

Ms. Johanna Willemsen
Child Development Services of
San Mateo County
San Mateo, California

Sister Emily Zinner
Director
Early Childhood Education
Program
College of Notre Dame
Belmont, California

Food Technology/ Management

Mr. David Asher-Turnant
Holiday Inn
Palo Alto, California

Mr. Bernard Barbo
Food Service Director
Sequoia Hospital
Redwood City, California

Mr. Joe Bradley
Stanford Hospital Cafeteria
Stanford, California

Mr. Dietmar Barnikal
Villa Hotel
San Mateo, California

Mr. Thomas Calhoun
Sales Manager
Redwood City, California

Mr. Andy Castle
Executive Secretary
San Mateo County Restaurant-Hotel
Owners Association
San Mateo, California

Mr. Val Connolly
Secretary
Bartenders & Culinary Workers
Union, Local #340
San Mateo, California

Mr. William Garrett
General Manager
Host International
San Francisco, California

Mr. Bruce Lyon
Assistant Innkeeper
Holiday Inn
South San Francisco, California

Mr. Robert Obrey
Assistant Superintendent
Office of Superintendent of Schools
Redwood City, California

Mr. Jack Russell
City Editor
San Mateo Times
San Mateo, California

Mr. Melvin Seid
Office of Environmental Health
Redwood City, California

Mr. William Tobias
Manager
William Tobias & Company
San Bruno, California

Gerontology

Mr. Bill Beaver
Director, Continuing Education
Notre Dame College
Belmont, California

Ms. Mary Lou Behymer
Administrator
Hillsdale Manor
San Mateo, California

Mrs. Edith Bryant
Member, Board of Directors
Casa de Redwood
Redwood City, California

Ms. Barbara Burr
Older Persons United for
Service, Inc.
Menlo Park, California

Ms. Ann Crisp
Director, Senior Advocate Program
Legal Aid Society of San Mateo
County
Redwood City, California

Ms. Laura Cullen
Senior Adult Information & Referral
Services of San Mateo County
Palo Alto, California

Ms. Lois Dodd
Little House
Menlo Park, California

Mrs. Kingsford Jones
Peninsula Volunteers
Atherton, California

Mr. Tom Jordan
Director
Area Agency on Aging
Redwood City, California

Ms. Pansy Mansberger
Fun After Fifty
Redwood City, California

Mr. Cliff Miller
Senior Forum
Redwood City, California

Ms. Bernie Neilson
Senior Adult Information & Referral
Services of San Mateo County
Redwood City, California

Ms. Sally Salinas
Senior Citizens Center
Redwood City, California

Mr. John Sherwin
Community Representative
San Mateo County Parks &
Recreation Department
Menlo Park, California

Ms. Edith Slack
American Association of Retired
Persons
Redwood City, California

Dr. Frank Spencer
Instructor, Emeritus Institute
Palo Alto, California

Interior Design/Home Furnishings

Mr. Henry Adams
Designer/Manager
The Showplace/Design Center
San Francisco, California

Ms. Judy Thompson Hay
Designer
Lifestyle West
Walnut Creek, California

Ms. Joan Heblack, A.S.I.D.
Designer
Joan Heblack Interiors
San Carlos, California

Mr. Jay Heumann
President
Metropolitan Furniture Company
South San Francisco, California

Mr. Keeble Hilton
Manager
Breuner's Home Furnishers
San Carlos, California

Ms. Grace Kampen
Home Furnishings Specialist
Walnut Creek, California

Ms. Gladys Miller, F.A.I.D.
San Francisco, California

Ms. Patricia Noda, A.I.A.
Assistant Professor, Interior Design
San Jose State University
San Jose, California

Mr. Don Rumsey
Manager
Don Rumsey International
San Francisco, California

Mr. Frank D. Stout, F.A.S.I.D.
Designer
Frank D. Stout & Associates, Inc.
Menlo Park, California

Ms. Jeanne Westburg, A.S.I.D.
Designer
Menlo Park, California

Mr. John Wheatman
Designer
Cole-Wheatman Interiors
San Francisco, California

Management

Mr. William Crockett
Vice President
Saga Administrative Corp.
Menlo Park, California

Mr. Tom Donovan
Ampex Corporation
Redwood City, California

Mr. Marty Mohr
President
Mohr Associates Inc. Realtors
Redwood City, California

Mr. Ned Rendell
Manager
Crocker Bank
Redwood City, California

Mr. Charles Reifenrath
Boring, Reifenrath, Greenwald,
Vreeburg
Redwood City, California

Mr. John Corr
California Bankers Assoc.
San Francisco, California

Mr. John Keller
Fire Chief
Redwood City Fire Department
Redwood City, California

Mr. Robert Kuebler
GTE Lenkurt
San Carlos, California

Mr. William M. Land
Raychem Corp.
Menlo Park, California

Mr. Neal Legett
Dalmo Victor
Belmont, California

Mr. Robert Nagy
Plant Manager
Diamond Shamrock
Redwood City, California

Mr. W. J. Maxwell
Vice President & Mgr.
Wells Fargo Bank
Redwood City, California

Mr. Elmo Tellone
President
X-Ray Engineering
Foster City, California

Mr. Robert Waligore
Fireside Thrift
Redwood City, California

Mr. Dennis A. Wilson
Personnel Manager
Safe-T Pacific Company
Free-Flow Packaging Corp.
Redwood City, California

Ophthalmic Dispensing

Richard Braunstein, M.D.
San Carlos, California

Mr. Reginald Dalzell
Arcon Contact Lens Company
Mountain View, California

Mr. Malcolm Good
Jenkel-Davidson Optical Company
San Francisco, California

Mr. Don Haedicke
Vice President & General Manager
Franklin Optical Company
Hayward, California

Mr. Roy Marks
Roy Marks & Associates
San Francisco, California

Mr. Gerd Oppenheim
Optical Machinery Industries
San Francisco, California

Mr. Sam Pace
Pace Optical Company
Los Gatos, California

Mr. George Papich
Ophthalmic Dispenser
Brown Opticians
Oakland, California

Mr. Robert E. Paquette
Optician
Mountain View, California

Mr. Donald Pendrell
Richmond Optical
Hayward, California

Mr. Michael Tiernan
Tiernan Opticians
San Carlos, California

Mr. George E. Tracewell
Parsons Optical Laboratories
San Francisco, California

Henry Upton, M.D.
San Carlos, California

Paralegal

Mr. Philip W. Aaron
Chairman
Goth, Dennis & Aaron, Attorneys
Redwood City, California

Mrs. Patricia Bresee
Attorney at Law
San Mateo, California

Ms. Sharon Dixon
Paralegal
Redwood City, California

Ms. Valerie Hanson
Wilhelm, Hanson, Olson & Bass
Redwood City, California

Ms. Charlene Holtman
Aaronson, Dickerson & Lanzone
San Carlos, California

Mrs. Linda Lazzarini
Paralegal
Redwood City, California

Mr. Robert Lubin
Redwood City, California

Ms. Sandra Ming
Paul Hupf and Frank Blum
Daly City, California

Ms. Mary Ann Pickrell
Ropers, Majeski, et al
Redwood City, California

Mr. Gordon Rockhill
Attorney at Law
Redwood City, California

Mr. William J. Schumacher
Attorney at Law
Daly City, California

Mr. Xenophon Trogoutsis
Attorney at Law
South San Francisco, California

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Secretary, Paralegal Association
Redwood City, California

Ms. Tricia Wright
Paralegal
Menlo Park, California

Radiologic Technology

Mr. Gene Ackerman
Regional Administration
Kaiser Foundation Hospital
Redwood City, California

Mr. Mike Arishita
Assistant Administrator
Harold D. Chope Hospital
San Mateo, California

Mr. Jon Baker
Assistant Administrator
Mills Memorial Hospital
San Mateo, California

Mr. David Dennis, C.R.T.
Chief Radiologic Technologist
Sequoia Hospital District
Redwood City, California

Dr. Richard Dorsay
Chief Radiologist
Kaiser Foundation Hospital
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Mr. Art Faro
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Wayne Garrett, M.D.
Radiologist
Harold D. Chope Hospital
San Mateo, California

Ms. Connie Gates, C.R.T.
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Assistant Administrator
Kaiser Foundation Hospital
So. San Francisco, California

Mr. Alan Charlton
Chief Radiologic Technologist
Kaiser Foundation Hospital
So. San Francisco, California

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Redwood City, California

Stanford Rossiter, M.D.
Radiologist
Sequoia Hospital District
Redwood City, California

E. L. Talberth, M.D.
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Kaiser Foundation Hospital
Redwood City, California

Mr. Anthony J. Violanti, C.R.T.
Chief Radiologic Technologist
Mills Memorial Hospital
San Mateo, California

Real Estate

Ms. Millie Bader
Manager
Pantano Realty
Menlo Park, California

Mr. Martin Carrick
Broker
Marco Realty
San Carlos, California

Mr. Luke V. McCarthy
Attorney
Pretty, Andrews, Tufts
& Jackson
Menlo Park, California

Mr. Russ Morris
Broker
Saxe Realty
Palo Alto, California

Mr. Rick Richardson
President
Terrace Realty
Redwood City, California

Mr. Robert E. Stiles
CPM, Director of Property
Management
California Capital Planning
Services, Inc.
Hayward, California

Mr. John Tigie, Sr.
Broker
The Depot Realty
San Carlos, California

Recreation Education

Mr. Jerry Agrella
General Supervisor
City of San Carlos Recreation Division
San Carlos, California

Mr. Bob Davis
Supervisor of Recreation
Belmont Recreation Department
Belmont, California

Ms. Tommy Denman
Assistant Director of Recreation
Recreation Department
Menlo Park, California

Mr. Ron Graves
Physical Education/Aquatics Director
Sequoia YMCA
Redwood City, California

Mr. Ken Leonard
Lockheed Employees Association
Sunnyvale, California

Mr. Bill Longager
Recreation Specialist
Baker Associates
Palo Alto, California

Ms. Betty Martin
Club Director
Oak Creek Apartments
Palo Alto, California

Dr. James Murphy
Associate Professor
Recreation & Leisure Studies
San Jose State University
San Jose, California

Mr. Jim Nantell
Administrative District Director
Lakeshore-Shoreview Department of
Parks & Recreation
San Mateo, California

Mr. Bill Paulsen
Recreation Superintendent
Redwood City Recreation
Department
Redwood City, California

Mr. Ray Wagner
Director of Recreation
Burlingame Recreation Department
Burlingame, California

Secretarial/Clerical

Mr. Jack Bray
Manager
Manpower, Incorporated
Palo Alto, California

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San Mateo County Superintendent
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Redwood City, California

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GTE Lenkurt
San Carlos, California

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Executive Secretary
Corporate Relations
Saga Corporation
Menlo Park, California

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Kelly Services
Palo Alto, California

Mr. Ray Kreiss
Personnel
Pacific Telephone Company
San Jose, California

Ms. Susie Pearsall
Manager
Kelly Services
Palo Alto, California

Mrs. Harriet Wherry
Supervisor of Staff Relations
& Recruitment
Stanford Research Institute
Menlo Park, California

Special Education

Ms. Bonnie Box
Counselor
Dept. of Vocational Rehabilitation
Menlo Park, California

Ms. Vera Cruz
Resource Specialist, Special
Education
San Mateo County Office
of Education
Redwood City, California

Dr. William L. Gainer
Assistant Superintendent, Special
Education
San Mateo County Office
of Education
Redwood City, California

Ms. Betty Kirks
Aphasia Program
Sequoia High School
Redwood City, California

Ms. Libby Lamborn
Coordinator, San Mateo County
Council of Developmental
Disabilities
San Mateo, California

Ms. Jane Lefferdink
Adult Services Counselor
United Cerebral Palsy Association
Palo Alto, California

Ms. Kathleen Van den Berg
Infant Interventionist
Children's Hospital
Oakland, California

Tourism

Mr. Otto Altdorfer
Manager of Training
Japan Airlines
Burlingame, California

Mr. Frank Bagley
President
Holley Tours & Travel
Millbrae, California

Mr. Bill Bulanti
President
Bulanti World Wide Travel
Redwood City, California

Mrs. Keyta Irvin
Vice President
San Carlos Travel
San Carlos, California

Mr. Steve Templeton
Reservations Manager
Hughes Air West
San Francisco, California

Mr. Robert E. Moehl
Manager, Marketing Services
Mexicana Airlines
Burlingame, California

Mr. Richard Kidwell
Assistant Manager, Reservations
Western Airlines
San Francisco, California

Mr. Gil Robison
Vice President
Travel Desk, Inc.
Palo Alto, California

Mr. John Steen
Director
San Mateo County Visitors
& Convention Bureau
Burlingame, California



"Pioneers" pose

Cañada College Photo Album 1968 - 1978



Construction site -- '68



Breaking ground



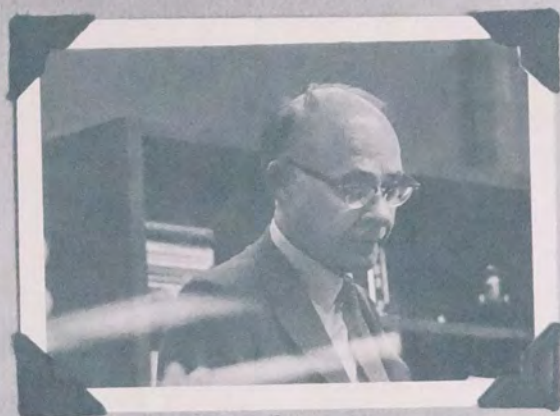
The Cañada Colt



Cañada's first library!



Taking shape



Our first President, Bill Goss



Cañada College, Fall, 1968



A chat with students



Close quarters in Bldg 16



Soccer team in action



Sounds of Spring!



Enjoying the view



Poetry Spring Festival



Dean Mangie ponders



The years of protest



Colt pitcher throws "smoke"



Martin Luther King day



Choir in Concert



Lecture in "The Pit"



X-Ray class "The Phantoms"



French grammar & fresh air



The reading lab



"The Long Valley"



Kurk and Co. mix it up



A coach & 2 of his stars



Cinco de Mayo



Folk singer, Mike Coffey



Robin's Way



Learning self-defense



A dramatic moment...



In the Bio. Lab



The "Caf"



Graduation Day

General Information

THE COLLEGE

Cañada College opened in 1968. Its 131-acre site is located in the western foothills of Redwood City and overlooks the Bay. The college takes its name from Cañada Road, which winds its way through the valley to the west of the college; the Spanish word "cañada" means "long valley."

Cañada is one of three community colleges in the San Mateo County Community College District and its primary service area is the southern portion of San Mateo County.

The College expects to enroll some 9,000 day and evening students in the current semester. Instructional offerings cover all of the broad and essential areas of human knowledge, including the arts, sciences, literature, and occupational courses which are offered through a variety of learning environments.

The College's classrooms are small by design and offer the opportunity for students to become personally acquainted with their instructors. A comprehensive student services program includes academic and vocational counseling services, financial aids, tutorial assistance and a full range of student activities.

Cañada is a friendly and open campus. Teachers, students and administrators participate in delegated responsibilities for curriculum development, the learning processes and the general campus environment as full voting members of various College committees which provide guidance and assistance to the College President.

It is the policy of this district that every class offered, unless otherwise indicated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by any person who meets the academic prerequisites of such class, and who is otherwise eligible for admission to and enrollment in the college.

As required by Title IX of the Education Amendment of 1972 (45 CRF 86) and Title VI, Cañada Community College does not discriminate on the basis of race or sex in admission to or employment in the educational programs and activities which it operates. Inquiries concerning Title IX may be directed to Mrs. Ella T. Gray, Director of Special Programs & Services.

PHILOSOPHY OF THE COLLEGE

Cañada College is committed to the idea that all people possess dignity and should have the opportunity to develop their potentials. The College recognizes the unique worth of individual experience and is prepared to help people discern and attain their educational goals.

GOALS OF THE COLLEGE

In order to implement this philosophy, Cañada College makes these commitments:

1. To develop a love and a reverence for learning, in faculty, staff, and students, through mutual trust and respect.
2. To provide for participation of all members of the community in the educational opportunities of the College, with respect for the contributions which can be made by persons of all ages and backgrounds.
3. To foster understanding about the cultural diversity of the communities we serve—campus, local, national, and international.
4. To offer students the highest quality level of instruction in programs designed for their transfer for further studies at senior colleges and universities.
5. To provide both two-year and certificate programs that will prepare students for career employment and advancement in the occupational areas of their own choice; and, through counseling and other student support services, to assist students in making that choice.
6. To implement and to amplify students' abilities to think critically, to express themselves clearly, and to receive and evaluate information wisely— in short, to provide those skills which assist in becoming better citizens.

ROLE OF THE FACULTY AND STUDENTS

Cañada College is governed by policies approved by the Board of Trustees of San Mateo County Community College District. These policies encourage individuality among the three colleges of the District directed toward the needs and characteristics of the areas they serve.

Cañada College seeks the counsel of its faculty and students through a system of permanent committees and informal consultation. The regular committees are organized under the Faculty Senate, which operates through a Governing Council (elected by the teacher faculty). Student members of committees are appointed by the Associated Students Council.

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.

LIBRARY

The Cañada College Library is housed in the westernmost section of the lower floor of the Campus Center. It is reached by an exterior stairway starting on the Cafeteria (third floor) level, passing the Media Center (second floor) and continuing to the Library (first floor).

There are three main service areas. The CIRCULATION/RESERVE BOOK area contains restricted loan material as well as college catalogs from community colleges, and four-year colleges and universities. The REFERENCE AND PERIODICAL area serves the research needs of students. Shelves there are periodical and newspaper holdings and the indexes, the microfilm collection, a variety of reference sources and the card catalog. The bulk of the 41,000 volume book collection is shelved in a central stack in the READING ROOM. Surrounding the stack is table and carrel seating for some 150 students. This room affords a panoramic view of the wooded slopes of Skyline ridge and is an inviting place for quiet study.

Students who wish to make effective use of resources and services should investigate the library skills course listed in this catalog under Library Science.

MEDIA LEARNING CENTER

The Media Learning Center is located on the second floor of the Campus Center, directly above the Library. The Center provides an audio-visual laboratory where students can use new technologies in the pursuit of learning experiences: remedial, review, enrichment, exploration and reinforcement. The facilities include 50 audio-visual study carrels, 24 listening stations, a student recording lab with 12 stations, a TV and 16mm room for videotaping and group viewing, a faculty recording studio, and a Media Production Room for faculty produced instructional programs. There is a circulating collection of 2,500 phonodiscs and more than 2,000 tapes, cassettes and media-kits in a wide range of subject areas for self-paced instruction in the MLC. The Center also provides delivery of a variety of AV equipment and films to implement classroom instruction.

PARKING

Parking for students is provided on the campus in clearly designated areas. Certain parking places are reserved for handicapped students, for visitors who have guest permits, and for faculty and staff.

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, non-credit short courses, conferences and seminars, many of which are first-time offerings and some seldom repeated.

WOMEN'S CENTER

A warm and friendly place to share information and experiences, the Women's Center is open daily. During the school year the Center offers daily drop-in counseling, an information and referral service, discussion groups, and special programs. Twice a year the Center offers a pre-registration Open House for students whose educational goals have been interrupted by other commitments. At that time there is program advising, registration, and tours of the campus.

Continuing Education

GENERAL INFORMATION

The continuing education program is designed to serve the total community. Although a large majority of those attending evening programs 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 300 classes are offered in 14 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. Schedules are mailed to every resident in our service area.

No registration fee is required for enrollment in any class. In those classes using special supplies, all students are assessed a fee. Students purchase their own textbooks, notebooks, and supplies.

Registration procedures will be described in the evening schedule and should be carefully noted.

Classes in the evening program are open to persons who are over 18 years of age or who are high school graduates. High school juniors and seniors can take classes with the permission of their high school principal or counselor and approval of the college.

Requirements for the Associate of Arts and Associate of 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 classes.

The continuing education office offers certificate programs in Administration of Justice, 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), Food Technology, 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 Associate in Arts degree.

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



COUNSELING

Day students who plan to attend the evening classes should first discuss those classes with their day counselor and receive his or her approval. Counseling services are also provided Monday through Thursday evening 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 Counseling office.

DUSK CLASSES

Many "dusk" or twilight hour classes have been added to the college schedule in recent semesters. These classes make it more convenient for working persons to attend college and further their educational goals. Classes are held from 4 to 7 p.m. Current course offerings are in fields where there has been a demand for such courses.

ELIGIBILITY

Certain classes have prerequisites which are described in the college catalog. Please check prior to registration.

FACULTY

The evening faculty includes instructors from the regular college staff, from nearby colleges and schools, and persons from business, industry, the professions, and other areas of specialization.

"FOUND TIME"

The Humanities Division offers a unique series of short-courses in English, languages, music, art, and speech. The courses, from three to six weeks in duration, appeal particularly to people interested in cultural enrichment classes but who do not have enough time to take a semester-long course.

Classes meet week nights from 7 to 10 p.m. and/or Saturday mornings from 9 a.m. to noon. A wide variety of subjects are offered.

OFF-CAMPUS CLASSES

Cañada College classes may be taken, and college units earned, at a wide variety of off-campus locations in all areas of the south county. Classes are currently held in downtown locations, in local businesses and industry, in hospitals, and key community centers. Classes held at convenient locations within the local communities make it easier for working people to take college classes. A wide variety of courses are available.

SHORT COURSES

Cañada College offers a wide variety of "intensive" classes in all five instructional divisions. Generally, courses are six or eight weeks in duration during the regular semester, from one to four weeks during the summer. Short courses are offered at a variety of convenient times, both on campus and at off-campus locations in the community.

SATURDAY CLASSES

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.

SUMMER SESSION

San Mateo County Community College District offers summer sessions at colleges within the District. Further information may be obtained by calling Cañada's continuing education 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.

Admissions Information

ADMISSION ELIGIBILITY

High school graduates and/or persons 18 years of age or over who are legal residents of the San Mateo County Community College District may be admitted to Cañada College. (Please refer to "Residence Requirements for Admission" on a following page for information regarding persons who are not legal residents of California for school attendance purposes or who are residents of another California community college district.)

NON-HIGH SCHOOL GRADUATES

Persons 18 years of age or older who have not graduated from high school may enroll in College courses leading toward the Associate in Arts or Associate in Science degrees and/or transfer to a four-year college or university or in courses recommended by the appropriate high school leading toward the completion of a high school diploma. However, students who use College credits to satisfy high school requirements cannot use these credits for College graduation or transfer.

HIGH SCHOOL JUNIORS AND SENIORS

Students who are still attending high school but have special educational needs which cannot be met through high school programs may also enroll at Cañada. Interested students should see their high school counselors regarding the feasibility of concurrent enrollment at Cañada. Written permission and placement recommendations from high school counselors are required before the College will consider applications from high school students.

HIGH SCHOOL EQUIVALENCY

Students who have completed high school by passing the proficiency examination may enroll at Cañada by submitting evidence of their tests results.

TRANSFERS FROM OTHER COLLEGES

Academic records for students who have attended accredited colleges and universities will be evaluated by the Office of Admissions and Records, and credit will be given for lower-division work completed upon request by the student. Grade point deficiencies will be treated in accordance with Cañada Academic Standards Policy. (Please refer to "Academic Standards" section of this catalog for additional information.)

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 under any of these chapters should contact the Veterans Administration Office, 211 Main St., San Francisco, or 590 Hamilton Street, Redwood City, to determine eligibility for benefits. After eligibility is determined, the veteran should bring his Certificate of Eligibility and receipt of registration to the Office of Admissions and Records for processing.

Veterans will receive six units of credit for Health Education, First Aid and Physical Education upon presentation of discharge papers showing honorable discharge and active service of one year or more in the United States armed forces. They 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. Tutorial assistance is available if needed.

Ordinarily students in the six-month Reserve training programs are not eligible for this credit. This is in

accordance with the recommendations of the American Council on Education, issued September, 1957.

Veterans are encouraged to see the Cañada College veterans coordinator in the Administration Building regarding tutorial assistance and other services.

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

PART-TIME STUDENTS

Students taking less than 12 units must submit applications during filing dates, but are not required to submit transcripts; however, part-time students taking courses toward career preparation or transfer are encouraged to have transcripts on file for counseling purposes.

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 \$1395 per year.

PLACEMENT TESTS

Placement tests are required of all regular students (those taking 12 units or more), of those working for an A.A. degree or certificate, and of those planning to take courses in English. Students already holding A.A. or B.A. degrees, transfer students who have completed a college composition course elsewhere, and those students who intend to enroll only in a single course or two are not required to take the exam.

Students who have already taken the placement examinations at CSM or Skyline may be excused by having their test results sent to Cañada.

ADVANCED PLACEMENT CREDIT

Students who have taken the Advanced Placement Test in English and who have scored 3 may receive credit for English 1b; those who have scored 4 or 5 will receive credit for English 1a and 1b. Test scores and a written petition for this credit must be filed in the Office of Admissions and Records.

CREDIT BY EXAMINATION

Granting credit for a course by examination is based on a desire to place students in courses which will challenge them, and on the principle that previous experience, training, or instruction is sometimes equivalent to a specific course taught in the college. If an examination indicates that the student possesses adequate mastery of the subject, credit may be granted. The student's record shall show course identification and the number of units granted by examination; no letter grades shall be awarded, only the grade of "credit." Each division of the college determines, by division consensus, which of its courses may be challenged by examination and administers the kind of test it considers appropriate.

CLEP—COLLEGE LEVEL EXAMINATION PLACEMENT

CLEP enables those who have reached the college level of education outside the classroom to demonstrate their achievement and to use the test results for college credit. Those students will be granted six units of credit for each of the five sections of the General Examination of CLEP if they score 500 or more. Credit for Subject Examinations will be given in those areas where there are similar courses offered at Cañada College.

Cañada is a CLEP examination center. For further information, contact the counseling secretary.

RESIDENCE REQUIREMENTS FOR ADMISSION

Attendance at any 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 County 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.

Applicants who have immigrant status must reside in California for more than one year *after* the date stamped on their visa.

NON-RESIDENT FEE

Non-residents will pay a fee of \$1395.00 for the academic year 1978-1979. This fee is payable at the time of registration at the rate of \$697.50 per semester or \$46.50 per unit. Residence status will be determined by the Director of Admissions and Records.

COSTS TO STUDENTS

While there is no tuition at Cañada College for students whose legal residence is in the San Mateo County

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 | \$175 per year |
| Health Fee | \$8 per year |
| Student activity card | \$10 per year, \$6 per semester |
| Meals and housing | \$2350 per year |
| Transportation | \$700 per year |
| Personal expenses (laundry, recreation, medical) | \$500 per year |

APPLICATION FOR ADMISSION

Students applying for admission to Cañada College are required to file a written application for admission and are encouraged to submit two transcripts of records from their high school and from each college they have attended. All regular students, and those part-time students, who plan to enroll in an English or Mathematics course, are required to take the placement tests. (See information sheet which accompanies the application to the college for placement testing schedule.)

Registration

COUNSELING APPOINTMENTS

Upon completion of admission requirements, all regular students will meet individually, or in small groups, with a counselor for assistance in program planning prior to registration. (See Calendar at the front of the catalog.)

UNIT LOAD LIMITATIONS

A normal class load will be 15 units; students enrolling in 12 or more units are considered full-time. Students are prohibited from taking more than 18 units without special authorization from their counselor.

Auditing is not permitted in any course offered for credit.

PROGRAM CHANGES

A student may not add a new class after the 10th day of the semester except by written permission of the instructor and the endorsement of the Director of Admissions and Records. A student who formally withdraws from a class or from College before the college withdrawal date will receive a "W" grade. If the student does not formally withdraw, the instructor may assign an appropriate grade. Courses dropped *prior* to the fourth Monday of classes do not count in determining satisfactory progress. (Please refer to "Academic Standards" section of this catalog for additional information.)

Grades and Scholarship Academic Standards

UNITS OF WORK AND CREDIT

A "unit" represents one lecture or recitation hour weekly, for one semester, or three hours in laboratory or other exercises not requiring homework for preparation.

A 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 or her record for the subject will be reported to the Director of Admissions and Records 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 |
| F—Failed | 0 grade points per unit |
| INC—Incomplete | Not considered in determining grade point average |
| CR—Credit | Not considered in determining grade point average |
| NCR—No credit | Not considered in determining grade point average |
| W—Withdrawn | Not considered in determining grade point average |

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 notification of the reason for his inability to complete the course requirements and to make arrangement for completion of the work. The "Incomplete" must be made up by the end of the following semester. Additional time may be provided upon approval of the instructor and the Director of Admissions and Records. If the course is satisfactorily repeated, the student may petition to have the grade of "Incomplete" removed.

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. A "W" cannot be assigned after the final examination in which the course was taken.

GRADE POINT AVERAGE

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 OPTION AND CREDIT/NO CREDIT

In addition to courses in which only a letter grade may be assigned, each division of the College may determine courses in which a student may elect either a letter grade or a "credit/no credit." These courses will be so indicated on the class schedule. Students in these courses must notify the instructor in writing by the end of the ninth week whether they wish a letter or a credit/no credit grade. No changes are permitted after this time.

A student is limited to a maximum of 12 units of credit/no credit courses, excluding Cooperative Education. This limitation does not apply to students who have achieved an A.A. or higher degree.

The four-year colleges and universities vary widely in the number of credit/no credit courses they accept. Students should consult the catalog of the college to which they may transfer for their regulations in this regard.

COURSE REPETITION

A student who has received a final grade below a "C" in a course taken at a college of the San Mateo County Community College District may repeat the course at Cañada

College. On petition to the Director of Admissions and Records, the student may have the grade of the repeated course used in computation of the grade point average. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript, insuring a true and complete academic history.

Course repetition completed at any other accredited institution may be honored and students may apply for such consideration to the Director of Admissions and Records. In no case will the unit value of a course be counted more than once. Courses in which the student has received grades other than those specified above are not subject to the provisions of this policy.

ACADEMIC RENEWAL POLICY

A maximum of two semesters and one summer session of work which is substandard, that is, less than 2.0 GPA, and not reflective of the student's present scholastic level of performance, may be alleviated and will be 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 renewed was completed.
2. The students seeking renewal must have completed nine (9) semester units of work with a 3.5 cumulative grade point average or fifteen (15) semester units with a 3.0 cumulative grade point average, or twenty-one (21) semester units with a 2.5 cumulative grade point average, or twenty-four (24) units with a 2.0 cumulative grade point average since the work to be alleviated was completed.
3. The substandard work being renewed may have been completed at any college or university, but the work used in the renewal process must be completed at Cañada College.
4. A semester or quarter is defined as all work attempted during a single academic term. The terms need not be consecutive.

It should be noted that the Academic Renewal Policy will be applied only when alleviation of prior work is necessary to qualify a student for admission to a program, for completion of a certificate program, or for graduation from the college.

Determination of the applicability of this policy will be made only following formal application to the Office of Admissions and Records. When academic work is alleviated, the permanent record shall be appropriately annotated in a manner to insure that all entries are legible and that a true and complete record is maintained.

GRADE REPORTS

Grade reports are available to each student at mid-semester. The mid-term grade report is not made a part of a student's permanent record; it is for information purposes only. Following final examinations at the end of the semester, the student is sent the report of his final semester grades, which become a part of his permanent record.

SCHOLASTIC HONORS

A Dean's List of Students who achieve academic honors is published at the end of each semester containing the name of each student who has completed 12 units or more of work for a letter grade during that semester at Cañada College with a grade-point average of 3.0 ("B") or above.

Academic honors are awarded at graduation to students who have attained a 3.3 cumulative grade point average. Highest honors are awarded to students who have attained a 3.5 (or better) average.

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

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. A nominal fee is charged for transcripts.

CONFIDENTIALITY

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

The Act provides that the College may release certain types of directory information, *unless the student submits a request, in writing, to the Records Officer that certain or all such information not be released without the student's consent.* Directory information at this college includes:

(1) student's name and city of residence, (2) participation in recognized activities and sports, (3) dates of enrollment, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, (6) height and weight of members of athletic teams.

In addition, information regarding students' current class schedules may be made available if requested by other students currently enrolled at the college unless the student has requested that such information be withheld.

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 12½ units in one semester and 15½ in a second semester, his or her 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.

Cañada College credit/no credit courses will not affect a student's grade-point deficiency.

STANDARDS FOR PROBATION

A. A student will be placed on academic probation under the following circumstances:

I. *Academic Probation based on grade point deficiency*

The student's grade point deficiency amounts to 12 or more grade points.

OR

II. *Academic Probation based on failure to maintain satisfactory progress*

The student is enrolled in more than 8 units, and does not receive passing grades in at least 60% of those units in which he/she was enrolled on or after Monday of the fourth week of the semester. (Note: Passing grades—A, B, C, D, Cr; Unsatisfactory grades—W, F, NCr, Inc.)

B. These two retention systems will be applied in such a manner that a student may be placed on probation under either system and subsequently be dismissed under either system.

- C. A student completing an official Leave of Absence will not be included in the tabulation of the effects of the above rule.
- D. A probationary student may continue in school, but a further deficiency of any kind will result in dismissal.
- E. A probationary student may petition the Appeals Committee in accordance with college procedures for removal of his/her probationary status if it has resulted from unusual or emergency circumstances.

STANDARDS FOR DISMISSAL

- A. A student on academic probation who incurs a further deficiency in grade points or who fails to maintain satisfactory progress as defined for probationary status, will be dismissed and must ordinarily remain out of Cañada College day and evening classes for one semester before petitioning the Appeals Committee for reinstatement.
- B. A dismissed student may present a written appeal to the Appeals Committee requesting immediate reinstatement if dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision of the Appeals Committee is made.

STUDENT GRIEVANCES

Students who feel that they have been unfairly treated by the misapplication of College regulations, or in any respect by a member of the College staff, are encouraged to discuss the matter with their counselor. If the problem at issue is not satisfactorily resolved, they are encouraged to bring the matter to the attention of the Dean of Students who may encourage them to bring the matter to the Student/Faculty Appeals Committee to be reviewed according to the standard grievances procedure.

TRANSFER STUDENTS

Students who have been placed on probation or dismissed by another community college will not be admitted in the semester immediately following their attendance at that junior college. Such students may be admitted, subject to the Academic Standards Policy of Cañada College, after one semester's absence. This Academic Standards Policy will be applied to transfer students from other community colleges on admission. These students must complete all admission requirements.

The Academic Standards Policy of Cañada College will be applied to transfer students from other colleges and universities on admission. These students must complete all admission requirements.

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 College rules.

Regulations governing student conduct are subject to change by the Board of Trustees and, when applicable, by local, State and Federal statutes. These rules are given in the Student Guide which is included in the packets supplied to each student at the time of registration.

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.

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 will not receive grade 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 or her 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 or her 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.

Students dropped from any class because of this regulation may appeal in writing to the Student/Faculty Appeals Committee within five school calendar days of such drop if they feel there are extenuating circumstances beyond their control which justify their remaining in

class. Students making such appeals may, with the permission of the instructor, remain in class until the decision of the Student/Faculty Appeals Committee is reached. The Student/Faculty Appeals Committee will make a recommendation to the instructor after considering such an appeal. In all cases the decision of the instructor is final.

WITHDRAWAL POLICY

Any student withdrawing from a class must follow established college procedures. The following are important deadlines for withdrawal and explain the relationship between withdrawal and the assignment of a grade by the instructor:

1. A student may withdraw during the first three weeks of instruction and no entry will appear on the student's permanent record.
2. A student who withdraws from a course after that time, and until Friday of the eleventh week in the fall semester and Friday of the tenth week in the spring semester will be assigned a "W" grade by the instructor. This grade will appear on the student's permanent record.
3. A student who withdraws after Friday of the second census week and prior to the final scheduled class day will be assigned a

"W" grade by the instructor, if in the instructor's judgment the student is passing at the time.

4. Any student who does not follow established college procedures in withdrawing may be assigned a grade of "F."

EMERGENCY LEAVE OF ABSENCE

Absences for medical reasons of less than one week need not be reported to the College.

Students who will be absent from any class or classes for one week or longer for any health reason are urged to request emergency leave from the Student Health Center.

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 Health Counselor.

If medical or personal emergency requires absence of as much as two weeks, students must consult their counselors before returning to classes.

Students absent for any length of time may contact their instructors or other students in their classes for assignments missed.

Student Personnel Services

PROGRAM PLANNING AND COUNSELING

One of the primary responsibilities of Cañada College is to assist each student in the effective utilization of his capabilities. To accomplish this, the College provides professional counselors to assist students in clarifying or establishing appropriate educational and vocational goals, or to work out problems of a social or personal nature.

Counselors are assigned according to the majors which students have declared. Because it is felt that the relationship between the counselor and the counselee is most important, a student may request a change of counselor by going to the office of the Director of Counseling, Building 5, Room 215.

These counselors are available by appointment during the registration period and throughout the academic year to consult with students. They assist students in planning programs of study, approve the final program for each semester and are consulted about program changes. The counselor's function, however, is an advisory one. Ultimately the responsibility for knowing program requirements and enrolling in proper courses rests with the student.

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 Director of Counseling 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 or she is to see his or her counselor concerning reasons for his or her 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.

WOMEN'S RE-ENTRY TO EDUCATION PROGRAM (WREP)

This program is designed primarily for women who have been out of school for a period of time.

WREP is for you if you are:

- Interested in expanding the awareness of yourself and your world.
- Interested in training for a career or developing skills which would enable you to advance in your present career or to change careers.
- Interested in working towards a degree.

You are eligible for WREP if you:

- Are over the age of eighteen.
- Are a resident of San Mateo County.

The Women's Center is a warm and friendly place to share information and experiences. The Center is open daily and offers:

- Orientation, open house, tours of the campus, assistance with registration and information on academic requirements.
- Information and referral service: financial aid, child care, student activities, transportation, legal questions, job placement and county agencies.
- Reading material on issues of interest to women.

TUTORIAL PROGRAM

The Tutorial Program focuses on retention by providing extra help for students with academic problems. Tutors are available in virtually all subject areas if you need help with course work. It's free. The Tutorial Center can provide you with skilled tutors who can give you that extra help you need. The Center is located in Building 5, Room 105, and is open Monday through Friday from 8 a.m. to 4:30 p.m., with evening tutoring by arrangement. If you need a tutor or wish to help others, contact the Tutor Coordinator in Building 6, Room 13.

EXCEL

EXCEL is an educational program designed to assist minority and disadvantaged students in exploring on an individual basis their potential for a successful learning experience through meaningful instruction and support services.

The aim of the program is to promote the enrollment and retention of students and to enhance their successful participation in the educational opportunities provided by Cañada College.

The program consists of two components, counseling and instruction (Core Curriculum). The EXCEL program is located in Building 6, Room 13, behind the Library. The program provides intensive academic, vocational and personal counseling, tutoring, assistance in obtaining scholarships, transferring to four-year institutions and in conjunction with other agencies, securing housing, transportation, employment and other needed assistance.

SERVICES FOR THE PHYSICALLY LIMITED

Today more and more individuals are extending and expanding their education. This is certainly true of the physically limited person, and Cañada College is striving to develop services that might particularly assist these individuals.

The program is designed to meet individual needs. Through supportive services, the College hopes to meet individuals where they are and encourage and assist them in the "mainstream." Involved is the recognition of the variety of limitations individuals may experience—orthopedic handicaps, visual impairments, hearing impairments, as well as educational and learning disabilities.

TESTING

The office of the Director of Counseling maintains a service in aptitude, personality, interest 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. Students may obtain additional information about the testing program from their counselor.

COLLEGE ORIENTATION

The counseling staff teaches several guidance classes designed to help a student in his over-all adjustment to college. They provide the framework for better self-understanding, a general orientation to college, assistance

with study habits, skills required for more effective learning, and a chance for exploration of occupational goals. Special interest discussion groups are provided on topics of common concern to students.

CAREER INFORMATION

The Cañada Career Center provides career counseling, testing, current occupational information, and a library of college catalogs. It is located in the Counseling Center, Bldg. 5, room 208, and is open daily from 8 a.m. to 4:30 p.m. and Mon.—Thurs., 6 p.m. to 9 p.m.

COMPUTER LAB

The Cañada computer lab, located in the administration building, is open for student use daily, Monday through Saturday, and evenings, Monday through Thursday. The on-campus computer is a digital PDP-11/34 time-sharing machine. It allows several users to run programs simultaneously. Students may use programs that have been written for their classes, or they may write programs of their own. Student assistants will be available to help users to operate the computer and to answer programming questions.

HEALTH SERVICE

Assistance with health-related problems is provided by the Health Counselor located in the Health Center, room 213, of the Student Center. Drug counseling, pregnancy counseling, referral to community agencies and services are examples of the available services.

Students are required to submit a health information card with their college application form. In addition, all students are required to submit an emergency card at registration time.

All students are covered by an insurance policy for accidents and emergency illness that occur on the campus or in school sponsored activities. Reports of all accidents must be filed in the Health Office before payment can be authorized.

STUDENT HEALTH INSURANCE PROGRAM

The College offers accident and health insurance coverage to students on a voluntary basis. Many students who are over 18 years of age are no longer eligible for coverage on their parents' group insurance programs. Additional information and literature can be obtained in the Health Center or the Student Activities Office.

PLACEMENT SERVICES

The College maintains a placement office, located in Bldg. 5, room 204, 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

The Student Activities Office, Bldg. 5, room 207, maintains a housing file for use by Cañada students. Most of these listings are rooms in private homes; a few are available on the basis of work in exchange for room and board. All arrangements are made between the owner and the student. Dormitories or college-sponsored housing facilities are not available.

FINANCIAL AIDS

Cañada College participates in the Federal Financial Aid Program. Funds from these programs are provided to eligible students in the forms of grants, work/study, and loans. In addition, Cañada College also participates in the State Scholarship programs, and the San Mateo County Community College District Foundation administers funds from private sources which are available to Cañada students as scholarships and emergency loans.

The Associated Students have made a limited loan fund available to students who have purchased a student activity card and have an emergency need. The Cañada College Patrons Association, Redwood City Rotary Club, PTA, and Madelyn Cutten have established small emergency loan funds. Students desiring further information should contact the Financial Aids Office.

STUDENT GOVERNMENT

All students enrolled at Cañada College are members of the Associated Students of Cañada College (ASCC). The elected student government is the official voice of students on campus. The officers oversee activities sponsored by the students on campus. They keep students informed of issues on campus, administer student association monies, and represent student interests in the college's governing committees.

Student government is a unique educational opportunity to learn by doing in the world of college governance. It is hard and time-consuming work, but students have often testified that it was the most valuable learning experience they had at college, both educationally and socially.

The student government operates under the provisions of the State Education Code and the regulations of the

Board of Trustees and the college. It is a vehicle through which students can bring effective change to their college.

STUDENT ACTIVITIES AND ORGANIZATIONS

To gain the most from College life, students are encouraged to participate in the activities program and College clubs, which offer diversified opportunities for making both social and educational contacts. Because financial support for these programs comes from the sale of activity cards, students are urged to purchase their cards during registration.

STUDENT PUBLICATIONS

The **Weathervane**, a weekly publication, provides full coverage of activities on campus and offers invaluable experience to journalism students. The college newspaper is primarily student-controlled.

The **Student Guide** contains information about student organizations, services of the College, College rules, student rights, student disciplinary due process procedures, and the College's staff and governance structure.

The **Student Bulletin** is prepared and distributed by the Activities Office two days a week to announce activities, news events and other items of interest to the faculty and students of the College.

ATHLETICS

Cañada College sponsors sports within the Golden Gate Conference for the benefit of those students interested in team competition.

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

The following basic principles pertain to all matters of eligibility:

1. No student may represent his or her college in any athletic contest unless he or she is enrolled in and is passing at all times in a minimum of 12 units of work, and these units can be in any subject matter area including physical education.
2. Courses may be repeated and will count towards the minimum of 12 units of work required for athletic eligibility.
3. Any student desiring athletic eligibility should contact the Director of Athletics.

INTRAMURAL ACTIVITIES

The Physical Education and Recreation Education Division, in cooperation with the Student Council, offers a wide range of Intramural Activities for men and women that include volleyball, basketball, table tennis, softball, tennis, soccer, dance, badminton, and bicycling.

Additionally, sports days are scheduled with neighboring colleges, universities, and community colleges. One-half unit of credit is available.

PERFORMING ARTS

Cañada College offers the following performance groups for your participation: A Cappella Choir, College Chorale, Peninsula Master Chorale; Orchestra, Cañada Symphony Orchestra, Symphonic Band, Cañada Concert Band; Musical Theatre and Opera; Instrumental Ensemble and Stage Band; and numerous drama presentations, including both faculty and student-directed shows. Interested persons should contact the Fine Arts Division Office.

FOREIGN TRAVEL AND STUDY

A file of current overseas programs for study and travel are kept by one of the counselors. Check with Director of Counseling for more information.

Scholarships

Cañada College provides a scholarship program to recognize and honor outstanding students. Individuals and organizations provide scholarships for the program. One application form entitles a student to be considered for all scholarship awards available in the program. Application deadline is April 28th. Requests for applications and information should be directed to the Financial Aids Office, Bldg. 8, Room 204. The Scholarship Committee meets each spring to review applications and select recipients for the following school year. Scholarships generally available are:

| Donor | Criteria | Amount |
|--|---|---------------------|
| Associated Students of Cañada College | Cañada student activity card holder | \$100 |
| Atkinson Foundation | Cañada students continuing as sophomores | (2)\$150 ea. |
| John A. Blume & Associates, Engineers | Continuing or transferring student in engineering or closely related field | \$100 |
| Cañada College Choir | Vocal music student with B average or higher. Selection by audition. | \$100 |
| Cañada Connoisseurs | New Food Tech students | (2)\$100 ea. |
| Cinco de Mayo | Students carrying 12 units or more with 2.0 g.p.a. or higher | (several)\$150 ea. |
| Faculty Wives of Cañada | Continuing student at Cañada | (2)\$100 |
| William A. Goss Scholarship Fund | Unrestricted | (3)\$100 ea. |
| Mabel Leon Scholarship | Awarded by Instrumental Music Department | \$200 |
| Ethel Lindauer Scholarship | Unrestricted | \$100-\$150 |
| Redwood City Bobbies | | |
| Wm. L. Faulstich Scholarship | Student in field of Law Enforcement | \$100 |
| Redwood City Citizens Against Racism | Minority students from this area | (several)\$100 ea. |
| Redwood City Clergy Association | Minority students continuing or transferring | (several) \$100 ea. |
| San Mateo County Association of Educational Office Employees | Award rotates among 3 colleges. | |
| San Mateo County Retired Teachers Association | Business majors: one male, one female | (2)\$100 ea. |
| | Award rotates among 3 colleges. Graduating student, transferring to 4-year college. | \$300 |
| Seventeenth District, California P.T.A. | Students attending Cañada College | (3)\$50 ea. |
| Victoria Station Incorporated | Continuing Food Technology student at Cañada | \$100 |
| X-Ray Technology Scholarship | Student enrolled in Cañada's X-Ray Technology Program | \$100 |
| Carl E. Ward Scholarship Fund | Unrestricted | \$50 |

Program Planning

TWO-YEAR PROGRAMS

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 in some instances an Associate in Arts or an 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 the next section.

CERTIFICATE OF COMPLETION

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 must be filed in the Admissions and Records Office during the last semester of attendance.

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 follows the Associate in Arts and Associate in Sciences requirements.

A.A./A.S. DEGREE REQUIREMENTS

Graduation from Cañada College with the Associate in Arts or Associate in Sciences 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 Director of Admissions and Records Office during the 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

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.

1. Natural Sciences

One or more courses for a minimum of three units.

Anatomy 1, 2a, 7
 Anthropology 1
 Astronomy 10, 12, 17
 Biology 1, 2, 3, 9, 10, 20, 39, 40
 Botany 1, 4, 8, 10
 Chemistry 1a, 10, 30a, 51
 Conservation 1
 Electronics 10
 Environment 1, 3
 Forestry 1
 Geography 1a
 Geology 1a, 10, 15
 Health Science 1, 3, 4, 5, 6, 7, 8
 Home Economics 9
 Horticulture 100
 Meteorology 1
 Microbiology 1
 Music 9
 Oceanography 10



Paleontology 1
 Physical Science 10
 Physics 2a, 4a, 9, 10, 12, 42, 45
 Physiology 1
 Zoology 1

2. Social Sciences

One or more courses for a minimum of three units.
 ("American Institutions-" State/Local Institutions)

Economics '11
 Environment "2, "4
 History '4c, '8a, '17a, '17b, "22, '26, '28, '30, "31
 Political Science '7, '21, "23, "'27, '51
 Social Science "1, '2

3. Humanities

One or more courses for a minimum of three units.

Art 1a, 1b, 1c, 2a, 3, 5a, 5b, 10, 13a, 14, 22a, 38, 74
 Drama 10, 24a/b, 25, 38
 English 1b, 4b, 20, 21, 23, 25a/b, 26, 27, 28a, 28c, 29a/b, 30, 31, 34,
 36, 37, 38, 40, 42a, 42b, 44b, 45, 46a, 46b, 46c
 French 3, 4, 25a
 German 3, 4
 History 4a, 4b, 13, 14, 37
 Humanities 38
 Music 1, 6, 8, 20, 38
 Philosophy 6a, 7, 20, 21, 23, 24, 25, 27, 28, 35
 Social Science 15
 Spanish 3, 4, 25a
 Speech Communications 11, 30a, 30b

4. Learning Skills*

The Learning Skills requirement will be satisfied by completion of one of the following:

1. English 1a
2. English 50a and 50b
3. English Institute 5W and 6W (for non-native speaking students)

*Pending Board approval

5. Ethnic Studies

One or more courses for a minimum of three units

Anthropology 34, 36, 37
 Art 30
 English 40, 41, 43, 44a, 44b
 History 6, 8b, 9a, 9b, 32, 33
 Political Science 13
 Psychology 7
 Social Science 32, 33, 34
 Sociology 3
 Speech Communication 12

E. Physical Education

One or more courses for a minimum of two units. May be waived in accordance with college regulations.

**OCCUPATIONAL PROGRAMS OFFERED AT CAÑADA COLLEGE
ASSOCIATE OF ARTS DEGREE
OR
ASSOCIATE OF SCIENCE DEGREE
OR
CERTIFICATE PROGRAMS**

| Career Program | Certificate | A.A. | A.S. | Page |
|---|-------------|------|------|------|
| Administration of Justice | | | | 42 |
| Law Enforcement | X | X | | 43 |
| Corrections (Probation) | X | X | | 43 |
| Industrial & Retail Security | X | X | | 43 |
| Reserve Police Training Academy | X | | | 43 |
| Bilingual | X | | | 44 |
| *Biological Technology | | | X | 44 |
| Business | | | | |
| Accounting | X | X | | 42 |
| Bank Operations | X | X | | 43 |
| Business Administration | X | X | | 46 |
| Clerical-General | | X | | 45 |
| Clerk-Typist | X | | | 45 |
| Court and Conference Reporting | X | X | | 48 |
| Credit and Lending | X | X | | 46 |
| Management | X | | X | 53 |
| Medical Receptionist* | X | | | 45 |
| Medical Transcriber* | X | | | 46 |
| Merchandising | X | X | | 47 |
| Note Reader/Transcriber* | X | | | 48 |
| Occupational Safety and Health | X | | | 54 |
| Para-Legal | X | | | 49 |
| Public Administration | X | | | 54 |
| Real Estate* | X | | | 55 |
| Secretarial | X | X | | 45 |
| *Chemical Technology | | | X | 49 |
| Early Childhood Education | | X | | 49 |
| Environmental Technology | | | X | 50 |
| Food Technology & Management | X | | X | 50 |
| Gerontology | X | X | | 51 |
| Home Economics | | X | | 52 |
| Clothing & Textiles | | X | | 52 |
| Interior Design | | X | | 52 |
| Assistant Designer | | X | | 52 |
| Display Designer | | X | | 53 |
| Home Furnishings—Merchandising | | X | | 53 |

| Career Program | Certificate | A.A. | A.S. | Page |
|----------------------------------|-------------|------|------|------|
| Ophthalmic Dispensing | X | | X | 54 |
| Radiologic (X-ray) Technology | | | X | 55 |
| Travel Industry Career (Tourism) | | | | 56 |
| Retail | X | X | | 56 |
| Wholesale | X | X | | 57 |

*Pending Board and State Approval

Suggested Curricula

SUGGESTED CURRICULA

Following are suggested courses of study leading to the two-year Associate in Arts or Associate in Science degree or certificates. Many courses listed in these programs will transfer to the four-year colleges or universities in satisfaction of lower division requirements. For specific courses, students should confer with their counselor or contact the college to which they intend to transfer.

ACCOUNTING

(Certificate Program)

This certificate program is designed to give the student adequate formal training for beginning accounting positions in private industry or the public sector. Emphasis is on accounting theory and practice with the option of acquiring a user's orientation to the computer. Students are encouraged to complete requirements for the Associate in Arts, in addition to the certificate requirements. Recommended Program—24 units in Business required.

Core Curriculum

| | Units |
|--|-------|
| Bus Ad 1a—Financial Accounting | 5 |
| Bus Ad 1b—Management Accounting | 5 |
| Bus Ad 3—Cost Accounting | 3 |
| One of the three courses listed below: | |
| Bus Ad 2—Intermediate Accounting | 3 |
| Bus Ad 5—Automated Accounting | 2 |
| Bus 12—Introduction to Data Processing | 3 |

Three or more elective courses selected from those offered under Business or Management.

ADMINISTRATION OF JUSTICE

The Administration of Justice program at Cañada College is designed to meet the needs of the students and the community. The program emphasizes the professionalization of criminal justice agencies by training men and women in criminal law, the criminal justice system, investigative techniques, and other related courses. However, just as important, the program also emphasizes the human relations aspect of working within the criminal justice field and the need for professionals to appreciate and understand people of all racial, ethnic and religious backgrounds.

To achieve this end, all Administration of Justice majors are urged to enroll in at least one course in Ethnic Studies; and in addition, do course work in community relations, contemporary cultures and other related areas.

The program now includes three areas of concentration: Law Enforcement; Corrections (institutions and field agencies); and Industrial and Retail Security. The Law Enforcement specialization is designed to meet the academic needs of those already employed in the field as well as prepare pre-service students with a foundation for entry-level employment in police agencies. The Corrections option will prepare pre-service students for positions in correctional institutions and field offices as well as in community-based delinquency prevention and diversion programs and will prepare the continuing student for advanced work leading to employment in corrections. The Industrial and Retail Security program is intended to provide individuals entering the security field with a well-rounded educational background so as to prepare them for a professional career. To keep pace with the rapid technological changes taking place in the field of security, it is necessary for security personnel to stay abreast of current standards and procedures. Therefore, the curriculum emphasizes basic principles and practical applications in the security field.

The Administration of Justice program at Cañada College is structured so that students, if they wish, may transfer upon completion of the necessary course work to a California State University as an upper division student, and at the same time be prepared at the A.A. degree level for entry level employment in a variety of criminal justice occupations.

Core Curriculum

| | Units |
|---|-------|
| Admj 1—Administration of Justice | 3 |
| Admj 2—Principles & Procedures of the Justice System | 3 |
| Admj 3—Concepts in Criminal Law | 3 |
| Admj 4—Legal Aspects of Evidence | 3 |
| Admj 38—Community Relations | 3 |

Recommended Administration of Justice Electives

| |
|------------------------------------|
| Admj 7a—Criminal Investigation (3) |
| Admj 7b—Advanced Investigation (3) |
| Admj 12—Traffic Control (3) |
| Admj 17—Justice Management (3) |

- Admj 18—Community-Based Corrections (3)
- Admj 19—Patrol Procedures and Report Writing (3)
- Admj 20—Women and Justice: New Directions (3)
- Admj 21—Police Report Writing (2)
- Admj 30—Introduction to Industrial & Retail Security (3)
- Admj 32—Security Administration (3)
- Admj 35—Current Security Problems (3)
- Admj 36—State Security Guard Requirements—Powers of Arrest & Handgun Training (½-1)
- Admj 42—Juvenile Delinquency (3)
- Admj 44—Drugs: Effects on Individuals & Society (3)
- Admj 45—Canine Management (3)
- Admj 46—Introduction to Counseling (3)
- Admj 47—Cooperative Education (1-4)
- Admj 99—Reserve Police Training Academy (6)

Administration of Justice Program

Students working toward an Administration of Justice degree will take the following required curriculum. 15 units in the core curriculum plus 9 additional units as indicated below:

Required Core Curriculum

| | Units |
|--|-------|
| Admj 1—Administration of Justice | 3 |
| Admj 2—Principles & Procedures of the Justice System | 3 |
| Admj 3—Concepts of Criminal Law | 3 |
| Admj 4—Legal Aspects of Evidence | 3 |
| Admj 38—Community Relations | 3 |

Law Enforcement Option

| | Units |
|--------------------------------------|-------|
| Core Curriculum | 15 |
| Admj 7a—Criminal Investigation | 3 |
| Admj 17—Justice Management | 3 |
| One elective | 3 |

(Note: Pre-service students must take Admj 19 (Patrol Procedures) instead of elective.)

Corrections Option

| | Units |
|---|-------|
| Core Curriculum | 15 |
| Admj 18—Community-Based Corrections | 3 |
| Admj 42—Juvenile Delinquency | 3 |
| Admj 46—Introduction to Counseling | 3 |

Industrial and Retail Security Option

| | Units |
|--|-------|
| Core Curriculum | 15 |
| Admj 30—Introduction to Industrial & Retail Security | 3 |
| Admj 32—Security Administration | 3 |
| Admj 35—Current Security Problems | 3 |

Reserve Police Training Academy Certificate

With the cooperation of South San Mateo County Police Agencies and the Sheriff's Department, Cañada

College offers a "Reserve Police Training Academy Certificate." Students completing the training will also be certified by the State of California for peace officer orientation as mandated by 832 P.C. The training consists of the following:

Administration of Justice 99—Reserve Police Training Academy, 6 units: this is a course of two hundred hours during an 18 weeks period. Among the topics covered are: Criminal Law, Criminal Evidence, Criminal Investigation, Police Community Relations, Patrol Procedures, Traffic Control, Defensive Tactics, Firearms, and First Aid.

BANKING AND FINANCE

(Certificate Program)

The Banking and Finance Program at Cañada College, developed in cooperation with the banking industry, is designed primarily for the following two groups of students: (1) those currently employed in the financial industry who wish to upgrade themselves on their jobs and qualify for advancement and promotion, and (2) those who wish to prepare for future employment in a financial organization.

Two areas of specialization offered in the program are Bank Operations, Credit and Lending, and Bank Management and Supervision. Certificates of achievement are awarded in each area to students who complete all required and elective courses with a "C" or better. No course may be applied toward more than one college certificate of achievement. If a course has already been applied toward another certificate, an additional course from the elective list must be completed as a substitute.

Students who are employed can attain important milestones in career development through the two-year degree program and/or the specialized Certificates of Achievement. Both may be earned simultaneously. Courses taken from the approved list may also be applied toward credit for certificates offered to bank employees through the American Institute of Banking. Students who enter the banking industry at a later date may receive retroactive credit for AIB certificates.

BANK OPERATIONS SPECIALIZATION

This certificate requires 18 units from the core curriculum and 6 units from the suggested elective list.

Certificate in Bank Operations

Core Curriculum

| | Units |
|--|-------|
| Bus 40—Principles of Bank Operations | 3 |
| Bus 18a—Business Law | 3 |
| Bus 51—Business Mathematics | 3 |
| Bus 12—Introduction to Data Processing | 3 |

44 Curricula: Bank Operations Specialization to Business, Secretarial/Clerical

| | |
|--|---|
| Bus 58—Human Relations in Business | 3 |
| Spcm 1a—Basic Public Speaking | 3 |

Suggested Electives

| | |
|---|-------|
| Bus 34—Credit Laws for Credit Managers | 3 |
| Bus 35—Personal Money Management | 3 |
| Bus 36—Consumer Credit Management | 3 |
| Bus 56—Business Communications | 3 |
| Bus 90abc—Shorthand | 1-7 |
| Bus 91—Business English | 3 |
| Bus 92abc—Typing | 3-3-3 |
| Engl 1a—Reading and Composition | 3 |
| Mgmt 47—Cooperative Education | 1-4 |
| Mgmt 85—Organizational Behavior | 3 |
| Mgmt 90—Office Management and Administration | 3 |
| Mgmt 92—Techniques of Supervision | 3 |
| Mgmt 99—Introduction to Business Management | 3 |
| Bus 38—Credit Investigation & Credit Analysis | 3 |

BILINGUAL COMPETENCY (Certificate Program)

The purpose of this program is to establish recognition of bilingual competence by native language experience and/or the acquisition of language skills. Cañada College awards a Bilingual Certificate of Competency in each of three languages, namely, French, German and Spanish. The specific requirements for non-native speakers are as follows:

For French, German or Spanish

- Successful completion of the following courses:
 - For French: French 1, 2, 3, 4, 25a and 27
 - For German: German 1, 2, 3, 4, 25a, and 100b
 - For Spanish: Spanish 1, 2, 3, 4, 25a and 100b
- Passing score on the CLEP General Examination
- Passing score on the CLEP Specific Language Test for the language in which the student is interested—French, German or Spanish
- One-year residency at Cañada College.

BIOLOGICAL TECHNICIAN*

Career oriented program to allow for employment in the research and pharmaceutical industries. Manual dexterity is highly desirable trait.

Core Curriculum

| | Units |
|------------------------------------|-------|
| Bio 1—Principles of Biology | 4 |
| Bot 1—General Botany | 5 |
| or | |
| Zoo 1—General Zoology | 5 |
| Micro 1—General Microbiology | 5 |
| Chem 1a—General Chemistry | 5 |

*Pending Board and State approval



| | |
|------------------------------------|---|
| Chem 1b—General Chemistry | 5 |
| Chem 5—Quantitative Analysis | 4 |
| Chem 12a—Organic Chemistry | 5 |
| Math 21—Trigonometry | 3 |
| Math 18—Computer Programming | 3 |

BUSINESS, SECRETARIAL/CLERICAL

Career Programs

The following career programs are designed to qualify a student for employment upon completion of a certificate or two-year curriculum. 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.

Certificates are awarded with or without the AA degree to students who complete the required courses in the following certificate programs: Clerk-typist, Secretarial, Medical Receptionist, Medical Transcriber, Court & Conference Reporting, and Notereader/Transcriber.

Students graduating with an A.A. degree for Stenographic/Clerical must meet the following requirements:

16 units of Business Core Curriculum plus Business 50 or 51, or a 95% score on a Business Mathematics competency exam. Business 10—Introduction to Business.

Associate of Arts Degree with a General Clerical Major**Core Curriculum**

| | Units |
|--|-------|
| Bus 92b—Typing | 3 |
| Bus 91—Business English | 3 |
| Bus 56—Business Communications | 3 |
| Bus 58—Human Relations in Business | 3 |
| Bus 100abcd—Office Procedures | 4 |

Suggested Electives

| | |
|--|-----|
| Guid 1, 2, 3, or 4—Guidance Class | 1 |
| Bus 66—Accounting Procedures | 3 |
| Bus 11—Contemporary Business/Economic Issues | 3 |
| Bus 12—Introduction to Data Processing | 3 |
| Bus 35—Personal Money Management | 3 |
| Psyc 1a or 10 | 3 |
| Bus 36—Consumer Credit Management | 3 |
| Bus 94abcd—Word Processing Skills | 1-4 |
| Bus 83a—Principles of Real Estate | 3 |
| Engl 45—Vocabulary Workshop | ½-2 |
| Engl 58—Spelling and Word Formation | 2 |

Clerk-Typist Certificate Program**Core Curriculum**

| | Units |
|---|-------|
| Bus 10—Introduction to Business | 3 |
| Bus 50 or 51, Bus. Arith. or Bus. Math | 3 |
| Bus 91, Business English | 3 |
| Bus 92b, Typing | 3 |
| Bus 100a, Filing and Records Management | 1 |
| Bus 100b, Machine Transcription | 1 |
| Bus 100c, Duplicating Processes | 1 |
| Bus 100d, General Office Skills | 4 |
| Bus Electives | 8 |

Suggested Courses

| | |
|--|-----|
| Bus 12—Introduction to Data Processing | 3 |
| Bus 56—Business Communications | 3 |
| Bus 58—Human Relations | 3 |
| Bus 66—Accounting Procedures | 3 |
| Engl 56—Vocabulary Workshop | ½-2 |
| Bus 94abcd—Word Processing Skills | 1-4 |
| Engl 58—Spelling and Word Formation | 2 |
| Bus 92c—Advanced Typing | 1-3 |

Note: Certificate is awarded with or without the AA degree to students who complete the required courses in the certificate program.

Associate in Arts Degree with a Secretarial Major**Core Curriculum**

| | Units |
|---------------------------------------|-------|
| Bus 10—Introduction to Business | 3 |
| Bus 92b—Typing | 3 |
| Bus 92c—Typing | 1-3 |
| Bus 91—Business English | 3 |
| Bus 66—Accounting Procedures | 3 |

| | |
|--|-----|
| Bus 90b or Bus 160—Shorthand (Gregg or Machine) | 5-7 |
| Bus 100abcd—Office Procedures | 4 |
| Bus 56—Business Communications | 3 |

Suggested Electives

| | |
|--|-----|
| Guid 1, 2, 3, 4—Guidance Class | 1 |
| Bus 35—Personal Money Management | 3 |
| Bus 11—Contemporary Business/Economic Issues | 3 |
| Bus Adm. 18—Business Law | 3 |
| Bus 101—Office Administration | 3 |
| Bus 12—Introduction to Data Processing | 3 |
| Bus 58—Human Relations in Business | 3 |
| Bus 66—Accounting Procedures | 3 |
| Engl 56—Vocabulary Workshop | ½-2 |
| Engl 58—Spelling and Word Formation | 2 |
| Bus 94abcd—Word Processing Skills | 1-4 |

Secretarial Certificate Program**Core Curriculum**

| | Units |
|--|-------|
| Bus 50 or 51, Bus Arith or Bus Math | 3 |
| Bus 90a, b, Shorthand or Bus 160a, b Shorthand | 5-10 |
| Bus 92b—Typing | 3 |
| Bus 91—Business English | 3 |
| Bus 56—Business Communications | 3 |
| Bus 58—Human Relations in Business | 3 |
| Bus 100a—Filing and Records Management | 1 |
| Bus 100b—Machine Transcription | 1 |
| Bus 100c—Duplicating Processes | 1 |
| Bus 100d—General Office Skills | 1 |

Recommended Courses

| | Units |
|---|-------|
| Bus 10—Introduction to Business | 3 |
| Bus 12—Introduction to Data Processing | 3 |
| Bus 66—Accounting Procedures | 3 |
| Bus 92c—Advanced Typing | 1-3 |
| Bus 94a, b, c, d—Word Processing Skills | 1-4 |
| Bus 101—Business Office Administration | 3 |
| Engl 56—Vocabulary Workshop | ½-2 |
| Engl 58—Spelling and Word Formation | 2 |

Medical Receptionist Certificate*

| | Units |
|--|-------|
| Bus 92b—Typing | 3 |
| Bus 92c—Typing (Medical Speciality) | 1 |
| Bus 66—Accounting Procedures | 3 |
| Bus 91—Business English | 3 |
| Bus 100a—Filing & Records Management | 1 |
| Bus 100b—Machine Transcription (Medical) | 1 |
| Bus 100d—General Office Skills | 1 |
| Bus 101m—Medical Office Procedures | 3 |
| Bus 58—Human Relations in Business | 3 |
| Bus 165ab—Medical Terminology | 6 |

*Pending approval



Medical Transcriber Certificate

| | Units |
|--|-------|
| Bus 92b—Typing | 3 |
| Bus 92c—Typing (Medical Specialty) | 1 |
| Bus 91—Business English | 3 |
| Bus 165ab—Medical Terminology | 6 |
| Bus 58—Human Relations in Business | 3 |
| Bus 100a—Filing & Records Management | 1 |
| Bus 100b—Machine Transcription (Medical) | 1 |
| Bus 100d—General Office Skills | 1 |

Suggested Elective

| | |
|---|---|
| Bus 94abcd—Word Processing Skills | 4 |
|---|---|

CREDIT AND LENDING SPECIALIZATION

This certificate requires 22 units from the required list and 1 course from the suggested elective list.

Certificate in Credit and Lending

Core Curriculum

| | Units |
|---|-------|
| Bus Ad 1a, 1b—Financial and Managerial Accounting | 5-5 |
| Bus 38—Credit Investigation & Financial Analysis | 3 |
| Econ 1a, b—Principles of Economics | 3-3 |
| Bus 33—Installment Credit* | 3 |

Suggested Electives

- Bus 34—Credit Laws for Credit Managers (3)
- Bus 36—Consumer Credit Management (3)
- Bus 37—Commercial Credit Management (3)
- Bus 11—Contemporary Business Economic Issues (3)
- Bus 35—Personal Money Management (3)
- Bus 91—Business English (3)
- Bus 51—Business Mathematics (3)
- Bus 56—Business Communications (3)
- Bus 58—Human Relations in Business (3)
- Bus 81—Security Investments (3)
- Bus 83a—Real Estate Principles (3)
- Bus 124—Marketing (3)
- Bus Ad 18a—Business Law (3)
- Engl 1a—Reading and Composition (3)
- Mgmt 66—Contemporary Business/Economic Issues (3)

BUSINESS ADMINISTRATION

Recommended Program—18 units in Business required. This curriculum is for the Business student who does not wish to specialize.

Core Curriculum

| | Units |
|---|-------|
| Bus 10—Introduction to Business | 3 |
| Bus 12—Introduction to Data Processing | 3 |
| Bus 50 or 51—Business Arithmetic | 3 |
| Bus 58—Human Relations in Business | 3 |
| Bus 64/Bus Ad 18a—Business Law | 3 |
| Bus 66—Accounting Procedures or Bus Ad 1a—Financial Accounting | 3-5 |
| Bus 92—Typing | 3 |
| Bus 91—Bus English | 3 |
| Bus 11—Contemporary Business/Economic Issues | 3 |
| Bus 56—Business Communications | 3 |
| Bus 65—Small Business Management | 3 |

Suggested Electives

- Bus 35—Personal Money Management (3)
- Bus 110—Fundamentals of Salesmanship (3)
- Bus 116—Prin. of Retail Merchandising (3)
- Bus 47—Cooperative Education (1-4)
- Bus 36/37—Consumer/Commercial Credit Management (3-3)
- Bus 40—Prin. of Bank Operations (3)
- Bus 81—Security Investment (3)
- Guid. 1, 2, 3, or 4—Guidance Class (1)

BUSINESS ADMINISTRATION

Certificate Programs

Business Administration Certificate Requirements

| | |
|-------------------------------------|----------|
| Core requirements | 15 units |
| One group of Business options | 15 units |

Core Courses

| | Units |
|---|-------|
| (Common to any of the following Business options) | |
| Bus 50/51—Business Arithmetic | 3 |
| Bus 10—Introduction to Business | 3 |
| Bus 58—Human Relations in Business | 3 |
| Business Elective | 3 |
| Bus 47—Cooperative Education (Recommended) | 1-4 |
| Bus 91/11 or Mgmt 66—Bus Engl/Contemporary Bus Econ Issues | 3 |

Business Options

(In addition to core courses)

Credit and Finance Management Option

| | |
|--|-----|
| Bus 64/Bus Ad 18a | 3 |
| Bus 34—Credit Laws for Credit Managers | 3 |
| Bus 35—Personal Money Management or Bus 40—Prin. of Bank Operations | 3 |
| Bus 36—Consumer Credit Management | 3 |
| Bus 37—Commercial Credit Management | 3 |
| Bus 66/Bus Ad 1a—Accounting | 3-5 |

Merchandising Option

| | |
|---|---|
| Bus 65—Small Business Management | 3 |
| Bus 110—Salesmanship | 3 |
| Bus 116—Prin. of Retail Merchandising | 3 |
| Bus 120—Advertising | 3 |
| Bus 124—Marketing | 3 |

Home Furnishings—Merchandising Option

| | |
|---|---|
| Art 3a—Color | 3 |
| Interior Design 1—Your Home and Your Environment | 3 |
| Interior Design 2—Interior Space Planning | 3 |
| Bus 65—Small Business Management | 3 |
| Bus 116—Prin. of Retail Merchandising | 3 |

Note: Certificate is awarded with or without the AA degree to students who complete the required courses in the certificate program.

Students are encouraged to work for an A.A. degree in addition to the Business Administration Certificate. Refer to the appropriate curriculum for the A.A. degree program for suggested electives.

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.

(Recommended Program—18 core curriculum units in Business required.)

Core Curriculum

| | Units |
|---|-------|
| Bus 50 or 51—Business Arithmetic | 3 |
| Bus 10—Introduction to Business | 3 |
| Mgmt 92—Techniques of Supervision | 3 |
| Bus 120—Advertising | 3 |
| Bus 58—Human Relations in Business | 3 |
| Bus 110—Fundamentals of Salesmanship | 3 |
| Bus 116—Prin. of Retail Merchandising | 3 |
| Bus 91—Business English | 3 |
| Bus 124—Marketing | 3 |
| Bus 66—Accounting Procedures or Bus Ad 1a—Financial Accounting | 3-5 |
| Bus 65—Small Business Mgmt | 3 |

Suggested Business Electives

| | |
|--|--|
| Bus 11 or Mgmt 66—Contemporary Business Economic Issues (3) | |
| Bus 12—Introduction to Data Processing (3) | |
| Bus 35—Personal Money Management (3) | |
| Bus 36/37—Credit Management (6) | |
| Bus 47—Cooperative Education (1-4) | |
| Bus 56—Bus Communications (3) | |
| Bus Ad 18a—Business Law (3) | |
| Bus 91—Business English (3) | |
| Bus 92a—Beginning Typing (3) | |

COURT AND CONFERENCE REPORTING PROGRAM—MACHINE

This certificate program is designed to provide the training required by the State Court Reporters' Board for preparing students to take the State Court Reporter's ex-



amination. The program also prepares students for all of the satellite fields related to court reporting, namely, conference reporting, legislative hearing reporting, note-reading, transcribing, selected dictation areas, stenographic positions, and machine reporting in a variety of other areas.

Certificate Program Requirements

| | Units |
|---|-------|
| Bus 91CR—Business English | 4 |
| Bus 163—Vocabulary & Spelling | 3 |
| Bus 92b—Typewriting | 3 |
| Bus 170—Law for Court Reporting | 5 |
| Bus 164—Legal Terminology | 3 |
| Bus 165a—Medical Terminology | 3 |
| Bus 165b—Advanced Medical Terminology | 3 |
| Bus 56—Business Communications | 3 |
| Bus 162a—Machine Transcription | 1 |
| Bus 160a—Machine Shorthand Theory Goal 70-80 | 5 |
| Bus 160b—Machine Shorthand, Goal 100 | 5 |
| Bus 160c—Machine Shorthand, Goal 120 | 5 |
| Bus 160d—Machine Shorthand, Goal 140 | 5 |
| Bus 160e—Machine Shorthand, Goal 160 | 5 |
| Bus 160f—Machine Shorthand, Goal 180 | 5 |
| Bus 161a—Adv. Legal Dictation, Goal 200 | 5 |
| Bus 162b—Dictation Techniques and Office Practice | 1 |
| Bus 168—Apprenticeship Training/Practicum (20 hours minimum) | 2 |
| Required | 66 |
| Bus 161b—Adv. Legal Dictation, Goal 225 | 5 |

Court and Conference Reporting Certificate Program by Semesters

First Year

First Semester

| | Units |
|--|-------|
| Bus 91CR—Business English | 4 |
| Bus 160a—Bus Mach Shorthand Theory I | 5 |
| Bus 163—Vocabulary and Spelling | 3 |
| Bus 92b—Typewriting | 3 |

Second Semester

| | |
|---------------------------------------|---|
| Bus 160b—Bus Machine Shorthand | 5 |
| Bus 170—Law for Court Reporting | 5 |
| Bus 164—Legal Terminology | 3 |

Summer Session

| | |
|-----------------------------|---|
| Bus Machine Shorthand | 5 |
|-----------------------------|---|

Second Year

Third Semester

| | |
|--------------------------------------|----|
| Bus Machine Shorthand | 10 |
| Bus 165a—Medical Terminology | 3 |
| Bus 162a—Machine Transcription | 1 |



Fourth Semester

| | |
|--|---|
| Bus Machine Shorthand | 5 |
| Bus 165b—Advanced Medical Terminology | 3 |
| Bus 56—Business Communications | 3 |
| Bus 162b—Dictation Techniques & Office Practice | 1 |
| Bus 168—Courtroom Practice (Apprenticeship training/Practicum—Minimum 20 hours) | 2 |

Summer Session

| | Units |
|--------------------------|-------|
| Advanced Dictation | 5 |
| Total Units | 66 |

Students desiring the A.A. Degree should consult the college catalog for the General Education requirements which would need to be taken in addition to the courses in the Court Reporting Program.

Credit is granted for Machine Shorthand as the speed and accuracy requirements are met.

This Court Reporting Certificate Program is designed to prepare the students to qualify for the State Court Reporting examination.

Note Reader/Transcriber Certificate*

| | Units |
|--|-------|
| Bus 160a—Machine Shorthand | 5 |
| Bus 160b—Machine Shorthand | 5 |
| Bus 163—Vocabulary and Spelling | 3 |
| Bus 164—Legal Terminology | 3 |
| Bus 91CR—Business English for C. R. | 4 |
| Bus 165a—Medical Terminology | 3 |
| Bus 162a—Machine Transcription | 1 |
| Bus 162b—Machine Dictation | 1 |
| Bus 92b—Typing (or equivalent) | 3 |
| Machine shorthand, note reading | 3* |

(Increase the number of units awarded for completion of Bus 162a and 162b)

*Pending approval

BUSINESS (PARA-LEGAL)

The Para-Legal Certificate Program at Cañada College, developed cooperatively with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association, trains technically qualified personnel to assist attorneys in both civil and criminal matters. Instruction centers on assisting the attorney in interviewing clients and preparing for court appearances, as well as doing legal research and preparing legal documents.

Each student must complete a minimum of eight courses to receive the Para-Legal Certificate. This eight-course minimum required is subject to change. Courses may need to be added to meet the standards developed by the American Bar Association and the State Bar of California.

Prerequisite to Program

It is recommended that students have at least six months' experience in legal work (or related field) or one year of college-level legal training.

Core Curriculum

| | Units |
|--|-------|
| Bus 150—Torts and Contracts | 3 |
| Bus 151—Legal Research and Bibliography | 3 |
| Bus 152—Trial Preparation and Study of Legal Ethics | 3 |
| Bus 153—Probate Administration | 3 |
| Bus 154—Family Law | 3 |
| Bus 155—Corporations and Business Entities | 3 |
| Bus 156—Real Estate and Landlord-Tenant | 3 |
| Bus 157—Bankruptcy and Debt Collection | 3 |

CHEMICAL TECHNOLOGY*

Core Curriculum

| | Units |
|--|-------|
| Chem 1a/b—General Chemistry | 10 |
| Chem 5—Quantitative Analysis | 5 |
| Chem 12a—Organic Chemistry | 5 |
| Phys 2a—General Physics | 4 |
| Phys 2b—General Physics (Recommended) | 4 |
| Math 19—Intermediate Algebra | 5 |
| Math 21—Analytical Trigonometry | 3 |
| Elec 10—Introduction to Electronics | 3 |
| Engl 6—Basic Technical & Report Writing (Recommended) | 3 |
| Bio 1—Principles of Biology | 4 |

*Pending Board and State approval

EARLY CHILDHOOD EDUCATION PROGRAM

Cañada's Early Childhood Education Program is designed so that persons interested in working with children may strengthen and broaden their own backgrounds.

Parents who desire training may find the theory/practical experience approach of particular benefit to their families. Cañada's program is also designed so that students completing state requirements concerning Early Childhood Education may obtain the Children's Center Permit-Instructional Permit by Postponement. (See #2 within Postponement requirements.) Application is made through the County Office of Education, Credentialing Office, Redwood City. Postponement requirements, as well as full requirements, are listed below.

CHILDREN'S CENTER PERMIT—INSTRUCTIONAL PERMIT Regular Instructional Permit by Postponement of Requirements

Complete either 1 or 2

1. Bachelors degree and 8 semester units in ECE related courses
OR

*2. Complete (A) and (B) or (C)

(A) 60 semester units with 12 semester units in ECE related courses

PLUS

(B) 2 years experience in a child development center

OR

(C) a field work course in preschool program

Term and Renewal

1. Regular permit—2 years and renewed for life with 1 year experience during term of permit
2. Postponed permit—2 years and renewed for 2 years with completion of 4 semester units in ECE related courses or degree requirements

Regular Instructional Permit Requirements

Complete BOTH of the following:

1. Bachelors degree
2. ECE or Child Development major; or 16 semester units in ECE related courses

Individuals may select from the core curriculum those courses they feel are most appropriate in the development of their own abilities. Students planning to transfer to four-year colleges and universities should consult those catalogs for additional information concerning Early Childhood Education.

Core Curriculum

| | Units |
|---|-------|
| Psyc 5a—Child Development | 3 |
| Psyc/ECEd 11a—Early Childhood Education Principles | 3 |
| Psyc/ECEd 11b—Early Childhood Education Curriculum | 3 |
| Psyc 48—Developing Observational Skills | 3 |
| Psyc 12—Child, Family, Community | 3 |
| ECEd 115—Early Childhood Education Administration | 3 |
| ECEd 12—Nutrition for the Young Child | 1 |
| ECEd 13—Safety for Young Children | 1 |
| Art/Mus 44—Fine Arts for Children | 3 |
| Eng/Educ 4—Children's Literature | 3 |
| Biol 40—Nature Study | 3 |
| ECEd 14—Creative Activities | 3 |
| Psyc 23—Infant Behavior | 3 |
| Coop Ed 47—Cooperative Education (Work experience) | 1-4 |

ENVIRONMENTAL TECHNOLOGY (SCIENCE ORIENTED)

Core Curriculum

| | Units |
|--|-------|
| Envr 1—Intro to the Biological Aspects | 3 |
| or | |
| Envr 3—Intro to the Physical Aspects | 3 |
| Envr 2—Intro to Political & Social Aspects | 3 |
| Chem 30a/b—Introductory Chemistry | 8 |
| or | |
| Chem 1a/b—General Chemistry | 10 |
| and | |
| Chem 12a—Organic Chemistry | 5 |
| Math 11—Elementary Algebra | 5 |
| Bio 1—Principles of Biology | 4 |
| Phys 2a—General Physics | 4 |
| or | |
| Phys 4a—General Physics | 4 |
| Microbio 1—General | 5 |

Special courses in your field of emphasis, 9 or more units (see Science counselor or Division chairman)

FOOD TECHNOLOGY AND MANAGEMENT

The Food Technology and Management program offers basic training to persons considering a career in the foods industry as well as those already working in food service and related employment areas.

The college offers both a certificate program in Food Technology, with concentrated course work in the food training area, and a 60-unit curriculum, including general education requirements, which leads to an Associate in Arts degree.

In the foods training curriculum, the college offers instruction, including laboratory experience, in the technology of food preparation and service. Under instructor's supervision, students plan menus, prepare food, and serve meals for the college faculty dining room.

Core Curriculum

| | Units |
|---|-------|
| Food 50a-51a—Quantity Food Preparation | 6 |
| or | |
| Food 50b-51b—Quantity Food Preparation | 5 |
| Food 56a—Dining Room Service | 1 |
| Food 65—Menu Planning | 2 |
| Food 68—Sanitation & Safety for Hospitality | 3 |
| Bus 50 or 51—Bus Arith or Bus Math | 3 |
| Food 60a—Food Purchasing | 2 |
| Food 90b—Introduction to Hospitality Industry | 2 |
| Food 52/L52—Food Preparation Supervision | 3 |
| Food 54a/L54a—Advanced Food Preparation | 4 |
| Food 55a/L55a—Modern Baking | 2 |
| Food 70—Foods Management Problems | 2 |
| Food 54b/L54b—Advanced Food Preparation | 4 |

| | |
|---|---|
| Food 55b/L55b—Advanced Modern Baking | 2 |
| Food Sci 1—Introduction to Food Science | 3 |

Suggested Electives

| | Units |
|---|-------|
| Food 47—Cooperative Education | 1-4 |
| Food 90a—Introduction to Hospitality Industry | 2 |
| Bus 10—Introduction to Business | 3 |
| Bus 12—Introduction to Data Processing | 3 |
| Bus 50—Bus Arithmetic | 2-3 |
| Bus 66—Accounting Procedures | |
| or Bus Ad 1a—Financial Accounting | 3-5 |
| Bus 91—Business English | 3 |
| Bus 92a—Beginning Typing | 3 |
| Bus 110—Fundamentals of Salesmanship | 2 |

Certificate Program

| | Units |
|--|-------|
| Food 47—Cooperative Education | 1-4 |
| Food 50a/51b—Quantity Food Preparation | 6 |
| Food 50b/51b—Quantity Food Preparation | 5 |
| Food 52a/L52a—Food Preparation Supervision | 3 |
| Food 54a/L54a—Advanced Food Preparation | 4 |
| Food 56a—Dining Room Service | 1 |
| Food 60a—Quantity Food Purchasing | 2 |
| Food 65—Menu Planning | 2 |
| Food 68—Sanitation & Safety for Hospitality Industry | 3 |
| Bus 50 or 51—Business Mathematics | 3 |

Students are encouraged to complete the certificate program and also the requirements for the Associate in Science degree.

FOOD TECHNOLOGY

Entrance Requirements and Registration Procedure

1. Application submitted no later than August 1 (Fall), January 2 (Spring).
2. Submit High School and other College transcripts to Cañada's Admission Office.
3. Take the English and Mathematics Placement Test in early August (or January). (Announced on the application forms.)
4. Score on Comprehension of the English Placement Test must be 9.0 or above to enter the Food Technology Program.
5. If the score is lower than 9.0 on Comprehension, students must take the recommended English courses to upgrade their English skills to qualify for entering the Food Technology Program.
6. Performance on the Mathematics placement test must be at the level of Bus 50 or Bus 51.



GERONTOLOGY

The Gerontology program at Cañada College is designed to build an understanding of the human development of aging: its normal processes and social problems and to bridge this understanding with its application in practice. The rapidly expanding population of persons over 65 (one in ten) has brought a focus to this field and a community demand for educational programs.

Gerontology, an interdisciplinary program, reflects this by the variety of core and elective courses provided. Courses can be taken individually; as a certificate with or without the AA; or for four-year college and university transfer programs. Students are encouraged to review their goals periodically with a counselor to ensure that these educational goals are being met. The core curriculum and selected electives have been approved for continuing education for Nursing Home Administrators and nurses.

The goals of the Gerontology Program are: Develop academic and vocational skills necessary for a variety of human service settings relating to the needs of older persons; offer an opportunity for professionals to brush up techniques or learn new approaches; provide a firm foundation of knowledge in courses transferable to a four-year institution; stimulate students in their own self growth as they enlarge upon their understanding of others; and offer field placements in varied human service areas.

Opportunities for employment lie in many areas, including health care facilities, intermediate skilled nursing

facilities and residential care, recreation programs, retirement communities, churches, community health and welfare agencies, nutrition programs, etc.

Core Curriculum

| | Units |
|---|-------|
| SSci 15—Perspectives in Aging: Introduction to Gerontology | 3 |
| SSci 10—Interaction and Communication for the Paraprofessional | 3 |
| SSci 40—Introduction to Human Services | 3 |
| SSci 47—Cooperative Education | 1-4 |
| SSci 50—Special Issues* | 1 |

*See semester schedule or counselor for list of Special Issues topics.

Recommended Gerontology Electives

| |
|---|
| Biol 9—Nutrition (3) |
| Biol/Psych 39—Human Sexuality (3-3) |
| History 14—Religion in America (3) |
| History 30—Historical Genealogy (3) |
| Psych 5c—Maturity and Aging (3) |
| Psych 21—Introduction to Exceptionality (3) |
| Phys 5—Physiology of Aging (3) |
| Pol Sci 43—Political and Economic Power: The Questions of the Older Person (1-3) |
| Pol Sci 44—Legal Issues of Older Persons (1-3) |
| SSci 22—Introduction to Health Care Administration (1-3) |
| SSci 36—Family Life Cycles (3) |
| SSci 44—Community Development (3) |
| Soc 3—Minorities in American Society (3) |
| Soc 4—Sociology of Aging (3) |
| Soc 15—Sociology of Religion (3) |

Gerontology Certificate Programs

Students working toward one of the Gerontology certificates will take the required core curriculum 11-14 units listed below plus 9 additional units as indicated below:

Core Curriculum for All Certificate Options

| | Units |
|---|-------|
| SSci 15—Perspectives in Aging: Introduction to Gerontology | 3 |
| SSci 10—Interaction and Communication for the Paraprofessional | 3 |
| SSci 40—Introduction to Human Services | 3 |
| SSci 47—Coop Education | 1-4 |
| SSci 50—Special Issues* | 1 |

*See counselor for list of special issue topics each semester.

Health Care Option

| | Units |
|--|-------|
| Core Curriculum for Certificate | 11-14 |
| Psych 5c—Maturity and Aging | 3 |
| Phys 5—Physiology of Aging | 3 |
| or | |
| SSci 22—Introduction to Health Care Administration | 3 |
| Elective | 3 |

Community Organization & Development Option

| | Units |
|---------------------------------|-------|
| Core Curriculum for Certificate | 11-14 |
| SSci 44—Community Development | 3 |
| Soc 4—Sociology of Aging | 3 |
| Elective | 4 |

Community Service Advisor Option

| | Units |
|--|-------|
| Core Curriculum for Certificate | 11-14 |
| Pol Sci 43—Political & Economic Power: The Question of the Older Person | 3 |
| Pol Sci 44—Legal Issues of the Older Person | 3 |
| Elective | 3 |

HOME ECONOMICS

A certificate in Home Economics may be earned by completing 24 units selected from the courses listed below.

| | Units |
|--|-------|
| H.Ec 4—Creative Food Preparation | 3 |
| H.Ec 6—Consumer in the Marketplace | 3 |
| H.Ec 7—Home Management | 2 |
| H.Ec 9—Nutrition | 3 |
| H.Ec 20a—Beginning Sewing | 2 |
| H.Ec 20b—Sew to Fit | 2 |
| H.Ec 21a—Creative Sewing | 3 |
| H.Ec 21b—Advanced Construction Tailoring | 3 |
| H.Ec 21L—Open Lab for Sewing Students | 1 |
| H.Ec 35—Parent Education | 3 |
| H.Ec 36—Family Life Cycle | 3 |
| H.Ec 37—Sociology of Women | 3 |
| H.Ec 40—Your Home and Your Environment | 3 |
| H.Ec 22—Textiles | 3 |
| H.Ec 24—Fashion Image | 2 |
| H.Ec 60—Textile Arts | 2 |
| H.Ec 61—Stitchery and Quilt-Making | 2 |
| H.Ec 55—Sewing Children's Clothing | 2 |

INTERIOR DESIGN

The Interior Design Program offers opportunities for men and women interested in preparing for careers in the professional fields of interior design, home furnishings merchandising and display. There is an AA degree program that articulates with other four year college programs, and there are three separate 45 unit certificate programs: Assistant Designer, Home Furnishings Merchandising, and Display Designer.

Assistant Designer Certificate Program**Core Curriculum**

| | Units |
|-------------------------------------|-------|
| Intd 1—Your Home & Your Environment | 3 |
| Intd 2—Space Planning | 3 |
| Intd 3—Color for Interiors | 3 |
| Intd 4—Practicum | 3 |

| | |
|-----------------------------------|---|
| Intd 6—History of Interiors | 3 |
| Intd 8—Portfolio/Projects | 3 |
| H.Ec 6—Consumer Awareness or | |
| H.Ec 12—Home Furnishings Consumer | 3 |
| H.Ec 22—Textiles | 3 |
| Art 2a—Form and Composition or | |
| Art 5a—Design | 3 |
| Bus 65—Small Business Management | 3 |

Suggested Electives (15 units required)

| | |
|---------------------------------------|-----|
| Intd 10—Detailing Interiors | 3 |
| Intd 5a—Display Design | 3 |
| Intd 7—Decorating Techniques | 3 |
| Intd 9—Internship in Home Furnishings | 3 |
| Intd 11—Fundamentals of Lighting | 2 |
| Intd 12—Graphics for Interiors | 3 |
| Intd 47—Cooperative Education | 1-4 |
| Intd 49—Individual Projects | 1-2 |
| Arch 55—Basic Architectural Drawing | 2 |
| Art 1c—History of Art (Modern) | 3 |
| Art 3—Color | 3 |



| | |
|---------------------------------------|---|
| Art 4—Perspectives | 2 |
| Art 12a—Lettering & Layout | 2 |
| Art 30—Mexican Art | 3 |
| Art 73a—Photography | 3 |
| Bus 10—Introduction to Business | 3 |
| Bus 56—Business Communications | 3 |
| Bus 110—Salesmanship | 3 |
| Bus 116—Principles of Retailing | 3 |
| Bus 124—Marketing | 3 |

Display Design Certificate Program

Core Curriculum

| | Units |
|---|-------|
| Intd 1—Your Home & Your Environment | 3 |
| Intd 2—Space Planning | 3 |
| Intd 3—Color for Interiors | 3 |
| Intd 5a—Display Design | 3 |
| Intd 8—Portfolio/Projects | 3 |
| Intd 11—Fundamentals of Lighting | 2 |
| Intd 12—Graphics for Interiors | 3 |
| H.Ec 12—Home Furnishings Consumer | 3 |
| Art 2a—Form and Composition | |
| or | |
| Art 3—Color | |
| or | |
| Art 5a—Design | 3 |
| Intd 9—Internship in Home Furnishings | 1 |
| Bus 116—Principles of Retailing | |
| or | |
| Bus 124—Marketing | 3 |

Suggested Electives (15 units)

| | Units |
|---|-------|
| Intd 6—History of Interiors | 3 |
| Intd 7—Decorating Techniques | 3 |
| Intd 10*—Detailing Interiors | 3 |
| Architecture 55—Basic Architectural Drawing | 2 |
| Art 1c—History of Art (Modern) | 3 |
| Art 4—Perspectives | 2 |
| Art 12a—Lettering & Layouts | 2 |
| Art 30—Mexican Art | 3 |
| Art 73a—Photography | 3 |
| Bus 10—Introduction to Business | 3 |
| Bus 110—Salesmanship | 3 |
| Bus 124—Marketing | 3 |
| Intd 47—Cooperative Education | 1-4 |
| Intd 49—Individual Projects | 1-2 |

*Pending approval

Home Furnishings—Merchandising Certificate Program

Core Curriculum

| | Units |
|---|-------|
| Intd 1—Your Home & Your Environment | 3 |
| Intd 2—Space Planning | 3 |
| Intd 3—Color | 3 |
| Intd 4—Practicum | 3 |
| Intd 6—History of Interiors | 3 |
| H.Ec 12—Home Furnishings Consumer | 3 |
| H.Ec 22—Textiles | 3 |

| | |
|--|---|
| Art 2a—Form and Composition | 3 |
| Bus 10—Introduction to Business | 3 |
| Bus 65—Small Business Management | |
| or | |
| Bus 110—Salesmanship | |
| or | |
| Bus 116—Retailing | 3 |

Suggested Electives (15 units required)

| | Units |
|---|-------|
| Intd 5a—Display Design | 3 |
| Intd 7—Decorating Techniques | 3 |
| Intd 9—Internship in Home Furnishings | 1 |
| Intd 10*—Detailing Interiors | 3 |
| Intd 11—Fundamentals of Lighting | 2 |
| Intd 12—Graphics for Interiors | 3 |
| Art 1c—Modern Art | 3 |
| Art 3—Color | 3 |
| Art 5a—Design | 3 |
| Art 4—Perspectives | 2 |
| Art 12a—Lettering and Layout | 2 |
| Art 30—Mexican Art | 3 |
| Art 73a—Photography | 3 |
| Arch 55—Basic Architectural Drawing | 2 |
| Bus 56—Business Communications | 3 |
| Bus 124—Marketing | 3 |
| Intd 47—Cooperative Education | 1-4 |
| Intd 49—Individual Projects | 1-2 |

*Pending approval

MANAGEMENT

AS Degree and Certificate Program

Management programs are offered evenings during both Fall and Spring semester. Most classes meet once a week for three hours and carry three units of credit.

The Management programs include both required core courses and elective courses which may be selected from a variety of available electives, according to individual needs and interests. Also, refer to certificate programs in Accounting, Credit Management, and Merchandising.

All programs lead to a Certificate, which verifies that students have acquired the specialized training, knowledge and skills needed for management-level advancement. A Certificate can be attained by completing at least 24 units of credit with a minimum grade average of "C."

Required Core Courses for all Management Certificates

| | Units |
|--|-------|
| Mgmt 65—Business & Industrial Economics | 3 |
| or | |
| Mgmt 66—Contemporary Business/Economics Issues | 3 |
| Mgmt 92—Techniques of Supervision | 3 |
| Mgmt 99—Introduction to Business Management | 3 |
| Mgmt 50—Financial Management | 3 |
| or | |
| Bus Ad 1a—Financial Accounting | 5 |

Required Courses in Specialized Certificate Area**Business Management**

Required core courses plus 9 units of Management electives and:

| | Units |
|---|--------------|
| Mgmt 96—Organization for Management | 3 |

Industrial Management

Required core courses (9 units) plus 6 units of Management electives and:

| | Units |
|---|--------------|
| Mgmt 77—Industrial Engineering Methods | 3 |
| and two of the following: | |
| Qual 61—Introduction to Quality Control | 3 |
| Stat 2—Introductory Statistics | 3 |
| Mgmt 61—Industrial Relations | 3 |
| Mgmt 71—Materials Management | 3 |
| Eng 50—Introduction to Materials Evaluation | 3 |

Occupational Safety & Health

Required core courses and:

| | Units |
|--|--------------|
| OSHA 10—Introduction to Occupational Safety and Health | 3 |
| OSHA 11—Safety & Health Standards, Codes & Regulations | 3 |
| OSHA 12—Physical Hazards Control I | 3 |
| OSHA 13—Physical Hazards Control II | 3 |
| and one of the following: | |
| OSHA 14—Safety Program Management | 3 |
| OSHA 15—Construction Safety | 3 |

Public Administration Management

Required core courses and:

| | Units |
|--|--------------|
| Mgmt 60—Public Finance | 3 |
| Mgmt 62—Public Sector Labor-Management Relations | 3 |
| Mgmt 110—Public Services | 3 |
| Mgmt 112—Public Administration Management | 3 |

Electives

| | |
|--|--|
| Mgmt 47—Cooperative Education (1-4) | |
| Mgmt 50—Financial Management (3) | |
| Mgmt 54—Management Communications (3) | |
| Mgmt 55—Dynamics of Group Communications (3) | |
| Mgmt 60—Public Finance (3) | |
| Mgmt 61—Public Relations (3) | |
| Mgmt 62—Public Sector Labor-Management Relations (3) | |
| Mgmt 63—Management Planning, Budgeting & Control (3) | |
| Mgmt 66—Contemporary Business/Economic Issues (3) | |

| | |
|--|--|
| Mgmt 71—Materials Management (3) | |
| Mgmt 77—Industrial Engineering Methods (3) | |
| Mgmt 80—Management of Human Resources (3) | |
| Mgmt 85—Organizational Behavior (3) | |
| Mgmt 90—Office Management & Procedures (3) | |
| Mgmt 91—Sales Management (3) | |
| Mgmt 93—Leadership in Organization (3) | |
| Mgmt 94—Creative Problem Solving (3) | |
| Mgmt 96—Organization Management (3) | |
| Mgmt 110—Public Services (3) | |
| Mgmt 111—Public Administration Management (3) | |
| Mgmt 130—Management of Volunteer Programs (3) | |
| OSHA 10—Introduction to Occupational Safety & Health (3) | |
| OSHA 11—Safety & Health Standards, Codes & Regulations (3) | |
| OSHA 12—Physical Hazards Control I (3) | |
| OSHA 13—Physical Hazards Control II (3) | |
| OSHA 14—Safety Program Management (3) | |
| OSHA 15—Construction Safety (3) | |
| Bus 34—Credit Laws for Credit Managers (3) | |
| Bus 36—Consumer Credit Management (3) | |
| Bus 37—Commercial Credit Management (3) | |
| Bus 38—Credit Investigation and Financial Analysis (3) | |
| Bus 40—Principles of Bank Operation (3) | |
| Bus 58—Human Relations in Business (3) | |
| Bus 65—Small Business Management (3) | |
| Bus 120—Advertising (3) | |
| Bus 124—Marketing (3) | |
| Bus Ad 1a—Financial Accounting | |
| Bus Ad 18a—Business Law (3) | |
| Stat 2—Introductory Statistics (3) | |

OPHTHALMIC DISPENSING**Associate in Sciences Degree with a Major in Ophthalmic Dispensing**

An Ophthalmic Dispenser combines scientific and clinical procedures to fit and adapt lenses or devices to aid or correct visual deficiencies. In carrying out this role, the Ophthalmic Dispenser plays a vital part in today's health care field.

The program is a two-year sequence. The first year prepares the student in laboratory skills and lens theory while the second year is devoted to the dispensing role for both spectacles and contact lenses. A graduate may seek employment as an ophthalmic dispenser, contact lens fitter or technician, ophthalmic assistant or ophthalmic sales representative.

Prerequisites: High school graduation or equivalent and written entrance examination as administered by Cañada College.

In addition to the College admission application, all students enrolling in the Ophthalmic Dispensing Program must complete a separate application available from the Science/Engineering Division office. Applications for new or continuing students are available each January for the following Fall semester.



Core Curriculum

| | Units |
|---|-------|
| OD 51—Ophthalmic Orientation | 3 |
| OD 52a—Ophthalmic Lab Techniques I | 4 |
| OD 52b—Ophthalmic Lab Techniques II | 4 |
| OD 53—Ophthalmic Lenses I | 3 |
| OD 54—Ophthalmic Fabrication I | 2 |
| OD 55—Anatomy & Physiology of the Eye | 3 |
| OD 56a—Oph. Disp. Techniques I | 4 |
| Physics 45—Geometric Optics I | 4 |
| OD 58a—Contact Lenses I | 3 |
| OD 56b—Oph. Disp. Tech. II | 4 |
| OD 58b—Contact Lenses II | 4 |

RADIOLOGIC TECHNOLOGY (X-RAY TECHNOLOGY)

Associate in Science Degree with a Major in Radiologic Technology

Completion of the program enables the student to write the examination given by the American Registry of Radiological Technologists and become verified as a registered technologist. Basic science and General Education courses are given on the Cañada campus, with the clinical courses taught at one or more of the affiliating hospitals. Job opportunities exist in physicians' offices, hospitals, and clinics.

Prerequisites: High School graduation or equivalent, completion of a course in algebra with two years and a written examination. Chemistry or Physics with laboratory is required. A grade of "C" or better is necessary for progression in the sequence.

In addition to the College admission application, all students enrolling in the Radiologic Technology program must complete a separate application available from the Science Engineering Division office. Applications for new or continuing students are available each January for the following Fall Semester.

Core Curriculum

| | Units |
|--|-------|
| Anatomy 2a-2b—Anatomy for X-Ray Tech | 8 |
| Physics 42—General | 4 |
| Psychology 1a—General | 3 |
| Nursing 62—X-Ray | 2 |
| Radiological Tech 1—Introduction | 2 |
| Radiological Tech 2, 2L, Clinical Education | 7 |
| Radiological Tech 3, 3L, 4, 4L Clinical Education | 22 |
| Radiological Tech 5a, 5aL, 5b, 5bL, Clinical Education | 25 |

REAL ESTATE

The Real Estate Certificate Program at Cañada College meets the course requirements for the Real Estate Certificate Institute (RECI) designation offered through the California Association of Realtors (C.A.R.)

The Real Estate courses offered at the college may also be used toward meeting the state requirements for the broker's examination.

Cañada's Real Estate Certificate requires all the following courses. The RECI designation requires completion of the first five courses listed and any three of the last four items.

Core Curriculum

| | Units |
|---|-------|
| Bus 83a—Real Estate Principles | 3 |
| Bus 84—Real Estate Valuation, Investment and Management | 3 |
| Bus 85—Real Estate Practice | 3 |
| Bus 87—Legal Aspects of Real Estate | 3 |
| Bus 88—Real Estate Finance | 3 |
| Bus 134—Real Estate Appraisal (Basic) | 3 |
| Bus Ad 1a—Financial Accounting (5) or Mgmt 50—Financial Management (3) | |
| or Bus 66—Accounting Procedures (3) | 3-5 |
| Bus Ad 18a—Business Law | 3 |
| Mgmt 66—Contemporary Business/Economic Issues (3) or Econ 1a—Principles of Economics | 3 |

SPECIAL EDUCATION PROGRAM

Special Education is an educational program and/or service designed to meet the particular needs of exceptional individuals at both ends of the ability-disability spectrum. An individual is considered "exceptional" when it is necessary to alter or provide support services to meet his or her specific needs.

The Special Education program at Cañada College prepares students by means of curriculum and experimental work to become assistants in a Special Education setting. The program encourages students to explore whether or not they have the attitudes, interests and personality to pursue part time or full time positions in this area.

Two years of training are provided by the program in conjunction with the Associate in Arts degree. The training is designed to enable the person to function in a paraprofessional capacity and at the same time have lower-division requirements met so that work may be extended to a four-year college or university.

Core Curriculum

| | Units |
|--------------------------------------|-------|
| Psyc 1a—General Psychology | 3 |
| or | |
| Psyc 10—Psychology in Practice | 3 |
| Psyc 5a—Child Development | 3 |

| | |
|--|-----|
| Psyc 11b—Early Childhood Curriculum | 3 |
| or | |
| ECE 14—Creative Activities for the Young Child | 3 |
| Psyc 12—Child, Family, Community | 3 |
| or | |
| SS/H.Ec 35—Parent Education | 3 |
| Psyc 21—Intro to Exceptionality | 3 |
| Psyc 22—Intro to Developmental Disabilities | 3 |
| Psyc 23—Infant Behavior | 3 |
| SSci 47—Cooperative Education | 1-4 |

Suggested Electives

| |
|--|
| Psyc 33—Psychology of Adjustment (3) |
| Psyc 45—Group Dynamics (3) |
| Psyc 46—Introduction to Counseling (3) |
| SSci 40—Introduction to Human Services (3) |
| SSci 49—Individual Projects (2) |

Those interested in completing an A.A. Degree along with or in addition to the certificate program should consult with a counselor.

TRAVEL INDUSTRY CAREERS

Certificate Programs

The Travel Industry Careers program is designed for students planning to enter an occupational field of retail travel agent, airlines reservations and ticket counter, local host services, wholesale tour operations, or passenger traffic management. The present program includes two certificates which are: Retail Certificate Program and Wholesale Certificate Program.

Travel Retail Certificate Program

Core Curriculum

| | Units |
|---|-------|
| Tourism 4—Travel Industry Reference Materials | 3 |
| Tourism 10—Support Staff Procedures | 3 |
| Tourism 11—F.I.T. Planning and Costing | 3 |
| Tourism 20a—Domestic Air Tariff and Ticketing | 1-3 |
| Tourism 20b—Advanced Domestic Air Tariff and Ticketing | 1-3 |
| Tourism 21a—International Air Tariff and Ticketing | 1-3 |
| Tourism 47—Cooperative Education | 1-4 |
| or | |
| *Tourism 46—Travel Agency Workshop | 3 |

Plus any two of the following:

| |
|--|
| Geography 1a—Physical Geography (3) |
| Geography 1b—Cultural Geography (3) |
| Geography 5—World Regional Geography (3) |
| History 4a—History of Western Civilization (3) |
| History 8b—Modern Latin America (3) |
| Anthropology 37—Pre Columbian (3) |

*Tourism 46 may be waived for those already employed in the industry as retail travel agents.



Travel Wholesale Certificate Program

Core Curriculum

| | Units |
|--|-------|
| Tourism 4—Travel Industry Reference Materials | 3 |
| Tourism 10—Support Staff Procedures | 3 |
| Tourism 11—F.I.T. Planning and Costing | 3 |
| Tourism 20a—Domestic Air Tariff and Ticketing | 1-3 |
| Tourism 21a—International Air Tariff and Ticketing | 1-3 |
| Tourism 30—Wholesale Tour Operations | 1-3 |
| Tourism 31—Wholesale Tour Packaging | 1-3 |
| Tourism 46—Travel Agency Workshop | 2 |
| or | |
| Tourism 47—Cooperative Education | 1-4 |

Plus any two of the following:

| |
|--|
| Geography 1a—Physical Geography (3) |
| Geography 1b—Cultural Geography (3) |
| Geography 5—World Regional Geography (3) |
| History 4a—History of Western Civilization (3) |
| History 8b—Modern Latin America (3) |

Alternate choices for those who have previously completed Geography and History of Western Civilization courses and who wish to specialize in specific areas of the world:

| |
|--|
| Anthropology 37—Pre-Columbian (3) |
| History 6—Modern Africa (3) |
| History 9a—Far Eastern Civilization and Heritage (3) |
| History 9b—Far Eastern Civilization and Heritage (3) |

The A.A. Degree program in Retail Travel includes the same recommended Retail Certificate Core Curriculum plus the following course:

Tourism 21b—Advanced International Tariff and Ticketing

The A.A. Degree program in Wholesale Travel includes the same recommended core curriculum as indicated for the certificate.

Tourism majors interested in completing an A.A. Degree along with, or in addition to, the certificate program, should consult with a counselor regarding the General Education requirements which would need to be taken in addition to the courses in the Tourism Program.

Tourism majors seeking certificate or degree may not take a credit/no-credit grade in any required Tourism course. Only letter grades will be considered for the Certificate and for the Degree. Those taking Tourism classes as electives will still have the option of credit/no-credit.

Suggested Electives

| | Units |
|---|-------|
| A Foreign Language | 3-5 |
| Hist 4b—History of Western Civilization | 3 |
| Hist 9a-9b—Asian Civilization and Heritage | 3-3 |
| Intd 6—History of Interior | 3 |
| Phil 24—Introduction—Religions of the World | 3 |



| | |
|---|-----|
| SSci 10—Interaction and Communication for the Paraprofessional | 3 |
| Bus 92a/b/c—Typing (or proof of equivalency) | 3 |
| Bus 90a/b/c—Shorthand (or proof of equivalency) | 4-7 |
| Bus 50 or 51—Business Math (or proof of equivalency) | 3 |
| Bus Ad 1a or Bus 66—Accounting | 5-3 |
| Bus 10—Introduction to Business | 3 |
| Bus 65—Small Business Management | 3 |
| Bus 124—Marketing | 3 |
| Speech—Communication 1a or 10—Speech Communication .. | 3 |
| Tourism 20b—Advanced Domestic Air Tariff and Ticketing | 3 |
| Tourism 21b—Advanced International Air Tariff and Ticketing | 3 |
| Tourism 140a—Executive Management Travel Education (Travel Agency Business Management) | 3 |

The following are recommended for foreign students in Travel Industry Programs:

| | |
|--|-----|
| English 57a, 57b—English as a Second Language | 5-5 |
| Speech Communication 57a, 57b—Speech for Foreign Students | 3-3 |
| Pol Sci 27—American Society | 5 |

WOMEN'S STUDIES PROGRAM

Women's Studies is an interdisciplinary course of study investigating the contributions and achievements of women. The intention of the program is to provide both men and women with more knowledge of accomplish-

ments and resources available to the country as a result of past, present, and future activities of women.

The curriculum for Women's Studies is divided into two parts. First, there are core courses which must be taken by those seeking an A.A. in Women's Studies. (It is important to note that this major may be taken in concurrence with other majors.) Second, there are recommended courses which support the A.A., as well as being electives which fulfill General Education requirements.

Core Courses

| | Units |
|--|-------|
| Engl 1a—Reading and Composition: Women's Voices* | 3 |
| Engl 38—Literature By and About Women | 3 |
| Engl 48—Changing Images of Women—Introduction to Women's Studies (Permanent course number being applied for) | 3 |
| Hist 28—Women in U.S. History | 3 |
| Pol Sci 28—Women, Politics, and Power | 3 |
| Psyc 28—Psychology of Women | 3 |
| Art 48—Women in Art (Proposed Course) | 3 |
| Soc 37—Sociology of Women | 3 |

Recommended Courses

| | Units |
|--|-------|
| Ad of Justice 20—Women and Justice | 3 |
| Astron 10—Introduction to Astronomy | 3 |
| Astron 12—Theories of the Universe | 3 |
| Astron 17—Planets and Extra-terrestrial Life | 3 |
| Engl 1b—Introduction to Literature—Women Writers** | 3 |
| Guid 1—Introduction to College** | 1 |
| Guid 3—Occupational Planning** | 1 |
| Biol 39—Human Sexuality | 3 |
| Guid 4—Women's Re-entry | 1 |
| Health 4—Nutrition and Physical Fitness** | 1 |
| Health 6—Mental Health** | 1 |
| Health 7—Consumer Health** | 1 |
| Phys 12—Space, Time, and Relativity | 3 |
| Psyc 48—Assertiveness for Women | 3 |
| SSci 1—Introduction to S.S.—Women in the Community** | 2 |
| Women's P.E. 10a/11a—Women's Intercollegiate Athletics and | |
| Softball, Volleyball, Cross Country | 2 |
| Women's P.E. 76—Women's Conditioning | 1-3 |
| Women's P.E. 82a—Self Defense for Women | 1½ |

*Core course—special section with non-fictional material theme, "Women's Voices."

**Special section focusing on women.

Transfer Programs

Students planning to transfer will find general information regarding the state colleges and universities and the University of California in this section. Cañada College offers the lower division requirements for transfer in most majors. Since requirements vary, it is essential that students—with their counselors—plan their programs at Cañada from the catalogs of the universities or colleges to which they plan to transfer. In this planning, students should review both the degree requirements and the departmental requirements for their majors.

CALIFORNIA STATE UNIVERSITY AND COLLEGES

A student planning to transfer to a California State University or College, private college or university can usually complete the first two years of work at Cañada College. If all requirements have been met, students transferring to higher institutions may graduate after two years of further full time study. Students may decide to spend more than two years at Cañada College or transfer

to a four-year institution with less than junior standing. It is important that they consult with their counselors in order to arrange transfer programs.

College catalogs are on file in the Library and the Career Center. Students may write directly to the Registrar or Dean of the institutions of their choice to obtain catalogs, circulars of information and other data concerning required subjects.

The earlier the students make a decision regarding a transfer institution, the better are their chances for meeting all requirements. If they are unable to make this decision when they enter Cañada College, they may elect to follow the requirements shown in the General Education curriculum of the California State University and Colleges.

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

CALIFORNIA STATE UNIVERSITY AND COLLEGES GENERAL EDUCATION REQUIREMENTS

Cañada College will certify that the general education requirements of the California State Universities and Colleges have been met for those students who complete a minimum of 40 units, which include two courses, for a minimum of six units in each of the areas I, II, III, and IV listed BELOW:

I. NATURAL SCIENCES *(Must complete one Life Science and one Physical Science course—one of which must be with laboratory)*

**indicates Lab course*

Life Sciences

Anatomy *1, *2a, *2b, 7
 Anthropology 1, 4
 Biology *1, 2, *3, 9, 10,
 18, *20, 39, *40
 Botany *1, *4, 8, *10
 Conservation 1
 Environment 1
 Forestry 1
 Home Economics 9, 18

Microbiology *1

Physiology *1
 Zoology *1

Physical Sciences

Astronomy 10, 12, 17
 Chemistry *1a, *1b, 10,
 *10L, *30a, *30b
 Electronics 10
 Environment 3

Geography 1a

Geology *1a, *1b, *10, 15
 Meteorology 1
 Music *9
 Oceanography 10
 Paleontology 1
 Physical Science 10
 Physics *2a, *2b, *4a, *4b,
 *4c, *9, 10, 12, 42, *45

II. SOCIAL SCIENCE (Must complete American Institutions requirement; one course marked ' and one course marked '' or a single course marked ''')
indicates Ethnic Studies Courses

| | | |
|--|--|---|
| Administration of Justice 1 | Geography 1b, 3, 4, 5 | "23, '27, 28, 40, 42, 43 |
| Anthropology 2, 3, 6, #34, #36, #37 | History '4c, 5, #6, '8a, #8b, '17a, '17b, '22, 26, '28, '30, '31, #32, #33, 37 | Psychology 1a, 1b, 2, 4, 5a, 5b, 5c, 6, #7, 10, 12, 13, 23, 33, 39 |
| Economics 1a, 1b, 7, '11, 14, 27 | Home Economics 6, 35, 36 | Social Science '1, '2, 5, 6, 15, 20, #32, 35, 36, 40, 42 |
| Environment "2, "4 | Political Science 2, 5, #13, 18, '21, | Sociology 1, 2, #3, 37, 43 |

III. HUMANITIES (Choose one course from each of two categories)
indicates Ethnic Studies Courses

| | | |
|---|--|--|
| Fine Arts | Literature | Humanities 38 |
| Art 1a, 1b, 1c, 2a, 2b, 3, 4, 5a, 5b, 10, 12a, 13a, 13b, 14, 22a, #30, 38, 44, 74 | Drama 24a, 24b, 25, 38 | Philosophy 6, 7, 20, 21, 23, 24, 25, 27, 28, 35 |
| Drama 10, 14, 16, 17, 20, 38 | English 1b, 4b, 20, 21, 23, 25a, 25b, 26, 27, 28a, 28b, 28c, 29a, 29b, 30, 31, 34, 36, 37, 38, 40, 42a, 42b, #43, #44a, #44b, 46a, 46b, 46c | Sociology 15 |
| Home Economics 40, 41, 60 | Speech Communication 30a, 30b | Multi-Culture |
| Interior Design 1, 2 | | French 3, 4, 25a, 25b |
| Music 1, 6, 7, 8, 11, 19, 20, 22, 23, 24, 25, 26, 27, 33, 34, 36, 38, 43, 44 | Philosophy | German 3, 4 |
| | History 13, 14 | History 4a, 4b, #9a, #9b |
| | | Spanish 3, 4, 25a |
| | | Social Science #33, #34 |

IV. BASIC SUBJECTS # indicates Ethnic Studies Courses

| | | |
|-------------------------|--|------------------------------------|
| English 1a, 2, 4a, 6, 7 | Mathematics 10, 13, 16, 17, 18, 19, 20, 21, 22, 23, 23a, 23b, 25, 28, 29, 30, 31 | Social Science 4, 10 |
| French 1, 2 | Philosophy 11, 12 | Spanish 1, 2 |
| German 1, 2 | | Speech Communication 1a, 10 #12 |
| Health Science 1-10 | | |

V. ELECTIVES (Maximum of 8 units permitted)

| | | |
|--|---|--|
| Business 10, 11, 12, 35, 51, 58, 64, 66, 83a, 84, 91, 92a, 92r | French 49 | Physical Education 20, 22 |
| Business Admin. 1a, 18a | German 49 | Psychology 11a, 11b |
| Drama 15 | Guidance 1, 3, 4, 10, 11 | Recreation Education 40, 41, 42, 43, 44 |
| Early Childhood Ed 11a, 11b, 12, 13 | Home Economics 4, 7, 20a, 21a, 21b, 22, 24 | Social Science 3 |
| Engineering 10 | Library 10 | Sociology 12 |
| | Management 61, 65, 85, 99 | Spanish 49 |
| | Music 40 | |

COURSES FROM CAÑADA COLLEGE TRANSFERABLE TOWARD BACCALAUREATE DEGREE CREDIT AT CALIFORNIA STATE UNIVERSITIES AND COLLEGES

Administration of Justice—1, 2, 3, 4, 7a, 7b, 12, 17, 18, 19, 20, 21, 30, 32, 35, 36, 38, 42, 44, 46, 48.

Anatomy—1, 2a, 2b, 7, 48.

Anthropology—1, 2, 3, 4, 6, 34, 36, 37, 47, 48.

Art—1a, 1b, 1c, 2a, 2b, 3, 4, 5a, 5b, 6a, 6b, 7a, 7b, 10, 12, 13a, 13b, 14, 15, 17a, 17b, 20, 22a, 22b, 24, 30, 38, 44, 45, 48, 53, 56, 73a, 73b, 73c, 74.

Astronomy—10, 12, 17, 48.

Biology—1, 2, 3, 9, 10, 18, 20, 39, 40, 48.

Botany—1, 4, 10, 48.

Business—2, 3, 10, 11, 12, 34, 35, 36, 37, 38, 39ab, 40, 43, 48, 51, 56, 57, 58, 61, 64, 65, 66, 67, 81, 83a, 84, *90a, *90b, *90r, 91, *92a, *92b, *92c, *92r, 92x, 94a, 94b, 94c, 94d, 100, 101, 106a, 106b, 110, 116, 120, 124, 131, 150, 151, 152, 153, 154, 155, 156, 157, 164, 165b.

*The maximum transfer credit to be allowed for typewriting courses is 6 units; for shorthand courses, 8 units.

Business Administration—1a, 1b, 18a, 48.

Chemistry—1a, 1b, 5, 10, 10L, 12a, 30a, 30b, 48.

Conservation—1, 48.

Cooperative Education—47 (maximum 6 units)

Data Processing—12, 48, 65.

Drama—6, 10, 13a, 13b, 13c, 13d, 14a, 14b, 14c, 14d, 14aL, 14bL, 14cL, 14dL, 15, 16, 17, 18, 20L, 23ab, 24ab, 25, 38, 48.

Early Childhood Education—11a, 11b, 12, 13, 14, 48, 115.

Economics—1a, 1b, 7, 11, 14a, 27, 48.

Education—1, 3, 48.

Electronics—10, 48.

Engineering—10, 19, 20, 22, 35, 36, 37, 38, 38L, 48.

English—1a, 1b, 2, 4, 6, 7, 9, 20, 21, 23, 25ab, 26, 27, 28a, 28b, 28c, 29a, 29b, 30, 31, 34, 36, 37, 38, 40, 41, 42a, 42b, 43, 44a, 44b, 46a, 46b, 46c, 50a, 50b, MLC1, MLC2, 48.

English Institute—5-6, 48.

Environment—1, 2, 3, 4, 48.

Food Technology—48, 62, 73, 83, 93.

Forestry—1, 48.

French—1, 2, 3, 4, 25a, 25b, 27, 46, 48.

Geography—1a, 1b, 3, 4, 5, 48.

Geology—1a, 1b, 10, 15, 19, 48.

German—1, 2, 3, 4, 46, 48.

Guidance—1, 3, 4, 7, 10, 11, 48.

Health Science—1, 3, 4, 5, 6, 7, 8, 10, 48.

History—4a, 4b, 4c, 5, 6, 8a, 8b, 9a, 9b, 13, 14, 17a, 17b, 22, 26, 28, 30, 31, 32, 33, 37, 48.

Home Economics—4, 5, 6, 7, 9, 18, 20a, 20b, 21a, 21b, 22, 24, 35, 36, 40, 41, 48, 55, 60, 81, 90, 91, 92.

Humanities—38-48.

Interior Design—1, 2, 3, 4, 5a, 6, 48.

Journalism—1, 2, 15, 48.

Library—10.

Management—48, 50, 54, 55, 60, 61, 62, 63, 64, 65, 71, 72, 77, 80, 85, 90, 91, 92, 93, 94, 96, 99, 104, 105, 106a, 106b, 107, 110, 111, 120, 121.

Mathematics—10, 13, 16, 17, 18, 19, 20, 21, 22, 23, 23a, 23b, 25, 28, 29, 30, 31, 32, 34, 35, 48.

Meteorology—1, 48.

Microbiology—1, 48.

Music—1, 2a, 2b, 4a, 4b, 5a, 5b, 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 12a, 12b, 12c, 12d, 16, 19a, 19b, 19c, 19d, 20, 22a, 22b, 22c, 22d, 23a, 23b, 23c, 23d, 24a, 24b, 24c, 24d, 25a, 25b, 25c, 25d, 26a, 26b, 26c, 26d, 27a, 27b, 27c, 27d, 28a, 28b, 28c, 28d, 29a, 29b, 29c, 29d, 30a, 30b, 30c, 30d, 31a, 31b, 31c, 31d, 32, 33a, 33b, 33c, 33d, 34a, 34b, 34c, 34d, 35a, 35b, 35c, 35d, 36a, 36b, 36c, 36d, 37a, 37b, 37c, 37d, 38, 40, 41, 42, 43, 44, 48.

Occupational Safety & Health—10, 11, 12, 13, 14, 15, 48.

Oceanography—10, 48.

Paleontology—1, 48.

Philosophy—6, 7, 11, 12, 20, 21, 23, 24, 25, 27, 28, 35, 38, 48.

Physical Education—1a, 3, 4, 5, 6, 7, 8, 9, 20, 21, 22, 30, 31, 32, 33, 34a, 34b, 35a, 35b, 36a, 36b, 37, 38, 39a, 39b, 40, 41, 42a, 42b, 43a, 43b, 44, 45, 46a, 46b, 48, 50a, 50b, 51, 52, 53, 54, 56, 57, 58a, 58b, 59, 60, 61, 62, 63a, 63b, 64, 65, 66a, 66b, 67, 68, 69a, 69b, 70, 71, 72, 73, 76, 77, 78, 80, 82a, 85.

Physical Science—10, 48.

Physics—2a, 2b, 4a, 4b, 4c, 9, 10, 12, 42, 45, 48.

Physiology—1, 48.

Political Science—2, 5, 13, 18, 21, 23, 24, 25, 27, 28, 40, 43, 44, 48.

Psychology—1a, 1b, 2, 4, 5a, 5b, 5c, 6, 7, 10, 11a, 11b, 12, 13, 21, 22, 23, 28, 33, 34, 39, 42, 43, 44, 45, 46, 48.

Quality Control—48.

Recreation Education—40, 41, 42, 43, 44, 48.

Social Science—1, 2, 3, 4, 5, 6, 10, 15, 20, 22, 23, 24, 32, 33, 34, 35, 36, 38, 40, 41, 42, 43, 44a/b, 45, 48, 50.

Sociology—1, 2, 3, 4, 5, 15, 37, 43, 48.

Spanish—1, 2, 3, 4, 25a, 25b, 46, 48, 50a.

Speech-Communication—1a, 10, 30a, 30b, 33, 48.

Tourism—4, 48.

Zoology—1, 48.

SPECIAL NOTE:

The following courses, usually by all programs, are also transferrable.

47 Cooperative Education in (Department)

48 Special Seminar in (Department)

49 Individual Study in (Department)

UNIVERSITY OF CALIFORNIA

A student planning to transfer to one of the campuses of the University of California can usually complete the first two years of his or her work at Cañada. In some cases, students may wish to make up high school course deficiencies or grade point average deficiencies. It is important to work with your counselor from the general catalog of the University campus you plan to attend. The current issue of the University publication "Prerequisites and Recommended Subjects" is a helpful planning guide. It lists the requirements for admission, breadth requirements and requirements for the major, all of which should be carefully considered in planning your program at Cañada.

Not all Cañada courses are designed for transfer to the University of California. The following is a list of those that are transferable to all campuses of the University. Some others may be accepted for transfer credit by a particular campus depending upon your major.

COURSES FROM CAÑADA COLLEGE ACCEPTABLE AT UNIVERSITY OF CALIFORNIA (ALL CAMPUSES)

Administration of Justice—1 (3); 2 (3); 3 (3); 4 (3); 38 (3); 44 (3); 46 (3); '48 (3).

Anatomy—1 (W/Lab 4); '48 (3).

Anthropology—1 (3); 2 (3); 3 (3); 4 (3); 6 (3); 34 (3); 36 (3); 37 (4); '48 (3); 49 (See Independent Study).

Art—1abc (3,3,3); *2ab (3,3); *3 (3); *4 (2); 5ab (3,3); *6ab (3,3); *7ab (3,3); 8 (3); 10 (3); +12ab (2); *13ab (3,3); *15 (2); +17ab (3,3); +17c(x) (3); +20 (3,3); +22ab (3,3); +24 (3); 30 (3); 38 (1-2); +44 (3); '48 (3); 49 (See Independent Study); 53 (3); 57 (3); +73abc (3,3,3); 74 (3).

*Any or all of these courses combined: maximum credit allowed, 16 units.

+Any of all of these courses combined: maximum credit allowed, 12 units.

Astronomy—10 (3); 12 (3); 17 (3); '48 (3).

Biology—1 (W/Lab 4); 2 (3); 3 (W/Lab 4); 9 (3); *10 (3); 18 (3); 20 (3); 39 (3); 40 (W/Lab 3); '48 (3); 49 (See Independent Study).

*See Catalog for limitation of credit

Botany—1 (W/Lab 5); 4 (W/Lab 3); 10 (3); (W/Lab 4); '48 (3).

Business—*12 (3); *15 (3); *34 (3); 35 (3); '48 (3); *12, 15 + Math 18, 25: maximum credit allowed, 3 courses.

Business Administration—1a (5); 1b (5); 18a (3); '48 (3).

Chemistry—*lab (W/Lab 5,5); 5 (W/Lab 4); *10 (3); 10L (Lab 1); *12a (W/Lab 5); *30ab (W/Lab 4,4); 48 (1-3).

*10 following 1a or 30a: no credit for 10.

30a following 1a: no credit for 30a.

30b and 1b combined: no credit for 30b.

Chinese—1, 2 (3,3); '48 (3).

Conservation—1 (3); '48 (3).

Cooperative Education—47 (1-4; maximum 6 units in otherwise transferable areas only).

Drama—1ab (3,3); *6 (3); 10 (3); *13ab (3,3); *13cd (3,3); +14a (3); +14bcd (3,3,3); +14aLbLcLdL (1-2); *15 (½-2); *16 (½-2); *17 (2); *18 (1); *20L (½-2); *23ab (3); *24ab (3); 25 (3); 38 (1-2); *47, '48 (3); 49 (See Independent Study)

*Any or all of these courses combined: maximum credit allowed, 12 units.

+Any of all of these courses combined: maximum credit allowed, 12 units.

'Pending appropriate approval

Economics—1ab (3,3); *7 (3); 11 (3); 14 (3); 27 (3); '48 (3); 49 See Independent Study.

*No credit for 7 following 1a or 1b.

Education—1 (3); '48 (3).

Engineering—10 (2); 19 (3); 20 (2); 22 (2); 35 (3); 36 (3); 37 (3); 38 (3); '38L (1); 48 (1-3); 49 (See Independent Study).

English—1a (3); 1b (3); 2 (3); 4a (3); 4b (3); 9ab (3,3); 20 (3); 21 (3); 23 (3); 25 (3); 26 (3); 27 (3); 28a (3); *28b (3); *28c (3); 29a (3); 29b (3); 30 (3); 31 (3); *34 (3); 36 (3); 37 (1-2); 38 (3); 40 (3); 41 (3); 42ab (3,3); 43 (3); 44ab (3,3); 45 (3); 46abc (3,3,3); 48 (3); 49 (See Independent Study); 57ab (English Institute 5-6—Maximum credit: 8 units beginning Fall 1977).

Limit with () Drama courses to a maximum of 12 units.

Environment—1 (3); 2 (3); 3 (3); 4 (3); 47 (1-4); 48 (1-3); 49 (See Independent Study).

Forestry—1 (3); '48 (3).

French—1 (5); 2 (5); 3 (5); 4 (3); 25ab (3,3); '48 (3); 49 (See Independent Study).

Geography—1a (3); 1b (3); 3 (3); 4 (3); 5 (3); '48 (3); 49 (See Independent Study).

Geology—*1a (W/Lab 4); 1b (W/Lab 4); *10 (3); 15 (3); 19 (3); '48 (3); 49 (See Independent Study).

*1a and 10 combined: maximum credit allowed, 1 course.

German—1 (5); 2 (5); 3 (5); 4 (3); '48 (3); 49 (See Independent Study).

Health Science—*1 (1); *2 (1); *3 (1); *4 (1); *5 (1); *6 (1); 10 (1); '48 (3).

Any or all of these courses combined: maximum credit allowed, 3 units.

History—4ab (3,3); *4c (3); 5 (3); 6 (3); 8ab (3,3); 9ab (3,3); 13 (3); 14 (3); *17ab (3,3); 22 (3); 26 (3); 28 (3); 30 (3); 31 (3); 32 (3); 33 (3); 37 (1-3); 48 (1-3); 49 (See Independent Study).

*4c and 17ab combined: no credit for 4c.

Home Economics—6 (3); 9 (3); 18 (3); *20 (2); *20b (2); *21a (3); 22 (1-3); *24 (2); 35 (3); 36 (3); +40 (3); +41 (3); +42 (3); +44 (3); +45 (3); '48 (3).

*20ab, 21a and 24 combined: maximum credit allowed, 1 course. +40, 41, 42, 44, 45: maximum credit allowed, 1 course.

Humanities—'38 (3); '48 (3).

Independent Study—(Maximum credit allowed: 5 units per term in any or all appropriate subject areas).

Interior Design—+1 (3); +2 (3); +3 (3); +6 (3); +7 (3); '48 (3). Maximum credit allowed, one course.

Journalism—1 (3); *2 (3); *15 (2); '48 (3).

*Any or all of these courses combined: maximum credit allowed, 6 units.

Mathematics—10 (3); 13 (3); 16 (3); +17 (3); +18 (3); 22 (2-4); #23 (6); *23ab (5-5); +25 (3); 28 (3); 29 (5); *30 (3); *31-32 (5-5); 34 (3); 35 (3); '48 (3); 49 (See Independent Study).

*Check for duplication of credit.

+18, 25 Business 12, 15: maximum credit allowed, 3 courses.

Meteorology—1 (3); '48 (3).**Microbiology**—1 (W/Lab 5); '48 (3).**Music**—1 (2); 2ab (2,2); 4ab (3,3); 5ab (3,3); 6 (3); 8 (3); *11abcd (1,1,1,1); *12abcd (1,1,1,1); *16 (1); *19abcd (1,1,1,1); 20 (2-3); *22abcd (2,2,2,2); *23abcd (2,2,2,2); *24abcd (1,1,1,1); *25abcd (1,1,1,1); *26abcd (1,1,1,1); *27abcd (1,1,1,1); *28abcd (1,1,1,1); *29abcd (1,1,1,1); *30abcd (1,1,1,1); *31abcd ($\frac{1}{2}, \frac{1}{2}, \frac{1}{2}, \frac{1}{2}$); *32 (1); *33abcd (2,2,2,2); *34abcd (1,1,1,1); *35abcd (1,1,1,1); *36abcd (1,1,1,1); *37abcd (1,1,1,1); 38 (1-2); *40 (1-3); *41 ($\frac{1}{2}$); *42 (1); *43ab (1,1); *44 (3); '48 (3); 49 (See Independent Study).

*Any or all of these courses combined: maximum credit allowed, 12 units.

Oceanography—10 (3); '48 (3).**Philosophy**—6 (3); 7 (3); 11 (3); *12 (3); 20 (3); 21 (3); 23 (3); 24 (3); 25 (3); 27 (3); 28 (3); 35 (3); 38 (3); 48 (1-3); 49 (See Independent Study).**Physical Education**—1a (3); *3 through 9 (1-2 units each); +20 (2); +22 (2); *30 through 47 (1 or 2 units each); '48 (3); 50a (1); 50b (1); 51 (2); **52 (2); *53 through 85 (1 or 2 units each).

*Any or all of these courses combined: maximum credit allowed, 4 units.

+Any or all of these courses combined: maximum credit allowed, 8 units.

**Limit with (*) Drama courses to a maximum of 12 units.

Physical Science—10 (3); '48 (3).**Physics**—*2ab (W/Lab 4,4); *4abc (W/Lab 4,4,4); 9 (W/Lab 3); *10 (3); *12 (3); '48 (3).

*2a + 4a: deduct 3 units from 2a

2a + 4c: deduct 1 unit from 2a

2b + 4b: deduct 2 units from 2b

2b + 4c: deduct 2 units from 2b

10 or 12 following 2a or 4: no credit for 10 or 12

9 combined with Music 9: maximum credit allowed, 1 course.

Physiology—1 (W/Lab 5); '48 (3).**Political Science**—2 (3); 5 (3); 13 (3); '18 (3); *21 (3); *23 (2); 27 (5); 40 (1); 43 (3); 48 (1-3); 49 (See Independent Study); 51ab (3,3).

*21 + 23: maximum credit allowed, 5 units.

Psychology—*1a (3); 1b (3); '2 (3); 4 (3); 5abc (3,3,3); 6 (3); 7 (3); *10 (3); 12 (3); 13 (3); 21 (3); 22 (3); 23 (3); 33 (3); 34 (3); 39 ($\frac{1}{2}$ -1); 42 (1-3); 43 (3); 44 (3); 45 (3); 46 (3); **47 (1-4); 48 (1-3); 49 (See Independent Study).

*1a-10: maximum credit allowed, 1 course.

**Maximum 6 units with any other transferable work experience.

Recreation Education—*40 (2); '48 (3).**Social Science**—1 (3); 2 (3); 3 (3); 4 (3); 5 (3); 6 (3); 15 (3); 20 (3); '23 (3); '24 (3); 32 (3); 33 (3); 34 (3); 35 (3); 36 (3); 38 (3); 40 (3); 41 (2); '42 (3); '44ab (3); '48 (3).**Sociology**—1 (3); 2 (3); 3 (3); 4 (3); 5 (3); 12 (3); 15 (3); 37 (3); '48 (3); 49 (See Independent Study).**Spanish**—1 (5); 2 (5); 3 (5); 4 (3); 25ab (3,3); '48 (3); 49 (See Independent Study).**Speech-Communication**—1a (3); 10 (3); 11 (3); 12 (3); 30ab (3,3); '48 (3); 49 (See Independent Study); 57ab (English Institute 5-6, 57—Maximum credit: 8 units beginning Fall 1977).

*1 and 2 combined, maximum credit allowed: 1 course.

Zoology—1 (W/Lab 5); '48 (3).

'Pending appropriate approval

TRANSFER MAJORS OFFERED AT CAÑADA COLLEGE

Associate of Arts
Or
Associate of Sciences Degree:

| Transfer Majors | AA | AS | Page |
|---------------------------|----|----|------|
| Administration of Justice | X | | 64 |
| Anthropology | X | | 65 |
| Architecture | | X | 65 |
| Art | X | | 65 |
| Biology | | X | 65 |
| Business Administration | | X | 65 |
| Chemistry | | X | 65 |
| Computer Science | | X | 66 |
| Dental Hygiene | | X | 66 |
| Pre-Dentistry | | X | 66 |
| Drama | X | | 66 |
| Early Childhood Education | X | | 67 |
| Economics | X | | 67 |
| Electronics | | X | 67 |
| Engineering | | X | 67 |
| Engineering Technology | | X | 67 |
| English | X | | 68 |
| Environmental Science | | X | 68 |
| Ethnic Studies | X | | 68 |
| Fisheries | | X | 68 |
| Forestry | | X | 68 |
| Geography | X | | 68 |
| Geology | | X | 69 |
| Gerontology* | X | | 69 |
| History | X | | 69 |
| Home Economics | X | | 69 |
| Industrial Arts | X | | 69 |
| Interior Design | X | | 70 |
| Journalism | X | | 70 |
| Pre-Law | X | | 70 |
| Mathematics | | X | 70 |
| Medical Lab Technician* | | X | 70 |
| Pre-Medicine | | X | 70 |
| Music | X | | 71 |
| Natural Resources | | X | 71 |
| Nursing | | X | 71 |
| Oceanography | | X | 71 |
| Optometry | | X | 71 |
| Pharmacy | | X | 72 |
| Philosophy | X | | 72 |
| Physical Education | X | | 72 |
| Physical Therapy | | X | 72 |
| Physics | | X | 72 |
| Political Science | X | | 72 |
| Psychology | X | | 72 |
| Range Management | | X | 72 |
| Recreation Education | X | | 73 |

| | | |
|-------------------------|---|------|
| Religious Studies | X | 73 |
| Sociology | X | 73 |
| Speech | X | 73 |
| Teacher Preparation | X | 73 |
| Pre-Veterinary Medicine | | X 75 |
| Wildlife Management | | X 76 |
| Women's Studies | X | 76 |

*Pending Approval

Transfer Programs

Students who plan to transfer to one of the California four-year colleges or universities must plan their courses of study at Cañada College to include the required freshman and sophomore courses of the particular four-year institution. It is necessary that students work closely with counselors in order to fulfill both major and lower division requirements for the college of their choice, including specific courses to be taken at Cañada College.

On the following pages are listed the recommended transfer programs for the majors listed, but students should consult the appropriate college catalogs of the senior institution to which they expect to transfer.

ADMINISTRATION OF JUSTICE

The Administration of Justice program at Cañada College is geared so that a student, if he or she wishes, may transfer upon completion of the necessary course work to a California State University as an upper division student, and at the same time be prepared at the A.A. degree level for entry level employment in a variety of criminal justice occupations.

Recommended Transfer Program

| | Units |
|--|-------|
| Admj 1—Introduction to Justice System | 3 |
| Admj 2—Principles & Procedures of the Justice System | 3 |
| Admj 3—Concepts in Criminal Law | 3 |
| Admj 4—Legal Aspects of Evidence | 3 |
| Admj 7a—Criminal Investigation | 3 |
| Admj 17—Police Organization & Administration | 3 |
| Admj 18—Community-Based Corrections | 3 |
| Admj 19—Patrol Procedures & Report Writing | 3 |
| Admj 20—Women & Justice | 3 |
| Admj 38—Community Relations | 3 |
| Admj 42—Juvenile Delinquency | 3 |
| Admj 46—Introduction to Counseling | 3 |

ANTHROPOLOGY

Recommended Transfer Program

| | Units |
|---|-------|
| Anth 1—Physical Anthropology | 3 |
| Anth 2—Cultural Anthropology | 3 |
| Anth 3—Pre-History | 3 |
| Biol 3—Human Biology | 4 |
| SSci 4—Statistics for the Social Sciences | 4 |
| Soc 1—Introduction to Sociology | 3 |
| Econ 1a/1b—Macro & Micro Economics | 6 |
| Phil 6—Introduction to Philosophy | 3 |

ARCHITECTURE

Recommended Transfer Program

| | Units |
|--|-------|
| Math 18/25—Computer-Basic Fortran | 3-6 |
| *Math 23a,b—Applied Calculus | 10 |
| *Phys 2a,b—General Physics | 8 |
| Foreign Language | 0-12 |
| Engg 1a—Surveying (CSM) | 3 |
| Engg 10—Engineering and Environment | 2 |
| Engg 22—Graphics | 2 |
| Art 2a—Form and Composition | 3 |
| Engg 20—Descriptive Geometry (Recommended) | 2 |
| Art 21—3-D Design (Recommended) | 3 |

*Math 30, 31, 32, and Physics 4a,b,c sequence in place of Math 23a/b and Physics 2a,b are recommended for those contemplating transfer to California State Polytechnic Colleges.

ART

The student who intends to transfer a major in Art should plan his or her 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 or she wishes to transfer.

Recommended Transfer Program

| | Units |
|---|-------|
| Art 1a/b/c (any two)—History of Art | 6 |
| Art 2a/b—Form and Composition | 6 |
| Art 3—Color | 3 |
| Art 5a—Design | 3 |
| Art 6a/b—Painting | 6 |
| Art 13a/b—Drawing | 6 |
| Art 17a/b—Printmaking | 6 |
| Art 22a/b—Sculpture | 6 |

BIOLOGY AND APPLIED FIELDS

Recommended Transfer Program

(Biology, Agriculture, Physiology, Microbiology, Botany, Entomology, Zoology, Public Health, Medical Technology, etc.)

| | Units |
|---|-------|
| *Math 23a,b—Applied Calculus | 10 |
| Chem 1a,b—General Chemistry | 10 |
| Chem 12a—Organic Chemistry | 5 |
| *Chem 5—Quantitative Analysis (recommended) | 4 |
| Phys 2a/b—General Physics | 8 |
| Biol 1—Principles of Biology | 4 |
| or | |
| Biol 3—Human Biology | 4 |
| Bot 1—General Botany | 5 |
| Zool 1—General Zoology | 5 |
| *Foreign Language | 0-12 |

*The student should consult the catalog of the intended transfer institution concerning the necessity or appropriateness of these courses.

BUSINESS ADMINISTRATION

Recommended Transfer Program

The lower division requirements for Business Administration majors transferring to state colleges are Business Administration 1a-1b, Economics 1a-1b, Business Administration 18a.

Students planning to transfer to California State University at San Jose should complete Math 19 or Math 20, Math 13, and Math 22. Students transferring to other State universities should complete Math 19 or 20 and Math 22. Math 23a/b is also recommended.

Business 51, Business Mathematics, is recommended for students who are weak in basic math.

Students planning to transfer to the University of California should consult their catalog and the bulletin for the School of Business Administration.

Recommended Transfer Program

| | Units |
|--|-------|
| Buad 1a/b—Financial, Managerial Acc't | 10 |
| Buad 18a—Business Law | 3 |
| Econ 1a/b—Introduction to Economics | 6 |
| Math 13—Elem. Finite Math | 3 |
| Math 19 or 20—Intermediate Math | 5-3 |
| Math 22—Elem. Probability & Statistics | 3 |
| Psyc 1a—General Psychology | 3 |
| Math 23a/b—Applied Calculus | 10 |

CHEMISTRY

Recommended Transfer Program

| | Units |
|---|-------|
| Math 30, 31, 32—Calculus | 15 |
| Math 34—Ordinary Differential Equations | 3 |
| Phys 4a/b/c—General Physics | 12 |
| Chem 1a/b—General Chemistry | 10 |
| Chem 5—Quantitative Analysis | 5 |
| Chem 12a—Organic Chemistry | 5 |
| Foreign Language | 0-12 |

COMPUTER SCIENCE

Recommended Transfer Program

| | Units |
|--|-------|
| Math 18/25—Computer-Basic Fortran | 6 |
| Math 30, 31, 32—Calculus | 15 |
| Math 34—Ordinary Differential Equations | 3 |
| Math 13—Elementary Finite Math (Recommended) | 3 |
| Bus 92a—Elementary Typing | 3 |

Recommended background in either Economics, Business, Life Science or Physical Science.

DENTAL HYGIENE

Recommended Transfer Program

High School Preparation: Chemistry, Mathematics through Trigonometry.

| | Units |
|------------------------------|-------|
| Chem 1a—General | 5 |
| Chem 12a—Elem. Organic | 5 |
| Biology 1—Principles | 4 |
| Zoology 1—General | 5 |
| Psych. 1a/b or 33 | 6 |
| Foreign Language | 0-12 |

PRE-DENTISTRY

Recommended Transfer Program

High School Preparation: Chemistry, Mathematics through Trigonometry

| | Units |
|--|-------|
| Chem 1a/b—General | 10 |
| Chem 5—Quantitative Analysis (Recommended) | 4 |
| Chem 12a—Organic (Recommended) | 5 |
| Physics 2a/b—General | 8 |
| Biology 1—Principles | 4 |
| or | |
| Biology 3—Human Biology | 4 |
| Zoology 1—General | 5 |
| Psych. 1a/b or 33 | 6 |
| Foreign Language | 0-12 |
| Math 23a/b—Applied Calculus | 10 |

DRAMA

The student who intends to transfer a major in Drama should plan his or her 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 drama school of his or her choice. The program outlined below is typical of requirements for transfer with junior standing to a state college.

Recommended Transfer Program

| | Units |
|--|-------|
| Drama 10—Introduction to Theatre | 3 |
| Drama 13a—Stage Production | 3 |
| Drama 14a/14b—Acting, Practice and Theory | 6 |
| Drama L14a/14b—Acting Lab | 4 |
| Drama 1a/1b—Masterpieces of Drama | 6 |
| Drama 14c/14d—Advanced Acting | 6 |
| Drama L14c/14d—Acting Lab | 4 |
| Drama 15—Play Production | ½-2 |
| Drama 16—Production Shop | ½-2 |
| Drama 17—Costume-Fashion Design and Prep. Make-up | ½-2 |
| Engl/Drama 24—Modern Drama | 3 |

Suggested Electives

| | Units |
|--|-------|
| Drama 13b, 13c, 13d—Stage Production | 3-3-3 |
| Drama 15—Play Production (Repeatable for credit) | ½-2 |
| Drama 16—Production Shop (Repeatable for credit) | ½-2 |
| Drama 17—Costume-Fashion Design and Prep. Make-up (Repeatable for credit) | ½-2 |
| Drama 23a, 23b—Children's Theatre | 3-3 |
| Drama 24—Modern Drama | 3 |
| Drama 25a, 25b—Intro to Shakespeare | 3-3 |
| Drama 49—Individual Projects | 1-2 |

Other Electives

| | Units |
|--|-------|
| Art 1a, 1b—History of Art | 3-3 |
| Art 2a, 2b—Form and Composition | 3-3 |
| Art 4—Perspectives | 3 |
| Music 6—Music Appreciation and Survey | 3 |
| Phys Ed 42a—Elementary Folk Dance | 1 |
| Phys Ed 50a—Elementary Modern Dance | 1 |
| Speech Comm 1a—Fundamentals | 3 |
| Speech Comm 30a—Oral Interp. of Literature | 3 |



EARLY CHILDHOOD EDUCATION

The student who intends to transfer with a major in Early Childhood Education or Child Development should plan the course work at Cañada College to meet the general education requirements for junior standing, as well as lower-division requirements of the college or university to which he or she is planning to transfer.

Recommended Transfer Program

| | Units |
|---|-------|
| Psyc 1a—General Psychology | 3 |
| Psyc 5a—Child Development | 3 |
| Psyc 11a—Early Childhood Education Principles | 3 |
| Psyc 11b—Early Childhood Education Curriculum | 3 |
| Psyc 12—Child, Family, Community | 3 |
| ECED 115—Early Childhood Education Administration | 3 |

ECONOMICS

Recommended Transfer Program

| | Units |
|--------------------------------------|-------|
| Econ 1a/b—Macro/Micro Economics | 6 |
| Buad 1a/b—Financial Managerial Acc't | 10 |
| Math 13—Elementary Finite Math | 3 |
| Math 23a/b—Applied Calculus | 10 |
| Econ 11—Economic History of the U.S. | 3 |

ELECTRONICS

Recommended Transfer Program

| | Units |
|--------------------------------------|-------|
| Electronics 10—Introduction | 3 |
| Engin 10—Engineering and Environment | 2 |
| Engin 38—Circuits & Devices | 3 |
| Math 30, 31, 32—Calculus | 15 |
| Math 25—Computers-Fortran | 3 |
| Physics 4a/b/c—General | 12 |
| Chem. 1a/b—General | 10 |
| Bus 10—Introduction | 3 |

ENGINEERING

The Engineering programs detailed below have been designed to prepare a student to transfer to the Engineering Department of many four-year colleges and universities at the end of the sophomore year. It is very important that the student refer to the catalog of the transfer college of his or her choice and work through the Mathematical/Engineering Division Counselor.

The following core subjects were approved unanimously by representatives of all the California State Colleges and Universities and all branches of the University of California at the fall meeting of the Engineering Liaison (ELC) Committee in November, 1970.

Recommended Transfer Program

| | Units |
|--|-------|
| Mathematics (Beginning with Analytic Geometry and Calculus and completing a course in Ordinary Differential Equations) | 16 |
| Chemistry (for engineers and scientists) | 8 |
| Physics (for engineers and scientists) | 12 |
| Vector Statics | 3 |
| Graphics and Descriptive Geometry | 3 |
| Computer (digital) | 2 |
| Orientation and Motivation | 1 |
| Properties of Materials | 3 |
| Electrical Circuits and Devices | 3 |
| Electives | 11-15 |

The Engineering Liaison Committee (ELC) strongly recommends that any transfer student from a community college complete all his Mathematics, Physics and Chemistry before going on to the four-year institution.

ENGINEERING (Civil, Mechanical, Chemical, Electrical, Environmental, Materials, and Other Principal Branches)

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

Recommended Transfer Program

| | Units |
|--------------------------------------|-------|
| Math 30, 31, 32—Calculus | 15 |
| Math 34—Differential Equations | 3 |
| Physics 4a/b/c—General | 12 |
| Chem 1a/b—General | 10 |
| Engin 10—Engineering and Environment | 2 |
| Engin 20—Descriptive Geometry | 2 |
| Engin 22—Graphics | 2 |
| Engin 35—Vector Statics | 3 |
| Engin 36—Vector Dynamics | 3 |
| Engin 37—Strength of Materials | 3 |
| Engin 38—Circuits & Devices | 3 |
| Math 25—Computers-Fortran | 3 |

ENGINEERING (Technical Program)

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

Recommended Transfer Program

| | Units |
|--------------------------------------|-------|
| Engg 10—Engineering & Environment | 2 |
| Math 23a/b—Applied Calculus | 10 |
| Chem 30a/b—Introduction to Chemistry | 8 |
| Phys 2a/b—General Physics | 8 |
| Math 18—Computers (basic) | 3 |
| Math 25—Computers (Fortran) | 3 |

For other Engineering programs available, see the math/engineering counselor.

Please note that other engineering courses are available to adapt the above programs to your needs. Example: Evening College; courses related to non-destructive testing and drafting.

ENGLISH

Recommended Transfer Program

| | Units |
|--|-------|
| Engl 1a—Reading and Composition | 3 |
| Engl 1b—Introduction to Literature | 3 |
| Engl 25a/b—Introduction to Shakespeare | 6 |
| Either: Engl 42a/b—European Literature | 6 |
| or Engl 46a/b/c—English Literature | 9 |
| Two additional literature courses | 6 |
| Foreign Language | 0-10 |

The following courses from other departments are recommended:

| | |
|---|---|
| Hist 4a/b—Western Civilization | 6 |
| Phil 6—Introduction to Philosophy | 3 |

ENVIRONMENTAL SCIENCE (CONCENTRATION NATURAL SCIENCE)

Recommended Transfer Program

| | Units |
|---|-------|
| Chem 1a/b—General Chemistry | 10 |
| Biol 1—Principles of Biology | 4 |
| or | |
| Biol 3—Human Biology | 4 |
| Bot 1—General Botany | 4 |
| Phys 2a/b—General Physics | 8 |
| Anth 1—Physical Anthropology | 3 |
| Econ 1b—Introduction to Economics | 3 |

ETHNIC STUDIES

Courses in the interdisciplinary Ethnic Studies major currently being offered are as follows:

| | Units |
|---|-------|
| Anth 34—California Indians | 3 |
| Anth 36—Indians of North America | 3 |
| Anth 37—Pre-Columbian Peoples of Mexico | 3 |
| Art 30—Development of Mex. & Chicano Art | 3 |
| Engl 40—Native American Literature | 3 |
| Engl 41—Black Poetry | 3 |
| Engl 43—Black Literature | 3 |
| Engl 44a/b—Mexican-American Literature | 6 |
| Hist 6—Modern Africa | 3 |
| Hist 8b—History of Americas | 3 |
| Hist 9a/b—Asian Civilization & Heritage | 6 |
| Hist 32—Spanish Speaking Peoples in the U.S. | 3 |
| Hist 33—Afro-American in U.S. History | 3 |
| Plsc 13—Minority Group Politics in the U.S. | 3 |

| | |
|--|---|
| Psyc 7—The Psyc. Experience of La Raza in the U.S. | 3 |
| SSci 32—Contemporary Mexican-American Social Movement | 3 |
| SSci 33—Afro-American Culture | 3 |
| SSci 34—Mexican-American Culture | 3 |
| Soc 3—Minorities in American Society | 3 |
| Spcm 12—Black American Speech | 3 |

FISHERIES

Recommended Transfer Program

High School Preparation: Chemistry, Mathematics through Trigonometry.

| | Units |
|---|-------|
| *Biol 1—Principles of Biology | 4 |
| *Bot 1—General Botany | 5 |
| *Zool 1—General Zoology | 5 |
| *Chem 1a/b—General Chemistry | 10 |
| *Phys 2a/b—General Physics | 8 |
| *Math 23a or 30—Applied Calculus | 5 |
| Cons 1—Essentials of Conservation | 3 |
| Math 22—Elem. Probability of Statistics | 4 |

*(minimum requirements—Humboldt State Univ.)

FORESTRY

Recommended Transfer Program

High School Preparation: Chemistry, Mathematics through Trigonometry.

| | Units |
|--|-------|
| *Biol 1—General Biology | 4 |
| *Bot 1—General Botany | 5 |
| *Chem 1a—General Chemistry | 5 |
| *Engl 6—Report Writing | 3 |
| *Math 23a or 30—Applied Calculus | 5 |
| *Phys 2a—General Physics | 4 |

*(minimum requirement—Humboldt State Univ.)

GEOGRAPHY

Recommended Transfer Program

| | Units |
|---|-------|
| Geog 1a/1b—Physical, Cultural Geography | 6 |
| Geog 3—Geography of California | 3 |
| Geog 4—Economic Geography | 3 |
| Anth 1—Physical Anthropology | 3 |
| Anth 2—Cultural Anthropology | 3 |
| Econ 1a/b—Macro/Micro Economics | 6 |
| Geol 1a—General Geology | 4 |
| Geol 1b—Historical Geology | 4 |
| Hist 17a/b—U.S. History | 6 |
| Soc 1—Introduction to Sociology | 3 |

GEOLOGY

Recommended Transfer Program

| | Units |
|---|-------|
| Math 30, 31—Calculus | 10 |
| SSci 4—Statistics for the Social Sciences | 4 |
| Physics 2a/b—General | 8 |
| Geology 1a—General | 4 |
| Geology 1b—Historical | 4 |
| or | |
| Geology 15—Geological Hazards | 3 |
| Chem 1a/b—General | 10 |
| Engin 1a—Surveying | 3 |

Math 30, 31, 32 and Physics 4a, b, c sequence in place of Physics 2a/b are recommended for those contemplating graduate work or those who plan to major in geophysics.

GERONTOLOGY*

Recommended Transfer Program

| | Units |
|--|-------|
| SSci 15—Perspectives in Aging: Introduction to Gerontology | 3 |
| SSci 10—Interaction and Communication for the Paraprofessional | 3 |
| SSci 40—Introduction to Human Services | 3 |
| SSci 47—Cooperative Education | 1-4 |
| SSci 50—Special Issues in Social Sciences | 1 |

*Pending Approval

HISTORY

Recommended Transfer Program

| | Units |
|--------------------------------------|-------|
| Hist 4a/b—Western Civilization | 6 |
| Hist 8a/b—History of Americas | 6 |
| Hist 17a/b—U.S. History | 6 |

Supporting Courses

| | |
|---------------------------------------|---|
| Anth 1—Physical Anthropology | 3 |
| or | |
| Anth 2—Cultural Anthropology | 3 |
| Geog 1a—Physical Geography | 3 |
| Econ 1a—Macro Economics | 3 |
| Soc 1—Introduction to Sociology | 3 |

HOME ECONOMICS

The student who intends to transfer with a major in Home Economics should plan a program 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 the student wishes to transfer.

Recommended Transfer Program (General)

| | Units |
|--|-------|
| H.Ec 4—Creative Food Preparation | 3 |
| H.Ec 5—Careers in Home Economics | 1 |
| H.Ec 6—Consumer in the Marketplace | 3 |
| H.Ec 7—Home Management | 2 |
| H.Ec 9—Nutrition | 3 |
| H.Ec 20a—Beginning Sewing | 2 |
| and | |
| H.Ec 20b—Sew to Fit | 2 |
| or | |
| H.Ec 21a—Creative Sewing | 3 |
| and/or | |
| H.Ec 21b—Custom Sewing | 3 |
| H.Ec 21L—Open Lab for Sewing Students | 1 |
| H.Ec 35—Parent Education | 3 |
| H.Ec 36—Family Life Cycles | 3 |
| H.Ec 39—TV/Communications | 3 |
| H.Ec 40—Your Home and Your Environment | 3 |

Transfer with Major in Clothing and Textiles

| | |
|--|---|
| H.Ec 21a—Creative Sewing | 3 |
| H.Ec 21b—Advanced Construction Tailoring | 3 |
| H.Ec 22—Textiles | 3 |
| H.Ec 24—Fashion Image | 2 |
| H.Ec 55—Sewing Children's Clothing | 1 |
| H.Ec 61—Stitchery and Quilt-making | 2 |
| H.Ec 21L—Open Lab for Sewing Students | 1 |

INDUSTRIAL ARTS

Recommended Transfer Program

| | Units |
|--|-------|
| Math 29—Mathematics Analysis | 5 |
| Chem 30a—Introduction to Inorganic | 4 |
| Physics 2a—General | 4 |
| Engin 20—Descriptive Geometry | 2 |

The following may be required depending on transfer school:

| | |
|--|---|
| Physics 2b—General | 4 |
| Chem 30b—Introduction to Organic | 4 |

INTERIOR DESIGN

Recommended Transfer Program

| | Units |
|---|-------|
| Intd 1—Your Home and Your Environment | 3 |
| Intd 2—Space Planning | 3 |
| Intd 3—Color for Interiors | 3 |
| Intd 4—Practicum | 3 |
| Intd 5a—Display Design | 3 |
| Intd 6—History of Interiors | 3 |
| Art 1c—History of Art | 3 |
| Art 5a/5b—Design | 6 |
| Art 4—Perspectives | 2 |
| or | |
| Art 12a—Lettering and Layout | 2 |

| | |
|--------------------------------------|-----|
| Bus 110--Salesmanship | 3 |
| or | |
| Bus 116--Retail Merchandising | 3 |
| or | |
| Intd 47--Cooperative Education | 1-2 |
| or | |
| H.Ec 22--Textiles | 2-3 |

Suggested Electives

| | |
|--|---|
| Art 2a--Form and Composition | 3 |
| Art 73a--Photography | 3 |
| Bus 10--Introduction to Business | 3 |
| Bus 56--Business Communications | 3 |
| Bus 124--Marketing | 3 |
| Intd 7--Decorating Techniques | 3 |
| Intd 8--Portfolio/Projects | 3 |
| Intd 9--Internship in Home Furnishings | 1 |

JOURNALISM

Recommended Transfer Program

| | Units |
|---|-------|
| Jour 1--Introduction to Journalism | 3 |
| Jour 2--Newswriting | 3 |
| Engl 1a--Reading & Composition | 3 |
| Engl 1b--Introduction to Literature | 3 |
| Psyc 1a--General Psychology | 3 |
| Soc 1--Introduction to Sociology | 3 |
| Spcm 1a--Fundamentals of Speech | 3 |

PRE-LAW

Recommended Transfer Program

There is no prescribed pre-legal curriculum. Students are generally admitted to law schools after they have received their B.A. degrees and passed the Law School Admission Test. Most pre-legal students major in economics, business administration, political science or liberal arts. Courses in English, speech, psychology, philosophy, accounting, mathematics, economics, history and political science form a basic recommended core.

| | Units |
|---|-------|
| Buad 1a/b--Financial, Managerial Accounting | 10 |
| Buad 18a--Business Law | 3 |
| Econ 1a/b--Principles of Economics | 6 |
| Engl 1a--Reading & Composition | 3 |
| Engl 1b--Introduction to Literature | 3 |
| Phil 6--Introduction to Philosophy | 3 |
| Psyc 1a--General Psychology | 3 |
| Soc 1--Introduction to Sociology | 3 |
| Spcm 1a--Fundamentals of Speech | 3 |
| *Math 23a/b--Applied Calculus | 10 |
| *Psio--Introduction to Physiology | 5 |
| *Chem 1a--General Chemistry | 5 |

*For concentration in Criminal Law.

MATHEMATICS

Cañada College offers a wide variety of courses for students who wish to major in Mathematics, enabling them to transfer to a university or four-year college at the end of the sophomore year. Students should consult the catalogs of the colleges of their choice for special requirements.

Recommended Transfer Program

| | Units |
|---------------------------------------|-------|
| Math 30, 31, 32--Calculus | 15 |
| Math 34--Differential Equations | 3 |
| Math 35--Linear Algebra | 3 |
| Math 25--Computers-Fortran | 3 |
| *Physics 2a/b--General | 4 |
| *Foreign Language | 0-12 |

*The student should consult the catalog of the intended transfer institution concerning the necessity or appropriateness of these courses.

MEDICAL LAB TECHNICIAN*

Recommended Transfer Program

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 or her choice for special requirements.

| | Units |
|---|-------|
| Bio 1 or 3--Prin. of Biology or Human Biology | 4 |
| Zoo 1--General Zoology | 5 |
| Bot 1--General Botany | 5 |
| Micro 1--General Microbiology | 5 |
| Chem 1a/b--General Chemistry | 10 |
| Chem 5--Quantitative Analysis | 4 |
| Chem 12a--Organic Chemistry | 5 |
| Phys 2a/b--General | 8 |

*Pending Approval

PRE-MEDICINE

Recommended Transfer Program

*High School Preparation: Chemistry, Mathematics
Four years of college preparatory Math, Physics.*

| | Units |
|-------------------------------------|-------|
| Chem 1a/b--General | 10 |
| Chem 5--Quantitative Analysis | 4 |
| Chem 12a--Organic | 5 |
| Biol 1--Principles | 4 |
| Zoology 1--General | 5 |
| Physics 2a/2b--General | 8 |

| | |
|------------------------------------|-----|
| *Foreign Language | 0-8 |
| *Math 23a/b—Applied Calculus | 10 |

*Students are advised that college math through calculus is mandatory for those seeking a career in medical research and desirable for all medical students. Since medical school requirements vary widely, the students should consult the appropriate medical school bulletins.

MUSIC

The student who intends to transfer a major in Music or Music Education should plan his or her 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 music school to which he or she intends to transfer. The program outlined below is typical of requirements for transfer with junior standing to a state college.

Recommended High School Preparation: Chorus, or Band or Orchestra, Music Theory, Music Appreciation, private study in performance.

Recommended Transfer Program

| | Units |
|---------------------------------------|-------|
| Mus 1—Musicianship | 2 |
| Music 2a—Advanced Musicianship | 2 |
| Music 4a/4b—Harmony | 6 |
| Music 6—Appreciation and Survey | 3 |
| Applied Music | 4 |
| 11—Piano* | |
| 24—Brasses | |
| 25—Woodwinds | |
| 26—Strings | |
| 36—Voice | |
| Performance Groups | 8 |
| Music 22—Orchestra | |
| Music 23—Band | |
| Music 33—Choir | |
| Music 34—College Singers | |
| Music 41—Recitals | 2 |
| Music 2b—Advanced Musicianship | 2 |
| Music 4a/5b—Advanced Harmony | 6 |

Suggested Electives

| | Units |
|---------------------------------------|-------|
| Guid 1, 3 or 4—Guidance (1-1-1) | |
| Music courses not listed above | |
| Art 10 | 3 |
| Physics 9—Sound and Music (lab) | 3 |

*Music 11 is strongly recommended for all music majors for 4 semesters, in addition to their applied music.

NATURAL RESOURCES

Recommended Transfer Program

| | Units |
|-----------------------------|-------|
| *Biology 1—Principles | 4 |
| *Botany 1—General | 5 |

| | |
|---|----|
| *Zoology 1—General | 5 |
| *Chem 1a/1b—General | 10 |
| *Math 19 or 10—Intermediate Algebra or Math 23a or 30—Calculus (recommended) | 5 |
| Geol 1a—General | 4 |
| Cons 1—Essentials | 3 |
| Math 22—Elem. Probability & Statistics | 4 |
| Art 2a—Form and Comp | 3 |

*(minimum requirement—Humboldt State University)

NURSING

Recommended Transfer Program

High School Preparation: Chemistry, Intermediate Algebra.

| | Units |
|--------------------------------|-------|
| *Chem 30a/b—Intro | 8 |
| Anatomy 1—Intro | 4 |
| Physiology 1—Intro | 5 |
| *Microbiology 1—General | 5 |
| Biology 9—Nutrition | 3 |
| Sociology 1—Introduction or | |
| Anthro 2—Cultural | 3 |
| Psych 1a, 5, 33 | 9 |

*Consult appropriate catalog for specific requirements. University of California requires Chem 1a, 1b and does not require Microbiology.

OCEANOGRAPHY

Recommended Transfer Program

High School Preparation: Chemistry, Physics, four years of college prep Math.

| | Units |
|---|-------|
| *Math 30, 31, 32—Calculus | 15 |
| *Chem 1a, 1b—General | 10 |
| *Physics 4a, b, c—General | 12 |
| *Biology 1—Principles | 4 |
| Geol 1a—General | 4 |
| Zool 1—General | 5 |
| Bot 1—General | 5 |
| Math 22—Elem Probability & Statistics | 4 |

*(minimum requirements—Humboldt State University)

OPTOMETRY

Recommended Transfer Program

High School Preparation: Chemistry, Physics, Foreign Language, four years of college preparatory Math.

| | Units |
|---------------------------|-------|
| Math 23a/b—Calculus | 10 |
| Chem 1a/1b—General | 10 |

| | |
|---|------|
| Physics 2a/b—General | 8 |
| Biology 1—Principles | 4 |
| Zoology 1—General | 5 |
| SSci 4—Statistics for the Social Sciences | 3 |
| Psych 1a—General | 3 |
| Foreign Language | 0-12 |

PHARMACY

Recommended Transfer Program

High School Preparation: Physics, Chemistry, four years of college preparatory Math.

| | Units |
|------------------------------------|-------|
| Math 23a/b—Applied Calculus | 10 |
| Chem 1a/b—General | 10 |
| Chem 5—Quantitative Analysis | 4 |
| Physics 2a/b—General | 8 |
| Biology 1—Principles | 4 |
| Zoology 1—General | 5 |
| Foreign Language | 0-12 |

PHILOSOPHY

Recommended Transfer Program

| | Units |
|---|-------|
| Phil 6—Introduction to Philosophy | 3 |
| Phil 7—Contemporary Philosophy | 3 |
| Phil 11—Introduction to Logic | 3 |
| Phil 23—Introduction to Ethics | 3 |
| Phil 20—History of Philosophy | 3 |
| Hist 4a/b—Western Civilization | 6 |
| Anth 2—Cultural Anthropology | 3 |
| Psyc 1a—General Psychology | 3 |
| SSci 4—Statistics for Social Sciences | 3 |

PHYSICAL EDUCATION

Recommended Transfer Program

| | Units |
|--|-------|
| 1. Complete requirements for general education | 40 |
| 2. Complete requirements for the major | 19-23 |
| Biol 1—Principles of Biology (4) | |
| Anat 1—Anatomy (4) | |
| Physiology 1—Introduction (5) | |
| Physical Education Activities (4-8) | |
| 3. Other requirements: Students should refer to the catalog of the transferring institution for specific requirements for the major. This may include: English 1b, Speech-Comm 1a, Statistics 1, Sociology 1, Chemistry 1a, Anthropology 2, Recreation 40, Psychology 1a and others. | |

PHYSICAL THERAPY

Recommended Transfer Program

| | Units |
|------------------------------------|-------|
| Biol 1—Principles of Biology | 4 |
| Anat 1—Anatomy | 4 |

| | |
|------------------------------------|---|
| Psio 1—Introduction | 5 |
| Chem 30a/b—Organic Chemistry | 8 |
| Phys 2a—General | 4 |

PHYSICS

Recommended Transfer Program

High School Preparations: Physics, Chemistry, four years of college preparatory Math.

| | Units |
|--------------------------------------|-------|
| Math 30, 31, 32—Calculus | 15 |
| Math 34—Differential Equations | 3 |
| Math 25—Computer/Fortran | 3 |
| Chem 1a/b—General | 10 |
| Physics 4a, b, c—General | 12 |

POLITICAL SCIENCE

Recommended Transfer Program

| | Units |
|---|-------|
| Plsc 2—Contemporary Foreign Governments | 3 |
| Plsc 5—Political Theory | 3 |
| Plsc 21—American Government | 3 |
| Plsc 23—State & Local Government | 3 |
| Econ 1a/b—Macro/Micro Economics | 6 |
| Hist 17a/b—U.S. History | 6 |
| Hist 4a/b—Western Civilization | 6 |

PSYCHOLOGY

Recommended Transfer Program

| | Units |
|--|-------|
| Psyc 1a—General Psychology | 3 |
| Psyc 1b—Experimental Psychology | 3 |
| Psyc 2—Aspects of Psychology | 3 |
| Soc 1—Introduction to Sociology | 3 |
| Anth 2—Cultural Anthropology | 3 |
| *Biol 1—Principles of Biology | 4 |
| or | |
| *Biol 3—Human Biology | 4 |
| *Psio 1—Introduction to Physiology | 5 |
| *Chem 1a—General Chemistry | 5 |
| SSci 4—Statistics for Social Sciences | 3 |
| SSci 5—Social Science Research Methods | 3 |

*Depending on concentration in major and choice of four-year college.

RANGE MANAGEMENT

Recommended Transfer Program

| | Units |
|-----------------------------|-------|
| *Biology 1—Principles | 4 |
| *Botany 1—General | 5 |
| *Zoology 1—General | 5 |
| *Chem 1a/b—General | 10 |

| | |
|---|---|
| Physics 1a/b—General | 8 |
| *Math 19 or 20—Intermediate Algebra or Math 23a or 30 Applied Calculus | 5 |
| Geol 1a—General | 4 |
| Cons 1—Essential | 3 |
| Math 22—Elem Probability & Statistics | 4 |

*(minimum requirements—Humboldt State University)

RECREATION EDUCATION

Recommended Transfer Program

| | Units |
|---|-------|
| 1. Complete requirements for general education | 40 |
| 2. Complete requirements for the major | 15-18 |
| Recreation 40 (2) | |
| Recreation 41 (3) | |
| Recreation 42 (3) | |
| Psychology 1a, 1b (6) or Sociology 1, 2 (6) | |
| Anthropology 2 (3) | |
| 3. Other requirements: Students should refer to the catalog of the transferring institution for specific requirements for the major. This may include: PE 20, Music 6, Art 10, Environment 2 and 3, and others. | |

RELIGIOUS STUDIES

Plans for expansion of an interdisciplinary Religious Studies major are currently being developed. Courses now existing under this major are:

| |
|--|
| History 13—The Bible as History (3) |
| History 14—Religion in America (3) |
| Philosophy 6—Introduction to Philosophy (3) |
| Philosophy 23—Introduction to Ethics (3) |
| Philosophy 24—Introduction to Religion: Religions of the World (3) |
| Philosophy 25—Western Religious Philosophy (3) |
| Philosophy 35—Asian Philosophy (3) |
| Sociology 15—Religion and Society: Toward a Sociology of Religion (3) |

SOCIOLOGY

Recommended Transfer Program

| | Units |
|---|-------|
| Soc 1—Introduction to Sociology | 3 |
| Soc 2—Social Problems | 3 |
| Soc 3—Minorities in American Societies | 3 |
| SSci 10—Interaction & Communication for the Paraprofessional | 3 |
| SSci 4—Statistics for Social Sciences | 3 |
| SSci 5—Social Science Research Methods | 3 |
| Anth 2—Cultural Anthropology | 3 |
| Psyc 1a—General Psychology | 3 |
| Econ 1a/b—Macro/Micro Economics | 6 |

SPEECH-COMMUNICATION

Recommended Transfer Program

| | Units |
|---|-------|
| Spcm 1a/b—Fundamentals of Speech | 3 |
| Engl 1a/b—Reading/Composition, Literature | 6 |
| Engl 30—Major Figures in Amer. Literature | 3 |
| Dram 1a/b—Masterpieces of Drama | 3 |
| Psyc 1a—General Psychology | 3 |
| Anth 2—Cultural Anthropology | 3 |
| Soc 1—Introduction to Sociology | 3 |

TEACHER PREPARATION

If you are interested in teaching, you most likely come under the Ryan Act, a set of new credentialing laws passed by the California State Legislature. Under this Act, there are two basic teaching credentials: multiple subjects (elementary), and single subjects (secondary). If you want your multiple subjects credential, then you should major in Liberal Studies. If you are interested in teaching secondary school and, therefore, need to have a single subject credential, there are a limited number of subjects you should major in (ones commonly taught in high school).

RYAN ACT CREDENTIALS

The Ryan Act became law in July, 1970, establishing new regulations for credentials for all school personnel. This credential law is now being implemented state-wide, and programs are being developed as rapidly as guidelines become available. Students now entering credential programs must plan their studies in accordance with Ryan Act requirements.

TEACHING CREDENTIALS

Students wishing to become teachers should apply for admission to teaching credential programs under the Ryan Act through the appropriate educational departments. Upon completion of their baccalaureate degrees, students must go through university admission procedures for retention for the fifth year. Graduating seniors and new graduate transfers should apply for admission as unclassified graduate students with credential only objectives.

Multiple Subjects Teaching Credential—Ryan Act

1. General Requirements
Candidates for university-recommended credentials must meet all State requirements and all university requirements over and above State minimums.
2. Specific Program Requirements for Multiple Subjects Credential.

The multiple subjects credential will authorize the holder to teach the various subjects taught in self-contained classrooms in grades pre-school through twelve and in classes for adults. Self-contained classrooms occur most commonly in California pre-schools and elementary schools.

The Ryan Act required subject matter competence in the following areas:

1. English, including grammar, literature, composition and speech
2. Mathematics and the physical or life sciences
3. Social Sciences
4. Humanities and fine arts, including foreign languages

Candidates must demonstrate their competence in the multiple subject areas by passing the Commission's examination over these subject areas. The examination may be waived upon completion of a Commission-approved "diversified" or "liberal arts" degree program. Such a program must include 84 semester hours, equally distributed among the four areas, with no more than a three-unit variance for any area.

Undergraduate candidates for the Multiple Subjects Credential should enroll in the Liberal Studies Degree program. This program will provide opportunities for students to develop academic programs around central themes or problem areas cutting across the various disciplines. While the program offers experiences in various subject areas, it offers depth through the means of a unifying theme. The Liberal Studies major will also enable the prospective Multiple Subjects Credential student to study those areas in which he/she will be expected to teach.

Liberal Studies Degree Program

The Liberal Studies degree program must be individually planned by students consulting with assigned advisors. The most effective major is a carefully organized program of studies centered around a theme. Courses taken indiscriminately, without advisor approval, may not be counted toward the degree major.

The planned program of studies, constituting the Liberal Studies major must be developed by the student and the assigned advisor, and be officially approved by the advisor by the time that the student has completed 94 semester units.

Liberal Studies Degree Major Requirements

Rather than specific required courses for the degree, each program is to be individually planned and approved. For the completed degree 39-45 units are required. The student working toward a Multiple Subjects Credential must complete 18-24 units in each of the four

Ryan Act categories. All students must complete a core of 15-18 units in one of the four Ryan Act categories. In addition, thematically related courses of 6-12 units must be completed in each of the other three Ryan Act areas.

Specific Requirements for the Multiple Subjects Credential

Students wishing to qualify for a waiver of the Commission's approved subject matter examination for the Multiple Subjects Credential, must meet the following course requirements.

Area I—English (18-24 units)

Required Courses:

- One course in Composition and Grammar
- One course in Speech or Oral Composition
- One course in Literature

Electives—Suggested Areas of Experience

- Children's Literature
- Dialects
- Linguistics
- Literature
- Writing Skills (including composition above Freshman level)
- Speech
- English as a Second Language
- Poetry

Area II—Mathematics and Physical or Life Science (18-24 units)*

Required Courses:

- **One course in Mathematics
- One course in the Physical Sciences
- One course in the Life Sciences

Electives—Suggested Areas of Experience:

- Theory of Number System
- **Basic Arithmetic Concepts

Computer Skills

Biological Sciences:

- Nature Study
- Nutrition
- Health Science
- Human Reproduction
- Human Physiology
- Ecology
- Biology

Physical Sciences:

- Chemistry
- Physics
- Geology
- Astronomy
- Meteorology
- Physical Science

**Math 16 at Cañada College will meet the Mathematics requirement.



Area III—Social Science (18–24 units)*

Required Courses:

- One course in an "era" of history
- One course in the concepts and theories of the social sciences

Electives—Suggested Areas of Experience

- Human Relationships
- Child Growth and Development
- Family Relations
- Concepts and Theories of Social Sciences
- Sociological Understandings
- Urbanization
- Ethnic Cultures
- Economics
- American Constitution
- U.S. History
- History and Geography of California
- World Geography
- Maps, Charts and Graphs

Area IV—Humanities and Fine Arts, including Foreign Languages (18–24 units)*

Required Courses:

- One course in Art

Electives—Suggested Areas of Experience:

- Art and Music for Children
- Ethnic Music, Arts and Crafts
- Design and Industry for Children
- Creative Dramatics for Children
- Foreign Language Skills
- Types of Cultural Expressions

Other Suggested Areas of Experience (Electives Beyond the 84 units)

- Physical Education for Children
- Basic Movement for Children
- Camping
- Outdoor Education

*Twenty-one units are expected with no more than a three unit variance.

TOTAL 84 units

Single Subject Teaching Credential—Ryan Act

1. General Requirements
(See your counselor)
2. Subject Matter Requirements

The single subjects teaching credential will authorize the holder to teach specified subject matter courses in grades pre-school through twelve or in classes for adults. Departmentalized classes occur most commonly in California junior and senior high schools.

The following subject matter categories for single subject credentials are acceptable under the credential law:

| | |
|---------------------|--------------------|
| Agriculture | Home Economics |
| Art | Industrial Arts |
| Biological Sciences | Life Sciences |
| Business | Mathematics |
| English | Music |
| Foreign Languages | Physical Education |
| Government | Physical Sciences |
| History | Social Sciences |

A candidate must demonstrate his/her competence in a single subject area by a passing score on the examination provided by the Commission on Teacher Preparation and Licensing. This examination may be waived upon completion of a Commission approved program in the specific subject matter area. Programs in the above subject areas have been submitted to the Commission for approval for waiver of the examination.

PRE-VETERINARY MEDICINE

Recommended Transfer Program

High School Preparation: Chemistry, Physics, Foreign Language, four years of college preparatory Math.

| | Units |
|------------------------------------|-------|
| Chem 1a/b—General | 10 |
| Chem 12a/b—Organic | 10 |
| Phys 2a/b—General | 8 |
| Biol 1—Principles | 4 |
| Zool 1—General | 5 |
| *Foreign Language | 0-8 |
| *Math 23a/b—Applied Calculus | 10 |

*Student should consult the catalog of the intended transfer institution concerning the necessity of appropriateness of these courses.

WILDLIFE MANAGEMENT

Recommended Transfer Program

| | Units |
|---|-------|
| *Biol 1—Principles of Biology | 4 |
| *Bot 1—General Botany | 5 |
| *Zool 1—General Zoology | 5 |
| *Math 19 or 20—Intermediate Algebra | 5 |
| (or Math 23a or 30—Applied Calculus) | |

| | |
|---|----|
| *Chem 1a/b—General Chemistry | 10 |
| Cons 1—Essentials of Conservation | 3 |
| Math 22—Elem Probability & Statistics | 4 |

*(Minimum requirements—Humboldt State University.)

WOMEN'S STUDIES

These courses seek to increase understanding of the characteristics, concerns, and contributions of women in a society where women's roles are rapidly changing.

| | Units |
|---|-------|
| Engl 1a—Reading and Composition: Women's Voices | 3 |
| Engl 38—Literature by and About Women | 3 |
| Engl 48—Changing Images of Women— Intro to Women's Studies | 3 |
| Hist 28—Women in U.S. History | 3 |
| Pol Sci 28—Women, Politics, and Power | 3 |
| Art 48—Women in Art (Proposed course) | 3 |
| Sociology 37—Sociology of Women | 3 |

Announcement of Courses

All courses and curricula listed in this catalog will not necessarily be offered during 1978-79. Courses are offered at the discretion of the College in accord with its determinations of educational needs and available resources. Courses may be added, cancelled or combined when circumstances warrant.

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.

The following courses have been approved for all instructional departments:

- "47" Courses—COOPERATIVE EDUCATION (1-4)
- "48" Courses—SPECIAL TOPICS (3)
- "49" Courses—INDIVIDUAL PROJECTS(1-2)
- "99" Courses—STUDIO OR LABORATORY PROJECTS (1-3 units, Grade Option.)
- "148" Courses—SPECIAL STUDIES (1-3) non-transferrable.

99 courses must be taken in conjunction with at least one course of like kind in any academic division; the course augments classroom instruction. Many 99 courses are sponsored by and housed in the Media Learning Center, and may be designed as MLC (Media Learning Center) 99 courses.

Evening College courses are described in a supplementary 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.

Because the transfer of credits to other colleges and universities is so important to students, it is important that they carefully check the catalog of the school to

which they want to transfer. For transfer to a state university or college see General Education sheet listed in the California State Universities and Colleges section of this catalog. A student planning to transfer to a campus of the University of California should refer to the University of California section of this catalog to insure that his or her courses have been accepted by UC.

COORDINATED INSTRUCTIONAL SYSTEMS

A Coordinated Instructional System Program, also called Individualized Self-Paced Instruction, is a learning approach emphasizing the student's maturity, initiative and responsibility for his or her own learning. It utilizes various audio, video and audio-visual devices, which may include prepared materials on slides, tapes, printed matter, TV, computer, etc., as well as individual consultations with the instructor. Some regular class meetings may be required. In some Coordinated Instructional courses, students determine their own schedule of study, testing dates, level of mastery and need for teacher assistance.

ADMINISTRATION OF JUSTICE

1 Administration of Justice (3). 3 lecture hours per week.

Orientation to the Administration of Justice program as well as to the criminal justice system. Includes history and philosophy of the administration of justice on local, state and national levels. Employment opportunities and general requirements of various criminal justice agencies. Problems facing criminal justice agencies and the overall crime picture in the United States.

2 Principles and Procedures of the Justice System (3). 3 lecture hours per week.

In-depth study of the role and responsibilities of each segment within the administration justice system: Law enforcement, courts, corrections. A past, present and future exposure to each subsystem procedure from initial entry to final disposition and the relationship each segment maintains with its system members.

3 Concepts of Criminal Law (3). Also Social Science 3. 3 lecture hours per week.

Reason for criminal laws, their source and function in our society. 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.

4 Legal Aspects of Criminal Evidence (3). 3 lecture hours per week.

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.

7a Criminal Investigation (3). 3 lecture hours per week.

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.

7b Advanced Investigation (3). Prerequisite: Administration of Justice 7a. 3 lecture hours per week.

Advanced study of criminal investigation; crime scene search; collection, preservation and identification of physical evidence; scientific aids; photography; sources of information; interrogation of victims, witnesses and suspects; cooperation with related agencies; case preparation and follow-up work.

12 Traffic Control (3). Prerequisite: Administration of Justice 1, or concurrent registration in same. 3 lecture hours per week.

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.

17 Justice Management (3). 3 lecture hours per week.

Evolvement of theories of organization and administration of justice agencies. Policy formulation, communications, methods of control, planning and research. Chain of command, span of control, unity of command and functional supervision will be presented.

18 Community-Based Corrections (3). 3 lecture hours per week.

Legal, philosophical, sociological and psychological aspects of probation and parole with emphasis on the practical application of this knowledge by the practitioner. The relationship of probation and parole to other community-based programs and to prisons and juvenile institutions.

19 Patrol Procedures and Report Writing (3). Prerequisite: Administration of Justice 1 or concurrent registration in same. 3 lecture hours per week.

Methods, techniques and responsibilities of the patrol unit. Beat patrol and observation, police hazards and how to handle them. Includes methods of writing police reports, what material is important, what purpose the different reports will fill. Various types of files and their uses.

20 Women and Justice: New Directions (3). 3 lecture hours per week.

This course will examine both traditional and changing roles of men and women in society with an emphasis on the criminal justice system. Special features of the course will be the study of female adult and juvenile correctional facilities, the selection, training and affirmative action programs for women in police work, and female criminality.

21 Police Report Writing (2). Prerequisite: Administration of Justice 3. 2 lecture hours per week.

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.

30 Introduction to Industrial & Retail Security (3). 3 lecture hours per week.

Historical, philosophical and legal bases of security. Role of security and the security individual in modern society; the concept of professionalism in security; a survey of the administrative, personnel and physical aspects of the security field.

32 Security Administration (3). 3 lecture hours per week.

Organization, administration and management of security functions of mercantile establishments; special laws and procedures; policy and decision making; personnel and budgeting; programs in business, industry and government, including retailing, transportation, and public and private institutions; private guard and alarm services.

35 Current Security Problems (3). 3 lecture hours per week.

Analysis of special problem areas such as security education and training, community relations, white-collar crime, drug abuse, theft control, shoplifting, document control, subversion and sabotage, protection of classified information, control of proprietary information and business espionage, labor problems, civil disturbances, and natural and man-made disasters.

36 State Security Guard Requirements: Powers of Arrest & Handgun Training (½-1). An open-entry, open-exit laboratory class; 6.5 to 16 hours to be presented in one, two or three sessions.

Designed to train contract, private patrol, and proprietary guards in the powers of arrest, communications, legal responsibilities, handgun usage and related areas. Meets State of California requirements. College will certify student to the Bureau of Collection and Investigation Service upon successful completion of examination and range firing.

38 Community Relations of Public Agencies (3). Also *Social Science 38*. 3 lecture hours per week.

Role of public agencies in contemporary society with particular emphasis on minority group relations. Examination of the impact of social change on our criminal justice system.

42 Juvenile Delinquency (3). 3 lecture hours per week. (Also *SSci 42*)

A survey course designed to examine various aspects of juvenile crime. Includes a review and analysis of the various explanations of delinquent behavior, survey and critique of the juvenile justice system; examination of selected agencies, such as the Police, Probation Departments, Juvenile Courts, Juvenile Halls, and private youth-serving agencies.

44 Drugs: Effects on Individuals and Society (3). Also *Psychology 44*. Prerequisite: *Psychology 1a*. 3 lecture hours per week.

Introduction to the effects of various categories of drugs. Exploration of the anatomical and physiological basis of

drug action. Designed to enable identification of symptoms and side effects of drug use or abuse. Emphasis upon various modes of treatment and rehabilitation.

45 Canine Management (3). Prerequisite: *Students should have a dog which is used either for professional or for home safety purposes*. 3 hours per week.

An in-depth study of the use of guard dogs for professional or personal purposes. The course offers modern day insights into a better understanding and handling of guard dogs. In applying theory to actual field situations, the student will gain a greater awareness of the significant role guard dogs play as a physical and psychological deterrent to crime.

46 Introduction to Counseling (3). Also *Psychology 46*. 3 lecture hours per week.

Introduction to the various theoretical views of counseling and exposure to the general principles of interviewing. Major objectives are to provide an opportunity for development of skills in establishing rapport, setting counseling goals, recognizing strengths in individuals, recognizing self-limitations and methods for making referrals and terminating counseling relationships.

47 Cooperative Education (1-4).**99 Reserve Police Training Academy (6).**

This is a course of two hundred hours during an 18 week period. Among the topics covered are: Criminal Law, Criminal Evidence, Criminal Investigation, Police Community Relations, Patrol Procedures, Traffic Control, Defense Tactics, Firearms, and First Aid. Students completing the training will also be certified by the State of California for peace officer orientation as mandated by 832 P.C.

ANATOMY

1 Anatomy (4). Prerequisite: *High school Biology (with grade B or better) or equivalent*. 3 lecture and one 3-hour lab period per week.

Structure of the human body as demonstrated through laboratory study and dissection of the human and higher mammals. Intended for students in nursing, physiotherapy, hygiene and physical education. Elective for pre-dental, pre-medical and pre-veterinarian students.

2a-2b Anatomy for X-Ray Technologists (4-4). Prerequisite for 2a-Concurrent registration in the X-Ray Technology program; prerequisite for 2b-Anatomy 2a. 3 lecture and 3 lab hours per week.

Survey of the anatomy and physiology of the human organism with emphasis directed toward recognition of tissue by radiographs. Laboratory aids would include human cadaver, preserved cat and radiographs. Physiological aspects centered through the use of live material.

7 Body Structure and Function (3). *3 lecture hours per week.*

Normal body structure and function of the following systems: skeletal, muscular, circulatory, digestive, endocrine, respiratory and nervous. The special senses are also covered.

ANTHROPOLOGY

1 Physical Anthropology (3). *3 lecture hours per week.*

A survey of the history of life on earth and the evolution of different life forms. Topics included are: real differences between humans and apes; African fossil skulls and bones; aggression in fossil ancestors; biological and social differences between men and women.

2 Cultural Anthropology (3). *3 lecture hours per week.*

This is a study of human behavior, expressed in different cultures throughout the world. Religion, economics, personality, kinship, and family of different cultures, such as the native American, the Eskimo, the Bushman of South Africa, and other groups, will be studied.

3 Pre-History (3). *3 lecture hours per week.*

Human biological and cultural relationships are developed before the written record. Origins of language and society are dealt with in the context of the paleolithic, mesolithic, and neolithic periods. Levels of subsistence from gathering and hunting to the advent of agriculture will be presented on a geographical basis, Europe, Asia, Africa, North, South and Meso America.

4 Archaeology Fieldwork (3). *2 lecture and 3 lab hours per week.*

Techniques and method of Archaeological excavation and laboratory analysis. Archaeological theory and interpretation of data; Archaeological report preparation. Preservation and care of artifacts.

6 Africa (3). *3 lecture hours per week.*

A survey of the culture and society of Africa. Social structure, economic life, religion, politics and history. Case studies of ancient Mali, the Zulu of South Africa, and the Yoruba of Nigeria.

34 California Indians (3). *3 lecture 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. (This course may be used to fulfill Ethnic Studies requirement.)

36 Indians of North America (3). *3 lecture hours per week.*

In-depth look at some of the life-ways of distinct North American Indian cultures found in different geographical areas of North America. Stress in area of cross-cultural comparisons of cultural and social phenomena which includes religious and world view systems, subsistence systems and political systems. Each of these cultures lived in vastly different ecological areas, which, when examined carefully, shows the adaptation processes the cultures made to the different environments. (This course may be used to fulfill Ethnic Studies requirement.)

37 Pre-Columbian Peoples and Cultures of Mexico and Central America (3). *3 lecture hours per week.*

Study of Middle American civilization as it developed through many different peoples including the Olmec, Zapotec, Mixtec, Maya, Toltec and Aztec. Emphasis on the contributions of these peoples and cultures in the development of Middle America. Examination of the impact of the Spanish conquest, emergence of the mestizo, and the cultural influence still present in Middle Americans and Spanish speaking in the United States. One additional unit optional in conjunction with MLC. (This course may be used to fulfill Ethnic Studies requirement.)

ARCHITECTURE

55 Basic Architectural Drawing (2). *3 hours per week.*

Beginning program of planning and design for the family dwelling. Emphasis on architectural blueprint reading, floor plan design, home orientation, construction, local building codes, sketching and instrument drawing.

ART

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 rec-

ommended for any member of the community interested in adult education and effective use of leisure time.

1a (x) History of Art (3). 3 lecture hours per week.

Survey of prehistoric ancient, classic, early Christian and medieval art.

1b (x) History of Art (3). Prerequisite: None. 3 lecture hours per week.

Survey of art from the late Middle Ages to the 19th Century, with emphasis on the development of painting.

1c (x) History of Modern Art (3). Prerequisite: None. 3 lecture hours per week.

A survey of the art of the twentieth century, with emphasis on painting.

2a (x) Form and Composition (Surfaces I) (3). Prerequisite: Concurrent enrollment in Art 99 (Studio Hours). 3 lecture hours per week.

An introductory course for painting and drawing. Fundamentals of perceptual (subject matter) and conceptual (idea) composition, emphasizing line, shape, mass, value, space organization and texture. Approximate cost of materials: \$30.

2b Form and Composition (Surfaces II) (3). Prerequisite: Art 2a and concurrent enrollment in Art 99 (Studio Hours). 3 lecture hours per week.

An introductory course for painting and drawing. Continuing problems in composition, with resolution of perceived subject matter on the two-dimensional surface and emphasis on compositional versatility. Approximate cost of materials: \$35.

3 Color (3). 3 lecture hours per week.

Consideration of color theory and practice. Relationship of color and form as applied to contemporary painting and design. Approximate cost of materials: \$30.

4 Perspectives (2-3). 2-3 lecture hours per week.

Development of skills in freehand perspective applied to Fine Art and Commercial Art Areas. Problems will involve one and two-point perspective, and reverse and creative perspective. Not offered as a substitute for mechanical or architectural drafting. Approximate cost of materials: \$30.

5a Design (3). Prerequisite: Concurrent enrollment in Art 99 (Studio Hours). 3 lecture hours per week.

Study of spatial organization through color, line, shape and mass with emphasis on the conceptual process of composing designs on two-dimensional surfaces. Course is related to practical application of design. Approximate cost of materials: \$35.

5b Color/Design II (3). Prerequisite: Art 3 or 5a or equivalent (based on outside work portfolio). May replace 6b for students emphasizing applied design. 3 lecture hours per week.

For the student who wishes to deal with the basic concepts of color and/or design beyond the primary level in a series of personalized projects. Approximate cost of materials: \$35. May be repeated for credit.

6a-6b (x) Painting (3-3). Prerequisite: None; recommended Art 2a-b. Concurrent enrollment in Art 99 (Studio Hours). 3 lecture hours per week.

Development of perceptual awareness of the optical effects of the painted surface. Acrylics, oil paint and other media are used to encourage individualized expression. Study of contemporary painting forms. (May be repeated for credit.) Approximate cost of materials: \$35.

7a-7b (x) Water Color (3-3). Prerequisite for 7a—Art 2a; prerequisite for 7b—Art 7a. 3 lecture hours per week.

Study of transparent and opaque watercolor technique applied to landscape, figure, and still life. Both basic and experimental techniques will be emphasized. May be repeated for credit. Approximate cost of materials: \$35.

10 (x) Introduction to Art (3). 3 lecture hours per week.

A lecture course for the general student and Art major in the principles and fundamentals of art and art criticism. Study of terminology and criteria of value. Illustrated with examples of modern and historic drawing, painting, sculpture and design.

12a Lettering and Layout (2-3). 2-3 lecture hours per week.

Development of proficiency in freehand and mechanical lettering with pen and brush. Traditional and imaginative interpretations of lettering styles. Approximate cost of materials: \$30.

***12b Lettering and Layout (3).** Prerequisite: Art 12a; recommended: Art 3 and 5a. 3 lecture hours per week.

Development of lettering and two-dimensional design problems related to the area of ad copy and the graphic promotion of commercial events. Page layout and poster design emphasized. Diverse media used. Approximate cost of materials: \$35.

13a (x) Drawing I (3). 3 lecture hours per week. Concurrent enrollment in Art 99 (Studio Hours).

Fundamental course in drawing. Emphasis on perception development, through specific drawing exercises to develop an orderly approach, a disciplined perception and an increased attention span. Dry media, pencil, charcoal and Conte crayon. Approximate cost of materials: \$20.

13b (x) Drawing II (3). Prerequisite: Art 13a. 3 lecture hours per week.

Continued development of visual perception and technique, emphasizing direct response to visual stimuli and personal interpretation of subject matter. Mixed media. Approximate cost of materials: \$20.

14 (x) Illustration (3). 3 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. Approximate cost of materials: \$25.

15 Life Drawing (2). Prerequisites: Art 13a-b. 1-1/2 drawing lab hours per week.

Study of the gesture, contour, surfaces and aspects of anatomy of the human figure. Psycho-aesthetic factors, personal interpretation and symbolic transformation of the figure. Diverse media. May be repeated for credit. Approximate cost of materials: \$20.

***17a (x) Printmaking I (3).** Prerequisites: Art 2a, Art 13a. Concurrent enrollment in Art 99 (Studio Hours). 3 lecture hours per week.

Introduction to printmaking, involving processes of relief printing and intaglio. May be repeated for credit. Approximate cost of materials: \$25.

17b (x) Printmaking II(3). Prerequisite: Art 17a. Concurrent enrollment in Art 99 (Studio Hours). 3 lecture hours per week.

The student will choose from the types of printing listed in 17a for concentrated work. May be repeated for credit. Approximate cost of materials: \$25.

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.

***18 Commercial Design (3).** Prerequisite: Art 5a, 12a or 12b. 3 lecture hours per week.

Development of two- and three-dimensional problems in graphic communication. Principles of design will be utilized and exploited in individual and group assignments ranging from pure decoration to practical application as related to commercial design and packaging.

*Demonstrated skill in subject course required for enrollment.

20 (x) Ceramics (3-3). Prerequisite: None. 3 lecture hours per week.

A class designed to give the student interested in ceramics the techniques of working on the potter's wheel, as well as hand building, pinch, coil and slab methods, including work in ceramic sculpture. Course will include techniques of glazing and decorative processes. \$10 lab fee. May be repeated once for credit.

21 3-D Design (3). 3 lecture hours per week.

Basic instruction and applied use of three-dimensional design concepts, structuring them in three-dimensions with emphasis on composition.

22a-22b (x) Sculpture (3,3). 3 lecture hours per week.

Basic course in figurative and non-objective structural forms using plastic, fiberglass, metal and other media. May be repeated for credit. Approximate cost of materials: \$30.

24 (x) Weaving (3). 3 lecture hours per week.

Exploration of various techniques and design possibilities of textile arts using hand-made looms. May be repeated once for credit. Approximate cost of materials: \$15.

30 Development of Mexican and Chicano Art (3). 3 lecture hours per week.

A survey course of Chicano Art intended to create awareness of Chicano expression. Origins, history and contemporary movements will be examined as well as criticism of the art itself. (This course fulfills the Ethnic Studies requirement.)

38 Art Electives (1-2). 3 hours per week for 6 or 12 weeks.

Study of important figures and movements in art, offered on a variable basis from semester to semester. Particular course titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings.

44 Fine Arts for Children (3). Also Music 44. (Evening College) 3 lecture hours per week.

For parents and teacher aides. Study of methods and materials useful in teaching the pre-school and primary grade child understanding and self-expression in art and music. Involves art and folk music, finger painting, clay modeling, and elementary painting and drawing.

47 Cooperative Education (1-4). Credit/No Credit. Prerequisites: Completion of or enrollment in at least 3 courses in the major sequence, and relevant employment 5-20 hours per week.

Activities include supervised work experience, with group discussion based on individual and group job problems. 6 class sessions. Class begins during second week of semester.

53 Elementary School Art (3). 45 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.

56 (x) Landscape (3). (Evening College) 3 lecture hours per week.

Development skills, techniques and sensitivity in traditional forms. Acrylics, oil paint, water color and other media are used to encourage individual expression. For the recreational painter. May not be applied toward the degree by the student whose major is art. May be repeated for credit.



57 (x) Portraiture (3). Prerequisite: Art 2a or Art 13a. 3 lecture hours per week.

This course is designed to give the student a background in head construction, painting procedures and techniques. Through a series of problems, the student gains in the development of structural and technical skills.

73a Photography (3). Prerequisite: concurrent or previous enrollment in Art 2a. 3 lecture hours per week.

Basic fundamentals: the beginning of a technique and a concept of photography as an art form. Includes discussion of photography equipment, filters, film, papers. Black and white only. Two hours of lab per week (Art 99b).

73b Photography (3). Prerequisite: Art 73a. 3 hours per week.

Composition, design, creative presentation. More advance techniques with camera and darkroom. Two hours of lab per week (Art 99b).

73c Experimental Photography (3). Prerequisite: Art 73b. 3 hours per week.

Advanced photographic techniques building toward a professional portfolio. Two hours of lab per week (Art 99b).

74 Survey of Photography (3). 3 lecture hours per week.

Through viewing slides and taking trips to local galleries and museums, a survey of photography from its conception to the present day will be taken. As a learning tool master photographs will be analyzed for their excellence in technique and composition. Some discussion of students' photographic work and equipment may be included.

99a Studio Hours (0).

Supervised studio hours in connection with Art 2a, 2b, 5a, 6a, 6b, 17a, 17b. Hours by arrangement. Studio hours in association with any art course implies a commitment of three hours per week.

99b Photography Lab Hours (0). 2 hours per week.

Supervised lab hours in connection with Art 73a, b, c.

ASTRONOMY

10 Introduction to Astronomy (3). 3 lecture hours per week.

Survey of modern astronomy, including the study of the planets, stars and galaxies. Emphasis on the place of man in the universe and the possibilities of life on other

worlds. Quasars, pulsars, black holes, the space program, and the beginning and end of the universe will also be discussed. Accepted for general education at most colleges and universities.

12 Theories of the Universe (3). *3 lecture hours per week.*

An introduction to astronomy, in the form of a historical survey of man's thinking about the large-scale questions concerning the universe, ranging from ancient myth to modern theories of an exploding universe. Will focus particularly on three questions: the creation of the cosmos, the meaning of time and the end of the universe. The continual interaction of science with literature, philosophy, etc., will be explored through readings, slides, films. Course especially designed for those with an interest but no background in science. Accepted for general education at most colleges and universities.

17 Planets and Extra-Terrestrial Life (3). *3 lecture hours per week.*

An introduction to the scientific study of the possibility that life has formed elsewhere in the universe. Topics include: A survey of the planets, using the latest data from the space program; the search for other solar systems; an estimate of the number of intelligent civilizations in our galaxy; an evaluation of various methods of space travel and interstellar communications; and a discussion of past, present and planned experiments to search for extra-terrestrial life. No mathematics is required. Accepted for general education at most colleges and universities.

BACTERIOLOGY (See Microbiology)

BIOLOGY

1 Principles of Biology (4). *3 lecture and one 3-hour lab period per week.*

Biological principles including cellular organization, heredity, molecular components, evolution, reproduction, differentiation, and ecology.

2 Genetics (3). *Recommended: One course in the Biological Sciences. 3 lecture hours per week.*

Introduction to the principles of heredity in plants and animals with specific reference to human inheritance and bio-chemical genetics, evolutionary heredity and genetic engineering.

3 Human Biology (4). *3 lecture and one 3-hour lab per week.*

Study of biological principles utilizing the human body as a model. Emphasis on study of the major body systems of the human as well as topics of heredity and human development.

9 Nutrition (3). *Also Home Economics 9. 3 lecture hours per week.*

Basic knowledge and fundamental concepts as a basis to evaluate current nutritional trends, fads, and diets; metabolic interrelationships; hunger and malnutrition; vitamins and minerals; obesity; popular weight reduction diets; food processing and getting the most nutrition for your food dollar.

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 Biological Sciences. Complementary to Physical Science 10. 3 lecture hours per week.*

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.

18 Nutrition in Health and Disease (3). *Also Home Economics 18. Prerequisite: Biology 9 or Home Economics 9. 3 lecture hours per week.*

Nutritional aspects and metabolic biochemical relationships of special medical problems including mental illness, alcoholic malnutrition, dental disease, diabetes and heart disease.

20 Marine Biology (4). *3 lecture hours per week with one 3-hour lab.*

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.

39 Human Sexuality: Biological Aspects (3). *3 hours per week.*

Lecture-discussion of the physical aspects of sexuality. Topics include: anatomy and physiology of the male and female, "The Pill" and other methods of contraception, pregnancy and fetal development, and the biological aspects of sexual development and behavior.

40 Nature Study (3). 2 lecture and one 3-hour lab/field trip per week.

Lecture, laboratory and field study of common plants and animals of the Bay Area. Emphasis on identification of common organisms and study of their natural history and distribution in this area.

BOTANY

1 General Botany (5). Prerequisite: High school Biology (with a grade of B or better) or equivalent. 3 lecture hours and 6 hours of lab per week.

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

4 Native Plants and Wild Flowers (3). 2 lecture and 3 lab hours per week.

Study of the native ferns, trees, shrubs and wild flowers of San Mateo County. Mainly field work, designed to allow the student to acquire skills in collection and identification of the flora of any region.

8 Indoor Gardening (1). 2 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.

10 Plants and Man (3). 3 lecture hours.

Introduction to plant science including cells, plant groups propagation, distribution, succession, structure, and function.

10L Plants and Man Laboratory (1). 3 hours per week. Concurrent enrollment in Bot 10.

Laboratory experiences in topics included in Botany 10.

BUSINESS

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

Business 50 or 51, or a satisfactory score on a Business Mathematics competency exam.

10 Introduction to Business (3). (Required of all students majoring in two-year Business programs.) 3 hours per week.

Introductory survey of the nature, organization, and structure of the American private-enterprise system. Designed to allow student examination and comparison of many activities performed in the business community. Instruction includes lectures, discussions, guest speakers, field trips, and written reports. This course is an aid to selecting a field of vocational specialization.

11 Contemporary Business Economic Issues (3). 3 lecture hours per week.

Introduction to contemporary American economy from the point of view of both the businessman and consumer. Sixteen different, often related current issues economically and politically affecting business and society will be given balanced presentations through lectures, films, readings and guest speakers.

12 Introduction to Data Processing (3). 3 lecture hours per week.

Introduction to data processing with emphasis on use of the digital computer. Flow charting and programming using BASIC are introduced. Students are required to run several programs. File maintenance and manipulation is included. Students retrieve and use stored programs from files, and make field trips to computer installations.

15 Business Computer Programming (3). Prerequisite: Business 12 or Business 61 or Mathematics 18. 3 lecture hours per week plus some lab assignments.

Introduction to computer languages used in business programming. Emphasis on COBOL, including a variety of programs using the language. The basic fundamentals of RPG and PL/1 will be covered.

34 Credit Laws for Credit Managers (3). 3 lecture hours per week.

Students will review federal and state laws on credit, collections, credit cards, financing, truth in lending and credit reporting, new and proposed credit legislation. This course will prepare students to make better credit management decisions.

35 Personal Money Management (3). 3 lecture hours per week.

Develops understanding and skill in dealing with personal finance problems. Topics include financial planning, consumer purchasing, borrowing money, savings methods, insurance purchasing, estate planning, real estate investment, and income tax preparation. Lecture and class discussion used. Includes a project with comparative investments.

36 Consumer Credit Management (3). (Evening College.) 3 hours per week.

Economic and social concepts of credit management and analysis of consumer credit from viewpoint of the creditor. Investigation of retail and cash loan credit; government regulation; collection policies and practices. Current happening in the industry presented through appearance of guest speakers and field trips.

37 Commercial Credit Management (3). (Evening College.) 3 hours per week.

Study of types of loans extended to companies. Analysis of credit application, financial statement, and all credit information gathered about the company; and of credit decision making. Study of the credit reporting agencies. Course will feature guest speakers and field trips.

38 Credit Investigation and Financial Analysis (3). (Evening College.) Prerequisites: Business 36 or 37 or current employment in credit profession. 3 lecture hours per week.

Consumer credit and commercial credit management are integrated into a study of our credit economy. Emphasis will be placed on credit investigation and the involved analysis necessary to the credit decision making process in both consumer and commercial transactions.

39 Communications/TV (3).

Practice communicating via open and closed circuit TV. Application to business, home economics, teaching, social sciences, government and volunteer work.

40 Principles of Bank Operations (3). (Evening College.) 3 hours per week.

Description of the fundamentals of bank functions. A study of bookkeeping operations involving the day-to-day banking activities; various bank services such as loans, savings, trusts, legal considerations; the Federal Reserve System and related government controls.

47 Cooperative Education (1-4). Credit/no credit.

Employment in business or on-campus job 5 or more hours per week. Activities include setting of job objectives, supervised work experience, group discussion based on individual and group job problems and selected field trips. Six class sessions including attendance at specified career center and occupational programs.

50 Business Arithmetic (3). Prerequisite: For students with a percentile below 35 on the quantitative part of SCAT entrance examination. 3 hours per week. (SCAT test is given during second class session.)

Objectives are to: (1) improve arithmetic skills in basic addition, subtraction, multiplication and division, as well as teach some helpful shortcuts and aliquot parts, (2) brush up on common and decimal fractions, and (3) apply these skills to bank statements, cash and trade discounts, income tax and other business problems.

51 Business Mathematics (3). Prerequisite: Percentile rating of 35 or over on the quantitative part of the SCAT test, or completion of Business 50 with a grade of C or better. Placement in Business 50 or 51 is on the basis of the score on inventory test given during the first or second class session. 3 hours per week.

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.

55a Law for Laymen I (3). (Evening College.) Fall semester. 3 hours per week.

A practical course for the layman designed to help him understand how the courts operate, and important aspects of contracts, torts, real property, wills, estates, and criminal law and procedures.

55b Law for Laymen II (3). (Evening College.) Spring semester. 3 hours per week.

A practical course for the layman designed to help him understand the important aspects of Constitutional Law, family law, tax, corporations, partnerships, trusts, conservatorships, and guardianships, equity, bankruptcy, and court procedures.

56 Business Communications (3). Prerequisites: Completion of or enrollment in Business 92a Typing and Business English or completion of English 50a-50b. (Students must either type or have their work typed for them.) 3 hours per week.

The ability to create (not just type) letters is needed in order to advance in most fields. This course zeroes in on composing clear and concise letters and reports. How to achieve readability, build interest and use persuasive techniques are demonstrated and practiced. Techniques for achieving ease in speaking before groups are developed. Dictating techniques as used by executives and court reporters are demonstrated and practiced by students. Recommended for all Business majors.

58 Human Relations in Business (3). 3 lecture hours per week.

Films, tapes by experts on the subjects and lectures are used to present the basic psychological principles operating in family, social and business relationships. Con-

ference method class discussions, and reports prepared in acceptable business format offer an opportunity for individual self-improvement. Topics covered include: perception, self-image, self-management, success, prejudice, creativity, attitudes, change, motivation and maturity, productivity, leadership and many others. Recommended for all Business majors.

61 Computer Operations (3). *3 lecture and 3 lab hours per week.*

Designed to explore the mechanics of the hardware in a system 360/370 environment. Field trips plus a long-term field experience give the students actual operating experience. (Minimum homework assignments.)

64 Legal Aspects of Business (3). *Fall semester. 3 hours per week.*

Broad study of the legal aspects of business transactions: the legal system; contracts, sales, agency negotiable instruments and personal property. Provides a background for personal as well as business transactions. Lecture and case problems used extensively. Recommended as general education elective.

65 Small Business Management (3). *(Evening College.) Spring semester. Prerequisite: Business 10 or previous business experience. 3 hours per week.*

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 are explored, type of operation, legal form, site location, financing, handling of personnel and overall management procedures.

66 Accounting Procedures (3). *Recommended: Completion of or concurrent enrollment in Business 50 or 51. 4 hours per week.*

Non-professional accounting course introducing the principles of double-entry bookkeeping. These principles are applied to recording financing transactions and the preparation of statements and reports used in a small business. A practice set is required.

67 Federal Income Tax Procedures (1). *(Evening College.) Spring semester-6 weeks. 3 hours per week.*

Study of the federal income tax structure as related to individuals, including problems intended to provide an understanding of the law and regulations. Preparation of personal income tax.

68 Business Taxes (1). *(Evening College.) Prerequisite: Business 66 or Business Administration 1a-6 weeks. 3 lecture hours per week.*

State and federal laws and regulations governing payroll accounting and reporting; California sales tax regulations and reporting; real and personal property declarations as a basis for county assessor's valuation for city and county property taxes.

81 Security Investments (3). *(Evening College.) 3 hours per week.*

Designed to assist individuals in starting investment program with survey of stocks, bonds, mutual funds to include fundamental and technical analysis. Topics include how to read Wall Street Journal, annual reports and use of computer in stock selection and timing. Guest lecturers on estate planning, role of financial counselor and portfolio management.

82 Investor's Short Course (1). *3 lecture hours per week.*

A special course intended to help small investors select and manage their investment portfolios. During the 6-week course stocks, bonds, real estate, oil and gas programs and other investment opportunities will be discussed. Analysis of investor needs at various age/income stages is presented through lectures, guest speakers and class participation.

83a Real Estate Principles (3). *(Evening College.) 3 hours per week.*

Legal basis of real estate transactions—Contracts, agency and property; real estate transactions—listing and purchase contracts, real estate financing, deeds, liens and encumbrances, escrows and title insurance; land descriptions; real estate mathematics; business opportunities. Assists toward basic license preparation.

84 Real Estate Valuation, Investment and Management (3). *3 hours per week, (Evening College.)*

Investments in general; investments in real estate; forms and nature of ownership; income tax shelter; and investment property analysis. A practical course designed to teach students how to successfully invest their savings.

85 Real Estate Practice (3). *(Evening College.) Prerequisite: Salesman's or broker's license, or completion of Business 83a and 84. 3 hours per week.*

Comprehensive presentation of the techniques of operating a real estate business in the State of California with emphasis on the daily activities of salesmen and brokers. (Meets one of the state requirements for the broker's examination.)

87 Legal Aspects of Real Estate (3). *(Evening College.) Prerequisite: Salesman's or broker's license or comple-*

tion of Business 83a and 84; or completion of Business 85. 3 lecture 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 one of the state requirements for the broker's examination.)

88 Real Estate Finance (3). Three class hours per week. Prerequisite: Salesman's or Broker's license, or completion of Business 83a and 84. Completion of Business 85, or may be taken concurrently.

Practices, customs and laws relating to mortgage lending and the financing of real estate, with emphasis on financing private houses. (Meets the state requirements for the broker's examination.)

90a Beginning Gregg Shorthand (1-5). Prerequisites: Completion of Business 92a or equivalent and completion of or enrollment in Business English, English 50b or 1a. 5 class and 2 scheduled audio library lab hours by arrangement per week.

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

90b Intermediate Shorthand (7). Prerequisites: Business 90a and completion of or enrollment in Business 92b or equivalent; completion of or enrollment in Business English, English 50b or 1a. 10 class and one scheduled audio library lab hour by arrangement per week.

Thorough review of beginning shorthand theory principles. Training in vocational application of shorthand through intensive dictation and transcription with emphasis on the integration of specific secretarial skills; transcription, punctuation and related English review, vocabulary development, and efficient shorthand methods. Field trips, speakers, tapes, records and lab used.

90b (x) Intermediate Shortland (3). (Evening College.) Prerequisites: Business 90a or its equivalent and completion of or enrollment in Business 92b or equivalent; completion of or enrollment in Business English, English 50b or 1a. 10 class and one scheduled audio library lab hour by arrangement per week.

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

90p Alphabetic Shorthand (2). (Evening College.) Prerequisite: Completion of or enrollment in one typing course. 4 hours per week.

Foundation course in alphabetic shorthand—principles, dictation, transcription. Vocational or personal use.

90r Refresher Shorthand (3). Prerequisite: Enrollment in or completion of Business 92a or equivalent, and completion of or enrollment in Business English, English 50b or 1a. 3 class and 2 scheduled audio library lab hours by arrangement per week.

For students with insufficient training in shorthand to qualify for Business 90b. Review of Gregg shorthand principles and practice dictation and transcription.

90 (x) Shorthand Skill Building (1). Prerequisite: Completion of Business 90a, or equivalent. 1 class hour with two additional hours of A-V lab per week.

Opportunity for students to rebuild, maintain or increase skills previously attained.

91 Business English (3). Fundamental English preparation for all students—particularly helpful to Secretarial and Clerical majors. 3 hours per week.

Grammar, punctuation, spelling, word usage, vocabulary building and use of the dictionary. Emphasis on English of business through use of business-oriented materials. Recommended for students in any major who feel the need for improvement in fundamentals of English and vocabulary.

91CR Business English for Shorthand Reporters (4).

Grammar, punctuation, spelling, and word usage. Emphasis on English of business and legal transcripts through use of related materials. Required for students in Court Reporting.

92a Beginning Typing (3). 5 hours per week.

Designed to develop correct typing techniques, keyboard mastery, proper care and operation of the typewriter, and basic skills in typing straight copy, business letters, simple tables, outlines and manuscripts.

92b Intermediate Typing (3). Prerequisite: Business 92a with a grade of C or better or an equivalent proficiency in typewriting. 5 hours per week.

Emphasis on increasing speed and accuracy of typing. Development of judgment and skill in the arrangement and typing of a wide variety of business office problems including letters, tabulations, purchase orders and invoices, manuscripts, rough draft copy, etc. Improvement on production rate of typing business office problems expected.

92c Advanced Typing (1-3). *Prerequisite: Business 92b with a grade of C or better, or satisfactory completion of two years of typing in high school. 5 hours per week.* Medical, legal, executive office simulated projects; individualized instruction. Helps develop judgment and initiative and ability to work with a minimum of directions.

92r Refresher Typing (3). *Prerequisite: For students with insufficient training in typing to qualify for Business 92b. 5 hours per week.*

Emphasis on improving keyboard control, correct typing techniques, and developing skill in typing straight copy, business letters, simple tables, outlines and manuscripts.

92Sa Spanish Typewriting (1-3).

Beginning typewriting course for Spanish-speaking students, designed to develop correct typing techniques, keyboard mastery, proper care and operation of the typewriter, and basic skills in typing straight copy, business letters, simple tables, outlines and manuscripts. Taught bilingually. Units based on skill/speed level.

92 (x) Typing Skill 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.

94a, 94b, 94c, 94d Word Processing Skills (1-1-1-1). *Prerequisite: Satisfactory completion of Business 92b, Intermediate Typing, or equivalent; completion of Business 91 or English 1a.*

Instruction in the operation of word processing typewriters; language arts skills required including proofreading, spelling, punctuation and grammar; transcription of office documents; measurement of time and volume of typing; typing and production of office documents used in industry. Course is divided into self-paced units of instruction.

100a Filing and Records Management (1).

Provides fundamentals of records management, including indexing, filing, and retrieval of business information; develops skill in alphabetic, numeric, subject, and geographic filing; develops skill in making decisions regarding storage, transfer, and retention of records. May be taken concurrently with Business 100b, c, and d.

100b Machine Transcription (1). *Prerequisites: Business 91 or English 1a and Business 92b.*

Develops skill in the effective transcription of machine dictated business communications, in the handling of

business forms, and in the efficient use of reference materials; develops familiarization with general business terminology; and reviews English grammar and spelling. May be taken concurrently with Business 100a, c, and d.

100c Duplicating Processes (1). *Prerequisites: Business 92b.*

Provides knowledge and experience in preparing masters for and operation of stencil, spirit, photocopy and offset duplicating, including transparency and electronic stencil machine and use of the mimeoscope. Binding experience provided through use of GBC combination punch and spiral binder. May be taken concurrently with Business 100a, b, and d.

100d General Office Skills (1). *Prerequisites: Business 92b or an equivalent proficiency in typing and completion of or enrollment in Business 91, English 50B or English 1a.*

Develops skill in the efficient use of the executive typewriter. Provides knowledge and experience in correct and productive telephone usage. Develops effective techniques in the job search including analysis of job opportunities and responsibilities, development of resumé, and preparation for interview. May be taken concurrently with Business 100a, b, and c.

101 Business Office Administration (3). *Prerequisites: Typing proficiency to Business 92b, Business 91 or English 1a.*

Develops the professional polish in secretaries to prepare them for administrative roles. Policies, attitudes, and time-saving procedures in the contemporary business world are emphasized.

110 Fundamentals of Salesmanship (3). *3 lecture hours per week.*

Covers the role and impact of personal selling in the marketing process. Considers principles and techniques employed effectively in the direct sales process. Includes practical sales presentations by students. TV tape used for self-evaluation and improvement of sales presentations.

116 Principles of Retailing (3). *3 lecture hours per week.*

Retail processes of chain and department stores emphasizing merchandise planning and control, buying and selling, pricing, personnel evaluation, and customer service. Lecture, class, discussion and case problems used.

120 Advertising (3). *3 lecture hours per week.*

The role of advertising in our economic life with emphasis on advertising objectives and methods. Creation of print advertising. Evaluation of various media. Discus-

sion of advertising ethics and campaign strategy. Includes student development of an advertising campaign.

124 Marketing (3). *3 lecture hours per week.*

Broad study of marketing principles and methods applicable to the development, manufacture, and selling of consumer goods. Major topics include customer research, product planning, marketing policies and practices, and price determination. Lecture, case problems and class discussions utilized in class sessions.

134 Real Estate Appraisal (Basic) (3). *Prerequisite: Completion of Business 83a and 84, or broker's license, or two years' full-time appraisal experience. 3 lecture 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.)

146a Advanced Estate Planning I (3). *(Evening College.) Intended to meet the needs of CPAs, attorneys, trust officers, and chartered life underwriters employed in estate planning. 3 lecture hours per week.*

Detailed study of the law and instrumentalities of estate planning designed primarily for attorneys, CPAs, trust officers and chartered life underwriters. The course will examine the theory and practice of the federal estate and gift tax, state death taxes, wills, trusts and estate planning for the individual.



146b Advanced Estate Planning II (3). *(Evening College.) Prerequisite: Advanced Estate Planning I. 3 lecture hours per week.*

Instruction in fact finding, analysis and presentation of estate planning proposals. Ten estate planning case studies to be completed.

150 Torts and Contracts (3). *(Evening College.) Prerequisite: 6 months legal office work, or one year college training in legal subjects. 3 lecture hours per week.*

Recommended for Para-Legal Students. Study of the various torts that make up the body of the substantive law of torts, including the basis of tort liability, the elements of actionable torts, and remedies and procedure; study of the basic law of contracts, including the elements of a contract, factors affecting their validity, construction and interpretation, and termination or rescission.

151 Legal Research and Bibliography (3). *(Evening College.) Prerequisite: 6 months legal office work or one year college training in legal subjects. 3 lecture hours per week.*

By examination of the basic elements of criminal law, the student is introduced to reading and briefing legal cases and principles of legal writing; the differences between primary and secondary sources such as title and court records, county and state law libraries, and specialized libraries and outside specialists; organization and management of a law office library and preparation and bibliographies; cite checking, etc.

152 Trial Preparation and Study of Legal Ethics (3). *(Evening College.) Prerequisite: 6 months legal office work or one year college training in legal subjects. 3 lecture hours per week.*

Introduction to the basics of trial practice and litigation; procedural law, including jurisdiction, venue, statutes of limitation and service of process; commencement of the lawsuit, preparation of pleadings and motions; discovery and fact investigation; pretrial considerations, preserving facts and preparation for trial; mock trial; post-trial motions and appeal; introduction to the ethical standards of the legal profession.

153 Probate Administration (3). *(Evening College.) Prerequisite: 6 months legal office work or one year college training in legal subjects. 3 lecture hours per week.*

Fundamental principles involved in the legal process of probating an estate, including the basic law of wills, preparation of all pleadings and documents customarily used in the probate of an estate, preparation of state and federal inheritance tax and estate tax returns, methods and procedures and preparation of documents in conservatorships and guardianships.

154 Family Law (3). (Evening College.) Prerequisite: 6 months legal office work or one year college training in legal subjects. 3 lecture hours per week.

Legal principles applicable to the formation of the marriage contract, together with principles of law applicable to problems arising from the marital relationship, including: property rights, support obligations between husband and wife, custody and support of children, adoption.

155 Corporations and Business Entities (3). (Evening College) Prerequisite: 6 months legal office work or one year college training in legal subjects. 3 lecture hours per week.

Basic orientation in business organizations involving sole proprietorships and partnerships with particular emphasis on corporations; including a study of the substantive law of each organization; the business and tax factors in the choice of form; licensing and registration requirements; preparation of forms; business aspects in buying and selling a business entity with preparation of agreements for sale; procedures for dissolving and liquidating a partnership or corporation, and procedures for qualifying a foreign corporation in California.

156 Real Estate and Landlord-Tenant (3). (Evening College.) Prerequisite: Six months legal office work or one year college training in legal subjects. 3 lecture hours per week.

Relationships between buyer and seller of real estate and between landlord and tenant, with particular emphasis on the role of the legal assistant in the analysis and solution of legal problems and in the preparation of documents in relation thereto.

157 Bankruptcy and Debt Collection (3). (Evening College.) Prerequisite: Six months legal office work or one year college training in legal subjects. 3 lecture hours per week.

General outline of bankruptcy jurisdiction and procedures, including powers of bankruptcy court, administration of bankrupt estates by receivers and trustees; preparation of schedules in voluntary cases, taking into consideration available exemptions; a general review of arrangement proceedings under Chapters XI, XII and XIII of the Bankruptcy Act. Debt collection procedures, including determination of the nature of the action, venue, jurisdiction, prejudgment remedies, examination of judgment debtors, execution and other means of enforcing judgments.

160a Machine Shorthand I (5). Prerequisites: Business English and Intermediate Typewriting or equivalent or concurrent enrollment. Laboratory: Business 160L.

12-1/2 hours per week. 2 hours per week by arrangement in audio lab.

Presentation of the keyboard and basic theory of machine shorthand and phonetic 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 97.5% accuracy for three minutes.

160b Machine Shorthand II (1-5). Prerequisites: Machine Shorthand I or its equivalent. 3 hours lab daily; 3 hours per week by arrangement in audio lab, Business 160L.

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 principles 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: 100 words per minute for five minutes of three Literary tests with 98.5% accuracy.

160c Machine Shorthand III (1-5). Prerequisites: Machine Shorthand II or its equivalent. 3 hours lab daily; 3 hours per week by arrangement in audio lab, Business 160L.

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 for five minutes of three Literary tests, or two Literary and one Jury Charge with 98.5% accuracy.

160d Machine Shorthand IV (1-5). Prerequisites: Machine Shorthand III or its equivalent; typewriting speed (60); and completion of 2 terminology courses (163, 164) or their equivalent. 3 hours lab daily; 3 hours per week by arrangement in audio lab, Business 160L.

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, timed transcription practice one hour per week. Minimum speed attainment: 140 words per minute for five minutes of one Congressional Record and one Jury Charge, or two Congressional Records with 98.5% accuracy.

160e Machine Shorthand V (1-5). Prerequisite: 160d or its equivalent. 3 hours lab daily; 3 hours per week by arrangement in audio lab, Business 160L.

To continue to develop mastery and competency in the use of the shorthand machine with progressively more difficult dictation material, including courtroom testimony, reporting abbreviations, jury charge; emphasis will also be placed on the transcription ability of the student, with both speed and accuracy of taking dictation and transcribing as a continuing requirement. Timed transcription practice one hour per week. Minimum speed attainment: 160 words per minute for five minutes of one Congressional Record and one Jury Charge, or two Congressional Records with 98.5% accuracy.

160f Machine Shorthand VI (5). Prerequisite: Completion of 160e. 3 hours daily, 3 hours per week by arrangement in audio lab.

Speed building continues with emphasis on actual court cases covering testimony in all phases of law. Timed transcription practice—one hour per week. Minimum speed attainment: 180 words per minute for five minutes of one Congressional Record and one Jury Charge, or two Congressional Records, and one five-minute two-voice with 98.5% accuracy.

160L. Advanced Machine Shorthand Lab (0). Prerequisite: Concurrent enrollment in Advanced Machine Shorthand 160b, c, d, e, f or 161a, b.

Three hours each week of practice by arrangement on instructional dictation tapes for students enrolled in Business 160b, c, d, e, f and 161a, b. The dictation is at varied rates ranging from 80 to 225 words per minute and covers a variety of Court Reporting dictation materials.

161a Advanced Machine Shorthand Legal Dictation I (1-5). Prerequisite: Completion of 160f with typing speed of at least 60 words per minute. 3 hours lab daily; 3 hours per week by arrangement in audio lab, Business 160L.

Continued speed building through intensive dictation with read back of notes. Dictation material to include technical and non-technical material, medical and legal terminologies, jury charge, two-voice and four-voice dictation using both live and video-tape. Emphasis on accurate writing continues through taking new material at 200 to 225 w.p.m. for sustained periods. Goal for semester is passing one Congressional Record and one Jury Charge 200 w.p.m. test with 98.5% accuracy or better, or two Congressional Records with 98.5% accuracy, or two 15-minute four-voice tests with 95% accuracy.

161b Advanced Machine Shorthand Legal Dictation II (1-5). Prerequisite: Completion of 161a with typing speed

of at least 60 w.p.m. 3 hours lab daily; 3 hours per week by arrangement in audio lab, Business 160L.

Continued speed building through intensive dictation. Dictation material to include technical and non-technical material, medical and legal terminologies, jury charge, two-voice and four-voice dictation using video-tape and NSRA Proficiency and Merit tapes. Emphasis on accurate writing continues through taking new material at 225 plus for sustained periods. Goal for semester is passing one 225 w.p.m. test with 98.5% accuracy. Transcribing from notes continues with emphasis on timed transcriptions for one hour weekly.

162a Machine Shorthand Transcription (1). Prerequisite: Completion of 91, 92b, or 92c or equivalent. Laboratory: 3 hours per week.

Emphasis will be placed on the student's ability to type mailable copy from his notes. The material to be used will be actual court transcripts as well as technical and non-technical material. Emphasis will be placed on punctuation, spelling, vocabulary building and proofreading of copy.

162b Dictation Technique/Office Practice (1). Prerequisite: Completion of 162a (Enrollment in or completion of 162f recommended). Laboratory: 2 hours per week.

To instruct the student in developing proper dictation techniques on all transcription material, including dictating, punctuation and capitalization, as well as organizing an "information sheet" for transcriber. Office organization material included in the course: indexing, filing of notes, billing, recordkeeping or other organization skills.

163 Vocabulary and Spelling (3). (Good English background helpful.) 3 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 for Court Reporting (3). Prerequisites: Completion of 160a; Completion of Business 163 recommended; Completion of or concurrent enrollment in Law (18a or 170) recommended. 3 lecture hours per week.

A study of legal language to prepare court reporters for the CSR exam.

165a Medical Terminology for Court Reporting (3). Prerequisites: Completion of or concurrent enrollment in

Business 160c or higher speed. 3 lecture hours per week.
All the human physiological systems are emphasized 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.

165b Advanced Medical Terminology and Dictation (3).
Prerequisite: Business 165a or its equivalent. 3 lecture hours per week.

A specialized medical and general anatomy vocabulary course designed for the purpose of studying prefixes and suffixes as well as diagnostic operative and symptomatic terms and medical abbreviations and physiological terminology. The course will also include pronunciation and vocabulary pertaining to the human physiological system with application toward machine writing.



168 Court Reporting Internship (1-2). *Prerequisite: Attainment of high speed skill—minimum of 180 w.p.m. proficiency. Twenty laboratory hours minimum. (Recommended by the State CSR Board.)*

To provide the student with the opportunity to attend and report actual proceedings or hearings after achieving 180 w.p.m. minimum proficiency on unfamiliar material, as well as to practice transcription and dictation of the same proceedings. **Machine Audio Lab Requirement:** Practice in Audio Laboratory on Stenograph Machine and instructional tapes is required as follows: (1) 160a—two hours per week by arrangement, (2) 160b, c, d, e, f, 161a, and 161b—three hours per week by arrangement.

170 Law For Court Reporting (5). *Prerequisite: Business 164, Legal Terminology helpful/suggested, either taken concurrently or previously. 5 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, equity, ethics and legal research.

BUSINESS ADMINISTRATION

Business 50 or 51 is recommended for Business Administration majors who feel the need of improving basic math skills.

1a Financial Accounting (5). *5 lecture hours per week.*

Techniques of communicating financial information to parties outside the organization. Accounting principles, transaction analysis and information processing for reporting financial position, income measurement, and resources generated and used. Interpretation and use of financial statements. Emphasis on corporate accounting. Practice set required.

1b Managerial Accounting (5). *Prerequisite: Business Administration 1a or equivalent with a grade of C or better. 5 lecture hours per week.*

Uses of accounting within an organization for planning and controlling purposes. Analysis of information for management functions budgeting, manufacturing and cost accounting, responsibility accounting, and for evaluating alternative choices.

2 Intermediate Accounting (3). (*Evening College.*) Prerequisite: *Business Administration 1a and 1b.* 3 hours per week.

Theory of accounts and periodic procedures including the reporting process. Intensive study of assets with emphasis on related problems of income measurement and presentation. Does not satisfy requirement for upper division intermediate accounting course at state universities.

3 Cost Accounting (3). (*Evening College.*) Prerequisites: *Business Administration 1a and 1b.* 3 hours per week.

Accounting for labor, materials and overhead costs. Procedures for finding unit costs. Job order and process cost accounting. Standard cost accounting. Managerial cost applications. Does not satisfy requirement for upper division cost accounting at state universities.

5 Computer Applications in Accounting (2). Prerequisite: *Business 66 or Business Administration 1a.* 2 lecture hours per week.

Practical application of processing accounting data through an electronic computer system to demonstrate and explain basic interface problems generally encountered between accountants and data processing facilities. Field trips.

18a Business Law (3). 3 lecture hours per week.

Introduction to law applicable to business; the history and philosophy of the law, agencies for enforcement and court procedures; and the substantive law of contracts, agency and sales, under the Uniform Commercial Code. Legal problems pertaining to contracts, agency and sales and business associations and the impact of law on economic enterprise.

CHEMISTRY

1a-1b General Chemistry (5-5). Prerequisites: *1a—Chemistry 51 with a grade of C or better, or high school chemistry with grade B or better, and two years of algebra or one year of algebra and one year of geometry. High school physics and trigonometry are recommended. 1b—Chemistry 1a with a grade of C or better. A qualification exam will be given at the first class meeting; students not qualifying will be counseled to take Chemistry 51 before continuing with Chemistry 1a.* 3 lecture, one recitation, and 5 lab hours per week.

1a—Principles of inorganic chemistry for students majoring in Engineering, Physical Science, Pre-Med, Pre-Dental and other science fields. 1b—Continues the study of principles of chemistry and includes some descriptive chem-

istry of the elements, ionic equilibria, oxidation-reduction, qualitative analysis, introduction to nuclear chemistry, and introduction to organic chemistry.

5 Quantitative Analysis (4). Prerequisite: *Chemistry 1b (grade of C or better).* 2 one-hour lectures; one hour recitation, and 5 lab hours per week.

Study of the theory, calculations and common analytical procedures of quantitative analysis and the acquisition of related basic skills and techniques. Required of most students majoring in the physical sciences, medical sciences, and some areas of life science.

10 Environmental Chemistry (3). 3 lecture hours per week.

Introduction to the language of chemistry, followed by investigations into the role chemistry plays in various aspects of our environment. Topics such as pollution, food additives, drugs, etc., examined from a chemistry point of view. This course meets the general education requirements for physical science including the lab science requirement at many colleges and universities if Chemistry 10L is taken also.

10L Experimental Environmental Chemistry (1). Prerequisite: *Concurrent enrollment in or completion of Chemistry 10.* 3 hours lab and recitation per week.

Experimental examination of some materials in our environment; such as the making of soaps, examining of fuels, flammability of materials, etc.

12a Organic Chemistry (5). Prerequisite: *Chemistry 1b with a grade of C or better.* 3 lecture, 2 recitation, 4 lab hours per week.

The basic concepts of carbon chemistry; a study of the structure, nomenclature, and reactions of the important classes of aliphatic and aromatic compounds.

30a Introductory Chemistry (4). Prerequisite: *One year high school algebra.* 3 lecture, one recitation, and 2 lab hours per week.

Elementary course covering fundamental principles of general and inorganic chemistry with emphasis on applied chemistry rather than theoretical principles. Not accepted toward physical or life science major, or engineering, but will meet the requirements for many programs in home economics, nursing, environmental tech, etc.

30b Introductory Chemistry (4). Prerequisite: *Chemistry 30a or Chemistry 1a.* 3 lecture, one recitation, and 2 lab hours per week.

Same format as 30a, but with organic and biochemistry as subject matter.

48 Special Topics (1-3). 1 to 3 lecture hours per week.

A class dealing with topics of special interest. Specific subject matter will vary from semester and will be announced in advance.

51 Elementary Chemistry (3). *Prerequisite: Mathematics 11 or one year of high school algebra. Concurrent enrollment in Geometry or Intermediate Algebra strongly recommended.* 3 one-hour lecture and one recitation, and 2 lab hours per week.

Introduction to some of the theories, laws, concepts and language of Chemistry. This course should not be elected by students who need a general survey course. It is specifically planned to prepare students for Chemistry 1a, with emphasis on simple problem solving.

55 Chemistry for Water Quality Control (2). (*Evening College*) 3 lecture hours per week.

Basic study of the elements, compounds, formula and chemical equations, concentrations of solutions, etc. Examination of specific tests in water quality control and the discussion of problems in these tests.

CHINESE

1-2 Elementary Chinese (3-3). (*Evening College.*) 3 lecture hours per week.

Introduction to reading, speaking and writing modern Mandarin Chinese. Emphasis on the spoken language. Chinese culture background pertinent to the learning of the language will be supplied.

CONSERVATION

1 Essentials of Conservation (3). 3 lecture hours 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.

COOPERATIVE EDUCATION

47 Cooperative Education (1-4). *Credit/no credit. Prerequisite: Enrollment in and completion of at least 8 units including Cooperative Education. Eight class meetings per semester. Veterans see below.*

One unit of credit for each five hours of work per week (75 hours per semester) with a maximum of four units per semester can be earned by students who have jobs which are related to their occupational goals, with a maximum of 16 units at the College. Students who hold jobs not related to their occupational goals can earn a maximum of 3 units of Cooperative Education per semester with a maximum of 6 units at the College. Through a combined program of work and study under the direction of a College coordinator, the relationship between theory and practical application is clearly established for students. Students are given appropriate assignments related to their learning objectives which have been developed in concert with the College coordinator, student and employer. Grades are given in accordance with the College's established grading system. Students must be enrolled in and complete a minimum of eight units (including the Cooperation Education course) to earn Cooperative Education credit.

Veterans

In order for Cooperative Education units to be eligible for GI Benefits, a Veteran must attend one work experience class hour per week and be enrolled in a planned vocational program, and employed in a College-approved job directly related to his or her academic major.

For further information see your counselor or the Cooperative Education Coordinator, 5-206.

DATA PROCESSING

(See Business 12, Business 61 and Mathematics 18.)

DRAMA

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

6 Reader's Theatre (3). 3 class hours per week.

Oral presentation of literature both dramatic and non-dramatic. Presentations are given with a minimal use of line memorization and properties. The class will consist of lectures, presentations, and discussion of interpretations. Outside reading and rehearsal are required.

10 (x) Introduction to the Theatre (3). 3 lecture hours per week.

General education course designed for the beginning student in Drama and the general student to acquaint him with the various approaches to the production of a script. Lecture and demonstrations. Viewing video-tape record-

ings, motion picture and stage plays; listening to recordings of plays. Subject matter will include such things as nomenclatures, duties, and responsibilities of the various theatre artists, traditions, script analysis, approach to a script from the director's viewpoint, the designer's viewpoint, the actor's viewpoint and the audience's viewpoint. Special lecturers may discuss publicity, performance, music and dance, motion pictures, and T.V.

13a-13b. Stage Production/Lighting and Sound (3-3). 2 lecture and 2 lab hours per week, plus 1 hour of practical applications to be arranged.

Lectures and laboratory sessions concerned with lighting theatrical presentations. History of theatrical lighting. Theory of theatrical and display lighting. Study of various types of lighting equipment and accessories. Elements of electricity, color in light reflection, refraction and absorption, and intensity control as these subjects relate to theatrical lighting. Theory and practice relating to the design and execution of lighting for theatrical presentations and displays.

13c-13d Advanced Stage Production (3-3). Prerequisites: Drama 13a and 13b or their equivalent. 2 lecture and 3 lab hours per week.

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

14a Theory and Practice of Acting (3). 4 class hours per week.

Theories and techniques of acting and dramatic production; presentation of scenes and oral reading; video-tape recordings, pantomimes and improvisations.

14b-14c-14d Advanced Acting (3-3-3). Prerequisite: Drama 14a or equivalent. 4 class hours per week.

Review of basic principles and skills of acting, advanced theories and techniques. Basic introduction to script analysis and directing.

14aL-14bL-14cL-14dL Acting Laboratories (1-2).

Supervised rehearsals of improvisations, pantomimes, oral readings and short scenes. Forms and styles of acting. Exercises in the use of mind, emotions, voice and body in acting. Acting scenes for drama classes and others.

15 Play Production (½ to 2 units per play). Prerequisite: Tryouts.

Problems of actual play production, acting. May be repeated for credit. Play rehearsal of seven weeks for each of three major productions per semester, the first four weeks of which are from 3-6 p.m. daily and the last three weeks from 7-11 p.m. daily.

16 Production Shop (½ to 2 units per play.) Hours by arrangement.

Problems of actual play production. Scene building, lighting, properties, rigging, and stage crew operations. May be repeated for credit. Students may work on one to three plays per semester.

17 Costume Workshop (2). 1 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.

18 Make-up (1). 1 hour per week.

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

23a Children's Theatre (3). 3 hours per week.

An introductory course in the literature, production methods, and setting of children's theatre. Acting and directing methods will be reviewed. A production for presentation at local schools will be performed. Approx. cost to student: \$10.

23b Children's Theatre (3). 3 hours per week.

Additional opportunity to learn principles and purposes of theatre for children. Approx. cost to student: \$10.

24a (x) Masterpieces of Drama Classical and Renaissance (3). 3 class hours per week. Also English 24a.

Study of the greatest plays and playwrights from classical Greece through the Elizabethan era in England. Principles underlying dramatic literature in each period will be related to dominant social, intellectual and artistic forces. Use of motion pictures, filmstrips, recordings and play attendance, as well as lectures and discussions.

24b (x) Masterpieces of Drama Modern Era (3). The second semester of this course. Students may take the course without having taken Drama 24a. 3 class hours per week. Also English 24b.

Study of the great plays and playwrights from the 17th Century to the present. See description of Drama 24a.

25a Introduction to Shakespeare (3). Also English 25a. 3 hours per week.

Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, will be covered. Some discus-

sion of Shakespeare's life and times and some discussion of his poetry will be included, although the plays are the main focus of the course.

25b Introduction to Shakespeare (3). (Also English 25b.) 3 lecture hours per week. Prerequisite: English 1a or equivalent.

Study of selected plays of Shakespeare. Some discussion of Shakespeare's life and time and some discussion of his poetry will be included, although his plays are the main focus of the course. Plays covered are different than those in 25a, and are not selected on a chronological basis.

38 Drama Electives (1-2). 3 hours per week for 6 or 12 weeks.

Study of important figures and movements in drama, offered on a variable basis from semester to semester. Particular course titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings.

47 Cooperative Education (1-4). Credit/No Credit. Prerequisites: Completion of or enrollment in at least 3 courses in the major sequence, and relevant employment 5-20 hours per week.

Activities include supervised work experience, with group discussion based on individual and group job problems. 6 class sessions. Class begins during second week of semester.

EARLY CHILDHOOD EDUCATION

11a Early Childhood Education Principles (3). Also Psychology 11a. 3 lecture hours per week.

Nature and goals of early childhood education. Evolution and exploration of various models of ECE programs. Exploration of the philosophic position, personalities and forces guiding the development of these early childhood programs.

11b Early Childhood Education Curriculum (3). Also Psychology 11b. 3 lecture hours per week.

Selecting, developing, and managing activities for young children. Developing skills in providing adequate and effective education. Learning and values inherent in children's play. Exploration of creative activities and growth experiences through art, music, language development, dance, science, and math.

12 Safety For Young Children (1). 2 lecture hours per week for 8 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.

13 Nutrition for Young Children (1). 2 lecture hours per week for 8 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.

14 Creative Activities for the Young Child (3). 3 hours per week.

Designed to give practical skills in presenting activities to young children. The student will understand the role of creativity; how to stimulate creative expression through art media, music, dramatic activities, science and games both indoors and outdoors; and how to offer a variety of experiences to children through development of the student's own creative abilities and awareness of different approaches to curriculum development.

47 Cooperative Education (1-4). Credit/no credit.

Supervised field experience. See Cooperative Education.

50 Special Issues in Early Childhood Education (1-3). 3 lecture hours per week.

Designed to provide credit-bearing format through the Early Childhood Education department for workshops, seminars, and lectures and provide group discussions on the topics developed.

115 Introduction to Early Childhood Education Administration (3). 3 lecture hours per week.

Provides students with in-depth knowledge of city, county and state licensing requirements. The primary goal is to acquaint the student with early childhood education business characteristics, staff management procedures, parent-teacher relationships, staff qualification and teacher-child relationships.

Consult "Suggested Curricula" area of catalog for other courses related to young children.

ECONOMICS

1a Macro Economics (3). 3 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 underdeveloped nations.

1b Micro Economics (3). Prerequisite: None. Economics 1a recommended. 3 hours per week for lectures and discussion.

Supply, demand and price determination in a market economy; the business firm's cost, 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). 3 lecture hours per week.

Non-theoretical consideration of the major economic problems which confront the citizen today. Students will not receive credit for this course.

11 Economic History of the United States (3). 3 hours per week.

Origin and development of the American economy from colonial times to the present. Themes will include the basis for industrial growth, land, and resource use, the transportation revolution, the development of money and banking machinery, changing trade patterns, the rise of organized labor, the role of government in aiding economic development and stabilization. (This course may be used to fulfill the American Institutions requirement.)

14 Working in America (3). 3 hours per week for lecture and discussion.

Practical information on labor economics for students who are or will soon be part of the work force. Types of work available. Wages, benefits and working conditions available. How jobs and working conditions are affected by changes in industry, by labor unions, by government, by education, and by social attitudes.

27 Underdeveloped Areas (3). 3 lecture hours per week.

Economic and social problems of Asian, African, and Latin American countries. Topics will include the energy crisis, multinational corporations, population, and colonialism. The class will prepare several proposed economic development plans.

EDUCATION

1 Introduction (3). 3 lecture hours per week.

Exploring the total spectrum of education including pre-school, elementary school, junior high school, senior high school and junior college. Will explore the strength in the educational system, the areas of concern, current innovations, the challenges facing education, such as testing, bussing, middle-class and sub-culture values.

2 The Teacher Assistant (2). Prerequisite: Education 1. 2 lecture hours per week.

The basic course for the teacher assistant. The role, responsibilities and ethical considerations of the teacher assistant, his relationship to the professional teacher, the principal and the student; the clerical, supervisory and teaching aspect of the position. Field experience (Education 47—Cooperative Education) must be taken in conjunction with this course.

3 Reading in the Public Schools (3). 3 lecture hours per week.

Brief history of reading, physiological and psychological basis of reading, philosophy of reading instruction, individual reading instruction, group reading instruction, acceleration problems in reading, multi-media approach in reading, teacher and teaching assistant variables in reading, facts and fallacies about reading readiness, review of research findings on reading instruction. Purpose: Training course in reading instruction for teaching assistant.

4 Children's Literature, Storytelling (3). Also English 4. 3 hours per week.

Designed to give laboratory experience in presenting stories and poetry to children in the kindergarten-primary grades and to acquaint the teacher assistant, teacher, library aide and librarian with the history of literature for children and the outstanding authors and illustrators of children's books.

47 Cooperative Education (1-4). Credit/no credit. Supervised field experience.

80 Beginning Sign Language for the Deaf (2). Also English 80. 2 lecture hours per week.

Introduction to manual communication, expressive and receptive fingerspelling, signs and interpreting skills.

81 Intermediate Sign Language for the Deaf (2). Also English 81. Prerequisite: English 80. 2 lecture hours per week.

Intermediate course in manual communication—fluency

in communication and interpreting of American sign language.

ELECTRONICS

10 Introduction to Electronics (3). (Evening College.) Open to all students except those currently enrolled in or who have completed a college course in electronics. 3 hours per week.

Study of basic electronics with a descriptive presentation and a non-mathematical approach. The influence of electronics in all phases of business, science and daily life is stressed.

ENGINEERING

10 Engineering and The Environment (2). Required for Engineering majors. 2 lecture hours per week.

Technological assessment of current and future problems facing mankind, including the ecological, legal, social and political aspects and their interconnections. Exploration of the engineering system's approach to finding and providing optimum solutions of environmental needs. Various present-day problems will be analyzed. This course is open to both technical and non-technical majors.

19 Fundamentals of Photogrammetry (3). (See Geology 19.)

20 Descriptive Geometry (2). Prerequisite: Mathematics 21. 6 lab hours per week.

Lectures and drafting room work orthographically solving engineering problems in three-dimensional space. Introduction to graphic statics, vector properties, space-force polyons.

22 Engineering Graphics (2). Prerequisite: Mathematics 30 or 23a. 6 lab hours per week.

Numerical and graphical calculus. Nomography. Introduction to creative design. Design project.

35 Vector Statics (3). Prerequisite: Mathematics 30 or 23a. 3 lecture hours per week.

Plane and space force systems; equilibrium problems covering structures, machines, distributed force systems, friction, moments of inertia and virtual work.

36 Vector Dynamics (3). Prerequisites: Engineering 35, Mathematics 31 or 23b; Physics 4a (or 2a with a grade of B). 3 lecture hours per week.

Relations of motion, work, energy, impulse, momentum, impact. Simple harmonic motion, damped vibratory systems, Curvilinear motion, rigid body rotation, gyro-dynamics of rigid bodies. D'Alembert's principle, generalized coordinates, Hamilton's principle, Lagranges' equations, introduction to celestial mechanics, elementary fluid mechanics.

37 Strength of Materials (3). Prerequisites: Engineering 35 and Mathematics 31 or 23b. 3 lecture hours per week.

Elastic behavior of crystalline materials, and rudiments of plastic behavior of common engineering materials. Stress and strain relationships. Analysis of effects of internal and external forces on flexible bodies and structural assemblies. Failure modes. Analytical structural design techniques.

38 Circuits and Devices (3). Prerequisites: Mathematics 31, 23b, Physics 4b recommended. 3 lecture hours per week.

Introduction to electrical and electronic circuits and devices. Network theory. Amplifier theory. Instruments.

38L Circuits and Devices Laboratory (1). To be taken concurrently with Engg. 38. 3 Lab hours per week.

DC and AC network circuit theory. Cathode-ray oscilloscope theory and use. Non-linear device measurements, transistor biasing and amplifiers.

48 Special Topics (1-3).

Selected topics in Engineering. Course content and units to be determined by the Science/Engineering Division in relation to need and available staff.

ENGLISH

The Cañada English Placement Test is required of all students who have not taken a college composition course by the time they enter Cañada. Special exemption is also made for students whose program totals fewer than 9 units and who do not intend to take an English class.

Students who have taken Placement Exams at either the College of San Mateo or Skyline College may substitute results from those colleges. No other exams are acceptable.

Those taking the Placement Exam will ordinarily be placed in either English 1a or English 50a. Other class placements will be made for those students requiring remedial courses.

Credit By Examination: May be undertaken by arrangement with the English Division. The Division recognizes the C.L.E.P. examination.

Advanced Placement Credit: Students who have taken the Advanced Placement Test in English and who have scored 3 may receive credit for English 1b; those who have scored 4 or 5 will receive credit for English 1a and 1b. Test scores and a written petition for this credit should be filed in the Registrar's office.

1a Reading and Composition (3). *3 hours per week. Prerequisite: English 1a recommendation via the placement test.*

Intensive reading and writing based on a study of primarily non-fiction materials; writing will emphasize the expository and the argumentative forms.

1b Introduction to Literature (3). *Prerequisite: English 1a. 3 hours per week.*

Study of at least three literary types: short story, drama, poetry, or novel. Essays will be based on reading and class analysis.

2 Advanced Composition (3). *Prerequisite: English 1a, 1b. 3 hours per week.*

Practice in writing, based upon the extensive and intensive reading of literature. Students will be asked to write in many different forms, and emphasis will be placed on the longer essay.

4a Children's Literature (3). *Also Education 4. 3 hours per week.*

Designed to give laboratory experience in presenting stories and poetry to children in the kindergarten-primary grades and to acquaint the teacher assistant, the teacher, the library aide, and the librarian with the history of literature for children and the outstanding authors and illustrators of children's books.

4b Third World Children in Children's Literature (3). *Prerequisite: Eligibility for English 1a. 3 lecture hours per week.*

A course designed to expose children, their teachers, and parents to the many ethnic groups in the American cultural experience through the world of children's literature.

6 Basic Technical and Report Writing (3). *Prerequisite: English 1a or equivalent. 3 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. 3 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.

9a-9b Creative Writing (3). *3 hours per week.*

The craft of writing fiction and poetry. Fall sections will concentrate exclusively upon fiction, spring sections entirely upon poetry.

20 Language and Linguistics (3). *Prerequisites: English 1a; or its equivalent. 3 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.

21 The Short Story (3). *3 hours per week.*

Study of an anthology of short stories. Class discussion, oral readings and literature.

23 Introduction to Poetry (3). *Prerequisite: English 1b or equivalent. 3 hours per week.*

Discovery and study of the experience of a poem. Intensive and extensive reading, discussion, papers.

24a Masterpieces of Drama Classical and Renaissance (3). *Also Drama 24a. 3 class hours per week.*

Study of the greatest plays and playwrights from classical Greece through the Elizabethan era in England. Principles underlying dramatic literature in each period will be related to dominant social, intellectual and artistic forces. Use of motion pictures, filmstrips, recordings and play attendance, as well as lectures and discussions.

24b Masterpieces of Drama Modern Era (3). *Also Drama 24b. The second semester of this course. Students may take the course without having English 24a. 3 class hours per week.*

Study of the great plays and playwrights from the 17th Century to the present. See description of English 24a.

25a Introduction to Shakespeare (3). Also Drama 25a. Prerequisite: English 1a or equivalent. 3 hours per week. Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, will be covered. Some discussion of Shakespeare's life and times and some discussion of his poetry will be included, although the plays are the main focus of the course.

25b Introduction to Shakespeare (3). Also Drama 25b. Prerequisites: English 1a or equivalent. 3 lecture hours per week. Study of selected plays of Shakespeare. Some discussion of Shakespeare's life and times and some discussion of his poetry will be included, although his plays are the main focus of the course. Plays covered are different than those in 25a, and are not selected on a chronological basis.

27 Modern Literature (3). Prerequisite: English 1a or equivalent. 3 hours per week. Study of selected fiction, poetry and drama of the 20th Century. Lectures, discussions, related reading, writing of critical papers.

28a Film Study and Appreciation (From the early 1900s to the 1940s) (3). 2 lecture, lab hours and 1 hour independent study per week.

Study of significant motion pictures as an art form with emphasis on structure of film and the technique of film making. Screening of films followed by discussion and/or written analysis relating to appreciation and understanding of film as a communicative medium. Production of films by students optional.

28b Film Study and Appreciation (From the 1940s to the present) (3). 2 lecture and 3 lab hours per week. Study of selected representative films from all over the world. Emphasis on the rhetoric of cinema, directors' styles, and history of film. Objective: to understand film as an art and as a communicative medium.

28c Motion Picture Production (3). 2 lecture and 2 lab hours per week. Theoretical and practical course on the art and technique of film making. Working from the conceptual stage, students will prepare scenarios, scripts and story boards. Using super 8mm. equipment they will shoot film, edit their footage into a meaningful visual form and ultimately produce short films.

29a Drama Study and Appreciation (3). 3 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). 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 playreading and viewing.

30 Major Figures in American Literature (3). Prerequisite: English 1a or equivalent. 3 hours per week. Study of the writings of some of the major figures in American literature. Intensive reading, lectures, discussion, papers.

31 The Nonfiction Film (3). 3 lecture hours per week. Study of the nonfiction film (including documentaries, propaganda 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.

34 Folk, Rock, Traditional and Modern Poetry (3). 3 lecture hours per week. Provides a serious examination of folk, rock, traditional and modern poetry (from Shakespeare to Dylan) with an emphasis on poetic techniques, structure, and form. Selected works of more than forty poets are examined and organized as follows: (1) The American Scene; (2) Alienation; (3) Social Commentary & Protest; (4) Musings; (5) Biblical Allusions; (6) Jesus Christ Superstar; (7) Love and Sex; (8) Fantasy & Psychodelia; (9) Joy and Exuberance.

36 Science Fiction and Fantasy (3). 3 hours per week. Study of science fiction and fantasy emphasizing 20th Century works. Both popular writers and established literary figures covered in wide range of forms, types and themes of SF. Extensive and intensive readings, lectures, discussion, and critical papers in areas of individual interest.

37 English Electives (1-2). 3 hours per week for 6 or 12 weeks. Study of important literature, language or media, offered on a variable basis from semester to semester depending upon student interest and faculty expertise in a particular area. See the semester schedule for specific offerings.

38 Literature By and About Women (3). 3 lecture hours per week.

This course explores women writers' views of women and men in short stories, novels, poetry, drama, and film. The class discusses literature beginning with the ancient Greeks up to contemporary feminist writers, comparing men and women writers on similar themes.

40 Native American Literature (3). 3 lecture hours per week.

A study of the great epics and myths, the lyric and narrative poetry, the oratory, and the contemporary works in prose and poetry of the American Indian from pre-Conquest times to the present. Satisfies Ethnic Studies requirement.

41 Black Poetry (3). 3 hours per week.

Survey of the oral and written tradition in the poetic theory and practice of the black poet in America from 1619 to the present. Recordings of poetry readings, song lyrics; lectures and readings by visiting poets.

42a Masterpieces of Classical and European Literature (3). Prerequisite: Enrollment in English 1a or equivalent. 3 hours per week.

Selections from the literature of ancient Greece through Renaissance Europe will be read, analyzed, discussed and enjoyed. Group work, oral reports, papers.

42b Masterpieces of Classical and European Literature (3). Prerequisite: Enrollment in English 1a or equivalent. 3 hours per week.

Study of selected European novels, short stories, and plays from the 17th Century to the present. Reading, analysis, and discussions; written reports, oral readings, and lectures.

43 Black Literature (3). 3 hours per week.

Historical and literary survey of Afro-American literature emphasizing principal authors and their works from the 19th Century to the present. Lectures and discussions based on readings of poetry, short stories, novels and drama; written reports.

44a Mexican-American Literature (In English) (3). 3 hours per week.

Study of literature written by Mexican-Americans. Emphasis will be placed upon contemporary stories, poems and essays.

44b Myth and Folklore of La Raza (3). 3 lecture hours per week.

Study of the folk literature of Mexican and Mexican-American peoples, with special emphasis on their effect on contemporary values.

45 Russian Novel and Short Story (3). 3 lecture hours per week.

A study of important Russian writers from Pushkin to Solzhenitsyn. Emphasis will be on works of major writers such as Tolstoi, Dostoyevsky, and Chekhov. All works will be read in translation.

46a Survey of English Literature (3). Prerequisite: English 1b or equivalent. 3 hours per week.

Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Discussions, lectures, recordings.

46b Survey of English Literature (3). Prerequisite: English 1b or equivalent. 3 hours per week.

Study of the typical works of major 18th and 19th Century English writers. Discussions, lectures, recordings.

46c Survey of English Literature (3). Prerequisite: English 1b or equivalent. 3 lecture hours per week.

Study of major English writers of the 20th century, including Woolf, Eliot, Yeats, and Huxley.

47 Cooperative Education (1-4). Credit/No Credit. Prerequisites: Completion of or enrollment in at least 3 courses in the major sequence, and relevant employment 5-20 hours per week.

Activities include supervised work experience, with group discussion based on individual and group job problems. 6 class sessions. Class begins during second week of semester.

48 Innovative Courses (3).

An experimental three unit English elective course meant to serve the temporary needs of Cañada students. See the current semester schedule for specific offerings.

50a Reading and Writing (4). 4 hours per week.

Reading of fiction and nonfiction materials; vocabulary study; short papers; some work on study skills, critical thinking; and basic writing skills. Course is designed to increase reading and writing skills and to develop an interest in reading for pleasure and information. English 50a and 50b are recommended for students who have found previous English courses difficult. Course offered in evening for 3 units at 3 hours/week.

50b Reading and Interpretation (4). Prerequisite: English 50a or equivalent. 4 hours per week.

Reading and study of plays, novels, poetry, stories. Vocabulary study. Quizzes and short compositions based upon the reading.

55 English Fundamentals and Grammar Review (3). 3 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 Development (½-2). 1 lecture and 1 lab hour 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 also be studied. Frequent individual quizzes and checkups.

58 Spelling and Word Formation (2). 1 lecture and 1 lab 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.

67a Developmental Reading (½-3). Credit/no credit. 5 hours per week.

By means of individual and small group work, Developmental Reading concentrates on the teaching of basic reading skills. Word attack, vocabulary, and comprehension improvement are stressed. The course may be repeated for credit.

67b Speed/Effective Reading (½-1½). Credit/No credit. 3 hours per week.

By means of individual and group work, the course stresses study skills, reading speed and comprehension, and vocabulary work. The course is especially recommended for those students whose reading and study skills require short-term help. Students may enroll in the class until the sixth week of the semester. May be repeated for credit.

67c Speed/Effective Reading (½-1½). Credit/no credit. Prerequisite: English 67b. 3 hours per week.

Advanced work in college reading based on the skill level achieved in English 67b. Students may enroll until the twelfth week of the semester. May be repeated for credit.

67d Speed/Effective Reading (½-1½). Credit/no credit. Prerequisite: English 67c. 3 hours per week.

Advanced work in college reading, based on the skill level achieved in English 67c. May be repeated for credit.

68a Developmental Writing (½-3). Credit/no credit. 3 hours per week.

By means of individual and group instruction, Developmental Writing concentrates on basic skills in writing. Sentence and paragraph composition is stressed, and attention is given to standard writing conventions and mechanics. The course may be repeated for credit as often as necessary. Students may enroll until the twelfth week of the semester. Class meets for three hours per week.

68b College Writing (½-1½). Credit/no credit. 3 hours per week.

Although intended to augment writing instruction in other English courses, College Writing is open to all students requiring individual or group work in English composition. Particular emphasis is placed on organization, quality and support of ideas, and language effectiveness; various methods of effective essay-writing are stressed. Class meets in eight-week sessions for three hours per week; students may enroll in the class until the sixth week of the semester.

68c College Writing (½-1½). Credit/no credit. Prerequisite: English 68b. 3 hours per week.

Further work in English Composition, based on skill level achieved in English 68b. Class meets in eight-week sessions for three hours per week; students may enroll until the end of the twelfth week of the semester.

68d College Writing (½-3). Credit/no credit.

Drop-in writing laboratory. Students may come into the lab any week day between 3:00 and 4:30 to receive help with writing assignments in other classes. Units are based on the formula of 8 hours equals ½ unit; to enroll, a student need merely come to the writing lab.

69 Learning Workshop (1-3). Credit/no credit. 3 hours per week for 8 weeks. Open entry/open exit.

A course designed to help students solve ordinary study problems with specific emphasis on understanding and getting through reading assignments; writing themes, term papers and essay examinations; taking notes, and setting up realistic study and personal schedules. May be repeated for credit as often as necessary.

76 Report Writing for Professionals (1-2). 3 hours per week for 6 or 12 weeks.

Designed for working professional persons, this course acquaints students with the principles of technical report writing as it relates to specific careers.

80 Beginning Sign Language for the Deaf (2). (Also Education 80.) 2 lecture hours per week.

Introduction to manual communication—expressive and receptive fingerspelling, signs and interpreting skills.

81 Intermediate Sign Language for the Deaf (2). (Also Education 81.) 2 lecture hours per week. Prerequisite: English 80.

Intermediate course in manual communication—fluency in communication and interpreting of American sign language.

ENGLISH INSTITUTE

The English Institute is designed primarily for students whose native language is not English. Students may take from one to four courses per semester for a maximum of 18 units in any one semester. The beginning courses in the series are offered both Fall and Spring semesters. The program can consist of one or more semesters of intensive or semi-intensive English studies depending upon the motivation of the student. The E.I. is a two-year study program. It has been organized to encourage the student to complete the course of study in as little as one semester. An E.I. Placement Test is given. The English Institute prepares the student for university transfer and the vocational programs offered at Cañada College. Additional information may be obtained from the Coordinator of the English Institute.

"El Instituto de Ingles" es principalmente para los estudiantes cuya lengua materna no sea ingles y que desean estudiar o repasar el ingles para prepararse para estudios universitarios o estudios vocacionales. Se puede tomar de uno hasta cuatro cursos por semestre hasta 18 unidades en total por un semestre. Asi se forma estudios intensivos o semi-intensivos en el programa de ingles. Un examen de colocacion se da. Se puede obtener mas informaciones del Coordinador del Instituto de Ingles, 364-1212.

1G, 2G, 3G, 4G Grammar (1-5). 5 class hours per week.

Basic intermediate, and advanced grammar and word study and practice for students whose native language is other than English.

1R, 2R, 3R, 4R Reading (1-3). 5 class hours per week.

Basic intermediate, and advanced practice in reading English for students whose native language is other than English. Comprehension and vocabulary development are stressed.

1L, 2L, 3L, 4L Listening (1-5). 5 class hours per week.

Basic, intermediate, and advanced practice in English conversation for students whose native language is other than English. Special attention to pronunciation, aural comprehension, and use of idiomatic expressions.

1W, 2W, 3W, 4W, Writing (1-3). 3 class hours per week.

Basic, intermediate, and advanced practice in writing English for students whose native language is other than English. Emphasis on the grammar and mechanics of written academic English.

5W, 6W Writing, Advanced, (1-5). 5 class hours per week.

Advanced practice in writing English for students whose native language is other than English. Emphasis on the grammar, mechanics, and rhetoric of written academic English.

46a-46b Cultural Orientation (½-1). Credit/no credit.

English to help reinforce listening comprehension skills. The program includes listening to tapes, stories, the Chicano series, plus recordings of Carl Sandburg, Joan Baez, and Martin Luther King. ½ unit of credit for 24 hours of listening, 1 unit of credit for 48 hours of listening-post time. The student may start at any point in the program. Listening units are numbered from 1 to 10, lower numbers are less complex than higher ones. Course may be repeated once for credit. All materials are housed in the Media Learning Center.

ENVIRONMENT

1 Introduction to the Biological Aspects (3). 3 lecture hours per week.

Introduction to the concept of the natural environment, including the factors of water, atmosphere, geography, biological limiting influences, tolerances, ecology and waste disposal.

2 Introduction to the Political and Social Aspects (3). 3 lecture hours per week.

Study of political institutions and historical backgrounds related to today's environmental concerns, plus development of an environmental vocabulary necessary to participate in the environmental debates on a fairly sophisticated level. "Ecotactics" are emphasized as members of the class choose, plan and carry out a group project dealing with some aspect of environmental concern. Course content focuses on issues in California and San Mateo County such as land use plans, different types of pollution and their correction, various methods of changing people's attitudes, etc. This course is designed

as a companion to Environment 1, 3 and 4, as a General Education course and as an introduction to careers in the environmental field. (This course may be used to fulfill the American Institutions requirement.)

3 Introduction to the Physical Environment (3). 3 lecture hours per week.

Building on the central theme of energy, this course examines the atmosphere, hydrosphere, and lithosphere. The stresses that man's technology exerts on our environment emphasized, including topics of pollution, noise, food additives, etc.

4 Introduction to the Planning Aspects (3). 3 hours per week for lecture, discussion and demonstration.

Course emphasizes learning how planning decisions are made. Special emphasis is placed on governmental agencies that make environmental decisions: local, state, and federal. The role of regional government and its growing influence is reviewed. Issues such as housing, transportation, open space, zoning, new towns, and urban infrastructure will be analyzed. Use of U.S. Census data and governmental reports part of course. (This course may be used to fulfill the American Institutions requirement.)

FOOD TECHNOLOGY AND MANAGEMENT

Students majoring in Food Technology and Management must consult with the department before completing registration.

47 Cooperative Education (1-4). Credit/no credit.

Credit for supervised, on-the-job, work experience in the food services, hospitality or allied industries. A unit of credit, up to a total of four units, is given for each five hours of work, weekly, in a job or position related to the Food Technology and Management major. Course consists of lecture meetings, visitation by Cooperative Education supervisor to student's place of employment, reports by the employer and reports by the student.

L50a-50b Quantity Food Preparation (5-3). (See 51a-51b.)

51a-51b Quantity Food Preparation (2-2). Beginning students must enroll in 50a-51a or 50b-51b and alternate the next semester, unless excused by Department Chairman because of prior training or experience. Concurrent registration in Food Tech. 56 and 68 are required for all beginning students in 50a or 50b. 50a-12 lab (kitchen)

hours per week. L50b-7 lab (kitchen) hours per week. 51a-b-2 lecture hours per week.

Training and experience in basic quantity food preparation and service. Students work by teams and are rotated through all kitchen and service stations. Students are under supervision of student chef and student manager, with overall supervision by the instructor. Students prepare food for cafeteria and Faculty Dining Room and serve in Faculty Dining Room.

52-L52 Food Preparation Supervision (1-2). Prerequisite: Food Technology 50a and 50b. 1 lecture and 6 hours lab per week.

Experience in middle-management. The principles of supervising while being supervised. Advanced students are scheduled as student chef or student manager for six hours, one day a week. Student chef is in charge of kitchen and preparation stations. Student manager is in charge of service and faculty dining room. May be repeated once for credit.



53a-53b Cookery in the Classical Manner (2).

To expose students to the advanced cookery methods of International Cuisine, based upon cuisines around the world.

54a-b, L54a-b Advanced Food Preparation (1-3). Prerequisite: Food Technology 50a-50b. 1 lecture and 9 lab hours per week.

Advanced cooking techniques, analysis of meat cutting, introduction to buffet and preparation of canapes, hors d'oeuvres, advanced soups and sauces.

55a, L55a Modern Baking (1-1). 1 lecture and 3 lab hours per week.

Practical lab experience in the methods of baking breads and cakes.

55b, L55b Advanced Modern Baking (1-1). 1 lecture and 3 lab hours per week.

Practical lab experience in the methods of decorating cakes for modern food service requirements.

56 Dining Room Service Training (1). Concurrent registration in Food Technology 56 is required for all beginning students in 50a or 50b. 1 lecture hour per week.

Waiter/Waitress training: An introduction to dining room service by lecture, demonstration and practice. Lab experience in the faculty dining room. Students will learn the procedures for correct and proper table service to customers.

58a, 58b, 58c, 58d Ethnic Cookery (½-½-½-½). 3 hours per week.

Cultural cuisines and cookery of the major San Mateo County ethnic groups: Mexican, Jewish, East Indian and Chinese. Classes are in four-week modules, each module featuring a different ethnic menu. Class will discuss the menu, prepare the meals and sample same. Lab fee for entree ingredients.

60a Quantity Food Purchasing (2). 2 lecture hours per week.

Familiarization with the kinds and qualities of foods available, the market, standard purchasing methods and standard methods of receiving and storing of all available foods.

60b Food and Beverage-Cost Controls (2). 2 lecture hours per week.

Breakdown of food and beverage cost controls—relating to the food industry. Today's new methods of maintain-

ing controls on the costs of foods, beverages, and allied products in order to make a profit.

62 Flambé Cookery (1-1½). 1 lecture hour and 1 to 2 lab hours per week.

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

65 Menu Planning (2). 2 lecture hours per week.

Essentials of proper menu planning, menu technology, pricing, layout and design.

68 Sanitation and Safety for the Hospitality Industry (3). 3 lecture hours per week for 16 weeks.

Basic knowledge needed to protect the public, the consumer, the customer and the food service worker, also includes first aid training.

70 Food Management Problems (2). Prerequisite: Advanced standing in Food Technology program advisable. 2 lecture hours per week.

General survey course including personnel supervision, financial, public relations and other management problems. Guest lecturers and field trips.

80 Equipment Layout and Design (4). 2 lecture hours and 6 lab hours per week.

To acquaint the students with food service equipment selection, specifications and performance, and the principles of material location and traffic control.

90a Introduction to Hospitality Industry (2). Fall semester. 2 lecture hours per week.

To acquaint students with the broad spectrum of the hospitality industry, its publications, opportunities and needs. To provide all Food Technology students an opportunity to explore all the fields of employment available to them and to stimulate student interest in training for employment in the industry. To provide students with the widest possible overview of the industry. To acquaint students with the specifics of lodging training in a wide variety of areas in which there are maximum job opportunities.

90b Introduction to Food Services Industry (2). Spring semester.

To acquaint students with the opportunities in the food services industry. Guest lecturers and field trips will expose the students to the numerous fields available to them in a variety of enterprises.

93 Hotel-Motel Front Office Procedures (2). (Evening College.) 2 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.

FORESTRY

1 Introduction to Forestry (3). 3 lecture hours per week. Study of the forest as a biotic system, with emphasis on trees, plants, animals, the forest environment and their ecological relationships and outdoor career opportunities.

FRENCH

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 (2-5). 5 class hours per week. 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.

2 Advanced Elementary French (2-5). Prerequisite: Completion on the college level of the first semester with a passing grade or assignment by the French Department. 5 class hours per week.

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 (2-5). Prerequisite: Completion on the college level of the first two semesters with a passing grade or assignment by the French Department. 5 class hours per week.

Reading of short stories, plays 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 (2-3). Prerequisite: Completion on the college level of the third semester with

a passing grade or assignment by the French Department. 3 class hours per week.

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.

25a-25b Advanced French (3-3). Prerequisites: 25a—Completion of the fourth semester with a passing grade or assignment by the French Department; 25b-25a. 3 class hours per week.

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

27 French Pronunciation (2). Prerequisite: No absolute prerequisite, but background in French recommended. 1-1/2 lecture and 1-1/2 lab hours per week.

Comprehensive study of the theory and practice of pronunciation of the French language. Practical approach, with an emphasis on much oral work in class and in the language laboratory, to improve the pronunciation skills of those persons who have been, or who will be, exposed to French at some level.

38 French Electives (1-2). 3 hours per week for 6 or 12 weeks.

Study of important figures and movements in French literature, offered on a variable basis from semester to semester. Particular course titles will vary according to student interest and faculty expertise. See semester schedule for particular offerings.

46 Foreign Language Laboratory (½-1). Credit/no credit. 3 lab hours per week.

A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding French.

100a Introduction to Oral French (2). 3 hours per week. Practical course in the French language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100b Intermediate Oral French (2). Prerequisite: French 100a. 3 hours per week.

Further drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100c Advanced Intermediate Oral French (2). *Prerequisite: French 100b. 3 hours per week.*

More advanced drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100d Advanced Oral French (2). *Prerequisite: French 100c. 3 hours per week.*

Further advanced drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

GEOGRAPHY

1a Physical Environment and Man (3). *3 class hours per week for lecture, discussion and demonstration. Prerequisite: High School geometry is highly recommended.*

Basic characteristics of maps, the earth's grid, seasons, time zones, weather and climate, soils and vegetation, ocean currents, and landforms. The interrelationship of these basic factors will be analyzed in the regional framework of the entire earth's surface. (Satisfies the General Education requirement for physical science.)

1b Cultural Environment and Man (3). *3 lecture and discussion hours per week.*

Areal distribution of the most important parts of human's cultural occupation of the earth. Emphasis on the way man makes a living. Consideration of culture within the framework of race, language, religion, political boundaries, population distribution, and settlement patterns will be the basic outline.

3 Geography of California (3). *3 lecture and discussion hours per week.*

This course will attempt to give the student a better understanding of the state. The physical regions, climate and weather patterns, major landforms will be analyzed. Population distribution, changing trends in the fields of agriculture, environmental issues, and governmental policies will be reviewed as they affect the changing geography of the state.

4 Economic Geography (3). *3 lecture hours per week.*

Investigation and description of the basic resources in different parts of the world. An attempt will be made to evaluate the effects of different cultural and physical environments upon the utilization of these resources. Emphasis will be on the industrialized regions of the world and the interrelationship of urban growth and economic development.

5 World Regional Geography (3). *3 lecture hours per week.*

This course introduces the student to the basic geographic regions of the entire world. Physical features of each region will be analyzed, such as climate, landforms, and vegetation. Population growth, historical influences, and political/economic problems of selected countries will be emphasized. Students will learn geographical locations of important features such as rivers, mountain ranges, countries, states, and major cities.

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.

1a General Geology: Dynamical and Structural (4). *Not open to students who are taking Geology 10. Prerequisite: Elementary chemistry and elementary geometry are highly recommended. 3 lecture and 1 3-hour lab period per week.*

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). *Prerequisite: Geology 1a or Geology 10 are recommended. 3 lecture and 1 3-hour lab period per week.*

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. 2 lecture, 1 recitation and 2 lab hours per week.*

Basic principles of igneous, sedimentary and metamorphic geology. Lectures on rocks, minerals and the origin of the earth, continents and mountains. This course meets the general education requirements for physical science including the lab science requirement at many colleges

and universities. Starting in 1976-77 the entire lecture portion of this course is available as an individualized, self-paced, slide-tape presentation in the Media-Learning Center.

15 Geological Hazards (3). *Prerequisite: Geology 1a or 10 recommended. 2 lecture hours and 3 all day field trips by arrangement.*

Slide-illustrated lectures and field trips are used in a study of Geologic hazards in California and especially in the San Francisco Bay Area. The course stresses earthquake and landslide hazards with less emphasis placed on volcanic hazards, sea wave hazards, dam failure hazards, bay pollution and oil spills.

19 Fundamentals of Photogrammetry (3). *3 hours per week.*

Elements of photogrammetric optics; aerial cameras and accessories, flight planning; principles of radial-line plotting and planimetric mapping; stereoscopy and parallax; mosaics, stereoscopic plotting instruments; photo interpretation.

GERMAN

1 Elementary German (1-5). *5 class hours per week.*

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 (1-5). *Prerequisite: German 1 with a passing grade or assignment by the German Department. 5 class hours per week.*

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 (1-5). *Prerequisites: German 2 with a passing grade or assignment by the German Department. 5 class hours per week.*

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 (1-5). *Prerequisite: German 3 with a passing grade or assignment by the German Department. 3 class hours per week.*

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.

25a/b Readings in German Literature (3-3). *Prerequisite: 25a—Successful completion of German 4 or by placement on the basis of the German Placement Test; 25b—25a. 3 lecture hours per week.*

Reading and discussion of great works of German literature, with some review of the principles of grammar.

38 German Electives (1-2). *3 hours per week for 6 or 12 weeks.*

Study of important figures and movements in German literature, offered on a variable basis from semester to semester. Particular course titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings.

100a Introduction to Oral German (2). *3 hours per week.*

Practical course in the German language approached by way of conversation. Intensive drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100b Intermediate Oral German (2). *Prerequisite: German 100a. 3 hours per week.*

Further drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100c Advanced Intermediate Oral German (2). *Prerequisite: German 100b. 3 hours per week.*

More advanced drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100d Advanced Oral German (2). *Prerequisite: German 100c. 3 hours per week.*

Further advanced drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

GUIDANCE

1 Introduction to College (1). 16 hours per semester.

The new student is helped to know and understand Cañada College so that he/she might make best use of its resources and activities. A variety of techniques are used for self-appraisal so that the student can make decisions concerning future education and vocational plans. Special sections are set up for Women's Re-entry.

3 Occupational Planning (1). 2 hours per week (8 weeks or 16 hours per semester).

Vocational interest tests, various self-appraisal techniques and discussions give the student insights into his/her abilities, interests, and personality. Occupational trends and ways of learning more about specific occupations will be explored. Special sections are set up for Women's Re-entry.

4 Special Interest Discussion Groups (1). 16 hours per semester.

The student is offered an opportunity to explore and evaluate his/her personal values, goals, and expectations as they relate to this social and cultural environment. Any group of students with a common concern may meet under the leadership of a counselor to discuss and explore these interests. Special sections are set up for Women's Re-entry.

5 Self-Awareness (1). 16 hours per semester.

Students engage in self-exploration through sharing and interaction with each other. The process will be facilitated by exercises and lectures. This is not group psychotherapy. It is designed to promote personal growth through self-awareness.

10 College Awareness (2). 2 hours per week.

Although the class is intended for students in special programs and emphasizes their special needs, all students are welcome to participate. The class deals more thoroughly with topics in Guidance 1. Sections are set up for the EXCEL Program.

11 Peer Counseling (2). 2 hours per week.

Cañada's unique Peer Counseling Program is open to all students interested in learning and developing basic counseling/helping skills. The training emphasizes the importance of deepening self-understanding, integrity, and capacity to love in order to be effective in helping others. Students work in various capacities, both on and off campus, and are given opportunities to attend various workshops and conferences.

HEALTH SCIENCE

1 Human Heredity and Birth Defects (1). 2 hours per week for 8 weeks.

Survey of the principles and mechanisms of human heredity, sex determination, embryonic development, fetal malformations both genetic and environmental origin.

2 Reproduction and Sexuality.

See Biology 39.

3 Drugs and Alcohol (1). 2 hours per week for 8 weeks.

Survey of the societal and personal health problems involved in the use of alcohol and drugs. Included are physiological and psychological aspects of use and abuse.

4 Nutrition and Physical Fitness (1). 2 hours per week for 8 weeks.

Study of the various aspects of good nutrition as they relate to physical fitness. Overweight, underweight, food fads, exercise are topics included.

5 Diseases (1). 2 hours per week for 8 weeks.

Discussion of the common infectious and non-infectious diseases which plague man. Topics include: Diabetes, pneumonia, cancer, T.B., emphysema, body defenses against disease, causative agents of disease and methods of treatment.

6 Mental Health (1). 2 hours per week for 8 weeks.

Study of personality development and emotional health including behavioral aspects, adjustment stress and problem-solving techniques.

7 Consumer Health (1). 2 hours per week for 8 weeks.

A common-sense guide to the health services of today. Topics will include: selection of appropriate medical services and medical insurance plans, avoidance of "quackery" and frauds in medicine, sensible selection of health care products.

8 Health Occupations (1). 2 hours per week for 8 weeks.

Study of the allied health professions and paramedical technologies. Areas include prerequisites, schooling, job descriptions, licensing and salaries.

10 First Aid (1). 2 hours per week for 8 weeks.

First Aid is the immediate, temporary treatment given in the case of accident or sudden illness before the services of a physician can be secured. This course is required for all students not presenting standard Red Cross certificates.

Not required of those who have graduated from a California public high school since 1952.

HISTORY

4a History of Western Civilization (3). 3 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). Prerequisite: None. History 4a is recommended. 3 hours per week.

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). Prerequisite: None. History 4a is recommended. 3 lecture hours per week.

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 4c may be used in fulfilling the American Institutions requirement. (One additional unit optional by arrangement.)

5 History of England (3). 3 lecture hours per week.

The more important political, constitutional, economic, social and cultural phases of the history of the English people. This course, though especially designed for pre-legal and English majors, is also of great value to the general student interested in international relations or the background of American culture.

6 Modern Africa (3). 3 lecture hours per week.

Current crises in Africa and their historical background. The course documents the continuous and fruitful contact among Africans, Afro-Brazilians, Afro-Caribbeans and Afro-Americans for over 3 centuries. Themes include the struggle to end slavery, European conquest and colonialism, the heritage of racism, and movements for independence, civil rights, and black power. (This course may be used to fulfill the Ethnic Studies requirement.)

8a History of Americas (3). 3 lecture hours per week.

The history of North and South America, from the times of the pre-Columbian Indian civilizations through the European conquest, to the ages of the revolutions against the European colonizing powers. History 8a may be used in fulfilling the American Institutions requirement.

8b Modern Latin America (3). 3 lecture hours per week.

The history of Latin America from the time of the emergence of the new American nations with their revolutions for independence to the present. Emphasis will be on Latin America's role today and especially on the problems facing both Latin America and the United States in their relationships. The cultural ties binding Spanish-speaking people in the U.S. to a larger, hemisphere-wide cultural unity will be stressed. (This course may be used in fulfilling the Ethnic Studies requirement.)

9a Far Eastern Civilization and Heritage (3). 3 lecture hours per week.

A general survey of the historical and cultural development of China, Korea and Japan. The first semester of this two semester course will emphasize the religious, philosophical, and artistic development of these countries within the historical context and how, within these traditions, these countries meet the challenge in the 20th Century. Attention will also be given to the way in which Asian-Americans adjust and identify themselves with their cultural legacy in their new environment. (This course may be used to fulfill the Ethnic Studies requirement.)

9b Far Eastern Civilization and Heritage (3). 3 lecture hours per week.

A historical survey and study of the cultural achievements of China, Japan, and Korea from about the 13th Century to the present. The general concern will be with foreign invasions, influences, and subsequently the intended colonialism of foreign countries. Modern political development and nationalism will also be discussed and an attempt will be made to show their ramifications on contemporary Asian-Americans. The history and experiences of Asian immigrants in America will also be discussed. (This course may be used to fulfill the Ethnic Studies requirement.)

13 The Bible As History (3). 3 lecture hours per week.

Writings of the Old and New Testaments in their historical settings.

14 Religion in America (3). *3 lecture hours per week.*

Historical survey of religious thought and activity in this country and its influence upon the development of American civilization.

17a United States History to 1865 (3). *3 lecture hours per week.*

The discovery of the New World and the building there of a new nation. Discusses the cultural heritage from England and its modification to meet the needs of dissenting religions, a diversity of national and racial origins, and the impact of the frontier. Stresses the problems involved in the making of a new nation and the spread of political and social democracy during the early 19th Century. Traces the beginnings of a distinctive American culture, the westward thrust of the young republic and the impact of the early industrial revolution. Examines the diverging interests and cultures of the North and South culminating in the Civil War and post-war Reconstruction. History 17a may be used to fulfill American Institutions requirement.

17b United States History Since 1865 (3). *Prerequisite: None. History 17a is recommended. 3 lecture hours per week.*

A century of progress and problems. The short-term and long-range reconstruction of the Union after the Civil War, with special reference to the impact of reconstruction on interracial relations. The stepped-up tempo of industrialization, with its consequences in the areas of bigness in business, labor-management relations, the status of farmers and the problems of the city. The changing role of the United States in foreign affairs with its emergence as a world power—conflicting interests and ideologies among large and small powers in the nuclear age, and the elusive search for world peace. Other urgent problems of our times—the “revolution in manners and morals” since the Second World War, racial relations, the preservation of the environment and the search for a balance between traditional individual freedoms and more broadly shared opportunities. History 17b may be used to fulfill American Institutions requirement.

22 California History (3). *3 lecture hours per week.*

The values and qualities of life in California today with inquiry into how and why such social, economic and political qualities have developed out of the past. This course includes an examination of (a) the Indian, Spanish, Mexican, and American periods; (b) the roots and development of early modern California. Individual research projects which involve students in the historical process and study beyond the classroom are encouraged. Opportunities for field trips are often provided. This

course may be used to fulfill American Institutions requirement.

26 20th Century American History (3). *3 lecture hours per week.*

Major economic, political, social, and intellectual developments since the United States emerged as a major power at the turn of the century. Current events and situations will be examined as continuations of happenings and forces from the earlier years of the 20th Century. U.S. foreign policy, minority relations, social and political reform, intellectual attitudes and values are examples of some of the topics covered in this course. This course may be used to fulfill the American Institutions requirement.

28 Women in American History (3). *3 lecture hours per week.*

This course traces the role of women in society from the colonial period to the present, particularly the conflicts between the role prescribed for women and the reality of their lives; in the Puritan community, the differences between the strict Pauline doctrine and the necessary partnership for survival between men and women; during the revolutionary era, the distinction between the vindication of the rights of man and Mary Wollstonecraft's rights of women; in the antebellum south, the belle and the slave woman; in the Victorian period the lady and the mill girl; in the twentieth century, the suffragette and the supermom. As a new field, women's history invites creativity and experimentation. While some of the history of the ordinary woman has been lost, there is still much to be revived, issues to be discussed, and women to be found. This course may be used to fulfill American Institutions requirement.

30 Historical Genealogy (3). *3 hours per week.*

Designed for those interested in studying their family history in relationship to the movements that have shaped America and to provide them with an understanding of the necessary research methods. This course may be used to fulfill the American Institutions requirement.

31 History and Government of San Mateo County (3). *3 lecture hours per week.*

Designed to provide the student with (1) an understanding of the social, economic, and political development of San Mateo County, (2) an opportunity to study first-hand the functions and institutions of county and city government, and (3) historical research techniques, using local primary sources of information whenever possible. An original individual historical research project on some aspect of San Mateo County's past or present is the focal point of

this course. (This course may be used to fulfill American Institutions requirement.)

32 Spanish Speaking Peoples in the United States (3). 3 lecture hours per week.

The entrance, growth and development of the Spanish speaking peoples in the United States. Their specific contributions in the political, economic and historical growth of America will be explored with emphasis on their achievements. (This course may be used to fulfill the Ethnic Studies requirement.)

33 The Afro-American in U.S. History (3). 3 lecture hours per week.

Begins with an examination of the nature of racism and American institutional and intellectual characteristics concerning it; then makes a chronological study of the history of the Black experience from the 17th century to the present. Some of the topics covered are: The pre-slavery African civilization; the nature of, reasons for, and justification of American Negro slavery; Abolitionism; impact of Civil War and Reconstruction; "Jim Crow" segregation; the DuBois-Washington conflict; Harlem Renaissance; the modern civil rights movement. Students are encouraged to relate their own viewpoints and values to the process of interpreting and judging events and personalities from the past and present Afro-American experience. (This course may be used to fulfill the Ethnic Studies requirement.)

37 Special Topics Seminar (1-3). 1 to 3 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.

HOME ECONOMICS

3 Cooking for Health (3).

Basic principles of food preparation and menu planning will emphasize improving nutrition and will include: Processes of food handling and cooking to retain nutritive value, methods of increasing nutritive value of prepared foods, and dietary modifications for obesity control, fat controlled diets, sodium (salt) restricted diets, and diabetic diets.

4 Creative Food Preparation (3). One 3-hour lecture-demonstration per week.

Menu planning, selection, purchasing and preparation of

foods for meals for optimum money management and aesthetic enjoyment. Demonstrations, group preparation, tasting, home practice and laboratory testing, also easy, inexpensive entertaining. Introductory course designed especially for men and women seeking basic understandings and skills.

5 Careers in Home Economics (1). 1 lecture hour per week.

Exploration of areas of employment opportunities in business, government, public service and education. Field trips and discussions with home economists in the field. Review of transfer-school strengths. Professionalism and its responsibilities. May be taken as an Individual Project (Home Economics 49). (See Division Director.)

6 Consumer in the Market Place (3). Also Social Science 6. 3 lecture hours per week.

Skills needed by all men and women to be effective in today's complicated marketplace. Pitfalls, frauds, deceptions, choices reviewed. Guidelines for intelligent buy-manship in food, housing, furnishings, clothing, autos and insurance are designed to teach money management, consumer rights and responsibilities, legislation in force, pending and needed.

7 Home Management—Personal and Family (2). 2 lecture hours per week.

Practical "how-to" course in applying management principles to your everyday life and work of the home. Time management is stressed through the application of Lakein's time management techniques. Current self-behavior modification methods will be studied as a way of changing unwanted habits to preferred habits. Work simplification principles will be presented. Money management, budgets and accounts, record keeping and planning for the future will be covered as basic skills of a home manager. Open to men and women.

9 Nutrition (3). Also Biology 9. 3 lecture hours per week.

Basic knowledge and fundamental concepts as a basis to evaluate current nutritional trends, fads, and diets; metabolic inter-relationships, hunger and malnutrition; vitamins and minerals; obesity; popular weight reduction diets, food processing and getting the most nutrition for your food dollar.

12 Home Furnishings Consumer (3).

Cost and quality guides for selection of home furnishings, studied for wise decisions in purchasing carpets, hard floor coverings, furniture, antiques, lamps and lighting fixtures, appliances, wall coverings and draperies. Business/Consumer relationships included such as credit;

grievances; legislation, existing, pending, or needed; rights and responsibilities. Home furnishings suppliers will explain business/customer relationships. Recommended for interior design students and purchasers.

18 Nutrition in Health and Disease (3). Also *Biology 18*. Prerequisite: *Home Economics 9* or *Biology 9*. 3 lecture hours per week.

Nutritional aspect and metabolic biochemical relationships of special medical problems including: mental illness, alcoholic malnutrition, and dental disease, diabetes, and heart disease.

20a Beginning Sewing (2). One 3-hour lecture-lab period per week.

Basic sewing techniques will be taught in a step-by-step progression. Emphasis will be on building a good foundation of essential sewing skills. Selection of fabrics and patterns, as well as correct sizing, will be included. This course is designed for students with little or no experience in clothing construction. May be repeated once for credit.

20b Sew to Fit (2). One 3-hour lecture-lab period per week.

This course teaches methods of altering patterns to achieve good individual fit. Students will learn to fit pants, skirts, and a basic top or dress. Your own plastic "master patterns" will be made after the pants, skirt and basic top are perfected. Guideline will be given for choosing fabric and patterns. Quick sewing techniques and decision-making for efficient sewing will be stressed. May be repeated once for credit.

21a Creative Sewing (Intermediate) (3). One 3-hour lecture period per week. Highly recommend students take *H.Ec. 21L*. Open Lab concurrently with 21a.

This course is designed for the student who knows basic techniques and fit but wants more instruction in (a) new and special fabrics, (b) creative use of plaids, stripes, and border prints, (c) more detailed sewing techniques such as collars and buttonholes, (d) combining and/or changing patterns to achieve desired effect, and (e) sewing quickly and creatively. May be repeated once for credit.

21b Advanced Construction/Tailoring (3). Prerequisite: Experience in sewing or *Home Economics 20* or *21a*. One 3-hour lecture per week.

The techniques of professional sewing, dressmaking and tailoring made easy, applied to pantsuits, dresses, coats, or suits for a fine finished custom look. Originality of design and creativity encouraged with pattern adaptation and fabric application. May be repeated once for credit.

21L Open Laboratory for Sewing Students (1). 3-hour laboratory per week. Credit/no credit.

Open sewing laboratory provides an opportunity for students to get individual help from the laboratory instructor. Individualized help is available in fitting, alterations, fabric and pattern decisions, layout and cutting and on all levels of sewing techniques. Sewing machines, cutting tables, ironing equipment are available for use in this supervised work situation. Students can use this lab for class requirements or special projects. Credit is based on number of lab hours student attends. May be repeated for credit. Open to all students enrolled in a sewing course.

22 Textiles (2-3). 3 lecture hours per week.

Fabrics for home furnishings and/or clothing will be reviewed and evaluated with emphasis on selection, use, and care. Each step in the textile process from fiber to fabric, from loom to material, for carpets, draperies, upholstery, and clothing. Practical information for career or personal use. The third unit is optional in interiors or clothing by arrangement.

24 Fashion Image (2). 2 lecture hours per week.

Psychological, sociological, and economic aspects of apparel selection and fashion coordination. Principles of creative art and design, guides for purchasing, and motivational research to be examined. Recommended for those interested in personal buying and dress, as well as merchandising, fashion retailing, professional and business students.

35 Parent Education (3). Also *Social Science 35*. Prerequisite: Completion of or concurrent enrollment in *Psychology 1a*. 3 lecture hours per week.

A realistic approach to parent education with the end goal being more "positive parenting." Implications for rearing children will not be limited to a particular age, but developmental issues for all children will serve as the base. Different parenting techniques will be examined, as well as a view of various parenting structures (single parent—mother or father, parents in communal settings, multi-racial parents, etc.). Recommended for all parents, prospective parents, and those interested in the issues faced by parents today.

36 Family Life Cycle (3). Also *Social Science 36*. 3 lecture hours per week.

An increased awareness of adult developmental trends is the primary goal of this course. Through a review of how we handle change, stress and crisis, individual coping abilities will be examined. Concerns and crisis that affect many today will be covered: family communication, marriage, parenting, divorce, suicide, violence, alcoholism, drug abuse, aging and death.

40 Your Home and Your Environment (3). Also *Interior Design 1*. 3 lecture hours per week.

An introductory study relating your environment to living today. Create your own environment through dynamic use of space, color, texture, and light. Emphasis is on balancing aesthetics and mechanics of interior design. Projects for coordinating all interior elements within your individual requirements. Cost and quality analysis. Each student selects a personal project in home planning and furnishing.

41 Interior Space-Planning (3). Also *Interior Design 2*. 3 lecture hours per week.

A lecture-laboratory course taking up the manipulation of interior space through the planning, drafting and building of 3-dimensional scale room models. Application of basic design and color principles to the analysis of space usage. Techniques of organizing design ideas for professional presentation. Both residential and contract projects may be considered.

42 Color for Interiors (3). Also *Interior Design 3*. 3 lecture hours per week.

Series of lecture-laboratories covering the application of basic color systems to the visual control of interior space. Practice of design principles which govern the use of color in 3-dimensional composition of objects in space. Relation of color-as-light to color-as-pigment; illustrated with structural materials, paints and finishes, furniture, fabrics, lighting, decorative accessories. Projects in assembling samples of such materials into schemes for residential and commercial units.

44 History of Interiors (3). Also *Interior Design 6*. 3 lecture hours per week.

Tracing the history of interiors: Western man's dwellings and how they were furnished. A resume of design motifs from neolithic times up to the 20th Century. Following characteristic uses of space, and how cultural attitudes found expression in the furniture and buildings which have shaped our present aesthetic values. Social and economic factors will be illustrated. Special emphasis will be placed on the history of the house itself.

45 Decorating Techniques (3). Also *Interior Design 7*. 3 lecture hours per week.

The application of the theory of interior design elements and art principles to various products used in interiors such as structural materials, paints and finishes, furniture and fabrics. Lamps, lampshades, headboards, cornices and lambrequins, mirrors, collages, tapestries, supergraphics, screens, area rugs will be made using the arts and techniques of gold and silver leafing, collage, stitchery, applique, rug making, feather work, shell composition, painting, glazing, and the art of patina. Projects for residences and/or commercial.

47 Cooperative Education (1-4). *Credit/no credit.*

Students working in interior design, home furnishings, merchandising, fashion home furnishings, fabricating or manufacturing; television cable; fashion merchandising; clothing manufacturing; home management, food and child care employed in individual homes, may enroll for credit and instructional help through supervision.

55 Sewing Children's Clothing (1). 8 weeks. 3 lecture/lab hours per week.

Emphasis is on constructing children's clothing using speed techniques for low cost, maximum wear and minimum care. Students will construct one or more children's garments and make samples of useful techniques.

61a Stitchery and Quilt Making I (2). 16 weeks, 3 lab hours.

Covers vocabulary, history, and materials of traditional and contemporary design. Techniques include pieced, tied, and applique quilting as well as machine and hand embroidery and painted textiles. Method: Each student will produce a sampler quilt. May be repeated once for credit.

61b Stitchery and Quilt Making II (2). *Prerequisite: Home Economics 61a.* 16 weeks, 3 lab hours.

The aim is to produce a quilt of traditional or contemporary design for the student's family. More complicated quilting techniques and artistic use of color and design will be stressed. Method: Individual projects. May be repeated for credit.

62 World of Stitchery (1). (*Evening College T.V. course.*)

Sixteen television lessons give the techniques of needle-point and embroidery for the beginner. Televised close-ups enlarge the action for close viewing and easy following. Individuality and originality encouraged, permitting exploration of the new and the old in this ancient yet contemporary art form.

63 Creative Stitchery (3). *One 3-hour lecture-lab period per week.*

Emphasis is on basic techniques and how to use them for our contemporary needs. What is new in stitchery and stitchery as an art form will be stressed. Originality as well as technical skill will be encouraged.

65 Basic Sewing (2). *One 3-hour lecture-lab period per week.*

Emphasis on basic techniques, quick sewing methods and selection of patterns and fabrics. For students with little or no experience in clothing construction. May be repeated once for credit. Non-transferrable.

66 Knits and Fit (2). *One 3-hour lecture-lab period per week.*

Students will learn how to sew knits with different fibers and different amounts of stretch by making several "tops" and pants or skirt. Neckline variations from one pattern will be part of an experimental approach. Achieving fit and understanding all figure problems will be important. Using a sewing machine to its fullest potential will be included. May be repeated once for credit. Non-transferrable.

67 Creative Sewing (2). *One 3-hour lecture-lab period per week.*

Creative and experimental sewing experiences with many types of fabrics. Color, line and design, fashion trends, new ideas in fabric and trims will be emphasized. May be repeated once for credit. Non-transferrable.

68 Easy Tailoring and Custom Sewing (2). *Prerequisite: Experience or Home Economics 20 or 67.*

Easy-to-do professional methods of tailoring and dress-making will be used to construct suits, coats, pantsuits, dresses and special occasion clothes such as cocktail and evening suits and dresses. Techniques produce fine clothes at a fraction of the cost for ready-mades. Non-transferrable.

97 Consumer Merry-Go-Round (1-2). *(Evening College TV Course.)*

Save money, know your rights, become a skilled shopper. This series of 16 one-half hour shows brings to the home TV 80 experts—five vital topics on each show—giving consumer information and discussion of consumer problems. Areas of consumer information covered will be guides for purchasing, ways to beat inflation, money management, consumer alerts to frauds, consumer rights and response and consumer legislation existing and needed. Students mail assignments to the instructor, no trips to campus required.

148 Special Topics (1-3).

Courses designed to provide special emphasis on subjects of interest to Home Economic and other interested students. Non-transferrable.

HORTICULTURE

100 Home Gardening and Landscaping (3). *3 hours per week.*

Principles of home planting and maintenance, soil preparation, fertilizers, organic matter, mulches, pruning, irrigation, lawn and turf management, plant materials, potting, propagation and pest control. Study visits to home grounds and nurseries. Home flower growing, roses, annuals, fuchsias, camellias, rhododendrons, azaleas, container growing, dwarf citrus, hanging baskets.

HUMANITIES

38 Interdisciplinary Courses in Areas of Humanistic Study (1-2) *(3 to 8 weeks).*

An interdisciplinary study of several fields offered on a variable basis from semester to semester. Offerings will vary according to student interest and faculty expertise. See semester schedule for particular offerings.

48 Interdisciplinary Courses in Areas of Humanistic Study (3).

An experimental three unit course meant to serve the temporary needs of Cañada students. See the current semester schedule for specific offerings.

INTERIOR DESIGN

1 Your Home and Your Environment (3). *Also Home Economics 40. 3 lecture hours per week.*

An introductory study relating your environment to living today. Create your own environment through dynamic use of space, color, texture, and light. Emphasis is on balancing aesthetics and mechanics of interior design. Projects for coordinating all interior elements within your individual requirements. Cost and quality analysis. Each student selects a personal project in home planning and furnishing.

2 Interior Space-Planning (3). Also Home Economics 41. 3 lecture hours per week.

A lecture-laboratory course taking up the manipulation of interior space through the planning, drafting and building of three-dimensional scale room models. Application of basic design and color principles to the analysis of space usage. Techniques of organizing design ideas for professional presentation. Both residential and contract projects may be considered.

3 Color for Interiors (3). Also Home Economics 42. 3 lecture hours per week.

Series of lecture-laboratories covering the application of basic color systems to the visual control of interior space. Practice of design principles which govern the use of color in three-dimensional composition of objects in space. Relation of color-as-light to color-as-pigment; illustrated with structural materials, paints and finishes, furnitures, fabrics, lighting, decorative accessories. Projects in assembling samples of such materials into schemes for residential and commercial units.

4 Practicum in Interior Design (3). (Evening College.) Prerequisites: Interior Design 1 and 2 (also Home Economics 40 and 41). 3 lecture hours per week.

In-depth study of home furnishings sources; cost and quality comparisons and interior design business practices. Projects specify sources and costing-out. Exploration of career opportunities in these areas. Field trips to sources (wholesale and retail) workrooms and manufacturers.

5a Display Design (3). 3 lecture hours per week.

Space-planning and color arrangement for display of all varieties of objects and merchandise. This lecture-laboratory course will cover application of basic design principles and color-control factors to settings, backgrounds and graphics as well as related storage and traffic problems of the commercial interior. Emphasis will be placed on the dramatic potentials of objects. The course will conclude with individual projects worked out in three-dimensional model form.

6 History of Interiors (3). Also Home Economics 44. 3 lecture hours per week.

Tracing the history of interiors: Western man's dwellings and how they were furnished. A resume of design motifs from neolithic times up to the 20th Century. Following characteristic uses of space, and how cultural attitudes found expression in the furniture and buildings which have shaped our present aesthetic values. Social and economic factors will be illustrated. Special emphasis will be placed on the history of the house itself.

7 Decorating Techniques (3). Also Home Economics 45. 3 lecture hours per week.

The application of the theory of interior design elements and art principles to various products used in interiors such as structural materials, paints and finishes, furniture and fabric. Lamps, lampshades, headboards, cornices and lambrequins, mirrors, collages, tapestries, supergraphics, screens, area rugs will be made using the arts and techniques of gold and silver leafing, collage, stitchery, applique, rug making, feather work, shell composition, painting, glazing, and the art of patina. Projects for residences and/or commercial.

8 Portfolio/Projects (3). 3 lecture hours per week. Prerequisite: Interior Design 1, 2, 3, 4.

Basic design principles are applied to the preparation of the student's portfolio and to the projects undertaken individually or by groups. The portfolio will include floor plans, elevation drawings, furniture arrangements, color boards, and fabric boards, all applicable to residential and/or contract design. Competitions in the design field will be entered by individuals and groups. Each student will plan a studio. Work on public exhibitions will give an opportunity for personal and professional development.

9 Internship in Home Furnishings (1). Prerequisites: Interior Design 1, 2, 3, 4 or Interior Design 4 concurrently.

Advanced Interior Design and Home Furnishings. Merchandising students will be placed with cooperating Interior Design and home furnishing businesses for a one week and/or 40 hours of observation and work, supervised by an Interior Design instructor. Students will be placed according to interest, background and talent. Six hours evaluation by student and teacher will summarize the experience. Most placements will be during winter, inter-semester, spring and summer recesses.

10 Detailing Interiors (3). Prerequisite: Interior Design 1a.

To give in-depth information on alternatives for selection in specifying finishes and treatments of specific areas of the home. Detailed information of possibilities is necessary for decisions. To relate quality and cost in selecting details for furnishings.

11 Fundamentals of Lighting (2).

The aesthetics of lighting (composition, light and color, aesthetic techniques) will be integrated with the basic technical information needed to understand light and its relationship to the human being. Good basic lighting design will be achieved through a practical knowledge of artificial light sources, their availability, uses and limitations. Emphasis will be on energy conservation in new and existing installations. Recommended for interior

designers, interior design students, architects, landscape architects, apprentice electricians, electrical contractors and lighting suppliers.

12 Graphics for Interiors (3). Prerequisite: Interior Design 1, 2, & 3.

To adequately develop the student's expertise in drawing furniture, interiors, rendering techniques, and methods of effectively presenting ideas to both client and builder. To further develop awareness of what constitutes good design and how it is achieved.

ITALIAN

38 Short Course (1). 3 hours per week for 6 or 12 weeks.

Study of important figures and movements in Italian literature, offered on a variable basis from semester to semester. See semester schedule for particular offerings.

100a Introduction to Oral Italian (2). 3 hours per week.

A basic course in conversational Italian, with attention to pronunciation.

100b Intermediate Oral Italian (2). 3 hours per week. Prerequisite: Italian 100a.

Further work in basic grammar, idioms, and pronunciation.

100c Advanced Intermediate Oral Italian (2). 3 hours per week. Prerequisite: Italian 100b.

Further work with dialect and variation in Italian by means of drill, recitation, and reading.

JAPANESE

100a Introduction to Oral Japanese (2). 3 hours per week.

A basic course in conversational Japanese, with attention to pronunciation and symbol translation. Students will be taught the ability to express themselves simply and clearly in Japanese, and to understand Japanese spoken to them.

100b Intermediate Oral Japanese (2). 3 hours per week.

Further work in basic grammar, idioms, and pronunciation.

JOURNALISM

1 Introduction to Journalism (3). 3 lecture hours per week.

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). Prerequisites: Journalism 1 and enrollment in English 1a. 2 lecture and 2 lab hours per week.

A study of the techniques of news gathering, of 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.

15 Newspaper Production (2). Prerequisites: Journalism 2 (may be taken simultaneously). 4 hours per week.

Production of the student newspaper and instruction in principles of responsible editorial decision-making. Discussion and criticism of staff organization and newspaper content. May be repeated for credit.

38 Journalism Electives (1-2). 3 hours per week for 6 or 12 weeks.

Study of important figures and movements in journalism, offered on a variable basis from semester to semester. Particular course titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings.

LIBRARY SCIENCE

10 Using Library Resources (1). Minimum of 3 laboratory hours per week by arrangement.

A self-paced course designed to familiarize students with the variety of information resources available in academic libraries. Effective use of library services and resources such as magazines, newspapers, reference books, and microfilm materials for writing the term paper is a primary objective of the course.

LIFE SCIENCE

47 Cooperative Education (1-4) Credit/no credit.

Supervised field experience.

MANAGEMENT

47 Cooperative Education (1-4). (*Evening College*) *Credit/no credit. Prerequisite: Completion of or enrollment in Business 10 or concurrent enrollment in another Management course and employment in Business.*

Cooperative Education is a course designed to develop a close working relationship among the student, the employer and the College. This is accomplished by having the student work with his employer in establishing objectives related to job performance. The College representative works with both the student and employer in setting up job objectives for the semester. Cooperative Education relates classroom experience with job-oriented practical experience. The net result is better performance on the job and improved academic achievement. Students enrolling in Cooperative Education will be required to attend seminars during the semester. For further information, call 364-1212 and ask for Cooperative Education.

50 Financial Management (3). (*Evening College*) *3 hours per week.*

Management of assets with emphasis on capital structure, budgeting and control, cost analysis, source and use of funds, and interpretation of financial statements. Business Administration 1a may be substituted.

54 Management Communication (3). (*Evening College*) *3 hours per week.*

Problems in communications in business and industry. Lectures, discussion and oral presentation will cover such matters as motivational bases of communications, listening skills, conference leading, and other written and verbal communication problems.

55 Dynamics of Group Communication (3). (*Evening College*) *3 hours per week.*

Analysis of communication and group process, practical applications of communications techniques.

60 Public Finance (3). (*Evening College*) *3 lecture hours per week.*

Organization and functions of fiscal administration; financial planning and control; analysis of the budget process, budget preparing; concepts of taxation, various types of revenue sources; inter-governmental financial relationships; debt management; special assessments; capital improvement budgeting.

61 Industrial Relations (3). (*Evening College*) *3 hours per week.*

General course giving employer and union policies affecting the labor market. The following will be emphasized; wage systems, living conditions, productivity of the workers, unemployment, development of union organizations and collective bargaining. Adjustment of industrial conflicts will be dealt with from the point of view of wage earner, employer and the government.

62 Public Sector Labor-Management Relations (3). (*Evening College.*) *3 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.

63 Planning, Budgeting and Control for Supervisors (3). (*Evening College.*) *3 lecture hours per week.*

Planning, budgeting and control for first- and second-line supervisors and managers. Project planning techniques including project definition, work breakdown structure, project goals, scheduling systems, cost estimating and cost curve displays; initiating action; performance reporting; department budgeting; corrective action techniques.

64 Collective Negotiations in Public Employment (3). (*Evening College.*) *3 hours per week.*

A practical consideration of the similarities and differences of collective bargaining between the public and private sectors. Emphasis on existing laws, the mission of public agencies and private industry, the scope of bargaining, strikes, lockouts, work stoppages, emerging developments will be the focus of discussion.

65 Business and Industrial Economics (3). (*Evening College.*) *3 hours per week.*

Survey of the economic aspects of the American economy. Development of a market society, role of money, public policy and economic matters, income and employment. Econ 1a and 1b may be substituted.

66 Contemporary Business/Economic Issues (3). *3 lecture hours per week.*

Introduction to contemporary American economy from the points of view of both the businessman and consumer. Sixteen different, often related current issues economically and politically affecting business and so-

ciety will be given balanced presentations through lectures, films, readings, and guest speakers.

71 Materials Management (3). (Evening College.) 3 hours per week.

For the student desiring to apply fundamental economic and management principles to the flow of materials in a business enterprise. Emphasis on the integrated nature of purchasing, inventory control, production scheduling, quality control and traffic.

77 Industrial Engineering Methods (3). (Evening College.) 3 hours per week.

Overall view of manufacturing management. Fundamentals of organizations, capital costs and budgets, motion and time study, industrial statistics, operations, research.

80 Management of Human Resources (3). (Evening College.) 3 hours per week.

Introductory course for line-supervision to develop understanding of the personnel function; selection and placement, wage and salary procedures, training and evaluation.

85 Organizational Behavior (3). (Evening College.) 3 hours per week.

Examines group behavior in relation to organization effectiveness. Focuses on factors that improve work group functioning.

90 Office Management and Administration (3). (Evening College.) 3 hours per week.

Functions, responsibilities, problems and specific techniques of the office manager.

91 Sales Management (3). (Evening College.) 3 hours per week. *Prerequisite: Previous sales experience or one of the following courses: Business 10, Business 110, Business 116, or Business 124.*

Sales organizations, sales territories, selection and training of the sales force, pricing, sales promotion materials. The viewpoints of sales and merchandising managers in approaching and solving problems will be considered. This is not a sales technique course.

92 Techniques of Supervision (3). 3 hours per week.

Designed to improve the student's skill in working with people. Analysis of the objectives and characteristics of good management. Leadership and creativity in supervision. Effective communications.

93 Leadership in Organization (3). (Evening College.) 3 hours per week.

To introduce managers to the motivational aspects of leadership. To examine how individuals react to different styles of leadership. Students will also examine their own management practices and beliefs and gain insights as to how these might be improved.

94 Creative Problem Solving (3). (Evening College.) 3 hours per week.

Processes involved in problem-solving and decision-making, with emphasis on the application of these concepts to real job situations.

96 Organization for Management (3). (Evening College.) 3 hours per week.

Basic course describing the development of scientific management in modern business. Current trends in management, staffing, planning and controlling.

99 Introduction to Business Management (3). (Evening College.) 3 hours per week. *Prerequisite: Previous business experience or Business 10.*

Business principles and practices, problems and procedures. (Should be taken first for Business Management Certificate.)

104 Introduction to Supermarketing (3). (Evening College.) 3 hours per week.

Introduction to supermarket organization and management: history, future and present trends.

105 Supermarket Operations (3). (Evening College.) 3 hours per week.

Basic economic organizational and operating principles of food industry. Historical development, role of trade groups, departmental operations, food industry issues, scheduling, security, sanitation, cash control, supply control, customer service.

106a Retail Food Merchandising Principles (3). (Evening College.) 3 lecture hours per week.

This course covers food store company strategy, sources of supply, large-scale buying, pricing, advertising, promotion and display, attaining profit objectives, governmental controls on food and future trends of food merchandising.

106b Retail Food Merchandising Practices (3). (Evening College.) *Prerequisite: Management 106a.* 3 lecture hours per week.

Starting with the realities of store site selection, the course deals with store layout, strategy of selling products by brands; specific merchandising methods in high profit departments with easily perishable product (frozen foods, meats, produce, dairy, and self-service deli); and specific use of advertising and promotion media.

107 Communications in Food Marketing (3). (*Evening College*) 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.

110 Public Services (3). (*Evening College*) 3 hours per week.

Designed to give the student a basic understanding of the many public agencies and the services they offer for the general welfare of society. The philosophy of the many types of public services needed in today's society and the employment opportunities for the future will be explored.

111 Public Administration Management (3). (*Evening College*) 3 hours per week.

Designed to give the student a basic understanding of principles and concepts underlying the generic field of public administration in federal, state and local governments—line-staff, span of control, responsibility, accountability.

120 Building Contracting (3). (*Evening College*) 3 hours per week.

Broad study of the contracting field with emphasis in areas such as Contractors License Law, Mechanic's Lien Law, Workman's Compensation and Employment Regulations, Uniform Building Code, State Housing Act, and contracts and estimating principles.

121 Construction Management (3). (*Evening College*) 3 hours per week.

Organization, tools, and techniques of construction management, types and analysis of contracts, estimating, purchasing, architectural and engineering work as it relates to contracting, and analysis of business failures.

130 Management of Volunteer Programs (1-3). 3 lecture hours per week.

Designed for people who work with volunteers in the non-profit setting, to help them identify and strengthen their ability to plan, organize and control all the resources at hand for optimum program management.

Occupational Safety and Health Courses (See Under OSHA)

MATHEMATICS

Any student enrolled in a mathematics class may enroll in a mathematics laboratory.

A normal sequence of mathematics courses at Cañada College is 11, 19 or 20, 12, 21, 28 or 29, 30, 31, 32, 33. A student who qualifies for a particular mathematics course is eligible for any course lower in the sequence. If the student has not taken a mathematics course during the previous two years, it is strongly recommended that the student enroll in a course below the one for which he/she would normally be eligible. In general, eligibility of an incoming freshman for a mathematics course is determined by an evaluation of his/her transcript and scores on the placement tests.

Prerequisites for the various courses are detailed in the descriptions which follow. 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 mathematics 31, 32, 33 and who has not had the prerequisite course must have the approval of the division director. Likewise, questions regarding equivalency of courses, transfer credit and the like, should be referred to the director.

5 Pre-Algebra (3). 2 class hours per week, and 3 hours in Math Lab.

Review of the fundamental processes in arithmetic; reading mathematical notation; translating words into symbols; properties of the real number system.

10 Cultural Impact of Mathematics (3). Prerequisite: Math 11; Math 12 recommended. 3 class hours per week.

The place of mathematics in human life and its influence on the development of Western Civilization. The role of mathematics in a number of broad areas.

11 Elementary Algebra (1-5). 1-5 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. (Evening Section—6 hours per week.)

11a-11b Elementary Algebra (3-3). Prerequisite: 11a-None; 11b-Mathematics 11a. 3 class hours per week.

The two courses, Mathematics 11a-11b, are equivalent to Mathematics 11. Recommended for those who have not previously had elementary algebra.

12 Geometry (5). Prerequisite: Mathematics 11 with a grade of C or better, or two semesters of high school Algebra with grades of C or better. 5 class hours per week.

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. (Usually offered Spring Semester only.)

13 Elementary Finite Mathematics (3). Prerequisite: Math 19 or 20 or equivalent. 3 lecture hours per week.

Introduction to finite mathematics with attention to set theory, counting theory, probability, systems of equations, vector and matrix theory, inequalities and linear programming. Qualifying exam given during first week.

16 Basic Concepts of Mathematics (3). 3 class hours per week.

General education course which includes the development of the real number system, discussions of sets, logic, axiomatics, systems of numeration, history and development of arithmetic, arithmetic processes and other pertinent topics. Meets requirements of California Administration code for elementary school credential and/or Liberal Studies credential (Multiple subject).

17 Introduction to Symbolic Logic (3). Also Philosophy 12. Prerequisite: English 1a or consent of instructor. 3 hours lecture/self-study per week.

The course divides into three parts: (1) survey of the traditional Aristotelian logic of the categorical statement and syllogism; (2) fairly complete treatment of modern symbolic propositional logic; (3) brief introduction to (first-order) symbolic predicate logic. If time permits, some discussion of Russell's paradox, Godel's incompleteness theorem, and the impact of each on the development of 20th Century logic, will be introduced.

18 Introduction to Computer Programming (3). Prerequisite: Mathematics 11 with grade of C or better; or two semesters of high school algebra with grades of C or better. (Some typing skill is recommended but not required.) 2 lecture and 3 lab hours per week.

Basic principles of computer programming including elementary flow-charting techniques; elements of programming coding in BASIC. Students will write and test computer programs coded in BASIC using "hands-on" time-share terminals.

19 Intermediate Algebra (5). Prerequisite: Mathematics 11 with grade of C or better, or 2 semesters of high school mathematics with grades of C or better. 5 class hours per week.

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 19 is designed primarily for those students whose elementary algebra is weak. It allows time for review of elementary algebra and a slower development of new ideas. Qualifying exam given during first week.

20 Intermediate Algebra (3). Prerequisite: Mathematics 11 with grade of B or better, or 2 semesters of high school mathematics with grades of B or better. 3 class hours per week.

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. Qualifying exam given during first week.

21 Analytical Trigonometry (3). Prerequisites: Mathematics 12 or 19 or 20 (or equivalent) with a grade of C or better; or six semesters of high school mathematics with grades of C or better. 3 class hours per week.

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; complex numbers and De Moivre's theorem. Qualifying exam given during first week.

22 Elementary Probability and Statistics (4). Prerequisite: Math 20 or equivalent with grade C or better, or high school preparation including 1-1/2 years of Algebra with grade of C or better. 4 lecture hours per week.

Treatment of use/misuse of data, measures of central tendency and dispersion, probability, sampling distributions, statistical inference, regression and correlation, contingency tables, time series analysis, index numbers. Qualifying exam given during first week.

23 Survey of Calculus (6). *Prerequisite: Math 19 or 20 with grade of C or better or two years of high school algebra and one course in geometry with grades of C or better. Trigonometry highly recommended. Offered Evening College only, two nights a week, 6 class hours/week.*

Rudiments of analytic geometry, differentiation, and integration with application to business, biological sciences, and physical sciences, partial differentiation and multiple integration. Qualifying exam given during first week.

23a-23b Applied Analytic Geometry and Calculus (5-5). *Prerequisite for 23a—High School preparation including two years of algebra, and one year of geometry with grades of B or better or Mathematics 20 or Mathematics 19. Prerequisite for 23b—Mathematics 23a with a grade of C or better. 5 class hours per week, plus 1 hour recitation.*

A two semester sequence that will provide the students of business, social sciences, technology and life sciences with a working knowledge of basic techniques of both differential and integral calculus. Concepts essential to that aim will be chosen in analytic geometry, limits, differentiation, integration, extrema, partial derivatives and in other selected topics. This sequence of courses may not be substituted for the Mathematics 30 sequence for mathematics, physics or engineering majors. However, it is suitable for students majoring in technical engineering.

25 Fortran Programming with Introduction to Numerical and Statistical Methods (3). *Prerequisite: Mathematics 21 with grade of C or better or Mathematics 23A with grade of C or better, or high school preparation including two years of algebra, one year of geometry and one semester of trigonometry with grades of C or better. Mathematics 18 is recommended. 2 lecture and 3 lab hours per week.*

FORTTRAN programming; numerical methods applicable to modern electronic computers including approximation of roots, solution of systems of equations, Newton's method, descriptive statistics, matrix manipulations and simulation through the use of random numbers. Students write and test a variety of computer programs chosen from the above topics.

28 College Algebra (3). *Prerequisite: Mathematics 21 or equivalent with grade C or better; or high school preparation including two years of algebra, one year of*

geometry and one semester of trigonometry with grade of C or better. 3 class hours per week.

Study of more advanced algebra including such topics as theory of equations, complex numbers, logarithmic and exponential functions, matrices, vectors, binomial theorem, sequences. Qualifying exam given during first week.

29 Mathematical Analysis (5). *Prerequisite: Mathematics 21 or equivalent with a grade of C or better, or seven semesters of high school level mathematics with grades of C or better. 5 class hours per week.*

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. Qualifying exam given during first week.

30 Elements of Analytical Geometry and Calculus (5). *Prerequisite: Mathematics 28 or 29 with a grade of C or better; or Mathematics 19 or Mathematics 21 with a grade of B or better; or seven semesters of high school level mathematics, each with a grade of B or better. 5 class hours per week.*

Basic concepts of calculus. Includes plane analytic geometry, differentiation, integration, differentials and anti-derivative; formulas; application. Qualifying exam given during first week.

31-32 Analytical Geometry and Calculus (5-5). *Prerequisite: To enroll in Mathematics 31, completion of Mathematics 30 (or equivalent) with a grade of C or better. 5 class hours per week for Mathematics 31 and 5 class hours per week for Mathematics 32.*

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.

34 Ordinary Differential Equations (3). *Prerequisite: Math 33 (or equivalent) with grade C or better. When approved by the instructor, may be taken concurrently with Math 32. 3 class hours per week.*

Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by power series; numericam methods. Fourier series, Laplace transformations, and applications. Offered if sufficient enrollment.

35 Linear Algebra (3). Prerequisite: Math 31. 3 class hours per week.

Vectors and matrices applied to linear equations and linear transformations, real and inner product spaces.

68 Math Lab (½-1). Prerequisite: Must be enrolled in a math class.

Individualized instruction in developing mathematical skills.

METEOROLOGY

1 Elementary Meteorology (3). 3 lecture hours per week.

Basic course including physical phenomena associated with weather analysis and prediction. This course meets the general education requirements for physical science at many colleges and universities.

MICROBIOLOGY

1 General (5). Prerequisites: One semester of college chemistry and either Biology 1, 3, Botany 1 or Zoology 1. Not open to first semester freshmen. 3 lecture hours and 6 lab hours per week.

Morphology and physiology of micro-organisms with emphasis on bacteria. Laboratory exercises include media making, isolation, and some of the standard methods employed in water and milk analysis.

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. Courses marked with an (X) are especially recommended for any member of the community interested in adult education and effective use of leisure time.

Auditions: Students majoring in music will audition before the music faculty to prove necessary competence in the chosen solo performance area. Auditions may be repeated at the end of each semester to display progress.

1 (x) Musicianship (2). Prerequisite: Some pianistic ability desirable. Concurrent enrollment in Music 99c required. 2 hours per week.

Music notation, keys, key signatures, intervals, sight reading and ear training.

2a-2b Advanced Musicianship (2-2). Prerequisites: 2a-Music 1 or its equivalent. Concurrent enrollment in Music 99c required. 2 hours per week.

Continuation of Music 1. Six units of Musicianship are recommended for students majoring in Music. Emphasis is on ear training and sight reading.

4a-4b Harmony (3-3). Prerequisites: Music concentration, usually taken concurrently with Music 1, 2a. Some piano ability is essential. Music 4a is a prerequisite for Music 4b. Concurrent enrollment in Music 99c required. 3 hours per week.

Study of chords and their relation to each other, in order to develop the ability to harmonize melodies on paper or at the keyboard. 4a-4b carry the student from simple triads through and including chords of the dominant seventh.

5a-5b Advanced Harmony (3-3). Prerequisite: Music 4a-4b. Concurrent enrollment in Music 99c required. 3 class hours per week.

Deals with chords of seventh and ninth, altered chords and modulations, and arranging for various vocal and instrumental groups, and original composition. 5 b deals with contemporary theories which may include tension-rest, free-tonaltriadic, twelve tone, non-triadic harmonies, and aleatoric music.

6 (x) Music Appreciation and Survey (3). 3 lecture and 1 lab hour per week.

Music literature and history with emphasis on the understanding and appreciation of the art. A text, illustrated lectures and directed listening constitute the procedure of the course. One hour per week directed listening in the library is required. Material covered includes instrumental and vocal music from the 14th to the 20th Century. This course is for non-music majors as well as music majors.

8 (x) Fundamentals of Music (3). 3 lecture hours per week. Concurrent enrollment in Music 99c required.

Basic musical skills—singing, ear training, reading music notation, and harmonization of simple melodies. May not be applied toward the degree by the student whose major is music. Suggested for music majors who do not read music easily as a preliminary course to Music 1 and 4.

Suggested for the elementary classroom teacher and the amateur musician.

11a-11b-11c-11d (x) Piano (2-2-2-2). 3 hours per week.

A course in applied music with stress on technical and interpretive skills. Individual attention and advancement. Grades will be determined by jury audition. Must be taken in conjunction with Music 99a, b, or c.

12a-12b-12c-12d Advanced Piano (1-1-1-1). Prerequisite to each semester will be successful completion of jury examinations. 3 class plus 5 studio hours per week.

Advanced problems of performance. Literature covered and specific requirements may be obtained from the Humanities Division office. This course is a parallel course to the applied music major at California State Colleges.

16 Accompanying (1). Prerequisite: Advanced ability. 3 class hours per week.

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.

19a-19b-19c-19d Study of Percussion Instruments (1-1-1-1). (Evening College.) Prerequisite: Concurrent enrollment in Music 22 or Music 23, 3 lab hours per week.

Techniques of playing the various percussion instruments, including mallet instruments, with class instruction, individual instruction and ensemble participation.

20 Composition (2-3). Prerequisite: Music 4A, Harmony, 2 lecture and 1 lab hour per week.

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

22a-22b-22c-22d (x) Orchestra (2-2-2-2). Prerequisite: Demonstration of ability by audition. 5 hours per week.

Standard chamber and symphonic literature.

23a-23b-23c-23d (x) Symphonic Band (2-2-2-2). Prerequisite: Demonstration of ability by audition. 5 hours per week.

Study and performance of music for concert band. Performance is required.

24a-24b-24c-24d (x) Study of Brass Instruments (1-1-1-1). Prerequisites: Concurrent enrollment in Music 22 or Music 23, concurrent enrollment in Music 99 (Studio Hours) is required. 3 class hours per week.

Techniques of playing the instrument of the student's choice, with individual instruction. The course may be repeated for credit. Grades will be determined by jury audition.

25a-25b-25c-25d (x) Study of Woodwind Instruments (1-1-1-1). Prerequisites: Concurrent enrollment in Music 22 or Music 23, concurrent enrollment in Music 99 (Studio Hours) is required. 3 class hours per week.

Techniques of playing the instrument of the student's choice, with individual instruction. Grades will be determined by jury audition.

26a-26b-26c-26d (x) Study of String Instruments (1-1-1-1). Prerequisites: Concurrent enrollment in Music 22, concurrent enrollment in Music 99 (Studio Hours) is required. 3 class hours per week.

Techniques of playing the violin, viola, cello or string bass, with individual instruction and ensemble playing. Grades will be determined by jury audition.

27a-27b-27c-27d (x) (B-S-W) Instrumental Ensemble (1-1-1-1). Prerequisite: Demonstration of ability by audition. 3 hours per week.

The letters B, S, and W indicate Brass, String and Woodwind. Performance is required.

28a-28b-28c-28d Advanced Study of Brass Instruments (1-1-1-1). Prerequisites: Prerequisite to each semester will be successful completion of jury examination; concurrent enrollment in Music 22; concurrent enrollment in Music 99 (Studio Hours) is required, 3 class plus 5 studio hours per week.

Advanced problems of performance. Literature covered and specific requirements may be obtained from the Humanities Division office. This course is a parallel course to the applied music major study at California State Colleges.

29a-29b-29c-29d Advanced Study of Woodwind Instruments (1-1-1-1). Prerequisites: Prerequisite to each semester will be successful completion of jury examination; concurrent enrollment in Music 22, concurrent enrollment in Music 99 (Studio Hours) is required. 3 class plus 5 studio hours per week.

Advanced problems of performance. Literature covered and specific requirements may be obtained from the Humanities Division office. This course is a parallel course to the applied music major study at California State Colleges.

30a-30b-30c-30d Advanced Study of String Instruments (1-1-1-1). Prerequisites: Prerequisite to each semester will

be successful completion of jury examination; concurrent enrollment in Music 22; concurrent enrollment in Music 99 (Studio Hours) is required. 3 class plus 5 studio hours per week.

Advanced problems of performance. Literature covered and specific requirements may be obtained from the Humanities Division office. This course is a parallel course to the applied music major study at California State Colleges.

31a-31b-31c-31d Stage Band Lab (½-½-½-½). 1-1/2 lab hours per week.

Rehearsal and standard literature for stage band and dance band. Stresses ensemble and improvisation as well as styles. May be repeated for credit.

32 Jazz Improvisation (1). Prerequisite: Ability to play an instrument and read music; concurrent enrollment in Music 31. 1-1/2 lecture and 1-1/2 lab hours per week.

Performance and analysis of jazz improvisation.

33a-33b-33c-33d (x) Choir (1-1-1-1). 3 hours per week.

Study and performance of choral literature for accompanied and unaccompanied choir. Performance is required.

34a-34b-34c-34d (x) College Singers (2-2-2-2). Prerequisite: demonstrated ability through audition; concurrent registration in Music 33. 5 hours per week.

An advanced ensemble specializing in the performance of choral literature for small choir. Members are selected from the enrollment of the choir. Repertoire includes both traditional and "popular" contemporary styles. Performance is required.

35a-35b-35c-35d (x) Cañada College Oratorio Chorus (1-1-1-1). (Evening College) Open especially to adult singers with choral experience. 3 hours per week.

Rehearsal and performance of material from oratorio and other large choral literature for public performance. Performance is part of the course. May be repeated for credit.

36a-36b-36c-36d (x) Solo Voice (1-1-1-1). Prerequisite: Concurrent enrollment in Music 33 or 34 or demonstrated ability through audition. 3 class hours per week.

Vocal problems analyzed and corrected through exercises and songs. Class sessions and individualized instruction.

37a-37b-37c-37d Advanced Solo Voice (1-1-1-1). Prerequisites: Prerequisite to each semester will be successful completion of jury examination; concurrent enrollment in Music 33 or 34. 3 class plus 5 studio hours per week.



Advanced problems of performance. Literature covered and specific requirements may be obtained from the Humanities Division office. This course is a parallel course to the applied music major study at California State Colleges.

38 Music Electives (1-2). 3 hours per week for 6 or 12 weeks.

Study of important figures and movements in music, offered on a variable basis from semester to semester. Particular course titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated for credit.

40 Musical Theatre (1-3). Spring semester. Prerequisite: demonstrated ability through audition. One class hour per week per unit.

Training in chorus, instrumental, and solo parts of staged musical shows or opera. Units depend on the hours the part demands. May be repeated for credit.

41 Music Recitals (½). One hour per week.

Open to all students. A listening course to acquaint students with musical literature as performed by professional musicians and advanced students in the area. Music majors are required to complete four semesters.

42 Conducting—Choral Conductor's Workshop (1). 3 lecture hours per week for 6 weeks.

Development or review of conducting techniques with special emphasis on the choral literature. Selected problems in score reading and interpretation. Survey of recent publications for school and church choirs.

43a-43b (x) Guitar: Elementary and Advanced (1-1). Prerequisites: Concurrent enrollment in Music 99 and possession of a guitar. 3 class hours per week plus lab.

Techniques of playing the guitar. Group and individual attention. May be repeated for credit.

44 (x) Fine Arts for Children (3). Also Art 44. 3 lecture hours per week.

For parents and teacher aides. Study of methods and materials useful in teaching the pre-school and primary grade child understanding and self-expression in art and music. Involves art and folk music, finger painting, clay modeling, and elementary painting and drawing.

99a Studio Hours (0). Hours by arrangement.

Supervised studio hours in connection with Music 24, 25, 26, 28, 29, 30.

99b Studio Hours (0). Hours by arrangement.

Supervised studio hours in connection with Music 11. Successful enrollment in these courses requires demonstrated skill in the subject area as an alternate prerequisite.

99c Lab Hours (1). Hours by arrangement. 1-3 lab hours per week.

Self-instruction in rhythmic notation and performance. One semester required of all students taking music theory; i.e., Music 1, 2a/b, 4a/b, 5a/b, 8. May be repeated for credit.

NURSING

62 X-Ray (2). Prerequisite: Anatomy 2a with a grade of C or better. 2 hours of lecture and discussion per week.

Knowledge, skills and terminology of nursing procedures for the X-ray technologist. Patient care, ethics, and radiological techniques are stressed.

OCCUPATIONAL SAFETY AND HEALTH (OSHA)

10 Introduction to Occupational Safety and Health (3). (Evening College) 3 lecture hours per week.

Introduction to principles of occupational safety and health with emphasis on requirements of federal and state Occupational Safety and Health Acts (OSHA and Cal-OSHA). Includes a survey of general techniques of safety management.

11 Safety and Health Standards, Codes and Regulations (3). (Evening College) 3 lecture hours per week.

Review of the important federal and state occupational safety and health standards and codes with particular emphasis on application of state codes to typical work situations.

12 Physical Hazards Control I (3). (Evening College) 3 lecture hours per week.

A review of the important occupational safety health standards and codes with particular emphasis on application of these codes to typical work situations.

13 Physical Hazards Control II (3). (Evening College) 3 lecture hours per week.

Examination of the control of physical hazards in the work environment and methods of control.

14 Safety Program Management (3). (Evening College) 3 lecture hours per week.

Designed to acquaint the student with the common element of a modern safety program.

15 Construction Safety (3). 3 lecture hours per week.

A study of Federal and State safety and health standards and regulations applicable to the construction industry. Emphasis will be on recognizing, avoiding, and preventing hazards.

OCEANOGRAPHY

10 Oceanography (3). 3 class hours per week.

Chemical and biological history of the oceans. Currents, waves, tides and coastal processes. Origin and evolution of the oceans and ocean basins with emphasis on recent discoveries in continental drift and sea floor spreading.

OPHTHALMIC DISPENSING

51 Introduction to Ophthalmic Optics (3). 3 lecture hours per week.

An introduction to Ophthalmic Dispensing, its history and evolution to include basic spectacle nomenclature, the theory of light, lenses, prisms, and mirrors, the basic anatomy of the eye, and survey of vision.

52a Ophthalmic Lab Techniques I (4). 2 lecture hours and 6 laboratory hours per week.

The finishing procedures in producing a pair of spectacles consisting of neutralization, layout, decentration, glazing and bench alignment will be covered.

52b Ophthalmic Lab Techniques II (4). 2 lecture hours and 6 laboratory hours per week. Prerequisite: OD 52a or Consent of Instructor.

This course combines the theory and practice of lens surfacing. Layout, blocking, generation, fining and polishing of single vision and multifocal lenses in spherical, cylindrical and prismatic Rx's will be taught.

53 Ophthalmic Lenses I (3). 3 lecture hours.

An introduction to the manufacture of glass and hard resin, plus the mathematical computation using radius of curvature, index of refraction, and effective power. Properties, specifications, and uses of single vision and multifocal lenses will be introduced as well as special lens types such as myodiscs, lenticulars, and aspherics.

54 Ophthalmic Fabrication I (2). 1 hour lecture and 3 hours laboratory. Prerequisite: OD 52a or b.

This course will expose the student to the greater variety of finishing requirements. Rimless, semi-rimless and tension mount frames will be used in addition to edging and surfacing techniques of lenticular and bicentric lenses.

55 Anatomy and Physiology of the Eye (3). 3 lecture hours.

This course deals with anatomy, the study of vision, its chemistry, media, neurology and musculature. An introduction to pharmacology and related systemic diseases will be covered. This course is a necessary prerequisite to contact lens fitting.

56a Ophthalmic Dispensing Techniques I (4). 2 lecture hours and 6 laboratory hours.

This course will parallel the procedures covered in a regular dispensing situation, i.e., pupillary distances, measurements, use of hand tools, verification of prescriptions, and the fitting and adjusting of spectacles, each with a theoretical explanation.

56b Ophthalmic Dispensing Techniques II (4). 2 lecture hours and 6 laboratory hours.

A clinical procedure will be duplicated in a safety program at the college to provide "live" patients. In addition the students will spend part of their lab hours at an actual lab or dispensing office in an internship program. The lectures will present the unusual Tx's encountered, e.g.,

Ptosis crutch, moist chambers, slab-off, Vertex considerations, etc. Fashion dispensing will be introduced and shown as one of today's greatest motivators in the ophthalmic industry.

57a (Changed to Physics 45)

57b (Changed to Physics 45)

58a Contact Lenses I (3). 2 lecture hours and 3 laboratory hours per week. Prerequisite: OD55.

This course will present the introductory material for contact lens fitting, covering nomenclature, manufacture, tolerances, clinical applications and fitting procedures. The lab will provide practical work in the adjusting of contact lenses, Keratometry, inspection and an introduction to biomicroscopy.

58b Contact Lenses II (4). 2 hours lecture and 6 hours laboratory. Prerequisite: 58A.

An actual fitting situation will be presented with the opportunity to tie together theory and practice covering corneal and scleral lenses, symptomology, contact lens pharmacology, and custom lens design. This course will include fluorescein staining evaluation, the insertion, removal and handling of corneal contact lenses.

PALEONTOLOGY

1 Ancient Life and Past Environments (3). 3 lecture hours per week, one all-day field trip. Prerequisite: None.

An introductory ecological approach to the changing parade of life and ancient environments through the past 3.5 billion years of Earth history; and collecting, preparing, analyzing and interpreting a fossil marine fauna.

PHILOSOPHY

6 Introduction to Philosophy (3). 3 lecture hours per week.

A study of the ideas and issues which traditionally concern philosophic minds. Students are directed toward the process of doing philosophy as a means to understanding it. A critical evaluation of selected philosophical topics; values, logic, political ideologies, nature of human being, science and religion, cosmology, and knowledge.

7 Contemporary Philosophy (3). 3 lecture hours per week.

Emphasis is on acquaintance with contemporary trends in philosophy and their impact on social, political, econ-

omic and religious movements. Various schools that might be chosen for presentation include: Idealism, Existentialism, Marxism, Maoism, Christian Philosophy, Logical Positivism, Pragmatism, Utilitarianism, Contemporary Analysis.

11 Introduction to Logic (3). 3 lecture hours per week.

A critical study of the conditions of clear statements; procedures and criteria for evaluating arguments; questions of the adequacy and relevance of statements used to support conclusions. Informal fallacies, syllogism and symbolic logic will be part of the inquiry.

12 Introduction to Symbolic Logic (3). Also Math. 17. Prerequisite: English 1a. 3 hours lecture/self-study per week.

The course divides into three parts: (1) survey of the traditional Aristotelian logic of the categorical statement and syllogism; (2) fairly complete treatment of modern symbolic propositional logic; (3) brief introduction to (first-order) symbolic predicate logic. If time permits, some discussion of Russell's paradox, Godel's incompleteness theorem, and the impact of each on the development of 20th Century logic, will be introduced.

20 History of Philosophy—Ancient and Medieval Philosophy (3). 3 lecture hours per week.

The history of Western Philosophy from ancient to early modern. Selections from representative philosophers and/or schools of philosophy during this period will be examined. Pre-Socratic; Plato; Aristotle; philosophy of the Roman world; Christian and early rationalist thought are some to be studied. The course will analyze various philosophers' attempts during this period to resolve certain fundamental metaphysical, epistemological and ethical questions.

21 History of Philosophy—Modern and Early Contemporary Philosophy (3). 3 lecture hours per week.

Western philosophy from late 17th Century to early 20th Century. Selections from various philosophers and/or schools of philosophy will be chosen for examination and analysis. Epistemological, metaphysical, and ethical systems that developed and advanced during this period will be considered. Philosophies of Spinoza, Leibnitz, the British Empiricists, Kant, Hegel and other idealists will be studied. Other schools of philosophy, early Existentialism, Marxism and Logical Positivism will also be addressed.

23 Introduction to Ethics (3). 3 lecture hours per week.

The traditional theories of the good life and moral obligation and their application to typical problems of indi-

vidual and social behavior. Theories discussed include: Epicureanism, Stoicism and Hedonism; the "Nicomachean Ethics" of Aristotle; Augustinianism; theistic approbationism; Kantianism; the consequentialism of John Stuart Mill and other Utilitarians; the intrinsicism of G. E. Moore; Plato's views on the ideal society; the communistic and libertarian views of the ideal society.

24 Introduction to Religion: Religions of the World (3). 3 lecture hours per week.

A study 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. The course covers the development of religious ideas, the western religions, and the eastern religions.

25 Western Religious Philosophy (3). 3 lecture hours per week.

Investigation of the questions arising in the tradition: Religious scepticism, 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.

27 Introduction to Aesthetics (3). 3 lecture hours per week.

This course will investigate philosophical questions related to an understanding of the arts: the creation of a work of art, criteria for judgment and evaluation, historical-cultural context, the nature of "art" and "beauty", the relationship of artist, work and audience, the question of meaning, etc. Attempts will be made to correlate the course to offerings current in the Fine Art, Drama, and Literature.

28 Introduction to the Philosophy of Science (3). Prerequisite: One course in philosophy and/or science or mathematics. 3 lecture hours per week.

Elementary treatment of the structure and orientation of the positive sciences; the role of observation and laws, inductive and deductive evidence, hypothesis and theory, the logical structure and historical development of the sciences; the mathematicization of science. Typically the sciences considered would include mathematics, physics and either biology or psychology. Possible topics include the Copernican Revolution, from Kepler to Newton, Einstein's Relativity Theory, and Quantum Mechanics, from Freud to Existential Psychology, logical structure of the social sciences, etc.

35 Asian Philosophy (3). *Prerequisite: Philosophy 6, 24, or History 9a or 9b strongly recommended. 3 lecture hours per week.*

Introductory course in the philosophical development in the major Asian countries—China, India and Japan. The general concern will be with the philosophical development of these countries rather than their religious evolution. The course is not merely to provide a survey of the philosophical systems of the past. Special attention will be given to the 20th Century Asian thinkers and how their ideas shape Asian minds inside and outside of Asia.

38 Advanced Seminar in Philosophy (3). *Prerequisite: Two other courses in Philosophy. 3 lecture hours per week.*

Designed to provide an opportunity for philosophy majors and others who meet requirements to pursue some more advanced problems in philosophy (especially in Epistemology).

48 Special Topics (1-3). *1 to 3 lecture hours per week.*

A course on topics of contemporary interest designed to provide a means for discussing the changing knowledge and important issues in philosophy. Specific subject matter will vary from semester to semester and is announced in advance.

PHYSICAL EDUCATION

(Men, Women, Co-ed)

A student may elect more than one Physical Education general service class or repeat a class.

Enrollment in varsity athletics satisfies the Physical Education requirement for the semester.

The Physical Education courses listed below are for men or women or are coeducational as shown in parentheses following the unit value of the course (M, W, C).

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.

A student in the San Mateo County Community College District attending one college is eligible to participate in athletics at another college in the district provided that the sport in which he wishes to participate is not offered at that college he is attending.

1a Cañada Fitness Institute (1) (C). *1 hour lecture and 2 hours lab per week.*

The Cañada Fitness Institute is a lecture and lab designed to teach sound principles of exercise, measure basic levels of fitness, and chart improvement during the semester. Students registering in the Fitness Institute will be issued a certificate of completion if they successfully pass the written examination and demonstrate physical fitness through the lab tests administered during the semester. The lecture will include a thorough analysis of the dynamics of exercise and the relationship between caloric input and output. Students who wish to improve their basic level of fitness should also enroll in an activity class. (Pending Board approval.)

3a Varsity Baseball (2) (M). *Prerequisite: Permission of the coach.*

Intercollegiate competition in the Golden Gate Conference and participation in regional tournaments, Northern California playoffs and the State J.C. Championships when qualified. Daily practices January to May.

3b Varsity Condition (1) (M). *Must be taken concurrently with 3a.*

4a Varsity Basketball (2) (M). *Prerequisite: Permission of the coach.*

Intercollegiate varsity basketball competition in the Golden Gate Conference and participation in regional tournaments. Daily practices October 15 to March 15.

4b Varsity Conditioning (1) (M). *Must be taken concurrently with 4a.*

5a Varsity Cross Country (2) (C). *Prerequisite: Permission of the coach.*

Intercollegiate competition in the Golden Gate Conference and participation in dual meets, invitationals, league meet, and Northern California and State Championships as qualified. Daily practice, September to December.

5b Varsity Conditioning (1) (C). *Must be taken concurrently with 5a.*

6a Varsity Golf (2) (C).

Intercollegiate competition in the Golden Gate Conference and participation in dual matches, invitationals and the conference championships. Team members will also participate in the Northern California and State Championships as qualified. Daily practices February to May.

6b Varsity Conditioning (1) (C). *Must be taken concurrently with 6a.*

7a Varsity Soccer (2) (M). *Prerequisite: Permission of the coach.*

Intercollegiate competition with four-year institutions and junior colleges in Northern California. League competition in the Western Junior College Soccer Conference. Daily practices from September to December.

7b Varsity Conditioning (1) (M). *Must be taken concurrently with 7a.*

8a Varsity Tennis (2) (C). *Prerequisite: Permission of the instructor.*

Intercollegiate competition in the Golden Gate Conference and participation in dual matches, invitationals, league meet, Northern California and State Championships as qualified. Daily practices January to May.

8b Varsity Conditioning (1) (C). *Must be taken concurrently with 8a.*

9a Varsity Wrestling (2) (M). *Prerequisite: Permission of the coach.*

Intercollegiate competition in dual matches in the Golden Gate Conference; competition in several regional wrestling tournaments each year including the Golden Gate Conference Meet, the Northern California Meet and the State J.C. Championships. Daily practices October 15 to March 15.

9b Varsity Conditioning (1) (M). *Must be taken concurrently with 9a.*

10a Women's Varsity Softball (2) (W). *Prerequisite: Permission of the coach.*

Intercollegiate competition in the Golden Gate Conference and participation in regional tournaments. Daily practices January to May.

10b Varsity Conditioning (1) (W). *Must be taken concurrently with 10a.*

11a Women's Varsity Volleyball (2) (W). *Prerequisite: Permission of the instructor.*

Intercollegiate competition in the Golden Gate Conference in volleyball. Competitive Schedule will include practice daily and competitive games and tournaments.

11b Women's Varsity Conditioning (1) (W). *Must be taken concurrently with 11a.*

Intramurals

Supervised intramural sports are scheduled throughout

the semester, beginning with the second week. Primary hours are from 11 a.m. to 12 noon on Tuesdays and Thursdays. Additional intramural hours may be established as needed for play-offs and make-up contests. Students should consult the Intramural Bulletin Board in the Physical Education building for detailed information concerning activities, days and hours, sign-up instructions, rules and procedures.

As student interest determines the need, intramural programs will be conducted in basketball, table tennis, badminton, bicycling, soccer, weight lifting, softball, bowling, volleyball, trampoline, and tennis. Other activities are available on demand. One-half unit of credit is available. See Coed P.E. 75.

Theory Courses

20 The Nature and Scope of Physical Education (3) (C). *For major and minor students in Physical Education and Recreation Education. Not an activity class. 3 lecture hours per week.*

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.

22 Issues in Sport (2) (C). *2 lecture hours per week.*

Introduction to selected diverse contemporary issues in American sport. Sample topics would include: amateurism and/or professionalism in sport, racism in sport, women in sport, sport and education, and the economics of sports. This course is recommended for all Physical Education and Recreation Education majors and minors.

General Service Courses

30 Adult Fitness (2) (C). *(Evening College) 4 hours per week.*

For the adult who desires a course in vigorous activity of a "conditioning" nature. Tests given regularly relating to motor fitness, speed, balance, strength, endurance, flexibility and power. Considerable running activity. Emphasis on development of cardio-respiratory improvement. Several college fitness batteries utilized. Team games and weight conditioning to develop stamina.

31 Aquatic Fitness (1) (C). *Students must not be beginning swimmers. 2 hours per week.*

Highly vigorous activities in conditioning in swimming. Some stroke and development work. Class goal is to swim one mile in a half-hour.

32 Beginning Archery (1) (C). *2 hours per week.*

For beginning archers. Deals primarily with the fundamentals of target archery. Individual and team competition is used in the Junior Columbia Round. Also included is the basic understanding of rules, scoring, terminology, and care and selection of arching equipment.

33 Backpacking (2) (C). *Designed primarily for the student who is a beginning or intermediate backpacker. The advanced backpacker may enroll. 4 hours per week.*

Instruction will be given in the science of backpacking and living in the wild. Instruction will also be given in the purchase and care of backpacking equipment. Students will be expected to furnish most of their own equipment. Students will also have to demonstrate that they are physically fit in order to participate. The course will include lectures, labs, and overnight trips.

34a Beginning Badminton (1) (C). *2 or 3 hours per week.*

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 are taught; tournaments in singles and doubles are held.

34b Intermediate/Advanced Badminton (1) (C). *Prerequisite: Beginning Badminton or permission of the instructor. 2 or 3 hours per week.*

Designed to improve the intermediate and advanced player's skill, knowledge and enjoyment of the game. Emphasis on strategy, tactics, footwork, doubles teamwork and the singles game.

35 Beginning Baseball (1) (M). *Not open to Cañada College baseball lettermen. 3 hours per week.*

Fundamentals of baseball skills combined with game situations. Emphasis will be placed on individual skills and the associated game rules. A testing program will include material on all skills taught and the playing rules.

35b Advanced Baseball (2) (M). *Prerequisite: Beginning baseball or varsity letter in baseball. 6 lab hours per week.*

Fundamentals of baseball with emphasis on strategy, officiating interpretation of the rules, and team play. Designed for the advanced player.

36a Beginning Basketball (1) (M) (W) (C). *Prerequisite: Enrollees must be beginners in basketball activity. Students who have participated on high school interscholastic teams will not be admitted. 2 or 3 hours per week.*

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.

36b Advanced Basketball (1) (M) (W) (C). *Prerequisites: Successful completion of Beginning Basketball with approval of the instructor; participation on high school basketball teams of J.V. or varsity level. 2 or 3 hours per week.*

Advanced aspects of team offense and defense. Emphasis will be placed on team play through the medium of round robin schedules and tournaments. Evaluation will be conducted through written and practical examinations on rules and skills taught.

37 Bicycling (2) (M) (W) (C). *4 lab hours per week.*

Instruction in the operation of bicycles, safety concepts, rules of the road and participation in cycling programs that involve controlled conditions over diversified terrain. Activities will be geared to the ability of the individual. The testing program will include speed cycling, time trials, endurance tests and maintenance of the bicycle.

38 Advanced Bicycle Touring (1) (C). *Prerequisite: Completion of elementary bicycling or demonstration of suitable proficiency.*

Designed to offer varied and stimulating experiences in bicycle touring. Activities will include conditioning for touring, selection and maintenance of touring equipment, short tours, half-day tours, full-day tours, overnight tours, and extended tours for distance. A large part of the required course activity will be done on an individual dual basis at the student's convenience.

39a Beginning Bowling (1) (C). *For beginning students in bowling. 2 hours per week.*

Learning opportunities will be provided in the stance, approach, release and roll. A working knowledge of bowling rules, scoring and etiquette. Approximate cost: \$15.00 per semester.

39b Intermediate/Advanced Bowling (1) (C). *Prerequisite: Women must have at least 110 average; men, at least 125 average. 2 hours per week.*

Participation in advanced league bowling competition; individual scoring statistics are maintained. Approximate cost: \$20.00 per semester.

40 Exercise Appreciation (1) (M) (W) (C). 3 hours per week.

Basic conditioning course, which presents a lifelong program in exercise appreciation for the promotion and maintenance of one's health. Progressive exercise plans are offered for strength, endurance, flexibility, coordination, balance and agility. Students are expected to reach a level of fitness and to develop the necessary self-discipline to maintain this level. To perform more efficiently with less expenditure of energy and to "push back" the aging processes are primary objectives of the course.

41 Field Sports (1) (W). 2 hours per week.

Class may elect to cover two or more of the following sports: softball, soccer, field hockey, speedball, speed-away and flagball. Instruction in basic skills, rules and strategies of each selected sport will be taught. Round-robin competition will be conducted.

42a Beginning Folk, Square, Tap Dance (1) (C). 2 or 3 hours per week.

Dance fundamentals and basic skills associated with beginning folk dance activity. Representative dances of many countries are offered. Emphasis on the basic steps and appropriate rhythmical responses.

43a Beginning Golf (1) (C). Prerequisite: only beginning golfers will be enrolled. 2 hours per week.

Beginning 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.

43b Intermediate/Advanced Golf (1) (C). Prerequisite: Permission of the instructor. 2 hours per week.

Extension of the fundamentals learned in Elementary Golf; considerable emphasis is placed on the competitive aspects of golf; tournament play is a major part of the course; most sessions are conducted at the Emerald Hills golf course, putting greens, driving ranges, pitch-and-putt areas also utilized.

43c Expert Golf Training (1) (C). 2-1/2 hours per week.

Course is designed for men and women of expert golf ability who wish to develop their golf skills for competitive purposes. Students will be instructed in the funda-

mentals as needed and put through many drills designed to improve their golf skills. Play on a golf course and strategy will also be a major part of this course.

44 Gymnastics (1) (C). For beginning students in gymnastic activity. 2 hours per week.

Beginning concepts of gymnastic activities for beginning students; includes trampolining, side horse, long horse, horizontal bar, parallel bars, pyramid building and tumbling.

45 Beginning Ice Skating (1) (C). Prerequisite: Enrollees must be beginners. 2 hours per week.

Instruction will be provided for all basic movements in ability groups labeled "Alpha" (elementary), "Beta" (intermediate) and "Gamma" (advanced elementary). Attention will be given to skating in pairs, groups, and in figure concepts. Conditioning and basic techniques conducive to maximum safety will be offered. The course will be taught off campus. Approximate cost: \$30 per semester.

46a Beginning Judo (1) (M) (W) (C). Prerequisite: Enrollees must be beginners in Judo activity. 2 hours per week.

Rules, procedures, techniques of falling, unbalancing, throwing, and combinations of techniques as related to physical development. Emphasis on judo as a sport.

46b Intermediate/Advanced Judo (1) (C). Prerequisite: Successful completion of Beginning Judo at Cañada College or permission of the instructor. 2 hours per week.

Intermediate and advanced exposure to sport judo and self-defense; special emphasis on advanced conditioning, falling to both sides, refinement of throws, countering and selected new throws and drops.

47 Life Saving (1) (C). Prerequisite: The ability to swim 440 yards continuously, demonstrating the crawl, side stroke and breast stroke; standing front dive; surface dive to six foot depth and swim two body lengths under water; floating. 2 hours per week.

Progressive skill development in take-offs, approaches, carries, defensive mechanism, shallow water carries, water safety knowledge and artificial respiration. Red Cross certificate available upon satisfactory completion of the course.

50a Beginning Modern Dance (1-2) (C).

Basic modern dance techniques, ballet techniques for proper body alignment, balance, flexibility and rhythmic

coordination. Emphasis on movement technique and combinations.

50b Beginning/Intermediate Modern Dance (1-2) (C).

Basic modern dance techniques, ballet techniques for proper body alignment, balance, flexibility, and rhythmic coordination. Emphasis on movement technique and combinations.

51 Advanced Modern Dance (2) (C). *Prerequisite: Successful completion of Intermediate and Advanced Modern Dance, or permission of instructor. 4 lab hours per week.*

Synthesis of previous dance experience. Advanced modern technique, group improvisations and repertory experience.

52 Dance Production (2) (C). *Prerequisite: One or two semesters of Modern or Jazz and permission of instructor. 4 hours per week.*

Includes both technique and composition. Students have the opportunity to choreograph their own compositions (dances) for performance. The elements of production—music, make-up, costumes, lighting and staging—are included in this semester's work. A final concert, demonstration or studio rehearsal will culminate the semester's work performed by the students.

53a Beginning Jazz (1) (C). *2 hours per week.*

Elementary jazz techniques, foot and leg development, isolation of body parts and a rhythmic appreciation of jazz musicians and music.

53b Beginning/Intermediate Jazz (2) (C).

Continuation of Beginning Jazz with emphasis on additional techniques and more lengthy jazz combinations.

54 Rope Activities (1) (M). *2 hours per week.*

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 evaluation procedures are followed. Emphasis is placed on the explanation and development of safety procedures.

56 Basic Methods and Techniques of Skin and Scuba Diving (2) (C). *Prerequisite: Student must be able to pass*

basic swim test. 2 activity hours, 1 lecture hour per week, plus out-of-class assignments.

Demonstration and practice of skills necessary to become proficient in skin and scuba diving activities and in the proper utilization of scuba gear and its various periphery equipment. Thorough familiarization with those aspects of physics, physiology and mechanics directly related to a basic competency in skin and scuba diving. A basic study of the ocean environment and marine life from the safety, aesthetic and scientific viewpoints. Emphasis is given to marine ecology problems of the present day, encounter of which can be anticipated as a result of becoming a basic scuba diver.

57 Beginning Snow Skiing (1) (C). *2 hours per week.*

Instruction will be given on "shorty" skis, with skis advancing in length as skier advances in skills. Downhill skiing skills such as turns, stopping, traversing and control. No equipment necessary beyond personal clothing. Approximate cost to student \$130, plus transportation. 3 full weekends on the slopes are a part of the course.

58a Beginning Soccer (1) (M) (W) (C). *Prerequisite: For beginning students in soccer only. 3 hours per week.*

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.

58b Advanced Soccer (1) (M). *Prerequisite: Successful completion of Beginning Soccer or permission of the instructor. 2 hours per week.*

Advanced aspects of team play in soccer; extension of elementary skills of play in dribbling, trapping, heading offensive and defensive tactics; considerable team play is offered.

59 Beginning Social Dance (Ballroom) (1) (C). *2 hours per week.*

Social dance fundamentals and basic steps: waltz, tango, cha cha, samba, rumba, fox-trot and fad (novelty) dances of today. The etiquette of social dance is emphasized and stress is placed on the individual's development of rhythmical response.

60a Beginning Softball (1) (M) (W) (C). *Prerequisite: Enrollees must be beginners in softball play. 2 hours per week.*

Fundamentals and play situations of softball. Students participate in game situations and round-robin play. A testing program is included on all rules and skills taught. Regulation "fast-pitch" or "slow-pitch" play is included.

60b Advanced Softball (2) (M) (W) (C). *Prerequisite: Successful completion of Beginning Softball or permission of instructor.*

Advanced aspects of team play in softball with instruction in techniques, tactics of competitive softball. (Pending Board approval.)

62 Table Tennis (1) (C). *Prerequisite: Enrollees must be beginners. 2 lab hours per week.*

Beginning to intermediate techniques in table tennis play. Students will receive instruction in the skills involving all aspects of play, such as strokes, serving, offensive and defensive aspects, and singles and doubles play. Considerable attention will be given to rules, formats and etiquette.

63a Beginning Tennis (1) (C). *No previous tennis experience necessary. 3 hours per week.*

Basic fundamentals of tennis. Instruction on forehand and backhand ground strokes, serve and volley. Rules, scoring system, tennis etiquette and basic tactics of singles and doubles. Some competition included toward the end of the semester. Major emphasis on individual improvement.

63b Intermediate/Advanced Tennis (1) (C). *3 hours per week.*

Designed for the student with prior tennis experience. All strokes and shots presented, including forehand and backhand groundstrokes, serve, volley, lob and smash. Advanced instruction in singles and doubles play. Individual improvement will be the major emphasis.

64 Trampoline (1) (C). *2 hours per week.*

Trampoline activity for beginning, 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.

65 Tumbling (1) (C). *2 hours per week.*

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.

66a Beginning Volleyball (1) (C). *2 or 3 hours per week.*

Skills involving the serve, volley, dig, smash and hit taught and practiced. Proper rotation, rules and team play stressed. National Volleyball rules of play strictly enforced. An evaluation program in all skills conducted. Tournament play on a round-robin basis.

66b Intermediate/Advanced Volleyball (1) (C). *Prerequisite: One semester of college volleyball or instructor's permission. 2 hours per week.*

Designed for students wishing more advanced play and skills of volleyball. Includes a quick review of the dig or bump, volley and footwork overhand serve. The spike, block and tumble dig are introduced. All of these skills incorporated into offensive and defensive court play.

67 Water Polo (1) (M) (W) (C). *Prerequisite: The ability to swim 50 yards using a "head high" crawl stroke, to swim 50 yards using the breast stroke, to tread water for 3 minutes and to tread water for one minute with the hands out of the water. 2 hours per week.*

Progressive skill development in picking up a ball in the water, passing, receiving, shooting, dribbling and playing the game of water polo. Knowledge of water polo rules and facets of water safety.

68 Water Safety Instructor (1) (C). *Prerequisite: Current American Red Cross Senior Life Saving Certificate. 2 hours per week.*

Phase I: Development of effective performance in the nine basic swimming strokes and the various life saving and water safety skills. Phase II: Teaching techniques, methods and knowledge necessary to teach American Red Cross swimming and life saving courses.

69a Beginning Weight Conditioning (1) (M) (W) (C). *Prerequisite: Enrollees must be beginners in weight conditioning work. 2 hours per week.*

Beginning lifts and procedures of weight training. Emphasis on proper form and techniques, safety procedures, and strength values of beginning work in weight lifting. Barbells, dumb-bells, and associated equipment are combined with regular running activity.

69b Intermediate Advanced Weight Conditioning (1) (M) (W) (C). *Prerequisite: Successful completion of Beginning Weight Conditioning or permission of the instructor. 3 hours per week.*

Progressive skills and weight development in various weight conditioning exercises. Opportunities granted to specialize in different areas of the body. Development of individual programs encouraged.

70 Western Riding (1) (C). *2 hours per week.*

Care, feeding, structure of a horse; care of equipment; basics of western riding—hands, seat, control of animal in ring and trail riding. Approximate cost per semester: \$60.

71 Beginning Wrestling (1) (M). *Prerequisite: Enrollees must be beginners in wrestling activity. 2 hours per week.*

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 applies them in short periods of wrestling.

72 Yoga (1) (C). *Designed for beginning student in yoga. 2 hours per week.*

Course deals with yoga postures and breathing techniques, with emphasis on body control through position awareness.

73 Adaptive Physical Education (1-3) (C). *Prerequisite: Restricted to physically limited students.*

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.

75 Intramurals (1/2) (C).

A student may earn one-half unit of credit in the intramural program if he or she desires. Activities include basketball, table tennis, badminton, bicycling, jogging, soccer, weightlifting, softball, bowling, volleyball, tennis, and trampoline. For additional information please refer to the intramural description.

76 Women's Conditioning (1-3) (C). *5 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, apollo exercise, walking, posture improvement, caloric evaluation, nutrition, and weight control; and figure development.

77 Jogging (1) (C). *3 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 Beginning Roller-Skating (1) (C). *2 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 \$16.

80 Fitness Preparation, and Administrative Justice Field Techniques (2) (C). *3 hours per week.*

A course designed to meet the needs for Administrative students in preparing them to pass the field test on fitness standards for job placement. A study of the recent A. J. field techniques in defensive and "come along" skills. Information regarding proper diet and exercise to stay alert physically and mentally for the job-related demands. May be repeated for credit.

82a Women's Self-Defense (1½) (W). *3 hours per week.*

Designed for women, to gain knowledge about basic self-defense. Areas covered will be mental preparation, avoidance of areas conducive to assault or rape, striking, kicking, yelling, front and rear grasp releases, and ground tactics. Both nonviolent and violent techniques will be dealt with.

85 Expert Tennis Training (2) (C). *6 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 1½ 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.

PHYSICAL SCIENCE

10 Introduction to the Physical Sciences (3). *3 hours per week.*

Basic physical laws of nature as described by the sciences of physics, astronomy and chemistry. Many topics of interest to prospective school teachers are included. Stress on conceptual understanding rather than mathematical detail. This course meets the general education requirements for physical science at many colleges and universities.

47 Cooperative Education (1-4).

Supervised field experience.

PHYSICS

2a-2b General Physics Lecture (3-3). *Prerequisites: Elementary algebra and plane geometry, trigonometry is strongly recommended. Physics 2a is a prerequisite for Physics 2b. 3 lecture hours per week.*

Lectures with experimental demonstrations and laboratory experiments 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.

2aL-2bL (1-1). General Physics Laboratory. *3 hours per week. Concurrent enrollment in Physics 2a or 2b.*

4a-4b-4c General Physics (4-4-4). *Prerequisite for 4a: Mathematics 30; prerequisite for 4b or 4c: Physics 4a and Mathematics 31. 3 lecture, 1 recitation and one 2-hour lab period per week.*

4a—Mechanics, wave motion and special relativity. 4b—Electricity and magnetism. 4c—Heat, light and modern physics. These courses constitute a three-semester program designed to give the student majoring in engineering, physics, chemistry and certain other majors a thorough foundation in the fundamentals of physics.

9 Physics of Sound and Music (3). *Also Music 9. Prerequisite: None; high school algebra suggested. 2 lecture and 2 lab hours per week.*

Lectures with experimental demonstrations, emphasizing the nature of sound, music and related wave phenomena. A weekly laboratory period studying musical instruments, overtones, resonance and pitch. This course is planned for, but not restricted to, Music majors.

10 Introduction to Descriptive Physics (3). *3 lecture hours per week.*

Description with experimental demonstrations of the more important phenomena of physics. Designed to show the beauty, simplicity and unity of our conception of the physical world, rather than concentrating on mathematical detail. Open to all students except those who have had, or are taking Physics 2a or 4a. This course meets the general education requirements for physical science at most colleges and universities.

12 Space, Time and Relativity (3). *Prerequisite: An interest in reading. 3 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.

42 Radiation Physics (4). *Prerequisite: High school algebra and geometry; high school science. 4 lecture hours per week.*

An introduction to the basic ideas about matter, energy, electricity, magnetism and electro-magnetic radiation, with emphasis on X-ray phenomena. Applications to the interaction of radiation with matter and X-ray circuits. Particularly appropriate for students pursuing careers as X-ray technologists, but open to everyone interested in radiation physics.

45 Geometric Optics I (4). *Prerequisite: Math 11. 3 lecture and 3 lab hours per week.*

The nature of light, rectilinear propagation, refraction and an introduction to the theory of lenses are necessary for the total concept.

PHYSIOLOGY

1 Introductory Physiology (5). *Prerequisites: One course selected from Biology 1, 3, Anatomy 1, Zoology 1, knowledge of elementary chemistry and physics is recommended. 3 lecture hours and two 3-hour lab periods per week.*

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.

POLITICAL SCIENCE

2 Contemporary Foreign Governments (3). 3 lecture-discussion hours per week.

The historical development and contemporary politics of significant foreign governments. Analysis and comparison of major forces and trends in Great Britain, France, Germany, the Soviet Union, China, Japan, Mexico, Tanzania, and India. Special attention will be devoted to current issues.

5 Introduction to Political Theory (3). 3 lecture hours per week.

Explores the various methods of political expression from classical and modern theorists to the communication of political ideas through film, art, music, drama, and symbolism. Emphasis is given to developing skills in dealing with political ideas and problems.

13 Minority Group Politics in the United States (3). 3 lecture-discussion hours per week.

Study of the political experiences and contributions, both intellectual and organizational, of selected racial and cultural minorities in the United States. Principal focus on Blacks, Mexican-Americans, Asian-Americans, and Native Americans. Brief attention given to European immigrants for comparative purposes. (This course may be used to fulfill the Ethnic Studies requirement.)

18 Government and Politics of Africa (3). 3 lecture hours per week.

Focus on the critical analysis of the process and practices of African political life and the forces which have helped in shaping them. Specific topics include: Beginning of new nations under Western domination, single-party states, nationalism and democracy, military take-overs, bases of political stability and instability.

21 American Government (3). 3 lecture-discussion hours per week.

Survey of American politics and government, including public opinion, voting patterns and elections, pressure group and political party activity, the functions of the President, the Congress and the Supreme Court, and constitutional guarantees of the citizen's rights and liberties. (This course may be used to fulfill the American Institutions requirement.)

23 California State and Local Government (3). 3 lecture hours per week.

Survey of California state and local government with special attention given to the political and social prob-

lems of urban and metropolitan communities. Current issues and processes are stressed. (This course may be used to fulfill the American Institutions requirement.)

27 American Society (5). Prerequisite: Limited to foreign students or recent immigrants. 5 lecture-discussion hours per week.

Orientation course in American society and culture. Includes such topics as: (1) Main values and characteristics of the American people. How and why these traits have developed in American society—Puritan ethic, dream and reality of equality and democracy in America. (2) Political problems, principles and institutions in America—constitution, federalism, civil liberties. (3) American social institutions—the family, religion, arts, entertainment, sports. (4) Current issues and problems in American society. Comparison is frequently made between American traditions, institutions and practices and those of other countries in order to enhance the perspective with which the foreign student views the difference between his/her country and the United States. (This course may be used to fulfill the American Institutions requirement.)

28 Women, Politics & Power (3). 3 lecture hours per week.

An examination of the rapidly changing political roles of women in politics. Emphasis will be on the social, political and economic status of women and the forms of political action seeking to affect that status.

40 Student Government (1). 2 lecture hours per week for 8 weeks.

Study of the structure and processes of governance at Cañada with emphasis on student participation and influence on college decision-making. Students will be expected to participate in an effective way in some element of student government.

43 Political and Economic Power: The Questions of the Older Person (3). 3 lecture hours per week. Prerequisite: None; prior or concurrent enrollment in Social Science 15 recommended.

The course explores the political attitudes and voting behavior of older Americans, their past, present, and future involvement in interest-group politics, the laws and government agencies, national, state, and local, that are responding to the needs of the aging, the legal rights of older people, including specific attention to age-based discrimination in employment, and the financial aspects of aging, including financial planning before and during retirement, the Social Security system, private pension plans, savings, annuities, and investments; and estate transfer. Present trends and prospective future changes

will be stressed. Attention will be directed to California and San Mateo County programs and developments wherever possible.

44 Legal Issues of Older Persons (3). 3 lecture hours per week. Prerequisite: Political Science 43 recommended; recommended for those over 60 years of age.

Provides gerontology students and interested community persons working for seniors with an introduction and overview of the various laws and programs which exist to protect and benefit seniors. Those taking the course would be able to detect problems which would have gone undetected, to make timely and appropriate referrals, and in some situations, to directly assist seniors with whom they come in contact.

51 U.S. Politics and Current World Affairs (3). 3 lecture hours per week.

Analysis and discussion of United States national, state, and local politics and government, their cultural, economic and social setting, and their relation to current domestic and international issues and events. Brief, timely readings on each topic considered, supplemented by films and speakers, provide a basis for informed discussion. The course fulfills the American Institutions requirement for students working toward the A.A. degree and not planning to transfer to a four-year institution. It may be repeated for a maximum of 6 units.

PROGRAM SPECIALS

70 Program Specials (½-1). 8 hours for 1/2 unit, 16 hours for 1 unit. 1 unit maximum each semester.

Coordinated enrichment program of educational lectures, workshops, artistic events, films, and discussions led by faculty members and outside speakers on a wide range of topics. May be repeated for credit.

PSYCHOLOGY

1a General Psychology (3). 3 lecture hours per week.

Introduction to the diverse areas of psychology including principles of learning, theories of personality, tests and measurement, behavioral disorders and mental health, and physiological and developmental aspects of individuals. Experimental design and research data are emphasized. (Individualized instruction section 1-3 units)

1b Experimental Psychology (3). Prerequisite: Psychology 1a. 3 lecture hours per week.

Scientific inquiry of the nature of behavior of man and other animals utilizing experimental methodology. Major objectives include development of skills in collecting and analyzing data from human and animal subjects with various laboratory apparatus. Emphasis upon professional journal format for experimental reports.

2 Aspects of Psychology (3). 3 lecture hours per week.

This course will cover such areas as the psychologist and his profession, science and psychology, psychological methodology, and fields of psychology.

4 Courtship, Marriage and the Family (3). 3 lecture hours and 1 discussion hour per week.

Focus on marriage as a personal and probable event in the lives of the students enrolled: courtship; personality and adjustment in marriage; parenthood; the problem of divorce; mate-selection; love; the family; anatomic, physiologic, psychological and sociologic aspects of sex; children; religious factors; marriage as a social institution and as a personal commitment.

5a Child Development (3). Prerequisite: Psychology 1a. 3 lecture hours per week.

An examination of the developmental trends affecting human growth from the prenatal period to adolescence. Emphasis upon the factors influencing personality development. Implications from current learning theorists are explored. Recommended for those interested in children and also for those seeking a better understanding of the child within each of us.

5b Adolescent Behavior (3). Prerequisite: Psychology 1a. 3 lecture hours per week.

This course is designed for those interested in the behavior of the adolescent. It is designed for the adolescent himself, parents of adolescents, and those involved in Social Services relating to adolescents. The approach will stress developmental tasks and concerns.

5c Maturity and Aging (3). Prerequisite: Psychology 1a or Social Science 15. 3 lecture hours per week.

To develop in students a concrete awareness of the social, intellectual, emotional, and physical changes occurring in later adulthood through old age and death and an understanding of the importance of the factors influencing personality during this stage of human development.

6 Social Psychology (3). Prerequisite: Psychology 1a or Sociology 1. 3 lecture hours per week.

Study of the interaction among persons and their groups. Focus on research methods, self-concept, attitude forma-

tion and change, interpersonal attraction, aggression, group dynamics and leadership, impression formation, and related topics. Experiential learning is included as part of this course.

7 The Psychological Experience of La Raza in the U.S. (3). 3 lecture hours per week.

The psychological results of being a Spanish-speaking minority within an Anglo society. Emphasis on the psychodynamics of the Spanish-speaking family in the United States. (This course may be used to fulfill the Ethnic Studies requirement.)

10 Psychology in Practice (3). 3 lecture hours per week.

Intended for those who wish a general picture of human psychology and do not plan to take further courses in psychology. Emphasis will be on an application of psychological principles to problems of everyday life rather than the technical-scientific approach of Psychology 1a.

11a Early Childhood Education Principles (3). Also ECE 11a. 3 lecture hours per week.

Nature and goals of early childhood education. Evolution and exploration of various models of ECE programs. Exploration of the philosophic position, personalities and forces guiding the development of these early childhood programs.

11b Early Childhood Education Curriculum (3). Also ECE 11b. 3 lecture hours per week.

Selecting, developing and managing activities for young children. Developing skills in providing adequate and effective education. Learning and values inherent in children's play. Exploration of creative activities and growth experiences through art, music, language development, dance, science, and math.

12 Child, Family and Community (3). 3 lecture hours per week.

Designed for those concerned with education or social service fields. Examination of patterns of child rearing techniques and current family life styles in the contemporary society. The varying factors of the community as they affect the child and the family will be the emphasis.

13 Parapsychology (3). 3 lecture hours per week.

This course is designed to acquaint the student with the various areas of psychic phenomena with a special emphasis on current trends. Each week will take up a different aspect of the topic in the semester offering. Developments in both this country and abroad will be dealt

with, including the present in-depth research in the field. May be repeated once for credit.

21 Introduction to Exceptionality (3). Prerequisite: Psychology 5. 3 lecture hours per week.

A survey course emphasizing the descriptive and diagnostic differences of exceptional persons (deaf, learning disabled, orthopedically handicapped, visually handicapped, emotionally disturbed, deaf/blind, the gifted, the aged). Current approaches concerning educational and recreational suggestions are included, as well as community resources that are available.

22 Introduction to Developmental Disabilities (3). Prerequisite: Psychology 5a. 3 lecture hours per week.

This survey course examines more closely the characteristics, learning potentials, curriculum guides and community agencies for the developmentally disabled. The course deals with those substantially handicapped—including: mental retardation, autism, cerebral palsy, epilepsy, dyslexia, and other neurological handicapping conditions.

23 Infant Behavior (3). 3 lecture hours per week.

This course stresses human development during the first three years of life (emphasis on first 18 months). A survey of developmental trends and environmental influences will be examined. Content especially designed for those interested in Child Development/Early Childhood Education (understanding the early foundations of behavior, the infant educator and interventionist, and parents of the very young).

28 Psychology of Women (3). 3 lecture hours per week.

Within the framework of standard psychological concepts, this course examines the ways in which culture influences feminine and masculine role behavior. The unusual demands that a rapidly changing society place upon both men and women are considered against this background.

33 Psychology of Adjustment (3). Prerequisite: Psychology 1a. 3 lecture hours per week.

Study of the dynamic processes involved in human adaptation to the environment. Designed to provide an understanding of the contingencies of normal and abnormal behavior. Emphasis upon identification of coping behavior in problems in living and adjusting. Consideration of factors affecting personal growth.

34 Abnormal Psychology (3). Prerequisites: Psychology 1a and Psychology 33. 3 lecture hours per week.

Elaboration on the study of deviant behavior and abnormal personality development introduced in previous courses. Topics include the major neuroses and psychoses, character disorders and transient disturbances along with their principal symptoms, dynamics, etiology, and treatments. The course is designed to appeal to both the general student and the pre- (or para-) professional candidate.

39 Human Sexuality: Psychological Aspects (3). 3 lecture hours per week.

The focus of this course is on the psychological aspects of human sexuality and is designed to enable self exploration of prevalent myths, misconceptions, or misinformation which may be influencing sexual identity or behavior. A major objective is to increase awareness of factors inhibiting acceptance of self and sexual identity. Knowledge of relevant sexual research, consideration of sexual malfunction and therapeutic approaches utilized with particular kinds of sexual malfunction, and the exploration of personal attitudes and values are also explored.

42 Introduction to Treatment Modalities (1-3). 3 lecture hours per week.

Brief study of current theories, techniques and methods employed within the correctional and mental health settings to change behavior. Course is offered in three modules: (1) Brief Therapy and 1-Level Classification, (2) Behavior Modification, and (3) Transactional Analysis. One unit of credit is given for each module.

43 Psychological Assessment (3). Prerequisite: Psychology 1a. 3 lecture hours per week.

Quantitative approach to the study of behavior. Introduction to traditional methods of assessment; i.e., intelligence tests, personality tests and clinical diagnostic instruments. Emphasis upon descriptive statistics and consideration of inferential statistics.

44 Drugs: Effects on Individuals and Society (3). Also Administration of Justice 44. Prerequisite: Psychology 1a. 3 lecture hours per week.

Introduction to the effects of various categories of drugs. Exploration of the anatomical and physiological basis of drug action. Designed to enable identification of symptoms and side effects of drug use or abuse. Emphasis upon various modes of treatment and rehabilitation.

45 Group Dynamics (3). Prerequisite: Psychology 1a. 3 lecture hours per week.

Introduction to the theories and methods used by psychologists to understand group interaction. Group dynamics include the processes of the how, why, and when involved in all group interaction. Traditional and newer approaches—from Freud and Rogers to Berne and systems concepts—as well as research findings will be emphasized. In-class exercises and demonstrations.

46 Introduction to Counseling (3). Also Administration of Justice 46. 3 lecture hours per week.

Introduction to the various theoretical views of counseling and exposure to the general principles of interviewing. Major objectives are to provide an opportunity for the development of skills in establishing rapport, setting counseling goals, recognizing strengths in individuals, recognizing self limitations, and methods for making referrals and terminating counseling relationships.

47 Cooperative Education (1-4). Credit/no credit. Supervised field experience.

(See Cooperative Education.)

48 Special Topics (1-3). 1 to 3 lecture hours per week.

A course on topics of contemporary interest designed to provide a means for discussing changing knowledge and important issues in psychology. Specific subject matter will vary from semester to semester and is announced in advance.

QUALITY CONTROL

48 Special Topics (1-3).

A course on the special interest areas of Quality Control.

RADIOLOGIC TECHNOLOGY

1 Orientation to Radiologic Technology (2). Prerequisites: Concurrent enrollment in Anatomy and Physiology 2a and Physics 42. 2 lecture hours per week.

Orientation to Radiology Technology including hospital organization, medical ethics, economics, political and social influences on radiologic technology. Introduction to radiographic equipment and processing.

2 Radiographic Positioning (3). Prerequisite: Anatomy and Physiology 2a with grade of C or better and concurrent enrollment in Anatomy and Physiology 2b. 3 lecture hours per week.

Positioning of the Abdomen, Gastrointestinal System, Urinary System, Respiratory System, Skeletal System and Skull. Includes surface anatomy, pertinent pharmacology patient care and introduction to radiation protection.

2L Radiographic Positioning Laboratory (4). *Credit/no credit. Prerequisite: Radiologic Technology 1 with grade of C or better and concurrent enrollment in Radiologic Technology 2. 12 hours a week clinical education in affiliated hospitals (total 18 weeks).*

Orientation to hospital and patient care. Includes education in radiology department and other hospital systems, practical positioning and care of the patient.

3 Principles of Radiographic Exposure (3). *Prerequisite: Radiologic Technology 2 and 2L with grade of C or better and Physics 42. 3 lecture hours per week.*

Application of radiation physics to the exposure of X-ray film; technique formulation including the use of phototimers as well as manual techniques. Geometric factors and radiographic accessories will be demonstrated.

3L Principles of Radiographic Exposure Laboratory (6). *Credit/no credit. Prerequisite: Concurrent enrollment in Radiologic Technology 3, 2, and 2L with grade of C or better. 30 hours a week clinical education in affiliated hospitals (total 10 weeks Summer Session).*

Clinical education in positioning continues with the addition of practice in use of radiographic technique. One hour film critiques each week.

4a, 4b, 4c Radiation Health (1-1-1). *3 lecture hours per week.*

This course is offered in three parts and may be of interest to students not enrolled in the X-ray Program. **Part 1:** (1 unit—6 weeks). Chemical theory of ionization of matter and the effect of radiation on chemical bonds. **Part 2:** (1 unit—6 weeks). Survey of genetics with special emphasis on effects of radiation to the genetic pool. Also somatic effects of radiation. **Part 3:** (1 unit—6 weeks). Legal requirements (both Federal and State) and recommended procedures for protection of patients and personnel in medical facilities.

4L Radiation Health Laboratory (1). *Credit/no credit. Prerequisite: Radiologic Technology 3 and 3L with grade of C or better and concurrent enrollment in Radiologic Technology 4. 30 hours a week clinical education in affiliated hospitals (total 18 weeks).*

Clinical education for Radiologic Technology students. Practical experience continues to build students' exper-

tise in performance of radiographic procedures. Emphasis is on total integration of positioning, protection and technique formulation. One hour film critique each week.

5a Advanced Techniques and Psychology of Patient Care (3). *Prerequisite: Radiologic Technology 4 and 4L with a grade of C or better. 3 lecture hours per week.*

Application of basic technical and positioning knowledge to special procedures and care of the patient undergoing such procedures.

5aL Clinical Education Laboratory (10). *Credit/no credit. Prerequisite: Radiologic Technology 4 and 4L and concurrent enrollment in Radiologic Technology 5a. 30 hours a week clinical education in affiliated hospitals (total 18 weeks).*

Continued practical application of radiographic principles with emphasis on special procedures. Students will be required to have limited experience on weekends and/or evening shifts to gain confidence and proficiency.

5b Clinical Education Laboratory (12). *Credit/no credit. Prerequisite: Radiologic Technology 5a and 5aL. 30 hours a week clinical education in affiliated hospitals (total 15 weeks).*

Final phase of clinical education. Students will conduct majority of radiographic procedures with limited supervision in preparation for employment. A proficiency examination is given in this phase to ascertain whether the student is properly prepared to take the ARRT examination.

RECREATION EDUCATION

40 Introduction to Recreation (2). *For major and minor students in Physical Education and Recreation Education. 2 lecture hours per week with assigned lab meetings.*

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 knowledge 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.

41 Recreational Leadership (3). *Prerequisites: Recreation 40 and Physical Education 20, one of which may be taken concurrently with Recreation 41. Recreational Leader-*

ship may be taken concurrently with Recreation 42. 2 hours of lecture per week plus 1 hour of conference and consultation with instructor plus 3 hours of additional field work per week.

Practical supervised experience in San Mateo County area recreation programs for students preparing for recreational leadership positions. Course is for major and minor students in Recreation Education.

42 Camping and Outdoor Education (2). Prerequisite: Recreation 40. 2 lecture hours per week. (See Division Director.)

Combination course in the theory and practice of camping. Attention is given to the leadership qualities for camp counseling, camper's development, and the growth and significance of organized camping. The principles of camping programs are considered and the practical skills in camping practiced. A weekend camping trip is planned as part of the course.

43 Social Recreation (2). Prerequisite: Recreation 40 or Physical Education 20 is desirable, but not required. 1 lecture and 2 lab hours per week.

Theory and activity course on the effective conduct of social recreation clubs, playgrounds, recreation centers, churches and camps. The leadership of social recreation activities is taught, with the emphasis on the social development and integration of individuals into group programs. Prime consideration given to acquainting students with planning programming and conducting social recreation activities.

47 Cooperative Education (1-4). Credit/no credit. Supervised field experience.

RELIGIOUS STUDIES

An interdisciplinary Religious Studies major is currently being offered. Courses now existing under this major are:

- History 13—The Bible as History (3)
- History 14—Religion in America (3)
- Philosophy 6—Introduction to Philosophy (3)
- Philosophy 23—Introduction to Ethics (3)
- Philosophy 24—Introduction to Religion: Religions of the World (3)
- Philosophy 25—Western Religious Philosophy (3)
- Philosophy 35—Asian Philosophy (3)
- Sociology 15—Religion and Society: Toward a Sociology of Religion

A more detailed description of these courses may be found under the department name and number.

SOCIAL SCIENCE

1 Introduction to the Social Sciences (3). 3 lecture-discussion hours per week.

Survey of the social sciences using local problems as a basis of study. Designed to demonstrate how the resources of sociology, anthropology, and political science can be utilized in working out solutions. (This course may be used to fulfill American Institutions requirement.)

2 Introduction to the Social Sciences (3). Prerequisite: None (Social Science 1 preferred). 3 lecture-discussion hours per week.

Survey of the social sciences, using national and international problems as a basis of study. Designed to demonstrate how the resources of history, economics and political science can be utilized in working out solutions. (This course may be used to fulfill the American Institutions requirement.)

3 Concepts of Criminal Law (3). Also Administration of Justice 3. 3 lecture hours per week.

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.

4 Statistics for the Social Sciences (3). Prerequisite: High School Algebra. 3 lecture hours per week. Parallels: Statistics 2, University of California, Berkeley; Statistics 60, Stanford University; Statistics 1000, Hayward State University.

Elementary and practical approach to many basic, modern statistical concepts, methods and their usages. Numerous examples are drawn from a wide variety of fields, especially application from social sciences, business, engineering, and general education. Topics: Summarization and presentation of data; analysis of data; basic concepts of probability; binominal and normal distributions; methods of collecting reliable data; estimation of parameters; testing simple hypotheses; simple regression correlation analysis.

5 Social Science Research Methods (3). 3 lecture hours per week.

This is a basic course in social science research intended for students interested in pursuing course work in the social sciences; will develop an understanding of basic research methods and practices through the development of research projects and activities.

6 Consumer in the Market Place (3). Also *Home Economics 6*. 3 lecture hours per week.

Designed to help the consumer operate in today's complicated market place. Guidelines for intelligent buymanship and money management. Review of consumerism and the rights and responsibilities of the consumer including legislation.

10 Interaction and Communication for the Paraprofessional (1-3). 3 lecture hours per week.

Class emphasizing development of individual and small-group communication skills of a verbal-interactive nature. Designed to increase both listening capacity and delivery skills. Topics include active listening, removing listening barriers, "midwifing," establishing rapport, non-verbal communication, probing and interrogation, role-playing and effectively responding to stress situations, etc. Creative problem-solving through student participation is actively pursued.

15 Perspectives in Aging: Introduction to Gerontology (3). 3 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 1960s Beatles' song poses a key question to everyone in our society.

20 Current World Affairs (3). 3 lecture-discussion hours per week.

Study-discussion of vital international and national issues of the current year. List of topics varies from semester to semester. Political, social and cultural events are analyzed to give perspective and understanding to them. Emphasis on helping class members relate their personal opinions, feelings, and beliefs to the forces, feelings and beliefs which lie behind and motivate a variety of recent events in international relations, domestic political developments, environmental issues, racial controversies and social reform movements. Brief, timely readings on each topic, supplemented by films, provide a basis for informed discussion. (May be repeated for a maximum of 6 transferrable units.)

22 Introduction to Health Care Administration (3). 3 lecture hours per week.

This course will attempt to relate "nursing homes" skills and the nursing home industry and commonly accepted nursing home practice to the societal, political, govern-

mental, legal and environmental developments of the last twenty years in this country and this state.

23 Volunteer in the Health Care Setting (1-3). 3 lecture hours per week.

Provides the student with the necessary background to become an effective volunteer in the health care setting; Common problems of the older person; understanding the disturbed older person; levels of care and types of health care facilities; the volunteer as a member of a health care team.

24 Programming for Activity Leaders in Institutional Settings (2). 2 lecture hours per week.

An introductory course for those persons who will be or are presently employed as Activity Leaders in Skilled Nursing Facilities and Intermediate Care Facilities. Those who complete the 36 hours training will be familiar with the "basics" of patient activities for the maintenance of the positive psychological, physical, and mental health of older people. They will be able to function as Activity Leaders with regularly scheduled consultation as described in Section 72389 of the revised Skilled Nursing Facility Regulations and Intermediate Care Facility Regulations of the State of California.

32 Contemporary Mexican-American Social Movement (3). 3 lecture hours per week.

Study of contemporary Mexican-American social action. Analysis from a sociological and psychological point of view. Designed to give students a greater understanding of the present and future development of the Mexican-American within American society. (This course may be useful to fulfill the Ethnic Studies requirement.)

33 Afro-American Culture (3). 3 lecture hours per week.

Contemporary view of Black America. Concerned with the current political and social movements in Black communities with an emphasis on the urban area. The contemporary Black family is examined, and culture of the contemporary Black community also is studied in present and historical perspective. (This course may be used to fulfill the Ethnic Studies requirement.)

34 Mexican-American Culture (3). 3 lecture hours per week.

Contemporary view of the Mexican-American community covering its cultural heritage, social structure, problems and creative contributions. (This course may be used to fulfill the Ethnic Studies requirement.)

35 Parent Education (3). Also *Home Economics 35*. 3 lecture hours per week.

A realistic approach to parent education with the end goal being more "positive parenting." Implications for rearing children will not be limited to a particular age but developmental issues for all children will serve as the base. Different parenting techniques will be examined, as well as a view of various parenting structures (single parent—mother or father, parents in communal settings, multi-racial parents). Recommended for all parents, prospective parents, and those interested in issues faced by parents today.

36 Family Life Cycle (3). Also *Home Economics 36*. 3 lecture hours per week.

An increased awareness of adult developmental trends is the primary goal of this course. Through a review of how we handle change, stress and crisis, individual coping abilities will be examined. Concerns and crisis that affect many today will be covered: family communication, marriage, parenting, divorce, suicide, violence, alcoholism, drug abuse, aging and death.

38 Community Relations of Public Agencies (3). Also *Administration of Justice 38*. 3 lecture hours per week.

Role of public agencies in contemporary society with particular emphasis on minority group relations. Examination of the society and the agencies that perform the police and service functions.

40 Introduction to Human Services (3). 3 lecture hours per week.

Designed to assist students in their decision-making about careers in one of the social services and to give students an opportunity to interact with representatives from any social service agencies. A survey of the social services—their scope, purposes, problems and issues. Designed to provide an overview of the many local, state and federal services.

41 The Community Worker (2). Prerequisite: Concurrent enrollment in *Social Science 47—Cooperative Education (1-4)*, *Social Science 40* (acceptable field experience). 2 lecture hours per week.

Instruction in writing observations, log entries, reports, evaluation, case studies, and other related writing skills; field trips to various local agencies and institutions. Emphasis on the meaning of "professionalism," the importance and function of professional ethics and the difficulties personnel encounter in living these roles.

42 Juvenile Delinquency (3). (Also *Administration of Justice 42*) 3 lecture hours per week.

A survey course designed to examine various aspects of juvenile crime. Includes a review and analysis of the

various explanations of delinquent behavior, survey and critique of the juvenile justice system; examination of selected agencies, such as the Police, Probation Departments, Juvenile Courts, Juvenile Halls, and private youth-serving agencies.

43 Educational Resources (1). 2 hours per week for 8 weeks.

Basic introduction to the Education code, the welfare and other institution codes, and a working knowledge of negotiations with various school officials. Use of the variety of services available to the community, e.g., home teachers, special tutors and special education program.

44a Introduction to Community Organization (3). 3 lecture hours per week.

This course is designed to introduce the theory, principles and practice of community organization to those students who are interested in the facilitation of community organization relative to human services at the community level, but have not yet gained the necessary community experience or theory in community organization. Also, this course is designed for those students who are already working in the community but have not been formally educated or trained in the theory of principles of community organization.

44b Introduction to Community Development (3). 3 lecture hours per week.

This course is designed to introduce the concepts and conduct and practice of community development relative to the primary goals of promoting the improvement of basic living conditions, cooperative work of local leaders and outside experts and self-determination and effort in the local community. It is aimed at those professional, paraprofessional, non-professional people and students who are interested in human service and development at the community level. Also, this course is designed for those who are already working or volunteering in the community who would like educational guidance to help develop better communities.

47 Cooperative Education (1-4). Credit/no credit.

Supervised field experience. (See *Cooperative Education*.)

48 Special Topics (1-3). 1 to 3 lecture hours per week.

A class dealing with topics of special interest. Specific subject matter will vary from semester to semester and will be announced in advance.

50 Special Issues in the Social Sciences (½-2). 9 lecture hours per 1/2 unit.

This course is designed to provide a credit-bearing format through the Social Science Division for workshops, seminars, and lectures and provide group discussions on the topics developed. Information for specific courses will be available in the Social Science Division Office.

SOCIOLOGY

1 Introduction to Sociology (3). 3 lecture hours per week.

Main focus centers on the identification and analysis of society's basic structures and the central forces that motivate and give direction to social behavior. Includes an introduction to the method of Sociology, interpretations of individual and group behavior, and a survey and analysis of America's regulating social institutions. Class discussions and readings primarily concerned with developing an understanding of selected sociological references, as well as the impact of political, economic and social conditions.

2 Social Problems (3). 3 lecture-discussion hours per week.

Important issues and problems currently facing the American society, including the response from government agencies, provide the substance of this course: By analyzing the nature and extent of selected problems like crime, institutional racism and social inequality-poverty, attention is necessarily focused on conditions that foster and support their growth and development. Related issues such as drug abuse, treatment of offenders, health problems, education and legislative decisions provide important elements of this course.

3 Minorities in American Society (3). 3 lecture hours per week.

Sociology of inter-ethnic contact with emphasis on the experience of minorities of color in the United States. An examination of the dual themes of racism and equality in American society. (This course may be used to fulfill the Ethnic Studies requirement.)

4 Sociology of Aging (3). 3 lecture hours per week.

Designed to aid students in analyzing and evaluating the ways in which chronological age is used in defining status in society.

5 Sociology's Future: Surviving the Collision with Tomorrow (3). Prerequisite: Should have had an introductory course in Sociology. 3 lecture hours per week.

Projecting the trends of today to their ultimate "illogically-logical extreme," in order to illuminate where our decision of today can carry us in the future.

12 Introduction to Urban Sociology (3). Prerequisite: Sociology 1 recommended. 3 lecture hours per week.

The nature, causes and consequences of industrial urbanization with special emphasis on social problems and urban planning associated with metropolitan communities and metropolitan complexes in the United States.

15 Religion and Society: Toward a Sociology of Religion (3). Prerequisite: A Sociology course is strongly recommended. 3 lecture hours per week.

Analysis of the sociological consequences of religious experience and its expression in man's efforts to organize his society; deals with the types of religious organization of society as well as religion's role in shaping societal notions of authority and differentiation. Finally, some consideration of the above analysis in society today.

37 Sociology of Women (3). 3 lecture hours per week.

To develop in students a concrete awareness of the sociology of gender with particular emphasis on the concerns of women. The course seeks to increase the student's understanding of the biological and/or social factors thought to be responsible for sex roles; the process of socialization through which we learn to be "masculine" and "feminine"; the social stratification related to assigning woman to "her place"; the wide variety of social institutions which affect and are affected by these phenomena: marriage and family, education, employment, government and law, health care institutions, religion, etc.

43 Introduction to Criminology and Penology (3). 3 lecture hours per week.

Provides a knowledge of casual theories of criminality and helps develop an appreciation of their potential values in crime prevention. Provides a knowledge of the social function of the police and criminal justice system and develops an appreciation of the values and defects of this system. Provides a knowledge of the correctional process and develops an appreciation of the needs for new and effective corrective methods.

SPANISH

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 Spanish (5). 5 class hours per week.

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 (5). *Prerequisite: Spanish 1 with a passing grade or assignment by the Spanish Department on the basis of the Foreign Language Placement Test in Spanish. 5 class hours per week.*

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 (5). *Prerequisite: Spanish 2 with a passing grade or assignment by the Spanish Department on the basis of the Foreign Language Placement Test in Spanish. 5 class hours per week.*

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. This course is intended for English speaking students and not bilingual students.

4 Advanced Intermediate Spanish (3). *Prerequisite: Spanish 3 with a passing grade or assignment by the Humanities Division on the basis of the Foreign Language Placement Test in Spanish. 3 class hours per week.*

Further practice of conversation and composition based on class reading of works of modern Spanish and Latin-American authors; review of grammar; collateral reading of Spanish and Spanish-American literature. This course is intended for English speaking students and not bilingual students.

25a-25b Advanced Spanish (3-3). *Prerequisite for 25a: Spanish 4, prerequisite for 25b: 25a. 3 class hours per week.*

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 review of grammar.

38 Spanish Electives (1-2). *3 hours per week for 6 or 12 weeks.*

Study of important figures and movements in Spanish, offered on a variable basis from semester to semester. Particular course titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings.

46 Foreign Language Laboratory (½-1). *Credit/no credit. 3 lab hours per week.*

A program consisting of 25-50 hours of work in the language laboratory, emphasizing speaking and understanding Spanish.

100a Introduction to Oral Spanish (2). *Credit/no credit. 3 hours per week.*

Practical course in the Spanish language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100b Intermediate Oral Spanish (2). *Credit/no credit. Prerequisite: Spanish 100a. 3 hours per week.*

Further drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100c Advanced Intermediate Oral Spanish (2). *Credit/no credit. Prerequisite: Spanish 100b. 3 hours per week.*

More advanced drill in the patterns and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

100d Advanced Oral Spanish (2). *Credit/no credit. Prerequisite: Spanish 100c. 3 hours per week.*

Further advanced drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

SPEECH- COMMUNICATION

1 Fundamentals of Speech-Communication (3). *Prerequisite: Enrollment in English 1a. 3 class hours per week.*

Class is designed to introduce the student to the form, function, history, and ethical requirements of public address. Students will study, prepare, and deliver speeches in the traditional forms, both informative and persuasive. Speeches will be delivered in both impromptu (spontaneous) and extemporaneous (prepared) modes. Each student will be encouraged to develop an understanding of

the types, styles, and modes of public speech, and of his or her own particular characteristics as a public speaker of Standard American English.

1b Persuasion (3). *Prerequisite: Speech 1a or equivalent. 3 hours per week.*

More sophisticated than Speech 1a, this course continues the examination of the various forms of public address, with an emphasis on the study of persuasion and attitude change as affected by public address. The class will investigate the form, structure, effect and ethical standards of social, political, and commercial attempts at persuasion, past and current. The language of persuasion will be of special interest, as will be the traditional elements of persuasion as they relate to the speaker, the speech, and the audience.

10 Interpersonal Speech-Communication (3). *3 class hours per week.*

Course will consist of a serious examination of all the means by which we communicate in private discourse. Of special concern will be the study of the many rituals that govern our personal and private dialogue, as well as those many related elements of interpersonal exchange, including non-verbal factors, listening, advocacy, perception, self-assertion, and interpretation of communication symbols and events. Conversation is our primary verbal means of expressing our ideas, and will be an important part of our study. The class will be taught through lecture, discussion, conversation, student presentation, and guest speakers. This is not a course in public address (see description for Speech 1a and Speech 1b). An appropriate textbook will be used.

11 American Speech (3). *3 class hours per week.*

Broad survey of American speech—its origins, development, characteristics and use. Emphasis on language as it is spoken today, with a strong thesis that study of the past use of language will help to develop a fuller understanding of the language as it is spoken by the culture and by the individual.

12 Black American Speech (3). *3 lecture hours per week.*

Intensive study of the spoken language used by Blacks in America. The course will include a study of the origins of Black American English. (This course may be used to fulfill the Ethnic Studies requirement.)

30a-30b Oral Interpretation of Literature (3-3). *3 class hours per week.*

Oral reading of literature (poems, short stories, plays); analysis of meaning; analysis of voice quality, pronunciation and expressiveness.

33 Voice and Articulation (1-3). *Open Entry/Open Exit. 3 lecture hours per week. Prerequisites: SpCm 57a or b or proficiency; for non-native speakers of English.*

Exploration of various modes of communication, ideas, emotions and values through a meaningful use of the voice. Lessons and drills in vocal variety, expressiveness, resonance, articulation and pronunciation.

38 Speech-Communication Electives (1-2). *3 hours per week for 6 or 12 weeks.*

Study of important figures and movements in Speech-Communication, offered on a variable basis from semester to semester. Particular course titles will vary, according to students, interest and faculty expertise. See semester schedule for particular offerings.

57a-57b Speech-Communication for Foreign Students (5-3). *Prerequisite: Assignment by the Foreign Student Advisor or by English Institute Counselor. 57a—5 class hours per week, 57b—3 class hours per week.*

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.

STATISTICS

1 Statistics for the Social Sciences (3). *See Social Science 4.*

2 Statistics for Business and Economics (4). *See Math 22.*

TECHNOLOGY

71 Science for Draftsmen and Technicians (3). *3 lecture hours per week. Prerequisite: Elementary Algebra.*

Study of applied physics phenomena as related to simple devices including forces, stress, moments acceleration, velocity, friction, energy; applied chemical phenomena including the properties of bases and acids, oxidation and reduction, and properties of common elements in industry.

TV/COMMUNICATIONS

(See Business.)

TOURISM

4 Travel Industry Reference Materials (3). 3 lecture hours per week.

Travel industry reference materials and career skills necessary for employment. The course includes how to read and use reference materials to prepare itineraries including hotels, airlines, steamships, local tour operations, wholesale package tours and rail travel; reservation procedures and itinerary planning.

10 Tourism: Support Staff Procedures (3). Prerequisite: *Tourism 4 and 20a.* 3 lecture hours per week.

Application of learned theories; usage of reference materials in itinerary preparation; sales techniques and training in actual reservations procedures necessary in daily working situation in a travel agency, including credit sales procedures, insurance forms, security measures, M.C.O.s and other ATC forms, and ATC sales reporting.

11 F.I.T. Planning and Costing (3). Prerequisite: *Tourism 4 and 10.* 3 lecture hours per week.

International itinerary preparation (F.I.T.) worldwide (all areas) and those reference materials used in planning and costing, including cruises, freighters, ferries, and passenger steamship travel, international rail, travel and bus tours, and comparisons of package tours currently being offered on the West Coast market, plus F.I.T. house procedures and group costings.

20a Domestic Air Tariff and Ticketing (1-3). (This course may be taken concurrently with *Tourism 4*) 3 hours per week.

A beginners course in domestic airline fare computation and ticketing procedures. Covers use of reference materials used by travel agencies and airlines in developing domestic flight itineraries, and in pricing and ticketing them.

20b Advanced Domestic Air Tariff and Ticketing (1-3). Prerequisite: *Tourism 20a.* 3 hours per week.

Offers advanced training in domestic airline fares, rules, regulations and procedures. Emphasis is on proper usage of reference materials. Includes fares to Alaska and Canada, tour basing, group, and other more complicated fare constructions.

21a International Air Tariff and Ticketing (1-3). Prerequisite: *Tourism 20a.* 3 hours per week.

A course in international airline fare computation and ticketing procedures. Covers international geography, international OAG, internal Air Tariff rules, fare con-

struction principles, the mileage system, excursion fares, and currency regulations.

21b Advanced International Air Tariff and Ticketing (1-3). Prerequisite: *Tourism 21a.* 3 hours per week.

Offers advanced training in international Air Tariff procedures. Includes fares to Mexico and the Caribbean, higher intermediate point and circle trip minimum constructions, use of fictitious fare construction points, around the world fares, tour basing and group fares.

30 Wholesale Tour Operations (1-3). (Evening or Saturday) Prerequisite: *Tourism 4.* 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 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 (1-3). (Evening or Saturday) 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; breakage factor in pricing tours; and other procedures used in brochure production, distribution and marketing.

46 Retail Travel Workshop (1-3). Prerequisite: *Tourism 4, 10, 20a.*

Retail agency workshop—simulating actual retail travel agency work experience utilizing all skills learned in previous Tourism classes, planning itineraries, writing tickets, putting together final documentation, filling out required forms, setting up filing systems and costing F.I.T.s (This course is an alternative to *Tourism 47, Coop. Ed.*, for those not already working travel jobs.)

47 Cooperative Education (1-4). Credit/no credit.

Supervised field experience. (See Cooperative Education.)

140a Executive Management Travel Education (Travel Agency Business Management) (1-3). Prerequisite: *Tour 4, 10, 11, 20a, 21a.*

This course increases management effectiveness by applying professional office management techniques to tra-

vel agencies. Content includes methods for improving the productivity, accuracy and efficiency of travel agency personnel.

140b Executive Management Travel Education (Passenger Traffic Management) (1-3). *Prerequisite: Tour 4, 10, 20a, 21a.*

This course is devoted to a detailed study of travel agency operations. It emphasizes procedures designed to improve travel services and client satisfaction.

140c Executive Management Travel Education (Marketing and Sales Management) (1-3). *Prerequisite: Tour 4, 10, 20a.*

Applies marketing, sales promotion, and advertising theories and techniques to the sales problems of retail travel agencies. Much emphasis is placed on the identification of new markets and suggested methods for reaching these markets.

140d Executive Management Travel Education (International Travel and Tourism) (1-3). *Prerequisite: Tour 4, 20a.*

Concentrates on geographic, social and cultural factors of international tourism and the part played by the retail travel agent in the development of tourism.

X-RAY TECHNOLOGY

See "Radiologic Technology."

ZOOLOGY

1 General Zoology (5). *Prerequisite: High School Biology with grade of B or better, or Biology 1 or 3 with a grade of C or better. 3 lecture and two 3-hour lab periods per week.*

Study of invertebrate and vertebrate animals, their organs and functions, adaptations, evolution and natural history.

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SCIENCE CENTER

13 ACADEMIC CENTER

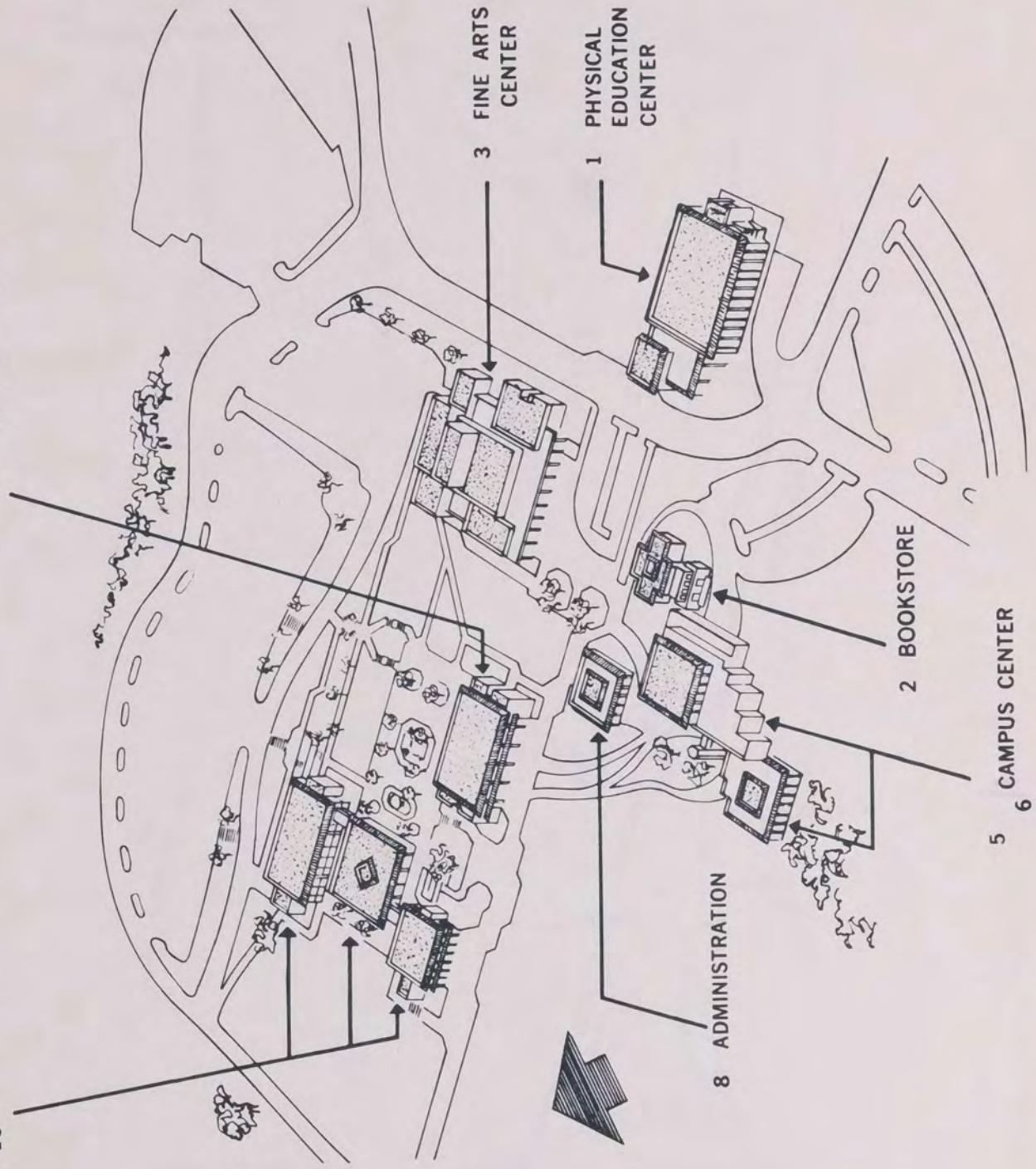
3 FINE ARTS CENTER

1 PHYSICAL EDUCATION CENTER

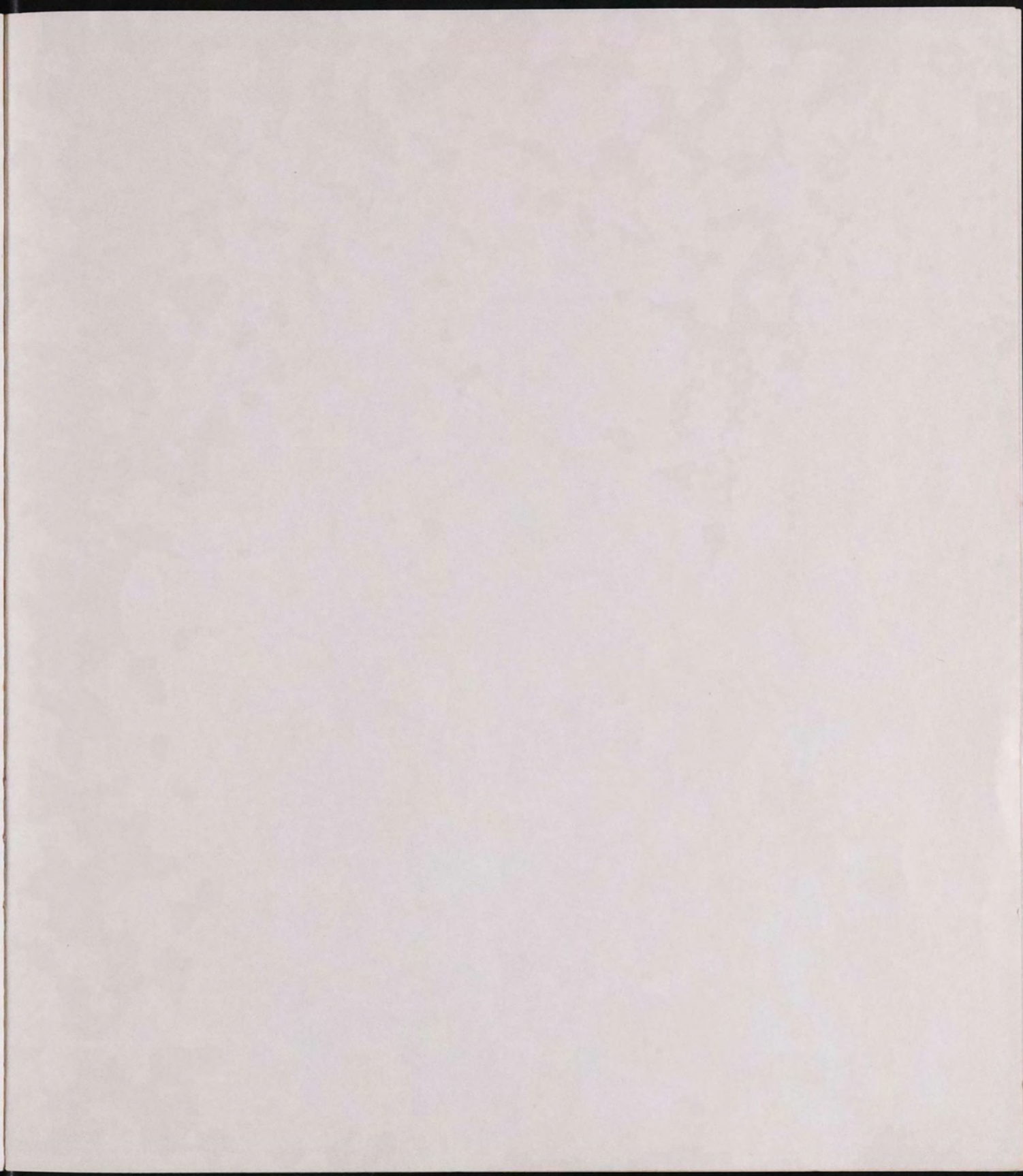
2 BOOKSTORE

5 CAMPUS CENTER
6

8 ADMINISTRATION







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