1988 - 1989

Cañada College Catalog Supplement
1987 - 1988

SUPPLEMENT

1987-1989

For Full Information See
1987-88 Cañada College Catalog

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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.

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

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FALL SEMESTER, 1988

May	9 — August 12	Mail Registration for Continuing and Part-Time Students
July	11 — August 12	Phone Registration for all Part-Time Students
August	15	Priority Date for New Student Application for Fall Semester
August	22	Counselor's Orientation Meeting 8:30 a.m.
August	22 — 31	Counseling and Registration for New Students By Appointment for Fall
September	5	**Holiday** — Labor Day
September	6	Flex Day
September	7	Classes Begin
September	7 — 20	Late Registration on Space Available Basis Faculty Approval Required
September	20	Last Day to Add Semester Length Classes
September	20	Last Day to Drop Classes with Eligibility for Enrollment Fee Refund
September	26	First Census Day
September	30	Last Day to Drop Classes Without Appearing on Student's Record
October	24 — 28	Academic Progress Report Week
November	4	Student Deficiency Reports Due in Registrar's Office
November	11	**Holiday** — Veteran's Day
November	12	**Declared Recess**
November	14	Second Census Day
November	18	Last Day to Apply for Degrees & Certificates Fall Graduates
November	24	**Holiday** — Thanksgiving Day
November	25 — 26	**Declared Recess**
November	28 — January 13	Application Period — Spring Semester
November	30	Spring Schedule Available
December	1 — 13	Mail Registration for Continuing and Part-Time Students — Spring Semester
December	1 — 16	Counseling for Continuing Students for Spring
December	1 — 22	Phone Registration for all Part-Time Students
December	9	Last Day to Drop Semester Length Classes Without Possible Penalty Grade
December	19 — January 2	**Winter Recess**
January	3 — 13	Phone Registration for all Part-Time Students
January	13	Priority Date for New Student Applications
January	16	**Holiday** — Martin Luther King Day
January	17 — 24	Final Examinations (Day Classes)
January	19 — 27	Counseling and Registration of New Students by Appointment — Spring Semester
January	23	Evening Classes Close
January	24	Day Classes Close
January	25 — 31	**Inter-Semester Recess**
January	26	Final Grade Reports Due

Note:	November 10	Evening Classes will be in Session
	November 23	Evening College Declared Recess

SPRING SEMESTER, 1989

February	1	Classes Begin
February	1 — 15	Late Registration on Space Available Basis Faculty Approval Required
February	10	**Holiday** — Abraham Lincoln's Birthday
February	11	Declared Recess
February	15	Last Day to Add Semester Length Classes
February	15	Last Day to Drop Classes with Eligibility for Enrollment Fee Refund
February	20	**Holiday** — George Washington's Birthday
February	21	First Census Day
February	24	Last Day to Drop Classes Without Appearing on Student's Record
March	20 — 25	**Spring Recess**
April	3 — 7	Academic Progress Report Week
April	14	Student Deficiency Reports Due in Registrar's Office
April	14	Last Day to Apply for Degrees & Certificates Spring Graduates
April	17	Second Census Day
May	1	New Student Applications Available for Fall Semester
May	10	Fall Schedule Available
May	10 — August 11	Mail Registration for Continuing and Part-Time Students
May	12	Last Day to Drop Semester Length Classes Without Possible Penalty Grade
May	15 — June 2	Counseling for Continuing Students for Fall
May	29	**Holiday** — Memorial Day
June	8 — 15	Final Examinations (Day Classes)
June	12	Evening Classes Close
June	13	Commencement
June	15	Day Classes Close
June	19	Final Grade Reports Due
July	10 — August 11	Phone Registration for all Part-Time Students

TENTATIVE SUMMER INTERSESSION, 1989

June	26	Summer Intersession Begins
July	4	**Holiday** — Independence Day
August	4	6 Weeks Summer Intersession Ends
August	18	8 Weeks Summer Intersession Ends
September	1	10 Weeks Summer Intersession Ends

Note: February 9 ..... Evening College Declared Recess

CONCURRENT ENROLLMENT PROGRAM

General Information

Students currently attending high school may apply for concurrent enrollment in either day or evening courses at Cañada College provided that they maintain at least minimum daily attendance at high school. Prior academic performance must indicate a reasonable expectation of successful completion of college courses taken concurrently.

Although every attempt will be made to enroll students in the courses of their choice, college policy gives first priority for enrollment to continuing college students (including continuing Concurrent Enrollment students). Therefore, it is important to list an alternate course on the Concurrent Enrollment Program Application. High school applicants will not be considered for enrollment in courses which are part of impacted programs, as determined by the college. Courses taken in the Concurrent Enrollment Program shall not take the place of equivalent courses offered by the high school of attendance. In all cases, the final decision on the admission of any student to any course rests with the college.

Admission Requirements

High school students applying for admission to the Concurrent Enrollment Program must complete and submit to the Office of Admissions and Records a single application packet available from your local high school or the college Admissions Office containing the following:

1. Concurrent Enrollment Program Application, properly completed and signed by the high school principal or designee.
2. Application for Admission - not required if concurrently enrolled last semester.
3. An official copy of high school transcript(s) including all coursework completed to date.
4. All students applying for admission to the program are expected to have earned and to maintain a grade point average of 2.00 or higher in high school.

Mail or deliver all of the above to:

Admissions and Records Office
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061

If your application is approved, you will be invited to come to the college campus to meet with a counselor/advisor and complete registration.

CONTINUING EDUCATION FOR HEALTH PROFESSIONALS

Cañada College offers courses, lectures, conferences, and workshops which comply with the continuing education requirements of California's Board of Registered Nursing. Enrollment is open to all registered and licensed vocational nurses. A certificate of verified units/hours is issued to each participant upon completion of the offering. Cañada's BRN Provider Number is - 3180.

EVENING COLLEGE

General Information

The Evening College is coordinated by the College Services Office, first floor of the Administration Building. Services are available to students and faculty Monday through Thursday until 9:00 p.m., including registration, counseling, library, media and health services.

Classes in the Evening College program are open to all persons who are 18 years of age or older and to high school graduates. Although a large majority of those attending Evening College are adults, many day students take classes in the evening to round out their programs or to better fit their time schedules.

The Evening College offers certificate programs in General Management, Public Administration, Accounting, Early Childhood Education, Paralegal, Home Economics, Interior Design, and Tourism. Additional certificate programs are planned for the future. A Cooperative Education program is also offered in which students receive units toward the certificate and the A.A. or A.S. degree.

Requirements for the A.A. or A.S. degrees and the certificate programs may be fulfilled through attending Evening College classes.

GRADE OPTION

Each division of the College may designate courses in which a student may elect to receive either a letter grade (i.e., A, B, C, D, or F) or Credit/No Credit (i.e., Pass/Fail). Both methods of grading require the student to complete all assignments, exams, and/or class projects. Students who elect this option will be required to sign appropriate forms in the classroom. This decision is irreversible.

Grade option courses allow students to explore various fields of study and to broaden their knowledge, particularly in fields outside their major, without jeopardizing their grade point average. However, the credit/no credit option may or may not be permitted in courses which are used to satisfy major, certificate, or general education requirements. In addition, four year colleges and universities vary widely in the number of units of "credit" grades they will accept. Students should consult the catalogue of the college to which they may transfer to determine what limitations apply.

The use of courses graded "credit" in a grade-option designated course to satisfy major or certificate requirements must be approved by the Division Director, in consultation with members of the division faculty. A maximum of 12 units toward an associate degree or 6 units toward a certificate may be in grade-option courses in which a student has elected to receive a grade of "credit."

CREDIT/NO CREDIT

Each division of the College may also designate courses in which all students are evaluated on a credit/no credit basis only. Credit grades earned in these courses are exempt from the 12/6 unit maximum.

MATRICULATION

Matriculation is a process which provides the necessary support services and follow up that students need to successfully complete their educational goals. This process seeks to provide students with access to the college and educational success once they are enrolled.

The primary goals of matriculation are to increase the extent to which students attain their educational objective and to increase the effectiveness with which the college and the district deliver our educational programs.

Matriculation consists of seven inter-dependent components. The implementation of these components will bring major changes in the way we enroll, assess, counsel and track students. These changes will increase students' ability to make sound academic decisions and complete their educational goals in a timely manner.

The seven components of matriculation are: Admission, Orientation, Skills Assessment/Student Evaluation, Counseling/Advisement, Student Progress/Follow-up, Coordination and Training, and Institutional Research.

It is hoped that matriculation will be accepted for what it is, a coordinated effort of the college staff to implement a process which will provide students with access to the college and every opportunity for academic success.

POLICY OF NON-DISCRIMINATION

Cañada College is an equal opportunity, affirmative action institution. We subscribe to the requirements of TITLE VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Cañada College does not discriminate on the basis of race, color, national origin, sex, religion, or handicap. We act affirmatively to guarantee equal access for admission to the college, enrollment in classes, student services, activities, financial aid, and employment.

Inquiries concerning these laws and policies should be directed to the College Vice President.

REGISTRATION PROCEDURES

Computerized registration takes place prior to each semester. Refer to class schedules for procedures.

Unit Load Limitations

A normal class load is 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 an assigned counselor.

Fees

All students enrolling in courses in any California Community College will be required to pay $5.00 per unit or a flat fee of $50.00 (10.0 or more units). Summer Session fees are $5.00 per unit or $50.00 for 10.0 or more units.

Fees Per Semester

- **Enrollment Fee:** $5.00 per unit if taking fewer than 10.0 units
  $50 if taking 10.0 or more units.
- **Health Fee required of all students:** $7.50 per semester
  $5.00 for Summer Session .
- **Non-resident or Foreign Students Tuition:** $94.00 per unit
- **Parking Permit required of all students parking on campus:** $20 per semester
  $10 Summer Session or $.75 per day
- **Books and Supplies:** $168 per semester (approximate figure)
- **Returned Check Fee:** $5 per returned cancelled check.

Enrollment fees and tuition are due prior to the completion of registration. There is a financial aid program at Cañada College which is dedicated to the concept that no individual be denied an education solely for financial reasons. Additional information on financial aid may be found under Financial Aid and Scholarship in the 1987-88 Catalog.

Refund Policy

Enrollment fees shall be refunded in accordance with the following guidelines:

- A student who cancels registration on or before the last day to add semester-length classes shall be entitled to a full refund less a $10 processing fee.
- A student enrolled exclusively in a short course or courses who cancels his/her registration before the last day to add the class shall be entitled to a full refund less a $10 processing fee.
  (Students will be charged the $10 processing fee only one time per semester, regardless of the number of transactions.)

Non-resident or foreign student tuition payments shall be refunded in full or in part in accordance with the following guidelines for semester-length classes:

- 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 Friday of the fourth week of any semester, shall be eligible for a full refund, less a $50 processing fee.
- A student who officially reduces his/her program prior to Friday of the fourth week of any semester shall be eligible to receive a full refund for the units dropped.
- A student who officially withdraws from the college or reduces his/her program on or after Friday of the fourth week of any semester shall not be eligible for a refund. Exceptions may be authorized by the Vice President in cases of unique or extraordinary circumstances beyond the student's control.
- A student who officially withdraws from Summer Session courses or from short courses shall be eligible for a full refund, less a $50 processing fee, if registration is cancelled prior to the beginning of classes or prior to the completion of 30% of the period of instruction. Thereafter, the student shall not be eligible for a refund except as may be authorized by the Vice President in cases of unique or extraordinary circumstances, beyond the student's control.

Parking Fees are non-refundable unless the college cancels the student's entire class program.

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

Refunds must be requested in writing at the time of withdrawal. All refunds must be requested within the fiscal year the fees were paid.

Program Changes

Once registration has been completed, the student's program may not be changed unless an add/drop slip is obtained from the student's counselor or the Office of Admissions and Records and the prescribed change-of-program procedure is completed by the student (not the

instructor).

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.

Programs With Overlapping Times

Students may not register in two classes which meet at the same time or have overlapping times. Exceptions to this rule may be approved under extraordinary circumstances. Approval requires rational justification and a documented plan outlining how the student will make up the hours in the class missed.

WITHDRAWAL POLICY

Any student withdrawing from a class must follow established College procedures. The following include 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 that a regular semester's duration, a student may withdraw prior to the completion of 30% 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 authorized after the instructor has been informed. In courses of less than a regular semester's duration, a student may withdraw prior to the completion of 75% of the period of instruction and a "W" grade shall be authorized after the instructor has been informed.
- The academic record of a student who remains in class beyond the time periods set fourth above must reflect an authorized symbol other that "W". However, after the end of the fourteenth week (or after 75% of the period of instruction in courses of less than a regular semester's duration), withdrawal may be authorized in the case of extenuating circumstances. Extenuating circumstances are defined as verified cases of accident, illness or other circumstances beyond the control of the student. In such cases, the student must submit a petition in accordance with established College procedures and must consult with the instructor. Approved withdrawal, under the conditions set forth, shall be recorded as a "W".
- 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 Office of Admissions and Records.
- This withdrawal policy applies to all students who have enrolled in and actually attended at least one class.

THE ASSOCIATE IN ARTS DEGREE CALIFORNIA STATE UNIVERSITY STUDIES MAJOR

The University Studies Major provides students with a broad foundation of academic knowledge. This flexible major is a transfer degree program designed for students who plan to transfer to the California State Universities.

The Associate in Arts Degree in University Studies meets **all** the Genreal Education requirements for the A.A. Degree and **all** of the California State University General Education course requirements for admission to Junior status. Completion of this degree at Cañada College with a grade point average of 2.0 for California residents, 2.4 for non-residents of California, assures admission to most majors in the CSU and certifies that all General Education requirements for the baccalaureate degree have been met, **except** for the 9 upper division semester units.

While this program is applicable to most baccalaureate majors, some majors like Music and Computer Science require a number of lower division units which are not provided for in this program. Students with CSU major goals not covered by this program should follow the existing articulation agreements between Cañada College and CSU and the General Education pattern set forth in the Cañada College catalog.

REQUIREMENTS FOR A.A. DEGREE UNIVERSITY STUDIES

1. Completion of the requirements for the A.A. Degree.
   - A. Residence 60 Units
   - B. Scholarship 2.0 G.P.A.
   - C. Competency
     - 1) English 2) Math
   - D. Physical Education 2 Units
2. Completion of Areas A — G listed below
   (Maximum of 30 units from Area B — D)

No course will satisfy more than one category or sub-category.

AREA A: **Communication Skills & Critical Thinking:** ..... 9 units

Select at least one course from each sub-area.

A1 ORAL COMMUNICATION
Spch 100 120

A2 WRITTEN COMMUNICATION
Engl 100

A3 CRITICAL THINKING
Engl 165
Phil 103 200

AREA B: **Natural Sciences and Mathematics:** ..... 9 units

One course required from **each** group: B1, B2, and B4.
Must include 1 lab course from B3 indicated by an asterisk *.

B1 PHYSICAL SCIENCE
Astr 100 110
Chem 100* 210* 224* 410*
Geog 100
Geol 100* 110
Nsci 100
Ocen 100
Phys 210* 250* 260* 405 481*

B2 LIFE SCIENCE
Anat 250*
Anth 125
Biol 100 110* 111* 130 160
Boty 112* 145 220*
Mbio 240*
Nsci 100
Paln 110
Psio 260*
Zool 210*

*B3 LAB COURSE

B4 MATH CONCEPTS
Math 105 125 130 200 219 220 241 251

AREA C: **Arts, Literature, Philosophy & Languages:** ..... 9 units

English 110 and **TWO** courses to be selected from *different* sub-areas.
(+ Indicates Ethnic Studies courses.)

C1 ARTS
Art 100 102 103 201 204 214 301
Dram 101 102 140
Hum 100
Mus. 100 131 202

C2 LITERATURE
Dram 142 143 144 151 152
Engl 110
Lit. 101 111 141 142 143 144 151 152 200 231 232 233 251 252 266+ 301 302 341 371+ 372+ 375+ 431 441 442
Spch 111 112

C3 PHILOSOPHY
Hist 205
Phil 100 160 175 190 240 300 310 320

C4 FOREIGN LANGUAGES
Fren 110 111 112 120 121 122 130 140 161 162
Germ 110 111 112 120 121 122
Span 110 111 112 120 121 122 130 140 161 162

C5 DEVELOPMENT of CULTURES
Hist 100 101 451+ 452+
SoSc 250+ 260+

AREA D: **Social, Political & Economic Institutions:** ..... 9 units

Must include one course from D1 **and** one course form D2 to satisy the U.S. History, Constitution & American Ideals requirements. (*Fulfills American Institutions and State & Local Institution **only** for foreign students.) (+Ethnic Studies courses.)

D1 AMERICAN INSTITUTIONS
Econ 230
Hist 102 201 202 242+ 421
PlSc 205* 210

D2 STATE/LOCAL INSTITUTIONS
Hist 310 315
PlSc 205* 310

D3 SOCIAL INSTITUTIONS
Admj 126 360
Anth 105 110 360+ 370+
ECE. 212
Econ 100 102
Envr 120
Geog 110 120 150
Hist 422+
PlSc 150
Psyc 100 108 110 201 202 223 278+ 300 340
Soci 100 101 105 126 141+ 360
SoSc 100 122 392

AREA E: **Lifelong Understanding & Self-Development:** ..... 3 units

Biol 310 312
Crer 137
Any Physical Ed. course **except**
P.E. 690 695
H.Ec 310 312
HSci 101 104 105 106 108

AREA F: **Ethnic Studies:** ..... 3 units

Selection of ONE course from either Area C or D above that has a (+) after the course number.

AREA G: **Preparation for Major or Electives:** ..... Units required

Transferrable Courses to meet the minimum 60 units degree requirement.

GENERAL EDUCATION REQUIREMENTS 11

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 minimun of 39 units.

AREA A: **Communication Skills & Critical Thinking:** ..... 9 units

One course required from each sub-area.

A1 ORAL COMMUNICATION
Spch 100 120

A2 WRITTEN COMMUNICATION
Engl 100

A3 CRITICAL THINKING
Engl 165
Phil 103 200

AREA B: **Natural Science and Mathematics:** ..... 9 units

One course from Physical Science (B1), Life Science (B2), and Math Concepts (B4).
Must include 1 lab course from Area B1 or B2 (indicated with *).

B1 PHYSICAL SCIENCE
Astr 100 110
Chem 110* 210* 224* 410*
Geog 100
Geol 100* 110
NSci 100
Ocen 100
Phys 210* 250*
260* 405 481*

B2 LIFE SCIENCE
Anat 250*
Anth 125
Biol 100 110* 111*
130 160
Boty 112* 145 220*
Mbio 240*
NSci 100
Paln 110
Psio 260*
Zool 210*

*B3 LAB COURSE

B4 MATH CONCEPTS
Math 105 125 130
200 219 220
241 251
+120 +121

Note: +Math 120 & 121 taken Fall 1988 and thereafter will not transfer. See catalogs or counselor.

AREA C: **Arts, Literature, Philosophy & Languages:** ..... 9 units

Three courses to be selected from at least two sub-areas.
+ indicates Ethnic Studies courses.

C1 ARTS
Art 101 102 103 201 204
214 301
Dram 101 102 140
Humn 100
Mus. 100 131 202

C2 LITERATURE
Dram 142 143 144 151 152
Engl 110
Lit. 101 111 141 142 143
144 151 152 200 231
232 233 251 252 266+
301 302 341 371+ 372+
375+ 431 441 442
Spch 111 112

C3 PHILOSOPHY
Hist 205
Phil 100 160 175 190 240
300 310 320

C4 FOREIGN LANGUAGES
Fren 110 111 112 120 121
122 130 140 161 162
Germ 110 111 112 120 121
122
Span 110 111 112 120 121
122 130 140 161 162

C5 DEVELOPMENT OF CULTURES
Hist 100 101 451+ 452+
SoSc 250+ 260+

AREA D: **Social, Political & Economic Institutions:** ..... 9 units

(Must include one course from D1 **and** one course form D2 to satisy the U.S. History, Constitution & American Ideals requirements).

*Fulfills American Institutions and State & Local Institution **only** for foreign students.

+Ethnic Studies courses.

D1 AMERICAN INSTITUTIONS

Econ 230
Hist 102 201 202 242+ 421
PlSc 205* 210

D2 STATE/LOCAL INSTITUTIONS

Hist 310 315
PlSc 205* 310

D3 SOCIAL INSTITUTIONS

Admj 126 360
Anth 105 110 360+ 370+
Ece. 212
Econ 100 102
Envr 120
Geog 110 120 150
Hist 422+
PlSc 150
Psyc 100 108 110 201 202
223 278+ 300 340
Soci 100 101 105 126
141+ 360
SoSc 100 122 392

AREA E: **Lifelong Understanding & Self-Development:** ..... 3 units

Biol 310 312
Crer 137
Any Physical Ed. course **except**
P.E. 690 695
H.Ec 310 312
HSci 101 104 105 106 108

LOWER DIVISION TOTAL **39**
UPPER DIVISION TOTAL **9**
FOUR-YEAR INSTITUTION TOTAL **48**

MATHEMATICS COMPETENCY REQUIREMENTS

A minimum score of 21 on the SMCCD Math Test #2, or a minimum score of 27 on SCAT, or a minimum score of 15 on ACT, or a minimum score of 400 on math SAT

OR

Completion of Elementary Algebra (MATH 110, or 111 and 112) with a grade of C or better, or any math course with Algebra as a prerequisite with a grade of C or better.

SECOND ASSOCIATE DEGREE

To qualify for an additional associate degree at Cañada College a student must (1) complete the minimum of 12 units for the degree at Cañada College after the awarding of the previous degree; (2) complete 50% of the major course units for the degree at Cañada College; and (3) comply with the appropriate general education requirements for the second degree.

A.A./A.S. DEGREE REQUIREMENTS

Graduation from Cañada College with the Associate in Arts or Associate in Science degree is based upon the completion of 60 units of lower-division college work, including the requirements **A** through **F** listed below. An application for the degree must be filed in the Office of Admissions and Records during the last semester of attendance (refer to calendar for the college year for deadline).

A. RESIDENCE

A minimum of 12 units 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. COMPETENCY REQUIREMENTS

English

Eligibility for Engl 100, based on English Placement exam

OR

Completion of Engl 800 with a grade of C or better

OR

Completion of E.I. 400 with a grade of C or better.

Mathematics

A minimum score of 21 on the SMCCD Math Test #2, or minimum score of 27 on SCAT, or a minimum score of 15 on ACT, or a minimum score of 40 on math SAT

OR

Completion of Elementary Algebra (Math 100, or 111 and 112) with grade of C or better, or any math course with Algebra as a prerequisite with a grade of C or better.

D. MAJOR

A major consists of a minimum of 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 that 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.

E. GENERAL EDUCATION

The purpose of General Education is to foster the preservation, communication, and development of knowledge, the cultivation of wisdom, and the understanding of values that will help ensure the survival of humankind and improve the quality of human life. In support of this purpose, the General Education requirement seeks not only to prepare students who are knowledgeable and well-informed, but to engender in them:

- a taste for learning in a climate of curiosity and wonder,
- an independent and critical cast of mind based on a respect for knowledge,
- a capacity for creativity and imagination,
- a sense of ethical responsibility that includes tolerance, sympathy for humankind, and commitment to improve the quality of life.

Associate in Arts Degree

21 units minimum

Associate in Science Degree

18 units minimum

AREA I. Language and Rationality

English Composition

For A.A. degree, 2 courses, with a minimum of 6 units, Engl 800, 100, 110, 165, E.I. 400.

For A.S. degree, 1 course, with a minimum of 3 units, Engl 800, 100, E.I. 400.

Communication and Analytical Thinking (3 units required)

Bus. 115; Comp 151, 155, 162, 170; Engl 165; Math 105, 110, 111, 115, 120, 121, 125, 130, 200, 220, 241, 251, 410; Mus. 132; Phil 103, 200; Spch 100, 120

AREA II. Natural Sciences (3 units required)

Anat 250; Anth 125; Astr 100, 110; Biol 100, 110, 111, 130, 160, 310; Boty 112, 145, 220; Chem 110, 210, 224, 410; Geog 100; Geol 100, 110; HSci 101, 104, 105, 106, 108; H.Ec. 310; Mbio 240; NSci100; Ocen 100; Paln 110; Phys 250, 405, 481; Psio 260; Zool 210.

AREA III. Humanities (3 units required)

Art 101, 102, 103, 201, 204, 214, 301; Dram 101, 102, 140, 142, 143, 144, 151, 152; Engl 110; Fren 130, 140, 161; Hist 100, 101, 205; Hum. 100; IntD 115, 150, 320, 321, 322; Lit. 101, 111, 141, 142, 143, 144, 151, 152, 200, 231, 232, 233, 251, 252, 301, 302, 341, 431, 441; Mus. 100, 131, 202; Phil 100, 160, 175, 190, 240, 300, 310, 320; Span 130, 140, 161; Spch 111, 112.

AREA IV. Social and Behavioral Sciences (3 units required)

Anth 105, 110; Econ 100, 102, *230; Geog 110, 120, 150; Hist *102, *201, *202, **310, **315, *421; PlSc 150, *205 (Note: Limited to foreign students or recent immigrants), *210, **310; Psyc 100, 108, 110, 201, 300; SoSc 100; Soci 100, 105.

*Indicates American Institutions

**Indicates State and Local Institutions for CSU transfers

AREA V. Ethnic Studies (3 units required)

Anth 360, 370; Art 120; Hist 242, 422, 451, 452; Lit. 266, 268, 371, 372, 375; Psyc 278; SoSc 250, 260; Soci 141.

F. PHYSICAL EDUCATION

One or more courses for a minimum of 2 units required. This requirement will be waived or modified for students in the following categories;

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

Waivers other than for the reasons stated herein should be sought through the regular procedures of the College for waiver of any graduation requirement via the Academic Standards Committee.

CHEM 224 ENGINEERING CHEMISTRY I.

Units 4
Class Hours ..... 3 lecture/3 lab hours per week
Prerequisites: ..... CHEM 192 or equivalent, MATH 120 and MATH 115 or CHEM 225
Description: Mole concept and stoichiometry, solutions, gas laws, phase changes, thermochemistry and related calculations. Atomic theory, intermolecular and intramolecular bonding. Emphasis on applications to materials science.

CHEM 225 ENGINEERING CHEMISTRY II.

Units 4
Class Hours ..... 3 lecture/3 lab hours per week
Prerequisites: ..... Same as CHEM 220; CHEM 224 with C or better
Description: Detailed treatment of thermodynamics, equilibrium, electrochemistry, kinetics, chemistry of complexes, an introduction to nuclear chemistry, and organic chemistry.

COMP 116 FREDWRITER.

Units 0.5
Class Hours ..... 8 lecture hours
Prerequisites: ..... Eligibility for ENGL 800 and MATH 811
Description: Simple word processing ideal for writing papers, essays, and reports. Recommended for students enrolled in ENGL 800, 100, and 110.

COMP 420 INTRODUCTION TO APPLE COMPUTER.

Units 1.5
Class Hours ..... 1.5 lecture/demonstration hours/week
Prerequisites: ..... Eligibility for ENGL 800 and MATH 110, or 111 and 112
Description: Applications for APPLE computers. This will include discussions and demonstrations of current microcomputer software and also an introduction to programming in BASIC.

COMP 421 ADVANCED APPLE COMPUTER.

Units 1.5
Class Hours ..... 1.5 lecture/demonstration hours/week
Prerequisites: ... COMP 420; Eligibility for ENGL 800 and MATH 110, or 111 and 112
Description: Advanced applications for microcomputers including some business applications. Topics such as word processing, spreadsheets, database management and other software will be discussed and demonstrated.

ECE 213 SCHOOL-AGE CHILD.
Units 3
Class Hours ..... 3 lecture hours/week
Prerequisites: ..... None
Description: Issues of school-age child care. Developmental needs of "Latchkey Child" to be examined. Goal is relevant and responsible program planning for before and after school child care. Family involvement and community resources incorporated.

INTD 356 RESIDENTIAL AND COMMERCIAL CONSTRUCTION.
Units 3
Class Hours ..... 3 lecture hours/ week
Prerequisites: ..... INTD 147, INTD 260, INTD 330, INTD 340. INTD 260, 330 and 340 can be taken concurrently.
Description: This course has been structured to teach the student how to plan multiple residential buildings and commercial building projects. It will cover various code requirements and basic construction systems. Remodeling and rehabilitation projects will be emphasized.

INTD 370 CONSTRUCTION ESTIMATING.
Units (Grade Option) 3
Class Hours ..... 3 lecture hours/week
Prerequisites: ..... INTD 276 or INTD 274 or INTD 350 or INTD 351 or INTD 356. May be taken concurrently.
Description: Process of estimating costs and time covering steps to estimating, types of estimating, conditions, specifications and methods of scheduling. Categories of estimating include: civil, structural concrete, structural iron and timber, carpentry (rough and finished), thermal and moisture protection, doors, frames, windows, and electrical estimating in detail. Projects culminate in a public bid.

COURSE REVISIONS

BUS. 405 WORD PROCESSING: SKILL BUILDING.
Units (Credit/No Credit) 1-3
Class Hours ..... 3 lecture/2 lab/week
Prerequisites ..... BUS. 415 or equivalent
Description: Designed to improve your ability to type straight copy with correct technique, to develop accuracy, and to increase speed.

BUS. 431 MICROCOMPUTER APPLICATIONS.
Units (Grade Option) 3
Class Hours ..... 3 lecture/2 lab/week
Prerequisites: ..... BUS. 415 or concurrent
Description: An overview, hands-on course for a person who has very little experience as a computer user. Introduction to the IBM and compatible clone computers (hardware) and several business application packages (software) — word processing, database, and spreadsheet. Students will also learn the basic disk operating commands (DOS). (Required for specified certificate programs.)

BUS. 438 MICROCOMPUTER GRAPHICS AND DESKTOP PUBLISHING.
Units (Grade Option) 3
Class Hours ..... 3 lecture/2 lab/week
Description: A practical hands-on course for computer users to learn the skill of integrating text and graphics for publication. Several graphics and desktop publishing software packages will be used to produce transparencies, flyers, brochures, and ads.

COMP 172 ADVANCED PASCAL PROGRAMMING.
Units 3
Class Hours 3 lecture/3lab/week
Prerequisites: ..... COMP 170, COMP 115 strongly recommended
Description: Abstract data types (ADT) and user interfaces with applications to internal and external information organization and retrieval. Topics include: strings, tables, random access files, interpreters and simple query languages. Students will complete a final project using ADT.

DSKL 811 SPECIFIC LEARNING ASSESSMENT.
Units ..... 0.5 - 1
Class Hours ..... 16 lecture, 6-8 lab hours/week
Prerequisites: ..... Verifiable learning disability
Description: An assessment battery is used to determine specific learning styles as well as academic skill levels in reading, writing, math, and spelling. Based upon assessment, the student with the assistance of the instructor, will design and use individual learning strategies.

INTD 271 FUNDAMENTALS OF BATH DESIGN.
Units (Grade Option) 3
Class Hours (12 weeks) ..... 3 lecture hours/week
Prerequisites: .ARCH 110; may be taken concurrently

Description: Exploration of the basic principles of bath design including drawing scale floor plans, elevations, and perspective drawings, using new design concepts, available products and color principles. Student bath design project and field trips to product companies required.

MATH 105 ELEMENTARY SCHOOL NUMBER SYSTEMS.
Units 3
Class hours ..... 3 lecture hours/week
Prerequisites: ..... MATH 120 with grade of C or better or satisfactory score on Math Placement Test #3
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. Meets requirements of California Administration code of elementary school credential and/or Liberal Studies credential (multiple subject).

MATH 120 INTERMEDIATE ALGEBRA.
Units 5
Class Hours ..... 5 lecture/1 lab hours/week
Prerequisites: .... MATH 110 with grade of C or better, or two semesters of high school math with grades of C or better, or satisfactory score on Math Placement Test #2.
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.

MATH 410 TECHNICAL MATH.
Units 3
Class Hours ..... 3 lecture hours/week
Prerequisites: ..... MATH 110 or 111 & 112 with a grade of C or better, or satisfactory score on Math Placement Test #2
Description: A survey of fractions, reciprocals, similar triangles, proportions, sine, tangent relationships, inverse law and graphing.

OPTH 491 CONTACT LENSES I.
Units 4
Class Hours ..... 3 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.

LEGL 249 INTRODUCTION TO LEGAL SYSTEM.
Units (Grade Option) 3
Class Hours ..... 3 lecture hours/week
Prerequisites: ..... English Placement Test
Description: The course will give an entering student a survey of the principles of law. Students will be required to study and resolve typical legal problems associated with the total system of law in the U.S. and California.

REVISED PROGRAM REQUIREMENTS/ CERTIFICATES

CERTIFICATE PROGRAM
ACCOUNTING ..... Units
ACTG 100 Accounting Procedures
or
ACTG 121 Financial Accounting 3-5
ACTG 190 Computerized Accounting 3
ACTG 212 Manufacturing Accounting
or
ACTG 131 Managerial Accounting 1.5-5
ACTG 180 Payroll & Business Taxes 1.5
BUS. 100 Survey of Business 3
BUS. 431 Microcomputer Applications 3
BUS. 434 Microcomputer Spreadsheet 3
Suggested Electives:
Choose from Accounting, Business, and Cooperative Education 6
Total 24-29.5

A.S. DEGREE
ACCOUNTING ..... Units
Certificate Core Requirements 24-29.5
Gen. Education Requirements 18
Electives 12.5-18
Suggested Electives ..... Units
BUS. 201 Business Law 3
BUS. 401 Business Communications 3
BUS. 670 Cooperative Education 1-4
ACTG 171 Individual Federal Income Tax Procedures 3
BUS. 103 Intro. to Bus. Computer Systems 3
BUS. 436 Microcomputer Database Management 3
BUS. 438 Microcomputer Graphics & Desktop Publishing 3

ACTG 670 Cooperative Education 1-4

CERTIFICATE PROGRAM
BUSINESS ADMINISTRATION ..... Units
ACTG 121 Financial Accounting 4-5
BUS. 100 Survey of Business 3
BUS. 101 Human Relations in Business 3
BUS. 103 Intro. Business Computer Systems 3
BUS. 115 Business Math
or
MATH 120 Intermediate Algebra & Review 3-5
BUS. 201 Business Law 3
BUS. 401 Business Communications 3
BUS. 434 Microcomputer Spreadsheet 3
Total 25-28

A.S. DEGREE
BUSINESS ADMINISTRATION ..... Units
Certificate Core Requirements 25-28
General Education Requirements 18
Electives 14-17
Suggested Electives ..... Units
ACTG 131 Managerial Accounting 4-5
BUS. 180 Marketing 3
BUS. 235 Techniques of Supervision 3
BUS. 403 WP: Letter Formats 1-3
BUS. 404 WP: Report Formats 1-3
BUS. 436 Microcomputer Database Management 3
ECON 100 Principles of Macro Economics 3
ECON 102 Principles of Micro Economics 3

BUSINESS/OFFICE SKILLS

CERTIFICATE PROGRAM
ADMINISTRATIVE ASSISTANT

The Administrative Assistant option is for individuals who wish to prepare for top-level secretarial and administrative assistant positions working closely with management in any type of business, professional, educational, and industrial office.
Prerequisite: Completion of Office Skills Certificate option or equivalent training or experience.

Units
ACTG 100 Accounting Procedures
or
ACTG 121 Financial Accounting 3-5
BUS. 101 Human Relations in Business 3
BUS. 103 Intro. to Bus. Computer Systems 3
BUS. 201 Business Law 3
BUS. 431 Microcomputer Applications 3
ECON 100 Principles of Macro Economics 3
ECON 102 Principles of Micro Economics 3
MGMT 225 Office Management
or
MGMT 235 Techniques of Supervision 3
Total 24-26

A. S. DEGREE
ADMINISTRATIVE ASSISTANT
Core Requirements ..... Units
Certificate Core Requirements 24-26
General Education Requirements 18
Electives 16-18
Suggested Electives ..... Units
BUS. 100 Survey of Business 3
BUS. 115 Business Math 3
BUS. 415 Typewriting/Keyboarding 1-3
BUS. 431 Microcomputer Applications 3
BUS. 434 Microcomputer Spreadsheet 3
BUS. 436 Microcomputer Database Management 3
BUS. 438 Microcomputer Graphics & Desktop Publishing 3
BUS. 670 Cooperative Education 1-4
ACTG 190 Computerized Accounting 3
MGMT 100 Management Theory 3
MGMT 120 Management Communications 3
MGMT 136 Budget & Planning 1.5
MGMT 137 Performance & Measurements 1.5
MGMT 215 Management of Human Resources 3

CERTIFICATE PROGRAM
OFFICE SKILLS

The office Skills option is for individuals who wish employment as receptionists and/or general office workers.

Units
BUS. 100 Survey of Business 3
BUS. 400 Business English 3
BUS. 401 Business Communications 3
BUS. 402 WP: Machine Transcription 1-3
BUS. 403 WP: Letter Formats
or
BUS. 404 WP: Report Formats 1-3
BUS. 410 Office Internship 1-3
BUS. 416 Office Skills 3
BUS. 431 Microcomputer Applications 3
BUS. 434 Microcomputer Spreadsheet 3
Total 21-27

A.S. DEGREE
OFFICE SKILLS
Core Requirements ..... Units
Certificate Core Requirements 21-27
General Education Requirements 18

Electives 15-21
Suggested Electives ..... Units
ACTG 100 Accounting Procedures 3-4
BUS. 110 Business Arithmetic
or
BUS. 115 Business Mathematics 3
BUS. 415 Intro. Typewriting/Keyboarding 1-3
BUS. 432 Microcomputer Word Processing 3
BUS. 436 Microcomputer Database Management 3
BUS. 670 Cooperative Education 1-4
BUS. 100 Survey of Business 3
BUS. 103 Introduction to Bus. Computer Systems 3

CERTIFICATE PROGRAM
OFFICE MANAGEMENT

The office Management option is for individuals who wish employment as office managers and other supervisory positions in offices.

Units
BUS. 101 Human Relations in Business 3
BUS. 400 Business English 3
BUS. 401 Business Communications 3
BUS. 403 WP: Letter Formats
or
BUS. 404 WP: Report Formats 1-3
BUS. 431 Microcomputer Applications 3
MGMT 100 Management Theory 3
MGMT 220 Organizational Behavior 3
MGMT 225 Office Management
or
MGMT 235 Techniques of Supervision 3
Total 22-24

A.S. DEGREE
OFFICE MANAGEMENT

Core Requirements ..... Units
Certificate Core Requirements 22-24
General Education Requirements 18
Electives 18-20
Suggested Electives ..... Units
ACTG 100 Accounting Procedures 3-4
BUS. 100 Survey of Business 3
BUS. 103 Introduction to Bus. Computer Systems 3
BUS. 115 Business Mathematics 3
BUS. 201 Business Law 3
BUS. 415 Intro. Typewriting/Keyboarding 1-3
BUS. 434 Microcomputer Spreadsheet 3
BUS. 436 Microcomputer Database Management 3
BUS. 438 Microcomputer Graphics & Desktop Publishing 3
BUS. 670 Cooperative Education 1-4

CERTIFICATE PROGRAM
WORD/INFORMATION PROCESSING ..... Units
BUS. 101 Human Relations in Business 3
BUS. 400 Business English 3
BUS. 401 Business Communications 3
or
BUS. 402 WP: Machine Transcription 1-3
BUS. 403 WP: Letter Formats
or
BUS. 404 WP: Report Formats 1-3
BUS. 410 Office Internship 1-3
BUS. 431 Microcomputer Applications 3
BUS. 432 Microcomputer Word Processing 3
BUS. 434 Microcomputer Spreadsheet 3
Total 21-24

A.S. DEGREE
WORD PROCESSING

Core Requirements ..... Units
Certificate Core Requirements 21-24
General Education Requirements 18
Electives 18-21
Suggested Electives ..... Units
BUS. 103 Intro. to Bus. Computer Systems 3
BUS. 415 Intro. Typewriting/Keyboarding 1-3
BUS. 405 WP: Skill Building 1-3
BUS. 401 Business Communications 3
BUS. 410 Office Internship 1-3
BUS. 416 Office Skills 3
BUS. 436 Microcomputer Database Management 3
BUS. 438 Microcomputer Graphics & Desktop Publishing 3
BUS. 670 Cooperative Education 1-4

EARLY CHILDHOOD EDUCATION PROGRAM

A.S. DEGREE ..... Units
PSYC 201 Child Development 3
ECE. 210 Early Childhood Education Principles 3
ECE. 211 Early Childhood Education Curriculum 3
ECE. 212 Child, Family, and Community 3
In addition, 12 units selected from the Certificate program.

CERTIFICATE PROGRAM IN EARLY CHILDHOOD EDUCATION

Any of the following courses may be selected for a total of 24 units: (ECE. 210, 211, 212, and PSCH 201 are strongly suggested.)
ECE. 210 Early Childhood Education Principles ... 1-3
ECE. 211 Early Childhood Education Curriculum . 1-3

ECE. 212 Child, Family, and Community 3
ECE. 230 Creative Activities for the Young Child 3
ECE. 240* Early Childhood Education Administration I (business/legal) 3
ECE. 241 Early Childhood Education Administration II (human relations) 3
ECE. 243 Microcomputer in Early Child. Ed. 3
ECE. 245 Teaching & Management Internship I .. 3-10
ECE. 246 Teaching & Management Internship II 5-10
ECE. 311 Nutrition for Young Children 1
ECE. 313 Health and Safety for Young Children 1
ECE. 670 Cooperative Education 1-4
ECE. 680 Special Topics in ECE 0.5-3
ECE. 690 Special Project 2
LIT. 191 Children's Literature 3
PSYC 201 Child Development 3
PSYC 221 The Special Child 3
PSYC 223 Infant Behavior 3
PSYC 391 Parenting 3
ART/MUS. 190 Fine Arts for Children 3
BIOL 111 Nature Study 3
* 12 units of course work (or equivalent experience) suggested prerequisite.

RECOMMENDED HISTORY 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 102 History of American Civilization 3
HIST 242 The Afro-American in U.S. History 3
HIST 310 California History 3
HIST 421 History of the Americas 3
HIST 422 Modern Latin America 3
HIST 451 Far Eastern Civilization and Heritage 3
HIST 452 Far Eastern Civilization and Heritage 3
ANTH 110 Cultural Anthropology 3
ECON 100 Principles of Macro Economics 3
GEOG 100 Physical Geography 3
SOCI 100 Introduction to Sociology 3

INTERIOR DESIGN

The Interior Design Department offers programs designed for individuals interested in preparing for careers in the professional fields of interior design, residential and commercial. Included in this program are a transfer program, an A.S. Degree Program, a Kitchen and Bath Certificate Program, a Professional Kitchen and Bath Certificate Program, and four certificated programs to meet the minimum qualifying requirements for the American Society of Interior Designers' allied membership.

CERTIFICATE PROGRAM WITH EARNED A.S. DEGREE INTERIOR DESIGN/COMMERCIAL DESIGN

For students who have completed an A.S. Degree in Interior Design at Cañada College, this certificate may be applied toward an allied membership in A.S.I.D.

CORE REQUIREMENTS (recommended sequence) ..... Units
INTD 260 Fundamentals of Lighting 2
ART 103 History of Modern Art
or
ART 110 Art Appreciation/Intro to Art 3
INTD 156 Portfolio/Projects (Spring only) 3
INTD 245 Internship 1
INTD 271 Fundamentals of Bath Design 3
INTD 340 Cabinetry and Furniture Design 3
INTD 350 Commercial Design (Fall only) 3
INTD 351 Advanced Commercial Design (Spring only) 3
INTD 356 Residential and Commercial Construction (Fall only) 3
INTD 360 Computers for Commercial Design 3
Electives (See catalog) (3 units) 3
Total 30

ELECTIVES (Recommended) ..... Units
ART 214 Color 3
ART 231 Watercolor 3
BUS 430 Intro. to IBM-PC 1.5
INTD 180 Contract Design 3
INTD 270 Fundamentals of Kitchen Design 3
INTD 274 Remodeling Constructions 3
INTD 278 Marketing & Salesmanship 3
INTD 320 Oriental Art/China & Korea 1
INTD 321 Oriental Art/Japan & S.E. Asia 1
INTD 322 Oriental Art/India, Japan, Philippines 1
INTD 411 Home Decorating 3

CERTIFICATE PROGRAM WITH EARNED A.S. DEGREE INTERIOR DESIGN/RESIDENTIAL

For students who have completed an A.S. Degree in Interior Design at Cañada College, this certificate may be applied toward an allied membership in A.S.I.D.

CORE REQUIREMENTS (recommended sequence) ..... Units
INTD 245 Internship in Home Furnishings 1
INTD 320 Oriental Art/China & Korea 1
INTD 321 Oriental Art/Japan & S.E. Asia 1
INTD 322 Oriental Art/India, Japan, Philippines 1
INTD 260 Fundamentals of Lighting (Spring only) .. 2
INTD 270 Fundamentals of Kitchen Design 3

ART 103 History of Modern Art
or
ART 110 Art Appreciation/Intro to Art 3
INTD 340 Cabinetry and Furniture Design 3
INTD 180 Contract Design (Fall only) 3
or
INTD 350 Commercial Design (Fall only) 3
INTD 250 Professional Practices 3
INTD 156 Portfolio/Projects 3
INTD 278 Marketing & Salesmanship 3
Electives 3
Total 30

ELECTIVES (Recommended) ..... Units
ART 214 Color 3
ART 231 Watercolor 3
COMP 420 Intro. to Apple Computer 1.5
BUS. 430 Intro. to IBM-PC 1.5
INTD 271 Fundamentals of Bath Design 3
INTD 274 Remodeling Constructions 3
INTD 276 Advanced Kitchen & Bath Design 3
INTD 411 Home Decorating 3
INTD 670 Cooperative Education 1-4
INTD 690 Individual Projects 1-4

CERTIFICATE PROGRAM
INTERIOR DESIGN/RESIDENTIAL
WITH EARNED B.A. OR B.S. DEGREE

For students who have completed a B.A. or B.S. Degree in other disciplines. This certificate may qualify the student for an allied membership in A.S.I.D.

CORE REQUIREMENTS
(recommended sequence) ..... Units
INTD 115 Your Home & Environment 3
INTD 148 Color for Interiors 3
ARCH 110 Basic Architectural Drawing 3
ART 201 Form & Composition
or
ART 204 Drawing
or
ART 301 Design 3
INTD 125 Detaining Interiors 3
INTD 150 History of Interiors 3
INTD 450 Home Furn. Consumer (Fall only) 3
INTD 330 Architectural Inter. Detailing 3
INTD 147 Space Planning 3
INTD 170 Fabrics for Interiors (Spring only) 3
INTD 278 Marketing & Salesmanship 3
INTD 146 Graphics for Interiors 3
INTD 260 Fundamentals of Lighting (Spring only) .. 2
INTD 320 Oriental Art/China & Korea 1
INTD 321 Oriental Art/Japan & S.E. Asia 1
INTD 322 Oriental Art/India, Japan, Philippines 1

ART 103 History of Modern Art
or
ART 110 Art Appreciation/Intro. to Art 3
INTD 250 Professional Practices 3
INTD 180 Contract Design (Fall only) 3
or
INTD 350 Commercial Design (Fall only) 3
INTD 156 Portfolio/Projects (Spring only) 3
INTD 245 Internship 1
INTD 270 Fundamentals of Kitchen Design 3
INTD 271 Fundamentals of Bath Design 3
Total 60

CERTIFICATE PROGRAM
INTERIOR DESIGN/COMMERCIAL DESIGN

For students who have completed a B.A. or B.S. in other disciplines. This certificate may qualify the student for allied membership in A.S.I.D.

CORE REQUIREMENTS
(recommended sequence) ..... Units
INTD 115 Your Home & Environment 3
INTD 148 Color for Interiors 3
ARCH 110 Basic Architectural Drawing 3
ART 201 Form & Composition
or
ART 204 Drawing
or
ART 301 Design 3
INTD 125 Detailing Interiors 3
INTD 150 History of Interiors 3
INTD 450 Home Furn. Consumer (Fall only) 3
INTD 330 Architectural Inter. Detailing 3
INTD 147 Space Planning 3
INTD 170 Fabrics for Interiors (Spring only) 3
INTD 146 Graphics for Interiors 3
INTD 260 Fundamentals of Lighting (Spring only) .. 2
ART 103 History of Modern Art
or
ART 110 Art Appreciation/Intro to Art 3
INTD 250 Professional Practices 3
INTD 156 Portfolio/Projects (Spring only) 3
INTD 245 Internship 1
INTD 271 Fundamentals of Bath Design 3
INTD 350 Commercial Design (Fall only) 3
INTD 351 Advanced Commercial Design
(Spring only) 3
INTD 356 Residential & Commercial
Construction (Fall only) 3
INTD 360 Computers for Interior Design (CAD) 3
Total 60

CERTIFICATE PROGRAM
INTERIOR DESIGN
KITCHEN & BATH PLANNING

For those students who wish preparation to enter the special field of kitchen and bath design and remodeling.

CORE REQUIREMENTS
(recommended sequence) ..... Units
INTD 115 Your Home & Environment 3
INTD 270 Fundamentals of Kitchen Design 3
ARCH 110 Basic Architect. Drawing 3
INTD 148 Color for Interiors 3
INTD 146 Graphics for Interiors 3
INTD 274 Remodeling Construction 3
INTD 245 Internship in Home Furnishing 1
INTD 260 Fundamentals of Lighting 2
INTD 276 Advanced Kitchen & Bath Design 3
INTD 278 Marketing & Salesmanship 3
INTD 250 Professional Practices 3
INTD 271 Fundamentals of Bath Design 3
Total 33

CERTIFICATE PROGRAM
INTERIOR DESIGN
PROFESSIONAL KITCHEN & BATH DESIGN

For those students who wish professional preparation to enter the special field of kitchen and bath design and remodeling.

CORE REQUIREMENTS
(recommended sequence) ..... Units
ARCH 110 Basic Architect. Drawing 3
INTD 115 Your Home & Environment 3
INTD 125 Detailing Interiors 3
INTD 146 Graphics for Interiors 3
INTD 148 Color for Interiors 3
INTD 245 Internship in Design 6
BUS. 431 Microcomputer Applications 3
INTD 260 Fundamentals of Lighting 3
INTD 270 Fundamentals of Kitchen Design 3
INTD 271 Fundamentals of Bath Design 3
INTD 274 Remodeling Construction 3
INTD 276 Advanced Kitchen & Bath Design 3
INTD 278 Marketing & Salesmanship 3
INTD 356 Residential & Commercial Construction (Fall only) 3
INTD 370 Construction Estimating 3
Electives 3
Total 50

Recommended Electives ..... Units
INTD 147 Space Planning 3
INTD 330 Architectural Interior Detailing 3
INTD 340 Cabinetry & Furniture Design 3
INTD 360 Computer for Interior Design 3
INTD 450 Home Furnishing Consumer 3
ACCT 100 Accounting Procedures 3

MANAGEMENT

GENERAL MANAGEMENT CERTIFICATE

CORE REQUIREMENTS ..... Units
MGMT 100 Management Theory 3
MGMT 120 Management Communication 3
MGMT 215 Management of Human Resources 3
MGMT 235 Techniques of Supervision 3
Plus, select **12** units
from Accounting, Business, or Management 12
Total 24

Suggested Electives
ACTG 121 Financial Accounting 4-5
ACTG 131 Managerial Accounting 4-5
BUS. 101 Human Relations 3
BUS. 103 Intro. to Bus. Computer Systems 3
BUS. 415 Intro. Keyboarding/Typewriting 1-3
BUS. 431 Microcomputer Applications 3
BUS. 432 Microcomputer Word Processing 3
BUS. 434 Microcomputer Spreadsheet 3
BUS. 436 Microcomputer Database Management 3
BUS. 438 Microcomputer Graphics & Desktop Publishing 3
MGMT 105 Financial Management 3
MGMT 130 Labor Relations for Management 3
MGMT 136 Budgeting and Planning 1.5
MGMT 137 Performance Measurement Techniques 1.5
MGMT 220 Organizational Behavior 3
MGMT 225 Office Management 3
MGMT 240 Organizational Leadership 3
MGMT 670 Cooperative Education 1-4

A.S. DEGREE
GENERAL MANAGEMENT ..... Units
Certificate Core Requirements 24
General Education Requirements 18
Electives 18

PUBLIC ADMINISTRATION CERTIFICATE

CORE REQUIREMENTS ..... Units
MGMT 120 Management Communication 3
MGMT 235 Techniques of Supervision 3
MGMT 281 Public Administration Management 3
MGMT 283 Personnel Administration 3
Plus, select **12** units
from Accounting, Business or Management 12
Total 24

Suggested Electives
ACTG 121 Financial Accounting 4-5
ACTG 131 Managerial Accounting 4-5
BUS. 103 Intro. to Bus. Computer Systems 3
BUS. 415 Intro. Keyboarding/Typewriting 1-3
BUS. 431 Microcomputer Applications 3
MGMT 100 Management Theory 3
MGMT 130 Labor Relations for Management 3
MGMT 136 Budgeting and Planning 1.5
MGMT 137 Performance Measurement Techniques 1.5
MGMT 225 Office Management 3
MGMT 220 Organizational Behavior 3
MGMT 282 Public Finance 3
MGMT 670 Cooperative Education 1-4
PLSC 310 California State & Local Government 3

A.S. DEGREE
PUBLIC ADMINISTRATION ..... Units
Certificate Core Requirements 24
General Education Requirements 18
Electives 18

MICROCOMPUTER APPLICATIONS

CERTIFICATE PROGRAM
CORE REQUIREMENTS ..... Units
BUS. 101 Human Relations 3
BUS. 415 Intro. Keyboarding/Typewriting 1-3
BUS. 431 Microcomputer Applications 3
BUS. 432 Microcomputer Word Processing 3
BUS. 434 Microcomputer Spreadsheet 3
BUS. 436 Microcomputer Database Management 3
BUS. 438 Microcomputer Graphics & Desktop Publishing 3
Electives: Select any 9 units from Area A, or B, or C. 9
Total 28-30

AREA A: BUSINESS/ACCOUNTING .... Units
ACTG 100 Accounting Procedures 3-4
ACTG 121 Financial Accounting 4-5
ACTG 131 Managerial Accounting 4-5
ACTG 171 Intro. Federal Income Tax Procedures 3
ACTG 180 Payroll & Business Taxes 1.5
ACTG 190 Computerized Accounting 3
BUS. 100 Survey of Business 3
ECON 100 Principles of Macro Economics 3
ECON 102 Principles of Micro Economics 3

AREA B: PROGRAMMING ..... Units
BUS. 103 Intro. to Bus. Computer Systems 3
COMP 151 Intro. to COBOL Programming 3
COMP 155 BASIC Programming 3
COMP 162 FORTRAN Programming 3
COMP 170 Intro. to Programming in Pascal 3
COMP 190 Intro. to C Programming 3
COMP 275 Assembly Language Programming 3

AREA C: BUSINESS/OFFICE SKILLS . Units
BUS. 100 Survey of Business 3
BUS. 115 Business Mathematics 3
BUS. 400 Business English 3
BUS. 401 Business Communications 3
BUS. 402 WP: Machine Transcription
or
BUS. 413 Shorthand for the Electronic Office 1-3
BUS. 410 Office Internship 1-3
BUS. 416 Basic Office Skills 1-3

A.S. DEGREE
MICROCOMPUTER APPLICATIONS
CORE REQUIREMENTS ..... Units
Certificate Core Requirements 28-30
General Education Requirements 18
Electives 12-14

PARALEGAL

CERTIFICATE PROGRAM
CORE REQUIREMENTS
This program will not satisfy the preparations required for a major leading to a B.A. or B.S. Degree.
CORE REQUIREMENTS ..... Units
LEGL 249 Intro. to Legal Systems 3
LEGL 250 Legal Research & Bibliography* 3
LEGL 252 Trial Preparation & Legal Ethics** 3
Plus, select 18 units form other Legal courses: 18
Total 27

SUGGESTED ELECTIVES ..... Units
LEGL 151 Torts& Contracts 3
LEGL 253 Probate Administration 3
LEGL 254 Family Law 3
LEGL 255 Corporations & Business Entities 3
LEGL 256 Real Estate & Landlord-Tenant 3
LEGL 257 Bankruptcy & Debt Collection 3
LEGL 258 Advanced Trial Preparation** 3
LEGL 260 Advanced Legal Research & Writing** .. 3
LEGL 670 Cooperative Education 1-4

LEGL 801 Paralegal Update Course.....0.5-1
*Prior to or concurrent with LEGL 249.
LEGL 249 must be taken **prior to, not concurrently with this course.
Annual law update courses are taught during the Spring semester each year. Look for the announcement of these courses after January 1 each year.

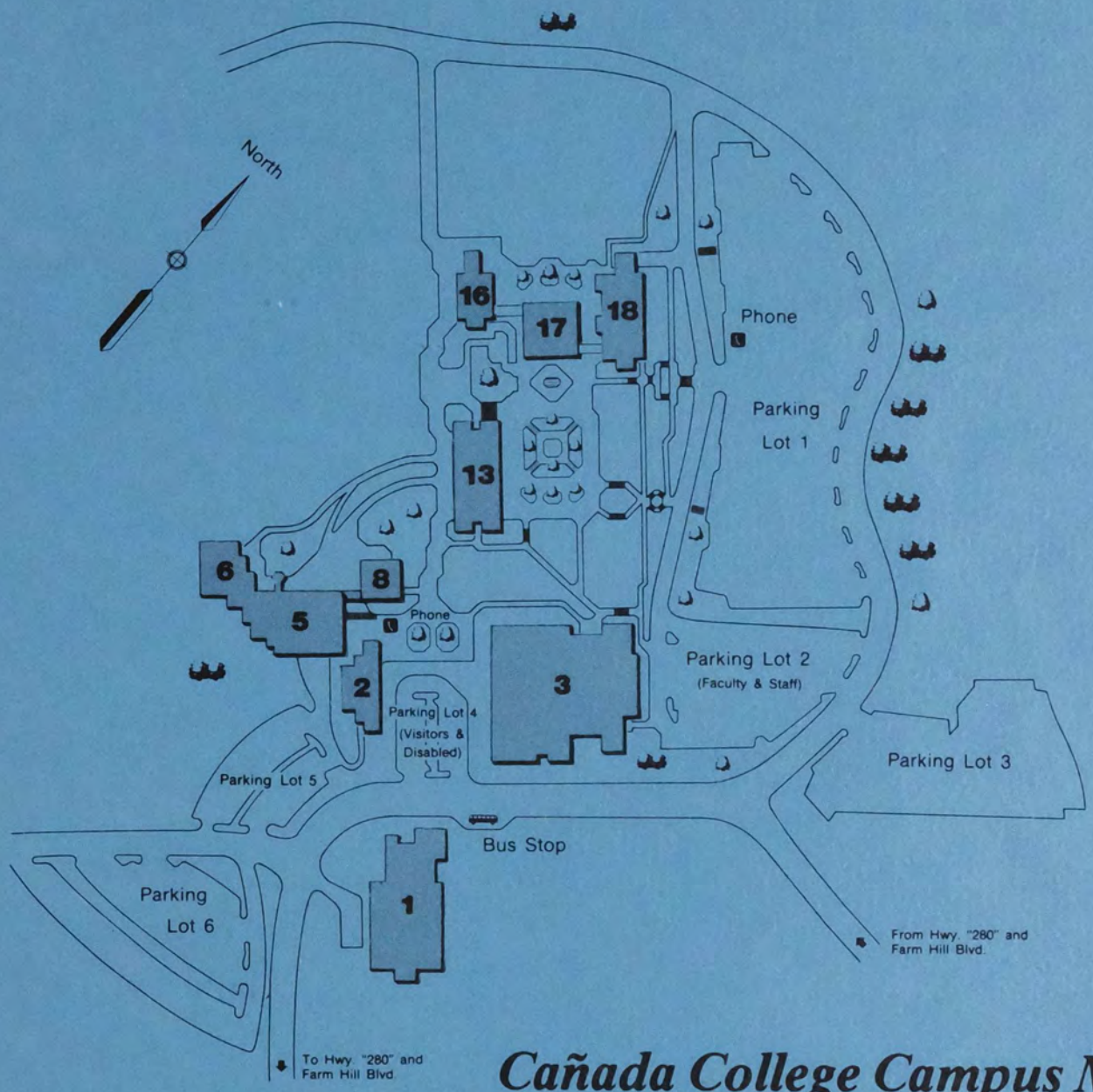
A.S. DEGREE - PARALEGAL
Core Requirements 27
General Education Requirements 18
Electives 15

DELETIONS TO THE CATALOG

ART	110	Introduction to Art
ART	120	Mexican Art and Architecture
ART	241	Silkscreen I
ART	305	Three Dimensional Sculptural Design
ART	324	Landscape
ART	326	Portraiture
ART	405	Sculpture I
ART	406	Sculpture II
ART	411	Ceramics I
ART	424	Fiber Arts
ART	800	Survey of Photography
ASTR	120	Plants and Extra-Terrestrial Life
BUS.	406	Concepts for the Electronic Office
BUS.	407	Basic Word Processing: WANG
BUS.	408	Intermediate Word Processing: WANG
BUS.	409	Advanced Word Processing: WANG
BUS.	420	Introduction to Apple Computer
BUS.	421	Advanced Apple Computer
BUS.	450	Office Automation Minicomputer Alternatives
CRER	130	Self-awareness
CRER	131	Occupational Planning
CRER	140	Peer Counseling
CHEM	231	Organic Chemistry I
CHEM	232	Organic Chemistry II
CHIN	801	Conversational Chinese I
CHIN	802	Conversational Chinese II
DRAM	106	Reader's Theatre
DRAM	230	Mime and Movement
DRAM	261-4	Drama Technology I - IV
ENGL	802	Reading and Interpretation
INTD	354	Residential Building Systems
INTD	355	Commercial Construction
LIT.	115	Introduction to Poetry
LIT.	268	Black Poetry
LIT.	422	Fantasy and Science Fiction
LIT.	455	The Non-Fiction Film
LIT.	461	Film Making
MUS.	103	Musicianship III
MUS.	133	Harmony III
MUS.	134	Harmony IV
MUS.	135	Comprehensive Musicianship
MUS.	150	Composition
MUS.	170	Jazz Improvisation
MUS.	295	Conducting
MUS.	309	Accompanying
MUS.	430	Symphonic Band
MUS.	445	Chamber Orchestra
MUS.	491-4	Oratoric Chorus
PHYS	120	Space, Time and Relativity
PSYC	210	Early Childhood Education Principles
PSYC	211	Early Childhood Education Curriculum
PSYC	212	Child, Family, and Community
RUSS	110	Elementary Russian
RUSS	111	Elementary Russian I
RUSS	112	Elementary Russian II
RUSS	801	Conversational Russian
RUSS	802	Conversational Russian
SPCH	127	Advanced Public Speaking

Cañada College

4200 Farm Hill Boulevard
Redwood City, California 94061
(415) 364-1212 (day)
(415) 364-0262 (evening)



Cañada College Campus Map

	Building - Room
Administration	8
Admissions & Records	8 - Lower Level
Associated Students	Cafeteria
Basic & Applied Science Division Office	18 - 109
Bookstore	2
Business/ Social Sciences/ Training Division	13 - 103
Business Skills Lab	13 - 217
Cafeteria	5
Career Center	5 - 215
Community Relations	8 - 204
Computer Center	5 - 105
Cooperative Education	5 - 208

	Building - Room
Counseling Office	5 - 214
Disabled Students Center	3 - 103
EXCEL	6 - 12
Financial Aid	5 - 207
Flexible Theatre	3 - 129
Gym	1
Health Center	5 - 213
Humanities Division Office	3 - 205
Information Center	8 - Lower Level
Job Placement	Cafeteria
Library	6
Lost and Found	8 - 211
Main Theatre	3

	Building - Room
Management & Training Institute	13 - 106A
Media Center	5 - 105
Physical Education	1
Reading Lab	3 - 104
Registrar	8 - Lower Level
Science Division Office	18 - 109
Security	8 - 305
Special Programs & Services	8 - 211
Theatres	3
Tourism Center	17 - 112
Tutorial Center	6 - 13
Veterans Office	8 - 207
Writing Lab	18 - 115