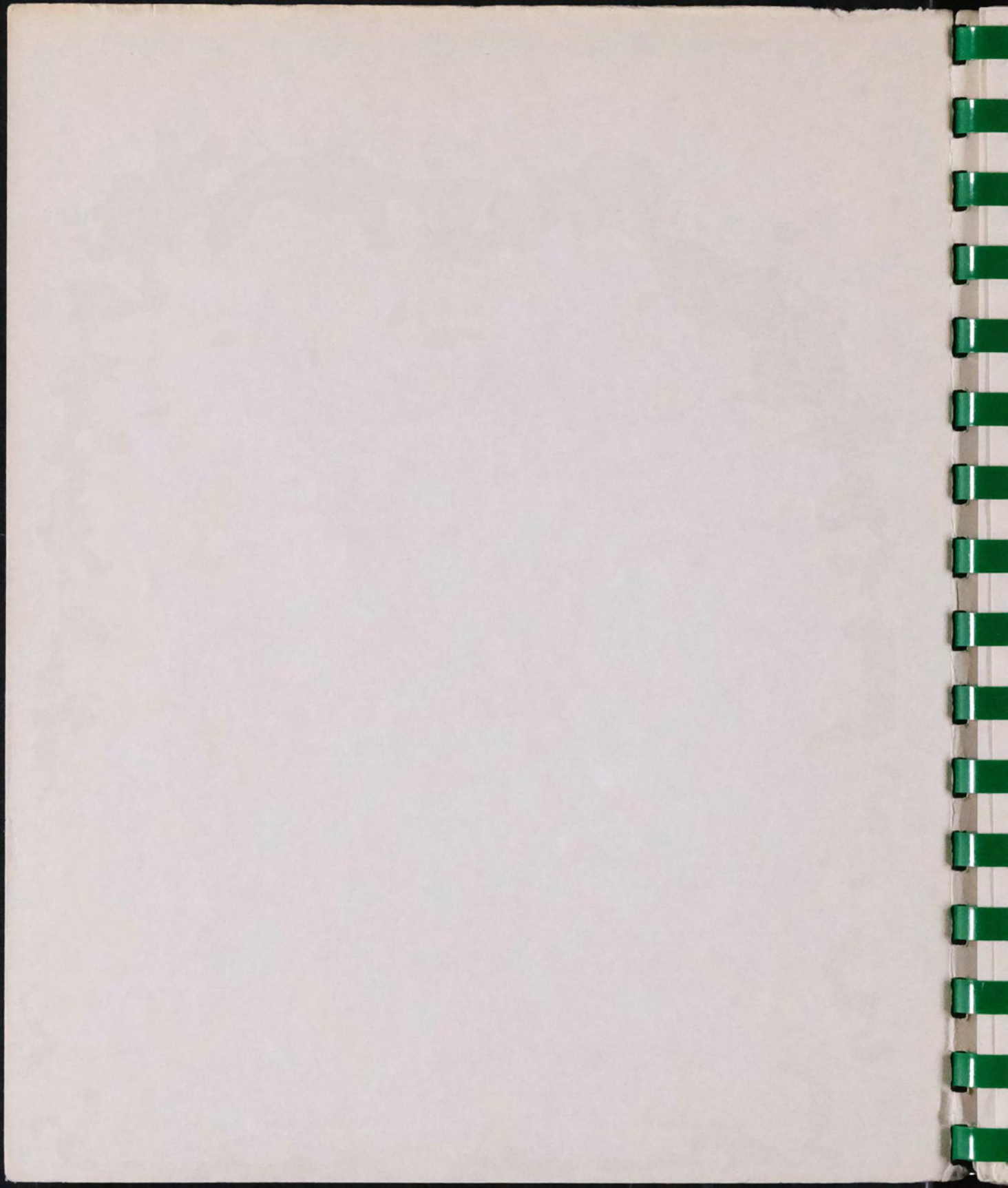


CAÑADA COLLEGE



CATALOG 1981-1982



CAÑADA COLLEGE

1981-82

Board of Trustees

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

Eleanore D. Nettle, President

William E. Jordan, M.D., Clerk

James G. Rudolph

Robert A. Tarver

James R. Tormey, Jr.

Mark Robertson
(Student Trustee 1980-81)

Glenn P. Smith,
Chancellor-Superintendent

Cañada College Catalog 1981-82



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 Day (415) 364-1212
Evening & Saturday (415) 364-0262
and 364-0263

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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 1981-1982

SUMMER INTERSESSION, 1981

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

FALL SEMESTER, 1981

- Sept. 14 Day and Evening classes begin
 Sept. 19 Saturday classes begin
 Sept. 25 Last day to add classes
 Oct. 5 1st Census Day
 Oct. 9 Last day to drop classes without appearing on student's record
 Nov. 6 Mid-term grade reports due
 Nov. 11 Holiday—Veterans' Day
 Nov. 23 2nd Census Day
 Nov. 26 Holiday—Thanksgiving
 Nov. 27–28 Declared recess
 Dec. 18 Last day to drop semester-length classes without possible penalty grade
 Dec. 21–Jan. 3 Holidays—Winter recess
 Jan. 20–Jan. 27 Final examinations
 Jan. 27 Classes close
 Jan. 28–Jan. 31 Inter-semester recess

SPRING SEMESTER, 1982

- Feb. 1 Day and Evening classes begin
 Feb. 6 Saturday classes begin
 Feb. 12 Holiday—Abraham Lincoln
 Feb. 13 Declared recess
 Feb. 15 Holiday—George Washington
 Feb. 16 Last day to add classes
 Feb. 22 1st Census Day
 Feb. 26 Last day to drop classes without appearing on student's record
 Mar. 26 Mid-term grade reports due
 Apr. 5–10 Holidays—Spring Recess
 Apr. 12 2nd Census Day
 May 14 Last day to drop semester-length classes without possible penalty grade
 May 31 Holiday—Memorial Day
 June 9–June 16 Final examinations
 June 16 Classes close

SUMMER INTERSESSION, 1982 (tentative)

- June 23–Aug. 4 Six-week courses
 June 23–Aug. 18 Eight-week courses
 June 23–Sept. 1 Ten-week courses
 July 5 Holiday—Independence Day

Administration

Samuel A. Ferguson
President (Acting)

INSTRUCTIONAL SERVICES

John C. Williams
Dean of Instruction (Acting)

Marie-Louise Bishop
Director, Social Sciences

Richard Claire
Director, Business

John C. Forsythe, Jr., Director
Basic and Applied Sciences

John B. Friesen, Jr.
Director, Humanities

ADMINISTRATIVE SERVICES

John H. Rhoads, Director

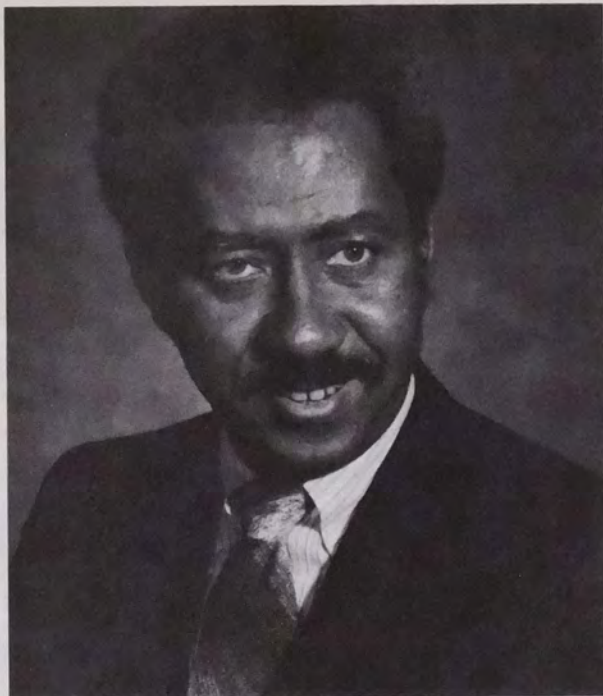
STUDENT SERVICES

John H. Greenalch
Dean of Student Services

Joseph J. Marchi
Director, Counseling

Ella Turner Gray, Director,
Special Programs and Services

Jesse Guerrero,
Registrar

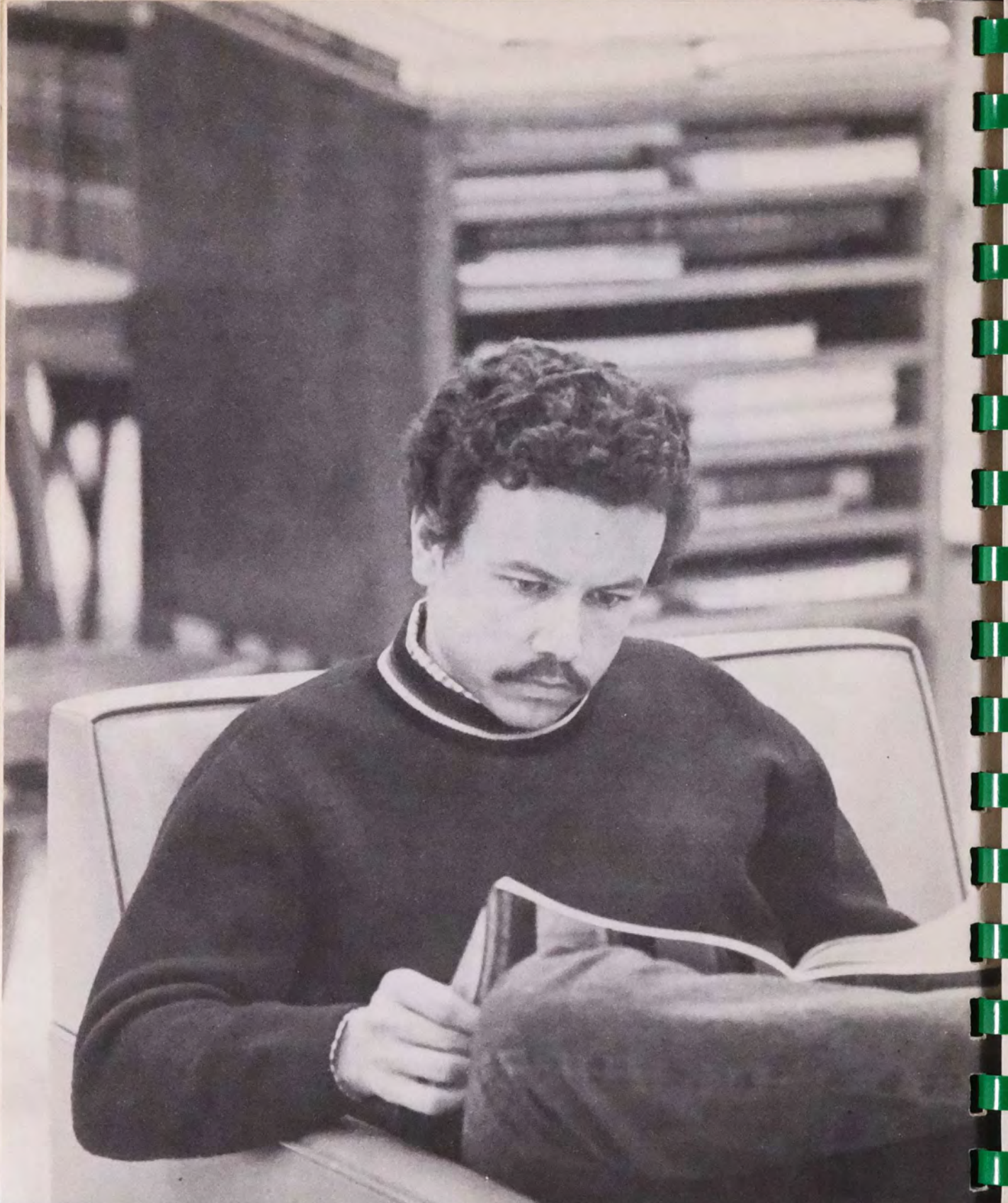


People-to-People

As a teacher of anatomy and physiology, I was often rewarded by the thrill of discovery on the faces of my students. It was characterized by a widening of the eyes, an opening of the mouth, a brightening of the face, a reflex-like rising of the hand, but most of all, an uncontrolled shriek—"I got it!" Without a doubt, this is one of the most satisfying moments in teaching. But I am privileged to experience an even greater thrill—to see those former nursing students, crisp and bright in their uniforms, serving as nurses whenever I visit a local hospital.

Serving others. What's so great about it? Whether teaching, or nursing, or counseling, or selling merchandise, or servicing an automobile, it's the people-to-people contact. It's knowing that your efforts, whether recognized or unnoticed, really help someone to realize an improvement in his or her life. We dedicate this catalog to those people who daily touch each of our lives through service. As you explore the various programs and courses in this catalog, seek to find one or two, or more, that will not only enhance your life, but expand your capacity to serve and brighten the lives of others.

*Samuel A. Ferguson
President (Acting)*



Office of 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.

John H. Rhoads
Director, Administrative Services

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, disabled students 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. Shelved 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 46,000 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.

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 disabled 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



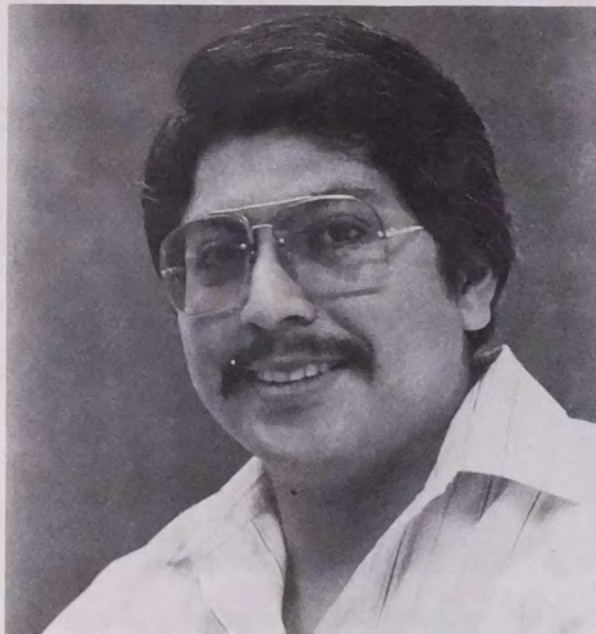
The primary goal of student services is to provide support for students so that they will be successful at Cañada College. As Dean of Student Services, I am responsible for all non-instructional services, under the general categories of:

- 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, Disabled Students 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.

John H. Greenalch
Dean of Student Services

Office of Admissions and Registration



Jesse Guerrero
Registrar

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 assist new and continuing students in admission, registration, and student welfare. As means for fulfilling these responsibilities, the Registrar has responsibility to:

- Determine admission eligibility
- Provide class program registration
- Process changes in curriculum
- Process transcripts
- Process grades
- Conduct institutional research
- Certify eligibility for the "A.A." and "A.S." and certificate programs

The Registrar is also administratively responsible for the:

- Veteran Program
- Financial Aid Program
- International Student Program

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.

Out-of-District Students

A legal resident of the San Jose or Foothill-De Anza 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.
- Be a non-high school graduate, 16 or 17 years of age, who has passed the California High School Proficiency Examination or completed the G.E.D.

examination series with a score of 50, minimum, on any one test and an average of 55 or more for all tests.

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. The Registrar will determine admissions eligibility.

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 Cañada College.

Students in this category may petition the Academic Standards Committee for immediate reinstatement if dismissal has resulted from unusual circumstances.

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 college or 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 these students with personal and academic problems. Applicants from outside the United States must:

- Have completed the equivalent of an American high school education with a "B" (3.0) average.
- Demonstrate sufficient command of English to profit from instruction at the College. A minimum score of 480 on the T.O.E.F.L. is required.
- Present evidence that they have the necessary funds to take care of tuition and all living expenses while attending Cañada College. Tuition is \$72.00 per unit.
- Provide evidence of medical and hospitalization

insurance coverage or enroll in the plan provided for foreign students by the insurance carrier approved by the San Mateo County Community College District.

Non-United States citizens who are not on student visas and who reside in San Mateo County may enroll in Cañada College 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 enroll. All such students will be required to pay non-resident tuition.

Residence Requirements for Admission

Attendance at community colleges in California is conditioned by certain residence qualifications. These requirements are set by the State Legislature, and no exceptions are possible.

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 applicant who is a legal resident of the Foothill-De Anza Community College District or San Jose 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 to be considered a resident of the State.

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. If five years have elapsed since high school, no high school transcripts are required.

- Take placement tests and/or other specific examinations necessary. (See schedule of tests on Application for Admission.)

Students applying to Cañada College who wish to enroll for less than 12 units per semester are required to file a written application for admission on forms supplied by the college.

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 in any one semester, 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. If five years have elapsed since high school, no high school transcripts are required.
- Take placement tests and/or specific examinations if required.



Registration

Counseling Appointments

Upon completion of admission requirements, all day students will meet individually, or in small groups, with a counselor for assistance in program planning prior to registration. Counseling for evening students will be available during registration. At other times counseling is available by appointment or drop-in Monday through Thursday.

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

Mandatory health fees are charged to all students enrolling in Cañada College day classes, with part of the fee being used to provide insurance during their hours on campus or while they are participating in any college-sponsored activity. The regular semester day fee is \$5.00. The Summer Intersession fee is \$2.00. The fee is non-refundable. A voluntary medical insurance plan is available to students at a reasonable rate. Information and application forms are available during registration and at the Student Health Center. There is presently no fee for evening classes, but this policy may change in the future.

Non-Resident Fee

Non-residents will pay a fee of \$72.00 per unit for the academic year 1981-1982. This fee is payable at the time of registration at the rate of \$72.00 per unit. Residence status will be determined by the Registrar.

All fees are subject to change by the Board of Trustees and, when applicable, by local, State and Federal statutes.

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. These costs, together with their normal expectable amounts, will include:

Books and supplies: \$225 per year

Health Fee: \$10 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

Tuition payments shall be refundable in full or in part in accordance with the following guidelines:

- A student shall be entitled to a full refund if tuition has been collected in error.
- A student who cancels his/her registration prior to the beginning of classes or who officially withdraws from the college prior to Monday of the fourth week of any semester, shall be eligible for a full refund, less a \$35 processing fee.
- A student who officially reduces his/her program prior to Monday of the fourth week of any semester shall be eligible for a prorated refund.
- A student who officially withdraws from the college or reduces his/her program on or after Monday of the fourth week of any semester shall not be eligible for a refund. Exceptions may be authorized by the Dean of Student Services in cases of unique or extraordinary circumstances, beyond the student's control.
- A student who officially withdraws from Summer Session courses or from courses which start at times other than the beginning of the semester shall be eligible for a full refund, less a \$35 processing fee, if withdrawal is completed prior to Monday of the second week. Thereafter, the student shall not be eligible for a refund except as may be authorized by the Dean of Student Services in cases of unique or extraordinary circumstances, beyond the student's control.

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, and the student completes the prescribed change-of-program procedure.

A student may not add a new semester-length class after the tenth day of the semester except by written permission of the instructor and the endorsement of the Registrar.

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 from a semester-length class during the first four weeks of instruction and no notation will be made on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw

prior to the completion of 30 percent of the period of instruction and no notation will be made on the student's academic record.

- Thereafter, a student may withdraw from a semester-length class, whether passing or failing, at any time through the last day of the fourteenth week of instruction and a "W" grade shall be recorded on the student's academic record. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75 percent of the period of instruction and a "W" grade shall be recorded on the student's academic record.
- The academic record of a student who remains in class beyond the time periods set forth above must reflect an authorized symbol other than "W" (see **Academic Record Symbols and Grade Point Average** below).
- Any student failing to follow the established withdrawal procedures may be assigned an "F" grade by the instructor.
- Students enrolled only in evening classes should consult the Registrar's office.
- This withdrawal policy applies to all students who have enrolled in and actually attended at least one class.

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.

Academic Record Symbols and Grade Point Average

Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

Symbol	Definition	Grade Point
A	Excellent	4
B	Above average	3
C	Average	2
D	Passing, less than satisfactory	1
F	Failing	0

- CR Credit (at least satisfactory: "C" or better—units awarded not counted in GPA)
- NC No credit (less than satisfactory or failing—units not counted in GPA)

Only the following non-evaluative symbols are used at Cañada:

• I - Incomplete

This symbol is used in case of incomplete academic work for unforeseeable, emergency and justifiable reasons. Conditions for removal shall be set forth by the instructor in a written record which also indicates the grade assigned in lieu of removal. The student will receive a copy of this record and a copy will be filed by the Registrar. A final grade will be assigned by the instructor when the stipulated work has been completed and evaluated. In the event that the work is not completed within the prescribed time period, the grade previously determined by the instructor will



be entered in the permanent record by the Registrar.

An "Incomplete" must be made up no later than one year following the end of the term in which it was assigned. Established college procedures may be utilized to request a time extension in cases involving unusual circumstances.

The "I" shall not be used in the computation of grade point average.

- **IP - In Progress**

This symbol is used in the student's permanent record to confirm enrollment and to indicate that the class extends beyond the normal end of the term. It indicates that work is "in progress" and that the unit credit and grade will be assigned when the course is completed.

The "IP" shall not be used in the computation of grade point average.

- **RD - Report Delayed**

This symbol is used only by the Registrar for the purpose of indicating that there has been a delay in reporting the grade due to circumstances beyond the student's control. It is to be replaced by a permanent symbol as soon as possible.

The "RD" shall not be used in the computation of grade point average.

- **W—Withdrawal**

(See **Withdrawal Policy** above)

Grade Point Average

The GPA (grade point average) is determined by

dividing the total number of grade points earned by the total number of units attempted.

Credit/No Credit Grade Options

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "Credit/No Credit" basis.
- Courses in which students may elect on registration, or within a prescribed period, not to exceed the first 30 percent of the term, whether the basis of evaluation is to be "Credit/No Credit" or a letter grade.
 1. Courses in which this option exists will be so designated by the Division Director in consultation with appropriate members of the Division faculty.
 2. The utilization of courses graded on a "Credit/No Credit" basis to satisfy major or certificate requirements must be approved by the Division Director in consultation with appropriate members of the Division faculty.
 3. Under unusual circumstances a student may appeal for conversion of a credit grade to a letter grade. Such grade changes, if authorized, will be converted on the basis of an appropriate examination as determined by the instructor.
 4. A maximum of 12 units toward an Associate Degree or 6 units toward a Certificate may be applied from courses in which the student has elected a "Credit/No Credit" option.

Course Repetition for Grade Alleviation.

- A student who has earned a grade of "D," "F," or "NC" in a credit course at any college in the San Mateo County Community College District may repeat the course for purposes of grade alleviation.
- The student must obtain prior written permission before repeating a credit course for grade alleviation. The Dean of Student Services is responsible for designating personnel authorized to provide permission.
- Normally a student may repeat a credit course for purposes of grade alleviation only once. Under unusual circumstances a student may petition the Dean of Student Services for permission to repeat a course more than once.
 1. Upon satisfactory completion of the repeated course, the student must petition the Office of Admissions and Records to have only the grade earned in the repeated course used in the computation of the grade point average.
 2. In no case will the unit value of the repeated course be counted more than once.
 3. The permanent academic record shall be annotated in such a way that all courses attempted will be indicated on the transcript, in showing a true and complete academic history.
- To the extent possible, preference for enrollment in a credit course shall be given to students who have not previously taken the course. Exceptions to this policy may be made by the Dean of Student Services.
- Course repetition involving work completed at a non-district institution may be honored on application to the Office of Admissions and Records.

Academic Renewal Policy

- A maximum of two semesters and one summer session of work which is substandard (i.e., less than a 2.0 grade point average) and not reflective of the student's present scholastic level of performance, may be alleviated and disregarded in the computation of grade point averages under the following conditions:
 1. A period of at least three years must have elapsed since the work to be alleviated was completed.
 2. The students seeking alleviation must have completed 9 units of work with a 3.5 cumulative grade point average, or 15 units with a 3.0

cumulative grade point average, or 21 units with a 2.5 cumulative grade point average, or 24 units with a 2.0 cumulative grade point average since the work to be alleviated was completed.

3. A semester or quarter is defined as all work attempted during a single academic term. The terms need not be consecutive.
 4. The substandard work being alleviated may have been completed at any college or university; however, the work upon which the application for alleviation is based must be completed at one of the district colleges.
- The academic renewal policy will ordinarily be applied only when alleviation of prior work is necessary to qualify a student for admission to a program or transfer to another institution or for completion of a certificate program or for graduation from the college.
 - Determination of the applicability of this policy will be made only following formal application to the Office of Admissions and Records.
 - When academic work is alleviated, the permanent record shall be properly 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. The first two transcripts are free. Each additional transcript costs \$1.00. The college will not normally issue official transcripts directly to a student.

Holds on Student Records

Holds will be placed on students' records by the Office of Admissions and Records for fees and any other financial obligations owed to the college. Students will be notified when holds have been placed on their records. Cañada College will not normally allow a student to re-register in the college nor will the college forward transcripts to other institutions for those students with holds on their records.

Privacy Rights of Students Annual Notification

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

- Education records generally include documents and information related to admissions, enrollment in classes, grades and related academic information.
- The Registrar, Building 8, Room 208, has been designated *Records Officer*, as required by the Act.
- Education records will be made available for inspection and review, during working hours, by presently and formerly enrolled students, within 5 days following completion and filing of a request form with the *Records Officer*.
- If a student wishes to challenge any information in the educational record, the student shall review the matter with the *Records Officer*. During the informal proceedings the *Records Officer* may make such adjustments or changes not constituting interference of integrity of professional entries.
- If these informal proceedings do not settle the dispute with the student's records, the student may submit a request in writing to the *Designated Officer*, the Dean of Student Services, on forms provided by that office. The Designated Officer will then assign the matter within 10 school days to a *Hearing Officer*.
- The *Hearing Officer* will set a date for the hearing, at the conclusion of which he will render his decision to the President of the College who will make the final decision of what action is to be taken.
- The Act provides the College may release certain types of *Directory Information*, unless the student submits in writing to the *Records Officer* that certain



or all such information not be released without his/her consent. *Directory Information* at this college includes: (1) student name and city of residence, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended, (6) height and weight of members of athletic teams.

- A copy of the College Policy, The Family Education Rights and Privacy Act, Section 438 (P.L. 93-380) and other pertinent information is available for review and inspection in the *Records Officer's* office, Building 8, Room 208, during normal working hours.

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 criteria:
 1. **Academic probation based on grade point average:** A student who has attempted at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation if the student has earned a grade point average below 2.0 in all units which were graded on the basis of the grading scale described above.
 2. **Academic probation based on failure to maintain satisfactory progress:** A student who has enrolled in a total of at least 12 semester units, as shown by the official cumulative record, shall be placed on academic probation when the percentage of all units in which a student has enrolled for which entries of "W," "I," and "NC" are recorded reaches or exceeds 50 percent.

- The two probationary criteria described above will be applied in such a manner that a student may be placed on probation under either or both systems, and subsequently may be dismissed under either or both systems.
- A semester in which a student completes an official "Leave of Absence" will not be included in the tabulation of 2. above.
- A probationary student may petition the Academic Standards Committee, in accordance with college procedures, for removal of his/her probationary status if it has resulted from unusual circumstances beyond the student's control.

Removal from Probation

- A student on academic probation on the basis of grade point average shall be removed from probation when his/her cumulative grade point average is 2.0 or higher.
- A student on academic probation on the basis of failure to maintain satisfactory progress shall be removed from probation when the percentage of units in this category no longer exceeds 50 percent.



Standards for Dismissal

- A student in probationary status shall be subject to dismissal if in any two subsequent semesters either or both of the following criteria are applicable.
 1. The student's cumulative grade point average is less than 1.75 in all units attempted.
 2. The cumulative total of units in which the student has been enrolled for which entries of "W," "I," and "NC" have been recorded reaches or exceeds 50 percent.
- Normally, a dismissed student must remain out of day and evening classes for one semester before petitioning the Academic Standards Committee for reinstatement.
- A dismissed student may present a written appeal to the Academic Standards Committee requesting immediate reinstatement if dismissal has resulted from unusual circumstances. A registered student making such an appeal should remain in classes until the decision of the Academic Standards 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. The Dean will assist the student to try to resolve the matter informally. If this does not resolve the matter, the student may file a formal grievance.

Placement Tests

Placement tests in English and Mathematics 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 and/or Mathematics. Students already holding A.A. or B.A. Degrees, transfer students, or students who have completed a college level composition and/or mathematics course elsewhere, and others who intend to enroll only in a single course or two are not required to take the exams.

Students may obtain additional information about placement tests from their counselor or the Counseling Office.

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

- Credit may be earned by examination provided:
 1. The student is registered at the college and in good standing.
 2. The student can demonstrate that he/she is especially qualified, through previous training or instruction to successfully complete such an examination.
 3. The course for which credit is desired is listed in the catalog of the college.
 4. The course has been so designated by the Division Director in consultation with appropriate members of the division faculty.
 5. The examination has been approved or prepared, administered, and graded by faculty and other proper authorities of the college.
- A maximum of 12 units toward an Associate Degree or 6 units toward a certificate may be earned by courses for which credit has been earned by examination.
- Credits earned by examination cannot be used to satisfy the 12 unit residence requirement for the Associate Degree.
- The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
- A student may challenge a course for credit by examination only one time.

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 at the required level. 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 an eight-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. Indi-

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

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

OFICINA DE ADMISIÓN Y MATRICULAS

Información sobre admisiones

La Oficina de Admisión y Matrículas es parte de la División de Servicios Estudiantiles de Cañada y tiene como meta facilitar a todos los alumnos el proceso de admisión e inscripción, como también el de velar por sus intereses. 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 inscripciones para los programas de las clases
- Procesar cambios en la hoja de servicios
- Procesar certificados de estudio
- Procesar notas
- Dirigir investigaciones institucionales
- Certificar la elegibilidad para los títulos de A.A. (estudios preuniversitarios de letras) y A.S. (estudios preuniversitarios de ciencias) y para los certificados de programas de estudio.

Esta oficina también tiene la responsabilidad administrativa sobre los siguientes servicios:

- Programa para los veteranos
- Programa de ayuda financiera
- Programa de estudiantes extranjeros

Elegibilidad para la admisión

Los requisitos de admisión deberán completarse antes de que el alumno/na se matricule.

Requisitos de elegibilidad para la admisión de estudiantes

Todo residente del condado de San Mateo que solicite admisión al Colegio de Cañada deberá satisfacer 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 sea aprobado en el Exámen para el Certificado de Aptitud (Certificate of Proficiency Examination), o que haya completado el Exámen de Educación

General Básica (G.E.D.) con un resultado mínimo de 50 puntos en cualquiera de los exámenes, y un promedio de 55 puntos o más en todos los exámenes.

- tener 18 años de edad o más, y, en la opinión del presidente de Cañada, estar capacitado para aprovechar la instrucción aquí ofrecida.
- estar en el 9º, 10º, 11º, o 12º año escolar y ser un alumno/na al cual la admisión como estudiante por horas le a sido recomendada por su director/a y por el presidente de Cañada.
- Un residente legal de los distritos de colegios comunitarios de la ciudad de San Jose o Foothill—De Anza podrá calificar para la admisión como estudiante diurno/nocturno, presentando un permiso por escrito por parte del distrito de residencia que autorice su matrícula en Cañada.

Estudiantes de otro estado

Los residentes de otro estado podrán calificar para su admisión a Cañada si satisfacen los siguientes requisitos:

- que sean graduados de escuela secundaria
- que tengan 18 años de edad o más, y, en la opinión del presidente de Cañada, sean capaces de beneficiarse de la instrucción ofrecida.
- que posean un record académico o promedios de exámenes los cuales indiquen un potencial de éxito en el programa de estudio del colegio.
- que sean estudiantes aún no egresados de la escuela secundaria, con 16 o 17 años de edad, y que tengan aprobado el Exámen para el Certificado de Aptitud (Certificate of Proficiency Examination), o que hayan completado el G.E.D. (Educación General Básica) con un resultado mínimo de 50 puntos en cualquiera de los exámenes, y un promedio de 55 puntos o más en todos los exámenes.

Estudiantes con traslados

Los estudiantes que se han trasladado de un colegio a otro dentro del mismo distrito, o se han mudado a este distrito después de haber asistido a otro colegio o universidad, podrán ser admitidos.



Aquellos alumnos que han sido expulsados del colegio comunitario 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 Cañada.

Los estudiantes bajo esta categoría podrán apelar al Comité de Reglamentos Académicos para ser reintegrados inmediatamente si la expulsión resultó por razones de circunstancias fuera de lo común.

Estudiantes por hora

Los estudiantes que toman menos de 12 unidades deben entregar solicitudes durante las fechas de inscripción, pero no es necesario que presenten certificados de estudios. Sin embargo, se les aconseja a los estudiantes que trabajan por hora y que están tomando cursos dirigidos a la preparación de una carrera, o que están tomando cursos transferibles a la universidad, que mantengan sus certificados archivados con el objeto de facilitar el asesoramiento.

Estudiantes extranjeros

El Colegio de Cañada cuenta con un programa extenso para estudiantes de otros países. El colegio ofrece los servicios de un consejero cuya preparación y experiencia está orientada hacia los problemas particulares del alumno/na extranjero, ya sean personales o académicos. Los solicitantes de otros países fuera de los Estados Unidos deben:

- haber completado, con notas satisfactorias, el equivalente a la educación impartida en las escuelas secundarias de este país.
- Demostrar el suficiente dominio del idioma inglés para poder aprovechar la instrucción impartida aquí.
- Presentar evidencia de poseer los fondos necesarios par pagar los derechos de matrícula y todos los gastos de vivienda que encontrarán mientras asisten al Colegio de Cañada. El costo para los estudiantes extranjeros es de \$72.00 por unidad.
- Presentar evidencia de que el alumno/na cuenta con un seguro médico y de hospitalización, o de no ser así, inscribirse en el plan médico que ofrece el Distrito de Colegios Comunitarios del Condado de San Mateo.

Las personas que no son ciudadanas de los Estados Unidos y no tienen visa estudiantil podrán inscribirse en el colegio como estudiantes por horas o de

tiempo completo si residen dentro del condado de San Mateo.

El estudiante deberá cumplir con los requisitos generales de admisión para alumnos extranjeros, y además deberá presentar el pasaporte que muestre la evidencia de que su visa tiene en orden las fechas necesarias para cubrir el semestre en que piensa estudiar.

A tales estudiantes con las características ya citadas tendrán que pagar la matrícula de *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 deseos de asistir a un colegio comunitario deberá contar con 18 años de edad o más, y residir en el estado por más de un año antes de ingresar al primer día de clases.

Los postulantes al Colegio de Cañada que sean residentes del Distrito Escolar de los Colegios Comunitarios de San Mateo podrán asistir al Colegio de Cañada (Redwood City), Colegio de San Mateo (San Mateo), o al Colegio Skyline (San Bruno). Los postulantes que sean residentes de una sección de California que no está incluida en un distrito que imparta clases de colegios comunitarios también podrán asistir al Colegio de Cañada. Un postulante que sea residente legal del Distrito de los Colegios Comunitarios de San Jose o de Foodhill—De Anza deberá presentar un permiso por escrito del distrito de residencia, autorizándole la matrícula en el Colegio de Cañada. Los postulantes en calidad de inmigrantes deberán residir en el estado de California más de un año después de la fecha de ingreso al país como esté indicado en sus visas correspondientes.

Procedimientos para la admisión de postulantes—clases diurnas

Los estudiantes que han postulado al Colegio de Cañada que desean inscribirse en 12 o más unidades por semestre, deberán:

- entregar una solicitud ofrecida por el colegio para la admisión de formularios.
- solicitar a la escuela secundaria de procedencia que envíe por correo aéreo dos expedientes completos al Colegio de Cañada. Lo mismo se necesitará de todos los colegios a los que se haya asistido. Si se han terminado cinco años desde secundaria, no se exigirán dichos certificados.
- tomar el examen de aptitud u otras pruebas específicas que sean necesarias (ver horarios de exámenes en la solicitud de admisión).

Los postulantes al Colegio de Cañada que deseen inscribirse por menos de 12 unidades por semestre deberán entregar una solicitud de admisión en los formularios proporcionados por el colegio.

Se le dará prioridad de matrícula 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 que postulan al colegio de Cañada y que deseen inscribirse solamente en las clases nocturnas deberán:

- entregar una solicitud de admisión con los formularios proporcionados por el colegio durante las fechas específicas que indiquen inscripción para las clases nocturnas.
- Aquellos alumnos que deseen inscribirse en más de 11 unidades durante cualquier semestre, necesitarán enviar al Colegio de Cañada dos certificados completos de los estudios realizados en años anteriores. Si han transcurrido más de cinco años desde que el alumno/na egresó de la escuela secundaria, entonces no será necesario enviar dichos certificados.
- hacer los exámenes de aptitud necesarios, o exámenes específicos si son requeridos.

Inscripciones

Citas para consultar con el consejero

Después de haber completado todos los requisitos de admisión, todos los estudiantes regulares deberán consultar individualmente, o en grupos pequeños, al consejero estudiantil para recibir ayuda u orientación en el planeamiento de sus programas académicos antes de inscribirse.

Límite de unidades

Un programa de estudio se considerará normal cuando se lleve 15 unidades cada semestre; a los estudiantes inscritos en 12 o más se les considerará alumnos de tiempo completo. Se prohíbe a todo estudiante el inscribirse en más de 19 unidades por semestre sin antes recibir la autorización adecuada de su consejero.

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

Cuota de servicio médico—clases diurnas

Se requiere que todo alumno/na pague una cuota de \$5.00 por el servicio médico. Una parte de dicha cuota se utilizará para cubrir los gastos de un seguro médico mientras el alumno/na se encuentre en el colegio, o esté participando en alguna actividad cultural. La cuota de servicio médico durante el verano es de \$2.00. Esta cuota no tendrá devolución. También existe un plan de seguro médico para todos los alumnos que lo deseen. El inscribirse a este plan es voluntario. Se encontrarán las solicitudes y mayores datos en el Centro Médico Estudiantil y durante las fechas de inscripción. Actualmente no se cobra cuota alguna a los alumnos de clases nocturnas; más sin embargo esta regla podrá cambiar en el futuro.

Cuota para los no-residentes

Alumnos que sean no-residentes tendrán que pagar una cuota de \$72.00 por unidad durante el año escolar 1981-82. Esta cuota se cobra a la hora de inscripción. El director de la Oficina de Admisión y Matrículas determinará la residencia del alumno.

Gastos para los alumnos

Aún cuando no se cobra matrícula a los alumnos que residen en el condado de San Mateo, existen gastos de vivienda que deben de tomarse en cuenta.

Libros y materials: \$225 por año

Cuota de servicio médico: \$10 por año

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

Alimentos y vivienda: \$2,625 por año

Transportación: \$700 por año

Gastos personales (médicos, recreo, o limpieza) \$500 por año

Devolución de matrícula para estudiantes extranjeros y no-residentes

Los pagos de matrícula se devolverán en un pago íntegro or por partes según las indicaciones siguientes:

- Un alumno/na podrá recibir una devolución completa si la matrícula se cobró por error.
- Un alumno/na que cancele su inscripción antes de que comiencen las clases o que se retire oficialmente del colegio antes del lunes de la cuarta semana del semestre, podrá recibir una completa devolución, sin incluir un cobro de \$35 por procesar la devolución.

- Un alumno/na que reduzca su programa académico oficialmente antes día lunes de la cuarta semana del semestre podrá recibir una parte de la matrícula pagada.
- Un alumno/na que se retire oficialmente del colegio o que reduzca su programa académico después del lunes de la cuarta semana de cualquier semestre no podrá recibir devolución alguna. Se harán excepciones a través de la Oficina del Decano de Servicios Estudiantiles, cuando haya habido circunstancias extraordinarias fuera del control del alumno/na.
- Un alumno/na que se retire oficialmente de sus cursos de verano, u otros cursos que comienzan en fechas diferentes al principio de semestre, podrá recibir una devolución completa siempre y cuando se retire antes del lunes de la segunda semana en que comenzaron las clases. Después de este día no recibirá devolución, a menos que lo autorice el Decano de Servicios Estudiantiles, y esto sucede en casos de circunstancias extremas fuera del control del alumno.

Las devoluciones no se hacen automáticamente. El alumno/na deberá llenar un formulario pidiendo su devolución y demostrar evidencia de haber pagado la matrícula, así como las formas de retiro oficial.

Cambios en el programa

Ningún cambio de programa será permitido durante el período de inscripciones anterior al principio de clases.

Una vez que el programa académico se ha formalizado, no podrá ser cambiado sin antes llenar los formularios indicados para dejar o aumentar las clases. Este formulario se podrá obtener en la oficina del consejero, y el proceso será completo cuando el estudiante haya cumplido con los procedimientos para cambios de programa. requeridos para cambiar de programa.

Un alumno/na no podrá añadir clases nuevas a su programa después del décimo día del semestre, sin antes conseguir un permiso por escrito del profesor y la aprobación necesaria del Director de Admisión y Matrículas.

Reglamento para el retiro de clases

Cualquier estudiante que desee retirarse de una clase deberá seguir los procedimientos 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 podrá retirarse de una clase de duración semestral durante las primeras cuatro semanas de instrucción sin que esta clase figure en su archivo académico. En cursos que duren menos del semestre regular, se podrá retirar antes de completar el 30% de la instrucción impartida, y la clase no figurará en el archivo académico.
- Después de estas fechas, un alumno/a podrá retirarse de una clase normal, aprobada o desaprobada, a cualquier hora hasta llegar a la 14ª semana de instrucción, y recibirá la calificación de "W" en su archivo académico. En aquellos cursos

que duren menos de un semestre, el alumno/a podrá retirarse antes de completar el 75% de la instrucción impartida, y recibirá la calificación de "W."

- El archivo académico del alumno/a reflejará la nota autorizada (véase **Símbolos académicos**) si éste permanece en la clase mas allá de las fechas indicadas anteriormente.
- Un alumno/a que no siga las reglas establecidas sobre el retiro de clases podrá recibir la calificación de "F"

Calificaciones y Honores

Unidades de trabajo y de crédito

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

Símbolos académicos y promedio de notas

Las notas en una escala calificativa serán computadas según las calificaciones de puntos recibidos, para así llegar al promedio de notas. La nota más alta recibirá 4 puntos, y la nota más baja recibirá 0 puntos. Se usarán únicamente los símbolos de de evaluación siguientes:

Símbolo	Definición	Puntos
A	Excelente	4
B	Bueno	3
C	Satisfactorio	2
D	Deficiente, pero aprobado	1
F	Desaprobado	0
CR	Crédito (por lo menos satisfactorio—"C" o más unidades recibidas no serán incluidas in el promedio de notas)	
NC	Las unidades Sin Crédito, poco satisfactorias o desaprobadas que no se incluirán en el promedio de notas)	

Solamente los siguientes símbolos de no evaluados serán permitidos:

• I—Incompleto

Este símbolo se usará en casos de trabajos académicos incompletos por razones imprevistas, de emergencia, y justificables. El profesor determinará cuales serán las condiciones para retirar dicho símbolo por escrito, y también indicará cual será la

nota recibida cuando se retire el símbolo. El alumno/a recibirá una copia de este archivo, y otra copia quedará en la oficina del Director de Admisión y Matriculas. Una calificación permanente se le dará al alumno una vez que éste complete el trabajo estipulado. Si el trabajo jamás se concluye se le asignará al alumno la nota incluida por el profesor en su escrito.

Un símbolo incompleto deberá retirarse a lo más tardar un año después del semestre en que se recibió. Se podrá recibir una extensión en aquellos casos donde existieron circunstancias imprevistas.

El "I" no será utilizado en el cómputo final del promedio de notas.

• IP—En Proceso

Este símbolo se utilizará en el archivo permanente del alumno/a para verificar que se está inscrito en una clase actual e indicará que el curso se extiende más allá del final de clases. Éste símbolo refleja que el trabajo está "en proceso" y que el crédito final será asignado una vez que se concluya el curso.

El símbolo "IP" no será incluido en el cómputo final del promedio de notas.

• RD—Demora en el Reporte

Este Símbolo será utilizado solamente por el Director de la Oficina de Admisión y Matriculas para el propósito de identificar que ha habido una demora en recibir la nota final a raíz de circunstancias fuera del control del alumno. Este símbolo será retirado una vez que se reciba el símbolo permanente.

El símbolo "RD" no será incluido en el cómputo final del promedio de notas.

• W—Retiro de Clases

(Véase **Reglamento para el retiro de clases** anteriormente mencionado.)

Promedio de notas

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

Opción de crédito y no crédito

Los cursos serán ofrecidos en cualquiera de las dos categorías siguientes, o en ambas:

- Cursos en los cuales todos los alumnos serán evaluados bajo las bases de "Crédito/No Crédito."
- Cursos en los cuales los alumnos podrán elegir, en el momento de inscripción (o dentro de un período definido, sin exceder el primer 30% del semestre), las bases de evaluación estarán bajo el criterio de "Crédito/No Crédito" o con una nota calificativa.
 1. Los cursos que incluyan dicha opción serán designados como tal por el Director de División, bajo la consulta de profesores apropiados.
 2. El Director de División tendrá que aprobar el uso de una clase con evaluación de "Crédito/No Crédito" cuando esta clase sea necesaria para satisfacer los requisitos del Certificado.
 3. Una vez recibida la evaluación de "Crédito/No Crédito," el alumno/a podrá gestionar que se cambie a una nota bajo condiciones especiales. Obtenida la autorización, la nota será determinada por el profesor con un exámen apropiado.
 4. Solamente un máximo de 12 unidades en las cuales se hubiera recibida la evaluación de "Crédito/No Crédito" podrían ser aplicadas para el título preuniversitario, y un máximo de 6 unidades para el Certificado.
- Cuando un curso se ofrece en el que solamente un trabajo se llevará a cabo, entonces se utilizará la evaluación de Crédito/No Crédito. Se otorgará crédito cuando el trabajo se haya completado, y no crédito si no se completa.

Repetición de curso

- Un estudiante que reciba la calificación de "D," "E," o "NC" en cualquier curso de crédito dentro de los colegios del distrito de San Mateo podrá repetirlo para mejorar la calificación.
- El alumno/a deberá procurar un permiso por escrito el cual le autorice repetir la materia para mejorar la calificación. El Decano de Servicios Estudiantiles otorga dichos permisos.

- Normalmente, un alumno/a podrá repetir un curso para mejorar su calificación tan solo una vez. Bajo casos especiales el alumno podrá repetir el curso más de una vez si obtiene el permiso necesario del Decano de Servicios Estudiantiles.

1. Una vez que el alumno/a haya completado el curso satisfactoriamente, tendrá que apelar a la Oficina de Admisión y Matrículas para que ésta tome en cuenta únicamente la calificación del curso repetido en el cómputo de promedio de notas.

2. En ningún caso se podrá tomar en cuenta el valor de unidad del curso repetido más de una sola vez.

3. El archivo permanente del alumno/a llevará un recuento completo y verdadero de todos los cursos intentados para que éste refleje una historia académica completa.

- Hasta donde sea posible, se le dará al alumno/a al inscribirse en un curso de crédito que tomará por primera vez. El Decano de Servicios Estudiantiles podrá hacer excepciones en este reglamento.
- La repetición de un curso, cuando se ha llevado a cabo en un colegio fuera del distrito, se podrá tomar en cuenta si el alumno lo solicita a través de la Oficina de Admisión y Matrículas.

Renovación académica

Se podrá retirar un trabajo de hasta un máximo de dos semestres y una sesión de verano del archivo académico, cuando el trabajo haya sido deficiente (es decir, cuando el promedio de notas sea menos de 2.0) y no refleje adecuadamente la verdadera capacidad académica del alumno. Al retirarse del archivo, las calificaciones no formarán parte en el cómputo del promedio de notas, pero solo sucederá bajo las siguientes condiciones:

- Que haya pasado por lo menos un período de tres años desde que los cursos concluyeron.
- Los estudiantes que aspiren a renovar ciertos cursos tendrán que cumplir con nueve unidades semestrales de trabajo académico, y que estas unidades reflejen un promedio de 3.5 acumulativo, o 15 unidades semestrales con un promedio de 2.0, o 21 unidades con un promedio de 2.5, o 24 unidades con un promedio de 2.0, desde que el trabajo fuera concluido.
- Un trimestre o semestre se define bajo el marco de todo el trabajo intentado durante una etapa académica. No es preciso que las etapas sean consecutivas.

- El trabajo deficiente pudo ser llevado a cabo en otro colegio o universidad, pero cuando se solicita renovar cierto trabajo, solamente se podrá renovar en algún colegio del distrito.

Se debe de tomar en cuenta que el reglamento de renovación académica será aplicada solamente cuando dicha renovación de trabajos escolares se necesita para la futura admisión del estudiante a un programa educative, para completar un programa certificado, o para recibirse de un colegio.

Este reglamento será vigente una vez que se entregue una solicitud formal al Director de Admisión y Matrículas, el cual determinará si dicha renovación es necesaria.

Cuando el trabajo académico haya sido renovado, el archivo permanente reflejará todos los cursos intentados para que sea un archivo verdadero, legible, y completo.

Libretas de calificación

Las calificaciones estarán a la disposición del alumno/a a la mitad del semestre. La calificación de medio semestre no forma parte del archivo permanente; se otorga para propósitos de información solamente. Después de que se concluyan los exámenes finales, se le enviará al estudiante una copia de sus calificaciones semestrales, las cuales serán integradas en su expediente.

Honores escolares

Una lista de estudiantes que adquirieron los honores académicos será publicada al final de cada semestre; esta lista se llama la Lista del Decano, y en ella figura el nombre de cada alumno/a que completó 12 o más unidades de trabajo escolar con un promedio de notas de 3.0 ("B") o más.

Los honores académicos serán otorgados durante la ceremonia de graduación. Los alumnos que tengan un promedio de notas de 3.3 acumulativo recibirán dichos honores. Los honores mayores se les otorgará a los alumnos que cuenten con un promedio de notas de 3.5 o más.

Expedientes

Los expedientes oficiales serán enviados a compañías de trabajo, universidades, u otras instituciones cuando el alumno/a lo pida por escrito. Solamente los cursos que se tomaron en Cañada figurarán en el expediente. Las calificaciones de escuelas secundarias y otros colegios no formarán parte del expediente enviado. Los primeros dos

expedientes son gratuitos. Se cobrará una cuota de \$1.00 por cada expediente adicional. El colegio no le dará al alumno directamente copias de su expediente oficial.

Altos en el archivo académico

Se pondrá un alto en los archivos académicos del alumno/a cuando este deba algún dinero al colegio. Se le notificará al estudiante cuando se le haya puesto un alto a su archivo. Tampoco se le permitirá re-inscribirse, ni se enviarán expedientes de su trabajo, cuando exista un alto en el archivo.

Garantía de secreto—Aviso anual

El Acta de Derechos de los Derechos Privados de Educación Familiar (Sección 438, Ley Pública 93-380) fué corregida y ahora exige que las instituciones educacionales faciliten lo siguiente: acceso el estudiante a sus archivos oficiales; una audiencia para apelar en la ocasión de que los archivos contengan algo erróneo o inadecuado; que el Colegio obtendrá el permiso por escrito del alumno/a antes de difundir datos personales suyos, con la excepción de algunas personas o agencias según estipuladas por el Acta; y que estos derechos protegerán tanto a los alumnos actuales como a los antiguos.

- Los archivos académicos por lo general incluyen documentos e información relacionada a la admisión, inscripción de clases, calificaciones, y datos académicos del alumno.
- El director de inscripciones, ubicado en la oficina 8, aula 208, ha sido designado como el *Oficial de los Archivos*, según está estipulado en el Acta.
- Los archivos académicos podrán ser inspeccionados durante horas de trabajo, por alumnos actuales o antiguos, cinco días después de que hayan llenado un formulario con el *Oficial de los Archivos*, solicitando permiso para examinarlos.
- En le caso dado en que el alumno/a desee preguntar datos acerca de su archivo, lo podrá hacer con el *Oficial de los Archivos*. Durante este procedimiento informal, el *Oficial* podrá hacer los cambios necesarios sin que estos estorben la integridad de los archivos profesionales.
- Si estos procedimientos informales no satisfacen al alumno, éste podrá apelar al *Oficial Designado*, el Decano de Servicios Estudiantiles, utilizando las formas proporcionadas por su oficina. El *Oficial Designado* podrá entonces enviar el caso a un *Oficial de Apelaciones* dentro de un lapso de diez días escolares.

- El *Oficial de Apelaciones* pondrá una fecha para que se lleve a cabo una audiencia. Una vez consumada la audiencia, el *Oficial de Apelaciones* entregará su decisión al Presidente del Colegio, el cual tomará la decisión final.
- El Acta indica que el colegio podrá difundir ciertos datos domiciliarios, a menos que el alumno/a objete por escrito y estipule de que dichos datos no podrán ser difundidos sin una autorización previa. Estos datos domiciliarios incluyen: (1) nombre del alumno/a y ciudad de residencia, (2) participación del alumno/a en actividades deportivas o escolares, (3) fecha de inscripción en el colegio, (4) títulos y honores recibidos, (5) institución educativa de procedencia, (6) estatura y peso, cuando el alumno/a es miembro de un equipo atlético.
- Una copia del Reglamento del Colegio, y del Acta de los Derechos privados de Educación Familiar, Sección 438 (P.L. 93-380) y otros datos pertinentes estarán a la disposición de quien los desee examinar en la oficina del *Oficial de Archivos*, edificio 8, aula 208, durante horas hábiles.

Deficiencia en el promedio de notas

Las leyes académicas del Colegio de Cañada están basadas en un promedio acumulativo de notas de un mínimo de "C" para que el alumno pueda graduarse 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 unidades 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.
 1. **Situación de prueba basada sobre una deficiencia en el promedio de notas.** Un alumno que ha intentado por lo menos 12 unidades en un semestre, según demuestra el archivo acumulativo oficial, será puesto a prueba académica si el promedio de sus notas, en todos los cursos en donde la evaluación se hizo con el sistema ya explicado, no llega a 2.0.

2. **Situación de prueba en el que el resultado del progreso del alumno no ha sido satisfactorio:** El alumno que ha intentado por lo menos 12 unidades en un semestre, como lo demuestra su archivo acumulativo oficial, será puesto a prueba académica cuando el 50% o más de las unidades que está tomando sean calificadas de "W," "I," o "NC".

- 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 sistemas, como también podrá quedar expulsado posteriormente, si su trabajo continúa siendo deficiente.
- Un semestre en el que un estudiante esté completando una ausencia autorizada con licencia oficial, no será incluido en la 2ª tabulación. (antes indicada)
- Un estudiante a prueba podrá pedir una audiencia al Comité de Leyes Académicas, 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.

Eliminación de la situación de prueba

- Un estudiante que está a prueba académica por causa de deficiencia en el promedio de notas saldrá de la situación de prueba cuando su promedio de notas acumulativo sea al nivel de 2.0 o más.
- Un estudiante que esté a prueba académica y no pueda mantener un progreso satisfactorio deberá ser expulsado de la prueba sabiendo que el porcentaje de unidades en esta categoría no excede del 50%.

Reglas para la expulsión

Un estudiante que esté a prueba por razones académicas será expulsado si, dentro de cualquiera de los dos semestres siguientes, se aplica uno de estos criterios, o ambos:

1. Su promedio acumulativo de notas será menos de 1.75 en todos los cursos que esté tomando.
2. Las unidades que tome serán calificadas de "W," "I," o "NC" en una proporción de un 50% o más.

Normalmente, un estudiante expulsado deberá mantenerse fuera de las clases diurnas y nocturnas de Cañada por lo menos durante un semestre, antes de pedir al Comité de Leyes Académicas que lo reintegren.



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

Quejas estudiantiles

Los estudiantes que crean haber sido tratados de una forma injusta o que las reglas del colegio les hayan sido aplicadas arbitrariamente, pueden presentar su queja al consejero estudiantil. Si el problema no se resuelve de una forma satisfactoria, el estudiante podrá presentar su caso ante el Decano de Estudiantes, el cual ayudará al alumno a resolver el

problema de manera informal. Y si aún así no se puede resolver, el alumno podrá presentar una petición de queja, según los procedimientos ya establecidos.

Exámenes de aptitud

Se requieren exámenes de aptitud de todos los alumnos regulares (aquellos que toman más de 12 unidades), estudiantes que aspiran al título pre-universitario (A.A.) o algún Certificado, y estudiantes que piensan tomar cursos de inglés y/o matemáticas. Los que ya tengan el título de A.A. o de B.A., o que han completado sus cursos de redacción y/o matemáticas a nivel de colegio en otra institución, u otros que solamente quieran inscribirse en uno o dos cursos, entonces no tendrán que tomar el examen.

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

Crédito avanzado

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

Crédito por exámen

- Se podrá otorgar crédito de un curso por exámen si:
 1. el alumno que está inscrito en el Colegio está haciendo un trabajo adecuado,
 2. el alumno/a puede demostrar que está especialmente calificado, por un adiestramiento o instrucción previa, para completar tal exámen,
 3. el curso por el cual se desea sustituir un exámen está en el catálogo,
 4. de esta forma, el curso ha sido designado por el Director de División, despues de haber sido sometido, dicho curso, a una consulta apropiada con los miembros de la facultad,
 5. el exámen a sido aprobado o preparado, administrado y evaluado por autoridades apropiadas del Colegio.
- Hasta un máximo de 12 unidades para el título preuniversitario, y de 6 unidades para un Certificado, serán otorgadas por cursos en que ha sido ganado el crédito a través del exámen.
- Los créditos conseguidos por exámen no se puedan usar para satisfacer el requisito de completar las 12 unidades requeridas para el título preuniversitario.
- Los records académicos de los estudiantes serán anotados claramente con el fin de reflejar el crédito ganado en los exámenes.
- Un alumno no puede probar un curso por crédito; podrá hacerlo solo una vez y a través de un exámen.

CLEP—Exámen de Aptitud a Nivel de Preuniversidad

El "CLEP" permite a todas aquellas personas que tengan una educación a nivel de preuniversidad adquirida fuera de las aulas de clase, demostrar sus logros a través de este exámen, y poder utilizar los resultados para recibir crédito. A estos estudiantes se les podrá otorgar seis unidades de crédito por cada cinco secciones del Exámen General de CLEP, siempre que logren 500 puntos o más. Se dará crédito por Exámen de Materia en aquellas áreas donde se ofrezcan cursos semejantes en el Colegio de Cañada. Se anotarán estas unidades en el archivo del alumno cuando complete 12 unidades dentro del Colegio de Cañada. El Colegio de Cañada es actualmente un centro oficial para el exámen 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 preuniversitario de letras el el título preuniversitario de ciencias, 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), para ser un candidato a los estatutos,
- solicitar que todos los certificados 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 de planeamiento de programas.

Asuntos de veteranos

La Oficina de Asuntos de Veteranos del Colegio Cañada fue establecida a raiz 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.

Los veteranos que hayan asistido previamente a algún colegio deberán tener copias oficiales de todos los certificados 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 dado de 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 para 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 de 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 de Cañada está basado en el concepto de que ningún individuo podrá ser rechazado de lograr una educación, simplemente por cuestiones económicas. Todo estudiante que solicite admisión al colegio porque 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, los cuales están al servicio de todo alumno/a. 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 reconoce 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 para los estudiantes de Cañada en forma de becas escolares, préstamos, y becas.

El Colegio de Cañada ofrece un programa de becas escolares que reconoce y premia a estudiantes sobresalientes. Varias organizaciones e individuos otorgan fondos para el servicio de este programa. Una solicitud será suficiente para considerar a los alumnos incluidos en 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:

Donante	Requisito	Cantidad
Associated Students of Cañada College	Estudiante de Cañada con carnet estudiantil en activo	\$100
Atkinson Foundation	Estudiante que está en el último año preuniversitario	(2) de \$150 cada una
John A. Blume & Associates Engineers	Estudiante de ingeniería, u otro campo relacionado semejante, 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 en el auditorio	\$100
Cañada Connoisseurs	Estudiantes nuevos dentro del Programa de Tecnología Culinaria	(2) \$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	Estudiantes que desean continuar en Cañada	(2) \$100
William A. Goss Scholarship Fund	Sin restricción	(3) de \$100 cada una
Mabel Leon Scholarship	Premiada por medio del Departamento de Música Instrumental	\$200
Ethel Lindauer Scholarship	Sin restricción	\$100-\$150
Redwood City Bobbies Wm. L. Faulstich Scholarship	Alumnos que estudien cursos relacionados con las leyes	\$100
Redwood City Citizens Against Racism	Estudiantes que pertenecen a la minoría en el área	(varias) \$100 cada una
Redwood City Clergy Association	Estudiantes minoritarios que continúan o se trasladan	(varias) \$100 cada una
San Mateo County Association of Educational Office Employees	Becas distribuidas en los tres colegios. Se otorgarán a un alumno/a dentro del campo de Negocios: dentro del campo de Negocios	(2) \$100 cada una
San Mateo County Retired Teachers Association	Becas distribuidas en los tres colegios. Se otorgará a un alumno graduado que vaya a la universidad	\$300
Seventeenth District, California P.T.A.	Estudiantes de Cañada College	(3) \$50 cada una
Victoria Station Incorporated	Estudiante del Programa de Tecnología Culinaria en Cañada con planes de continuar sus estudios	\$100
X-Ray Technology Scholarship	Estudiante inscrito en el Programa de Tecnología de Rayos X en Cañada	\$100
Carl E. Ward Scholarship	Sin restricción	\$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 met 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)

Disabled Student 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 think that you merit EXEL 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 program for economically disadvantaged students. California Community Colleges are required by law to establish programs and services directed to the identification, recruitment, retention, and intellectual and vocational stimulation of students 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.

Disabled Student Program

The Disabled Student Program offers a wide range of services to students with varying disabilities, including physical and learning disabilities. The program encourages the *active* participation of disabled students by serving as an information center, counseling source and academic referral. Any student with severe mobility or health impairment is encouraged to seek the services of the Disabled Student Program. Through supportive services, an individual can meet his/her academic, social and personal goals while attending Cañada College. Many new programs and equipment are being developed to meet the needs of disabled students; please stop by the Disabled Student Office for more information. Some of the programs include:

Job Skills Program: job skill development and placement on campus, placement possibilities, Media Center, Computer Lab, Counseling Center, and Registration Office.

Adaptive P.E. Program: an individualized approach to Adaptive P.E., as well as offering classes in Weight Training, Ambulation and Balance Training, and Conditioning for the Disabled.

Tutorial Program: individualized tutoring available for students in need of special assistance in academic classes.

Disabled Student Union: an active social and advocacy organization to meet the particular needs of disabled students—a great opportunity to meet other students in the program.

Speaker/Informational and In-Service Program: an on-going speaker and informational program that includes speakers from C.I.D. (Center for the Independence of the Disabled), professional educators and physicians knowledgeable in the area of physical and learning disabilities.

Peer Counseling Program: a peer counseling and orientation to the campus by fellow students—a supportive network of friends and students in the program; any new student is encouraged to participate by contacting the Disabled Student Office.

Supportive Services

Individualized counseling, vocational referral and information

Elevator keys and parking permits

Coordination of services with high schools, agencies and the California Department of Rehabilitation

Financial Assistance via our Job Skills Program and Financial Aid

Readers

Audio-visual equipment available—tape recorders, tapes and Lexicon, adapted voice-actuated computer equipment for those students interested in the Computer Information Program

Special equipment available for the visually impaired student: Braille slates, paper and canes

Interpreters for the deaf and hard of hearing

Learning Disabilities Program

The Learning Disabilities Program is designed to meet the needs of students with particular learning disabilities. After assessment, an IEP (Individualized Educational Plan) is written and developed with each student. Tutorial assistance is provided, and vocational goal-setting is a top priority for the program. Work-study, job skills and career development will be ancillary services to the L.D. population, and special equipment and materials will be available to students. Adults with possible learning disabilities or diagnosed learning disabilities should contact the Learning Disabilities Program at 364-1212.

Any further inquiries regarding the Disabled Student Program should be directed to Jane A. Hetrick, Program Specialist for the Disabled (364-1212).

Older students with health problems are encouraged to join the the program, particularly the Adaptive P.E. Program, as well as other services of the program.



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.

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 or the counseling office.

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 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 Department, in cooperation

with the Student Council, offers a wide range of Intramural Activities for men and women that include volleyball, basketball, 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 Career Center in Building 5. Check with the Director of Counseling in Building 5, room 214, for further 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.



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 Dean of Student Services.

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 should contact their instructors or other students in their classes for assignments missed.

Office of Counseling



Joseph J. Marchi
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.

Career Center

Career and Personal Development

Co-op Education-Work Experience

Health Services

Program Planning and Counseling

Student Employment Service

Program Planning and Counseling

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

year to consult with students. They assist students in planning programs of study, approve the final program for each semester, and are consulted about program changes. 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 upon 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."

Joseph J. Marchi
Director, Counseling

Career and 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.

Career Center

Do you require 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.

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.

For Veterans Only

A veteran may count Co-op Education units toward Veterans Educational benefits. The Veterans Administration requires that the veteran's job relate closely to the veteran's major.

Health Center

The Student Health Center is designed to help all students seeking advice or help with any health

related problems. Health Services operate on a drop-in basis and provide a wide variety of services including health counseling, first aid, nursing assessment, T.B. skin tests, various screening tests, and referrals, if needed, to doctors, clinics, and community agencies. Health Center is open five (5) days a week, 8:00 a.m.-4:30 p.m. All services are confidential.

Student Health Services concentrates on Well Being and Self Care. It aims at the individual health needs of students and at promoting the student's ability to maintain health, adjust to the college environment and developing and strengthening health habits of benefit to them and their community.



Office of Instruction



John C. Williams
Dean of Instruction (Acting)

Cañada College as a community college represents a unique opportunity in the California system of higher education. The students who attend are expressing a desire to continue their formal education beyond that required by law. They have also chosen to remain in their local community during their academic pursuits. There is an implied intent to remain in the support community after leaving the community college. Here we have the very real potential to serve the taxpaying citizens while also serving the students we teach.

The most important persons on the Cañada campus are the students, for they are the object of the entire enterprise. The teacher is next in importance, acting as he or she does as the direct implementor of educational policy. The most important time in the entire academic calendar is the moment when student meets teacher and learning takes place. It is the role of the administration to insure that that moment is as meaningful and rewarding as time and facilities allow.

Humans learn through direct interaction with their environment, from the home to the classroom, and beyond. It is our job as teachers to create an environment in which meaningful learning can and does take place, and in which an enthusiasm for the subject, as well as the learning process, is generated.

"Classroom" activities at Cañada College, be they lecture, laboratory, field, or whatever, are so structured as to maximize information gathering and evaluation (information including ideas and concepts, ideals and values, as well as names and dates). Ample opportunity is given to the students for the expression, both written and oral, of their ideas and for the exploration of their own processes of decision making. Examinations are designed to test the accuracy and quality of data gathered, the logic of the assimilation process, and the ability of the student to demonstrate and evaluate his conclusions.

While many occupational programs concentrate on short-term employment goals, they are also structured so that they give the student vertical, as well as lateral flexibility. Our educational programs possess several entry points into transfer academic programs so students are not severely penalized for upgrading or changing their career goals. Students entering an occupational program at Cañada College are not forced all the way back to "Go," but should, instead, move *laterally* into a new academic program.

Our academic transfer programs are logical and educationally sound extensions of the Certificate and Associate Degree programs. Since Cañada College is an institution of higher learning, we have only educational programs here in our community college, be they academic or occupational. Students should be able to enter, remain, transfer, or exit from those programs when their educational needs have been met within the abilities of the students and this institution to do so.

Divisions

- Basic and Applied Sciences
- Business
- Humanities
- Social Sciences

Program Planning

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

The College offers a Certificate of Completion for specialized training and 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 director 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 Registrar's 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.

ASSOCIATE DEGREE (A.A./A.S.) 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 A.—E. below. An application for the degree must be filed in the Registrar's Office during the last semester of attendance.

A. Residence

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

B. Scholarship

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

C. Major

A major consists of at least 18 semester units in a specified field of study. A field of study is understood to be a specific subject with such supporting subjects as may properly be used to round out the training in preparation for a major or for some particular occupation. For students planning to transfer to four-year institutions, fulfillment of lower-division requirements for the institution of their choice will be considered a major.

D. General Education

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

1. Natural 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
 Microbiology 240
 Natural Science 100
 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, '202, '210, '260, "310, "315, '421
 Political Science "'205, '210, "310

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
 Humanities 100
 Literature 101, 111, 115, 141, 142, 143, 151, 152, 191, 200, 231, 232, 233, 251, 301, 302, 341, 422, 441, 442, 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:

a. English 100
 b. English 801
 c. English Institute 311, 312 (for non-native speaking students)

5. Ethnic Studies

One or more courses for a minimum of three units.

Anthropology 340, 360, 370
 Art 120
 History 242, 415, 422, 451, 452
 Literature 266, 268, 371, 372, 375
 Psychology 278
 Social Science 250, 255, 260
 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				
Law Enforcement	•	•		
Correction (Probation)	•	•		
Industrial & Retail Security	•	•		
Business				
Accounting	•		•	
Business Administration	•		•	
Clerical-General			•	
Court and Conference Reporting	•			
Hotel/Motel Management	•		•	
Management	•		•	
Medical Receptionist	•			
Medical Transcriber	•			
Note Reader/Transcriber	•			
Paralegal	•			
Real Estate*	•		•	
Secretarial	•		•	
Word Processing	•			
Computer Information Systems				
—Early Childhood Education	•		•	
Food Technology and Management				
	•		•	
Human Services/ Gerontology				
		•		
Home Economics				
Clothing & Textiles	•		•	
	•		•	
Interior Design				
	•		•	
Liberal Studies				
		•		
Ophthalmic Dispensing				
	•		•	
Radiologic (X-ray) Technology				
			•	
Sports Coaching				
	•			
Travel Industry Career (Tourism)				
Retail	•		•	
Wholesale	•		•	

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



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 institution with less than junior standing. It is important that they consult

with their counselors in order to arrange transfer programs.

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

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

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



California State University and Colleges General Education Requirements

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

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

Life Sciences

Anatomy 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

Natural Science 100

Physiology *260

Zoology *210

Physical Sciences

Astronomy 100, 110, 120

Chemistry *110, 192, *210, *220,
*410, *420

Electronics 100

Environment 109

Geography 100

Geology *100, 110, *210, *220

Natural Science 100

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,

#415, '421, #422, 650

Home Economics 416

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

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

Social Science 100, 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

English 110, 200

Literature 101, 111, 115, 141, 142,
143, 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 100

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

Biology 135

English 100, 165, 181

French 110, 120

German 110, 120

Health Science 101, 103, 104, 105,
106, 107, 110

Mathematics 105, 120, 121, 125,
130, 155, 162, 200, 219, 220, 230,
241, 242, 251, 252

Philosophy 200

Russian 110

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

Social Science 104

Spanish 690

Courses from Cañada College Transferable Toward Baccalaureate Degree Credit

- 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 105, 110, 125, 130, 160, 340, 360, 370, 680
- Art 101, 102, 103, 110, 120, 190, 201, 202, 204, 205, 207, 214, 221, 222, 231, 232, 234, 235, 241, 301, 303, 305, 311, 312, 320, 322, 324, 326, 405, 406, 411, 424, 680, 800
- Astronomy 100, 110, 120, 680
- Biology 100, 102, 110, 111, 130, 135, 138, 150, 160, 180, 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
- Career Guidance 130, 131, 140, 401, 410, 650
- Chemistry 110, 210, 220, 231, 250, 410, 420, 680
- Chinese 801, 802
- Combatives 101, 104, 301, 400, 680
- Computer Science 155, 162, 170, 180
- Cooperative Education 670
- Court Reporting 160, 175
- Dance 111, 112, 115, 131, 132, 140, 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, 212, 230, 240, 241, 311, 313, 680
- Economics 100, 102, 230, 680
- Education 191, 680
- Electronics 100, 110, 680
- Engineering 100, 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, 111, 112, 120, 121, 122, 130, 140, 161, 162, 196, 197, 680
- Geography 100, 110, 120, 150, 680
- Geology 100, 110, 120, 210, 220, 680
- German 110, 111, 112, 120, 121, 122, 196, 680
- Health Science 101, 103, 104, 105, 106, 107, 110, 680
- History 100, 101, 102, 105, 201, 202, 205, 209, 210, 242, 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 100, 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, 142, 143, 151, 152, 191, 200, 231, 232, 233, 251, 266, 268, 301, 302, 341, 371, 372, 375, 422, 441, 442, 455, 461, 680
- 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, 130, 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, 295, 300, 301, 302, 303, 304, 305, 306, 307, 308, 321,
 322, 323, 324, 325, 326, 327, 328, 341, 342, 343, 344, 345,
 346, 347, 348, 361, 362, 363, 364, 365, 366, 367, 368, 371,
 372, 390, 391, 392, 393, 401, 402, 403, 404, 405, 406, 407,
 408, 430, 441, 442, 443, 444, 461, 462, 463, 464, 471, 472,
 473, 474, 481, 482, 483, 484, 491, 492, 493, 494, 495, 496,
 680

Natural Science 100

Oceanography 100

Paleontology 110

Philosophy 100, 160, 175, 190, 200, 240, 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, 310, 680

Psychology 100, 101, 105, 108, 110, 130, 138, 201, 202, 203,
 210, 211, 212, 221, 222, 223, 278, 300, 340, 350, 360, 370,
 391, 392, 400, 410, 420, 480, 680

Real Estate 100, 105

Russian 110, 111, 112, 120, 121, 122

Secretarial 100, 110, 120, 140, 145, 200, 210, 240, 331, 332,
 333, 334, 400, 401, 410, 412, 414, 416, 418

Social Science 100, 104, 108, 121, 122, 127, 180, 250, 255,
 260, 300, 305, 311, 312, 320, 324, 391, 392, 395, 680

Sociology 100, 105, 141, 250, 290, 360, 680

Spanish 110, 111, 112, 120, 130, 140, 161, 162, 196, 680

Speech Communication 100, 111, 112, 120, 127, 130, 140,
 680, 811, 812

Team 101, 105, 111, 115, 120, 141, 145, 151, 155, 171, 174,
 680

Tourism 100, 680, 690, 710, 715, 721, 722, 725, 726, 731, 732,
 740, 750, 751, 752, 753

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); 120 (3); 121 (3); 127 (3); 130 (3); 153 (3); 165 (3); 270 (3); 300 (3); 305 (3); 310 (3); 350 (3); 360 (3); 370 (3); 680 (1-3)

Anatomy 250 (W/Lab 4)

Anthropology 105 (3); 110 (3); 125 (3); 130 (3); 160 (3); 340 (3); 360(3); 370 (4); 680 (1-3)

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); 305 (3); +311 (3); *320 (3); 326 (3); +405 (3); +406 (3); +411 (3); +424 (3); '680 (1-3); 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 (1-3); 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 (1-3)

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 (1-3)

Computer Information Systems 155 (3); 162 (3); 170 (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 each); *191, *193 (1 or 2 units each); **400 (2); '680 (1-3)

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); *305 (½); *338 (3); '680 (1-3); 690 (See Independent Study)

Early Childhood Education 210 (1-3); 211 (1-3); 212 (3); 230 (3); 240 (3); 241 (3); 311 (1); 313 (1); 680 (1-3)

Economics 100, 102 (3, 3); 230 (3); 680 (1-3)

Education 191 (3); 680 (1-3)

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); 680 (1-3); 690 (See Independent Study)

English Institute 311 (5); 312 (5)

Environment 107 (3); 109 (3); 120 (3)

- Fitness *100, *140, *160, *201, *204, *300, *310, *330, *350 (1 or 2 units each); '680 (1-3)
- French 110 (5); 111, 112 (3,3); 120 (5); 121, 122 (3,3); 130 (5); 140 (3); 161, 162 (3,3); 680 (1-3); 690 (See Independent Study)
- Geography 100 (3); 110 (3); 120 (3); 150 (3); 190 (3); 680 (1-3)
- Geology *100 (3); 110 (3); *210 (W/Lab 4); 220 (W/Lab 4)
- German 110 (5); 111, 112 (3,3); 120 (5); 121, 122 (3,3); 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); 201, 202 (3, 3); 205 (3); 209 (3); 210 (3); 242 (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 (1-3)
- Humanities 100 (3); '680 (1-3)
- 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 (1-3)
- Interior Design †115 (3); †147 (3); †148 (3); †150 (3); †160 (3); '680 (1-3)
- Journalism 110 (3); *120 (3); *300 (2); '680 (1-3)
- Literature 101 (3); 111 (3); 115 (3); 141 (3); 142 (3); 143 (3); 151 (3); 152 (3); 191 (3); 200 (3); 231, 232, 233 (3, 3, 3); 251 (3); 266 (3); 268 (3); 301, 302 (3, 3); 341 (3); 371, 372 (3, 3); 375 (3); 422 (3); 441 (3); *442 (3); 455 (3); '461 (3); '680 (1-3); 690 (See Independent Study)
- 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 (1-3)
- *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, 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 (1-3); 690 (See Independent Study)
- *Any or all of these courses combined: maximum credit allowed, 12 units.
- Natural Science 100 (3)
- Oceanography 100 (3)
- Paleontology 110 (3)
- Philosophy 100 (3); 160 (3); 175 (3); 190 (3); 200 (3); 240 (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 (1-3)
- Physical Science 680 (1-3)
- Physics *210, *220 (W/Lab 4, 4); *250, *260, *270 (W/Lab 4, 4, 4); 110 (W/Lab 3); *120 (3); '680 (1-3)
- *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); 255 (3); 310 (3); 680 (1-3); 690 (See Independent Study)
- 210 + 310: maximum credit allowed, 5 units.
- Psychology *100 (3); 101 (3); 105 (3); *108 (3); 110 (3); 130 (3); 138 (1); 201, 202, 203 (3, 3, 3); 210 (3); 211 (3); 212 (3); 221 (3); 222 (3); 223 (3); 240 (1.5-3); 278 (3); 300 (3); 350 (3); 360 (1); 370 (3); 391 (3); 392 (3); 400 (1-3); 410 (3); 420 (1-3); 480 (1-3); **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.
- Russian 110 (5); 111, 112 (3, 3)
- Social Science 100 (3); 104 (3); 108 (3); †121 (3); 122 (3); 127 (3); 180 (3); 250 (3); 255 (3); 260 (3); 300 (1-3); 305 (3); 311 (3); 312 (3); 320 (1-3); 324 (2); 391 (3); 392 (3); 395 (3); 680 (1-3)
- †MATH 200, SOSC 121; maximum credit allowed, one course.
- Sociology 100 (3); 105 (3); 141 (3); 250 (3); 290 (3); 360 (3); 680 (1-3); 690 (See Independent Study)
- Spanish 110 (5); 111, 112 (3, 3); 120 (5); 121, 122 (3, 3); 130 (5); 140 (3); 161, 162 (3, 3); '680 (1-3); 690 (See Independent Study)
- Speech Communication 100 (3); 111, 112 (3, 3); 120 (3); 127 (3); '680 (1-3); 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 (1-3)
- Tourism 100 (3); 680 (1-3); 690 (1-2); 710 (3); 715 (3); 721 (3); 722 (3); 725 (3); 726 (3); 731 (3); 732 (3); 740 (1-3); 750 (3); 751 (3); 752 (3); 753 (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 (1-3)
- Zoology 210 (W/Lab 5)

Associate Degree Majors Offered at Cañada College

Associate in Arts or Associate in Science Degree

Majors	A.A.	A.S.	Page	Majors	A.A.	A.S.	Page
Accounting		•		Interior Design		•	
Administration of Justice	•			Journalism	•		
Anthropology	•			Pre-Law	•		
Architecture		•		Liberal Studies	•		
Art	•			Management		•	
Biology		•		Mathematics		•	
Business Administration		•		Medical Lab Technician		•	
Chemistry		•		Pre-Medicine		•	
Computer Inform. Systems		•		Music	•		
Dental Hygiene		•		Natural Resources		•	
Pre-Dentistry		•		Nursing		•	
Drama	•			Oceanography		•	
Early Childhood Education	•			Optometry		•	
Economics	•			Pharmacy		•	
Electronics		•		Philosophy	•		
Engineering		•		Physical Education	•		
Engineering Technology		•		Physical Therapy		•	
English	•			Physics		•	
Environmental Science		•		Political Science	•		
Fisheries		•		Psychology	•		
Food Technology		•		Range Management		•	
Forestry		•		Secretarial		•	
Geography	•			Sociology	•		
Geology		•		Speech	•		
History	•			Teacher Preparation	•		
Home Economics	•			Tourism (Retail)	•		
Hotel/Motel Management		•		Tourism (Wholesale)	•		
Human Services/Gerontology	•			Pre-Veterinary Medicine		•	
Industrial Arts	•			Wildlife Management		•	



Interdisciplinary Studies

Interdisciplinary programs are those plans of study which are interdepartmental or interdivisional in nature and lead to either an Associate in Arts or an Associate in Science Degree.

Computer Information Systems

The Computer Information Systems Program at Cañada College is designed to provide both an academic and a practical laboratory background for people who plan to work in the computer field.

The curriculum presents courses that can be used to obtain a Certificate, as well as an Associate Degree in C.I.S.

After attaining the Associate Degree, the student can either enter the job market or transfer to a four-year institution for additional work in the computer field.

Career Opportunities

An increasingly greater number of personnel skilled in C.I.S. will be needed as designers and manufacturers of computer systems, as engineers and scientists for research and development of computer systems, as programmers to prepare programs to meet customer needs, computer operations to run systems, and as personnel for clerical and data preparation jobs.

Certificate Core Requirements

	Units
COMP 155 BASIC Programming	3
COMP 162 Fortran Programming	3
COMP 200 Documentation	1
COMP 180 File Management	2
D.P. 151 COBOL Programming	3
D.P. 110 Data Processing	3
MATH 125 Finite Math or Calculus	3
COMP 610 Computer Lab	2.5
Total	20.5

Associate Degree (60 units)

Science/Engineering Option

	Units
Certificate Core Courses	20.5
COMP 170 Pascal Programming	3
COMP 210 Computer Operations	2
COMP 690 Special Projects	1-2
ENGL 181 Technical Report Writing	3

MATH 200 Statistics	4
or	
SOSC 121 Statistics	3
General Education	15
Physical Education	2
Additional electives, to total	60

Business Option

	Units
Certificate Core Courses	20.5
BUS. 310 Manufacturing Systems	1.5
BUS. 320 Management Information Systems	1.5
COMP 210 Computer Operations	2
D.P. 152 Advanced COBOL Programming	3
General Education	15
Physical Education	2
Additional electives, to total	60

Social Science Option

	Units
Certificate Core Courses	20.5
COMP 210 Computer Operations	2
SOSC 121 Statistics	3
SOSC 122 Research Methods	3
General Education	15
Physical Education	2
Electives, including a minimum of two additional Social Science courses, to total	60



Liberal Studies

Goals

The Liberal Studies Program at Cañada College is for students who are undecided about a major, but who wish to pursue an Associate in Arts Degree in an academic program. It is also a preparatory program for students who intend to transfer to four-year institutions, as well as for occupational program students who wish to broaden their educational background and career opportunities.

Students majoring in Liberal Studies will gain a broad, yet integrated understanding of the nature of social, economic, scientific, and cultural forces that shape their lives. Such an understanding will both help them in their own intellectual and personal development and prepare them for further life-long learning.

The Major and the A.A. Degree

The Liberal Studies major consists of 26 units of course work offered by the College's four Divisions. Upon completion of these required 26 units, students may continue their studies at Cañada for an Associate in Arts Degree. Early in their studies, however, students are encouraged to seek advice from a counselor in the selection of the remaining 34 elective units for the A.A. Degree. This will insure that each student's program is tailored to his/her personal goals and interests.

Transfer Program

A student who plans on eventually obtaining a Bachelor's Degree may complete the first two years of college work at Cañada. Early in his/her studies, a student wishing to transfer to a four-year institution should consult with a counselor in order to insure that the lower division requirements of the Bachelor's Degree granting institution where he/she wishes to transfer will be met by the student's proposed course of study.

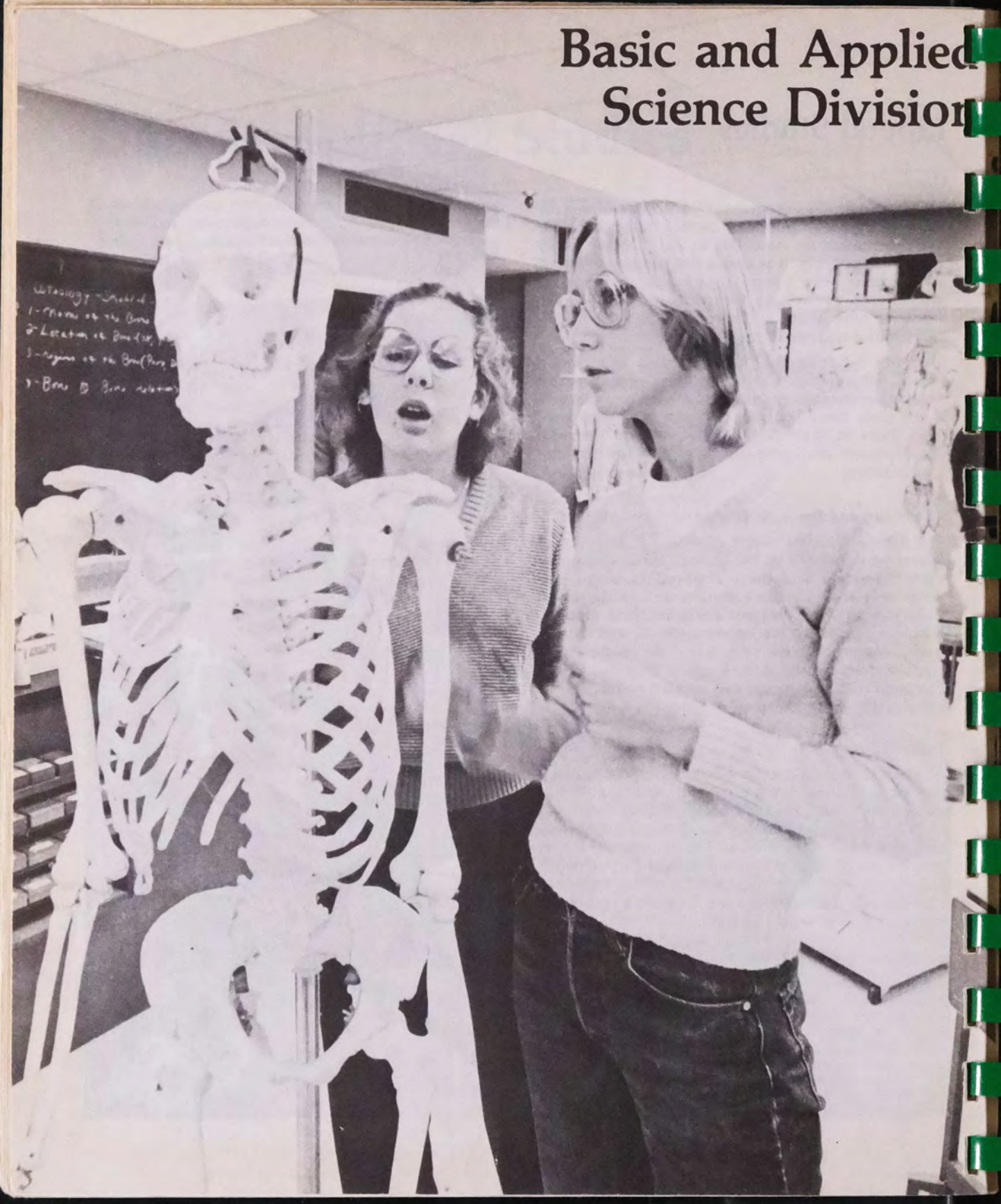
Associate in Arts Degree

	Units
SOSC 100 Survey of Social Sciences	3
BUS. 100 Survey of Business and Industry	3
HUM. 100 Survey of Humanities	3
NSCI 100 Survey of Natural Sciences	3
American Institutions	3
Choose one of the following courses:	
PLSC 210; PLSC 310; HIST 201; HIST 202; HIST 310	

English Composition	3
Choose ENGL 100 or ENGL 801	
Mathematics/Quantitative Reasoning	3
Choose any math course (except MATH 811); or PHIL 200; or SOSC 121	
Ethnic Studies	3
Physical Education	2
Total for Liberal Studies Major	26
Electives	34
Total	60



Basic and Applied Science Division



Anatomy - Skeletal
1 - Names of the Bones
2 - Location of Bones
3 - Regions of the Bones
4 - Bone to Bone relations

Basic and Applied Sciences Division



John C. Forsythe, Jr.
Director, Basic and Applied Sciences

The Division of Basic and Applied Sciences encompasses all of the traditional sciences and Mathematics, as well as the applied sciences, such as Engineering and Physical Education.

The division offers all of the traditional lower division transfer courses preparatory to transfer to a four-year institution of higher learning, basic skills in Mathematics and a wide variety of Physical Education activity courses. A major thrust in the Physical Education Department is classes designed for the lifelong enhancement of fitness, recreation and leisure time. Individual pace is strongly encouraged. Team classes include various game theories and procedures. A complete testing facility is available for determining an individual's fitness level accompanied by prescriptive activities.

A series of lecture and laboratory experiences in the science area deal with the examination and explanation of physical and biological phenomena. These classes range from Anatomy through Zoology, including Mathematics and Engineering. A framework is provided in such classes to relate scientific discoveries to the student's civic and personal problems.

Direct occupational programs are provided in the areas of Radiologic Technology, Ophthalmic Dispensing, Computer Information Systems and Sports Coaching.

The Basic and Applied Sciences Division encompasses the following departments:

- Biological Sciences
- Computer Information Systems
- Engineering
- Mathematics
- Ophthalmic Dispensing
- Physical Education/Athletics
- Physical Sciences
- Radiologic Technology

BIOLOGICAL SCIENCES

A major in Biological Sciences 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 120 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 Calculus	5
BIOL 102 Essentials of Conservation	3
MATH 200 Elem. Probability & 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 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 23i 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 or MATH 241, 251 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 Conservation	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.)



COMPUTER INFORMATION SYSTEMS

Science/Engineering Option—Please see page 58 for complete information.

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 core subjects listed below 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



LIBERAL STUDIES

Please see page 59.

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

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 Basic and Applied Sciences 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

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 EDUCATION/ ATHLETICS

The Physical Education/Athletics Department 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.

The Fitness Institute provides lecture regarding physiology and kinesiology, as well as testing to determine one's fitness level.

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



SPORTS COACHING

Sports Coaching at Cañada College is a new option within the Physical Education Associate Degree program. It consists of a series of courses designed to impart or improve individual skills in sports coaching. The skills taught include care and prevention of athletic injuries and techniques of coaching in a variety of sports. The program is designed to meet the needs of a variety of students—young, middle-aged, male, female, experienced, and inexperienced. Moreover, depending on individual interest, the program allows the student to concentrate on coaching whichever sports are of interest to him/her.

Students enrolled in the Sports Coaching Program can receive a Certificate upon completing 18–21 units of course work in one of the five areas: Baseball, Basketball, Soccer, Softball, and Volleyball.

Career Opportunities

A Certificate will have limited opportunities for paid positions in elementary, junior high and high schools. Significant opportunities exist with volunteer organizations: Little League, American Youth Soccer organization, church groups, YMCA, and other organizations are constantly seeking knowledgeable, trained individuals to provide adult leadership in the coaching of athletic teams.

Certificate Core Requirements

	Units
FITN 370 Care and Prevention of Athletic Injuries	2–3
FITN 430 Fitness Institute Lecture	1
FITN 431 Fitness Institute Lab	1
SPCH 100 Speech	3
PSIO 260 Physiology	5
or	
BIOL 130 Human Biology	4
PSYC 201 Child Psychology	3
or	
PSYC 202 Adolescent Behavior	3
PSYC 360 Stress	1
Activity Classes	1–2

Choose one of the following: TEAM 101, 105, 111, 115,

141, 145, 151, 155, 171, 174

Techniques Class

Choose one of the classes corresponding to your choice of an Activity Class:

P.E. 300 Techniques of Coaching Baseball	
P.E. 310 Techniques of Coaching Basketball	
P.E. 320 Techniques of Coaching Soccer	
P.E. 330 Techniques of Coaching Softball	
P.E. 340 Techniques of Coaching Volleyball	
Total units for Certificate	18–21
General Education requirements	

A.A. Degree electives to total 60 units

PHYSICAL SCIENCES

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 and 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

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 Basic and Applied Sciences Division Office. Applications for new or continuing students are available each January for the following Fall Semester.

Career Opportunities

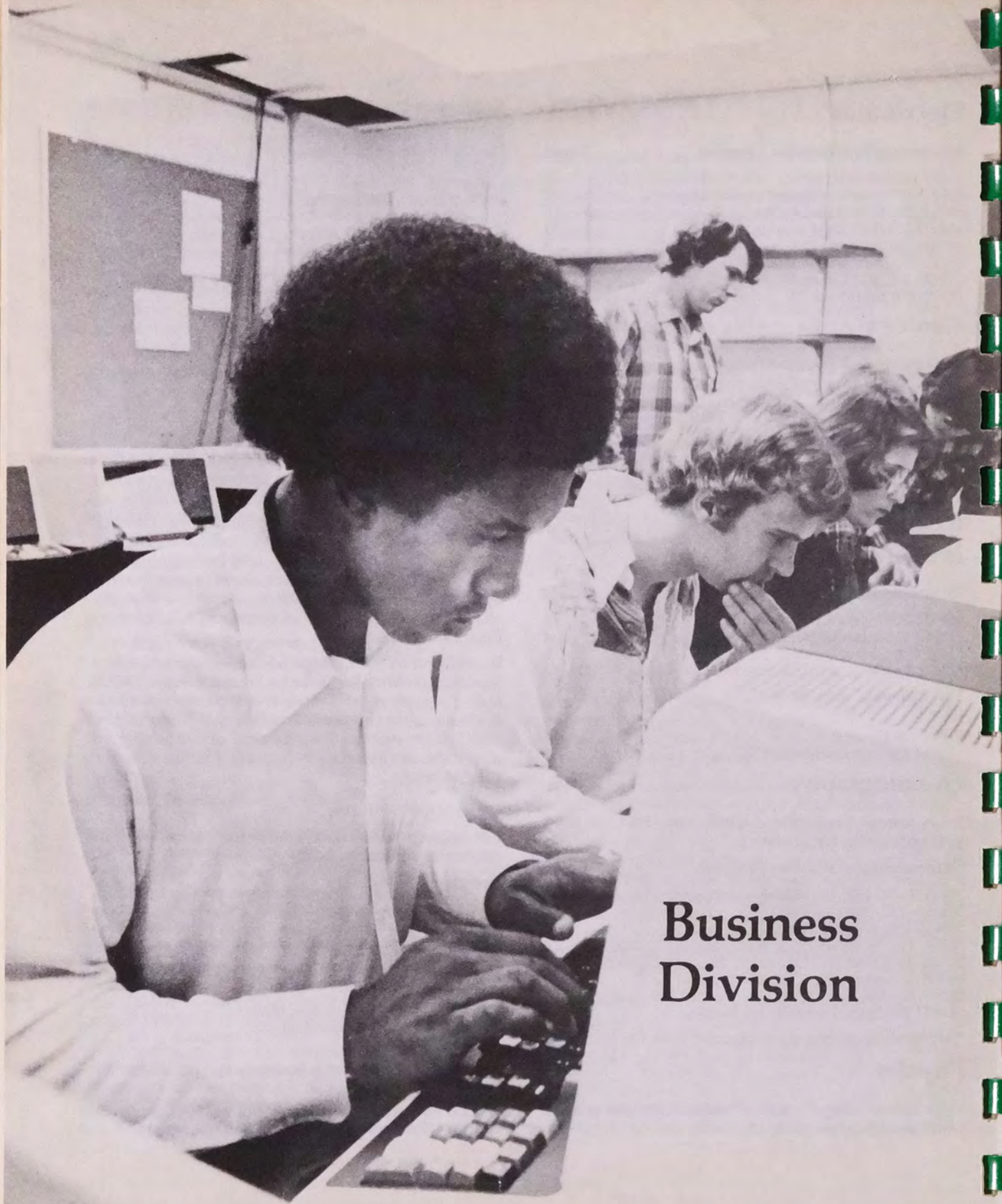
Job opportunities exist in physicians' offices, hospitals and clinics.

Required Curriculum

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



**Business
Division**

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
Word Processing

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 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 Survey of Business	3
ACTG 121 Financial Accounting	5
ACTG 178 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 Intro. to Data Processing	3
Total	17
General Education	15
Business Electives	6
Electives from Business or other disciplines	22
Total	60

Certificate Program

Certificate Program	Units
BUS. 100 Survey of Business	3
ACTG 121 Financial Accounting	5
ACTG 178 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 Intro. to Data Processing	3
Total	17
Electives from list below	6
Total	23

Suggested Electives for A.S. Degree and Certificate Program

Suggested Electives for A.S. Degree and Certificate Program	Units
BUS. 201 Business Law	3
MGMT 290 Commercial Credit Mgmt.	3
SEC. 401 Business Communications	3
BUS. 670 Cooperative Ed	1-4
BUS. 145 Contemporary Economic Issues	3
ACTG 131 Managerial Accounting	5

Business Administration

The Business Administration Department offers a transfer program, an A.S. 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.S. 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
ACTG 121 Financial Accounting	5
ACTG 131 Managerial Accounting	5
BUS. 100 Survey of Business	3
BUS. 201 Business Law	3
D.P. 110 Intro. to Data Processing	3
ECON 100 Macro Economics	3
ECON 102 Micro Economics	3
MATH 125 Finite Math*	3
MATH 200 Statistics	4
MATH 241 Calculus*	5
MATH 242 Calculus*	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
ACTG 121 Financial Accounting	5
ACTG 131 Managerial Accounting	5
BUS. 100 Survey of Business	3
BUS. 101 Human Relations	3
BUS. 115 Business Math	3
BUS. 201 Business Law	3
D.P. 110 Intro. to Data Processing	3
SEC. 401 Business Communications	3
Total	28
General Education	15
Electives from Business or other disciplines	17
Total	60

Certificate Program	Units
ACTG 121 Financial Accounting	5
ACTG 131 Managerial Accounting	3
BUS. 100 Survey of Business	3
BUS. 101 Human Relations	3
BUS. 115 Business Math	3
BUS. 201 Business Law	3
D.P. 110 Intro. to Data Processing	3
SEC. 401 Business Communications	3
Total	28

Computer Information Systems

Business Option—Please see page 58 for complete information.

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.

CTR 101 Machine Shorthand Theory (80 wpm)	5
CTR 102 Machine Shorthand II (100 wpm)	1-5
CTR 103 Machine Shorthand III (120 wpm)	1-5
CTR 104 Machine Shorthand IV (140 wpm)	1-5
CTR 105 Machine Shorthand V (160 wpm)	1-5
CTR 118 Machine Transcription	1
CTR 119 Dictation and Office Practice	1
CTR 140 Vocabulary and Spelling	3
CTR 150 Business English for C.R.	4
CTR 160 Legal Terminology	3
CTR 165 Law for Ct. Reporting	5
CTR 170 Medical Terminology	3
CTR 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
CTR 101 Machine Shorthand Theory	5
CTR 102 Machine Shorthand I	1-5
CTR 118 Machine Transcription	1
CTR 119 Dictation and Office Practice	1
CTR 140 Vocabulary and Spelling	3
CTR 150 Business English for C.R.	4
CTR 160 Legal Terminology	3
CTR 170 Medical Terminology	3
SEC. 110 Intermediate Typing	3
*CTR 177 Note Reading	3
Total	24-31

Court Reporting Program for CSR Test

	Units
CTR 101 Machine Shorthand I, Goal 70-80	5
CTR 102 Machine Shorthand II, Goal 100	1-5
CTR 103 Machine Shorthand III, Goal 120	1-5
CTR 104 Machine Shorthand IV, Goal 140	1-5
CTR 105 Machine Shorthand V, Goal 160	1-5
CTR 106 Machine Shorthand VI, Goal 180	1-5
CTR 111 Machine Shorthand Legal Dictation I	1-5
CTR 112 Machine Shorthand Legal Dictation II	1-5
CTR 118 Machine Shorthand Transcription	1
CTR 119 Dictation/Office Practice	1
CTR 140 Vocabulary and Spelling	3
CTR 150 Business English CR	4
CTR 160 Legal Terminology	3
CTR 165 Law for Court Reporting	5
CTR 170 Medical Terminology	3
CTR 175 Advanced Medical Terminology	3
CTR 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
ACTG 121 Financial Accounting	5
ACTG 131 Managerial Accounting	5
BUS. 201 Business Law	3
CHEM 410 Introduction to Chemistry	4
CHEM 420 Introduction to Chemistry	4
D.P. 110 Intro. to Data Processing	3
ECON 100 Macro Economics	3
ECON 102 Micro Economics	3
ET. 101 Introduction to Food Service	2
ET. 148 Sanitation and Safety	3
MATH 125 Finite Math	3
MATH 200 Statistics	4
MATH 220 College Algebra	5

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
ET. 100 Introduction to Food Service Industry	3
ET. 105 Quantity Food Prep I	2
ET. 106 Quantity Food Prep Lab I	3
ET. 107 Quantity Food Prep II	2
ET. 108 Quantity Food Prep Lab II	3
ET. 110 Food Prep. Supervision	1
ET. 111 Food Prep. Supervision Lab	1
ET. 116 Dining Room Service	1
ET. 120 Adv. Food Prep I	2
ET. 121 Adv. Food Prep Lab I	3
ET. 122 Adv. Food Prep II	2
ET. 123 Adv. Food Prep Lab II	3
ET. 130 Modern Baking I	3
ET. 132 Modern Baking II	3
ET. 140 Quantity Food Purchasing	1.5
ET. 144 Food and Beverage Control	1.5
ET. 146 Menu Planning	2
ET. 148 Sanitation and Safety	3
ET. 150 Food Management	2



Bus. 110 Business Arithmetic	3
or	
Bus. 115 Business Mathematics	3
Total	45
General Education Req.	15
P.E.	2
Total	62

Certificate Program

Units

ET. 105 Quantity Food Prep I	2
ET. 106 Quantity Food Prep Lab I	3
ET. 107 Quantity Food Prep II	2
ET. 108 Quantity Food Prep Lab II	3
ET. 110 Food Prep. Supervision	1
ET. 111 Food Prep. Supervision Lab	1
ET. 116 Dining Room Service	1
ET. 120 Adv. Food Prep I	2
ET. 121 Adv. Food Prep Lab I	3
ET. 122 Adv. Food Prep II	2
ET. 123 Adv. Food Prep Lab II	3
ET. 130 Modern Baking I	3
ET. 140 Quantity Food Purchasing	1.5
ET. 146 Menu Planning	2
ET. 148 Sanitation and Safety	3
Bus. 110 Business Arithmetic	3
or	
Bus. 115 Business Mathematics	3
Total	35.5

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:

ET. 701 Food Service I	3
ET. 702 Introduction to Food Service	2
ET. 703 Business Mathematics	2
ET. 704 Food Service Specialties I—Baking	2
ET. 705 Purchasing Procedures and Control	2
ET. 706 Food and Beverage Service	2
ET. 707 Food Service Specialties II—Garde Manger I	3
ET. 708 Menu Design	2
ET. 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	3
H.EC 115 Intermediate Clothing	3
and/or	
H.EC 116 Advanced Construction/Tailoring	3
H.EC 117 Fashion Image	3
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	20
General Educ. Req.	15
Electives	25
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	3
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	3
H.EC 120 Creative Clothing	3
H.EC 125 Alterations	1
H.EC 128 Sewing for the Home	1
H.EC 132 Stitchery/Quilting I	2
H.EC 699 Open Lab for Clothing Students	1-4
Total	26

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	1-4
INTD 115 Your Home & Your Environment	3
PSYC 201 Child Development	3



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

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. 730 Summer Practicum	2
H.M. 731 Directed Prac. in H. M. Operations	2
Total	31.0

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. 730 Summer Practicum	2
H.M. 731 Directed Prac. in H. M. Operations	2
Total	31.0

*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
ART 301 Design	3
ART 320 Systems of Perspective	3
INTD 147 Interior Space Planning	3
INTD 150 History of Interiors	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

ARCH 110 Basic Architectural Drawing	3
ART 201 Form and Composition	3
or	
ART 301 Design	3
ART 204 Drawing	3
ART 311 Lettering and Layout	3
ART 320 Systems of Perspective	3
BUS. 150 Small Business Management	3

INTD 115 Your Home and Environment	3
INTD 125 Detailing Interiors	3
INTD 135 Display Design	3
INTD 146 Graphics for Interiors	3
INTD 147 Space Planning	3
INTD 148 Color for Interiors	3
INTD 150 History of Interiors	3
INTD 170 Fabrics for Interiors	3
INTD 450 Home Furnishings Consumer	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 may qualify the student 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 may qualify the student 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

Liberal Studies

Please see page 59.

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
ACTG 310 Accounting for Management	3
*MGMT 100 Management Theory	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
ACTG 310 Accounting for Management	3
*MGMT 100 Management Theory	3

MGMT 215 Management of Human Resources	3	MGMT 282 Public Finance	3
MGMT 120 Management Communication	3	MGMT 136 Budget and Planning	1.5
D.P. 110 Introduction to Data Processing	3	MGMT 137 Performance Measurement Techniques	1.5
MGMT 136 Budget and Planning	1.5		
MGMT 137 Performance Measurement Techniques	1.5	BUS. 180 Marketing	3
Electives	6	BUS. 145 Contemporary Economic Issues	3
Total	24	MGMT 231 Retail Management	3
Credit Management	Units	ACTG 121 Financial Accounting	5
ACTG 310 Accounting for Management	3	MGMT 300 Principles of Bank Operations	3
*MGMT 100 Management Theory	3	BUS. 115 Business Math	3
MGMT 215 Management of Human Resources	3	MGMT 281 Public Administration Management	3
MGMT 120 Management Communication	3	BUS. 100 Survey of Business	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		
ACTG 310 Accounting for Management	3		
*MGMT 100 Management Theory	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		
ACTG 310 Accounting for Management	3		
*MGMT 100 Management Theory	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		
ACTG 310 Accounting for Management	3		
*MGMT 100 Management Theory	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		
		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

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

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 Survey of 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	1
*SEC. 332 Basic WP Stand Alone Syst.	1.5
*SEC. 333 Inter. WP Stand Alone Syst. (Wang)	1.5
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	21

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 Intro. to Word Processing	1
*SEC. 332 Basic WP Stand Alone Systems	1.5
*SEC. 333 Inter. WP Stand Alone Systems (Wang)	1.5
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 Techniques	1
Total	29



Medical Transcriber Certificate

	Units
BUS. 101 Human Relations in Business	3
CTR 170 Medical Terminology	3
CTR 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 Survey of 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	1.5-2

ENGL 870 Spelling	2
SEC. 331 Introduction to Word Processing	1
*SEC. 332 Basic WP Stand Alone Syst.	1.5
*SEC. 333 Inter WP Stand Alone Syst. (Wang)	1.5
SEC. 418 Business Office Administration	3

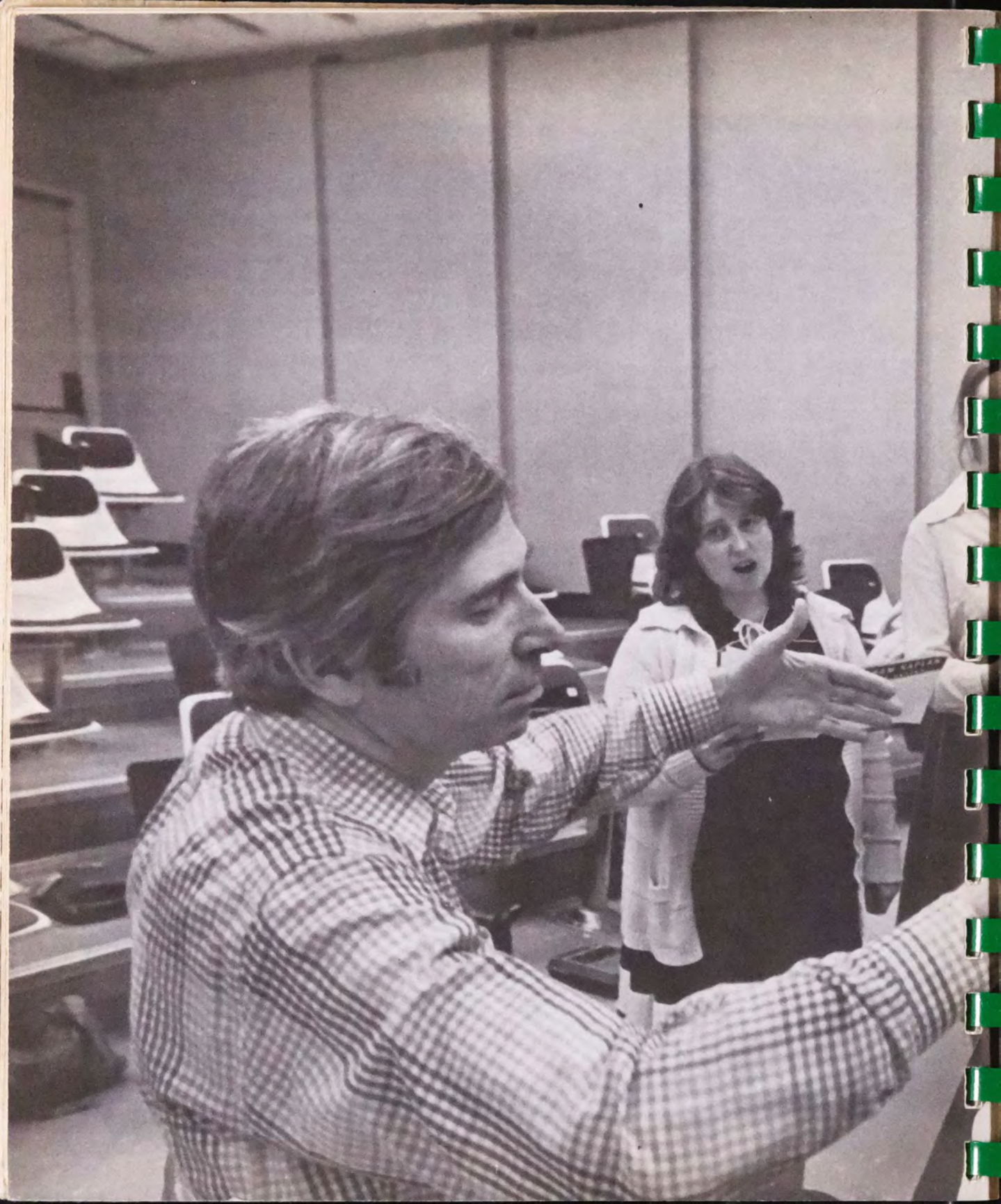
Word Processing Certificate*Units**

BUS. 101 Human Relations in Business	3
COMP. 110 Intro. to Data Processing	3
SEC. 110 Intermediate Typing	3
SEC. 331 Intro. to Word Processing	1
*SEC. 332 Basic WP Stand Alone Systems	1.5
*SEC. 333 Inter. WP Stand Alone Syst. (Wang)	1.5
*SEC. 335 Basic WP Shared Logic Syst. (WORD II)	1.5
*SEC. 336 Inter. WP Shared Logic Syst. (WORD II)	1.5

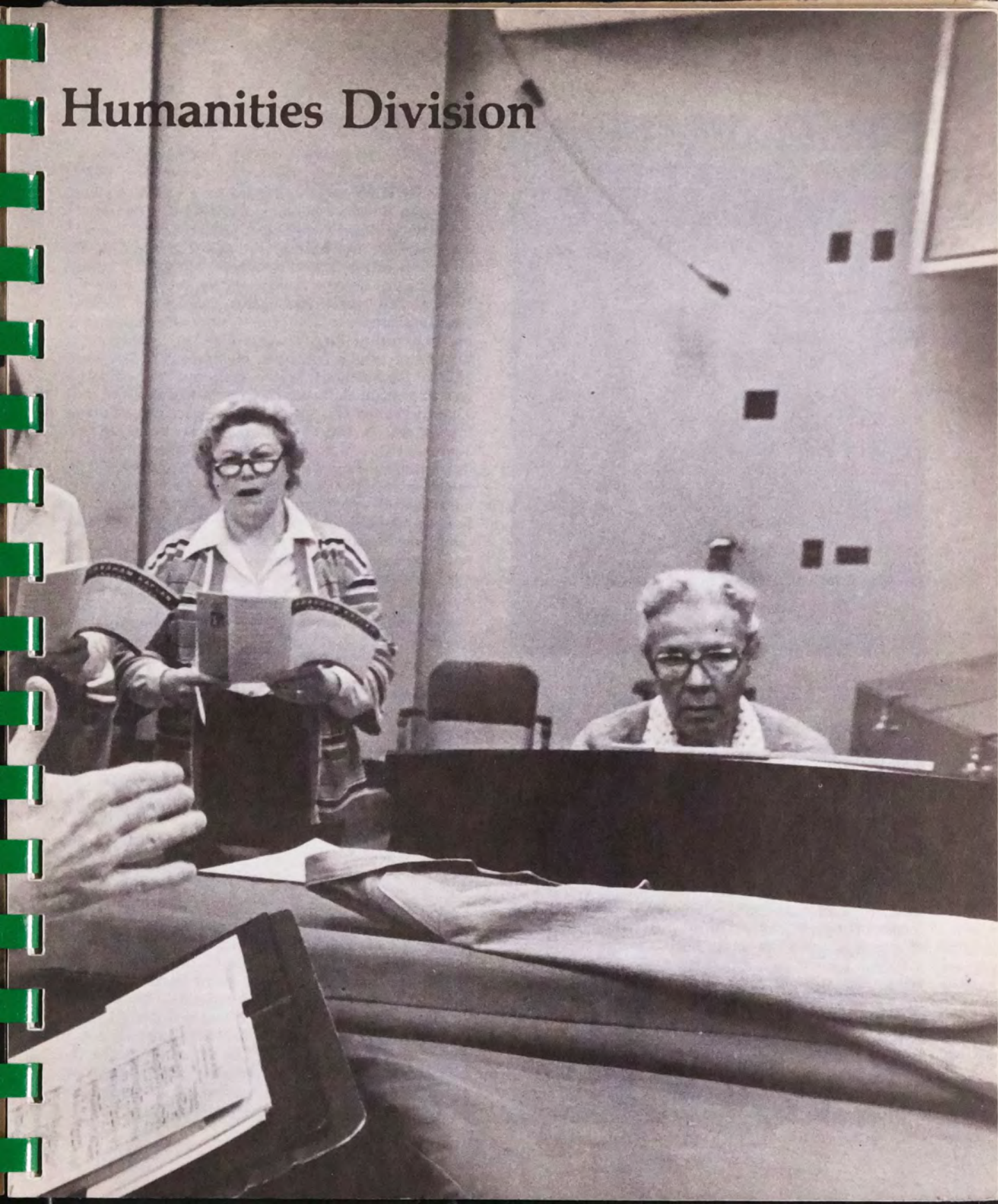
SEC. 400 Business English	3
SEC. 401 Business Communications	3
SEC. 412 Filing and Records Management	1.5
SEC. 414 Machine Transcription	2
Total	25.5

*Pending approval





Humanities Division



Humanities Division



John B. Friesen, Jr.
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 Languages
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, Commercial 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 143 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 many 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 (mini-

mum 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.

Liberal Studies

Please see page 59.

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 Therapist, Teacher, Music Librarian, Composer, Nightclub 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.

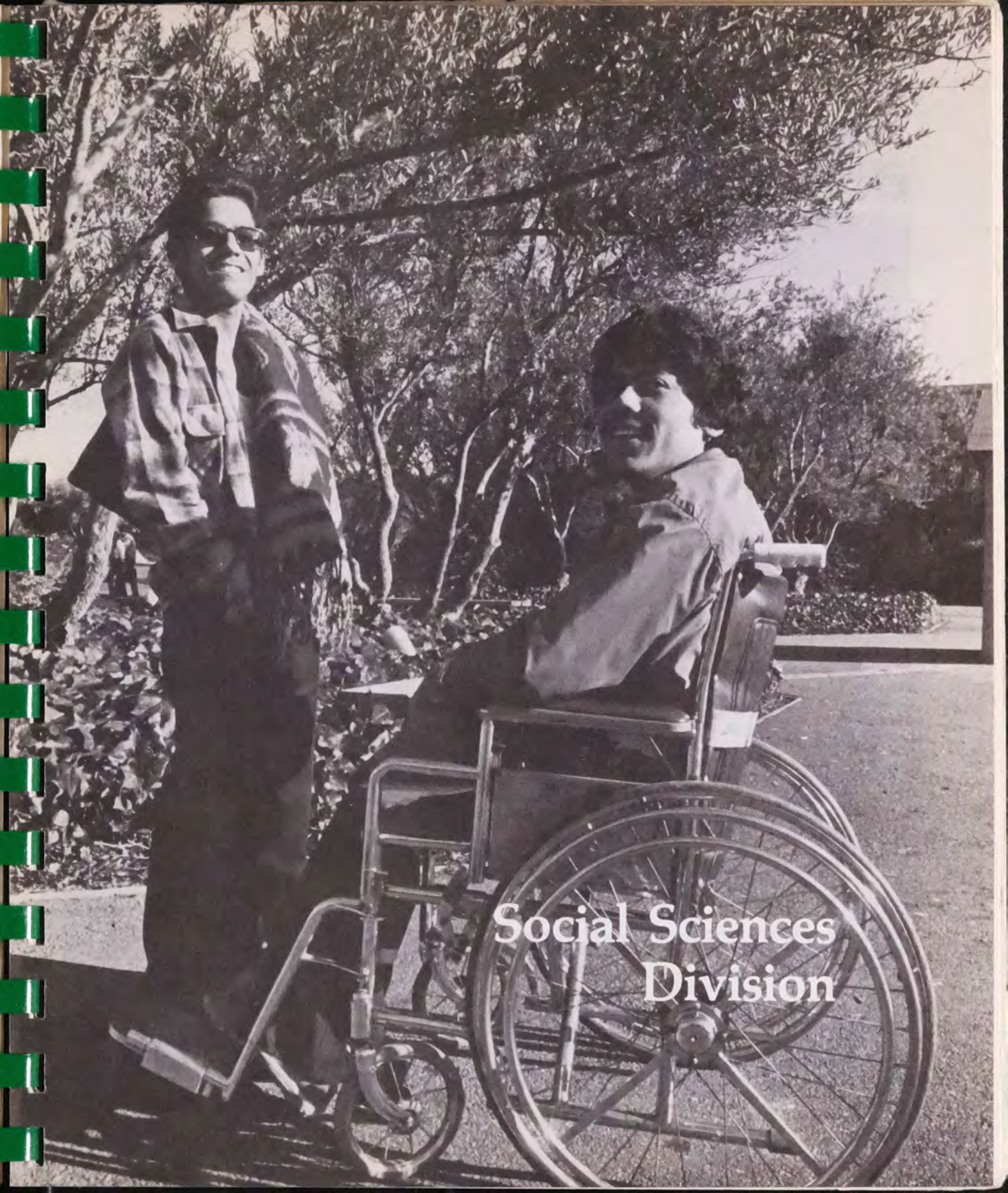
Transfer Program

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.





Social Sciences
Division

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 discipline also includes various aspects of the private security field.

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 108 Community Relations	3
ADMJ 360 Sociology of Crime	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 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

Elective Courses	Units
Core Curriculum (as stated above)	15
ADMJ 106 Legal Aspects of Evidence	3
ADMJ 121 Advanced Investigation	3
ADMJ 165 Police Organization	3
ADMJ 270 Women and Justice—New Directions	3
ADMJ 670 Cooperative Education	1-4
ADMJ 680 Special Topics in Adm. of Justice	1-3
ADMJ 761 State Security Requirements:	
Firearms Training	0.5
ADMJ 768 State Security Requirements:	
Powers of Arrest	0.5

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 105 Peoples and Cultures of the World	3
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.

Other Courses in Anthropology

ANTH 340 California Indians	3
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ANTH 360 Indians of North America	3
ANTH 370 Pre-Columbian Peoples & Cultures of Mexico & Central America	3
ANTH 680 Special Topics in Anthropology	1-3

Computer Information Systems-

Social Sciences Option—Please see page 58 for complete information.

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	3

Certificate Program in Early Childhood Education

Any of the following courses may be selected for a total of 24 units.

ART/MUS. 190 Fine Arts for Children	3
BIOL 111 Nature Study	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	3
ECE. 230 Creative Activities for the Young Child	3
ECE. 240 Early Childhood Education Administration I	3
ECE. 241 Early Childhood Education Administration II	3
ECE. 311 Nutrition for the Young Child	1
ECE. 313 Health and Safety for the Young Child	1
ECE. 670 Cooperative Education	1-4
EDUC/ENGL 191 Children's Literature	3
PSYC 201 Child Development	3
PSYC 221 Introduction to Exceptionality	3
PSYC 222 Developmental Disabilities	3
PSYC 223 Infant Behavior	3
PSYC/SOSC 391 Parenting	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. (Courses are offered in American Sign Language, as well as in Children's Literature.)

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.

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
GEOG 150 World Regional 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.

Other Courses in History
lower division social science, mathematics, and business electives at Cañada.

Recommended Transfer Program	Units
ECON 100 Principles of Macro Economics	3
HIST 210 20th Century American History	3
HIST 242 The Afro-American in U.S. History	3
HIST 260 Women in American History	3
HIST 310 California History	3
HIST 315 History of San Mateo County	3

HIST 415 Modern Africa	3
HIST 451 Far Eastern Civilization and Heritage	3
HIST 452 Far Eastern Civilization and Heritage	3
HIST 650 Special Topics Seminars in History	1-3
HIST 680 Selected Topics in History	1-3

Human Services/Gerontology

The Human Services/Gerontology program is designed 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 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 & 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)	3
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

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.

Other Elective Courses

SOSC 100 Survey of the Social Sciences	3
SOSC 104 Concepts of Criminal Law	3
SOSC 108 Community Relations	3
SOSC 127 Juvenile Delinquency	3
SOSC 180 Current World Affairs	1-3
SOSC 250 Mexican-American Culture	3
SOSC 255 Contemporary Mexican-American Social Movement	3
SOSC 260 Afro-American Culture	3
SOSC 391 Parenting	3
SOSC 392 Family Life Cycle	3
SOSC 395 Death and Dying	3
SOSC 670 Cooperative Education	1-4
SOSC 680 Selected Topics in Social Sciences	1-3

Liberal Studies—

Please see page 59.

Philosophy

One of the most persistent subject 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
PHIL 100 History of Western Civilization	3
PHIL 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	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 of elective courses.

Other Courses in Philosophy

PHIL 175 History of Philosophy-16th to 18th Century	3
PHIL 300 Introduction to World Religions	3
PHIL 310 Western Religious Philosophy	3
PHIL 320 Asian Philosophy	3
PHIL 650 Seminar in Philosophy	3
PHIL 680 Selected Topics in Philosophy	1-3

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.

Other Courses in Political Science

PLSC 150 Introduction to Political Theory	3
PLSC 205 American Society	5
PLSC 255 Women, Politics & Power	3
PLSC 680 Selected Topics in Political Science	1-3

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.

Other Courses in Psychology

PSYC 108 Psychology in Practice	3
PSYC 110 Courtship, Marriage & the Family	3
PSYC 130 Drugs: Effects on Individuals & Society	3
PSYC 138 Biofeedback	1
PSYC 201 Child Development	3
PSYC 202 Adolescent Behavior	3
PSYC 203 Maturity & Aging	3
PSYC 210 Early Childhood Education Principles	1-3
PSYC 211 Early Childhood Education Curriculum	1-3
PSYC 262 Child, Family & Community	3
PSYC 221 Introduction to Exceptionality	3
PSYC 222 Introduction to Developmental Disabilities	3
PSYC 223 Infant Behavior	3
PSYC 278 The Psychological Experience of La Raza in the U.S.	3
PSYC 300 Social Psychology	3
PSYC 340 Psychology of Human Sexuality	0.5-3
PSYC 350 Group Dynamics	3
PSYC 360 Stress	1
PSYC 370 Introduction to Counseling	3
PSYC 391 Parenting	3
PSYC 392 Family Life Cycle	3
PSYC 400 Psychology of Adjustment	1-3
PSYC 410 Abnormal Psychology	3
PSYC 420 Introduction to Treatment Modalities	1-3
PSYC 480 Parapsychology	3
PSYC 670 Cooperative Education	1-4
PSYC 680 Selected topics in Psychology	1-3

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.

Other Courses in Sociology

SOCI 250 Sociology of Sex Roles	3
SOCI 290 Sociology of Aging	3
SOCI 360 Sociology of Crime	3
SOSC 680 Selected Topics in Sociology	1-3

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.

(The Tourism Program is currently being reviewed; it is expected that major changes will be made during the coming year, especially in the areas of ticketing training and computer usage.)

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, op-

erations 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

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

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

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.

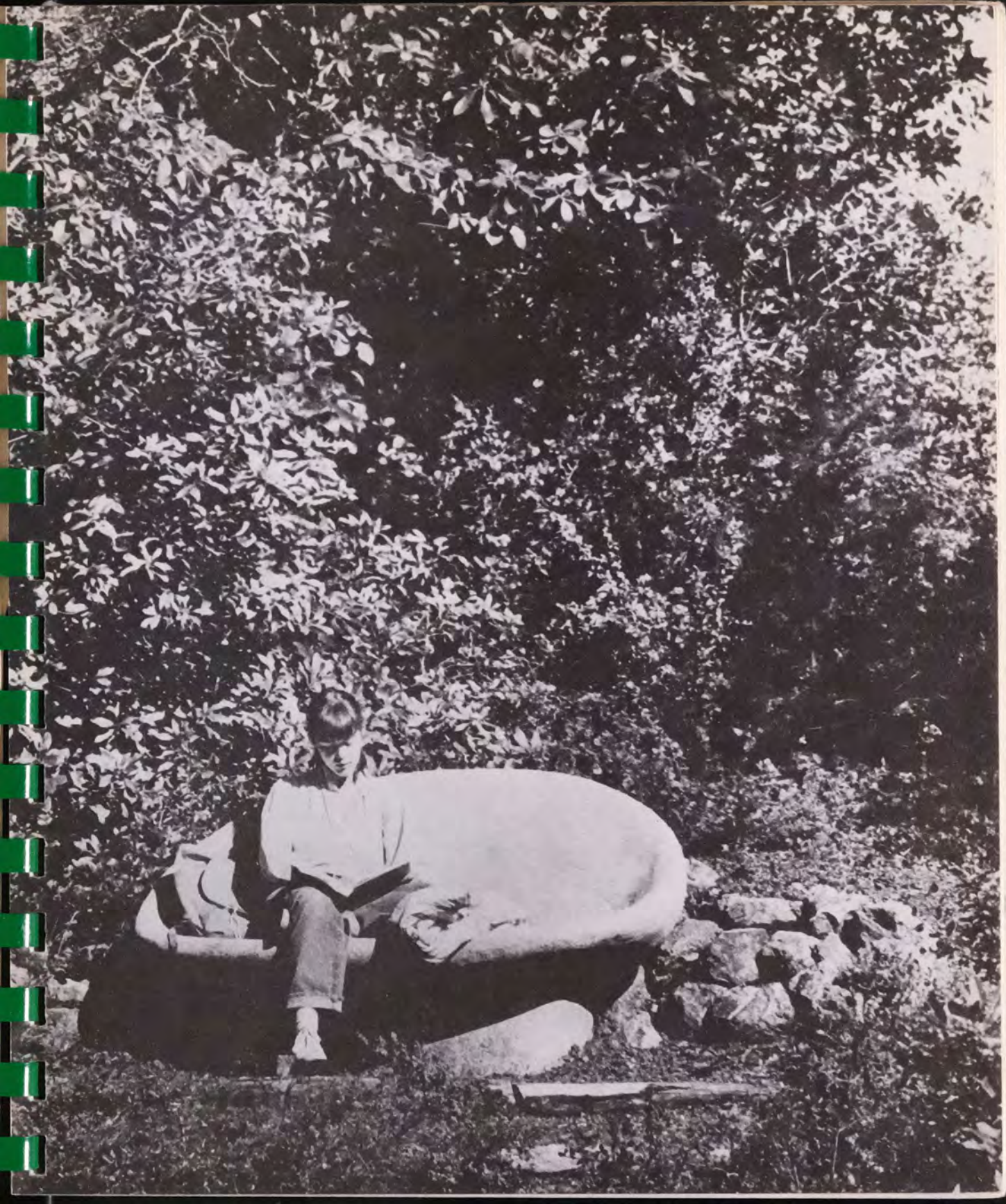
Additional Information

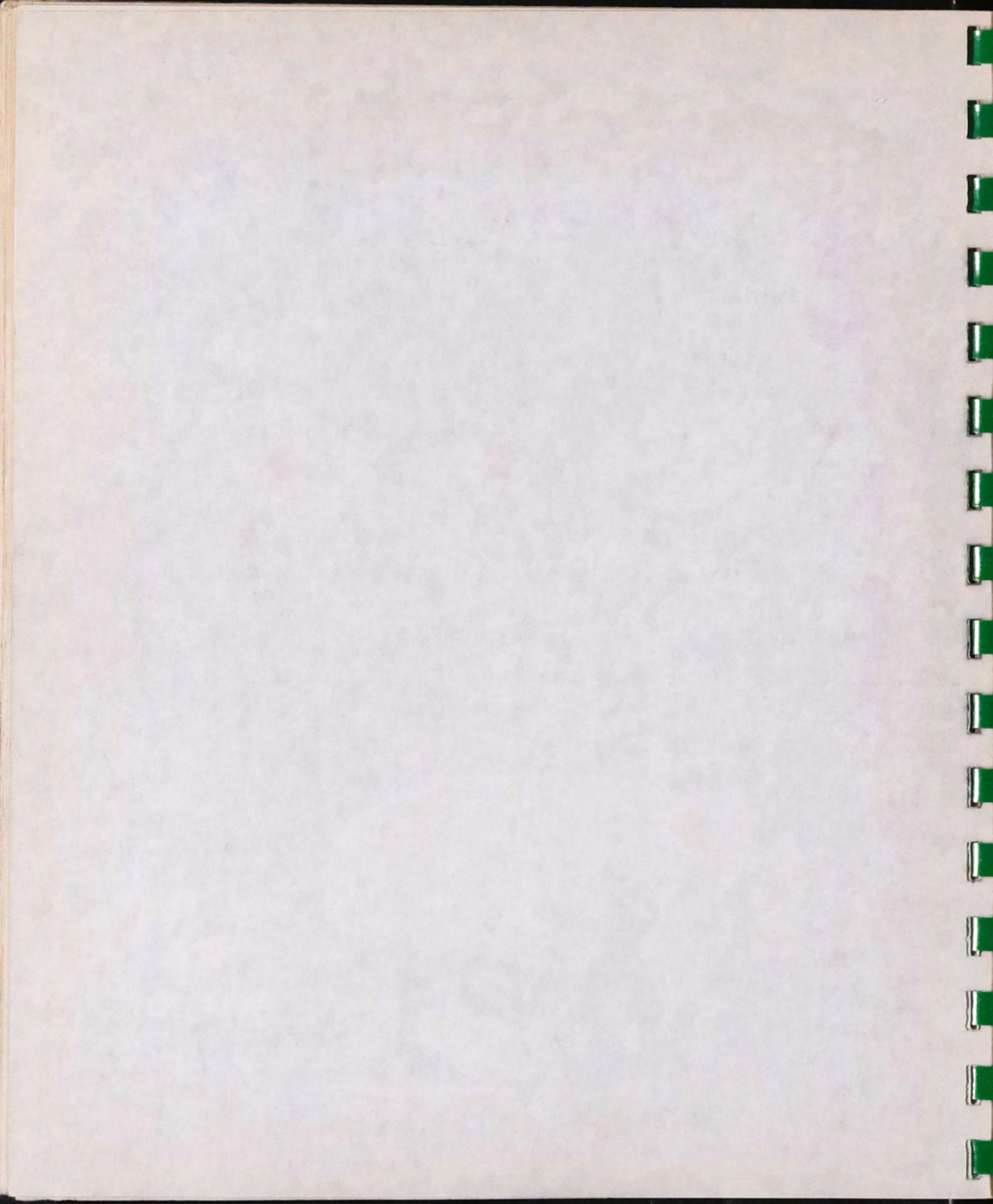
Tourism 740, Retail Travel Workshop, and Tourism 670, Cooperative Education, may be waived for those already employed in the travel industry in retail travel agencies or wholesale tour operators.

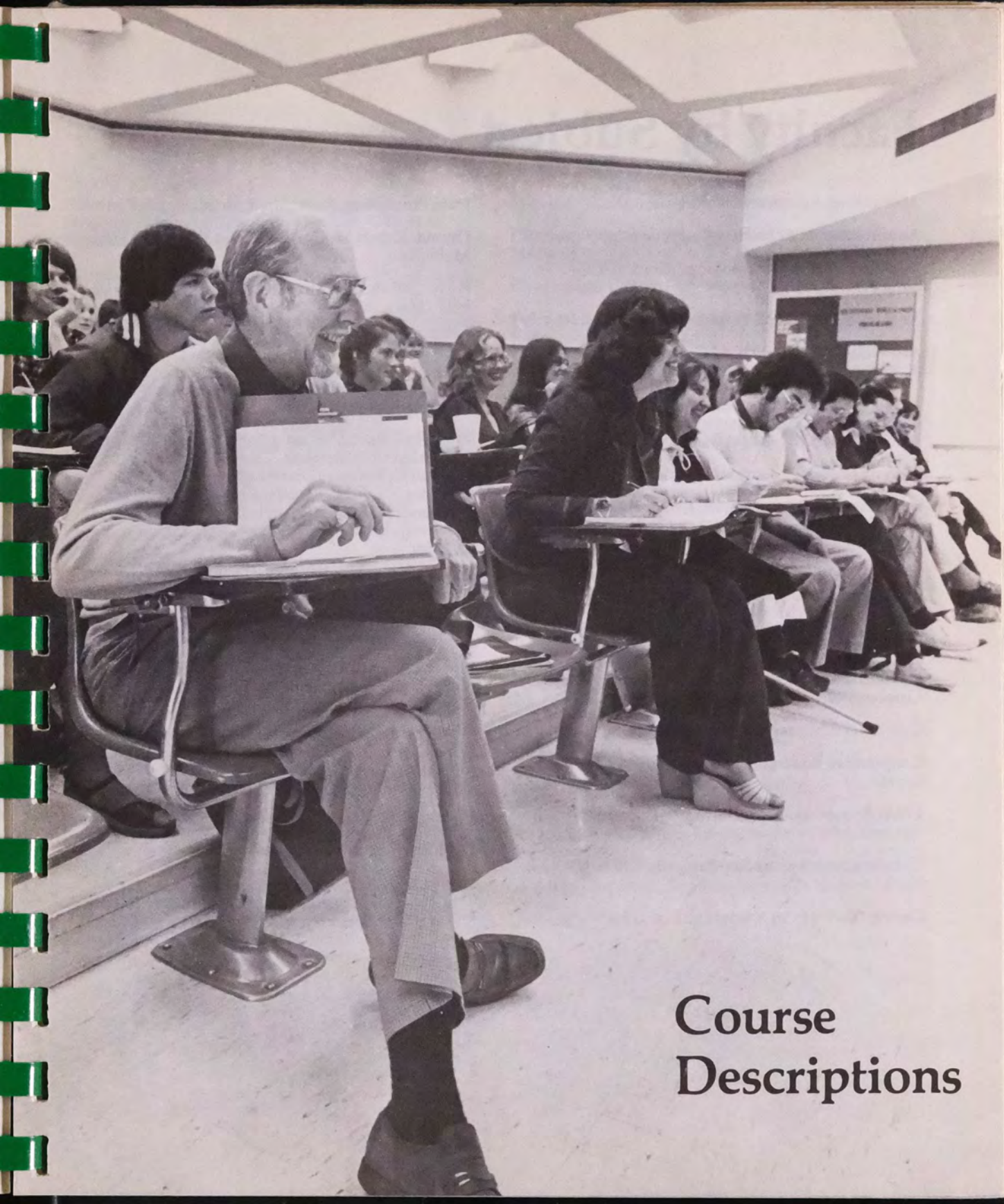
Typing skills of a minimum of 45 words per minute, as measured by a typing test administered on campus, or completion of two units of SEC. 110, will be required of any tourism student who wishes to be recommended for employment in the travel industry.

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. A grade of "C" or better in all core curriculum courses is required for the Tourism Certificate and the Tourism A.A. Degree programs.

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.







Course Descriptions

Faculty by Subject

Accounting: Rosemary Damon, Carey Roth

Administration of Justice: Rudy Sanfilippo

Anatomy: Marvin J. Branstrom, Gordon T. Simmons

Anthropology: Eldon Earnhardt

Art: Philip F Egan, Richard C. Heidsiek, Fredric A. Holle, Robert M. Nissen

Biology: Donald J. Blanton, Marvin J. Branstrom, John C. Forsythe, Jr., Mervin A. Giuntoli, Sally J. McGill, James M. Stoney, Maurice L. Sweatt,

Botany: Donald J. Blanton, Maurice L. Sweatt

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

Career and Personal Development: Gaylord Coleman, Joan Del Gaudio, Donald Harris, Loretta Hergert, Joseph Marchi, Virginia Villarreal

Chemistry: Robert W. Batch, Eileen L. Lewis, Ross Westover

Combatives: Samuel J. Nicolopulos

Computer Science: Lewis D. Miller

Cooperative Education: Leland Mahood, Robert E. Schey

Court Reporting: Betty Hartley, Al Kirwin, Lora Todesco, Marlene Katz

Culinary Arts Apprenticeship: Alec Cline, Karl Kurk

Dance: Cheryl J. McNamara

Data Processing: Rosemary Damon, Carey Roth

Drama: Robert M. Curtis, Melvin K. Ellett, Martin M. Lepisto

Early Childhood Education: Dianne Eyer, Dorothy Hills, Marie Sandler

Economics: James Collins, Patrick Manning

Education: Dianne Eyer

Engineering: Lewis D. Miller

English: Robert M. Curtis, John Friesen, Robert J. Glessing, Aida Hinojosa, Craig R. Hoffman, William C. Kenney, Diane LeBow, Gerald M. Messner, Guerd G. Pagels, Charles R. Plunkett, Norman W. Siringer, Pamela D. Stein, Jack S. Swenson, Rosalee Szabo, Jane C. Weidman, Amy D. Whitmore

English Institute: Gilberto P. De La Rocha, Kenton Sutherland, Rosalee Szabo, Gilberto S. Villarreal

Environment: Samuel W. Elkins, Ross Westover

Fitness: Richard W. Anderson, Lyman C. Ashley, Jerard Drever, Angelo Festa, Gordon Gray, Samuel Nicolopulos, Silvano Vial

Food Technology & Management: Alec Cline, Karl Kurk

French: J. David Eakin, Thomas J. Zingales

Geography: Peter Gunderson

Geology: Bernard L. Aarons

German: Thomas J. Zingales

Health Science: Samuel Elkins, Loretta Hergert

History: Frank Fahey, Joseph Jeppson, Patrick Manning, Melvyn Pratt, James Steidel, Gilbert Workman

Home Economics: Alice Loughry, Sally McGill, Genevieve Cory

Hotel-Motel Management: Gerald Peel

Humanities: Aida Hinojosa

Human Services/Gerontology: Lois Cunningham, Dianne Eyer, Michael Hancock, Joseph Jeppson, Bennett Kilpack, Walter Owyang, Ernesto Rodriguez, Theodore Reller, Rudy Sanfilippo, Paul Stegner

Individual Sports: Richard W. Anderson, Lyman C. Ashley, Jerard Drever, Angelo Festa, Samuel Nicolopoulos, Silvano Vial

Interior Design: Genevieve Cory

Journalism: Robert J. Glessing

Mathematics: Jean D. Berdon, James R. Loughrey, Austen B. Meek, Jr., Lewis D. Miller, Timothy H. Norman, Joseph A. Tovissi

Microbiology: James M. Stoney

Music: Stanley E. Easter, Philip C. Ienni, John H. Krueger, Carl V. Sitton, Van Raymond Thein

Oceanography: Bernard L. Aarons

Ophthalmic Dispensing: Mark A. Mattison-Shupnick, Lewis D. Miller, Irwin Vogel

Philosophy: Melvyn Pratt, Frank Young

Physical Education: Richard W. Anderson, Lyman C. Ashley, Jerard Drever, Angelo Festa, Gordon Gray, Samuel Nicolopoulos, Silvano Vial

Physical Science: Ross W. Westover

Physics: Alan Andrew, Eileen L. Lewis, Lewis D. Miller

Physiology: Gordon T. Simmons

Political Science: Kenneth Kennedy, Theodore Reller, Gilbert Workman

Psychology: Herman Bates, Dianne Eyer, Bennett Kilpack, Walter Owyang, Ernesto Rodriguez, Ruth Spangenberg, Paul Stegner, Tim Stringari

Radiologic Technology: Nancy H. Moore, Gordon T. Simmons

Secretarial/Clerical: Joan Del Gaudio, Lora Todesco, Eleanor Wortz, Louis Yaeger

Social Science: Lois Cunningham, Dianne Eyer, Michael Hancock, Joseph Jeppson, Bennett Kilpack, Walter Owyang, Ernesto Rodriguez, Theodore Reller, Rudy Sanfilippo, Paul Stegner

Sociology: Lois Cunningham, Michael Hancock, Bennett Kilpack, Rudy Sanfilippo

Spanish: J. David Eakin, Donald Harris, Richard M. Ramos, Gilberto S. Villareal

Speech—Communication: R. Kent Crockett, E. James Keys

Team Sports: Clayton Bowling, Angelo R. Festa, Gordon M. Gray

Tourism: Gale Hurley, Lenora Sorensen

Varsity Sports: Richard W. Anderson, Lyman C. Ashley, Clayton E. Bowling, Jerard D. Drever

Zoology: Mervin A. Giuntoli

Announcement of Courses

All courses and curricula listed in this catalog will not necessarily be offered during 1981-1982. Courses are offered at the discretion of the College in accord with its determination 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 through-

670 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. May be repeated for credit.

680 SELECTED TOPICS.

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 appropriate division in relation to community/student need and available staff. These innovative, experimental courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. May be repeated for credit.

690 RESEARCH PROJECTS.

Units 1-2
Class Hours By Arrangement
Prerequisites: ... Two previous courses in the discipline, or concurrent enrollment in the second course, and an overall 3.0 GPA in the department
Description: Research projects in a particular discipline. Content to be arranged with individual faculty member and approved by appropriate Division Director. No student may enroll in more than two research courses per semester. May be repeated for credit for a maximum of four units.

out 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:

695 INDEPENDENT STUDY.

Units 1-3
Class Hours By Arrangement
Prerequisites: None
Description: Self-paced individualized instruction in selected topics to be arranged with individual faculty member and approved by appropriate Division Director. Varying modes of instruction. May be repeated for credit.

880 OTHER SELECTED TOPICS.

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 appropriate division in relation to community/student need and available staff. These innovative, experimental courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. Not designed for transfer credit. May be repeated for credit.

895 OTHER INDEPENDENT STUDY.

Units 1-3
Class Hours By Arrangement
Prerequisites: None
Description: Self-paced individualized instructional in selected topics to be arranged with individual faculty member and approved by appropriate Division Director. Varying modes of instruction. Not designed for transfer credit. May be repeated for credit.

ACCOUNTING

ACTG 100 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 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 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 FEDERAL INCOME TAX PROCEDURES.

Units (Grade Option) 1
 Class Hours (8 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ADMINISTRATION OF JUSTICE

ADMJ 100 INTRODUCTION TO ADMINISTRATION OF JUSTICE.

Units (Grade Option) 3
 Class Hours 3 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 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM.

Units (Grade Option) 3
 Class Hours 3 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 CONCEPTS OF CRIMINAL LAW. (Also SOSC 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. (This course is part of core curriculum.)

ADMJ 106 LEGAL ASPECTS OF EVIDENCE.

Units (Grade Option) 3
 Class Hours 3 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 COMMUNITY RELATIONS. (Also SOSC 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 agen-

cies. 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 PRINCIPLES OF INVESTIGATION.

Units (Grade Option) 3
 Class Hours 3 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 ADVANCED INVESTIGATION.

Units (Grade Option) 3
 Class Hours 3 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 127 JUVENILE DELINQUENCY (Also SOSC 127)

Units (Grade Option) 3
 Class Hours 3 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 DRUGS: EFFECTS ON INDIVIDUALS AND SOCIETY. (Also PSYC 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.

ADMJ 153 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 165 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 270 WOMEN AND JUSTICE: NEW DIRECTIONS.

Units (Grade Option) 3
 Class Hours 3 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 INTRODUCTION TO SECURITY.

Units (Grade Option) 3
 Class Hours 3 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 BUSINESS AND RETAIL SECURITY.

Units (Grade Option) 3
 Class Hours 3 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 INDUSTRIAL SECURITY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Philosophy and history of industrial security services. Survey of contemporary industrial practices; protection of facilities, risk reduction and safety practices. Security employee responsibilities.

ADMJ 350 INTRODUCTION TO CORRECTIONS.

Units (Grade Option) 3
 Class Hours 3 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 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.

**ADMJ 370 INTRODUCTION TO COUNSELING
(Also PSYC 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

**ADMJ 761 STATE SECURITY REQUIREMENTS:
FIREARMS TRAINING.**

Units (Grade Option) 1/2
 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 768 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.)

ANATOMY

ANAT 130 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 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 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. Labo-

ratory aids would include human cadaver, preserved cat and radiographs. Physiological aspects centered through the use of live material.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ANTHROPOLOGY

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 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 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.

ANTH 340 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 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 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.)

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ARCHITECTURE

ARCH 110 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ART

ART 101 HISTORY OF ART I.

Units (Grade Option) 3
 Class Hours 3 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 HISTORY OF ART II.

Units (Grade Option) 3
 Class Hours 3 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 HISTORY OF ART III.

Units (Grade Option) 3
 Class Hours 3 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 INTRODUCTION TO ART.

Units (Grade Option) 3
 Class Hours 3 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 DEVELOPMENT OF MEXICAN AND CHICANO ART.

Units (Grade Option) 3
 Class Hours 3 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 FINE ARTS FOR CHILDREN.

(Also MUS. 190)
 Units (Grade Option) 3
 Class Hours 3 lecture hours/week

Prerequisites: None
 Description: Study of methods and materials useful in teaching young children an understanding of art and music. Fosters self-expression in children. Experiences relate to the development of concepts in color, creation of paint media, line drawing and form appreciation.

ART 201 FORM AND COMPOSITION I.

Units (Grade Option) 3
 Class Hours 3 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 FORM AND COMPOSITION II.

Units (Grade Option) 3
 Class Hours 3 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 DRAWING I.

Units (Grade Option) 3
 Class Hours 3 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 DRAWING II.

Units (Grade Option) 3
 Class Hours 3 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 LIFE DRAWING.

Units (Grade Option) 3
 Class Hours 3 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 COLOR.

Units (Grade Option) 3
 Class Hours 3 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 PAINTING I.

Units (Grade Option) 3
 Class Hours 3 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 PAINTING II.

Units (Grade Option) 3
 Class Hours 3 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 WATER COLOR I.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ART 201, ART 204

Description: 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 232 WATER COLOR II.

Units (Grade Option) 3
 Class Hours 3 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 PRINTMAKING I.

Units (Grade Option) 3
 Class Hours 3 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 PRINTMAKING II.

Units (Grade Option) 3
 Class Hours 3 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 SILKSCREEN I.

Units (Grade Option) 3
 Class Hours 3 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 DESIGN.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Fundamentals of non-objective 2dimensional 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 COLOR DESIGN.

Units (Grade Option) 3
 Class Hours 3 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 THREE DIMENSIONAL DESIGN.

Units (Grade Option) 3
 Class Hours 3 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 LETTERING AND LAYOUT I.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: Development of proficiency in freehand and mechanical lettering with pen and brush. Traditional and imaginative interpretations of lettering styles.

ART 312 LETTERING AND LAYOUT II.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ART 311

Description: Development of lettering and twodimensional 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 PERSPECTIVE.

Units 3
 Class Hours 3 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 ILLUSTRATION.

Units (Grade Option) 3
 Class Hours 3 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 LANDSCAPE.

Units (Grade Option) 3
 Class Hours 3 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 PORTRAITURE.

Units (Grade Option) 3
 Class Hours 3 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 I, II.

Units (Grade Option) 3 each
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Basic course in figurative and nonobjective structural forms using plastic, fiberglass, metal and other media. May be repeated three times for credit.

ART 411 CERAMICS I.

Units (Grade Option) 3
 Class Hours 3 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 and coil and slab methods, including work in ceramic sculpture. Course will include techniques of glazing and decorative processes. \$10 lab fee. May be repeated once for credit.

ART 424 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 LAB.

Units (Credit Only) 5-1
 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ART 800 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.

ASTRONOMY

ASTR 100 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 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 PLANETS AND EXTRA-TERRESTRIAL LIFE.

Units (Grade Option) 3
 Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

BIOLOGY

BIOL 100 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 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 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 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 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 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 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 MARINE BIOLOGY.

Units 3
 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 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

BOTANY

BOTY 112 NATIVE PLANTS AND WILDFLOWERS.

Units (Grade Option) 3
 Class Hours 2 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 PLANTS AND MAN.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introduction to plant science including

cells, plant groups, propagation, distribution, succession, structure, and function.

BOTY 145 PLANTS AND MAN LABORATORY.

Units 3
 Class Hours 3 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 GENERAL BOTANY.

Units 5
 Class Hours 3 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

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

BUSINESS

BUS. 100 SURVEY OF 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 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 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 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 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 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. 150 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 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 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 BUSINESS LAW.

Units 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 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 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 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 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 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 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 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 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.

*Pending Approval

BUS. 310 MANUFACTURING SYSTEMS.

Units (Grade Option) 1.5
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: An overview of the kinds of problems a systems analyst may encounter in a manufacturing environment, and how these problems can be solved through a computer system.

***BUS. 320 MANAGEMENT INFORMATION SYSTEMS.**

Units (Grade Option) 1.5
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Course is designed to give a student a basic insight into the problems encountered when analyzing and designing computer-based systems.

*Pending Approval

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

CAREER AND PERSONAL DEVELOPMENT

CRER 130 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 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 PEER COUNSELING.

Units (Grade Option) 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 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 COLLEGE AWARENESS.

Units (Grade Option) 2
 Class Hours 32 lecture hours/semester
 Prerequisites 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 CRER 401.

CRER 650 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

CHEMISTRY

CHEM 110 ENVIRONMENTAL CHEMISTRY.

Units 3
 Class Hours 3 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 EXPERIMENTAL ENVIRONMENTAL CHEMISTRY.

Units 1
 Class Hours 3 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 ELEMENTARY CHEMISTRY.

Units (Grade Option) 1-4
 Class Hours 3 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 GENERAL CHEMISTRY.

Units 5, 5
Class Hours 3 lecture, 1 recitation,
5 lab hours/week

Prerequisites: 210-CHEM 192 with grade of C or better or high school chemistry with grade of B or better, and two years 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, PreMed, 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 ORGANIC CHEMISTRY.

Units 5
Class Hours 3 lecture, 2 recitation
4 lab hours/week

Prerequisites: CHEM 220 with grade of C or better

Description: The basic concepts of carbon chemistry; 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 QUANTITATIVE ANALYSIS.

Units 4
Class Hours 2 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 INTRODUCTORY CHEMISTRY.

Units 4
Class Hours 3 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 INTRODUCTORY CHEMISTRY.

Units 4
Class Hours 3 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 CHEMISTRY FOR WATER QUALITY CONTROL.

Units 3
Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

CHINESE

CHIN 801 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 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.

COMPUTER INFORMATION SYSTEMS

BUS. 310 MANUFACTURING SYSTEMS.

Units (Grade Option) 1.5

Class Hours (8 weeks) 3 lecture hours/week

Prerequisites: None

Description: The course is designed to give a student an insight into manufacturing systems and control procedures as practiced in industry. Emphasis will be placed on making the student aware of the kinds of problems that can be solved through computer based systems. This course is not an in-depth study of manufacturing systems, but is meant only as an overview of the kinds of problems a systems analyst may encounter in a manufacturing environment.

BUS. 320 MANAGEMENT INFORMATION SYSTEMS.

Units (Grade Option) 1.5

Class Hours (8 weeks) 3 lecture hours/week

Prerequisites: None

Description: The course is designed to give a student a basic insight into the problems encountered when analyzing and designing computer-based systems. It is not meant to be an in-depth analysis of systems design, but rather an overview of the analysis and design work that must be done to create an effective management information system.

COMP 155 (MATH 155) BASIC PROGRAMMING.

Units (Grade Option) 3

Class Hours 2 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.

COMP 162 (MATH 162) FORTRAN PROGRAMMING.

Units 3

Class Hours 2 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. COMP 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 stimulation through the use of random numbers. Students write and test a variety of computer programs chosen from the above topics.

COMP 170 INTRODUCTION TO PROGRAMMING IN PASCAL.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: MATH 110 or equivalent with a grade of C or better; concurrent enrollment in COMP 610

Description: An introductory course in programming using the modern language PASCAL. Emphasis will be on the use of structured programming techniques in general problem-solving situations with both numerical and non-numerical applications. Students will run their programs on the college's time-sharing computer system.

COMP 180 FILE MANAGEMENT.

Units 2

Class Hours 2 lecture hours/week; concurrent

Prerequisites: COMP 155; concurrent enrollment in COMP 610

Description: A language- and machine-independent discussion of files, file organization, and file updating. Theory and examples of formatted ASCII, Virtual Array, and Block I/O files. Techniques of searching and sorting files.

COMP 210 COMPUTER OPERATIONS.

Units (Grade Option) 3

Class Hours 2 lecture, 3 lab hours/week

Prerequisites: D.P. 110 and one of the following: COMP 155 or COMP 162 or D.P. 151.

Description: The course is designed to provide the student with a knowledge of a computer center's operations and the skills required to operate a main frame computer.

COMP 610 COMPUTER LAB.

Units 1/2-1

Class Hours By arrangement

Prerequisites: Concurrent enrollment in a computer class or elementary knowledge of a computer language.

Description: Individualized instruction in the use of computer facilities/equipment and in developing computer programming skills. Students will use the Computer Laboratory at Cañada College and evalua-

tion will be based on completion of assigned projects. The Computer Lab is only available to students enrolled in COMP 610. This course may be repeated up to 3 units.

D.P. 110 INTRODUCTION TO DATA PROCESSING.

Units 3
 Class Hours 3 lecture hours/week Prerequisites:
 Concurrent enrollment in COMP 610
 Description: Introduction to data processing. Flow-charting and programming using BASIC are introduced. Business applications and organization of the D.P. function are covered.

D.P. 151 INTRODUCTION TO COBOL PROGRAMMING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... Concurrent enrollment in COMP 610 (Computer Lab) required.
 Description: Writing and testing COBOL programs on PDP 11/34 computer. Emphasis on logic and typical business programs using basic language elements. Debugging techniques, use of reference manuals, program documentation standards, program documentation standards and structured programming concepts are also included in the course.

D.P. 152 ADVANCED COBOL PROGRAMMING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... D.P. 151 or equivalent experience; concurrent enrollment in COMP 610 (Computer Lab) required.
 Description: Emphasis on processing standard sequential tape and disk files; indexed sequential and random disk files. Experience in writing integrated sets of programs for typical business systems using the team project method.

D.P. 200 DOCUMENTATION.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: COMP 151 or COMP 155 or COMP 162
 Description: Theory of program and system documentation. Applications of flow-charting and pseudocode. Discussion of source program listings and test data for program evaluation. Techniques for producing program users' guides.

D.P. 690 SPECIAL PROJECTS.

Units 1-2
 Class Hours By arrangement

Prerequisites: None
 Description: Special projects in Computer Information Systems to be arranged by the C.I.S. instructor and student, with the approval of the Division Director.

ENGL 181 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.

MATH 125 ELEMENTARY FINITE MATHEMATICS.

Units 3
 Class Hours 3 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 200 ELEMENTARY PROBABILITY AND STATISTICS.

Units 4
 Class Hours 4 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, measures of central tendency and dispersion, probability, sampling distributions, statistical inference, regression and correlation, contingency tables, time series analysis, index numbers. Qualifying exam given during the first week.

SOSC 121 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 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.

COOPERATIVE EDUCATION

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 GENERAL COOPERATIVE EDUCATION.

Units 1-3
 Class Hours 4-6 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. Scheduled

class meetings and individual conferences are required. Students must set and implement job objectives in which they improve their skills or knowledge on the job.

COOP 670 OCCUPATIONAL COOPERATIVE EDUCATION.

Units 1-4
 Class Hours 4-6 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. Students must set and implement job objectives in which they improve their skills or knowledge on the job.

COURT REPORTING

CT.R 101 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 notereading, evaluations. 70 words per minute on new material, 80 on familiar. Field trips required to court.

CT.R 102 MACHINE SHORTHAND II.

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

Prerequisites: C.T.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 MACHINE SHORTHAND III.

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

Prerequisites: C.T.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 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: C.T.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 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: C.T.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 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: C.T.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 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: C.T.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 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: C.T.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 MACHINE SHORTHAND TRANSCRIPTION.

Units 1
Class Hours 3 lab hours/week
Prerequisites: C.T.R 103, preferably C.T.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 DICTATION TECHNIQUE/OFFICE PRACTICE

Units 1
Class Hours 3 lab hours/week
Prerequisites: Completion of C.T.R 118. Enrollment in or completion of C.T.R 105 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 VOCABULARY AND SPELLING.

Units 3
Class Hour 3 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 BUSINESS ENGLISH FOR SHORTHAND REPORTING.

Units 4
Class Hours 4 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 LEGAL TERMINOLOGY FOR COURT REPORTING.

Units 3
 Class Hours 3 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 LAW FOR COURT REPORTING.

Units 5
 Class Hours 5 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 MEDICAL TERMINOLOGY FOR COURT REPORTING.

Units 3
 Class Hours 3 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 ADVANCED MEDICAL TERMINOLOGY.

Units 3
 Class Hours 3 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 COURT REPORTING INTERNSHIP.

Units 1-2
 Class Hours 20 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

CT.R 699 MACHINE SHORTHAND LAB.

Units 1/2
 Class Hours 3 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

D.P. 110 INTRODUCTION TO DATA PROCESSING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Concurrent enrollment in COMP 610 (Computer Lab) required.
 Description: Introduction to data processing. Flow-charting and programming using BASIC are introduced. Business applications and organization of the D.P. function are covered.

D.P. 151 INTRODUCTION TO COBOL PROGRAMMING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Concurrent enrollment in COMP 610
 Description: Writing and testing COBOL programs on PDP 11/34 computer. Emphasis on logic or typical business programs and basic language elements. Included also are debugging techniques, use of reference manuals, program documentation standards and structured programming concepts.

D.P. 152 ADVANCED COBOL PROGRAMMING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Concurrent enrollment in COMP 610; D.P. 151 or equivalent
 Description: Emphasis on processing standard sequential tape and disk files; indexed sequential and random disk files. Experience in writing inte-

grated sets of programs for typical business systems using the team project method.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

DRAFTING

DRAF 120 PRINCIPLES OF TECHNICAL DRAWING.

Units (Grade Option) 3
 Class Hours 2 lecture/4 lab hours/week
 Prerequisites: None
 Description: Basic mechanical drawing with instruction surveying the field of graphic communications; technical sketching, visualization, descriptive geometry, orthographic projection, geometric construction, pictorial drawing methods, sectional views, auxiliary views, developments, dimensioning, fasteners, welding, electro-mechanical piping, tooling, structural and architectural drafting principles.

DRAMA

DRAM 106 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 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 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 be required.

DRAM 143 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 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 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 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 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 (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 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 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 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 PLAY PRODUCTION.

Units (Grade Option) 1/2-2
 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 TECHNICAL PRODUCTION.

Units (Grade Option) 1/2-2
 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

EARLY CHILDHOOD EDUCATION

ECE. 210 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 EARLY CHILDHOOD EDUCATION CURRICULUM. (Also PSYC 211)

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: None
 Description: Development of philosophy, goals and objectives leading to the selection, development,

and management of activities for young children; foster skills in providing adequate and effective curriculum, learning and values inherent in children's play; development of realistic curriculum evaluation methods.

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. Focus is on middle childhood. Examination of contemporary family life styles and patterns of childrearing. Resources and community agencies available to children and families. Examination of contemporary factors influencing communities.

ECE. 230 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 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 NUTRITION FOR YOUNG CHILDREN.

Units (Grade Option) 1
Class Hours (8 weeks) 2 lecture hours/week

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 HEALTH & SAFETY FOR YOUNG CHILDREN.

Units (Grade Option) 1
Class Hours (8 weeks) 2 lecture hours/week
Prerequisites: None
Description: Safety regulations will be reviewed for those planning to work in a setting caring for children. Guides to parents and teachers concerning the prevention of accidents. Equipment purchasing information and curriculum ideas for teaching safety to your children will be included.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ECONOMICS

ECON 100 PRINCIPLES OF MACRO ECONOMICS.

Units (Grade Option) 3
Class Hours 3 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 PRINCIPLES OF MICRO ECONOMICS.

Units (Grade Option) 3
Class Hours 3 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 ECONOMIC HISTORY OF THE UNITED STATES.

Units (Grade Option) 3
 Class Hours 3 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.)

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

EDUCATION**EDUC 191 CHILDREN'S LITERATURE, STORYTELLING. (Also ENGL 191)**

Units (Grade Option) 3
 Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

EDUC 851 BEGINNING AMERICAN SIGN LANGUAGE.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: Introduction to manual communication, expressive and receptive fingerspelling, signs and interpreting skills.

EDUC 852 INTERMEDIATE AMERICAN SIGN LANGUAGE.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: EDUC 851 or equivalent

Description: Advanced beginning course in manual communication, fluency in communication and interpreting of American sign language.

ELECTRONICS**ELEC 100 INTRODUCTION TO ELECTRONICS.**

Units (Grade Option) 3
 Class Hours 3 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 class.

ELEC 110 FUNDAMENTALS OF ELECTRONICS.

Units (Grade Option) 3
 Class Hours 2 lecture/3 lab hours/week
 Prerequisites: None
 Description: Basic electronic components and circuits are covered using a non-mathematical approach. Laboratory experiences are provided in the use of basic instruments.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ENGINEERING**ENGR 100 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 DESCRIPTIVE GEOMETRY.

Units 2
 Class Hours 6 lab hours/week
 Prerequisites: MATH 130

Description: Lectures and drafting room work orthographically solving engineering problems in threedimensional space. Introduction to graphic statics, vector properties, space-force polyons.

ENGR 220 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ENGLISH

The Cañada English Placement Test is required of all students who have not taken a college composition course by the time they enter Cañada. Special exemption is 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 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 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 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ENGL 801 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 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 VOCABULARY DEVELOPMENT.

Units (Grade Option) 1/2-2
 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 SPELLING.

Units (Grade Option) 1/2-2
 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 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 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 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 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 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 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 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, intellectual, and artistic forces. Play attendance may be required.

LIT. 151 INTRODUCTION TO SHAKESPEARE I. (Also DRAM 151)

Units (Grade Option) 3
 Class Hours 3 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 INTRODUCTION TO SHAKESPEARE II. (Also DRAM 152)

Units (Grade Option) 3
 Class Hours 3 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 CHILDREN'S LITERATURE. (Also EDUC 191)

Units (Grade Option) 3
 Class Hours 3 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 MAJOR FIGURES IN AMERICAN LITERATURE.

Units (Grade Option) 3
 Class Hours 3 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 SURVEY OF ENGLISH LITERATURE I.

Units (Grade Option) 3
 Class Hours 3 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 SURVEY OF ENGLISH LITERATURE II.

Units (Grade Option) 3
 Class Hours 3 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 SURVEY OF ENGLISH LITERATURE III.

Units (Grade Option) 3
 Class Hours 3 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 WOMEN IN LITERATURE.

Units (Grade Option) 3
 Class Hours 3 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 BLACK LITERATURE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Historical and literary survey of AfroAmerican 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 BLACK POETRY.

Units (Grade Option) 3
 Class Hours 3 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 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE I.

Units (Grade Option) 3
 Class Hours 3 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 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE II.

Units (Grade Option) 3
 Class Hours 3 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 RUSSIAN NOVEL/SHORT STORY.

Units (Grade Option) 3
 Class Hours 3 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 MEXICAN-AMERICAN LITERATURE.

Units (Grade Option) 3
 Class Hours 3 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 MYTH AND FOLKLORE OF LA RAZA.

Units (Grade Option) 3
 Class Hours 3 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 NATIVE-AMERICAN LITERATURE.

Units (Grade Option) 3
 Class Hours 3 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 FANTASY AND SCIENCE FICTION.

Units (Grade Option) 3
 Class Hours 3 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 FILM STUDY AND APPRECIATION I.

Units (Grade Option) 3
 Class Hours 3 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 FILM STUDY AND APPRECIATION II.

Units (Grade Option) 3
 Class hours 3 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

READ 801 DEVELOPMENTAL READING.

Units (Credit Only) 1/2-3
 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 READING IMPROVEMENT I.

Units (Credit Only) 1/2-1 1/2
 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 READING IMPROVEMENT II.

Units (Credit Only) 1/2-1 1/2
 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 BASIC WRITING I.

Units (Credit Only) 1/2-3
 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 BASIC WRITING II.

Units (Credit Only) 1/2-1 1/2
 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 BASIC WRITING III.

Units (Credit Only) 1/2-1 1/2
 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 BASIC WRITING IV.

Units (Credit Only) 1/2-3
 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

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 semiintensivo 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 examen de aptitud se realizará al principio de cada semestre. Los resultados del examen 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 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 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 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 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 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 CULTURAL ORIENTATION I, II.

Units (Credit Only) 1/2-1 each
Prerequisites: None
Description: English to help reinforce listening comprehension skills. The program includes listening to tapes, stories, and recordings. 1/2 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.

ENVIRONMENT

ENVR 107 INTRODUCTION TO THE BIOLOGICAL ASPECTS.

Units (Grade Option) 3
 Class Hours 3 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.

ENVR 109 ENERGY AND THE PHYSICAL ENVIRONMENT.

Units 3
 Class Hours 3 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 ECONOMIC GEOGRAPHY. (Also GEOG 120)

Units (Grade Option) 3
 Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

FOOD TECHNOLOGY

ET. 101 INTRODUCTION TO FOOD SERVICE INDUSTRY.

Units 2
 Class Hours 2 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.

ET. 105 QUANTITY FOOD PREPARATION I.

Units 2
 Class Hours 3 lecture/demonstration hours/week
 Prerequisites: None
 Description: The course is designed to allow students enrolled in ET. 106 an opportunity to observe the proper proportion of foods as practiced in their lab classes. Concurrent enrollment in ET. 106 is required.

ET. 106 QUANTITY FOOD PREPARATION LAB I.

Units 3
 Class Hours 10 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 ET. 105 and 116 is required.

ET. 107 QUANTITY FOOD PREPARATION II.

Units 2
 Class Hours 3 lecture/demonstration hours/week
 Prerequisites: None
 Description: Course is designed to allow students enrolled in ET. 108 an opportunity to observe the proper preparation of foods as practiced in their lab classes. Concurrent enrollment in ET. 108 is required.

ET. 108 QUANTITY FOOD PREPARATION LAB II.

Units 3
 Class Hours 10 lab hours/week
 Prerequisites: ET. 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 ET. 107 and 116 is required.

ET. 110 FOOD PREPARATION SUPERVISION.

Units 1
 Class Hours 1 lecture hour/week
 Prerequisites: ET. 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 E.T. 111 is required.

E.T. 111 FOOD PREPARATION SUPERVISION LAB.

Units 1
 Class Hours 5 lab hours/week
 Prerequisites: E.T. 105, 106, 107 & 108
 Description: Students enrolled in the course will work 5 hours a day per week assisting in the supervision of the food preparation stations and service in the dining room. Students must be concurrently enrolled in E.T. 110.

E.T. 116 DINING-ROOM SERVICE.

Units 1
 Class Hours 1 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 E.T. 106 or 108 is required.

E.T. 120 ADVANCED FOOD PREPARATION I.

Units 2
 Class Hours 3 lecture hours/week
 Prerequisites: E.T. 105 & 107
 Description: Lecture on advanced cooking techniques as used in the modern kitchen. Concurrent enrollment in E.T. 121 is required.

*E.T. 121 ADVANCED FOOD PREPARATION LAB I.

Units 3
 Class Hours 10 lab hours/week
 Prerequisites: E.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.

E.T. 122 ADVANCED FOOD PREPARATION II.

Units 2
 Class Hours 3 lecture hours/week
 Prerequisites: E.T. 120
 Description: Continuation of lecture on advanced food preparation techniques designed to give students more training in this area. Concurrent enrollment in E.T. 123 is required.

E.T. 123 ADVANCED FOOD PREPARATION LAB II.

Units 3
 Class Hours 10 lab hours/week
 Prerequisites: E.T. 121
 Description: A continuation of the advanced food preparation techniques as learned in E.T. 121. Concurrent enrollment in E.T. 122 is required.

E.T. 130 MODERN BAKING I.

Units 3
 Class Hours 3 lecture/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.

E.T. 132 MODERN BAKING II.

Units 3
 Class Hours 3 lecture/lab hours/week
 Prerequisites: None
 Description: Continuation of baking techniques developed in E.T. 130 with emphasis on more difficult baking problems.

E.T. 140 QUANTITY FOOD PURCHASING. (Also H.M. 716)

Units 1.5
 Class Hours (8 weeks) 2 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.

E.T. 144 FOOD AND BEVERAGE COST CONTROLS. (Also H.M. 720)

Units 1.5
 Class Hours (8 weeks) 2 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.

E.T. 146 MENU PLANNING.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: None

Description: Essentials of proper menu planning, menu technology, pricing, layout and design.

ET. 148 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.

ET. 150 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.

ET. 200 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.

ET. 205 FLAMBE COOKERY.

Units 1-1/2
 Class Hours 1 lecture/2 lab hours/week
 Prerequisites: None
 Description: Introduction to flambé cookery, its special uses of wines, menu planning, preparation, service and costing of classical and modern entrees.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

CULINARY ARTS APPRENTICESHIP

ET. 701 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.

ET. 702 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.

ET. 703 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.

ET. 704 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 is emphasized.

ET. 705 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.

ET. 706 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.

ET. 707 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.

ET. 708 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.

ET. 709 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.

FRENCH

FREN 110 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 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 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 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 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 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 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 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 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

FREN 801 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 CONVERSATIONAL FRENCH II.

Units (Grade Option) 2
 Class Hours 3 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 CONVERSATIONAL FRENCH III.

Units (Grade Option) 2
 Class Hours 3 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 lan-

guage requirement at California State Colleges or at the University of California.)

FREN 804 CONVERSATIONAL FRENCH IV.

Units (Grade Option) 2
 Class Hours 3 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.)

GEOGRAPHY

GEOG 100 PHYSICAL ENVIRONMENT.

Units 3
 Class Hours 3 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 factors will be analyzed in the regional framework of the entire earth's surface.

GEOG 110 CULTURAL GEOGRAPHY.

Units (Grade Option) 3
 Class Hours 3 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 ECONOMIC GEOGRAPHY. (Also ENVR 120)

Units (Grade Option) 3
 Class Hours 3 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 WORLD REGIONAL GEOGRAPHY.

Units (Grade Option) 3
 Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

GEOLOGY

GEOLOG 100 SURVEY OF GEOLOGY.

Units (Grade Option) 3
 Class Hours 2 lecture, 1 recitation,
 2 lab hours/week

Prerequisites: Not open to students who have taken or are taking GEOLOG 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, slidetape presentation in the Media-Learning Center. Field trips may be required.

GEOLOG 110 GEOLOGICAL HAZARDS.

Units (Grade Option) 3
 Class Hours 2 lecture hours/week
 —3 field trips/sem.

Prerequisites: GEOLOG 210 or GEOLOG 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.

GEOLOG 120 GEOLOGY OF THE NATIONAL PARKS AND MONUMENTS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: A study of the geology of Volcanoes National Park, Crater Lake, Lassen National Park and of other national parks.

GEOL 210 GENERAL GEOLOGY: DYNAMICAL AND STRUCTURAL.

Units 4
 Class Hours 3 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 HISTORICAL GEOLOGY.

Units 4
 Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

GERMAN

GERM 110 ELEMENTARY GERMAN.

Units 5
 Class Hours 5 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 ELEMENTARY GERMAN I.

Units 3
 Class Hours 3 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 ELEMENTARY GERMAN II.

Units 3
 Class Hours 3 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 ADVANCED ELEMENTARY GERMAN.

Units 5
 Class Hours 5 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 ADVANCED ELEMENTARY GERMAN I.

Units 3
 Class Hours 3 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 ADVANCED ELEMENTARY GERMAN II.

Units 3
 Class Hours 3 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 FOREIGN LANGUAGE LABORATORY.

Units 1/2-1
 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

GERM 801 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 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 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 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.)

HEALTH SCIENCE

HSCI 101 HUMAN HEREDITY AND BIRTH DEFECTS.

Units 1
 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 REPRODUCTION AND SEXUALITY

—See BIOL 135.

HSCI 103 DRUGS AND ALCOHOL.

Units 1
 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 NUTRITION AND PHYSICAL FITNESS.

Units 1
 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 DISEASES.

Units 1
 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 MENTAL HEALTH.

Units 1
 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 CONSUMER HEALTH.

Units 1
 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 FIRST AID.

Units 1
 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

HISTORY

HIST 100 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 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 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 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 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 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 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 HISTORICAL GENEALOGY.

Units (Grade Option) 3
 Class Hours 3 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 20th CENTURY AMERICAN HISTORY.

Units (Grade Option) 3
 Class Hours 3 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 THE AFRO-AMERICAN IN U.S. HISTORY.

Units (Grade Option) 3
 Class Hours 3 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 WOMEN IN AMERICAN HISTORY.

Units (Grade Option) 3
 Class Hours 3 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 CALIFORNIA HISTORY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Life in California today and the historic 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 HISTORY OF SAN MATEO COUNTY.

Units (Grade Option) 3
 Class Hours 3 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 MODERN AFRICA.

Units (Grade Option) 3
 Class Hours 3 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 colo-

onialism, movements for independence, civil rights, and black power. (May be used to fulfill Ethnic Studies requirement.)

HIST 421 HISTORY OF AMERICAS.

Units (Grade Option) 3
 Class Hours 3 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 MODERN LATIN AMERICA.

Units (Grade Option) 3
 Class hours 3 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

HOME ECONOMICS

H.EC 110 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 SEW TO FIT.

Units (Grade Option) 3
 Class Hours 3 lecture/demonstration hours/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 FIT AND FABRICS.

Units (Grade Option) 2
 Class Hours 2 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 TEXTILES.

Units (Grade Option) 3
 Class Hours 3 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 tex-

tiles. Federal legislation, cost and labeling as related to consumer use.

H.EC 115 INTERMEDIATE CLOTHING.

Units (Grade Option) 3
 Class Hours 3 lecture/demonstration hours/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 ADVANCED CONSTRUCTION/TAILORING.

Units (Grade Option) 3
 Class Hours 3 lecture/demonstration hours/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 FASHION IMAGE.

Units (Grade Option) 3
 Class Hours 3 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 118 FLAT PATTERN DESIGN.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: H.Ec. 111, 112, 115 or 116 or equivalent
 Description: The construction and use of flat pattern as a method of creating a design for the individual with consideration to fabric performance.

H.EC 120 CREATIVE CLOTHING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... H.Ec. 111, 112, 115 or equivalent
 Description: Emphasis on combining different textures and designs in construction of garment. Use of color and unusual color combinations plus novel and creative use of trim. Learning to adapt a commercial pattern to a sketch or picture from a magazine or paper.

H.EC 122 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 CREATIVE STITCHERY.

Units (Grade Option) 3
 Class Hours 1½ 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 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 parttime job. May be repeated once for credit.

H.EC 127 DRESSMAKING FOR PROFIT.

Units (Grade Option) 1
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None

Description: Learn the tips and techniques to make dressmaking and alterations profitable. Learn pricing, how to build your clientele, time management, record keeping and other necessary skills. Put your skills to work to earn extra money while working at home.

H.EC 128 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 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 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 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 NUTRITION (Also BIOL 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 NUTRITION IN HEALTH AND DISEASE (Also BIOL 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 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 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 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 HOME MANAGEMENT—PERSONAL AND FAMILY.

Units (Grade Option) 2
 Class Hours 2 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 selfbehavior modification methods and work simplification principles will be presented. Budget, records, and financial planning are included.

H.EC 416 CONSUMER IN THE MARKET PLACE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week

Prerequisites: None
 Description: Consumer skills needed by all men and women in today's complicated, inflationary market-place.

H.EC 666 CAREERS IN HOME ECONOMICS.

Units (Grade Option) 1
 Class Hours 1 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

H.EC 699 OPEN LAB FOR SEWING.

Units (Credit/No Credit) 1
 Class Hours 3 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 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.

HORTICULTURE

HORT 322 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 HOME GARDENING AND LANDSCAPING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week

Prerequisites: None
 Description: Principles of home planting and main-

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 FOOD SERVICE OPERATIONS AND MANAGEMENT. (ALSO ET. 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 BEVERAGE SERVICE, OPERATION AND MANAGEMENT. (ALSO ET.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 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. 730 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 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.

HUMANITIES

HUM. 100 INTRODUCTION TO THE HUMANITIES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Survey of the Humanities (Art, Drama, Literature, Music), their uniqueness, their interrelatedness, their ability to reflect human development and aspirations. Introduces a variety of disciplines; particularly helpful for those undecided about an area of concentration.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

INTERIOR DESIGN

INTD 115 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 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 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 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 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 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 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 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 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 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 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 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

ITALIAN

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research*

Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.

ITAL 801 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 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 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.

JAPANESE

JAPA 801 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 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.

JOURNALISM

JOUR 110 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 NEWSWRITING/PRODUCTION.

Units 4
 Class Hours 3 lecture and 1 lab hour/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. Instruction in production of the student newspaper and in the principles of responsible editorial decision making. May be repeated three times for credit.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

LIBRARY SCIENCE

LIBR 100 INTRODUCTION TO LIBRARY RESOURCES.

Units (Credit Only) 1
 Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

MANAGEMENT

***MGMT 100 MANAGEMENT THEORY.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None

Description: An overview of management theory as applied in both the private business and public sectors. Emphasis will be placed on theory, practice and organization and how they are applied to the major functions of management.

*Pending Approval

MGMT 105 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 MANAGEMENT COMMUNICATION.

Units (Grade Option) 3
 Class Hours 3 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 Hours 3 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 MANAGEMENT OF HUMAN RESOURCES.

Units (Grade Option) 3

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 Hours 3 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 TECHNIQUES OF SUPERVISION.

Units (Grade Option) 3
 Class Hours 3 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 PUBLIC ADMINISTRATION MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 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 PUBLIC FINANCE.

Units (Grade Option) 3
 Class Hours 3 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 290 COMMERCIAL CREDIT MANAGEMENT.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of types of loans extended to companies. Analysis of credit application, financial

statement, and all credit information gathered about the company; and of credit decision making. Study of the credit reporting agencies. Course will feature guest speakers and field trips.

MGMT 300 BANK OPERATIONS MANAGEMENT.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Description of the fundamentals of bank functions. A study of bookkeeping operations involving the day-to-day banking activities; various bank services such as loans, savings, trusts, legal considerations; the Federal Reserve System and related government controls.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

MATHEMATICS

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 student has not taken a mathematics course during the previous two years, it is strongly recommended that the student enroll in a course below the one for which he/she would normally be eligible. In general, eligibility of an incoming freshman for a mathematics course is determined by an evaluation of his/her transcript and scores on the 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 college preparatory mathematics beginning with elementary algebra, taken in elementary or secondary school.

MATH 105 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 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 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 GEOMETRY.

Units 3
 Class Hours 3 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 INTERMEDIATE ALGEBRA.

Units 5
 Class Hours 5 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 INTERMEDIATE ALGEBRA.

Units 3
 Class Hours 3 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 ELEMENTARY FINITE MATHEMATICS.

Units 3
 Class Hours 3 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 ANALYTICAL TRIGONOMETRY.

Units 3
 Class Hours 3 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 INTRODUCTION TO COMPUTER PROGRAMMING—See COMP 155.

MATH 162 FORTRAN PROGRAMMING—See COMP 162.

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS.

Units 4
 Class Hours 4 lecture hours/week
 Prerequisites: MATH 120 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, measures of central tendency and dispersion, probability, sampling distributions, statistical inference, regres-

sion and correlation, contingency tables, time series analysis, index numbers. Qualifying exam given during the first week.

MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY.

Units 5
 Class Hours 5 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 PRE-CALCULUS COLLEGE ALGEBRA.

Units 3
 Class Hours 3 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 SURVEY OF CALCULUS.

Units 6
 Class Hours Offered 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 APPLIED ANALYTIC GEOMETRY AND CALCULUS.

Units 5, 5
 Class Hours 5 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 ANALYTICAL GEOMETRY AND CALCULUS.

Units 5
 Class Hours 5 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 ANALYTICAL GEOMETRY AND CALCULUS.

Units 5, 5
 Class Hours 5 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 LINEAR ALGEBRA.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: MATH 252

Description: Vectors and matrices applied to linear equations and linear transformations, real and inner product spaces.

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS.

Units 3
 Class Hours 3 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 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 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 COMPUTER LAB—See COMP 610.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

MATH 811 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.

MICROBIOLOGY**MBIO 240 GENERAL MICROBIOLOGY.**

Units 5
 Class Hours 3 lecture, 6 lab hours/week
 Prerequisites: ... One semester of college chemistry 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

MUSIC**MUS. 100 FUNDAMENTALS OF MUSIC.**

Units (Grade Option) 3
 Class Hours 3 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 minory course to MUS. 101 and 131. Suggested for the elementary classroom teacher and the amateur musician.

MUS. 101 MUSICIANSHIP I.**MUS. 101 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 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, ear training.

MUS. 103 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 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 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 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 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 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 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 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 young children an understanding of art and music. Fosters self-expression in children. Experiences relate to the development of concepts in color, creation of paint media, line drawing, and form appreciation.

MUS. 202 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 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. 300 PIANO.

Units (Grade Option) 2
Class Hours 3 lecture/5 lab hours/week

Prerequisites: None

Description: A course in applied music with stress on technical and interpretive skills. Individual attention and advancement. Offered in the evening or on Saturday. May be repeated three times for credit.

MUS. 301, 302, 303, 304 PIANO.

Units (Grade Option) 2 each
Class Hours 3 lecture/5 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 KEYBOARD HARMONY.

Units (Grade Option) 2 each
Class Hours 3 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 ACCOMPANYING.

Units 1
Class Hours 3 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

BRASS INSTRUMENTS I, II, III, IV.

Units 1 each
Class Hours 3 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 ADVANCED BRASS INSTRUMENTS I, II, III, IV.

Units 1 each
Class Hours ... 3 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 WOODWIND INSTRUMENTS I, II, III, IV.

Units 1 each
Class Hours ... 3 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 ADVANCED WOODWIND INSTRUMENTS I, II, III, IV.

Units 1 each
Class Hours ... 3 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 STRING INSTRUMENTS I, II, III, IV.

Units 1 each
Class Hours 3 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 ADVANCED STRING INSTRUMENTS I, II, III, IV.

Units 1 each
Class Hours ... 5 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 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 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 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 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 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 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 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 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 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 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. Per-

formance is required. Field trips may be required. May be repeated three times for credit.

MUS. 481, 482, 483, 484 COLLEGE SINGERS.

Units 1-2 each
 Class Hours 5 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 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 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 MUSIC RECITALS.

Units (Credit Only) 1/2
 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 MUSIC LAB I.

Units 1/2-1
 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 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 required 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

NATURAL SCIENCES**NSCI 100 INTRODUCTION TO NATURAL SCIENCES.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites None
 Description: An overview of the natural sciences, emphasizing their impact upon modern society. Descriptive material taken from both biological and physical sciences. Emphasis is upon recent discoveries which have affected modern living.

OCEANOGRAPHY**OCEN 100 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

OPHTHALMIC DISPENSING**OPTH 400 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 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 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 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 multi-focal 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 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 myodiscs are described to provide a basis for the following dispensing courses. Field trips may be required.

OPTH 441 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 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 OPHTHALMIC DISPENSING TECHNIQUES I.

Units 3.5-5
 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 OPHTHALMIC DISPENSING TECHNIQUES II.

Units 3.5-5
 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

PALEONTOLOGY

PALN 110 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

PHILOSOPHY

PHIL 100 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 HISTORY OF PHILOSOPHY—ANCIENT AND MEDIEVAL.

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 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 CONTEMPORARY PHILOSOPHY.

Units (Grade Option) 3
 Class Hours 3 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 INTRODUCTION TO LOGIC.

Units (Grade Option) 3
 Class Hours 3 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 INTRODUCTION TO ETHICS.

Units (Grade Option) 3
 Class Hours 3 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 INTRODUCTION TO WORLD RELIGIONS.

Units (Grade Option) 3
 Class Hours 3 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 WESTERN RELIGIOUS PHILOSOPHY.

Units (Grade Option) 3
 Class Hours 3 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 ASIAN PHILOSOPHY.

Units (Grade Option) 3
 Class Hours 3 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 SEMINAR IN PHILOSOPHY.

Units (Grade Option) 3
 Class Hours 3 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.

A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.

PHYSICAL EDUCATION COMBATIVES

COMB 101 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 401 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 non-violent and violent techniques will be dealt with. May be repeated once for credit.

A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.

DANCE

DANC 111 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 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 ADVANCED MODERN DANCE.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: DANC 112 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 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 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 135 JAZZ EXERCISE.

Units (Grade Option) 1
 Class Hours 2 hours/week
 Prerequisites: None
 Description: Jazz Exercise is a cardiovascular activity using jazz dance steps and technique as the medium of exercise. Monitoring techniques will be used to determine the individual's level of cardiovascular fitness.

DANC 140 BALLET.

Units (Grade Option) 1-1.5
 Class Hours 2-3 hours/week
 Prerequisites: None
 Description: Beginning techniques of ballet are studied and executed. Movement skills, rhythmic

structure of dance, qualities of movement, spatial design and an appreciation of dance are presented. The modern ballet is emphasized in the creation of individual compositions.

DANC 191 BEGINNING TAP DANCE.

Units (Grade Option) 1
 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 INTERMEDIATE TAP DANCE.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: . . . DANC 191 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

FITNESS

FITN 100 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, endur-

ance, 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 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 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 "pr'ogrgssive 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 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 INTERMEDIATE/ADVANCED WEIGHT CONDITIONING.

Units (Grade Option) 1½
 Class Hours 3 lab hours/week
 Prerequisites: FITN 201 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 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 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 YOGA.

Units (Grade Option) 1-1.5
 Class Hours 2-3 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 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 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 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 administered. 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

INDIVIDUAL SPORTS

INDV 121 BEGINNING BADMINTON.

Units (Grade Option) 1-1½
 Class Hours 2 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 INTERMEDIATE/ADVANCED BADMINTON.

Units (Grade Option) 1-1½
 Class Hours 2 or 3 lab hours/week
 Prerequisites: INDV 124 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 BICYCLING.

Units (Grade Option) 1½-2
 Class Hours 3-4 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 ADVANCED BICYCLE TOURING.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: INDV 130 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 BEGINNING GOLF

Units (Grade Option) 1
 Class Hours 2 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 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 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 222 RACQUETBALL.**

Units 1
 Class Hours 3 hours/week
 Prerequisites: None

Description: Offers rules, fundamentals, techniques, and philosophy of four-wall racquetball. Provides

opportunity for increased cardiovascular fitness, hand-eye coordination and overall body quickness. Class offered off-campus. Students must furnish own transportation.

*Pending Approval

INDV 251 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670*

Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.

SPORTS COACHING

*FITN 370 INTRODUCTION TO CARE AND PREVENTION OF ATHLETIC INJURIES.

Units 2-3
 Class Hours 2 lecture hours/week;
 lab hours by arrangement

Prerequisites: None

Description: This is an introductory lecture and lab class designed to teach students care and prevention of common athletic injuries. Areas of focus will be: basic anatomy, mechanism of injury, evaluation of injury, proper first aid and follow-up care.

*P.E. 300 TECHNIQUES OF COACHING BASEBALL.

Units 2
 Class Hours 1 lecture; 2 lab hours/week
 Prerequisites: None

Description: An introductory course designed to teach the fundamental skills involved in the playing of baseball. Basic strategy of play and tactics, as well as structural analysis and execution, will be presented.

*P.E. 310 TECHNIQUES OF COACHING BASKETBALL.

Units 2
 Class Hours 1 lecture; 2 lab hours/week
 Prerequisites: None

Description: ... An introductory course designed to teach the fundamental skills involved in the playing of basketball. Basic strategy of play and tactics, as well as structural analysis and execution, will be presented.

*P.E. 320 TECHNIQUES OF COACHING SOCCER.

Units 2
 Class Hours 1 lecture; 2 lab hours/week
 Prerequisites: None

Description: An intro course designed to teach the fundamental skills involved in the playing of soccer. Basic strategy of play and tactics, as well as structural analysis and execution, will be presented.

*P.E. 330 TECHNIQUES OF COACHING SOFTBALL.

Units 2

Class Hours 1 lecture; 2 lab hours/week
 Prerequisites: None
 Description: An introductory course designed to teach the fundamental skills involved in the playing of softball. Basic strategy of play and tactics, as well as structural analysis and execution, will be presented.

*P.E. 340 TECHNIQUES OF COACHING VOLLEYBALL.

Units 2
 Class Hours 1 lecture; 2 lab hours/week
 Prerequisites: None

Description: An introductory course designed to teach the fundamental skills involved in the playing of volleyball. Basic strategy of play and tactics, as well as structural analysis and execution, will be presented.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

*Pending Approval

THEORY

P.E. 200 INTRAMURALS.

Units (Grade Option) 1/2
 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. 300 TECHNIQUES OF COACHING BASEBALL.

Units 2
 Class Hours 1 lecture; 2 hours/week
 Prerequisites: None

Description: An introductory course designed to teach the fundamental skills involved in the playing of baseball. Basic strategy of play and tactics, as well as structural analysis and execution, will be presented.

TEAM SPORTS

TEAM 101 BEGINNING BASEBALL.

Units (Grade Option) 1 1/2
 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 ADVANCED BASEBALL.

Units (Grade Option) 2
 Class Hours 6 lab hours/week
 Prerequisites: TEAM 101 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 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 ADVANCED BASKETBALL.

Units (Grade Option) 1-1½
 Class Hours 2 to 3 lab hours/week
 Prerequisites: TEAM 111 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 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 ADVANCED SOCCER.

Units (Grade Option) 1
 Class Hours 2 lab hours/week

Prerequisites: TEAM 141 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 BEGINNING SOFTBALL.

Units (Grade Option) 1-1.5
 Class Hours 2-3 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 ADVANCED SOFTBALL.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: TEAM 151 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 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 INTERMEDIATE/ADVANCED VOLLEYBALL.

Units (Grade Option) 1-1½
 Class Hours 2 or 3 lab hours/week
 Prerequisites: ... TEAM 171 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

INTERCOLLEGIATE SPORTS

VARS 100 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 BASEBALL CONDITIONING

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: ... Must be taken concurrently with VARS 100
 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 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 BASKETBALL CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: ... Must be taken concurrently with VARS 110
 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 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 CROSS COUNTRY CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: ... Must be taken concurrently with VARS 120
 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 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 GOLF CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: ... Must be taken concurrently with VARS 140
 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 VARSITY SOCCER.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated ability
 Description: Intercollegiate competition with fouryear institutions and junior colleges in Northern California. League competition in the Golden Gate Conference. May be repeated three times for credit.

VARS 151 SOCCER CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: ... Must be taken concurrently with VARS 150
 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.

VARS 170 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.

VARS 171 TENNIS CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: ... Must be taken concurrently with VARS 170
 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.

VARS 320 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.

VARS 321 WOMEN'S SOFTBALL CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: ... Must be taken concurrently with VARS 320
 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.

VARS 340 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.

VARS 341 WOMEN'S VOLLEYBALL CONDITIONING.

Units 1
 Class Hours 6 lab hours/week

Prerequisites: ... Must be taken concurrently with VARS 340

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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

PHYSICAL SCIENCE**PSCI 670 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.

PHYSICS**PHYS 110 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 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 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 GENERAL PHYSICS LECTURE.

Units 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 GENERAL PHYSICS LABORATORY.

Units (Grade Option) 1, 1
 Class Hours 3 lab hours/week
Prerequisites: Concurrent enrollment in PHYS 210 or 220.

Description: See Above.

PHYS 250, 260, 270 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

PHYSIOLOGY

PSIO 260 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

POLITICAL SCIENCE

PLSC 110 CONTEMPORARY FOREIGN GOVERNMENTS.

Units (Grade Option) 3
 Class Hours 3 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 INTRODUCTION TO POLITICAL THEORY.

Units (Grade Option) 3
 Class Hours 3 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 AMERICAN SOCIETY.

Units (Grade Option) 5
 Class Hours 5 lecture hours/week
 Prerequisites: Limited to foreign students or recent immigrants
 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 AMERICAN POLITICS.

Units (Grade Option) 3
 Class Hours 3 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 WOMEN, POLITICS AND POWER.

Units (Grade Option) 3
 Class Hours 3 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 CALIFORNIA STATE AND LOCAL GOVERNMENT.

Units (Grade Option) 3
 Class Hours 3 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.)

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

PSYCHOLOGY**PSYC 100 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 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 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 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 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, psychologic, and sociologic aspects of sex; children; religious factors; marriage as social institution and personal commitment.

PSYC 130 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 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 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 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 MATURITY AND AGING.

Units (Grade Option) 3
 Class Hours 3 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 EARLY CHILDHOOD EDUCATION PRINCIPLES. (Also ECE.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.

PSYC 211 EARLY CHILDHOOD EDUCATION CURRICULUM. (Also ECE. 210)

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.

PSYC 212 CHILD, FAMILY, AND COMMUNITY. (Also ECE.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 lifestyles and patterns of child-rearing.

PSYC 221 INTRODUCTION TO EXCEPTIONALITY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week

Prerequisites: PSYC 201
 Description: Survey course emphasizing descriptive and diagnostic differences of exceptional persons (deaf, learning disabled, orthopedically handicapped, visually handicapped, emotionally disturbed, deaf/blind, the gifted, the aged). Current approaches concerning educational and community programs.

PSYC 222 INTRODUCTION TO DEVELOPMENTAL DISABILITIES.

Units (Grade Option) 3
 Class Hours 3 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 INFANT BEHAVIOR.

Units (Grade Option) 3
 Class Hours 3 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 THE PSYCHOLOGICAL EXPERIENCE OF LA RAZA IN THE UNITED STATES.

Units (Grade Option) 3
 Class Hours 3 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 SOCIAL PSYCHOLOGY.

Units (Grade Option) 3
 Class Hours 3 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 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 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 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 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 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 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 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 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 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 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.)

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

RADIOLOGIC TECHNOLOGY

RADT 400 ORIENTATION TO RADIOLOGIC TECHNOLOGY.

Units 2
 Class Hours 2 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 RADIOGRAPHIC POSITIONING.

Units 4
 Class Hours 4 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 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 PRINCIPLES OF RADIOGRAPHIC EXPOSURE.

Units 3
 Class Hours 3 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 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 RADIATION HEALTH.

Units 1, 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 1: 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 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 ADVANCED TECHNIQUES AND PSYCHOLOGY OF PATIENT CARE.

Units 3
 Class Hours 3 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 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 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 NURSING FOR RADIOGRAPHERS.

Units 2
 Class Hours 2 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

REAL ESTATE

R.E. 100 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 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 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 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 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 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.)

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

RUSSIAN

RUSS 110 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 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 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.)

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

RUSS 801 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 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.)

SECRETARIAL SCIENCE

SEC. 100 INTRODUCTORY TYPING.

Units 1-3
 Class Hours 5 supervised lab hours/week

Prerequisites: None
 Description: Opportunity to develop correct type-writing 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 INTRODUCTORY TYPING.

Units 1-3
 Class Hours 5 lecture/lab hours/week
 Prerequisites: None
 Description: Opportunity to develop correct type-writing techniques, keyboard mastery and basic skill in typing. Course is taught in the traditional method rather than in the skills lab.

SEC. 105 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 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 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 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 TYPING SKILL BUILDING.

Units5-1
 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 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 INTERMEDIATE SHORTHAND.

Units 7
 Class Hours Maximum 10 class hours/week plus 1 lab hour by arrangement.
 Prerequisites: SEC. 200 and completion of or enrollment in SEC. 110 and completion of or enrollment in SEC. 400 or English 100 or English 802.
 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 INTERMEDIATE SHORTHAND.

Units 3
 Class Hours 6 lecture/1 lab hour/week
 Prerequisites: SEC. 200 and completion of or enrollment in SEC. 110 and completion of or enrollment in SEC. 400 or English 100 or English 802.
 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 REFRESHER SHORTHAND.

Units 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: Enrollment in or completion of SEC. 100 or equivalent, and completion of or enrollment in SEC. 400, English 100 or English 802.

Description: For student with insufficient skills in shorthand to qualify for SEC. 210. Review of Gregg shorthand principles and practice dictation and transcription.

SEC. 245 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 INTRODUCTION TO WORD PROCESSING CONCEPTS.

Units 1
 Class Hours (8 weeks) 2 lecture hours/week
 Prerequisites: None
 Description: The need and efficiency of word processing, evaluation of centralized and decentralized systems; new careers created, word processing equipment, workflow and implementation.

***SEC. 332 BASIC WORD PROCESSING (WANG SYSTEM).**

Units 1.5
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: ... SEC. 331 or concurrent enrollment in 331; SEC. 100 or ability to type 40 wpm. Description: A "hands-on" introduction to the WANG word processing system; including preparing and printing business communications. May be repeated once for credit.

***SEC. 333 INTERMEDIATE WORD PROCESSING (WANG SYSTEM).**

SEC. 336 INTERMEDIATE WORD PROCESSING SHARED LOGIC SYSTEM (WORD 11).

Units 1.5
 Class Hours 3 lecture hours/week
 Prerequisites: SEC. 335
 Description: Intermediate "hands-on" keyboarding, filing and printing operation using the WORD 11 system. May be repeated once for credit.

SEC. 400 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 BUSINESS COMMUNICATIONS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Completion of or enrollment in SEC. 100, Business English, SEC. 400, 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 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

SEC. 414 MACHINE TRANSCRIPTION.

Units 2
 Class Hours 40 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 REPROGRAPHICS/TELEPHONE TECHNIQUES.

Units 1
 Class Hours 20 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 BUSINESS OFFICE ADMINISTRATION.

Units 3
 Class Hours 3 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.

SOSC 104 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 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 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, U.C., Berkeley; Stat 60, Stanford)

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 CURRENT WORLD AFFAIRS.

Units (Grade Option) 1-3
 Class Hours 16-48 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 MEXICAN-AMERICAN CULTURE.

Units (Grade Option) 3
 Class Hours 3 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 CONTEMPORARY MEXICAN-AMERICAN SOCIAL MOVEMENT.

Units (Grade Option) 3
 Class Hours 3 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 developments.

Units (Grade Option) 1-3
 Class Hours 16-48 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 INTRODUCTION TO HUMAN SERVICES.

Units (Grade Option) 3
 Class Hours 3 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 INTRODUCTION TO COMMUNITY ORGANIZATION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Survey of theory, principles and practice of community organization. Practical application to local community organizing.

SOSC 312 INTRODUCTION TO COMMUNITY DEVELOPMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Survey of concepts, conduct and practice of community development. Cooperation of local leaders, outside experts, and selfdetermination of the

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 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 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 DEATH AND DYING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Defines how death is viewed psychol-

selfdevelopment, 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 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 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

SOCI 100 INTRODUCTION TO SOCIOLOGY.

Units (Grade Option) 3

tions that foster and support their growth and development.

SOCI 141 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

SPANISH

SPAN 110 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 111 ELEMENTARY SPANISH I.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Approximately half of the semester's work in Spanish 110 is covered in this course. Recommended for those students without any background in foreign language study.

SPAN 112 ELEMENTARY SPANISH II.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 111
 Description: Approximately the second half of the semester's work in Spanish 110 is covered. (Spanish 111 and 112 are equivalent to Spanish 110.)

SPAN 120 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 121 ADVANCED ELEMENTARY SPANISH I.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 110 or SPAN 112
 Description: The basic principles of Advanced Elementary Spanish, offered at a less intense pace than Spanish 120. One semester equals approximately half of Spanish 120. May be used for fulfilling transfer language requirements.

SPAN 122 ADVANCED ELEMENTARY SPANISH II.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 121
 Description: Further basic principles of Advanced Elementary Spanish, offered at a less intense pace than Spanish 120. May be used for fulfilling transfer language requirements.

SPAN 130 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 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 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 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 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research*

Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.

SPAN 801 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 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 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 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.)

SPEECH- COMMUNICATIONS

**SPCH 100 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 ORAL INTERPRETATION I, II.

Units 3 each
 Class Hours 3 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 INTERPERSONAL COMMUNICATION.

Units 3
 Class Hours 3 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 ADVANCED PUBLIC SPEAKING.

Units 3
 Class Hours 3 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 VOICE AND ARTICULATION.

Units 1-3
 Class Hours 3 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 GROUP DISCUSSION.

Units 3
 Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

SPCH 811, 812 SPEECH FOR NON-NATIVE SPEAKERS I, II.

Units 3 each
 Class Hours 3 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.

STATISTICS

SOSC 121 STATISTICS FOR THE SOCIAL SCIENCES.—*See description under Social Sciences*

MATH 200 STATISTICS FOR BUSINESS AND ECONOMICS.—*See description under Mathematics*

TECHNOLOGY

TECH 100 SCIENCE FOR DRAFTSMEN AND TECHNICIANS.

Units 3
 Class Hours 3 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

TECH 800 PRINT READING AND SKETCHING.

Units 2
 Class Hours 4 hours/week
 Prerequisites: None
 Description: Print reading is designed to provide instructional material for those who must develop the ability to read and interpret prints. A section of basic sketching techniques and print machine operation is included.

TOURISM

TOUR 100 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.)

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

TOUR 710 TOURISM: SUPPORT STAFF PROCEDURES.

Units (Grade Option) 3
 Class Hours 3 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 F.I.T. PLANNING AND COSTING.

Units (Grade Option) 3
 Class Hours 3 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 DOMESTIC AIR TARIFF AND TICKETING.

Units (Grade Option) 3
 Class Hours 3 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 ADVANCED DOMESTIC AIR TARIFF AND TICKETING.

Units (Grade Option) 3
 Class Hours 3 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 INTERNATIONAL AIR TARIFF AND TICKETING.

Units (Grade Option) 3
 Class Hours 3 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 ADVANCED INTERNATIONAL AIR TARIFF AND TICKETING.

Units (Grade Option) 3
 Class Hours 3 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 WHOLESALE TOUR OPERATIONS.

Units (Grade Option) 1-3
 Class Hours 16-48 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 WHOLESALE TOUR OPERATIONS—ADVANCED.

Units (Grade Option) 1-3
 Class Hours 16-48 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 RETAIL TRAVEL WORKSHOP.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: TOUR 100, 710, 721, and SEC. 110, or proof of typing proficiency of 45 wpm
 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 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 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: study of travel agency operations. It emphasizes procedures designed to improve travel services and client satisfaction.

TOUR 752 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 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.

ZOOLOGY

ZOOL 210 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.

*A detailed description of the following courses may be found under **Announcement of Courses**, pages B-1, B-2: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

Faculty 1981—1982

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

- 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, Athletic Coordinator
B.A., M.A., Stanford University
- Branstrom, Marvin J.** (1970)
Biology, Anatomy
B.A., M.A., San Jose State University
Ph.D., Pacific Graduate School of Psychology
- 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 University
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 University
- 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 California, Berkeley
- Crockett, R. Kent** (1965)
Speech, English
B.A., M.A., San Jose State 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. and Performer's Certificate
University of Rochester,
Eastman School of Music
M.M.Ed., University of Oklahoma
Ed.D., Columbia University
- Egan, Philip E.** (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
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Social Science, Sociology
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Drama, English
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Business
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English Institute
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Business, Counselor
B.S., Cen. Connecticut State College
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History
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Acting President
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Physical Education
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Basic and Applied Sciences—
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Library
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Biology, Zoology
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Director of Special Programs and Services
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Geography
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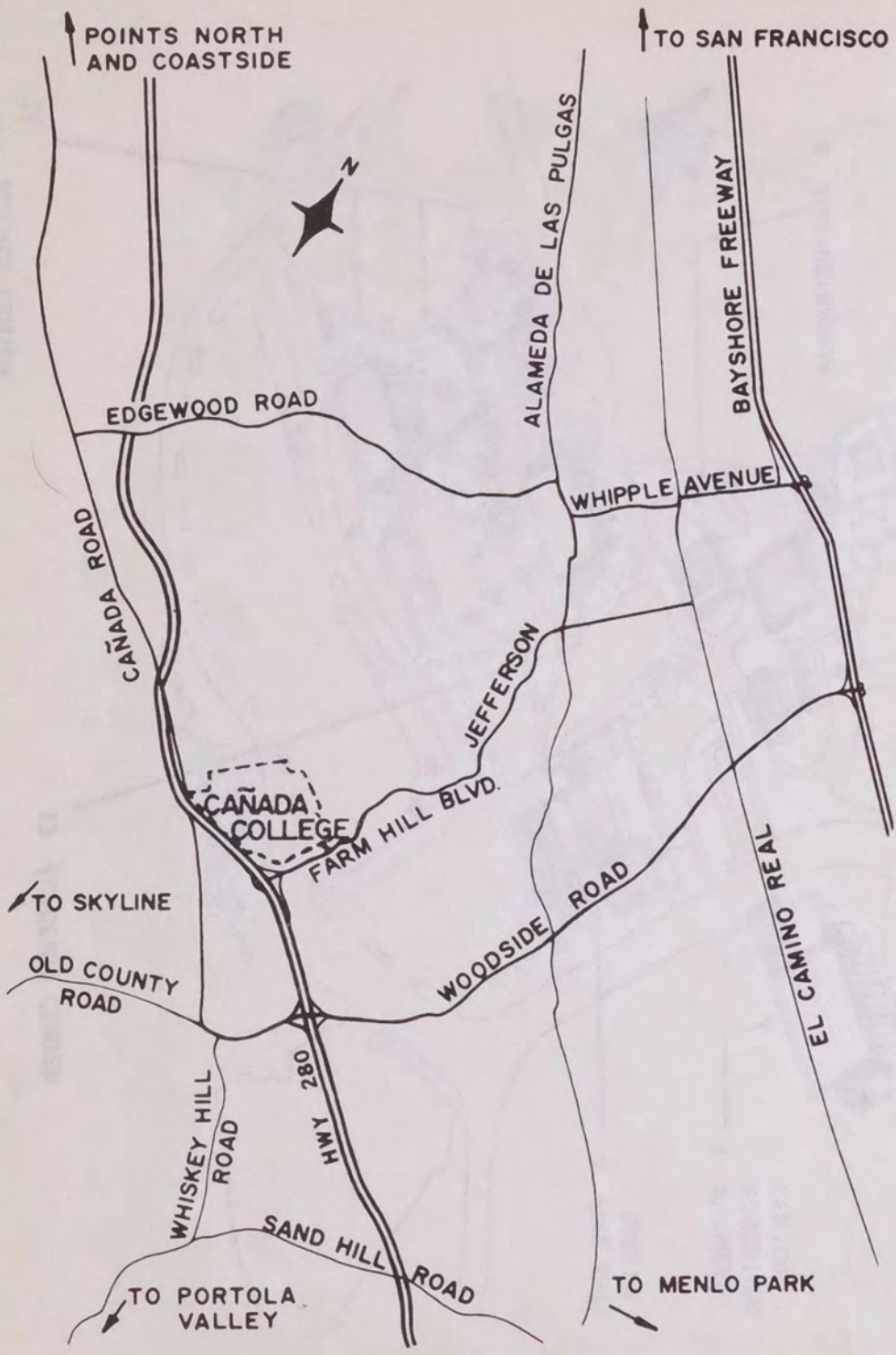
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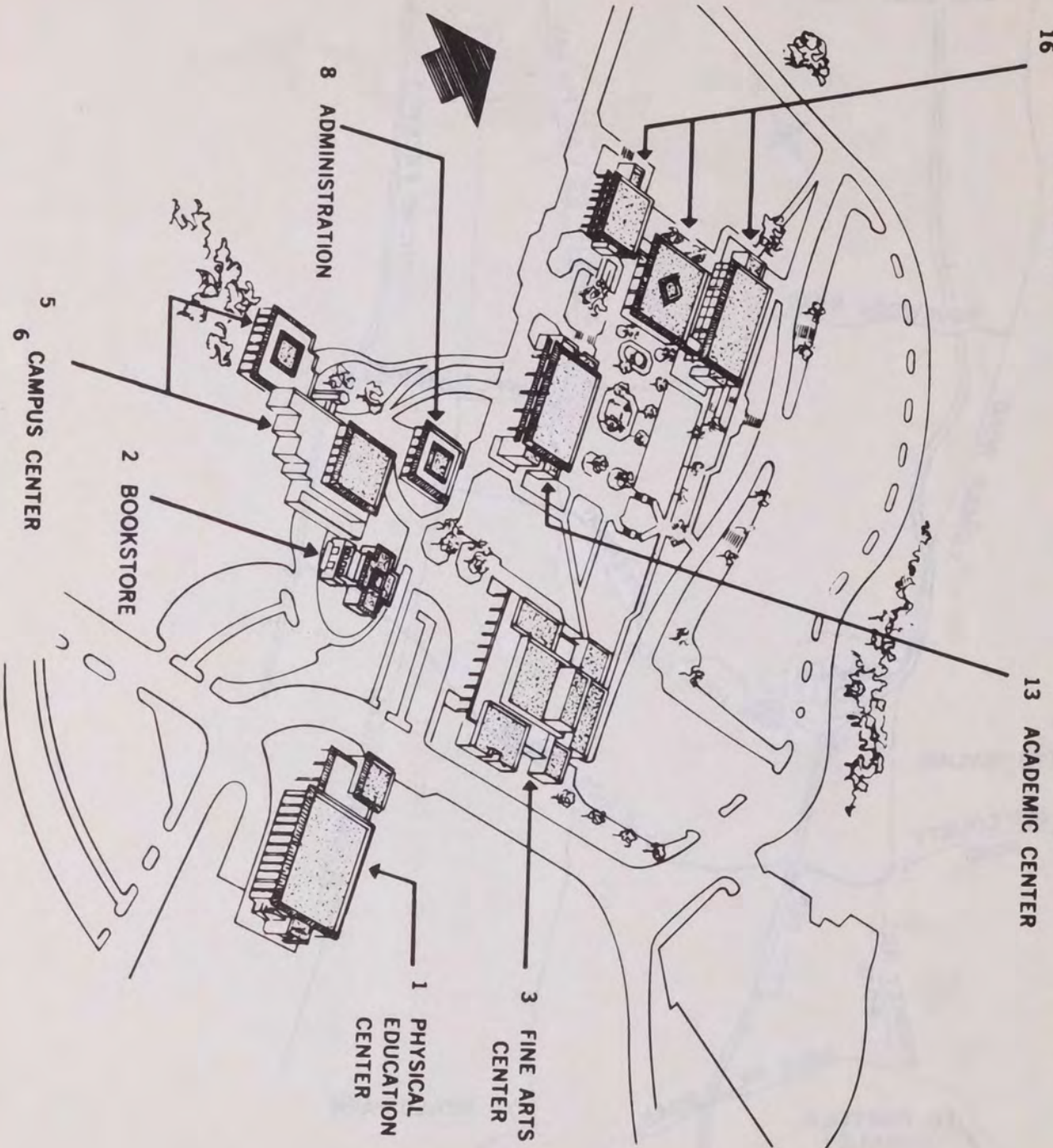
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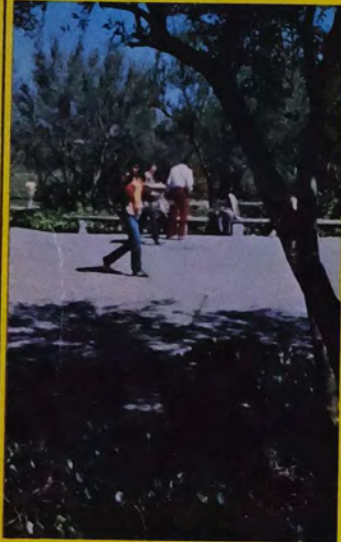
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