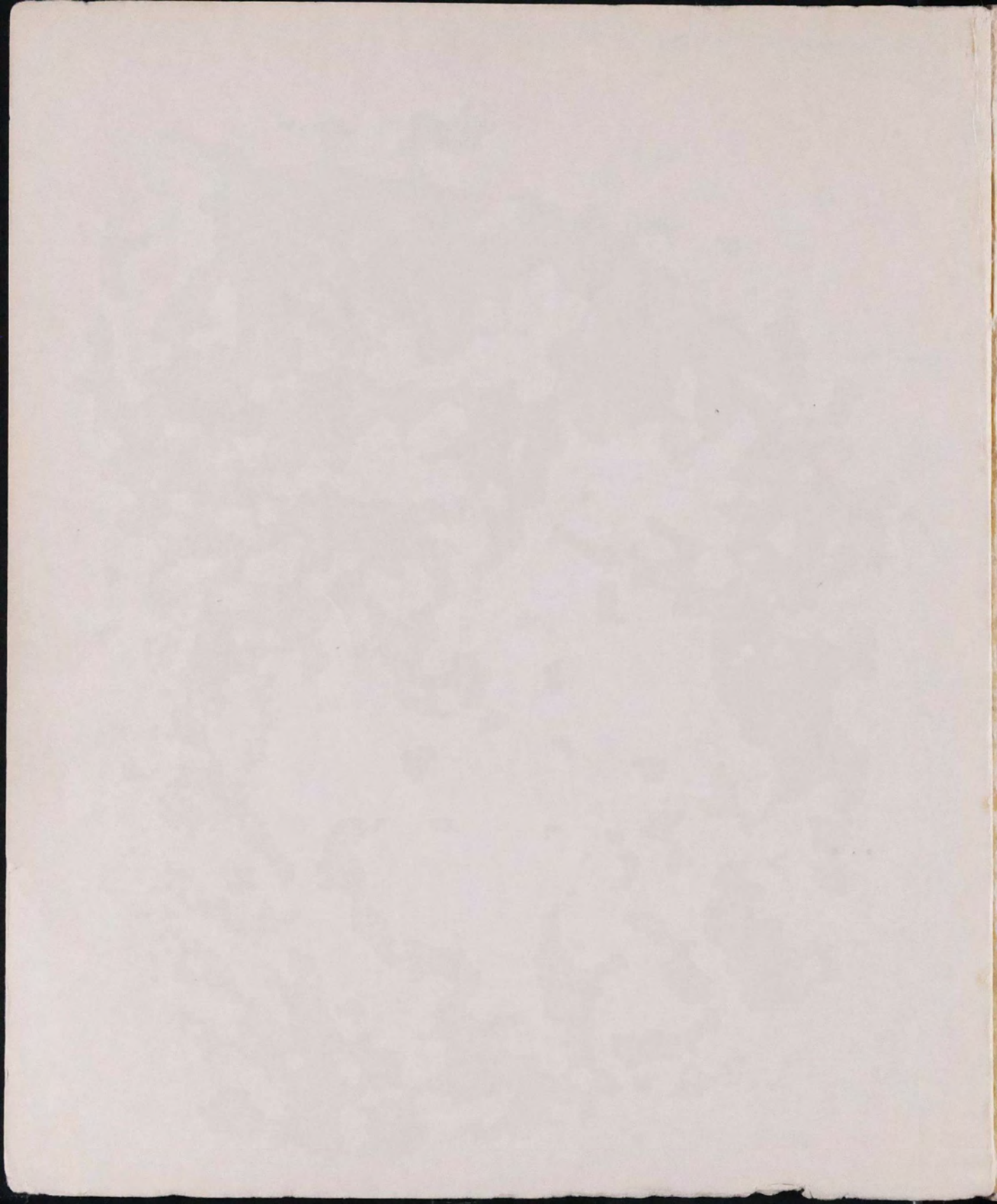


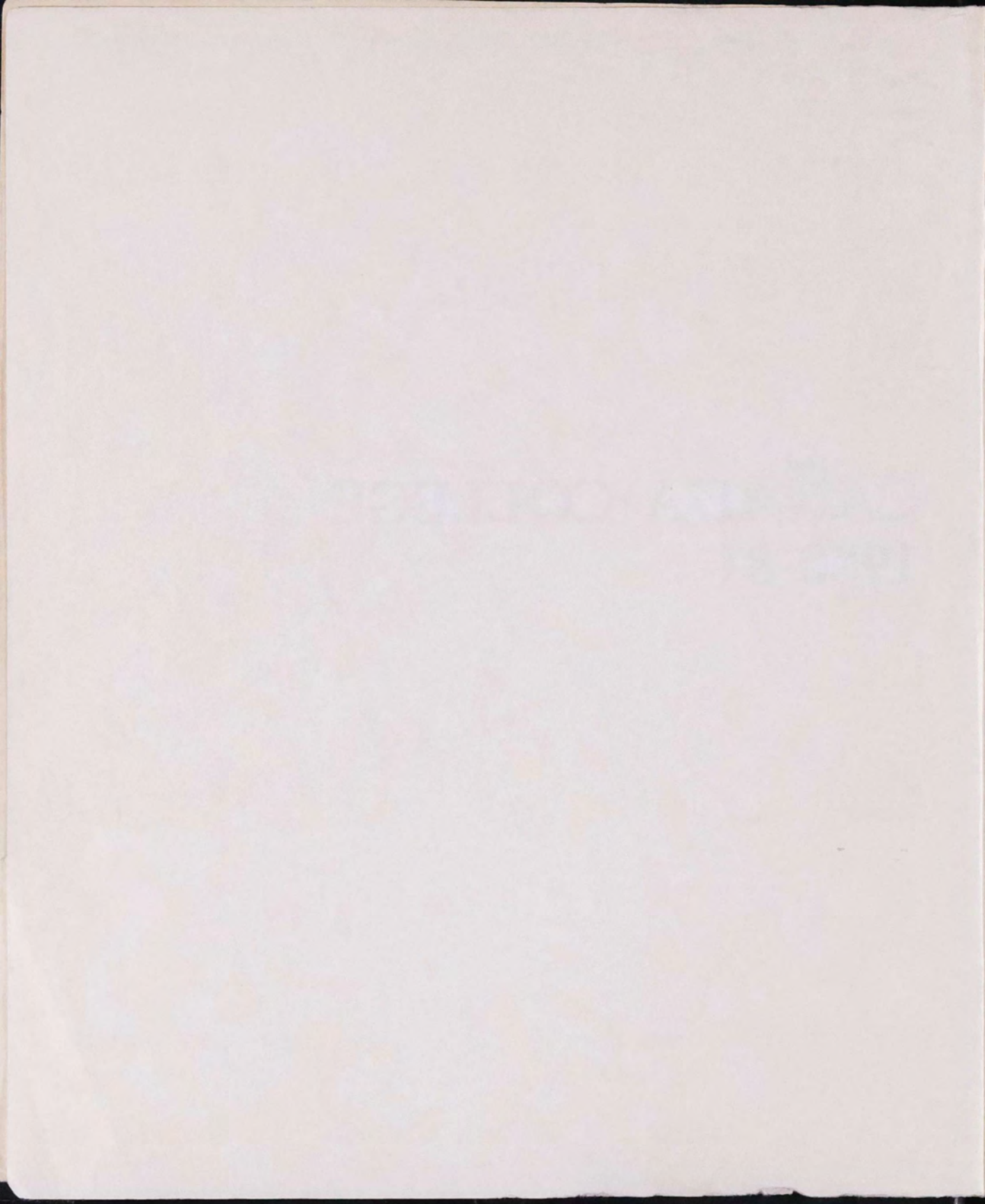
CAÑADA COLLEGE



CATALOG 1980-1981



CAÑADA COLLEGE
1980-81



Cañada College Catalog 1980-81



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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The San Mateo County Community College District and Cañada College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the San Mateo County Community College District or Cañada College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. The District and the College further reserve the right to add, amend, or repeal any of their rules, regulations, policies and procedures, consistent with applicable laws.

Calendar for 1980-1981

SUMMER SESSION, 1980

- June 23-Aug. 1 Six-week courses
- June 23-Aug. 15 Eight-week courses
- June 23-Aug. 29 Ten-week courses
- July 4 Holiday—Independence Day

FALL SEMESTER, 1980

- Sept. 1 Holiday—Labor Day
- Sept. 3 Day and Evening classes begin
- Sept. 6 Saturday classes begin
- Sept. 16 Last day to add classes
- Sept. 19 Last day to drop classes without appearing on student's record
- Sept. 22 1st Census Day
- Oct. 31 Mid-term grade reports due
- Nov. 10 2nd Census Day
- Nov. 11 Holiday—Veterans' Day
- Nov. 14 Last day to drop classes without possible penalty grade
- Nov. 27 Holiday—Thanksgiving
- Nov. 28-29 Declared recess
- Dec. 22-Jan. 3 Holidays—Winter recess
- Jan. 14-Jan. 21 Final examinations
- Jan. 21 Classes close
- Jan. 22-Jan. 31 Inter-semester recess

SPRING SEMESTER, 1981

- Feb. 2 Day and Evening classes begin
- Feb. 7 Saturday classes begin
- Feb. 13 Holiday—Abraham Lincoln
- Feb. 14 Declared recess
- Feb. 16 Holiday—George Washington
- Feb. 17 Last day to add classes
- Feb. 20 Last day to drop classes without appearing on student's record
- Feb. 23 1st Census Day
- Mar. 27 Mid-term grade reports due
- Apr. 6 2nd Census Day
- Apr. 10 Last day to drop semester-length classes without possible penalty grade
- Apr. 13-18 Holidays—Spring recess
- May 25 Holiday—Memorial Day
- June 5-June 12 Final examinations
- June 12 Classes close

SUMMER SESSION, 1981 (tentative)

- June 22-July 31 Six-week courses
- June 22-Aug. 14 Eight-week courses
- June 22-Aug. 28 Ten-week courses
- July 3-4 Holiday—Independence Day

Board of Trustees Administration

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

BOARD OF TRUSTEES

James G. Rudolph, President
James R. Tormey Jr., Clerk
William E. Jordan
Eleanore D. Nettle
Robert A. Tarver
Mark Robertson
 (Student Trustee 1979-80)
Glenn P. Smith,
 Chancellor-Superintendent

COLLEGE ADMINISTRATION

Samuel A. Ferguson
 Acting President
John H. Rhoads
 Director, Administrative Services

INSTRUCTION SERVICES

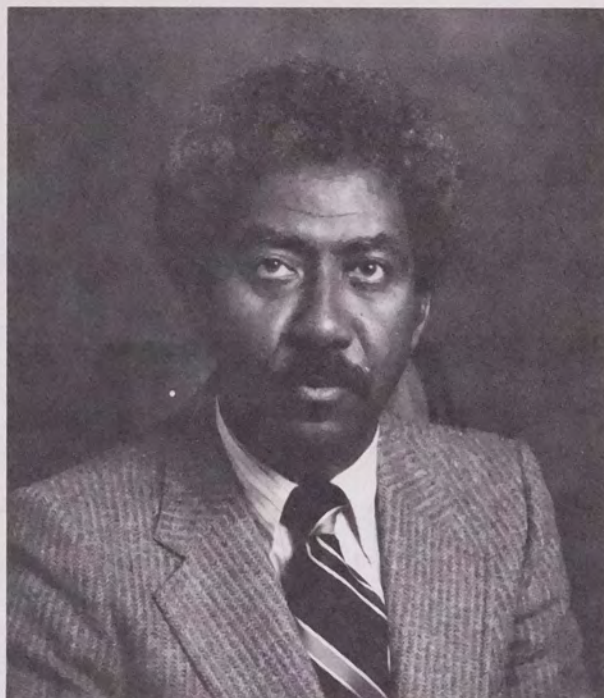
John C. Williams
 Acting Dean of Instruction
Ruth K. Nagler, Director,
 Extended Education Programs
Florence M. Chan
 Head, Library
Pasquale S. D'Epiro
 Head, Media Learning Center

STUDENT SERVICES

Joseph J. Marchi
 Acting Dean of Students
Loretta J. Hergert
 Acting Director, Counseling
Ella Turner Gray, Director,
 Special Programs and Services
Jesse Guerrero, Acting Director,
 Admissions and Records

ACADEMIC DIRECTORS

Clayton Bowling
 Director, Physical Education
Marie-Louise Bishop
 Director, Social Services
Richard Claire
 Director, Business
John C. Forsythe, Jr., Director,
 Science and Engineering
John B. Friesen, Jr.
 Acting Director, Humanities



Not long ago, a man of great importance to me, "Uncle John," passed away. Like the steel he helped fashion into sturdy buildings, he was strong in his beliefs and firm in his convictions. He was not an educated man in the formal sense, but he believed in education, as demonstrated by the college opportunity he provided his three children. Often, when I was discouraged, his words of homespun wisdom and visions of a better life lifted my spirits, gave new direction to my course.

Though unique to me, there are many "Uncle Johns" who, through their labors, have forged opportunities for others to enjoy a richer, fuller life through education. As you examine the pages of this catalog, recall those who have touched your life and the visions they cherished of a "better way." I hope you discover a course or program that will transform your dreams into reality and make your life a "living monument" to those who made it possible.

Samuel A. Ferguson
Acting President



Office of Administrative Services



John H. Rhoads
Director, Administrative Services

The Administrative Services Office has responsibility for operation of the College Business Office, security, payroll, bookstore, cafeteria, Buildings and Grounds, Media Learning Center, Computer Center, central duplicating and PBX Mailroom.

Business Office

The Business Office processes all monies for fees, distributes payroll checks, files insurance claims, maintains records and accounts of student activities. It also schedules events in the cafeteria, Main Theater, and gymnasium.

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.

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, handicapped services, women's re-entry, programs for the academically disadvantaged students 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 communities 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 Ms. Ella T. Gray, Director of Special Programs and Services.



Philosophy of the College

The San Mateo County Community College District has established its educational philosophy on three fundamental premises: that a free society requires intelligent support; that the individual has worth and dignity; that a college has obligations to both society and the individual.

As a corollary to these premises, the Board and administration realize that the District's Colleges must remain sensitive to changes in the needs of the community and, within available resources, evolve their educational offerings in response to those needs.

Purpose of the College

In general, the purpose of each College within the District is to provide education beyond the high school level for residents of the District who can profit from it. This education is designed to help students become aware of their potentialities, stimulate their cultural interests, and develop their vocational abilities. It prepares students to assume the responsibilities of citizenship in our free society. It offers them the opportunity to assimilate an organized body of knowledge, to employ critical thinking, and to construct an informed frame of reference.

To achieve their purposes, the Colleges within the San Mateo County Community College District offer the following kinds of education:

- General education
- Lower-division college education
- Technical-vocational education
- Developmental education
- Special educational programs and services for the community.

The Colleges will help students to discover their aptitudes, choose their life work, and plan an educational program which will prepare them for that work. The Colleges offer this assistance through a formal program of guidance and counseling, and through informal student-teacher relationships, which are distinct and valuable services. The Colleges recognize the educational value of organized student activities and encourage student and faculty participation in these activities.

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.

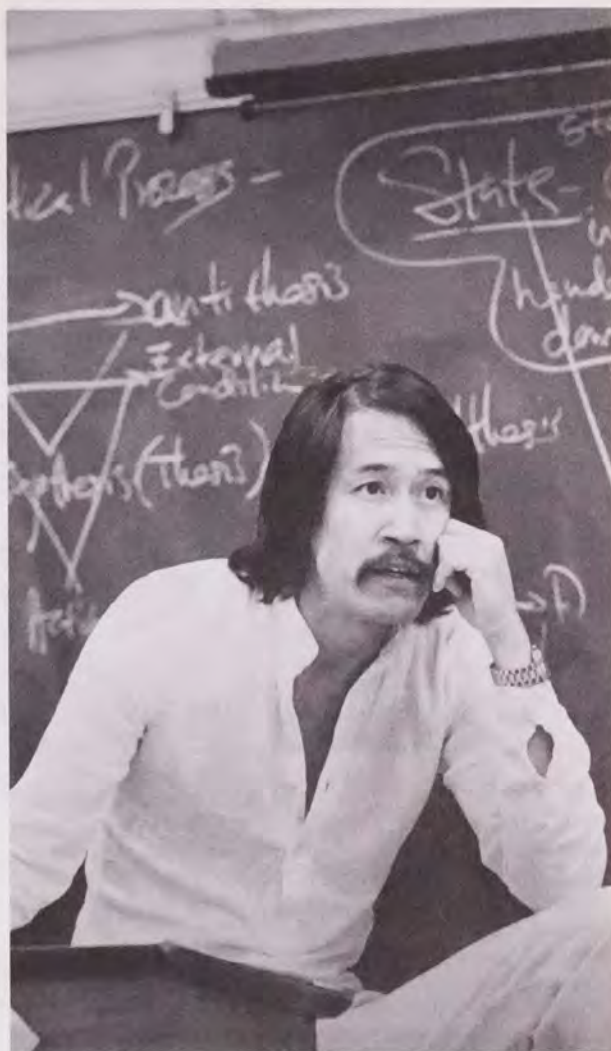
Cañada College seeks the counsel of its faculty and students through a system of permanent committees and informal consultation. The regular committees are organized under the Faculty Senate, which operates through a Governing Council (elected by the teacher faculty). Student members of committees are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

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.

Bookstore

Textbooks and supplies may be purchased at the College Bookstore, open Monday through Thursday from 7:30 a.m. to 7:15 p.m., Fridays from 7:30 a.m. to 3:00 p.m., and Saturdays from 8:30 a.m. to 12:30 p.m.



The Bookstore may be contacted during the day by dialing 364-1212, Ext. 313. After 4:30 p.m., dial 367-1774.

Cafeteria

The Cafeteria is open for service to students and visitors on campus during school hours—day, evening, and Saturday. In addition, a smaller dining room called the Cantina is open to faculty, students and the public week days at noon time. Here, as part of the Food Technology and Management Program, and under instructors' supervision, students plan menus, prepare food, and serve meals.



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.

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).

The Library strives to support the instructional program of the college by providing a wide variety of information sources in print form, by organizing these resources in a comprehensive manner and by making them easily accessible.

There are three main service areas. The *circulation/reserve book area* contains restricted loan material as well as college catalogs. The *reference and periodical area* serves the research needs of students. Shelves there are periodical and newspaper holdings and the indexes, the microfilm collection, as well as a variety of reference sources. The card catalog provides access to the open book stack in the *reading room*, a collection of some 44,000 volumes. 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 the Library's 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.

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. At that time there is program advising, registration, and tours of the campus.

Office of Student Services



Joseph J. Marchi
Acting Dean of Students

The primary goal of student services is to provide support for students so that they will be successful at Cañada College. As Dean of Student Services, I am responsible for all non-instructional services, under the general categories of:

Admissions and Records
Counseling and Guidance
Special Services

Admissions and records, transcript requests, financial aids, personal counseling, academic advising, health services, job placement, student government, and special programs, i.e., Women's Re-entry Program, EXCEL and tutoring are the responsibility of the directors who report to me. The emphasis of our services is, "How can we help the student succeed?" The staff is dedicated to that goal, and students are encouraged to see me with concerns and suggestions for improvement.

Joseph J. Marchi
Acting Dean of Student Services

Office of Admissions and Registration



Jesse Guerrero
Acting Director, Admissions and Records

The Office of Admissions and Registration is a part of Cañada's Student Services Division and shares in the philosophy that all services related to this unit shall be designed to facilitate service to all prospective new, as well as continuing students. This office is responsible for student admission, registration, and records at Cañada College. As means for achieving the above, the Office of Admissions and Registration is delegated responsibility to administer the following service areas:

- Determine admission eligibility
- Provide class program registration
- Process changes in curriculum
- Process transcripts
- Process grades
- Certify eligibility for the "A.A." and "A.S." and certificate programs
- Veteran services
- Financial aid services
- Testing services

Admissions Information

Admission Eligibility

Admission requirements must be completed before a student will be permitted to register.

Eligibility Requirements for Admission of Students

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

- Be a graduate of a high school.
- Be a non-high school graduate who is 16 or 17 years of age, who has passed the Certificate of Proficiency Examination or completed the G.E.D. with a score of 50 minimum on any one test, and an average of 55 or more for all tests.
- Be 18 years of age or older and, in the opinion of the President of the College, be capable of profiting from the instruction offered.
- Be a 9th, 10th, 11th, or 12th grade high school student whose admission as a part-time student is recommended by his/her high school principal and approved by the President of the College.
- A legal resident of other community college districts in California may qualify for admission as a day/evening student by submitting a written permit from the district of residence granting permission to enroll in Cañada College.

Out-of-State Students

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

- Be a graduate of a high school.
- Be 18 years of age or older and, in the opinion of the President of the College, capable of profiting from the instruction offered.
- Have an academic record or test scores which indicate a potential for success in a credit program of the College.

Transfer Students

Students transferring from one College to another within the District, or moving to this District after

attending another college or university, may be admitted. Students who have been dismissed by the community college most recently attended will not normally be admitted in the semester immediately following this dismissal. They may be admitted in a subsequent semester and will then be subject to the same regulations which apply to dismissed students at the college.

Part-Time Students

Students taking 11 units or less must submit applications during filing dates, but are not required to submit transcripts; however, part-time students taking courses toward career preparation or transfer courses to a four-year university 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:

- Have completed the equivalent of an American high school education with satisfactory grades.
- Demonstrate sufficient command of English to profit from instruction at the College.
- 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 \$1,692 per year.

Non-United States citizens who are not on student visas and who reside in San Mateo County may enroll in the Colleges as part or full-time students. The student must meet the general admission requirements for foreign students, and in addition must present his/her passport with evidence that the passport and visa are dated to cover the semester during which he/she wishes to attend. All such students will be required to pay non-resident tuition.

Residence Requirements for Admission

Attendance at any public 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 of a section of California not included in a district which maintains community college classes may also attend Cañada College. An appli-

cant 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.

Admission Application Procedures – Day Classes

Students applying to Cañada College who wish to enroll for 12 or more units per semester are required to:

- File a written application for admission on forms supplied by the college.
- Request that two completed transcripts be mailed directly to Cañada College by the high school of graduation (or the high school last attended), and each college attended.
- Take placement tests and/or other specific examinations necessary. (See schedule of tests on Application for Admission.)

Priority for registration will be given to students who complete the admission requirements by the specified application deadline. (See calendar of events.)

Admission Application Procedures – Evening Classes

Students applying to Cañada College who wish to enroll only in evening classes are required to:

- File a written application for admission on forms supplied by the College during the specified evening registration dates.
- For those students wishing to enroll in more than 11 units, two completed transcripts are to be mailed directly to Cañada College by the high school of graduation (or the high school last attended), and each college attended.
- Take placement tests and/or specific examinations if required.

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.

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 19 units without special authorization from their counselor.

AUDITING IS NOT PERMITTED IN ANY COURSE OFFERED FOR CREDIT.

Health Service Fee – Day Classes

All students are required to pay a \$4 Health Service fee each semester. The summer intersession fee is \$2. (This fee is not refundable.) There is no fee for evening classes.

Non-Resident Fee

Non-residents will pay a fee of \$1,692.00 for the academic year 1980-1981. This fee is payable at the time of registration at the rate of \$846.00 per semester, or \$56.36 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: \$225 per year

Health Fee: \$8 per year

Student activity card (optional): \$10 per year, \$5 per semester

Meals and housing: \$2,625 per year

Transportation: \$700 per year

Personal expenses (laundry, recreation, medical): \$500 per year

Refund Policy for Non-Resident and Foreign Student Tuition

- Prior to beginning of classes for those students who officially cancel their registration: 100%
- During the first two weeks for those students who reduce their class load by an official change of program: 100% on cancelled portion of program
- Official withdrawal from college during the first two weeks: 75% during regular semester, 75% for first week of Summer Session, 50% for second week of Summer Session
- Official withdrawal or reduction of program during third and fourth weeks: 50% during regular semesters, none for Summer Session
- No refund after the fourth week except for those students whose tuition has been collected in error.

Refunds are not issued automatically. The student must complete a refund request form and submit proof of payment and appropriate withdrawal forms.



Program Changes

No changes of program will be permitted during the period of registration prior to the beginning of classes.

Once a program has been entered by signing up for any given set of classes, it may not be changed unless a properly completed add/drop slip is obtained from the student's counselor/advisor, and the student completes the prescribed change-of-program procedure.

A student may not add a new class after the tenth day of the semester except by written permission of the instructor and the endorsement of the Director of Admissions and Records.

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.

- A student may withdraw during the first three weeks of instruction, and no entry will appear on the student's permanent record.
- 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.
- A student who withdraws after these dates will receive an "F" grade if failing, or a "W" grade if passing, as determined by the instructor at the time of withdrawal. Class withdrawals will not be authorized after the start of final examinations.
- Any student who does not follow established college procedures in withdrawing may be assigned a grade of "F."

Grades and Scholarship

Units of Work and Credit

A "unit" of college credit normally represents one hour weekly of lecture or 3 hours of laboratory, or similar scheduled activity, during one semester.

Grades and Grade Points

Once a subject has been made a part of a student's program of attendance, the record for the subject will be reported to the Office 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 in case of absence from required examinations, or in case of circumstances which warrant granting the student additional time in which to complete the required work of the course. A student who receives an "INC" in any subject must remove the deficiency by the end of the next semester. Additional time may be provided upon approval of the instructor and the Director of Admissions and Records; however, the extension of time may not exceed one calendar year from the date of issuance of the "INC." The units for "INC" grade are not charged as units attempted and do not enter into the computation of grade-point average.

A grade of "W" (Withdrawn from class) indicates that the subject has been cancelled from the student's study list. No credit can be counted in subjects for which a "W" is recorded. Please see section on withdrawal policy (page). Withdrawal from class will not be authorized once final examinations have begun.



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 Unit Credit Only

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 to receive either a letter grade or unit credit only. These courses will be indicated in the class schedule as grade option ("grade op"). Students in these courses must notify the instructor in writing by the end of the ninth week if they wish to receive only unit credit; no changes are permitted after this time.

Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly outside their major field, without jeopardizing their grade point averages. The quantity and quality of work required to earn unit credit will be arranged by the student with the individual instructor at the beginning of the course.

A student may apply a maximum of 12 units of credit only courses, excluding Cooperative Education, towards an A.A. or A.S. degree. This limitation does not apply to students who have achieved an A.A., A.S., or higher degree.

Additionally, each division of the College may determine certain courses in which a student may receive unit credit only, with no option for a letter

grade. These courses will be indicated in the class schedule as credit only ("cr. only"). These courses are exempt from the above 12-unit limitation.

The four-year colleges and universities vary widely in the number of unit credit only courses they accept. Students should consult the catalog of the college to which they may transfer for its regulations in this regard.

Course Repetition

A student who has earned a grade of "D," "Inc.," or "F" at any College in the San Mateo County Community College District may repeat the course, in an attempt to achieve a satisfactory grade of "C" or better, at any College in the District with the prior written permission of the student's counselor and/or personnel designated by the Dean of Student Services.

- Upon satisfactory completion of a repeated course, the student must petition the Director of Admissions and Records to have only the grade earned in the repeated course used in the computation of the grade point average.
- In no case will the unit value of such a repeated course be counted more than once.
- 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 subject to the provisions of this policy.

When so designated in the College catalog, certain courses offered at Cañada College may be repeated for credit, with a limit of four semesters. Courses so designated will provide either for increasing competency levels of performance, clearly specified methods of student evaluation for repetition, or changing emphasis in curriculum materials related to the scope and content of the course.

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:

- A period of at least three years has elapsed since the work to be renewed was completed.
- 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.
- 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.
- 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 for admission to a 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. High 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 level 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 student will be placed on academic probation under the following circumstances:
- Academic probation based on grade point deficiency: The student's grade point deficiency amounts to 12 or more grade points.

or

- Academic probation based on failure to maintain satisfactory progress: The student is enrolled in 9 units or more, 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.)
- 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.
- A student completing an official Leave of Absence will not be included in the tabulation of the effects of the satisfactory progress rule.

- A probationary student may continue in school but a further deficiency of any kind will result in dismissal.
- Probationary students may petition the Appeals Committee in accordance with College procedures for removal of their probationary status if it has resulted from unusual or emergency circumstances.

Standards For Dismissal

- A student on academic probation who incurs a further deficiency in grade points or who fails to maintain satisfactory progress 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.

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 for review according to the standard grievances procedure.

Testing

The Office of Admissions and Records in concert with a testing officer proctors and/or interprets a variety of examinations.

Placement Tests

Placement tests are required of all regular students (those taking 12 units or more), students seeking an A.A. degree or certificate, and students 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 others 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 exempted 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 110. Those who have scored 4 or 5 will receive credit for English 100 and 110. 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. These units for credit by exam will be posted on the student's record when 12 units have been completed at Cañada College.



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. These units will be posted on the student's record when 12 units have been completed at Cañada College.

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

A.A./A.S. Degree and Certificate Applications

The Office of Admissions and Records processes all petitions and determines eligibility for the "Associate in Arts" and "Associate in Science" degrees and any certificate programs offered at Cañada College. Eligible graduating candidates should file an application for the appropriate degree and/or certificates and should:

- have completed at least 54 or more semester units to be in candidate status.
- arrange that all transcripts from other colleges, including in-progress, be on file for evaluation with this office prior to the specified deadline (see calendar of events).

For more detailed eligibility requirements see section on Program Planning.

Veterans' Affairs

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.

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

The Office of Veterans' Affairs at Cañada College was established by a Federal grant to provide veterans with a wide variety of services necessary to complete an academic career successfully. Eligible veterans have 10 years from the date of separation from active duty to use their educational benefits.

The Office of Veterans' Affairs is located in the Office of Admissions and Records in the Administration Building (Bldg. 8). The office is staffed Monday through Friday from 8:00 to 4:30 p.m., and several evenings per week.

To initiate VA benefits, report to the VA Clerk (Building 8) and bring: (1) two copies of your DD214 (separation papers); (2) one copy of your marriage/divorce certificate; and (3) copies of birth certificates of children.

Veterans who have previously attended college must have official copies of college transcripts on file in the Office of Admissions and Records. For further information, contact the Office of Veterans' Affairs, 364-1212, ext. 226.

For academic credit purposes, a veteran is defined as an honorably discharged member of the United States Armed Forces who was on active duty for one year or more. Upon presentation of separation or discharge papers, veterans are exempt from the Health Science and Physical Education requirements for the A.A./A.S. Degree. They are also entitled to six units of elective credit toward the A.A./A.S. Degree.

In addition, veterans who qualify may receive credit for military service schools toward the Associate in Arts/Science degree upon presentation of proof to the Office of Admissions and Records. They must have completed a minimum of 12 units with a grade-point average of 2.0 at Cañada College. Units of credit for military service (6 units) and military service schools will be recorded on a student's record at the time of graduation.

Financial Aid

The financial aid program at Cañada College is dedicated to the concept that no individual should be denied an education solely for financial reasons. Any student applying for admission to the college who has a financial need for assistance is urged to apply for aid.

The Financial Aid Office administers a program of grants, scholarships, loans, emergency loans, and work-study programs which may be awarded to qualified students. We assist and encourage students to apply for California State Scholarships,

College Opportunity Grants, Vocational Training Grants, and all other state and local awards.

Awards are based on need; determination of need is based upon a careful analysis of family income and assets, liabilities, number of children, medical expenses, etc. While determination of the student's financial need is geared mainly to the student's educational and vocational career plans, it is recognized that frequently the student may have personal considerations that play an important part in this determination. Each application is evaluated on an individual basis with all special and extenuating circumstances taken into consideration.

Students are advised that determination of eligibility is approximately a six-week process from the time the application is determined complete. Students are strongly encouraged to observe application deadlines. Applications received after the established deadline will be considered subject to the availability of funds.

For detailed information regarding specific assistance programs, students should see the Financial Aid Officer, in the Administration Building, Bldg. 8, Room 204.



Scholarships

The San Mateo County Community College District Foundation administers funds from private sources which are available to Cañada students as scholarships, loans, and grants.

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 stu-

dent 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	Student in field of Law Enforcement	\$100
Wm. L. Faulstich Scholarship	Minority students from this area	(several) \$100 ea.
Redwood City Citizens Against Racism	Minority students continuing or transferring	(several) \$100 ea.
Redwood City Clergy Association	Award rotates among 3 colleges. Business majors: one male, one female	(2) \$100 ea.
San Mateo County Association of Educational Office Employees	Award rotates among 3 colleges. Graduating student, transferring to 4-year college	\$300
San Mateo County Retired Teachers Association	Students attending Cañada College	(3) \$50 ea.
Seventeenth District, California P.T.A.	Continuing Food Technology student at Cañada	\$100
Victoria Station Incorporated	Student enrolled in Cañada's X-Ray Technology Program	\$100
X-Ray Technology Scholarship	Unrestricted	\$50
Carl E. Ward Scholarship		

Oficina de Admisión y Matrículas

Información sobre admisiones

La Oficina de Admisión y Matrículas es parte de la División de Servicios Estudiantiles de Cañada y comparte la filosofía que todos los servicios relacionados a esta unidad están diseñados para facilitar los servicios de todo estudiante. Tanto para aquellos que están en perspectiva de ser nuevos estudiantes como a los antiguos. Esta oficina es responsable por la admisión, matrícula y registros del alumnado de Cañada College, quien para cumplir con sus propósitos, la Oficina de Admisión y Matrículas tendrá bajo su responsabilidad la administración de las siguientes áreas de servicio:

- Determinar la elegibilidad para la admisión.
- Proveer de matrículas para los programas de clases.
- Procesar cambios de curriculum.
- Procesar expedientes.
- Procesar notas.
- Certificar la elegibilidad para los títulos "A.A." y "A.S." y certificados de programas de estudio.
- Servicios para veteranos.
- Servicios de ayuda financiera.
- Servicios de examinación.

Eligibilidad para la admisión

Los requisitos de admisión deben completarse antes de que se le permita al estudiante matricularse.

Requisitos de elegibilidad para la admisión de estudiantes

Cualquier residente del condado de San Mateo solicitando admisión al Colegio Cañada deberá reunir uno de los siguientes requisitos:

- ser graduado de la escuela secundaria
- ser estudiante no egresado aún de la escuela secundaria con 16 o 17 años de edad, que haya pasado el Certificado de Examinación (Certificate of Proficiency Examination), o completado el G.E.D. con un resultado mínimo de 50 en cualquiera de los exámenes, y un promedio de 55 o más en todos los exámenes.

- ser de 18 años de edad o mayor, y, en la opinión del presidente de Cañada, capaz de beneficiarse de la instrucción aquí ofrecida.
- ser de 9no, 10mo, 11vo, o 12do grado de escuela secundaria a quien la admisión como estudiante de tiempo parcial le ha sido recomendada por su director/tora y aprobado por el presidente del Colegio Cañada.
- Un residente legal de otro colegio comunitario en un distrito diferente de California puede calificar para la admisión como estudiante diurno/nocturno presentando un permiso escrito por parte del distrito de residencia permitiéndole su matrícula en Cañada.



Estudiantes de otro estado

Los residentes de otro estado podrán calificar para su admisión en Cañada reuniendo los siguientes requisitos:

- ser graduado de la escuela secundaria
- ser de 18 años de edad o mayor, y, en la opinión del presidente del Colegio Cañada, capaz de beneficiarse de la instrucción ofrecida aquí.

- poseer un archivo académico promedios de exámenes los cuales indiquen un potencial para el éxito en un programa de crédito en el colegio.

Estudiantes con traslados

Los estudiantes con traslados de un colegio a otro dentro del distrito, o mudándose a este distrito después de haber asistido a otro colegio comunitario, pueden ser admitidos. Los estudiantes que han sido expulsados del colegio al cual asistían recientemente, no serán admitidos bajo condiciones normales en el semestre inmediato a su expulsión. Podrán ser admitidos en un semestre posterior y a la vez serán objeto de los mismos procedimientos que se aplican a los estudiantes expulsados de este colegio.

Estudiantes de medio tiempo

Los estudiantes tomando menos de 12 unidades deben someter las solicitudes durante las fechas de archivo, no es necesario presentar expedientes. Sin embargo a los estudiantes de medio tiempo tomando cursos dirigidos a la preparación de una carrera o cursos transferibles a una universidad de cuatro años, se les aconseja tener los expedientes en archivo con el objeto de asesoramiento.

Estudiantes extranjeros

El colegio de Cañada cuenta con un desarrollado programa para estudiantes de otros países. El colegio dispone de consejeros con experiencia especializada para asistir al estudiante extranjero con problemas personales y académicos. Los solicitantes extranjeros deben:

- Haber completado el equivalente a educación impartida en escuelas secundarias norteamericanas con notas satisfactorias.
- demostrar suficiente dominio del inglés para beneficiarse de la instrucción colegial.
- presentar evidencia de que poseen fondos necesarios para costear la matrícula y todos los gastos de vivienda mientras asisten al Colegio Cañada. La matrícula anual para estudiantes extranjeros es de \$1,692.

Las personas no ciudadanas de los Estados Unidos sin visa de estudiantes, pero que residen en el condado de San Mateo pueden inscribirse en el colegio como estudiantes de medio o tiempo completo.

El estudiante deberá reunir los requisitos generales de admisión para estudiantes extranjeros, y además deberá presentar su pasaporte con evidencia de que

el pasaporte tanto como la visa estén fechados para cubrir el semestre durante el cual desea asistir.

A todo estudiante con las características anteriormente nombradas le será requerido pagar matrícula como *no residente*.

Requisitos de residencia para la admisión

La asistencia a cualquier colegio público en California está condicionada por ciertos requisitos de residencia. Un residente de California con deseo de asistir a un colegio comunitario debe ser una persona de 18 años de edad o mayor que se encuentre residiendo en el estado por más de un año anterior a su primer día de clases.

Postulantes que son residentes del Distrito Escolar de Colegios Comunitarios de San Mateo, podrán asistir al Colegio Cañada (Redwood City), Colegio de San Mateo (San Mateo), o Colegio Skyline (San Bruno). Postulantes residentes de una sección de California no incluida en un distrito el cual mantenga clases de colegios comunitarios también podrán asistir al Colegio Cañada. Postulantes residentes legales de otro distrito de colegios comunitarios deberán presentar un permiso escrito del distrito de residencia permitiendo su inscripción en el Colegio Cañada. Postulantes con estatus de inmigrante deberán haber residido en California por más de un año después de la fecha de ingreso al país estampada en sus correspondientes visas.

Procedimientos para la admisión de postulantes – Clases Diurnas

Estudiantes postulando al Colegio Cañada que deseen inscribirse para tomar 12 o más unidades por semestre les será requerido:

- llenar una solicitud para admisión en formularios dados por el colegio
- solicitar a la escuela secundaria de procedencia que envíe por correo aéreo dos expedientes completos directamente al Colegio Cañada, así como de todos los colegios a los que hayan asistido.
- tomar exámen de aptitud u otras pruebas específicas que sean necesarias (Ver horarios de exámenes en la solicitud de admisión).

Prioridad de matrícula le será dado al estudiante que complete los requisitos de admisión antes del plazo señalado en la solicitud (Ver Calendario de Eventos).

Procedimientos para la admisión de postulantes – Clases Nocturnas

Los estudiantes postulando al Colegio Cañada y que deseen inscribirse solamente en clases nocturnas deberán:

- llenar una solicitud para admisión en formularios dados por el colegio durante las indicadas fechas para matricularse nocturnas.

Inscripciones

Citas para consultar al consejero

Después de haber completado todos los requisitos de admisión, todos los estudiantes regulares deben consultar individualmente, o en grupos pequeños, al consejero estudiantil para recibir ayuda u orientación en el planeamiento de su programa académico antes de inscribirse.

Límite de unidades

Un programa normal de cada semestre constituye un promedio de 15 unidades; estudiantes que llevan 12 unidades o menos se les considera estudiantes de tiempo completo. Se les prohíbe a todo estudiante tomar más de 19 unidades sin obtener previa autorización de su consejero estudiantil.

NO SE PERMITE ASISTIR A UNA CLASE COMO OYENTE, CUANDO ESTA CLASE SE OFRECE POR CREDITO.

Cuota de servicio médico – Clases Diurnas

Es requisito de todo estudiante pagar una cuota de \$4 para servicio médico cada semestre. La cuota para la sesión de verano es de \$2. (Toda cuota no tendrá devolución). No habrá cuota para las clases nocturnas.

Cuotas para los no-residentes

Aún cuando los alumnos residentes en el condado de San Mateo se encuentran exonerados de pagar colegiatura para asistir al Colegio Cañada, sí existen gastos de vivienda que deben de tomarse en cuenta.

Todas las cuotas estarán sujetas a cambios según lo estipule la Mesa Directiva Escolar, y, cuando es aplicable, según los estatutos estatales y federales. Estas cuotas, bajo condiciones normales, incluirán:

- para aquellos estudiantes deseando inscribirse en más de 9 unidades será necesario que envíen por correo dos expedientes completos de la escuela secundaria de procedencia, directamente al Colegio Cañada, así como de todos los colegios a los que se hayan asistido.
- tomar exámen de aptitud u otras pruebas específicas señaladas.

Libros y materiales: \$225 por año

Cuota de servicio médico: \$8 por año

Carnet estudiantil (opcional): \$10 por año, \$5 por semestre

Alimentos y vivienda: \$2,625 por año

Gastos personales (recreacionales, médicos, de lavandería): \$700 por año

Póliza de devolución de colegiatura de estudiantes extranjeros y no-residentes

- Antes de comenzar las clases, para aquellos alumnos que han cancelado oficialmente sus clases antes de las fechas de inscripción: el 100%
- Durante las primeras dos semanas para aquellos estudiantes que redujeron su número de unidades a consecuencia de un cambio oficial en su programa académico: el 100% sobre la porción cancelada del programa
- Retiro oficial del colegio durante las primeras dos semanas: 75% durante un semestre regular, 75% durante la primera semana de la sesión de verano, 50% durante la segunda semana de la sesión de verano
- Retiro oficial o reducción en el número de unidades durante la tercera o cuarta semana: 50% durante semestres regulares, Nada durante sesión de verano
- Ninguna devolución después de la cuarta semana, con la excepción para aquellos estudiantes cuya colegiatura se ha cobrado por error.

Las devoluciones no se harán automáticamente. El estudiante debe llenar un formulario pidiendo su devolución y demostrar evidencia de haber pagado la colegiatura, así como las formas de retiro oficial.

Cambios en el programa

Ningún cambio en el programa será permitido durante el período antes de las fechas de inscripción.

Una vez que el programa académico se ha formalizado, no podrá ser cambiado sin antes llenar los formularios indicados para el retiro o aumento en clases. Este formulario se podrá obtener en la oficina del consejero estudiantil, y una vez que el estudiante haya cumplido con los procedimientos para cambios en el programa. Un estudiante no podrá añadir clases nuevas a su programa después del décimo día del semestre, sin antes conseguir el permiso por escrito del profesor y la aprobación del Director de Admisión y Matriculas.

Póliza para el retiro de clases

Cualquier estudiante que desee retirarse de una clase debe seguir los procedimientos ya establecidos por el colegio. Las fechas límites que siguen son de suma importancia e indican la relación entre el retiro de clases y la asignación de calificaciones por parte del profesor.

- Un estudiante puede retirarse durante las primeras tres semanas de instrucción y la clase no figurará en el archivo académico de alumno.
- Un estudiante que se retira de un curso después de esas fechas, y hasta el viernes de la onceava semana del semestre de otoño, y el viernes de la décima semana del semestre de la primavera, recibirá una calificación de "W". Esta calificación figurará en el expediente del alumno.
- Un estudiante que se retire después de las fechas ya mencionadas recibirá la calificación de "F", si estaba reprobando, o la calificación de "W" si estaba aprobando, según el criterio del profesor, a la hora de su retiro. El retiro de clases no será permitido después del comienzo de los exámenes finales.
- Cualquier estudiante que no desee cumplir con los procedimientos establecidos sobre el retiro de clases se le asignará la calificación de "F".



Calificaciones y Honores

Unidades de trabajo y de crédito

Una "unidad" de crédito colegial, normalmente significará una hora semanal de clase, y 3 horas de laboratorio, u otra actividad semejante, durante un semestre.

Notas y promedio de notas

Una vez que una materia ha formado parte del programa académico del alumno, la calificación será anotada por la Oficina de Admisión y Matriculas de la siguiente forma:

A—Excelente: 4 puntos por unidad

B—Muy Bueno: 3 puntos por unidad

C—Regular: 2 puntos por unidad

D—Deficiente: 1 punto por unidad

F—Reprobado: 0 punto por unidad

INC—Incompleto: No se toma en cuenta al computar el promedio de notas

CR—Credito: No se toma en cuenta al computar el promedio de notas

NCR—Sin Crédito: No se toma en cuenta al computar el promedio de notas

W—Retiro: No se toma en cuenta al computar el promedio de notas

Una calificación de "Incompleto" se dará en el caso de la ausencia del alumno a los exámenes finales, o en el caso de situaciones donde el estudiante necesita tiempo adicional para completar el trabajo requerido por el curso. Un estudiante que recibe un "Inc" en cualquier materia deberá subsanar dicha deficiencia antes de que termine el siguiente semestre. Tiempo adicional se le permitirá al alumno una vez que éste haya conseguido el permiso necesario del profesor y del Director de Admisión y Matriculas; sin embargo, la extensión de tiempo no podrá exceder un año académico desde el momento en que se dió la calificación de "Inc." Las unidades de una calificación "Inc." no se contarán como unidades intentadas, y no figurarán en el cómputo del promedio de notas.

Una calificación de "W" (Retiro de Clase) indica que la materia se ha cancelado del programa de estudio del alumno. No se podrá otorgar credito a materias que han recibido la nota de "W." Favor de consultar la sección de la póliza de retiro, (página). El retiro de clase no será autorizado una vez que los exámenes finales han comenzado.

Promedio de notas

El promedio de notas (G.P.A.) se computa al dividir el número total de puntos por calificación, por el número total de unidades intentadas.

La opción de notas y crédito por unidades

Además de los cursos en los cuales solamente se otorgan una calificación de letra, cada división del colegio podrá decidir el número de cursos donde el

alumno puede elegir una calificación de letra o crédito solamente. Estos cursos estarán indicados en el itinerario de clases con opción de calificación ("grade op"). Estudiantes inscritos en estos cursos deberán notificar al profesor por escrito antes de finalizar la novena semana, si desean recibir crédito solamente; ningún cambio será permitido después de esta fecha. Cursos con opción de notas le permiten al alumno explorar diferentes campos de estudio, y ensanchar su conocimiento, sobre todo fuera de su área de especialización, sin que esto le perjudique su promedio de notas. La cantidad y calidad del trabajo necesario para recibir crédito solamente tendrá que ser determinado por el alumno y el profesor al principiar el curso.

Un estudiante puede solicitar que un máximo de 12 unidades sean por crédito solamente, sin incluir cursos en Educación Cooperativa, y que estas unidades sean aplicadas hacia el título de A.A. o A.S. Esta limitación no está dirigida al alumno que ya tenga su título de A.A., A.S., o un título mayor.

Además, cada división dentro del colegio podrá determinar los cursos en los cuales el alumno podrá recibir crédito solamente, sin recibir nota de letra. Estos cursos estarán indicados en el itinerario de clases como crédito solamente ("cr. only"). Estos cursos están exentos del límite de 12 unidades.

Universidades o colegios de cuatro años varían suficientemente en el número de unidades de crédito que aceptarían. Estudiantes que aspiran trasladarse a una universidad deberán consultar el catálogo de dicha universidad para verificar los reglamentos al respecto.

Repetición de curso

Estudiantes que hayan recibido calificación de "D", "Inc," o de "F" en cualquier colegio del Distrito Escolar de Colegios Comunitarios de San Mateo podrá repetir el curso, para elevar su calificación a "C" o más, en cualquier colegio del distrito siempre y cuando tenga la autorización necesaria por escrito del consejero estudiantil u otro personal designado por el Decano de Estudiantes.

- Después de completar dicho curso satisfactoriamente el estudiante deberá gestionar el cambio en los archivos para que reflejen la calificación del curso repetido. Esta gestión se debe de hacer con el Director de Admisión y Matriculas.
- De ninguna forma se podrá contar el valor de unidad del curso repetido más de una vez.
- El archivo académico será anotado de tal manera que refleje todas las materias intentadas, asegurando que el archivo sea completo y verdadero.

Repeticiones de cursos en otra institución académica acreditada, serán reconocidos como válidos si el estudiante hace los trámites necesarios con el Director de Admisión. En ninguna instancia se contará el valor de unidad de dicho curso más de una vez. Cursos en los que el estudiante haya recibido calificaciones en otras circunstancias, fuera de las descritas anteriormente, estarán sujetos a las provisiones de esta póliza.

Ciertos cursos podrán ser repetidos con crédito, cuando el catálogo lo indique, y con el límite de cuatro semestres. Dichos cursos otorgarán ya sea crecientes niveles de competencia, métodos específicos de evaluación estudiantil, o cambios en énfasis en los materiales pedagógicos relacionados al contenido del curso.

Póliza de Renovación Académica

Hasta un máximo de dos semestres y una sesión de verano podrán ser retirados del archivo cuando el trabajo ha sido deficiente (o sea, menos de 2.0 en el promedio de notas), y no refleje adecuadamente el nivel académico actual del estudiante. Al retirarse del archivo, las calificaciones no formarán parte en el cómputo del promedio de notas, pero solamente bajo las siguientes condiciones:

- Un período de por lo menos tres años han transcurrido desde que los cursos a ser retirados fueron completados.
- Los estudiantes que aspiran renovación académica, deberán completar nueve unidades semestrales de trabajo académico con un promedio de 3.5 acumulativo, o 15 unidades semestrales con un promedio de 3.0, o 21 unidades semestrales con un promedio de notas de 2.5, o 24 unidades con un promedio de notas de 2.0 desde que el trabajo a ser retirado fue concluido.

Se debe de tomar en cuenta de que la póliza de renovación académica será aplicada solamente cuando dicha renovación de trabajos escolares anteriores es necesaria para la futura admisión del estudiante a un programa educativo, para completar un programa certificado, o para recibirse de un colegio.

Esta póliza será aplicada solamente después de que una solicitud formal se ha entregado al Director de Admisión y Matrícula, el cual determinará si dicha renovación es necesaria. Cuando el trabajo académico ha sido renovado, el archivo permanente será corregido, de tal forma que asegure que el archivo es completo, verdadero, y legible.

Libretas de calificación

Las calificación estarán a la disposición del alumno a mitad de semestre. La calificación de mitad de semestre no forma parte del archivo permanente; es para propósitos de información solamente. Después de los exámenes finales al terminar el semestre, se le envía al estudiante una copia de sus calificaciones semestrales, las cuales se integrarán a su expediente.

Honores escolares

Una lista de estudiantes que hayan adquirido honores académicos será publicada al final de cada semestre, conocida como La Lista del Decano. En dicha lista figura el nombre de cada estudiante que completó 12 unidades o más de trabajo escolar en el cual recibió una calificación formal, y cuyo promedio de notas sea de 3.0 ("B") o más.

Los honores académicos serán otorgados durante la ceremonia de graduación a todos los estudiantes que hayan tenido un promedio de notas de 3.3 acumulativo. Los honores mayores serán otorgados a estudiantes que cuenten con un promedio de notas de 3.5 ("A") o más.

El Colegio Cañada está afiliado a la Sociedad Estatal de Colegios Comunitarios con Honores Escolares, es decir, Alpha Gamma Sigma.

Expedientes

Los expedientes oficiales se enviarán a compañías de trabajo, universidades y otras instituciones, cuando el alumno lo pida por escrito. Solamente los cursos que se han tomado en Cañada figurarán en el expediente; calificaciones de escuelas secundarias, y otros colegios no serán enviadas. Se cobrará una cuota mínima por los expedientes.

Garantía de privacidad

El Acta de Derechos de Privacidad Educativa Familiar (Sección 438, Ley Pública 93-380), fue corregida y ahora exige que las instituciones educacionales faciliten lo siguiente: acceso al estudiante a sus archivos oficiales, se le explique el contenido de los archivos, y que se le de la audiencia para apelar en la ocasión de que los archivos contengan algo erróneo o inadecuado; el Colegio tendrá que obtener el permiso por escrito del alumno antes de difundir datos personales tocante al alumno, y estos derechos deben de extenderse tanto a los alumnos actuales como a los antiguos.

El Acta indica que el colegio podrá difundir ciertos datos, con la excepción de que el alumno lo prohíba. Para lograr ésto, el alumno tendrá que so-

meter una petición al Director de Admisión y Matrícula, la cual indique que no podrá ser difundida parte, o toda la información en el archivo sin la previa autorización del interesado. Los datos que podrán ser difundidos incluyen: (1) nombre del alumno y ciudad de residencia, (2) participación en actividades escolares o deportivas, (3) fecha de inscripción, (4) títulos y honores recibidos, (5) institución educativa de procedencia, (6) estatura y peso, cuando el alumno es miembro de un equipo atletico.

Además, información sobre el programa de estudio actual del alumno podrá ser difundida a otro alumno, a menos de que el estudiante pida que dicha información no se haga pública.

Deficiencia en el promedio de notas

Las leyes académicas del Colegio Cañada están basadas en un promedio acumulativo de notas, de un mínimo de "C" para que el alumno pueda recibirse o trasladarse a otra institución educativa.

Todas las unidades y promedios de notas serán acumulativas. En todo tiempo, el alumno deberá mantener un promedio total equivalente al doble de las unidades totales (o sea un promedio de C). Por ejemplo: si un estudiante toma 12½ unidades en un semestre, y 15½ en otro semestre, sus unidades acumulativas serán de 28, necesitando un promedio de 56.

Cualquier total en el promedio de notas que sea menos de la mitad de las unidades intentadas se considerará deficiente. Los cursos de crédito y no crédito de Cañada no serán afectados por una deficiencia académica.

Estudiantes en situación de prueba

Un estudiante será puesto a prueba académica bajo las siguientes circunstancias:

- Situación de prueba basada sobre una deficiencia en el promedio de notas. La deficiencia en el promedio suma el total de 12 puntos o más.
- La situación de prueba existe cuando el progreso del alumno no ha sido satisfactorio: El estudiante no recibe calificaciones adecuadas por lo menos en el 60% de las unidades que esté tomando, cuando éstas son nueve o más, y cuando dicho alumno se inscribió en ellas a partir, o después, del día lunes de la cuarta semana del semestre. (Las calificaciones adecuadas, o sea, para aprobar, serían—A, B, C, D, CR. Reprobadas serían—W, F, NCR., INC.)

Estos dos procedimientos para determinar el estado

de prueba sirven para retener al alumno, y se aplicarán de tal forma que el alumno quedará en estado de prueba bajo cualquiera de los dos, como también podrá quedar expulsado posteriormente, si su trabajo continúa siendo deficiente.

Un estudiante que esté completando una ausencia autorizada como licencia oficial, no será incluido en la tabulación de los efectos de la regla de Progreso Satisfactorio.

Un estudiante a prueba podrá seguir estudiando, sin embargo una continua deficiencia académica resultará en su expulsión.

Estudiantes bajo estado de prueba podrán pedir una audiencia al Comité de Apelaciones, siguiendo los procedimientos del colegio, para eliminar su estado de prueba si es que ha sido producto de circunstancias fuera de lo común, o de emergencia personal.

Reglas para la expulsión

Un estudiante que está a prueba por razones académicas e incurre en deficiencias adicionales en su promedio de notas, o deja de mantener un progreso satisfactorio en su estado de prueba, será expulsado, deberá mantenerse fuera de las clases diurnas y nocturnas de Cañada por lo menos un semestre, antes de pedir al Comité de Apelaciones que lo reintegren.

Un estudiante expulsado deberá presentar una petición por escrito al Comité de Apelaciones pidiendo que se le reintegre inmediatamente, si la expulsión resultó por circunstancias fuera de lo común. Un alumno inscrito en el colegio gestionando dicha petición debe de mantenerse en clase, hasta que el Comité de Apelaciones haga la decisión final.

Quejas estudiantiles

Estudiantes que crean que han sido tratados de una forma injusta o que las reglas del colegio les han sido aplicadas arbitrariamente, pueden presentar su queja ante el consejero estudiantil. Si el problema no es resuelto de una forma satisfactoria, el estudiante podrá presentar su caso ante el Decano de Estudiantes, el cual podrá llevar el problema ante el Comité de Apelaciones de Alumnos y Facultad, para que sea analizado según los procedimientos ya establecidos.

Exámenes

La Oficina de Admisión y Matriculas, en conjunto con un oficial de exámenes, administrará, o interpretará varios exámenes.

Exámenes de aptitud

Exámenes de aptitud se requieren de todos los alumnos regulares (aquellos que tomen más de 12 unidades), estudiantes que aspiran al título de Asociado en Artes (A.A.), o algún certificado, y estudiantes que piensen tomar cursos en inglés. Los estudiantes que ya tengan el título de A.A. o la licenciatura (B.A.), o estudiantes que han completado su curso de redacción a nivel de colegio en otra institución, o estudiantes que solamente quieran inscribirse en uno o dos cursos, no tendrán que tomar el examen.

Estudiantes que hayan tomado el examen en el Colegio de San Mateo o de Skyline, no tendrán que tomar el examen, si piden de que los resultados se envíen al Colegio Cañada.

Crédito Avanzado

Estudiantes que hayan tomado el examen avanzado de aptitud en inglés y que hayan recibido la calificación de 3 podrán obtener crédito para el curso de Inglés 110. Aquellos que reciban la calificación de 4 o 5, podrán recibir crédito para los cursos de Inglés 100 y 110. Se deberán entregar los resultados del examen y una petición por escrito a la Oficina de Admisión y Matriculas, para que dicho crédito se incluya.

Crédito por examen

Se podrá otorgar crédito de un curso por examen, basado en el deseo de ubicar al estudiante en materias que lo estimularán y también por compartir la creencia de que una experiencia previa, adiestramiento, o instrucción en esas situaciones, equivale a un curso específico ofrecido por el colegio. Si un examen indicara que el alumno posee un dominio adecuado sobre la materia, se le otorgará crédito. El archivo del alumno indicará el curso y el número de unidades otorgadas por examen, pero no se le otorgará calificación, sólo crédito. Cada división del colegio determinará—poliza de evaluación—cuál de sus cursos podrán ser sustituidos por examen, y qué tipo de examen será considerado apropiado. Estas unidades de crédito por examen serán anotadas en el archivo del alumno cuando se completen 12 unidades en el Colegio Cañada.

CLEP—Examen de Aptitud a Nivel de Colegio

El "CLEP" permite a todas aquellas personas que tengan una educación a nivel de colegio adquirida fuera de las aulas de clase, demostrar sus logros a través de este examen, y poder utilizar los resultados para recibir crédito. A estos estudiantes se les

podrá otorgar seis unidades de crédito por cada cinco secciones del Examen General de CLEP, si logran 500 puntos o más. Crédito por Examen de Materia se dará en aquellas áreas donde se ofrezcan cursos semejantes en el Colegio Cañada. Se anotarán estas unidades en el archivo del alumno cuando complete 12 dentro del Colegio Cañada. El Colegio Cañada es actualmente un centro oficial para el examen CLEP. Para mayores informes consulte a la secretaria de la oficina del consejero.

Título de A.A./A.S. y solicitudes de certificado

La Oficina de Admisión y Matriculas procesa toda petición y determina la elegibilidad para el título de Asociado en Arte y Asociado en Ciencia, además de todos los programas de certificado que se ofrecen en el colegio de Cañada. Aspirantes elegibles deberán llenar un formulario solicitando el título apropiado, y/o el certificado además de:

- completar un mínimo de 54 unidades semestrales (o más), además de mantener el estatus de aspirante al título.
- solicitar que todos los expedientes procedentes de otros colegios incluyendo todo trabajo que aún está en proceso, se envíen de inmediato para ser evaluados, a la Oficina de Admisión y Matriculas, antes de la fecha límite (Consultar el Calendario de Eventos).

Para mayores detalles sobre los requisitos de elegibilidad, consulte la sección sobre planeamiento de programas.

Asuntos de veteranos

La Oficina de Asuntos de Veteranos del Colegio Cañada fue establecida a raíz de una beca federal que llevaba como meta el ofrecer a los veteranos una variedad de servicios necesarios que le permitieran completar una carrera académica con éxito. Los veteranos elegibles, cuentan con diez años desde la fecha que abandonaron las fuerzas armadas para aprovechar los beneficios destinados a la educación. La Oficina de Asuntos de Veteranos está ubicada en la Oficina de Admisión y Matriculas, en el Edificio de la Administración (Edificio 8). Esta oficina cuenta con personal de lunes a viernes de las 8:00 a las 4:30, y algunas noches por semana. Para iniciar los beneficios de veteranos, es necesario reportarse con el Encargado de Asuntos Veteranos (Edificio 8) y llevar: (1) dos copias de los papeles DD214 (Papeles de alta); (2) una copia de su acta de matrimonio/divorcio; (3) copias de actas de nacimiento de todos los hijos.

Veteranos que hayan asistido previamente a algún colegio deberán tener copias oficiales de todos los expedientes archivados en la Oficina de Admisión y Matriculas. Para mayores informes, consulte a la Oficina de Asuntos Veteranos, 364-1212, extensión 226.

Para propósitos de crédito académico, un veterano se define como miembro de las Fuerzas Armadas Estadounidenses, cuando ha sido dejado en alta honorablemente, y cuando haya participado activamente en las fuerzas armadas por un año o más. Al presentar los papeles de separación o de alta, los Veteranos estarán exentos de los requisitos de Educación Física necesarios para recibir el título de A.A./A.S. También tendrán derecho de tomar seis unidades de crédito electivo, válidos para el título de A.A./A.S. Además, los veteranos podrán recibir crédito por todos los cursos que hayan tomado en las escuelas militares, como también aplicar ese crédito hacia su título, después de haberlo comprobado a través de la Oficina de Admisión y Matriculas. Para lograr eso, tendrán que completar un mínimo de 12 unidades con un promedio de notas de 2.0 en el Colegio Cañada. Las unidades de crédito por cursos militares que se hayan tomado, o por el servicio militar (6 unidades) serán anotados en el archivo del estudiante una vez que éste se haya graduado.

Ayuda Financiera

El programa de ayuda financiera del Colegio Cañada está basado en el concepto de que ningún individuo podrá ser rechazado de lograr una educación, simplemente por cuestiones económicas. Todo estudiante solicitando admisión al colegio que tenga problemas económicos, se le invitará a que solicite ayuda financiera.

La Oficina de Ayuda Financiera administra un programa de becas, préstamos, préstamos de emergencia, y programas de trabajo y estudio, el cuál está al servicio de todo alumno elegible. La Oficina ayuda y alienta al alumno a que solicite Becas Estatales de California, Becas de Oportunidad Colegial, Becas de Adiestramiento Vocacional, y otras becas locales y estatales. Las becas se dan basadas en la necesidad económica de cada estudiante. La necesidad se determina, después de un análisis cuidadoso de los ingresos familiares, bienes, deudas, número de hijos, gastos médicos, etc. Aunque se reconozca que la determinación de necesidad económica está basada en los planes vocacionales y académicos del alumno, el programa de ayuda también tomará en

cuenta las circunstancias personales que juegan un papel importante en la vida del alumno. Cada solicitud será examinada individualmente, tomando en cuenta todas las circunstancias especiales de dicho alumno. Se le aconseja a los estudiantes que la determinación de elegibilidad se demora por lo menos seis semanas desde la fecha que se entregó una solicitud completa. Se le aconseja a los estudiantes que se adhieran a las fechas límites. Toda solicitud que se entregue después de la fecha límite estará sujeta a los fondos disponibles.

Para una información más detallada tocante a los programas específicos, consulte al Director de Ayuda Financiera, en el Edificio de la Administración, Edificio 8, Aula 204.

Becas escolares

La Fundación del Distrito Escolar de Colegios Comunitarios de San Mateo administra fondos de origen privado, que se encuentran disponibles a estudiantes de Cañada en forma de becas escolares, préstamos, y becas. El Colegio de Cañada ofrece un programa de becas escolares que reconocen y premian a estudiantes sobresalientes. Varias organizaciones e individuos otorgan fondos para el servicio de este programa. Un formulario hará posible que se le considere al alumno para todas las becas dentro del programa. La fecha límite para entregar solicitudes es el 28 de abril. Peticiones para solicitudes e informes adicionales deberán dirigirse a la Oficina de Ayuda Financiera, Edificio 8, Aula 204. El Comité de Becas Escolares se reúne cada primavera para revisar las solicitudes y seleccionar a los alumnos que recibirán becas para el año académico venidero. Becas generalmente disponibles son:

Educación Física

Uno o más cursos para un mínimo de dos unidades, sin embargo éste requisito podrá ser modificado o eliminado para aquellos estudiantes que llenen las siguientes condiciones:

- sean graduados de colegios comunitarios, otros colegios, o universidades.
- ser veteranos con un año de servicio o más.
- ser personas con permiso oficial por razones médicas.

Toda modificación, fuera de las razones ya estipuladas, deberán ser obtenidas siguiendo los procedimientos ya establecidos por la Oficina del Decano de Estudiantes.

Donante	Requisito	Cantidad
Associated Students of Cañada College	Estudiante de Cañada con carnet estudiantil	\$100
Atkinson Foundation	Estudiante de Cañada con planes de ingresar a la universidad	(2) de \$150 cada una
John A. Blume & Associates, Engineers	Estudiante de ingeniería, u otro campo relacionado, con planes de traslado o de ingresar a la universidad	\$100
Cañada College Choir	Estudiante de Música (Canto) con un promedio de B o más. Se seleccionará al becario después de una previa presentación	\$100
Cañada Connoisseurs	Estudiantes nuevos dentro del Programa Tecnología Culinaria	(2) de \$100 cada una
Cinco de Mayo	Estudiantes que lleven 12 unidades o más con un promedio de 2.0 o más	(varias) \$150 cada una
Faculty Wives of Cañada	Estudiante de Cañada con planes de traslado o de ingresar a una universidad	(2) de \$100 cada una
William A. Goss Scholarship Fund	Sin requisito	(3) de \$100 cada una
Mabel Leon Scholarship	Se otorgará por medio del Departamento de Música Instrumental	\$200
Ethel Lindauer Scholarship	Sin requisito	\$100-\$150
Redwood City Bobbies William L. Faulstich Scholarship	Estudiante en el campo de Leyes y Seguridad	\$100
Redwood City Citizens Against Racism	Estudiantes minoritarios provenientes de Redwood City	(varias) de \$100 cada una
Redwood City Clergy Association	Estudiantes minoritarios con planes de traslado o de ingresar a una universidad	(varias) de \$100 cada una
San Mateo County Association of Educational Office Employees	Esta beca es rotatitaria entre tres colegios. Se otorgará a alumnos dentro del campo de Negocios: un hombre y una mujer	(2) de \$100 cada una
San Mateo County Retired Teachers Association	Esta beca es rotatitaria entre tres colegios. Se otorgará a un alumno que esté por terminar sus estudios y con planes de ingresar a una universidad	\$300
Seventeenth District, California P.T.A.	Estudiantes asistiendo al Colegio Cañada	(3) de \$50 cada una
Victoria Station Incorporated	Un estudiante del Programa Tecnología Culinaria en Cañada con planes de continuar sus estudios	\$100
X-Ray Technology Scholarship	Un estudiante inscrito en el Programa de Tecnología de Rayos X en Cañada	\$100
Carl E. Ward Scholarship	Sin requisito	\$50

Office of Special Programs and Services



Ella Turner Gray
Director, Special Programs and Services

The Office of Special Programs and Services provides services which are designed to serve the unique requirements of those students with particular needs not rendered through our regular programs. Special Programs and Services recognizes that human personality has many facets and that individual students have many different needs. While no educational program can be all things to all students, Special Programs and Services strives to create an environment which will: (1) Promote educational experiences leading to the realization of personal goals; (2) Develop a sense of responsibility to oneself and to others; (3) Meet the educational and cultural needs of students; and (4) Facilitate an understanding of the past, identification with the present, and competence to meet the future.

The Office of Special Programs and Services is... **HELP!** where you can begin to unravel your needs, and seek solutions to your educationally-related problems.

EXCEL Program

Extended Opportunity Programs and Services (EOPS)

Handicapped Program

Housing

Lost and Found

Student Activities

Student Government

Tutorial Programs

Vocational Educational Services

Women's Re-entry Program

EXCEL PROGRAM

EXCEL is designed to help students work towards a degree, train for a career or develop skills. It also aims to instill students with a sense of identification and to prepare them for assuming responsible positions in their communities and in a larger society.

EXCEL offers supportive services for students' academic needs.

- Helps students to apply for financial assistance.
- Provides tutors to facilitate the successful completion of course work.
- Offers vocational and career counseling, as well as personal counseling, that helps maximize students' self-realization and achievements and minimize students' problems.

Support services available to EXCEL students:

- College admission
- Registration information
- Financial aid
- College adjustment
- Peer counseling—offers you a relationship with another student who has made it at college and can help you build a survival kit, and deal with the rigors of academic life.
- Supervised study—where a peer tutor is available to assist you with problems that arise while studying.
- Academic survival—how to get in a class and how to stay there successfully.



- Guidance courses—in college awareness, career planning and personal adjustment.
- Peer counselor training—given to help prepare and develop skilled, sensitive peer counselors to fill positions in the EXCEL center.
- Other college related personal problems

EXCEL IS A SPECIAL OPPORTUNITY. DON'T PASS IT BY!

What do I have to have?

- A desire to learn.
- Willingness to work hard.
- A commitment to being here.
- A desire to share ideas, feeling, and special talents with others.

How do I qualify?

- If you are at least 18 years old or...
- Have a high school diploma and...
- Are a resident of San Mateo County and feel that you merit Special Services

Come See Us... Albert Archuleta, Don Harris, Rosa Kosak, Virginia Villarreal

EXCEL IS A GREAT BEGINNING!

8:00a.m.-4:30p.m. Monday-Friday, Bldg. 6, Room 13

For further information regarding EXCEL call 364-1212, Ext. 300, 301, 302.

Extended Opportunity Programs and Services (EOPS)

What is EOPS?

EOPS is a service passed into law by California Senate Bill 164, designed to encourage California Community Colleges to establish programs and services directed to the identification, recruitment, retention, and intellectual and vocational stimulation of students affected by economic, social or language disadvantages.

What does EOPS provide?

- Financial assistance in the form of grants
- Revolving book program
- Meal ticket program
- Transportation
- Tutoring

- Counseling
- Outreach
- Peer Counselors

You qualify if:

- You are a high school graduate or are age 18 at the time of admission.
- Your family's income does not exceed \$8,500 for a family of four (add \$900 for each additional dependent. Subtract \$900 for each dependent under four).

Interested:

Contact: Ella Turner Gray 364-1212, Ext. 263, or come to Bldg. 5, Room 207.

Handicapped Program

The program is designed to meet individual needs of those students with physical or psychological handicaps. Through supportive services, we hope to meet individuals *where they are* and not isolate them, but encourage and assist them in the "mainstream."

We hope to design *with* each student a diagnostic and prescriptive program that will allow the student the pursuit of a growing educational experience.

Supportive Services

- Individualized counseling—personal, social, academic
- Elevators, ramps, walkways, restroom facilities—designed to encourage maximum mobility
- Special parking area—conveniently located
- Coordination of services with high schools and California Department of Rehabilitation
- Audio-visual and library material—designed for specific assistance
- Readers
- Interpreters
- Tutors
- Elevator keys
- Books
- Wheelchair loaner
- Mobility assistant

Contact: Bernice Mackay

Housing

The Office of Special Programs and Services, 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.

Contact: Dolores Hicks, 364-1212, Ext. 263, if you have a room or apartment to rent.

Lost and Found

If it's been lost, chances are your belongings will turn up in the Special Programs and Services Office. Items left in any of the campus buildings are brought to the office and held for *30 days*.

You might also put a notice on the bulletin boards. If your lost item is really valuable, put an ad in the school newspaper or the ASCC Bulletin.

Contact: Dolores Hicks at 364-1212, Ext. 263, or check with her in Bldg. 5, Room 207, for lost or found articles.

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 student activity cards.

The Office of Special Programs and Services maintains a list of active clubs and organizations.

Student Government

All students enrolled at Cañada College are members of the Associated Students of Cañada College (ASCC). The elected student senate is the official voice of students on campus. The senators 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.

Come to the Office of Special Programs and Services if you are interested in becoming a senator or participating in student government, Bldg. 5, Room 207.

Tutorial Program

The Tutorial Program is dedicated to helping students achieve fulfillment of their academic, career and personal goals. Emphasis is on service to the student's needs and flexibility in meeting those needs. Thus, the tutoring program strives to provide many types of academic assistance. Tutors are available in many subjects, and it's free. The tutorial program can provide you with skilled tutors who can give you that extra help you need.

The Tutorial 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 tutor others, contact Albert Archuleta in Building 6, Room 13.

Testing

The Career Center 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 service from their counselor.

College Orientation

Each semester before classes begin, Cañada College offers an Orientation Day for new students. The day is designed to acquaint the student with staff, activities, and essential rules and regulations that pertain to students. In addition to orientation, the counseling staff teaches several guidance classes designed to help a student in his overall 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.



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:

- 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.
- Courses may be repeated and will count towards the minimum 12 units of work required for athletic eligibility.
- Any student desiring athletic eligibility should contact the Director of Athletics.

Intramural Activities

The Physical 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, bicycling, and weight conditioning.

Additionally, some P.E. activities classes schedule sports days with neighboring community colleges and universities.

Performing Arts

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

Foreign Travel and Study

A file of current overseas programs for study and travel is kept in the Office of the Dean of Student Services. Check with the Dean for more information.

Vocational Educational Services

Vocational Educational Services is a program of services designed to meet the needs of academically or economically disadvantaged or handicapped students enrolled in an occupational program or courses. Services are designed to facilitate and encourage student retention.

Services provided:

- Tutors
- Books

- Transportation
- Readers
- Interpreters

Who is eligible?

- Students enrolled in occupational courses

Contact: Ella Turner Gray, 364-1212, Ext. 263, or come by Building 5, Room 207.



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. The services provided by this office, however, are available to *all* Cañada College students.

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.

Contact: Jane Weidman or Maxine Koop at 364-1212, Ext. 460, or drop by The Women's Center, Bldg. 16, Room 5.

Health Careers Opportunity Program (HCOP)

HCOP is an educational program designed to assist academically unprepared students who are interested in pursuing careers in the health and medical fields.

In addition to a series of workshops, seminars, and field trips, a science education curriculum is offered. Tutors and instructors are available to assist students in their science and mathematics courses.

Special emphasis is placed on counseling and advising students. The Health Careers Opportunity Program also makes use of "Mentors," e.g., doctors, dentists, hospital administrators, veterinarians, pharmacists, and public health administrators, who have volunteered their time to assist students to learn more about health, medical professions.

Each HCOP student is provided information needed to make the transition from Cañada College to a four-year college or university. Admission forms and financial aid applications are available in the HCOP office. For more information contact the HCOP Coordinator, Building 8, Room 205.



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.

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 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 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.

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 any 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.

Office of Counseling



Loretta J. Hergert
Acting Director, Counseling

The primary goal of the Counseling Department is to provide the necessary support services for students to succeed at Cañada College. The staff seeks to create an atmosphere of caring, helping, and providing information so that the student becomes independent and confident in decision-making. The staff provides current, valid information, using many resources so that the individual student is prepared to face facts, investigate alternatives, calculate odds, challenge values, establish priorities, and implement action.

Program Planning & Counseling

Career Center

Student Employment Service

Co-op Education-Work Experience

Career & Personal Development

Program Planning & Counseling

"Counselors are available by appointment during the registration period and throughout the academ-

ic 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. Students are encouraged to bring to the counselor's attention employment, financial, or other personal problems which affect their success in college. 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. The good relationship between a student and a counselor is essential. Counselors are initially assigned to students according to the majors they have declared, but a student may request a change of counselor for any reason by seeing the Director of Counseling, Building 5, Room 215. Evening College counselors are available on a drop-in basis between 6 and 9:00, Monday through Thursday, throughout the semester."

Loretta J. Hergert
Acting Director of Counseling

Career Center

"Do you need specific career information? The Career Center has resources that provide definitions and requirements for 20,000 occupations—pamphlet files, reference books, audio-visual materials, college catalogs, a file of current foreign and overseas programs of study and travel, and the EUREKA computerized occupational program which provides take-home printouts. Research a possible career choice, take interest tests, discuss your goals—we are available daily from 8 a.m. to 4:30 p.m., and Monday through Thursday, from 6 p.m. to 9 p.m., in Building 5, Room 208. Students and visitors are welcome."

Mary Noyes, Career Center Counseling Aide

Student Employment Service

"With the cost of attending college rising, at least a part-time job is essential for many Cañada College students. Our full-time placement office is eager to assist you with temporary, part-time, or career jobs. In addition to an active 'Job Bank' listing employment opportunities from our business community, our office will develop jobs to meet specific skills and needs. Our newly-computerized service promises more efficient service."

Priscilla Buchan, Job Placement Interviewer.

COURSE DESCRIPTIONS

CRER 130 (GUID 5) Self-Awareness.

Units 1
 Class Hours 16 lecture hours/semester
 Prerequisite None
 Description: The class is designed to promote personal growth, career awareness, self-exploration, and interaction with others. The process will be facilitated by various assessment instruments, techniques, and lectures.

CRER 131 (GUID 3) Occupational Planning.

Units 1
 Class Hours 16 lecture hours/semester
 Prerequisites CRER 130
 Description: 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 are explored.

CRER 140 (GUID 11) Peer Counseling.

Units 2
 Class Hours 32 lecture hours/semester
 Prerequisite None
 Description: This unique program is open to all students interested in developing basic helping/counseling skills. The training emphasizes the importance of deepening self-understanding, integrity, and capacity to love in order to be effective.

CRER 401 (GUID 1) Introduction to College.

Units 1
 Class Hours 16 lecture hours/semester
 Prerequisites None
 Description: 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 and decision-making.

CRER 410 (GUID 10) College Awareness.

Units 2
 Class Hours 32 lecture hours/semester
 Prerequisite None
 Description: Although the class is intended for students in special programs (e.g. EXCEL) and emphasizes their special needs, all students are welcome to participate. The class deals more thoroughly with topics in Guidance 1.

CRER 650 (GUID 4) Special Interest Discussion Groups.

Units 1
 Class Hours 16 lecture hours/semester
 Prerequisite None
 Description: Any group of students with a common interest may meet under the leadership of a counselor to explore and evaluate personal values, goals, and expectations as they relate to this social and cultural environment.

Cooperative Education – Work Experience (Credit/No Credit)

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 work on a one-to-one basis with a Co-op Education instructor and their supervisor at work to establish measurable learning objectives appropriate to their jobs. Students must be enrolled in seven units (including the Cooperative Education course) to earn Cooperative Education credit.

Students who have jobs related to their occupational goals may earn one unit of credit for each 75 hours of paid work (approximately 5 hours per week) with a maximum of four units per semester for a total not to exceed 16 units while enrolled in a community college. Students on volunteer jobs with nonprofit organizations may earn one unit of credit for each 60 hours of work (approximately 4 hours per week.) Students who hold jobs not related to their occupational goals may earn a maximum of three units of Cooperative Education per semester for two semesters. For further information see your counselor or the Cooperative Education Coordinator in the Career Center, Building 5, Room 206.

COOP 601 (COOP 47) General Cooperative Education

Units 1-3
 Class Hours 6 lecture hrs/semester
 (on job—75 to 225 hrs/semester)
 Prerequisites Enrollment in 7 units
 incl. Co-op Ed

Description: For students whose jobs are not related to their occupational goals or for those who have not yet decided on their occupational goals.

COOP 670 (COOP 47) Occupational Cooperative Education

Units 1-4
 Class Hours 6 lecture hrs/semester
 (on/job—75 to 300 hrs/semester)

Prerequisites Enrollment in 7 units
 incl. Co-op Ed

Description: Students' jobs must be related to their occupational goals. Scheduled class meetings and individual conferences are required.

For Veterans Only

To count Co-op Education units toward Veterans Educational benefits, the Veterans Administration requires students to attend regularly scheduled weekly meetings. Also Veterans' jobs must be related to their majors. The requirement for weekly meetings may be met by concurrent enrollment in the following career guidance series: 403, 405 and 650 (1 unit each, for a total of 3 units), or Guidance 690, Individualized Occupational Planning (1 unit).

Career & Personal Development

The Counseling staff teaches classes in careers and personal development to help students with adjustment to college, as well as the career decision-making process. These classes provide the framework for self-understanding, orientation to college, an

exploration and setting of occupational goals, and peer counseling.

Health Service & Student Health Insurance Program

"Assistance with health-related problems is provided by the Health Counselor. First aid, emergency help, referral to community agencies, and services for various kinds of health problems are available. Students are required to submit a health information card with their college application form.

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. If you are interested in additional accident and health insurance coverage, are over eighteen years of age and under thirty-nine years of age, you are eligible to purchase coverage. Come to the Health Office or the Student Activities Office for information and literature concerning this policy."

Lee Sonntag, Health Counselor, Guidance Health Center, Room 213, Student Center



Office of Instruction



John C. Williams
Acting Dean of Instruction

The Office of Instruction is responsible for developing, scheduling, maintaining, and evaluating the instructional programs at Cañada College. This office, through its administrative directors and instructors, generates the curriculum and delivers the instruction familiar to students as classes and programs of study. The curriculum, or courses and sequence of courses, is a philosophical statement about what we think a student should *be*, or be able *to do*, when he or she leaves Cañada College. It is a statement of what ought to be, what is real, true, and of value to society and the individual.

Instruction is a theoretically-based statement about how we believe people learn. Lectures, discussions, laboratories, field trips, activities, seminars, and rehearsals are different methods utilized by instructors to develop students' awareness of and ability to do those aspects of our lives which we have concluded are significant for personal and intellectual survival and growth. It is through our instructional techniques that we hope to accomplish our curricular goals. Programs of instruction are offered in regular credit courses, as well as fee-based extended education programs. Our credit courses are designed to serve the needs of students wishing to transfer to other institutions, develop their basic educational skills, acquire entry-level occupational skills, complete their liberal studies (or general education) background, or expand their personal horizons.

An integral part of our job in the Office of Instruction is program review and evaluation. It is through this campus-wide process that we seek to determine how well we are meeting the educational needs of the communities we serve. It asks such questions as what courses ought to be taught, how well are we teaching those courses, and what should we do to improve the courses we do teach. To seek answers to these and other program-related questions, we actively seek information from students, faculty, administrators, counselors, and the community. Hopefully, the outcome of these efforts will be an improved level of service to those of you who come to us to advance your education.

Divisions

- Business
- Extended Education
- Humanities
- Physical Education/Athletics
- Science/Engineering
- Social Sciences

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.

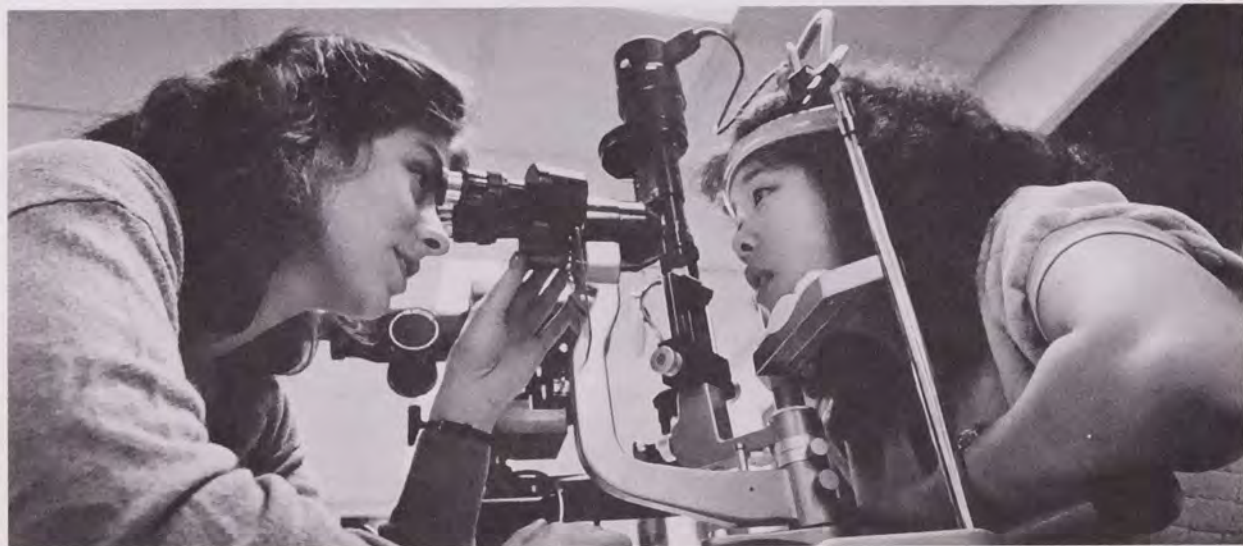
In order to qualify for a certificate, a student must complete required and elective courses with at least a grade point average of 2.0 (C). Parallel courses completed at other accredited institutions upon approval of the division chairman in which the certificate is being earned may be applied toward 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 Science requirements.

A.A./A.S. DEGREE REQUIREMENTS

Graduation from Cañada College with the Associate in Arts or Associate in Science degree is based upon the completion of 60 units of lower-division college work, including the requirements listed below. An application for the degree must be filed in the Director of Admissions and Records Office during the last summer 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 Science

One or more courses for a minimum of three units.

Anatomy 130, 250, 255
 Anthropology 125
 Astronomy 100, 110, 120
 Biology 100, 102, 110, 111, 130, 135, 138, 150, 160, 180, 310
 Botany 112, 145, 220, 322
 Chemistry 110, 192, 210, 410
 Electronics 100
 Environment 107, 109
 Geography 100
 Geology 100, 110, 210
 Health Science 101, 103, 104, 105, 106, 107
 Home Economics 310
 Horticulture 323
 Meteorology 100
 Microbiology 240
 Oceanography 100
 Paleontology 110
 Physics 110, 115, 120, 210, 250, 405, 481
 Physiology 260
 Zoology 210

2. Social Sciences

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

Economics '230
 Environment "120
 History '102, '201, '209, '210, '260, "310, "315, '421
 Political Science "'205, '210, "310
 Social Science "101, '102

3. Humanities

One or more courses for a minimum of three units.

Art 101, 102, 103, 110, 201, 204, 214, 301, 303, 322, 405, 800
 Drama 140, 142, 143, 151, 152
 English 110, 200
 French 130, 140, 161
 German 130, 140
 History 100, 101, 105, 205, 650
 Literature 101, 111, 115, 141, 151, 152, 191, 200, 231, 232, 233, 251, 301, 302, 341, 422, 441, 455, 461
 Music 100, 101, 150, 202
 Philosophy 100, 160, 175, 190, 240, 270, 300, 310, 320
 Social Science 320
 Spanish 130, 140, 161
 Speech Communication 111, 112

4. Learning Skills*

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

- English 100
- English 801
- English Institute 311, 312 (for non-native speaking students)

*Pending Board approval

5. Ethnic Studies

One or more courses for a minimum of three units.

Anthropology 340, 360, 370
 Art 120
 History 242, 250, 415, 422, 451, 452
 Literature 266, 268, 371, 372, 375
 Psychology 278
 Social Science 250, 260, 261
 Sociology 141

E. Physical Education

One or more courses for a minimum of two units; however, this requirement will be waived or modified for students in the following categories:

- Graduates of community colleges, other accredited colleges and universities.
- Veterans with one or more years of service.
- Persons excused for medical reasons.

Waivers other than for the reasons stated herein should be sought through the regular procedures of the college for waiver of any graduation requirement via the Dean of Students.

Occupational Programs Offered at Cañada College

Associate in Arts Degree or Associate in Science Degree or Certificate Programs

Career Program	Certificate	A.A.	A.S.	Page
Administration of Justice				79
Law Enforcement	•	•		80
Corrections (Probation)	•	•		80
Industrial & Retail Security	•	•		80
Bilingual	•			67
Business				55
Accounting	•		•	55
Business Administration	•		•	56
Clerical—General			•	65
Clerk-Typist	•			65
Court and Conference Reporting	•			57
Health & Fitness	•			145
Hotel/Motel Management	•		•	60
Management	•		•	62
Medical Receptionist*	•			65
Medical Transcriber*	•			65
Note Reader/Transcriber*	•			57
Para-Legal	•			64
Real Estate*	•		•	64
Secretarial	•		•	64
Early Childhood Education		•		81
Environmental Technology			•	73
Food Technology & Management	•		•	58
Human Services/ Gerontology	•	•		85
Home Economics	•		•	59
Clothing & Textiles	•		•	59
Interior Design	•		•	61
Assistant Designer	•		•	61
Display Designer	•		•	61
Home Furnishings— Merchandising	•		•	61
Ophthalmic Dispensing	•		•	76
Radiologic (X-ray) Technology			•	78
Travel Industry Career (Tourism)				88
Retail	•	•		89
Wholesale	•	•		89

*Basic Courses only. Transferable to CSM for an A.S. Degree and Certificate Program.



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 full time study. Students may decide to spend more than two years at Cañada College or transfer to a four-year institu-

tion 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 course—one of which must be with laboratory)* **indicates Lab course*

Life Sciences

Anatomy 130, *250, *255, *256

Anthropology 125

Biology 100, 102, *110, *111, *130,
135, *150, 160, 180, 310, 312

Botany *112, 145, *145, *220, 322

Environment 107

Home Economics 310, 312

Microbiology *240

Physiology *260

Zoology *210

Physical Sciences

Astronomy 100, 110, 210

Chemistry 110, *110, *210, *220,
*410, *420

Electronics 100

Environment 109

Geography 100

Geology *100, 110, *210, *220

Oceanography 100

Paleontology 110

Physics *110, 115, 120, *210, *220,
*250, *260, *270, 405, *481

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 100

Anthropology 110, #340, #360, #370

Economics 100, 102, '230

Environment "120

Geography 110, 120, 150, 190

History '102, '201, '202, '209, 210,
'242, #'250, '260, "310, "315, '421,
#422, 650

Home Economics 416

Political Science 110, 150, "'205, 210,
255, 290, "310, 590

Psychology 100, 101, 105, 108, 110,
201, 202, 203, 212, 223, #278, 300,
340, 400, 480

Social Science "101, '102, 122, 127,
180, #261, 305, 320, 391, 392

Sociology 100, 105, #141, 250

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

Fine Arts

Art 101, 102, 103, 110, #120, 190, 201,
202, 204, 205, 214, 301, 303, 311,
320, 322, 405, 660, 800
Drama 140, 200, 305, 338, 660
Interior Design 115, 147
Music 100, 101, 150, 190, 202, 300,
320, 340, 360, 370, 390, 400, 430,
440, 460, 470, 480, 660

Literature

Drama 142, 143, 150, 660
English 110, 200, 660
Literature 101, 111, 115, 141, 151,
152, 191, 200, 231, 232, 233, 251,
#266, #268, 301, 302, #371, #372,
#375, 422, 441, 442, 455, 461
Speech Communication 111, 112

Philosophy

History 105, 205
Humanities 660
Philosophy 100, 160, 175, 190, 240,
300, 310, 320
Sociology 230
Multi-Culture
French 130, 140, 161, 162
German 130, 140
History 100, 101, #451, #452
Spanish 130, 140, 161
Social Science #250, #260

IV. BASIC SUBJECTS # indicates Ethnic Studies Courses

Biology 135

English 100, 165, 181
French 110, 120
German 110, 120
Health Science 101, 103, 104, 105,
106, 107, 110, 660
Literature 191
Mathematics 105, 120, 121, 125, 130,
155, 162, 200, 219, 220, 230, 241,
242, 251, 252
Philosophy 200
Social Science 121, 300
Spanish 110, 120
Speech Communication 100, 120

V. ELECTIVES (Maximum of 8 units permitted)

Accounting 100, 121
Business 100, 101, 115, 130, 145, 201
Data Processing 110
Drama 300
Early Childhood Education 210, 211,
312, 313
Engineering 100
French 690
German 690
Guidance 401, 403, 410, 411, 650
Home Economics 110, 113, 115, 116,
117, 307, 410
Library 100
Management 100, 130, 140, 220
Music 495
Physical Education 100, 110
Psychology 210, 211
Real Estate 100, 105
Recreation Education 100, 110, 160,
170
Social Science 104
Spanish 690



Courses From Cañada College Transferable Toward Baccalaureate Degree Credit at California State Universities and Colleges

- Accounting 100, 121, 131, 177, 680
- Administration of Justice 100, 102, 104, 106, 108, 120, 121, 127, 130, 150, 155, 157, 160, 250, 300, 305, 310, 350, 370, 680, 768
- Anatomy 130, 250, 255, 256, 680
- Anthropology 110, 125, 130, 160, 340, 360, 370, 680
- Aquatics 120, 200, 310, 401
- Art 101, 102, 103, 110, 120, 190, 201, 202, 204, 205, 207, 221, 222, 231, 232, 234, 235, 301, 303, 311, 312, 320, 322, 324, 405, 406, 411, 424, 680, 800
- Astronomy 100, 110, 120, 680
- Biology 100, 102, 110, 111, 130, 135, 138, 150, 160, 310, 312, 680
- Botany 112, 145, 220, 680
- Business 100, 101, 115, 130, 140, 145, 150, 170, 175, 180, 190, 201, 250, 251, 252, 253, 254, 255, 256, 257, 390, 392, 495
- Chemistry 110, 210, 220, 231, 250, 410, 420, 680
- Combatives 101, 104, 301, 400, 680
- Cooperative Education 670
- Court Reporting 160, 175
- Dance 111, 112, 115, 131, 132, 151, 193, 400, 680
- Data Processing 110, 680
- Drama 106, 140, 142, 143, 151, 152, 200, 201, 202, 203, 208, 209, 210, 211, 248, 261, 262, 263, 264, 300, 305, 338, 680
- Early Childhood Education 210, 211, 230, 240, 312, 313, 680
- Economics 100, 102, 190, 200, 230, 680
- Education 680
- Electronics 100, 680
- Engineering 200, 220, 230, 260, 680
- English 100, 110, 161, 162, 165, 181, 200, 680, 801, 802
- English Institute 311, 312
- Environment 107, 109, 120
- Fitness 100, 140, 160, 201, 204, 300, 310, 330, 350, 430, 680
- Food Technology 170, 205
- French 110, 120, 130, 140, 161, 162, 196, 197, 680
- Geography 100, 110, 120, 150, 190, 680
- Health Science 101, 103, 104, 105, 106, 107, 110, 680
- History 100, 101, 102, 104, 110, 201, 202, 205, 209, 210, 242, 250, 260, 310, 315, 415, 421, 422, 451, 452, 650, 680
- Home Economics 110, 111, 113, 115, 116, 117, 122, 307, 310, 312, 410, 416, 666, 680, 830
- Humanities 680
- Individual 101, 110, 121, 124, 130, 138, 141, 144, 161, 164, 181, 191, 241, 251, 254, 256, 270, 300, 310, 330, 680
- Interior Design 115, 135, 147, 148, 150, 250, 320
- Journalism 110, 120, 300, 680
- Library 100
- Literature 101, 111, 115, 141, 151, 152, 191, 200, 233, 251, 266, 268, 301, 302, 371, 372, 375, 422, 441, 442, 455, 461
- Management 100, 105, 120, 125, 130, 135, 140, 200, 210, 215, 220, 225, 230, 235, 240, 242, 245, 260, 261, 282, 283, 284, 290, 291
- Mathematics 105, 120, 121, 125, 155, 162, 200, 219, 220, 230, 241, 242, 251, 252, 253, 270, 275, 410, 680
- Microbiology 240
- Music 100, 101, 102, 103, 131, 132, 133, 134, 150, 170, 190, 202, 208, 209, 295, 301, 302, 303, 304, 305, 306, 307, 321, 322, 323, 324, 325, 326, 327, 328, 341, 342, 343, 344, 345, 346, 347, 348, 361, 362, 363, 364, 365, 366, 367, 368, 370, 390, 401, 402, 403, 404, 405, 406, 407, 408, 431, 432, 433, 434, 441, 442, 443, 444, 461, 462, 463, 464, 471, 472, 473, 474, 481, 482, 483, 484, 491, 492, 493, 494, 495, 496, 680
- Oceanography 100
- Paleontology 110
- Philosophy 100, 160, 175, 190, 200, 210, 225, 240, 270, 300, 310, 320, 650, 680
- Physical Education 100, 110, 680
- Physical Science 680
- Physics 110, 115, 120, 210, 220, 250, 260, 270, 405, 481, 680
- Physiology 260
- Political Science 110, 150, 205, 210, 255, 290, 295, 310, 520, 590, 680
- Psychology 100, 101, 105, 108, 110, 123, 130, 201, 202, 203, 210, 211, 212, 221, 222, 223, 250, 278, 300, 350, 370, 400, 410, 420, 480, 680
- Real Estate 100, 105
- Recreation Education 100, 110, 160, 170, 680
- Secretarial 100, 110, 120, 140, 145, 200, 210, 240, 331, 332, 333, 334, 400, 401, 410, 412, 414, 416, 418
- Social Science 101, 102, 104, 108, 121, 122, 180, 250, 260, 261, 300, 305, 306, 311, 312, 322, 323, 324, 391, 392, 680, 810
- Spanish 110, 120, 130, 140, 161, 162, 196, 680
- Speech Communication 100, 111, 112, 120, 130, 680
- Team 101, 105, 111, 115, 120, 141, 145, 151, 155, 171, 174, 680

Tourism 100, 680

Varsity 100, 101, 120, 121, 140, 141, 150, 151, 170, 171, 200,
201, 680

Zoology 210

Special Note

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

670 Cooperative Education in (Department)

680 Special Seminar in (Department)

690 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)

- Accounting 121 (5); 131 (5)
- Administration of Justice 100 (3); 102 (3); 104 (3); 106 (3); 108 (3); 130 (3); 370 (3)
- Anatomy 250 (W/Lab 4)
- Anthropology 125 (3); 110 (3); 130 (3); 160 (3); 340 (3); 360 (3); 370 (4)
- Art 101 (3); 102 (3); 103 (3); 110 (3); 120 (3); †190 (3); *201 (3); *202 (3); *204 (3); *205 (3); 207 (3); *214 (3); *221 (3); *222 (3); *231 (3); *232 (3); †234 (3); †235 (3); †241 (x) (3); 301 (3); 303 (3); †311 (3); *320 (3); 326 (3); †405 (3); †406 (3); †411 (3); †424 (3); '680 (3); 690 (See Independent Study); 800 (3)
*Any or all of these courses combined: maximum credit allowed, 16 units
†Any or all of these courses combined: maximum credit allowed, 12 units
- Astronomy 100 (3); 110 (3); 120 (3)
- Biology *100 (3); 102 (3); 110 (W/Lab 4); 111 (W/Lab 3); 130 (W/Lab 4); 135 (3); '138 (1); 160 (3); 180 (3); 310 (3); 312 (3); '680 (3); 690 (See Independent Study)
*See Catalog for limitation of credit
- Botany 112 (W/Lab 3); 145 (3) (W/Lab 4); 220 (W/Lab 5)
- Business 130 (3); 201 (3); '680 (3)
- Chemistry *110 (3) (Lab 1); 210, 220 (W/Lab 5, 5); *231 (W/Lab 5); 250 (W/Lab 4); 410, 420 (W/Lab 4, 4); 680 (1-3)
110 following 210 or 410: no credit for 110.
410 following 210: no credit for 410.
420 and 220 combined: no credit for 420.
- Chinese 801, 802 (3,3)
- Combatives *101, *104 (1 or 2 units each); *301 (1 or 2 units); 400 (1 or 2 units each); '680 (3)
- Cooperative Education 670 (1-4; maximum 6 units in otherwise transferable areas only)
- Dance 111 (1); 112 (1); 115 (2); *131, *132 (1 or 2 units each); *151 (1 or 2 units); *191, *193 (1 or 2 units each); **400 (2); '680 (3)
- Data Processing *110 (3); *155 (3); *110, 155 (3) + Math 155, 162: maximum credit allowed, 3 courses
- Drama 101, 102 (3, 3); '106 (3); 140 (3); '142, 143 (3); 151, 152 (3); †200 (3); †201, 202, 203 (3, 3, 3); †208, 209, 210, 211 (1-2); *261, *262 (3, 3); *263, *264 (3, 3); *248 (1); *300 (½-2); *305 (½-2); *338 (3); '680 (3); 690 (See Independent Study)
- Economics 100, 102 (3, 3); 190 (3); 200 (3); 230 (3)
- Engineering 100 (2); 200 (2); 220 (2); 230 (3); 260 (3); (Lab 1); 680 (1-3); 690 (See Independent Study)
- *Any or all of these courses combined: maximum credit allowed, 12 units.
†Any or all of these courses combined: maximum credit allowed, 12 units.
'Pending appropriate approval.
- English 100 (3); 110 (3); 161, 162 (3, 3); 165 (3); 200 (3); 231, 232, 233 (3, 3, 3); 301, 302 (3, 3); 371, 372 (3, 3); 680 (3); 690 (See Independent Study)
- Environment 107 (3); 109 (3); 120 (3)
- Fitness *100, *140, *160, *201, *204, *300, *310, *330, *350 (1 or 2 units each); '680 (3)
- French 110 (5); 120 (5); 130 (5); 140 (3); 161, 162 (3,3); 680 (3); 690 (See Independent Study)
- Geography 100 (3); 110 (3); 120 (3); 150 (3); 190 (3)
- Geology *100 (3); 110 (3); *210 (W/Lab 4); 220 (W/Lab 4)
- German 110 (5); 120 (5); 130 (5); 140 (3); 690 (See Independent Study)
- Health Science *101 (1); *103 (1); *104 (1); *105 (1); *106 (1)
- History 100, 101 (3, 3); *102 (3); 105 (3); 110 (3); *201, 202 (3, 3); 205 (3); 209 (3); 210 (3); 242 (3); 250 (3); 260 (3); 310 (3); 315 (3); 415 (3); 421, 422 (3, 3); 451, 452 (3, 3); 650 (1-3); 680 (1-3); 690 (See Independent Study)
- Home Economics *110 (2); *111 (2); 113 (1-3); 115 (3); *117 (2); 310 (3); 312 (3); 416 (3); '680 (3)
- Humanities '680 (3)
- Independent Study (Maximum credit allowed: 5 units per term in any or all appropriate subject areas)
- Individual *101, *110, *121, *124, *130, *138, *141, *144, *161, *164, *166, *181, *191, *241, *254, *256, *270, *300, *330 (1 or 2 units each); '680 (3)
- Interior Design †115 (3); †147 (3); †148 (3); †150 (3); †160 (3); '680 (3)
- Journalism 110 (3); *120 (3); *300 (2); '680
- Literature 101 (3); 111 (3); 115 (3); 141 (3); 151 (3); 152 (3); 191 (3); 200 (3); 266 (3); 268 (3); 341 (3); 375 (3); 422 (3); 441 (3); *442 (3); 455 (3); '461 (3)
- Mathematics 105 (3); 125 (3); †155 (3); †162 (3); 200 (2-4); 219 (5); 220 (3); #230 (6); *241, *242 (5, 5); *251 (3); *252, *253 (5, 5); 270 (3); 275 (3); '410 (3); '680 (3)
*Check for Duplication of credit.
†155, 162 D.P. 110, 115: maximum credit allowed, 3 courses.
MATH 200, SOSC 121: maximum credit allowed, one course.
- Microbiology 240 (W/Lab 5)

Music 100 (3); 101 (2); 102, 103 (2, 2); 131, 132 (3, 3); 133, 134 (3, 3); 150 (2-3); *170 (1); *190 (3); 202 (3); *295 (1); *301, *302, *303, *304 (1, 1, 1, 1); *305, *306, *307, *308 (1, 1, 1, 1); *309 (1); *321, *322, *323, *324 (1, 1, 1, 1); *325, *326, *327, *328 (1, 1, 1, 1); *341, *342, *343, *344 (1, 1, 1, 1); *345, *346, *347, *348 (1, 1, 1, 1); *361, *362, *363, *364 (1, 1, 1, 1); *365, *366, *367, *368 (1, 1, 1, 1); *371, *372 (1, 1); *390 (1); *401, *402, *403, *404 (1, 1, 1, 1); *405, *406, *407, *408 (1, 1, 1, 1); *431, *432, *433, *434 (2, 2, 2, 2); *441, *442, *443, *444 (2, 2, 2, 2); *461, *462, *463, *464 (1, 1, 1, 1); *471, *472, *473, *474 (2, 2, 2, 2); *481, *482, *483, *484 (1, 1, 1, 1); *491, *492, *493, *494 (1, 1, 1, 1); *495 (1-3); *496 (½); *680 (3); 690 (See Independent Study)

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

Oceanography 100 (3)

Paleontology 110 (3)

Philosophy 100 (3); 106 (3); 175 (3); 190 (3); 200 (3); *210 (3); 225 (3); 240 (3); 270 (3); 300 (3); 310 (3); 320 (3); 650 (3); 680 (1-3); 690 (See Independent Study)

Physical Education †100 (2); †110 (2); *200, *670 (1 or 2 units); '680 (3)

Physical Science 680 (3)

Physics *210, *220 (W/Lab 4, 4); *250, *260, *270 (W/Lab 4, 4, 4); 110 (W/Lab 3); *120 (3); '680 (3)
 *210, Lab + 250: deduct 3 units from 210, Lab
 210, Lab + 270: deduct 1 unit from 210, Lab
 220, Lab + 260: deduct 2 units from 220, Lab
 220, Lab + 270: deduct 2 units from 220, Lab

Physiology 260 (W/Lab 5)

Political Science 110 (3); 150 (3); 205 (5); *210 (3); 290 (3); *310 (2); '520 (3); 680 (1-3); 690 (See Independent Study)
 *210 + 310: maximum credit allowed, 5 units.

Psychology *100 (3); 105 (3); *108 (3); 110 (3); 130 (3); 201, 202, 203 (3, 3, 3); 123 (3); 212 (3); 221 (3); 222 (3); 223 (3); 278 (3); 300 (3); 350 (3); 370 (3); 400 (1-3); 410 (3); 420 (1-3); 480 (3); **670 (1-4); 680 (1-3); 690 (See Independent Study)

*100-108: maximum credit allowed, 1 course.

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

Recreation Education *100 (2)

Social Science 101 (3); 102 (3); 104 (3); 108 (3); †121 (3); 180 (3); 250 (3); 260 (3); 261 (3); 305 (3); 306 (3); 320 (3); 391 (3); 392 (3)

†MATH 200, SOSC 121: maximum credit allowed, one course.

Sociology 100 (3); 105 (3); 141 (3); 180 (3); 230 (3); 250 (3); 290 (3); 690 (See Independent Study)

Spanish 110 (5); 120 (5); 130 (5); 140 (3); 161, 162 (3, 3); '680 (3); 690 (See Independent Study)

Speech Communication 100 (3); 111, 112 (3, 3); 120 (3); '680 (3); 690 (See Independent Study); 811, 812 (E.I. 311, 312, 811, 812— maximum credit: 8 units beginning Fall 1978)

Team *101, *105, *111, *115, *120, *141, *145, *151, *155, *171, *174 (1 or 2 units each); '680 (3)

Varsity *100, *101, *110, *111, *120, *121, *140, *141, *150, *151, *170, *171, *200, *201, *320, *321, *340, *341 (1 or 2 units each); '680 (3)

Zoology 210 (W/Lab 5)



Transfer Majors Offered at Cañada College

Associate in Arts or Associate in Science Degree

Transfer Majors	A.A.	A.S.	Page	Transfer Majors	A.A.	A.S.	Page
Administration of Justice	•		79	Interior Design		•	61
Anthropology	•		72, 81	Journalism	•		68
Architecture		•	77	Pre-Law	•		64
Art	•		67	Mathematics		•	76
Biology		•	73	Medical Lab Technician		•	73
Business Administration		•	56	Pre-Medicine		•	74
Chemistry		•	77	Music	•		69
Computer Science		•	76	Natural Resources		•	73
Dental Hygiene		•	73	Nursing		•	74
Pre-Dentistry		•	74	Oceanography		•	77
Drama	•		67	Optometry		•	74
Early Childhood Education	•		81	Pharmacy		•	74
Economics	•		82	Philosophy	•		86
Electronics		•	77	Physical Education	•		71
Engineering		•	75	Physical Therapy		•	74
Engineering Technology		•	75	Physics		•	77
English	•		68	Political Science	•		87
Environmental Science		•	73	Psychology	•		87
Ethnic Studies	•		00	Range Management		•	74
Fisheries		•	73	Sociology	•		88
Forestry		•	73	Speech	•		69
Geography	•		85	Teacher Preparation	•		83
Geology		•	77	Pre-Veterinary Medicine		•	74
History	•		85	Wildlife Management		•	75
Home Economics	•		59				
Hotel/Motel Management		•	60				
Human Services/Gerontology	•		85				
Industrial Arts	•		77				

Business Division



Richard Claire
Director, Business

The Business Division offers students a broad professional education which will lead to many opportunities in the business world. Included in this offering are a four-year transfer program, Associate in Arts and Science degree programs and Certificate programs in specific fields. Since the business world is very diverse, the Business Division, by necessity, offers programs in many different fields which range from accounting to interior design. It is our objective that when students finish these programs, they will be able either to succeed in a four-year university majoring in one of the many business disciplines, or to find immediate employment in the business community.

Departments

Accounting
Business Administration
Court Reporting
Food Technology
Home Economics
Hotel-Motel Management
Interior Design
Management

Paralegal
Real Estate
Secretarial/Clerical

Accounting

The Accounting Department offers a transfer curriculum to a four-year university, an A.S. Degree and a para-professional certificate program designed to give the students both formal and practical training in accounting. The transfer program is patterned the same as all business transfer programs. The certificate program is designed to give students enough practical experience so that they can secure a position in either the public, governmental or private accounting sector when they have completed the recommended 24-28 units. Emphasis in this program will be on accounting theory and practices and how to actually operate an accounting system. There is strong emphasis placed on "hands-on" training.

Special Requirements

It is recommended that students who have not completed a bookkeeping course in high school or who have had no accounting experience or feel they would have difficulty in completing a college level accounting course, enroll in ACTG 100 (BUS 66) prior to taking any of the core courses in the certificated program. In addition, any student who has not completed Business Math or Algebra in high school with a "C" or better should enroll in BUS. 115 (Business Mathematics) concurrently with any of the courses in the certificate program.

Career Opportunities

The accounting profession offers many opportunities to an individual who has either completed a B.A. Degree, an A.S. Degree or a Certificate Program. For those individuals who go on to a four-year university, career opportunities are available as a certified public accountant, and in the governmental sector and in the private business sector in many staff accounting positions. For those individuals who complete an A.S. Degree and/or a certificate there are positions available as bookkeepers, accounts payable and accounts receivable supervisors, general ledger and payroll supervisors and manufacturing accountants. These opportunities offer a wide range of salaries and further job advancement.

Transfer Program

See Business Administration.

A.S. Degree Program

This is a terminal degree program and will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

Core Requirements	Units
BUS. 100 (BUS 10) Introduction to Business	3
ACTG 121 (BUAD 1a) Financial Accounting	5
ACTG 178 (BUS 68) Business Taxes	1.5
*ACTG 210 Payroll Accounting	1.5
*ACTG 212 Manufacturing Accounting	1.5
*ACTG 214 Accounting Practice	1.5
D.P. 110 (BUS 12) Intro. to Data Processing	3
Total	17
General Education	15
Business Electives	6
Electives from Business or other disciplines	22
Total	60

Certificate Program	Units
BUS. 100 (BUS 10) Introduction to Business	3
ACTG 121 (BUAD 1a) Financial Accounting	5
ACTG 178 (BUS 68) Business Taxes	1.5
*ACTG 210 Payroll Accounting	1.5
*ACTG 212 Manufacturing Accounting	1.5
*ACTG 214 Accounting Practice	1.5
D.P. 110 (BUS 12) Intro to Data Processing	3
Total	17
Electives from list below	6
Total	23

Suggested Electives for A.S. Degree and Certificate Program	Units
BUS. 201 (BUAD 18a) Business Law	3
MGMT 290 (BUS 37) Commercial Credit Mgmt.	3
SEC. 401 (BUS 56) Business Communications	3
BUS. 670 (BUS 47) Cooperative Ed	1-4
BUS. 145 (BUS 11) Contemporary Economic Issues	3
ACTG 131 (BUAD 1b) Managerial Accounting	5
*Pending approval	

Business Administration

The Business Administration Department offers a transfer program, an A.A. Degree and a Certificate Program for those students who wish a more general business background. The transfer program is patterned the same as all business transfer programs and is listed below. The A.A. Degree and the Certificate Program try to develop a very general business awareness in the student.

Career Opportunities

The career opportunities available to a student who majors in Business Administration are extremely diverse. The general nature of the courses would

offer a student an opportunity to work in almost any business discipline.

Recommended Transfer Program

Preparation for Major	Units
ECON 100 Macro Economics	3
ECON 102 Micro Economics	3
MATH 200 Statistics	4
BUS. 201 Business Law	3
D.P. 110 Introduction to Data Processing	3
BUS. 100 Introduction to Business	3
ACTG 121 Financial Accounting	5
MATH 241 Calculus*	5
MATH 242 Calculus*	5
MATH 125 Finite Math*	3
ACTG 131 Managerial Accounting	5

Please consult with your counselor and the catalog of the University or College you wish to attend for specific requirements.

*These Math courses are not required by all universities and colleges. Please consult with your counsellor for recommendations as to whether or not these courses are required by the university or college to which you intend to transfer.

A.S. Degree Program

This is a terminal degree program and will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

Core Curriculum	Units
BUS. 115 (BUS 51) Business Math	3
BUS. 100 (BUS 10) Introduction to Business	3
BUS. 101 (BUS 58) Human Relations	3
ACTG 121 (BUAD 1a) Financial Accounting	5
ACTG 131 (BUAD 1b) Managerial Accounting	5
SEC. 401 (BUS 56) Business Communications	3
BUS. 201 (BUAD 18a) Business Law	3
D.P. 110 (BUS 12) Intro. to Data Processing	3
Total	28
General Education	15
Electives from Business or other disciplines	17
Total	60

Certificate Program	Units
BUS. 115 (BUS 51) Business Math	3
BUS. 100 (BUS 10) Introduction to Business	3
BUS. 101 (BUS 58) Human Relations	3
ACTG 121 (BUAD 1a) Financial Accounting	5
ACTG 131 (BUAD 1b) Managerial Accounting	5
SEC. 401 (BUS. 56) Business Communications	3
BUS. 201 (BUAD 18a) Business Law	3
D.P. 110 (BUS 12) Intro. to Data Processing	3
Total	28

Court Reporting

The Court Reporting Program is designed primarily to prepare students to take the state court reporters' examination. In addition, there are two certificate programs offered for students who wish to enter other fields than court reporting. It should be noted that, while the program is designed to be completed within a two-year period, the ability to pass the California state court reporters' examination is on an individual basis. Some students may find that the amount of time required to prepare for the test will be shorter or longer than the two-year suggested curriculum.

Career Opportunities

For students who pass the state court reporters' examination, job opportunities exist in our court system as certificated court reporters and in legal deposition firms. Those individuals who do not pass the state examination can find work as note readers, legal secretaries, and in various other federal, state and corporate entities as conference reporters and secretaries.

Certificate Program in Legal Machine Shorthand

This certificate program is designed to allow a student to attain employment in the civil service reporting field and/or legal secretarial field.

CT.R 101 Machine Shorthand Theory (80 wpm)	5
CT.R 102 Machine Shorthand II (100 wpm)	1-5
CT.R 103 Machine Shorthand III (120 wpm)	1-5
CT.R 104 Machine Shorthand IV (140 wpm)	1-5
CT.R 105 Machine Shorthand V (160 wpm)	1-5
CT.R 118 Machine Transcription	1
CT.R 119 Dictation and Office Practice	1
CT.R 140 Vocabulary and Spelling	3
CT.R 150 Business English for C.R.	4
CT.R 160 Legal Terminology	3
CT.R 165 Law for Ct. Reporting	5
CT.R 170 Medical Terminology	3
CT.R 175 Adv. Medical Terminology	3
SEC. 110 Intermediate Typing	1-3
SEC. 401 Business Communications	3
Total	36-53

Note Reader/Transcriber Certificate*

The note reader program is designed for those students who do not wish to take the CSR and enter the professional court reporters' program. The job opportunities as a note reader are very good at this point in time and with the following courses an individual should have little difficulty in obtaining proficiency in this area.



Certificate Program in Note Reader/Transcriber	Units
CT.R 101 Machine Shorthand Theory	5
CT.R 102 Machine Shorthand I	1-5
CT.R 118 Machine Transcription	1
CT.R 119 Dictation and Office Practice	1
CT.R 140 Vocabulary and Spelling	3
CT.R 150 Business English for C.R.	4
CT.R 160 Legal Terminology	3
CT.R 170 Medical Terminology	3
SEC. 110 Intermediate Typing	3
*CT.R 177 Note Reading	3
Total	24-31

Court Reporting Program for CSR Test	Units
CT.R 101 Machine Shorthand I, Goal 70-80	5
CT.R 102 Machine Shorthand II, Goal 100	1-5
CT.R 103 Machine Shorthand III, Goal 120	1-5
CT.R 104 Machine Shorthand IV, Goal 140	1-5
CT.R 105 Machine Shorthand V, Goal 160	1-5
CT.R 106 Machine Shorthand VI, Goal 180	1-5
CT.R 111 Machine Shorthand Legal Dictation I	1-5
CT.R 112 Machine Shorthand Legal Dictation II	1-5
CT.R 118 Machine Shorthand Transcription	1
CT.R 119 Dictation/Office Practice	1
CT.R 140 Vocabulary and Spelling	3
CT.R 150 Business English CR	4
CT.R 160 Legal Terminology	3
CT.R 165 Law for Court Reporting	5
CT.R 170 Medical Terminology	3
CT.R 175 Advanced Medical Terminology	3
CT.R 190 Court Reporting Internship (20 hrs.min.)	2
SEC. 110 Intermediate Typing	1-3
SEC. 401 Business Communications	3

*Pending approval.

Food Technology

The Food Technology and Management Program offers basic training to persons considering a career in the food industry, as well as those already working in food service and related employment areas. In addition, the college offers a transfer program to a four-year university for those students who wish to attain a B.S. Degree in Food Technology. The major thrust of the Food Technology Program is to prepare students to enter the food industry as either assistant chefs or assistant managers. A great deal of emphasis is placed on "hands-on" training.

Career Opportunities

San Mateo County's second leading industry is the hospitality field which includes restaurant management. Jobs that are available in this field include assistant chefs, chefs and restaurant managers. Our program is designed to meet these requirements.

Recommended Transfer Program

Preparation for Major	Units
MATH 220 College Algebra	5
BUS. 201 Business Law	3
ECON 100 Macro Economics	3
MATH 200 Statistics	4
ECON 102 Micro Economics	3
D.P. 110 Introduction to Data Process.	3
ACTG 121 Financial Accounting	5
CHEM 410 Introduction to Chemistry	4
F.T. 101 Introduction to Food Service	2
F.T. 148 Sanitation and Safety	3
ACTG 131 Managerial Accounting	5
MATH 125 Finite Math	3
CHEM 420 Introduction to Chemistry	4

Please consult with your counselor and the catalog of the University or College you wish to attend for specific requirements.

A.S. Degree Program

This is a terminal degree program and will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

Core Curriculum	Units
F.T. 100 Introduction to Hospitality Industry	3
F.T. 105 Quantity Food Prep I	2
F.T. 106 Quantity Food Prep Lab I	5
F.T. 107 Quantity Food Prep II	2
F.T. 108 Quantity Food Prep Lab II	5
F.T. 110 Food Prep. Supervision	2
F.T. 111 Food Prep. Supervision Lab	1
F.T. 116 Dining Room Service	1
F.T. 120 Adv. Food Prep I	1

F.T. 121 Adv. Food Prep Lab I	2
F.T. 122 Adv. Food Prep II	1
F.T. 123 Adv. Food Prep Lab II	2
F.T. 130 Modern Baking I	1
F.T. 131 Modern Baking Lab I	1
F.T. 132 Modern Baking II	2
F.T. 133 Modern Baking II Lab	2
F.T. 140 Quantity Food Purchasing	2
F.T. 144 Food and Beverage Control	2
F.T. 146 Menu Planning	2
F.T. 148 Sanitation and Safety	3
F.T. 150 Food Management	2
Bus. 110 Business Arithmetic	3
or	
Bus. 115 Business Mathematics	3
Total	47
General Education Req.	15
P.E.	2
Total	64

Certificate Program

	Units
F.T. 105 Quantity Food Prep I	2
F.T. 106 Quantity Food Prep Lab I	5
F.T. 107 Quantity Food Prep II	2
F.T. 108 Quantity Food Prep Lab II	5
F.T. 110 Food Prep. Supervision	2
F.T. 111 Food Prep. Supervision Lab	1
F.T. 116 Dining Room Service	1
F.T. 120 Adv. Food Prep I	1
F.T. 121 Adv. Food Prep Lab I	2
F.T. 122 Adv. Food Prep II	1
F.T. 123 Adv. Food Prep Lab II	2
F.T. 130 Modern Baking I	1
F.T. 131 Modern Baking Lab I	2
F.T. 140 Quantity Food Purchasing	2
F.T. 146 Menu Planning	2
F.T. 148 Sanitation and Safety	3
Bus. 110 Business Arithmetic	3
or	
Bus. 115 Business Mathematics	3
Total	37

Culinary Arts Apprenticeship Program

The Food Technology Department offers a Culinary Arts Apprenticeship Program designed to increase the technical skills of individuals already in the food service industry. The courses required by the Culinary Arts Apprenticeship Board are as follows:

F.T. 701 Food Service I	3
F.T. 702 Introduction to Food Service	2
F.T. 703 Business Mathematics	2
F.T. 704 Food Service Specialties I—Baking	2
F.T. 705 Purchasing Procedures and Control	2
F.T. 706 Food and Beverage Service	2
F.T. 707 Food Service Specialties II—Garde Manger I	3
F.T. 708 Menu Design	2
F.T. 709 Supervision and Training Techniques	2

Home Economics

The Home Economics Department provides educational preparation for transfer majors in Home Economics and for occupations in business and government involving textiles, fashion, clothing, household equipment, consumer relations, foods, nutrition, home management, and family relations. The curriculum provides for individual skill development to become an effective consumer, home and family manager.

Career Opportunities

There are a variety of career opportunities available to Home Economics majors. Consumer product industries employ home economists for product testing, design, promotion, consumer education and retailing. Government and consumer related agencies employ home economists in education, extension, family welfare, nutrition, dietetics and numerous other fields.

Recommended Transfer Program

Preparation for Major	Units
PSYC 100 General Psychology	3
PSYC 212 Child Family and Community	3
H.EC 310 Nutrition	3
H.EC 115 Intermed. Cloth. Const.	3
H.EC 111 Sew to Fit	2
H.EC 113 Textiles	3

Please consult with your counselor and the catalog of the University or College you wish to attend for specific requirements.

A.S. Degree Program

This is a terminal degree program and will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

Core Requirements	Units
H.EC 111 Sew to Fit	2
H.EC 115 Intermediate Clothing	3
and/or	
H.EC 116 Advanced Construction/Tailoring	3
H.EC 117 Fashion Image	2
H.EC 307 Creative Food Preparation	3
or	
H.EC 320 Cooking for Health	3
H.EC 310 Nutrition	3
H.EC 410 Home Management	2
H.EC 416 Consumer in the Market Place	3
Total	18
General Educ. Req.	15
Electives	27
Total	60

Certificate Program—General Home Economics	Units
Core H.EC courses (same as A.S. Degree)	18
H.EC 345 Basics of Microwave Cooking	1
H.EC 346 Advanced Cooking with Microwave	1
Electives in Home Economics	6
Total	26

Certificate Program—Clothing and Textiles	Units
H.EC 111 Sew to Fit	2
and/or	
H.EC 112 Fit and Fabrics	2*
H.EC 113 Textiles	3
H.EC 115 Intermediate Clothing	3
H.EC 116 Advanced Construction/Tailoring	3
H.EC 117 Fashion Image	2
H.EC 120 Creative Clothing	3*
H.EC 125 Alterations	1
H.EC 128 Sewing for the Home	1
H.EC 132 Stitchery/Quilting 1	2
H.EC 699 Open Lab for Clothing Students	1-4
Total	24

Suggested Electives for Transfer and A.S. Degree Program	Units
H.EC 105 Careers in Home Economics	1
H.EC 110 Beginning Clothing	2
H.EC 113 Textiles	3
H.EC 312 Nutrition/Health/Disease	3
H.EC 699 Open Lab for Clothing Students	1
INTD 115 Your Home & Your Environment	3
PSYC 201 Child Development	3

*Pending approval



Hotel-Motel Management

The Hotel-Motel Management Program is designed to give students enough background so that they may enter this field as an assistant manager. The Program offers a transfer curriculum, an A.S. Degree in Hotel-Motel Management and a certificate in Hotel-Motel Management. The emphasis in the program will be on actual "hands-on" experience in dealing with the many facets of the hotel-motel industry.

Career Opportunities

The hotel-motel management industry offers opportunities for individuals trained in hotel management as assistant managers, front desk supervisors, night auditors, restaurant and beverage control supervisors and housekeeping supervisors.

Recommended Transfer Program

Preparation for Major	Units
MATH 220 Intermediate Algebra	5
BUS. 201 Business Law	3
ECON 100 Macro Economics	3
MATH 200 Statistics	4
ECON 102 Micro Economics	3
D.P. 110 Introduction to Data Processing	3
ACTG 121 Financial Accounting	5
CHEM 410 Intro. to Chemistry	4
H.M. 102 Intro. to Hotel-Motel Mgmt.	3
ACTG 131 Managerial Accounting	5
MATH 125 Finite Math	3
CHEM 420 Intro. to Chemistry	4

Please consult with your counselor and the catalog of the University or College you wish to attend for specific requirements.

A.S. Degree Program

This is a terminal degree program and will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

H.M. 702 Intro. to Hotel Motel Mgmt.	3
H.M. 704 Accounting & Night Audit	3
H.M. 706 Hotel-Motel Sales Promotion	3
H.M. 708 Front Office Procedures	3
*H.M. 710 Supervisory Housekeeping	1.5
*H.M. 712 Intro. to Maint. & Engineer.	1.5
H.M. 714 Sanitation & Safety Equip.	3
H.M. 716 Institut. Buying & Purchasing	2
H.M. 718 Food Service Operations & Mgmt.	2
H.M. 720 Beverage Service Oper. & Mgmt.	2
H.M. 722 Intro. to Hotel Law	3
*H.M. 724 Hotel Security	1.5
H.M. 730 Summer Practicum	2
H.M. 731 Directed Prac. in H. M. Operations	2
Total	32.5



General Educ. Requirements	15
Electives (9 units in the Business area)	14
Total	61.5

Certificate Program	Units
H.M. 702 Intro. to Hotel-Motel Mgmt.	3
H.M. 704 Accounting & Night Audit	3
H.M. 706 Hotel-Motel Sales Promotion	3
H.M. 708 Front Office Procedures	3
*H.M. 710 Supervisory Housekeeping	1.5
*H.M. 712 Intro. to Maint. & Engineer.	1.5
H.M. 714 Sanitation & Safety Equip.	3
H.M. 716 Institut. Buying & Purchasing	2
H.M. 718 Food Service Operations & Mgmt.	2
H.M. 720 Beverage Service Oper. & Mgmt.	2
H.M. 722 Intro. to Hotel Law	3
*H.M. 724 Hotel Security	1.5
H.M. 730 Summer Practicum	2
H.M. 731 Directed Prac. in H. M. Operations	2
Total	32.5

*Pending approval

Interior Design

The Interior Design Department offers programs designed for individuals interested in preparing for careers in the professional fields of interior design, home furnishings and merchandising display. Included in this program are a transfer program, an A.S. Degree program and two certificated programs to meet the minimum qualifying requirements for the American Society of Interior Designers' Associate membership.

Career Opportunities

The opportunities for an individual in the interior design profession fall into two major categories: 1) home interior design, and 2) contract (commercial, office, industrial) design. Interior designers work as self-employed designers, as consultants, and in many home furnishings fields. Opportunities exist in merchandising display, sales, manufacturing, fabricating, importing, exporting, and in wholesale and retail businesses.

Recommended Transfer Program

Preparation for Major	Units
ART 101 History of Art I	3
ART 102 History of Art II	3
INTD 150 History of Interiors	3
ART 301 Design	3
INTD 147 Interior Space Planning	3
ART 320 Systems of Perspective	3

Please consult with your counselor and the catalog of the University or College you wish to attend for specific requirements.

A.S. Degree Program

This is a terminal degree program and will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

Core Curriculum (recommended sequence)	Units
INTD 115 Your Home and Environment	3
INTD 148 Color for Interiors	3
ART 201 Form and Composition	3
or	
ART 301 Design	3
or	
ART 204 Drawing	3
INTD 125 Detailing Interiors	3
INTD 150 History of Interiors	3
ARCH 110 Basic Architectural Drawing	3
INTD 450 Home Furnishings Consumer	3
INTD 147 Space Planning	3
ART 320 Systems of Perspective	3
INTD 135 Display Design	3
ART 311 Lettering and Layout	3
INTD 146 Graphics for Interiors	3
INTD 170 Fabrics for Interiors	3
BUS. 150 Small Business Management	3
Electives	3
Total	45
General Educ. Requirements	15
P.E.	2
Total	62



Certificate Program

For students who have completed a B.A. or B.S. Degree in other disciplines. This certificate qualifies for an associate membership in A.S.I.D.

	Units
INTD 115 Your Home and Environment	3
INTD 148 Color for Interiors	3
ART 201 Form and Composition	3
or	
ART 301 Design	3
or	
ART 204 Drawing	3
INTD 125 Detailing Interiors	3
INTD 150 History of Interiors	3
ARCH 110 Basic Architectural Drawing	3
INTD 450 Home Furnishings Consumer	3
INTD 147 Space Planning	3
ART 320 Systems of Perspective	3
INTD 135 Display Design	3
ART 103 History of Modern Art	3
or	
ART 110 Art Appreciation—Intro to Art	3
ART 311 Lettering and Layout	3
INTD 146 Graphics for Interiors	3
INTD 170 Fabrics for Interiors	3
BUS. 150 Small Business Management	3
INTD 245 Internship	1
INTD 250 Professional Practices	3
INTD 260 Fundamentals of Lighting	2
INTD 156 Portfolio/Projects	3
INTD 320 Oriental Art for Interiors	2
Total	56
Electives	4
Total	60

For students who have completed an A.S. Degree in Interior Design at Cañada College. This certificate will qualify for an associate membership in A.S.I.D.

INTD 245 Internship	2
INTD 250 Professional Practices	3
INTD 260 Fundamentals of Lighting	2
ART 214 Color	3
or	
ART 231 Watercolor	3
or	
ART 305 3-D Design	3
INTD 156 Portfolio/Projects	3
INTD 320 Oriental Art for Interiors	2
Total	15
Electives	15
Total	30
Electives	Units
INTD 160 Decorating Techniques	3
INTD 411 Home Decorating	2
INTD 670 Coop Education	1-4
INTD 690 Individual Projects	1-2

ART 120 Art Mexican-Amer/Chicano	3
ART 351 Photography I	3
BUS. 100 Introduction to Business	3
BUS. 180 Marketing	3
BUS. 190 Principles of Retailing	3
ART 214 Color	3
ART 321 Watercolor	3
ART 305 3-D Design	3

Management

The Management Program is designed to provide students with the basic underlying principles of management. Cañada College offers an A.S. Degree in management programs and five management certificates in special areas. The courses are primarily for those students who plan to enter management in the near future or who are already in management positions and wish to expand their knowledge of the subject.

Career Opportunities

It is the intention of this program to offer courses to individuals who have already entered the management field, or who are looking for further job advancement opportunities.

A.S. Degree Requirements

This is a terminal degree program and will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

Core Curriculum	Units
BUS. 100 Introduction to Business	3
ACTG 310* Accounting for Management	3
MGMT 120 Management Communication	3
MGMT 215 Management of Human Resources	3
D.P. 110 Introduction to Data Processing	3
Total	15
General Education Requirements	15
Electives (15 must be in the Mgmt. or business field)	30
Total	60

Certificate Program

General Management Certificate	Units
BUS. 100 Introduction to Business	3
ACTG 310 Accounting for Management	3
MGMT 215 Management of Human Resources	3
MGMT 120 Management Communication	3
D.P. 110 Introduction to Data Processing	3
MGMT 136 Budget and Planning	1.5
MGMT 137 Performance Measurement Techniques	1.5
Electives	6
Total	24

*Pending approval

Credit Management	Units
BUS. 100 Introduction to Business	3
ACTG 310 Accounting for Management	3
MGMT 215 Management of Human Resources	3
MGMT 120 Management Communication	3
D.P. 110 Introduction to Data Processing	3
MGMT 290 Commercial Credit Management	3
ACTG 121 Financial Accounting	5
Electives	3
Total	26

Public Administration	Units
BUS. 100 Introduction to Business	3
ACTG 310 Accounting for Management	3
MGMT 215 Management of Human Resources	3
MGMT 120 Management Communication	3
D.P. 110 Introduction to Data Processing	3
MGMT 282 Public Finance	3
MGMT 281 Public Services	3
Electives	3
Total	24

Bank Management	Units
BUS. 100 Introduction to Business	3
*ACTG 310 Accounting for Management	3
MGMT 215 Management of Human Resources	3
MGMT 120 Management Communication	3
D.P. 110 Introduction to Data Processing	3
MGMT 290 Commercial Credit Management	3
MGMT 300 Bank Operations Management	3
ACTG 121 Financial Accounting	5
Total	26

Retail Management	Units
BUS. 100 Introduction to Business	3
*ACTG 310 Accounting for Management	3
MGMT 215 Management of Human Resources	3
MGMT 120 Management Communication	3
D.P. 110 Introduction to Data Processing	3
BUS. 180 Marketing	3
MGMT 231 Retail Management	3
Electives	3
Total	24

Electives	Units
MGMT 235 Techniques of Supervision	3
MGMT 200 Materials Management	3
*MGMT 203 Manufacturing Mgmt. and Control	3
BUS. 201 Business Law	3
MGMT 105 Financial Management	3
MGMT 302 Credit Administration	3
MGMT 290 Commercial Credit Management	3
MGMT 282 Public Finance	3
*MGMT 136 Budget and Planning	1.5
*MGMT 137 Performance Measurement Techniques	1.5
BUS. 180 Marketing	3
BUS. 145 Contemporary Economic Issues	3
*MGMT 231 Retail Management	3
ACTG 121 Financial Accounting	5
MGMT 300 Principles of Bank Operations	3
BUS. 115 Business Math	3
MGMT 281 Public Administration Management	3



Paralegal

The Paralegal Program at Cañada offers a certificate only. It was developed in cooperation with the San Mateo County Bar Association and the San Mateo County Legal Secretaries Association to train personnel to assist attorneys in both civil and criminal matters. Instruction centers on assisting the attorney in interviewing clients and preparing for court appearances, as well as doing legal research and preparing legal documents.

Career Opportunities

The paralegal profession offers job opportunities in larger law firms and corporations. Paralegals often do basic legal research, client interviewing and, in general, provide assistance to attorneys.

Special Requirements for the Program

New students who have not been enrolled in the program will be required to take an entrance examination during the first week of class to determine if they qualify for the program. The test will cover basic legal knowledge. Any student who does not score 85% on the test will be required to enroll in BUS. 259, Introduction to Legal System, concurrently with other paralegal courses.

Certificate Program

This is a terminal degree program and will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.

	Units
BUS. 250 Legal Research and Bibliography	3
BUS. 251 Torts and Contracts	3
BUS. 252 Trial Preparation and Legal Ethics	3
BUS. 253 Probate Administration	3
BUS. 254 Family Law	3
BUS. 255 Corporations and Business Entities	3
BUS. 256 Real Estate and Landlord-Tenant	3
BUS. 257 Bankruptcy and Debt Collection	3
Total	24

Elective:

*BUS. 259 Introduction to Legal System	1
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Real Estate

The real estate courses offered at Cañada College are designed to give a beginning student an overview of the real estate principles. In addition, Cañada also offers courses that are required to meet the state brokers' license requirements. A certificated program is offered at the College of San Mateo, and all courses taken at Cañada will apply toward the certificate program at CSM.

Course Offerings

	Units
R.E. 100 Real Estate Principles	3
R.E. 105 Real Estate Valuation, Investment & Mgmt.	3
R.E. 110 Real Estate Practice	3
R.E. 121 Legal Aspects of Real Estate	3
R.E. 131 Real Estate Finance	3
R.E. 141 Real Estate Appraisal (Basic)	3

Secretarial/Clerical

The Secretarial Department's major aim is to develop business skills which can be utilized for immediate employment in the business community. In addition, the Department provides courses to help individuals currently employed increase their abilities so that they can qualify for future promotions in their chosen field. An A.S. Degree and certificate programs are offered by the college.

Career Opportunities

Secretarial and clerical jobs include all aspects of office procedures. Secretarial positions often require an individual to perform administrative duties in addition to the general stenographic and typing duties which have traditionally been associated with these positions.



A.S. Degree Program with General Clerical Major

Core Curriculum	Units
BUS. 101 Human Relations in Business	3
SEC. 110 Intermediate Typing	3
SEC. 400 Business English	3
SEC. 401 Business Communications	3
SEC. 410 Job Search	1
SEC. 412 Filing and Records Management	1
SEC. 414 Machine Transcription	2
SEC. 416 Reprographics/Telephone Tech.	1
Total	17
Electives (9 minimum from Business)	28
G.E. Requirements	15
Total	60

A.S. Degree with a Secretarial Major	Units
ACTG. 100 Accounting Procedures	3-4
BUS. 100 Introduction to Business	3
SEC. 110 Intermediate Typing	3
SEC. 120 Advanced Typing	3
SEC. 210 or Ct. R 101	5
SEC. 400 Business English	3
SEC. 401 Business Communications	3
SEC. 410 Job Search	1
SEC. 412 Filing and Records Management	1
SEC. 414 Machine Transcription	2
SEC. 416 Reprographics/Telephone Tech.	1
Total	28-29
Electives (9 minimum from Business)	16
G.E. Requirements	15
Total	60

Clerk-Typist Certificate Program	Units
BUS. 101 Human Relations in Business	3
BUS. 110 or 115 Bus. Arith. or Bus. Math	3
SEC. 110 or 120 Intermediate or Advanced Typing	3
SEC. 331 Introduction to Word Processing I	1
SEC. 332 Introduction to Word Processing II	1
SEC. 333 Automatic Typing I	1
SEC. 400 Business English	3
SEC. 410 Job Search	1
SEC. 412 Filing and Records Management	1
SEC. 414 Machine Transcription	2
SEC. 416 Reprographics/Telephone Techniques	1
Total	20

Secretarial Certificate Program	Units
BUS. 101 Human Relations in Business	3
BUS. 110 or 115 Bus. Arith. or Bus. Math	3
SEC. 110 or 120 Intermediate or Advanced Typing	3
SEC. 210 Shorthand or Ct.R 102—Machine Short.	5
SEC. 331 Introduction to Word Processing I	1
SEC. 332 Introduction to Word Processing II	1
SEC. 333 Automatic Typing	1
SEC. 400 Business English	3
SEC. 401 Business Communications	3
SEC. 410 Job Search	1
SEC. 412 Filing and Records Management	1
SEC. 414 Machine Transcription	2
SEC. 416 Reprographics/Telephone Techniques	1
Total	28



Medical Transcriber Certificate	Units
BUS. 101 Human Relations in Business	3
CT.R 170 Medical Terminology	3
CT.R 175 Advanced Medical Terminology	3
SEC. 110 Intermediate Typing	3
SEC. 120 Advanced Typing	3
SEC. 400 Business English	3
SEC. 410 Job Search	1
SEC. 412 Filing and Records Management	1
SEC. 414 Machine Transcription	2
SEC. 416 Reprographics/Telephone Tech.	1
Total	23

Electives	Units
ACTG 100 Accounting Procedures	3-4
BUS. 100 Introduction to Business	3
BUS. 101 Human Relations in Business	3
BUS. 130 Personal Money Management	3
BUS. 201 Business Law	3
D.P. 110 Introduction to Data Processing	3
ENGL 860 Vocabulary Workshop	1½-2
ENGL 870 Spelling	2
SEC. 331 Introduction to Word Processing I	1
SEC. 332 Introduction to Word Processing II	1
SEC. 333 Automatic Typing I	1
SEC. 418 Business Office Administration	3

Humanities Division



John B. Friesen, Jr.
Acting Director, Humanities

The Roman expressed by *humanitas* the highest and most harmonious culture of all the human faculties and powers. The Humanities Division at Cañada College, through its nine departments, offers students the means of pursuing this ideal state of human development. Art, Drama, Literature, and Music lead the student both to enhanced appreciation and to developed expression of the full human spirit. Whether the medium be oral, visual, aural, or tactile, the students encounter their inner being and find ways of expressing this essence in universal terms. Through composition and reading classes, students acquire the skills necessary to survive in a world increasingly dominated by the science of economics and the public relations expert, for here the students develop the ability, not only to express their own thoughts clearly and forcefully, but also to penetrate the verbal web of politics and business. To those students for whom English is not a native language, The English Institute provides an exciting and rewarding passage into the English speaking world. After a few brief semesters, the student is ready to confront the rigors of English-speaking academia. Lest we be considered insular or provincial, the Foreign Languages Department—through its offerings in Chinese,

French, German, Italian, Japanese, Russian, and Spanish—brings to students the riches of diverse cultures of the world. Here the student can participate, either vicariously through the literature he is now able to read, or directly with his new-found linguistic abilities, in heritages the totality of which comprise all mankind. The Journalism Department offers students the opportunity to acquire skills which will allow them, not only to understand the multifarious processes of news media, but to influence directly the thoughts and actions of an entire nation. Through Library Science, the student comes into possession of those skills which unlock the vault containing essential truths of all mankind—past, present, and future. Finally, the Speech Department perfects in each student that talent which allows man to dominate all other animals, to resolve his differences with others, to persuade, to lead, to govern—the talent of oral communication. We of the Humanities Division invite you to join us in mankind's eternal quest to become more humane.

Departments

Art
Drama
English
English Institute
Foreign Language
Journalism
Library Science
Music
Speech

Art

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

Career Opportunities

Arts Administrator, Art Therapist, Art Critic, Art Dealer, Advertising Specialist, Ceramist, Commer-

cial Ceramist, Color Expert, Display Design, Painter, Design Consultant, Gallery Director, Graphic Artist, Photographer, Historian, Illustrator, Jewelry Designer, Printmaker, Merchandising Designer, Teacher, Sculptor, Muralist, Community Artist.

Transfer Program

Suggested Curricula	Units
ART 101 History of Art I	3
ART 102 History of Art II	3
ART 103 History of Art III	3
ART 201 Form and Composition I	3
ART 202 Form and Composition II	3
ART 204 Drawing I	3
ART 205 Drawing II	3
ART 214 Color	3
ART 221 Painting I	3
ART 231 Water Color I	3
ART 234 Printmaking I	3
ART 405 Sculpture I	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Art must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Bilingual Competency Certificate Program

The purpose of the Bilingual Competency Program is to establish recognition of bilingual competence by native language experience or through acquisition of language skills. The Bilingual Certificate certifies bilingual proficiency in the following areas: Spanish/English, French/English, and German/English. In order to be eligible for the certificate, an applicant must satisfy the requirements of both I and II below.

- I. A. Have completed one year's residence at Cañada College or have completed 24 units at the college, or be in substantial completion of one year's residence or 24 units (via work in progress);
- B. Have taken and completed (or be near completion of) 3 approved courses in English at the college with a grade average in those approved English courses of "B" or better;
- C. Have taken and completed (or be near completion of) 3 approved courses in either

French, German, or Spanish at the college with a grade average in those approved language courses of "B" or better;

- D. Have the equivalent of B and C above with a minimum of 12 units of residence at Cañada College.

N.B. Language classes in which the student receives a grade of Credit only, rather than a letter grade, cannot be applied towards the certificate.

II. A. Make a passing score on the written examinations required in both the native and the acquired language;

- B. Demonstrate proficiency in both the native and the acquired languages by satisfactorily completing an oral interview.

For further information on the Bilingual Competency Program, please contact the Office of Admissions and Records.

Drama

The Cañada College Drama Department presents a program rich in depth and diversity. Students—whether pursuing a career in the theatre arts or simply desiring creative expression—will find in the drama department, not only a comprehensive schedule of pertinent courses, but also an extensive opportunity to put their developing knowledge and talent to work in performing on stage, in technical work, or in both. Because the department produces eight plays during the year, a student has the opportunity to work with at least three different directors and in plays ranging from comedy to heavily dramatic works.



The Cañada Drama Department can point with satisfaction to a significant and steadily growing number of its former students who go on to professional stage, movie, and television work—performing, producing, and technical—and also to the many gratified amateurs.

It should be emphasized that the drama program is designed for students of all levels of experience—beginning, intermediate, and advanced.

Career Opportunities

Actor, Actress, Agent, Costume Specialist, Critic, Floor Manager, Lighting Designer, Make-up Artist, Motion Picture Narrator, Musical Director, Playwright, Producer, Programmer, Publicity Specialist, Radio/TV Announcer, Scenic Designer, Set Builder, Sound Effects Technician, Stage Hand, Story Teller, Teacher, Theatre Manager.

Transfer Program

Suggested Curricula	Units
DRAM 140 Introduction to Theatre	3
DRAM 142 Early Drama	3
DRAM 144 Modern Drama	3
DRAM 200 Fundamentals of Acting	3
DRAM 201 Principles of Acting I	3
DRAM 202 Principles of Acting II	3
DRAM 203 Principles of Acting III	3
DRAM 208 Acting Practicum I	1-2
DRAM 209 Acting Practicum II	1-2
DRAM 210 Acting Practicum III	1-2
DRAM 211 Acting Practicum IV	1-2
DRAM 248 Make-up	1
DRAM 300 Play Production	5-2
DRAM 305 Technical Production	5-2
DRAM 338 Costume Workshop	1-2

Associate in Arts Degree Program

Students wishing an A.A. degree in Drama must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one each) must be taken. In addition, students will take 18–24 units in the area of concentration, with the balance of the 60 units in elective courses.

English

The English Department at Cañada College offers a faculty whose special fields range from medieval to modern and from Asian to American, who are published writers, and who are, above all, dedicated

and accomplished teachers. Courses offered cover English, European, Russian, American, Mexican-American, and Native-American literature; English and American language; expository and creative writing; critical and analytical reading. A Major in English equips the student with a wide variety of intellectual skills and prepares him for any correlated career opportunities.

Career Opportunities

Advertising Person, Business Administrator, Civil Servant, Columnist/Journalist, Contract Specialist, Editor, Information Specialist, Insurance Examiner, Interpreter, Lawyer, Legislative Assistant, Lexicographer, Librarian, Manager, Methods Analyst, Program Developer, Public Relations Person, Publisher, Researcher, Teacher, Technical Writer, Writing Consultant.

Transfer Program

Suggested Curricula	Units
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
LIT. 151 Shakespeare I	3
LIT. 152 Shakespeare II	3
LIT. 231 Survey of English Literature I	3
LIT. 232 Survey of English Literature II	3
LIT. 233 Survey of English Literature III	3
Two additional literature courses	6
Foreign Language	0-10
HIST 100 History of Western Civilization I	3
HIST 101 History of Western Civilization II	3
PHIL 100 Introduction to Philosophy	3

Associate in Arts Degree Program

Students wishing an A.A. degree in English must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one each) must be taken. In addition, students will take 18–24 units in the area of concentration, with the balance of the 60 units in elective courses.

Journalism

Journalism, the pursuit and discovery of information about current human events, is the presentation of history as it happens. The Journalism Department at Cañada provides students with instruction in the historical background and modern functioning of the press in a democratic society; in the techniques of news gathering, of judging news values, and of writing the news story; and in the principles of responsible editorial decision-making.

Career Opportunities

Advertising Assistant, Columnist, Continuity Writer, Copy Editor, Correspondent, Editorial Assistant, Editorial Writer, Ghost Writer, Interviewer, Journalist, Layout Artist, Legislative Assistant, Magazine Writer, Photographer, Press Relations Officer, Printing/Publication Officer, Proof Reader, Public Affairs Manager, Public Information Specialist, Radio/TV Announcer, Reporter, Script Editor, Speech Writer, Technical Writer/Editor.

Transfer Program

Suggested Curricula	Units
JOUR 110 Introduction to Journalism	3
JOUR 120 Newswriting	3
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
PSYC 100 General Psychology	3
SOCI 100 Introduction to Sociology	3
SPCH 100 Fundamentals of Speech	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Journalism must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Music

"In a world of political, economic, and personal disintegration, music is not a luxury but a necessity, not simply because it is therapeutic nor because it is the 'universal language,' but because it is the persistent focus of man's intelligence, aspiration, and good will."
Robert Shaw.

The Music Department at Cañada College, through its outstanding faculty, places strong emphasis upon performance, both individual and group. At the same time, the department offers the general student enhanced understanding and appreciation of all forms of music. Through this two-fold approach, the department's purpose becomes clear: to promote excellence in all aspects of music performance and academic course work, to provide basic preparation for careers in music, and to promote interest in all musical and artistic endeavors at the college and in the Bay Area community.

Career Opportunities

Conductor, Choir Director, Soloist, Music Thera-

pist, Teacher, Music Librarian, Composer, Night-club Entertainer, Popular Singer, Opera Singer, Recreation Specialist, Arranger, Instrumentalist, Critic, Accompanist, Minister of Music, Professional Manager, Symphony Orchestra Member, Music Publisher, Music Producer, Movie/TV/Radio Music Director, Lyricist.

Transfer Program

Suggested Curricula	Units
MUS. 101 Musicianship I	2
MUS. 102 Musicianship II	2
MUS. 103 Musicianship III	2
MUS. 131 Harmony I	3
MUS. 132 Harmony II	3
MUS. 133 Harmony III	3
MUS. 134 Harmony IV	3
MUS. 202 Music Appreciation	3
MUS. 496 Musical Recitals	2
Applied Music classes	4
Performance classes	8

All music majors should include four semesters of piano or keyboard harmony in addition to the above.

Associate in Arts Degree Program

Students wishing an A.A. degree in Art must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Speech

The Speech Department at Cañada College offers classes in the two primary forms of verbal communication: public address (rhetoric), and conversation or private discourse (dialectic). The department also offers a course in Oral Interpretation of Literature (reading aloud from the printed page), which, though concerned with neither rhetoric nor dialectic, is closely related to both of those forms of verbal address. The instructors in this department emphasize the necessity of strong and logically structured argument, at the same time recognizing the primacy of humane and empathic elements in human communication. Speech classes at Cañada College are designed to encourage students to understand and use the traditional elements and devices of "good" speaking, while learning how to apply that understanding to their personal speaking styles.

Career Opportunities

Consultant, Communications Researcher, Radio/TV Announcer, Copy Editor, Interviewer, Columnist, Editorial Writer, Speech Writer, News Analyst, Script Editor, Public Affairs Manager, Playwright, Marketing Field Director, Media Specialist, Legislative Assistant, Journalist, Editorial Assistant, Proof Reader, Public Information Specialist, Lawyer, Teacher.

Transfer Program

Suggested Curricula	Units
SPCH 100 Fundamentals of Speech	3
SPCH 111 Oral Interpretation	3
SPCH 120 Interpersonal Communication	3
SPCH 127 Argumentation	3
SPCH 140 Techniques of Group Discussion	3

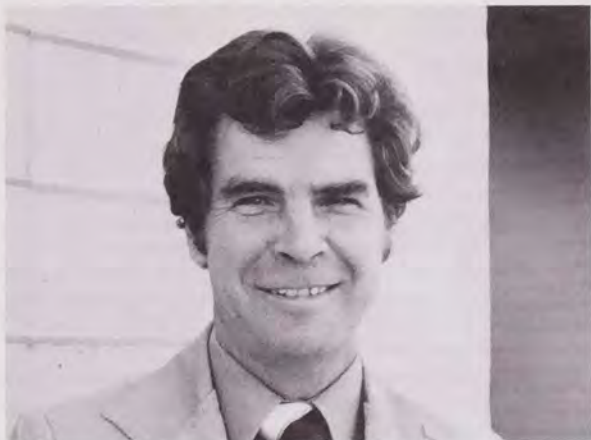
ENGL 100 Reading and Composition	3
ENGL 110 Composition and Literature	3
PSYC 100 General Psychology	3
SOCI 100 Introduction to Sociology	3
ANTH 110 Cultural Anthropology	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Speech must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.



Physical Education Division



Clayton E. Bowling
Director of Physical Education

The Physical Education Division offers a variety of activity classes designed for lifetime enhancement of fitness, recreation and leisure time.

Classes in combatives, dance, individual sports, fitness and team sports are offered at various levels of performance. Beginning classes introduce an activity; intermediate to advanced courses are designed to improve an already existing skill level.

Individual pace is strongly encouraged and monitored in classes such as combatives, dance, fitness and certain individual skill activities. Fundamentals of play, rules, etiquette, and tournament play are provided in appropriate courses.

The Fitness Institute provides lecture regarding physiology and kinesiology, as well as testing to determine one's fitness level. A certificate of fitness may be earned by combining the Institute with specific activity classes.

Career Opportunities

Teaching/Coaching
Therapy—Physical, Occupational and Corrective
Recreation Leaders
Special Education Teachers
Fitness and Therapeutic Gym Programs
Athletic and/or Sports Management
Athletic Official

Varsity Athletics

Cañada College participates as a member of the Golden Gate Conference in the following sports: Men's activities—baseball, basketball, cross country, tennis, soccer. Women's activities—volleyball, cross country, softball. In order to be eligible a student must be actively enrolled in 12 units. Additional questions regarding eligibility should be addressed to the Athletic Coordinator.

Physical Education

Recommended Transfer Program	Units
Complete appropriate prerequisite for the major	19-23
BIOL 100 Principles of Biology	4
ANAT 250 Anatomy	4
PSIO 260 Introduction	5
Physical Education Activities	4-8

Other requirements: Students should refer to the catalog of the transferring institution for specific requirements for the major.

Complete requirements for general education 40



Science/Engineering Division



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

Science occupies a central position in our culture today. Man's knowledge of his physical and natural environment has been expanding at an ever increasing rate. In the light of these realities, the faculty of the Science/Engineering Division consider that their responsibilities to the student fall into three broad areas. Firstly, they endeavor to transmit information regarding the fundamental phenomena of the physical and biological environment and the manner and method by which these phenomena are investigated. Secondly, they seek to provide a framework within which the student will understand the implication of scientific discoveries upon human welfare so that he/she will be able to apply this knowledge to both civic and personal problems. Thirdly, students are prepared to transfer to a college or university for careers in the various scientific fields. Additionally, both Radiologic Technology and Ophthalmic Dispensing are offered as direct occupational programs.

Science/Engineering encompasses the following departments:

- Biological Sciences
- Engineering
- Mathematics
- Ophthalmic Dispensing
- Physical Sciences
- Radiologic Technology

BIOLOGICAL SCIENCE

A major in Biological Science is a preparation for advanced work, for careers in civil service, industry, or teaching; as a background for professional training in such fields as Biological Science Education, Nursing, Public Health, Environmental Health, Pre-Medicine and all related areas of biology. Natural resources are among the most important assets of man and the wise use of renewable resources is basic to development in the economic, social and political areas. All of the basic pre-professional requirements necessary to transfer are offered in the Biological Sciences, Physical Sciences, and Mathematics Departments. Pre-professional students should check the specific requirements of the school to which he/she will be applying prior to defining the exact pre-professional course of study.

Career Opportunities

Biology and Applied Fields: Agriculture, Physiology, Microbiology, Botany, Entomology, Zoology, Public Health, Medical Technology.

Pre-Professional Programs: Medicine, Dentistry, Veterinary, Nursing, Physical Therapy, Optometry, Medical Lab Technician, Dental Hygiene, Pharmacy.

Environmental Science: Fisheries, Forestry, Natural Resources, Range Management, Wildlife Management.

Anthropology: Consulting and City Planning.

Anthropology

Recommended Transfer Program

	Units
ANTH 120 Physical Anthropology	3
ANTH 110 Cultural Anthropology	3
BIOL 130 Human Biology	4
SOSC 121 Statistics for the Social Sciences	4
SOCI 100 Introduction to Sociology	3
ECON 100, 102 Macro & Micro Economics	6
PHIL 100 Introduction to Philosophy	3

Biology and Applied Fields

Recommended Transfer Program

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

	Units
MATH 241, 242 Applied Calculus	10
CHEM 210, 220 General Chemistry	10
CHEM 231 Organic Chemistry	5
CHEM 250 Quantitative Analysis (Recommended)	4
PHYS 210, 220 General Physics	8
BIOL 110 Principles of Biology	4
or	
BIOL 130 Human Biology	4
BOTY 220 General Botany	5
ZOOL 210 General Zoology	5
Foreign Language	0-12

Dental Hygiene

Recommended Transfer Program

High School Preparation: Chemistry, Mathematics through Trigonometry

	Units
CHEM 210 General	5
CHEM 231 Elem. Organic	5
BIOL 110 Principles	4
ZOOL 210 General	5
PSYC 100, 105 Or 400-General, Adjustment	6
Foreign Language	0-12

Environmental Science

(Concentration Natural Science)

Recommended Transfer Program

	Units
CHEM 210, 220 General Chemistry	10
BIOL 110 Principles of Biology	4
or	
BIOL 130 Human Biology	4
BOTY 220 General Botany	4
PHYS 210, 220 General Physics	8
ANTH 125 Physical Anthropology	3
ECON 102 Introduction to Economics	3

Fisheries

Recommended Transfer Program

High School Preparation: Chemistry, Mathematics through Trigonometry.

	Units
*BIOL 110 Principles of Biology	4
*BOTY 220 General Botany	5

*ZOOL 210 General Zoology	5
*CHEM 210, 220 General Chemistry	10
*PHYS 210, 220 General Physics	8
*MATH 241, 251 Applied Calculus	5
BIOL 102 Essentials of Conservation	3
MATH 200 Elem. Probability of Statistics	4

*(Minimum requirements—Humboldt State Univ.)

Forestry

Recommended Transfer Program

High School Preparation: Chemistry, Mathematics through Trigonometry.

	Units
*BIOL 110 General Biology	4
*BOTY 220 General Botany	5
*CHEM 210 General Chemistry	5
*ENGL 181 Report Writing	3
*MATH 241 or 251 Applied Calculus	5
*PHYS 210 General Physics	4

*(Minimum requirements—Humboldt State Univ.)

Medical Lab Technician

Recommended Transfer Program

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

	Units
BIOL 110, 130 Prin. of Biology or Human Biology	4
ZOOL 210 General Zoology	5
BOTY 220 General Botany	5
MBIO 240 General Microbiology	5
CHEM 210, 220 General Chemistry	10
CHEM 250 Quantitative Analysis	4
CHEM 231 Organic Chemistry	5
PHYS 210, 220 General	8

Natural Resources

Recommended Transfer Program

	Units
*BIOL 110 Principles	4
*BOTY 220 General	5
*ZOOL 210 General	5
*CHEM 210, 220 General	10
*MATH 120, 121 Intermediate Algebra	5
or MATH 241, 252 Calculus (Recommended)	5
GEOL 210 General	4
BIOL 102 Conservation	3
MATH 200 Elem. Probability & Statistics	4
ART 201 Form and Comp	3

*(Minimum requirements—Humboldt State Univ.)

Nursing

High School Preparation: Chemistry, Intermediate Algebra.

Recommended Transfer Program	Units
CHEM 410, 420 Introduction	8
ANAT 250 Introduction	4
PHYS 260 Introduction	5
MBIO 240 General	5
BIOL 310 Nutrition	3
or	
ANTH 110 Cultural Anthropology	3
PSYC 100, 201, 400 General	9

Optometry

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

Recommended Transfer Program	Units
MATH 241, 242 Calculus	10
CHEM 210, 220 General	10
PHYS 210, 220 General	8
BIOL 110 Principles	4
ZOOL 210 General	5
SOSC 121 Statistics for the Social Sciences	3
PSYC 100 General	3
Foreign Language	0-12

Pharmacy

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

Recommended Transfer Program	Units
MATH 241, 242 Applied Calculus	10
CHEM 210, 220 General	10
CHEM 250 Quantitative Analysis	4
PHYS 210, 220 General	8
BIOL 210 Principles	4
ZOOL 220 General	5
Foreign Language	0-12

Physical Therapy

Recommended Transfer Program	Units
BIOL 210 Principles of Biology	4
ANAT 125 Anatomy	4
PSIO 260 Introduction	5
CHEM 410, 420 Organic Chemistry	8
PHYS 210 General	4

Pre-Dentistry

High School Preparation: Chemistry, Mathematics through Trigonometry.

Recommended Transfer Program	Units
CHEM 210, 220 General	10
CHEM 250 Quantitative Analysis (Recommended)	4
CHEM 231 Organic (Recommended)	5
PHYS 210, 220 General	8
BIOL 110 Principles	4
or	
BIOL 130 Human Biology	4
ZOOL 210 General	5
PSYC 100, 105, 400 General	0-6
Foreign Language	0-12
MATH 241, 242 Applied Calculus	10

Pre-Medicine

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

Recommended Transfer Program	Units
CHEM 210, 220 General	10
CHEM 250 Quantitative Analysis	4
CHEM 231 Organic	5
BIOL 110 Principles	4
ZOOL 210 General	5
PHYS 210, 220 General	8
Foreign Language	0-8
MATH 241, 242 Applied Calculus	10

Pre-Veterinary Medicine

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

Recommended Transfer Program	Units
CHEM 210, 220 General	10
CHEM 231, 232 Organic	10
PHYS 210, 220 General	8
BIOL 110 Principles	4
ZOOL 210 General	5
Foreign Language	0-8
MATH 241, 242 Applied Calculus	10

Range Management

Recommended Transfer Program	Units
*BIOL 110 Principles	4
*BOTY 220 General	5
*ZOOL 210 General	5

*CHEM 210, 220 General	10
PHYS 210, 220 General	8
*MATH 120, 121 Intermediate Algebra or	
MATH 241, 251 Applied Calculus	5
GEOL 100 General	4
BIOL 102 Essentials	3
MATH 200 Elem. Probability & Statistics	4
*(Minimum requirements—Humboldt State Univ.)	

Wildlife Management

Recommended Transfer Program	Units
*BIOL 110 Principles of Biology	4
*BOTY 220 General Botany	5
*ZOOL 210 General Zoology	5
*MATH 120, 121 Intermediate Algebra or	
MATH 241, 251 Applied Calculus	5
*CHEM 210, 220 General Chemistry	10
BIOL 102 Essentials of Conservation	3
MATH 200 Elem. Probability & Statistics	4
*(Minimum requirements—Humboldt State Univ.)	

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 and the fall meeting of the Engineering Liaison (ELC) Committee in November, 1970.

Career Opportunities

Practicing engineers are expected to be able to solve a large variety of technical problems in the area of: Aeronautics, Chemical, Civil, Electrical, General (concentration in Computer Science), Industrial, Mechanical, and Materials Science.

	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 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 251, 252, 253 Calculus	15
MATH 275 Differential Equations	3
PHYS 250, 260, 270 General	12
CHEM 210, 220 General	10
ENGR 100 Engineering and Environment	2
ENGR 200 Descriptive Geometry	2
ENGR 220 Graphics	2
ENGR 230 Vector Statics	3
ENGR 260 Circuits & Devices (with lab)	4
MATH 162 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
ENGR 100 Engineering and Environment	2
MATH 241, 242 Applied Calculus	10
CHEM 410, 420 Introduction to Chemistry	8
PHYS 210, 220 General Physics	8
MATH 155 Basic	3
MATH 162 Fortran	3

MATHEMATICS

The Mathematics Department 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.

Career Opportunities

The Mathematics major may be used as a basis for professional careers in Business, Civil Service, Industry, Research, Science and Teaching; as a preparation for advanced work in Mathematics or Engineering; or as a basis for an entry position in Computer Science.

Recommended Transfer Program	Units
MATH 251, 252, 253 Calculus	15
MATH 275 Differential Equations	3
MATH 270 Linear Algebra	3
MATH 162 Computers/Fortran	3
PHYS 210, 220 General	4
Foreign Language	0-12

Computer Science

Recommended Transfer Program	Units
MATH 155, 162 Basic, Fortran	6
MATH 251, 252, 253 Calculus	15
MATH 275 Ordinary Differential Equations	3
MATH 125 Elementary Finite Math (Recommended)	3
SEC. 100 Elementary Typing	3

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

OPHTHALMIC DISPENSING

Associate in Science 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.

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

In addition to the College admission application, all students seeking entrance to 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.

Career Opportunities

A graduate may seek employment as an ophthalmic dispenser, contact lens fitter or technician, ophthalmic assistant or ophthalmic sales representative.

Required Curriculum	Units
OPTH 400 Orientation	3
OPTH 411 Lab Techniques I	4
OPTH 412 Lab Techniques II	4
OPTH 431 Lenses	3
OPTH 441 Fabrication	2
OPTH 460 Anatomy & Physiology of the Eye	3
OPTH 471 Dispensing Techniques I	4
PHYS 481 Geometric Optics	4
OPTH 491 Contact Lenses I	3
OPTH 472 Dispensing Techniques II	4
OPTH 492 Contact Lenses II	4
General Education	15



PHYSICAL SCIENCE

The Physical Science Department is designed to give the student breadth in the physical sciences while providing considerable strength in one of the specialized science fields of chemistry, geology, or physics. The lower-division program in the physical science major is virtually the same as that taken in the first two years of college by a chemistry major, physics major, or geology major, thus enabling students to transfer among these majors if they so choose. A major in physical science can serve as preparation for further study in technical fields and serves as an excellent background for professional training in law, business, medicine, or education.

Career Opportunities

Architect; Governmental Agencies; Drug Industry; Food Industry; Computer-Related Occupations; Industrial Electronics; Petroleum Industry; Mineral Exploration; Land Use Planning; Construction and Manufacturing; Radiation Physicist; Meteorology; Energy Management.

Architecture

Recommended Transfer Program	Units
MATH 155, 162 Basic, Fortran	3-6
*MATH 241, 242 Applied Calculus	10
*PHYS 210, 220 General Physics	8
Foreign Language	0-12
ENGR 111 Surveying (CSM)	3
ENGR 100 Engineering an Environment	2
ENGR 220 Graphics	2
ART 201 Form and Composition	3
ENGR 200 Descriptive Geometry (Recommended)	2
ART 305-3-D Design (Recommended)	3

*Math 251, 252, 253, and Physics 259, 260, 270 sequence in place of Math 241, 242 and Physics 210, 220 are recommended for those contemplating transfer to California State Polytechnic Colleges.

Chemistry

Recommended Transfer Program	Units
MATH 251, 252, 253 Calculus	15
MATH 275 Ordinary Differential Equations	3
PHYS 250, 260, 270 General Physics	12
CHEM 210, 220 General Chemistry	10

CHEM 250 Quantitative Analysis	5
CHEM 231 Organic Chemistry	5
Foreign Language	0-12

Electronics

Recommended Transfer Program	Units
ELEC 100 Introduction	3
ENGR 100 Engineering and Environment	2
ENGR 260 Circuits & Devices	3
MATH 251, 252, 253 Calculus	15
MATH 162 Fortran	3
PHYS 250, 260, 270 General	12
CHEM 210, 220 General	10
BUS 100 Introduction	3

Geology

Recommended Transfer Program	Units
MATH 251, 252 Calculus	10
SOCI 121 Statistics for the Social Sciences	4
PHYS 210, 220 General	8
GEOL 210 General	4
GEOL 220 Historical	4
or	
GEOL 110 Geological Hazards	3
CHEM 210, 220 General	10
ENGR 110 Surveying	3

Industrial Arts

Recommended Transfer Program	Units
MATH 219 Mathematics Analysis	5
CHEM 410 Introduction to Inorganic	4
PHYS 210 General	4
ENGR 200 Descriptive Geometry	2

The following may be required depending on transfer school:

PHYS 220 General	4
CHEM 420 Introduction to Organic	4

Oceanography

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

Recommended Transfer Program	Units
*MATH 251, 252, 253 Calculus	15
*CHEM 210, 220 General	10
*PHYS 250, 260, 270 General	12
*BIOL 110 Principles	4
GEOL 210 General	4
ZOOL 210 General	5
BOTY 220 General	5
MATH 200 Elem. Probability & Statistics	4

*(Minimum requirements—Humboldt State Univ.)

Physics

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

Recommended Transfer Program	Units
MATH 251, 252, 253 Calculus	15
MATH 275 Differential Equations	3
MATH 162 Fortran	3
CHEM 210, 220 General	10
PHYS 250, 260, 270 General	12



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 Radiologic Technologists and the certification examination for licensure required by the State of California. Basic science and general education courses are given on the Cañada campus, with concurrent clinical education at one of the affiliating hospitals.

Prerequisites: High school graduation or equivalent and written entrance examination as administered by Cañada College. Completion of a course in algebra within three years, and a course in Chemistry or Physics with laboratory.

In addition to the College admission application, all students seeking entrance to 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.

Career Opportunities

Job Opportunities exist in physicians' offices, hospitals and clinics.

Required Curriculum	Units
ANAT 255, 256 Anatomy for X-Ray Techs	8
PHYS 405 Radiation	4
RADT 495 Nursing for Radiographers	3
RADT 400 Orientation	2
RADT 410 Positioning	4
RADT 420 Exposure	3
RADT 431, 432, 433 Radiation Health	3
RADT 440 Advanced Techniques	3
General Education	15

A grade of "C" or better is necessary for progression in the sequence.

Clinical education accompanies all Radiologic Technology courses—Total units—20.

SOCIAL SCIENCES DIVISION



Marie-Louise Bishop
Director, Social Sciences

"Our general instinct to seek and learn, our longing to possess ourselves of whatever is lovely in the vision, will set us inquiring into the nature of the instrument with which we search...."

Plotinus

As students and teachers, we choose to formalize the search of which the philosopher Plotinus speaks. The instrument with which we seek is ourself. Within the academic curriculum, the Division of Social Sciences is the place specifically devoted to understanding ourselves and our relations with others.

In psychology we explore what it is to be human and to be unique individuals. We learn how we inhabit the physical world in geography. Our lives, institutions, values, and customs are shared with other people through the disciplines of anthropology and sociology. Economics reveals our social interdependence in work and earning a living. In political science we study attempts to protect both individual and social well-being and how this affects our daily lives. All of this is done through time, with a collective memory which is history. The discipline of philosophy provides a foundation for all these explorations in following the inscription at Delphi, "Know thyself."

There are a number of programs associated with the social sciences in addition to the more traditional disciplines. Very practical and immediate in developing skills and background for employment, they also build upon knowledge in the social sciences. These include Administration of Justice, which is concerned with the criminal justice field; Early Childhood Education, which concentrates on working with young children; Human Services/Gerontology, which introduces students to the helping professions with particular emphasis on the older adult; and Tourism, which prepares students for a career in the travel industry.

The Social Sciences Division offers transfer, Associate in Arts, and/or certificate programs within these disciplines. Specific descriptions and requirements for each of them follow.

Administration of Justice

Administration of Justice is a multi-faceted discipline which utilizes insights from law, sociology, psychology, political science, public administration, and the natural sciences to address the pervasive problems of crime and delinquency. The discipline deals with criminal justice activities within a systems context (law enforcement, courts, and corrections); crime and delinquency causation; the prevention and control of deviant behavior; and the confinement and treatment of adjudicated offenders.

The San Mateo County Community College District provides a comprehensive program in Administration of Justice. Courses are offered at all three campuses (Cañada, Skyline, and College of San Mateo). However, not all of the required classes and electives listed below are presented at each site. Students should consult the schedule of classes from each college for specific course offerings each semester.

Career Opportunities

Career opportunities in Administration of Justice include FBI agent, secret service agent, treasury agent, forest ranger, county parks and recreation ranger, corrections counselor, probation officer, parole officer, deputy sheriff, police officer, investigator, crime statistician, field and game agent, evidence technician, crime laboratory technician, criminal justice planner, industrial security officer, retail security officer, juvenile hall counselor, patrol inspector, drug abuse counselor, alcoholism counselor, customs agent, border patrol, college campus police, youth counselor.

Transfer Program

Students desiring to major in Administration of Justice and planning to transfer to a four-year school should take the following curriculum:

Core Courses Required	Units
ADMJ 100 Introduction to Administration of Justice	3
ADMJ 102 Principles & Procedures of the Justice System	3
ADMJ 104 Concepts in Criminal Law	3
ADMJ 106 Legal Aspects of Evidence	3
ADMJ 108 Community Relations	3
Total	15

Associate in Arts Degree Program	Units
Core Curriculum (as stated above)	15
Administration of Justice electives	9
Minimum of 36 additional units in designated areas and electives	36
Total	60

Administration of Justice majors interested in completing an A.A. degree should consult a counselor regarding the General Education requirements which would be taken in addition to the core curriculum in the program.

Certificate Programs

The college district offers a certificate program in the following areas of specialization:

Law Enforcement Option	Units
Core Curriculum (as stated above)	15
ADMJ 120 Principles of Investigation	3
ADMJ 153 Patrol Procedures	3
A 3-unit law enforcement elective	3
Total	24

Corrections Option	Units
Core Curriculum (as stated above)	15
ADMJ 127 Juvenile Delinquency	3
ADMJ 350 Introduction to Corrections	3
ADMJ 370 Introduction to Counseling	3
Total	24

Retail & Industrial Security Option	Units
Core Curriculum (as stated above)	15
ADMJ 300 Introduction to Security	3
ADMJ 305 Business and Retail Security	3
ADMJ 310 Industrial Security	3
Total	24

Judicial Procedures Option	Units
Core Curriculum (as stated above)	15
ADMJ 205 Judicial Process in California	3
ADMJ 210 Principles & Practice in Civil Process	3
ADMJ 220 Court Enforcement Principles	3
Total	24

Special Training Certification

The colleges within the district also provide state approved training classes (Commission of Peace Officer Standards and Training—POST; Department of Consumer Affairs; and Department of Justice). These special courses are offered at various times of the year at Cañada or the College of San Mateo. Interested persons should consult the schedule of classes at each school for specific dates, times, and locations. The classes are as follows:

	Units
ADMJ 755 Advanced Officer Course	1-2
ADMJ 760 Peace Officers Orientation	1-2
ADMJ 761 State Security Guard Requirements Firearms Training	½
ADMJ 762 Security Baton Training	½-1
ADMJ 766 Chemical Agents and Firearms Instruction	½-1
ADMJ 768 State Security Guard Requirements Powers of Arrest	½
ADMJ 771 Reserve Officer Basic Training Model A	1-2
ADMJ 772 Reserve Officer Basic Training Model B	3
ADMJ 773 Reserve Officer Basic Training Model C	4

Note: In addition to completing ADMJ 771, 772, and 773, students must complete ADMJ 766 in order to qualify for verification of completion in Reserve Officer Training Program.

Anthropology

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

Career Opportunities

In addition to careers as a cultural or physical anthropologist, students might become ethnologists, archeologists or linguists. Other possibilities include environmental impact analyst, museum curator, redevelopment specialist, ethnic relations specialist, expedition guide, industrial consultant, urban planner, exhibit designer, population analyst, social services consultant, and cultural resource manager.

Transfer Program

Most job opportunities in anthropology require a B.A. or advanced degree. Students can fulfill General Education and lower division science and social science requirements at Cañada. Electives in anthropology provide opportunities to explore native American and Spanish-speaking ethnic groups in particular.

Recommended Transfer Program	Units
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
BIOL 130 Human Biology	4
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
PHIL 100 Introduction to Philosophy	3
SOSC 121 Statistics for the Social Sciences	3
SOSC 122 Social Science Research Methods	3
SOCI 100 Introduction to Sociology	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Anthropology must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Early Childhood Education

Cañada's Early Childhood Education Program is designed so that persons interested in working with young children may develop the necessary skills, as well as strengthen and broaden their own backgrounds. Developmental trends, program planning, and parent education are aspects of the program. The curriculum focuses on physical, socio-emotional, and cognitive growth and development from infancy to ten years of age. Current research and practical application is combined in order to assist students in the planning of effective environments for children. A distinctive feature of this program is that students observe and work with children in a variety of community settings.

Career Opportunities

Career opportunities in early childhood education include child development specialist, pre-school teacher or director, child care specialist, planned parenthood worker, home advisor, parent education or adult education instructor, migrant program

developer or teacher, hospital playroom supervisor, children's books representative, adoption counselor, and children's hospital worker.

Transfer Program

Students planning to transfer to four-year colleges and universities should consult those catalogs for additional information concerning Early Childhood Education. Course work should be planned to meet the lower division general education requirements.

Recommended Transfer Program	Units
PSYC 100 General Psychology	3
PSYC 201 Child Development	3
ECE./PSYC 210 Early Childhood Education Principles	1-3
ECE./PSYC 211 Early Childhood Education Curriculum	1-3
ECE./PSYC 212 Child, Family and Community or	
PSYC/SOSC 391 Parenting	3
ART/MUS. 190 Fine Arts for Children	3
BIOL 111 Nature Study	3
EDUC/ENGL 191 Children's Literature	3
Suggested electives include:	
ECE. 230 Creative Activities for the Young Child	3
ECE. 311 Nutrition for Young Children	1
ECE. 213 Health and Safety for Young Children	1
PSYC 223 Infant Behavior	3
PSYC/SOSC 392 The Family Life Cycle	3
EDUC 851 Sign Language for the Deaf I	2
EDUC 852 Sign Language for the Deaf II	2
PSYC 221 Introduction to Exceptionality	3
PSYC 222 Developmental Disabilities	3

SPECIAL PERMITS OR CREDENTIALS

Child Development Associate Credential (CDA)

Several of the core courses have been divided into modules to meet the supplementary training requirement of the Child Development Associate Credential (CDA), needed particularly by Head Start Programs. Special Education and Infancy electives are available in an effort to acknowledge the growing emphasis on "main-streaming" handicapped in early childhood education settings and the need for early awareness of developmental trends.

Children's Center Instructional Permit

Cañada's program is also designed so that students wishing to complete the State requirements for the Regular Children's Center Instructional Permit may do so. The Permit requires:

- 24 semester units of Early Childhood Education/Child Development course work.

- 16 semester units of General Education.
- One year supervised field work or two years in a child development program. (This may be fulfilled under ECE. 670, Cooperative Education.)

The Permit is issued for five years, renewable for successive five-year periods. The Life Permit requires a bachelor's degree.

Supervision Permit

Six units of Administration are now available so that any student already possessing a bachelor's degree, including 12 units of upper division ECE. course work, may acquire the Children's Center Supervision Permit. Application for this permit is made through the County Office of Education, Credentialing Office, Redwood City, California.

Economics

Economics is a social science concerned with the way people make a living. It is the study of structures and roles in society which influence the production, distribution, scarcity, and consumption of goods and services.

Career Opportunities

In addition to a career as economist, students can specialize as research, commodity, manpower, project, energy, transportation, or international economists; and natural resource consultant. Other possibilities include marketing specialist, budget analyst, operations research analyst, economic forecaster, business or market analyst, labor relations arbitrator, or industrial relations specialist.

Transfer Program

Most job opportunities require at least a B.A. degree. Students can fulfill General Education and lower division social science, mathematics, and business electives at Cañada.

Recommended Transfer Program	Units
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
ECON 230 Economic History of United States	3
ACTG 121 Financial Accounting	5
ACTG 131 Managerial Accounting	5
MATH 125 Elementary Finite Math	3
MATH 241/242 Applied Calculus	10
SOSC 122 Social Science Research Methods	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Economics

must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Education

Education is the study of problems, methods and theories of teaching and learning. Education courses at the community college level are general and introductory in nature.

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 requires 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 students 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 for Non-Native Speakers
- 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:	Physical Sciences:
Nature Study	Chemistry
Nutrition	Physics
Health Science	Geology
Human Reproduction	Astronomy
Human Physiology	Meteorology
Ecology	Physical Science
Biology	

**Math 105 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
Camp ;
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.

Agriculture	Home Economics
Art	Industrial Arts
Biological Sciences	Life Sciences
Business	Mathematics
English Languages	Music
Government	Physical Education
History	Physical Sciences
	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.



Geography

Geography provides insights concerning the earth as the human habitat. It is a way of looking at the earth, not an inventory of its contents. This viewpoint rests on fundamental interlocking concepts. The cultural appraisal of the earth, the regional concept, areal coherence, human ecology, spatial interaction, study of landscape and the concept of change are all ways the geographer tries to better understand the environment.

Career Opportunities

In addition to a career as a geographer, geographic analyst, geographic planner, or agricultural geographer, other possibilities include cartographer, climatologist, ecologist, environmental scientist, soil conservationist, demographer, land use, urban or recreational resource planner.

Transfer Program

Many job opportunities in Geography require at least a B.A. degree. Students can fulfill General Education and lower division social science and science requirements at Cañada.

Recommended Transfer Program	Units
GEOG 100 Physical Geography	3
GEOG 110 Cultural Geography	3
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
GEOL 210 General Geology	3
GEOL 220 Historical Geology	3
HIST 201 United States History to 1865	3
HIST 202 United States History Since 1865	3
SOCI 100 Introduction to Sociology	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Geography must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

History

History is the story of our common human experience. Without it we are amnesia victims in a world

that demands our fullest understanding and deepest wisdom. This discipline examines people, institutions, ideas and events, past and present, and provides a foundation to plan for the future.

Career Opportunities

In addition to a career as an historian, other possibilities include pre-law/lawyer, pre-theology/clergy, foreign service, archivist, museum curator, librarian, communications, market research, historical societies, consultant, and writer.

Transfer Program

Cañada's history offerings cover a wide range, from general surveys of Western Civilization and United States History to courses in such specific areas as California, Latin America, Africa, and the Far East, and such special topics as religion, women, minorities, and genealogy.

A major in history leads to many possible careers, particularly in law, government, foreign service, teaching, research, writing, and television or journalistic news analysis. Many job opportunities require at least a B.A. degree. Students can fulfill General Education and lower division social science requirements at Cañada.

Recommended Transfer Program	Units
HIST 100 History of Western Civilization	3
HIST 101 History of Western Civilization	3
HIST 201 United States History to 1865	3
HIST 202 United States History Since 1865	3
HIST 421 History of Americas	3
HIST 422 Modern Latin America	3
ANTH 110 Cultural Anthropology	3
ECON 100 Principles of Macro Economics	3
GEOG 100 Physical Geography	3
SOCI 100 Introduction to Sociology	3
SOSC 122 Social Science Research Methods	3

Associate in Arts Degree Program

Students wishing an A.A. degree in History must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Human Services/Gerontology

The Human Services/Gerontology program is de-

signed to provide an academic and experiential background for students who desire a career working with people. The curriculum integrates the fields of psychology/counseling, sociology, and human development with supervised field placement. Electives provide the opportunity to develop skills and background for working with the older adult in particular. Specifically designed so that students can transfer to four-year institutions, it also provides opportunity for those already possessing the B.A. degree or employed in the field to develop expertise in a particular area.

Career Opportunities

A wide variety of careers exist within the human services field, although employment can fluctuate with the amount of public financial support given to service agencies. Voluntary or private agencies and community action agencies are not as affected. Possibilities include: social worker, information and referral counselor, outreach worker, community organizer, developer and/or planner, activity leader, health care, special education counselor, enabler, rehabilitation counselor, employment counselor, adoptions case worker, child welfare specialist, settlement house manager, volunteer bureau director, foster care director, correctional counselor, geriatric specialist.

Transfer Program

Most positions require at least a B.A. degree. Students can fulfill lower division General Education and social science requirements at Cañada. If planning to transfer, students should consult a counselor and the catalog of the four-year school they wish to attend.

Recommended Transfer Program	Units
SOSC 305 Introduction to Human Services	3
SOSC 311 Introduction to Community Organization	3
SOSC 312 Introduction to Community Development	3
SOSC 300 Interaction and Communication for the Paraprofessional	3
PSYC 100 General Psychology	3
PSYC 370 Introduction to Counseling	3
PSYC 201 or 202 or 203 At least one of: Child Development, Adolescent Behavior, or Maturity and Aging	3
SOCI 100 Introduction to Sociology	3
SOSC 670 Cooperative Education (field placement)	1-4
Total	25-28

Suggested Electives

(Depending on area of interest)	Units
SOSC 320 Introduction to Gerontology	3
SOSC 121 Statistics for the Social Sciences	3

SOSC 122 Social Science Research Methods	3
SOSC 324 Programming for Activity Leaders in Institutional Settings	3
SOSC/PSYC 392 The Family Life Cycle	3
SOCI 290 Sociology of Aging	3
SOCI 141 Minorities in American Society	3
PSYC 400 Psychology of Adjustment	3
PSYC 420 Introduction to Treatment Modalities	1-3

Associate in Arts Degree Program

Students wishing an A.A. degree in Human Services must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each for a total of 15 units) must be taken. It is suggested that students take the recommended transfer program courses (24-28 units) listed above and the balance of the 60 units in elective courses. Suggested electives listed above would be helpful.

Philosophy

One of the most persistent subjects of human concern, philosophy is disciplined reflection on the human condition. It can be an analysis and criticism of ideas and statements, or an attempt to synthesize all experience and knowledge, or an exploration of the meaning of life and how best to live it. Critical thinking is developed while examining people's responses to fundamental questions.

Career Opportunities

As a profession, philosophy is virtually limited to those who teach and write it. It provides, however, a basis for a broad liberal arts education, valuable for its own sake, as well as preparation for careers in related professional humanistic or social disciplines. Philosophy serves as good preparation for careers in law, management, publishing, ministry, library science, labor relations, medicine, government administration, educational research and broadcasting, social work, and data processing and information systems.

Transfer Program

Most job opportunities require the minimum of a B.A. degree. Students can fulfill General Education and lower division social science and humanities requirements at Cañada.

Recommended Transfer Program	Units
PHIL 100 Introduction to Philosophy	3
HIST 100 History of Western Civilization	3
HIST 101 History of Western Civilization	3
PHIL 190 Contemporary Philosophy	3
PHIL 200 Introduction to Logic	3
PHIL 240 Introduction to Ethics	3
PHIL 160 History of Philosophy—Ancient and Medieval Philosophy	3
ANTH 110 Cultural Anthropology	3
PSYC 100 General Psychology	3
SOSC 121 Statistics for the Social Sciences	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Philosophy must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Political Science

Political Science is the study of the theory and practice of government and politics, and of learning to be an effective citizen. It explores the process through which a group selects its leaders, determines its policies, reinforces its values and allocates advantages and disadvantages to its members.

Career Opportunities

Background in political science and government prepares students for a wide range of careers. Law, foreign service, political office, or positions with government agencies are frequent choices. Other possibilities include legislative aide, lobbyist, budget analyst, city planner, public opinion surveyor, public information officer, campaign aide, operations or occupational analyst.

Transfer Program

Many job opportunities require at least a B.A. degree. Students can fulfill General Education and lower division social science requirements at Cañada.

Recommended Transfer Program	Units
PLSC 210 American Politics	3
PLSC 310 California State & Local Government	3
PLSC 110 Contemporary Foreign Governments	3
ECON 100 Principles of Macro Economics	3

ECON 102 Principles of Micro Economics	3
HIST 201 United States History to 1865	3
HIST 202 United States History Since 1865	3
HIST 100 History of Western Civilization	3
HIST 101 History of Western Civilization	3
SOSC 121 Statistics for the Social Sciences	3
SOSC 122 Social Sciences Research Methods	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Political Science must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Psychology

Psychology, a natural and social science, is concerned with the study of human and animal behavior. While the individual is usually the focal point, as in personality, developmental, clinical and counseling areas, the influence of groups on the individual is also considered. A broad discipline, psychology involves both pure science and practical application to everyday living.

Career Opportunities

Professional level positions, such as psychologists and counselors, usually require advanced degrees. However, psychology is an excellent preparation for careers as personnel manager, psychometrist, survey designer, psychiatric aide, probation officer, social services director, mental health worker, drug abuse or employment counselor, or training officer.

Transfer Program

Most job opportunities in psychology require the minimum of a B.A. degree. Students can fulfill General Education and lower division social science and science requirements at Cañada.

Recommended Transfer Program	Units
PSYC 100 General Psychology	3
PSYC 105 Experimental Psychology	3
PSYC 101 Aspects of Psychology	3
ANTH 110 Cultural Anthropology	3
SOCI 100 Introduction to Sociology	3
SOSC 121 Statistics for the Social Sciences	3
SOSC 122 Social Science Research Methods	3
*BIOL 110 Principles of Biology	4

or	
*BIOL 130 Human Biology	4
*PSIO 260 Introductory Physiology	5
*CHEM 210 General Chemistry	5
*Depending on concentration in major and choice of four-year college.	

Associate in Arts Degree

Students wishing an A.A. degree in Psychology must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Sociology

Both a scientific and humanistic discipline, sociology is concerned with the study of systems of social action and their interrelations. It attempts to discover the factors that determine social organization and behavior, and promotes an understanding of the social world from personal problems to public issues.

Career Opportunities

Sociology provides students with career choices ranging far beyond being a sociologist. Possibilities include social worker, demographer, social ecologist, industrial sociologist, public health statistician, criminologist, public relations consultant, population or public opinion analyst, employment counselor, social research trainee, manpower development specialist, claims examiner, or interviewer.

Transfer Program

Most job opportunities in sociology require the minimum of a B.A. degree. Students can fulfill General Education and lower division social science requirements at Cañada.

Recommended Transfer Program	Units
SOCI 100 Introduction to Sociology	3
SOCI 105 Social Problems	3
SOCI 141 Minorities in American Society	3
SOSC 121 Statistics for the Social Sciences	3
SOSC 122 Social Science Research Methods	3
SOSC 300 Interaction/Communication for the Paraprofessional	3
ANTH 110 Cultural Anthropology	3
ECON 100 Principles of Macro Economics	3

ECON 102 Principles of Micro Economics	3
PSYC 100 General Psychology	3

Associate in Arts Degree Program

Students wishing an A.A. degree in Sociology must complete 60 units of lower division college work with a minimum overall grade point average of 2.0. Courses in Natural Science, Social Science, Humanities, Learning Skills, and Ethnic Studies areas (minimum of one in each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

Social Science

The social science designation is used for courses which are concerned with more than one social science, or which can be applied to a variety of disciplines. There is no specific degree or transfer program.

Statistics

For descriptions of courses in statistics, see Social Science 121 and Mathematics 200.

Tourism

The Cañada College Tourism program is designed to prepare students with the job skills required for employment in the travel industry and to provide training for those already in the travel industry who wish to upgrade their skills. In addition to the entry-level courses in Tourism, emphasis is placed on advanced training not usually available in Tourism programs at other schools. Our goal is to provide the travel industry with highly skilled travel professionals who will not require additional on-the-job training to be fully productive. We also encourage those already employed in the travel industry to attend our courses to upgrade their skills and qualify for advancement.

Career Opportunities

In the airlines, career opportunities include reservations agent, ramp agent, ticket counter agent, and customer service representative. Retail Travel Agency opportunities include commercial travel—sales, vacation travel—sales, group travel specialist, and outside sales representative. Job opportunities

in Wholesale Travel include reservations sales, operations staff, tour research and planning, and marketing and public relations.

Core Curriculum Required	Units
TOUR 100 Travel Industry Reference Materials	3
TOUR 710 Tourism Support Staff Procedures	3
TOUR 715 F.I.T. Planning and Costing	3
TOUR 721 Domestic Airline Tariff & Ticketing	3
TOUR 725 International Airline Tariff & Ticketing	3
TOUR 740 Retail Travel Workshop	3
Total	18

Associate in Arts Degree Program (Retail Travel)	Units
Core Curriculum (as stated above)	18
TOUR 726 Advanced International Airline Tariff and Ticketing	3
Minimum of 39 additional units in designated areas and electives	39
Total	60

Associate in Arts Degree Program (Wholesale Travel)	Units
Core Curriculum (as stated above)	18
One 3-unit course in history, geography, or anthropology (as listed under certificate programs) ..	3
Minimum of 39 additional units in designated areas and electives	39
Total	60

Tourism majors interested in completing an A.A. Degree in Retail or Wholesale should consult a counselor regarding the General Education requirements which would be taken in addition to the core curriculum in the Tourism Program.

Certificate Programs

Retail Travel Certificate	Units
Core Curriculum (as stated above)	18
TOUR 722 Advanced Domestic Airline Tariff and Ticketing	3
Six units of history, geography, or anthropology selected from the following:	
GEOG 100 Physical Geography	
GEOG 110 Cultural Geography	
GEOG 150 World Regional Geography (recommended for Tourism majors)	
HIST 100 History of Western Civilization (recommended for Tourism majors)	
HIST 422 Modern Latin America	
ANTH 105 Peoples and Cultures of the World	
ANTH 370 Pre-Columbian Peoples and Cultures of Mexico and Central America	6
Total	27

Suggested Electives in Tourism

The following courses are recommended to Tourism students to help prepare them for professional

careers in the travel industry. Those interested in management-level positions or ownership should supplement their core curriculum with the following courses:

SEC. 100, 110, 120 Beginning, Intermediate, or Advanced Typing (or SEC. 101, Individualized Typing)
BUS. 110 or 115 Business Arithmetic or Business Math
BUS. 150 Small Business Management
ACTG 121 Financial Accounting
ACTG 131 Managerial Accounting
TOUR 726 Advanced International Airline Tariff and Ticketing
SOSC 300 Interaction and Communication for the Paraprofessional

The following courses will be of interest to those students who plan to specialize in tour packaging to particular areas of the world:

Foreign Languages (conversational)
HIST 101 History of Western Civilization
HIST 452 Asian Civilization and Heritage
PHIL 300 Introduction to World Religions

The following courses are recommended for foreign students in the Tourism program:

ENGL 860 and 870 Vocabulary and Spelling
SPCH 811 and 812 English for Non-Native



Wholesale Travel Certificate	Units
Core Curriculum (as stated above)	18
TOUR 731 Wholesale Tour Operations	3
TOUR 732 Wholesale Tour Operations—Advanced	3
Three units of history, geography, or anthropology, selected from list under Retail Certificate	3
Total	27

Special Training Certification

Cañada College also offers the four-semester Institute of Certified Travel Agents program of certification of travel industry professionals. TOUR 750, 751, 752, and 753 are available for travel industry personnel preparing for certification exams and also as electives for students in the Tourism program who wish to prepare themselves with the management-level skills needed by travel industry executives.

Additional Information

Tourism 740, Retail Travel Workshop, and Tourism

670, Cooperative Education, may be waived for those already employed in the travel industry in retail travel agencies or wholesale tour operators.

Typing skills of at least 45 words per minute are recommended for employment in a retail travel agency, wholesale tour operator, or airline. Students are urged to participate in the typing courses offered at Cañada to help achieve that level of proficiency before seeking employment.

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 the A.A. degree. Those taking Tourism classes as electives will still have the option of credit/no credit.

Field trips to various aspects of the travel industry, such as hotels, airline offices, cruise ships, passenger steamship lines, and wholesale tour operators, are included in the Tourism classes as part of the training. Participation in these tours is at student's expense.

Office of Extended Education



Ruth K. Nagler
Director, Extended Education

The Office of Extended Education Programs administers all off-campus classes, televised courses which can be viewed at home, and special programs, such as workshops, lectures, short courses and seminars which aim to serve the diverse needs of all San Mateo County residents whether or not they are registered in regular classes.

The off-campus segment of the Extended Education Office provides opportunities for adults to take classes and earn college units at a variety of locations in many areas of the south county. Classes held in such convenient locations as factories, churches, hospitals, schools, businesses and community centers make it easier for residents to enroll in classes closer to home or where they work.

Tuition-free televised courses, shown on commercial and educational TV, make it possible to earn college credit while remaining at home. Optional orientation sessions and exams are conducted on campus by a college instructor who is a telephone call away should additional help be needed.

In recognition of the community's interest in less traditional approaches to meet social, personal development, recreational, and occupational needs, Cañada College offers a variety of special programs that supplement the more formalized classroom instruction. Fees are charged for these programs, for which there is no college credit available, in order that they be self-supporting. Students younger than 18, as well as non-residents of San Mateo County, may enroll.

Descriptions and registration details for off-campus and televised classes and for special programs are available by contacting the Extended Education Programs Office at Ext. 236 or 237.



Announcement of Courses

All courses and curricula listed in this catalog will not necessarily be offered during 1980-1981. 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 just under 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:

"670" Courses—Cooperative Education (1-4)*

"680" Courses—Special Topics (3)

"690" Courses—Individual Projects (1-2)*

"601" Courses—Studio or Laboratory Projects
(1-3 units, Grade Option.)*

"688" Courses—Special Studies (1-3) non-transferable.

601 courses must be taken in conjunction with at least one course of like kind in any academic division; the course augments classroom instruction. Many 601 courses are sponsored by and housed in the Media Learning Center, and may be designated as MLC (Media Learning Center) 601 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.

*(1-4) indicates variable unit credit.

See Division Director for specific unit(s) completion requirements.

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 audiovisual 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.

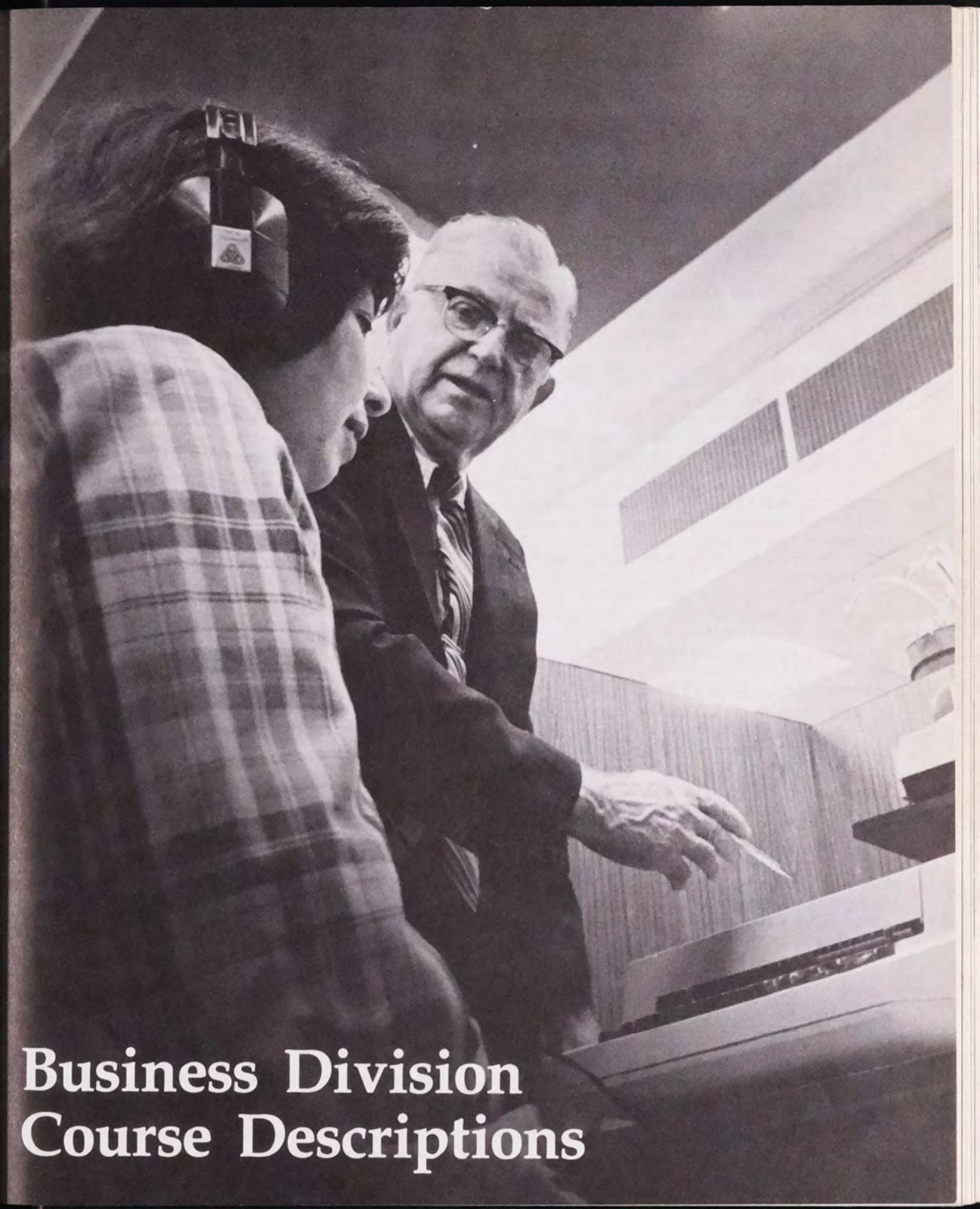
New Numbering System

San Mateo County Community College District has adopted a new numbering system for all courses. This system shares common numbering for all three colleges in the District for those courses similar in content and credit. This year of 1980-1981 represents a transitional period in the adoption of this numbering system. Consequently, in addition to listing all existing courses under the new designated number, we have included the old numbers in parentheses immediately thereafter. This listing will facilitate the transition for students currently enrolled, providing both numbers for courses needed to complete their educational objectives.

This system, when completed, will facilitate efficient, economic record maintenance which will be of value both to students and to staff. We apologize for any inconvenience and ask your indulgence. Should you need assistance, please contact your counselor for additional clarification.

Guidance and Cooperative Education

For Guidance and Cooperative Education courses, please refer to the Counseling section of this catalog.



Business Division Course Descriptions

ACCOUNTING

Faculty: Rosemary Damon, Carey Roth

ACTG 100 (BUS 66) ACCOUNTING PROCEDURES.

Units (Grade Option) 3-4
 Class Hours 3-4 lecture hours/week
 Prerequisites: None
 Description: Non-professional accounting course introducing the principles of double-entry book-keeping. These principles are applied to recording financial transactions and the preparation of statements and reports used in a business.

ACTG 121 (BUAD 1a) FINANCIAL ACCOUNTING.

Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: None
 Description: Emphasis on accepted accounting standards in the preparation of financial information. Covers transaction analysis and information processing for reporting financial position, income measurement, and resources generated and used. Interpretation and use of financial statements.

ACTG 131 (BUAD 1b) MANAGERIAL ACCOUNTING.

Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: ACTG 121 or equivalent with a grade of C or better.

Description: 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.

ACTG 177 (BUS 67) FEDERAL INCOME TAX PROCEDURES.

Units 1
 Class Hours (6 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: 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.

*ACTG 178 (BUS 68) BUSINESS TAXES.

Units (Grade Option) 1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: ACTG 100 or 121
 Description: State and federal laws and regulations governing payroll accounting and reporting; California sales tax regulations and reporting; real and personal property declarations.

*ACTG 210 PAYROLL ACCOUNTING.

Units (Grade Option) 1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: ACTG 100 or 121
 Description: A practical review of payroll accounting procedures as used in business. Emphasis will be placed on actual payroll accounting problems utilizing traditional payroll methods as well as pegboard and computers.

*ACTG 212 MANUFACTURING ACCOUNTING.

Units (Grade Option) 1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: ACTG 100 or 121
 Description: A practical approach to manufacturing accounting systems utilizing both job order and process cost accounting techniques. An introduction to standard cost accounting.

*ACTG 214 ACCOUNTING PRACTICES.

Units (Grade Option) 1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: ACTG 178, 121, 210, 212
 Description: The course is a summary course of accounting methods utilizing actual accounting materials including cash disbursement and receipt journals, subsidiary ledgers and general ledger systems. Emphasis will be placed on how to run an accounting system.

*ACTG 310 ACCOUNTING FOR MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: An overview of both financial and managerial accounting designed to give the management student a basic understanding of accounting systems and how they are utilized by management. This course is not recommended for accounting majors.

**ACTG 680 (BUAD 48) SELECTED TOPICS
IN ACCOUNTING.**

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings.

**ACTG 688 (BUAD 148) SELECTED TOPICS
IN ACCOUNTING.**

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Courses designed to provide special emphasis on subjects of interest to Accounting and other interested students. Not designed for transfer credit.

BUSINESS

Faculty: Rosemary Damon, Joan Del Gaudio, Gale Hurley, Marlene Katz, Carey Roth, Lora Todesco, Eleanor Wortz, Louis Yaeger

**BUS. 100 (BUS 10) INTRODUCTION TO
BUSINESS.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introductory survey of the nature, organization, and structure of the American private-enterprise system.

**BUS. 101 (BUS 58) HUMAN RELATIONS
IN BUSINESS.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The basic psychological principles operating in family, social and business relationships. Topics include: perception, self-image, self-management, prejudice. Recommended for all business majors.

BUS. 110 (BUS 50) BUSINESS ARITHMETIC.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Objectives are to improve arithmetic skills in basic addition, subtraction, multiplication and division, fractions, and to apply skills to bank statements, cash and trade discounts, and other business problems.

BUS. 115 (BUS 51) BUSINESS MATHEMATICS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: BUS. 110 with C or better or 35% minimum on SCAT.
 Description: Study of mathematics with application to business with emphasis on calculations involving taxes, discounts, negotiable instruments, periodic payments, compensation methods, inventory pricing, depreciation, present value, investments, and financial statements.

**BUS. 130 (BUS 35) PERSONAL MONEY
MANAGEMENT.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Develops understanding and skill in dealing with personal finance problems. Topics include financial planning, consumer purchasing, borrowing money, saving methods, insurance purchasing, estate planning, real estate investment and income tax preparation. Includes a project with comparative investments.

BUS. 140 (BUS 81) SECURITY INVESTMENTS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Designed to assist individuals in starting investment program. Topics include how to read Wall Street Journal, how to get competent investment advice and use of computer in stock selection and timing. Guest lecturers on estate planning, role of financial counselor and portfolio management and others.

**BUS. 143 (BUS 82) INVESTOR'S SHORT
COURSE.**

Units (Grade Option) 3
 Class Hours (6 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: A survey course designed to teach value standards of public companies and business trends in stocks. Outside speakers will be brought in to cover wills and trust, tax-advantaged investments such as oil and gas and real estate.

**BUS. 150 (BUS 65) SMALL BUSINESS
MANAGEMENT.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: BUS. 100 or previous business experience.

Description: Examination of the opportunities and hazards of small business operation; designed for business students who plan to establish or supervise a small business. Course covers how to start and manage a small business.

BUS. 180 (BUS 124) MARKETING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Broad study of marketing principles and methods applicable to the development, manufacture, and selling of consumer goods.

BUS. 190 (BUS 116) PRINCIPLES OF RETAILING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Retail processes of chain and department stores emphasizing merchandise planning and control, buying and selling, pricing, personal evaluation, and customer service.

BUS. 201 (BUAD 18a) BUSINESS LAW.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introduction to the law applicable to business institutions and their operations; social forces and their effect upon the development of law; sources of law, agencies for enforcement and court procedure. California law applicable to contracts and agency relationships.

***BUS. 250 (BUS 151) LEGAL RESEARCH AND BIBLIOGRAPHY.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: See Certificate Program.
 Description: 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.

BUS. 251 (BUS 150) TORTS AND CONTRACTS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: See Certificate Program.
 Description: 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.

BUS. 252 (BUS 152) TRIAL PREPARATION AND STUDY OF LEGAL ETHICS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: See Certificate Program.
 Description: 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.

BUS. 253 (BUS 153) PROBATE ADMINISTRATION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: See Certificate Program.
 Description: 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.

BUS. 254 (BUS 154) FAMILY LAW.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: See Certificate Program.
 Description: 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.

BUS. 255 (BUS 155) CORPORATIONS AND BUSINESS ENTITIES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: See Certificate Program.
 Description: Basic orientation in business organizations involving sole proprietorships and partnerships with particular emphasis on corporations, and procedures for qualifying a foreign corporation in California.

BUS. 256 (BUS 156) REAL ESTATE AND LANDLORD-TENANT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: See Certificate Program.
 Description: 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.

BUS. 257 (BUS 157) BANKRUPTCY AND DEBT COLLECTION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: See Certificate Program.
 Description: General outline of bankruptcy court, administration of bankrupt estates by receivers and trustees; preparation of schedules in voluntary cases, taking into consideration available exemptions.

***BUS. 259 INTRODUCTION TO LEGAL SYSTEM.**

Units (Grade Option) 1
 Class Hours (6 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Course is designed to give an entering paralegal student a basic introduction to the legal system. Students who do not pass the legal review test with a score of 85% or more will be required to enroll in this class concurrently with any paralegal course they are taking in the same semester.

BUS. 670 (BUS 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours One unit of credit for each five hours worked per week with a maximum of 4 units.
 Prerequisites: ... Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.
 Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

BUS. 680 (BUS 48) SELECTED TOPICS IN BUSINESS.

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings.

BUS. 688 (BUS 148) SELECTED TOPICS IN BUSINESS.

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Courses designed to provide special emphasis on subjects of interest to Business and other interested students. Not designed for transfer credit.

BUS. 690 (BUS 49) SPECIAL PROJECTS.

Units 1-2
 Class Hours By Arrangement
 Prerequisites: None
 Description: Special projects in Business to be arranged by Business instructor and student with the approval of the Division Director.

*Pending approval.

COURT REPORTING

Faculty: Betty Hartley, Al Kirwin, Lora Todesco, Marlene Katz

CT.R 101 (BUS 160a) MACHINE SHORTHAND I.

Units 5
 Class Hours 12½ lab hours/week
 3 hours/week in AV Lab
 Prerequisites: None
 Description: Learning of keyboard, basic theory rules and principles, instructor dictation, fluent note-reading, evaluations. 70 words per minute on new material, 80 on familiar. Field trips required to court.

CT.R 102 (BUS 160b) MACHINE SHORTHAND II.

Units (Credit/No Credit) 1-5
 Class Hours 15 lab hours/week
 3 hours/week in AV Lab
 Prerequisites: CT.R 101
 Description: Continuation of development of skill in recording dictation and reading notes. Review of theory and principles learned previously. Minimum speed attainment: 100 words per minute for five minutes of three Literary tests with 98.5% accuracy.

CT.R 103 (BUS 160c) MACHINE SHORTHAND III.

Units (Credit/No Credit) 1-5
 Class Hours 15 lab hours/week
 3 hours/week in AV Lab

Prerequisites: CT.R 102
 Description: Advanced skill development on the machine keyboard and on transcribing at the typewriter. 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.

CT.R 104 (BUS 160d) MACHINE SHORTHAND IV.

Units (Credit/No Credit) 1-5
 Class Hours 15 lab hours/week
 3 hours/week in AV Lab
 1 lab hour/week with AV Films

Prerequisites: CT.R 103
 Description: Concentration on progressively more difficult dictation material. 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.

CT.R 105 (BUS 160e) MACHINE SHORTHAND V.

Units (Credit/No Credit) 1-5
 Class Hours 15 lab hours/week
 3 hours/week in AV Lab
 2 lab hours/week with AV films
 6 transcription pages/week

Prerequisites: CT.R 104
 Description: To continue to develop competency in the use of the shorthand machine with progressively more difficult dictation material, including courtroom testimony. 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.

CT.R 106 (BUS 160f) MACHINE SHORTHAND VI.

Units (Credit/No Credit) 1-5
 Class Hours 15 lab hours/week
 3 hours/week in AV Lab
 3 lab hours/week with AV Films

Prerequisites: CT.R 105
 Description: Speed building continues with emphasis on actual court cases covering testimony in all phases of law. Minimum speed attainment: 180 words per minute for five minutes of one Congressional Record and one Jury Charge, or two Congressional Records with 98.5% accuracy, and one

five-minute two-voice with 97.5% accuracy. 10 pages of transcription required.

CT.R 111 (BUS 161a) ADVANCED MACHINE SHORTHAND LEGAL DICTATION I.

Units (Credit/No Credit) 1-5
 Class Hours 15 lab hours/week
 3 hours/week in AV Lab
 4 hours/week with AV Films

Prerequisites: CT.R 106
 Description: Continued speed building. Dictation material to include technical and non-technical material, medical and legal terminologies, jury charge, two-voice and four-voice dictation at 200 and 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. 10 pages of transcription required.

CT.R 112 (BUS 161b) ADVANCED MACHINE SHORTHAND LEGAL DICTATION II.

Units (Credit/No Credit) 1-5
 Class Hours 15 lab hours/week
 3 hours/week in AV Lab
 4 hours/week with AV Films

Prerequisites: CT.R 111
 Description: Continued speed building. Dictation material to include technical and non-technical material, medical and legal terminologies, jury charge, two-voice and four-voice dictation at 225 plus for sustained periods. Goal for semester is passing one 225 w.p.m. test with 98.5% accuracy. State qualification requirement: two 15-minute four-voice tests with 97.5% accuracy. 10 pages of transcription required.

CT.R 118 (BUS 162a) MACHINE SHORTHAND TRANSCRIPTION.

Units 1
 Class Hours 3 lab hours/week

Prerequisites: CT.R 103, preferably CT.R 104
 Description: 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, highlighting medical.

CT.R 119 (BUS 162b) DICTATION TECHNIQUE/OFFICE PRACTICE.

Units 1
 Class Hours 3 lab hours/week

Prerequisites: Completion of CT.R 118. Enrollment in or completion of CT.R 105 (BUS 160e) recommended.
 Description: To instruct the student in developing proper dictation techniques, including dictating,

punctuation and capitalization, as well as organizing an "informational sheet" for transcriber. Court and deposition procedures thoroughly covered.

CT.R 140 (BUS 163) VOCABULARY AND SPELLING.

Units3
 Class Hour3 lecture hours/week
 Prerequisites:None
 Description: 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.

CT.R 150 (BUS 91CR) BUSINESS ENGLISH FOR SHORTHAND REPORTING.

Units4
 Class Hours4 lecture hours/week
 Prerequisites:None
 Description: Grammar, punctuation, capitalization, number usage, and abbreviations. Emphasis on English of business and legal transcripts through use of related materials. Required for students in Court Reporting.

CT.R 160 (BUS 164) LEGAL TERMINOLOGY FOR COURT REPORTING.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:Completion of CT.R 101; completion of CT.R 140; completion of or concurrent enrollment in CT.R 165 recommended.
 Description: A study of legal language to prepare court reporters for the CSR exam.

CT.R 165 (BUS 170) LAW FOR COURT REPORTING.

Units5
 Class Hours5 lecture hours/week
 Prerequisites:CT.R 160, Legal Terminology, helpful/suggested taken either concurrently or previously.
 Description: A course designed to provide the student with a foundation of the general concepts of law.

CT.R 170 (BUS 165a) MEDICAL TERMINOLOGY FOR COURT REPORTING.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Highlighting anatomical illustrations, recognition of basic word parts, correct pronunciation of terms, diagnostic and symptomatic references.

CT.R 175 (BUS 165b) ADVANCED MEDICAL TERMINOLOGY.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:CT.R 170 or its equivalent.
 Description: 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.

CT.R 190 (BUS 168) COURT REPORTING INTERNSHIP.

Units1-2
 Class Hours20 lab hours minimum
 Prerequisites:180-200 w.p.m. proficiency on stenotype.
 Description: To provide the student with the opportunity to attend and report actual court proceedings or hearings as well as to practice transcription of same. Transcription—75 pages of actual court hearings, 5 pages of deposition, 3 pages of arraignments.

CT.R 680 (CT R 48) SELECTED TOPICS IN COURT REPORTING.

Units1-3
 Class HoursVariable
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings.

CT.R 688 (CT R 148) SELECTED TOPICS.

Units1-3
 Class HoursVariable
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Not designed for transfer credit.

CT.R 690 (CT R 49) SPECIAL PROJECTS.

Units1-2
 Class HoursBy Arrangement
 Prerequisites:None
 Description: Special projects in Court Reporting to be arranged by Court Reporting instructor and student with the approval of the Division Director.

CT.R 699 (BUS 160L) MACHINE SHORTHAND LAB.

Units0
 Class Hours3 lab hours/week
 Prerequisites:Concurrent enrollment in CT.R

101, 102, 103, 104, 105, 106, 111 or 112.
 Description: Three hours each week of practice by arrangement on instructional dictation tapes. The dictation is at varied rates ranging from 80 to 260 wpm.

DATA PROCESSING

Faculty: Rosemary Damon, Carey Roth

D.P. 110 (BUS 12) INTRODUCTION TO DATA PROCESSING.

Units3
 Class Hours3 lecture hours/week
 1 lab hour/week
 Prerequisites:None
 Description: Introduction to data processing. Flow-charting and programming using BASIC are introduced. Business applications and organization of the D.P. function are covered.

FOOD TECHNOLOGY

Faculty: Alec Cline, Karl Kurk

F.T. 101 (FOOD 90b) INTRODUCTION TO FOOD SERVICE INDUSTRY.

Units2
 Class Hours2 lecture hours/week
 Prerequisites:None
 Description: To acquaint students with the opportunities in the food service industry. Guest lecturers and field trips will expose the students to the numerous fields available to them in a variety of enterprises.

*F.T. 105 (FOOD 51a) QUANTITY FOOD PREPARATION I.

Units2
 Class Hours2 lecture/demonstration hours/week

Prerequisites:None
 Description: The course is designed to allow students enrolled in F.T. 106 an opportunity to observe the proper proportion of foods as practiced in their lab classes. Concurrent enrollment in F.T. 106 is required.

*F.T. 106 (FOOD L51a) QUANTITY FOOD PREPARATION LAB I.

Units5
 Class Hours10 lab hours/week
 Prerequisites:None

Description: The course is designed to give students actual kitchen (lab) experience in basic quantity food preparation and service. Students will work in teams and are rotated through all kitchen service stations and will serve the faculty dining room during the lunch hour. Concurrent enrollment in F.T. 105 and 116 is required.

*F.T. 107 (FOOD 51b) QUANTITY FOOD PREPARATION II.

Units5
 Class Hours2 lecture/demonstration hours/week

Prerequisites:None
 Description: Course is designed to allow students enrolled in F.T. 108 an opportunity to observe the proper preparation of foods as practiced in their lab classes. Concurrent enrollment in F.T. 108 is required.

F.T. 108 (FOOD L51b) QUANTITY FOOD PREPARATION LAB II.

Units2
 Class Hours10 lab hours/week

Prerequisites:F.T. 105 and 106
 Description: A continuation of basic quantity food preparation and service with actual kitchen involvement. More advanced methods of food preparation are explored. Students will continue to work in teams and rotate through all kitchen service stations and will serve the dining room at lunch. Concurrent enrollment in F.T. 107 and 116 is required.

F.T. 110 (FOOD 52) FOOD PREPARATION SUPERVISION.

Units2
 Class Hours2 lecture hours/week

Prerequisites:F.T. 105 and 107
 Description: Course is designed to improve the students' skills in working with employees. Management, procedures and fundamentals are examined to see how they are related to the food technology industry. Concurrent enrollment in F.T. 111 is required.

F.T. 111 (FOOD L52) FOOD PREPARATION SUPERVISION LAB.

Units1
 Class Hours6 lab hours/week

Prerequisites:F.T. 105, 106, 107 & 108
 Description: The course is designed for advanced students in the Food Technology Program. These students will work for 6 hours one day per week as either the chef in charge of the kitchen and prep-

aration stations or as a manager in charge of service in the dining room. Students must be concurrently enrolled in F.T. 110.

F.T. 116 (FOOD 56) DINING-ROOM SERVICE.

Units1
 Class Hours1 lecture hour/week
 Prerequisites:None
 Description: An introduction to dining room training to teach students the procedures for correct and proper table service. Concurrent enrollment in F.T. 106 or 108 is required.

F.T. 120 (FOOD 54a) ADVANCED FOOD PREPARATION I.

Units1
 Class Hours1 lecture hour/week
 Prerequisites:F.T. 105 & 107
 Description: Lecture on advanced cooking techniques as used in the modern kitchen. Concurrent enrollment in F.T. 121 is required.

***F.T. 121 (FOOD L54a) ADVANCED FOOD PREPARATION LAB I.**

Units2
 Class Hours9 lab hours/week
 Prerequisites:F.T. 106 and 107
 Description: Advanced kitchen techniques are explored including analysis of meat cutting, introduction to buffet and preparation of canapes, hors d'oeuvres, advanced sauces and soups.

F.T. 122 (FOOD 54b) ADVANCED FOOD PREPARATION II.

Units1
 Class Hours1 lecture hour/week
 Prerequisites:F.T. 120
 Description: Continuation of lecture on advanced food preparation techniques designed to give students more training in this area. Concurrent enrollment in F.T. 123 is required.

F.T. 123 (FOOD L54b) ADVANCED FOOD PREPARATION LAB II.

Units2
 Class Hours9 lab hours/week
 Prerequisites:F.T. 121
 Description: A continuation of the advanced food preparation techniques as learned in F.T. 121. Concurrent enrollment in F.T. 122 is required.

F.T. 130 (FOOD 55a) MODERN BAKING I.

Units1
 Class Hours1 lecture hour/week
 Prerequisites:None

Description: Students learn the fundamentals of baking which involve preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, holiday specialties and torten. Proper use and care of equipment, together with sanitation and hygienic work habits and their conformance with health laws.

F.T. 131 (FOOD L55a) MODERN BAKING LAB I.

Units2
 Class Hours3 lab hours/week
 Prerequisites:None
 Description: Lab to be taken concurrently with F.T. 130.

F.T. 132 (FOOD 55b) MODERN BAKING II.

Units1
 Class Hours1 lecture hour/week
 Prerequisites:None
 Description: Continuation of baking techniques developed in F.T. 130 with emphasis on more difficult baking problems.

F.T. 133 (FOOD L55b) MODERN BAKING LAB II.

Units2
 Class Hours3 lab hours/week
 Prerequisites:None
 Description: Lab to be taken concurrently with F.T. 132.

F.T. 140 (FOOD 60a) QUANTITY FOOD PURCHASING.

(Also H.M. 716)
 Units2
 Class Hours2 lecture hours/week
 Prerequisites:None
 Description: 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. One field trip.

F.T. 144 (FOOD 60b) FOOD AND BEVERAGE COST CONTROLS.

(Also H.M. 720)
 Units2
 Class Hours2 lecture hours/week
 Prerequisites:None
 Description: Breakdown of food and beverage cost controls—relating to the food industry. Today's new methods of maintaining controls on the costs of foods, beverages, and allied products in order to make a profit.

F.T. 146 (FOOD 65) MENU PLANNING.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: Essentials of proper menu planning, menu technology, pricing, layout and design.

F.T. 148 (FOOD 68) SANITATION AND SAFETY FOR THE HOSPITALITY INDUSTRY.

(Also H.M. 714)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Basic knowledge needed to protect the public, the consumer, the customer and the food service worker; also includes first aid training. One field trip.

F.T. 150 (FOOD 70) FOOD MANAGEMENT PROBLEMS.

(Also H.M. 718)

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: Advanced standing in Food Tech Program advisable.

Description: General survey course including personnel supervision, financial, public relations and other management problems. Guest lectures and field trips.

F.T. 160 (FOOD 80) EQUIPMENT AND DESIGN.

Units 4
 Class Hours 2 lecture hours and
 6 lab hours/week

Prerequisites: None
 Description: To acquaint the students with food service equipment selection, specifications and performance, and the principles of material location and traffic control.

F.T. 200 (FOOD 58abcd) ETHNIC COOKERY.

Units 1/2-1/2-1/2-1/2
 Class Hours 3 lecture/demonstration/week
 Prerequisites: None

Description: Cultural cuisines and cookery of the major San Mateo County ethnic groups. 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.

F.T. 205 (FOOD 62) FLAMBE COOKERY.

Units 1-1 1/2
 Class Hours 1 lecture/2 lab hours/week
 Prerequisites: None

Description: Introduction to flambe cookery, its special uses of wines, menu planning, preparation, service and costing of classical and modern entrees.

F.T. 670 (FOOD 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours One unit of credit for each five hours worked per week with a maximum of 4 units.

Prerequisites: Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.

Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

F.T. 680 (F.T. 48) SELECTED TOPICS IN FOOD TECHNOLOGY.

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings.

F.T. 688 (FOOD 148) SELECTED TOPICS IN FOOD TECHNOLOGY.

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Courses designed to provide special emphasis on subjects of interest to Food Tech and other interested students. Not designed for transfer credit.

F.T. 690 (FOOD 49) SPECIAL PROJECTS.

Units 1-2
 Class Hours By Arrangement
 Prerequisites: None
 Description: Special projects in Food Technology to be arranged by Food Tech instructor and student with the approval of the Division Director.

CULINARY ARTS APPRENTICESHIP

F.T. 701 (FOOD 101) FOOD SERVICE I.

Units 3
 Class Hours 2 lecture/2 lab hours/week
 Prerequisites: None
 Description: A study of the fundamentals of food

preparation, service procedures and sanitation and safety practices in the food service business. Discussion of controls and management function.

F.T. 702 (FOOD 102) INTRODUCTION TO FOOD SERVICE.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: The student receives a background of the history of various cuisines and contributions of leading culinarians, as well as a background of the Food Service Industry. A study of various types of food service establishments and organizational structures within each type. Discussion of the future trends of the Food Service industry.

F.T. 703 (FOOD 103) BUSINESS MATHEMATICS.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: A course which stresses comprehension of basic mathematical concepts used in business. Included are markups and markdowns, discounts, simple and compound interest, payroll, depreciation, distribution and overhead, metric conversions, menu pricing and recipe adjustments.

F.T. 704 (FOOD 104) FOOD SERVICE SPECIALTIES I—BAKING.

Units 2
 Class Hours 1 lecture/2 lab hours/week
 Prerequisites: None
 Description: Students learn the fundamentals of baking which involve preparation of yeast rolls, breads, pies, cakes, cookies, tarts, doughnuts, holiday specialties and torten. Proper use and care of equipment, together with sanitation and hygienic work habits and their conformance with health laws.

F.T. 705 (FOOD 105) PURCHASING PROCEDURES AND CONTROL.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: Principles and practices concerned with the purchase of foods and supplies for the hotel and motel restaurants. Emphasis on specification requirements, evaluation techniques, and controls for food purchases.

F.T. 706 (FOOD 106) FOOD AND BEVERAGE SERVICE.

Units 2
 Class Hours 2 lecture hours/week

Prerequisites: None
 Description: A course dealing with types of dining services appropriate for coffee shops, dining rooms, banquets, and buffets. Discussion of liquor laws and the fundamentals of service, controls, and costing of legal beverages.

F.T. 707 (FOOD 107) FOOD SERVICE SPECIALTIES II—GARDE MANGER I.

Units 3
 Class Hours 2 lecture/2 lab hours/week
 Prerequisites: None
 Description: This course stresses basic garde manger principles, as well as a thorough understanding of the functions and duties of the department as it relates and integrates into other kitchen operations. Specific focus is placed on introduction to specialty work which includes ice carving, buffet decorations, understanding of equipment and area planning.

F.T. 708 (FOOD 108) MENU DESIGN.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: Menus are planned for a varying number of people in order to meet the food requirements of various types of food service operations. This course includes principles and practices relating to pricing menus, ordering, conversion of recipes from small to large quantities.

F.T. 709 (FOOD 109) SUPERVISION AND TRAINING TECHNIQUES.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: A training course in the techniques involved in supervising and training employees in the hospitality industry. The use of work simplification as a method of increasing efficiency in management is discussed.

*Pending Approval

HOME ECONOMICS

Faculty: Alice Loughry, Sally McGill, Genevieve Cory

H.EC 110 (H.EC 20a) BEGINNING CLOTHING CONSTRUCTION.

Units (Grade Option) 2
 Class Hours 3 lecture/lab hours/week

Prerequisites:None
 Description: 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.

H.EC 111 (H.EC 20b) SEW TO FIT.

Units (Grade Option)2
 Class Hours2 lecture/1 lab hour/week
 Prerequisites:None
 Description: Emphasis on understanding sizing, ease, fabric variability and individual figure problems. Effective pattern alteration and sewing techniques for pants, skirts and tops. Variations from basic patterns. May be repeated once for credit.

*H. EC 112 (H.EC 66) FIT AND FABRICS.

Units (Grade Option)2
 Class Hours2 lecture/1 lab hour/week
 Prerequisites:None
 Description: Students will learn how to sew with different fibers and different amounts of stretch. Neckline variations from one pattern will be part of an experimental approach. Achieving fit, understanding figure problems and using a sewing machine to its fullest potential will be included. May be repeated once for credit.

H.EC 113 (H.EC 22) TEXTILES.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Study of natural and chemical fibers; yarns and cloth construction, weaving, finishing, and dyeing. Study of purchase, use and care of textiles. Federal legislation, cost and labeling as related to consumer use.

H.EC 115 (H.EC 21a) INTERMEDIATE CLOTHING.

Units (Grade Option)3
 Class Hours2 lecture/1 lab hour/week
 Prerequisites:None
 Description: Course designed for student who knows fit and basic techniques but wants more instruction in detailed sewing techniques such as collars and buttonholes, use of new fabrics and plaids, and sewing quickly and creatively. May be repeated once for credit.

H.EC 116 (H.EC 21b) ADVANCED CONSTRUCTION/TAILORING.

Units (Grade Option)3
 Class Hours2 lecture/ 1 lab hour/week

Prerequisites:H.EC 111 or 115 or equivalent
 Description: Techniques of professional dressmaking and tailoring applied in the construction of blouses, dresses, suits and coats. Emphasis on fit and creative pattern adaptation. Field trips to study design and fabrics. May be repeated once for credit.

H.EC 117 (H.EC 24) FASHION IMAGE.

Units (Grade Option)2
 Class Hours2 lecture hours/week
 Prerequisites:None
 Description: Selection of clothing, accessories, and/or complete wardrobes based on analyzing and understanding personal coloring and figure proportions. Psychological use of color and fashion trends will be studied.

*H.EC 120 (H.EC 67) CREATIVE CLOTHING.

Units (Grade Option)3
 Class Hours2 lecture/1 lab hour/week
 Prerequisites:None
 Description: 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.

H.EC 122 (H.EC 55) SEWING CHILDREN'S CLOTHING.

Units (Grade Option)1
 Class Hours (8 weeks)1½ lecture/1½ lab hours/week
 Prerequisites:None
 Description: 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.

H.EC 124 (H.EC 63) CREATIVE STITCHERY.

Units (Grade Option)3
 Class Hours1½ lecture/1½ lab hours/week
 Prerequisites:None
 Description: Basic techniques and how to use them well in a contemporary context. What is new in stitchery and stitchery as an art form will be stressed. Originality and technical skill is emphasized.

H.EC 125 (H.EC 50) ALTERATIONS.

Units (Grade Option)1
 Class Hours (8 weeks)1 lab/2 lecture hours/week

Prerequisites: None
Description: Alterations of ready-to-wear garments. Changing hems, seams, replacing zippers, relining, mending and restyling. Designed for persons interested in alterations for self or alterations as a part-time job. May be repeated once for credit.

H.EC 128 (H.EC 56) SEWING FOR THE HOME.
 Units (Grade Option) 1
 Class Hours (8 weeks) 1 lab/2 lecture
 hours/week

Prerequisites: None
Description: Basic techniques of making items for the home. Stress on selection of fabrics, determining yardage requirements, and techniques for handling large amounts of fabric. May be repeated once for credit.

H.EC 132 (H.EC 61a) STITCHERY AND QUILTMaking I
 Units (Grade Option) 2
 Class Hours 1½ lecture/1½ lab
 hours/week

Prerequisites: None
Description: Covers vocabulary, history, and materials of traditional and contemporary design. Techniques include pieced, tied, and applique quilts completed as well as machine and hand embroidery and painted textiles. Each student will produce a sampler quilt. May be repeated once for credit.

H.EC 133 (H.EC 61b) STITCHERY AND QUILTMaking II.
 Units (Grade Option) 2
 Class Hours 1½ lecture/1½ lab
 hours/week

Prerequisites: H.EC 132
Description: For anyone who has made a first quilt. Advanced drafting of patterns, fine quilting, unusual use of color and new designs are stressed. May be repeated once for credit.

H.EC 307 (H.EC 4) CREATIVE FOOD PREPARATION.
 Units (Grade Option) 3
 Class Hours .3 lecture/demonstration hours/week
Prerequisites: None
Description: Introduction to basic skills in food preparation, food experimentation, recipe development, menu planning and cost analysis. Food demonstrations, tasting, home practice included. Supply fee charged.

H.EC 310 (H.EC 9) NUTRITION (ALSO BIOLOGY 310)
 Units (Grade Option) 3
 Class Hours 3 lecture hours/week
Prerequisites: None
Description: By applying the fundamental concepts and basic knowledge of nutrition that are taught in class, the student will be able to evaluate the nutritional adequacy of diets.

H.EC 312 (H.EC 18) NUTRITION IN HEALTH AND DISEASE (ALSO BIOLOGY 312)
 Units (Grade Option) 3
 Class Hours 3 lecture hours/week
Prerequisites: H.EC 310 or BIOL 310
Description: Discussions of metabolic disorders of human body systems that require dietary modifications to compensate. Covers medical and dietary problems of the circulatory system, bony skeleton, endocrine system, excretory system, reproductive system, inborn errors of metabolism and natural food toxins.

H.EC 320 (H.EC 3) COOKING FOR HEALTH.
 Units (Grade Option) 3
 Class Hours 3 lecture/demonstration
 hours/week

Prerequisites: None
Description: Class demonstration, tasting and home practice of simple, but gourmet food preparation techniques to retain and/or improve the nutritive value of prepared foods. Emphasis will be placed on improving nutrition and health through practical recipe modification by lowering total fat, saturated fat, salt and sugar content. Supply fee charged.

H.EC 345 (H.EC 148) BASIC MICROWAVE COOKING.
 Units (Grade Option) 1
 Class Hours (8 weeks) ... 3 lecture/demonstration
 hours/week

Prerequisites: None
Description: Designed to teach microwave principles as they pertain to the cooking of basic foods. Time, food arrangement and cooking method for each major food category will be covered. Thermal and microwave cooking principles will be compared. Supply fee.

H.EC 346 (H.EC 148) ADVANCED COOKING WITH MICROWAVE
 Units (Grade Option) 1
 Class Hours (8 weeks) ... 3 lecture/demonstration
 hours/week

Prerequisites:None
 Description: Designed for individual with previous microwave cooking experience. Stresses full understanding and application of microwave principles. Supply fee.

H.EC 410 (H.EC 7) HOME MANAGEMENT – PERSONAL AND FAMILY.
 Units (Grade Option)2
 Class Hours2 lecture hours/week
 Prerequisites:None
 Description: Practical "how-to" course in applying management principles to your everyday life and work of the home. Time management, current self-behavior modification methods and work simplification principles will be presented. Budget, records, and financial planning are included.

H.EC 416 (H.EC 6) CONSUMER IN THE MARKET PLACE.
 Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Consumer skills needed by all men and women in today's complicated, inflationary marketplace.

H.EC 666 (H.EC 5) CAREERS IN HOME ECONOMICS.
 Units (Grade Option)1
 Class Hours1 lecture hour/week
 Prerequisites:None
 Description: Exploration of areas of employment opportunities in business, government, public service and education. Field trips and discussions with professionals. Review of transfer-schools. May be taken as an individual project—H.EC 690.

H.EC 670 (H.EC 47) COOPERATIVE EDUCATION.
 Units (Credit/No Credit)1-4
 Class HoursOne unit of credit for each five hours worked per week with a maximum of 4 units.
 Prerequisites: ... Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.
 Description: Activities include setting measurable learning objectives appropriate for student's job, supervised work experience, group seminars, and individual conferences with instructor-coordinator.

H.EC 680 (H.EC 48) SELECTED TOPICS IN HOME ECONOMICS.
 Units1-3
 Class HoursVariable

Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings.

H.EC 688 (H.EC 148) SELECTED TOPICS IN HOME ECONOMICS.
 Units1-3
 Class HoursVariable
 Prerequisites:None
 Description: Courses designed to provide special emphasis on subjects of interest to Home Economics and other interested students. Not designed for transfer credit.

H.EC 690 (H.EC 49) SPECIAL PROJECTS.
 Units1-2
 Class HoursBy arrangement
 Prerequisites:None
 Description: Special projects in Home Economics to be arranged by Home Economics instructor and student with the approval of the Division Director.

H.EC 699 (H.EC 21L) OPEN LAB FOR SEWING.
 Units (Credit/No Credit)1
 Class Hours3 lab hours/week
 Prerequisites:None
 Description: Opportunity for sewing students to use the laboratory equipment and to get individual help from the laboratory instructor. Credit based on attendance. May be repeated for credit. Open to all enrolled in clothing construction courses.

H.EC 830 (H.EC 90) ENERGY IN THE HOME.
 Units (Grade Option)1
 Class Hours (6 weeks)3 lecture hours/week
 Prerequisites:None
 Description: The energy dilemma and what we can do about it in the home. Practical techniques of energy conservation. "How-tos" of insulation, weather stripping and uses of solar energy. Guest speakers, field trips and group discussions.
 *Pending approval.

HOTEL-MOTEL MANAGEMENT

Faculty: Jerry Peel

H.M. 670 (H.M. 47) COOPERATIVE EDUCATION.
 Units (Credit/No Credit)1-4
 Class Hours...One unit of credit for each five hours worked per week with a maximum of 4 units.

Prerequisites: Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.

Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

H.M. 680 (H.M. 48) SELECTED TOPICS IN HOTEL-MOTEL MANAGEMENT.

Units 1-3
Class Hours Variable
Prerequisites: None
Description: Selected topics not covered by regular catalog offerings.

H.M. 688 (H.M. 148) SELECTED TOPICS IN HOTEL-MOTEL MANAGEMENT.

Units 1-3
Class Hours Variable
Prerequisites: None
Description: Courses designed to provide special emphasis on subject of interest to Hotel-Motel Management and other interested students. Not designed for transfer credit.

H.M. 702 (H.M. 50) INTRODUCTION TO HOTEL-MOTEL MANAGEMENT.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: An introduction to the hospitality industry, its size and scope, career opportunities, the nature of the market served, kinds of establishments. An overview of the management responsibilities of hotel and motel operations. Possible field trips.

H.M. 704 (H.M. 52) HOTEL-MOTEL ACCOUNTING AND NIGHT AUDIT.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: ACTG 121 and H.M. 708
Description: The application of accounting principles and procedures to the hotel-motel industry. Practice in bookkeeping methods, the operation of a set of books and accounting records and in the preparation of financial statements, the duties and responsibilities of the night auditor.

H.M. 706 (H.M. 53) HOTEL-MOTEL SALES PROMOTION.

Units (Grade Option) 3
Class Hours 3 lecture hours/week

Prerequisites: None
Description: The organization and function of the sales department with emphasis in marketing, rooms, food and beverage, and convention facilities. An analysis of tools and techniques used in sales, advertising, community relations. Development of a marketing plan.

H.M. 708 (H.M. 51) FRONT OFFICE PROCEDURES.

Units (Grade Option) 3
Class Hours 2 lecture hours/week
3 lab/hours week

Prerequisites: None
Description: Front office operation in a hospitality enterprise. The duties of the front office clerk, including operation of room rack, selling of rooms, correspondence regarding reservations and inquiries, credit and check cashing. Office routines and reports, account and data processing systems.

*H.M. 710 (H.M. 54) SUPERVISORY HOUSEKEEPING.

Units (Grade Option) 1½
Class Hours (8 weeks) 3 lecture hours/week
Prerequisites: None
Description: An introductory course in the fundamentals of housekeeping management stressing employee training, record keeping, organization of the department, work methods, laundry equipment, cleaning materials and procedures, room design and linens and safety. Field trips required.

*H.M. 712 (H.M. 55) INTRODUCTION TO MAINTENANCE AND ENGINEERING.

Units (Grade Option) 1½
Class Hours (8 weeks) 3 lecture hours/week
Prerequisites: None
Description: An introduction to the engineering department and the technical information needed to establish effective preventative maintenance procedures. Elements of electrical systems, acoustics, plumbing, heating, ventilation, refrigeration, air conditioning, elevators, structural maintenance, fire prevention, kitchen equipment.

H.M. 714 (H.M. 60) SANITATION, SAFETY AND EQUIPMENT. (ALSO F.T. 148)

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: The basic principles of microbiology sanitation, safety, equipment selection and facility layout for a food service operation. Includes the environmental control application through the pre-

vention of food-borne illnesses; cleaning materials and procedures, general safety regulation; food processing methods; first aid, and fire prevention.

H.M. 716 (H.M. 59) INSTITUTIONAL BUYING AND PURCHASING. (ALSO F.T. 140)

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: None

Description: The purchasing of furniture, linen, bedding, decorations and small equipment for the general hotel operation. The purchasing of food and supplies, including storage, market availability, analysis of food quality, and specification writing.

H.M. 718 (H.M. 56) FOOD SERVICE OPERATIONS AND MANAGEMENT. (ALSO F.T. 150)

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: None

Description: Organization and management of food service operations; legal aspects and insurance; labor-management relations; dining room management and operations. Planning, designing and pricing menus.

H.M. 720 (H.M. 57) BEVERAGE SERVICE, OPERATION AND MANAGEMENT. (ALSO F.T.144)

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: None

Description: Background of the beverage industry. Introduction to beverage control, purchasing guides, taxes, licenses, and governmental regulations. Fundamentals of identification, selection, storage, service and evaluation.

H.M. 722 (H.M. 58) INTRODUCTION TO HOTEL LAW.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: BUS. 201

Description: Introduction to law applicable to the hotel-motel industry. Laws dealing with discrimination, liability, torts and negligence. Interpretation of statutes and regulations. Labor laws. Liens and eviction.

***H.M. 724 HOTEL SECURITY.**

Units (Grade Option) 1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None

Description: An introduction to the basic security problems faced by the hotel-restaurant industry, including property control, food and beverage control, and basic grounds security.

H.M. 730 (H.M. 61) SUMMER PRACTICUM.

Units (Grade Option) 2
 Class Hours 40 hours minimum
 Prerequisites: Enrollment in Hotel-Motel Program

Description: On the job training for students completing the first year of Hotel-Motel program. Minimum of 8 weeks/40 hours per week during the summer.

H.M. 731 (H.M. 62) DIRECTED PRACTICE IN HOTEL-MOTEL OPERATION.

Units (Grade Option) 2
 Class Hours Minimum of 15 hours on the job plus one hour weekly seminar.

Prerequisites: None
 Description: A directed opportunity during the fourth semester for students completing the two-year program.

*Pending approval

INTERIOR DESIGN

Faculty: Genevieve Cory

INTD 115 (INTD 1) YOUR HOME AND YOUR ENVIRONMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: An introductory study relating your environment to living today. Each student selects a personal project in home planning and furnishing. Field trips required.

INTD 125 (INTD 10) DETAILING INTERIORS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 115

Description: To give in-depth information on alternatives for selection in specifying finishes and treatments of specific areas of the home.

INTD 135 (INTD 5a) DISPLAY DESIGN.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Space planning, display systems for all

types of commercial interiors. Covers application of basic design principles, color-control factors to settings; also storage-traffic problems of merchandising. Individual projects worked out in 3-D model form.

INTD 146 (INTD 12) GRAPHICS FOR INTERIORS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 115, 147, 148
 Description: To adequately develop the student's expertise in drawing furniture, interiors, rendering techniques, and methods of effectively presenting ideas to both client and builder.

INTD 147 (INTD 2) INTERIOR SPACE—PLANNING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Lecture-demonstrations in the manipulation of interior space by drafting and building 3-D scale room models. Applying design-color principles to space usage. Techniques of organizing professional presentations. Residential or contract projects.

INTD 148 (INTD 3) COLOR FOR INTERIORS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Lecture-demonstrations covering the application of basic color systems to the visual control of interior space. Projects in assembling samples of structural materials, paints, finishes, furniture, fabrics, accessories into schemes for residential or commercial units.

INTD 150 (INTD 6) HISTORY OF INTERIORS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

INTD 156 (INTD 8) PORTFOLIO/PROJECTS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 115, 147, 148, 250
 Description: Preparation of student's professional portfolio for individual career objectives; through the evaluation and reworking of previous projects.

Expansion of graphic skills: board layout, matting, mounting, axonometric and perspective sketch, interviewing format.

INTD 160 (INTD 7) DECORATING TECHNIQUES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The application of the theory of interior design elements and art principles to various products used in interiors. Projects for residences and/or commercial. Field trips required. May be repeated once for credit.

INTD 170 FABRICS FOR INTERIORS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Fabrics for home furnishings will be studied and evaluated with emphasis on selection, use, care and performance relative to cost. Field trips required.

INTD 180 CONTRACT DESIGN.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of field of contract design (non-residential) from historical and contemporary perspectives, analyzing needs of non-residential interiors and public spaces. Field trips required.

INTD 245 (INTD 9) INTERNSHIP IN HOME FURNISHINGS.

Units 1
 Class Hours 1 week and/or 40 hours
 Prerequisites: INTD 115, 147, 148, 250 or INTD 250 concurrently.
 Description: Students will be placed with cooperating Interior Design and home furnishing businesses for one week and/or 40 hours of observation and work, supervised by an Interior Design instructor.

INTD 250 (INTD 4) PROFESSIONAL PRACTICES.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 115 and 147
 Description: 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.

INTD 260 (INTD 11) FUNDAMENTALS OF LIGHTING.

Units (Credit Only) 2
 Class Hours (12 weeks) 2 lecture hours/week
 Prerequisites: None
 Description: The aesthetics of lighting will be integrated with the basic technical information needed to understand light and its relationship to the human being. May be repeated once for credit.

INTD 320 (INTD 21) ORIENTAL ART FOR INTERIORS—CHINA AND KOREA.

Units (Grade Option) 1
 Class Hours (8 weeks) 2 lecture hours/week
 Prerequisites: None
 Description: Study of major Asian art and design themes, motifs, and methods from China and Korea. Study in use of Oriental art in contemporary interiors.

INTD 321 ORIENTAL ART FOR INTERIORS—JAPAN AND S.E. ASIA.

Units (Grade Option) 1
 Class Hours (8 weeks) 2 lecture hours/week
 Prerequisites: None
 Description: Study of Asian art and design themes, motifs, and methods from Japan and Southeast Asia. Study in use of Oriental art in contemporary interiors.

INTD 411 (INTD 58) HOME DECORATING.

Units (Grade Option) 2
 Class Hours (12 wks) 3 lecture hours/week
 or 2 hrs week - (16 wks)
 Prerequisites: None
 Description: Fundamentals and skills necessary to achieve a functional and aesthetically pleasing home. Students work with their personal design problems. Not recommended for the career interior design major.

INTD 450 (H EC 12) HOME FURNISHINGS CONSUMER.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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. Home furnishings suppliers will explain business/customer relationships in classroom or during field trips.

INTD 670 (INTD 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours... One unit of credit for each five hours worked per week with a maximum of 4 units.
 Prerequisites:... Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.
 Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

INTD 680 (INTD 48) SELECTED TOPICS IN INTERIOR DESIGN.

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings.

INTD 688 (INTD 148) SELECTED TOPICS IN INTERIOR DESIGN.

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Courses designed to provide special emphasis on subjects of interest to Interior Design and other interested students. Not designed for transfer credit.

INTD 690 (INTD 49) SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special Projects in Interior Design to be arranged by Interior Design instructor and student with the approval of the Division Director.

MANAGEMENT

MGMT 105 (MGMT 50) FINANCIAL MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Management of assets with emphasis on capital structure, budgeting and control, cost analysis, source and use of funds, and interpretation of financial statements.

MGMT 120 (MGMT 54) MANAGEMENT COMMUNICATION.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: 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.

***MGMT 136 BUDGET AND PLANNING.**

Units (Grade Option)1½

Class Hours (8 weeks)3 lecture hours/week

Prerequisites:None

Description: The course is designed to give the management student a basic understanding of the budgetary and planning process as utilized in business.

***MGMT 137 PERFORMANCE MEASUREMENT TECHNIQUES.**

Units (Grade Option)1½

Class Hours (8 weeks)3 lecture hours/week

Prerequisites:MGMT 136

Description: This course is designed to give the management student the basic understanding of current cost accounting techniques and how they are utilized to measure performance.

***MGMT 203 MANUFACTURING MANAGEMENT AND CONTROL.**

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: The course is designed to study production management and scheduling techniques as utilized in a manufacturing operation. Strong emphasis will be placed on functions of management in a manufacturing environment.

MGMT 215 (MGMT 80) MANAGEMENT OF HUMAN RESOURCES.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: Introductory course to develop understanding of the personnel function: selection and placement, wage and salary procedures, training and evaluation.

***MGMT 231 RETAIL MANAGEMENT.**

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: A broad overview of retail management problems with emphasis on marketing and management activities as related to a retail establishment.

MGMT 235 (MGMT 92) TECHNIQUES OF SUPERVISION.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: 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.

MGMT 281 (MGMT 111) PUBLIC ADMINISTRATION MANAGEMENT.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: 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.

MGMT 282 (MGMT 60) PUBLIC FINANCE.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: 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.

MGMT 670 (MGMT 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit)1-4

Class HoursOne unit of credit for each five hours worked per week with a maximum of 4 units.

Prerequisites: ... Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.

Description: Activities include setting measurable learning objectives appropriate for student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

MGMT 680 (MGMT 48) SELECTED TOPICS IN MANAGEMENT.

Units (Grade Option) 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings.

MGMT 688 (MGMT 148) SELECTED TOPICS IN MANAGEMENT.

Units (Grade Option) 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Courses designed to provide special emphasis on subjects of interest to Management and other interested students. Not designed for transfer credit.

* Pending Approval

REAL ESTATE

R.E. 100 (BUS 83a) REAL ESTATE PRINCIPLES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

R.E. 105 (BUS 84) REAL ESTATE VALUATION, INVESTMENT AND MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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 invest their savings successfully.

R.E. 110 (BUS 85) REAL ESTATE PRACTICE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Salesman's or broker's license, or completion of R.E. 100 and 105.

Description: 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.)

R.E. 121 (BUS 87) LEGAL ASPECTS OF REAL ESTATE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Salesman's or broker's license or completion of R.E. 100 and 105; or completion of R.E. 110.

Description: The course explores the legal issues commonly encountered by real estate licensees, owners and investors including: Contracts, regulation of real estate agents, forms of ownership, acquisition, conveyancing and escrows, title insurance, creation and enforcement of security devices, land use and landlord-tenant. (Meets one of the state requirements for the broker's examination.)

R.E. 131 (BUS 88) REAL ESTATE FINANCE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Salesman's or broker's license, or completion of R.E. 100 and 105. Completion of R.E. 110, or may be taken concurrently.

Description: 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.)

R.E. 141 (BUS 134) REAL ESTATE APPRAISAL (BASIC).

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: R.E. 100 and 105, or equivalent.
 Description: Basic Real Estate Appraisal analyzes residential, income, and commercial properties. Techniques used for determination of loan, market, and insurance values. (Meets the state requirements for the broker's examination.)

R.E. 680 (BUS 48) SELECTED TOPICS IN REAL ESTATE.

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings.

R.E. 688 (BUS 148) SELECTED TOPICS IN REAL ESTATE.

Units 1-3
 Class Hours Variable
 Prerequisites: None
 Description: Courses designed to provide special

emphasis on subjects of interest to Real Estate and other interested students. Not designed for transfer credit.

SECRETARIAL SCIENCE

Faculty: Joan Del Gaudio, Lora Todesco, Eleanor Wortz, Louis Yaeger

*SEC. 100 (BUS 92a) INTRODUCTORY TYPING.

Units 1-3

Class Hours 5 supervised lab hours/week

Prerequisites: None

Description: Opportunity to develop correct typewriting techniques, keyboard mastery, and basic skill in typing. Each unit earned upon mastery completion of specified lessons, tests, speed skill and use of audio-visual method of instruction.

*SEC. 101 (BUS 92a) INTRODUCTORY TYPING.

Units 1-3

Class Hours 5 lecture/lab hours/week

Prerequisites: None

Description: Opportunity to develop correct typewriting techniques, keyboard mastery and basic skill in typing. Course is taught in the traditional method rather than in the skills lab.

SEC. 105 (BUS 92SA) TYPEWRITING FOR SPANISH SPEAKING STUDENTS.

Units 1-3

Class Hours 5 supervised lab hours/week

Prerequisites: None

Description: Self-paced course in the keyboard and efficient typing skills for straight copy, simple letters, reports, and tables. Utilizes slides, tapes, and book in English. Bilingual aid available. Each unit earned upon mastery completion of specified lessons, tests, speed skill, and use of audio-visual method of instruction.

SEC. 110 (BUS 92b) INTERMEDIATE TYPING.

Units 1-3

Class Hours 5 supervised lab hours/week

Prerequisites: SEC. 100 with "C" or better.

Description: Improvement of typing speed and accuracy, and development of skill in typing. Each unit earned upon mastery completion of specified lessons, tests, speed skill, and use of audio-visual method of instruction.

SEC. 120 (BUS 92c) ADVANCED TYPING.

Units 1-3

Class Hours 5 supervised lab hours/week

Prerequisites: SEC. 110

Description: Improvement of typing speed and accuracy, skill development in arranging and typing various business letters and forms. Each unit earned upon mastery completion of specified lessons, tests, speed skill, and use of audio-visual method of instruction.

SEC. 140 (BUS 92r) REFRESHER TYPING.

Units 1-3

Class Hours 5 lecture/lab hours/week

Prerequisites: None

Description: For students with insufficient training in typing to qualify for SEC. 110. Emphasis on improving keyboard control, correct typing techniques, and developing skill in typing straight copy, business letters, simple tables, outlines and manuscripts.

SEC. 145 (BUS 92x) TYPING SKILL BUILDING.

Units 1

Class Hours (8 weeks) 5 lab hours/week

Prerequisites: None

Description: Designed to improve your ability to type straight copy with correct technique, develop accuracy, and increase speed.

SEC. 200 (BUS 90a) BEGINNING GREGG SHORTHAND.

Units 1-5

Class Hours 5 lecture/2 audio library hours/week

Prerequisites: Enrollment in or completion of SEC. 400 (BUS 91); enrollment in or completion of 3 units of beginning typing or equivalent.

Description: A foundation course in Gregg Shorthand IPM (Individualized Progress Method) with practice in simple dictation and transcription.

SEC. 210 (BUS 90b) INTERMEDIATE SHORTHAND.

Units 7

Class Hours Maximum 10 class hours/week plus 1 lab hour by arrangement.

Prerequisites: SEC. 200 (BUS 90a) and completion of or enrollment in SEC. 110 (BUS 92b) and completion of or enrollment in SEC. 400 (BUS 91) or English 100 (English 1a) or English 802 (English 50b).

Description: A thorough review of shorthand principles. Intensive dictation and transcription, punctuation and English review, vocabulary development. Field trips, speakers, tapes and lab used.

SEC. 211 (BUS 90bx) INTERMEDIATE SHORTHAND.

Units 3
 Class Hours 6 lecture/1 lab hour/week
 Prerequisites: SEC. 200 (BUS 92a) and completion of or enrollment in SEC. 110 (BUS 92b) and completion of or enrollment in SEC. 400 (BUS 91) or English 100 (English 1a) or English 802 (English 50b).

Description: Thorough review of shorthand theory principles. Training in vocational application or shorthand with intensive dictation and transcription. Emphasis on the integration of specific secretarial skills.

SEC. 240 (BUS 90r) REFRESHER SHORTHAND.

Units 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: Enrollment in or completion of SEC. 100 (BUS 92a) or equivalent, and completion of or enrollment in SEC. 400 (BUS 91), English 100 (English 1a), or English 802 (English 50b).

Description: For student with insufficient skills in shorthand to qualify for SEC. 210 (BUS 90b). Review of Gregg shorthand principles and practice dictation and transcription.

SEC. 245 (BUS 90x) SHORTHAND SKILL BUILDING.

Units (Credit/No Credit) 1
 Class Hours 1 lecture/2 lab hours/week
 Prerequisites: SEC. 200, SEC. 100
 Description: An individualized program for students to rebuild, maintain, or increase shorthand skills. May be repeated once for credit.

SEC. 331 (BUS 94a) INTRODUCTION TO WORD PROCESSING I.

Units 1
 Class Hours (8 weeks) 2 lecture hours/week
 Prerequisites: Completion of SEC. 100 or ability to type 45 wpm.

Description: An introduction to the effect word processing has had on the traditional office structure, including the organization, processing, reproducing and distributing of typed material.

SEC. 332 (BUS 94b) INTRODUCTION TO WORD PROCESSING II.

Units 1
 Class Hours (8 weeks) 2 lecture hours/week
 Prerequisites: SEC. 331

Description: Continuation of the introduction of word processing with actual experience on a word processor. The role of management and secretaries

and career opportunities in the word processing field will be explored. Additional lab time will be required to gain proficiency in the use of the word processor.

SEC. 333 (BUS 94c) AUTOMATIC TYPING I.

Units 1
 Class Hours 1 lecture/3 lab hours/week
 Prerequisites: SEC. 331, SEC. 332

Description: An introduction to the Wang CRT automatic typing system. Competency in operating the Wang, preparing repetitive letters, revising business reports, storing and retrieving data on magnetic media.

SEC. 400 (BUS 91) BUSINESS ENGLISH.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Fundamental English preparation for all students; basic sentence structure, grammar, punctuation, capitalization, word usage, vocabulary building, and use of the dictionary.

SEC. 401 (BUS 56) BUSINESS COMMUNICATIONS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Completion of or enrollment in SEC. 100 (BUS 92a), Business English, SEC. 400 (BUS 91), or completion of English 801 or 802.

Description: How to achieve readability, build interest in, and use persuasive techniques in creating clear and concise letters and reports. Dictating techniques and speaking skills are refined.

SEC. 410 (BUS 100d) JOB SEARCH FOR BUSINESS STUDENTS.

Units 1
 Class Hours 20 lecture hours
 Prerequisites: Completion of SEC. 100 or equivalent proficiency in typing.

Description: Masters the skills needed in preparing a job application and necessary cover letters, develops and prepares an appropriate business resume, conducts and reports on a field job-related interview, practices and develops the techniques needed in the job interview.

SEC. 412 (BUS 100a) FILING AND RECORDS MANAGEMENT.

Units 1
 Class Hours 20 lecture hours
 Prerequisites: None

Description: 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, retention.

SEC. 414 (BUS 100b) MACHINE TRANSCRIPTION.

Units2
 Class Hours40 lecture/lab hours

Prerequisites: Completion of or current enrollment in SEC. 110, SEC. 400 or ENGL 100.

Description: Develops skill in effective transcription of machine-dictated business communications and efficient use of reference materials; develops familiarization with general business terminology; develops proficiency in correct use of punctuation and grammar.

SEC. 416 (BUS 100c) REPROGRAPHICS/ TELEPHONE TECHNIQUES.

Units1
 Class Hours20 lecture/lab hours

Prerequisites:SEC. 110 or equivalent typing ability.

Description: Experience in preparing masters for and operation of stencil, spirit, and photocopy duplicating, including transparency, electronic stencil machine, and mimeoscope. Telephone unit provides advanced program in productive telephone usage.

SEC. 418 (BUS 101) BUSINESS OFFICE ADMINISTRATION.

Units3
 Class Hours3 lecture hours/week

Prerequisites:Typing proficiency to SEC. 110, SEC. 400 or ENGL 100.

Description: Develops the professional polish in secretaries to prepare them for administrative roles. Policies, attitudes, and timesaving procedures in the contemporary business world are emphasized.

SEC. 680 (BUS 48) SELECTED TOPICS IN SECRETARIAL FIELD.

Units1-3
 Class HoursVariable

Prerequisites:None

Description: Selected topics not covered by regular catalog offerings.

SEC. 688 (BUS 148) SELECTED TOPICS IN SECRETARIAL FIELD.

Units1-3
 Class HoursVariable

Prerequisites:None

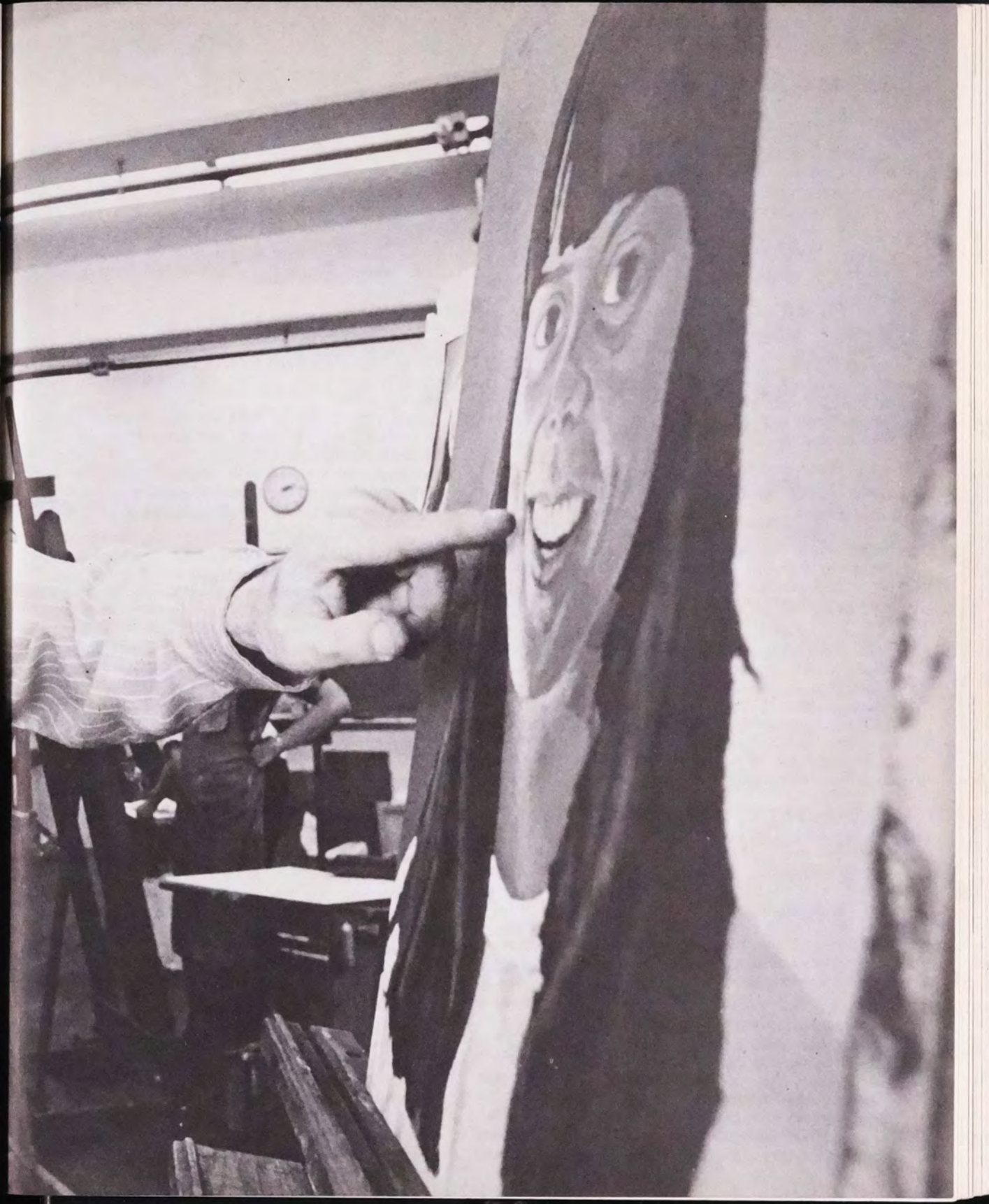
Description: Courses designed to provide special emphasis on subject of interest to Secretarial and other interested students. Not designed for transfer credit.

* Pending Approval



Humanities Division Course Descriptions





"Tie" Stine

1980/1981

ART

Faculty: Philip F. Egan, Richard C. Heidsiek,
Fredric A. Holle, Robert M. Nissen

ART 101 (ART 1a) HISTORY OF ART I.

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:None
Description: A survey of the development of art in the prehistoric, ancient, classic, and medieval periods. Emphasis placed upon the structure of art and its use in society.

ART 102 (ART 1b) HISTORY OF ART II.

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:None
Description: Survey of art from the late Middle Ages through the 18th century. Emphasis placed upon Renaissance values as they relate to architecture, sculpture, and painting.

ART 103 (ART 1c) HISTORY OF ART III.

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:None
Description: Survey of Western art as developed in the 19th and 20th centuries. Emphasis placed upon the influences of world art on contemporary art and architecture.

ART 110 (ART 10) INTRODUCTION TO ART.

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:None
Description: 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.

ART 120 (ART 30) DEVELOPMENT OF MEXICAN AND CHICANO ART.

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:None
Description: 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 satisfies the Ethnic Studies requirement.

ART 190 (ART 44) FINE ARTS FOR CHILDREN (Also MUS. 190)

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:None
Description: 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. Especially useful for parents and teacher aides.

ART 201 (ART 2a) FORM AND COMPOSITION I.

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:Concurrent enrollment in ART 601
Description: Fundamentals of representational composition with emphasis on the individual and combined use of line, mass, shape, color (value only), and space organization. Course will include both drawing and painting projects.

ART 202 (ART 2b) FORM AND COMPOSITION II.

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:ART 201, concurrent enrollment in ART 601
Description: An intermediate course in composition emphasizing the creative use of subject matter and the development of compositional versatility. Diverse media will be used.

ART 204 (ART 13a) DRAWING I.

Units (Grade Option)3
Class Hours3 lecture hours/week
Prerequisites:None
Description: 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.

ART 205 (ART 13b) DRAWING II.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 204
 Description: Continued development of visual perception and technique, emphasizing direct response to visual stimuli and personal interpretation of subject matter. Mixed media.

ART 207 (ART 15) LIFE DRAWING.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 205
 Description: Study of the human figure through the application of various drawing concepts. Perceptual sensitivity and compositional exploitation of the subject will be emphasized. May be repeated three times for credit.

ART 214 (ART 3) COLOR.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Consideration of color, theory, and practice. Relationship of color and form as applied to contemporary painting and design.

ART 221 (ART 6a) PAINTING I.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: ART 201, 204, concurrent enrollment in ART 601
 Description: A structured course in painting with projects emphasizing continuity of student experience, orderly approach, and increased sophistication as regards means and mode of expression. Field trips may be required. May be repeated three times for credit.

ART 222 (ART 6a) PAINTING II.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 221 and concurrent enrollment in ART 601
 Description: Development of awareness to optical potential of the painted surface. Acrylics, oil paint or other media will be employed to encourage individual expression. Field trips may be required. May be repeated three times for credit.

ART 231 (ART 7a) WATER COLOR I.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 201, ART 204
 Description: Study of transparent and opaque wa-

tercolor technique applied to landscape, figure, and still life. Both basic and experimental techniques will be emphasized. Field trips may be required. May be repeated three times for credit.

ART 232 (ART 7b) WATER COLOR II.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 231
 Description: Advanced study of transparent and opaque watercolor technique applied to landscape, figure, and still life. Both basic and experimental techniques will be emphasized. Field trips may be required. May be repeated three times for credit.

ART 234 (ART 17a) PRINTMAKING I.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: ART 204, 305, concurrent enrollment in ART 601
 Description: Introduction to printmaking, involving processes of relief printing and intaglio. May be repeated three times for credit.

ART 235 (ART 17b) PRINTMAKING II.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 234 and concurrent enrollment in ART 601
 Description: The student will choose from the types of printing listed in ART 234 for concentrated work. May be repeated three times for credit.

ART 241 (ART 17c) SILKSCREEN I.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 235 and concurrent enrollment in ART 601
 Description: Introduction to stencil process of printing through a silk screen to produce graphic art on paper and fabric. May be repeated three times for credit.

ART 301 (ART 5a) DESIGN.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:Concurrent enrollment in ART 601
 Description: Fundamentals of non-objective 2-dimensional organization through the use of concept (idea) as the point of departure. The separate and combined use of line, shape, color, texture, and space organization will be exploited in the course projects.

ART 303 (ART 5b) COLOR DESIGN.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 214 or ART 301
 Description: 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. May replace ART 222 for students emphasizing applied design. May be repeated three times for credit.

ART 305 (ART 21) THREE DIMENSIONAL DESIGN.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Introductory course in three-dimensional design and materials. Principles of design introduced through a series of projects related to spatial elements; practical skills in the use of hand, power, and welding tools. Project materials include: clay, wax, wood, plastics, metal, and cement. The course should be of special interest to students of engineering, architecture, interior design, landscape design, product design, and the various related crafts.

ART 311 (ART 12a) LETTERING AND LAYOUT I.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Development of proficiency in free-hand and mechanical lettering with pen and brush. Traditional and imaginative interpretations of lettering styles.

ART 312 (ART 12b) LETTERING AND LAYOUT II.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 311
 Description: 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.

ART 320 (ART 4) PERSPECTIVE.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: 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.

ART 322 (ART 14) ILLUSTRATION.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 201
 Description: 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.

ART 324 (ART 56) LANDSCAPE.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Developmental 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 three times for credit.

ART 326 (ART 57) PORTRAITURE.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ART 201 or ART 204
 Description: 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. May be repeated three times for credit.

ART 405, 406 (SCULPTURE 22a, 22b) SCULPTURE I, II.

Units (Grade Option)3 each
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Basic course in figurative and non-objective structural forms using plastic, fiberglass, metal and other media. May be repeated three times for credit.

ART 411 (ART 20) CERAMICS I.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Designed to give the student 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 in-

clude techniques of glazing and decorative processes. \$10 lab fee. May be repeated once for credit.

ART 424 (ART 24) FIBER ARTS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Exploration of various techniques and design possibilities of textile arts using hand-made looms. May be repeated once for credit.

ART 601 (ART 99) ART LAB.

Units (Credit Only) ½-1
 Class Hours 3 lab hours/week
 Prerequisites: See Below
 Description: Supervised Art Lab in connection with ART 201, 202, ART 301, ART 221, 222, ART 234, 235, ART 241. May be repeated three times for credit.

ART 670 (ART 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours 1 unit of credit for each 5 hours per week with a maximum of 4 units
 Prerequisites: Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.
 Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

ART 680 (ART 48) SELECTED TOPICS: ART.

Units 1-3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in Art, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

ART 690 (ART 49) SPECIAL PROJECTS: ART.

Units 1-2
 Prerequisites: None
 Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

ART 800 (ART 74) SURVEY OF PHOTOGRAPHY.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

DRAMA

Faculty: Robert M. Curtis, Melvin K. Ellett, Martin M. Lepisto

DRAM 106 (DRMA 6) READER'S THEATRE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

DRAM 140 (DRMA 10) INTRODUCTION TO THE THEATRE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Nomenclatures, duties, and responsibilities of the various theatre artists, traditions, script analysis, approach to a script from the director's viewpoint, the designer's viewpoint. Publicity, performance, music and dance, motion pictures, and T.V.

DRAM 142 (DRMA 24a) GREAT PLAYS: CLASSICAL AND RENAISSANCE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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, measuring the student's own beliefs and values against those of characters of other times and places. Play attendance may required.

DRAM 145 (DRMA 24b) GREAT PLAYS: MODERN ERA.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of the great plays and playwrights from the 17th Century to the present. See description of Drama 142.

DRAM 151 (DRMA 25a) INTRODUCTION TO SHAKESPEARE I. (Also LIT. 151)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 100
 Description: 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.

DRAM 152 (DRMA 25b) INTRODUCTION TO SHAKESPEARE II. (Also LIT. 152)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 100
 Description: 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 Drama 151 and are not selected on a chronological basis.

DRAM 200 (DRMA 14a) THEORY AND PRACTICE OF ACTING.

Units (Grade Option) 3
 Class Hours 4 lecture hours/week
 Prerequisites: Concurrent enrollment in DRAM 208
 Description: Theories and techniques of acting and dramatic production; presentation of scenes, including scenes performed for video-tape study; improvisation and pantomime; critical evaluation of scenes and plays.

DRAM 201, 202, 203 (DRMA 14b, 14c, 14d) ADVANCED ACTING.

Units (Grade Option) 3
 Class Hours 4 lecture hours/week
 Prerequisites: DRAM 200 and concurrent enrollment in DRAM 209, 210, 211
 Description: Advanced, enriched, and more complex work in the areas covered by DRAM 200.

DRAM 208, 209, 210, 211 (DRMA 14aL, 14bL, 14cL, 14dL) (ACTING LABORATORIES)

Units (Grade Option) 1-2
 Class Hours 6 lab hours/week
 Prerequisites: None
 Description: Supervised rehearsals of improvisations, pantomimes, oral readings and short scenes. Forms and styles of acting. Exercises in the use of mind, emotions, voice, and body in acting. Acting scenes for drama classes and others. Emphasis upon coaching by the instructor and the students preparing of scenes for performance. May be repeated once for credit.

DRAM 248 (DRMA 18) MAKE-UP

Units (Grade Option) 1
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: Introduction to basic techniques of theatrical make-up. Development of skills in practical application.

DRAM 261, 262 (DRMA 13a, 13b) DRAMA TECHNOLOGY I, II.

Units (Grade Option) 3
 Class Hours 2 lecture & 3 lab hours/week
 Prerequisites: None
 Description: Theory and practice relating to the design and execution of lighting and sound for theatrical presentations. Study of various types of lighting and sound equipment and accessories. Elements of electricity, qualities of light and sound and their control.

DRAM 263, 264 (DRMA 13c, 13d) DRAMA TECHNOLOGY III, IV.

Units (Grade Option) 3
 Class Hours 3 lecture & 3 lab hours/week
 Prerequisites: DRAM 261 and 262 or their equivalent
 Description: Lectures and special projects in stage managing, technical work, and design.

DRAM 300 (DRMA 15) PLAY PRODUCTION.

Units (Grade Option) ½-2
 Class Hours By arrangement
 Prerequisites: Audition
 Description: Problems of actual play production, acting. Play rehearsal of seven weeks for each of three major productions per semester. Rehearsals are held from 7-10 p.m., Monday through Friday. May be repeated for up to 18 units.

DRAM 305 (DRMA 16) TECHNICAL PRODUCTION.

Units (Grade Option) ½-2

Class Hours By arrangement

Prerequisites: None

Description: Problems of actual play production. Set building, painting, lighting, sound, properties, rigging, and stage crew operations. Students may work on one to three plays per semester. May be repeated for up to 18 units.

DRAM 338 (DRMA 17) COSTUME WORKSHOP.

Units (Grade Option) 1-2

Class Hours 1 lecture/week plus lab by arrangement

Prerequisites: None

Description: 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 three times for credit.

DRAM 670 (DRMA 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4

Class Hours 1 unit of credit for each 5 hours per week with a maximum of 4 units

Prerequisites: Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.

Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, individual conferences with instructor-coordinator.

DRAM 680 (DRMA 48) SELECTED TOPICS: DRAMA.

Units 1-3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: Study of important figures and movements in Drama, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

DRAM 688 (DRMA 148) OTHER SELECTED TOPICS: DRAMA.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: Innovative or experimental courses, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

DRAM 690 (DRMA 49) SPECIAL PROJECTS: DRAMA.

Units 1-2

Prerequisites: None

Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

ENGLISH

Faculty: Robert M. Curtis, John Friesen, Robert J. Glessing, Aida Hinojosa, Craig R. Hoffman, William C. Kenney, Diane LeBow, Guerd G. Pagels, Charles R. Plunkett, Norman W. Siringer, Pamela D. Stein, Jack S. Swenson, Rozalee Szabo, Jane C. Weidman, Amy D. Whitmore

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 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 these colleges. No other exams are acceptable.

Those taking the Placement Exam will ordinarily be placed in either English 100 or English 801. Additional class placements will be made for those students requiring remedial courses.

The English Department recognizes both the C.L.E.P. examination and the Advanced Placement Test in English.

ENGL 100 (ENGL 1a) READING AND COMPOSITION.

Units 3

Class Hours 3 lecture hours/week

Prerequisites: ENGL 100 recommendation via the placement test

Description: Intensive reading and writing based on a study of primarily non-fiction materials; writing will emphasize the expository and the argumentative forms.

ENGL 110 (ENGL 1b) COMPOSITION AND LITERATURE.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 100
 Description: Study of at least three literary types: short story, drama, poetry, or novel, with extensive critical writing. Essays will be based on reading and class analysis.

ENGL 161 (ENGL 9a) CREATIVE WRITING I.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The craft of writing fiction. Designed to help beginning writers to find a way to begin and to encourage journeyman writers to continue, emphasis falls upon writing technique and critical ability.

ENGL 162 (ENGL 9b) CREATIVE WRITING II.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The craft of writing poetry. Designed to help beginning writers to find a way to begin and to encourage journeyman writers to continue, emphasis falls upon writing technique and critical ability.

ENGL 165 (ENGL 2) ADVANCED COMPOSITION.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 100, 110
 Description: 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.

ENGL 181 (ENGL 6) TECHNICAL REPORT WRITING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 100 or equivalent
 Description: Designed to help the student become skilled in the basic techniques of report writing. Students will write papers about their technical areas or interests. Basic principles for achieving successful written communication—both formal and informal—are set forth.

ENGL 670 (ENGL 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours .1 unit of credit for each 5 hours per week with a maximum of 4 units
 Prerequisites: ... Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.
 Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, individual conferences with instructor-coordinator.

ENGL 680 (ENGL 48) SELECTED TOPICS: ENGLISH.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in English, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

ENGL 688 (ENGL 148) OTHER SELECTED TOPICS: ENGLISH.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Innovative or experimental courses, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

ENGL 690 (ENGL 49) SPECIAL PROJECTS IN ENGLISH.

Units 1-2
 Prerequisites: None
 Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

ENGL 801 (ENGL 50a) READING AND WRITING.

Units 3-4
 Class Hours 3-4 lecture hours/week
 Prerequisites: ... Eligibility determined by English Placement Test
 Description: This is an AA/AS degree level course and is especially recommended for students who have found previous English courses difficult.

Content: reading of non-fiction and short fiction materials; writing of paragraphs; some work on study skills and critical thinking. The course is designed to increase reading and writing skills, to develop an interest in reading for pleasure and information.

ENGL 802 (ENGL 50b) READING AND INTERPRETATION.

Units 4
 Class Hours 4 lecture hours/week
 Prerequisites: ENGL 801
 Description: This course is a continuation of English 801. Content: reading and interpreting of novels, poetry, and drama; writing of paragraphs and short essays; continued work on study skills and critical thinking.

ENGL 860 (ENGL 56) VOCABULARY DEVELOPMENT.

Units (Grade Option) ½-2
 Class Hours 1 lecture and 1 lab hour/week
 Prerequisites: None
 Description: A course in vocabulary improvement, including use of context and structural clues, and use of the dictionary. Frequent individual quizzes. May be repeated three times for credit.

ENGL 870 (ENGL 58) SPELLING.

Units (Grade Option) 2
 Class Hours 1 lecture and 1 lab/week
 Prerequisites: None
 Description: Word history, derivation, formation, and spelling rules are covered in the course. Students may be placed in English 870 as a result of their English Placement Test results, but the course is open to all students.

ENGL 880 (ENGL 55) ENGLISH FUNDAMENTALS AND GRAMMAR REVIEW.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: While primarily intended as a semester-length "brush-up" course, English 880 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.

LIT. 101 (ENGL 27) MODERN LITERATURE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 100 or equivalent
 Description: Study of selected fiction, poetry, and

drama of the 20th Century. Lectures, discussions, related reading, writing of critical papers.

LIT. 111 (ENGL 21) THE SHORT STORY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Designed to help the student understand short stories, perhaps the most popular form of prose fiction today. Careful analysis of short stories as a means of developing in the student a critical method for the evaluation of the short story form.

LIT. 115 (ENGL 23) INTRODUCTION TO POETRY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 110 or equivalent
 Description: Discovery and study of the experience of a poem. Intensive and extensive reading, discussion, papers.

LIT. 141 (ENGL 29) DRAMA STUDY AND APPRECIATION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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 analysis follow.

LIT. 142 (ENGL 24a) EARLY DRAMA. (Also DRAM 142)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of the greatest plays and playwrights from classical Greece to the Elizabethan era in England. Principles underlying dramatic literature in each period will be related to dominant social, intellectual, and artistic forces. Play attendance may be required.

LIT. 143 (ENGL 24b) MODERN DRAMA. (Also DRAM 143)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of the great plays and playwrights from the 17th century to the present. Principles underlying dramatic literature in each period will be related to dominant social, intellec-

tual, and artistic forces. Play attendance may be required.

LIT. 151 (ENGL 25a) INTRODUCTION TO SHAKESPEARE I. (Also DRAM 151)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: ENGL 100 or equivalent
 Description: 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.

LIT. 152 (ENGL 25b) INTRODUCTION TO SHAKESPEARE II. (Also DRAM 152)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: ENGL 100 or equivalent
 Description: 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 LIT. 151 and are not selected on a chronological basis.

LIT. 191 (ENGL 4) CHILDREN'S LITERATURE. (Also EDUC 191)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: None
 Description: Designed to give laboratory experience in presenting stories and poetry to children in the pre-school and 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.

LIT. 200 (ENGL 30) MAJOR FIGURES IN AMERICAN LITERATURE.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: ENGL 100 or equivalent
 Description: Study of the writings of some of the major figures in American literature. Intensive reading, lectures, discussion, papers.

LIT. 231 (ENGL 46a) SURVEY OF ENGLISH LITERATURE I.

Units (Grade Option)3
 Class Hours3 lecture hours/week

Prerequisites: ENGL 110
 Description: Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Discussions, lectures, writing of critical essays.

LIT. 232 (ENGL 46b) SURVEY OF ENGLISH LITERATURE II.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: None
 Description: Study of the typical works of major English writers from the Restoration to the Victorian period. Discussions, lectures, writing of critical essays.

LIT. 233 (ENGL 46c) SURVEY OF ENGLISH LITERATURE III.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: ENGL 110
 Description: Study of major English writers of the 20th century, including Woolf, Eliot, Yeats, and Huxley. Discussions, lectures, writing of critical essays.

LIT. 251 (ENGL 38) WOMEN IN LITERATURE.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: None
 Description: This course explores women writers' views of women and men in short stories, novels, poetry, drama, and film. The class discusses literature beginning with the ancient Greeks up to contemporary feminist writers, comparing men and women writers on similar themes. May be repeated one time for credit.

LIT. 266 (ENGL 43) BLACK LITERATURE.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: None
 Description: Historical and literary survey of Afro-American literature emphasizing principal authors and their works from the 19th century to the present. Lectures and discussions based on readings of poetry, short stories, novels and drama; written reports. Satisfies Ethnic Studies requirement.

LIT. 268 (ENGL 41) BLACK POETRY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: None
 Description: Survey of 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. Satisfies Ethnic Studies requirement.

LIT. 301 (ENGL 42a) MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE I.

Units (Grade Option)3
Class Hours3 lecture hours/week

Prerequisites:Eligibility for ENGL 100 or equivalent

Description: Selections from the literature of ancient Greece through Renaissance Europe will be read, analyzed, discussed and enjoyed. Group work, oral reports, papers.

LIT. 302 (ENGL 42b) MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE II.

Units (Grade Option)3
Class Hours3 lecture hours/week

Prerequisites:Eligibility for ENGL 100

Description: 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.

LIT. 341 (ENGL 45) RUSSIAN NOVEL/SHORT STORY.

Units (Grade Option)3
Class Hours3 lecture hours/week

Prerequisites:None

Description: 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.

LIT. 371 (ENGL 44a) MEXICAN-AMERICAN LITERATURE.

Units (Grade Option)3
Class Hours3 lecture hours/week

Prerequisites:None

Description: Study (in English) of literature written by Mexican-Americans. Emphasis will be placed upon contemporary stories, poems, and essays. Satisfies Ethnic Studies requirement.

LIT. 372 (ENGL 44b) MYTH AND FOLKLORE OF LA RAZA.

Units (Grade Option)3
Class Hours3 lecture hours/week

Prerequisites:None

Description: Study of the folk literature of Mexican

and Mexican-American peoples, with special emphasis on their effect on contemporary values. Satisfies Ethnic Studies requirement.

LIT. 375 (ENGL 40) NATIVE-AMERICAN LITERATURE.

Units (Grade Option)3
Class Hours3 lecture hours/week

Prerequisites:None

Description: A study of the great epics and myths, the lyrical and narrative poetry, the oratory, and the contemporary works in prose and poetry of the American Indian from pre-Conquest times to the present. Satisfies Ethnic Studies requirement.

LIT. 422 (ENGL 36) FANTASY AND SCIENCE FICTION.

Units (Grade Option)3
Class Hours3 lecture hours/week

Prerequisites:None

Description: Study of fantasy and science fiction emphasizing 20th century works. Both popular writers and established literary figures covered in wide range of forms, types, and themes of science fiction. Extensive and intensive readings, lectures, discussion, and critical papers in areas of individual interest.

LIT. 441 (ENGL 28a) FILM STUDY AND APPRECIATION I.

Units (Grade Option)3
Class Hours3 lecture & 1 lab hour/week

Prerequisites:None

Description: Study of significant motion pictures from the early 1900s to the 1940s as an art form with emphasis on structure of film and the technique of film making. Screening of films followed by discussion and/or written analysis relating to appreciation and understanding of film as a communicative medium. May be repeated twice for credit.

LIT. 442 (ENGL 28b) FILM STUDY AND APPRECIATION II.

Units (Grade Option)3
Class Hours3 lecture & 1 lab hour/week

Prerequisites:None

Description: Study of selected representative films (1940s to the present) 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. May be repeated twice for credit.

LIT. 455 (ENGL 31) THE NONFICTION FILM.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

LIT. 461 (ENGL 28c) FILM MAKING.

Units (Grade Option) 3
 Class Hours 2 lecture & 2 lab hours/week
 Prerequisites: None
 Description: 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.

LIT. 680 (ENGL 48) SELECTED TOPICS: LITERATURE.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in Literature, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

LIT. 688 (ENGL 148) OTHER SELECTED TOPICS: LITERATURE.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Innovative or experimental courses, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

READ. 801 (ENGL 67a) DEVELOPMENTAL READING.

Units (Credit Only) ½-3
 Class Hours 5 lecture hours/week
 Prerequisites: None
 Description: 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. May be repeated three times for credit.

READ. 803 (ENGL 67b) READING IMPROVEMENT I.

Units (Credit Only) ½-1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: By means of individual and group work, the course stresses study skills, reading 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 twice for credit.

READ. 804 (ENGL 67c) READING IMPROVEMENT II.

Units (Credit Only) ½-1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Further work in college reading. Students may enroll until the 12th week of the semester. May be repeated twice for credit.

WRIT 801 (ENGL 68a) BASIC WRITING I.

Units (Credit Only) ½-3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: By means of individual and group instruction, this course concentrates on basic skills in writing, stressing sentence and paragraph composition and standard writing conventions and mechanics. Students may enroll until the 12th week of the semester. May be repeated three times for credit.

WRIT 802 (ENGL 68b) BASIC WRITING II.

Units (Credit Only) ½-1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Although intended to augment writing instruction in other English courses, the class is open to all students requiring work in English composition. Emphasis is placed on organization, quality and support of ideas, language effectiveness, and various methods of essay-writing. Students may enroll until the sixth week of the semester. May be repeated twice for credit.

WRIT 803 (ENGL 68c) BASIC WRITING III.

Units (Credit Only) ½-1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None

Description: Further work in English composition, stressing essay organization, development, and support. Students may enroll until the 12th week of the semester. May be repeated twice for credit.

WRIT 804 (ENGL 68d) BASIC WRITING IV.

Units (Credit Only) ½-3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: Drop-in writing class. Students may come into the class any weekday between 3 p.m. and 4 p.m. To enroll, a student need only come to the writing class.

ENGLISH INSTITUTE

Faculty: Gilberto P. De La Rocha, Kenton Sutherland, Rosalee Szabo, Gilberto S. Villarreal

English Institute

The English Institute is designed 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 consists of one or more semesters of intensive or semi-intensive English language studies. It has been organized to encourage the student to complete the course of study in as little as one semester. The English Institute prepares the student for university transfer courses, for A.A. degree studies, and for vocational programs offered at Cañada College.

An English Institute Placement Test is given at the beginning of each semester. The test results will be used for initial placement of students; individual instructors, however, may recommend a higher or lower placement based on classroom performance.

Instituto de Inglés

El Instituto de Inglés es para estudiantes cuya lengua nativa no sea el inglés. Estos estudiantes podrán tomar de uno a cuatro cursos por semestre, hasta un máximo de 18 unidades semestrales. Los cursos principiantes se ofrecerán durante los semestres de otoño y primavera. El programa consta de un semestre o más de estudio intensivo o semi-intensivo del idioma inglés. Dicho programa ha sido organizado para alentar al estudiante a completar el curso en un semestre. El Instituto de Inglés prepara al estudiante para cursos transferibles a la universidad, para estudios por el diploma de

Asociado en Artes (A.A. Degree), y para programas vocacionales que se ofrecen en el Colegio Cañada.

Un exámen de aptitud se realizará al principio de cada semestre. Los resultados del exámen se emplearán para la ubicación inicial de los estudiantes; sin embargo, instructores individuales también podrán recomendar una ubicación apropiada del estudiante, de acuerdo con su rendimiento en el salón de clase.

E.I. 311, 312 (EI 5W, 6W) BASIC COMPOSITION I, II.

Units 5 each

Class Hours 5 lecture hours/week

Prerequisites: Placement by exam

Description: 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.

E.I. 821, 822, 823, 824 (EI 1G, 2G, 3G, 4G)

GRAMMAR I, II, III, IV.

Units (Grade Option) 1-5 each

Class Hours 5 lecture hours/week

Prerequisites: Placement by exam

Description: Basic, intermediate, and advanced grammar and word study and practice for students whose native language is other than English. May be repeated once for credit.

E.I. 831, 832, 833, 834 (EI 1L, 2L, 3L, 4L)

LISTENING I, II, III, IV.

Units (Grade Option) 1-5 each

Class Hours 5 lecture hours/week

Prerequisites: Placement by exam

Description: 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. May be repeated once for credit.

E.I. 841, 842, 843, 844 (EI 1W, 2W, 3W, 4W)

WRITING I, II, III, IV.

Units (Grade Option) 1-3 each

Class Hours 3 lecture hours/week

Prerequisites: Placement by exam

Description: 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. May be repeated once for credit.

E.I. 861, 862, 863, 864 (EI 1R, 2R, 3R, 4R)**READING I, II, III, IV.**

Units (Credit Only) 1-3 each
 Class Hours 5 lecture hours/week
 Prerequisites: Placement by exam
 Description: Basic, intermediate, and advanced practice in reading English for students whose native language is other than English. Comprehension and vocabulary development are stressed. May be repeated once for credit.

E.I. 871, 872 (E.I. 46a, 46b) CULTURAL ORIENTATION I, II.

Units (Credit Only) ½-1 each
 Prerequisites: None
 Description: English to help reinforce listening comprehension skills. The program includes listening to tapes, stories, and recordings. ½ units of credit for each 24 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. Courses may be repeated once for credit. All materials are housed in the Media Learning Center.

FOREIGN LANGUAGES

Faculty: David J. Eakin, Richard M. Ramos, Thomas J. Zingales

CHIN 801 (CHIN 1) CONVERSATIONAL CHINESE I.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

CHIN 802 (CHIN 2) CONVERSATIONAL CHINESE II.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: CHIN 801
 Description: Further 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.

FREN 110 (FREN 1) ELEMENTARY FRENCH.

Units 5

Class Hours 5 lecture hours/week
 Prerequisites: None
 Description: Conversation in the language, dictation, reading, study of the fundamentals of grammar and the writing of simple French exercises. The student is urged to make extensive use of the listening facilities in the language laboratory.

FREN 111 (FREN 1a) ELEMENTARY FRENCH I.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The basic principles of beginning French, offered at a less intense pace than French 110. One semester equals approximately half of French 110. May be used for fulfilling transfer language requirements.

FREN 112 (FREN 1b) ELEMENTARY FRENCH II.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: FREN 111
 Description: Further basic principles of beginning French, offered at a less intense pace than French 110. One semester equals approximately half of French 110. May be used for fulfilling transfer language requirements.

FREN 120 (FREN 2) ADVANCED ELEMENTARY FRENCH.

Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: FREN 110 or equivalent
 Description: Conversation, dictation, further study of grammar and sentence structure; study of cognates, derivatives and idioms, reading of short stories. The student is urged to make extensive use of the listening facilities in the language laboratory.

FREN 121 (FREN 2a) ADVANCED ELEMENTARY FRENCH I.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: FREN 110 or equivalent
 Description: The basic principles of Advanced Elementary French, offered at a less intense pace than French 120. One semester equals approximately half of French 120. May be used for fulfilling transfer language requirements.

FREN 122 (FREN 2b) ADVANCED ELEMENTARY FRENCH II.

Units 3
 Class Hours 3 lecture hours/week

Prerequisites: FREN 121
 Description: Further basic principles of Advanced Elementary French, offered at a less intense pace than French 120. One semester equals approximately half of French 120. May be used for fulfilling transfer language requirements.

FREN 130 (FREN 3) INTERMEDIATE FRENCH.
 Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: FREN 120 or equivalent
 Description: 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.

FREN 140 (FREN 4) ADVANCED INTERMEDIATE FRENCH.
 Units 5
 Class Hours 3 lecture hours/week
 Prerequisites: FREN 130 or equivalent
 Description: Reading of selections from French literature and reading of a contemporary novel; further practice of conversation and composition; continued review of principles of grammar; analysis of idioms.

FREN 161 (FREN 25a) READINGS IN FRENCH LITERATURE I.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: FREN 140
 Description: Reading and discussion of works of French literature. Continued review of principles of grammar.

FREN 162 (FREN 25b) READINGS IN FRENCH LITERATURE II.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: FREN 161
 Description: Further reading and discussion of works of French literature. Continued review of principles of grammar.

FREN 196 (FREN 46) FOREIGN LANGUAGE LABORATORY.
 Units (Credit Only) ½-1
 Class Hours 3 lab hours per week
 Prerequisites: None
 Description: A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding French.

FREN 197 (FREN 27) FRENCH PRONUNCIATION.
 Units 2
 Class Hours 1½ lecture and 1½ lab hours/week
 Prerequisites: None
 Description: Comprehensive study of the theory and practice of pronunciation of the French language. Practical approach, with an emphasis on much oral work in class and in the language laboratory, to improve the pronunciation skills of those persons who have been, or who will be, exposed to French at some level. Background in French recommended.

FREN 680 (FREN 48) SELECTED TOPICS: FRENCH
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in French, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated 3 times for credit.

FREN 688 (FREN 148) OTHER SELECTED TOPICS: FRENCH.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Innovative or experimental courses, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

FREN 690 (FREN 49) SPECIAL PROJECTS IN FRENCH.
 Units 1-2
 Prerequisites: None
 Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

FREN 801 (FREN 100a) CONVERSATIONAL FRENCH I.
 Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Practical course in the French language approached by way of conversation. Intensive drill in the formulas and idioms of daily speech is supported with sufficient grammar to give flexibility in the spoken language. (This

course will not fulfill language requirement of California State Colleges or at the University of California.)

FREN 802 (FREN 100b) CONVERSATIONAL FRENCH II.

Units (Grade Option)2
 Class Hours3 lecture hours/week
 Prerequisites:FREN 801
 Description: Further drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

FREN 803 (FREN 100c) CONVERSATIONAL FRENCH III.

Units (Grade Option)2
 Class Hours3 lecture hours/week
 Prerequisites:FREN 802
 Description: More advanced drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

FREN 804 (FREN 100d) CONVERSATIONAL FRENCH IV.

Units (Grade Option)2
 Class Hours3 lecture hours/week
 Prerequisites:FREN 803
 Description: Further advanced drill in the formulas and idioms of daily speech supported with sufficient grammar to give flexibility in the spoken language with particular attention paid to enlarging the particular vocabulary. (This course will not fulfill language requirement at California State Colleges or at the University of California.)

GERM 110 (GERM 1) ELEMENTARY GERMAN.

Units5
 Class Hours5 lecture hours/week
 Prerequisites:None
 Description: 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.

GERM 111 (GERM 1a) ELEMENTARY GERMAN I.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: The basic principles of beginning German, offered at a less intense pace than German 110. One semester equals approximately half of German 110. May be used for fulfilling transfer language requirements.

GERM 112 (GERM 1b) ELEMENTARY GERMAN II.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:GERM 111
 Description: Further basic principles of beginning German, offered at a less intense pace than German 110. One semester equals approximately second half of German 110. May be used for fulfilling transfer language requirements.

GERM 120 (GERM 2) ADVANCED ELEMENTARY GERMAN.

Units5
 Class Hours5 lecture hours/week
 Prerequisites:GERM 110 or equivalent
 Description: Continuation of work begun in German 110, 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.

GERM 121 (GERM 2a) ADVANCED ELEMENTARY GERMAN II.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:GERM 110 or GERM 112
 Description: The basic principles of Advanced Elementary German, offered at a less intense pace than German 120. One semester equals approximately half of German 120. May be used for fulfilling transfer language requirements.

GERM 122 (GERM 2b) ADVANCED ELEMENTARY GERMAN II.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:GERM 121
 Description: Further basic principles of Advanced Elementary German, offered at a less intense pace than German 120. May be used for fulfilling language requirements.

GERM 196 (GERM 46) FOREIGN LANGUAGE LABORATORY.

Units ½-1
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding German.

GERM 680 (GERM 48) SELECTED TOPICS: GERMAN.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in German, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

GERM 690 (GERM 49) SPECIAL PROJECTS IN GERMAN.

Units 1-2
 Prerequisites: None
 Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

GERM 801 (GERM 100a) CONVERSATIONAL GERMAN I.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.)

GERM 802 (GERM 100b) CONVERSATIONAL GERMAN II.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: GERM 801
 Description: 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.)

GERM 803 (GERM 100c) CONVERSATIONAL GERMAN III.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: GERM 802
 Description: 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.)

GERM 804 (GERM 100d) CONVERSATIONAL GERMAN IV.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: GERM 803
 Description: 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.)

JAPA 801 (JAPA 100a) CONVERSATIONAL JAPANESE I.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

JAPA 802 (JAPA 100b) CONVERSATIONAL JAPANESE II.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: JAPA 801
 Description: Further work in basic grammar, idioms and pronunciation.

ITAL 680 (ITAL 48) SELECTED TOPICS: ITALIAN

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in Italian, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester

schedule for particular offerings. May be repeated three times for credit.

ITAL 801 (ITAL 100a) CONVERSATIONAL ITALIAN I.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: A basic course in conversational Italian, with attention to pronunciation.

ITAL 802 (ITAL 100b) CONVERSATIONAL ITALIAN II.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: ITAL 801
 Description: Further work in basic grammar idioms, and pronunciation. May be repeated once for credit.

ITAL 803 (ITAL 100c) CONVERSATIONAL ITALIAN III.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: ITAL 802
 Description: Further work with dialect and variation in Italian by means of drill, recitation, and reading. May be repeated twice for credit.

RUSS 110 (RUSS 1) ELEMENTARY RUSSIAN.

Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: None
 Description: Study of and practice in the basic forms and patterns of Russian; development of a satisfactory pronunciation; learning and using vocabulary of high frequency; reading of simple Russian texts. Students are urged to make use of the listening facilities in the language laboratory.

RUSS 111 (RUSS 1a) ELEMENTARY RUSSIAN I.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Approximately half of the semester's work in Russian 110 is covered in this course. Recommended for those students without any background in foreign language study.

RUSS 112 (RUSS 1b) ELEMENTARY RUSSIAN II.

Units 3

Class Hours 3 lecture hours/week
 Prerequisites: RUSS 111
 Description: Approximately the second half of the semester's work in Russian 110 is covered. (Russian 111 and 112 are equivalent to Russian 110.)

RUSS 680 (RUSS 48) SELECTED TOPICS: RUSSIAN

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in Russian, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

RUSS 801 (RUSS 100a) CONVERSATIONAL RUSSIAN I.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: A practical course in the Russian language, approached by way of conversation. Intensive drills in the formulas and idioms of daily speech; supported by an introduction to basic grammar. (This course will currently not satisfy language requirement at transfer institutions.)

RUSS 802 (RUSS 100b) CONVERSATIONAL RUSSIAN II.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Further drill in the patterns and idioms of daily speech, with support by further work in basic grammar. (This course will currently not satisfy language requirements at transfer institutions.)

SPAN 110 (SPAN 1) ELEMENTARY SPANISH.

Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: None
 Description: 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 listening facilities in the language laboratory.

SPAN 120 (SPAN 2) ADVANCED ELEMENTARY SPANISH.

Units 5

Class Hours 5 lecture hours/week
 Prerequisites: Spanish 110 or equivalent
 Description: Continuation of Spanish 110. 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.

SPAN 130 (SPAN 3) INTERMEDIATE SPANISH.
 Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: Spanish 120 or equivalent
 Description: Practice of conversation and composition: review of grammar; class and collateral reading of Spanish and Spanish literature. Students are urged to make extensive use of the facilities in the language laboratory.

SPAN 140 (SPAN 4) ADVANCED INTERMEDIATE SPANISH.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Spanish 130 or equivalent
 Description: 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.

SPAN 161 (SPAN 25a) READINGS IN SPANISH LIT. I.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 140
 Description: 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.

SPAN 162 (SPAN 25b) READINGS IN SPANISH LIT. II.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 161
 Description: Further study and practice in oral and written composition, class reading of works of Spanish and Spanish-American literature, collateral reading of varied types of Spanish and Spanish-American literature, and review of grammar.

SPAN 196 (SPAN 46) FOREIGN LANGUAGE LABORATORY.
 Units (Credit Only) ½-1
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: A program consisting of 25-50 hours of work in the language laboratory, emphasizing speaking and understanding Spanish.

SPAN 680 (SPAN 48) SELECTED TOPICS: SPANISH.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in Spanish, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

SPAN 688 (SPAN 148) OTHER SELECTED TOPICS: SPANISH.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Innovative or experimental course, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

SPAN 690 (SPAN 49) SPECIAL PROJECTS: SPANISH.
 Units 1-2
 Prerequisites: None
 Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

SPAN 801 (SPAN 100a) CONVERSATIONAL SPANISH I.
 Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.)

SPAN 802 (SPAN 100b)**CONVERSATIONAL SPANISH II.**

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 801
 Description: 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.)

SPAN 803 (SPAN 100c)**CONVERSATIONAL SPANISH III.**

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 802
 Description: 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.)

SPAN 804 (SPAN 100d)**CONVERSATIONAL SPANISH IV.**

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 803
 Description: 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.)

HUM. 680 (HUM 48) SELECTED TOPICS: HUMANITIES.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of important figures and movements in Humanities, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

HUM. 688 (HUM 148) OTHER SELECTED TOPICS: HUMANITIES.

Units 3
 Class Hours 3 lecture hours/week

Prerequisites: None
 Description: Innovative or experimental course, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

JOURNALISM

Faculty: Robert J. Glessing

JOUR 110 (JOUR 1) INTRODUCTION TO JOURNALISM.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

JOUR 120 (JOUR 2) NEWSWRITING.

Units 3
 Class Hours 2 lecture and 2 lab hours/week
 Prerequisites: JOUR 110 and eligibility for ENGL 100
 Description: 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.

JOUR 300 (JOUR 15) NEWSPAPER PRODUCTION.

Units 2
 Class Hours 4 lab hours/week
 Prerequisites: JOUR 120 (may be taken simultaneously)
 Description: 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 three times for credit.

JOUR 670 (JOUR 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours 1 unit of credit for each 5 hours per week with a maximum of 4 units.
 Prerequisites: Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.
 Description: Activities include setting measurable

learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

JOUR 680 (JOUR 48) SELECTED TOPICS: JOURNALISM.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Study of important figures and movements in Journalism, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

JOUR 688 (JOUR 148) OTHER SELECTED TOPICS: JOURNALISM.

Units3
 Class Hours3 lecture hours/week
 PrerequisiteNone
 Description: Innovative or experimental course, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

JOUR 690 (JOUR 49) SPECIAL PROJECTS: JOURNALISM.

Units1-2
 Prerequisites:None
 Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

LIBRARY SCIENCE

Faculty: Florence M. Chan

LIBR 100 (L.S. 10) INTRODUCTION TO LIBRARY RESOURCES.

Units (Credit Only)1
 Class Hours3 lab hours/week
 Prerequisites:None
 Description: A self-paced course designed to familiarize students with the variety of information resources available in academic libraries; effective use of such services and resources as magazines, newspapers, reference books, and microfilm materials for writing the term paper is a primary objective of the course.

LIBR 680 (L.S. 48) SELECTED TOPICS: LIBRARY SCIENCE.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Study of important figures and movements in Library Science, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

LIBR 688 (L.S. 148) OTHER SELECTED TOPICS: LIBRARY SCIENCE.

Units3
 Prerequisites:3 lecture hours/week
 Description: Innovative or experimental courses, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

LIBR 690 (L.S. 49) SPECIAL PROJECTS: LIBRARY SCIENCE.

Units1-2
 Prerequisites:None
 Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

MUSIC

Faculty: Stanley E. Easter, Philip C. Ienni, John H. Krueger, Carl V. Sitton, Van Raymond Thein

MUS. 100 (MUS 8) FUNDAMENTALS OF MUSIC.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:Concurrent enrollment in MUS. 602
 Description: Basic musical skills—singing, ear training, reading music notation, and harmonizing 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 MUS. 101 and 131. Suggested for the elementary classroom teacher and the amateur musician.

MUS. 101 (MUS 1) MUSICIANSHIP I.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: ... Concurrent enrollment in MUS. 602

Description: Music notation, keys, key signatures, intervals, sight reading and ear training. Some pianistic ability desirable.

MUS. 102 (MUS 2a) MUSICIANSHIP II.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: ... MUS. 101, concurrent enrollment in MUS. 602

Description: Further work on music notation, keys, key signature, intervals, sight reading, and ear training.

MUS. 103 (MUS 2b) MUSICIANSHIP III.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: ... MUS. 102, concurrent enrollment in MUS. 602

Description: Continuation of MUS. 102. Emphasis is on ear training and sight reading.

MUS. 131 (MUS 4a) HARMONY I

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... Concurrent enrollment in MUS. 602

Description: Study of chords and their relation to each other, in order to develop the ability to harmonize melodies on paper or at the keyboard. MUS. 131 & 132 carry the student from simple triads through and including chords of the dominant seventh. Usually taken concurrently with MUS. 101 & 103; some piano ability is essential.

MUS. 132 (MUS 4b) HARMONY II.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... MUS. 131, concurrent enrollment in MUS. 602

Description: Further study of chords and their relation to each other.

MUS. 133 (MUS 5a) HARMONY III.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... MUS. 131, concurrent enrollment in MUS. 602

Description: Deals with chords of seventh and ninth, altered chords and modulations, and arranging for various vocal and instrumental groups, and original composition.

MUS. 134 (MUS 5b) HARMONY IV.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... MUS. 133, concurrent enrollment in MUS. 602

Description: Deals with contemporary theories which may include tension-rest, free-tonaltriadic, twelve tone, non-triadic harmonies, and aleatoric music.

MUS. 150 (MUS 20) COMPOSITION.

Units 2-3
 Class Hours 2 lecture and 1 lab hour/week
 Prerequisites: ... MUS. 131

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

MUS. 170 (MUS 32) JAZZ IMPROVISATION.

Units 1
 Class Hours 1½ lecture and 1½ lab hours/week
 Prerequisites: ... Ability to play an instrument and read music

Description: Performance and analysis of jazz improvisation.

MUS. 190 (MUS 44) FINE ARTS FOR CHILDREN. (ALSO ART 190)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... None

Description: 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. Especially useful for parents and teacher aides.

MUS. 202 (MUS 6) MUSIC APPRECIATION AND SURVEY.

Units (Grade Option) 3
 Class Hours 3 lecture and 1 lab hour/week
 Prerequisites: ... None

Description: Music literature and history with emphasis on 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. This course is for non-music majors, as well as music majors.

MUS. 295 (MUS 42) CONDUCTING.

Units 1
 Class Hours (6 weeks) 3 lecture hours/week
 Prerequisites: ... None

Description: Development or review of conducting techniques with special emphasis on the choral literature. Selected problems in score reading and interpretation. Survey of publications for school and church choirs.

MUS. 301, 302, 303, 304
(MUS 11a-b-c-d) PIANO.

Units (Grade Option)1 each
Class Hours3 lecture and five lab hours/week
Prerequisites:.....Concurrent enrollment in MUS. 602

Description: A course in applied music with stress on technical and interpretive skills. Individual attention and advancement. Grade will be determined by jury audition.

MUS. 305, 306, 307, 308 (MUS 12a-b-c-d)
KEYBOARD HARMONY.

Units (Grade Option)1 each
Class Hours3 lecture hours/week
Prerequisites:.....None

Description: This course gives students hands-on-keyboard proficiency in performing the harmonic theory studied in MUS. 131, 132, 133, 134; reinforces their aural perception of harmonic progressions; provides instruction for transposition; and lays foundation for improvisation at the keyboard. Some pianistic ability is helpful but not required.

MUS. 309 (MUS 16) ACCOMPANYING.

Units1
Class Hours3 lecture hours/week
Prerequisites:.....Advanced ability
Description: Skills and techniques of playing accompaniments for singers, instrumental soloists and choral groups. Performance is an essential of this course. May be repeated three times for credit.

MUS. 321, 322, 323, 324 (MUS 24a, 24b, 24c, 24d)
BRASS INSTRUMENTS I, II, III, IV.

Units1 each
Class Hours3 lecture hours/week
Prerequisites:.....Concurrent enrollment in Band or Orchestra and MUS. 601

Description: 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.

MUS. 325, 326, 327, 328 (MUS 28a, 28b, 28c, 28d)
ADVANCED BRASS INSTRUMENTS
I, II, III, IV.

Units1 each
Class Hours3 lecture and 5 studio hours/week

Prerequisites:.....Successful completion of jury examination; concurrent enrollment in Band or Orchestra and MUS. 601

Description: 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.

MUS. 341, 342, 343, 344 (MUS 25a, 25b, 25c, 25d)
WOODWIND INSTRUMENTS I, II, III, IV.

Units1 each
Class Hours3 lecture and 5 studio hours/week
Prerequisites:.....Concurrent enrollment in Band or Orchestra and MUS. 601

Description: Techniques of playing the instrument of the student's choice with individual instruction. Grades will be determined by jury audition.

MUS. 345, 346, 347, 348 (MUS 29a, 29b, 29c, 29d)
ADVANCED WOODWIND INSTRUMENTS
I, II, III, IV.

Units1 each
Class Hours3 lecture and 5 studio hours/week
Prerequisites:.....Successful completion of jury examination; concurrent enrollment in Band or Orchestra and MUS. 601.

Description: Advanced problems of performance. Literature covered and specific requirements may be obtained from the Humanities Division office. The course is a parallel course to the applied music major study at California State Colleges.

MUS. 361, 362, 363, 364 (MUS 26a, 26b, 26c, 26d)
STRING INSTRUMENTS I, II, III, IV.

Units1 each
Class Hours3 lecture hours/week
Prerequisites:.....Concurrent enrollment in Orchestra and MUS. 601

Description: Techniques of playing the violin, viola, cello or string bass, with individual instruction and ensemble playing. Grades will be determined by jury audition.

MUS. 365, 366, 367, 368 (MUS 30a, 30b, 30c, 30d)
ADV. STRING INSTRUMENTS I, II, III, IV.

Units1 each
Class Hours5 lecture and 5 studio hours/week
Prerequisites:.....Successful completion of jury examination; concurrent enrollment in Orchestra and MUS. 601

Description: 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.

MUS. 371 (MUS 43a) ELEMENTARY GUITAR.

Units (Grade Option) 1
 Class Hours 3 lecture/lab hours/week
 Prerequisites: Possession of a guitar
 Description: Basic techniques of playing the guitar. Group and individual attention. Concurrent enrollment in MUS. 601 recommended. May be repeated three times for credit.

MUS. 372 (MUS 43b) ADVANCED GUITAR.

Units (Grade Option) 1
 Class Hours 3 lecture/lab hours/week
 Prerequisites: MUS. 371
 Description: Advanced techniques of playing the guitar. Group and individual attention. Concurrent enrollment in MUS. 601 recommended. May be repeated three times for credit.

**MUS. 390, 391, 392, 393
(MUS 19a, 19b, 19c, 19d)****PERCUSSION INSTRUMENTS I, II, III, IV.**

Units 1 each
 Class Hours 3 lecture hours/week
 Prerequisites: Concurrent enrollment in Band or Orchestra

Description: Techniques of playing the various percussion instruments, including mallet instruments, with class instruction, individual instruction and ensemble participation.

**MUS. 401, 402, 403, 404 (MUS 36a, 36b, 36c, 36d)
SOLO VOICE.**

Units 1 each
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Vocal problems analyzed and corrected through exercises and songs. Class sessions and individualized instruction.

**MUS. 405, 406, 407, 408 (MUS 37a, 37b, 37c, 37d)
ADVANCED SOLO VOICE.**

Units 1 each
 Class Hours 3 lecture hours/week
 Prerequisites: Successful completion of jury examination prior to each semester

Description: Advanced problems in vocal performance and technique. This course is a parallel course to the applied music major study at California State Universities.

MUS. 430 (MUS 23) SYMPHONIC BAND.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: Demonstration of ability by audition

Description: Study and performance of music for concert band. Performance is required. May be repeated three times for credit.

MUS. 440 (MUS 22) SYMPHONY ORCHESTRA.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: MUS. 325, 345 or 365 or equivalent demonstrated ability

Description: Study and performance of standard symphony orchestra literature and techniques. Performance is required. Each semester covers material differing from preceding semester. May be repeated three times for credit.

**MUS. 441, 442, 443, 444 (MUS 22a, 22b, 22c, 22d)
ORCHESTRA I, II, III, IV.**

Units (Grade Option) 2 each
 Class Hours 5 lecture hours/week
 Prerequisites: MUS. 321, 341, 361 or equivalent demonstrated ability

Description: Study and performance of standard literature and techniques for chamber and orchestral ensembles. Performance is required. Each semester covers material differing from preceding semesters.

**MUS. 461, 462, 463, 464 (MUS 27a, 27b, 27c, 27d)
INSTRUMENTAL ENSEMBLE I, II, III, IV.**

Units 1 each
 Class Hours 1 lecture hour/week
 Prerequisites: Demonstration of ability by audition

Description: Brass, String, and Woodwind ensemble. Performance is required.

**MUS. 471, 472, 473, 474 (MUS 33a, 33b, 33c, 33d)
CHOIR.**

Units (Grade Option) 1 each
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Study and performance of choral literature for accompanied and unaccompanied choir. Performance is required. Field trips may be required. May be repeated three times for credit.

**MUS. 481, 482, 483, 484 (MUS 34a, 34b, 34c, 34d)
COLLEGE SINGERS.**

Units 1-2 each
 Class Hours 3 lecture hours/week
 Prerequisites: Demonstrated ability through

audition; concurrent registration in MUS. 471, 472, 473, or 474

Description: An advanced ensemble specializing in the performance of choral literature for small choir. Repertoire includes both traditional and "popular" contemporary styles. Performance is required. Field trips may be required. May be repeated three times for credit.

MUS. 491, 492, 493, 494 (MUS 35a, 35b, 35c, 35d) ORATORIO CHORUS.

Units 1 each
Class Hours 3 lecture hours/week
Prerequisites: Previous choral experience and demonstrated ability through audition

Description: Rehearsal and performance of oratorio and other choral literature. Performance is required. May be repeated three times for credit.

MUS. 495 (MUS 40) MUSICAL THEATRE.

Units 1-3
Class Hours By arrangement
Prerequisites: Audition

Description: Training in chorus, instrumental, and solo parts of staged musical shows or opera. Units depend on the hours the part demands. May be repeated three times for credit.

MUS. 496 (MUS 41) MUSIC RECITALS.

Units (Credit Only) ½
Class Hours 1 lecture hour/week
Prerequisites: None

Description: 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. May be repeated three times for credit.

MUS. 601 (MUS 99a) MUSIC LAB I.

Units ½-1
Class Hours 3 lab hours/week
Prerequisites: See below

Description: Supervised music lab in connection with MUS. 321, 322, 323, 324, MUS. 325, 326, 327, 328, MUS. 341, 342, 343, 344, MUS. 345, 346, 347, 348, MUS. 361, 362, 363, 364, MUS. 365, 366, 367, 368. May be repeated three times for credit.

MUS. 602 (MUS 99b) MUSIC LAB II.

Units ½-1
Class Hours 3 lab hours/week
Prerequisites: See below

Description: Supervised music lab in connection with MUS. 301, 302, 303, 304. One semester re-

quired of all students taking music theory, i.e., MUS. 100, MUS. 101, MUS. 102, 103, MUS. 131, 132, 133, 134. May be repeated three times for credit.

MUS. 680 (MUS 48) SELECTED

TOPICS: MUSIC.

Units 3
Class Hours 3 lecture hours/week
Prerequisites: None

Description: Study of important figures and movements in Music, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

MUS. 688 (MUS 148) OTHER

SELECTED TOPICS: MUSIC.

Units 3
Class Hours 3 lecture hours/week
Prerequisites: None

Description: Innovative or experimental course, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

MUS. 690 (MUS 49) SPECIAL

PROJECTS: MUSIC.

Units 1-2
Prerequisites: None

Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

SPEECH- COMMUNICATIONS

Faculty: R. Kent Crockett, E. James Keys

**SPCH 100 (SPCM 1a) FUNDAMENTALS OF
SPEECH-COMMUNICATION.**

Units 3
Class Hours 3 lecture hours/week
Prerequisites: Enrollment in ENGL 100

Description: This class is designed to introduce a student to the form, function, history, and ethical requirements of public address. Students will study, prepare, and deliver speeches in the traditional form. Speeches will be delivered in both impromptu (spontaneous) and extemporaneous (prepared) modes.

SPCH 111, 112 (SPCM 30a, 30b) ORAL INTERPRETATION I, II.

Units3 each
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Reading aloud from the printed page. Students will be instructed in the techniques necessary for effective oral reading, and will be encouraged to develop greater appreciation for literature, and for the considerable pleasure to be gotten from being read to by others and from reading to others in turn.

SPCH 120 (SPCM 10) INTERPERSONAL COMMUNICATION.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: This course will consist of a serious examination of all the means by which we communicate during private discourse. Of special concern will be the study of the many rituals that govern our personal and private dialogue, as well as the many related elements of interpersonal exchange, including non-verbal factors, listening, advocacy, perception, and interpretation of communication symbols and events. This is not a course in public address.

SPCH 127 (SPCM 1b) PERSUASION.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:SPCH 100 or equivalent
 Description: More sophisticated than SPCH 100, 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 forms, structure, effect, and ethical standards of social, political attempts at persuasion, past and current.

SPCH 130 (SPCM 33) VOICE AND ARTICULATION.

Units1-3
 Class Hours3 lecture hours/week
 Prerequisites:SPCH 811, 812 or equivalent
 Description: Designed for non-native speakers of English, this class will be an intense study of and practice in spoken language. Lessons and drills designed to increase quality of voice, articulation, pronunciation, and voice choice will be used. Students will study also a broad range of language-related ideas.

SPCH 140 (SPCM 40) GROUP DISCUSSION.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: A comprehensive introduction to the theory and practice of group discussion, this course will include study of leadership, conflict resolution, rules of order, and facilitation of effective decision making within groups.

SPCH 680 (SPCM 48) SELECTED TOPICS: SPEECH.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Study of important figures and movements in Speech, offered on a variable basis from semester to semester, each ordinarily given only twice. Particular titles will vary, according to student interest and faculty expertise. See semester schedule for particular offerings. May be repeated three times for credit.

SPCH 688 (SPCM 148) OTHER SELECTED TOPICS: SPEECH.

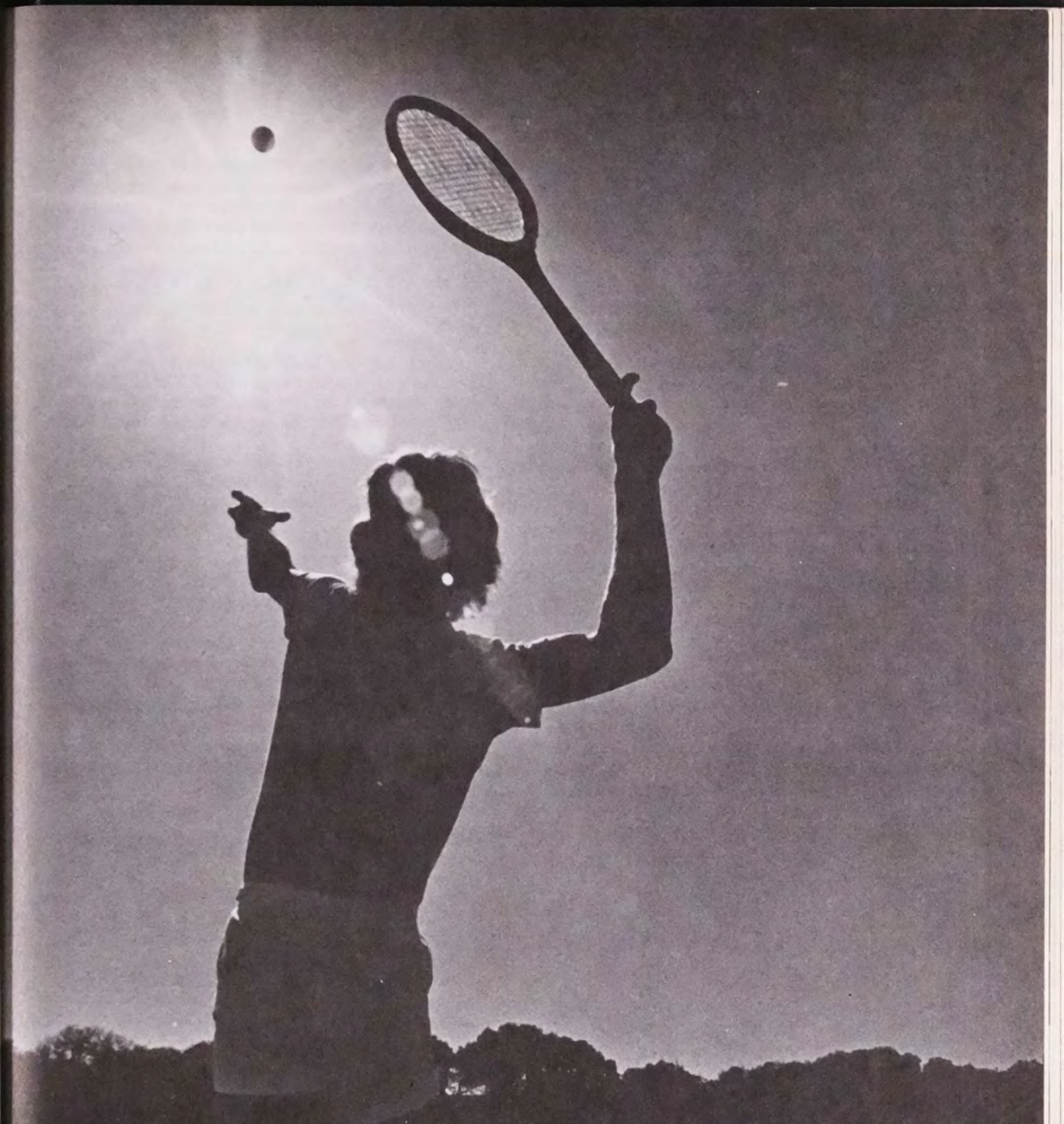
Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Innovative or experimental course, ordinarily given only twice. Not designed for transfer credit. See current semester schedule for specific offerings.

SPCH 690 (SPCM 49) SPECIAL PROJECTS: SPEECH.

Units1-2
 Prerequisites:None
 Description: Individual study with a faculty member. Curriculum arranged with agreement of Division Director.

SPCH 811, 812 (SPCM 57a, 57b) SPEECH FOR NON-NATIVE SPEAKERS I, II.

Units3 each
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: This course is designed to help the non-native speaker develop greater fluency in spoken English. Course includes practice in pronunciation, word choice, and usage. Students will perform research necessary for the preparation and delivery of extemporaneous speeches.



**Physical Education Division
Course Descriptions**

Faculty: Richard W. Anderson, Lyman C. Ashley, Clayton E. Bowling, Eva L. Casey, Jerard D. Drever, Angelo R. Festa, Gordon M. Gray, Cheryl J. McNamara, Samuel J. Nicolopulos, Silvano A. Vial

COMBATIVES

COMB 101 (CPE 46a) BEGINNING JUDO.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Rules and procedures of Kodokan judo are followed. Falling, movement, unbalancing, throwing, and hold downs are the skills taught. Judo language and Japanese counting are fostered and imparted. Fitness and conditioning are stressed, with emphasis on judo as a sport. May be repeated once for credit.

COMB 400 (WPE 82a) SELF-DEFENSE.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Designed for students 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. May be repeated once for credit.

COMB 680 (CPE 48, MPE 48, WPE 48)

SELECTED TOPICS IN COMBATIVES.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

COMB 688 (CPE 148, MPE 148, WPE 148)

SELECTED TOPICS IN COMBATIVES.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to

be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

COMB 690 (CPE 49, MPE 49, WPE 49)

SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in Physical Education to be arranged by Physical Education instructor and student with the approval of the Division Director.

DANCE

DANC 111 (CPE 50a) BEGINNING MODERN DANCE.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: None
 Description: Basic modern dance techniques, ballet techniques for proper body alignment, balance, flexibility and rhythmic coordination. Emphasis on movement technique and simple combinations. May be repeated once for credit.

DANC 112 (CPE 50b) BEGINNING/INTERMEDIATE MODERN DANCE.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: None
 Description: Basic modern dance techniques, ballet techniques for proper body alignment, balance, flexibility and rhythmic coordination. Emphasis on movement technique and more advanced combinations and choreography. May be repeated twice for credit.

DANC 115 (CPE 51) ADVANCED MODERN DANCE.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: DANC 112 (CPE 50b) or equivalent
 Description: Synthesis of previous dance experience. Advanced modern technique, group improvisations and repertory experience. May be repeated three times for credit.

DANC 131 (CPE 53a) BEGINNING JAZZ.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: Elementary jazz techniques, foot and leg development, isolation of body parts and a rhythmic appreciation of jazz musicians and music. May be repeated once for credit.

DANC 132 (CPE 53b) BEGINNING/INTERMEDIATE JAZZ.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: None
 Description: Continuation of Beginning Jazz with emphasis on additional techniques and more lengthy jazz combinations. May be repeated three times for credit.

DANC 191 (CPE 45a) BEGINNING TAP DANCE.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Designed for the beginning student. It will provide the student with good rhythmical understanding and better coordination, which can then be applied to other forms of dance and athletic endeavors. May be repeated one time for credit.

DANC 193 (CPE 48) INTERMEDIATE TAP DANCE.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: DANC 191 (CPE 45a) or demonstrated skills.
 Description: Designed for the intermediate and more advanced tap dancer. The student will have the opportunity to learn a symbol system for writing warm-up exercises and dances. Students will have the opportunity to learn intermediate/ advanced skills, steps and dances. May be repeated two times for credit.

DANC 400 (CPE 52) DANCE PRODUCTION.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: One or two semesters of Modern or Jazz or equivalent.
 Description: Includes both technique and composition. Student choreography, the elements of production—music, make-up, costumes, lighting and staging are included. A final concert, demonstration or studio rehearsal culminates the semester's work. May be repeated three times for credit.

DANC 680 (CPE 48, MPE 48, WPE 48) SELECTED TOPICS IN DANCE.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

DANC 688 (CPE 148, MPE 148, WPE 148) SELECTED TOPICS IN DANCE.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

DANC 690 (CPE 49, MPE 49, WPE 49) SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in Physical Education to be arranged by Physical Education instructor and student with the approval of the Division Director.

FITNESS

FITN 100 (CPE 30) PHYSICAL FITNESS.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: None
 Description: 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. Team games and weight conditioning to develop stamina. May be repeated three times for credit.

FITN 140 (CPE 40) EXERCISE APPRECIATION.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Basic conditioning course. Progressive

exercise plans are offered for strength, endurance, flexibility, coordination, balance and agility. To perform more efficiently with less expenditure of energy and to "push back" the aging processes are primary objectives of the course. May be repeated three times for credit.

FITN 160 (WPE 76) WOMEN'S CONDITIONING.
 Units (Grade Option) 1-3
 Class Hours 5 lab hours/week
 Prerequisites: None
 Description: Course is designed to foster understanding and development of physical fitness. Appropriate tests are offered to identify needs and ability levels; all programs are presented on a "progressive basis"; emphasis is placed on activities related to cardio-respiratory endurance, flexibility, balance, agility, and strength. May be repeated three times for credit.

FITN 201 (CPE 69a) BEGINNING WEIGHT CONDITIONING.
 Units (Grade Option) 1-1½
 Class Hours 2 or 3 lab hours/week
 Prerequisites: None
 Description: Emphasis on development of all general body areas. Both lower and upper body lifts are imparted. Special emphasis is placed on proper lifting form, breathing and safety procedures. Student measurements taken both at the beginning and end. Running is also part of the course format. May be repeated once for credit.

FITN 204 (CPE 69b) INTERMEDIATE/ADVANCED WEIGHT CONDITIONING.
 Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: FITN 201 (CPE 69a) or equivalent
 Description: 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. May be repeated three times for credit.

FITN 300 (CPE 77a) JOGGING.
 Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: A course designed to teach the basic fundamentals of jogging. Students will have the opportunity to achieve good physical conditioning through three weekly jogging sessions. May be repeated once for credit.

FITN 302 (CPE 77b) INTERMEDIATE/ADVANCED JOGGING.
 Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: A course designed to provide the experienced jogger with longer and more varied running situations. Students will be asked to do some running on their own in addition to the regularly scheduled sessions. May be repeated three times for credit.

FITN 330 (CPE 72) YOGA.
 Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: Course deals with yoga postures and breathing techniques, with emphasis on body control through position awareness. May be repeated three times for credit.

FITN 350 (CPE 73) ADAPTIVE PHYSICAL EDUCATION.
 Units (Grade Option) 1-1½
 Class Hours 2 to 3 lab hours/week
 Prerequisites: Restricted to physically limited students.
 Description: Designed to meet the needs of the physically limited student. The following activities are modified to meet individual needs: weight conditioning, iso-kinetic programs, posture work, rehabilitation activities, progressive continual rhythmic, flexibility methods, and strength development. May be repeated three times for credit.

FITN 430 (CPE 1a) CAÑADA FITNESS INSTITUTE.
 Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: None
 Description: Lectures cover a myriad of topics related to total fitness. Physiology of exercise, coronary risk factors, METS, Ideal exercise programs, Heart rate thresholds, Rest/stress/distress, nutrition, aerobic vs. anaerobic work. Textbook recommended. May be repeated once for credit.

FITN 431 (CPE 1a) CAÑADA FITNESS INSTITUTE LABORATORY.
 Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: Extensive testing in the following areas: Aerobics; Lean body mass/Fat; Strength; Flexibility and Agility. ECG monitoring is adminis-

tered. Working and resting blood pressures monitored. Levels of fitness ascertained and evaluated by student teacher conferences. Recommendations offered for improvement. May be repeated once for credit.

**FITN 680 (CPE 48, MPE 48, WPE 48)
SELECTED TOPICS IN FITNESS.**

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

**FITN 688 (CPE 148, MPE 148, WPE 148)
SELECTED TOPICS IN FITNESS.**

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

FITN 690 (CPE 49, MPE 49, WPE 49) SPECIAL PROJECTS.

Units1-2
 Class HoursBy arrangement
 Prerequisites:None
 Description: Special projects in Physical Education to be arranged by Physical Education instructor and student with the approval of the Division Director.

INDIVIDUAL SPORTS

INDV 101 (CPE 32) BEGINNING ARCHERY.

Units (Grade Option)1
 Class Hours2 lab hours/week
 Prerequisites:None
 Description: 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 archery equipment. May be repeated once for credit.

INDV 121 (CPE 34a) BEGINNING BADMINTON.

Units (Grade Option)1-1½
 Class Hours2 or 3 lab hours/week
 Prerequisites:None
 Description: Rules and strategies of badminton as well as the fundamentals of grip strokes, footwork and court coverage through drills and competition; testing programs in the various skills and techniques are taught; tournaments in singles and doubles are held. May be repeated once for credit.

**INDV 124 (CPE 34b) INTERMEDIATE/
ADVANCED BADMINTON.**

Units (Grade Option)1-1½
 Class Hours2 or 3 lab hours/week
 Prerequisites:INDV 124 (CPE 34a) or equivalent.

Description: 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. Tournament play. May be repeated three times for credit.

INDV 130 (CPE 37) BICYCLING.

Units (Grade Option)2
 Class Hours4 lab hours/week
 Prerequisites:None
 Description: Instruction in the operation of bicycles, safety concepts and rules of the road. Cycling over diversified terrain stressed. Activities will be geared to the ability of the individual. The testing program will consist of rides of varying lengths. May be repeated once for credit.

INDV 138 (CPE 38) ADVANCED BICYCLE TOURING.

Units (Grade Option)1
 Class Hours2 lab hours/week
 Prerequisites:INDV 130 (CPE 37) or demonstration of suitable proficiency.

Description: 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, and extended tours for distance. A large part of the required course activity may be done on individual basis at the student's convenience. May be repeated three times for credit.

INDV 161 (CPE 43a) BEGINNING GOLF.

Units (Grade Option)1
 Class Hours2 lab hours/week
 Prerequisites:None

Description: 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, some activity may be scheduled for local courses and driving ranges. May be repeated once for credit.

INDV 164 (CPE 43b) INTERMEDIATE/ADVANCED GOLF.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: Demonstrated skill.
 Description: 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. Sessions are conducted at Cañada College and Emerald Hills golf course. May be repeated three times for credit.

INDV 166 (CPE 43c) EXPERT GOLF TRAINING.

Units (Grade Option) 1
 Class Hours 2½ lab hours/week
 Prerequisites: Demonstrated skill.
 Description: Course is designed for students of expert golf ability who wish to develop their golf skills for competitive purposes. Instruction in the fundamentals as well as use of drills designed to improve golf skills. Play on a golf course and strategy will also be a major part of this course. May be repeated three times for credit.

INDV 191 (CPE 78) BEGINNING ROLLER-SKATING.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: 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 \$32. May be repeated once for credit.

INDV 251 (CPE 63a) BEGINNING TENNIS.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: 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. May be repeated once for credit.

INDV 254 (CPE 63b) INTERMEDIATE/ADVANCED TENNIS.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: Demonstrated skill
 Description: Designed for the student with prior tennis experience. All strokes and shots presented, including forehand and backhand ground strokes, serve, volley, lob and smash. Advanced instruction in singles and doubles play. Individual improvement will be the major emphasis. May be repeated three times for credit.

INDV 256 (CPE 85) EXPERT TENNIS TRAINING.

Units (Grade Option) 2
 Class Hours 6 lab hours/week
 Prerequisites: Demonstrated skill
 Description: Course is designed for men and women of expert tennis ability who wish to develop their tennis skills in daily workouts of 1½ hours 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. May be repeated three times for credit.

INDV 300 (CPE 44) GYMNASTICS.

Units (Grade Option) 1-1½
 Class Hours 2 or 3 lab hours/week
 Prerequisites: None
 Description: Beginning concepts of gymnastic activities for beginning students; includes side horse, long horse, horizontal bar, parallel bars, pyramid building and tumbling. May be repeated three times for credit.

INDV 680 (CPE 48, MPE 48, WPE 48) SELECTED TOPICS IN INDIVIDUAL SPORTS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

INDV 688 (CPE 148, MPE 148, WPE 148) SELECTED TOPICS IN INDIVIDUAL SPORTS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular

catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

INDV 690 (CPE 49, MPE 49, WPE 49)

SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in Physical Education to be arranged by Physical Education instructor and student with the approval of the Division Director.

THEORY

P.E. 200 (CPE 75) INTRAMURALS.

Units (Grade Option) ½
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: A student may earn one-half unit of credit in the intramural program. Activities include basketball, table tennis, badminton, bicycling, jogging, soccer, weightlifting, softball, bowling, volleyball, tennis. May be repeated once for credit.

P.E. 680 (CPE 48, MPE 48, WPE 48) SELECTED TOPICS IN PHYSICAL EDUCATION.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

P.E. 688 (CPE 148, MPE 148, WPE 148) SELECTED TOPICS IN PHYSICAL EDUCATION.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

P.E. 690 (CPE 49, MPE 49, WPE 49)

SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in Physical Education to be arranged by Physical Education instructor and student with the approval of the Division Director.

TEAM SPORTS

TEAM 101 (MPE 35) BEGINNING BASEBALL.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: 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. May be repeated once for credit.

TEAM 105 (MPE 35b) ADVANCED BASEBALL.

Units (Grade Option) 2
 Class Hours 6 lab hours/week
 Prerequisites: TEAM 101 (MPE 35) or varsity letter in baseball or equivalent
 Description: Fundamentals of baseball with emphasis on strategy, and team play. Designed for the advanced player. May be repeated three times for credit.

TEAM 111 (CPE 36a) BEGINNING BASKETBALL.

Units (Grade Option) 1-1½
 Class Hours 2 to 3 lab hours/week
 Prerequisites: None
 Description: Fundamental skills of basketball, such as dribbling, passing, shooting, team offense and defense. Knowledge of the playing rules as well as game strategies. Evaluation through written and practical examinations on rules and skills. Round robin schedules will be conducted. May be repeated once for credit.

TEAM 115 (CPE 36b) ADVANCED BASKETBALL.

Units (Grade Option) 1-1½
 Class Hours 2 to 3 lab hours/week
 Prerequisites: TEAM 111 (CPE 63a) or equivalent
 Description: 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. May be repeated three times for credit.

TEAM 141 (CPE 58a) BEGINNING SOCCER.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: 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. May be repeated once for credit.

TEAM 145 (MPE 58b) ADVANCED SOCCER.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: TEAM 141 (CPE 58a) or equivalent
 Description: 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. May be repeated three times for credit.

TEAM 151 (CPE 60a) BEGINNING SOFTBALL.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: A course which offers the fundamentals and play situations of softball. Students participate in both round robin and tournament schedules. Beginning to intermediate skills are taught. Semester offers 6 weeks of "slow pitch" and 6 weeks of "fast pitch". May be repeated once for credit.

TEAM 155 (CPE 60b) ADVANCED SOFTBALL.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: TEAM 151 (CPE 60a) or equivalent
 Description: Advanced aspects of team play in softball with instruction in techniques, tactics of competitive softball. May be repeated three times for credit.

TEAM 171 (CPE 66a) BEGINNING VOLLEYBALL.

Units (Grade Option) 1-1½
 Class Hours 2 or 3 lab hours/week
 Prerequisites: None

Description: 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. May be repeated once for credit.

TEAM 174 (CPE 66b) INTERMEDIATE/ADVANCED VOLLEYBALL.

Units (Grade Option) 1-1½
 Class Hours 2 or 3 lab hours/week
 Prerequisites: TEAM 171 (CPE 66a) or demonstrated ability
 Description: 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. May be repeated three times for credit.

TEAM 680 (CPE 48, MPE 48, WPE 48) SELECTED TOPICS IN TEAM SPORTS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

TEAM 688 (CPE 148, MPE 148, WPE 148) SELECTED TOPICS IN TEAM SPORTS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

TEAM 690 (CPE 49, MPE 49, WPE 49) SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in Physical Education to be arranged by Physical Education instructor and student with the approval of the Division Director.

INTERCOLLEGIATE SPORTS

VARS 100 (MPE 3a) VARSITY BASEBALL.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated ability
 Description: Intercollegiate competition in the Golden Gate Conference and participation in regional tournaments, Northern California playoffs and the State J.C. Championships when qualified. May be repeated once for credit.

VARS 101 (MPE 3b) BASEBALL CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VARS 100 (MPE 3a)
 Description: A conditioning course specifically related to Varsity Baseball. Area of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to baseball. May be repeated three times for credit.

VARS 110 (MPE 4a) VARSITY BASKETBALL.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated competence
 Description: Intercollegiate varsity basketball competition in the Golden Gate Conference and participation in regional tournaments. May be repeated three times for credit.

VARS 111 (MPE 4b) BASKETBALL CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VARS 110 (MPE 4a)
 Description: A conditioning course specifically related to Varsity Basketball. Area of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to basketball. May be repeated three times for credit.

VARS 120 (CPE 5a) VARSITY CROSS COUNTRY.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated ability
 Description: Intercollegiate competition in the Golden Gate Conference and participation in dual meets, invitationals, league meet, and Northern California and State Championships as qualified. May be repeated three times for credit.

VARS 121 (CPE 5b) CROSS COUNTRY CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VARS 120 (CPE 5a)
 Description: A conditioning course specifically related to Varsity Cross Country. Area of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to cross country. May be repeated three times for credit.

VARS 140 (CPE 6a) VARSITY GOLF.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated ability
 Description: 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. May be repeated three times for credit.

VARS 141 (CPE 6b) GOLF CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VARS 140 (CPE 6a)
 Description: A conditioning course specifically related to Varsity Golf. Area of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to golf. May be repeated three times for credit.

VARS 150 (MPE 7a) VARSITY SOCCER.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated ability
 Description: Intercollegiate competition with four-year institutions and junior colleges in Northern California. League competition in the Golden Gate Conference. May be repeated three times for credit.

VARS 151 (MPE 7b) SOCCER CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VARS 150 (MPE 7a)
 Description: A conditioning course specifically related to Varsity Soccer. Area of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to soccer. May be repeated three times for credit.

VAR 170 (CPE 8a) VARSITY TENNIS.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated ability
 Description: Intercollegiate competition in the Golden Gate Conference and participation in dual matches, invitations, league meet, Northern California and State Championships as qualified. May be repeated three times for credit.

VAR 171 (CPE 8b) TENNIS CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VAR 170 (CPE 8a)
 Description: A conditioning course specifically related to Varsity Tennis. Area of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to tennis. May be repeated three times for credit.

VAR 200 (MPE 9a) VARSITY WRESTLING.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated skill
 Description: 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. May be repeated three times for credit.

VAR 201 (MPE 9b) WRESTLING CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VAR 200 (MPE 9a)
 Description: A conditioning course specifically related to Varsity Wrestling. Area of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to wrestling. May be repeated three times for credit.

VAR 320 (WPE 10a) WOMEN'S VARSITY SOFTBALL.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated skill
 Description: Intercollegiate competition in the Golden Gate Conference and participation in regional tournaments. May be repeated three times for credit.

VAR 321 (WPE 10b) WOMEN'S SOFTBALL CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VAR 320 (WPE 10a)
 Description: A conditioning course specifically related to Women's Varsity Softball. Area of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to softball. May be repeated three times for credit.

VAR 340 (WPE 11a) WOMEN'S VARSITY VOLLEYBALL.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated skill
 Description: Intercollegiate competition in the Golden Gate Conference in volleyball. Competitive schedule will include practice daily and competitive games and tournaments. May be repeated three times for credit.

VAR 341 (WPE 11b) WOMEN'S VOLLEYBALL CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Must be taken concurrently with VAR 340 (WPE 11a)
 Description: A conditioning course specifically related to Women's Varsity Volleyball. Areas of emphasis will be strength, flexibility and cardiovascular development as they precisely apply to volleyball. May be repeated three times for credit.

VAR 680 (CPE 48, MPE 48, WPE 48) SELECTED TOPICS IN INTERCOLLEGIATE SPORTS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

VAR 688 (CPE 148, MPE 148, WPE 148) SELECTED TOPICS IN INTERCOLLEGIATE SPORTS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to

be determined by the Physical Education Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

VARS 690 (CPE 49, MPE 49, WPE 49)

SPECIAL PROJECTS.

Units 1-2

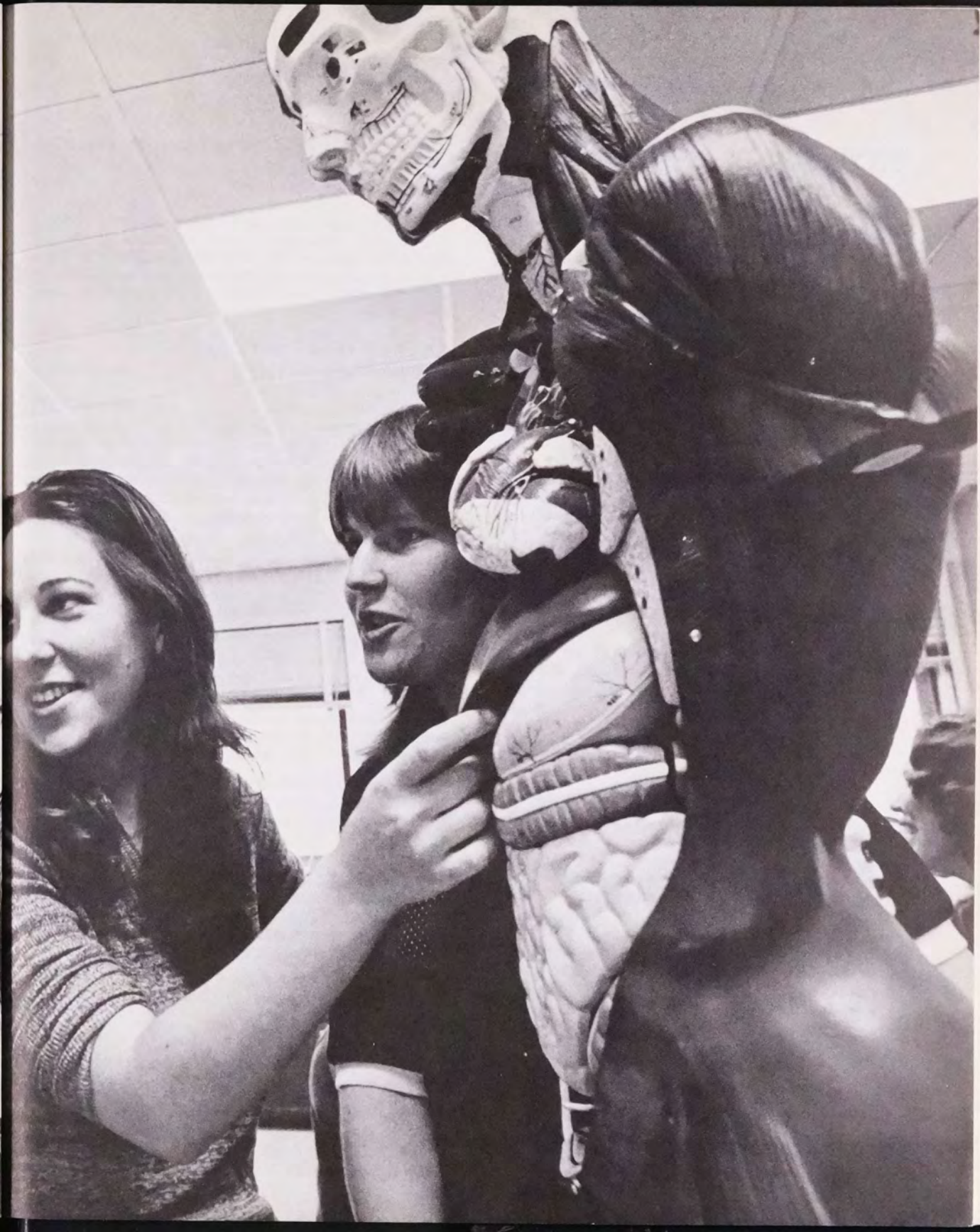
Class Hours By arrangement

Prerequisites: None

Description: Special projects in Physical Education to be arranged by Physical Education instructor and student with the approval of the Division Director.

Science/Engineering Division Course Descriptions





BIOLOGICAL SCIENCE

Faculty: Donald J. Blanton, Marvin J. Branstrom, Eldon D. Earnhardt, Samuel W. Elkins, John C. Forsythe, Jr., Mervin A. Giuntoli, Loretta J. Hergert, Sally J. McGill, Gordon T. Simmons, James M. Stoney, Maurice L. Sweatt

ANAT 130 (ANAT 7) BODY STRUCTURE AND FUNCTION.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Normal body structure and function of the following systems: skeletal, muscular, circulatory, digestive, endocrine, respiratory and nervous. The special senses are also covered.

ANAT 250 (ANAT 1) ANATOMY.

Units 4
 Class Hours 3 lecture, 3 lab hours/week
 Prerequisites: High school Biology with grade B or better or equivalent.
 Description: 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. Appropriate refresher for Allied Health personnel.

ANAT 255, 256 (ANAT 2A, 2B) ANATOMY FOR X-RAY TECHNOLOGISTS.

Units 4, 4
 Class Hours 3 lecture, 3 lab hours/week
 Prerequisites: For 255-Concurrent registration in the X-Ray Technology Program; for 256-ANAT 255.
 Description: 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.

ANAT 680 (ANAT 48) SELECTED TOPICS IN ANATOMY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to

be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

ANAT 688 (ANAT 148) SELECTED TOPICS IN ANATOMY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

ANTH 125 (ANTH 1) PHYSICAL ANTHROPOLOGY.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: A survey of the history of life on earth and the evolution of different lifeforms. Topics included are: differences and similarities between humans and apes; fossils of human ancestors and their behavior; biological similarities and differences between men and women and sociobiology.

BIOL 100 (BIOL 10) INTRODUCTION TO THE LIFE SCIENCES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of the nature of the physical and chemical aspects of life, the concepts of cellular biology, life as it exists on earth today, plant and animal interrelationships and interdependencies, and man's role in the world of living things.

BIOL 102 (CONS 1) ESSENTIALS OF CONSERVATION.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: World trends related to conservation of natural resources. Topics are selected from the biological world including human population growth and food supply, marine fisheries, whales, wildlife and forests. Additional topics based on class interest. Field trips may be required.

BIOL 110 (BIOL 1) PRINCIPLES OF BIOLOGY.

Units 4
 Class Hours 3 lecture, 3 lab hours/week
 Prerequisites: None
 Description: Biological principles including cellular organization, heredity, molecular components, evolution, reproduction, differentiation, and ecology. Emphasis is placed on the major animal and plant groups.

BIOL 111 (BIOL 40) NATURE STUDY.

Units 3
 Class Hours 2 lecture, one 3-hour lab/field trip/week
 Prerequisites: None
 Description: 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.

BIOL 130 (BIOL 3) HUMAN BIOLOGY.

Units 4
 Class Hours 3 lecture, 3 lab hours/week
 Prerequisites: None
 Description: Study of biological principles utilizing the human body as a model. Emphasis on major body systems of the human as well as topics of heredity and human development.

BIOL 135 (BIOL 39) HUMAN SEXUALITY: BIOLOGICAL ASPECTS.

Units 1½
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Lecture-discussion of the physical aspects of sexuality. Topics: 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.

BIOL 138 (BIOL 38) BIOFEEDBACK. (Also PSYC 138)

Units 1
 Class Hours (8 weeks) 2 lecture hours/week
 Prerequisites: None
 Description: Introduction to biofeedback theory and uses of electronic equipment to demonstrate control processes.

BIOL 150 (BIOL 20) MARINE BIOLOGY.

Units 4
 Class Hours 3 lecture, 3 lab hours/week
 Prerequisites: None

Description: 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. Field trips may be required.

BIOL 160 (BIOL 2) GENETICS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introduction to the principles of heredity in plants and animals with specific reference to human inheritance and biochemical genetics, evolutionary heredity and genetic engineering.

BIOL 180 (FORS 1) FORESTRY.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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. Field trips may be required.

BIOL 310 (BIOL 9) NUTRITION.

(Also H.EC 310)
 Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: By applying the fundamental concepts and basic knowledge of nutrition, the student will be able to evaluate the nutritional adequacy of diets; make use of available consumer nutrition information; be knowledgeable of a variety of reliable sources of nutrition information; and evaluate the validity of statements concerning nutrition made by advertising agencies, individuals and other promotional groups.

BIOL 312 (BIOL 18) NUTRITION IN HEALTH AND DISEASE. (Also H.EC 312)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: BIOL 310 or H.EC 310
 Description: Discussions of metabolic disorders of human body systems that require dietary modifications to compensate. Covers medical and dietary problems of the circulatory system, bony skeleton, endocrine system, excretory system, reproductive system, inborn errors of metabolism and natural food toxins.

BIOL 670 (BIOL 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit)1-4
 Class HoursOne unit of credit for each five hours worked per week with a maximum of 4 units. Class to meet 6 times/semester.

Prerequisites: Enrollment in 7 units including Coop-Education and employment in a field related to student's declared major.

Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

BIOL 680 (BIOL 48) SELECTED TOPICS IN BIOLOGY.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

BIOL 688 (BIOL 148) SELECTED TOPICS IN BIOLOGY.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

BIOL 690 (BIOL 49) SPECIAL PROJECTS.

Units1-2
 Class HoursBy arrangement
 Prerequisites:None

Description: Special projects in Biology to be arranged by Biology instructor and student with the approval of the Division Director.

BOTY 112 (BOT 4) NATIVE PLANTS AND WILDFLOWERS.

Units (Grade Option)3
 Class Hours2 lecture, 3 lab hours/week
 Prerequisites:None

Description: 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.

BOTY 145 (BOT 10) PLANTS AND MAN.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None

Description: Introduction to plant science including cells, plant groups, propagation, distribution, succession, structure, and function.

BOTY 145 (BOT 10L) PLANTS AND MAN LABORATORY.

Units1
 Class Hours3 lab hours/week
 Prerequisites: Concurrent enrollment in BOTY 145

Description: Laboratory experiences in topics included in Botany 145. Field trips may be required.

BOTY 220 (BOT 1) GENERAL BOTANY.

Units5
 Class Hours3 lecture, 6 lab hours/week
 Prerequisites:High school Biology with a grade of B or better or equivalent.

Description: Principles of Biology as illustrated by plants with emphasis on structure, physiology and reproduction in green plants. Field trips may be required.

BOTY 322—See HORT 322**BOTY 680 (BOT 48) SELECTED TOPICS IN BOTANY.**

Units1-3
 Class HoursBy arrangement
 Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

BOTY 688 (BOT 148) SELECTED TOPICS IN BOTANY.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

CONSERVATION—See BIOL 102**ENVR 107 (ENVR 1) INTRODUCTION TO THE BIOLOGICAL ASPECTS.**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Introduction to the concept of the natural environment, including the factors of water, atmosphere, geography, biological limiting influences, tolerances, ecology and waste disposal. Field trips may be required.

FORESTRY—See BIOL 180**HSCI 101 (HSCI 1) HUMAN HEREDITY AND BIRTH DEFECTS.**

Units1
 Class Hours (8 weeks)2 lecture hours/week
 Prerequisites:None
 Description: Survey of the principles and mechanisms of human heredity, sex determination, embryonic development, fetal malformations both genetic and environmental origin.

HSCI 102 (HSCI 2) REPRODUCTION AND SEXUALITY—See BIOL 135.**HSCI 103 (HSCI 3) DRUGS AND ALCOHOL.**

Units1
 Class Hours (8 weeks)2 lecture hours/week
 Prerequisites:None
 Description: 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.

HSCI 104 (HSCI 4) NUTRITION AND PHYSICAL FITNESS.

Units1
 Class Hours (8 weeks)2 lecture hours/week
 Prerequisites:None
 Description: Study of the various aspects of good nutrition as they relate to physical fitness. Overweight, food fads, exercise are topics included.

HSCI 105 (HSCI 5) DISEASES.

Units1
 Class Hours (8 weeks)2 lecture hours/week
 Prerequisites:None
 Description: 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.

HSCI 106 (HSCI 6) MENTAL HEALTH.

Units1
 Class Hours (8 weeks)2 lecture hours/week
 Prerequisites:None
 Description: Study of personality development and emotional health including behavioral aspects, adjustment stress and problem-solving techniques.

HSCI 107 (HSCI 7) CONSUMER HEALTH.

Units1
 Class Hours (8 weeks)2 lecture hours/week
 Prerequisites:None
 Description: 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.

HSCI 110 (HSCI 10) FIRST AID.

Units1
 Class Hours (8 weeks)2 lecture hours/week
 Prerequisites:None
 Description: 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.

HSCI 680 (HSCI 48) SELECTED TOPICS IN HEALTH SCIENCE.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

HSCI 688 (HSCI 148) SELECTED TOPICS IN HEALTH SCIENCE.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

HORT 322 (BOTY 8) INDOOR GARDENING.

Units 1
 Class Hours (8 weeks) 2 lecture hours/week
 Prerequisites: None
 Description: 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. Field trips may be required.

HORT 323 (HORT 100) HOME GARDENING AND LANDSCAPING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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. Topics include: home flower growing, container growing and hanging baskets.

HORT 680 (HORT 48) SELECTED TOPICS IN HORTICULTURE.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

HORT 688 (HORT 148) SELECTED TOPICS IN HORTICULTURE.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

LIFE SCIENCE—See BIOL 100 and BIOL 670.

MBIO 240 (MBIO 1) GENERAL MICROBIOLOGY.

Units 5
 Class Hours 3 lecture, 6 lab hours/week
 Prerequisites: One semester of college chem-

istry and either Biology 110, 130, Botany 240 or Zoology 210. Not open to first semester freshmen. Description: Morphology and physiology of microorganisms with emphasis on bacteria. Approximately 30 percent of course time is spent on microbes other than bacteria. Laboratory exercises include media making, isolation, and some of the standard methods employed in water and milk analysis.

MBIO 680 (MBIO 48) SELECTED TOPICS IN MICROBIOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

MBIO 688 (MBIO 148) SELECTED TOPICS IN MICROBIOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

PSIO 260 (PSIO 1) INTRODUCTORY PHYSIOLOGY.

Units 5
 Class Hours 3 lecture, two 3-hour labs/week
 Prerequisites: One course selected from Biology 110, 130, Anatomy 250, Zoology 210, knowledge of elementary chemistry and physics is recommended. (Spring only)
 Description: 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. Appropriate refresher for Allied Health personnel.

PSIO 680 (PSIO 48) SELECTED TOPICS IN PHYSIOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular

catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

PSIO 688 (PSIO 148) SELECTED TOPICS IN PHYSIOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

ZOOL 210 (ZOO 1) GENERAL ZOOLOGY.

Units 5
 Class Hours (Fall only) 3 lecture, two 3-hour labs/week
 Prerequisites: High school Biology with grade B or better, or BIOL 110 or 130 with grade of C or better.
 Description: Study of invertebrate and vertebrate animals, their organs and functions, adaptations, evolution and natural history.

ZOOL 680 (ZOO 48) SELECTED TOPICS IN ZOOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

ZOOL 688 (ZOO 148) SELECTED TOPICS IN ZOOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

ENGINEERING

Faculty: Lewis D. Miller

ENGR 100 (ENGR 10) ENGINEERING AND THE ENVIRONMENT.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: Required for engineering majors
 Description: 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. This course is open to both technical and non-technical majors.

ENGR 200 (ENGR 20) DESCRIPTIVE GEOMETRY.

Units 2
 Class Hours 6 lab hours/week
 Prerequisites: MATH 130
 Description: Lectures and drafting room work orthographically solving engineering problems in three-dimensional space. Introduction to graphic statics, vector properties, space-force polyons.

ENGR 220 (ENGR 22) ENGINEERING GRAPHICS.

Units 2
 Class Hours 6 lab hours/week
 Prerequisites: MATH 251 or 241
 Description: Numerical and graphical calculus. Nomography. Introduction to creative design. Design project.

ENGR 230 (ENGR 35) VECTOR STATICS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: MATH 251 or 241
 Description: Plane and space force systems; equilibrium problems covering structures, machines, distributed force systems, friction, moments of inertia and virtual work.

ENGR 260 (ENGR 38) CIRCUITS AND DEVICES.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: MATH 252 or 242, PHYS 260 recommended
 Description: Introduction to electrical and electronic circuits and devices. Network theory and instruments.

ENGR 260 (ENGR 38L) CIRCUITS AND DEVICES LABORATORY.

Units 1
 Class Hours 3 lab hours/week
 Prerequisites: To be taken concurrently with ENGR 260

Description: DC and AC network circuit theory. Cathode-ray oscilloscope theory and use. Non-linear device measurements, transistor biasing and amplifiers.

ENGR 680 (ENGR 48) SELECTED TOPICS IN ENGINEERING.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

ENGR 688 (ENGR 148) SELECTED TOPICS IN ENGINEERING.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

ENGR 690 (ENGR 49) SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement
 Prerequisites: None

Description: Special projects in Engineering to be arranged by Engineering instructor and student with the approval of the Division Director.

MATHEMATICS

Faculty: Jean D. Berdon, James R. Loughrey, Austen B. Meek, Jr., Lewis D. Miller, Timothy H. Norman, Joseph A. Tovissi

A normal sequence of mathematics courses at Cañada College is 110, 120 or 121, 115, 130, 219 or 220, 251, 252, 253, 275, 270. A student who qualified for a particular mathematics course is eligible for any course lower in the sequence. If the stu-

dent 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 qualifying 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 252, 253, 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.

MATH 105 (MATH 16) BASIC CONCEPTS OF MATHEMATICS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: 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 of elementary school credential and/or Liberal Studies credential (Multiple subject).

MATH 110 (MATH 11) ELEMENTARY ALGEBRA.

Units (Grade Option) 1-5
 Class Hours 5 lecture hours/week
 Prerequisites: None

Description: Elementary Algebra through quadratic equations. Satisfactory completion of this course will fulfill in part the mathematics entrance requirements of the universities. May be repeated up to 5 units.

MATH 111, 112 (MATH 11A, 11B) ELEMENTARY ALGEBRA.

Units (Grade Option) 3, 3
 Class Hours 3 lecture hours/week
 Prerequisites: 111-None, 112-MATH 111

Description: These two courses are equivalent to MATH 110. Recommended for those who have not previously had elementary algebra.

MATH 115 (MATH 12) GEOMETRY.

Units3
 Class Hours3 lecture hours/week
 Prerequisites: MATH 110 with grade of C or better, or two semesters of high school algebra with grades of C or better.

Description: A study of the properties of plane and solid figures, using formal logic and the real number system. Some non-Euclidean, projective and topological elements are included.

MATH 120 (MATH 19) INTERMEDIATE ALGEBRA.

Units5
 Class Hours5 lecture hours/week
 Prerequisites: MATH 110 with grade of C or better, or two semesters of high school math with grades of C or better.

Description: 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. Designed primarily for those students whose elementary algebra is weak. It allows time for review of elementary algebra and a slower development of ideas. Qualifying exam given during first week.

MATH 121 (MATH 20) INTERMEDIATE ALGEBRA.

Units3
 Class Hours3 lecture hours/week
 Prerequisites: MATH 110 with grade of C or better, or two semesters of high school mathematics with grades of B or better.

Description: 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.

MATH 125 (MATH 13) ELEMENTARY FINITE MATHEMATICS.

Units3
 Class Hours3 lecture hours/week
 Prerequisites: MATH 120 or 121 with grade of C or better.

Description: 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.

MATH 130 (MATH 21) ANALYTICAL TRIGONOMETRY.

Units3
 Class Hours3 lecture hours/week
 Prerequisites: MATH 115 and 120 or 121 (or equivalent) with grade of C or better; or six semesters of high school math with grades of C or better.

Description: 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.

MATH 155 (MATH 18) INTRODUCTION TO COMPUTER PROGRAMMING.

Units (Grade Option)3
 Class Hours2 lecture, 3 lab hours/week
 Prerequisites: MATH 110 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.)

Description: 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.

MATH 162 (MATH 25) FORTRAN PROGRAMMING.

Units3
 Class Hours2 lecture, 3 lab hours/week
 Prerequisites: MATH 130 with grade of C or better, or MATH 241 with grade of C or better, and one semester of trigonometry with grade of C or better. MATH 155 is recommended.

Description: 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.

MATH 200 (MATH 22) ELEMENTARY PROBABILITY AND STATISTICS.

Units4
 Class Hours4 lecture hours/week
 Prerequisites: MATH 121 or equivalent with grade C or better, or high school preparation including 1½ years of algebra with grade C or better.
 Description: Treatment of use/misuse of data, mea-

asures 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.

MATH 219 (MATH 29) PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY.

Units5
Class Hours5 lecture hours/week
Prerequisites: MATH 130 or equivalent with grade of C or better, or seven semesters of high school level mathematics with grades of C or better.

Description: Unification of college algebra and analytical trigonometry based on the function concept. Topics include: properties of the real number, system, inequalities, theory of equations, complex numbers, logarithmic and exponential functions, matrices, binomial theorem, sequence inverse functions. Qualifying exam given during first week.

MATH 220 (MATH 28) PRE-CALCULUS COLLEGE ALGEBRA.

Units3
Class Hours3 lecture hours/week
Prerequisites: MATH 130 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.

Description: 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.

MATH 230 (MATH 23) SURVEY OF CALCULUS.

Units6
Class HoursOffered Evening College only, two nights a week. 6 lecture hours/week
Prerequisites: MATH 120 or 121 with grade C or better. Trigonometry highly recommended.

Description: Rudiments of analytic geometry, differentiation, and integration with application to business, biological sciences, and physical sciences, partial differential and multiple integration. Qualifying exam given during first week.

MATH 241, 242 (MATH 23A, 23B) APPLIED ANALYTIC GEOMETRY AND CALCULUS.

Units5, 5
Class Hours5 lecture, 1 recitation/
hours/week

Prerequisites: 241—High school preparation including two years of algebra, and one year of geometry with grade B or better or MATH 121 or MATH 120. 242—MATH 241 with grade of C or better.

Description: A two-semester sequence for students of business, social sciences, technology and life sciences. Topics include: analytic geometry, limits, differentiation, integration, extrema, partial derivatives and in other selected topics. Qualifying exam given during first week.

MATH 251 (MATH 30) ANALYTICAL GEOMETRY AND CALCULUS.

Units5
Class Hours5 lecture hours/week
Prerequisites: MATH 220 or 219 with grade of C or better; or MATH 120 or 121 and MATH 130 with grade of C or better is recommended; or seven semesters of high school level mathematics, each with a grade of B or better.

Description: Basic concepts of calculus. Includes plane analytic geometry, differentiation integration, differentials and anti-derivative; formulas; application. Qualifying exam given during first week.

MATH 252, 253 (MATH 31, 32) ANALYTICAL GEOMETRY AND CALCULUS.

Units5, 5
Class Hours5 lecture hours/week for each
Prerequisites: 252-Completion of MATH 251 (or equivalent) with grade of C or better.

Description: 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.

MATH 270 (MATH 35) LINEAR ALGEBRA.

Units3
Class Hours3 lecture hours/week
Prerequisites: MATH 252

Description: Vectors and matrices applied to linear equations and linear transformations, real and inner product spaces.

MATH 275 (MATH 34) ORDINARY DIFFERENTIAL EQUATIONS.

Units3
Class Hours3 lecture hours/week
Prerequisites: MATH 253 (or equivalent) with grade C or better. When approved by the instructor, may be taken concurrently with MATH 253.

Description: Differential equations of first, second and higher order; simultaneous, linear, homogeneous equations; solutions by power series; numerical methods; Laplace transformations, and applications.

MATH 410 (MATH 42) TECHNICAL MATH.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: A survey of fractions, reciprocals, similar triangles, proportions, sine, tangent relationships, inverse law and graphing.

MATH 600 (MATH 68) MATH LAB.

Units (Credit Only) ½-1
 Class Hours By arrangement
 Prerequisites: Must be enrolled in a math class.
 Description: Individualized instruction in developing mathematical skills. Non-transferable.

MATH 610 (MATH MLC) COMPUTER LAB.

Units (Credit Only) ½-1
 Class Hours By arrangement
 Prerequisites: Must be enrolled in a computer class.
 Description: Individualized instruction in developing computer programming skills. Non-transferable.

MATH 680 (MATH 48) SELECTED TOPICS IN MATHEMATICS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

MATH 688 (MATH 148) SELECTED TOPICS IN MATHEMATICS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

MATH 690 (MATH 49) SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in Mathematics to be arranged by Mathematics instructor and student with the approval of the Division Director.

MATH 811 (MATH 5) PRE-ALGEBRA.

Units (Grade Option) 1-3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Review of the fundamental processes in arithmetic; reading mathematical notation; translating words into symbols; properties of the real number system. May be repeated up to 3 units.

STATISTICS—See MATH 200

OPHTHALMIC DISPENSING

Faculty: Mark A. Mattison-Shupnick, Lewis D. Miller, Irwin Vogel

OPTH 400 (OPTH 51) INTRODUCTION TO OPHTHALMIC OPTICS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Concurrent enrollment in MATH 410

Description: 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 a survey of vision.

OPTH 411 (OPTH 52A) OPHTHALMIC LAB TECHNIQUES I.

Units 4
 Class Hours 2 lecture, 6 lab hours/week
 Prerequisites: None

Description: The finishing procedures in producing a pair of spectacles will be covered. The laboratory sessions cover neutralization, layout, decentration, glazing and bench alignment. Finally, ANSI standards and prismatic problems are introduced. Each student is expected to complete 25 pairs of spectacles for grading. Field trips may be required.

OPTH 412 (OPTH 52B) OPHTHALMIC LAB TECHNIQUES II.

Units 4
 Class Hours 2 lecture, 6 lab hours/week
 Prerequisites: OPTH 411
 Description: This course combines the theory of lens surfacing with the practice of layout of semi-finished blanks and the edging of finished multifocal lenses. The concept of prism occupies a good part of lab time to insure a thorough understanding of the mechanics of lens construction. Field trips may be required.

OPTH 431 (OPTH 53) OPHTHALMIC LENSES.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: An introduction to the manufacture of glass and hard resin, plus the mathematical computations of lens construction. Properties, specifications, and uses of single vision and multifocal lenses will be introduced. Special lens types, i.e., lenticulars, aspherics, absorptive lenses, and myo-discs are described to provide a basis for the following dispensing courses. Field trips may be required.

OPTH 441 (OPTH 54) OPHTHALMIC FABRICATION.

Units 2
 Class Hours 1 lecture, 3 lab hours/week
 Prerequisites: OPTH 411 or 412
 Description: This course covers a greater variety of finishing techniques. Topics are: rimless, semi-rimless, tension mount and Rimlon fabrication. Soldering, hinge replacement and pad replacement make up the remainder of the course.

OPTH 460 (OPTH 55) ANATOMY AND PHYSIOLOGY OF THE EYE.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: This course deals with anatomy of the eye: a 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 lenses.

OPTH 471 (OPTH 56A) OPHTHALMIC DISPENSING TECHNIQUES I.

Units 2.5-4.0
 Class Hours 2 lecture, 2 lab hours/week
 Prerequisites: Must be combined with OPTH 670 or 680 for a minimum total of 4.0 units.

Description: This course will parallel the procedures covered in a regular dispensing situation, i.e., interpupillary measurement, use of hand tools, verification of prescriptions, and the fitting and adjusting of spectacles, each with a theoretical explanation. Field trips may be required.

OPTH 472 (OPTH 56B) OPHTHALMIC DISPENSING TECHNIQUES II.

Units 2.5-4.0
 Class Hours 2 lecture, 2 lab hours/week
 Prerequisites: Must be combined with OPTH 670 or 680 for a minimum total of 4.0 units.
 Description: This course prepares the student for transition into the dispensing field. In lecture, the special Rx's and situations are discussed; through clinic and the internship program, dispensing experience is gained within the sphere of practicing dispensers. A series of round table discussions relate students' work experiences for group analysis. Field trips may be required.

OPTH 491 (OPTH 58A) CONTACT LENSES I.

Units 3
 Class Hours 2 lecture, 3 lab hours/week
 Prerequisites: OPTH 460
 Description: This course presents the introductory material for contact lens fitting. Nomenclature, manufacture, tolerances, clinical applications and fitting procedures will be covered in lecture. The lab will provide practical work in the adjusting of contact lenses, keratometry, inspection and an introduction to biomicroscopy. Field trips may be required.

OPTH 492 (OPTH 58B) CONTACT LENSES II.

Units 4
 Class Hours 2 lecture, 6 lab hours/week
 Prerequisites: OPTH 491
 Description: An actual fitting situation will be presented with the opportunity to tie together theory and practice covering hard and soft contact lenses, symptomatology, contact lens pharmacology, and custom lens design. The program operates its own clinic and fits hard or gel contact lenses to provide the student with hands-on experience in patient and lens selection, evaluation and in doctor/ dispenser communication.

OPTH 499 (OPTH 37) N.A.O. REVIEW.

Units 1
 Class Hours Eight 2-hour lectures
 Prerequisites: Enrollment in Ophthalmic Dispensing Program or equivalent dispensing experience.

Description: A review of theoretical and practical applications involving lens materials, geometric options, anatomy and physiology of the eye and ophthalmic dispensing techniques.

OPTH 670 (OPTH 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours One unit of credit for each five hours worked per week with a maximum of 4 units. Class to meet 6 times/semester.

Prerequisites: Enrollment in 7 units including Coop-Education and employment in a field related to student's declared major.

Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

OPTH 680 (OPTH 48) SELECTED TOPICS IN OPHTHALMIC DISPENSING.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

OPTH 688 (OPTH 148) SELECTED TOPICS IN OPHTHALMIC DISPENSING.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

PHYSICAL SCIENCE

Faculty: Bernard L. Aarons, Alan Andrew, Robert W. Batch, Peter K. Gunderson, Eileen L. Lewis, Lewis D. Miller, Ross W. Westover

ARCH 110 (ARCH 55) BASIC ARCHITECTURAL DRAWING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Beginning program of planning and design for the family dwelling. Emphasis on architectural blueprint reading, floor plan design, home orientation, construction, local building codes, sketching and instrument drawing.

ARCH 680 (ARCH 48) SELECTED TOPICS IN ARCHITECTURE.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

ARCH 688 (ARCH 148) SELECTED TOPICS IN ARCHITECTURE.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

ASTR 100 (ASTR 10) INTRODUCTION TO ASTRONOMY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: 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 the end of the universe will also be discussed.

ASTR 110 (ASTR 12) THEORIES OF THE UNIVERSE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: A historical survey of man's thinking about the large-scale questions concerning the

universe, from ancient myth to modern theories of an exploding universe. Topics: 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.

ASTR 120 (ASTR 17) PLANETS AND EXTRA-TERRESTRIAL LIFE.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: A scientific study of the possibility that life has formed elsewhere in the universe. Topics: A survey of the planets; the search for other solar systems; the estimate of the number of intelligent civilizations in our galaxy; methods of space travel and interstellar communications; past, present and planned experiments to search for extra-terrestrial life. No mathematics is required.

ASTR 680 (ASTR 48) SELECTED TOPICS IN ASTRONOMY.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

ASTR 688 (ASTR 148) SELECTED TOPICS IN ASTRONOMY.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

CHEM 110 (CHEM 10) ENVIRONMENTAL CHEMISTRY.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: 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, energy and drugs are examined from a chemistry point of view.

CHEM 110 (CHEM 10L) EXPERIMENTAL ENVIRONMENTAL CHEMISTRY.

Units1
 Class Hours3 hours lab/recitation/week
 Prerequisites:Concurrent enrollment in or completion of CHEM 110.
 Description: Experimental examination of some materials in our environment; such as the making of soaps, examining of fuels, flammability of materials, food analysis and physical and chemical properties of substances.

CHEM 192 (CHEM 51) ELEMENTARY CHEMISTRY.

Units (Grade Option)1-4
 Class Hours3 lecture, 1 recitation, 2 lab hours/week
 Prerequisites:MATH 110 or one year of high school Algebra. Concurrent enrollment in Geometry or Intermediate Algebra strongly recommended. This course should not be elected by students who need a general survey course.
 Description: Introduction to some of the theories, laws, concepts and language of Chemistry. It is specifically designed to prepare students for CHEM 210 with emphasis on problem solving. May be repeated up to 4 units.

CHEM 210, 220 (CHEM 1A, 1B) GENERAL CHEMISTRY.

Units5, 5
 Class Hours3 lecture, 1 recitation, 5 lab hours/week
 Prerequisites:210-CHEM 192 with 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. A qualification exam will be given at the first class meeting. 220-CHEM 210 with grade of C or better.
 Description: Principles and theory of inorganic chemistry for students majoring in Engineering, Pre-Med, Pre-Dental and other science majors. Topics include: Descriptive chemistry of the elements, ionic equilibria, oxidation-reduction, qualitative analysis, introduction to nuclear chemistry.

CHEM 231 (CHEM 12A) ORGANIC CHEMISTRY.

Units5
 Class Hours3 lecture, 2 recitation 4 lab hours/week
 Prerequisites:CHEM 220 with grade of C or better
 Description: The basic concepts of carbon chemis-

try; a study of the structure, nomenclature, and reactions of the important classes of aliphatic and aromatic compounds. An introduction to IR and NMR spectroscopy is included.

CHEM 250 (CHEM 5) QUANTITATIVE ANALYSIS.

Units4
Class Hours2 lecture, 1 recitation,
5 lab hours/week

Prerequisites:CHEM 220 with grade of C
or better

Description: 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.

CHEM 410 (CHEM 30A) INTRODUCTORY CHEMISTRY.

Units4
Class Hours3 lecture, 1 recitation,
2 lab hours/week

Prerequisites:One year high school algebra

Description: 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.

CHEM 420 (CHEM 30B) INTRODUCTORY CHEMISTRY.

Units4
Class Hours3 lecture, 1 recitation,
2 lab hours/week

Prerequisites:CHEM 410 or CHEM 210

Description: Same format as 410, but with organic and biochemistry as subject matter.

CHEM 430 (CHEM 55) CHEMISTRY FOR WATER QUALITY CONTROL.

Units3
Class Hours3 lecture hours/week

Prerequisites:None

Description: 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.

CHEM 680 (CHEM 48) SELECTED TOPICS IN CHEMISTRY.

Units1-3

Class HoursBy arrangement

Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

CHEM 688 (CHEM 148) SELECTED TOPICS IN CHEMISTRY.

Units1-3

Class HoursBy arrangement

Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

ELEC 100 (ELEC 10) INTRODUCTION TO ELECTRONICS.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:Open to all students except those currently enrolled in or who have completed a college course in electronics.

Description: Study of basic electronics with a descriptive presentation and non-mathematical approach. The influence of electronics in all phases of business, science and daily life is stressed. Field trips may be required. Evening College.

ELEC 680 (ELEC 48) SELECTED TOPICS IN ELECTRONICS.

Units1-3

Class HoursBy arrangement

Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

ELEC 688 (ELEC 148) SELECTED TOPICS IN ELECTRONICS.

Units1-3

Class HoursBy arrangement

Prerequisites:None

Description: Selected topics not covered by regular

catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

ENVR 109 (ENVR 3) ENERGY AND THE PHYSICAL ENVIRONMENT.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: 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, energy consumption.

ENVR 120 (ENVR 4) ECONOMIC ENVIRONMENT—See Geography 120—Listed under Social Science.

ENVR 680 (ENVR 48) SELECTED TOPICS IN ENVIRONMENT.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

ENVR 688 (ENVR 148) SELECTED TOPICS IN ENVIRONMENT.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

GEOG 100 (GEOG 1A) PHYSICAL ENVIRONMENT.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: 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 fac-

tors will be analyzed in the regional framework of the entire earth's surface.

GEOL 100 (GEOL 10) SURVEY OF GEOLOGY.

Units (Grade Option)3
 Class Hours2 lecture, 1 recitation,
 2 lab hours/week

Prerequisites:Not open to students who have taken or are taking GEOL 210.

Description: Basic principles of igneous, sedimentary and metamorphic geology. Lectures on rocks, minerals and the origin of the earth, continents and mountains. The entire lecture portion of this course is available as an individualized, self-paced, slide-tape presentation in the Media-Learning Center. Field trips may be required.

GEOL 110 (GEOL 15) GEOLOGICAL HAZARDS.

Units (Grade Option)3
 Class Hours2 lecture hours/week
 —3 field trips/sem.

Prerequisites:GEOL 210 or GEOL 100 are recommended

Description: 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.

GEOL 210 (GEOL 1A) GENERAL GEOLOGY: DYNAMICAL AND STRUCTURAL.

Units4
 Class Hours3 lecture, 3 lab hours/week

Prerequisites:Elementary chemistry and elementary geometry are highly recommended. Not open to students taking GEOL 100.

Description: An introduction to the nature and structure of the materials composing the earth's surface. Field trips may be required.

GEOL 220 (GEOL 1B) HISTORICAL GEOLOGY.

Units4
 Class Hours3 lecture, 3 lab hours/week

Prerequisites:GEOL 210 or GEOL 100 are recommended.

Description: Geological history of the earth and the evolution of its animal and plant inhabitants. Field trips may be required.

GEOL 680 (GEOL 48) SELECTED TOPICS IN GEOLOGY.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

GEOL 688 (GEOL 148) SELECTED TOPICS IN GEOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

OCEN 100 (OCEN 10) OCEANOGRAPHY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

OCEN 680 (OCEN 48) SELECTED TOPICS IN OCEANOGRAPHY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

OCEN 688 (OCEN 148) SELECTED TOPICS IN OCEANOGRAPHY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

PALN 110 (PALE 1) ANCIENT LIFE AND PAST ENVIRONMENTS.

Units 3
 Class Hours 3 lecture hours/week,
 1 all-day field trip
 Prerequisites: None
 Description: An introductory ecological approach to the changing parade of life and ancient environments through the past 3.5 billion years of Earth history; and collecting, preparing, analyzing and interpreting a fossil marine fauna.

PALN 680 (PALE 48) SELECTED TOPICS IN PALEONTOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

PALN 688 (PALE 148) SELECTED TOPICS IN PALEONTOLOGY.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

PSCI 670 (PSCI 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours:.... One unit of credit for each five hours worked per week with a maximum of 4 units. Class to meet 6 times/semester.
 Prerequisites: ... Enrollment in 7 units including Coop Education and employment in a field related to student's declared major.
 Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, individual conferences with instructor-coordinator.

PHYS 110 (PHYS 9) PHYSICS OF SOUND AND MUSIC.

Units 3
 Class Hours 2 lecture, 2 lab hours/week
 Prerequisites: ... None; high school algebra suggested.

Description: 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 and related phenomena.

PHYS 115 (PHYS 11) ELEMENTARY ELECTRONICS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ELEC 100 or equivalent.
 Description: A survey of electronic circuitry using active devices including semi-conductors, vacuum tubes and printed and integrated circuits.

PHYS 120 (PHYS 12) SPACE, TIME AND RELATIVITY.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: An interest in reading
 Description: 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.

PHYS 210, 220 (PHYS 2A, 2B) GENERAL PHYSICS LECTURE.

Units (Grade Option) 3, 3
 Class Hours 3 lecture hours/week
 Prerequisites: 210-Elementary algebra and plane geometry; trigonometry is strongly recommended; 220-210.

Description: 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.

PHYS 210, 220 (PHYS 2AL, 2BL) GENERAL PHYSICS LABORATORY.

Units 1, 1
 Class Hours 3 laboratory hours/week
 Prerequisites: Concurrent enrollment in PHYS 210 or 220.

Description: See Above.

PHYS 250, 260, 270 (PHYS 4A, 4B, 4C) GENERAL PHYSICS.

Units (Grade Option) 4, 4, 4
 Class Hours: 3 lecture, 1 recitation,
 2 lab hours/week
 Prerequisites: 250—MATH 251 and either

PHYS 210 or equivalent; 260, 270—MATH 252 and PHYS 250.

Description: 250—Mechanics, wave motion and special relativity. 260—Electricity and magnetism. 270—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.

PHYS 405 (PHYS 42) RADIATION PHYSICS.

Units 4
 Class Hours 4 lecture hours/week
 Prerequisites: High school algebra and geometry; high school science.

Description: An introduction to the basic ideas about matter, energy, electricity, magnetism and electromagnetic radiation, with emphasis on X-ray phenomena. Applications to the interaction of radiation with matter and X-ray circuits. Particularly appropriate for students pursuing careers as X-ray technologists.

PHYS 481 (PHYS 45) GEOMETRIC OPTICS.

Units 4
 Class Hours 3 lecture, 3 lab hours/week
 Prerequisites: MATH 110

Description: The nature of light, rectilinear propagation, reflection, refraction, illumination, and an introduction to the theory of lenses as necessary for the total concept.

PHYS 680 (PHYS 48) SELECTED TOPICS IN PHYSICS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

PHYS 688 (PHYS 148) SELECTED TOPICS IN PHYSICS.

Units 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.

TECH 100 (TECH 71) SCIENCE FOR DRAFTSMEN AND TECHNICIANS.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:Elementary Algebra
 Description: 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.

TECH 680 (TECH 48) SELECTED TOPICS IN TECHNOLOGY.

Units1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

RADIOLOGIC TECHNOLOGY

Faculty: Nancy H. Moore, Gordon T. Simmons

RADT 400 (XRAY 1) ORIENTATION TO RADIOLOGIC TECHNOLOGY.

Units2
 Class Hours2 lecture hours/week
 Prerequisites:Concurrent enrollment in ANAT 255 and PHYS 405.

Description: Orientation to Radiologic Technology including hospital organization, medical ethics, economics, political and social influences on radiologic technology. Introduction to radiographic equipment and processing.

RADT 410 (XRAY 2) RADIOGRAPHIC POSITIONING.

Units4
 Class Hours4 lecture hours/week
 Prerequisites:ANAT 255 with grade of C or better and concurrent enrollment in ANAT 256.

Description: Positioning of the Gastrointestinal System, Urinary System, Respiratory System, Skeletal System and Skull. Includes surface anatomy, pertinent pharmacology, patient care and introduction to radiation protection.

RADT 418 (XRAY 2L) RADIOGRAPHIC POSITIONING LABORATORY.

Units (Credit/No Credit)2
 Class Hours:12 hours/week clinical education in affiliated hospitals (total 18 weeks)
 Prerequisites:RADT 400 with grade of C or better and concurrent enrollment in RADT 410.
 Description: Orientation to hospital and patient care. Includes education in radiology department and other hospital systems, practical positioning and care of the patient.

RADT 420 (XRAY 3) PRINCIPLES OF RADIOGRAPHIC EXPOSURE.

Units3
 Class Hours3 lecture hours/week
 Prerequisites:RADT 410 with grade of C or better and PHYS 405 with grade of C or better.
 Description: 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.

RADT 428 (XRAY 3L) PRINCIPLES OF RADIOGRAPHIC EXPOSURE LABORATORY.

Units (Credit/No Credit)3
 Class Hours:30 hours/week clinical education in affiliated hospitals (total 10 weeks Summer Session)
 Prerequisites:Concurrent enrollment in RADT 420 with grade of C or better.
 Description: Clinical education in positioning continues with the addition of practice in use of radiographic technique.

RADT 431, 432, 433 (XRAY 4A, 4B, 4C) RADIATION HEALTH.

Units1, 1, 1
 Class Hours:(Each Section is 6 weeks.)
 3 lecture hours/week
 Prerequisites:None
 Description: This course is offered in three parts and may be of interest to students not enrolled in the X-ray Program. Part I: Chemical theory of ionization of matter and the effect of radiation on chemical bonds. Part 2: Survey of genetics with special emphasis on effect of radiation to the genetic pool. Also somatic effects of radiation. Part 3: Legal requirements (both Federal and State) and recommended procedures for protection of patients and personnel in medical facilities.

RADT 438 (XRAY 4L) RADIATION HEALTH LABORATORY.

Units (Credit/No Credit)5

Class Hours:....30 hours/week clinical education in affiliated hospitals (total 18 weeks)

Prerequisites:....RADT 420 and 428 with grade of C or better and concurrent enrollment in RADT 431, 432, 433.

Description: Clinical education for Radiologic Technology students. Practical experience continues to build students' expertise in performance of radiographic procedures. Emphasis is on total integration of positioning, protection and technique formulation. One hour film critique each week.

RADT 440 (XRAY 5A) ADVANCED TECHNIQUES AND PSYCHOLOGY OF PATIENT CARE.

Units3

Class Hours3 lecture hours/week

Prerequisites:....RADT 431, 432, 433 and 438 with grade of C or better.

Description: Application of basic technical and positioning knowledge to special procedures and care of the patient undergoing such procedures.

RADT 448 (XRAY 5AL) CLINICAL EDUCATION LABORATORY.

Units (Credit/No Credit)5

Class Hours:....30 hours/week clinical education in affiliated hospitals (total 18 weeks).

Prerequisites:....RADT 431, 432, 433 and 438 and concurrent enrollment in RADT 440.

Description: 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.

RADT 458 (XRAY 5B) CLINICAL EDUCATION LABORATORY.

Units (Credit/No Credit)5

Class Hours:....30 hours/week clinical education in affiliated hospitals (total 15 weeks).

Prerequisites:.....RADT 440 and 448.

Description: Final phase of clinical education. Students will conduct majority of radiographic procedures with limited supervision in preparation for employment. Preparation for American Registry of Radiologic Technologists examination and for licensure by the State of California.

RADT 495 (XRAY 42) NURSING FOR RADIOGRAPHERS.

Units2

Class Hours2 lecture hours/week

Prerequisites:....Concurrent enrollment in the Radiologic Technology Program.

Description: Knowledge, skills and terminology of nursing procedures for the radiographer. Patient care, ethics and nursing procedures applicable in radiographic examinations.

RADT 680 (XRAY 48) SELECTED TOPICS IN RADIOLOGIC TECHNOLOGY.

Units1-3

Class HoursBy arrangement

Prerequisites:.....None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class.

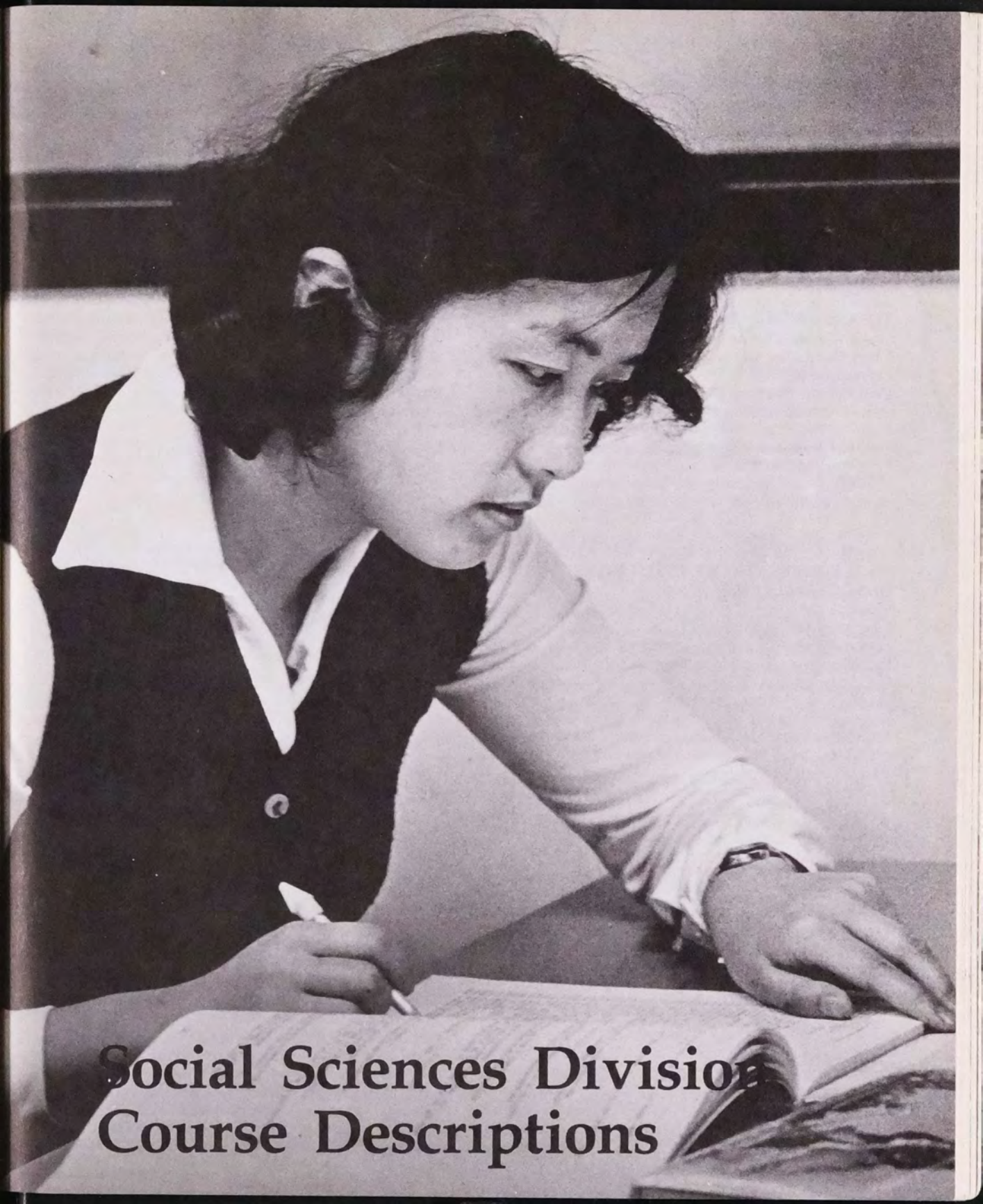
RADT 688 (XRAY 148) SELECTED TOPICS IN RADIOLOGIC TECHNOLOGY.

Units1-3

Class HoursBy arrangement

Prerequisites:.....None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Science/Engineering Division in relation to community-student need and/or available staff. May be offered as a seminar, lecture, or lecture/laboratory class. Non-transferable.



**Social Sciences Division
Course Descriptions**

ADMINISTRATION OF JUSTICE

Faculty: Rudy Sanfilippo

ADMJ 100 (ADMJ 1) INTRODUCTION TO ADMINISTRATION OF JUSTICE.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: History and philosophy of administration of justice in America; recapitulation of the system; identifying the various sub-systems, role expectations, and their inter-relationships; theories of crime, punishment, and rehabilitation; ethics, education and training for professionalism in the system. (This course is part of core curriculum.)

ADMJ 102 (ADMJ 2) PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: An in-depth study of the role and responsibilities of each segment within the Administration of Justice System: law enforcement, judicial, corrections. A past, present and future exposure to each sub-system procedure from initial entry to final disposition and the relationship each segment maintains with its system members. (This course is part of core curriculum.)

ADMJ 104 (ADMJ 3) CONCEPTS OF CRIMINAL LAW. (Also SOSC 104)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. (This course is part of core curriculum.)

ADMJ 106 (ADMJ 4) LEGAL ASPECTS OF EVIDENCE.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None

Description: Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. (This course is part of core curriculum.)

ADMJ 108 (ADMJ 38) COMMUNITY RELATIONS. (Also SOSC 108)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: An in-depth exploration of roles of administration of justice practitioners and their agencies. Interrelationships and role expectations between agencies and the public. Emphasis is on professional image of system of justice administration and development of positive relationships between system and public. (This course is part of core curriculum.)

ADMJ 120 (ADMJ 7a) PRINCIPLES OF INVESTIGATION.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Study of basic principles of all types of investigations utilized in the justice system. Coverage will include human aspects in dealing with the public; specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

ADMJ 121 (ADMJ 7b) ADVANCED INVESTIGATION.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ADMJ 120
 Description: 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.

ADMJ 123 (ADMJ 22) CONCEPT OF ENFORCEMENT PRINCIPLES.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Explanation of theories, philosophies, and concepts related to the role expectations of the enforcement officer. Emphasis is placed on the patrol, traffic, and public service responsibilities and their relationship to the administration of justice systems.

ADMJ 125 (ADMJ 23) JUVENILE PROCEDURES.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Study of extent, causation, and prevention of juvenile delinquency; an analysis of juvenile courts, probation, institutional treatment, parole, and prevention programs. The sociological and anthropological approaches to juvenile delinquency in terms of their relationship to the administration of justice systems.

ADMJ 127 (ADMJ 42) JUVENILE DELINQUENCY. (Also SOSC 127)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Survey course examining various aspects of juvenile crime. Review and analysis of various explanations of delinquent behavior; survey and critique of the juvenile justice system; examination of selected agencies such as police, probation departments, juvenile courts, juvenile halls, and private youth-service agencies.

ADMJ 130 (ADMJ 44) DRUGS: EFFECTS ON INDIVIDUALS AND SOCIETY. (Also PSYC 130)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:PSYC 100
 Description: Introduction to the effects of various categories of drugs. Exploration of the anatomical and physiological basis of drug action. Identification of symptoms and side effects of drug use or abuse. Various modes of treatment and rehabilitation.

ADMJ 135 (ADMJ 24) NARCOTICS AND SPECIAL INVESTIGATIONS.

Units (Grade Option)3
 Class Hours3 lecture hours/week

Prerequisites:None
 Description: Designed to acquaint Administration of Justice students with background and historical information necessary to enter a law enforcement agency. Involves identification of drugs, drug abuses, mental and physical effects, and addiction. Special emphasis on vice and deviant behavior including victimless crimes.

ADMJ 140 (ADMJ 15a) FINGERPRINT CLASSIFICATION.

Units (Grade Option)1
 Class Hours1 lecture hour/week
 Prerequisites:ADMJ 120
 Description: A study of the biological structure of the layers of the skin; the history of fingerprinting. Development of knowledge and identification capabilities for fingerprint patterns. Henry and FBI systems of classifications with ability to file and search, and demonstration of practical application.

ADMJ 141 (ADMJ 15b) FINGERPRINTING, LATENT.

Units (Grade Option)1
 Class Hours1 lecture hour/week
 Prerequisites:ADMJ 120
 Description: Discussion of modus operandi leading to the location of areas containing latent impressions. Development of latent impressions by mechanical and chemical mediums, photography and lifting techniques. Comparison of latents with rolled impression. Courtroom comparison with practical application.

ADMJ 142 (ADMJ 15c) CRIMINAL IDENTIFICATION.

Units (Grade Option)1
 Class Hours1 lecture hour/week
 Prerequisites:ADMJ 120
 Description: A study of basic methods of identification (Portrait Parle), Bertillion system and present-day identification systems, and equipment available for development of composite images. Identification and field photography, camera and darkroom procedures and techniques.

ADMJ 150 (ADMJ 12) TRAFFIC SUPERVISION AND CONTROL.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:ADMJ 100
 Description: Laws relating to the operation of motor vehicles: California Vehicle Code sections most often encountered and violated; regulation and traffic control; traffic accident investigation; em-

phasis on causes and contributory aspects of driver behavior.

ADMJ 153 (ADMJ 19) PATROL PROCEDURES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Completion of or concurrent enrollment in ADMJ 100.

Description: Methods, techniques and responsibilities of the patrol unit. The value of one-man car as opposed to two-man car; marked vs. unmarked patrol cars. Beat patrol and observation, police hazards and how to handle them.

ADMJ 157 (ADMJ 21) REPORT WRITING.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: ADMJ 104

Description: 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.

ADMJ 165 (ADMJ 17) POLICE ORGANIZATION & MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ADMJ 100 and ADMJ 102

Description: Functions of police organization. Concepts of chain of command, span of control, functional supervision, unity of command and purpose of police organization and administration.

ADMJ 170 (ADMJ 25) POLICE DEFENSE TACTICS.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: None

Description: Modern police techniques in self-defense. Use of techniques which subdue with least amount of violence; controls with least possibility of injury to both parties. Teaches the art of judo and jujitsu and baton training.

ADMJ 175 (ADMJ 45) CANINE MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Students should have dog which is used either for professional or for home safety purposes.

Description: In-depth study of use of guard dogs for professional or personal purposes. Modern-day insights into a better understanding and handling

of guard dogs. Theory applied to actual field situations to give awareness of significant role guard dogs play as physical and psychological deterrent to crime.

ADMJ 188 (ADMJ 36) LEGAL RESEARCH.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Provides a working knowledge of major resources in law library. Includes practice in finding and interpreting case law; status and administrative regulations; experience in using digests, loose-leaf services, citators, encyclopedias, treatises and legal periodicals.

ADMJ 205 (ADMJ 11) JUDICIAL PROCESS IN CALIFORNIA.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: An overview of federal court system, the California courts and administrative agency tribunals. Careful examination of roles and relationships of the courthouse work group. Special attention is directed to criminal case and quasi-criminal case processing.

ADMJ 210 (ADMJ 12) PRINCIPLES & PRACTICE IN CIVIL PROCESS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: An in-depth study of case processing in civil and administrative matters. Emphasis on systems approach and origin-to-disposition studies of typical civil and administrative matters make this course suitable for students interested in the courts or for legal secretaries.

ADMJ 220 (ADMJ 14) COURT ENFORCEMENT PRINCIPLES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: An in-depth study of duties and responsibilities of the court enforcement arm. Suitable for those interested in service of uniformed court personnel (constables, marshals, and sheriff's deputies). Includes but not limited to: the bailiff, warrant, and civil functions.

ADMJ 240 (ADMJ 31) INTRODUCTION TO LAW.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week

Prerequisites:None
 Description: The study of law, the legal profession and the court system. Roles and relationships of workers in the American legal system; administrative agency justice; recent developments in legal services, law-related management and new technology. Recommended for students considering work in law-related occupations.

ADMJ 245 (ADMJ 32) LEGAL OPERATIONS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: This course is designed to teach terminology, skills, and methodologies needed for work in the law-related occupations.

ADMJ 270 (ADMJ 20) WOMEN AND JUSTICE: NEW DIRECTIONS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Examines both traditional and changing roles of men and women in society with emphasis on criminal justice system. Features study of female adult and juvenile correctional facilities, selection, training, and affirmative action programs for women in police work and female criminality.

ADMJ 300 (ADMJ 30) INTRODUCTION TO SECURITY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: History and development of the security services function; inter-relationships to the legal process; career roles and operational processes in various types of security organizations.

ADMJ 305 (ADMJ 32) BUSINESS AND RETAIL SECURITY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: History and development of security services by business and retail organizations; methods used in provision of security; and techniques in loss prevention, detection and control.

ADMJ 310 (ADMJ 35) INDUSTRIAL SECURITY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Philosophy and history of industrial security services. Survey of contemporary in-

dustrial practices; protection of facilities, risk reduction and safety practices. Security employee responsibilities.

ADMJ 350 (ADMJ 18) INTRODUCTION TO CORRECTIONS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Philosophy and history of correctional services. Survey of correctional sub-systems, probation concepts, and parole operations. Correctional employee responsibilities; rehabilitation goals as they affect individual and inmate cultural groups in both confined and field setting.

ADMJ 360 SOCIOLOGY OF CRIME. (Also SOCI 360)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: This course surveys the crime problem in the United States. A review of crime, correction, court and law enforcement theories; role and function of law enforcement; correction/rehabilitation activities and problems.

ADMJ 370 (ADMJ 46) INTRODUCTION TO COUNSELING. (Also PSYC 370)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Introduction to various theories of counseling and general principles on interviewing. Opportunity for the development of skills in establishing rapport, setting counseling goals, recognizing strengths in individuals, recognizing self-limitations, and making referrals and terminating counseling relationships.

ADMJ 670 (ADMJ 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit)1-4
 Class Hours... One unit credit for each five hours worked per week with a maximum of 4 units
 Prerequisites:... Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.
 Description: Activities include setting measureable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

ADMJ 680 (ADMJ 48) SELECTED TOPICS IN ADMINISTRATION OF JUSTICE.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

ADMJ 688 (ADMJ 148) SELECTED TOPICS IN ADMINISTRATION OF JUSTICE.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as a seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

ADMJ 690 (ADMJ 49) SPECIAL PROJECTS.

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in ADMJ to be arranged by AMDJ instructor and student with the approval of Division Director.

ADMJ 755 (ADMJ 94) ADVANCED OFFICERS COURSE.

Units (Grade Option) 1-2
 Class Hours 16-32 lecture hours/semester
 Prerequisites: ADMJ 100, 102, 104, 106, 108
 Description: New laws, recent court decisions, current enforcement procedures, new concepts in law enforcement technology, community human relations and other refresher training as may be necessary. Certified by Commission on Peace Officer Standards and Training (POST). (May be repeated three times for credit.)

ADMJ 760 (ADMJ 96a) PEACE OFFICERS ORIENTATION.

Units (Grade Option) 1-2
 Class Hours 26-40 lecture-lab hours/semester
 Prerequisites: None
 Description: Laws of arrest, search and seizure, methods of arrest and discretionary decision-mak-

ing. Care and use of firearms, moral and legal applications of firearms, and range qualification to demonstrate performance objectives. (Certified by Peace Officer Standards and Training (POST) as required by Penal Code Section 832 for Peace Officers.) (Note: Any person convicted of a felony may be in violation of the law by participating in the firearms portion of this course.)

ADMJ 761 (ADMJ 96b) STATE SECURITY REQUIREMENTS: FIREARMS TRAINING.

Units (Grade Option) ½
 Class Hours .. 8 lecture and 6 lab hours/semester
 Prerequisites: None
 Description: Designed to train contract, private patrol and proprietary guards in handgun usage. Course requires lecture and range qualification. (Meets State of California requirements. College will certify student to Bureau of Collection and Investigation Services upon successful completion of exam and range firing.) (Note: Any person convicted of a felony may be in violation of the law by participating in this firearms course.)

ADMJ 762 (ADMJ 96c) SECURITY BATON TRAINING.

Units (Grade Option) ½-1
 Class Hours 8-16 lecture hours/semester
 Prerequisites: None
 Description: A course in legal and moral aspects as related to use of force. Familiarization with various baton procedures, defensive and offensive control and arrest techniques. Ability to demonstrate performance objectives. (Fulfills requirement of 12002(b) of the California Penal Code.)

ADMJ 766 (ADMJ 98) CHEMICAL AND FIREARM INSTRUCTION.

Units (Grade Option) ½-1
 Class Hours 8-40 lecture-lab hours/semester
 Prerequisites: None
 Description: History and use in law enforcement of non-lethal chemical agents. Field application and exposure to various agents and first aid for exposure victims. Safety instruction for firing range operation; care safety and use of various police weapons including range familiarization. (Conforms to Peace Officers Standards and Training (POST) for Chemical Agents Training.) (Note: Any person convicted of a felony may be in violation of the law by participating in the firearms portion of this course.)

ADMJ 768 (ADMJ 36) STATE SECURITY GUARD REQUIREMENTS: POWERS OF ARREST.

Units (Grade Option) ½
 Class Hours 8 lecture hours/semester
 Prerequisites: None
 Description: Designed to train contract, private patrol and proprietary guards in the powers of arrest, communications, and legal responsibilities. (Meets State of California requirements. College will certify student to Bureau of Collection and Investigation Service upon successful completion of exam.)

ADMJ 771 (ADMJ 99a) RESERVE OFFICERS BASIC TRAINING—MODULE A.

Units (Grade Option) 1-2
 Class Hours 40 lecture-lab hours/semester
 Prerequisites: None
 Description: Arrest, search and seizure, law theory and practical application; firearms, legal aspects, safety standards and procedures. Range-firing of weapon and qualification. Student must be able to demonstrate performance objectives upon completion of course. (Course is certified by Commission on Peace Officer Standards and Training (POST) as required under Penal Code Section 832.6.) (Note: Any person convicted of a felony may be in violation of the law by participation in the firearms portion of this course.)

ADMJ 772 (ADMJ 99b) RESERVE OFFICERS BASIC TRAINING—MODULE B.

Units (Grade Option) 3
 Class Hours 56 lecture-lab hours/semester
 Prerequisites: None
 Description: Role of back-up officer, including patrol procedures, defensive tactics, vehicle stops; range, with shotgun. Booking procedures and communications; CPR and First Aid. Student must be able to demonstrate performance objectives upon completion of course. (Course is certified by Commission on Peace Officer Standards and Training (POST).) (Note: Any person convicted of a felony may be in violation of the law by participation in the firearms portion of this course.)

ADMJ 773 (ADMJ 99c) RESERVE OFFICERS BASIC TRAINING—MODULE C.

Units (Grade Option) 4
 Class Hours 124 lecture-lab hours/semester
 Prerequisites: None
 Description: Professional orientation, community relations. Law as related to specific offenses. Traffic control and violations; criminal investigation; report writing; vehicle operation; laws of evidence; patrol procedures and physical fitness and defen-

sive techniques. Student must be able to demonstrate performance objectives upon completion of course. (Course is certified by Commission on Peace Officer Standards and Training (POST).)

ADMJ 800 (ADMJ 52) CITIZENS AND THE LAW.

Units (Grade Option) 1
 Class Hours 18 lecture hours/semester
 Prerequisites: None
 Description: An overview of the structure and jurisdiction of the court system and an analysis of what the court experience means to citizens at different socio-economic levels.

ANTHROPOLOGY

Faculty: Eldon Earnhardt

ANTH 105 PEOPLES AND CULTURES OF THE WORLD.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: A study of the Eskimo, Bushman of Africa, Mountain People of New Guinea, Pygmy, Yanomamo of Brazil, Peoples of Micronesia, and peoples of other cultures of the non-industrialized world.

ANTH 110 (ANTH 2) CULTURAL ANTHROPOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: A study of human behavior expressed in different cultures throughout the world. Emphasis on methods and theories of anthropology. Religion, economics, personality, kinship, and family of different cultures.

ANTH 125 (ANTH 1)—Listed under BIOLOGICAL SCIENCES.**ANTH 340 (ANTH 34) CALIFORNIA INDIANS.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introduction to origins and pre-history of California Indian; archaeology, pre-history, ethnography and history of selected cultures. Emphasis on San Francisco Bay Region, particularly San Mateo County. Historical and contemporary problems considered in light of European influence on California Indian. (Fulfills Ethnic Studies requirement.)

ANTH 360 (ANTH 36) INDIANS OF NORTH AMERICA.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of life-ways of North American Indian cultures in different geographical areas of North America. Stress on cross-cultural comparisons of cultural and social phenomena including religious and world view systems, subsistence systems and political systems. (Fulfills Ethnic Studies requirement.)

ANTH 370 (ANTH 37) PRE-COLUMBIAN PEOPLES AND CULTURES OF MEXICO AND CENTRAL AMERICA.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of Middle American civilization as developed through cultures as Olmec, Zapotec, Mixtec, Maya, Toltec, and Aztec. Emphasis on contributions of these peoples in the development of Middle America. Examination of the impact of the Spanish conquest, the emergence of the mestizo, and the cultural influences still present. (Fulfills Ethnic Studies requirement.)

ANTH 680 (ANTH 48) SELECTED TOPICS IN ANTHROPOLOGY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

ANTH 688 (ANTH 148) SELECTED TOPICS IN ANTHROPOLOGY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

ANTH 690 (ANTH 49) SPECIAL PROJECTS

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in ANTH to be arranged by ANTH instructor and student with the approval of Division Director.

EARLY CHILDHOOD EDUCATION

Faculty: Dianne Eyer, Dorothy Hills, Marie Sandler

ECE. 210 (ECED 11a) EARLY CHILDHOOD EDUCATION PRINCIPLES. (Also PSYC 210)

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: None
 Description: Nature and goals of early childhood education. Evolution and exploration of various models for ECE programs. Exploration of the philosophic position, personalities and forces guiding development of early childhood programs.

ECE. 211 (ECED 11b) EARLY CHILDHOOD EDUCATION CURRICULUM. (Also PSYC 211)

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: None
 Description: 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.

ECE. 212 CHILD, FAMILY, AND COMMUNITY. (Also PSYC 212)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Nature of varying and interacting factors of socialization. Overview of socialization in middle childhood. Examination of contemporary family life styles and patterns of child-rearing.

ECE. 230 (ECED 14) CREATIVE ACTIVITIES FOR THE YOUNG CHILD.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: 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.

ECE. 240 (ECED 115) EARLY CHILDHOOD EDUCATION ADMINISTRATION I.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Overview of the business aspects of caring for children. Topics include: Legal requirements for child care settings; laws relating to Early Childhood Education; facets of business management.

ECE. 241 EARLY CHILDHOOD EDUCATION ADMINISTRATION II.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Focus on the human relations aspects of child care. Major topics include: Staffing; parent involvement; communication guides for director-teacher, teacher-teacher, and teacher-parent relationships.

ECE. 311 (ECED 13) NUTRITION FOR YOUNG CHILDREN.

Units (Grade Option) 1
 Class Hours 2 lecture hours/week
 for 8 weeks
 Prerequisites: None
 Description: This course stresses the understanding of nutritional requirements for 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. Guides to parents and teachers concerning nutritious snacks.

ECE. 313 (ECED 12) HEALTH & SAFETY FOR YOUNG CHILDREN.

Units (Grade Option) 1
 Class Hours 2 lecture hours/week
 for 8 weeks
 Prerequisites: None
 Description: Safety regulations will be reviewed for those planning to work in a setting caring for children. Guides to parents and teachers concern-

ing the prevention of accidents. Equipment purchasing information and curriculum ideas for teaching safety to your children will be included.

ECE. 670 (ECED 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours One unit of credit for each five hours worked per week with maximum of 4 units per semester.
 Prerequisites: Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.
 Description: 400 hours over two semesters in supervised field setting fulfills the State Commission requirements for teacher licensing for Children's Center Permit. Students participate in six program areas during this period; 4 units each semester.

ECE. 680 (ECED 48) SELECTED TOPICS IN EARLY CHILDHOOD EDUCATION.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

ECE. 688 (ECED 148) SELECTED TOPICS IN EARLY CHILDHOOD EDUCATION.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

ECE. 690 (ECED 49) SPECIAL PROJECTS.

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in ECE. to be arranged by ECE. instructor and student with the approval of Division Director.

ECONOMICS

Faculty: James Collins, Patrick Manning

ECON 100 (ECON 1a) PRINCIPLES OF MACRO ECONOMICS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: The American economy; the price system; resources, machines and labor in production; firms and organizing private business; the banking system; money and economic activity; trends of national income and factors in determination; policies for stabilization and growth.

ECON 102 (ECON 1b) PRINCIPLES OF MICRO ECONOMICS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Supply, demand and price determination in a market economy; the business firm's cost, revenues and price policies under competition and monopoly; determination of wages, rent, interest and profits; international trade and finance; taxes, debts and public finance; comparative economic systems.

ECON 230 (ECON 11) ECONOMIC HISTORY OF THE UNITED STATES.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Origin and development of the American economy. Industrial growth, land, and resource use, the transportation revolution, development of money and banking, trade patterns, organized labor, the role of government in aiding economic development and stabilization. (This course fulfills American Institutions requirement.)

ECON 680 (ECON 48) SELECTED TOPICS IN ECONOMICS.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

ECON 688 (ECON 148) SELECTED TOPICS IN ECONOMICS.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

ECON 690 (ECON 49) SPECIAL PROJECTS.

Units (Grade Option)1-2
 Class HoursBy arrangement
 Prerequisites:None
 Description: Special projects in ECON to be arranged by ECON instructor and student with the approval of Division Director.

EDUCATION

Faculty: Dianne Eyer

EDUC 191 (EDUC 4) CHILDREN'S LITERATURE, STORYTELLING. (Also ENGL 191)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Designed to give laboratory experience in presenting stories and poetry to children in pre-school and 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.

EDUC 670 (EDUC 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit)1-4
 Class HoursOne unit of credit for each five hours worked per week with a maximum of 4 units
 Prerequisites:Enrollment in 7 units, including Coop Education and employment in a field related to student's declared major.
 Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

EDUC 680 (EDUC 48) SELECTED TOPICS IN EDUCATION.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

EDUC 688 (EDUC 148) SELECTED TOPICS IN EDUCATION.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

EDUC 690 (EDUC 49) SPECIAL PROJECTS.

Units (Grade Option)1-2
 Class HoursBy arrangement
 Prerequisites:None
 Description: Special projects in EDUC to be arranged by EDUC instructor and student with the approval of Division Director.

EDUC 851 (EDUC 80) SIGN LANGUAGE FOR THE DEAF I.

Units (Grade Option)2
 Class Hours2 lecture hours/week
 Prerequisites:None
 Description: Introduction to manual communication, expressive and receptive fingerspelling, signs and interpreting skills.

EDUC 852 (EDUC 81) SIGN LANGUAGE FOR THE DEAF II.

Units (Grade Option)2
 Class Hours2 lecture hours/week
 Prerequisites:EDUC 851 or equivalent
 Description: Advanced beginning course in manual communication, fluency in communication and interpreting of American sign language.

GEOGRAPHY

Faculty: Peter Gunderson

GEOG 100 (GEOG 1a)—Listed under PHYSICAL SCIENCES.**GEOG 110 (GEOG 1b) CULTURAL GEOGRAPHY.**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Spatial distribution of the most important parts of human's cultural occupation of the earth. Consideration of culture within the geographic framework of race, language, religion, political boundaries, population distribution, settlement patterns, and making a living.

GEOG 120 (GEOG 4) ECONOMIC GEOGRAPHY. (Also ENVR 120)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Investigation and description of basic resources used by humans. Evaluation of effects cultural and physical environments have on utilization of these resources. Emphasis on industrialized regions of the world and interrelationship of urban growth and economic development.

GEOG 150 (GEOG 5) WORLD REGIONAL GEOGRAPHY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Survey of basic geographic regions of the world. Physical and cultural features of each region. Emphasis on historical influences and population growth. Location of important geographic features, such as rivers, mountain ranges, climatic regions, countries, states, and major cities.

GEOG 680 (GEOG 48) SELECTED TOPICS IN GEOGRAPHY.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

GEOG 688 (GEOG 148) SELECTED TOPICS IN GEOGRAPHY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

GEOG 690 (GEOG 49) SPECIAL PROJECTS.

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in GEOG to be arranged by GEOG instructor and student with the approval of Division Director.

HISTORY

Faculty: Frank Fahey, Joseph Jeppson, Patrick Manning, Melvyn Pratt, James Steidel, Gilbert Workman

HIST 100 (HIST 4a) HISTORY OF WESTERN CIVILIZATION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: 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.

HIST 101 (HIST 4b) HISTORY OF WESTERN CIVILIZATION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None. HIST 100 is recommended.
 Description: 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, the World Wars and international experiments of the 20th Century.

HIST 102 (HIST 4c) HISTORY OF AMERICAN CIVILIZATION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None. HIST 100 is recommended.

Description: The colonial settlement of North America, the Enlightenment, the Age of Revolution, and growth of democracy, the problems of industrialization, the emergence of modern society, the effects of expansion of the 19th and 20th Centuries on culture of America and role of United States in modern world. (May be used to fulfill American Institutions requirement.)

HIST 105 (HIST 13) THE BIBLE AS HISTORY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Writings of the Old and New Testaments in their historical settings.

HIST 201 (HIST 17a) UNITED STATES HISTORY TO 1865.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Discovery of a New World and the building there of a unique new nation. The dynamic mingling of cultures, the creation of an independent republic, the westward thrust, the development of sectional differences culminating in bloody civil conflict. Through it all, the emergence of an American character and an American dream. (Fulfills American Institutions requirement.)

HIST 202 (HIST 17b) UNITED STATES HISTORY SINCE 1865.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None. HIST 201 is recommended.
 Description: Rebuilding the Union, technological miracle-making, emergence as a world power, and broadening opportunities and freedoms. The shadows of international tension, grave imbalances, and weakening social fabric. The search for solutions and a sense of common purpose. (Fulfills American Institutions requirement.)

HIST 205 (HIST 14) RELIGION IN AMERICA.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Historical survey of religious thought

and activity in this country and its influence upon the development of American civilization.

HIST 209 (HIST 30) HISTORICAL GENEALOGY.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: 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.

HIST 210 (HIST 26) 20th CENTURY AMERICAN HISTORY.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: What's happening and why? America's time of crisis at home and abroad and its roots in the events and forces through which we have moved since 1914. (May be used to fulfill American Institutions requirements.)

HIST 242 (HIST 33) THE AFRO-AMERICAN IN U.S. HISTORY.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: This course examines the nature of racism and American characteristics concerning it; a chronological study of the history of the Black experience from 17th Century to present. Students relate their viewpoints and values in interpreting events. (May be used to fulfill Ethnic Studies requirement.)

HIST 260 (HIST 28) WOMEN IN AMERICAN HISTORY.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: The role of women in American society from colonial period to present, particularly the conflicts between the role prescribed for women and the reality of their lives. As a new field, women's history invites creativity and experimentation. (May be used to fulfill American Institutions requirement.)

HIST 310 (HIST 22) CALIFORNIA HISTORY.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: Life in California today and the his-

toric path by which its values and qualities emerged. The multi-cultural background, the conquest, and the development of modern California. May require individual research project and field trips. (May be used to fulfill American Institutions requirement.)

HIST 315 (HIST 31) HISTORY OF SAN MATEO COUNTY.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: Study of social, economic, political development of San Mateo County; historical research techniques, using local primary sources of information. (Fulfills American Institutions requirement.)

HIST 415 (HIST 6) MODERN AFRICA.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: Current crises in Africa and their historical background; African culture and society; contact between Africa and the Americas; the struggle to end slavery, European conquest and colonialism, movements for independence, civil rights, and black power. (May be used to fulfill Ethnic Studies requirement.)

HIST 421 (HIST 8a) HISTORY OF AMERICAS.

Units (Grade Option)3

Class Hours3 lecture hours/week

Prerequisites:None

Description: 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. (Fulfills American Institutions requirement.)

HIST 422 (HIST 8b) MODERN LATIN AMERICA.

Units (Grade Option)3

Class hours3 lecture hours/week

Prerequisites:None

Description: History of Latin America from independence to present. Emphasis on Latin America's role today and problems of Latin America, the United States, and their relationships. The cultural ties binding Spanish-speaking people in the U.S. to a wider identity. (May be used to fulfill Ethnic Studies requirement.)

HIST 451 (HIST 9a) FAR EASTERN CIVILIZATION AND HERITAGE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Survey of historical and cultural development of China, Korea, and Japan to the 13th Century. The religious, philosophical, and artistic development of these countries. Attention given to Asian-American adjustment and identity in their new environment. (May be used to fulfill Ethnic Studies requirement.)

HIST 452 (HIST 9b) FAR EASTERN CIVILIZATION AND HERITAGE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Historical survey of the cultural achievements of China, Japan, and Korea from 13th Century to present. Colonialism, imperialism, and modern nationalism. The history and experiences of Asian immigrants and adjustment. (May be used to fulfill Ethnic Studies requirement.)

HIST 650 (HIST 37) SPECIAL TOPICS SEMINAR.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: None
 Description: Study of important intellectual, economic, or political trends of a particular period in history. The period and subject will vary upon interest of instructor and students.

HIST 680 (HIST 48) SELECTED TOPICS IN HISTORY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

HIST 688 (HIST 148) SELECTED TOPICS IN HISTORY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to

be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

HIST 690 (HIST 49) SPECIAL PROJECTS.

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in HIST to be arranged by HIST instructor and student with the approval of Division Director.

PHILOSOPHY

Faculty: Melvyn Pratt, Frank Young

PHIL 100 (PHIL 6) INTRODUCTION TO PHILOSOPHY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Survey of ideas and issues which traditionally concern philosophic minds. Emphasis on doing philosophy as a means of understanding it. Critical evaluation of such philosophical topics as: Values and ethics, logic, political ideologies, human existence, science and religion, cosmology, and knowledge.

PHIL 160 (PHIL 20) HISTORY OF PHILOSOPHY—ANCIENT AND MEDIEVAL PHILOSOPHY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: History of Western Philosophy from ancient to Renaissance. Selections from representative philosophers and/or schools: Pre-Socratic; Plato; Aristotle; philosophy of the Roman world; Christian and early rationalist thought. Analysis of attempts to resolve fundamental metaphysical, epistemological and ethical questions.

PHIL 175 (PHIL 21) HISTORY OF PHILOSOPHY—16TH TO 19TH CENTURY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Epistemological, metaphysical, and ethical systems in Western 16th to 19th Century philosophy. The Rationalists, Empiricists, Kant, and other idealists will be studied.

PHIL 190 (PHIL 7) CONTEMPORARY PHILOSOPHY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Emphasis on trends in 19th and 20th Century philosophy and their impact on social, political, economic and religious movements. Topics include: Idealism, Existentialism, Marxism, Maoism, Christian Philosophy, Logical Positivism, Pragmatism, Utilitarianism, and Contemporary Analysis.

PHIL 200 (PHIL 11) INTRODUCTION TO LOGIC.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: 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.

PHIL 240 (PHIL 23) INTRODUCTION TO ETHICS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Theories of the good life and moral obligation and their application to problems of individual and social behavior. Theories include: Epicureanism, Stoicism, and Hedonism; Plato and Aristotle; Augustine; Kant; Utilitarianism; and Relativism.

PHIL 300 (PHIL 24) INTRODUCTION TO WORLD RELIGIONS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: A study of the great religions of the world; their cultural background, tenets, practices, literature and art, and their impact on society and culture. Covers the development of religious ideas, the western religions, and the eastern religions.

PHIL 310 (PHIL 25) WESTERN RELIGIOUS PHILOSOPHY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Investigation of questions arising in the tradition: Religious scepticism, nature of God,

revelation, miracles, faith, mystical experience; the problem of evil; death and immortality.

PHIL 320 (PHIL 35) ASIAN PHILOSOPHY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Introduction to philosophical development in China, India, and Japan. Emphasis on philosophical rather than religious evolution. A survey of historical systems combined with contemporary impact.

PHIL 650 (PHIL 38) SEMINAR IN PHILOSOPHY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:Two other courses in Philosophy
 Description: Designed to provide an opportunity for philosophy majors and others who meet requirements to pursue some more advanced problems in philosophy.

PHIL 680 (PHIL 48) SELECTED TOPICS IN PHILOSOPHY.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

PHIL 688 (PHIL 148) SELECTED TOPICS IN PHILOSOPHY.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

PHIL 690 (PHIL 49) SPECIAL PROJECTS.

Units (Grade Option)1-2
 Class HoursBy arrangement
 Prerequisites:None
 Description: Special projects in PHIL to be arranged by PHIL instructor and student with approval of Division Director.

POLITICAL SCIENCE

Faculty: Kenneth Kennedy, Theodore Reller, Gilbert Workman

PLSC 110 (PLSC 2) CONTEMPORARY FOREIGN GOVERNMENTS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None

Description: 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 and Mexico. Attention will be devoted to current issues.

PLSC 150 (PLSC 5) INTRODUCTION TO POLITICAL THEORY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None

Description: Explores 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.

PLSC 205 (PLSC 27) AMERICAN SOCIETY.

Units (Grade Option)5
 Class Hours5 lecture hours/week
 Prerequisites:None

Description: Orientation course in American society and culture designed for foreign students or recent immigrants. Comparison is made between American traditions, institutions and practices and those of other countries to enhance the perspective with which the foreign student views the difference between his/her country and the United States. (May be used to fulfill American Institutions requirement.)

PLSC 210 (PLSC 21) AMERICAN POLITICS.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None

Description: Survey of American politics and government including public opinion, voting patterns and elections, pressure group and political party activity, the functions of the President, Congress and Supreme Court, constitutional guarantees of citizen's rights and liberties. (May be used to fulfill American Institutions requirement.)

PLSC 255 (PLSC 28) WOMEN, POLITICS AND POWER.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None

Description: 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.

PLSC 310 (PLSC 23) CALIFORNIA STATE AND LOCAL GOVERNMENT.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None

Description: Survey of California state and local government with special attention given to the political and social problems of urban and metropolitan communities. Current issues and processes are stressed. (May be used to fulfill American Institutions requirement.)

PLSC 680 (PLSC 48) SELECTED TOPICS IN POLITICAL SCIENCE.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

PLSC 688 (PLSC 148) SELECTED TOPICS IN POLITICAL SCIENCE.

Units (Grade Option)1-3
 Class HoursBy arrangement
 Prerequisites:None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

PLSC 690 (PLSC 49) SPECIAL PROJECTS.

Units (Grade Option)1-2
 Class HoursBy arrangement
 Prerequisites:None

Description: Special projects in PLSC to be ar-

ranged by PLSC instructor and student with the approval of Division Director.

PSYCHOLOGY

Faculty: Herman Bates, Dianne Eyer, Bennett Kilpack, Walter Owyang, Ernesto Rodriguez, Ruth Spangenberg, Paul Stegner, Tim Stringari

PSYC 100 (PSYC 1a) GENERAL PSYCHOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introduction to psychology including principles of learning, theories of personality, tests and measurements, behavioral disorders, mental health, physiological and developmental aspects of individuals, and social psychology. Experimental design and research data. (Individualized instruction section 1-3 units.)

PSYC 101 (PSYC 2) ASPECTS OF PSYCHOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: This course covers such areas as the psychologist and his profession, science and psychology, psychological methodology, and fields of psychology.

PSYC 105 (PSYC 1b) EXPERIMENTAL PSYCHOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Psychology 100
 Description: Scientific inquiry into human and animal behavior utilizing experimental methodology. Development of skills in collection and analyzing data from human and animal subjects with laboratory apparatus. Professional journal format for experimental reports.

PSYC 108 (PSYC 10) PSYCHOLOGY IN PRACTICE.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester

Prerequisites: None
 Description: Intended for those who wish a general picture of human psychology and do not plan to take further courses in psychology. Emphasis on an application of psychological principles to problems of everyday life rather than a technical-scientific approach.

PSYC 110 (PSYC 4) COURTSHIP, MARRIAGE AND THE FAMILY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Focus on marriage as personal and probable event for student. Courtship; personality and adjustment in marriage; parenthood; divorce; mate-selection; love; family; anatomic, physiologic, psychological, and sociologic aspects of sex; children; religious factors; marriage as social institution and personal commitment.

PSYC 130 (PSYC 44) DRUGS: EFFECTS ON INDIVIDUALS AND SOCIETY. (Also ADMJ 130)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: PSYC 100
 Description: Introduction to the effects of various categories of drugs. Exploration of the anatomical and physiological basis of drug action. Identification of symptoms and side effects of drug use or abuse. Various modes of treatment and rehabilitation.

PSYC 138 (PSYC 38) BIOFEEDBACK. (Also BIOL 138)

Units (Grade Option) 1
 Class Hours (8 weeks) 2 lecture hours/week

Prerequisites: None
 Description: Introduction to biofeedback theory and uses of electronic equipment to demonstrate control processes.

PSYC 201 (PSYC 5a) CHILD DEVELOPMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: An examination of the developmental trends affecting human growth from the prenatal period to adolescence. Emphasis upon the factors influencing personality development.

PSYC 202 (PSYC 5b) ADOLESCENT BEHAVIOR.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: An exploration of the behaviors, values, joys, and frustrations of the adolescent years. Designed to be of value to anyone seeking to understand one's own process and/or the process of others experiencing the adolescent years.

PSYC 203 (PSYC 5c) MATURITY AND AGING.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: PSYC 100 or SOSC 320
 Description: To develop in students a concrete awareness of the social, intellectual, emotional, physical, and psychological changes occurring in later adulthood through the old age and death. Factors influencing personality during this stage of human development.

PSYC 210 (PSYC 11a) EARLY CHILDHOOD EDUCATION PRINCIPLES. (Also ECE.210)

Units (Grade Option)1-3
 Class Hours16-48 lecture hours/semester
 Prerequisites:None
 Description: Nature and goals of early childhood education. Evolution and exploration of various models for ECE programs. Exploration of the philosophic position, personalities and forces guiding development of early childhood programs.

PSYC 211 (PSYC 11b) EARLY CHILDHOOD EDUCATION CURRICULUM. (Also ECE. 210)

Units (Grade Option)1-3
 Class Hours16-48 lecture hours/semester
 Prerequisites:None
 Description: 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.

PSYC 212 (PSYC 12) CHILD, FAMILY, AND COMMUNITY. (Also ECE.212)

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Nature of varying and interacting factors of socialization. Overview of socialization in middle childhood. Examination of contemporary family lifestyles and patterns of child-rearing.

PSYC 221 (PSYC 21) INTRODUCTION TO EXCEPTIONALITY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: PSYC 201
 Description: Survey course emphasizing descriptive and diagnostic differences of exceptional per-

sons (deaf, learning disabled, orthopedically handicapped, visually handicapped, emotionally disturbed, deaf/blind, the gifted, the aged). Current approaches concerning educational and community programs.

PSYC 222 (PSYC 22) INTRODUCTION TO DEVELOPMENTAL DISABILITIES.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: PSYC 201
 Description: Survey course examining characteristics, learning potentials, curriculum guides and community agencies for the developmentally disabled. Course deals with those substantially handicapped including: mental retardation, autism, cerebral palsy, epilepsy, and severe neurological handicapping conditions.

PSYC 223 (PSYC 23) INFANT BEHAVIOR.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: A survey of developmental trends and environmental influences during the first three years of life (emphasis on first 18 months). Content especially designed for those interested in child development/early childhood education, parent education and infant education.

PSYC 278 (PSYC 7) THE PSYCHOLOGICAL EXPERIENCE OF LA RAZA IN THE UNITED STATES.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: The psychological results of being a Spanish-speaking minority within an Anglo society. Emphasis on the psycho-dynamics of the Spanish-speaking family in the United States. (Fulfills Ethnic Studies requirement.)

PSYC 300 (PSYC 6) SOCIAL PSYCHOLOGY.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: PSYC 100 or SOCI 100
 Description: Study of interaction among persons and groups. Focus on research methods, self-concept, attitude formation and change, interpersonal attraction, aggression, group dynamics and leadership, impression formation, and related topics. Experiential learning is included as part of this course.

PSYC 340 (PSYC 39) PSYCHOLOGY OF HUMAN SEXUALITY.

Units (Grade Option) 1½-3
 Class Hours 24-28 lecture hours/semester
 Prerequisites: None
 Description: Course covers the psychological aspects of human sexuality influencing sexual identity and behavior. Knowledge of relevant sexual research, consideration of sexual malfunction, therapeutic approaches, and the exploration of personal attitudes and values.

PSYC 350 (PSYC 45) GROUP DYNAMICS.

Units (Grade Option) 3
 Class hours 3 lecture hours/week
 Prerequisites: PSYC 100
 Description: Introduction to the theories and methods of 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.

PSYC 360 (PSYC 688) STRESS.

Units (Grade Option) 1
 Class Hours 16 hours/semester
 Prerequisites: None
 Description: Explores the psychological, social, and systemic (physiological) causes of stress. Assists the students in identifying specific stressors and learning to deal with them. Experiential learning is included as part of the course.

PSYC 370 (PSYC 46) INTRODUCTION TO COUNSELING. (Also ADMJ 370)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introduction to various theories of counseling and general principles on interviewing. Opportunity for the development of skills in establishing rapport, setting counseling goals, recognizing strengths in individuals, recognizing self limitations, and making referrals and terminating counseling relationships.

PSYC 391 (PSYC 35) PARENTING. (Also SOSC 391)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Survey of parenting techniques as well as parenting structures, single parent—mother or father, parents in communal settings, multiracial parents. Goal is "positive parenting."

PSYC 392 (PSYC 36) FAMILY LIFE CYCLE. (Also SOSC 392)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Adult development trends and handling change, stress and crisis, individual coping abilities will be examined. Topics include: family communication, marriage, parenting, divorce, suicide, violence, alcoholism, drug abuse, aging, and death.

PSYC 400 (PSYC 33) PSYCHOLOGY OF ADJUSTMENT.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: PSYC 100
 Description: Study of the dynamic processes involved in human adaptation to the environment to provide an understanding of normal and abnormal behavior. Emphasis on problems of living and adjusting and factors affecting personal growth.

PSYC 410 (PSYC 34) ABNORMAL PSYCHOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: PSYC 400
 Description: Study of deviant behavior and abnormal personality development. Topics include: the major neuroses and psychoses, character disorders, transient disturbances, and their symptoms, dynamics, etiology, and treatments.

PSYC 420 (PSYC 42) INTRODUCTION TO TREATMENT MODALITIES.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: None
 Description: Study of current theories, techniques and methods in correctional and mental health settings to change behavior. Course is offered in three modules: (1) Crisis Counseling and Brief Therapy Approaches, (2) Behavior Modification, (3) Treatment-Program Models.

PSYC 480 (PSYC 13) PARAPSYCHOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Designed to acquaint the student with the various areas of psychic phenomena. Special emphasis on current trends. Developments here and abroad as well as the present in-depth research in the field. (May be repeated once for credit.)

PSYC 670 (PSYC 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Meetings 6 class meetings per semester
 Prerequisites: Enrollment in 7 units including Coop Education and employment in a field related to student's declared major.
 Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

PSYC 680 (PSYC 48) SELECTED TOPICS IN PSYCHOLOGY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

PSYC 688 (PSYC 148) SELECTED TOPICS IN PSYCHOLOGY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

PSYC 690 (PSYC 49) SPECIAL PROJECTS.

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in PSYC to be arranged by PSYC instructor and student with the approval of Division Director.

SOCIAL SCIENCES

FACULTY: Lois Cunningham, Dianne Eyer, Michael Hancock, Joseph Jeppson, Bennett Kilpack, Walter Rudyang, Ernesto Rodriguez, Theodore Reller, Rudy Sanfilippo, Paul Stegner

SOSC 101 (SSCI 1) INTRODUCTION TO THE SOCIAL SCIENCES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Survey of all the social sciences and how they are used in understanding current American social and political issues. Introduces a variety of disciplines and is helpful for those undecided about an area of concentration. (Fulfills American Institution requirement.)

SOSC 104 (SSCI 3) CONCEPTS OF CRIMINAL LAW. (Also ADMJ 104)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crime, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.

SOSC 108 (SSCI 38) COMMUNITY RELATIONS. (Also ADMJ 108)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: An in-depth exploration of roles of administration of justice practitioners and their agencies. Interrelationships and role expectations between agencies and the public. Emphasis is on professional image of system of justice administration and development of positive relationships between system and public.

SOSC 121 (SSCI 4) STATISTICS FOR THE SOCIAL SCIENCES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: High School Algebra
 Description: Elementary statistical concepts, methods and usages. Examples from social sciences, business, engineering and education. Data presentation; collection and analysis; probability; binomial and normal distributions; estimation of parameters; testing hypotheses; regression correlation analysis. (Parallels: Stat 2 at U.C., Berkeley; Stat 60, Stanford University; Stat 100, Hayward State University.)

SOSC 122 (SSCI 5) SOCIAL SCIENCE RESEARCH METHODS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week

Prerequisites:None
 Description: Basic course in social science research intended for students interested in pursuing work in the social sciences; understanding of basic methods and practices through the development of research projects and activities.

**SOSC 127 (SSCI 42) JUVENILE DELINQUENCY.
 (Also ADMJ 127)**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Survey course examining various aspects of juvenile crime. Review and analysis of various explanations of delinquent behavior; survey and critique of the juvenile justice system; examination of selected agencies such as police, probation departments, juvenile courts, juvenile halls, and private youth-service agencies.

**SOSC 180 (SSCI 20) CURRENT
 WORLD AFFAIRS.**

Units (Grade Option)1-3
 Class Hours16-48 lecture hours/semester
 Prerequisites:None
 Description: Study-discussion of current international and national issues. Political, social and cultural events are analyzed. List of topics varies each semester. (May be repeated for a maximum of 6 transferable units.)

**SOSC 250 (SSCI 34) MEXICAN-AMERICAN
 CULTURE.**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Contemporary view of the Mexican-American community covering its cultural heritage, social structure, problems and creative contributions. (May be used to fulfill Ethnic Studies requirement.)

**SOSC 255 (SSCI 32) CONTEMPORARY
 MEXICAN-AMERICAN SOCIAL MOVEMENT.**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Study of contemporary Mexican-American social action. Analysis from a sociological and psychological point of view. Designed to impart understanding of present and future development of the Mexican-American within American society. (May be used to fulfill the Ethnic Studies requirement.)

**SOSC 260 (SSCI 33) AFRO-AMERICAN
 CULTURE.**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Contemporary view of Black America. Concerned with current political and social movements in Black communities. The Black family is examined and culture of the Black community is studied from present and historical perspective. (May be used to fulfill the Ethnic Studies requirement.)

**SOSC 300 (SSCI 10) INTERACTION
 AND COMMUNICATION FOR
 THE PARAPROFESSIONAL.**

Units (Grade Option)1-3
 Class Hours16-48 lecture hours/semester
 Prerequisites:None
 Description: Development of individual and small-group communication skills. Topics include active listening, listening barriers, rapport, non-verbal communication, role-playing, and responding to stress situations.

**SOSC 305 (SSCI 40) INTRODUCTION
 TO HUMAN SERVICES.**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: A survey of the social services, their scope, purposes, problems, and issues. Designed to assist students in decision-making about careers and provide opportunity to interact with social service agencies.

**SOSC 311 (SSCI 44a) INTRODUCTION
 TO COMMUNITY ORGANIZATION.**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Survey of theory, principles and practice of community organization. Practical application to local community organizing.

**SOSC 312 (SSCI 44b) INTRODUCTION
 TO COMMUNITY DEVELOPMENT.**

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites:None
 Description: Survey of concepts, conduct and practice of community development. Cooperation of local leaders, outside experts, and self-determination of the local community. Practical application to local needs.

SOSC 320 (SSCI 15) INTRODUCTION TO GERONTOLOGY.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture
 hours/semester

Prerequisites: None

Description: Introduction to the field of gerontology. Establishes perspectives on aging in our society and examines the elderly as a population group with emphasis on physical, psychological, and sociological aspects of the aging process and the effect on service to the elderly.

SOSC 324 (SSCI 24) PROGRAMMING FOR ACTIVITY LEADERS IN INSTITUTIONAL SETTINGS.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: None

Description: Introductory course for those who will be or are presently employed as Activity Leaders in Skilled Nursing Facilities and Intermediate Care Facilities. "Basics" of patient activities for maintenance of the positive psychological, physical, and mental health of older people. (This 36-hour course described in Section 72389, Skilled Nursing Facility Regulations and Intermediate Care Facility Regulations of State of Calif.)

SOSC 391 (SSCI 35) PARENTING.

(Also PSYC 391)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Survey of parenting techniques as well as parenting structures, single parent—mother or father, parents in communal settings, multi-racial parents. Goal is "positive parenting."

SOSC 392 (SSCI 36) FAMILY LIFE CYCLE.

(Also PSYC 392)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Adult developmental trends and handling change, stress and crisis, individual coping abilities will be examined. Topics include: family communication, marriage, parenting, divorce, suicide, violence, alcoholism, drug abuse, aging, and death.

SOSC 395 (SSCI 48) DEATH AND DYING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Defines how death is viewed psychologically, philosophically, culturally, and historically. Explores the personal experience of death and dying and our attitudes toward them; dealing with death and grief; applications of these insights toward living a fuller life.

SOSC 670 (SSCI 47) COOPERATIVE EDUCATION.

Units (Credit/No Credit) 1-4
 Class Hours One unit of credit for each five hours worked per week with a maximum of 4 units.

Prerequisites: Enrollment in 7 units, including Coop Education, and employment in a field related to student's declared major.

Description: Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

SOSC 680 (SOSC 48) SELECTED TOPICS IN SOCIAL SCIENCE.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

SOSC 688 (SOSC 148) SELECTED TOPICS IN SOCIAL SCIENCE.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None

Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

SOSC 690 (SOSC 49) SPECIAL PROJECTS.

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None

Description: Special projects in SOSC to be arranged by SOSC instructor and student with the approval of Division Director.

SOSC 800 (SSCI 148) PERSONAL DEVELOPMENT IN LATER YEARS.

Units (Credit/No Credit) ½-3
 Class Hours 8 hours per each ½ unit
 Prerequisites: None
 Description: Designed to assist the older adult in formulating goals of increased self-awareness, self-development, and self-fulfillment. (This course is not designed for transfer and may not be accepted by four-year institutions. May be repeated up to a total of 12 units.)

SOSC 801 (SSCI 148) CURRENT AFFAIRS.

Units (Credit/No Credit) ½-2
 Class Hours 8 hours per each ½ unit
 Prerequisites: None
 Description: A study of current domestic and international issues. List of topics varies from semester to semester. Political, social, and cultural events are analyzed to give perspective and understanding to them. (This course is not designed for transfer and may not be accepted by four-year institutions. May be repeated up to a total of 12 units.)

SOSC 802 (SSCI 148) WORLD FORUM SERIES.

Units (Credit/No Credit) ½-3
 Class Hours 8 hours per each ½ unit
 Prerequisites: None
 Description: Introduces the students to the basic relations of the entire world. The culture of selected countries is studied in the framework of race, language, religion, political boundaries, population distribution and growth, along with historical influences, and political/economic problems. (This course is not designed for transfer and may not be accepted by four-year institutions. May be repeated up to a total of 12 units.)

SOCIOLOGY

Faculty: Lois Cunningham, Michael Hancock, Bennett Kilpack

SOCI 100 (SOCI 1) INTRODUCTION TO SOCIOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Course centers on identification and analysis of basic social structures and forces that motivate and direct social behavior. Additional topics include an introduction to the method of sociology, a survey and analysis of America's social institutions, and the impact of political, economic, and social conditions.

SOCI 105 (SOCI 2) SOCIAL PROBLEMS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Important issues and problems currently facing American society, including response from government agencies, are covered. Attention is focused on selected problems like crime, institutional racism and social inequality/poverty, and the conditions that foster and support their growth and development.

SOCI 141 (SOCI 3) MINORITIES IN AMERICAN SOCIETY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Explores the history and contemporary experience of non-white people in the United States. Institutional racism, racial conflict, the role and influence of regulation on social institutions are some topics covered. (Fulfills Ethnic Studies requirement.)

SOCI 250 (SOCI 37) SOCIOLOGY OF SEX ROLES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of factors through which we learn to be "masculine" and "feminine"; social stratification related to sex; social institutions which affect and are affected by these phenomena: Marriage and family, education, employment, government and law, health, religion, etc.

SOCI 290 (SOCI 4) SOCIOLOGY OF AGING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Designed to aid students in analyzing and evaluating the ways in which chronological age is used in defining status in society.

SOCI 360 (SOCI 43) SOCIOLOGY OF CRIME. (Also ADMJ 360)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: This course surveys the crime problem in the United States. A review of crime, correction, court and law enforcement theories; role and function of law enforcement; correction/rehabilitation activities and problems.

SOCI 680 (SOCI 48) SELECTED TOPICS IN SOCIOLOGY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

SOCI 688 (SOCI 148) SELECTED TOPICS IN SOCIOLOGY.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

SOCI 690 (SOCI 49) SPECIAL PROJECTS.

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in SOCI to be arranged by SOCI instructor and student with the approval of Division Director.

STATISTICS

SOSC 121 (SSCI 4) STATISTICS FOR THE SOCIAL SCIENCES.
 (See description under Social Sciences)

MATH 200 (MATH 22) STATISTICS FOR BUSINESS AND ECONOMICS.
 (See description under Mathematics)

TOURISM

Faculty: Gale Hurley, Lenora Sorensen

TOUR 100 (TOUR 4) TRAVEL INDUSTRY REFERENCE MATERIALS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week

Prerequisites: None
 Description: Travel industry reference materials and career skills necessary for employment. Course includes how to read and use reference materials to prepare itineraries including hotels, airlines, steamships, local tour operations and wholesale package tours, and itinerary planning. (One field trip required; others optional.)

TOUR 670 (TOUR 47) COOPERATIVE EDUCATION.

Units (Grade Option) 1-4
 Class Hours One unit of credit for each five hours worked per week with maximum of 4 units.
 Prerequisites: Enrollment in 7 units, including Coop Education and employment in a field related to student's declared major.
 Description: Activities include setting measureable learning objectives appropriate for the student's job, supervised work experience, group seminars, and individual conferences with an instructor-coordinator.

TOUR 680 (TOUR 48) SELECTED TOPICS IN TOURISM.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes.

TOUR 688 (TOUR 148) SELECTED TOPICS IN TOURISM.

Units (Grade Option) 1-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Selected topics not covered by regular catalog offerings. Course content and unit credit to be determined by the Social Sciences Division in relation to community/student need and/or available staff. These innovative/experimental courses may be offered as seminar, lecture, or lecture/lab classes and are not designed as transfer courses and may not be accepted by four-year institutions.

TOUR 690 (TOUR 49) SPECIAL PROJECTS.

Units (Grade Option) 1-2
 Class Hours By arrangement
 Prerequisites: None
 Description: Special projects in TOUR to be ar-

ranged by TOUR instructor and student with the approval of Division Director.

TOUR 710 (TOUR 10) TOURISM: SUPPORT STAFF PROCEDURES.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: TOUR 100 and 721
 Description: Application of learned theories; usage of reference materials in itinerary preparation; sales techniques and training in reservations procedures in a travel agency, including credit sales procedures, insurance forms, M.C.O.'s and other ATC forms, and ATC sales reporting. (One field trip required; others optional.)

TOUR 715 (TOUR 11) F.I.T. PLANNING AND COSTING.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: TOUR 100 and 710
 Description: International itinerary preparation (F.I.T.) worldwide and those reference materials used in planning and costing, including cruises, freighters, ferries, and passenger steamship travel, international rail, plus F.I.T. house procedures and group costings. (One field trip required; others optional.)

TOUR 721 (TOUR 20a) DOMESTIC AIR TARIFF AND TICKETING.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: None
 Description: A beginner's 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. (This course may be taken concurrently with TOUR 100.)

TOUR 722 (TOUR 20b) ADVANCED DOMESTIC AIR TARIFF AND TICKETING.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: TOUR 721
 Description: 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.

TOUR 725 (TOUR 21a) INTERNATIONAL AIR TARIFF AND TICKETING.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: TOUR 721
 Description: A course in international airline fare computation and ticketing procedures. Covers international geography, international OAG, international Air Tariff rules, fare construction principles, the mileage system, excursion fares, and currency regulations.

TOUR 726 (TOUR 21b) ADVANCED INTERNATIONAL AIR TARIFF AND TICKETING.

Units (Grade Option)3
 Class Hours3 lecture hours/week
 Prerequisites: TOUR 725
 Description: 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.

TOUR 731 (TOUR 30) WHOLESALE TOUR OPERATIONS.

Units (Grade Option)1-3
 Class Hours16-48 lecture hours/semester
 Prerequisites: TOUR 100
 Description: 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. (One field trip required; others optional.)

TOUR 732 (TOUR 31) WHOLESALE TOUR OPERATIONS—ADVANCED.

Units (Grade Option)1-3
 Class Hours16-48 lecture hours/semester
 Prerequisites: TOUR 731
 Description: 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. (One field trip required; others optional.)

TOUR 740 (TOUR 46) RETAIL TRAVEL WORKSHOP.

Units (Grade Option)1-3
 Class Hours16-48 lecture hours/semester
 Prerequisites: TOUR 100, 710, 721, and SEC. 100, or proof of typing proficiency.

Description: Retail agency workshop—simulating actual retail travel agency work experience utilizing skills learned in previous Tourism classes, plus emphasis on salesmanship—telephone sales, handling walk-ins, and making sales presentations. (This course is an alternative to TOUR 670, Coop. Ed., for those not already working travel jobs.)

**TOUR 750 (TOUR 140a) EXECUTIVE
MANAGEMENT TRAVEL EDUCATION
(TRAVEL AGENCY BUSINESS MANAGEMENT).**

Units (Grade Option) 1-3
Class Hours 16-48 lecture hours/semester
Prerequisites: TOUR 100, 710, 715, 721, 725
Description: This course increases management effectiveness by applying professional office management techniques to travel agencies. Content includes methods for improving the productivity, accuracy, and efficiency of travel agency personnel.

**TOUR 751 (TOUR 140b) EXECUTIVE
MANAGEMENT TRAVEL EDUCATION
(PASSENGER TRAFFIC MANAGEMENT).**

Units (Grade Option) 1-3
Class Hours 16-48 lecture hours/semester
Prerequisites: TOUR 100, 710, 721, 725
Description: This course is devoted to a detailed

study of travel agency operations. It emphasizes procedures designed to improve travel services and client satisfaction.

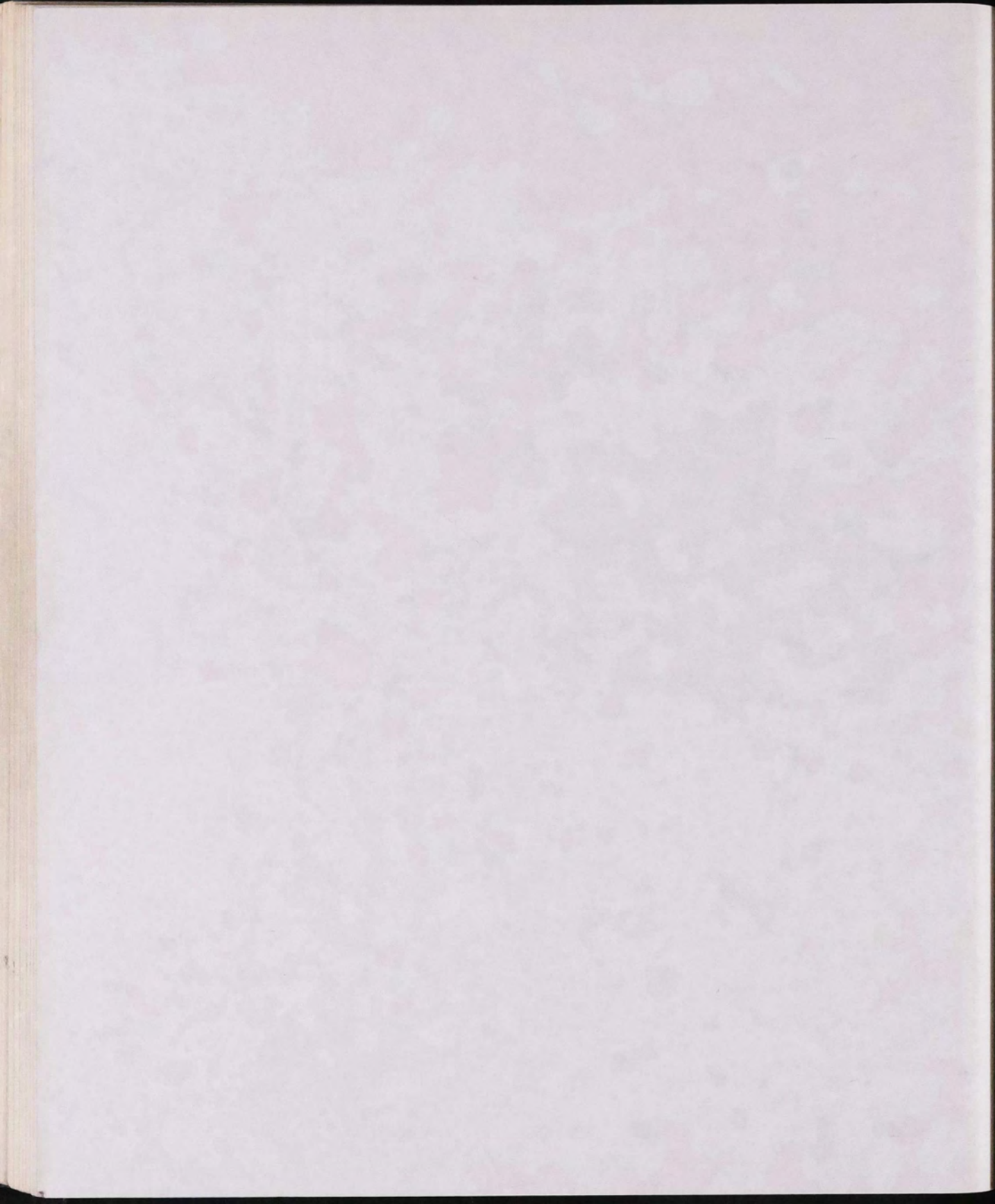
**TOUR 752 (TOUR 140c) EXECUTIVE
MANAGEMENT TRAVEL EDUCATION
(MARKETING AND SALES MANAGEMENT).**

Units (Grade Option) 1-3
Class Hours 16-48 lecture hours/semester
Prerequisites: TOUR 100, 710, 721
Description: 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.

**TOUR 753 (TOUR 140d) EXECUTIVE
MANAGEMENT TRAVEL EDUCATION
(INTERNATIONAL TRAVEL AND TOURISM).**

Units (Grade Option) 1-3
Class Hours 16-48 lecture hours/semester
Prerequisites: TOUR 100, 721
Description: Concentrates on geographic, social and cultural factors of international tourism and the part played by the retail travel agent in the development of tourism.





Faculty 1980-1981

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

- Aarons, Bernard L.** (1960)
Geology, Oceanography
B.S., Pennsylvania State College
M.S., Univ. of California,
Berkeley
- Anderson, Richard W.** (1970)
Physical Education
B.A., San Jose State University
M.A., Stanford University
- Andrew, Alan** (1968)
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-Louise** (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—Director
B.A., M.A., Stanford University
- Branstrom, Marvin J.** (1970)
Biology, Counselor
B.A., M.A., San Jose State
University
Ph.D., Pacific Graduate School of
Psychology
- Casey, Eva Leong** (1976)
Physical Education
A.B., M.A., University of Califor-
nia, 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
- Claire, Richard** (1976)
Business—Director
A.A., College of San Mateo
B.A., San Francisco State Univer-
sity
M.B.A., University of Santa
Clara
- Cline, Alec O.** (1968)
Food Technology, Instructor—
Chef
A.A., Cañada College
B.V.E., San Francisco State Uni-
versity
- Coleman, Gaylord W.** (1969)
Counselor
A.B., Northwest Missouri State
University
A.M., Stanford University
- Collins, James E.** (1954)
Economics, Counselor
Foreign Student Advisor
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 Cali-
fornia, 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)
Drama, English
B.A., M.A., San Francisco State
University
- Damon, Rosemary W.** (1970)
Business
B.S., University 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 B.** (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 University
- 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)
E.C.E., Psychology, Special Education, Home Econ., Counselor
B.S., M.S., Purdue University
M.A., San Francisco State University
- Fahey, Frank M.** (1956)
History
A.B., University of Washington
A.M., Ph.D., Stanford University
- Ferguson, Samuel A.** (1968)
Acting President
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
- Friesen, John B., Jr.** (1963)
Humanities—Acting Director
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)
Counselor, Cooperative Education
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
- 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
B.A., University of California, Santa Barbara
M.A., San Francisco State University
- Guerrero, Jesse** (1976)
Admissions & Records—Acting Director
B.A., M.A., San Jose 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)
Counseling—Acting Director
B.S., M.S., University of Colorado
Ph.D., University of Utah
- Hinojosa, Aida** (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
- Hurley, Gale E.** (1968)
Business, Tourism
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, Marlene** (1964)
Business
B.S., M.S., Western Illinois University
D.B.A., Golden Gate 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)
Speech, English, 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., Douglas College (Rutgers)
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 Institute
- Loughry, Alice P.** (1970)
Home Economics
B.S., University of Maryland
M.S., New York State College, Cornell University
- Mackay, Bernice O.** (1970)
Counselor/Enabler
B.S., University of California, Berkeley
M.A., San Francisco State University
- 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., University of Wisconsin
- Marchi, Joseph J.** (1968)
Acting Dean of Student Services
B.A., San Francisco State University
M.A., Columbia University Teachers College
- 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
- Miller, Lewis D.** (1971)
Engineering, Computer Science, Mathematics
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, Extended Educational Programs
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.A., College of San Mateo
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)
Psychology
A.B., M.A., San Francisco State University
- Roth, Carey C.** (1979)
Accounting
B.A., University of California, Berkeley
M.B.A., University of California, Los Angeles
- 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. M., 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
A.A., Compton College
B.A., University of the 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
- Vial, Silvano A.** (1964)
Physical Education
B.S., University of Idaho
A.M., Stanford University
- Villarreal, Gilberto S.** (1968)
Spanish, English Institute
B.A., San Jose State University
M.A., Stanford University
Ph.D., University of Colorado
- 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, Women's Re-entry to Education
A.B., University of Oregon
M.S., California State University, Hayward
- 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
- John C. Williams** (1963)
Acting Dean of Instruction
A.B., M.A., San Francisco State University
- 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.
Cooper & Lybrand
Palo Alto, California

Mr. George T. Eshelman

Controller
C. G. Uhlenberg & Company
Campbell, California

Mr. James Mitchell

Controller
Lane Publishing Company
Menlo Park, California

Mr. Craig Williams

Controller
City of San Mateo
San Mateo, California

Mr. Dennis A. Young

C.P.A.
Coleman, Andrews & Young
San Carlos, California

ADMINISTRATION OF JUSTICE

Mr. Harold N. Barker

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

Mr. George Bold

Chief of Police
Redwood City Police
Department
Redwood City, California

Mr. Frank X. Burkhouse

Security Supervisor
Ford Aerospace & Communi-
cation Corp.
Palo Alto, California

Mr. F. R. Donati

Chief Probation Officer
San Mateo County Probation
Department
Belmont, 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. Richard Moore

Chief of Police
Atherton Police Department
Atherton, California

Mr. Russell Moore

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

Ms. Andrea Pattison

Student
Cañada College
Redwood City, California

Mr. Dominick Peloso

Director
Menlo Park Police Department
Menlo Park, California

Ms. Anne Taylor

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

Mr. Frank Vigil

Student
Cañada College
Redwood City, California

COURT REPORTING

Mr. Philip W. Aaron

Attorney
Goth, Dennis and Aaron
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

Mrs. Dorothy M. Wolfe

Court Reporter
Belmont, California

EARLY CHILDHOOD EDUCATION

Ms. Bobbie Batchelder

Director
Educational Development
Program
San Mateo County Office of
Education
Redwood City, California

Ms. Elaine Beal

Community Resource Person
Redwood City, California

Ms. Betty Follansbee

Director, Economic Opportunity
Commission
Redwood City, California

Ms. Janet Gonzalez-Mena

Program Coordinator
Family Service Agency
Burlingame, California

Ms. Janet Hofmann

Community Resource Person
Redwood City, California

Ms. Betsy Horne

Director
Menlo Park Child Care Action
Council
Menlo Park, California

Mr. Curtis Larson

Coordinator, Career and
Vocational Education
San Mateo Union High School
District
San Mateo, California

Ms. Becky Lowey
Professor, Education
San Francisco State University
San Francisco, California

Ms. Mary Petché
Director
Child Care Coordinating
Council
Burlingame, California

Ms. Mary Radu
Director
Human Resources Coordinating
Council
Burlingame, California

Ms. Nancy Richardson
Teacher, Grades 1 & 2
George Hall School
San Mateo, California

Ms. Romaine Sternad
Infant Specialist
Resource Person for Infant
Educators
Belmont, California

Ms. Marjory Wheeler
Director (Retired)
Millbrae Nursery School
Millbrae, California

Mr. Tom Whitney
Co-Director/Owner
Los Niños Nursery School
Half Moon Bay, California

Ms. Johanna Willemssen
Child Care Specialist
Child Development Services of
San Mateo County
San Mateo, California

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

EMERITUS INSTITUTE

Ms. Edna Brenton
Student
Emeritus Institute
Little House
Menlo Park, California

Ms. Marcie Stanley
Program Director
Little House
Menlo Park, California

Ms. Jane West
Peninsula Volunteers' Liaison
Emeritus Institute
Little House
Menlo Park, California

Mr. Sam Ziegler
Instructor
Emeritus Institute
Little House
Menlo Park, California

FOOD TECHNOLOGY/ MANAGEMENT

Mr. David Asher-Turant
Executive Chef
Holiday Inn
Palo Alto, California

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

Mr. Thomas Calhoun
Sales Manager
Faciolla Meat Company
Redwood City, California

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

Mr. William Garrett
General Manager
Host International
South 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. Lido Rossi
Business Agent
Bartenders & Culinary Workers
Union, Local 340
Redwood City, California

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

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Administrator
Hillsdale Manor
San Mateo, California

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Member, Board of Directors
Casa de Redwood
Redwood City, California

Mrs. Ardath Jones
Peninsula Volunteers
Atherton, California

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

Ms. Corrine McCorkle
Community Service Advisor
San Mateo, California

Ms. Ruth Monley
Student
Cañada College
San Mateo, California

Ms. Sally Salinas
Director
Senior Citizens Center
Redwood City, California

Mr. Pierre Salmon
Consultant on Aging to
HEW and Veterans'
Administration
Hillsborough, California

Mr. Arthur Sargent
Former Chairman, R.S.V.P.
Advisory Committee
Menlo Park, California

Ms. Doris Wallis
Student
Cañada College
Redwood City, California

INTERIOR DESIGN/HOME FURNISHINGS**Mr. Henry Adams**

Design/Manager
The Showplace/Design Center
San Francisco, California

Mr. Culmer Benton

Manager
Schumacher
San Francisco, California

Ms. Judy Thompson Hay

Designer/Owner
Lifestyle West
Walnut Creek, California

Ms. Joan Heblack, A.S.I.D.

Designer
Joan Heblack Interiors
San Carlos, California

Mr. Jay Heumann

Designer
Metropolitan Furniture Co.
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. Suzanne Mantell, A.S.I.D.

Designer
Macy's
Stanford, California

Ms. Gladys Miller, F.A.S.I.D.

Designer
San Francisco, California

Mr. Robert Miller

Designer/Owner
Flegel's Home Furnishings
Menlo Park, California

Ms. Patricia Noda, A.I.A.

Assistant Professor, Interior
Design
San Jose State University
San Jose, California

Mr. Don Rumsey

Designer
San Francisco, California

Ms. Jean Siegfried, A.S.I.D.

Designer
Jean Siegfried Interiors
Menlo Park, California

Mr. John Wheatman

Designer/Owner
Cole-Wheatman Interiors
San Francisco, California

MANAGEMENT**Mr. John Corr**

Manager
California Bankers
Association
San Francisco, California

Mr. Donald Dietz

Plant Manager
Diamond Shamrock Company
Redwood City, California

Mr. Tom Donovan

Manager
Ampex Corporation
Redwood City, California

Mr. John Keller

Fire Chief
Redwood City Fire
Department
Redwood City, California

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Manager
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San Carlos, California

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Manager
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Menlo Park, California

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Dalmo Victor
Belmont, California

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Manager
Wells Fargo Bank
Redwood City, California

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President
Mohr Associates Inc.
Realtors
Redwood City, California

Mr. Ned Rendell

Manager
Crocker Bank
Redwood City, California

Mr. Elmo Tellone

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X-Ray Engineering
Foster City, California

Mr. Robert Waligore

Manager
Fireside Thrift
Redwood City, California

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

OPHTHALMIC DISPENSING

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San Carlos, California

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Cook Opticians
Los Gatos, California

Mr. Reginald Dalzell

Owner
Arcon Contact Lens Co.
Mountain View, California

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Manager
Jenkel-Davidson Optical
Company
San Francisco, California

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Vice President & General
Manager
Franklin Optical Company
Hayward, California

Mr. Gerd Oppenheim

President
Optical Machinery Industries
San Francisco, California

Mr. Sam Pace

President
Pace Optical Company
Los Gatos, California

Mr. Robert E. Paquette
Optician, Owner
Mountain View, California

Mr. Donald Pendrell
Vice President & General
Manager
Richmond Optical
Hayward, California

Mr. Michael Tiernan
Owner
Tiernan Opticians
San Carlos, California

Mr. Tom Torres
General Manager
Optical Division
Kaiser Permanente
Redwood City, California

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

Henry Upton, M.D.
San Carlos, California

PARALEGAL

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

Ms. Sharon Dixon
Paralegal
Redwood City, California

Ms. Norma Early
Paralegal
Palmer & Donig
San Carlos, California

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

Mr. Rodney P. Jenks, Jr., Esq.
Hession, Creeden, Hamlin, et al
San Mateo, California

Mrs. Linda Lazzarini
Paralegal
Redwood City, California

Ms. Astrid Nawrath
Paralegal
Palmer & Donig
San Carlos, California

Mr. William F. Pagano, Esq.
Aaronson, Dickerson &
Lanzone
San Carlos, California

Ms. Mary Ann Pickrell
Paralegal
Ropers, Majeski, et al
San Jose, California

Mr. Gordon Rockhill, Esq.
Redwood City, California

Suzanne Ury
Paralegal
Menlo Park, California

RADIOLOGIC TECHNOLOGY

Mr. Gene Ackerman
Associate Administrator
Kaiser Foundation Hospital
Redwood City, California

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

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

Mr. John Bowder
Assistant Administrator
Kaiser Foundation Hospital
South San Francisco, California

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

Mr. Dave Dennis
Chief Radiologic Technologist
Sequoia Hospital District
Redwood City, California

Dr. Richard Dorsay
Chief Radiologist
Kaiser Foundation Hospital
South San Francisco, California

Mr. Arthur Faro
Assistant Administrator
Sequoia Hospital District
Redwood City, California

Dr. Walter Gaines
Radiologist
Mills Memorial Hospital
San Mateo, California

Ms. Connie Gates
Chief Radiologic Technologist
Harold D. Chope Hospital
San Mateo, California

Ms. Leatrice Mahoney
Chief Radiologic Technologist
Kaiser Foundation Hospital
Redwood City, California

Dr. John Moore
Chief Radiologist
Mary's Help Hospital
Daly City, California

Ms. Christy Olivalo
Chief Radiologic Technologist
Mary's Help Hospital
Daly City, California

Dr. Stanford Rossiter
Radiologist
Sequoia Hospital District
Redwood City, California

Mr. Alan Silverstone
Assistant Administrator
Kaiser Foundation Hospital
Redwood City, California

Dr. E. L. Talberth
Radiologist
Kaiser Foundation Hospital
Redwood City, California

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

Dr. Irwin Zim
Chief Radiologist
Harold D. Chope Hospital
San Mateo, California

SECRETARIAL/CLERICAL

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

Ms. Mabel Bridges
San Mateo County Schools
Office
Redwood City, California

Ms. Karen Endersbee
Personnel Representative
GTE Lenkurt
San Carlos, California

Ms. Elena Gonzalez

Executive Secretary
Saga Corporation
Menlo Park, California

Mr. Ray Kreiss

Pacific Telephone Company
San Jose, California

Ms. Susie Pearsall

Manager
Kelly Services
Palo Alto, California

Mrs. Harriet Wherry

Syntex Corporation
Palo Alto, 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, CTC

Vice President
San Carlos Travel
San Carlos, California

Mr. Gordon Kent

Senior Account Executive
Trans-World Airlines
San Francisco, California

Mr. Harry Scott

Passenger Sales Manager
United Airlines
San Francisco, California

Mr. William Scroggins

Zone Manager
American Airlines
Palo Alto, California

Mr. John Steen

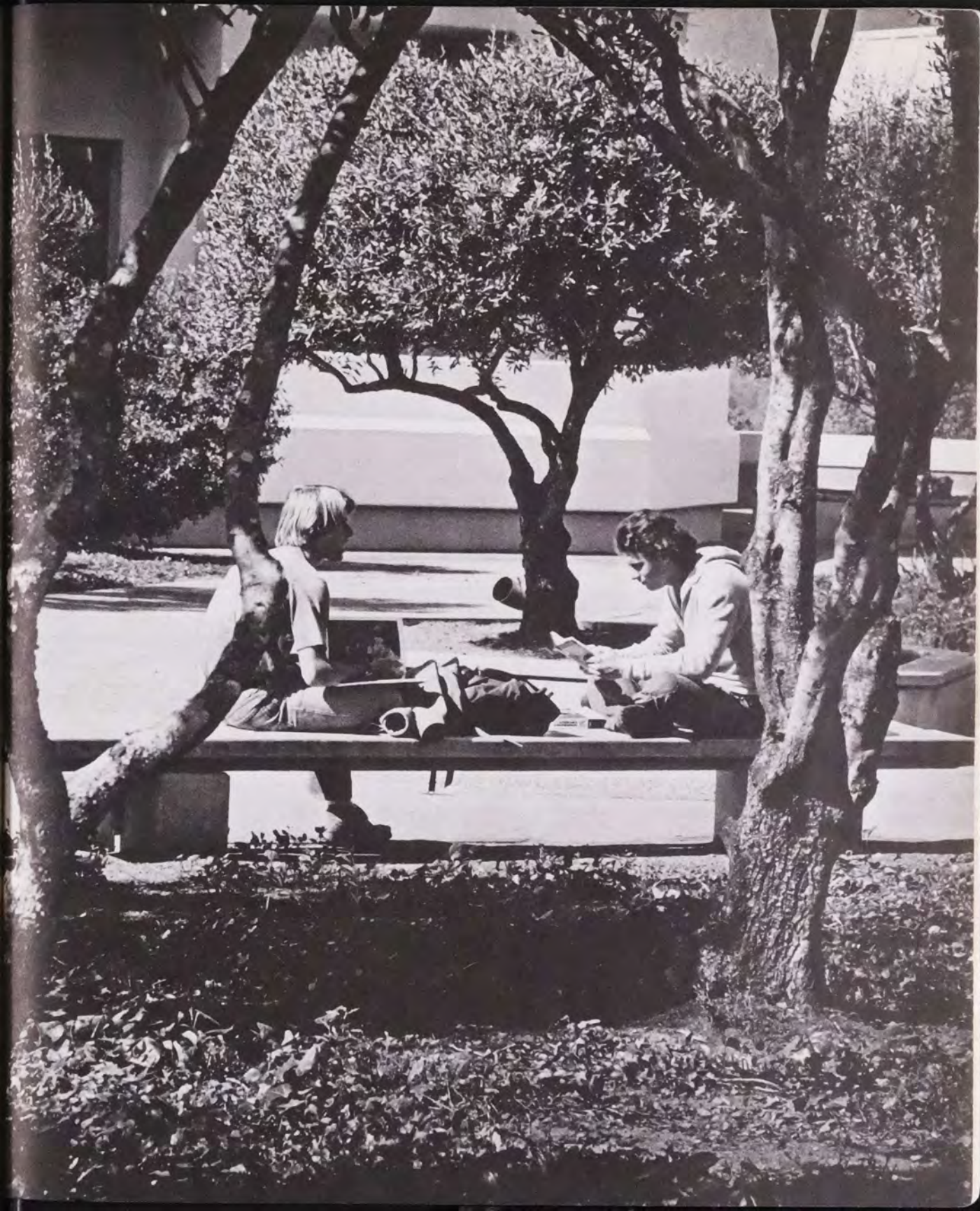
Director
San Mateo County Visitors &
Convention Bureau
Burlingame, California

Ms. Jackie Stylianos

Vice President
Travel Desk, Inc.
Palo Alto, California

Mr. Steve Templeton

Director of Reservations
Hughes Air West
San Mateo, California



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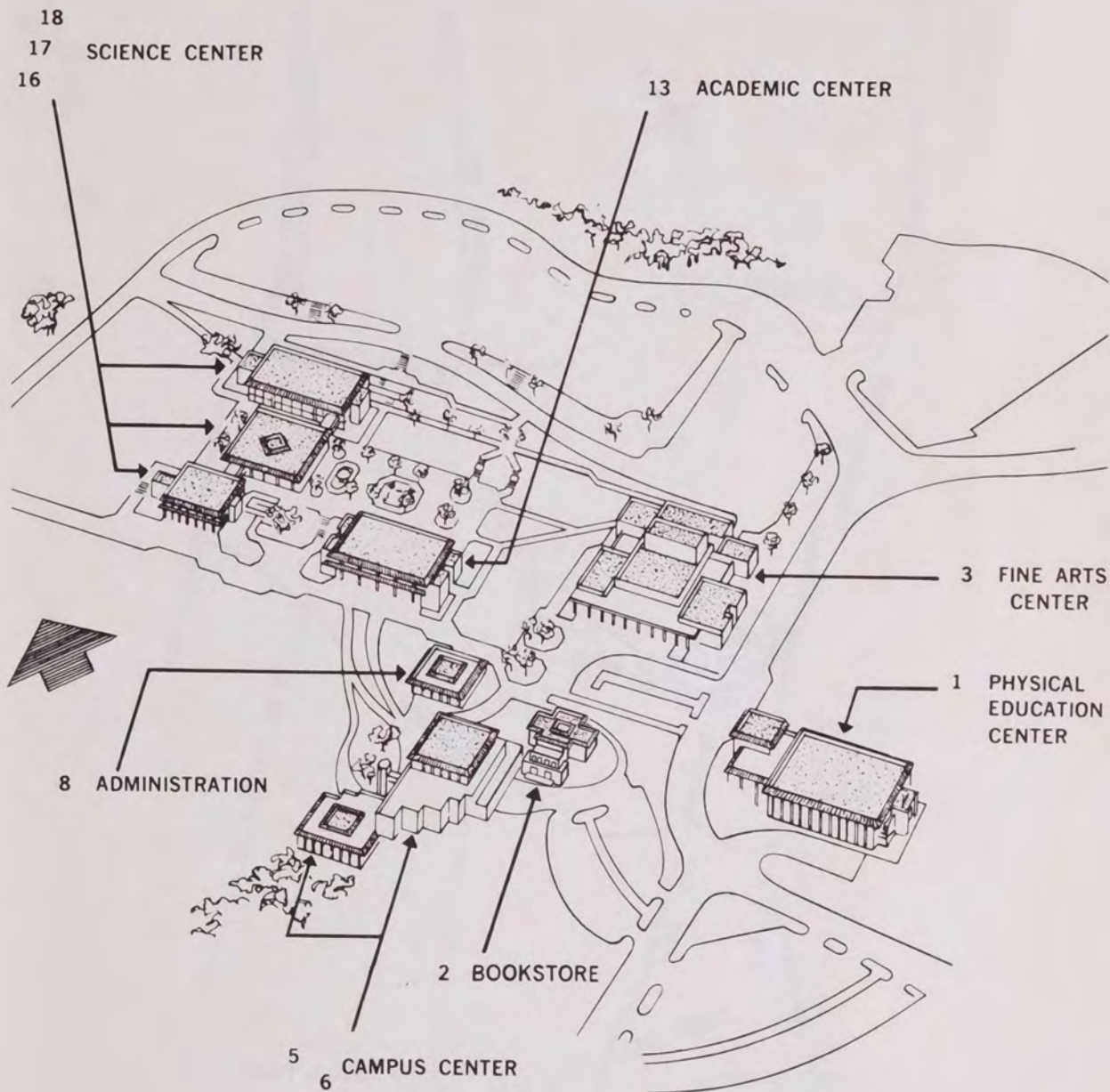
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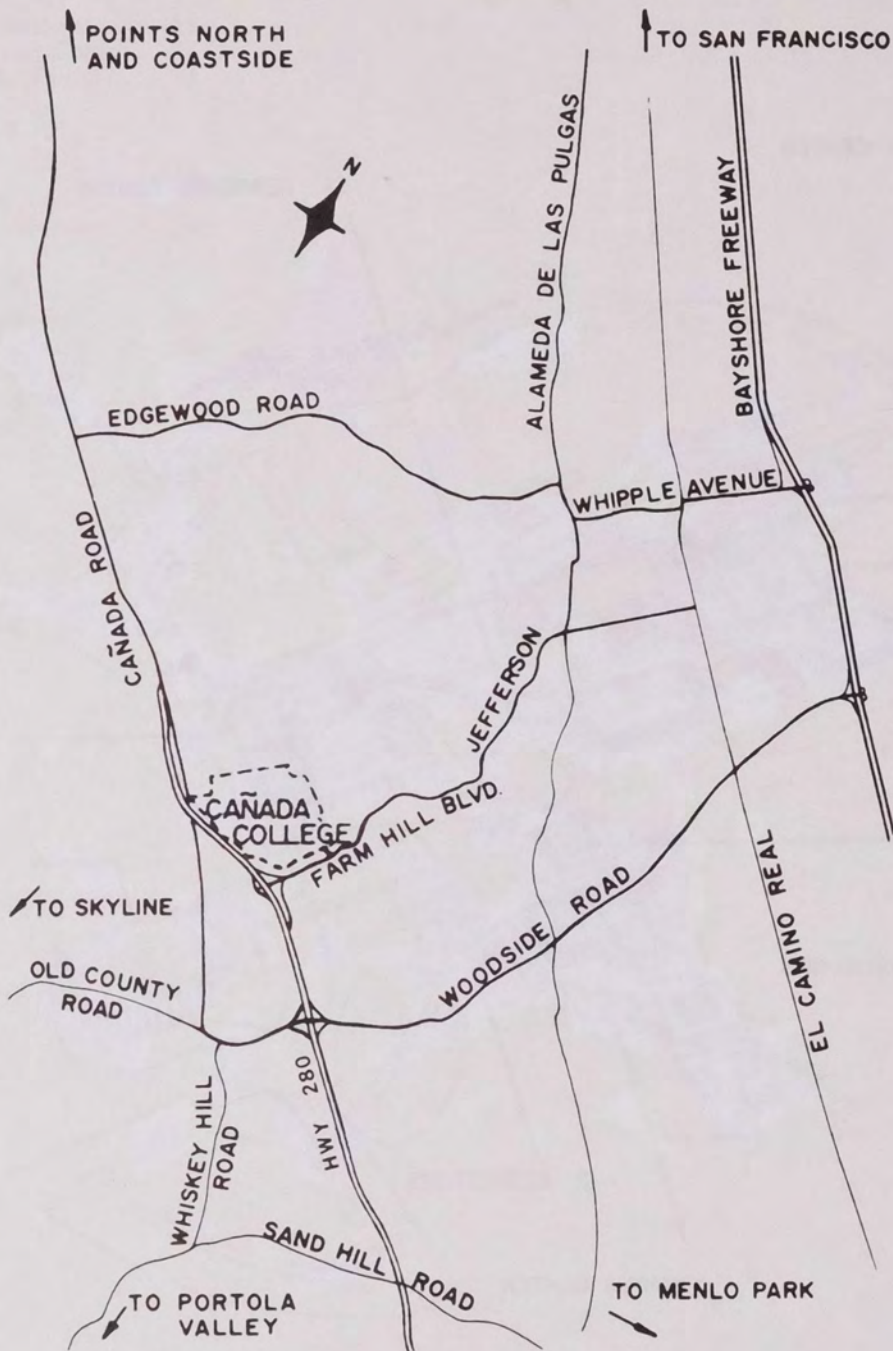
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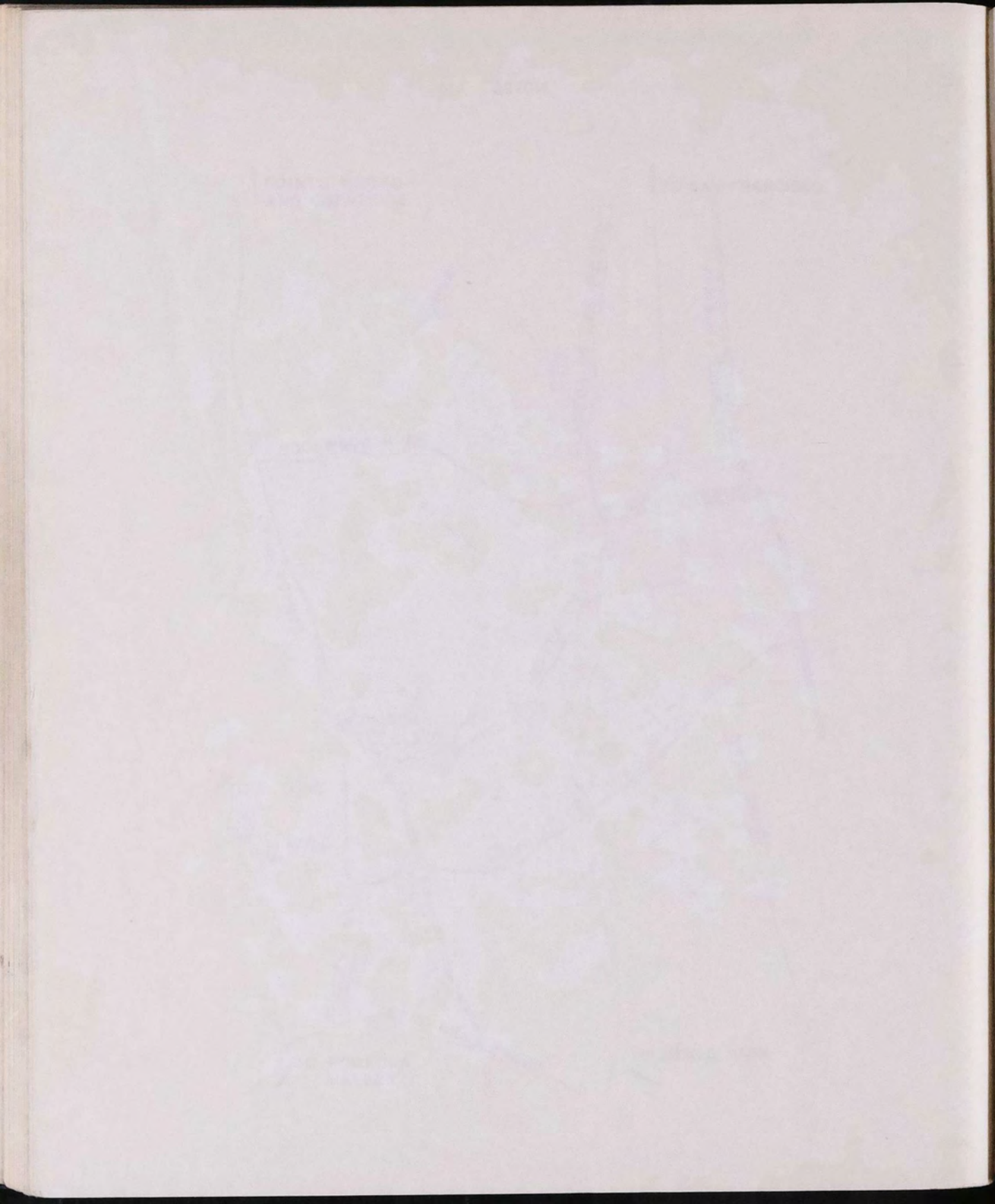
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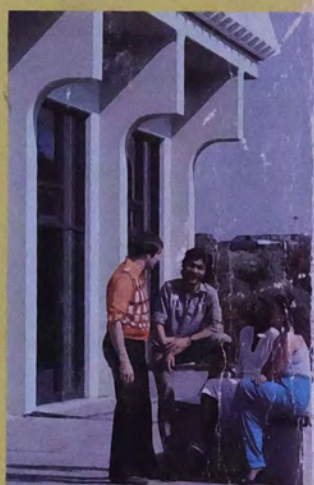
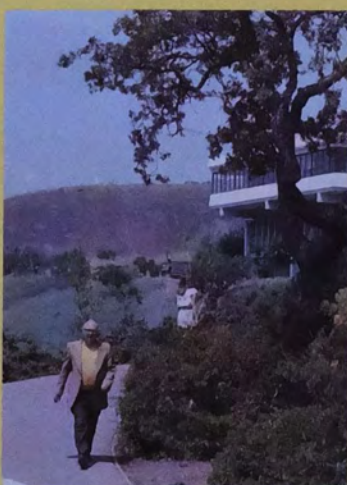
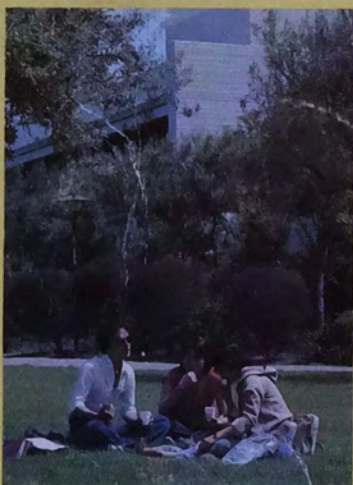




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