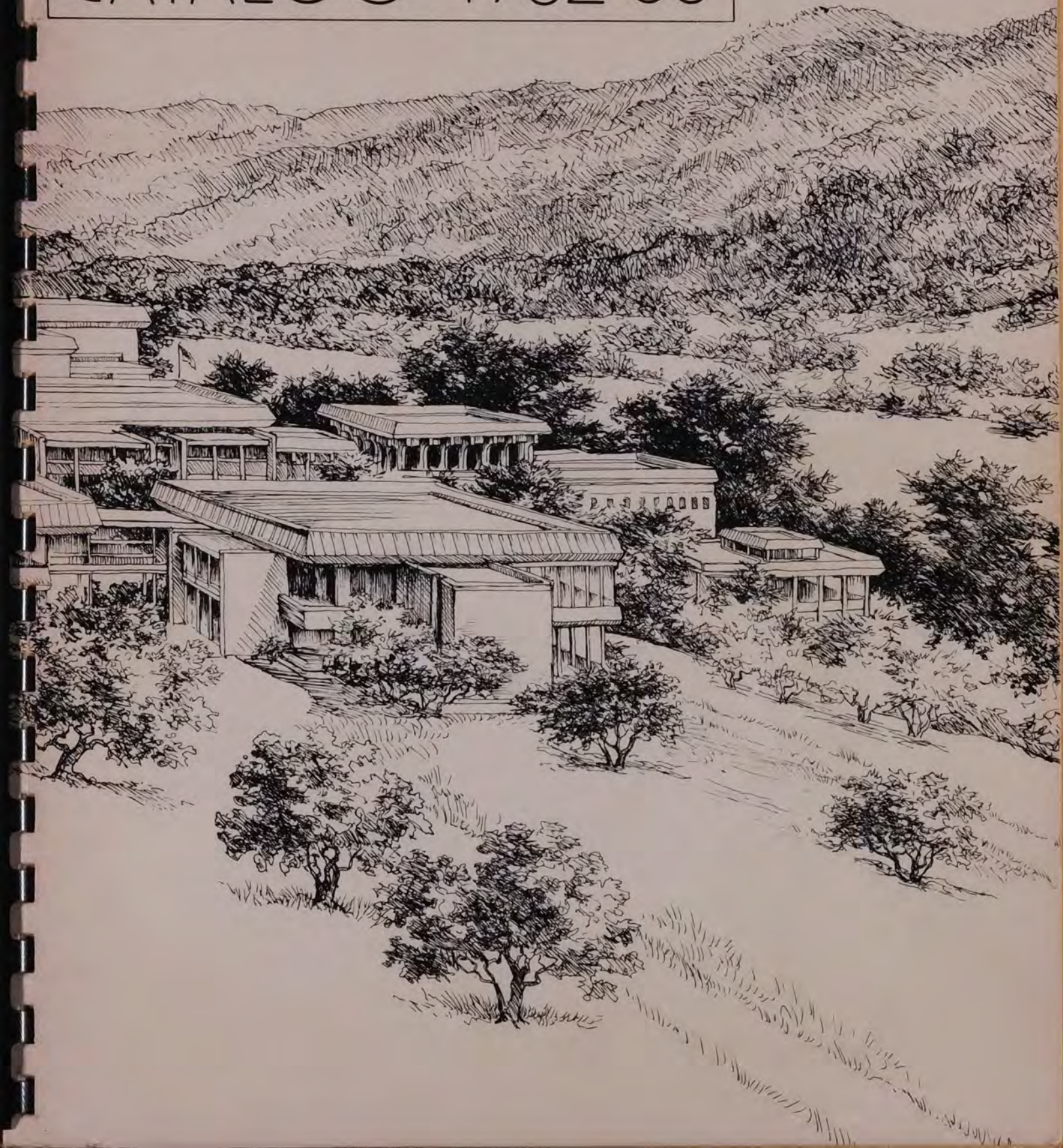
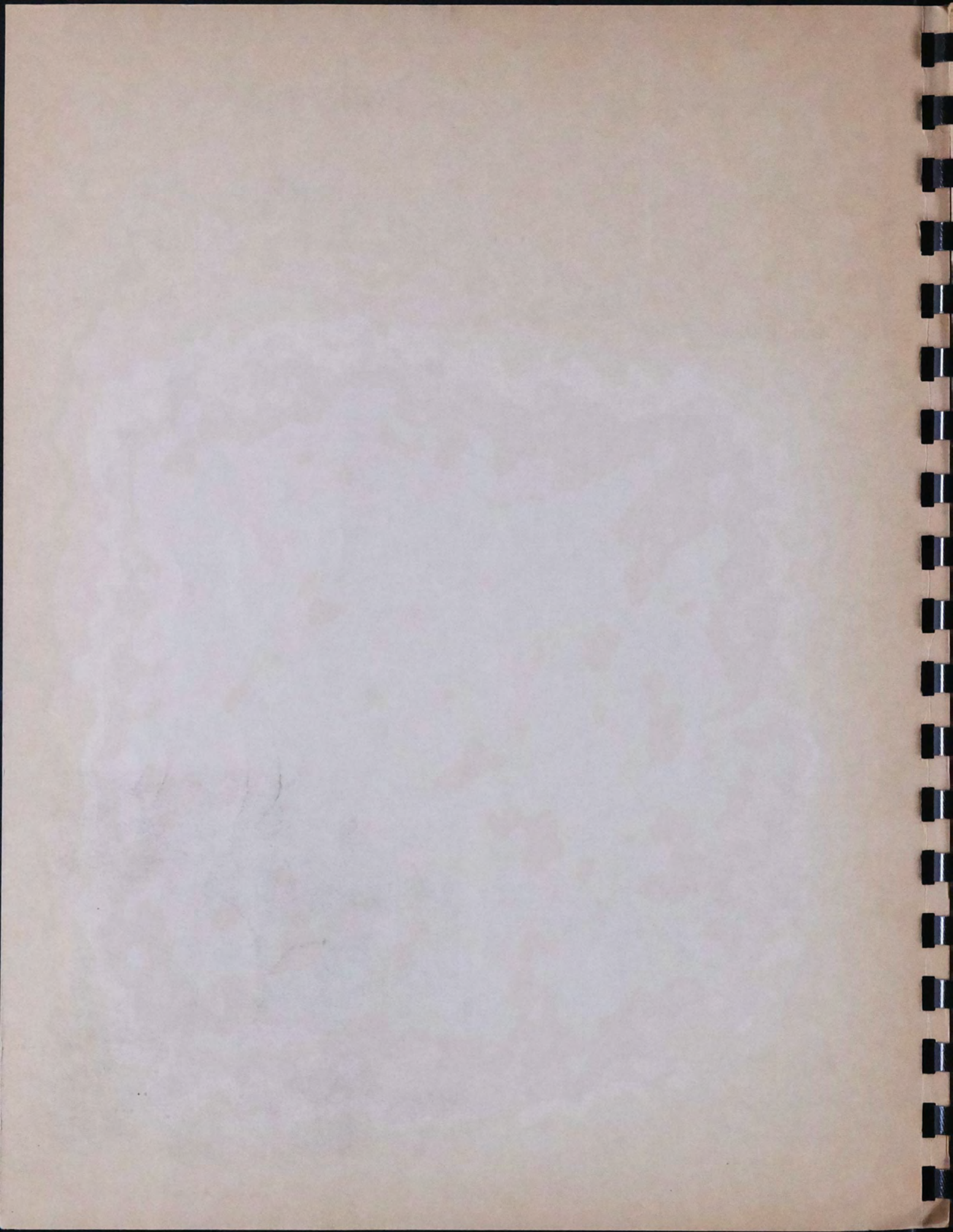


CAÑADA COLLEGE CATALOG 1982-83





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.

William E. Jordan, President

James R. Tormey, Jr., Clerk

Tom Huening

Eleanore D. Nettle

James G. Rudolph

Paul Sullivan
(Student Trustee 1982-83)

Glenn P. Smith,
District Chancellor-Superintendent

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

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.

CAÑADA COLLEGE

4200 Farm Hill Blvd.
Redwood City, California 94061
Phone Day (415) 364-1212
Evening (415) 364-0262
and 364-0263

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2 CALENDAR FOR 1982-83

SUMMER INTERSESSION, 1982

- 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

FALL SEMESTER, 1982

- Sept. 6** Holiday—Labor Day
- Sept. 7** Day and Evening classes begin
- Sept. 20** Last day to add classes
- Sept. 27** 1st Census Day
- Oct. 1** Last day to drop classes without appearing on student's record
- Oct. 29** Mid-term grade reports due
- Nov. 11** Holiday—Veterans' Day
- Nov. 15** 2nd Census Day
- Nov. 25** Holiday—Thanksgiving
- Nov. 26 and 27** Declared recess
- Dec. 10** Last day to drop semester-length classes without possible penalty grade
- Dec. 20—Jan. 2** Holidays—Winter recess
- Jan. 14—Jan. 21** Final examinations
- Jan. 21** Classes close
- Jan. 22—Jan. 29** Inter-semester recess

SPRING SEMESTER, 1983

- Jan. 31** Day and Evening classes begin
- Feb. 11** Declared recess
- Feb. 12** Holiday—Abraham Lincoln
- Feb. 14** Last day to add classes
- Feb. 21** Holiday—George Washington
- Feb. 22** 1st Census Day
- Feb. 25** Last day to drop classes without appearing on student's record
- Mar. 25** Mid-term grade reports due
- Mar. 28—Apr. 2** Holidays—Spring Recess
- Apr. 11** 2nd Census Day
- May 13** Last day to drop semester-length classes without possible penalty grade
- May 30** Holiday—Memorial Day
- June 7—June 14** Final examinations
- June 14** Classes close

SUMMER INTERSESSION, 1983 (tentative)

- June 27—Aug. 5** Six-week courses
- June 27—Aug. 19** Eight-week courses
- June 27—Sept. 2** Ten-week courses
- July 4** Holiday—Independence Day

Donald J. MacIntyre
President

INSTRUCTIONAL SERVICES

Rudy A. Sanfilippo
Dean of Instruction

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

STUDENT SERVICES

John H. Greenalch
Dean of Student Services

Ella Turner Gray, Director,
Special Programs and Services

Jesse Guerrero
Registrar



4 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 Academic 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 from the Cañada College Bookstore, open Monday through Saturday. Please call 367-1774 for more information.

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.

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 Connoisseur's Club 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 and Computer Lab (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 large variety of reference source material. The card catalog provides access to the open book stacks in the *Reading Room*, a collection of some 48,000 volumes. Surrounding the stacks is table and carrel seating for some 150 students. This room affords a panoramic view of the wooded slopes of Skyline ridge and is an inviting place for quiet study.

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

MEDIA LEARNING CENTER

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

OFFICE OF ADMINISTRATIVE SERVICES

The Administrative Services Office has responsibility for operation of the College Business Office, security, payroll, bookstore, cafeteria, buildings and grounds, central duplicating and PBX mailroom.

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. The Office of Student Services is 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., Disabled Students Program, EXCEL and tutoring, are the responsibility of the directors who report to Student Services. The emphasis of this office is, "How can we help the student succeed?" The staff is dedicated to that goal, and students are encouraged to see the Dean of Student Services with concerns and suggestions for improvement.

PARKING

All students driving a motor vehicle to campus and utilizing the parking facilities are required to pay a \$7.50 parking fee for the summer session and \$15 each for the fall and spring semesters.

Parking fees are non-refundable unless an action of the college prevents a student from attending class (for example, permanent cancellation of the class). Only motor vehicles with valid parking permits may utilize campus parking facilities. Parking regulations and permit requirements will be strictly enforced.

Parking will be on a first-come, first-served basis. The permit is not a guarantee of a parking space. The college and the San Mateo County Community College District accept no liability for vandalism, theft, or accidents. Use of the parking facilities is at the user's risk.

RE-ENTRY CENTER

A warm and friendly place to share information and experiences, the Re-Entry 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 are program advising, registration, and tours of the campus.

6 OFFICE OF ADMISSIONS AND REGISTRATION

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

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-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 \$80.00 per unit.
- Provide evidence prior to registration of medical and hospitalization insurance coverage or must 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.

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.

8 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

All students, regardless of age, enrolling in one or more Cañada classes must pay a \$5.00 health fee per semester which is NOT refundable. The fee is in addition to non-resident tuition, if applicable. Part of the fee is used to provide insurance during hours on campus or while participating in a college-sponsored activity. The fee also supports the Student Health Center located in Building 5, Room 213.

NON-RESIDENT FEE

Non-residents will pay a fee of \$80.00 per unit for the academic year 1982-1983. This fee is payable at the time of registration at the rate of \$80.00 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 and \$5 for Summer Session

Parking Fee: \$15 per semester and \$7.50 for Summer Session.

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

Meals and housing: \$2,625 per year

Transportation: \$900 per year

Personal expenses (laundry, recreation, medical): \$850 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.

10 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 resi-

dence, (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 (PL. 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 12.5 units in one semester and 15.5 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 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.

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 go to the Financial Aid Office, 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 achievement and to provide financial assistance to students in furthering their academic pursuits. A limited number of scholarships, ranging from \$50 to \$500, are available to Cañada students. All applicants for scholarships will be considered for the general scholarship program. These awards are based on stated criteria of the donor(s), which include demonstrated academic achievement and promise and financial need. The Scholarship Committee meets each Spring to review applications and select recipients for the following school year.

Scholarships generally available are: Alumax Inc., Atkinson Foundation, Carl Ward, Mabel Leon, Ethel Lindauer, William Goss, Ben Leese, Glenn S. Dearden, Redwood City Citizens Against Racism, Redwood City Rotary, Rotary International Foundation, San Mateo County Association of Educational Office Employees, San Mateo County Retired Teachers Association, Seventeenth District P.T.A., Mills Memorial Hospital Auxiliary, Peninsula Hospital Auxiliary, Radiologic Technology, Airline Machinists District 141, and the Bank of America.

Requests for applications and information should be directed to the Financial Aid Office, Bldg. 8, Room 204. The application deadline is during the first week of April.

INFORMACION SOBRE ADMISIONES

La Oficina de Admisión y Matriculas 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 Matriculas 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 ADMISION

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

REQUISITOS DE ELEGIBILIDAD PARA LA ADMISION 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 alu no/a al cual la admisión como estudiante por horas le ha sido recomendada por su director/a y por el presidente de 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 Certificado de 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 apliquen 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 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 para pagar los derechos de matrícula y todos los gastos de vivienda que encuentren mientras asisten al Colegio de Cañada. El costo para los estudiantes extranjeros es de \$80.00 por unidad.
- Presentar evidencia de que el alumno/a 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.

Tales estudiantes con las características ya citadas tendrán que pagar la matrícula de *no residente*.

REQUISITOS DE RESIDENCIA PARA LA ADMISION

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 esté incluida en un distrito que imparta clases de colegios comunitarios también podrán asistir al 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 ADMISION DE POSTULANTES— CLASES DIURNAS

Los estudiantes que han postulado al Colegio de Cañada que deseen 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 ADMISION 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/a egresó de la escuela secundaria, entonces no será necesario enviar dichos certificados.
- hacer los exámenes de aptitud necesarios, o exámenes específicos si son requeridos.

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.

LIMITE 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 MEDICO

Se requiere que todo alumno/a 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/a se encuentre en el colegio, o esté participando en alguna actividad cultural. La cuota de servicio médico durante el verano es de \$5.00. 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.

CUOTA PARA LOS NO-RESIDENTES

Alumnos que sean no-residentes tendrán que pagar una cuota de \$80.00 por unidad durante el año escolar 1982-83. 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 materiales: \$225 por año

Cuota de servicio médico: \$10 por año y \$5 por el semestre de verano

Cuota de estacionamiento: \$15 por cada semestre y \$7.50 por el semestre de verano.

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

Alimentos y vivienda: \$2,625 por año

Transportación: \$900 por año

Gastos personales (médicos, recreo, o limpieza) \$850 por año

DEVOLUCION DE MATRICULA PARA ESTUDIANTES ESTRANJEROS Y NO-RESIDENTES

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

- Un alumno/a podrá recibir una devolución completa si la matrícula se cobró por error.
- Un alumno/a 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/a que reduzca su programa académico oficialmente antes del lunes de la cuarta semana del semestre podrá recibir una parte de la matrícula pagada.
- Un alumno/a 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.
- Un alumno/a 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/a 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 requeridos para cambiar de programa.

Un alumno/a 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 más 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."

UNIDADES DE TRABAJO Y DE CREDITO

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

SIMBOLOS ACADEMICOS 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 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 indicará cual será la nota recibida cuando se retire el símbolo. El alumno/a recibirá una copia de este 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 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. Este 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.

OPCION DE CREDITO Y NO CREDITO

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 recibido 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.

REPETICION DE CURSO

- Un estudiante que reciba la calificación de "D," "F" 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 Matriculas 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 Matriculas.

RENOVACION ACADEMICA

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 aplicado solamente cuando en dicha renovación de trabajos escolares se necesite para la futura admisión del estudiante a un programa educativo, para completar el certificado, o para graduarse de un colegio.

Este reglamento será vigente una vez que se entregue una solicitud formal al Director de Admisión y Matriculas, 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 CALIFICACION

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 ACADEMICO

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.

GARANTIA DE SECRETO— AVISO ANUAL

El Acta 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 del 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 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 con 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 un 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 12.5 unidades en un semestre, y 15.5 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 SITUACION 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.

ELIMINACION DE LA SITUACION 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 EXPULSION

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.

EXAMENES DE APTITUD

Se requieren exámenes de aptitud de todos los alumnos regulares (aquellos que toman más de 12 unidades), estudiantes que aspiran al título preuniversitario (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 examen en el Colegio de San Mateo o de Skyline, no tendrán que tomar el examen, si piden que los resultados se envíen al Colegio de Cañada.

CREDITO AVANZADO

Los estudiantes que hayan realizado el examen 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 examen y una petición por escrito a la Oficina de Admisión y Matrículas, para que dicho crédito se incluya.

CREDITO POR EXAMEN

- Se podrá otorgar crédito de un curso por examen 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 examen,
 3. el curso por el cual se desea sustituir un examen está en el catálogo,
 4. de esta forma, el curso ha sido designado por el Director de División, después de haber sido sometido, dicho curso, a una consulta apropiada con los miembros de la facultad,
 5. el examen 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 examen.
- Los créditos conseguidos por examen no se pueden 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 examen.

TITULO DE A.A/A.S. Y SOLICITUDES DE CERTIFICADO

La Oficina de Admisión y Matrículas 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 Matrículas, 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 de Cañada fue establecida a raíz de una beca federal que llevaba como meta: el ofrecer a los veteranos una variedad de servicios necesarios que le permitieran completar una carrera académica con éxito. Los veteranos elegibles, cuentan con diez años desde la fecha que abandonaron las fuerzas armadas para aprovechar los beneficios destinados a la educación.

La Oficina de Asuntos de Veteranos está ubicada en la Oficina de Admisión y Matrículas, 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 Matrículas. 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 Matrículas. 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 Esta-

tales 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 aconseja a los estudiantes que la determinación de elegibilidad se demore 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 el 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

La Fundación de Escuelas Técnicas y Vocacionales de la Comunidad del Distrito y Condado de San Mateo administra fondos de origen privado, los cuales son destinados para becas, préstamos y donaciones de los estudiantes del Colegio Cañada.

El Colegio Cañada provee un programa de becas como premio y reconocimiento al esfuerzo hecho por los estudiantes sobresalientes y suministra ayuda financiera a los estudiantes para fomentar sus objetivos académicos. El valor de estas becas fluctúa entre los \$50. y \$500. dólares, los que son aprovechados por los estudiantes del Colegio Cañada. Estos premios son basados en el criterio expresado por el (los) donador(es), el cual incluye los logros académicos demostrados por cada estudiante y su necesidad económica. El Comité encargado de otorgar las becas se reúne cada primavera para estudiar las solicitudes y seleccionar los ganadores del año siguiente. Generalmente, las becas son otorgadas por: Alumax Inc., Atkinson Foundation, Carl Ward, Mabel Leon, Ethel Lindauer, William Goss, Ben Leese, Glenn S. Dearden, Redwood City Citizens Against Racism, Redwood City Rotary, Rotary International Foundation, San Mateo County Retired Teachers Association, Seventeenth District P.T.A., Mills Memorial Hospital Auxiliary, Peninsula Hospital Auxiliary, Radiologic Technology, Airline Machinists District 141, y el Bank of America.

Cualquier pregunta y/o demás información relacionada con estas solicitudes debe hacerse directamente en la Oficina de Ayuda Financiera/, Edificio 8, Oficina 204. La fecha de aceptación de estas solicitudes vence en la primera semana de abril.

24 OFFICE OF 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

Re-Entry Program

Student Activities

Student Government

Tutorial Programs

Vocational Educational Services

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 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 EXCEL Services

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

EXCEL IS A GREAT BEGINNING!

8:00 a.m.—4:30 p.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:

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

The focus of the Adaptive PE. Program is to promote optimum physical fitness by providing the students with the proper knowledge and skills for their lifelong fitness pursuits. Based upon physicians' recommendations, each student is given an individualized exercise program tailored to his/her specific physical abilities and limitations. Improvements in muscular strength, flexibility, balance, coordination, and cardiovascular endurance are the primary goals of the general conditioning classes. Emphasis is also placed upon attaining enjoyable, positive experiences to enhance self-image and social interaction, with independence and mainstreaming (where possible) as a long range goal.

Also, for those students interested in pursuing a career in special education or an allied health profession, "Introduction to Adaptive Physical Education" offers an introduction to the nature of various disabling conditions, as well as providing related experience via assisting with the on-campus Adaptive PE. classes. Please call Barbara Pastel at 364-1212, Ext. 473 or 490 for more information.

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.

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
Readers and Note-Takers
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, Ext. 490).

Older students with health problems are encouraged to join the program, particularly the Adaptive PE. 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* 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 PE. 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, San Mateo County Symphonic Band; Musical Theatre; Instrumental Ensemble; 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 Coordinator 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 your 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 toward a degree.

You are eligible for WREP if you:

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

The Re-Entry 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.
- Reading material on issues of interest to women.

Contact: Jane Weidman or Maxine Koop at 364-1212, Ext. 460, or drop by the Re-Entry Center.

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.

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 Coordinator 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.

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 here to help you. All services of the Student Health Service are free and confidential. The Health Center is located off the cafeteria in Bldg. 5, Room 213. The telephone number is 364-1212, ext. 309. Health Services operate on a drop-in and appointment basis and provide a variety of services including health counseling, first aid, vision and hearing screening, blood pressure checkups, student accident insurance information, personal adjustment counseling/referral and crisis counseling/referral.

The hours are Mondays: 8:00 a.m.—9:00 p.m., Tuesdays, Thursdays: 8:00 a.m.—4:30 p.m. and 6:00 a.m.—9:00 p.m., and Fridays: 8:00 a.m.—4:30 p.m.

Call the Student Health Service for summer hours.

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 preemployment 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, 150, 160, 180, 310, 312
 Botany 112, 145, 220
 Chemistry 110, 210, 220, 410, 420
 Environment 107, 109
 Geography 100
 Geology 100, 110, 210, 220
 Health Science 101, 103, 104, 105, 106
 Home Economics 310, 312
 Microbiology 240
 Natural Science 100
 Oceanography 100
 Physics 120, 210, 220, 250, 260, 270, 405, 481
 Physiology 260
 Zoology 210

2. SOCIAL SCIENCES

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

Administration of Justice 100
 Anthropology 105, 110, #340, #360, #370
 Economics 100, 102, '230
 Geography 100, 110, 120, 150
 History '102, '201, '202, 209, '210, #242, #250, '260, "310, "315, #415, '421, #422
 Political Science 110, 150, "205, 210, 255, "310
 Psychology 100, 101, 108, 110, 201, 202, 203, 212, 223, #278, 300, 340, 400, 480
 Social Science 100, 122, 127, 180, #255, 305, 320, 391, 392
 Sociology 100, 405
 # Ethnic Studies

3. HUMANITIES

One or more courses for a minimum of three units.

Art 101, 102, 103, 110, #120, 190, 201, 202, 204, 205, 214, 301, 305, 311, 320, 322, 405
 Drama 140, 142, 143, 151, 152, 200, 300, 305, 338
 English 110
 French 130, 140, 161, 162
 History 100, 101, #451, #452
 Humanities 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
 Music 100, 101, 150, 190, 202, 300, 320, 340, 360, 370, 390, 400, 460, 470, 480
 Philosophy 100, 103, 160, 175, 190, 240, 300, 310, 320
 Social Science #250, #260
 Spanish 130, 140, 161
 Speech Communication 111, 112
 # Ethnic Studies

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

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:

- a. Graduates of community colleges, other accredited colleges and universities.
- b. Veterans with one or more years of service.
- c. 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

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

Career Program	Certificate A.A.	A.S.
Administration of Justice		
Law Enforcement	•	•
Correction (Probation)	•	•
Industrial & Retail Security	•	•
Business		
Accounting	•	•
Business Administration	•	•
Clerical-General	•	•
Hotel/Motel Management	•	•
Machine Shorthand/Court Reporting	•	•
Management	•	•
Medical Receptionist	•	•
Medical Transcriber	•	•
Note Reader/Transcriber	•	•
Office Administration	•	•
Paralegal	•	•
Real Estate*	•	•
Word Processing	•	•
Computer Information Systems		
		•
Early Childhood Education		
	•	•
Food Technology and Management		
	•	•
Human Services/ Gerontology		
		•
Home Economics		
Clothing & Textiles	•	•
Interior Design		
	•	•
Ophthalmic Dispensing		
	•	•
Radiologic (X-ray) Technology		
		•
Travel Industry Career (Tourism)		
Retail	•	•
Wholesale	•	•

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

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
Anthropology 125
Biology 100, 102, *110, *111, *130, 135, *150, 160, 180, 310, 312
Botany *112, *145, *220
Environment 107
Home Economics 310, 312
Microbiology *240
Natural Science 100
Physiology *260
Zoology *210

Physical Sciences

Astronomy 100, 110, 120
Chemistry *110, *210, *220, *410, *420
Environment 109
Geography 100
Geology *100, 110, *210, *220
Oceanography 100
Paleontology 110
Physics 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 105, 110, #340, #360, #370
Economics 100, 102, '230
Geography 100, 110, 120, 150
History '102, '201, '202, 209, '210, #'242, #'250, '260, "310, "315, #415, '421, #422
Political Science 110, 150, "'205, (210), 255, "310
Psychology 100, 101, 108, 110, 201, 202, 203, 212, 223, #278, 300, 340, 400, 480
Social Science 100, 122, 127, 180, #255, 305, 320, 391, 392
Sociology 100, 405

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, 305, 311, 320, 322, 405
Drama 140, 200, 300, 305, 338
Interior Design 115
Music 100, 101, 150, 190, 202, 300, 320, 340, 360, 370, 390, 400, 460, 470, 480

Literature

Drama 142, 143, 151, 152
English 110
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
Speech Communication 111, 112

Philosophy

History 105, 205
Humanities 100
Philosophy 100, 103, 160, 175, 190, 240, 300, 310, 320

Multi-Culture

French 130, 140, 161, 162
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
Mathematics 105, 120, 121, 125, 130, 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
Career 130, 137, 140, 401, 410, 411
Drama 300
Early Childhood Education 210, 211, 311, 313
Engineering 100
French 690
German 690
Home Economics 110, 113, 115, 116, 117, 307, 410
Library 100
Management 100
Music 495
Fitness 100
Psychology 210, 211
Real Estate 100, 105
Social Science 104, 395
Spanish 690

COURSES FROM CAÑADA COLLEGE TRANSFERABLE TOWARD BACCALAUREATE DEGREE CREDIT

Accounting 100, 121, 131, 171, 680

Administration of Justice 100, 102, 104, 106, 108, 120, 121, 127,
130, 270, 300, 305, 310, 350, 360, 370, 680

Anatomy 130, 250, 255, 256, 680

Anthropology 105, 110, 125, 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 110, 151, 152, 155, 162, 170, 179, 610, 680

Cooperative Education 670

Court Reporting 160, 175

Dance 111, 112, 115, 131, 132, 140, 151, 193, 400, 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, 851, 852

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

Office Administration 100, 110, 120, 140, 145, 200, 210, 240, 331, 332, 333, 335, 336, 340, 400, 401, 410, 412, 414, 416, 418,

Paleontology 110

Philosophy 100, 103, 160, 175, 190, 200, 240, 300, 310, 320, 650, 680

Physical Education 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, 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

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

Sociology 100, 105, 141, 250, 290, 360, 680 **270**

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, 101, 103, 104, 680, 690, 710, 715, 721, 722, 725, 726, 731, 732, 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); 127 (3); 130 (3); 350 (3); 360 (3); 370 (3); 680 (1-3)

Anatomy 250 (W/Lab 4); 680 (1-3)

Anthropology 105 (3); 110 (3); 125 (3); 340 (3); 360(3); 370 (4); 680 (1-3); 690 (see Independent Study)

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); *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); 680 (1-3)

Biology *100 (3); 102 (3); 110 (W/Lab 4); 111 (W/Lab 3); 130 (W/Lab 4); 135 (3); 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 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.

Combatives *101, *104 (1 or 2 units each); *301 (1 or 2 units); 400 (1 or 2 units each); 680 (1-3)

Computer Science 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); *110, 170 (3) + Math 155, 162: maximum credit allowed, 3 courses or 9 units

Drama 106 (3); 140 (3); 142, 143 (3); 151, 152 (3); †200 (3); †201, 202, 203 (3, 3, 3); †208, 209, 210, 211 (1-2); *261, *262 (3, 3); *263, *264 (3, 3); *248 (1); *300 (½-2); *305 (½-2); *338 (½-2); 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.

Early Childhood Education 212 (3)

Economics 100, 102 (3, 3); 230 (3); 680 (1-3); 690 (See Independent Study)

Education 191 (3)

Engineering 100 (2); 200 (2); 220 (2); 230 (3); 260 (3); (Lab 1); 680 (1-3); 690 (See Independent Study)

English 100 (3); 110 (3); 161, 162 (3, 3); 165 (3); 680 (1-3); 690 (See Independent Study)

Environment 107 (3); 109 (3); 120 (3); 680 (1-3)

Fitness *100, *140, *160, *201, *204, *300, *310, *330, *350 (1 or 2 units each)

French 110 (5); *111, *112 (3,3); 120 (5); *121, *122 (3,3); 120 (5); 140 (3); 161, 162 (3,3); 680 (1-3); 690 (See Independent Study). *111, 112 equivalent to 110; *121, 122 equivalent to 120.

Geography 100 (3); 110 (3); 120 (3); 150 (3); 680 (1-3); 690 (See Independent Study)

Geology *100 (3); 110 (3); *210 (W/Lab 4), 220 (W/Lab 4); 680 (1-3). *210 and 100 combined: maximum credit allowed, one course.

German 110 (5), 111, 112 (3,3); 120 (5); 121, 122 (3,3); 680 (1-3); 690 (See Independent Study). *111, 112 equivalent to 110; 121, 122 equivalent to 120

Health Science *101 (1); *103 (1); *104 (1); *105 (1); *106 (1); 110 (1). *Any or all of these courses combined: maximum credit allowed, 3 units

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). *102 & 201, 202 combined: no credit for 102

Home Economics *110 (2); *111 (2); 113 (1-3); 115 (3); *117 (2); ‡310 (3); ‡312 (3); 416 (3); *110, 111, 115 & 117 combined: maximum credit allowed, 1 course; ‡ Any or all of these courses combined: maximum credit allowed, 1 course

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 (1 or 2 units each)

Interior Design †115 (3); †147 (3); †148 (3); †150 (3); †160 (3); 680 (1-3). †115, 147, 148, 150, 160: Maximum credit allowed, 1 course

Journalism 110 (3); *120 (3); *300 (2)

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

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

*Check for Duplication of credit.

†155, 162, D.P. 110, 115: maximum credit allowed, 3 courses. MATH 200, SOSC 121: maximum credit allowed, one course.

Microbiology 240 (W/Lab 5)

Music 100 (3); 101 (2); 102, 103 (2, 2); 131, 132 (3, 3); 133, 134 (3, 3); 150 (2-3); *170 (1); *190 (3); 202 (3); *295 (1); *301, *302, *303, *304 (1, 1, 1, 1); *305, *306, *307, *308 (1, 1, 1, 1); *309 (1); *321, *322, *323, *324 (1, 1, 1, 1); *325, *326, *327, *328 (1, 1, 1, 1); *341, *342, *343, *344 (1, 1, 1, 1); *345, *346, *347, *348 (1, 1, 1, 1); *361, *362, *363, *364 (1, 1, 1, 1); *365, *366, *367, *368 (1, 1, 1, 1); *371, *372 (1, 1); *390, 391, 392, 393 (1, 1, 1, 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); 440 (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.

Oceanography 100 (3)

Paleontology 110 (3); 680 (1-3)

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)

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 120 following 210 or 250: no credit for 120

Physiology 260 (W/Lab 5); 680 (1-3)

Political Science 110 (3); 150 (3); 205 (5); 210 (3); 255 (3); 310 (3); 680 (1-3)
210 + 310: maximum credit allowed, 5 units.

Psychology *100 (3); 101 (3); 105 (3); *108 (3); 110 (3); 130 (3); †201, 202, 203 (3, 3, 3); 212 (3); 221 (3); 222 (3); †223 (3); 278 (3); 300 (3); 340 (1.5-3); 350 (3); 370 (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.

†201 & 223: maximum credit allowed, 1 course

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); 391 (3); 392 (3); 395 (3)

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).
*111, 112 is equivalent to 110; 121, 122 is equivalent to 120

Speech Communication 100 (3); 111, 112 (3, 3); 120 (3); 127 (3); 130 (1-3); 140 (1-3); 680 (1-3); 690 (See Independent Study)

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

Varsity *100, *101, *110, *111, *120, *121, *140, *141, *150, *151, *170, *171, *200, *201, *320, *321, *340, *341 (1 or 2 units each).
*Any or all of these courses combined: maximum credit allowed, 4 units

Zoology 210 (W/Lab 5)

36 ASSOCIATE DEGREE MAJORS

ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

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

Interdisciplinary programs are those plans of study which are inter-departmental 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 (CIS) Program is designed to provide both an academic and a practical laboratory background for people who plan to work directly or indirectly in the computer field.

Cañada College is equipped with micro-, mini-, and mainframe computers (IBM 4000-series). All computer laboratories provide individual direct access to all computers.

Course offerings include BASIC, COBOL, FORTRAN, and Pascal programming languages, data processing, documentation, management information systems, and statistics. The minicomputer is used to teach beginning and advanced word processing and to provide computer assisted instruction (C.A.I.). Courses available which utilize the computers include Computerized Journalism, Computer Assisted Music Theory, Computer Assisted Graphic Arts, Business and Technical Report Writing Using Word Processing, English Composition Using Word Processing, and Social Science classes.

Students in the CIS program can earn a Certificate and/or an Associate in Science degree in CIS. Each will provide skills necessary for entry-level employment. Students may also complete the preparation for a BA/BS degree major and then transfer to a four-year college or university.

The A.S. degree will be awarded in four options:

- Business
- Computer Science/Engineering
- Social Science
- Transfer Program

Career Opportunities

The career opportunities available with a background in Computer Information Systems are vast and varied. An increasingly greater number of personnel skilled in CIS are needed as designers and manufacturers of computer systems, engineers and scientists for research and development of computer systems, and sales personnel skilled in marketing methods for selling computer systems. Programmers, managers, and computer operators are needed, as well as personnel for clerical and data preparation jobs. Other options include systems analysts, interdisciplinarians (those who can meet the needs of persons from varied professions united on mutual projects), specialists in areas such as business, engineering, science, education and government, and management interpreters of computer systems needs and opportunities.

Certificate Core Requirements	Units
COMP 100 Intro. to Computer Systems	3
COMP 155 BASIC Programming	3
COMP 179 Files & Data Base Management	2
COMP 200 Documentation	1
COMP 610 Computer Lab	2-4
MATH 125 Finite Math	3
and one course from the following two:	3
COMP 151 COBOL Programming	3
COMP 162 FORTRAN Programming	3
and one course from the following five:	3
COMP 151 COBOL Programming	3
COMP 152 Advanced COBOL Programming	3

COMP 157 Advanced BASIC Programming	
COMP 162 FORTRAN Programming	
COMP 170 Pascal Programming	
Total	20-22

ASSOCIATE OF SCIENCE DEGREE COMPUTER SCIENCE/ENGINEERING

	Units
Certificate Core Courses	20-22
COMP 245 Intro. to Data Structures & Algorithms	3
ENGR any one course	2-4
MATH 200 Statistics	4
MATH 251, 252 Analyt. Geometry & Calculus	10
PHYS 250 General Physics	4
General Education Requirements	15
PE	2
Total	60-64

COMPUTER SCIENCE/BUSINESS

	Units
Certificate Core Courses	20-22
(including COMP 152)	
ACTG 121 Financial Accounting	5
ACTG 131 Managerial Accounting	5
and one course from the following:	3
COMP 157 Advanced BASIC Programming	
COMP 162 FORTRAN Programming	
COMP 170 Pascal Programming	
COMP 320 Management Information Systems	
General Education	15
Physical Education	2
Electives (Business courses)	10
Total	60-62

COMPUTER SCIENCE/ SOCIAL SCIENCE

	Units
Certificate Core Courses	20-22
SOSC 100 Survey of the Social Sciences	3
(emphasis is on the impact of computers)	
SOSC 121 Statistics for the Social Sciences	3
SOSC 122 Social Science Research Methods	3
General Education Requirements	15
Physical Education	2
Social Science Electives (recommended: PSYC 100, ECON 100 & SOCI 100)	9
Additional Electives	5
Total	60-62

TRANSFER REQUIREMENTS

Preparation for the major	
General Education	
(Cal. State Universities and U.C.)	39 units
Total electives as needed	

Many university and colleges distinguish between BS/BA programs in computer engineering and computer science, the former emphasizing hardware for computers and computer systems, the latter emphasizing software. Students may wish to consult with a counselor or refer to the catalog of the appropriate transfer institution.

38 BASIC AND APPLIED SCIENCES DIVISION

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, and Computer Information Systems.

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 Principles of 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 231 Organic Chemistry	5
PHYS 210, 220 General	8

NATURAL RESOURCES

RECOMMENDED TRANSFER PROGRAM

	Units
*BIOL 110 Principles	4
*BOTY 220 General	5
*ZOOL 210 General	5
*CHEM 210, 220 General	10
*MATH 120, 121 Intermediate Algebra 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

RECOMMENDED TRANSFER PROGRAM

High School Preparation: Chemistry, Intermediate Algebra.

	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

RECOMMENDED TRANSFER PROGRAM

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

	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

RECOMMENDED TRANSFER PROGRAM

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

	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 110 Principles of Biology	4
ANAT 125 Anatomy	4
PSIO 260 Introduction	5
CHEM 410, 420 Organic Chemistry	8
PHYS 210 General	4

PRE-DENTISTRY

RECOMMENDED TRANSFER PROGRAM

High School Preparation: Chemistry, Mathematics through Trigonometry.

	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

RECOMMENDED TRANSFER PROGRAM

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

	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

RECOMMENDED TRANSFER PROGRAM

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

	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.)	

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 TRANSFER PROGRAM

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

Recommended High School Preparation: Mathematics (four years), Chemistry (one year), Physics (one year), Mechanical Drawing (one year).	Units
ENGR 100 Engineering and Environment	2
MATH 241, 242 Applied Calculus	10
CHEM 410, 420 Introduction to Chemistry	8
PHYS 210, 220 General Physics	8
MATH 155 Basic	3
MATH 162 Fortran	3

MATHEMATICS

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

CAREER OPPORTUNITIES

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

RECOMMENDED TRANSFER PROGRAM

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

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	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

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

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 110 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

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
SOSC 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

RECOMMENDED TRANSFER PROGRAM	Units
High School Preparation: Chemistry, Physics, four years of college prep Math.	
*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

RECOMMENDED TRANSFER PROGRAM

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

	Units
ANAT 255, 256 Anatomy for X-Ray Techs	8
PHYS 405 Radiation	4
RADT 495 Nursing for Radiographers	3
RADT 400 Orientation	2
RADT 410 Positioning	4
RADT 420 Exposure	3
RADT 431, 432, 433 Radiation Health	3
RADT 440 Advanced Techniques	3
General Education	15
A grade of "C" or better is necessary for progression in the sequence.	
Clinical education accompanies all Radiologic Technology courses—Total units	
	20

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
 Food Technology
 Home Economics
 Hotel-Motel Management
 Interior Design
 Machine Shorthand/Court Reporting
 Management
 Office Administration
 Paralegal
 Real Estate
 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	5
ACTG 210 Payroll Accounting	2.5
ACTG 212 Manufacturing Accounting	3
COMP 110 Intro. to Computer Information Systems	3
Total	17
General Education	15
Business Electives	6
Electives from Business or other disciplines	22
Total	60

CERTIFICATE PROGRAM

	Units
BUS. 100 Survey of Business	3
ACTG 121 Financial Accounting	5
ACTG 178 Business Taxes	5
ACTG 210 Payroll Accounting	2.5
ACTG 212 Manufacturing Accounting	3
COMP 110 Intro to Computer Information Systems	3
Total	17
Electives from list below	6
Total	23

SUGGESTED ELECTIVES FOR A.S. DEGREE AND CERTIFICATE PROGRAM

	Units
BUS. 201 Business Law	3
MGMT 290 Commercial Credit Mgmt.	3
OFAD 401 Business Communications	3
BUS. 670 Cooperative Ed	1-4
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. 201 Business Law	3
COMP 110 Intro. to Computer Information Systems	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 counselor 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
COMP 110 Intro. to Computer Information Systems	3
OFAD 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
COMP 110 Intro. to Computer Information Systems	3
OFAD 401 Business Communications	3
Total	28

COURT REPORTING

(See **Machine Shorthand/Court Reporting**—below)

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
COMP 110 Intro. to Computer Information Systems	3
ECON 100 Macro Economics	3
ECON 102 Micro Economics	3
FT. 101 Introduction to Hospitality Industry	3
FT. 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
FT. 100 Intro. to Food Service Industry	3
FT. 101 Intro. to Hospitality Industry	3
FT. 105 Quantity Food Prep I	2
FT. 106 Quantity Food Prep Lab I	3
FT. 107 Quantity Food Prep II	2
FT. 108 Quantity Food Prep Lab II	3
FT. 116 Dining Room Service	1
FT. 117 Dining Room Service Lab	1
FT. 120 Adv. Food Prep I	2
FT. 121 Adv. Food Prep Lab I	3
FT. 122 Adv. Food Prep II	2
FT. 123 Adv. Food Prep Lab II	3
FT. 130 Modern Baking I	3
FT. 132 Modern Baking II	3
FT. 140 Quantity Food Purchasing	1.5
FT. 144 Food and Beverage Control	1.5
FT. 146 Menu Planning	2
FT. 148 Sanitation and Safety	3
FT. 150 Food Management	2
BUS. 110 Business Arithmetic	3
or	
BUS. 115 Business Mathematics	3
Total	47
General Education Req.	15
PE.	2
Total	64

CERTIFICATE PROGRAM

	Units
FT. 105 Quantity Food Prep I	2
FT. 106 Quantity Food Prep Lab I	3
FT. 107 Quantity Food Prep II	2
FT. 108 Quantity Food Prep Lab II	3
FT. 116 Dining Room Service	1
FT. 117 Dining Room Service Lab	1
FT. 120 Adv. Food Prep I	2
FT. 121 Adv. Food Prep Lab I	3
FT. 122 Adv. Food Prep II	2
FT. 123 Adv. Food Prep Lab II	3
FT. 130 Modern Baking I	3
FT. 140 Quantity Food Purchasing	1.5
FT. 146 Menu Planning	2
FT. 148 Sanitation and Safety	3
BUS. 110 Business Arithmetic	3
or	
BUS. 115 Business Mathematics	3
Total	34.5

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:

	Units
FT. 701 Food Service I	3
FT. 702 Introduction to Food Service	2
FT. 703 Business Mathematics	2
FT. 704 Food Service Specialties I—Baking	2
FT. 705 Purchasing Procedures and Control	2
FT. 706 Food and Beverage Service	2
FT. 707 Food Service Specialties II—Garde Manger I	3
FT. 708 Menu Design	2
FT. 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 Skills	2
Total	19

General Educ. Req.	15
Electives	26
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 Knits & Fit	3
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	0.5-1
Total	25.5-26

SUGGESTED ELECTIVES FOR TRANSFER AND

	Units
A.S. DEGREE PROGRAM	
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	0.5-1
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 Introduction to Chemistry	4
CHEM 420 Introduction to Chemistry	4
COMP 110 Intro. to Computer Information Systems	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 Hospitality Industry	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	1
H.M. 718 Food Service Operations & Mgmt.	2
H.M. 720 Beverage Service Oper. & Mgmt.	1
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	29
General Educ. Requirements	15
Electives (9 units in the Business area)	16
Total	60

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

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 204 Drawing I	3

ART 303 Color Design	3
INTD 250 Professional Practice	3

In addition, 6 art electives which include ART 205, 301 and 320 and 6 general electives which could include INTD 115, ACTG 121, ACTG 131 or BUS. 201. Many of the Interior Design courses will transfer to schools of Interior Design as electives. Please consult with the college of your choice for its 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
PE	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	3
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

MACHINE SHORTHAND/ COURT REPORTING

The Machine Transcription 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.

	Units
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
OFAD 110 Intermediate Typing	1-3
OFAD 401 Business Communications	3
Total	36-53

NOTE READER/TRANSCRIBER CERTIFICATE*

The note reader certificate program is designed for those students who do not wish to take the CSR, but who wish to work for court and conference reporters in transcribing their notes.

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
OFAD 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
OFAD 110 Intermediate Typing	1-3
OFAD 401 Business Communications	3

MANAGEMENT

The Management Program is designed to provide students with the basic underlying principles of management. Cañada College offers an A.S. Degree in management, 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
or	
ACTG 121 Financial Accounting	5
or	
ACTG 131 Managerial Accounting	5
MGMT 100 Management Theory	3
MGMT 120 Management Communication	3
MGMT 215 Management of Human Resources	3
or	
BUS. 101 Human Relations	3
COMP 110 Intro. to Computer Information Systems	3
Total	15-17
General Education Requirements	15
Electives (15 must be in the Mgmt. or business field)	30-32
Total	60-62

CERTIFICATE PROGRAM**GENERAL MANAGEMENT CERTIFICATE**

	Units
ACTG 310 Accounting for Management	3
or	
MGMT 100 Management Theory	3
MGMT 215 Management of Human Resources	3
or	
MGMT 120 Management Communication	3
COMP 110 Intro. to Computer Information Systems	3
MGMT 136 Budget and Planning	1.5
MGMT 137 Performance Measurement Techniques	1.5
Electives	12
Total	24

CREDIT 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
COMP 110 Intro. to Computer Information Systems	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
COMP 110 Intro. to Computer Information Systems	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
COMP 110 Intro. to Computer Information Systems	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
COMP 110 Intro. to Computer Information Systems	3
BUS. 180 Marketing	3
MGMT 231 Retail Management	3
Electives	3
Total	24

ELECTIVES

	Units
MGMT 235 Techniques of Supervision	3
MGMT 200 Materials Management	3
MGMT 203 Manufacturing Mgmt. and Control	3
BUS. 201 Business Law	3
MGMT 105 Financial Management	3
MGMT 302 Credit Administration	3
MGMT 290 Commercial Credit Management	3
MGMT 282 Public Finance	3
MGMT 136 Budget and Planning	1.5
MGMT 137 Performance Measurement Techniques	1.5
BUS. 180 Marketing	3
BUS. 145 Contemporary Economic Issues	3
MGMT 231 Retail Management	3
ACTG 121 Financial Accounting	5
MGMT 300 Principles of Bank Operations	3
BUS. 115 Business Math	3
MGMT 281 Public Administration Management	3
BUS. 100 Survey of Business	3

OFFICE ADMINISTRATION

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
OFAD 110 Intermediate Typing	3
OFAD 400 Business English	3
OFAD 401 Business Communications	3
OFAD 410 Job Search	1
OFAD 412 Filing and Records Management	1.5
OFAD 414 Machine Transcription	2
OFAD 416 Reprographics/Telephone Tech.	1

Total	17.5
Electives (9 minimum from Business)	28
G.E. Requirements	15
Total	60.5

A.S. DEGREE WITH A SECRETARIAL MAJOR

	Units
ACTG. 100 Accounting Procedures	3-4
BUS. 100 Survey of Business	3
OFAD 110 Intermediate Typing	3
OFAD 120 Advanced Typing	3
OFAD 210 or CT. R 101	5
OFAD 400 Business English	3
OFAD 401 Business Communications	3
OFAD 410 Job Search	1
OFAD 412 Filing and Records Management	1.5
OFAD 414 Machine Transcription	2
OFAD 416 Reprographics/Telephone Tech.	1
Total	28.5-29.5
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
OFAD 110 or 120 Intermediate or Advanced Typing	3
OFAD 331 Introduction to Word Processing	1
*OFAD 332 Basic WP Stand Alone Syst. (Wang)	1.5
*OFAD 333 Inter. WP Stand Alone Syst. (Wang)	1.5
OFAD 400 Business English	3
OFAD 410 Job Search	1
OFAD 412 Filing and Records Management	1.5
OFAD 414 Machine Transcription	2
OFAD 416 Reprographics/Telephone Techniques	1
Total	21.5

SECRETARIAL CERTIFICATE PROGRAM

	Units
BUS. 101 Human Relations in Business	3
BUS. 110 or 115 Bus. Arith. or Bus. Math	3
OFAD 110 or 120 Intermediate or Advanced Typing	3
OFAD 210 Shorthand or CTR 102—Machine Short	5
OFAD 331 Intro. to Word Processing	1
*OFAD 332 Basic WP Stand Alone Systems (Wang)	1.5
*OFAD 333 Inter. WP Stand Alone Systems (Wang)	1.5
OFAD 400 Business English	3
OFAD 401 Business Communications	3
OFAD 410 Job Search	1
OFAD 412 Filing and Records Management	1.5
OFAD 414 Machine Transcription	2
OFAD 416 Reprographics/Telephone Techniques	1
Total	29.5

MEDICAL TRANSCRIBER CERTIFICATE

	Units
BUS. 101 Human Relations in Business	3
CTR 170 Medical Terminology	3
CTR 175 Advanced Medical Terminology	3
OFAD 110 Intermediate Typing	3
OFAD 120 Advanced Typing	3
OFAD 400 Business English	3
OFAD 410 Job Search	1
OFAD 412 Filing and Records Management	1.5
OFAD 414 Machine Transcription	2
OFAD 416 Reprographics/Telephone Tech.	1
Total	23.5

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
COMP 110 Intro. to Computer Information Systems	3
ENGL 860 Vocabulary Workshop	1.5-2
ENGL 870 Spelling	2
OFAD 331 Introduction to Word Processing	1
*OFAD 332 Basic WP Stand Alone Syst. (Wang)	1.5
*OFAD 333 Inter WP Stand Alone Syst. (Wang)	1.5
OFAD 418 Business Office Administration	3

***WORD PROCESSING CERTIFICATE**

	Units
BUS. 101 Human Relations in Business	3
COMP 110 Intro. to Computer Information Systems	3
OFAD 110 Intermediate Typing	3
OFAD 331 Intro. to Word Processing	1
*OFAD 332 Basic WP Stand Alone Systems (Wang)	1.5
*OFAD 333 Inter. WP Stand Alone Syst. (Wang)	1.5
*OFAD 335 Basic WP Shared Logic Syst. (WORD II)	1.5
*OFAD 336 Inter. WP Shared Logic Syst. (WORD II)	1.5
OFAD 400 Business English	3
OFAD 401 Business Communications	3
OFAD 412 Filing and Records Management	1.5
OFAD 414 Machine Transcription	2
Total	25.5

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 are required to take BUS. 259 in their first semester 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
BUS. 259 Intro. to Legal Systems	1.5
Total	25.5

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

(See **Office Administration**)

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.

Note: 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	0.5-2
DRAM 305 Technical Production	0.5-2
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 (minimum of one each) must be taken. In addition, students will take 18-24 units in the area of concentration, with the balance of the 60 units in elective courses.

JOURNALISM

Journalism, the pursuit and discovery of information about current human events, is the presentation of history as it happens. The Journalism Department at Cañada provides students with instruction in the historical background and modern functioning of

the press in a democratic society; in the techniques of news gathering, of judging news values, and of writing the news story; and in the principles of responsible editorial decision-making.

CAREER OPPORTUNITIES

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

TRANSFER PROGRAM

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

ASSOCIATE IN ARTS DEGREE PROGRAM

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

MUSIC

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

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

CAREER OPPORTUNITIES

Conductor, Choir Director, Soloist, Music 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.

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:

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

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
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

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 of 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 121 Statistics for Social Science	3
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 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 about 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
GEOG 210 General Geology	3
GEOG 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 a historian, other possibilities include pre-law/lawyer, pre-theology/clergy, foreign service, archivist, museum curator, librarian, communications, market research, historical societies, consultant, and writer.

TRANSFER PROGRAM

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

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

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

ASSOCIATE IN ARTS DEGREE PROGRAM

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

HUMAN SERVICES/ GERONTOLOGY

The Human Services/Gerontology program is 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)	
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/PSYC 392 The Family Life Cycle	3
SOCI 290 Sociology of Aging	3
SOCI 141 Minorities in American Society	3
PSYC 400 Psychology of Adjustment	3
PSYC 420 Introduction to Treatment Modalities	1-3

ASSOCIATE IN ARTS DEGREE PROGRAM

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

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

PHILOSOPHY

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

CAREER OPPORTUNITIES

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

TRANSFER PROGRAM

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

RECOMMENDED TRANSFER PROGRAM

	Units
PHIL 100 Introduction to Philosophy	3
HIST 100 History of Western Civilization	3
HIST 101 History of Western Civilization	3
PHIL 190 Contemporary Philosophy	3
PHIL 200 Introduction to Logic	3
PHIL 240 Introduction to Ethics	3
PHIL 160 History of Philosophy-Ancient and Medieval	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 103 Critical Thinking	3
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
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 PROGRAM

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.

CAREER OPPORTUNITIES

In the airlines, career opportunities include reservations agent, ramp agent, ticket counter agent, and customer service representative. Retail Travel Agency opportunities include commercial travel—sales, vacation travel—sales, group travel specialist, and outside sales representative. Job opportunities in Wholesale Travel include reservations sales, operations staff, tour research and planning, and marketing and public relations.

Core Curriculum Required

	Units
TOUR 100 Travel Industry Reference Materials	3
TOUR 721 Domestic Airline Tariff & Ticketing	3
TOUR 715 F.I.T. Planning & Costing	3
TOUR 722 Adv. Domestic Airline Tariff & Ticketing	3
TOUR 725 Internat'l Airline Tariff & Ticketing	3
*TOUR 710 Tourism Support Staff Procedures	3
Total	18
*TOUR 711, Airline Computer Training, may be taken concurrently with this course. Both should be taken immediately prior to the student going to work.	

ASSOCIATE IN ARTS DEGREE PROGRAM (Retail Travel)

	Units
Core Curriculum (as stated above)	18
TOUR 726 Adv. Internat'l Airline Tariff & 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
TOUR 731 Wholesale Tour Operations	3

TOUR 732 Adv. Wholesale Tour Operations	3
Minimum of 36 additional units in designated areas and electives	36
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 101 Selling Travel	3
TOUR 711 Airline Computer Training (CRT)	1
Six units of electives selected from the following list	6
GEOG 100 Physical Geography (3)	
GEOG 110 Cultural Geography (3)	
GEOG 150 World Regional Geography (3) (recommended for Tourism majors)	
HIST 100 History of Western Civilization (3) (recommended for Tourism majors)	
HIST 422 Modern Latin America (3)	
ANTH 105 Peoples & Cultures of the World (3)	
ANTH 370 Pre-Columbian Peoples & Cultures of Mexico & Central America (3)	
TOUR 103 Travel Destinations/Europe (3)	
TOUR 104 Travel Destinations/World (3)	
Total	28

WHOLESALE TRAVEL CERTIFICATE

	Units
Core Curriculum (as stated above)	18
TOUR 711 Airline Computer Training (CRT)	1
TOUR 731 Wholesale Tour Operations	3
TOUR 732 Adv. Wholesale Tour Operations	3
Three units of electives selected from list under Retail Certificate	3
Total	28

SPECIAL TRAINING CERTIFICATES

INSTITUTE OF CERTIFIED TRAVEL AGENTS (I.C.T.A.)

Cañada College also offers the four-semester Institute of Certified Travel Agents program of certification of travel industry professionals (C.T.C.). 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. (Contact the Tourism Office for information about certification fees.)

INTERNATIONAL AIR TRANSPORT ASSOCIATION/ UNIVERSAL FEDERATION OF TRAVEL AGENTS ASSOCIATION (IATA/UFTAA)

Cañada College is offering the internationally recognized training program designed by the International Air Transport Association and the United Federation of Travel Agency Associations. The IATA/UFTAA preliminary and advanced diploma examinations will be given at Cañada College. Preparation for exams can be either by home study program or enrollment in TOUR 725 and 726. (Contact the Tourism Office for information about certification fees.)

ADDITIONAL INFORMATION

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 OFAD 110, will be required of any tourism student who wishes to be recommended for employment in the travel industry.

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

ANNOUNCEMENT OF COURSES 61

All courses and curricula listed in this catalog will not necessarily be offered during 1982-1983. 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 throughout one semester, together with the time necessary in preparation thereof, or a longer time in laboratory or other exercises not requiring outside preparation.

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

The following courses have been approved for all instructional departments:

670 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.

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 instruction 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: Introduction to accounting procedures and the use of a double-entry bookkeeping system. Course is designed for students who wish to have a basic understanding of accounting procedures.

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 171 FEDERAL INCOME TAX PROCEDURES I.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ACTG 100

Description: Study of the procedures for computing the income tax liability of individuals in accordance with the latest income tax laws and regulations.

ACTG 178 BUSINESS TAXES.

Units (Grade Option) 0.5
 Class Hours (4 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) 2.5
 Class Hours (12 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) 3
 Class Hours 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) 1.5
 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**, page 61: 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 dispo-

sition 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 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 agencies. Interrelationships and role expectations between agencies and the public. Emphasis is on professional image of system of justice administration and development of positive relationships between system and public. (This course is part of core curriculum.)

ADMJ 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 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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

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. Laboratory 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**, page 61: 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**, page 61: 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**, page 61: 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 2-dimensional organization through the use of concept (idea) as the point of departure. The separate and combined use of line, shape, color, texture, and space organization will be exploited in the course projects.

ART 303 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 two-dimensional design problems related to the area of ad copy and the graphic promotion of commercial events. Page layout and poster design emphasized. Diverse media used.

ART 320 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 non-objective 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) 0.5-1
 Class Hours 3 lab hours/week
 Prerequisites: See Below
 Description: Supervised Art Lab in connection with ART 201, 202, 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**, page 61: 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**, page 61: 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 CONSERVATION.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Principles of scientific inquiry applied to the field of conservation. Ecosystems of the sea and the land with reference to their ability to survive the demands of a growing human population.

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 1.5
 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**, page 61: 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**, page 61: 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) 1.5
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Course is designed to give an entering paralegal student a basic introduction to the legal system. New students

are required to take BUS. 259 in their first semester concurrently with other paralegal courses.

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 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 137 LIFE AND CAREER PLANNING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites None
 Description: The course provides a more comprehensive approach to life and career planning. Career decisions are an integral part of an individual's growth and development. Life and Career Planning stresses the significance of clearly defined values and the development of strategies and goals for life work.

CRER 140 PEER COUNSELING.

Units (Grade Option) 2
 Class Hours 32 lecture hours/semester
 Prerequisites 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**, page 61: 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, Pre-Med, Pre-Dental and other science majors. Topics include: Descriptive chemistry of the elements, ionic equilibria, oxidation-reduction, qualitative analysis, introduction to nuclear chemistry.

CHEM 231 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**, page 61: 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

COMP 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.

COMP 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 IBM System 4331/41 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.

COMP 152 ADVANCED COBOL PROGRAMMING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Concurrent enrollment in COMP 610; COMP 151 or equivalent experience.
 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.

COMP 155 (MATH 155) BASIC PROGRAMMING.

Units (Grade Option) 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. (Some typing skill is recommended but not required.) Concurrent enrollment in COMP 610; Comp 110 strongly recommended.
 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 157 ADVANCED BASIC PROGRAMMING.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: Concurrent enrollment in COMP 610; COMP 155 or equivalent experience.
 Description: Principles of extended BASIC computer language. Advanced program technology such as text, editor, hexa-decimal notation, sort routines, and use of internal program documentation. Students will write a major program project.

COMP 162 (MATH 162) FORTRAN PROGRAMMING.

Units 3
 Class Hours 3 lecture 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. Concurrent enrollment in COMP 610.
 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 timesharing computer system.

COMP 179 FILES AND DATA BASE MANAGEMENT.

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: COMP 155; concurrent enrollment in COMP 610
 Description: A language- and machine-independent discussion of files, file organization, file updating, and data based management systems. Theory and examples of formatted ASCII, Virtual Array, and Block I/O files. Techniques of searching and sorting files.

COMP 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 pseudo-code. Discussion of source program listings and test data for program evaluation. Techniques for producing program users' guides.

COMP 210 COMPUTER OPERATIONS.

Units (Grade Option) 3
 Class Hours 2 lecture, 3 lab hours/week
 Prerequisites: COMP 110 and one of the following: COMP 155 or COMP 162 or COMP 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 245 INTRODUCTION TO DATA STRUCTURES AND ALGORITHMS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: COMP 151 or 157 or 162 or 170
 Description: Introduction to an assortment of data structures such as arrays, records, lists, stacks, queues and trees. Algorithms and applications for data structures. Students will complete a programming project utilizing a language of their choice.

COMP 320 MANAGEMENT INFORMATION SYSTEMS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites COMP 151, 155, 162 or 170.

Description: Course is designed to give a student insight into the problems encountered when analyzing and designing computer-based systems.

COMP 610 COMPUTER LAB.

Units 0.5-1
 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 evaluation will be based on completion of assigned projects. The Computer Lab is only available to students enrolled in computer classes. This course may be repeated up to 3 units.

COMP 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.

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 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

See **MACHINE SHORTHAND/COURT REPORTING**

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 TV.

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) 0.5-2
 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) 0.5-2
 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**, page 61: 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**, page 61: 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**, page 61: 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 LIT. 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**, page 61: 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) 3
 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) 3
 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 en-

rolled 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**, page 61: 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 three-dimensional space. Introduction to graphic statics, vector properties, space-force polygons.

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 260L 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**, page 61: 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 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**, page 61: 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
 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
 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: ENGL 110
 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 Afro-American literature emphasizing principal authors and their works from the 19th century to the present. Lectures and discussions based on readings of poetry, short stories, novels and drama; written reports. Satisfies Ethnic Studies requirement.

LIT. 268 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**, page 61: 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) 0.5-3
 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) 0.5-1.5
 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) 0.5-1.5
 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) 0.5-3
 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) 0.5-1.5
 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) 0.5-1.5
 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) 0.5-3
 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 INGLES

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 exámen de aptitud se realizará al principio de cada semestre. Los resultados del exámen se emplearán para la ubicación inicial de los estudiantes; sin embargo, instructores individuales también podrán recomendar una ubicación apropiada del estudiante, de acuerdo con su rendimiento en el salón de clase.

E.I. 311, 312 BASIC COMPOSITION I, II.

Units (Grade Option) 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) 1-4 each
 Class Hours 4 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) 1-4 each
 Class Hours 4 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) 1-4 each
 Class Hours 4 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 (Grade Option) 1-4 each
 Class Hours 4 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) 0.5-1 each
 Prerequisites: None
 Description: English to help reinforce listening comprehension skills. The program includes listening to tapes, stories, and recordings. 0.5 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: Principles of ecology, applied to the oceans, the land and the atmosphere. For students with an interest in outdoor biology.

ENVR 109 ENERGY AND THE PHYSICAL ENVIRONMENT.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Basic laws and theories of physical sciences are studied with an emphasis on the Laws of Energy. These laws are then applied to the impact of man's technology upon our environment.

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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

FOOD TECHNOLOGY

FT. 101 INTRODUCTION TO HOSPITALITY INDUSTRY.

(Also H.M. 702)
 Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: An introduction to the hospitality industry, its size and scope, career opportunities, the nature of the market served and kinds of establishments. An overview of the management responsibilities of the food and hotel-motel operations.

FT. 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 FT. 106 an opportunity to observe the proper proportion of foods as practiced in their lab classes. Concurrent enrollment in FT. 106 is required.

FT. 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 FT. 105 and 116 is required.

FT. 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 FT. 108 an opportunity to observe the proper preparation of foods as practiced in their lab classes. Concurrent enrollment in FT. 108 is required.

FT. 108 QUANTITY FOOD PREPARATION. LAB II.

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

FT. 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 FT. 106 or 108 is required.

FT. 117 DINING ROOM SERVICE LAB.

Units 1
Class Hours 5 lab hours/week
Prerequisites: Concurrent enrollment in FT. 106, 108, 121 or 123.

Description: Lab is designed to give students adequate hands-on training in the proper dining room service procedures. Students will be required to enroll in the course for two 8-week sessions. The course may be repeated for credit.

FT. 120 ADVANCED FOOD PREPARATION I.

Units 2
Class Hours 3 lecture hours/week
Prerequisites: FT. 105 & 107

Description: Lecture on advanced cooking techniques as used in the modern kitchen. Concurrent enrollment in FT. 121 is required.

FT. 121 ADVANCED FOOD PREPARATION LAB I.

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

FT. 122 ADVANCED FOOD PREPARATION II.

Units 2
Class Hours 3 lecture hours/week
Prerequisites: FT. 120

Description: Continuation of lecture on advanced food preparation techniques designed to give students more training in this area. Concurrent enrollment in FT. 123 is required.

FT. 123 ADVANCED FOOD PREPARATION LAB II.

Units 3
Class Hours 10 lab hours/week
Prerequisites: FT. 121

Description: A continuation of the advanced food preparation techniques as learned in FT. 121. Concurrent enrollment in FT. 122 is required.

FT. 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.

FT. 132 MODERN BAKING II.

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

Description: Continuation of baking techniques developed in FT. 130 with emphasis on more difficult baking problems.

FT. 140 INSTITUTIONAL BUYING AND PURCHASING. (Also H.M. 716)

Units 1
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.

FT. 144 BEVERAGE SERVICE, OPERATION AND MANAGEMENT. (Also H.M. 720)

Units 1
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.

FT. 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.

FT. 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.

FT. 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.

FT. 200 ETHNIC COOKERY.

Units 0.5-0.5-0.5-0.5
 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.

FT. 205 FLAMBE COOKERY.

Units 1-1.5
 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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

CULINARY ARTS APPRENTICESHIP**FT. 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.

FT. 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.

FT. 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.

FT. 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.

FT. 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.

FT. 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.

FT. 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.

FT. 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.

FT. 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 FRENCH LANGUAGE LABORATORY.

Units (Credit Only) 0.5-1
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 3
Class Hours 3 lecture 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**, page 61: 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 language 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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

GEOLOGY

GEOL 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 GEOL 210.

Description: Basic principles of igneous, sedimentary and metamorphic geology. Lectures on rocks, minerals and the origin of the earth, continents and mountains. The entire lecture portion of this course is available as an individualized, self-paced, slide-tape presentation in the Media Learning Center. Field trips may be required.

GEOL 110 GEOLOGICAL HAZARDS.

Units (Grade Option) 3
 Class Hours 2 lecture hours/week
 3 field trips/semester

Prerequisites: GEOL 210 or GEOL 100 are recommended

Description: Slide-illustrated lectures and field trips are used in a study of geologic hazards in California and especially in the San Francisco Bay Area. The course stresses earthquake and landslide hazards with less emphasis placed on volcanic hazards, sea wave hazards, dam failure hazards, bay pollution and oil spills.

GEOL 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**, page 61: 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 GERMAN LANGUAGE LABORATORY.

Units 0.5-1
 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**, page 61: 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**, page 61: 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 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 colonialism, 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**, page 61: 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 SEWING BASICS.**

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

Units (Grade Option) 3
 Class Hours 3 lecture/demonstration hours/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 textiles. 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) 1.5 lecture/1.5 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 1.5 lecture/1.5 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 part-time 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 1.5 lecture/1.5 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 1.5 lecture/1.5 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 self-behavior modification methods and work simplification principles will be presented. Budget, records, and financial planning are included.

H.EC 416 CONSUMER SKILLS.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: None

Description: Consumer skills needed by all men and women in today's complicated, inflationary marketplace.

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**, page 61: 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) 0.5-1
 Class Hours 2 to 6 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 maintenance, soil preparation, fertilizers, organic matter, mulches, pruning, irrigation, lawn and turf management, plant materials, potting, propagation and pest control. Study visits to home grounds and nurseries. Topics include: home flower growing, container growing and hanging baskets.

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

HOTEL-MOTEL MANAGEMENT

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

H.M. 702 INTRODUCTION TO HOSPITALITY INDUSTRY. (Also FT. 101)

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

Description: An introduction to the hospitality industry, its size and scope, career opportunities, the nature of the market served, kinds of establishments. An overview of the management responsibilities of food and hotel-motel operations.

H.M. 704 HOTEL-MOTEL ACCOUNTING AND NIGHT AUDIT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ACTG 100 or 121

Description: The application of accounting principles and proce-

dures to the hotel-motel industry. Practice in bookkeeping methods, the operation of a set of books and accounting records and in the preparation of financial statements, the duties and responsibilities of the night auditor.

H.M. 706 HOTEL-MOTEL SALES PROMOTION.

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

Description: The organization and function of the sales department with emphasis in marketing, rooms, food and beverage, and convention facilities. An analysis of tools and techniques used in sales, advertising, community relations. Development of a marketing plan.

H.M. 708 FRONT OFFICE PROCEDURES.

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

Prerequisites: None
Description: Front office operation in a hospitality enterprise. The duties of the front office clerk, including operation of room rack, selling of rooms, correspondence regarding reservations and inquiries, credit and check cashing. Office routines and reports, account and data processing systems.

H.M. 710 SUPERVISORY HOUSEKEEPING.

Units (Grade Option) 1.5
Class Hours (8 weeks) 3 lecture hours/week
Prerequisites: None

Description: An introductory course in the fundamentals of housekeeping management stressing employee training, record keeping, organization of the department, work methods, laundry equipment, cleaning materials and procedures, room design and linens and safety. Field trips required.

H.M. 712 INTRODUCTION TO MAINTENANCE AND ENGINEERING.

Units (Grade Option) 1.5
Class Hours (8 weeks) 3 lecture hours/week
Prerequisites: None

Description: An introduction to the engineering department and the technical information needed to establish effective preventative maintenance procedures. Elements of electrical systems, acoustics, plumbing, heating, ventilation, refrigeration, air conditioning, elevators, structural maintenance, fire prevention, kitchen equipment.

H.M. 714 SANITATION, SAFETY AND EQUIPMENT. (Also FT. 148)

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

Description: The basic principles of microbiology sanitation, safety, equipment selection and facility layout for a food service operation. Includes the environmental control application through the prevention of food-borne illnesses; cleaning materials and procedures, general safety regulation; food processing methods; first aid, and fire prevention.

H.M. 716 INSTITUTIONAL BUYING AND PURCHASING. (Also FT. 140)

Units (Grade Option) 1
Class Hours (8 weeks) 2 lecture hours/week
Prerequisites: None

Description: The purchasing of furniture, linen, bedding, decorations and small equipment for the general hotel operation. The

purchasing of food and supplies, including storage, market availability, analysis of food quality, and specification writing.

H.M. 718 FOOD SERVICE OPERATIONS AND MANAGEMENT. (Also FT. 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 FT.144)

Units (Grade Option) 1
Class Hours (8 weeks) 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**, page 61: 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: None
 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. May be repeated once for credit.

INTD 147 INTERIOR SPACE—PLANNING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 115, 148, ARCH 110
 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 indi-

vidual 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: ARCH 110, INTD 147, 260
 Description: Study of field of contract design (nonresidential) from historical and contemporary perspectives, analyzing needs of non-residential interiors and public spaces. Field trips required.

INTD 245 BEGINNING INTERNSHIP IN HOME FURNISHINGS.

Units 1-2
 Class Hours 40-80 internship training hours required
 Prerequisites: INTD 115, 148
 Description: Students will be placed with cooperating Interior Design and home furnishing businesses for one week and/or 40 hours of observation and work for each unit, supervised by an Interior Design instructor. May be repeated once for credit.

INTD 246 INTERMEDIATE INTERNSHIP IN HOME FURNISHINGS.

Units 1-2
 Class Hours 40-80 hours internship training required
 Prerequisites: INTD 115, 147, 148, 245, 250 or INTD 250 concurrently.
 Description: Students who have completed the last 80 hours of prior internship for credit (INTD 245) will enroll in this course for additional and more advanced work experience in the Interior Design industry. Course will be supervised by an Interior Design instructor and may be repeated once for credit.

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) 3
 Class Hours 3 lecture hours/week
 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**, page 61: 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**, page 61: 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.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: JOUR 110 and eligibility for ENGL 100
 Description: A study of the techniques of news gathering, of judging news values, and of writing the news story. Instruction in production of the student newspaper and in the principles of responsible editorial decision making. May be repeated three times for credit.

JOUR 300 NEWSPAPER PRODUCTION.

Units 2
 Class Hours 3 lab hours/week
 Prerequisites: JOUR 120 (may be taken simultaneously)
 Description: Production of the student newspaper and instruction in principles of responsible editorial decision-making. Discussion and criticism of staff organization and newspaper content. May be repeated three times for credit.

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

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

CTR 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.

CTR 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.

CTR 160 LEGAL TERMINOLOGY FOR COURT REPORTING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... Completion of CTR 101; completion of CTR 140; completion of or concurrent enrollment in CTR 165 recommended.
 Description: A study of legal language to prepare court reporters for the CSR exam.

CTR 165 LAW FOR COURT REPORTING.

Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: ... CTR 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.

CTR 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.

CTR 175 ADVANCED MEDICAL TERMINOLOGY.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: CTR 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.

CTR 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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

CTR 699 MACHINE SHORTHAND LAB.

Units 0.5
 Class Hours 3 lab hours/week
 Prerequisites: Concurrent enrollment in CTR 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.

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.

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) 1.5
 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) 1.5
 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
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introductory course to develop understanding of the personnel function; selection and placement, wage and salary procedures, training and evaluation.

MGMT 231 RETAIL MANAGEMENT.

Units (Grade Option) 3
 Class 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**, page 61: 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.

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 algebra, taken in elementary or secondary school.

MATH 105 ELEMENTARY SCHOOL NUMBER SYSTEMS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The study of the number systems designed for prospective elementary education majors. Emphasis on understanding operations with whole numbers, fractions and decimals. Additional topics may include problem solving strategies, numeration systems and elementary number theory.

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 1.5 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.

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 610 COMPUTER LAB—See COMP 610.

A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 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**, page 61: 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 minary course to MUS. 101 and 131. Suggested for the elementary classroom teacher and the amateur musician.

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-tonal-triadic, 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 1.5 lecture and 1.5 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 and 5 lab 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 lab 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 lab 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 lab 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 and 5 lab 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 3 lecture and 5 lab 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 GUITAR I.

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 GUITAR II.

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 and 5 lab 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. Performance 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. 490 MASTER CHORALE.

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

Prerequisites: Previous choral experience and demonstrated ability through auditions.

Description: Rehearsal and performance of oratorio and other choral literature. Each semester is concerned with works differing from the previous semester's, providing a succession of new curriculum. Performance is 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) 0.5
 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 0.5-1
 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 0.5-1
 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**, page 61: 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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

OFFICE ADMINISTRATION**OFAD 100 INTRODUCTORY TYPING.**

Units 1-3
 Class Hours 5 supervised lab hours/week
 Prerequisites: None
 Description: Opportunity to develop correct typewriting techniques, keyboard mastery, and basic skill in typing. Each unit earned upon mastery completion of specified lessons, tests, speed skill and use of audio-visual method of instruction.

OFAD 101 INTRODUCTORY TYPING.

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

OFAD 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.

OFAD 110 INTERMEDIATE TYPING.

Units 1-3
 Class Hours 5 supervised lab hours/week
 Prerequisites: OFAD 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.

OFAD 120 ADVANCED TYPING.

Units 1-3
 Class Hours 5 supervised lab hours/week
 Prerequisites: OFAD 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.

OFAD 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 OFAD 110. Emphasis on improving keyboard control, correct typing techniques, and developing skill in typing straight copy, business letters, simple tables, outlines and manuscripts.

OFAD 145 TYPING SKILL BUILDING.

Units 0.5-1
 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.

OFAD 200 BEGINNING GREGG SHORTHAND.

Units 1-5
 Class Hours 5 lecture/2 audio
 library hours/week

Prerequisites: Enrollment in or completion of OFAD 400; 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.

OFAD 205 ABC SHORTHAND.

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

Description: A beginning course in alphabetical shorthand designed for students who are interested in improving their note-taking capabilities for secretarial positions and/or classroom use.

OFAD 210 INTERMEDIATE SHORTHAND.

Units 7
 Class Hours Maximum 10 class hours/week plus 1 lab hour by arrangement.

Prerequisites: OFAD 200 and completion of or enrollment in OFAD 110 and completion of or enrollment in OFAD 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.

OFAD 211 INTERMEDIATE SHORTHAND.

Units 3
 Class Hours 6 lecture/1 lab hour/week
 Prerequisites: OFAD 200 and completion of or enrollment in OFAD 110 and completion of or enrollment in OFAD 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.

OFAD 240 REFRESHER SHORTHAND.

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

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

OFAD 245 SHORTHAND SKILL BUILDING.

Units (Credit/No Credit) 1
 Class Hours 1 lecture/2 lab hours/week
 Prerequisites: OFAD 200, OFAD 100

Description: An individualized program for students to rebuild, maintain, or increase shorthand skills. May be repeated once for credit.

OFAD 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.

OFAD 332 BASIC WORD PROCESSING (WANG SYSTEM).

Units 1.5
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: OFAD 331 or concurrent enrollment in 331;

OFAD 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.

OFAD 333 INTERMEDIATE WORD PROCESSING (WANG SYSTEM).

Units 1.5
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: OFAD 332

Description: Intermediate "hands-on" inputting, filing, and printing operations on WANG word processor. May be repeated once for credit.

OFAD 335 BASIC WORD PROCESSING SHARED LOGIC SYSTEM (WORD 11).

Units 1.5
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: OFAD 331 or concurrent enrollment; OFAD 100

or ability to type 40 wpm. Description: A "hands-on" introduction to the WORD 11 (Shared Logic) system including preparing and printing of business communications, storing and retrieving data. May be repeated once for credit.

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

Units 1.5
 Class Hours 3 lecture hours/week
 Prerequisites: OFAD 335

Description: Intermediate "hands-on" keyboarding, filing and printing operation using the WORD 11 system. May be repeated once for credit.

***OFAD 340 CREATIVE WORD PROCESSING.**

Units 0.5
 Class Hours (4 weeks) 3 lecture hours/week
 Prerequisites: Concurrent enrollment in any English course and the ability to type 25 wpm or concurrent enrollment in OFAD 100.

Description: Introduction to Word 11 composition writing utilizing a word processing system. Designed for students who are enrolled in English composition courses so that they can utilize the capabilities of the word processor to help them compose written material for their classes. Not recommended for individuals seeking employment in the word processing field. May be repeated once for credit.

*Pending Approval

OFAD 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.

OFAD 401 BUSINESS COMMUNICATIONS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Completion of or enrollment in OFAD 100,

Business English, OFAD 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.

OFAD 410 JOB SEARCH FOR BUSINESS STUDENTS.

Units 1
Class Hours 20 lecture hours
Prerequisites: .. Completion of OFAD 100 or equivalent proficiency in typing.

Description: Masters the skills needed in preparing a job application and necessary cover letters, develops and prepares an appropriate business resume, conducts and reports on a field job-related interview, practices and develops the techniques needed in the job interview.

OFAD 412 FILING AND RECORDS MANAGEMENT.

Units 1.5
Class Hours (8 weeks) 3 lecture hours/week
Prerequisites: None

Description: Provides fundamentals of records management, including indexing, filing and retrieval of business information; develops skill in alphabetic, numeric, subject, and geographic filing; develops skill in making decisions regarding storage, transfer, retention.

OFAD 414 MACHINE TRANSCRIPTION.

Units 2
Class Hours 35 lecture/lab hours
Prerequisites: Typing speed of 35 wpm or completion of or current enrollment in OFAD 110, OFAD 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.

OFAD 416 REPROGRAPHICS/TELEPHONE TECHNIQUES.

Units 1
Class Hours 20 lecture/lab hours
Prerequisites: OFAD 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.

OFAD 418 BUSINESS OFFICE ADMINISTRATION.

Units 3
Class Hours 3 lecture hours/week
Prerequisites: Typing proficiency to OFAD 110, OFAD 400 or ENGL 100.

Description: Develops the professional polish in secretaries to prepare them for administrative roles. Policies, attitudes, and time-saving procedures in the contemporary business world are emphasized.

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 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
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.

OPHTH 472 OPHTHALMIC DISPENSING TECHNIQUES II.

Units 3-5
 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.

OPHTH 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.

OPHTH 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.

OPHTH 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 optics, anatomy and physiology of the eye and ophthalmic dispensing techniques.

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 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**, page 61: 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 103 CRITICAL THINKING.

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

Description: Course is designed to improve the student's general reasoning skills. Techniques will be introduced to facilitate the recognition of arguments from various types of discourse, to distinguish valid from invalid arguments and informal logical fallacies. Many arguments will be taken from the mass media, including videotapes and newspapers.

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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

PHYSICAL EDUCATION**ADAPTIVE/CORRECTIVE****ADAP 350 ADAPTIVE GENERAL CONDITIONING.**

Units (Grade Option) 0.5-1.5
 Class Hours 3 lab hours/week
 Prerequisite: Verification of limiting condition on file.
 Description: Individual exercise programming designed to meet each student's needs. Mat exercises, light weights, stationary bicycles, and a low balance beam are utilized to promote total fitness. May be repeated three times for credit.

ADAP 351 WEIGHT TRAINING FOR THE PHYSICALLY LIMITED.

Units (Grade Option) 0.5-1.5
 Class Hours 3 lab hours/week
 Prerequisite: Verification of limiting condition on file.
 Description: Use of the Universal gym and other free weights to

increase overall strength and flexibility. May be repeated three times for credit.

ADAP 352 FITNESS AND MOTOR TRAINING FOR THE DEVELOPMENTALLY DISABLED.

Units (Grade Option) 0.5-1
 Class Hours 2 lab hours/week
 Prerequisite: Verification of developmental disability on file.
 Description: A variety of movements, games, and activities geared toward the development of motor coordination and improvement of physical fitness. May be repeated three times for credit.

ADAP 353 FITNESS FOR THE DISABLED OLDER ADULT.

Units (Grade Option) 0.5-1
 Class Hours 2 lab hours/week
 Prerequisite: Verification of limiting condition on file.
 Description: Instruction in safe stretching exercises designed to sustain or improve flexibility, circulation, and muscular endurance. Relaxation, proper breathing and posture, and group games and activities are included. This course is designed for off-campus health care facilities. May be repeated three times for credit.

ADAP 354 ADAPTIVE AQUATICS.

Units (Grade Option) 0.5-1.5
 Class Hours 3 lab hours/week
 Prerequisite: Verification of limiting condition on file.
 Description: Allows for physically limited students to participate in an aquatics environment for both exercise and basic swim skill instruction. May be repeated three times for credit.

AQUATICS**AQUA 100 BEGINNING/INTERMEDIATE SWIMMING.**

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Instruction in water adjustment, treading, floating, breathing techniques, crawl, breast stroke, sidestroke, backstroke, and elementary diving; also personal water safety procedures. Class is divided by levels of ability. May be repeated three times for credit.

COMBATIVES**COMB 101 BEGINNING JUDO.**

Units (Grade Option) 1.5
 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) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Designed for students to gain knowledge about basic self-defense. Areas covered will be mental preparation, avoidance of areas conducive to assault or rape, striking, kicking, yelling, front and rear grasp releases, and ground tactics. Both nonviolent and violent techniques will be dealt with. May be repeated once for credit.

A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 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 130 INTRODUCTION TO JAZZ.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: Designed for the student who has had no dance. It will provide the student with basic movement techniques, isolation of body parts, and an introduction to jazz dance and music. May be repeated once 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 143 INTERMEDIATE BALLET.

Units (Grade Option) 1
 Class Hours 3 lab hours/week
 Prerequisites: DANC 140
 Description: Continuation of DANC 140, concentrating on barre, center floor and dance variations. May be repeated three times for credit.

DANC 190 INTRODUCTION TO TAP.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: Designed for the student who has had no dance. It will provide the student with a rhythmical understanding of dance. The student will have the opportunity to learn a symbol system for writing down and learning warm-up exercises and beginning dances. May be repeated once for credit.

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) 1.5
 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 350 DANCE AEROBICS.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: Vigorous steps, stretches and toning movements that come from many sources: folk dance, jazz dance, ballet, modern dance, rock, are choreographed to various rhythms. May be repeated three 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**, page 61: 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, endurance, flexibility and power. Considerable running activity. Emphasis on development of cardio-respiratory improvement. Team games and weight conditioning to develop stamina. May be repeated three times for credit.

FITN 140 EXERCISE APPRECIATION.

Units (Grade Option) 1.5
 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 "progressive basis;" emphasis is placed on activities related to cardio-respiratory endurance, flexibility, balance, agility, and strength. May be repeated three times for credit.

FITN 165 WOMEN'S RESISTIVE FITNESS.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Emphasis is placed on development of all general body areas through weight conditioning activities that are specifically designed for women. Aspects of the program include free weights, Universal apparatus, and iso-kinetic work. Programs are "individualized" to meet the age and ability classification of students. May be repeated three times for credit.

FITN 201 BEGINNING WEIGHT CONDITIONING.

Units (Grade Option) 1-1.5
 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) 1.5
 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) 1.5
 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) 1.5
 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 315 POWER ACTIVITIES.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: Course is designed to offer experiences in the development of shoulder girdle, hands, arms, and general upper body. Rope skipping patterns to music are utilized for cardio-respiratory values. Progressive programs are offered in vertical rope climbing, peg board work, and iso-kinetic conditioning. All requirements are related to the individual's age and ability groupings. 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 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**, page 61: 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) 1-1.5
 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) 1-1.5
 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) 1.5-2
 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 2.5 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 the 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.

INDV 251 BEGINNING TENNIS.

Units (Grade Option) 1.5
 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) 1.5
 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 1.5 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) 1-1.5
 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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.

THEORY

PE. 115 INTRODUCTION TO ADAPTIVE PHYSICAL EDUCATION.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: None
 Description: Designed to provide a working knowledge of numerous disabilities and current adaptive physical education techniques for students interested in pursuing a career in adaptive physical education, physical therapy, special education, or any other health-related field. May be repeated once for credit.

*PE. 116 ASSISTING IN ADAPTIVE PHYSICAL EDUCATION.

Units (Grade Option) 0.5-1.5
 Class Hours 1 to 3 lab hours/week
 Prerequisites: Must be taken concurrently with PE. 115 the first time.
 Description: Practical experience gained through assisting in any of the adaptive physical education classes. May be repeated three times for credit.

PE. 200 INTRAMURALS.

Units (Grade Option) 0.5
 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.

*PE. 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) 1.5
 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) 1-1.5
 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) 1-1.5
 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) 1.5
 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) 1-1.5
 Class Hours 2 or 3 lab hours/week
 Prerequisites: None
 Description: Skills involving the serve, volley, dig, smash and hit are 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) 1-1.5
 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.

TEAM 175 ADVANCED VOLLEYBALL.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: TEAM 174
 Description: Volleyball play for advanced volleyball students of superior ability; continuation of the fundamental skills; emphasis on team play and advanced strategy. Tournament play is offered. May be repeated three times for credit.

TEAM 255 ADVANCED TENNIS.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Designed for students with advanced tennis skills. Students must possess a complete complement of fundamental strokes (forehand, backhand, serve, volley, half volley, log, smash and the ability to hit spin). Advanced instruction will include singles and doubles complete with emphasis on strategy, tactics and competitive play. May be repeated three times for credit.

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 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 four-year institutions and junior colleges in Northern California. League competition in the Golden Gate Conference. May be repeated three times for credit.

VARS 151 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**, page 61: 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 3-4
 Class Hours 3-4 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**, page 61: 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**, page 61: 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: Traditional concepts of political thought, such as authority, community, freedom, and obligation, are explored as they bear on current issues. A comparative study is made of contemporary political ideologies, such as nationalism, fascism, communism, and capitalist and socialist versions of democracy.

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**, page 61: 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.

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: None
 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. Explora-

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

PSYC 221 INTRODUCTION TO EXCEPTIONALITY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 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: None
 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 Spanishspeaking 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) 1.5-3
 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) 0.5-1
 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: None
 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: None
 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) 0.5-3
 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**, page 61: 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 photo-timers 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**, page 61: 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 analyze 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**, page 61: 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**, page 61: 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

See **OFFICE ADMINISTRATION**

SOCIAL SCIENCE

SOSC 100 SURVEY OF THE SOCIAL SCIENCES.

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

Description: Survey of all the social sciences and how they are used in understanding current American social and political issues. Course is organized around the theme of computerization and technology.

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 plus lab/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. Concurrent enrollment in one unit of computer lab is required. (Parallels: Stat 2, 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 plus lab/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. Hands-on computer experience. Concurrent enrollment in one unit of computer lab is required.

SOSC 127 JUVENILE DELINQUENCY. (Also ADMJ 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.

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 development of the Mexican-American within American society. (May be used to fulfill the Ethnic Studies requirement.)

SOSC 260 AFRO-AMERICAN CULTURE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Contemporary view of Black America. Concerned with current political and social movements in Black communities. The Black family is examined and culture of the Black community

is studied from present and historical perspective. (May be used to fulfill the Ethnic Studies requirement.)

SOSC 300 INTERACTION AND COMMUNICATION FOR THE PARAPROFESSIONAL.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: None
 Description: Development of individual and smallgroup 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 self-determination of the local community. Practical application to local needs.

SOSC 320 INTRODUCTION TO GERONTOLOGY.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: None
 Description: Introduction to the field of gerontology. Establishes perspectives on aging in our society and examines the elderly as a population group with emphasis on physical, psychological, and sociological aspects of the aging process and the effect on service to the elderly.

SOSC 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) 0.5–3
 Class Hours 8 to 48 lecture hours/semester
 Prerequisites: None
 Description: Defines how death is viewed psychologically, philosophically, culturally, and historically. Explores the personal experience of death and dying and our attitudes toward them; dealing with death and grief; applications of these insights toward living a fuller life.

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

SOSC 800 PERSONAL DEVELOPMENT IN LATER YEARS.

Units (Credit/No Credit) 0.5–3
 Class Hours 8 hours per each 0.5 unit
 Prerequisites: None
 Description: Designed to assist the older adult in formulating goals of increased self-awareness, self-development, and self-fulfillment. (This course is not designed for transfer and may not be accepted by four-year institutions. May be repeated up to a total of 12 units.)

SOSC 801 CURRENT AFFAIRS.

Units (Credit/No Credit) 0.5–2
 Class Hours 8 hours per each 0.5 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) 0.5–3
 Class Hours 8 hours per each 0.5 unit
 Prerequisites: None
 Description: Introduces the students to selected topics throughout the 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
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Course centers on identification and analysis of basic social structures and forces that motivate and direct social behavior. Additional topics include an introduction to the method of sociology, a survey and analysis of America's social institutions, and the impact of political, economic, and social conditions. A one-unit computer lab may be offered with this course.

SOCI 105 SOCIAL PROBLEMS.

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

Description: Important issues and problems currently facing American society, including response from government agencies, are covered. Attention is focused on selected problems like crime, institutional racism and social inequality/poverty, and the conditions that foster and support their growth and development.

SOCI 141 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**, page 61: 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 SPANISH LANGUAGE LABORATORY.

Units (Credit Only) 0.5-1
 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**, page 61: 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, 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**, page 61: 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**, page 61: 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.)

TOUR 101 SELLING TRAVEL.

Units (Grade Option) 1-3
 Class Hours 16-48 hours/semester
 Prerequisites: ... TOUR 100 or concurrent enrollment in TOUR 100
 Description: This course will teach tourism students the sales techniques used in the travel industry in selling individual and group travel, basic marketing skills for retail agents, the sales promotion, public relations, and advertising methods used to attract various market segments. The course will include a salesmanship workshop; selling and packaging special interest groups; and advertising and sales promotion.

TOUR 103 TRAVEL DESTINATIONS/EUROPE.

Units (Grade Option) 1-3
 Class Hours 16-48 hours/semester
 Prerequisites: ... TOUR 100 or concurrent enrollment in TOUR 100
 Description: European cultural and physical geography as it relates to travel. Covers tourist attractions and facilities, reference materials and tariffs, surface travel and air routings. This course will include the British Isles and Ireland, Scandinavia, Central European countries, Eastern Europe and the Middle East.

TOUR 104 TRAVEL DESTINATIONS/WORLD.

Units (Grade Option) 1-3
 Class Hours 16-48 hours/semester
 Prerequisites: ... TOUR 100 or concurrent enrollment in TOUR 100
 Description: World cultural and physical geography (excluding Europe and Mid-East) as it relates to travel. Covers tourist attractions and facilities, reference materials and tariffs, surface travel and air routings. This course will cover North, Central, and South America, the Orient, the South Pacific, India, and the East Asian Sub-continent.

*A detailed description of the following courses may be found under **Announcement of Courses**, page 61: 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; use 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 ACT forms. TOUR 711, Airline Computer Training, may be taken concurrently with this course. Both are to be taken immediately prior to the student going to work. (Two field trips are required with this course; others optional.)

TOUR 711 AIRLINE COMPUTER TRAINING.

Units (Credit/No Credit) 1
 Class Hours 48 lab hours by arrangement
 Prerequisites: ... TOUR 100, 721, and 710. (May be taken concurrently with TOUR 710)
 Description: Lab course providing "hands-on" training on a computer terminal used by airlines and travel agencies in making passenger reservations. It includes all computer applications used in planning, confirming, and pricing airline itineraries and requested related travel services.

TOUR 715 F.I.T. PLANNING AND COSTING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... TOUR 100
 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: ... TOUR 100
 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 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: This course is devoted to a detailed study of travel agency operations. It emphasizes procedures designed to improve travel services and client satisfaction.

**TOUR 752 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**, page 61: 670 Cooperative Education; 680 Selected Topics; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 895 Other Independent Study.*

FACULTY 1982—1983

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

Aarons, Bernard L. (1960)

Geology, Oceanography
B.S., Pennsylvania State College
M.S., Univ. of California, Berkeley

Anderson, Richard W. (1970)

Physical Education
B.A., San Jose State University
M.A., Stanford University

Andrew, Alan (1968)

Physics
B.S., University of Nebraska
M.S., Ph.D., California Institute of Technology

Ashley, Lyman C. (1968)

Physical Education
B.S., M.A., California State Polytechnic College

Batch, Robert W. (1965)

Chemistry
B.S., Tufts University
M.S., Northeastern University

Berdon, Jean D. (1969)

Mathematics
B.S., Tufts University
M.S., University of Connecticut

Bishop, Marie-Louise (1973)

Social Science—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

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)

Interior Design, Home Economics
B.S., University of Nevada
M.A., Ph.D., University of California, Berkeley

Crockett, R. Kent (1965)

Speech, English
B.A., M.A., San Jose State University

Cunningham, Lois (1971)

Social Science, Sociology
B.A., Briar Cliff College
M.A., St. Louis University

Curtis, Robert M. (1967)

Drama, English
B.A., M.A., San Francisco State University

Damon, Rosemary W. (1970)

Business
B.S., University of California, Berkeley
M.B.A., Stanford Graduate School of Business

Del Gaudio, Joan B. (1965)

Business, Counselor
B.S., Cen. Connecticut State College
M.Ed., Boston University

D'Epiro, Pasquale S. (1961)

Media Learning Center
B.A., Hunter College
M.A., Denver University

Drever, Jerard D. (1968)

Physical Education
A.A., College of San Mateo
A.B., San Jose State University
M.A., San Francisco State University

Eakin, J. David (1968)

Spanish, French
A.B., M.A., University of Oregon

Earnhardt, Eldon D. (1969)

Anthropology
B.A., M.A., San Francisco State University

Easter, Stanley E. (1969)

Music, Counselor
B.M., Performer's Certificate
University of Rochester
Eastman School of Music
M.M.Ed., University of Oklahoma
Ed.D., Columbia University

Egan, Philip E. (1971)

Art
B.A., Indiana University
B.F.A., Kansas City Art Institute
M.F.A., Pennsylvania State University

Elkins, Samuel W. (1948)

Environment & Conservation
B.A., University of California, Berkeley
M.A., Columbia University

Ellett, Melvin K. (1952)

Drama
A.B., M.A., Ph.D., Stanford University

Eyer, Dianne M. (1970)

E.C.E., Psychology, Special Education, Home Economics, Counselor
B.S., M.S., Purdue University
M.A., San Francisco State University

Festa, Angelo R. (1966)

Physical Education
B.S., Michigan State University
M.S., Southern Illinois University

Forsythe, John C., Jr. (1957)

Basic & Applied Sciences—Director
A.A., College of San Mateo
A.B., M.A., Stanford University

Friesen, John B., Jr. (1963)

Humanities—Director
A.B., M.A., University of California, Berkeley

Gavazza, Steven D. (1981)

Engineering, Computer Science, Mathematics
B.S., Stanford University
M.A., University of California, Berkeley
Ph.D., Stanford University

George, Rosemary (1974)

Library
B.A., San Francisco State University
M.L.S., San Jose State University

Giuntoli, Mervin A. (1966)

Biology, Zoology
B.A., M.A., San Jose State University

- Glessing, Robert J.** (1968)
Journalism, English
B. A., Marquette University
M.A., University of California,
Berkeley
- Gray, Ella Turner** (1969)
Director, Special Programs & Services
B.S., Southern University, Louisiana
M.A., University of Nebraska
- Gray, Gordon M.** (1958)
Physical Education, PE. Coordinator
B.A., University of California,
Santa Barbara
M.A., San Francisco State University
- Greenalch, John H.** (1977)
Dean of Student Services
B.A., St. Mary's University
S.T.B., St. Mary's University
S.T.L., St. Mary's University
M.Ed., Duquesne University
- Guerrero, Jesse** (1976)
Registrar
B.A., M.A., San Jose State
University
- Gunderson, Peter K.** (1973)
Geography
B.S., Michigan State University
M.A., Wayne State University
- Hancock, Michael P.** (1969)
Sociology
B.A., M.S.W., San Francisco State
University
M.S., University of
California, Berkeley
- Harris, Donald C.** (1969)
English, Spanish
B.A., Howard University
M.A., San Francisco State University
- Hergert, Loretta J.** (1969)
Counseling
B.S., M.S., University of Colorado
Ph.D., University of Utah
- Hetrick, Jane A.** (1980)
Program Specialist for the Handicapped
B.A., University of California,
Los Angeles
M.A., University of Santa Clara
- Hinojosa, Aida** (1975)
English
A.A., Metropolitan J.C.
B.A., University of Missouri
M.A., University of Missouri
- Hoffman, Craig R.** (1965)
English
B.A., University of California,
Berkeley
M.A., San Francisco State University
- Holle, Fredric A.** (1968)
Art
B.A., M.A., San Diego State
University
- Hurley, Gale E.** (1968)
Business, Tourism
A.B., San Jose State University
M.A., San Francisco State University
- Ienni, Phillip C.** (1969)
Music
B.S., M.S., Juillard School of Music
- Jeppson, Joseph** (1963)
History, Law
A.M., Stanford University
B.S., LL.B., J.D., University of Utah
Ph.D., University of California,
Berkeley
- Katz, Marlene** (1964)
Business
B.S., M.S., Western Illinois University
Ph.D., Golden Gate University
- Kenney, William C.** (1968)
English, Film
A.A., College of San Mateo
A.B., Stanford University
M.A., San Jose State University
- Keys, Elijah James** (1969)
Speech, English, Counselor
B.S., University of Minnesota
M.A., San Francisco State University
- Kilpack, Bennett B.** (1969)
Sociology, Education,
Psychology
A.A., College of San Mateo
B.S., M.S., Southern Oregon College
- Kirwin, Albert W.** (1975)
Court Reporting
- Kurk, Karl** (1969)
Food Technology
- Le Bow, Diane** (1968)
English
A.B., Douglas College (Rutgers)
M.A., University of California,
Berkeley
- Lewis, Eileen L.** (1974)
Chemistry, Physics
B.S., M.S., Texas A & M University
- Loughrey, James R.** (1963)
Math-Engineering
B.S., St. Michael's College
M.S., Rensselaer Polytechnic
Institute
- Loughry, Alice P.** (1970)
Home Economics
B.S., University of Maryland
M.S., New York State College,
Cornell University
- MacIntyre, Donald J.** (1981)
President
A.B., University of Detroit
M.A., University of Iowa
Ph.D., University of Iowa
- Mahood, Leland H.** (1964)
Counselor
B.A., Whittier College
B.D., University of Chicago
- Manning, Patrick** (1968)
History, Economics
B.S., California Institute of
Technology
M.S., Ph.D., University of
Wisconsin
- Marchi, Joseph J.** (1968)
Counseling
B.A., San Francisco State
University
M.A., Columbia University
Teachers College
- McGill, Sally J.** (1971)
Nutrition, Foods & Dietetics
B.S., University of Oklahoma
M.P.H., University of California,
Berkeley
- McNamara, Cheryl J.** (1968)
Physical Education
B.A., San Jose State University
M.A., San Francisco State University
- Meek, Austen B., Jr.** (1968)
Mathematics
B.A., San Jose State University
M.A., Bowdoin College
- Messner, Gerald M.** (1964)
English
A.B., Stanford University
M.A., California State University,
Los Angeles
- Miller, Lewis D.** (1971)
Engineering, Computer Science,
Mathematics, Physics
A.B., University of California,
Berkeley
M.A., San Jose State
University
Ph.D., Stanford University
- Moore, Nancy H.** (1973)
Radiologic Technology
B.A., M.S., San Francisco
State University
- Nicolopoulos, Samuel J.** (1968)
Physical Education
A.A., College of San Mateo
B.A., San Jose State University
A.M., Stanford University

- Nissen, Robert M.** (1969)
Art
A.B., San Jose State University
A.M., Stanford University
- Norman, Timothy H.** (1968)
Mathematics
B.A., Illinois Benedictine College
M.S., University of Notre Dame
- Owyang, Walter M.** (1970)
Psychology
A.B., University of California,
Berkeley
M.A., San Jose State University
Ph.D., University of Nebraska
- Pagels, Guerd G.** (1956)
English
A.B., Western Washington College
A.M., Ed.D., Stanford University
- Peel, Gerald A., Jr.** (1980)
Hotel/Motel Management, Food
Technology, Business
B.B.A., Golden Gate University
- Plunkett, Charles R.** (1965)
English
A.A., College of San Mateo
A.B., Stanford University
M.A., San Francisco State
University
- Pratt, Melvyn E., Jr.** (1954)
History, Philosophy
A.B., Stanford University
B.D., Yale University
Ph.D., Stanford University
- Ramos, Richard M.** (1967)
Spanish
A.A., Yuba Junior College
B.A., University of Pacific
A.M., Stanford University
- Reller, Theodore L., Jr.** (1968)
Political Science, History
A.B., M.A., University of
California, Berkeley
- Rodriguez, Ernesto** (1970)
Psychology
A.B., M.A., San Francisco
State University
- Sanden, Nancy L.** (1980)
Coordinator, Student Health Services
A.A., San Jose State University
B.A., California State University,
Fresno
- Sanfilippo, Rudy A.** (1976)
Dean of Instruction
B.A., M.A., San Jose State University
- Schey, Robert E.** (1970)
Cooperative Education
B.A., M.A., San Francisco
State University
- Siringer, Norman W.** (1969)
English
B.A., M.A., Western Reserve
University
- Sitton, Carl V.** (1968)
Music
B. M., Texas Wesleyan
College
M.A., Mills College
- Sonntag, Lela M.** (1970)
Counseling
B.A., M. A., San Jose State
University
M.A. University of LaVerne
- Sorensen, Lenora H.** (1975)
Tourism
B.A., Texas A & I
- Spangenberg, Ruth B.** (1968)
Psychology, Counselor
B.A., Pomona College
A.M., Stanford University
- Stegner, Paul F.** (1969)
Psychology
B.S., Pennsylvania State
University
M.A., California State
University, Fresno
Ph.D., Washington State University
- Stedel, James N.** (1971)
History, Ethnic Studies
B.A., Kenrick College
M.A., Ph.D., University of
Southern California
- Stein, Pamela D.** (1969)
English
A.B., M.A., University of
California, Berkeley
- Stoney, James M.** (1959)
Microbiology, Biology
B.A., M.A., San Francisco
State University
- Stringari, Lawrence T.** (1969)
Psychology
B.A., M.A., San Francisco
State University
- Sutherland, Kenton** (1970)
English, English Institute
A.A., Compton College
B.A., University of the Americas
M.A., University of California,
Los Angeles
- Sweatt, Maurice L.** (1966)
Biology, Botany
A.B., University of California,
Berkeley
M.S., University of Oregon
- Swenson, Jack S.** (1964)
English
B.A., University of Minnesota
M.A., San Francisco State University
- Szabo, Rosalee** (1969)
English
B.S., Cornell University
M.A., University of Rochester
- Thein, Van Raymond** (1970)
Music
B.A., M.A., San Francisco
State University
- Todesco, Lora B.** (1974)
Business
B.A., San Jose State University
M.A., San Francisco State University
- Tovissi, Joseph A.** (1965)
Mathematics, Counselor
B.S., Kent State University
A.M., Stanford University
M.S., Purdue University
- Trugman, Ronald F.** (1973)
Cordinator, Instructional Technology
B.A., Long Beach State University
M.S., M.S.Ed., Ph.D., University of
Southern California
- Vial, Silvano A.** (1964)
Physical Education
B.S., University of Idaho
A.M., Stanford University
- Villarreal, Gilberto S.** (1968)
Spanish, English Institute
B.A., San Jose State
University
M.A., Stanford University
Ph.D., University of Colorado
- Villarreal, Virginia M.** (1977)
EXCEL Counselor
B.A., M.A., San Jose State
University
- Vogel, Irwin** (1977)
Ophthalmic
B.P.S., Empire State College
- Weidman, Jane C.** (1975)
English
A.B., University of Oregon
M.S., California State University,
Hayward
- Westover, Ross W.** (1962)
Physical Sciences
B.S., Brigham Young University
M.S., Syracuse University

Whitmore, Amy D. (1968)

English
A.B., Southern University
M.A., North Carolina College

Workman, Gilbert B. (1968)

History
B.A., Yale University
M.A., San Jose State
University

Wortz, Eleanor T. (1964)

Business
B.S., Catawba College
M.A., San Jose State
University

Young, Frank C. C. (1969)

Philosophy
B.A., University of Florida
M.A., San Francisco State
University

Zingales, Thomas J. (1964)

French, German
B.A., University of Notre Dame
A.M., Stanford University

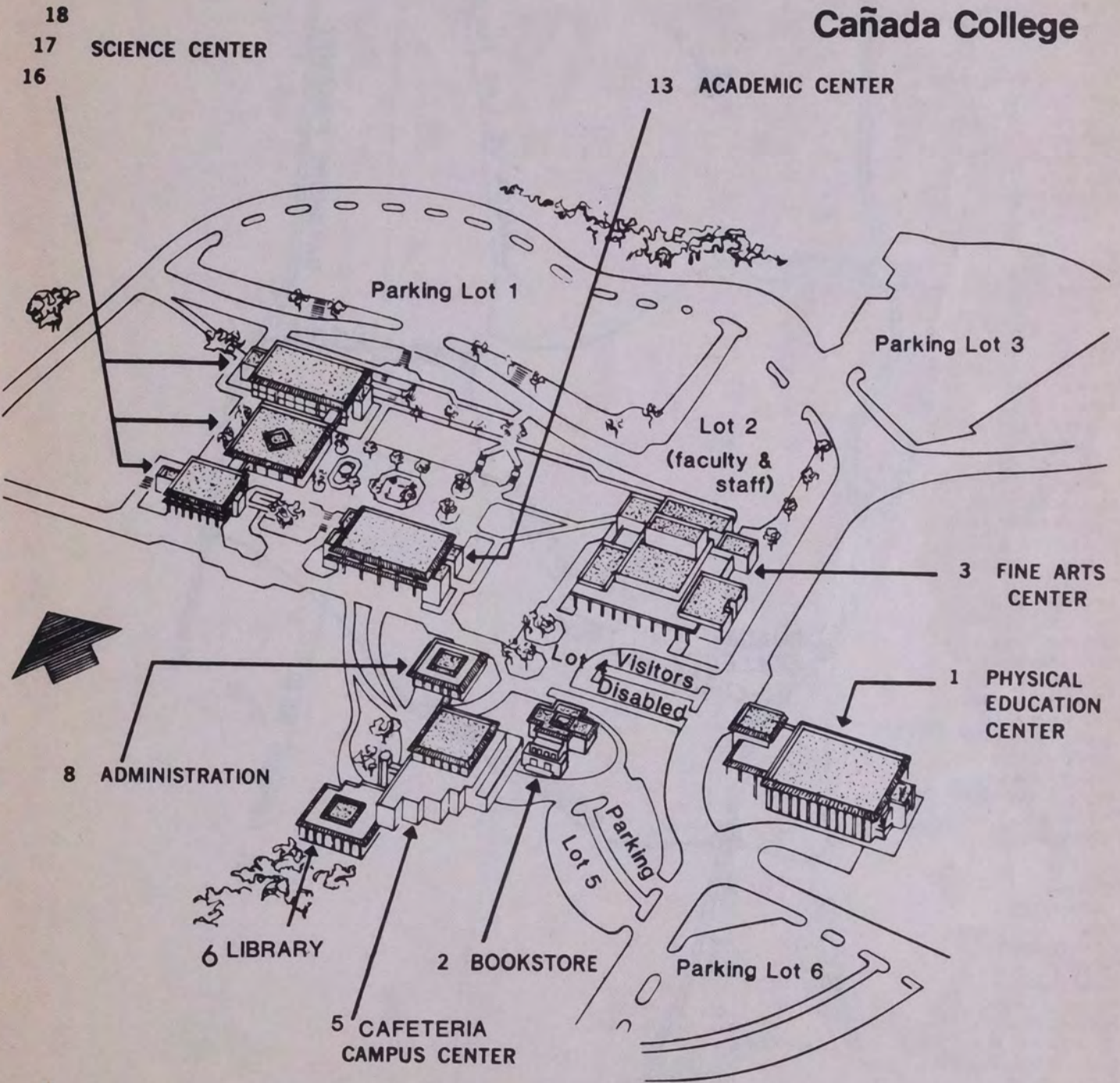
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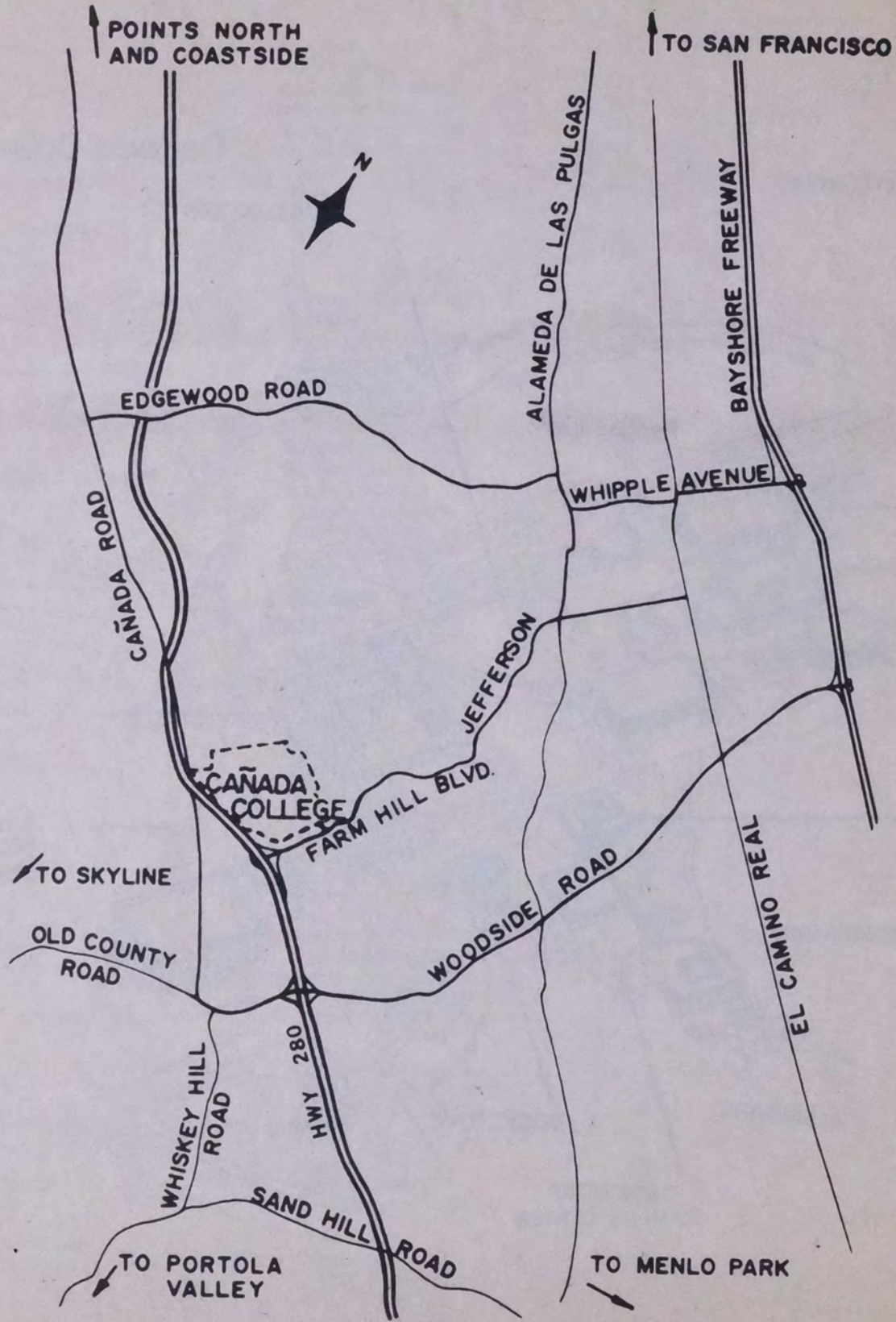
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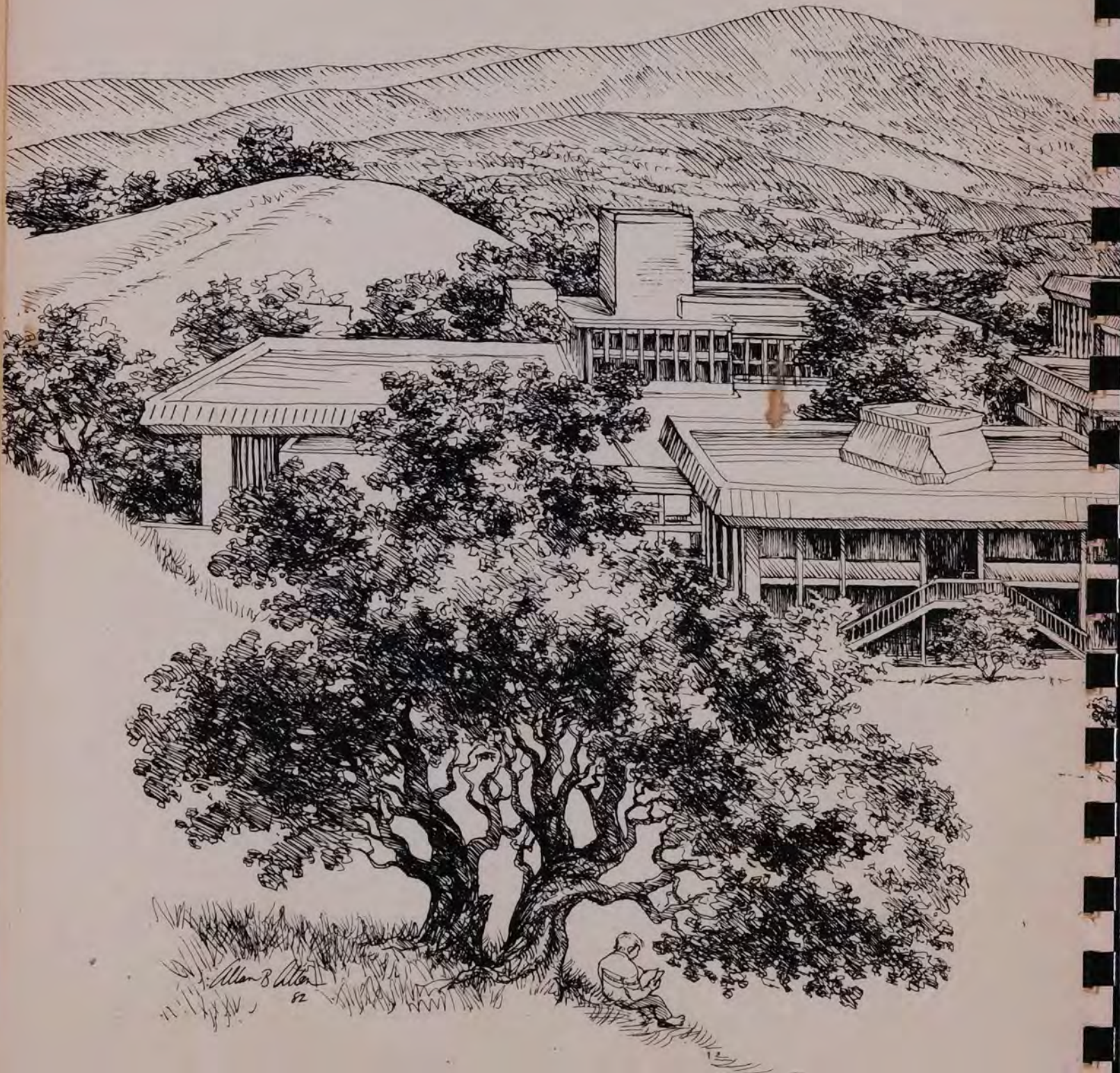




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