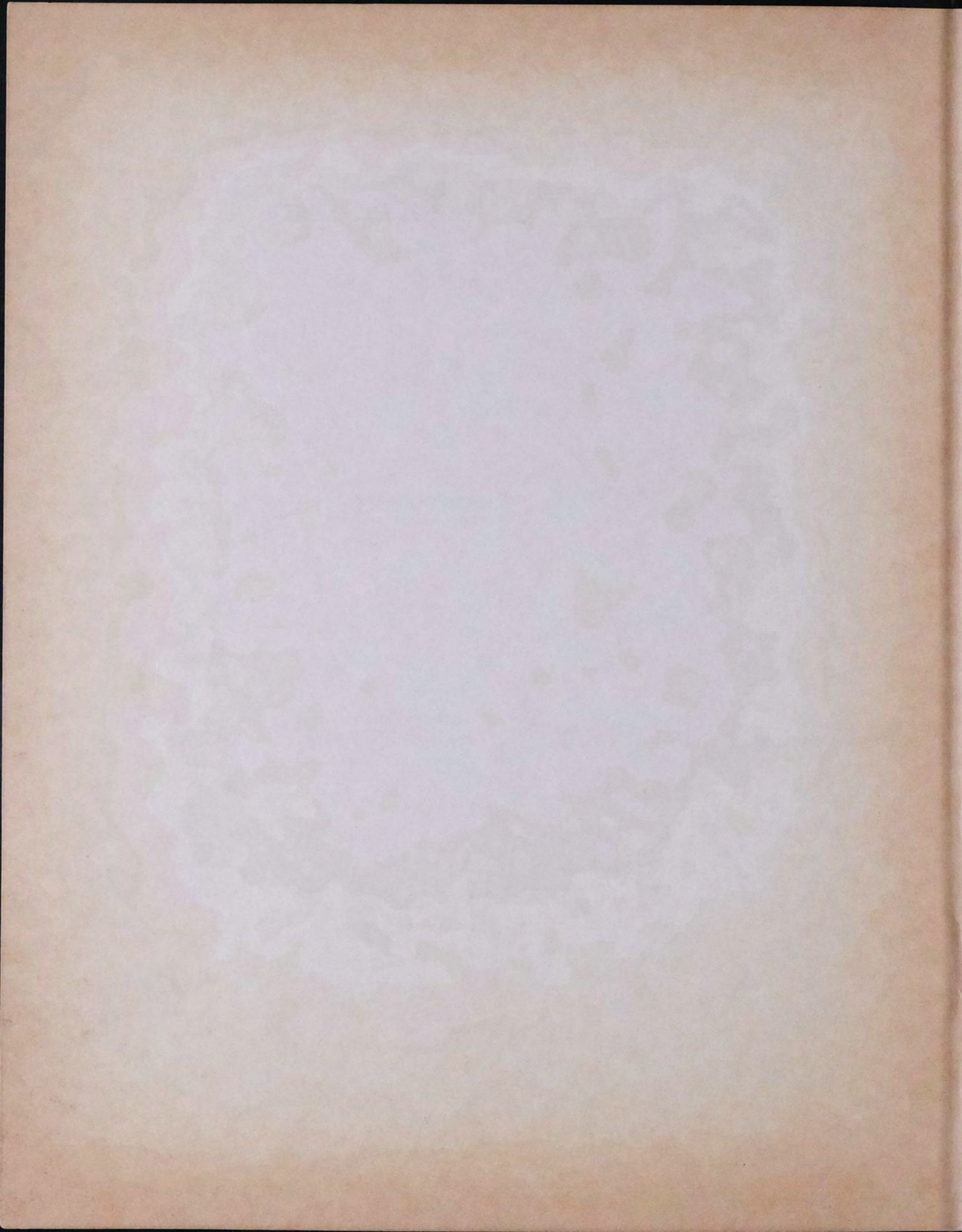


CAÑADA
COLLEGE



CATALOG
1990-1991



4200 Farm Hill Blvd.
 Redwood City, California 94061
 Phone Day (415) 306-3100
 Evening (415) 306-3101

ADMINISTRATION

Ray Dondero, Interim President

Carole Bogue-Feinour,
 Vice President, Instruction

Olivia Martinez, Vice President,
 Student Services/Operations

Grace Adams, Dean
 Business/Social Sciences Division

Elizabeth J. Armstrong, Dean
 Basic & Applied Sciences Division

Joan Del Gaudio, Dean
 Counseling/Advising & Matriculation

Classie Foat, Dean
 College Services

John Friesen, Jr., Dean
 Humanities Division

(Vacant), Dean
 Special Programs & Services

(Vacant), Dean
 Admissions & Records

(Vacant), Dean
 Instructional Resources

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.

James R. Tormey, Jr., President

William E. Jordan, M.D., Clerk

Tullio Bertini

Thomas L. Constantino

Helen Hausman

David E. Hunt, Student Trustee, 1990-91

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.

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The San Mateo County Community College District and Cañada College have made every reasonable effort to determine that everything stated in this catalog is accurate. Courses and programs offered, together with other matters contained herein, are subject to change without notice by the administration of the San Mateo County Community College District or Cañada College for reasons related to student enrollment, level of financial support, or for any other reason, at the discretion of the District and the College. At the time of publication, the fees described in this catalog are accurate. However, at any time, local or state mandated fees may be imposed or increased. 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.

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 Jeanne Schreiber

Editors
 Bernada Craig
 Tarrie Mitchell

Design/Photography
 Terri Creswell

2 CALENDAR FOR 1990 - 91

FALL SEMESTER, 1990

- Sept. 3 Holiday-Labor Day
- Sept. 4 Flex Day
- Sept. 5 Classes begin
- Sept. 18 Last day to add semester-length classes
- Sept. 18 Last day to drop classes with eligibility for enrollment fee refund
- Sept. 24 First Census Day
- Sept. 28 Last day to drop classes without appearing on student's record
- Oct. 22-26 Academic Progress Report Week
- Nov. 12 Holiday — Veterans' Day
- Nov. 13 Second Census Day
- Nov. 15 Last day to apply for Degrees & Certificates Fall Graduates
- Nov. 22 Holiday — Thanksgiving
- Nov. 23-24 Declared recess
- Dec. 7 Last day to drop semester-length classes without possible penalty grade
- Dec. 17-Jan. 1 Winter recess
- Jan. 18-25 Final examinations (Day classes)
- Jan. 21 Holiday — Martin Luther King
- Jan. 22 Evening classes close
- Jan. 25 Day classes close
- Jan. 26-Feb. 2 Inter-semester recess

SPRING SEMESTER, 1991

- Feb. 4 Classes begin
- Feb. 15 Holiday — Abraham Lincoln
- Feb. 16 Declared recess
- Feb. 18 Holiday — George Washington
- Feb. 19 Last day to add semester-length classes
- Feb. 19 Last day to drop classes with eligibility for enrollment fee refund
- Feb. 25 First Census Day
- Mar. 1 Last day to drop classes without appearing on student's record
- Mar. 25-30 Spring recess
- Apr. 1-5 Academic Progress Report Week
- Apr. 15 Last day to apply for Degrees & Certificates Spring Graduates
- Apr. 22 Second Census Day
- May 17 Last day to drop semester-length classes without possible penalty grade
- May 27 Holiday — Memorial Day
- June 10-14 Final examinations (Day classes)
- June 10 Evening classes close
- June 14 Day classes close

SUMMER INTERSESSION, 1991

- June 24 Summer Intercession begins
- July 4 Holiday — Independence Day
- Aug. 2 Six-week Summer Intercession ends
- Aug. 16 Eight-week Summer Intercession ends
- Aug. 30 Ten-week Summer Intercession ends

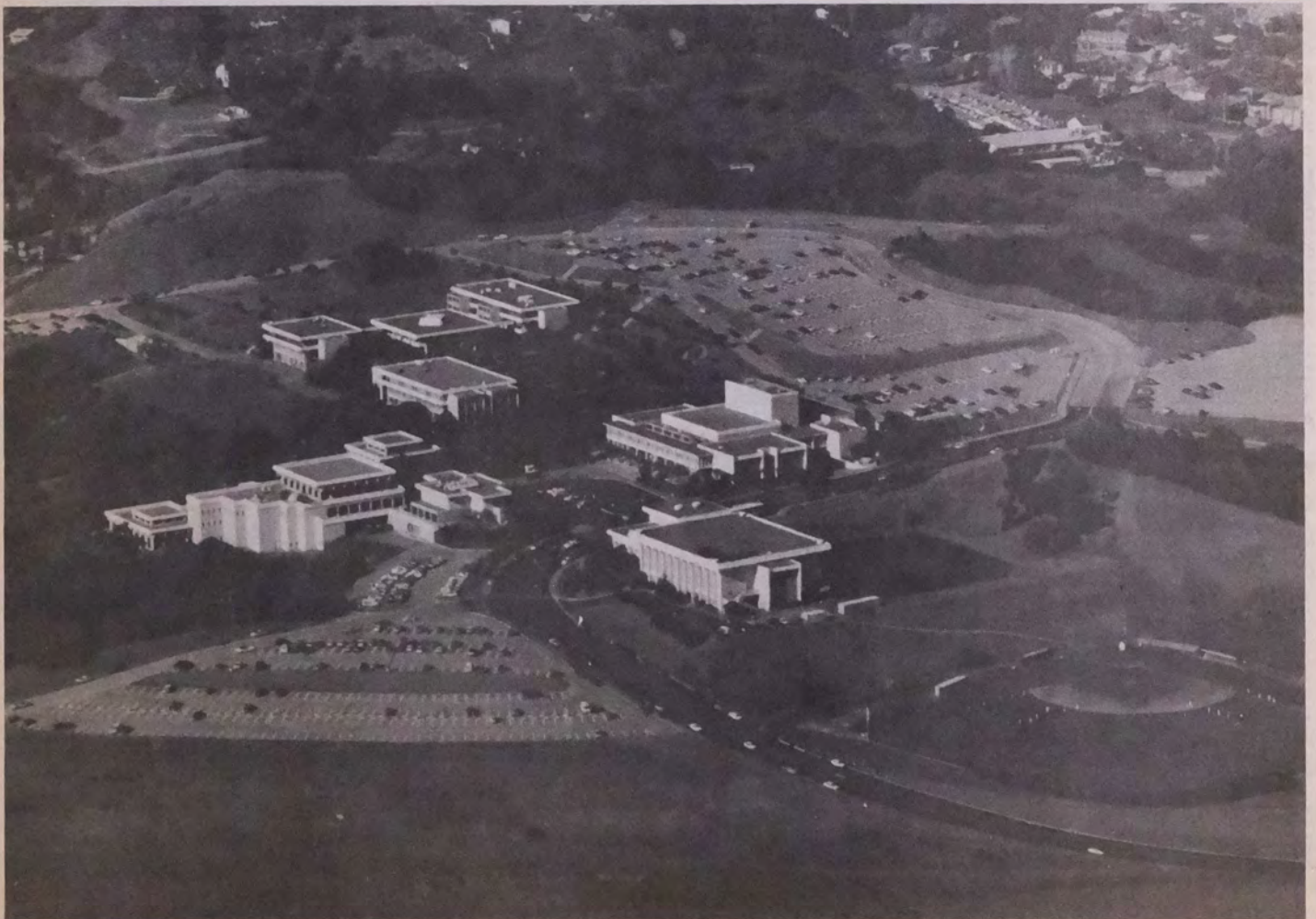


WELCOME TO CAÑADA COLLEGE

The Cañada College faculty, staff, and administration welcome you to Cañada College. Whether you are a new student, a continuing student, or a returning student, we are here to help you acquire the knowledge, skills, experience, and determination to discover what you want to achieve.

This catalog is more than a list of courses. It is your guide to the academic treasures and excellent support services Cañada College has to offer you. We urge you to take full advantage of the many educational opportunities available and to ask for our help when you need it.

Our warmest wishes for your success at Cañada College.



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, and humanities. Many courses are also offered in occupational subject areas. Courses are offered through a variety of instructional systems and learning environments.

The College's classrooms are generally small by design and offer an opportunity for students to become personally acquainted with their instructors. Cañada's student services program includes academic and vocational counseling services, financial aids, tutorial assistance, disabled students services, re-entry, programs for academically disadvantaged students and a wide range of student activities.

Cañada is a friendly and open campus. Teachers, students and administrators participate in curriculum development, the learning processes and the general campus environment as full voting members of various College committees which provide guidance and assistance to the 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 the Dean of Basic & Applied Sciences (Elizabeth Armstrong 306-3291).

MISSION AND GOALS SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT MASTER PLAN

Mission

The San Mateo County Community College District, recognizing each individual's right to education, is committed to leadership in providing quality education with its community to:

- identify and respond to the educational needs of the community;
- provide an environment which enables students to understand their social responsibilities and realize their individual potential
- encourage the pursuit of lifelong learning in a changing world; and
- maintain a climate of academic freedom in which a variety of viewpoints may be shared.

Goals

To fulfill its mission, San Mateo County Community College District has established the following goals. In pursuit of these goals, the overriding concern of the District will be maintenance of quality even at the expense of scope of service. The San Mateo County Community College District shall:

- provide varied general educational opportunities which acquaint students with the broad outlines of human knowledge and experience.
- provide lower-division transfer programs which prepare students for continued education in four-year colleges and universities;
- offer occupational education and training programs directed toward career development, in cooperation with business, industry, labor, and public service agencies;
- offer developmental/remedial education to enable students to develop those basic skills essential to successful completion of college goals;
- identify and meet community needs not otherwise served by college credit courses by offering self-supporting Community Service classes and activities;
- provide a program of student services to assist students in attaining their educational and career goals; and
- actively implement its policy of affirmative action for under-represented groups in student recruitment and personnel employment.

In order to fulfill its educational mission and to attain the goals described herein, the San Mateo County Community College District commits itself to effective analysis and evaluation of programs, services, and performance of personnel. It shall plan, organize, and manage its resources to achieve maximum effectiveness, efficiency, and accountability. Participation by the College community in these endeavors is desirable and appropriate.

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 faculty). Student members of committees are appointed by the Associated Student 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.

REVISION OF REGULATIONS

Any regulation adopted by the administration of Cañada College will be considered an official ruling and will supersede regulations on the same subject which appear in this catalog and other official publications, provided that the new regulation has been officially announced and posted.

BOOKSTORE

Textbooks and supplies may be purchased from the Cañada College Bookstore, open Monday through Friday. The telephone number is 306-3313. For general and/or book information, ask for Judy Inouye, Manager, or Roberta Segura.

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.

COMPUTER CENTER

The Cañada Computer Center is located in Building 5 on the middle floor. Any student who is enrolled in a Cañada College class requiring computer time may use the Computer Center equipment. The Center is operated on an open lab basis. Usage is not scheduled; students may come in at any time to work on assignments. Several different word processing, spreadsheet, data base, CAD, and tutorial software packages may be checked out for use in the Center. Staff and/or experienced student aides are on hand to answer questions at all times. The Center houses APPLE IIe IBM PC and Macintosh computers. The Center is open seven days a week.

ENGINEERING CENTER

The engineering center at Cañada College provides advanced laboratory facilities for the transfer engineering program. This center provides Computer Aided Design (CAD) Systems for use by the students in their design class, and in other classes as required. In addition, a number of other software packages are used in conjunction with the APPLE computers to allow students to explore the use of computers in all their engineering classes. The Engineering Center also houses the materials science laboratory for use in ENGR 270—Materials Science.

EVENING COLLEGE

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, photocopying, 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.

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 Center (second floor) and continuing to the Library (first floor).

The Library is the information center of the campus and strives to support the instructional program of the College. Its collection of books, periodicals, newspapers, microfilm, microfiche, maps and pamphlets is organized for easy access.

There are three service areas. The *Circulation/Reserve book* area contains restricted loan material as well as college catalogs. The *Reference/Periodical* area serves the research needs of students. Shelves there are periodical and newspaper indexes, the microfilm collection, as well as a large variety of reference source material. The card catalog provides access to a general collection of some 51,000 volumes arranged on open shelves in the *Reading Room*. Table and carrel seating for students is provided in this room, which affords a panoramic view of the wooded slopes of Skyline Ridge and is an inviting place for quiet study.

New technologies have encouraged the development of networks of libraries to share resources. In 1988 Cañada Library became a member of the Peninsula Library System, which comprises all the public libraries in San Mateo County. Work is in progress to implement this link so that the resources of the three District college libraries and the public libraries will be accessible via an on-line catalog. Although much work still remains to be done, our expectation is that while the links will be made in 1990-91, the complete holdings of the college libraries may not be available in the on-line catalog for some little time thereafter. We're working very hard to bring it to you just as soon as possible.

A reference librarian is always on hand to aid students in the use of the various information resources. Do not hesitate to ask! The student I.D. card, a tear-out on the computer printed class schedule given at time of Registration, must be shown to borrow library materials. For additional details on library services, pick up a copy of the Library Information sheet.

Hours of Service:

Monday-Thursday	8 a.m.-9 p.m.
Friday	8 a.m.-4:30 p.m.
Saturday	9 a.m.-2 p.m.
Sunday	CLOSED
Holidays as posted	

All students are encouraged to enroll in Library Science 100, a one-unit skills building course on using an academic library's resources.

MEDIA LEARNING CENTER

The Media Learning Center is located on the second floor of Building 5, Room 105, directly above the Library. The M.L.C. provides an audio-visual laboratory and microcomputer center where students can pursue remedial review, and enrichment learning experiences. The facilities include: audio-visual study carrels, individual video viewing facilities, listening stations, language laboratory, TV rooms 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 3,000 phonodiscs and more than 2,000 tapes, cassettes, videotapes and media-kits in a wide range of subject areas. The Center also provides delivery of a variety of AV equipment and films to support classroom instruction.

Media hours are:

Monday-Thursday	8 a.m.-9 p.m.
Friday	8 a.m.-1 p.m.
Saturday, Sunday	CLOSED

OFFICE OF BUSINESS OPERATIONS

The Business Operations Office has responsibility for operation of the College Business Office, classified payroll, and PBX mailroom.

STUDENT SERVICES

The primary goal of Student Services is to provide support for students so that they will be successful at Cañada College. 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, student government, and special programs, i.e., Disabled Students Program, E.O.P.S., and C.A.R.E., are the responsibility of the directors who report to Student Services. Students are encouraged to see the Vice President with concerns and suggestions for improvement.

PARKING

Parking anywhere on campus is by permit only, in clearly designated areas (see campus map). Some lots are limited to staff only in the daytime, but are open to students in the evening, with the exception of Lot 5, which is staff only day and evening.

Student parking permits are available for \$20 per campus semester and \$10 for the Summer Session and may be purchased during registration or from the Business Office, Building 8, Room 305 during the day, or from the Admissions and Records Office during the evening. Parking permits must be affixed to the rear, left bumper or the lower left corner of the rear window. **Mirror hangers are no longer allowable.**

A second permit may be purchased for \$1 on presentation of registration certificates from both vehicles showing ownership by the same person.

Students attending class only one day or evening per week may purchase a daily permit each time they come on campus. These are available from vending machines for \$.75 (require 3 quarters) and allow parking in student lots only. Daily permits are to be placed on the left hand side of the dashboard clearly visible to the security officer.

Visitor Parking Lot 4 is limited to one-hour parking except in Handicapped spaces. Visitors on official business may request a temporary Visitor's Permit allowing them to park in Visitor or permit lots. These are available from the Business Operations Office, Building 8, Room 305.

Special parking permits for handicapped students, day and evening, are authorized by the Handicapped Enabler's Office, Building 3, Room 103. For further information, call 306-3489.

Parking fees are not refundable unless an action of the college (e.g., class cancellation) prevents a student from attending class.

A two week grace period will be in effect in Student parking lots only, in order to enable students to purchase a permit during the first two weeks of the semester. Beginning September 19, 1990, permit requirements will be strictly enforced in student lots. Parking regulation are enforced at all times in staff lots and in other restricted areas.

Parking spaces are available on a first-come, first-served basis. Therefore, a permit is not a guarantee of a parking space. Cañada College and the San Mateo County Community College District do not accept liability for vandalism, theft or accidents. Use of parking facilities is at the user's risk.

Parking and traffic violations are enforced by Campus Security. For more information, call 306-3401.

TUTORIAL SERVICES

The Tutorial Services Program strives to provide free individual and group tutoring to any Cañada student needing assistance in his or her course work. Emphasis is placed upon increasing the chances of success in a specific course and/or achieving one's educational goals. Every effort is made to recruit tutors from a wide range of academic areas and are students who have been recommended or verified by faculty as competent and capable.

Students who need tutoring or wish to tutor others must complete the appropriate application forms in the Tutorial Center, which is located in Building 6, Room 12 (adjacent to the College Library). The Center is open Monday through Friday. All tutoring sessions are scheduled in the Center.

If you need a tutor or wish to be a tutor, apply at the Tutorial Center or contact Albert Archuleta, Tutorial Coordinator, at 306-3357.

CONTINUING EDUCATION FOR HEALTH PROFESSIONALS

Cañada College offers courses, lectures, conferences, and workshops which comply with the continuing education regulations 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 03180.

COOPERATIVE ADMISSIONS PROGRAM (CAP)

The University of California, Berkeley's College of Letters and Science and Cañada College offer a Cooperative Admissions Program for students not admitted to UCB because of space limitation but who met the eligibility requirements for admission.

Provided they meet specified criteria, CAP students are guaranteed admission to UCB as juniors. Students are required to spend the first two years at Cañada College completing specific requirements for their major at UC Berkeley and for their breadth requirements in the College of Letters and Science. For more information, call the Counseling Office, 306-3385.

CAMPUS DIRECTORY

Cañada has a commitment to extend educational opportunity to all members of the community and implements this philosophy by means of various programs, services and facilities at the College. Most administrative offices are open 8 a.m. to noon and 1 p.m. to 4:30 p.m., Monday through Friday. It is recommended that you make an appointment in advance or call for specific hours of operation: (415) 306-3100.

Student Services	Bldg/Rm.	Phone/Ext.	Student Services	Bldg/Rm.	Phone Ext.
Admissions & Records (Registrar)	8-215	306-3226	Scholarship Office	8-307	306-3274
Associated Students of Cañada College	5 Cafeteria	306-3364	Security Office (Parking Enforcement)	8-306	306-3401
Audio/Visual (Media Learning Center)	5-105	306-3348	Special Programs & Services	8-211	306-3100
Basic & Applied Sciences Division	18-109	306-3291	Student Activities (Special Programs & Services)	8-211	306-3100
Basic Skills Lab	5-105	306-3304	Student Government (Associated Students) Office	5 Cafeteria	306-3364
Bookstore	2	306-3313	Student Newspaper (Long Valley Gazette)	18-106	306-3360
Box Office	8-305	306-3396	Telephone Switchboard/Directory Assistance	8-203	'3000' or 306-3100
Business Operations/Cashier	8-305	306-3270	Theatre Manager (Main & Flex Theatres)	3-132	306-3316
Business/Social Sciences Division	13-105	306-3201	Transcript Requests (Admissions & Records)	8-215	306-3228
Business Computer Lab	13-217	306-3380	Transportation		
Career Planning & Placement	5-204	306-3452	SAMTRANS Bus Schedules/Passes	8-211	306-3100
Cashier/Business Operations	8-305	306-3270	Rediwheels (Handicapped)	3-103	306-3489
Computer Center	5-105	306-3430	Tutorial Center	6-12	306-3357
Cooperative Agencies Resources for Education (CARE) Childcare Program	8-211	306-3100	Veteran's Assistance (Admissions & Records)	8-215	306-3227
Cooperative Education/Work Experience Program	5-207C	306-3367	Vice President, Instruction	8-310	
Counseling Office	5-215	306-3385	Vice President, Student Services/Operations	8-211	306-3234
Disabled (Handicapped) Student Program	3-103	306-4389	Visitor's Parking Permits (Business Operations)	8-305	306-3270
English (ESL) Institute	13-121	306-3412	Work-Study Grant Program (Financial Aid)	5-207	306-3307
Evening College	8-215	306-3101	Writing Lab	18-115	306-3361
Extended Opportunity Programs & Services (EOPS)	6-13	306-3300			
Facilities Usage/Rental	8-305	306-3270			
Financial Aid	5-207	306-3307			
Fines/Fees Owed (Cashier)	8-305	306-3270			
Handicapped Enabler Services	3-103	306-3489			
Health Center	5-213	306-3309			
Housing (Off Campus Only) Information	8-211	306-3263			
Humanities Division	3-205	306-3336			
Information Desk	8-215	306-3340			
Instruction Office	8-211	306-3241			
International Students (Admission)	8-215	306-3226			
(Counseling)	5-215	306-3289			
Language Lab (Media Learning Center)	5-105	306-3348			
Library	6-2	306-3267			
Lost & Found	8-211	306-3100			
Math Lab	5-105	306-3304			
Media Learning Center	5-105	306-3348			
Outreach & Recruitment (Spanish-Speaking Assistance)	13-120	306-3386			
Physical Education Office	1-204	306-3341			
Placement Testing (English & Math)	3-205	306-3338			
President's Office	8-312	306-3238			
Psychological Services	5-216	306-3455			
Public Information	8-204	306-3340			
Refunds (Registration Fees)/Cashier	8-305	306-3270			
Reimbursement (Vending Machines)	8-211	306-3100			

8 OFFICE OF ADMISSIONS & RECORDS

The Office of Admissions and Records is designed to help new and continuing students in admission, registration, and student welfare. As a means of fulfilling these responsibilities, the Dean of Admissions & Records has responsibility to:

- Determine admission eligibility
- Determine matriculation exemption/non-exemption status
- Provide class program registration
- Process transcripts
- Process grades
- Conduct institutional research
- Certify eligibility for the A.A. and A.S. and certificate programs
- Process transfer credits from other colleges

The Dean of Admissions & Records is also administratively responsible for the:

- Veteran's Program
- International Student's Program
- Health and psychological services

ELIGIBILITY REQUIREMENTS FOR ADMISSION OF STUDENTS

California Residents

A California resident, for purposes of attendance at a community college, is a person who has resided in the state for more than one year and one day immediately preceding the first day of classes.

Applicants who have immigrant status must reside in California for more than one year and one day after the date stamped on their visa to be considered residents of the state.

Any California resident 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, 16 or 17 years of age, who has in his/her possession at the time of registration one of the following:

— Formal certificate from California State Office of Education which indicates the student has passed the High School Proficiency Examination.

— G.E.D., California High School Equivalency Certificate, with an average of 55 or higher for all tests.

— A formal, written document from the student's high school district indicating he/she is **exempted** from any further high school attendance.

- Be 18 years of age or older and, in the opinion of the President of Cañada 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.

Non-resident 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 an average of 55 or more for all tests.

International Students

International students may qualify for admission to Cañada College by meeting the following requirements:

- Have completed the equivalent of an American high school education with satisfactory grades (normally a "B" or 3.0 average).
- Demonstrate sufficient command of English to profit from instruction at the College. A minimum score of 450 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 \$100.00 per unit.
- International students unable to demonstrate sufficient command of English may be admitted but will be required to enroll in intensive English courses.
- 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.
- If a student carries his/her own insurance, the coverage must be equivalent to or greater than the amount listed in the SMCCCD plan.

Residents of other countries may apply for admission as F-1 visa students through the International Students Program. Special requirements and application deadlines apply.

Students who are legal residents of another country and are in the United States temporarily on F-1 visas to study at another institution may be admitted as part-time students at Cañada College with the approval of the Dean of Admissions & Records. These students must present a letter of approval from a counselor or official of the other institution in order to attend Cañada College.

Residents of other countries with other types of temporary visas may also attend Cañada provided the visa expiration date is not prior to the end of the semester in attendance.

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 International 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 at the rate of \$100.00 per unit.

Transfer Students

Students transferring from another college or university may take classes at Cañada College. 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.

CONCURRENT ENROLLMENT PROGRAM

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. 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.

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.

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.

High School students participating in the Concurrent Enrollment Program are not required to pay the enrollment fee or the health fee.

Students who have not been California residents (as defined in the Education Code) for a full year before the beginning of the semester for which they are applying, are required to pay non-resident tuition of \$100 per unit for all courses taken for college credit.

ADMISSION PROCEDURES

Students applying to Cañada College who wish to enroll are required to:

- File a written application for admission on forms supplied by the College.
- Obtain high school and college transcripts from all institutions they have attended. Students will bring these transcripts with them when they come to the campus for counseling and registration. High school transcripts are not required if the applicant has not attended high school within the past five years.
- Take Placement/Counseling tests and other specific examinations necessary. (See Schedule of Classes for testing dates and times.)

Students planning to enroll in Ophthalmic Dispensing or Radiologic Technology programs must file a separate application for admission to the college. To obtain the appropriate application form, please call the Basic and Applied Sciences Division at 306-3291.

Counseling Appointments

Upon completion of admission requirements, all day students who plan to enroll in seven or more units 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 in-person registration. At other times counseling is available by appointment or drop-in Monday through Thursday.

REGISTRATION PROCEDURES

Computerized registration takes place prior to each semester. Refer to Schedule of Classes 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 per unit if taking fewer than 10 units \$50 if taking 10.0 or more units.
- **Health Fee:** \$7.50 per semester; \$5.00 for Summer Session. Required of all students except concurrently enrolled high school students and students enrolled only in weekend classes.
- **Non-resident or International Students Tuition:** \$100.00 per unit.
- **Parking Permit: Required of all students parking on campus** \$20 per semester or \$.75 per day \$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.

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 completion of the second week of 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 international 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 Dean of Admissions and Records 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 Registrar in cases of unique or extraordinary circumstances, beyond the student's control.
- Appeals may be made to the Vice President, Student Services/Operations.

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 Dean of Admissions and Records.

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 than 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 forth above must reflect an authorized symbol other than "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" or "NC" 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.

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	Good	3
C	Satisfactory	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)	

The GPA (grade point average) is determined by dividing the total number of grade points earned by the total number of units attempted.

The following non-evaluative symbols are used at Cañada College:

• 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 Dean of Admissions and Records. 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 Dean of Admissions and Records.

An "Incomplete" must be made up within 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 to be 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 unit credit and a grade will be assigned when the course is completed.

If a student enrolled in an open-entry, open-exit course is assigned an "IP" grade and does not re-enroll for the subsequent attendance period, the instructor will assign an evaluative symbol to be recorded on the student's permanent record for the course.

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

• RD - Report Delayed

This symbol is used only by the Dean of Admissions and Records 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** on previous page)

• H - Instructor failed to supply a grade.

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 Dean, 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.

GRADE REPORTS

Progress reports are available from the faculty 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/her final semester grades, which become a part of his/her permanent record.

CHANGE OF GRADE

An earned grade of A, B, C, D, F, W, CR, NC (or H) may be changed by the instructor within one year due to a "clerical error" on the part of the instructor. Grades cannot be changed on the basis of a student completing course work subsequent to the assignment of the final grade. (See *Academic Record Symbols and Grade Point Average*.)

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 be on file with the Office of Admissions and Records prior to the specified deadline (see calendar of events).
- request from the Office of Admissions and Records an evaluation of all college transcripts.

For more detailed eligibility requirements see section on Program Planning.

DEGREE APPLICABLE AND NON-DEGREE APPLICABLE COURSES

CHANGES IN STATE REGULATIONS GOVERNING COURSES AT CAÑADA COLLEGE

The State of California has legislated a series of reforms designed to strengthen the community colleges. One of these reforms mandated a comprehensive review of the standards of instruction in each course in the curriculum. Each course then was classified as "degree applicable" or "non-degree applicable" to the Associate degree. A course that is "non-degree applicable" cannot be counted toward graduation or transfer. Any course that is "non-degree applicable" will have the following notation at the end of the course description: "Units do not apply toward the AA/AS degree."

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 \$3.00. The college will not normally issue official transcripts directly to a student. Requests are normally processed within 7 working days.

Transfer students who wish to have their academic records from other accredited institutions within the United States evaluated by the Office of Admissions and Records and have those units placed on their permanent record at Cañada College must petition to do so. Upper-division credits completed at a four-year college or university will not be accepted or counted toward an A.A./A.S. Degree or Certificate at Cañada College. Course work completed at a college or university outside the United States will be considered for inclusion on a transfer student's record at Cañada College **only** after the transcript from the foreign institution has been evaluated by an approved agency which is able to provide a translation of the transcript, with subject breakdown and grades. Contact the Admissions Office for the names of approved agencies.

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 3.3.

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.

OPEN ENROLLMENT

Every course offered at Cañada College (unless specifically exempted by legal statute) is open for enrollment and participation by any person who has been admitted to the College and who meets the prerequisites of the course, provided space is available.

COURSE REPETITION

A. Repeat for Credit

The Board of Trustees of the San Mateo County Community College District has adopted a policy (District Rules and Regulations, Section 6.12) which permits a student to repeat certain courses for credit a maximum of three times (total of four class enrollments). These courses require increasing levels of student performance or provide significantly different course content each subsequent semester. Such courses will be designated as "may be repeated for credit" in the course description. Courses which are not so designated may not be repeated under this policy. Further information on this policy is available from your College counselor.

B. Grade Alleviation

A student who has received a grade of D, F, or NC in a course taken at a college of the San Mateo County Community College District may, with authorization, repeat the course for purposes of grade alleviation. Under unusual circumstances, a student may petition the Vice President, Student Services/Operations, for permission to repeat a course more than once. On petition to the Office of Admissions and Records, the student may have the grade of the repeated course used in computation of the grade-point average. The original grade will remain on the transcript, but will no longer affect the grade-point average. Course repetition completed at colleges of the San Mateo County Community College District will be honored; course repetition involving work completed at a non-district institution may be honored. Students may apply for such consideration to the Office of Admissions and Records. In no case will the unit value of a course be counted more than once. In no case may a final grade earned in a repeated course be applied to alleviate more than one substandard grade. Courses in which the student has received grades of "CR", C, B, or A are not subject to the provisions of this policy.

C. Special Circumstances

Under special educationally justifiable circumstances, repetition of credit courses other than those for which substandard work has been recorded may be permitted. The student must obtain prior written permission before such course repetition will be authorized. Normally, a student may repeat such a course only once. The student should first contact the Division Dean, and finally the Dean of Admissions and Records' Office for permission to repeat a course more than once. Grades awarded for courses repeated under this provision shall not be considered in calculating the student's grade point average and in no case will the unit value of the repeated course be counted more than once.

AUDIT POLICY

The following classes are designated as audit classes: Art 207, 232; Danc 350; Dram 300; Fitn 204; Fren 803; Germ 804; Indv 164, 254; Mus. 304, 324, 344, 364, 374, 394, 404, 444, 464, 474, 484; Team 115. A student must have received credit 4 times before he or she is eligible to audit that class.

ATTENDANCE REGULATIONS

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of his/her 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

A student who finds it necessary to withdraw from all enrolled classes at any time after registration must obtain a petition for permanent leave of absence. This petition may be obtained from the Office of Admissions and Records or the Counseling Center. It is the student's responsibility to complete the petition process. The permanent leave of absence shall only be used when circumstances beyond the student's control force a complete withdrawal from all classes.

A student absent 5 days or more with a medical problem should notify the Health Center. Your instructors and counselors will be given the information.

ACADEMIC RENEWAL POLICY

A maximum of two semesters and one summer session of substandard work (less than a 2.0 grade point average), not reflective of the student's present scholastic level of performance, may be alleviated and disregarded in the computation of grade point average under the following conditions:

- A period of at least three years must have elapsed since the work to be alleviated was completed.
- 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.
- A semester or quarter is defined as all work attempted during a single academic term. The terms need not be consecutive.

- 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-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). 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. (Example: $56 \div 28 = 2.00$ GPA.)

Any grade point total less than twice the attempted units is regarded as deficient. (Example: $55 \div 28 = 1.96$ GPA)

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 following grading scale:

Symbol	Definition	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	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)	

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:

The student's cumulative grade point average is less than 1.75 in all units attempted.

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 NOTIFICATION

The grade reports mailed at the end of each semester will contain a printed notation if the student is on PROBATION or in DISMISSED status. Once a year, at the end of the Spring semester, a letter will be sent to all students who are on PROBATION. Each semester a letter will be sent to all students who are in DISMISSED status.

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 a counselor. If the problem at issue is not satisfactorily resolved, they are encouraged to bring the matter to the attention of the Vice President, Student Services/Operations. The Vice President 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.

ADVANCED PLACEMENT

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. The American History requirement can be fulfilled by passing the Advanced Placement Test in American History with a score of 3, 4, or 5 or by passing the College Board Achievement Test in American History with a score of 500 or better. Test scores and a written petition for this credit must be filed in the Office of Admissions and Records.

Advanced Placement credit units are not applicable for meeting such unit load requirements as those for financial aid, veterans' or social security benefits, scholastic honors, or graduation residency requirements.

CREDIT BY EXAMINATION

- Credit may be earned by examination provided:

The student is registered at the College and in good standing, with a GPA of 2.0 or better.

The student can demonstrate that he/she is qualified, through previous training or instruction, to successfully complete such examination.

The course has been so designated by the Division Dean in consultation with appropriate members of the division faculty.

The course for which credit is desired is listed on the approved College curriculum list.

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 or Certificate of Completion.
- 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.

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. Cañada College will not allow a student to re-register in the College nor will the College forward transcripts or any other records to other institutions for those students with holds on their records. Degrees and certificates will also be held until all outstanding fees have been paid or cleared.

TESTING POLICY STATEMENT

ENGLISH:

An English placement test is required of students who wish to enroll in any English, reading, or writing class. (Exceptions: English 110, 161, 162, 860, 870, and 875.) Students will be exempted from taking the English test only if they present evidence of any of the following:

1. A score of 150 or above on the CSU English Placement Test.
2. Scores of 3, 4, or 5 on either the Language and Composition or the Composition and Literature tests of the College Board Advanced Program.
3. A score of 600 or above on the College Board Achievement Test in English Composition with Essay.
4. A score of 500 or above on the verbal section of the College Board Scholastic Aptitude Test (SAT-Verbal) and 50 or above on the TWSE.
5. A score of 21 or above on the ACT English Usage Test.
6. An acceptable 3-semester-unit or 4-quarter-unit college English course with a grade of C or better.

Normally, exemption by means of numbers 1-5 allows a student to enroll in English 100.

NOTE: During the first two weeks of class, a student's initial placement will be subject to confirmation by means of a writing sample.

MATHEMATICS:

Students enrolling in any mathematics course (including Business Mathematics) must take the Mathematics placement test. This requirement will be waived for students who have passed prerequisite college courses with a grade of C or higher at Cañada College, Skyline College, or College of San Mateo.



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 Dean of Admissions & Records, 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 Vice President, Student Services/Operations, 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/she will render his/her decision to the President of the College who will make the final decision on what action is to be taken.
- The Act provides the College may release certain types of *Directory Information*, unless the student submits in writing to the *Records Officer* that certain or all such information not be released without his/her consent. *Directory Information* at this college includes: (1) student name and city of residence, (2) participation in recognized activities and sports, (3) dates of attendance, (4) degrees and awards received, (5) the most recent previous educational agency or institution attended (6) height and weight of members of athletic teams.
- A copy of the College Policy, The Family Education Rights and Privacy Act, Section 438 (P.L. 93-380) and other pertinent information is available for review and inspection in the *Records Officer's* office, Building 8, Room 208, during normal working hours.



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 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 TITLE VI of the Civil Rights Act of 1964 should be addressed to:

Vice President, Student Services/Operations
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Telephone: 415-306-3234

Inquiries concerning TITLE IX of the Education Amendments of 1972 should be addressed to:

Dean of Basic and Applied Sciences
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Telephone: 415-306-3291

Inquiries concerning SECTION 504 of the Rehabilitation Act of 1973 should be addressed to:

Dean of Special Programs and Services
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Telephone: 415-306-3263

POLICY ON SEXUAL HARASSMENT

It is the policy of Cañada College to prohibit, in any and all forms, the sexual harassment of its students and staff. Sexual harassment of students by other students or staff, and/or the harassment of staff by students, is considered intolerable behavior that will be investigated and acted upon immediately.

Persons seeking further information concerning this policy or claiming grievance because of violation of this policy should contact the office of the Vice President, Student Services/Operations, Building 8, Room 211, or call 306-3234.

POLITICA DE NO-DISCRIMINACION

Cañada College ofrece igualdad en oportunidades, sin discriminación (acción afirmativa), a todos los alumnos que se inscriban a clases. Obecemos los requisitos impuestos por el TITULO VI relacionado al Acta de Derechos Civiles de 1964, el TITULO IX de las Enmiendas Educativas de 1972 y a la SECCIÓN 504 del Acta de Rehabilitación de 1973.

Cañada College no discrimina en base a raza, color, nacionalidad, sexo, religión o limitaciones físicas (handicaps). Tomamos medidas necesarias para garantizar acceso al colegio a todos los que se inscriban a clases, reciban servicios estudiantiles, asistencia financiera o participen en diversas actividades o empleos en Cañada.

Preguntas relacionadas al TITULO VI del Acta de Derechos Civiles de 1964 pueden dirigirse al:

Vice Presidente, Servicios Estudiantiles
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Teléfono: 415-306-3234

Preguntas relacionadas al TITULO IX de las Enmiendas Educativas de 1972, pueden dirigirse al:

Decano de Ciencias Basicas y Aplicadas
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Teléfono: 415-306-3291

Preguntas relacionadas a la SECCIÓN 504 del Acta de Rehabilitación de 1973, pueden dirigirse al:

Decano de Programas y Servicios Especiales
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Teléfono: 415-306-3263

POLITICA SOBRE LA PERSECUCION SEXUAL

Es política de Cañada College prohibir la persecución u hostigamiento sexual en cualquier forma que ésta se produzca. Tal persecución, ya sea entre alumnos o entre personal y alumnos, se considera conducta intolerable que será inmediatamente investigada y se procederá en consecuencia.

Las personas que desean más información sobre esta política así como los que tengan quejas relacionadas con infracciones de esta naturaleza deberán dirigirse a la oficina del Vice Presidente de Servicios Estudiantiles, Edificio 8, Aula 211. Teléfono 306-3234.

18 FINANCIAL AID & SCHOLARSHIPS

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, 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 and availability of funds; determination of need is based upon a careful analysis of family income and assets, liabilities, number of children, medical expenses, etc. 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, Bldg. 5, Room 207 between the hours of 8:00 a.m. and 2:30 p.m.

SCHOLARSHIPS

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 \$100 to \$500, are available to continuing or transferring 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 usually include demonstrated academic achievement and promise, extra-curricular activities, and financial need.

Cañada's Scholarship Committee meets each Spring to review applications and select recipients for the following school year.

Information and applications are available for a number of privately awarded scholarships. Deadlines are usually early in the year.

Requests for applications and information should be directed to the Scholarship Office, Building 8, Room 303. The application deadline is April 1 for the general scholarship program.



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.

VICE PRESIDENT, STUDENT SERVICES/OPERATIONS' OFFICE

The Vice President's Office is in Building 8, Room 211. The Vice President is responsible for all student conduct and discipline. Please feel free to call her at 306-3234, or make an appointment to see her if you have any questions about student rights and/or responsibilities.

Forms for filing student appeals and/or grievances are also available from the Vice President's Office.

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.



20 SPECIAL PROGRAMS & SERVICES

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.

Special Programs and Services is where you can begin to unravel your needs, and seek solutions to your educationally-related problems.

- C.A.R.E. Program
- Disabled Student Program
- Extended Opportunity Programs and Services (EOPS)
- Housing
- Lost and Found
- Re-entry Program
- Student Activities
- Student Government
- Veterans' Affairs
- Vocational Educational Services

COOPERATIVE AGENCIES RESOURCES FOR EDUCATION PROGRAM (C.A.R.E.)

C.A.R.E. is a unique educational program geared toward the welfare recipient who desires job-relevant education.

The C.A.R.E. Program is a cooperative effort involving Cañada College, the County Social Services and Employment Development Departments.

C.A.R.E. Support Services include child care, transportation allowances, books, tutoring, counseling, and other related services.

Eligible Applicants:

- Single, head of household
- A.F.D.C. recipient (for a minimum of one consecutive year)
- At least 18 years old
- Must pursue vocational training

For additional information, call 306-3100.

COOPERATIVE EDUCATION— WORK EXPERIENCE

Through Cooperative Education, students earn college credit by improving their skills, knowledge, or performance on a paying or volunteer job. Students work with instructors and job supervisors to establish measurable learning objectives appropriate to their jobs. Credit is earned when these stated objectives have been successfully accomplished. You 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 non-profit organizations may earn one unit of credit for each 60 hours of work (approximately 4 hours per week).

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. Please stop by the Disabled Student Office for more information (Bldg. 3, Room 103).

Some of the programs include:

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

The focus of the Adaptive P.E. 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.

Please call Barbara McCarthy at 306-3473 for more information.

Learning Disabilities Program: 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. 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 306-3237, Glory Bratton.

Supportive Services:

- Individualized counseling, vocational referral and information
- Elevator keys and handicapped 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

Tutoring: 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.

Any further inquiries regarding the Disabled Student Program should be directed to Jane A. Hetrick, Program Specialist for the Disabled (306-3489).

HANDICAPPED PARKING PERMIT

Physically limited students who drive themselves to campus need to register with the College's Disabled Student Office for authorization to acquire an official Cañada College handicapped permit. These handicapped permits must be re-authorized each semester. There is no charge for a handicapped permit, but it is valid only when displayed with a current semester's parking permit.

Students without official permits who park in handicapped parking spaces will be ticketed by Campus Security.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (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.

EOPS is designed to help students work towards a certificate, an A.A. or an A.S. degree, train for a career or transfer to a four-year university. 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.

EOPS provides:

- Financial assistance in the form of grants
- Books
- Transportation
- Tutoring
- Help in applying for financial aid
- Transfer assistance
- Counseling
- Guidance Classes
- Basic Skills Classes
- Outreach
- Peer Counselors

You qualify if:

- You are a high school graduate or at least 18 years old.
- You meet the state's definition for low income.

For information, call 306-3300, Bldg. 6, Room 13.

HOUSING

The Office of Special Programs and Services, Bldg. 8, Room 205, 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, 306-3100, if you have a room or apartment to rent, or need a room.

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, you may put an ad in the school newspaper or the weekly Bulletin.

Contact: Dolores Hicks at 306-3100, or check with her in Bldg. 8, Room 205, 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.

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 students are the official voice of students on campus: President, Vice President, and ten Senators. They keep students informed about 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. 8, Room 211.

Student Publications: The *Long Valley Gazette* 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.

Athletics: Cañada College sponsors sports within the Coast Conference for the benefit of those students interested in team competition.

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

The following basic principles pertain to all matters of eligibility:

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

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

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

Performing Arts: Cañada College offers the following performance groups for your participation: A Cappella Choir, College Singers, Peninsula Master Chorale, Orchestra, San Mateo County Symphony Orchestra, Chamber Orchestra, 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. See the Career Resources Aide in the Career Center for further information.



VETERANS' AFFAIRS

The California Board of Education has qualified Cañada College to certify veterans as students under Chapter 34, Chapter 35 (veterans' dependents), Chapter 31 (rehabilitation), Chapter 106, and VEAP recipients. 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, to determine eligibility for benefits. The toll-free number is (800) 652-1240, from 7:45 a.m. to 4:00 p.m. Monday-Friday. 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. For further information please contact the Veterans Administration Office in San Francisco, for correct rates. The toll-free number is (800) 652-1240, from 7:45 a.m. to 4:00 p.m., Monday-Friday.

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). For hours of service and further information, please call 306-3227 between 4:30 p.m. and 9:00 p.m., Monday through Thursday.

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 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.

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 a petition for graduation is submitted.



RE-ENTRY PROGRAM

Special services are provided for students who have been out of school for some time. An Orientation Day is offered at the beginning of each semester for re-entry students. Members of the College staff will be on hand to answer questions, and Counselors will be available to discuss goals and personal needs and to assist with registration for classes.

24 COUNSELING & SUPPORT SERVICES

COUNSELING SERVICES

Cañada College counselors provide support to any student seeking to implement either a short or long range educational goal. Educational and vocational advising and counseling are the essential services provided by the counseling staff. Counselors assist students to define educational goals, to make realistic plans to achieve goals, to clarify college and transfer requirements, and to evaluate career options and develop clear career objectives. Personal counseling may be provided to students whose personal problems tend to block their educational achievement at the College. This type of counseling is normally short-term and deals with minor impediments to a student's progress. Counselors provide students with appropriate information about school and community resources.

PROGRAM PLANNING AND COUNSELING

Each day student and evening students enrolled in 7 or more units will be assigned a counselor based on the student's declared major or goal. Counselors 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 problems which affect their success in college. The final 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.

The Counseling Office provides drop-in counseling services as well as scheduled appointments. Each counselor posts weekly appointment schedules on his or her office door for the students' use. A student may change counselors by contacting the Office of Counseling Services, Bldg. 5, Room 213.

Evening students enrolled in less than 7 units may use drop-in counseling services at the Career Center between 5:30 and 8:30 p.m. Monday through Thursday. During semester registration periods the student may seek the help of any counselor available in the registration area, although the counselor is not able to review specific student records or take telephone calls. After the second week of the semester, the student may contact the evening counselor by calling 306-3101 after 4:30 p.m. The best time to use the counselor is during the semester when transcripts and counselor time are more readily available. Any student seeking further information on counseling services may call 306-3385, between 8:00 a.m. and 4:30 p.m.

CAREER AND PERSONAL DEVELOPMENT

The Counseling staff teaches classes in careers and personal development. These classes provide the framework for self-understanding, orientation to college, an exploration and setting of occupational goals, peer counseling, and adjusting to college.

CAREER CENTER

The Career Center provides interest inventories, vocational, and personality assessment to all registered students. Through this service, students receive assistance in assessing their skills and interests so that they may better plan their educational and vocational goals. Students may obtain additional information regarding career counseling services from their counselor or the Career Center.

The Career Center has resources that provide job descriptions and requirements for over 20,000 occupations. These resources include pamphlet files, reference books, college/university catalogs, Peterson's College Selection Service available on the IBM PC, files of foreign and overseas programs of study and travel, and EUREKA (the computerized occupational information system.) A student may wish to research a possible career choice or college, take career assessment inventories, or discuss goals. In addition, employer directories, job search information/strategies, as well as resume development and interviewing techniques are also available.

Located in Building 5, Room 204, the Center is open Monday through Friday 9:00 a.m. to 3:00 p.m., and from 5:30 to 8:30 p.m. one evening a week. Phone 306-3452 for more information.

HEALTH AND PSYCHOLOGICAL SERVICES

The Health Center is located near the cafeteria in Bldg. 5, Room 213. A variety of services are available: information and consultation on health problems, evaluation of symptoms, first aid, vision screening, blood pressure reading, health oriented programs; assistance with referrals to psychological services, personal counseling, arrangements for emergency care and student insurance.

An excellent voluntary health insurance is available to all students enrolled in a minimum of 4 units of credit. Coverage includes accident and health insurance with a major medical coverage of \$35,000 and a \$50 deductible clause. Two dental insurance plans at reasonable costs are available to all students.

The Office of Psychological Services is near the Health Center in Building 5, Room 216. Offerings include individual counseling, support groups, workshops, community referrals and consultations.

All Health and Psychological Services are free and confidential. They are available to both day and evening students on either a drop-in or appointment basis. Health Center: 306-3309; Psychological Services: 306-3455 or 306-3309.

TRANSFER CENTER

One of Cañada College's top priorities is the commitment to the transferring of qualified students to the four-year university of their choice. To achieve this, a Transfer Center has been established and located in the Career Center. Transfer Center services are designed to ensure a smooth transition to a four-year college or university. In addition to a large supply of applications, catalogs and other resource materials, students can talk with counselors and representatives from SFSU and SJSU as well as UC Berkeley. There will be a transfer counselor on duty in the Career Center on Thursdays, 12 to 6 p.m. and Fridays, 8 a.m. to 2 p.m. For additional information, contact the Transfer Center Coordinator, 306-3289.

PROGRAM PLANNING FOR NON-TRANSFER STUDENTS

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

The College offers a Certificate of Completion for specialized training and in some instances an Associate in Arts or an Associate in Science degree in an occupational program and for transfer to another educational institution to complete training. Students planning to transfer will find general information regarding the state colleges and universities and the University of California in the next section.

CERTIFICATE OF COMPLETION

A Certificate of Completion (generally 18 to 30 units) is awarded in certain occupational fields upon satisfactory completion of a specific course of study. These programs, developed in cooperation with community advisory committees, have been designed to assist in upgrading persons who are already employed in business, industry or government or those preparing for employment who desire to take all their work in specialized pre-employment courses.

In order to qualify for a certificate, a student must complete required and elective courses with at least a grade point average of 2.0 (C). Parallel lower division 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.

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

Career Program	Certificate	A.A./A.S.
Business		
Accounting	•	•
Business Administration	•	•
Business/Office Skills		
Administrative Assistant	•	•
Office Skills	•	•
Office Management	•	•
Word/Information Processing	•	•
Microcomputer Applications	•	•
<hr/>		
Computer Information Systems	•	•
<hr/>		
Early Childhood Education	•	•
<hr/>		
Home Economics		
General	•	•
Textiles & Clothing	•	•
Business Textiles & Clothing	•	•
<hr/>		
Interior Design		
Commercial	•	•
Health Care	•	
Kitchen & Bath	•	
Residential	•	•
<hr/>		
Management		
General	•	•
Public Administration	•	•
<hr/>		
Microcomputer Technician	•	•
<hr/>		
Ophthalmic Dispensing		•
<hr/>		
Paralegal	•	•
<hr/>		
Radiologic (X-ray) Technology		•
<hr/>		
Travel Industry Career (Tourism)		
Retail	•	
Wholesale	•	
Tourism		•

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 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 upon 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 SMCCCD Math Test #2, or 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 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. A division may require more than 18 units for a given major. The additional units may, if appropriate, be used to satisfy other A.A. or A.S. degree requirements.

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.

Courses which meet the General Education Requirements introduce students to the variety of means through which people comprehend the modern world.

The subject matter presented in these courses is designed to be general, broad, and frequently introductory, rather than specialized. In order to promote these goals, the General Education Requirement incorporates the following curriculum objectives:

- to improve the essential communication skills of listening, speaking, reading, and writing based on analytical thinking,
- to acquire a core of knowledge common to educated persons in our society,
- to acquire broad perspectives on the human experience, through a study of both western and non-western civilizations.
- to gain an understanding of the principles of natural phenomena, technological developments and the effects they will have on society, the insights afforded by the social sciences into the human experience, and the contributions of the humanities to the enrichment of human existence,
- to develop sensitivity to the dilemmas facing humankind by an introduction to key social issues of the contemporary era,
- to develop the knowledge and understanding of the rights, responsibilities and privileges involved in becoming a participating citizen in a democratic, pluralistic society.
- to provide opportunities to gain information which could aid students in making realistic career decisions.

Associate in Arts Degree

21 units minimum

Associate in Science Degree

18 units minimum

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.

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 and (2) comply with the appropriate general education requirements for the second degree.

In addition, 50 per cent of the major course units must have been completed at Cañada College.



ASSOCIATE IN ARTS OR ASSOCIATE IN SCIENCE DEGREE

Majors	A.A.	A.S.
Accounting		•
Anthropology	•	
Art	•	
Biology		•
Business Administration		•
Business/Office Skills		
Administrative Assistant		•
Office Skills		•
Office Management		•
Word/Information Processing		•
Chemistry		•
Computer Inform. Systems		•
Drama	•	
Early Childhood Education		•
Economics	•	
Engineering		•
English	•	
Geography	•	
History	•	
Home Economics	•	
Interior Design		•
Journalism	•	
Liberal Arts	•	
Management		•
Mathematics		•
Microcomputer Applications		•
Microcomputer Technician		•
Music	•	
Ophthalmic Dispensing		•
Paralegal		•
Philosophy	•	
Physical Education	•	
Physics		•
Political Science	•	
Psychology	•	
Radiologic Technology		•
Sociology	•	
Speech	•	
Tourism		•
University Studies	•	

AREA D: Social & Behavioral Sciences: 6 units
 One course to be selected from **two different** sub-areas. (CSUGE requires one course from **each** area: American Institutions and State & Local Institutions.) †Ethnic Studies courses.

<p>D1 AMERICAN INSTITUTIONS <input type="checkbox"/></p> <p>Econ 230 Hist 102, 201, 202, 242†, 421 PISc 205*, 210</p>		<p>D2 STATE/LOCAL INSTITUTIONS <input type="checkbox"/></p> <p>Hist 310, 315 PISc 205*, 310</p>	
<p>D3 SOCIAL INSTITUTIONS <input type="checkbox"/></p> <p>Anth 105, 110, 360†, 370† ECE. 212 Econ 100, 102 Envr 120 Geog 110, 120, 150 Hist 422†</p>		<p>PISc 130, 150 Psyc 100, 108, 110, 201, 202, 278†, 300, 340, Soci 100, 105, 141†, 360 SoSc 100, 122, 392</p>	<input type="checkbox"/>
Tr _____		Tr _____	
MINIMUM		6	TOTAL <input type="checkbox"/>

AREA E: Ethnic Studies: 3 units

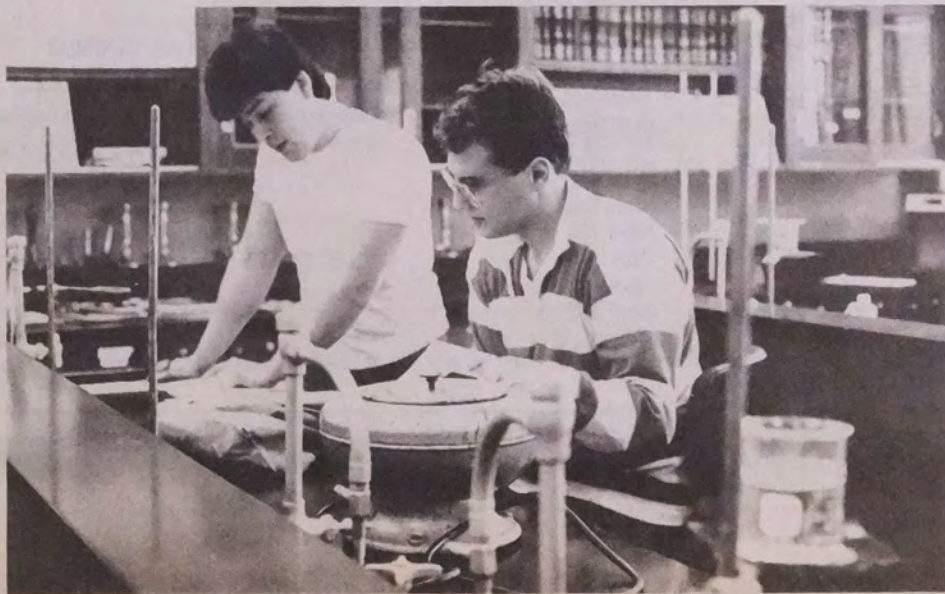
Anth 360, 370, Hist 242, 422, 451, 452 Lit. 266, 371, 372, 375		Psyc 278 Soci 141 SoSc 250	
Tr _____		Tr _____	
MINIMUM		3	TOTAL <input type="checkbox"/>

AREA F: Lifelong Understanding & Self-Development: No required 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	
MINIMUM		NONE	TOTAL <input type="checkbox"/>

AREA G: Electives: 3 units
 Selection of three additional units from Areas A—F listed on the State University certification sheet.
 (CSUGE)

TOTAL



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 General 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:
 - Residence 60 units
 - Scholarship 2.0 G.P.A.
 - Basic Competency English
Mathematics
 - Physical Education 2 units
2. Completion of Areas A—G listed below (maximum of 30 units from Areas B—D).

AREA A: Communication in the English Language & Critical Thinking: 9 units
Select at least one course from each sub-area.

A1 ORAL COMMUNICATION Spch 100, 120	<input type="checkbox"/>	A2 WRITTEN COMMUNICATION Engl 100	<input type="checkbox"/>	A3 CRITICAL THINKING Engl 165 Phil 103, 200 Plsc 103	<input type="checkbox"/>
MINIMUM				9	TOTAL
					<input type="checkbox"/>

AREA B: Natural Science & 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 Chem 100*, 210*, 224*, 410* Geog 100 Geol 100*, 110 NSci 100 Ocen 100 Phys 210*, 250*, 260*, 405, 481*	<input type="checkbox"/>	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*	<input type="checkbox"/>	B3 LAB COURSE	<input type="checkbox"/>
				B4 MATH CONCEPTS Math 105, 125, 125, 130, 200, 219, 220, 241, 251	<input type="checkbox"/>
MINIMUM				9	TOTAL
					<input type="checkbox"/>

AREA C: Arts, Literature, Philosophy & Languages: 9 units
 Three courses to be selected from at least two sub-areas. **English 110 must be taken.**
 † indicates Ethnic Studies courses.

<p>C1 ARTS Art 100, 102, 103, 201, 204, 214, 301 Dram 101, 102, 140 IntD 320-321-322 Mus. 100, 131, 202</p>	<p>C3 PHILOSOPHY <input style="float: right;" type="checkbox"/> Hist 205, Phil 100, 160, 175, 190, 240, 300, 310, 320</p>	
<p>C2 LITERATURE Dram 142, 143, 144, 151, 152 Engl 110 Lit. 101, 111, 142, 143, 144, 151, 152, 200, 231, 232, 233, 251, 252, 266†, 301, 302, 371†, 372†, 375†, 431, 441, 442 Spch 111, 112</p>	<p>C4 FOREIGN LANGUAGES <input style="float: right;" type="checkbox"/> Fren 110, 111, 112, 120, 121, 122, 130, 140, 161, 162 Germ 110, 111, 112 Ital 111, 112, 121, 122 Span 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 161, 162</p>	
	<p>C5 DEVELOPMENT of CULTURES <input style="float: right;" type="checkbox"/> Hist 100, 101, 451†, 452† SoSc 250†</p>	
MINIMUM	9	TOTAL <input style="float: right;" type="checkbox"/>

AREA D: Social, Political & Economic Institutions: 9 units
 (Must include one course from D1 AND one course from D2 to satisfy the U.S. History,
 Constitution & American Ideals requirement).
 *Fulfills American Institutions and State & Local Institutions ONLY for foreign students.
 †Ethnic Studies courses.

<p>D1 AMERICAN INSTITUTIONS <input style="float: right;" type="checkbox"/> Econ 230 Hist 102, 201, 202, 242†, 421 PISc 205*, 210</p>	<p>D2 STATE/LOCAL INSTITUTIONS <input style="float: right;" type="checkbox"/> Hist 310, 315 PISc 205*, 310</p>	
<p>D3 SOCIAL INSTITUTIONS Anth 105, 110, 360†, 370† ECE. 212 Econ 100, 102 Envr 120 Geog 110, 120, 150 Hist 422†</p>	<p>PISc 130, 150 Psyc 100, 108, 110, 201, 202, 278†, 300, 340, Soci 100, 105, 141†, 360 SoSc 100, 122, 392</p>	
MINIMUM	9	TOTAL <input style="float: right;" type="checkbox"/>

AREA E: Lifelong Understanding & Self-Development: 3 units
 Biol 310, 312,
 Crer 137
 Any Physical Ed. course,
 except P.E. 690, 695

<p>H.Ec. 310, 312 HSci 101, 104, 105, 106, 108</p>	<p><input style="float: right;" type="checkbox"/></p>	
MINIMUM	3	TOTAL <input style="float: right;" type="checkbox"/>

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
 Transferable Courses to meet the minimum 60 units degree requirement.

34 UNIVERSITY OF CALIFORNIA TRANSFER CORE CURRICULUM

Name _____ Last _____ First _____ Social Security Number _____

Currently enrolled at Cañada? Yes _____ No _____ Major _____ Campus _____

Note: † indicates that U.C. course credit may be limited. Please consult the Counseling Office for additional information regarding prerequisites for the major.

The course units recorded below constitute 34 of the required 56 units for transfer. All must be completed with a grade of 'C' or better. Courses circled have been completed at Cañada College. Courses underlined are now in progress.

AREA A: ENGLISH COMPOSITION: **6 units required**
Minimum 2 semester courses.

Engl 100 110

Tr _____ Tr _____

AREA A		6 Units Completed
In Progress	<input type="checkbox"/> A	<input type="checkbox"/>
Total		Completed <input type="checkbox"/>

AREA B: NATURAL SCIENCES: **7 units required**
Minimum 2 semester courses. One course each from Physical Science and Life Science. Must include one lab course (indicated by asterisk*)

Physical Science

Astr 100 110
Chem †210* †220*
Geog 100
Geol †100* 110
NSci 100
Ocen 100
Phys †210* †220* †250* †260 †270*

Life Science

Anat 250* Paln 110
Anth 125 Psio †256* †260*
Biol †100 110* 130 160 310 Zool 210*
Boty 145 220*
H.Ec 310
Mbio 240*
NSci 100

Tr _____ Tr _____

AREA B		7 Units Completed
In Progress	<input type="checkbox"/> PhSci	<input type="checkbox"/>
	<input type="checkbox"/> LifSci	<input type="checkbox"/>
	<input type="checkbox"/> Lab*	<input type="checkbox"/>
Total		Completed <input type="checkbox"/>

AREA B: MATHEMATICS: **3 units required**
Minimum 1 semester course.

Math †125 200 †219 †220 †241 †242 †251 †252 †253 270 275

Tr _____

AREA B		3 Units Completed
In Progress	<input type="checkbox"/> Math	<input type="checkbox"/>
Total		Completed <input type="checkbox"/>

AREA C: ARTS AND HUMANITIES: **9 units required**
Minimum 3 semester courses. A minimum of one course from Arts and one course from Humanities.

Arts

Art 101 102 103
Dram 101 102 140
Lit. 441
Mus. 100 131 202

Humanities

Dram 142 143 144 151 152
Hist 100 101+102+201+202+205 242 310 421 422 451 452
Lit. 101 111 142 143 144 151 152 200 231 232 233 251
252 266 301 302 371 372 375 431 441
Phil 100 103 160 175 190 200 240 300 310 320
Spch 111 112

Tr _____ Tr _____

AREA C		9 Units Completed
In Progress	<input type="checkbox"/> Art	<input type="checkbox"/>
	<input type="checkbox"/> Hum	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Total		Completed <input type="checkbox"/>

AREA D: SOCIAL AND BEHAVIORAL SCIENCES: **9 units required**
Minimum 3 semester courses.

Anth 105 110 360 370
Econ 100 102 230
Envr 120
Geog 110 120 150

PLSc 103 150 210
Psyc 100 †201 †202 278 300 340
SoSc 250 260
Soci 100 101 105 141

Tr _____ Tr _____ Tr _____

AREA D		9 Units Completed
In Progress	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Total		Completed <input type="checkbox"/>

AREA E: FOREIGN LANGUAGE: **Proficiency required**
Please consult with your counselor

Fren 110 †111 †112 120 †121 †122
Germ 110 †111 †112
Span 110 †111 †112 120 †121 †122
Russ 110

Tr _____ Tr _____ Tr _____

AREA E		0 Units Completed
In Progress	<input type="checkbox"/>	<input type="checkbox"/>
Total		Completed <input type="checkbox"/>

Date _____ 19 _____

Counselor's Signature _____

Lower Division Total Units

Fulfilled (34 units required)

Partially fulfilled

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

- Accounting 100, 121, 131, 171, 190, 192, 680, 690, 695
- Anatomy 250, 680, 690, 695
- Anthropology 105, 110, 125, 360, 370, 680, 690, 695
- Art 101, 102, 103, 190, 201, 202, 204, 205, 207, 214, 221, 222, 231, 232, 234, 235, 301, 303, 311, 312, 320, 322, 351, 356, 357, 359, 680, 690, 695
- Astronomy 100, 680, 690, 695
- Biology 100, 110, 111, 130, 160, 310, 312, 680, 690, 695
- Botany 112, 145, 220, 680, 690, 695
- Business 100, 101, 103, 115, 131, 150, 180, 201, 235, 400, 401, 402, 403, 404, 405, 410, 413, 414, 415, 416, 425, 426, 430, 431, 432, 434, 436, 438, 670, 680, 690, 695
- Career & Personal Development 137, 401, 680
- Chemistry 110, 192, 210, 220, 224, 225, 250, 410, 420, 680, 690, 695
- Computer Science 101, 103, 151, 155, 157, 162, 170, 172, 190, 275, 420, 421, 430, 450, 455, 460, 670, 680, 690, 695
- Cooperative Education 670
- Drama 101, 102, 140, 142, 143, 144, 151, 152, 200, 201, 202, 203, 208, 209, 210, 211, 220, 233, 248, 300, 305, 338, 680, 690, 695
- Early Childhood Education 191, 201, 210, 211, 212, 213, 223, 230, 240, 241, 243, 311, 313, 670, 680, 690, 695
- Economics 100, 102, 230, 680, 690, 695
- Engineering 100, 200, 220, 230, 260, 260L, 270
- English:
- English 100, 110, 161, 162, 165, 680, 690, 695
 - Literature 101, 111, 142, 143, 144, 151, 152, 191, 200, 231, 232, 233, 251, 252, 266, 301, 302, 371, 372, 375, 431, 441, 442, 680, 690, 695
 - Reading 420
 - English Institute 400
- Environment 120, 680, 690, 695
- French 110, 111, 112, 120, 121, 122, 130, 140, 161, 162, 196, 197, 680, 690, 695
- Geography 100, 110, 120, 150, 680, 690, 695
- Geology 100, 680, 690, 695
- German 110, 111, 112, 196, 680, 690, 695
- Health Science 101, 104, 105, 106, 108, 680, 690, 695
- History 100, 101, 102, 201, 202, 205, 242, 310, 315, 421, 422, 451, 452, 680, 690, 695
- Home Economics 110, 111, 112, 113, 115, 116, 117, 118, 120, 122, 123, 124, 125, 127, 128, 129, 150, 151, 307, 310, 312, 320, 410, 416, 420, 680, 690, 695
- Humanities 680, 690, 695
- Interior Design 115, 125, 146, 147, 148, 150, 156, 160, 170, 180, 245, 250, 260, 270, 271, 274, 276, 278, 320, 321, 322, 330, 350, 351, 360, 411, 450, 670, 680, 681, 682, 695
- Italian 111, 112, 121, 122
- Journalism 110, 120, 300, 680, 690, 695
- Library 100
- Life Science 670
- Management 100, 105, 120, 130, 136, 137, 215, 220, 225, 235, 240, 281, 282, 283, 670, 680, 690, 695
- Mathematics 105, 125, 130, 200, 219, 220, 241, 242, 251, 252, 253, 275, 680, 690, 695
- Microbiology 240, 680, 690, 695
- Music 100, 101, 102, 131, 132, 190, 202, 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, 373, 374, 391, 392, 393, 394, 401, 402, 403, 404, 405, 406, 407, 408, 440, 441, 442, 443, 444, 461, 462, 463, 464, 471, 472, 473, 474, 481, 482, 483, 484, 490, 495, 496, 680, 690, 695
- Natural Science 100, 680
- Oceanography 100, 680
- Paleontology 110, 680, 690, 695
- Paralegal 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 260
- Philosophy 100, 103, 160, 175, 190, 200, 240, 300, 310, 320, 650, 680, 690, 695
- Physical Education:
- Adaptive 350, 351, 352, 353, 354, 680
 - Combatives 401, 680
 - Dance 140, 200, 205, 210, 215, 230, 350, 680
 - Fitness 105, 140, 201, 204, 210, 431, 680
 - Individual 121, 161, 164, 166, 251, 252, 253, 254, 255, 256, 680
 - P.E. 115, 116, 200, 680, 690, 695
 - Team 105, 111, 115, 141, 151, 152, 153, 171, 680
 - Varsity 100, 101, 110, 111, 141, 150, 151, 170, 171, 680
- Physical Science 670, 680, 690, 695
- Physics 210, 220, 250, 260, 270, 405, 481, 680, 690, 695
- Physiology 256, 260, 680, 690, 695
- Political Science 103, 130, 150, 205, 210, 310, 680, 690, 695
- Psychology 100, 108, 110, 201, 202, 221, 278, 300, 340, 370, 391, 680, 690, 695
- Radiologic Technology 430, 495

Real Estate 100

Social Science 100, 120, 122, 250, 392, 670, 680, 690, 695

Sociology 100, 105, 141, 360, 680, 690, 695

Spanish 110, 111, 112, 120, 121, 122, 130, 131, 132, 140, 161, 162, 196, 680, 690, 695

Speech Communication 100, 111, 112, 120, 130, 140, 680, 690, 695

Tourism 100, 101, 103, 104, 200, 670, 680, 690, 695

Zoology 210, 680, 690, 695

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 (4-5); 131 (4-5)

Anatomy 250 (W/Lab 4)

Anthropology 105 (3); 110 (3); 125 (3); 360 (3); 370 (3); 680, 690, 695 (See Independent Study)

Art 101 (3); 102 (3); 103 (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); †301 (3); †303 (3); *320 (3); †351 (3); **680, **690, **695 (See Independent Study)

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

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

**Depending upon course content, apply appropriate limitation

Astronomy 100 (3); 680, 690, 695 (See Independent Study)

Biology *100 (3); 110 (W/Lab 4); 111 (W/Lab 3); 135 (1.5); 160 (3); 310 (3); 680, 690, 695 (See Independent Study)

*No credit for 100 if taken after a college course in Biological Science

Botany 145 (W/Lab 3); 220 (W/Lab 5); 680, 690, 695 (See Independent Study)

Business 201 (3)

Chemistry *192 (W/Lab 1-4); †210, †220 (W/Lab 5, 5); 224 (W/Lab 4); 225 (W/Lab 4); 250 (W/Lab 4); 680, 690, 695 (See Independent Study)

*192 must be taken for a **minimum** of 3 units to transfer 110 and 192 combined: maximum credit allowed, one course. No credit for 110 or 192 if taken after 210 or 410.

†210, 220 and 410, 420 combined: maximum credit allowed, one series.

Computer Science 103 (3); *151 (3); *155 (3); *157 (3); *162 (3); *170 (3); 172 (3); 190 (3); *275 (3); 680, 690, 695 (See Independent Study)

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

Cooperative Education 670, maximum credit allowed: 6 units total in appropriate subject areas contingent upon review of course outline by a UC Campus.

Drama 101 (3); 102 (3); 140 (3); 142 (3); 143 (3); 144 (3); 151, 152 (3, 3); *200 (3); *201, 202, 203 (3, 3, 3); *208, 209, 210, 211 (2 each); †248 (2); †300 (.5-3); †305 (.5-3); †338 (3); *680, *690, *695 (See Independent Study)

*Any or all of these courses combined with Speech 130: maximum credit allowed, 12 units.

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

**Depending on course content, apply appropriate limitation.

Economics 100, 102 (3, 3); 230 (3); 680, 690, 695 (See Independent Study)

*Engineering 100 (2); 200 (2); 220 (2); 230 (3); 260, 260L (3/Lab 1); 270 (3); 680, 690, 695 (See Independent Study)

*Maximum credit allowed, 16 units

English:

English 100 (3); 110 (3); 165 (3)

Literature 101 (3); 111 (3); 141 (3); 142 (3); 143 (3); 144 (3); 151 (3); 152 (3); 200 (3); 231, 232, 233 (3, 3, 3); 251 (3); 252 (3); 266 (3); 301, 302 (3, 3); 341 (3); 371 (3); 372 (3); 375 (3); 431 (3); 680, 692, 695 (See Independent Study)

Environment 120 (3); 680, 690, 695 (See Independent Study)

French 110 (5); *111, *112 (3, 3); 120 (5); †121, †122 (3, 3); 130 (5); 140 (3); 161, 162 (3, 3); 680, 690, 695 (See Independent Study).

*111 and 112 combined is equivalent to 110: maximum credit allowed, 5 units.

†121 and 122 combined is equivalent to 120: maximum credit allowed, 5 units.

Geography 100 (3); 110 (3); 120 (3); 150 (3); 680, 690, 695 (See Independent Study)

Geology *100 (3); 680 & 695 (See Independent Study)

German 110 (5); *111, *112 (3, 3); 120 (5); †121, †122 (3, 3); 680, 690, 695 (See Independent Study)

*111 and 112 combined is equivalent to 110: maximum credit allowed, 5 units.

†121 and 122 combined is equivalent to 120: maximum credit allowed, 5 units.

Health Science *104 (1); *105 (1);

*Any or all of these courses combined: maximum credit allowed, 1 course

History 100, 101 (3, 3); *102 (3); *201, *202 (3, 3); 205 (3); 242 (3); 310 (3); 421 (3); 422 (3); 451, 452 (3, 3); 680, 690, 695 (See Independent Study)

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

Home Economics 113 (3); *118 (3); 310 (3)

*maximum credit allowed, 2 courses.

Humanities 100 (3); 680, 690, 695 (See Independent Study)

Journalism 110 (3); 120 (3)

Maximum credit allowed, 1 course

Library Science 100 (1)

Mathematics 125 (3); 200 (4); †219 (5) (maximum credit allowed: 4 units); †220 (3); *241, *242 (5, 5); *251 (5); *252, 253 (5, 5); 275 (3); 680, 690, 695 (See Independent Study)

*241, 242 combined with 251, 252: maximum credit allowed, 2 courses.

†219 and 220 combined: maximum credit, 1 course

Microbiology 240 (W/Lab 5); 690, 695 (See Independent Study)

Music 100 (3); 101, 102, (2, 2); 131, 132, (3, 3,); 202 (3); *301, 302, 303, 304 (2 each); *305, 306, 307, 308 (2 each); *321, 322, 323, 324 (1 each); *325, 326, 327, 328 (1 each); *341, 342, 343, 344 (1 each); *345, 346, 347, 348 (1 each); *361, 362, 363, 364 (1 each); *365, 366, 367, 368 (1 each); *371, *372, 373, 374 (1 each); *391, 392, 393, 394 (1 each); *401, 402, 403, 404 (1 each); *405, 406, 407, 408 (1 each); *440 (1); *441, 442, 443, 444 (2 each); *461, 462, 463, 464 (1 each); *471, 472, 473, 474 (1 each); *481, 482, 483, 484 (2 each); *490 (1); *495 (1-3); **680, **690, **695 (See Independent Study)

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

**Depending on course content, apply appropriate limitation.

Natural Science 100 (3)

Oceanography 100 (3); 690, 695 (See Independent Study)

Paleontology 110 (3); 680, 690, 695 (See Independent Study)

Philosophy 100 (3); 103 (3); 160 (3); 175 (3); 190 (3); 200 (3); 240 (3); 300 (3); 310 (3); 320 (3); 650, 680, 690, 695 (See Independent Study)

Physical Education:

Adaptive *350-354 (.5-1.5 each)

Combatives *401 (1.5); *680 (1-3 each); 695 (See Independent Study)

Dance † 140, 143 (1-1.5 each); *350 (1); † 400 (2); † 680, † 690, 695 (See Independent Study)

Fitness *105, *140, *201, *204 (1-3 each); 680, 695 (See Independent Study)

Individual *121 through 256 (1-3 each); 680, 695 (See Independent Study); 680, 695 (See Independent Study)

Theory *200 (.5-1)

Team Sports *105 through 153, 171 (1-2.5 each); 680, 695 (See Independent Study)

Varsity *100 through 171 (1-2 each); 680, 695 (See Independent Study)

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

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

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

Physical Science 680, 690, 695 (See Independent Study)

Physics *210, *220 (W/Lab 4, 4); *250, 260, 270 (W/Lab 4, 4, 4); 680, 690, 695 (See Independent Study)

*210, Lab 250: deduct 3 units from 210, Lab

210, Lab 270: deduct 1 unit from 210, Lab

220, Lab 260: deduct 2 units from 220, Lab

220, Lab 270: deduct 2 units from 220, Lab

Physiology *256 (W/Lab 4); 260 (W/Lab 5); (See Independent Study)

*256, 260: maximum credit allowed, one course.

Political Science 103 (3); 150 (3); 210 (3); 680, 690, 695 (1-3) (See Independent Study)

Psychology 100 (3); † 201 (3); † 202 (3); 278 (3); 300 (3); *340 (1.5-3); 680, 690, 695 (See Independent Study)

‡ 201 and 202 combined: maximum credit allowed, 1 course.

*340 must be taken for a **minimum** of 3 units to transfer.

Social Science 120 (3); 122 (3); 250 (3); 680, 690, 695 (See Independent Study)

Sociology 100 (3); 105 (3); 141 (3); 680, 690, 695 (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, 690, 695 (See Independent Study).

*111 and 112 combined is equivalent to 110: maximum credit allowed, 5 units.

†121 and 122 combined is equivalent to 120: maximum credit allowed, 5 units.

Speech Communication 100 (3); 111, 112 (3, 3); *120 (3); †130 (3); *140 (3); 680, 690, 695 (See Independent Study)

*120 and 140 combined: maximum credit allowed, one course.

†Limit 130 with *Drama courses: maximum credit allowed, 12 units.

Zoology 210 (W/Lab 5); 680, 690, 695 (See Independent Study)

Independent Study 690 maximum credit allowed: 3-1/3 units per term, 6 units total in any or all appropriate subject areas only

38 BASIC & 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, and Ophthalmic Dispensing.

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.

BIOLOGY AND APPLIED FIELDS

RECOMMENDED TRANSFER PROGRAM

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

	Units
MATH 241, 242 Applied Analytic Geometry & Calculus	10
CHEM 210, 220 General Chemistry	10
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 Chemistry	5
BIOL 110 Principles of Biology	4
ZOOL 210 General Zoology	5
PSYC 100—General, Psychology	3
Foreign Language	0-12
Math—Geometry & 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, Chemis- try, Biology, Physics, Foreign Language.	Units
BIOL 110 Principles of Biology	4
or	
BIOL 130 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
PHYS 210, 220 General Physics	8

NURSING

RECOMMENDED TRANSFER PROGRAM

High School Preparation: Chemistry, Intermediate Algebra.	Units
CHEM 410, 420 Health Science Chemistry	8
ANAT 250 Anatomy	4
PSIO 260 Human Physiology	5
MBIO 240 General Microbiology	5
BIOL 310 Nutrition	3
or	
ANTH 110 Cultural Anthropology	3
PSYC 100, 201 General, Child Development	6

OPTOMETRY

RECOMMENDED TRANSFER PROGRAM

High School Preparation: Chemistry, Physics, Foreign Lan- guage, four years of college preparatory Math.	Units
MATH 241, 242 Applied Analytic Geometry & Calculus	10
CHEM 210, 220 General Chemistry	10
PHYS 210, 220 General Physics	8
BIOL 110 Principles of Biology	4
ZOOL 210 General Zoology	5
PSYC 100 General Psychology	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 Analytic Geometry & Calculus	10
CHEM 210, 220 General Chemistry	10
CHEM 250 Quantitative Analysis	4
PHYS 210, 220 General Physics	8
BIOL 110 Principles	4
ZOOL 210 General Zoology	5
Foreign Language	0-12

PHYSICAL THERAPY**RECOMMENDED TRANSFER PROGRAM**

	Units
BIOL 110 Principles of Biology	4
ANAT 250 Anatomy	4
PSIO 260 Human Physiology	5
CHEM 410, 420 Health & Science Chemistry	8
PHYS 210 General Physics	4

PRE-DENTISTRY**RECOMMENDED TRANSFER PROGRAM**

High School Preparation: Chemistry, Mathematics through Trigonometry

	Units
CHEM 210, 220 General Chemistry	10
CHEM 250 Quantitative Analysis (Recommended)	4
PHYS 210, 220 General Physics	8
BIOL 110 Principles of Biology	4
or	
BIOL 130 Human Biology	4
ZOOL 210 General Zoology	5
PSYC 100—General	3
Foreign Language	0-12
MATH 241, 242 Applied Analytic Geometry & Calculus	10

PRE-MEDICINE**RECOMMENDED TRANSFER PROGRAM**

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

	Units
CHEM 210, 220 General Chemistry	10
CHEM 250 Quantitative Analysis	4
BIOL 110 Principles of Biology	4
ZOOL 210 General Zoology	5
PHYS 210, 220 General Physics	8
Foreign Language	0-8
MATH 241, 242 Applied Analytic Geometry & 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 Chemistry	10
PHYS 210, 220 General Physics	8
BIOL 110 Principles of Biology	4
ZOOL 210 General Zoology	5
Foreign Language	0-8
MATH 241, 242 Applied Analytic Geometry & Calculus	10

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's Computer Center is equipped with a multi-station minicomputer and also a large number of microcomputers.

Course offerings include: Introduction to Computer Science, Assembly Language, BASIC, C, COBOL, FORTRAN, and Pascal programming languages, Applications of Advanced BASIC, Files and Data Base Management, Advanced Programming Techniques, Statistics, and Finite Mathematics with Computer Applications. In addition, the microcomputers can be used to provide computer-assisted instruction (CAI) in various courses, and the minicomputer can be used for word-processing in English composition and other courses requiring writing.

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 who already possess a degree in another field may take a Certificate to provide them with skills necessary in the computer field. Students may also complete the preparation for a B.A./B.S. degree major and then transfer to a four-year college or university.

The Certificate will be awarded in two options:

- CIS—Computer Science
- CIS—Business (See the Business Dept. Section for information on this Certificate)

A normal sequence of computer courses for CIS-Computer Science Certificate students is COMP 103, COMP 170, COMP 172, two other programming language courses, and MATH 125.

A normal sequence of computer courses for CIS-Business Certificate students is BUS. 103, COMP 151, COMP 170 or COMP 155.

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

- Computer Science
- Computer Science/Engineering
- Computer Science/Business
- Computer Science/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, as engineers and scientists for research and development of computer systems, and as 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 PROGRAM IN CIS—COMPUTER SCIENCE CORE REQUIREMENTS

	Units
COMP 103 Intro. to Programming in using Pascal	3
COMP 170 Programming in Pascal	3
One Math Course from: MATH 125, MATH 200, or MATH 251	3-5

Three of the following courses:

COMP 155, COMP 162, COMP 175, or COMP 190	9
Total	18-20

CERTIFICATE PROGRAM IN CIS—BUSINESS
 See MICROCOMPUTER APPLICATIONS
CERTIFICATE PROGRAM—AREA B: PROGRAMMING

ASSOCIATE IN SCIENCE DEGREE	
COMPUTER SCIENCE	
Certificate Core Requirements	
(CIS-Computer Science)	20
MATH 200 Statistics	4
MATH 251 & 252 Analyt. Geometry & Calculus	10
COMP or MATH course not included in the above	6
General Education Requirements	18
Physical Education	2
Total	60

ASSOCIATE IN SCIENCE DEGREE	
COMPUTER SCIENCE/ENGINEERING	
Certificate Core Requirements	
(CIS-Computer Science)	20
*COMP 275 Assembly Language	3
ENGR Courses	3-4
MATH 251 & 252 Analyt. Geometry & Calculus	10
PHYS 250 General Physics	4
General Education Requirements	18
Physical Education	2
Total	60-61

ASSOCIATE IN SCIENCE DEGREE	
COMPUTER SCIENCE/SOCIAL SCIENCE	
Certificate Core Courses	
(CIS-Core Courses)	20
COMP 699	1
SOSC 100 Survey of the Social Sciences (Emphasis is on the impact of computers)	3
MATH 200 Statistics	4
SOSC 122 Social Science Research Methods	3
Electives Social Science (Recommended: PSYC 100, ECON 100 & SOCI 100)	9
General Education Requirements	18
Physical Education	2
Total	60

TRANSFER REQUIREMENTS

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

Many universities and colleges distinguish between B.S./B.A. programs in computer engineering 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.

ENGINEERING

The Engineering programs detailed below have been designed to prepare a student to transfer to the Engineering Department of 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 Engineering Department 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, 1986.

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.

ELC RECOMMENDATIONS

The Engineering Liaison Committee (ELC) strongly recommends that any transfer student from a community college complete all his/her Engineering, 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 Analytic Geometry & Calculus	15
MATH 275 Differential Equations	3
PHYS 250, 260, 270 General Physics	12
CHEM 210, 220 General Chemistry	10
or	
CHEM 224, 225 Engineering Chemistry	8
ENGR 100 Engineering & Environment	2
ENGR 200 Descriptive Geometry	2
ENGR 220 Graphics	2
ENGR 230 Vector Statics	3
ENGR 260 Circuits & Devices (with lab)	4
ENGR 270 Materials Science	3
COMP 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 & Environment	2
MATH 241, 242 Applied Analytic Geometry & Calculus	10
CHEM 410, 420 Health & Science Chemistry	8
PHYS 210, 220 General Physics	8
COMP 155 BASIC	3
COMP 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 Analytic Geometry & Calculus	15
MATH 275 Differential Equations	3
COMP 162 FORTRAN	3
PHYS 210, 220 General Physics	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
HSCI 410 Microcomputers for the Health Sciences	1
MATH 410 Technical Math	3
OPTH 400 Intro. to Ophthalmic Optics	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	3-5
OPTH 472 Dispensing Techniques II	3-5
OPTH 491 Contact Lenses I	4.0
OPTH 492 Contact Lenses II	4.0
PHYS 481 Geometric Optics	3
OPTH 670 Co-op. Ed.	4-8
BIOL 695 Independent Study	1-3

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 lectures 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 Coast Conference in the following activities: baseball, basketball, golf, tennis. 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 Human Physiology	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
COMP 155, 162 BASIC, FORTRAN	3-6
*MATH 241, 242 Applied Analytic Geometry & Calculus	10
*PHYS 210, 220 General Physics	8
Foreign Language	0-12
ENGR 111 Surveying (CSM)	3
ENGR 100 Engineering & Environment	2
ENGR 220 Graphics	2

ART 201 Form & Composition	3
ENGR 200 Descriptive Geometry (Recommended)	2
*Math 251, 252, 253, and Physics 250, 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 Analytic Geometry & 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
Foreign Language	0-12

ELECTRONICS

RECOMMENDED TRANSFER PROGRAM	Units
ENGR 100 Engineering & Environment	2
ENGR 260 Circuits & Devices	3
MATH 251, 252, 253 Analytic Geometry & Calculus	15
COMP 162 FORTRAN	3
PHYS 250, 260, 270 General Physics	12
CHEM 210, 220 General Chemistry	10
BUS 100 Survey of Business	3

INDUSTRIAL ARTS

RECOMMENDED TRANSFER PROGRAM	Units
MATH 220 Pre-Calculus College Algebra	3
CHEM 410 Health Science Chemistry	4
PHYS 210 General Physics	4
ENGR 200 Descriptive Geometry	2
The following may be required depending on transfer school:	
PHYS 220 General Physics	4
CHEM 420 Health Science Chemistry	4

OCEANOGRAPHY

RECOMMENDED TRANSFER PROGRAM	Units
High School Preparation: Chemistry, Physics, four years of college prep Math.	
*MATH 251, 252, 253 Analytic Geometry & Calculus	15
*CHEM 210, 220 General Physics	10
*PHYS 250, 260, 270 General Physics	12
*BIOL 110 Principles	4
ZOOL 210 General Zoology	5
BOTY 220 General Botany	5
MATH 200 Elem. Probability & Statistics	4
*(Minimum requirements—Humboldt State Univ.)	

PHYSICS

RECOMMENDED TRANSFER PROGRAM	Units
High School Preparation: Physics, Chemistry, four years of college preparatory Math.	
MATH 251, 252, 253 Analytic Geometry & Calculus	15
MATH 275 Differential Equations	3
COMP 162 FORTRAN	3
CHEM 210, 220 General Chemistry	10
PHYS 250, 260, 270 General Physics	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, a course in Chemistry or Physics with laboratory, and Biology 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 250 Anatomy*	4
PHYS 405 Radiation	3-4
MATH 410 Math for Technology*	3
ENGL 100 Composition*	3
PSIO 256 Principles of Physiology	4
RADT 495 Nursing for Radiographers	2
RADT 400 Orientation	3
RADT 410 Positioning	3
RADT 430 Radiation Health & Protection	4
RADT 440 Advanced Techniques	3
General Education	9
Physical Education	2
A grade of "C" or better is necessary for progression in the sequence.	
RADT 418, 428, 438, 448, 458	28

These are Clinical Education Labs which total 2,000 hours and accompany Radiological Technology courses.

*May be used to satisfy general education requirements for the A.S. Degree.

The Business/Social Sciences Division offers courses and programs through a number of departments. The following departments comprise the Division:

- Accounting
 - Anthropology
 - Business Administration
 - Early Childhood Education
 - Economics
 - Geography
 - History
 - Home Economics
 - Interior Design
 - Management
 - Microcomputer Applications
 - Microcomputer Technician
 - Office Management*
 - Office Skills*
 - Paralegal
 - Philosophy
 - Political Science
 - Psychology
 - Social Science
 - Sociology
 - Tourism
 - Word/Information Processing*
- * See Business/Office Skills.

ACCOUNTING

The Business Department offers a transfer curriculum to a four-year university, an A.S. Degree and a certificate program designed to give the students both formal and practical training in accounting. The accounting 4-year college/university program is the same as the business transfer program. The accounting A.S. degree and certificate programs are 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 22—29.5 units. **Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.**

RECOMMENDATIONS

It is recommended that students who have not completed a bookkeeping course in high school, who have had no accounting experience, or who 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 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 completed either 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 in the governmental sectors and in other 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, and general ledger and payroll supervisors. These opportunities offer a wide range of salaries and job advancement.

TRANSFER PROGRAM

Same as Business Administration.

ACCOUNTING CERTIFICATE PROGRAM

Core Requirements	Units
ACTG 121 Financial Accounting	3-5
ACTG 190 Intro. Computerized Accounting	1.5
ACTG 192 Adv. Computerized Accounting	1.5
ACTG 131 Managerial Accounting	4-5
ACTG 180 Payroll & Business Taxes	1.5
BUS. 100 Survey of Business	3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 434 Microcomputer Spreadsheet	3
Electives (Must be in Business or Accounting):	6
Total	26.5-29.5

A.S. DEGREE ACCOUNTING

	Units
Certificate Core Requirements	26.5-29.5
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

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
ANTH 360 Indians of North America	3
ANTH 370 Pre-Columbian Peoples & Cultures of Mexico & Central America	3
BIOL 110 Principles of Biology	4
or	
BIOL 130 Human Biology	3
GEOG 100 Physical Environment	3
GEOG 100 Survey of Geology	3
MATH 200 Elementary Probability & Statistics	4
PALE 100 Ancient Life & Past Environments	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. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Anthropology consists of a minimum of 18 semester units in the 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. The minimum of 18 units must be selected from the RECOMMENDED TRANSFER PROGRAM.

BUSINESS ADMINISTRATION

The Business 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 listed is the same for all business disciplines at four-year colleges and universities. The A.S. Degree and the Certificate Program are designed to help a student develop a general business awareness for the world of work, or a four-year college or university. **Courses specifically required for the student's major transfer and/or certificate core requirements must be evaluated by a letter grade, not by the credit (CR) grade.**

CAREER OPPORTUNITIES

The career opportunities available to a student who majors in Business Administration are extremely diverse. The general nature of the courses offers a student an opportunity to work in almost any business discipline: sales, marketing, public relations, and personnel.

RECOMMENDED TRANSFER PROGRAM PREPARATION FOR MAJOR

	Units
Core courses required by all CSU, UC and most Private Universities:	
ACTG 121 Financial Accounting	4-5
ECON 100 Princ. of Macro Economics	3
ECON 102 Princ. of Micro Economics	3
Total	10-11

*Courses required by most CSU, UC and Private Universities (Consult with your counselor for current requirements of the university you wish to attend):

ACTG 131 Managerial Accounting	4-5
BUS. 103 Intro. to Bus. Computer Systems	3
BUS. 201 Business Law	3
MATH 125 Elem Finite Math	3
MATH 200 Statistics	4
MATH 241 Applied Analytic Geometry and Calculus*	5
MATH 242 Applied Analytic Geometry and Calculus*	5

A.S. DEGREE-BUSINESS ADMINISTRATION TRANSFER PROGRAM

	Units
Core requirements of CSU and UC	10-11
Additional courses from courses required by most CSU and UC	7-8
Total	18

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. to Bus. Computer Systems	3
BUS. 115 Business Math or MATH 120 Interm. 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— CERTIFICATE PROGRAM

	Units
Certificate Core Requirements	25-28
General Education Requirements	18
P.E.	2
Electives	12-15
Total	60

Select From:

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. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 436 Microcomputer Database Management	3
ECON 100 Princ. of Macro Economics	3
ECON 102 Princ. of Micro Economics	3
Courses from the recommended transfer list	

BUSINESS/ OFFICE SKILLS

The Business Department prepares students for both entry-level positions and management positions in the automated office. Students are prepared to plan, develop, organize, and distribute information through the application of computer/electronic technology. A.S. Degree and certificate programs are offered by the College. **Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.**

CAREER OPPORTUNITIES

Graduates can look forward to placement doing rewarding work in a dynamic field involving computers and people. There will be opportunities for advancement to middle-level management, excellent salary and benefits, opportunities to live and work in all parts of the country and the world, and opportunities to work in all types of organizations and industries—large or small, public or private.

OPTION ONE

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.

CORE REQUIREMENTS	Units
ACTG 100 Principles of Accounting	
or	
ACTG 121 Financial Accounting	4-5
BUS. 101 Human Relations in Business	3
BUS. 103 Introduction to Bus. Computer Systems	3
BUS. 201 Business Law	3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
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	25-26

A.S. DEGREE—ADMINISTRATIVE ASSISTANT

CORE REQUIREMENTS	Units
Certificate Core Requirements	24-26
General Education Requirements	18
SUGGESTED ELECTIVES	16-18
BUS. 100 Survey of Business	3
BUS. 115 Business Mathematics	3
BUS. 415 Computer Keyboarding/Typewriting	2-3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 434 Microcomputer Spreadsheet	3
BUS. 436 Microcomputer Data Base Mgmt.	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

OPTION TWO**CERTIFICATE PROGRAM—OFFICE SKILLS**

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

CORE REQUIREMENTS	Units
BUS. 101 Human Relations in Business	3
BUS. 400 Business English	3
BUS. 401 Business Communications	3
BUS. 402 WP: Machine Transcription	1-3
BUS. 403 WP: Letter Formats	1-3
or	
BUS. 404 WP: Report Formats	1-3
BUS. 410 Office Internship	1-3
BUS. 416 Office Skills & Procedures	1-3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 434 Microcomputer Spreadsheet	3
Total	19-27

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 Computer Keyboarding/Typewriting	2-3
BUS. 432 Microcomputer Word Processing	3
BUS. 436 Microcomputer Data Base Mgmt.	3

BUS. 670 Cooperative Education	1-4
BUS. 100 Survey of Business	3
BUS. 103 Introduction to Bus. Computer Systems	3

OPTION THREE**CERTIFICATE PROGRAM****OFFICE MANAGEMENT**

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

CORE REQUIREMENTS	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. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
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 Computer Keyboarding/Typewriting	2-3
BUS. 434 Microcomputer Spreadsheet	3
BUS. 436 Microcomputer Data Base Mgmt.	3
BUS. 438 Microcomputer Graphics & Desktop Publishing	3
BUS. 670 Cooperative Education	1-4

OPTION FOUR**CERTIFICATE PROGRAM****WORD/INFORMATION PROCESSING**

The Word/Information Processing option is for individuals who wish employment in word/information processing positions in general business offices, law firms, insurance companies, and other businesses where text-editing and information processing equipment are used.

**CERTIFICATE PROGRAM
WORD/INFORMATION PROCESSING**

CORE REQUIREMENTS	Units
BUS. 101 Human Relations in Business	3
BUS. 400 Business English	3
BUS. 401 Business Communications	
or	
BUS. 402 WP: Machine Transcription	1-3
BUS. 403 WP: Letter Formats	1-3
or	
BUS. 404 WP: Report Formats	1-3
BUS. 410 Office Internship	3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 432 Microcomputer Word Processing	3

BUS. 434 Microcomputer Spreadsheet	3
Total	22-24

A.S. DEGREE—WORD PROCESSING

CORE REQUIREMENTS	Units
Certificate Core Requirements	21-24
General Education Requirements	18
Electives	18-21

SUGGESTED ELECTIVES

BUS. 103 Intro. to Bus. Computer Systems	3
BUS. 415 Computer Keyboarding/Typewriting	2-3
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 Data Base Mgmt.	3
BUS. 438 Microcomputer Graphics & Desktop Publishing ..	3
BUS. 450 Office Automation: Minicomputer Altern.	3
BUS. 670 Cooperative Education	1-4

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 are 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 preschool teacher or director, child development specialist, infant caregiver, home advisor in Head Start Programs, Family Day Care Provider, parent education or adult education instructor, birth educator, group home worker, community worker in a child abuse program, migrant program teacher, hospital playroom supervisor, children's books representative, and adoption counselor.

Depending on the particular career interest, students may need to pursue advanced education.

During the 1990s, it is predicted that related subject areas may be particularly supportive to an ECE background. These include: infant development, nutrition, Special Education, and microcomputers for curriculum development. Students also considering their own ECE business would be wise to consider course work in accounting and money management.

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.

A.S. DEGREE—EARLY CHILDHOOD EDUCATION

Certificate Core Requirements	24
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General Education Requirements and Physical Education	20
Electives	16
Total	60

CERTIFICATE PROGRAM IN EARLY CHILDHOOD EDUCATION

CORE REQUIREMENTS	Units
ECE. 201 Child Development	
or	
PSYC 201 Child Development	3
ECE. 210 Early Childhood Education Principles	3
ECE. 211 Early Childhood Education Curriculum	1-3
ECE. 212 Child, Family and Community	3
Electives	12
Total	24

SUGGESTED ELECTIVES

	Units
PSYC 221 The School-Age Child	3
ECE. 223 Infant Development	3
ECE. 230 Creative Activities	3
ECE. 240 Administration: Business/Legal	3
ECE. 241 Administration: Human Relations	3
ECE. 245 Internship I	1-3
ECE. 311 Nutrition for Young Children	1
ECE. 313 Health and Safety for Young Children	1
ECE. 315 First Aid/CPR	1
ECE. 325 Child Health Council:	
Clinical Lab Experience	2
ECE. 331 The Teaching Experience	1
ECE. 333 Observational Skills	1
ECE. 335 Handling Behavior	1
ECE. 337 Child-Parent Relationship	1-3
ECE. 350 Issues	1-3
ECE. 351 Language Arts in Early Child. Ed.	1
ECE. 353 Literacy in ECE	1
ECE. 355 Introduction to Storytelling	1
ECE. 357 Environmental Education for Children	1.5
ECE. 380 Family Day Care Training	1-4
ECE. 670 Cooperative Education	1-4
LIT. 191 Children's Literature	3
PSYC 221 The Special Child	3
PSYC 391 Parenting	3
ART/MUS. 190 Fine Arts for Children	3
BIOL 111 Nature Study	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 "mainstreaming" 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 work toward the California 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 (excluding field 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.)
- CBEST (California Basic Educational Skills Test)

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 course work are available so that any student deemed eligible to hold a regular children's center permit and possessing a bachelor's degree, including an additional 12 units of ECE/Child Development, may acquire the Children's Center Supervision Permit.

Permit application is made through the County Office of Education, Redwood City, California.

TEACHING AND MANAGEMENT INTERNSHIP PROGRAM

This new component to Cañada's ECE Program is designed for the experienced early childhood education/child development major. It was developed in cooperation with the Bing School at Stanford University, which serves as the training setting. Students participate on a Bing teaching team and attend a weekly management seminar. Individual contracts are constructed with the supervisors and eligible students, depending on their educational and experiential backgrounds. Units apply toward the ECE Certificate, the Children's Center Instructional Permit, or the Children's Center Supervisory Permit. For more detail, see course descriptions ECE. 245.

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 an economist, students can specialize as research, commodity, manpower, project, energy, transportation, or international economists, and natural resource consultants. Other possibilities include marketing specialists, budget analysts, market analysts, labor relations arbitrators, or industrial relations specialists.

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	4-5
ACTG 131 Managerial Accounting	4-5
HIST 201 United States History I	
or	
HIST 202 United States History II	3
MATH 200 Probability & Statistics	4
MATH 241/242 Applied Analytic Geometry & Calculus	
or	
MATH 251/252 Analytic Geometry & Calculus	10

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. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Economics consists of a minimum of 18 semester units in the 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 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. The minimum 18 units must be selected from the RECOMMENDED TRANSFER PROGRAM.

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 Environment	3
GEOG 110 Cultural Geography	3
GEOG 120 Economic Geography	3
GEOG 150 World Regional Geography	3
ANTH 110 Cultural Anthropology	3
ANTH 125 Physical Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
GEOL 100 Survey of Geology	3
MATH 200 Elementary Probability & Statistics	4
MATH 251/252 Analytic Geometry & Calculus	
or	
MATH 241/242 Appl. Analytic Geometry & Calculus	10

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. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Geography consists of a minimum of 18 semester units in the 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 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. The minimum 18 units must be selected from the RECOMMENDED TRANSFER PROGRAM.

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

Most job opportunities require the minimum of a B.A. degree. Many business firms and governmental agencies seek persons with a broad overview and perspective of historical phases and processes of change. 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, and the Far East, and such special topics as religion and minorities.

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 102 History of American Civilization	3
HIST 201 United States History I	3
HIST 202 United States History II	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 & Heritage	3
HIST 452 Far Eastern Civilization & Heritage	3
ANTH 110 Cultural Anthropology	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
GEOG 100 Physical Environment	3
SOCI 100 Introduction to Sociology	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. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in History consists of a minimum of 18 semester units in the 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 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. The minimum 18 units must be selected from the RECOMMENDED TRANSFER PROGRAM.

HOME ECONOMICS

The Home Economics Department provides educational preparation for transfer majors in Home Economics and for occupations involving textiles, fashion, clothing, alterations and dressmaking, household equipment, consumer relations, foods, nutrition, home management, and family relations. A.S. degrees are offered in Home Economics and in Textiles and Clothing. The Home Economics Department also offers certificate pro-

grams in General Home Economics and in Textiles and Clothing (emphasis on custom dressmaking and apparel design).

The curriculum provides for individual development in consumer and homemaking skills, as well as career education. Computer applications will be available for the Home Economics field of instruction.

CAREER OPPORTUNITIES

There is a variety of career opportunities available to Home Economics majors in education, extension work, consumer product testing and promotion, consumer protection, family welfare, nutrition and dietetics, clothing and fashion design, clothing production and merchandising, and family service. The Textiles and Clothing certificate provides training leading to work in dress designing, custom dressmaking, alterations, fashion consulting, fashion merchandising, and textile merchandising.

RECOMMENDED TRANSFER PROGRAM

PREPARATION FOR GENERAL

HOME ECONOMICS MAJOR

	Units
H.E. 111 Techniques of Fit*	3
H.EC 113 Textiles	3
H.EC 115 Intermed. Clothing Construction	3
H.EC 310 Nutrition	3
H.EC 416 Consumer Decision Making	3
INTD 115 Your Home & Your Environment	3
PSYC 100 General Psychology	3
PSYC 201 Child Development	3

or

PSYC 212 Child Family and Community	3
Total	24

*If no previous clothing construction experience, take H.EC 110 or 112 before H.EC.111.

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

ASSOCIATE IN SCIENCE DEGREE PROGRAM

IN HOME ECONOMICS

This program leads to a 2-year degree in Home Economics. Most but not all courses are transferable to a 4-year college. Consult your counselor concerning fulfilling requirements.

	Units
Certificate Core Requirements	27
General Education Requirements	18
Physical Education	2
Electives	13
Total	60

A.S. DEGREE IN TEXTILES & CLOTHING

	Units
Certificate Core Requirements	24.5-30
General Education Requirements	18
Physical Education	2
Electives	12-17.5
Total	60

A.S. DEGREE IN BUSINESS/ TEXTILES & CLOTHING

	Units
Certificate Core Requirements	30
General Education Requirements	18
Physical Education	2
Electives	10
Total	60

**CERTIFICATE PROGRAM —
HOME ECONOMICS**

Core requirements (Choose courses from list below)	21
A. Textiles and Clothing	(9)
H.EC 111 Techniques of Fit	
H.EC 115 Intermediate Clothing Construction	
H.EC 117 Fashion Image	
B. Foods and Nutrition	(6)
H.EC 310 Nutrition	
H.EC 320 Applied Nutrition (Cooking for Health)	
C. Consumer Economics and Management	(3)
H.EC 416 Consumer Decision Making	
or	
BUS. 131 Money Management	
D. Computer Applications	(3)
BUS. 430 Microcomputer Applications Part I	
BUS. 431 Microcomputer Applications Part II	
E. Electives (Choose from Home Economics Courses)	6
Total	27

**CERTIFICATE PROGRAM —
TEXTILES & CLOTHING**

(Emphasis on custom dressmaking & apparel design)	Units
12 units from Group A:	12
H.EC 110 Beg. Clothing Construction	
H.EC 111 Techniques of Fit	
H.EC 112 Knits & Wovens	
H.EC 113 Textiles	
H.EC 115 Intermed. Clothing Const.	
H.EC 116 Advanced Construction/Tailoring	
H.EC 125 Alterations	
H.EC 127 Custom Dressmaking	
H.EC 150 History of Fashion	
12 units from Group B:	12
H.EC 117 Fashion Image	
H.EC 118 Flat Pattern Design	
H.EC 120 Creative Clothing Const.	
H.EC 123 Intro. to Fashion Industry	
H.EC 124 Art in Clothing	
H.EC 151 Fashion Merchandising	
H.EC 410 Management of Time & Resources	
H.EC 420 Computer Applications/H. Mgt.	
Selected construction electives, including:	
H.EC 699 Clothing Construction Lab	0.5-6
Total	24.5-30

**CERTIFICATE PROGRAM —
BUSINESS/TEXTILES & CLOTHING**

CORE REQUIREMENTS	Units
15 units from Home Economics in the following areas: ...	15
Textiles	(3)
H.EC 113 Textiles	
or	
INTD 170 Fabrics for Interiors	
Fashion	(3-6)
H.EC 117 Fashion Image	
H.EC 123 Intro. to Fashion Industry	
H.EC 150 History of Fashion	
or	
H.EC 151 Fashion Merchandising	

Fit and Pattern Design	(3-6)
H.EC 111 Techniques of Fit	
H.EC 118 Flat Pattern Design	
or	
H.EC 120 Creative Clothing Construction	
Choose from H.EC 141 through 146 courses	(.5-3)
Clothing Construction	(3-6)
H.EC 110 Beg. Clothing Construction	
H.EC 111 Techniques of Fit	
H.EC 112 Knits & Wovens	
H.EC 115 Intermed. Clothing Const.	
or	
H.EC 116 Advanced Construction/Tailoring	
Home Economics Electives	(.5-3)
15 units from Business	15
ACTG 100 Accounting Procedures	
or	
ACTG 121 Financial Accounting	
BUS. 101 Human Relations	
BUS. 150 Small Business Management	
BUS. 430 Microcomputer Applications Part I	
BUS. 431 Microcomputer Applications Part II	
BUS. 180 Marketing	
Total	30

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 Health Care Interior Design 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.

CAREER OPPORTUNITIES

The opportunities for an individual in the interior design profession fall into three major categories: 1) residential interior design, 2) health care facility design, and 3) commercial (contract, office, industrial) design. Interior designers work as self-employed designers, as consultants in design firms, and in many home furnishings fields. Opportunities exist in merchandising, 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 201 Form & Composition I	3
ART 204 Drawing I	3
ART 214 Color	3
INTD 245 Internship	3

A.S. DEGREE PROGRAM

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

CORE CURRICULUM

(recommended sequence)	Units
INTD 115 Your Home & Environment	3
INTD 148 Color for Interiors	3
ARCH 110 Basic Architectural Drawing	3
ART 201 Form & Composition	
or	
ART 301 Design	

or	
ART 204 Drawing	3
INTD 125 Detailing Interiors	3
INTD 160 Decorating Techniques	3
INTD 150 History of Interiors	3
INTD 450 Home Furn. Consumer (Fall only)	3
INTD 147 Space Planning	3
INTD 330 Architectural Inter. Detailing	3
INTD 146 Graphics for Interiors	3
INTD 170 Fabrics for Interiors (Spring only)	3
INTD 250 Professional Practices (Spring only)	3
INTD 245 Internship in Home Furnishings	1
Total	40
General Education Requirements	18
P.E.	2
Total	60

CERTIFICATE PROGRAMS**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)	
INTD 260 Fundamentals of Lighting (Spring only)	2
ART 103 History of Art III	3
INTD 156 Portfolio/Projects (Spring only)	3
INTD 245 Internship (any time after 1st Semester)	1
INTD 271 Bath Design	3
INTD 340 Cabinetry & Furniture Design (Fall only)	3
INTD 350 Commercial Design (Fall only)	3
INTD 351 Advanced Commercial Design (Spring only)	3
INTD 356 Residential & Commercial Const. (Spring only)	3
INTD 360 Computers for Interior Design (CAD) (Spring only)	3
Electives	3
Total	30

ELECTIVES (Recommended)	
ART 214 Color	3
ART 231 Watercolor	3
BUS. 430 Microcomputer Applications Part I	1.5
INTD 180 Contract Design (Fall only)	3
INTD 270 Kitchen Design	3
INTD 274 Remodeling Construction (Spring only)	3
INTD 278 Marketing & Salesmanship (Fall only)	3
INTD 320 Oriental Art/China & Korea	1
INTD 321 Oriental Art/Japan & S.E. Asia	1
INTD 322 Oriental Art/Ind., Jap., Phil	1
INTD 411 Home Decorating	3

**CERTIFICATE PROGRAM/WITH EARNED A.S. DEGREE
IN 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)	
INTD 245 Internship in Home Furnishing	1
INTD 320 Oriental Art/China & Korea	1
INTD 321 Oriental Art/Japan & S.E. Asia	1
INTD 322 Oriental Art/Ind., Jap., Phil	1
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 270 Kitchen Design	3
ART 103 History of Art III	3
INTD 340 Cabinetry & Furniture Design (Fall only)	3
INTD 180 Contract Design (Fall only)	3

or	
INTD 350 Commercial Design (Fall only)	3
INTD 250 Professional Practices (Spring only)	3
INTD 156 Portfolio/Projects (Spring only)	3
INTD 278 Marketing & Salesmanship (Fall only)	3
Electives	3
Total	30

ELECTIVES (Recommended)	
ART 214 Color	3
ART 231 Watercolor	3
BUS. 430 Microcomputer Applications Part I	1.5
INTD 271 Bath Design	3
INTD 274 Remodeling Construction (Spring only)	3
INTD 276 Adv. Kitchen & Bath Design (Spring only)	3
INTD 411 Home Decorating	3
INTD 670 Coop. Education	1-4
INTD 690 Individual Projects	1-4

**CERTIFICATE PROGRAM IN 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)	
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 278 Marketing & Salesmanship (Fall only)	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 Art III	3
INTD 250 Professional Practices (Spring only)	3
INTD 180 Contract Design (Fall only)	
or	
INTD 350 Commercial Design (Fall only)	3
INTD 156 Portfolio/Projects (Spring only)	3
INTD 245 Internship	1
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
Total	60

**CERTIFICATE PROGRAM IN INTERIOR DESIGN/
HEALTH CARE INTERIOR DESIGN**

CORE REQUIREMENTS	
ARCH 110 Basic Architectural Drawing	3
ART 103 History of Art III	3
ART 201 Form & Composition	
or	
ART 204 Drawing	3
INTD 146 Graphics for Interiors	3
INTD 147 Space Planning	3
INTD 245 Internship	1

INTD 250 Professional Practices (Spring only)	3
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 350 Commercial Design (Fall only)	3
INTD 356 Residential & Commercial Const. (Spring only)	3
INTD 360 Computers for Interior Design (CAD) (Spring only)	3
Total	30

SPECIALIZED REQUIREMENTS	
INTD 420 Health Care Design Process	3
INTD 425 Health Care Design Technologies	3
INTD 430 Health Care Products & Materials	3
INTD 432 History of Health Care Design	3
INTD 434 Health Care Design Research Project	3
INTD 436 Health Care Design: Small-Scale Project (Fall only)	6
INTD 438 Health Care Design: Large-Scale Project (Spring only)	6
INTD 440 Internship in Health Care Interior Design	3
Total	30

CERTIFICATE PROGRAM IN INTERIOR DESIGN/COMMERCIAL DESIGN

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

CORE REQUIREMENTS (recommended sequence)	
INTD 115 Your Home & Environment	3
INTD 148 Color for Interiors	3
ARCH 110 Basic Architectural Drawing	3
ART 201 Form & Composition	3
or	
ART 204 Drawing	3
or	
ART 301 Design	3
INTD 146 Graphics for Interiors	3
INTD 125 Detailing Interiors	3
INTD 150 History of Interiors (Fall only)	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 260 Fundamentals of Lighting (Spring only)	2
ART 103 History of Art III	3
INTD 250 Professional Practices (Spring only)	3
INTD 156 Portfolio/Projects (Spring only)	3
INTD 245 Internship	1
INTD 271 Bath Design	3
INTD 350 Commercial Design (Fall only)	3
INTD 351 Advanced Commercial Design (Spring only)	3
INTD 356 Residential & Commercial Const. (Fall only)	3
INTD 360 Computers for Interior Design (CAD) (Spring only)	3
Total	60

CERTIFICATE PROGRAM IN 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)	
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 (Spring only)	3
INTD 245 Internship in Home Furnishing	1

INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 276 Adv. Kitchen & Bath Design (Spring only)	3
INTD 278 Marketing & Salesmanship (Fall only)	3
INTD 250 Professional Practices (Spring only)	3
INTD 271 Bath Design	3
Total	33

CERTIFICATE PROGRAM IN 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)	
ARCH 110 Basic Architecture Drawing	3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
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 Home Furnishings	1-3
INTD 260 Fundamentals of Lighting (Spring only)	2
INTD 270 Kitchen Design	3
INTD 271 Bath Design	3
INTD 274 Remodeling Construction (Spring only)	3
INTD 276 Adv. Kitchen & Bath Design (Spring only)	3
INTD 278 Marketing & Salesmanship (Fall only)	3
INTD 356 Residential & Commercial Const. (Spring only)	3
INTD 370 Construction Estimating	3
Electives:	3
Total	50

Recommended Electives:	
ACTG 100 Accounting Procedures	3
INTD 147 Interior Space Planning	3
INTD 330 Architectural Interior Detailing	3
INTD 340 Cabinetry & Furniture Design (Fall only)	3
INTD 360 Computer for Interior Design (CAD) (Spring only)	3
INTD 450 Home Furnishing Consumer (Fall only)	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 two management certificates: general management and public administration. The courses are primarily for those students who plan careers in management or who are already in supervisory positions and wish to increase their formalized learning in this subject area. Management for both the governmental and business organizations are presented in the programs. **Courses specifically required for the student's major must be evaluated by a letter grade, not by the credit (CR) grade.**

CAREER OPPORTUNITIES

The career opportunities for those with supervisory and management training are expected to be excellent during the foreseeable future. Increasingly, employers are seeking persons with formal training in organization and management for supervisory, mid-level, and top management positions.

A.S. DEGREE AND CERTIFICATE PROGRAMS

The certificate in management can be earned in two specific areas: General Management and Public Administration. The certificate will be awarded by Cañada College upon completion of the required courses, plus additional electives totaling a minimum of 24 units. The 24 units earned in the certificate program will fulfill the major requirements for an A.S. Degree.

GENERAL MANAGEMENT CERTIFICATE

CORE REQUIREMENTS	Units
MGMT 100 Intro. to Management	3
MGMT 120 Management Communication	3
MGMT 215 Management of Human Resources	3
MGMT 235 Techniques of Supervision	3
Plus, select 12 units from the following:	12
Total	24
Any Management course	1-12
MGMT 670 Cooperative Education	1-4
ACTG 121 Financial Accounting	
ACTG 131 Managerial Accounting	
BUS. 101 Human Relations	
BUS. 103 Intro. to Bus. Computer Systems	
BUS. 415 Computer Keyboarding/Typewriting	
BUS. 430 Microcomputer Applications Part I	
BUS. 431 Microcomputer Applications Part II	
BUS. 432 Microcomputer Word Processing	
BUS. 434 Microcomputer Spreadsheet	
BUS. 436 Microcomputer Data Base Mgmt.	
BUS. 438 Microcomputer Graphics & Desktop Publishing	

A.S. DEGREE

GENERAL MANAGEMENT	Units
Core Requirements	24
General Educ. Requirements & P.E.	20
Electives	16

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 the following:	12
Total	24
Any Management course	1-12
MGMT 670 Cooperative Education	1-4
ACTG 121 Financial Accounting	
ACTG 131 Managerial Accounting	
BUS. 103 Intro. to Bus. Computer Systems	
BUS. 415 Computer Keyboarding/Typewriting	
BUS. 430 Microcomputer Applications Part I	
BUS. 431 Microcomputer Applications Part II	
BUS. 432 Microcomputer Word Processing	
BUS. 434 Microcomputer Spreadsheet	
BUS. 436 Microcomputer Database Management	
BUS. 438 Microcomputer Graphics & Desktop Pub.	
PLSC 310 California State & Local Government	

A.S. DEGREE

PUBLIC ADMINISTRATION	Units
Core Requirements	24
General Educ. Requirements & P.E.	20
Electives	16

MICROCOMPUTER APPLICATIONS CERTIFICATE PROGRAM

The Microcomputer Applications Certificate Program prepares students for entry-level positions in local offices of any company. The program is also of benefit to persons whose primary jobs are not computer-related. Students are able to learn to use software in the following areas: data base management, word processing, spreadsheet, telecommunications, and graphics. The computer can be used as a tool in business, education, and/or at home.

Students may custom design the certificate program by choosing electives from one of three areas: business/accounting; business/office skills and/or programming.

If you are interested in earning an A.S. degree, you should consult your counselor immediately after enrolling in the certificate program.

Courses specifically required for the student's major (core certificate requirements) must be evaluated by a letter grade, not by the credit (CR) grade.

CAREER OPPORTUNITIES

Graduates may be able to find work in almost any company where microcomputers are used. They may also find work more easily in noncomputer fields because of their skills. Since computers are used in most businesses, the opportunities for persons obtaining this certificate should be especially broad.

CERTIFICATE PROGRAM —

CORE REQUIREMENTS	Units
BUS. 101 Human Relations in Business	3
BUS. 415 Computer Keyboarding/Typewriting	1-3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
BUS. 432 Microcomputer Word Processing	3
BUS. 434 Microcomputer Spreadsheet	3
BUS. 436 Microcomputer Data Base Mgmt.	3
BUS. 438 Microcomputer Graphics & Desktop Pub.	3
Electives: Choose A or B, or C, and Complete 9 units from that Area.	9
Total	29-30

AREA A: BUSINESS/ACCOUNTING

	Units
ACTG 100 Accounting Procedures	3-5
ACTG 121 Financial Accounting	4-5
ACTG 131 Managerial Accounting	4-5
ACTG 171 Indiv. 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
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
BUS. 103 Intro. to Bus. Computer Systems	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	3

A.S. DEGREE**MICROCOMPUTER APPLICATIONS**

CORE REQUIREMENTS	Units
Certificate Core Requirements	28-30
General Education Requirements	18
Electives	12-14

MICROCOMPUTER TECHNICIAN

The Microcomputer Technician Program is designed to provide general theory and laboratory practice in basic electronics, digital devices, microprocessor and microcomputer technology.

Cañada College maintains a fully equipped electronics laboratory, which includes electronic trainers and test equipment, and uses the Motorola 6808 microprocessor in the single board microcomputer.

Students in this program can earn a Microcomputer Technician Certificate which will provide the technical skills necessary for entry-level employment.

CAREER OPPORTUNITIES

There is a variety of career opportunities available to Microcomputer Technicians for both in-house and field service technicians. An increasing number of personnel are needed for manufacturing, maintenance, and repair of electronic equipment and computer systems within the electronic industry.

A.S. DEGREE PROGRAM

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

CORE REQUIREMENTS	Units
CTEC 400 Technical Calculations & Study Skills	3
CTEC 420 Direct & Alternating Current Fundamentals	5
CTEC 440 Semiconductor Devices & Circuits	2.5
CTEC 460 Digital Devices & Circuits	5
CTEC 500 Microprocessor Principles	3.5
CTEC 520 Microprocessor Interfacing Applications	3.5
General Education Requirements	18
Electives	19.5
Total	60

CERTIFICATE PROGRAM

MICROCOMPUTER TECHNICIAN

	Units
CTEC 400 Technical Calculations & Study Skills	3
CTEC 420 Direct & Alternating Current Fundamentals	5
CTEC 440 Semiconductor Devices & Circuits	2.5
CTEC 460 Digital Devices & Circuits	5
CTEC 500 Microprocessor Principles	3.5
CTEC 520 Microprocessor Interfacing Applications	3.5
Total	22.5

OFFICE SKILLS

See BUSINESS/OFFICE SKILLS

PARALEGAL

The Paralegal Program at Cañada 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. **Courses specifically required for the student's major (core certificate requirements) must be evaluated by a letter grade, not by the credit (CR) grade.**

The certificate and degree programs are offered only during the evening program at the present time. The certificate will be awarded by Cañada College upon completion of the required courses, plus additional electives totaling a minimum of 27 units. The 27 units earned in the certificate program will fulfill the major requirements for an A.S. degree.

CAREER OPPORTUNITIES

The paralegal profession offers expanding job opportunities in the Bay Area for persons trained to work in law-related occupations.

CERTIFICATE PROGRAM—CORE REQUIREMENTS

This is 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 from the Legal courses except LEGL 670, Cooperative Education	18
Total	27

SUGGESTED ELECTIVES

	Units
LEGL 251 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 Adv. Trial Preparation**	3
LEGL 260 Adv. Legal Research & Writing**	3
LEGL 280 Paralegal Internship	1-3
LEGL 670 Cooperative Education	1-4
LEGL 801 Paralegal Update Course	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 Educ. Requirements	18
Physical Education	2
Electives	13

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
PHIL 103 Critical Thinking	3
PHIL 160 History of Philosophy-Ancient & Medieval	3
PHIL 175 History of Philosophy-16th to 18th Century	3
PHIL 190 Contemporary Philosophy	3
PHIL 200 Introduction to Logic	3
PHIL 240 Introduction to Ethics	3
PHIL 300 Intro. to World Religions	3
PHIL 310 Philosophy of Religions	3
PHIL 320 Asian Philosophy	3
ANTH 110 Cultural Anthropology	3
Foreign Language	5-10
HIST 100 History of Western Civilization	3
HIST 101 History of Western Civilization	3
PSYC 100 General Psychology	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. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Philosophy consists of a minimum of 18 semester units in the 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 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. The minimum 18 units must be selected from the RECOMMENDED TRANSFER PROGRAM.

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 in the corrections field require a B.A. or advanced degree. Students can fulfill General Education and lower division Science and Social Science requirements at Cañada.

RECOMMENDED TRANSFER PROGRAM

	Units
PLSC 103 Critical Thinking	3
PLSC 130 International Relations	3
PLSC 150 Intro. to Political Theory	3
PLSC 210 American Politics	3
PLSC 310 California State & Local Government	3
ECON 100 Principles of Macro Economics	3
ECON 102 Principles of Micro Economics	3
Foreign Language	5-10
HIST 201 United States History I	3
HIST 202 United States History II	3
HIST 100 History of Western Civilization	3

HIST 101 History of Western Civilization	3
MATH 200 Elementary Probability & Statistics	4

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. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Political Science consists of a minimum of 18 semester units in the 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 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. The minimum 18 units must be selected from the RECOMMENDED TRANSFER PROGRAM.

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 managers, psychometrists, survey designers, psychiatric aides, probation officers, social services directors, mental health workers, drug abuse or employment counselors, or training officers.

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 300 Social Psychology	3
ANTH 125 Physical Anthropology	3
ANTH 110 Cultural Anthropology	3
or	
SOCI 100 Introduction to Sociology	3
BIOL 110 Principles of Biology or	4
CHEM 210 General Chemistry	5
MATH 200 Elem. Probability & Statistics	4
PSIO 260 Human Physiology	5
ZOOL 210 General Zoology	5

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. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Psychology consists of a minimum of 18 semester units in the 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 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. The minimum 18 units must be selected from the RECOMMENDED TRANSFER PROGRAM.

SECRETARIAL/CLERICAL

See **BUSINESS/OFFICE SKILLS**

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.

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 becoming a 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
SOSC 120 Intro. to Gerontology	3
*SOCI 141 Minorities in American Society	3
SOCI 360 Intro. to Criminology	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
Foreign Language	5-10
MATH 200 Elem. Probability & Statistics	4
PHIL 200 Intro. to Logic	3
PSYC 100 General Psychology	3
PSYC 110 Marriage & Relationship Choices	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. Twenty-one units of General Education, 2 units of Physical Education and a major are required. The major in Sociology consists of a minimum of 18 semester units in the 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 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. The minimum 18 units must be selected from the **RECOMMENDED TRANSFER PROGRAM**.

*May be used for major OR Ethnic Studies requirement.

STATISTICS

For descriptions of courses in statistics, see Mathematics 200.

**TRAVEL INDUSTRY CAREERS/
TOURISM CERTIFICATE**

The Cañada College Travel Industry Careers/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, and public relations.

CORE REQUIREMENTS

	Units
TOUR 100 Travel Industry Reference Materials	3
TOUR 101 Selling Travel	3
TOUR 712 Internship (or TOUR 670, Coop ED.)	2
TOUR 715 F.I.T. Planning & Costing	3
TOUR 720 Domestic Tariff & Ticketing	3
TOUR 723 Airline Computer Training	3
BUS. 430 Microcomputer Applications Part I	1.5
BUS. 431 Microcomputer Applications Part II	1.5
GEOG 150 World Regional Geography	3
Electives—Select from the following:	3
ANTH 105 Peoples & Cultures of the World	
ANTH 370 Pre-Columbian Peoples & Cultures	
GEOG 100 Physical Geography	
GEOG 110 Cultural Geography	
HIST 101 History of Western Civilization	
TOUR 103 Travel Destinations/Europe	
TOUR 104 Travel Destinations/World	
TOUR 105 Travel Destinations/North America	
TOUR 200 Intro. to Tourism/Hospitality Industry	
Total	26

RETAIL TRAVEL CERTIFICATE

	Units
Core Curriculum	26
TOUR 710 A.R.C. Forms & Procedures	3
TOUR 725 Internat'l Airline Tariff & Ticketing	3
Total	32

WHOLESALE TRAVEL CERTIFICATE

	Units
Core Curriculum	26
TOUR 725 Internat'l Airline Tariff & Ticketing	3
TOUR 731 Wholesale/Group Tour Operations	3
TOUR 732 Wholesale/Group Tour Packaging	3
Total	35

A.S. DEGREE—TOURISM

	Units
Retail Travel Certificate or Wholesale Travel Certificate	32-35
General Education Requirements	18
Physical Education Requirement	2
Electives	5-8
Total	60

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.)



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

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. To be eligible for the Certificate, applicants 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 completed or be in the process of completing English 100 and 110 with a grade of "B" or better;
 - c. Have completed or be in the process of completing three (3) courses in Spanish or French or German with a letter of "B" or better;
 - d. Have the equivalent of B and C above in addition to a minimum of 12 units of residence at Cañada College.

Note: Language classes within the "800" series are not acceptable to fulfill certificate requirements. Grades of "CR" 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 101 History of Theatre I	3
DRAM 102 History of Theatre II	3
DRAM 140 Introduction to Theatre	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	2
DRAM 300 Play Production	0.5-3

DRAM 305 Technical Production	0.5-3
DRAM 338 Costume Workshop	3

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
ENGL 165 Advanced Composition	3
Literature courses	9-15
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.

FOREIGN LANGUAGE

TRANSFER PROGRAM

SUGGESTED CURRICULA	Units
Foreign Language*	18-24
HIST 100 History of Western Civilization	3
PHIL 100 Intro. to Philosophy	3
ART 102 or 103 History of Art	3

*All units must be in a single language; courses in the "800" series do not satisfy requirements for the major.

ASSOCIATE IN ARTS DEGREE PROGRAM

Students wishing an A.A. degree in Foreign Language 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 concentra-

tion (courses in the "800" series are not applicable), 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 and 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. 131 Harmony I	3
MUS. 132 Harmony II	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 empathetic 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
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

Student selects 18 units from the above list.



60 ANNOUNCEMENT OF COURSES

All courses and curricula listed in this catalog will not necessarily be offered during 1990-1991. 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 California Articulation Number (CAN) identifies some of the transferable lower division, introductory courses commonly taught within each academic discipline on college campuses.

The system assures students that CAN courses on one participating campus will be accepted in lieu of the comparable CAN course on another participating campus. See your counselor for a list of participating institutions.

The CAN system is new and growing and designed to facilitate student transfer between and among public institutions of higher education in the state of California. CANs are listed parenthetically after the course description in the listing of classes.

The following courses have been approved for all instructional departments:

670 COOPERATIVE EDUCATION — WORK EXPERIENCE.

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

Prerequisites: Enrollment in 7 units, including Co-op Education.

Description: Students' jobs must be related to their *occupational* goals. Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, limited classroom meetings, 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.

681 CURRENT ISSUES.

Units (Grade Option) 1-4
Class Hours By Arrangement

Prerequisites: None
Description: Selected current issues 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 courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. Course content and requirements will meet standards of academic rigor required of all TRANSFER level courses, including outside reading and preparation, and strict evaluation. Courses focus on single issues pertinent to the discipline. May be repeated for credit.

682 TRAVEL-STUDY COURSES.

Units (Grade Option) 1-5
Class Hours By Arrangement

Prerequisites: None
Description: Selected travel-study issues 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 courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. Course content and requirements will meet standards of academic rigor required of all TRANSFER level courses, including outside reading and preparation, and strict evaluation. Courses incorporate a travel-study format. 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 Dean. 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 Dean. 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.

881 CURRENT ISSUES.

Units (Grade Option) 1-4
Class Hours By Arrangement

Prerequisites: None
Description: Selected current issues 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 courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. Course content and requirements will parallel standards and requirements of other NON-TRANSFER level courses. Courses focus on single issues pertinent to the discipline. May be repeated for credit.

882 TRAVEL-STUDY COURSES.

Units (Grade Option) 1-5
Class Hours By Arrangement

Prerequisites: None
Description: Selected travel-study courses 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 courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. Course content stan-

dards and requirements parallel other NON-TRANSFER level courses. Courses incorporate a travel-study format. 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: BUS. 110 or 115 recommended.
 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. *Transfer: CSUC.*

ACTG 121 FINANCIAL ACCOUNTING. (CAN BUS 2)

Units 4-5
 Class Hours 4-5 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. Required for all business major transfer students. *Transfer: CSUC, UC.*

ACTG 131 MANAGERIAL ACCOUNTING. (CAN BUS 4)

Units 4-5
 Class Hours 4-5 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. Recommended for all business major transfer students. *Transfer: CSUC, UC.*

ACTG 171 INDIVIDUAL FEDERAL INCOME TAX PROCEDURES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Fundamentals of income taxation. Study of the internal revenue code, income tax regulations, and other reference material used in tax issues pertaining to individuals. *Transfer: CSUC.*

ACTG 180 PAYROLL AND BUSINESS TAXES.

Units 1.5
 Class Hours 1.5 lecture hours/week
 Prerequisites: ACTG 100 or 121 or equivalent.
 Description: A review of payroll accounting procedures including state and federal laws and regulations. Also, a review of the California sales tax regulations and requirements for declarations of real and personal property valuation. Major emphasis is on the preparation of payrolls utilizing traditional payroll methods but including illustrations of pegboard and computerized systems. (Offered Spring only.)

ACTG 190 INTRODUCTION TO COMPUTERIZED ACCOUNTING.

Units 1.5
 Class Hours 1.5 lecture hours/week
 Prerequisites: ACTG 100 or 121, BUS. 430 or equivalent.
 Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: Introductory microcomputer skills using general ledger accounting software will be presented. Students will learn how the microcomputer is used in an accounting environment. *Transfer: CSUC.*

ACTG 192 ADVANCED COMPUTERIZED ACCOUNTING.

Units 1.5
 Class Hours 3 lecture hours/week
 Prerequisites: ACTG 190
 Description: A continuation of advanced topics in computerized accounting that includes utilization of accounts receivable, payroll, accounts payable, and inventory software packages for the microcomputer. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

ANATOMY

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 cadaver. Intended for students in nursing, physiotherapy, hygiene and physical education. Elective for pre-dental, premedical and pre-veterinarian students. Appropriate refresher for Allied Health personnel. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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. *Transfer: CSUC, UC.*

ANTH 110 CULTURAL ANTHROPOLOGY. (CAN ANTH 4)

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. *Transfer: CSUC, UC.*

ANTH 125 PHYSICAL ANTHROPOLOGY. (CAN ANTH 2)

Units (Grade Option) 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 and behavior of human ancestors; biological similarities and differences between men and women and sociobiology. *Transfer: CSUC, UC.*

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.) *Transfer: CSUC, UC.*

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 such 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.) *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC.*

ART 201 FORM AND COMPOSITION I.

Units (Grade Option) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: None
 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. *Transfer: CSUC, UC.*

ART 202 FORM AND COMPOSITION II.

Units (Grade Option) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: ART 201
 Description: An intermediate course in composition emphasizing the creative use of subject matter and the development of compositional versatility. Diverse media will be used. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

ART 221 PAINTING I.

Units (Grade Option) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: ART 201, 204
 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. *Transfer: CSUC, UC.*

ART 222 PAINTING II.

Units (Grade Option) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: ART 221
 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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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 techniques 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. *Transfer: CSUC, UC.*

ART 234 PRINTMAKING I.

Units (Grade Option) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: ART 204
 Description: Introduction to printmaking, involving processes of relief printing and intaglio. May be repeated three times for credit. *Transfer: CSUC, UC.*

ART 235 PRINTMAKING II.

Units (Grade Option) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: ART 234
 Description: The student will choose from the types of printing listed in ART 234 for concentrated work. May be repeated three times for credit. *Transfer: CSUC, UC.*

ART 301 DESIGN.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Fundamentals of non-objective two-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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC.*

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. *Transfer: CSUC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC.*

ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY.

Units 3
 Class Hours 2 lecture/2 lab hours/week
 Prerequisites: Intro. to 35mm photography or equivalent.

Description: An introductory course in black and white photography. Ownership of a 35mm camera and basic understanding of its controls are a prerequisite. Students will learn to develop and print their own black and white film. Students must supply their own 35mm camera, film, and paper. *Transfer: CSUC, UC.*

ART 356 INTRODUCTION TO 35mm PHOTOGRAPHY.

Units (Grade Option) 1
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: An introductory course in the use and handling of 35mm cameras and their related accessories. The course will present a thorough analysis of the operation of 35mm cameras, including *f*/stops, shutter speeds, interchangeable lenses, films available, and accessories for better photographs. Although no previous knowledge of cameras is necessary, students will need to have access to a 35mm adjustable camera to complete the required assignments. *Transfer: CSUC.*

ART 357 INTRODUCTION TO COLOR PHOTOGRAPHY.

Units (Grade Option) 1
 Class Hours 3 lecture hours/week
 Prerequisites: ART 356
 Description: The course investigates the ingredient COLOR in its relationship to both photographic visualization and composition, exploring how color photographic materials "work" and how they translate reality into a final image. Students will need to have access to a 35mm adjustable camera to complete the required assignments. *Transfer: CSUC.*

ART 359 INTRODUCTION TO PHOTOGRAPHIC COMPOSITION.

Units (Grade Option) 1
 Class Hours 3 lecture hours/week
 Prerequisites: ART 356
 Description: Photographic composition will be studied to give photographers an understanding of the basic principles of design and visualization as they pertain to the field of photography. Both established masters in the medium and work submitted by students will be analyzed. Students will need to have access to a 35mm adjustable camera and possess understanding of camera operations to complete class assignments. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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 the role of humans in the world of living things. *Transfer: CSUC, UC.*

BIOL 110 PRINCIPLES OF BIOLOGY. (CAN BIOL 2)

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

BIOL 130 HUMAN BIOLOGY.

Units 3
 Class Hours 3 lecture 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. *Transfer: CSUC.*

BIOL 160 HUMAN 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, biochemical genetics, evolution and recombinant DNA. *Transfer: CSUC, UC.*

BIOL 310 NUTRITION. (Also H.EC 310) (CAN H EC 2)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of scientific principles of nutrition and interrelationships of metabolism; normal nutritional requirements through life cycle; consideration of health hazards of nutritional imbalance; emphasis on nutritional content of foods; evaluating diets and advertising; learning to use scientifically recognized nutrition references and consumer information. *Transfer: CSUC, UC.*

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, cancer, inborn errors of metabolism and natural food toxins. Emphasis on medical terminology. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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. *Transfer: CSUC.*

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. *Transfer: CSUC, UC.*

BOTY 220 GENERAL BOTANY. (CAN BIOL 6)

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. Offered each Spring semester of odd numbered years. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

BUSINESS/OFFICE SKILLS

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 enterprise system. Major areas examined include management, marketing, and financing of business, using a variety of activities for instruction. *Transfer: CSUC.*

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, creativity and resistance to change. Recommended for all business majors. *Transfer: CSUC.*

BUS. 103 INTRODUCTION TO BUSINESS COMPUTER SYSTEMS. (CAN BUS 6)

Units 3
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: None
 Description: An introductory course including a discussion of all components of a computer-based system. An overview of hardware, software, flow-charting and programming (using BASIC) concepts is introduced. Microcomputer applications to business include: spreadsheets, word processing, data base management, and DOS. Course is designed to meet the requirements of the business transfer major. *Transfer: CSUC.*

BUS. 110 BUSINESS ARITHMETIC.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Achieve a score of at least 20 on Test #1 of the General Math. Placement Test.
 Description: Objectives are to improve arithmetic skills in basic addition, subtraction, multiplication, division, fractions, decimals, and to apply skills to cash and trade discounts, and other business problems. Individualized method of instruction is used with a programmed text. Open entry/open exit. *Units do not apply toward AA/AS degree.*

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 pretest.

Description: Study of business mathematics with emphasis on calculations involving taxes, discounts, negotiable instruments, periodic payments, compensation methods, inventory pricing, depreciation, and present value. Individualized method of instruction is used with a programmed text. Open entry/open exit. *Transfer: CSUC.*

BUS. 131 MONEY MANAGEMENT.

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

Description: Develops understanding and skill in dealing with consumer financial problems. Topics include financial planning, saving and borrowing money, real estate and security investments, estate planning, and income tax preparation. A comparative investment project is offered. Computer application programs for money management are demonstrated in class and are available for student practice. *Transfer: CSUC.*

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. *Transfer: CSUC.*

BUS. 180 MARKETING.

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

Description: A broad study of marketing principles and methods applicable to the development, manufacture, pricing and promotion of consumer goods in business and non-business situations. *Transfer: CSUC.*

BUS. 201 BUSINESS LAW. (CAN BUS 8)

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. *Transfer: CSUC, UC.*

BUS. 235 TECHNIQUES OF SUPERVISION. (Also MGMT 235)

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. Group dynamics and small group behavior. Leadership and creativity in supervision. How to establish and maintain effective communications in the workplace. *Transfer: CSUC.*

BUS. 400 BUSINESS ENGLISH.

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

Description: English preparation for all students; development of language arts skills through the study of basic sentence structure, grammar, punctuation, capitalization, word usage, and vocabulary.

BUS. 401 BUSINESS COMMUNICATIONS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... Completion of or enrollment in BUS. 400 or completion of English 801 or 802.

Description: Designed to help students become more proficient in written and oral communication and business reports. *Transfer: CSUC.*

BUS. 402 WORD PROCESSING: MACHINE TRANSCRIPTION.

Units 1-3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 415 or 40 wpm required; BUS. 400.

Description: To develop skill in effective transcription of machine-dictated documents; efficient use of reference materials; familiarization with general business terminology; and proficiency in correct use of language skills that include punctuation, spelling, proofreading, and grammar while transcribing. Open entry/open exit. *Transfer: CSUC.*

BUS. 403 WORD PROCESSING: LETTER FORMATS.

Units (Grade Option) 1-3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 415 or 40 wpm required.

Description: Learn to keyboard business letters using the microcomputer with word processing software. Open entry/open exit. *Transfer: CSUC.*

BUS. 404 WORD PROCESSING: REPORT FORMATS.

Units (Grade Option) 1-3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 415 or 40 wpm required.

Description: Learn to keyboard business reports using the microcomputer with word processing software. Open entry/open exit. *Transfer: CSUC.*

BUS. 405 WORD PROCESSING: SKILL BUILDING.

Units (Credit/No Credit) 1-3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 415 or equivalent

Description: Develop speed and accuracy skills using the microcomputer and a specialized skill building program. Open entry/open exit. *Transfer: CSUC.*

BUS. 410 OFFICE INTERNSHIP.

Units 1-3
 Class Hours 1.5 lecture/4 lab hours/week
 Prerequisites: BUS. 110, 400, 402 or 403; BUS. 431 recommended.

Description: Variable unit course designed to provide a realistic training environment in which the student will refine information processing skills and/or office administration skills. Also included are technological (electronic mail, calendaring, etc.) procedures, decision-making, and interpersonal experiences. Open entry/open exit. May be repeated once. *Transfer: CSUC.*

BUS. 413 SHORTHAND FOR THE ELECTRONIC OFFICE.

Units 1-3
 Class Hours 3 lecture/1 lab hours/week
 Prerequisites: Eligibility for ENGL 800.

Description: An introductory course in Gregg Shorthand for today's modern office with practice in simple dictation and transcription using the IBM-PC with word processing software. *Transfer: CSUC.*

BUS. 414 SHORTHAND ENRICHMENT.

Units 1-3
 Class Hours 3 lecture/1 lab hours/week
 Prerequisites: Ability to take dictation at 40 wpm; eligibility for ENGL 800.

Description: Review and update of Gregg shorthand principles and practice dictation and transcription. *Transfer: CSUC.*

BUS. 415 COMPUTER KEYBOARDING/TYPEWRITING.

Units (Grade Option) 2-3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: None

Description: Opportunity to develop correct keyboarding techniques using the alphabetic and number keys on the microcomputer. Computer software is used to develop a minimum speed of 25 wpm with no more than one error per minute on timed writings. Proficient use of the 10-key calculator and/or the 10-key pad of the microcomputer is also taught. A course for persons who do not know how to type or use the computer keyboard. Open entry/open exit. *Transfer: CSUC.*

BUS. 416 OFFICE SKILLS AND PROCEDURES.

Units (Grade Option) 1-3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 415 or knowledge of keyboard is recommended.

Description: To provide students with basic office skills in telephone techniques, filing procedures; the skill of being a receptionist; a review of language skills using the IBM-PC and dictation/transcription equipment; and other procedures used in the automated office. Open entry/open exit. *Transfer: CSUC.*

BUS. 425 BASIC DOS.

Units 1.5
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: Eligibility for ENGL 800, WRIT 801 and MATH 811

Description: Introduction course on the use of DOS (Disc Operating System) that is used for the IBM PC and clones. DOS instructs the computer how to operate its disk drives to find and maintain its files. This course will cover all internal commands of DOS and the external commands, format, diskcopy, and checkdisk.

Transfer: CSUC.

BUS. 426 ADVANCED DOS.

Units 1.5
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: This course covers the intermediate and advanced commands of DOS including batch files, pipes and filters, menus, and hard disk management. *Transfer: CSUC.*

BUS. 430 INTRODUCTION TO MICROCOMPUTER APPLICATIONS, PART I.

Units (Grade Option) 1.5
 Class Hours 24 hours/lecture/demonstration/
 1 lab hour/week

Prerequisites: BUS. 415 or equivalent.
 Description: An introduction to microcomputers with hands-on experience using the IBM PC/XT & AT computers. Students will learn the disk operating system (DOS), word processing and spreadsheet application software. *Transfer: CSUC.*

BUS. 431 INTRODUCTION TO MICROCOMPUTER APPLICATIONS, PART II

Units (Grade Option) 1.5
 Class Hours 24 hours/lecture/demonstration/
 1 lab hour/week

Prerequisites: BUS. 430.
 Description: Students will master intermediate DOS commands and will complete exercises in database management, creation of graphics, desktop publishing, telecommunications, integrated programs and local area networks. Also covered will be selection, upgrading, and care of PC's. *Transfer: CSUC.*

BUS. 432 MICROCOMPUTER WORD PROCESSING.

Units (Grade Option) 1-3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 430 and 431 or equivalent.
 Keyboard 40 wpm.

Description: Introduction to word processing on a microcomputer using WordPerfect, Version 5.0. Students will learn to keyboard, revise, edit, store files, and print text documents. The course may be repeated once for credit. *Transfer: CSUC.*

BUS. 433 ADVANCED WORDPERFECT.

Units 1.5
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: BUS. 432 or equivalent
 Description: Introduction to the use of macros (beg./adv. level), desktop publishing features, manuscripts, and large documents. Also included will be the legal applications.

BUS. 434 MICROCOMPUTER SPREADSHEET.

Units (Grade Option) 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 430, 431 or equivalent.
 Description: An introduction to the use of spreadsheets concepts in solving business-related problems. IBM-PC LOTUS 1-2-3 will be utilized in this basic course. Strongly recommended enrollment in BUS. 415 preceding or concurrent with this course. *Transfer: CSUC.*

BUS. 435 EXCEL SKILLS FOR THE OFFICE WORKER.

Units 3
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: BUS. 415 or keyboard knowledge
 Description: An overview of spreadsheet capabilities for solving business related problems. Basics through macros will be covered. Class will be taught using Macintosh CX computers and EXCEL software in a "hands-on" lab.

BUS. 436 MICROCOMPUTER DATABASE MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 430, 431 or equivalent.
 Description: An introduction to database management techniques for common business applications. dBASE III software will be used on the IBM-PC to develop and report from a database. Students will design a database, establish the data entry screens, and produce business reports from the database. Strongly recommended enrollment in BUS. 415 preceding or concurrent with this course. May be repeated once. *Transfer: CSUC.*

BUS. 437 DOUBLE HELIX.

Units 3
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: BUS. 415 or knowledge of keyboard
 Description: Database management—Basic steps of design, creating a database file, editing, custom form designs, data validations, queries, printing, multiple relations, subforms, posting and reports, form letters, custom menus, and passwords; export/import data, sequence icons, and documentation. Recommended by the Business Advisory Committee.

BUS. 438 MICROCOMPUTER GRAPHICS AND DESKTOP PUBLISHING.

Units (Grade Option) 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: BUS. 430 and 431 or equivalent.
 Description: An overview of desktop publishing as used in offices. Students will use a paint program, a graphic program, a simple page layout application, and a high-end desktop publishing program—PageMaker, Version 3.0. Also included is how to use WordPerfect, Version 5.0 graphics features in desktop publishing. *Transfer: CSUC.*

BUS. 440 MACINTOSH SKILLS FOR THE OFFICE WORKER, PART I.

Units 1.5
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: BUS. 415, BUS. 430 or COMP 430 or equivalent experience.

Description: Hands-on instruction in the Macintosh CX computer for office workers. Applications introduced will include: Macintosh skills for completing typical office projects, e.g., word processing and spreadsheets.

BUS. 441 MACINTOSH SKILLS FOR THE OFFICE WORKER, PART II.

Units 1.5
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: BUS. 440
 Description: Hands-on instruction in the Macintosh CX computer for office workers. Applications introduced will be a continuation of Part I, to include: database for the office, graphics and desktop publishing for the office, networking between Macs and IBM/clones, and telecommunications for the office.

BUS. 444 TELECOMMUNICATIONS.

Units 1.5
 Class Hours 3 lecture, 2 lab hours/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: An introductory course on the use of telecommunication software, modems, facsimile, and electronic mail.

BUS. 699 INDEPENDENT COMPUTER LABORATORY

Units (Grade Option) 1
 Class Hours 3 lab hours/week
 Prerequisites: ... BUS. 415 or BUS. 431 may be taken concurrently; and, eligibility for ENGL 800, WRIT 80, and MATH 811.
 Description: Individualized use of microcomputer classroom/labs for completing assignments and/or independent projects. Students can also use the computer facilities to increase their applications and software skills.

BUS. 881 CURRENT ISSUES

Units (Grade Option) 1-4
 Class Hours By Arrangement
 Prerequisites: None
 Description: Selected current issues 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 courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. Course content and requirements will parallel standards and requirements of other NON-TRANSFER level courses. Courses will focus on single issues pertinent to the discipline. May be repeated for credit.

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

CAREER AND PERSONAL DEVELOPMENT

CRER 137 LIFE AND CAREER PLANNING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Personal and career inventories are evaluated. Career options are researched and job search techniques are developed. Course stresses the significance of clearly defined values and the development of strategies and goals for life.
Transfer: CSUC.

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. *Transfer: CSUC.*

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 and emphasizes their special needs, all students are welcome to participate. The class deals more thoroughly with topics in CRER 401. *Units do not apply toward AA/AS degree.*

CRER 430 CAREER EXPLORATION.

Units 0.5
 Class Hours 8 lab hours/semester
 Prerequisites: Entry level skills/expectations in Reading/Writing—ENGL 800.

Description: Designed to help individuals define career alternatives. Several vocational interest, skills and values inventories are given and results interpreted. The Career Center and community resources are used for research. Plan of action/goals for career possibilities are developed based on career research and test results.

CRER 650 SPECIAL INTEREST DISCUSSION GROUPS.

Units 0.5-1.5
 Class Hours 8-24 lecture hours/semester
 Prerequisites: 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. *Units do not apply toward AA/AS degree.*

CRER 812 EFFECTIVE LEARNING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: This course assists students to develop the study skills necessary to achieve college success. The course topics include time management; a variety of study techniques such as note taking; communication skills; outline preparation; textbook study; test preparation and test taking; effective use of college services and resources (library, computer center, etc.); and strategy development. *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

CHEMISTRY

CHEM 110 CHEMISTRY AND DAILY LIFE.

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.
Transfer: CSUC.

CHEM 110 CHEMISTRY AND DAILY LIFE LABORATORY.

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. *Transfer: CSUC.*

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. *Transfer: CSUC, UC.*

CHEM 210, 220 GENERAL CHEMISTRY. (CAN CHEM 2, 4)

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, kinetics, thermodynamics, electrochemistry, coordination chemistry, introduction to nuclear chemistry. *Transfer: CSUC, UC.*

CHEM 224 ENGINEERING CHEMISTRY I.

Units 4
 Class Hours 3 lecture, 3 lab hours/week
 Prerequisites: CHEM 192 or equivalent, MATH 120 and MATH 115 or equivalent of each. Eligibility for ENGL 800.

Description: Practical aspects of chemistry: scientific measurement; modern atomic theory and the periodic properties of elements; atomic electronic structure theory and bonding (between metallic elements and between metallic and non-metallic elements); chemical bonding; molecular structure and shape; thermochemistry; chemical stoichiometry; kinetic molecular theory and electrical forces explaining properties of gases, liquids, solids and solutions. Emphasis on applications of

materials science of interest to Engineering students. *Transfer:* CSUC, UC.

CHEM 225 ENGINEERING CHEMISTRY II.

Units 4
Class Hours 3 lecture/3 lab hours/week.
Prerequisites: CHEM 210 or CHEM 224 with grade of C or better.

Description: Principles and theory of inorganic chemistry for students majoring in Engineering. Topics include: descriptive chemistry of the elements, ionic equilibria, oxidation-reduction, qualitative analysis, kinetics, thermodynamics, electrochemistry, coordination chemistry, introduction to organic and polymer chemistry, introduction to nuclear chemistry. This course is similar to CHEM 220, but with great emphasis on topics of interest to engineers. *Transfer:* CSUC, UC.

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. *Transfer:* CSUC, UC.

CHEM 410 HEALTH SCIENCE 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. *Transfer:* CSUC.

CHEM 420 HEALTH SCIENCE CHEMISTRY.

Units 4
Class Hours 3 lecture, 1 recitation,
2 lab hours/week
Prerequisites: CHEM 410 or CHEM 210
with grade of C or better.

Description: Same format as 410, but with organic and biochemistry as subject matter. *Transfer:* CSUC.

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

COMPUTER INFORMATION SYSTEMS

The normal sequence of Computer Science courses at Cañada is: 103, 170, 172.

This sequence not only forms the core of the CIS Certificate Program (see page 33 CIS listing under Basic and Applied Sciences), but also provides excellent preparation for transfer students who will continue their computer studies at a four-year institution.

COMP 101 INTRODUCTION TO COMPUTERS AND COMPUTING.

Units 3
Class Hours 3 lecture, 3 lab hours/week
Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: This hands-on survey course, suitable for both liberal arts and science majors, uses the Macintosh computer and Hypercard to explore such ideas as: How do computers understand language? Can a computer think? What can a computer compute? How do computers impact society? Course does not satisfy requirements in Business or Computer Science certificate or major requirements in Business or Computer Science. *Transfer:* CSUC.

COMP 103 INTRODUCTION TO PROGRAMMING USING PASCAL.

Units (Grade Option) 3
Class Hours 3 lecture/2 lab hours/week
Prerequisites: None

Description: A gentle introduction to Pascal programming using Karel the Robot. Covers Pascal data types, control structures, and procedures. Problem solving through top-down design and step-wise refinement is stressed. Some instruction in text editing and computer systems is included. *Transfer:* CSUC, UC.

COMP 116 FREDWRITER.

Units (Credit Only) 0.5
Class Hours 1 eight-hour session
Prerequisites: Eligibility for ENGL 800 and MATH 811.

Description: Simple word processing, ideal for writing papers, essays, and reports. Course will cover the fundamentals of an operating system and document editing on a microcomputer. Topics include: formatting a floppy disk; loading, saving and printing files; erasing and renaming files; entering the word processor; inserting and deleting text; moving, cutting and pasting text; and searching and finding.

COMP 151 INTRODUCTION TO COBOL PROGRAMMING. (CAN CSCI 8)

Units 3
Class Hours 3 lecture/4 lab hours/week
Prerequisites: MATH 110 with grade of C or better.

Description: Writing and testing COBOL programs. 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. *Transfer:* CSUC, UC.

COMP 155 BASIC PROGRAMMING. (CAN CSCI 6)

Units 3
Class Hours 3 lecture/4 lab hours/week
Prerequisites: MATH 110 with grade of C or better.
(Some typing skills recommended.)
COMP 103 strongly recommended.

Description: Introduction to computer programming using the BASIC language. Topics will include Input/Output, control statements, subroutines and functions, one and two dimensional arrays, string processing, random numbers, sequential files, documentation, and programming style. *Transfer:* CSUC, UC.

COMP 157 APPLICATIONS OF ADVANCED BASIC.

Units 3
Class Hours 3 lecture/4 lab hours/week
Prerequisites: COMP 155 or equivalent
strongly recommended.

Description: A discussion of the advanced features of the BASIC programming language. Theory and examples of multiple line functions; string processing; merging, sorting, and searching; sequential files; and problem-solving using top-down design. Also included will be the discussion of the application of these

advanced techniques to personal computers. *Transfer: CSUC, UC.*

COMP 162 FORTRAN PROGRAMMING. (CAN CSCI 4)

Units 3
 Class Hours 3 lecture/4 lab hours/week
 Prerequisites: MATH 130 with grade of C or better,
 or MATH 241 with grade of C or better,
 COMP 155 prerequisite or concurrently.

Description: Introduction to computer programming using the FORTRAN language. Topics will include Input/Output, control statements, subroutines and functions, one and two dimensional arrays, string processing, random numbers, sequential files, documentation, and programming style. *Transfer: CSUC, UC.*

COMP 170 PROGRAMMING IN PASCAL. (CAN CSCI 12)

Units 3
 Class Hours 3 lecture/4 lab hours/week
 Prerequisites: COMP 103 strongly recommended.

Description: Parallel development of algorithm and data structure design emphasizing the use-defined data types and structures available in PASCAL. Topics include review of top-down design techniques, records and data abstraction, ordinal types and sets, arrays, sequential files, recursion, pointers and dynamic data structures. *Transfer: CSUC, UC.*

COMP 172 ADVANCED PASCAL PROGRAMMING.

Units (Grade Option) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: COMP 170; eligibility for ENGL 100
 and MATH 110.

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, relational data bases, interpreters and simple query languages. Students will complete a final project integrating ADT and data base techniques. *Transfer: CSUC, UC.*

COMP 175 INTRODUCTION TO HYPERCARD.

Units (Grade Option) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: Basic familiarity with MacIntosh and
 eligibility for ENGL 800 and MATH 811.

Description: The course includes the effective use of the multitude of existing HyperCard stackware with many examples from the Canada Stackware Library. Topics covered are linking, printing, the making of graphics using the HyperCard painting tools, as well as customizing and building HyperCard programs using parts from existing stacks. It will also cover the creation of new HyperCard stacks with emphasis on the writing and using of HyperTalk scripts.

COMP 190 INTRODUCTION TO C PROGRAMMING.

Units 3
 Class Hours 3 lecture/4 lab hours/week
 Prerequisites: COMP 170 or COMP 162 or
 equivalent experience.

Description: An introduction to the syntax and semantics of the C programming language. C's unique features, pointers, and structures will be stressed. Applications most suitable for C will be covered. *Transfer: CSUC, UC.*

COMP 275 ASSEMBLY LANGUAGE PROGRAMMING. (CAN CSCI 10)

Units 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: Strong knowledge of one programming
 language.

Description: Introduction to assembly language programming including input/output, memory reference, and register reference instructions. Address modification, indirect addressing,

indexing and sub-routines. Topics also include macro definition and use. *Transfer: CSUC, UC.*

COMP 420 INTRODUCTION TO APPLE COMPUTER.

Units 1.5
 Class Hours 1.5 lecture/1 lab hour/week
 Prerequisites: Eligibility for ENGL 800 and MATH 110
 or 111 and 112.

Description: Applications for APPLE computers to include discussion and demonstration of current microcomputer software and an introduction to programming BASIC. *Transfer: CSUC.*

COMP 421 ADVANCED APPLE COMPUTER.

Units 1.5
 Class Hours 1.5 lecture/2 lab hours/week
 Prerequisites: COMP 410; 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. *Transfer: CSUC.*

COMP 430 INTRODUCTION TO MACINTOSH.

Units (Credit/No-credit) 3
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: None

Description: Introduction to the use of the Macintosh computer. Several applications including word processing, spreadsheet, database and desktop publishing will be discussed and demonstrated. *Transfer: CSUC.*

COMP 450 INTRODUCTION TO THE MACINTOSH.

Units 0.5
 Class Hours 4 lecture/4 lab hours/week
 for 2 weeks

Prerequisites: None
 Description: Introduction to the use of the Macintosh computer including word processing and integrating applications using Microsoft Works. *Transfer: CSUC.*

COMP 455 INTRODUCTION TO THE MACINTOSH SPREADSHEET AND DATABASE.

Units 0.5
 Class Hours 4 lecture/4 lab hours/week
 for 2 weeks

Prerequisites: COMP 450
 Description: Introduction to the use of spreadsheets and databases using Microsoft Works on the Macintosh computer. *Transfer: CSUC.*

COMP 460 INTRODUCTION TO THE MACINTOSH: DESKTOP PUBLISHING.

Units 0.5
 Class Hours 4 lecture/4 lab hours/week
 for 2 weeks

Prerequisites: COMP 450 and COMP 455
 Description: Introduction to the use of desktop publishing using Pagemaker on the Macintosh computer. *Transfer: CSUC.*

COMP 699 INDEPENDENT COMPUTER LABORATORY

Units 1
 Class Hours 3 lab hours/week
 Prerequisites: Strong knowledge of a computer language,
 or a need to use the text-editor in a non-computer class
 to write reports and/or compositions.

Description: Individualized use of computer facilities for programming and/or on-line text editing. Not a corequisite for any computer class.

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

COOPERATIVE EDUCATION

Cooperative Education — Work Experience

Through the Cooperative Education program, students earn college credit by improving their skills, knowledge, or performance on a paying or a volunteer job. Students work with a Co-op Education instructor and their job supervisor to establish measurable learning objectives appropriate to their jobs. Credit is earned when these stated objectives have been successfully accomplished. Students must be enrolled in seven units (including the Cooperative Education course) to earn Cooperative Education credit.

Students 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 non-profit organizations may earn one unit of credit for each 60 hours of work (approximately 4 hours per week). For further information see your counselor or the Cooperative Education Coordinator.

For Veterans Only

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

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,
including Co-op Ed.

Description: Students' jobs must be related to their occupational goals. Activities include setting measurable learning objectives appropriate for the student's job, supervised work experience, limited classroom meetings, and individual conferences with an instructor. May be repeated for credit. *Transfer: CSUC, UC.*

DEVELOPMENTAL SKILLS

DSKL 810 DEVELOPMENTAL LEARNING SKILLS.

Units (Credit Only) 0.5-2
Class Hours 1-3 lab hours/week
Prerequisites: Verifiable learning disability.
Description: Individual and small group activities designed to assist students with identified learning disabilities in the following skill areas; basic skills; memory/organization/concentration skills; perceptual skills (auditory/visual); language skills (receptive and expressive); conceptual skills. *Units do not apply toward AA/AS degree.*

DSKL 811 SPECIFIC SKILLS 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. *Units do not apply toward AA/AS degree.*

DSKL 813 DEVELOPMENTAL READING AND THINKING.

Units (Credit/No-credit) 0.5-2
Class Hours 1.5 lecture, 1.5 lab hours/week
Prerequisites: Verifiable learning disability.
Description: Small group classroom instruction designed to assist learners with identified learning disabilities in the development/improvement of receptive written language and field independent thinking skills. (May be repeated up to a total of 9 units.) *Units do not apply toward AA/AS degree.*

DSKL 814 DEVELOPMENTAL WRITING SKILLS.

Units (Credit/No-credit) 0.5-2
Class Hours 1.5 lecture, 1.5 lab hours/week
Prerequisites: Verifiable learning disability.
Description: Small group and classroom activities designed to assist students with identified learning disabilities in spelling and writing skills. (May be repeated up to a total of 9 units.) *Units do not apply toward AA/AS degree.*

DSKL 816 TUTORING.

Units (Credit/No-credit) 0.5-2
Class Hours 4 lab hours/week
Prerequisites: DSKL 811; Verifiable Learning Disability.
Description: This course is designed to assist students with identified learning disabilities to achieve success in mainstream classes through instructional techniques which are appropriate to the student's specific needs identified through assessment. *Units do not apply toward AA/AS degree.*

DRAMA

DRAM 101 HISTORY OF THEATRE I.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: The Classical period to the 18th century. Plays, physical theatres, staging, directing and their relationship to existent cultural forces. Use of audio-visual resources and required play attendance. *Transfer: CSUC, UC.*

DRAM 102 HISTORY OF THEATRE II.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: The 18th century to the present. Development and changes in dramatic styles and structure. The 19th century, Ibsen, Chekhov, new stage craft, Brechtian style, theatre of the absurd, and living theatre. Use of audio-visual resources and required play attendance. *Transfer: CSUC, UC.*

DRAM 140 INTRODUCTION TO THE THEATRE.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: Nomenclatures, duties, and responsibilities of the various theatre artists, traditions, script analysis, approach to a script from the director's viewpoint, the designer's viewpoint. Publicity, performance, music and dance, motion pictures, and T.V. *Transfer: CSUC, UC.*

DRAM 142 GREAT PLAYS: CLASSICAL AND RENAISSANCE. (Also LIT. 142)

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, meas-

uring the student's own beliefs and values against those of characters of other times and places. Play attendance may be required. *Transfer: CSUC, UC.*

DRAM 143 GREAT PLAYS: MODERN ERA.

(Also LIT. 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. See description of Drama 142.
Transfer: CSUC, UC.

DRAM 144 HISTORY AND DEVELOPMENT OF THE AMERICAN MUSICAL. (Also LIT. 144)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Students study the development of the American musical theater from its European roots through vaudeville, revues, etc., to the modern concept musical. The class explores how musical theater of the period reflects the social and cultural trends in American society. The structural components of musical theater, as well as significant contributions to this unique American theatrical form, will be a major part of the class. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

DRAM 208, 209, 210, 211 (ACTING LABORATORIES).

Units (Grade Option) 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. *Transfer: CSUC, UC.*

DRAM 220 ACTING FOR THE CAMERA.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Through constant work before the camera, students are introduced to the field of film and TV acting. Students will work on the techniques necessary for commercials, interviews, demonstrations, scenes, monologues, etc. *Transfer: CSUC.*

DRAM 233 TUESDAY THEATRE COMPANY.

Units (Grade Option) 3
 Class Hours 2 lecture/2 lab hours/week
 Prerequisites: Concurrent enrollment in DRAM 200, 201, 202, or 203, and Audition.

Description: Students will work on developing the art and craft of acting before an audience and on providing that audience with an interesting, entertaining, and fully rehearsed performance. This course bridges the gap between scene work and the intensive and extensive work of a major production. *Transfer: CSUC.*

DRAM 248 MAKE-UP.

Units (Grade Option) 2
 Class Hours 2 lecture hours/week
 Prerequisites: Concurrent enrollment in DRAM 305.
 Description: Introduction to basic techniques of theatrical make-up. Development of skills in practical application. *Transfer: CSUC, UC.*

DRAM 300 PLAY PRODUCTION.

Units (Grade Option) 0.5-3
 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. *Transfer: CSUC, UC.*

DRAM 305 TECHNICAL PRODUCTION.

Units (Grade Option) 0.5-3
 Class Hours By arrangement
 Prerequisites: None
 Description: Problems of actual play production. Set building, painting, lighting, sound, properties, rigging, and stage crew operations; costume and make-up. Students may work on one to three plays per semester. May be repeated for up to 18 units. *Transfer: CSUC, UC.*

DRAM 338 COSTUME WORKSHOP.

Units (Grade Option) 3
 Class Hours 2 lecture hours/week plus 3 lab hours/week by arrangement.
 Prerequisites: Concurrent enrollment in DRAM 305.
 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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

EARLY CHILDHOOD EDUCATION

ECE. 201 CHILD DEVELOPMENT.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: Eligibility for ENGL 800, WRIT 802, and MATH 811.

Description: Overview of development in children from birth to adolescence. Growth areas include: physical and perceptual development; cognition and language; social and emotional development. Emphasis on practical application of theory to assist adults in meeting and understanding children's needs. Of specific interest to: ECE majors; teachers; child care providers; parents. *Transfer: CSUC.*

ECE. 210 EARLY CHILDHOOD EDUCATION PRINCIPLES.

Units (Grade Option) 1-3
Class Hours 16-48 lecture hours/semester
Prerequisites: None

Description: Overview of the nature and goals of Early Childhood Education. Awareness of historical perspective. Exploration of various program models in ECE and potential future trends. Qualifications and training of teachers of young children. Issues in ECE and potential future trends. *Transfer: CSUC.*

ECE. 211 EARLY CHILDHOOD EDUCATION CURRICULUM.

Units (Grade Option) 1-3
Class Hours 16-48 lecture hours/semester
Prerequisites: None

Description: Development of goals and objectives leading to the selection and management of activities for young children. Foster skills in providing quality learning experiences. Appreciation of the value of children's play. Development of appropriate curriculum evaluation methods. *Transfer: CSUC.*

ECE. 212 CHILD, FAMILY, AND COMMUNITY.

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. *Transfer: CSUC.*

ECE. 213 SCHOOL AGE CHILD.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: Eligibility for ENGL 800 and MATH 811.

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 are incorporated. *Transfer: CSUC.*

ECE. 223 INFANT BEHAVIOR.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: Eligibility for ENGL 800, WRIT 802, and MATH 811.

Description: A survey of developmental trends and environmental influences during the first three years of life. Content especially designed for those interested in child development/

early childhood education, parent education and infant education. Emphasis on developmental abilities within the early months and creation of environments that respond to infant needs. *Transfer: CSUC.*

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. *Transfer: CSUC.*

ECE. 240 EARLY CHILDHOOD EDUCATION ADMINISTRATION: BUSINESS/LEGAL.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: 12 units of ECE suggested.

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 and fiscal management. *Transfer: CSUC.*

ECE. 241 EARLY CHILDHOOD EDUCATION ADMINISTRATION: HUMAN RELATIONS.

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 and supervision; parent involvement; issues in ECE. *Transfer: CSUC.*

ECE. 243 MICROCOMPUTERS IN EARLY CHILDHOOD EDUCATION.

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

Description: Exploration of computer software specifically designed for curriculum with young children. Authoring systems and languages (particularly emphasis on LOGO) included. Course neither requires nor assumes any prior computer knowledge. Emphasis on creative problem solving. *Transfer: CSUC.*

ECE. 245 EARLY CHILDHOOD EDUCATION INTERNSHIP.

Units (Grade Option) 1-3
Class Hours TBA
Prerequisites: ECE certificate or 14 units of ECE and demonstrated ability.

Description: Off-campus teaching/management experience in an internship-selected child care facility. Emphasis on quality program planning for children, professional teaching team practices, observation of director/manager practices, and parent involvement. Various program models represented. Individualized student contract.

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. Guides for parents and teachers concerning nutritious snacks and meals. *Transfer: CSUC.*

ECE. 313 HEALTH AND 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. *Transfer: CSUC.*

ECE. 315 CPR/FIRST AID FOR CHILDREN.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: Overview of first aid and emergency care practices for infants and young children. CPR technique for infants and young children. Red Cross certification available in both areas.

ECE. 325 CHILDREN'S HEALTH COUNCIL: CLINICAL LAB EXPERIENCE.

Units (Grade Option) 2
 Class Hours 1 lecture/4 lab hours/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and ECE. or PSYC 201 or ECE. 223

Description: Supervised teaching/care giving experience with infants and/or young children in a clinical assessment setting. Special focus on the parenting experience (attachment and separation); planning environments for young children; and team work with child development professionals.

ECE. 331 THE TEACHING EXPERIENCE.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: Eligibility for ENGL 800 and WRIT 802

Description: Overview of the teaching profession. Topics include historical perspective of teaching, developmental stages of the teacher, developmentally appropriate practice, and professional obligations and affiliations. Opportunity to assess career options.

ECE. 333 OBSERVATIONAL SKILLS.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: Eligibility for ENGL 800 and WRIT 802

Description: Introduction to general guidelines for the development of observational skills (specifically related to child development services and teaching/care giving practices). An overview of various methods for data gathering, interpretation guides and implementation of findings also incorporated.

ECE. 335 HANDLING BEHAVIOR.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: Appreciation for the complexity of children's behavior and options available for positive discipline practices. Topics include: developmental needs of children; encouragement of responsibility; self-esteem in children; and adult/child communication.

ECE. 337 CHILD-PARENT RELATIONSHIPS.

Units (Grade Option) 1-3
 Class Hours 16-48 lecture hours/semester
 Prerequisites: Eligibility for ENGL 800 and WRIT 802

Description: Overview of issues involving parents today. Topics include stages of the parenting experience, positive approaches to guidance and discipline, fostering self-esteem in children, communication between parent and child, and family dynamics today.

ECE. 350 ISSUES IN EARLY CHILDHOOD EDUCATION.

Units (Grade Option) 5-3
 Class Hours 8-48 lecture hours/semester
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: This modular approach to Issues in Early Childhood Education covers diverse content that is of particular relevance to ECE practitioners. Each module is self-contained. Specific modules are offered each semester and will be announced in the current schedule of classes. A limit of three of these one-unit modules apply toward the ECE Certificate.

ECE. 351 LANGUAGE IN EARLY CHILDHOOD.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: Overview of language growth in children and activities/materials that foster it and problem solving skills. Topics include linguistically and culturally different children, "readiness" in language abilities (reading, writing, spelling), and developmentally appropriate practice with children.

ECE. 353 LITERACY IN EARLY CHILDHOOD.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: Early literacy in children and its importance in child growth; appropriate use of materials that foster language and literacy; theories that review the acquisitions of reading and writing; overview of resources for parents and teachers; and information about related television and computer software.

ECE. 355 INTRODUCTION TO STORYTELLING.

Units (Grade Option) 1
 Class Hours 1 lecture hour/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802

Description: This course will provide an understanding of the art of storytelling. Methods of telling a story will be assessed and a variety of techniques presented. Practical application of information and developmentally appropriate techniques stressed.

ECE. 357 ENVIRONMENTAL EDUCATION FOR CHILDREN.

Units (Grade Option) 1.5
 Class Hours 1.5 lecture hours/week
 Prerequisites: BIOL 111
 or concurrent enrollment in BIOL 111.
 Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: Overview of environmental education and nature awareness for children. Ecological sensitivity to urban, suburban, and rural environments. Development and practical application of teaching strategies to foster a respect for the natural environment.

ECE. 380 FAMILY DAY CARE TRAINING.

Units (Grade Option) 1-4
 Class Hours 1-4 lecture hours/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: Information related to the operation of a Family Day Care Home. Four modules exist that cover the following areas: The business aspect of Family Day Care; planning activities in your home; designing a home environment; and communicating with parents.

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

ECONOMICS

ECON 100 PRINCIPLES OF MACRO ECONOMICS.

(CAN ECON 2)
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. *Transfer: CSUC, UC.*

ECON 102 PRINCIPLES OF MICRO ECONOMICS.

(CAN ECON 4)
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. *Transfer: CSUC, UC.*

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.) *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

ENGINEERING

ENGR 100 THE ENGINEERING PROFESSION.

Units 2
Class Hours 2 lecture/1 lab hour/week
Prerequisites: None
Description: Definition of engineering as a profession, its ethics and its scholarship. Description of its branches and functions with their historical development. Study of current and future role of engineers in legal, political, social, and ecological aspects of the national and world communities. Course directed to both technical and non-technological majors. *Transfer: CSUC, UC.*

ENGR 200 DESCRIPTIVE GEOMETRY.

Units 2
Class Hours 2 lecture/4 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. *Transfer: CSUC, UC.*

ENGR 220 ENGINEERING GRAPHICS.

Units 2
Class Hours 2 lecture/4 lab hours/week
Prerequisites: MATH 251 or 241.
Description: Numerical and graphical calculus. Design projects and introduction to the use of computers in engineering design. *Transfer: CSUC, UC.*

ENGR 230 STATICS. (CAN ENGR 8)

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. *Transfer: CSUC, UC.*

ENGR 260 CIRCUITS AND DEVICES. (CAN ENGR 6)

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. *Transfer: CSUC, UC.*

ENGR 260L CIRCUITS AND DEVICES LABORATORY.

(CAN ENGR 6)
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, transistors and integrated circuits. *Transfer: CSUC, UC.*

ENGR 270 MATERIALS SCIENCE. (CAN ENGR 4)

Units 3
Class Hours 2 lecture/3 lab hours/week
Prerequisites: MATH 251 or concurrently and PHYS 250.

Description: Application of basic principles of chemistry and physics to the engineering properties of materials. Special emphasis devoted to relationship between microstructure and the properties of metals, polymers, ceramics and semiconducting materials. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

ENGLISH

In the San Mateo County Community College District, assessment of basic language skills is expected of all entering full-time students, part-time students who plan to take English, and those continuing part-time students who have completed 12 units at Cañada, College of San Mateo, or Skyline.

The test battery consists of the Nelson-Denny Reading Test, which measures vocabulary and comprehension, and the objective Test of Standard Written English. Scores are translated into an initial placement in English (and reading and writing, if necessary).

Only those students who present evidence of one of the following are exempt from taking the English Placement Test:

1. A score of 150 or above on the CSU English Placement Test.
 2. Scores of 3, 4, or 5 on either the Language and Composition or the Composition and Literature tests of the College Board Advanced Placement Program.
 3. A score of 600 or above on the College Board Achievement Test in English Composition with Essay.
 4. A score of 500 or above on the verbal section of the College Board Scholastic Aptitude Test (SAT-Verbal) and 50 or above on the TSWE.
 5. A score of 21 or above on the ACT English Usage Test.
 6. An acceptable 3-semester-unit or 4-quarter-unit college English course with a grade of C or better.
- Normal exemption by means of #1-5 allows a student to enroll in English 100.

NOTE: During the first two weeks of class, a student's initial placement will be subject to confirmation by means of a writing sample.

ENGL 100 READING AND COMPOSITION. (CAN ENGL 2)
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: .. ENGL 100 recommendation via the placement test or satisfactory completion of ENGL 800.

Description: Intensive reading and writing based on a study of primarily non-fiction materials; writing will emphasize the expository and the argumentative forms. *Transfer: CSUC, UC.*

ENGL 110 COMPOSITION AND LITERATURE. (CAN ENGL 4)
 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. *Transfer: CSUC, UC.*

ENGL 161 CREATIVE WRITING I. (Grade Option)
 Units 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. *Transfer: CSUC, UC.*

ENGL 162 CREATIVE WRITING II. (Grade Option)
 Units 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. *Transfer: CSUC, UC.*

ENGL 165 ADVANCED COMPOSITION.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 100

Description: The logic and rhetoric of composition will be examined and practiced in this course. Modes, methods, and kinds of reasoning will be studied; compositions will be directed by formal, logical practices. The course will review formal and informal fallacies, voice, tone, and distance. Formal argument will be studied and practiced. *Transfer: CSUC, UC.*

ENGL 800 WRITING DEVELOPMENT.
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Recommendation of English Placement Test or satisfactory completion of ENGL 801.

Description: Intensive review of basic skills necessary for college level composition. Practice in writing to develop and refine

specific, overall composition skills. Development of specific reading skills to reinforce the process of writing expository essays. Designed mainly to prepare students to meet competency standards required for entrance into ENGL 100. *Units do not apply toward AA/AS degree.*

ENGL 801 BASIC WRITING SKILLS.
 Units 3-4
 Class Hours 3-4 lecture hours/week
 Prerequisites: Eligibility determined by English Placement Test.

Description: Prepares students for ENGL 800, and is especially recommended for students with deficient writing and reading skills. Content: writing to include sentences through expository paragraphs, with one expository essay (500 words); reading to use short non-fiction and fiction works; some work on study skills and critical thinking. *Units do not apply toward AA/AS degree.*

ENGL 860 VOCABULARY DEVELOPMENT. (Grade Option)
 Units 2
 Class Hours 1 lecture/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. *Units do not apply toward AA/AS degree.*

ENGL 870 SPELLING. (Grade Option)
 Units 2
 Class Hours 1 lecture/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. *Units do not apply toward AA/AS degree.*

ENGL 875 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. *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

LIT. 101 MODERN LITERATURE. (Grade Option)
 Units 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. *Transfer: CSUC, UC.*

LIT. 111 THE SHORT STORY. (Grade Option)
 Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ENGL 110 or equivalent.

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. *Transfer: CSUC, UC.*

LIT. 142 GREAT PLAYS: CLASSICAL AND RENAISSANCE.

(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. *Transfer: CSUC, UC.*

LIT. 143 GREAT PLAYS: MODERN ERA.

(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. *Transfer: CSUC, UC.*

LIT. 144 HISTORY AND DEVELOPMENT OF THE AMERICAN MUSICAL. (Also DRAM 144)

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: Students study the development of the American musical theater from its European roots through vaudeville, revues, etc., to the modern concept musical. The class explores how musical theater of the period reflects the social and cultural trends in American society. The structural components of musical theater, as well as significant contributions to this unique American theatrical form, will be a major part of the class. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

LIT. 191 CHILDREN'S LITERATURE.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: Designed to give practical experience in presenting stories and poetry to children in the pre-school and primary grades. 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. Development of resource files. *Transfer: CSUC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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 three times for credit. *Transfer: CSUC, UC.*

LIT. 252 WOMEN WRITERS.

Units (Grade Option) 3

Class Hours 3 lecture hours/week

Prerequisites: None

Description: This course presents an overview of women writers' literary history and then concentrates in depth on selected writers and works. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

LIT. 431 MYTHOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introductory survey of mythology and its relations to ritual with emphasis on classical Mediterranean culture. Reading, discussion, exams, and papers. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

READ 420 SPEED/EFFECTIVE READING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Satisfactory completion of READ 802 or 10th grade comprehension score on Nelson Denny.
 Description: By means of individual and group work, this course stresses increasing reading speed and reading rate flexibility. The course focuses on the various reading rates, including scanning, skimming, speed/rapid reading, average reading, analytical/critical reading, and study reading. *Transfer: CSUC.*

READ 801 DEVELOPMENTAL READING.

Units (Credit Only) 0.5-3
 Class Hours 5 lecture/lab 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. Students may enroll in the class up to the twelfth week of the semester. May be repeated three times for credit. *Units do not apply toward AA/AS degree.*

READ 802 READING IMPROVEMENT.

Units (Credit Only) 0.5-3
 Class Hours 3 lecture hours/week
 Prerequisites: READ 801 or recommendation via ENGL Placement Test.
 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 up to the twelfth week of the semester. May be repeated twice for credit. *Units do not apply toward AA/AS degree.*

WRIT 801 BASIC WRITING I.

Units (Credit Only) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Concurrent enrollment in ENGL 800 or 801.
 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. May be repeated three times for credit. *Units do not apply toward AA/AS degree.*

WRIT 802 BASIC WRITING II.

Units (Credit Only) 0.5-3
 Class Hours 3 lecture hours/week
 Prerequisites: Concurrent enrollment in ENGL 800, 100, or 110.
 Description: Intended to augment writing instruction in other English courses. Emphasis is placed on organization, quality and support of ideas, language effectiveness, and various methods of essay-writing. Students may enroll up to the twelfth week of the semester. May be repeated twice for credit. *Units do not apply toward AA/AS degree.*

WRIT 804 BASIC WRITING PRACTICUM.

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. *Units do not apply toward AA/AS degree.*

ENGLISH INSTITUTE

E.I. 400 BASIC COMPOSITION.

Units	5
Class Hours	5 lecture hours/week
Prerequisites:	E.I. 844 or 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. *Transfer: CSUC.*

E.I. 821, 822, 823, 824 GRAMMAR I, II, III, IV.

Units (Grade Option)	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. *Units do not apply toward AA/AS degree.*

E.I. 831, 832, 833, 834 LISTENING I, II, III, IV.

Units (Grade Option)	4 each
Class Hours	4 lecture hours/week
Prerequisites:	Placement by exam.

Description: Basic, intermediate, and advanced practice in aural comprehension of English for students whose native language is other than English. Special attention to pronunciation and use of idiomatic expressions, plus practice in English conversation. May be repeated once for credit. *Units do not apply toward AA/AS degree.*

E.I. 841, 842, 843, 844 WRITING I, II, III, IV.

Units (Grade Option)	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. *Units do not apply toward AA/AS degree.*

E.I. 861, 862, 863, 864 READING I, II, III, IV.

Units (Grade Option)	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. *Units do not apply toward AA/AS degree.*

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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

FREN 140 ADVANCED INTERMEDIATE FRENCH.

Units 3
 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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

FREN 162 READINGS IN FRENCH LITERATURE II.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: FREN 120
 Description: Further reading and discussion of works of French literature. Continued review of principles of grammar. *Transfer: CSUC, UC.*

FREN 196 FRENCH LANGUAGE LABORATORY.

Units (Credit Only) 0.5-1
 Class Hours 3 lab hours per week
 Prerequisites: FREN 120
 Description: A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding French. *Transfer: CSUC.*

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. *Transfer: CSUC.*

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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

GEOGRAPHY**GEOG 100 PHYSICAL ENVIRONMENT. (CAN GEOG 2)**

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. *Transfer: CSUC, UC.*

GEOG 110 CULTURAL GEOGRAPHY. (CAN GEOG 4)

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

GEOLOGY

GEOL 100 SURVEY OF GEOLOGY.

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

Prerequisites: None
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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

GERM 196 GERMAN LANGUAGE LABORATORY.

Units (Credit Only) 0.5-1
Class Hours 3 lab hours/week

Prerequisites: GERM 120
Description: A program consisting of 25-50 hours of work to be done in the language laboratory emphasizing speaking and understanding German. *Transfer: CSUC.*

GERM 801 CONVERSATIONAL GERMAN I.

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

Prerequisites: None
Description: A 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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

HEALTH SCIENCE

HSCI 101 HUMAN HEREDITY AND BIRTH DEFECTS.

Units (Grade Option) 1
Class Hours (6 weeks) 3 lecture hours/week

Prerequisites: None
Description: Study of the principles of human heredity, sex determination, embryonic development, and their relationship to defects of genetic and environmental origin. *Transfer: CSUC.*

HSCI 104 NUTRITION AND PHYSICAL FITNESS.

Units 1
Class Hours (6 weeks) 3 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. *Transfer: CSUC, UC.*

HSCI 105 COMMUNICABLE DISEASES.

Units (Grade Option) 1
Class Hours (6 weeks) 3 lecture hours/week

Prerequisites: None
Description: Study of cause, prevention, and control of infectious and noninfectious diseases. Highlights of primitive

medical practices and modern advances in fighting disease will be discussed. *Transfer: CSUC, UC.*

HSCI 106 MENTAL HEALTH.

Units (Grade Option) 1
Class Hours (6 weeks) 3 lecture hours/week
Prerequisites: None
Description: Study of personality development and emotional health including behavioral aspects, adjustment stress and problem-solving techniques. *Transfer: CSUC.*

HSCI 108 WOMEN'S HEALTH ISSUES.

Units (Grade Option) 1
Class Hours 3 lecture hours/week
Prerequisites: None
Description: Up-to-date study of how lifestyle choices influence current and future health of women. Role of diet, use of vitamin/mineral supplements and physical fitness will be stressed in each topic of the female menstrual cycle. *Transfer: CSUC, UC.*

HSCI 350 MICROCOMPUTER FOR HEALTH SCIENCES.

Units 1
Class Hours (8 weeks) 2 lecture hours/week
Prerequisites: None
Description: An introduction to microcomputers for students in Health Science related fields. Demonstrations, hands-on laboratory and applications for these fields will be provided.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

HISTORY

HIST 100 HISTORY OF WESTERN CIVILIZATION. (CAN HIST 2)

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. *Transfer: CSUC, UC.*

HIST 101 HISTORY OF WESTERN CIVILIZATION. (CAN HIST 4)

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. *Transfer: CSUC, UC.*

HIST 102 HISTORY OF AMERICAN CIVILIZATION.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None. HIST 100, 201 or 202 is recommended.

Description: The colonial settlement of North America, the Enlightenment, the Age of Revolution, 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 the role of United States in modern world. Emphasis given to the phases and processes of historical change. (Fulfills American Institutions requirement.) *Transfer: CSUC, UC.*

HIST 201 UNITED STATES HISTORY I. (CAN HIST 8)

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: A survey of U.S. history beginning with English colonization along the Atlantic Coast, and including the westward expansion of the colonists, the Revolution, the creation of the Constitution, the Federalist and Jeffersonian philosophies, the forces of sectionalism and nationalism, slavery and abolition, and the Civil War and Reconstruction. Economic, political, social and intellectual patterns of the period are examined. (Fulfills American Institutions Requirement.) *Transfer: CSUC, UC.*

HIST 202 UNITED STATES HISTORY II. (CAN HIST 10)

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None. HIST 201 is recommended.
Description: Continues the work of HIST 201. Begins with the Reconstruction Period and explores industrial and urban expansion, economic and social development, patterns of liberal reform, and the foreign and domestic policies of the U.S. up to the present. (Fulfills American Institutions requirement.) *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

HIST 242 THE AFRO-AMERICAN IN U.S. HISTORY.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None. HIST 201 or 202 recommended.
Description: This survey course begins with a chronological study of the history of black Americans, from medieval Africa through the slave trade, American slavery, abolitionism, the Civil War and Reconstruction, Jim Crow America, the Harlem Renaissance, the 1930s and the "modern" civil rights period. In addition, it includes a study of the nature, causes, and effects of racial prejudice, and considers various means of dealing with, and trying to overcome, racism and prejudice in American society. (Fulfills Ethnic Studies or American Institutions requirements.) *Transfer: CSUC, UC.*

HIST 310 CALIFORNIA HISTORY.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: A survey of major trends in California's growth, including the Indian cultures and their interrelationship with the Spanish discovery and colonization; the mission-rancho era; the American takeover; the Gold Rush and vigilante era; the constitutional, political, and economic growth of the state; and the contemporary social, political, economic, and environmental problems and questions of the most populous state in the Union. (Fulfills State and Local Institutions requirement.) *Transfer: CSUC, UC.*

HIST 315 HISTORY OF SAN MATEO COUNTY.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: A survey history of the county's development from the pre-Spanish period up to the present. Topics include: the natural setting; the Ohlone Indian culture; the Spanish discovery and settlement; the mission-rancho era; the early American period with establishment of county government; advent of lumbering, railroads, and industry; growth of Bayside and Coastsides communities, airports, and industrial parks;

contemporary social, economic, and political issues such as population shifts, land development, and voting trends. (Fulfills State and Local Institutions requirement.) *Transfer: CSUC.*

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.) *Transfer: CSUC, UC.*

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; problems of Latin America, the United States, and their relationships; and the cultural ties binding Spanish-speaking people in the U.S. to a wider identity. (Fulfills Ethnic Studies requirement.) *Transfer: CSUC, UC.*

HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: A general survey of the historical and cultural development of China and Japan. The first semester of this two-semester course will emphasize the religious, philosophical, and artistic development of these countries within the historical context and how, within these traditions, these countries meet the challenge in the 20th Century. Attention will also be given to the way in which Asian-Americans adjust and identify themselves with their cultural legacy in their new environment. (Fulfills Ethnic Studies requirement.) *Transfer: CSUC, UC.*

HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: A historical survey of the cultural achievement of China and Japan from about the 13th Century to the present. This course will recapitulate briefly the old cultural traditions, but the main discussion will be concerned with foreign invasions, influences, and subsequently the intended colonialism of foreign countries. Modern political development and nationalism will also be discussed and an attempt will be made to show their ramifications on contemporary Asian-Americans. (Fulfills Ethnic Studies requirement.) *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

HOME ECONOMICS

H.EC 110 BEGINNING CLOTHING CONSTRUCTION. (CAN H EC 10)

Units (Grade Option) 3
Class Hours 3 lecture/demonstration hours/week
Prerequisites: None
Description: Emphasis on basic techniques, sewing machine skills, and learning to understand fabrics and patterns. For students with little or no experience in clothing construction, or for students wanting to update knowledge. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 111 TECHNIQUES OF FIT.

Units (Grade Option) 1-3
Class Hours 3 lecture/demonstration hours/week
Prerequisites: None
Description: Emphasis on understanding sizing, ease, fabric variability, and individual figure problems. Effective pattern alteration by pivot and slide technique of skirts, pants and bodice patterns. This class may be offered in modules of from one to 3 units. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 112 KNITS AND WOVENS.

Units (Grade Option) 1-3
Class Hours 3 lecture/demonstration hours/week
Prerequisites: None
Description: Construction of garments using fabrics of varying amounts of stretch will be emphasized. Speed techniques using newest machines and notions such as sergers and rotary cutters will be included. This course may be offered in one-unit modules of a) sportswear techniques, b) combining knits and wovens, and c) lingerie and swimwear techniques. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 113 TEXTILES. (CAN H EC 6)

Units (Grade Option) 1-3
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, care, and techniques of construction suitable for the different fabrics. Fabric characteristics and use in clothing will be emphasized. *Transfer: CSUC, UC.*

H.EC 115 INTERMEDIATE CLOTHING CONSTRUCTION

Units (Grade Option) 3
Class Hours 3 lecture/demonstration hours/week
Prerequisites: H.EC 110 or 111 or 112, or equivalent.
Description: Use of special fabrics such as plaids, silks, napped fabrics. Intermediate sewing techniques such as collars, button-holes, pockets, and detailing. Use of interfacing and linings. May be repeated three times for credit. *Transfer: CSUC.*

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 to the construction of suits and coats. Emphasis will be on techniques, fit, and creative pattern adaptation. Field trips to study design and fabrics. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 117 FASHION IMAGE. (CAN H EC 20)

Units (Grade Option) 1-3
Class Hours 3 lecture hours/week
Prerequisites: None
Description: Selection of clothing and accessories based on analyzing and understanding personal coloring, figure proportions, life style, and fashion trends. Field trips and guest speakers. Recommended to merchandising, fashion retailing, and business students, as well as others interested in their appearance and its effect on others. May be repeated once for credit. *Transfer: CSUC.*

H.EC 118 FLAT PATTERN DESIGN.

Units (Grade Option) 1-3
Class Hours 3 lecture hours/week
Prerequisites: H.EC 111 or 115 or equivalent.
Description: Drafting a basic pattern to fit an individual figure. Use of the basic pattern and pattern-making theory to create a

design will be studied. May be repeated three times for credit.
Transfer: CSUC, UC.

H.EC 120 ADVANCED TECHNIQUES OF FIT.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: H.EC 111 or 118 or equivalent.
Description: Learning how to design or copy garments by combining and/or altering patterns. Learning how to interpret from magazine sketch or picture to make an accurate copy. Patternmaking theory will be reviewed. Three garments will be made. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 122 CONSTRUCTION OF CHILDREN'S CLOTHING.

Units (Grade Option) 1
Class Hours (6-8 weeks) 3 lecture/demonstration 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 samples of useful techniques as well as construct children's garments. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 123 INTRODUCTION TO THE FASHION INDUSTRY.

Units (Grade Option) 0.5-3
Class Hours 3 lecture/hours/week
Prerequisites: None
Description: Study of the fashion industry, design and manufacture, trends, terminology, careers, and job responsibilities. *Transfer: CSUC.*

H.EC 124 ART IN CLOTHING.

Units (Grade Option) 3
Class Hours 3 lecture/demonstration hours/week
Prerequisites: None
Description: Basic techniques of embellishing clothing will be covered including stitchery, machine work, painting, and beading. Originality and technical skill is emphasized. Markets for art in clothing will be researched. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 125 ALTERATIONS.

Units (Grade Option) 1.5
Class Hours 3 lecture/demonstration hours/week
Prerequisites: None
Description: Techniques of altering 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 three times for credit. *Transfer: CSUC.*

H.EC 127 CUSTOM DRESSMAKING.

Units (Grade Option) 1.5
Class Hours (8 weeks) 3 lecture/demonstration hours/week
Prerequisites: None
Description: Emphasis on custom dressmaking and advanced alteration skills. Learn techniques and tips to make dressmaking and alterations profitable. Learn pricing, building your clientele, and other necessary skills. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 128 DECORATING WITH FABRIC.

Units (Grade Option) 1.5
Class Hours (8 weeks) 3 lecture/demonstration hours/week
Prerequisites: None
Description: Course covers basic techniques to make custom curtains, draperies, pillows, bedspreads, as well as table covers and accessories. Stress on selection of fabrics, determining yardage requirements, and techniques for handling large

amounts of fabric. May be repeated three times for credit.
Transfer: CSUC.

H.EC 129 UPDATE ON TECHNIQUES.

Units (Grade Option) 0.5-1
Class Hours (6 weeks) 3 lecture/demonstration hours/week
Prerequisites: None
Description: Update on sewing machines and attachments, new pressing equipment, notions, interfacings, fabrics, techniques, and trends in clothing construction. May be repeated three times for credit. *Transfer: CSUC.*

H.EC 140 BASIC SERGING.

Units 0.5-1
Class Hours 8-16 lecture hours/semester
Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Introduction to the use of the serger sewing machine for constructing garments and for creating a variety of edge finishes. Learn how this machine operates to improve sewing methods.

H.EC 141 CREATIVE SERGING.

Units 0.5-1
Class Hours 8-16 lecture hours/semester
Prerequisites: H.EC 140
Description: Fast, decorative serging techniques using a variety of threads, trims, and fabrics to make unique garments. An opportunity for creative new ideas in clothing with the serger sewing machine.

H.EC 143 THE ART OF ACCESSORIZING.

Units 0.5-1
Class Hours 0.5-1 lecture hours/semester
Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Creative use of scarves, jewelry, belts, and color to achieve a coordinated up-to-date wardrobe suited to the individual. Emphasis on achieving the best look for each figure.

H.EC 144 FASHION DESIGNER TOUR.

Units 0.5
Class Hours 8 lecture hours/week
Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: An inside look at the fashion design business. Tour of local design studios and interviews with the designers show the business side as well as the creative process of designing garments and accessories.

H.EC 145 CLOTHING SELECTION FOR FIGURE TYPES.

Units 0.5-1
Class Hours 0.5-1 lecture hours/week
Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Principles of clothing selection will emphasize the importance of figure analysis. The use of color, line, design, texture, and accessories will illustrate the best ways to flatter the figure.

H.EC 146 DESIGNER TECHNIQUES.

Units 0.5-1
Class Hours 0.5-1 lecture hours/week
Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Analyzing the designer details in ready-to-wear and applying the same techniques in clothing construction. A study of designers of the past and present and their influence on fashion.

tive 1 and 2 point drawing for presentation; furniture and isometric drawings. May be repeated once for credit. *Transfer: CSUC.*

INTD 147 INTERIOR SPACE PLANNING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 115, 148, ARCH 110
 Description: Complete lectures proceeding room by room in the art of space planning, especially emphasizing residential designing, but with some contract planning as well. A maquette, three space planning projects, and a field trip are required. May be repeated once for credit. *Transfer: CSUC.*

INTD 148 COLOR FOR INTERIORS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The application of basic color systems to the visual control of interior space. Practice of design principles which govern the use of interior color composition of objects. Relation of color-as-light to color-as-pigment illustrated with structural materials, paints and finishes, furniture, fabrics, lighting, decorative accessories. *Transfer: CSUC.*

INTD 150 HISTORY OF INTERIORS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Traces the history of Western man's dwellings, their interiors, and how they were furnished. A survey of architecture, interior design, and furniture from the cave to today. Obligatory for prospective interior designers and architects. Meaningful for traveler, novice, professional, and those seeking self-enrichment. *Transfer: CSUC.*

INTD 156 PORTFOLIO/PROJECTS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 115, 147, 148, 250
 Description: Application of design principles and graphic skills to the assembly of a professional portfolio in the interior design job market with examples of drafting and space planning (floor plans, elevations, furniture arrangements) and color-fabric-materials-furniture boards in both residential and commercial applications. Projects from previous classwork and new projects introduced to emphasize the student's particular strong points and career objectives. May be repeated once for credit. *Transfer: CSUC.*

INTD 160 DECORATING TECHNIQUES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Lecture-laboratory period will cover the application of design elements and principles phasing into the actual making of products used in interior design. Techniques of gold and silver leafing, collage, stitchery and applique, rug making, painting, glazing, and the art of patina. *Transfer: CSUC.*

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. Each step in the textile fabrication process, from fiber to fabric, from loom to yardage, will be analyzed for carpets, draperies, upholstery, and household linens. Individual in-depth studies will be compiled into resource booklets. Field trips to wholesalers, processors, and fabricators. For career or personal use. *Transfer: CSUC.*

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 from historical and contemporary perspectives, analyzing needs of non-residential interiors and public spaces. Project in space planning, interior landscaping, and all aspects of design plus data collection, computer planning, support centers, paper storage and retrieval, work flow, human needs, and barrier-free design. *Transfer: CSUC.*

INTD 245 INTERNSHIP/INTERIOR DESIGN.

Units 1-3
 Class Hours 40-80 internship training hours required
 Prerequisites: INTD 115, 148
 Description: Interior Design students will be placed with cooperating interior design and home furnishing businesses for 40-80 hours of observation and work, supervised by an Interior Design instructor. Student will be placed according to interest, background, and talent. Four hours of preparation and orientation will precede assignment. Two hours of oral and written evaluation by student and instructor will summarize the experience. May be repeated for a maximum of 4 units. *Transfer: CSUC.*

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 and costs: Practical "how-to" processes of running an interior design business (setting up, bookkeeping, taxes, etc.). Projects specify sources and costing-out. Exploration of career opportunities in these areas. Field trips to sources (wholesale and retail), workrooms, and manufacturers. *Transfer: CSUC.*

INTD 260 FUNDAMENTALS OF LIGHTING.

Units (Credit Only) 2
 Class Hours (12 weeks) 3 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 and to lighting design. May be repeated once for credit. *Transfer: CSUC.*

INTD 270 KITCHEN DESIGN.

Units (Credit Only) 3
 Class Hours 3 lecture/hours week
 Prerequisites: None
 Description: Application of all the basic principles of kitchen design necessary for preparation for the job market. Study of floor plans drawn to scale, available products, new design concepts, and colors reflecting individual family needs, work habits, and entertaining style to justify the financial expenditure. Class project designing a kitchen. Field trips, guest speakers, and visits to homes. *Transfer: CSUC.*

INTD 271 BATH DESIGN.

Units (Grade Option) 3
 Class Hours (12 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Exploration of the basic principles of bath design including drawing scale floor plans, new design concepts, product availability and the use of color. Class project and field trips to product companies are required. *Transfer: CSUC.*

INTD 274 REMODELING CONSTRUCTION

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 270, ARCH 110
 Description: A complete overview of home construction with special emphasis on remodeling, including basic design materials, work sequence, vocabulary of building, tools of industry, codes, permits, and inspections. *Transfer: CSUC.*

INTD 276 ADVANCED KITCHEN AND BATH DESIGN.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 270, 274, or concurrently.
 Description: Kitchen and bath designs will be developed using creative application of design concepts and principles. Products and materials will be studied for best usage to obtain personalized spaces. Specialized application of color, finishes, decorative detail, lighting, and plumbing will be covered. May be repeated once for credit. *Transfer: CSUC.*

INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites None
 Description: Basic principles of marketing and salesmanship are covered using design principles, floor plans, elevation procedures, drawing up agreements and payment schedules for a total presentation to the client. Techniques for approaching a client from inception to completion will be covered in sequence and detail. Class project: Selection of a room and development of a presentation to class for critiquing. *Transfer: CSUC.*

INTD 320 ORIENTAL ART FOR INTERIORS—CHINA AND KOREA.

Units (Grade Option) 1
 Class Hours (6 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Asian art through themes, motif, and methods. Survey of historic and contemporary work, as seen in furniture, wood accessories, fiber, fabric, paper, ceramics, paintings, and prints, domestic architecture and interiors, and use of Oriental objects from these countries in today's interior design. *Transfer: CSUC.*

INTD 321 ORIENTAL ART FOR INTERIORS—JAPAN AND S.E. ASIA.

Units (Grade Option) 1
 Class Hours (6 weeks) 3 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. *Transfer: CSUC.*

INTD 322 ORIENTAL ART FOR INTERIORS—INDIA, JAPAN, PHILIPPINES.

Units (Grade Option) 1
 Class Hours (6 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: Study of Asian art and design themes, motifs from Japan (cont.), India, Philippines, and Persia. Study in use of Oriental art in contemporary interiors. *Transfer: CSUC.*

INTD 330 ARCHITECTURAL INTERIOR DETAILING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ARCH 110
 Description: Development and improvement of theory and drawing skills relating to advanced architectural interior detailing. Study and discussion of design concepts, use of materials, and how they all go together during construction. Emphasis on detail drawing procedures and techniques. *Transfer: CSUC, UC.*

INTD 340 CABINETRY AND FURNITURE DESIGN.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 125, ARCH 110
 Description: The design and construction detailing of furniture, cabinets, and fixtures; display cases and wood paneling will be covered in-depth, including species of wood, joinery, and finishes.

INTD 350, 351 COMMERCIAL DESIGN.

Units (Grade Option) 3, 3
 Class Hours 3 lecture hours/week
 Prerequisites: .. INTD 115, 146, 147, 148, 260, 330, ARCH 110;
 INTD 260 may be taken concurrently with 350.

Description: Experience in designing interiors of multiple unit commercial spaces (high rise offices, small buildings, hospitals, hotels) using work flow analysis, programming (gathering space and staff requirements), 3-dimensional design (axonometrics, isometrics, quick sketching, complete specifications, including furniture and furnishings, budget estimating, extensive and precise documentation, working drawings, techniques of presentation, time/work log. May be repeated once for credit. *Transfer: CSUC.*

INTD 356 RESIDENTIAL & COMMERCIAL CONSTRUCTION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 147, 260, 330 and 340.
 INTD 260, 330 and 340 may be taken concurrently.

Description: The student will analyze and learn the various local and state building zones, codes and laws that govern building design and obtain a thorough understanding of basic construction systems and how they relate to interior design planning.

INTD 360 COMPUTERS FOR INTERIOR DESIGN.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ARCH 110 or INTD 330 or 350,
 BUS. 430, or equivalent computer competency.

Description: Fundamentals of 2- and 3-dimensional drafting and architectural detailing for space planning for interior designers and architects. Basics of 2-D drafting include floor plans, traffic patterns, room plans, furniture and equipment placement, with conversions to 3-D. Also 2-D drawings of lighting, electricity, HVAC, plumbing, sprinkler systems and telephone distribution. IBM-PC will be used. May be repeated once for credit. *Transfer: CSUC.*

INTD 365 CAD FOR KITCHEN & BATH DESIGN.

Units (Grade Option) 3
 Class Hours 3 lecture hours/2 lab hours per week,
 by arrangement
 Prerequisites: ARCH 110, BUS. 430 or BUS. 431 or
 computer literacy, INTD 270, 271 and 276
 (INTD 271 & 276 may be taken concurrently.)

Description: Hands-on computerized kitchen/bath design to develop skills in designing, laying out and drawing kitchens and baths in accordance with industry standards, principles and techniques. Students will use specialized software and add their creativity to acquire marketable skills.

INTD 370 CONSTRUCTION ESTIMATING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: INTD 276, INTD 350 or INTD 351
 may be taken concurrently; or equivalent experience
 in the construction industry.

Description: Process of estimating costs and time covering steps to estimating, types of estimates, 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, finish hardware, and interior finishes. Mechanical estimating (plumbing and heating) and electrical estimating in detail. Projects culminate in a public bid.

INTD 411 HOME DECORATING.

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

Description: Step-by-step process in designing a beautiful room that will function well. Students work with their personal design problems creating an atmosphere appropriate to their lifestyle within the economic means available to them. Do-it-yourself techniques to bring new life and personality to personal environments. Not recommended for the career interior design major.
Transfer: CSUC.

INTD 420 HEALTH CARE DESIGN PROCESS.

Units 3
Class Hours 3 lecture hours/week
Prerequisites: ARCH 110, INTD 356 and INTD 350
INTD 350 may be taken concurrently.

Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Identification of health care facility needs: translation of needs into interior building design relevant to today's health care environments for image, space, function, furnishings, equipment and layout criteria. Develop functional space programs, block diagrams, and schematic designs. Refinement and documentation of the design.

INTD 425 HEALTH CARE DESIGN TECHNOLOGIES.

Units 3
Class Hours 3 lecture hours/week
Prerequisites: ARCH 110, INTD 356 and INTD 350
INTD 350 may be taken concurrently.

Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: In-depth investigations of building systems including mechanical, electrical, telecommunications, acoustical, and lighting systems. Review of code requirements and restrictions. Analyze budget and housekeeping considerations in the selection of the design process.

INTD 430 HEALTH CARE PRODUCTS AND MATERIALS.

Units 3
Class Hours 3 lecture hours/week
Prerequisites: ARCH 110, INTD 356 and INTD 350
INTD 350 may be taken concurrently.

Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Introduction of theories for color effects on health care. Conceptual design and schematic design through selection of colors, finishes, interior products and furniture are presented. Also covers code compliance for health care products and materials; interior applications and costs; wall finishes, ceiling, window covering, millwork, equipment, furniture systems, and flooring.

INTD 432 HISTORY OF HEALTH CARE DESIGN.

Units 3
Class Hours 3 lecture hours/week
Prerequisites: ARCH 110, or equivalent
Eligibility for ENGL 800, WRIT 802 and MATH 811

Description: The history of the economic, social, and technological influences on health care interior design of today. Health care trends and the future of international health care systems will be discussed. On-site visits to selected facilities.

INTD 434 HEALTH CARE DESIGN RESEARCH PROJECT.

Units 3
Class Hours 3 lecture/2 lab hours/week
Prerequisites: INTD 420, 425 and 432

Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Students will select one of the 24 health care institutions listed by Health Care Symposium to research, formulate a design project, and carry through from concept to completion.

INTD 436 HEALTH CARE DESIGN: SMALL-SCALE PROJECT.

Units 6
Class Hours 6 lecture hours/week
Prerequisites: INTD 420, 425, 432 and 434

Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Students will prepare presentation projects for peers and professionals as they develop and apply learned skills from INTD 420, 425, and 432. The small-scale projects (student's choice) will be a specialized medical office—dentist, gynecologist, ophthalmologist, etc. The approved project will be used for the designer's portfolio.

INTD 438 HEALTH CARE DESIGN: LARGE-SCALE PROJECT.

Units 6
Class Hours 6 lecture hours/week
Prerequisites: INTD 420, 425, 432, 434 and 436

Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: As a member of a chosen team, students will complete a large-scale project of an in-progress building in the community, such as ambulatory care center, small community hospital, or a medical office building. The approved project will be used for the designer's portfolio.

INTD 440 INTERNSHIP IN HEALTH CARE INTERIOR DESIGN.

Units 3
Class Hours 6 lecture/120 lab hours/semester
Prerequisites: INTD 420, 425, 430 and 434

Eligibility for ENGL 800, WRIT 802 and MATH 811
Description: Students will work with a health care designer for a total of 120 supervised hours; the student will assist in the entire, actual design process for a health care facility. Six lectures about the health care design field will be presented prior to placement.

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. Business/customer relationships: credit, grievances, legislation, rights and responsibilities. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

ITALIAN

ITAL 111 ELEMENTARY ITALIAN I.

Units (Grade Option) 3
Class Hours 3 lecture/2 lab hours/week
Prerequisites: None

Description: Study of and practice in the basic forms and patterns of Italian; development of satisfactory pronunciation;

learning and using vocabulary of high frequency; reading of simple Italian texts. Students are urged to make extensive use of the listening facilities in the language laboratory. *Transfer: CSUC.*

ITAL 112 ELEMENTARY ITALIAN II.

Units (Grade Option) 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: ITAL 111
 Description: Further basic principles of beginning Italian. Conversation, composition, important Italian idiomatic expressions, pronouns, verbs in future and past tense. Students are expected to make extensive use of the listening facilities in the language laboratory. *Transfer: CSUC, UC.*

ITAL 121 ADVANCED ELEMENTARY ITALIAN I.

Units 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: ITAL 112
 Description: Continuation of work begun in ITAL 112, 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. *Transfer: CSUC.*

ITAL 122 ADVANCED ELEMENTARY ITALIAN II.

Units 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: ITAL 121
 Description: Further basic principles of Advanced Elementary Italian. 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. *Transfer: CSUC.*

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. (This course will not fulfill language requirement at California State Colleges or at the University of California.) *Units do not apply toward AA/AS degree.*

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. (This course will not fulfill language requirement at California State Colleges or at the University of California.) *Units do not apply toward AA/AS degree.*

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. (This course will not fulfill language requirement at California State Colleges or at the University of California.) *Units do not apply toward AA/AS degree.*

ITAL 804 CONVERSATIONAL ITALIAN IV.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: ITAL 802
 Description: Further advanced work with dialect and variation in Italian by means of drill, recitation, and reading. May be repeated twice for credit. (This course will not fulfill language requirement at California State Colleges or at the University of California.) *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

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. (This course will not fulfill language requirement at California State Colleges or at the University of California.) *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

JOURNALISM**JOUR 110 INTRODUCTION TO MASS MEDIA (CAN JOUR 4).**

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. *Transfer: CSUC.*

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. *Transfer: CSUC.*

JOUR 220 INTRODUCTION TO ADVERTISING.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: This course will include a broad and comprehensive view of principles and procedures involved in planning and preparation of advertising campaigns. The structure and management of an advertising agency will be covered, with each student taking a product or service and marketing it through to the consumer. The course will also include the selection of media and media placement.

JOUR 230 INTRODUCTION TO PUBLIC RELATIONS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: This course will cover the principles, history, and professional practice of public relations. Emphasis will be placed on the process of influencing public opinion, effective communication techniques, and the basic steps in public relations programming.

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. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

LIBRARY SCIENCE**LIBR 100 INTRODUCTION TO LIBRARY RESOURCES.**

Units (Grade Option) 1
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: A self-paced course designed to familiarize students with the variety of information resources available in academic libraries; effective use of such services and resources as magazines, newspapers, reference books, and microfilm materials for writing the term paper is a primary objective of the course. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

MANAGEMENT**MGMT 100 INTRODUCTION TO MANAGEMENT.**

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. *Transfer: CSUC.*

MGMT 105 FINANCIAL MANAGEMENT FUNDAMENTALS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: ACTG 121.
 Description: Introductory course whereby students can experiment with and gain a real-world understanding of the theories, concepts, tools, and techniques of finance. Course will present financial business situations and enable the student to study and analyze financial problems of both small and large business organizations. *Transfer: CSUC.*

MGMT 120 MANAGEMENT COMMUNICATION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The communication process—both verbal and written. Lectures, discussions, case studies, and oral presentations on such topics as the relationship between communication and the organizational climate, perception, motivation, and the causes and patterns of barriers to effective communication. *Transfer: CSUC.*

MGMT 130 LABOR RELATIONS FOR MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Employee/management relations emphasizing: wage systems, working conditions, productivity, union organizations, collective bargaining, and unemployment. Labor/management conflicts from the point of view of wage earner, employer, general public, and governments. *Transfer: CSUC.*

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 and government. Strong emphasis is placed on the inter-relatedness of planning, budgeting, and evaluating processes within contemporary public and private sector organizations. *Transfer: CSUC.*

MGMT 137 PERFORMANCE MEASUREMENT TECHNIQUES.

Units (Grade Option) 1.5
 Class Hours (8 weeks) 3 lecture hours/week
 Prerequisites: None
 Description: This course is designed to give the management student a basic understanding of performance measurement techniques presently being used in business and government. Emphasis will be placed on philosophy, techniques, and outcomes of performance appraisals as mechanisms for professional growth and development. *Transfer: CSUC.*

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 including selection and placement, wage and salary procedures, affirmative action programs, performance appraisals, training and staff development. *Transfer: CSUC.*

MGMT 220 ORGANIZATIONAL BEHAVIOR.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Individual motivation, interpersonal communication, organizational influence, group dynamics and decision making in the organization; the relationships between culture, structure, and technology; leadership and the managing of organizational conflict. *Transfer: CSUC.*

MGMT 225 OFFICE MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Organization and planning of office services, office environment, and equipment; human relations and behavioral concepts; new dimensions of information management including "the automated office of the future." *Transfer: CSUC.*

MGMT 235 TECHNIQUES OF SUPERVISION.

(Also BUS. 235)
 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. Group dynamics and small group behavior. Leadership and creativity in supervision. How to establish and maintain effective communications in the workplace. *Transfer: CSUC.*

MGMT 240 ORGANIZATIONAL LEADERSHIP.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introduction to the motivational aspects of leadership. Examines how individuals react to different styles of leadership. Students will examine their own management practices and beliefs in order to gain insight into how these might be changed in order to become more effective. Techniques for assessing organizational climate. *Transfer: CSUC.*

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 organization and management of public organizations. Federal, state, regional, and local governmental structures, policies, and procedures will be examined. Particular emphasis will be placed on establishing programs reflecting public policy and on public accountability. *Transfer: CSUC.*

MGMT 282 PUBLIC FINANCE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Organization and functions of governmental fiscal administration; financial planning and control; analysis of the budget process, concepts of taxation, various types of revenue sources; inter-governmental financial relationships; debt management; special assessments; capital improvement budgeting. *Transfer: CSUC.*

MGMT 283 PUBLIC PERSONNEL ADMINISTRATION.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The course will provide a comprehensive analysis of personnel administration in the public sector. Topics will include the historical development of public personnel administration; values in public personnel administration; recruitment, selection, and placement of personnel; productivity management; compensation issues; affirmative action and EEO; performance appraisals; and labor-management relations. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

MATHEMATICS

A normal sequence of mathematics courses at Cañada College is 110, 120 or 121, 115, 130, 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. Questions regarding the equivalency of college preparatory mathematics beginning with elementary algebra, taken in elementary or secondary school should also be referred to the Division Director.

MATH 105 ELEMENTARY SCHOOL NUMBER SYSTEMS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: MATH 120 with a 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). *Transfer: CSUC.*

MATH 110 ELEMENTARY ALGEBRA.

Units (Grade Option) 5
 Class Hours 5 lecture/1 lab hours/week
 Prerequisites: . Satisfactory score on Math Placement Test #1.
 Description: Elementary Algebra through quadratic equations. Satisfactory completion of this course will fulfill in part the mathematics entrance requirements of the universities.

MATH 111, 112 ELEMENTARY ALGEBRA.

Units (Grade Option) 3, 3
 Class Hours 3 lecture/1 lab hours/week
 Prerequisites: . Satisfactory score on Math Placement Test #1.
 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/1 lab hours/week
 Prerequisites: . . . MATH 110 with grade of C or better, or two semesters of high school algebra with grades of C or better.
 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/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 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. Satisfactory score on Math Placement Test #3.
 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 122, 123 INTERMEDIATE ALGEBRA.

Units 3, 3
 Class Hours 3 lecture/1 lab hours/week
 Prerequisites: ... MATH 110 or MATH 112 or two semesters of high school algebra with grades of C or better or satisfactory score on Math Placement Test #2.

Description: These two courses are equivalent to MATH 120.

MATH 125 ELEMENTARY FINITE MATHEMATICS. (CAN MATH 12)

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: ... MATH 120 or 121 with grade of C or better. Satisfactory score on Math Placement Test #3.

Description: Introduction to finite mathematics with attention to set theory, counting theory, probability, systems of equations, vector and matrix theory, inequalities and linear programming. *Transfer: CSUC, UC.*

MATH 130 ANALYTICAL TRIGONOMETRY. (CAN MATH 8)

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. Satisfactory score on Math Placement Test #3.

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 and exponents, solution of triangles; complex numbers and De Moivre's theorem. *Transfer: CSUC.*

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS. (CAN STAT 2)

Units 4
 Class Hours 4 lecture hours/week
 Prerequisites: ... MATH 120 or equivalent with grade C or better, or high school preparation including two years of algebra with grade C or better, or satisfactory score on Math Placement Test #3.

Description: Descriptive statistics; pie charts, histograms, frequency polygons, ogives. Averages; mean, median, mode, midrange, weighted mean. Probability; addition & multiplication rules, complements & odds, combinations & permutations. Probability Distributions; random variables, mean, variance, and expectation, binomial, normal, normal approximation to binomial, central limit theorem. Hypothesis Testing—one and two parameters; type 1 and type 2 errors, P-values, z and t tests, means, proportions, variances. Estimates and Sample Sizes; means, proportions, variances. Correlation and Regression; correlation, regression, variation, multiple regression. Chi-Square and Analysis of Variance; multinomial experiments, contingency tables, analysis of variance (equal and unequal sample sizes). Nonparametric Statistics; sign test, Wilcoxon signed-rank test (dependent and independent samples), Kruskal-Wallis test, rank correlation, runs test for randomness. Optional Topics; Bayes' Theorem, hypergeometric distribution, time series, computer projects. *Transfer: CSUC, UC.*

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. Satisfactory score on Math Placement Test #3.

Description: Unification of college algebra and analytical trigo-

metry 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. *Transfer: CSUC, UC.*

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. Satisfactory score on Math Placement Test #3.

Description: Study of more advanced algebra including such topics as theory of equations, complex numbers, logarithmic and exponential functions, matrices, vectors, binomial theorem, sequences. *Transfer: CSUC, UC.*

MATH 241, 242 APPLIED ANALYTIC GEOMETRY AND CALCULUS. (CAN MATH 30, CAN MATH 32)

Units 5, 5
 Class Hours 5 lecture 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. Satisfactory score on Math Placement Test #3.

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, calculus of trig/log functions and other selected topics. *Transfer: CSUC, UC.*

MATH 251 ANALYTICAL GEOMETRY AND CALCULUS. (CAN MATH 18)

Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: ... MATH 220 with grade of C or better; MATH 120 or 121 and MATH 130 with grade of C or better; or seven semesters of high school level mathematics, each with a grade of B or better. Satisfactory score on Math Placement Test #4.

Description: Basic concepts of calculus. Includes plane analytic geometry, differentiation, integration, differentials and anti-derivative formulas; application. *Transfer: CSUC, UC.*

MATH 252, 253 ANALYTICAL GEOMETRY AND CALCULUS. (CAN MATH 20, CAN MATH 22)

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. 253—MATH 252 with a 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, vector calculus. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

MATH 410 TECHNICAL MATH.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: MATH 110 or 111 and 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.

MATH 811 PRE-ALGEBRA.

Units (Grade Option) 0.5-3
 Class Hours 3 lecture/2 lab 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. *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

MICROBIOLOGY

MBIO 240 GENERAL MICROBIOLOGY.

Units 5
 Class Hours (Spring Only) 3 lecture, 6 lab hours/week
 Prerequisites: .. One semester of college chemistry and either BIOL 110, 130, BOTY 240 or ZOOL 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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

MICROCOMPUTER TECHNICIAN

CTEC 400 TECHNICAL CALCULATIONS AND STUDY SKILLS.

Units (Credit Only) 3.5
 Class Hours Ten 3-hour lectures/week for 2 weeks.
 Prerequisites: None
 Description: How to study a highly technical subject, including skills for making notes during lecture and home study. Learning to listen and read with care for accurate reception of the meaning in technical talk and text. Instruction in the use of the scientific calculator to solve numerical problems in basic electronics.

CTEC 420 DIRECT AND ALTERNATING CURRENT FUNDAMENTALS.

Units 5
 Class Hours Five 3-hour lectures plus five 3-hour lab/week for 4 weeks
 Prerequisites: Completion of CTEC 400.
 Description: Lecture and accompanying laboratory work in the principles and theory of the use of resistors, capacitors, and inductors. An analysis of basic circuit connections with applied DC only, AC only, and DC plus AC. Instruction in the use of the electronic voltmeter, dual trace oscilloscope, function genera-

tor, frequency counter, and other basic laboratory instruments. How to troubleshoot simple circuits.

CTEC 440 SEMICONDUCTOR DEVICES AND CIRCUITS.

Units 2.5
 Class Hours Five 3-hour lectures plus five 3-hour lab/week for 2 weeks
 Prerequisites: Completion of CTEC 420 with a grade of C or better.
 Description: Study of the theory and application of diode and transistor devices. Biasing techniques for amplifier and switching circuits and analysis of their behavior. Use of laboratory instruments and basic troubleshooting techniques for solid state devices and simple circuits.

CTEC 460 DIGITAL DEVICES AND CIRCUITS.

Units 5
 Class Hours Five 3-hour lectures plus five 3-hour lab/week for 4 weeks
 Prerequisites: Completion of CTEC 440 with a grade of C or better.
 Description: Study of the truth tables and logical expressions for gate circuits. Interpretation of technical data manuals for functional characteristics of small and medium-scale integrated devices, such as gates, multiplexers, counters, registers, and solid state memory and display. Use of dual trace oscilloscope and logic probe for analysis and troubleshooting.

CTEC 500 MICROPROCESSOR PRINCIPLES.

Units 3.5
 Class Hours Five 3-hour lectures plus five 3-hour lab/week for 3 weeks.
 Prerequisites: Completion of CTEC 460 with a grade of C or better.
 Description: Discussion and application of how a microprocessor controls a single board microcomputer like the laboratory trainer. Study of the microprocessor instruction set, source program mnemonics, flowcharts, and simple programs and subroutines. Execution of programs on a laboratory trainer, and tracing the control, address, and data signals by means of a logic probe and oscilloscope. Construction and troubleshooting of test circuits on the trainer.

CTEC 520 MICROPROCESSOR INTERFACING APPLICATIONS.

Units 3.5
 Class Hours Five 3-hour lectures plus five 3-hour lab/week for 3 weeks.
 Prerequisites: Completion of CTEC 500 with a grade of C or better.
 Description: Theory and application of microprocessors in real time control of input and output devices such as keyboards, printers, and displays. Connection of a single board microcomputer to analog-to-digital and digital-to-analog conversion circuits. Instruction in troubleshooting of single board microcomputers and peripheral electronic and electromechanical equipment.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

MUSIC

MUS. 100 FUNDAMENTALS OF MUSIC.

Units (Grade Option) 3
 Class Hours 3 lecture/1 lab hour/week
 Prerequisites: None
 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 a preliminary course to MUS. 101 and 131. Suggested for the elementary classroom teacher and the amateur musician. *Transfer: CSUC, UC.*

MUS. 101 MUSICIANSHIP I.

Units (Grade Option) 2
 Class Hours 3 lecture/1 lab hour/week
 Prerequisites: None
 Description: Music notation, keys, key signatures, intervals, sight reading and ear training. Some pianistic ability desirable. *Transfer: CSUC, UC.*

MUS. 102 MUSICIANSHIP II.

Units (Grade Option) 2
 Class Hours 3 lecture/1 lab hour/week
 Prerequisites: MUS. 101
 Description: Further work on music notation, keys, key signature, intervals, sight reading, ear training. *Transfer: CSUC, UC.*

MUS. 131 HARMONY I.

Units 3
 Class Hours 3 lecture/1 lab hour/week
 Prerequisites: None
 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. *Transfer: CSUC, UC.*

MUS. 132 HARMONY II.

Units 3
 Class Hours 3 lecture/1 lab hour/week
 Prerequisites: MUS. 131
 Description: Further study of chords and their relation to each other. *Transfer: CSUC, UC.*

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. *Transfer: CSUC.*

MUS. 202 MUSIC APPRECIATION AND SURVEY.

Units (Grade Option) 3
 Class Hours 3 lecture/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. *Transfer: CSUC, UC.*

MUS. 301, 302, 303, 304 PIANO.

Units (Grade Option) 2 each
 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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

MUS. 321, 322, 323, 324 BRASS INSTRUMENTS I, II, III, IV.

Units 1 each
 Class Hours 3 lecture/5 lab hours/week
 Prerequisites: Concurrent enrollment in Ensemble or Orchestra.

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. *Transfer: CSUC, UC.*

MUS. 325, 326, 327, 328 ADVANCED BRASS INSTRUMENTS I, II, III, IV.

Units 1 each
 Class Hours 3 lecture/5 lab hours/week
 Prerequisites: Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.

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. *Transfer: CSUC, UC.*

MUS. 341, 342, 343, 344 WOODWIND INSTRUMENTS I, II, III, IV.

Units 1 each
 Class Hours 3 lecture/5 lab hours/week
 Prerequisites: Concurrent enrollment in Ensemble or Orchestra.

Description: Techniques of playing the instrument of the student's choice with individual instruction. Grades will be determined by jury audition. *Transfer: CSUC, UC.*

MUS. 345, 346, 347, 348 ADVANCED WOODWIND INSTRUMENTS I, II, III, IV.

Units 1 each
 Class Hours 3 lecture/5 lab hours/week
 Prerequisites: Successful completion of jury examination; concurrent enrollment in Ensemble or Orchestra.

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. *Transfer: CSUC, UC.*

MUS. 361, 362, 363, 364 STRING INSTRUMENTS I, II, III, IV.

Units 1 each
 Class Hours 3 lecture/5 lab hours/week
 Prerequisites: Concurrent enrollment in Ensemble or Orchestra.

Description: Techniques of playing the violin, viola, cello or string bass, with individual instruction and ensemble playing. Grades will be determined by jury audition. *Transfer: CSUC, UC.*

MUS. 365, 366, 367, 368 ADVANCED STRING INSTRUMENTS I, II, III, IV.

Units 1 each
 Class Hours 3 lecture/5 lab hours/week
 Prerequisites: Successful completion of jury examination;
 concurrent enrollment in Ensemble
 or Orchestra.

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

MUS. 372, 373, 374 GUITAR II, III, IV.

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. *Transfer: CSUC, UC.*

MUS. 391, 392, 393, 394 PERCUSSION INSTRUMENTS I, II, III, IV.

Units 1 each
 Class Hours 3 lecture/5 lab hours/week
 Prerequisites: Concurrent enrollment in Ensemble
 or Orchestra.

Description: Techniques of playing the various percussion instruments, including mallet instruments, with class instruction, individual instruction and ensemble participation. *Transfer: CSUC, UC.*

MUS. 401, 402, 403, 404 SOLO VOICE I, II, III, IV.

Units (Grade Option) 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. *Transfer: CSUC, UC.*

MUS. 405, 406, 407, 408 ADVANCED SOLO VOICE, I, II, III, IV.

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. *Transfer: CSUC, UC.*

MUS. 440 SYMPHONY ORCHESTRA.

Units (Grade Option) 1
 Class Hours 3 lecture hours/week
 Prerequisites: MUS. 325, 345 or 365 or equivalent.
 Previous orchestral experience and demonstrated ability through
 audition.

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. *Transfer: CSUC.*

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. *Transfer: CSUC, UC.*

MUS. 461, 462, 463, 464**INSTRUMENTAL ENSEMBLE I, II, III, IV.**

Units 1 each
 Class Hours 3 lecture hours/week
 Prerequisites: Demonstration of ability by audition.
 Description: Brass, String, and Woodwind ensemble. Performance is required. *Transfer: CSUC, UC.*

MUS. 471, 472, 473, 474 CHOIR, I, II, III, IV.

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. *Transfer: CSUC, UC.*

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

Units 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. *Transfer: CSUC, UC.*

MUS. 490 MASTER CHORALE.

Units (Grade Option) 1
 Class Hours 3 lecture hours/week
 Prerequisites: Previous choral experience
 and demonstrated ability through auditions.

Description: Rehearsal and performance of oratorios and other choral literature. Performance is required. May be repeated three times for credit. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

OFFICE SKILLS

See BUSINESS/OFFICE SKILLS

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 is emphasized 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 will expose the student to the greater variety of finishing requirements. Rimless, semi-rimless, tension and suspension mountings will be used. Dyeing of plastic lenses and repair of plastic and metal frames will be introduced in preparation for dispensing techniques.

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 3 lecture, 1 lab hour/week
 Prerequisites: Must be combined with OPTH 431 or 680 for a minimum total of 4 units.

Description: This course combined with the student's employment is designed to turn the student into a thinking, working optician. The first part emphasizes basic dispensing skills and proceeds to deeper theory and its application.

OPTH 472 OPHTHALMIC DISPENSING TECHNIQUES II.

Units 3-5
 Class Hours 2 lecture, 2 lab hours/week
 Prerequisites: OPTH 471
 Description: The first part of the course concludes advanced theory and techniques, proceeds to specialty subjects and concludes with business and ethical aspects of Opticianry. Semi-formal round table discussions occur. May be repeated once for credit.

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.

OPTH 492 CONTACT LENSES II.

Units 4
 Class Hours 3 lecture, 3 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 a simulated 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. May be repeated once for credit.

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

PALEONTOLOGY

PALN 110 ANCIENT LIFE AND PAST ENVIRONMENTS.

Units 3
Class Hours 3 lecture hours/week,
1all-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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

PARALEGAL

LEGL 249 INTRODUCTION TO LEGAL SYSTEM.

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

Description: This course will provide an entering student with an introduction to the role of a paralegal, an overview of the U.S. legal system, and an introduction to the substantive areas of law taught in the paralegal program. *Transfer: CSUC.*

LEGL 250 LEGAL RESEARCH AND BIBLIOGRAPHY.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 249 or concurrent.

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. *Transfer: CSUC.*

LEGL 251 TORTS AND CONTRACTS.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 249 or concurrent.

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. *Transfer: CSUC.*

LEGL 252 TRIAL PREPARATION AND STUDY OF LEGAL ETHICS.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 249 or concurrent.

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. *Transfer: CSUC.*

LEGL 253 PROBATE ADMINISTRATION.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 249 or concurrent.

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. *Transfer: CSUC.*

LEGL 254 FAMILY LAW.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 249 or concurrent.

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. *Transfer: CSUC.*

LEGL 255 CORPORATIONS AND BUSINESS ENTITIES.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 249 or concurrent.

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. *Transfer: CSUC.*

LEGL 256 REAL ESTATE AND LANDLORD—TENANT.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 249 or concurrent.

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. *Transfer: CSUC.*

LEGL 257 BANKRUPTCY AND DEBT COLLECTION.

Units (Grade Option) 3
A Class Hours 3 lecture hours/week
Prerequisites: LEGL 249 or concurrent.

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. *Transfer: CSUC.*

LEGL 258 ADVANCED TRIAL PREPARATION.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 252

Description: A series of practical trial preparation projects primarily focusing on discovery matters and other aspects of trial preparation. *Transfer: CSUC.*

LEGL 260 ADVANCED LEGAL RESEARCH AND WRITING.

Units (Grade Option) 3
Class Hours 3 lecture hours/week
Prerequisites: LEGL 249, 250

Description: Student will undertake legal research and writing projects in a variety of subject areas. *Transfer: CSUC.*

LEGL 280 PARALEGAL INTERNSHIP.

Units (Grade Option) 1-3
 Class Hours 6 lecture hours/
 40-120 work hours/semester

Prerequisites: LEGL 249, 250 and 252.
 Description: Students, supervised by Paralegal instructor, will work 40-120 hours as legal assistants at cooperating legal offices/departments in the community. Students will be placed according to interest, background, skills, and talent. Six hours of preparation and orientation precede assignment. Two hours of oral and written evaluation by student and teacher summarize experience and skills learned.

LEGL 880 PARALEGAL CAREER FORUM.

Units (Credit/No credit) 5
 Class Hours 8 lecture hours
 Prerequisites: None

Description: Student will get first-hand information on the paralegal profession from experts in various specialties; discussion of local, state, and national issues facing the paralegal profession; opportunity for small discussion groups to interact with paralegals, legal administrators, and paralegal supervisors.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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. *Transfer: CSUC, UC.*

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; sound and unsound arguments; structure of arguments; and informal logical fallacies. Many arguments will be taken from the mass media, including videotapes and newspapers. *Transfer: CSUC, UC.*

**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. *Transfer: CSUC, UC.*

**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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

PHIL 310 PHILOSOPHY OF RELIGION.

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

PHYSICAL EDUCATION

To increase competency within each activity, classes may be repeated a maximum of three times.

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. Stretching exercises, light weights, stationary bicycles, and a variety of adaptive equipment are used to promote total fitness. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

ADAP 354 ADAPTIVE AQUATICS.

Units (Grade Option) 0.5
 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. *Transfer: CSUC, UC.*

COMBATIVES

COMB 401 SELF DEFENSE I.

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 violent action; front and rear grasp releases, and ground tactics will be stressed. Both violent and non-violent techniques will be covered. Activities deal with all releases, striking, hitting, kicking, and knife and gun situations. Emphasis is placed on dealing with confrontations. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

DANCE

DANC 140 BALLET.

Units (Grade Option) 1-1.5
 Class Hours 2-3 hours/week
 Prerequisites: None
 Description: Beginning techniques of classical ballet are studied and executed. Movement skills, body alignment and placement, rhythmic structures, qualities of movement, and the classical terminology are presented. *Transfer: CSUC, UC.*

DANC 200 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 experience. Emphasis on beginning dance skills and techniques and helping the student to hear and enjoy the popular music of today. *Transfer: CSUC.*

DANC 205 BEGINNING JAZZ.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: DANC 200 or equivalent
 Description: Elementary jazz techniques, foot and leg development, basic turns, isolation of body parts and understanding of the rhythms of jazz music. Short combinations will be learned using basic jazz techniques. Emphasis on locomotive movements. *Transfer: CSUC.*

DANC 210 BEGINNING/INTERMEDIATE JAZZ.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: DANC 205 or equivalent
 Description: Continuation of Beginning Jazz. Emphasis on single and double turns, longer combinations, and more complex techniques. Opportunity to perform in groups in classroom demonstrations. *Transfer: CSUC.*

DANC 215 INTERMEDIATE JAZZ.

Units (Grade Option) 2
 Class Hours 4 lab hours/week
 Prerequisites: DANC 210 or equivalent
 Description: This class designed for the more advanced dance student. Techniques and skills include more difficult and longer combinations and sequences. Opportunities to perform and creative endeavors will be encouraged. *Transfer: CSUC.*

DANC 230 BODY MOVEMENT.

Units (Grade Option) 1
 Class Hours 2.5 lab hours/week
 Prerequisites: None
 Description: Designed for the student with none or very limited dance experience. Development of basic movement skills, use of props, understanding elements of music. Recommended for singers and actors. *Transfer: CSUC.*

DANCE 350 DANCE AEROBICS.

Units (Grade Option) 1-2
 Class Hours 2-5 lab hours/week
 Prerequisites: None
 Description: Warm up, toning exercises, vigorous dance sequences, cool down and stretching are presented to upbeat pop music. Safely working at one's own pace is emphasized.
Transfer: CSUC, UC.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

FITNESS**FITN 105 FITNESS FOR LIFE.**

Units (Grade Option) 1-3
 Class Hours 2-6 lab hours/week
 Prerequisites: None
 Description: Designed to be a complete fitness experience. Emphasis on cardiovascular fitness, flexibility, strength, and knowledge of physical fitness, well being and the human body. A fitness evaluation is required of each student new to the program; cost is \$20. Fitness counseling, based on the student evaluations, and fitness certification exams at the end of each semester are also required. *Transfer: CSUC.*

FITN 115 FITNESS LEADERSHIP.

Units (Grade Option) 1-3
 Class Hours 2-6 lab hours/week
 Prerequisites: FITN 105
 Description: Course is designed to teach fitness leadership skills. Students must possess Fitness Certificate III or IV earned in FITN 105. Students will participate with the instructor in leading exercises, working with new fitness students, and doing exercise testing. Students will be expected to participate in exercise routines in class.

FITN 140 EXERCISE APPRECIATION I.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: A basic conditioning course. Progressive exercise plans are offered that involve strength, endurance, flexibility, coordination, balance and agility. Tests and evaluation are affiliated with the Cañada Fitness Institute. *Transfer: CSUC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

FITN 210 VARSITY WEIGHT CONDITIONING.

Units (Grade Option) 0.5-3
 Class Hours 2-6 lab hours/week
 Prerequisites: Concurrent enrollment in a team sport or experience in athletic competition.
 Description: Course designed for students in varsity or team sport. Designed to improve strength, balance, flexibility, and bulk through the use free weights and weight machines.
Transfer: CSUC.

FITN 320 AEROBIC FITNESS.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Weather permitting, class is conducted outdoors. Through a slow build-up, utilizing calisthenics, stretching, and jogging, the student is led through a series of progressions leading to aerobic fitness. The core activity is jogging. The assumption made is that this is a first-time experience for the student and all progressions start at the beginners level.

FITN 332 FLEXIBILITY AND STRETCHING.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: To learn the proper methods and implementation of total body stretching. Utilizing a set routine, once properly learned, the class is led through the routine daily, using appropriate music as a background aid, making the class atmosphere more conducive to stretching.

FITN 340 AEROBIC CYCLING.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: None
 Description: Aerobic cycling course to acquaint students with use of stationary ergometers to help increase cardiovascular fitness levels and assist in lowering body fat, while increasing lean body mass.

FITN 431 CAÑADA FITNESS INSTITUTE LABORATORY I.

Units (Grade Option) 1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: Course is designed to measure physical fitness standards in three distinct areas-aerobics, anaerobics, and flexibility. Extensive testing is done in lean body mass/fat, strength, flexibility, and agility. ECG monitoring is administered. Working and resting blood pressures are monitored. Levels of fitness ascertained and evaluated by student-teacher conferences. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

INDIVIDUAL SPORTS**INDV 121 BEGINNING BADMINTON.**

Units (Grade Option) 1-1.5
 Class Hours 2-3 lab hours/week
 Prerequisites: None
 Description: Provide instruction in the basic fundamentals of the game of badminton. Techniques of singles and doubles play will be covered. Rules of the game, as well as basic strategy are included. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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 a golf course and strategy will also be a major part of this course. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

INDV 252 BEGINNING/INTERMEDIATE TENNIS.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: INDV 251
 Description: Designed for students with at least one semester of beginning tennis. Basic instruction on forehand and backhand ground strokes, serve, volley, lob and smash. Rules, scoring system, tennis etiquette and basic tactics of singles and doubles included. Drills and match play will be included throughout the semester. Major emphasis on individual improvement. *Transfer: CSUC, UC.*

INDV 253 INTERMEDIATE TENNIS.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: INDV 251 or 252.
 Description: Designed for student with prior tennis experience. All strokes and shots presented including forehand and backhand ground strokes, serve, volley, lob, and smash. Intermediate instruction in singles and doubles play. Individual improvement will be the major emphasis. *Transfer: CSUC, UC.*

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. Ad-

vanced instruction in singles and doubles play. Individual improvement will be the major emphasis. *Transfer: CSUC, UC.*

INDV 255 ADVANCED TENNIS.

Units (Grade Option) 1.5
 Class Hours 3 lab hours/week
 Prerequisites: INDV 254 or demonstrated skill.
 Description: Class is designed for students with advanced tennis skills. Students should not have major fundamental weaknesses. Instruction will include the use of topspin and underspin, the attacking game, and adjusting to specific types of opponents. Individual improvement will be the major emphasis. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

THEORY**P.E. 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. *Transfer: CSUC.*

P.E. 116 ASSISTING IN ADAPTIVE PHYSICAL EDUCATION.

Units (Grade Option) 0.5-1.5
 Class Hours 1 to 3 lab hours/week
 Prerequisites: None
 Description: Practical experience gained through assisting in any of the adaptive physical education classes. *Transfer: CSUC.*

P.E. 200 INTRAMURALS.

Units (Grade Option) 0.5-1
 Class Hours 2 lab hours/week
 Prerequisites: None
 Description: A student may earn one-half to one unit of credit for specified activities. *Transfer: CSUC, UC.*

TEAM SPORTS**TEAM 105 ADVANCED BASEBALL.**

Units (Grade Option) 2
 Class Hours 6 lab hours/week
 Prerequisites: TEAM 102 or demonstrated competency.
 Description: Course is designed for the advanced baseball player with superior skills of play. Fundamentals of baseball related to the advanced player will be offered. Evaluation devices are geared to advanced skill in performance. *Transfer: CSUC, UC.*

TEAM 111 BEGINNING BASKETBALL.

Units (Grade Option) 1-1.5
 Class Hours 2 to 3 lab hours/week
 Prerequisites: None
 Description: Course provides the fundamental skills of basketball such as dribbling, passing, and shooting. Elementary team offense and defense situations are offered dealing primarily with two and three men situations. Playing rules of the game will be stressed through written and practical examinations. Skill testing is emphasized. A round robin schedule will be provided. *Transfer: CSUC, UC.*

TEAM 115 ADVANCED BASKETBALL.

Units (Grade Option) 1-1.5
 Class Hours 2 to 3 lab hours/week
 Prerequisites: TEAM 111 or demonstrated skill.
 Description: Advanced aspects of team offense and defense will be offered. 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. *Transfer: CSUC, UC.*

TEAM 141 BEGINNING SOCCER.

Units (Grade Option) 1-1.5
 Class Hours 2 to 3 lab hours/week
 Prerequisites: None
 Description: Instruction in basic fundamentals essential for team play. Skills such as dribbling, trapping, passing, heading, shooting, and throw-ins will be combined with conditioning drills preparing one for competition. The laws of the game will be taught for a thorough understanding of team play. Tests of basic skills and game laws will be conducted. *Transfer: CSUC, UC.*

TEAM 151 BEGINNING SOFTBALL.

Units (Grade Option) 2.5
 Class Hours 4.5 lab hours/week
 Prerequisites: None
 Description: A course which offers instruction in the basic fundamentals of softball play. Students participate in both round robin and tournament schedules. Beginning skills are taught and play situations expanded. Slow pitch receives the major emphasis, but fast pitch may be offered. *Transfer: CSUC, UC.*

TEAM 152 INTERMEDIATE SOFTBALL.

Units (Grade Option) 2.5
 Class Hours 4.5 lab hours/week
 Prerequisites: TEAM 151 or demonstrated skill.
 Description: A course which offers intermediate level of softball play. Brief review of TEAM 151 fundamentals is offered. Intermediate aspects of team play will be emphasized through drills, round robin and tournament schedules. *Transfer: CSUC, UC.*

TEAM 153 ADVANCED SOFTBALL.

Units (Grade Option) 2.5
 Class Hours 4.5 lab hours/week
 Prerequisites: TEAM 152 or demonstrated skill.
 Description: This course is designed for students already proficient in softball skills. Opportunities will be provided to play and develop advanced techniques of softball play. Emphasis will be placed on game strategies, rules, and advanced execution in game and tournament play. *Transfer: CSUC, UC.*

TEAM 171 BEGINNING VOLLEYBALL.

Units (Grade Option) 1-1.5
 Class Hours 2 or 3 lab hours/week
 Prerequisites: TEAM 170 or demonstrated skill.
 Description: Designed for students desiring volleyball team play and individual skills beyond the beginning level. Includes a review of the skills of TEAM 170, as well as the bump, overhand

serve, and related footwork. The spike, block and tumble dig are introduced and incorporated in team play. Evaluation of offensive and defensive tactics through round robin and tournament schedules.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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 Coast Conference and participation in regional tournaments, Northern California playoffs and the State J.C. Championships when qualified. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

VARS 110 VARSITY BASKETBALL

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated competence.
 Description: Intercollegiate varsity basketball competition in the Coast Conference and participation in regional tournaments. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

VARS 141 VARSITY CONDITIONING.

Units 1
 Class Hours 6 lab hours/week
 Prerequisites: Demonstrated ability
 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. *Transfer: CSUC, UC.*

VARS 150 VARSITY SOCCER FOR WOMEN.

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 Coast Conference. *Transfer: CSUC, UC.*

VARS 151 SOCCER CONDITIONING FOR WOMEN.

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.
Transfer: CSUC, UC.

VARS 170 VARSITY TENNIS.

Units 2
 Class Hours 9 lab hours/week
 Prerequisites: Demonstrated ability.
 Description: Intercollegiate competition in the Coast Conference and participation in dual matches, invitations, league meet, Northern California and State Championships as qualified.
Transfer: CSUC, UC.

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.
Transfer: CSUC, UC.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

PHYSICS**PHYS 210, 220 GENERAL PHYSICS.
(CAN PHYS 2, CAN PHYS 4)**

Units 4, 4
 Class Hours 3 lecture/2 lab/1 recitation hour/week
 Prerequisites: . . . 210—elementary algebra and plane geometry, trigonometry is strongly recommended; 220—210.
 Description: Lectures with experimental demonstrations covering mechanics, heat and sound in the first semester, and magnetism, electricity, light, and modern developments in the second semester. *Transfer: CSUC, UC.*

**PHYS 250, 260, 270 GENERAL PHYSICS. (CAN PHYS 8,
CAN PHYS 12, CAN PHYS 10)**

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. *Transfer: CSUC, UC.*

PHYS 405 RADIATION PHYSICS.

Units 3-4
 Class Hours 3-4 lecture hours/week
 Prerequisites: Algebra; 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. Required for students pursuing careers as X-ray technologists. *Transfer: CSUC.*

PHYS 481 GEOMETRIC OPTICS.

Units 3
 Class Hours 2 lecture, 3 lab hours/week
 Prerequisites: MATH 410
 Description: The nature of light, rectilinear propagation, reflection, refraction, illumination, and an introduction to the theory of lenses as necessary for the total concept. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

PHYSIOLOGY**PSIO 256 PRINCIPLES OF PHYSIOLOGY.**

Units 4
 Class Hours 3 lecture, 3 lab hours/week
 Prerequisites: . . . Completion of ANAT 250 with a C or better.
 Description: This course will concentrate on the basic mechanisms involved with the functioning of the Human Body. Topics will include both cellular and major body system functioning. This course is not suitable for nursing or physical therapy. These majors should enroll in PSIO 260. *Transfer: CSUC, UC.*

PSIO 260 HUMAN PHYSIOLOGY.

Units 5
 Class Hours 3 lecture, two 3-hour labs/week
 Prerequisites: One course selected from BIOL 110, 130, ANAT 250, ZOOL 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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

POLITICAL SCIENCE**PLSC 103 CRITICAL THINKING ABOUT WORLD
POLITICS.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Course is designed to improve the student's ability to think clearly about world political problems. Basic elements of deduction and induction, the evaluation of background information and world views, and psychological obstacles to clear thinking, will be examined. Throughout the semester, reasoning skills will be applied to evaluating and constructing convincing arguments about current world political controversies. (Fulfills General Education Critical Thinking requirement.) *Transfer: CSUC, UC.*

PLSC 130 INTERNATIONAL RELATIONS.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802 and MATH 811
 Description: An introductory survey of world politics. The course explores the historical background and recent and ongoing developments in the international politics of the major countries and regions of the world. It includes study of the nation-state system, military and economic challenges to world

peace, and attempts to resolve international conflicts by peaceful means. *Transfer: CSUC.*

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. *Transfer: CSUC, UC.*

PLSC 205 AMERICAN SOCIETY.

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

Description: An orientation to American political institutions, cultural values and social conditions. Topics include economics, national and local politics, education, mass media, family, current social problems. Examples of, and causes of, changes in these different topical areas are studied, and alternative responses and solutions in their native countries to what they find and study in the U.S., looking for similarities and differences. (Fulfills American Institutions requirement and State and Local Government requirement.) *Transfer: CSUC.*

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. (Fulfills American Institutions requirement.) *Transfer: CSUC, UC.*

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. (Fulfills State and Local Government requirement.) *Transfer: CSUC.*

A detailed description of the following courses may be found under **Announcement of Courses**, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

PSYCHOLOGY

PSYC 100 GENERAL PSYCHOLOGY. (CAN PSY 2)

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, developmental aspects of individuals, and social psychology. Experimental design and research data. *Transfer: CSUC, UC.*

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 every-day life rather than a technical/scientific approach. *Transfer: CSUC.*

PSYC 110 MARRIAGE AND RELATIONSHIP CHOICES. (CAN H EC 12)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: This course is designed for the student who wishes to examine past, present, and future relationships which involve closeness and intimacy. Lifestyles of singlehood, marriage, divorce, and widowhood will be studied carefully during the semester. Topics include love and romance, sexual values, loneliness, power, jealousy, communication and conflict, and stepfamilies. The focus of the course will be on the relationships involved in marriage, as 95% of the population choose to marry at some point in their lives. However, as the marriage dissolution rate approaches 50%, a strong emphasis of the course is on choices of relationships other than marriage. *Transfer: CSUC.*

PSYC 201 CHILD DEVELOPMENT. (CAN H EC 14)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: PSYC 100
 Description: An examination of the developmental trends affecting human growth from the prenatal period to adolescence. Emphasis upon the factors influencing physical, emotional, mental, and social development. PSYC 100 is required for transfer. *Transfer: CSUC, UC.*

PSYC 202 ADOLESCENT BEHAVIOR.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Exploration of the behaviors, values and complexities of the adolescent years. Designed to be of value to persons seeking to understand the changes that occur in physical, emotional, mental, and social development during adolescence. *Transfer: CSUC, UC.*

PSYC 221 THE SPECIAL CHILD.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None, PSYC 201 suggested.
 Description: Survey course emphasizing descriptive and diagnostic differences of exceptional persons (deaf, learning disabled, orthopedically handicapped, visually handicapped, emotionally disturbed, deaf/blind, and the gifted. Current approaches concerning educational and community programs. *Transfer: CSUC.*

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 psychodynamics of the Spanish speaking family in the United States. (Fulfills Ethnic Studies requirement.) *Transfer: CSUC, UC.*

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 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. *Transfer: CSUC, UC.*

PSYC 330 SPORTS PSYCHOLOGY.

Units (Letter Grade only) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Analysis of psychological and sociological concepts relating to participation in sports. Examination of mental factors which help produce optimum performance. Coverage of the latest research and practice in applied sports psychology.

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. *Transfer: CSUC, UC.*

PSYC 370 INTRODUCTION TO COUNSELING.

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. *Transfer: CSUC.*

PSYC 391 PARENTING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Survey of the stages of parenting. Guides for positive parenting structures (single parent, step parent, working parent, etc.). Emphasis on adjustment to parenthood and guideline for meeting the needs of children. Recommended elective in the Early Childhood Education Program. *Transfer: CSUC.*

PSYC 480 PARAPSYCHOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Introduction to the study of parapsychology, designed to acquaint the student with the various areas of psychic phenomena. An interdisciplinary approach using the tools of not only psychology but also biology, chemistry, physics, and philosophy to explain rationally and scientifically the hitherto unexplainable. Special emphasis on current trends. The history of psychic phenomena as well as present developments in laboratory and field research.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

RADIOLOGIC TECHNOLOGY**RADT 400 ORIENTATION TO RADIOLOGIC TECHNOLOGY.**

Units 2
 Class Hours 2 lecture hours/week
 Prerequisites: Acceptance in the Radiologic Technology Program.

Description: Orientation to Radiologic Technology including hospital organization, medical ethics, economics, political and social influences on radiologic technology.

RADT 410 RADIOGRAPHIC POSITIONING.

Units 4
 Class Hours 3 lecture/3 lab hours/week
 Prerequisites: Acceptance in the Radiologic Technology Program.

Description: Positioning of the human body for radiographic purposes. Includes all routine examinations, discussion of pathologic conditions encountered on radiographs. Laboratories offer demonstration and student practice on actual radiographic equipment.

RADT 418 CLINICAL EDUCATION I.

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.

Description: Orientation to hospital and patient care. Includes education in radiology department and other hospital systems, practical positioning and care of the patient. Supervised practice in positioning with demonstrations.

RADT 428 CLINICAL EDUCATION II.

Units (Credit/No Credit) 3
 Class Hours: 30 hours/week clinical education in affiliated hospitals (total 10 weeks Summer Intersession)
 Prerequisites: Completion of RADT 418, concurrent enrollment in RADT 420.

Description: Clinical education continues with the addition of practice in use of radiographic technique. One hour film critique each week.

RADT 430 RADIATION HEALTH AND PROTECTION.

Units 4
 Class Hours 3 lecture hours/week
 Prerequisites: A course in Physics.

Description: Radiation effects including somatic and genetic. Radiation detection instruments, evaluation of hazards and methods for reducing exposure to medical radiation. May be of interest to students not enrolled in the Radiologic Technology Program. *Transfer: CSUC.*

RADT 438 CLINICAL EDUCATION III.

Units (Credit/No Credit) 9
 Class Hours: 30 hours/week clinical education in affiliated hospitals (total 18 weeks)
 Prerequisites: Completion of RADT 428 and concurrent enrollment in RADT 430.

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.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: RADT 410, 420, and 430
 with grades of C or better.

Description: Application of basic technical and positioning knowledge to special procedures and care of the patient undergoing such procedures. Appropriate pathology encountered in special procedures is discussed.

RADT 448 CLINICAL EDUCATION IV.

Units (Credit/No Credit) 9
 Class Hours: 30 hours/week clinical education
 in affiliated hospitals (total 18 weeks).

Prerequisites: Completion of RADT 438.
 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. One hour film critique each week.

RADT 458 CLINICAL EDUCATION V.

Units (Credit/No Credit) 5
 Class Hours: 30 hours/week clinical education
 in affiliated hospitals (total 15 weeks).

Prerequisites: Completion of RADT 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. One hour film critique each week.

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.
Transfer: CSUC.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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. *Transfer: CSUC.*

R.E. 110 REAL ESTATE PRACTICE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: R.E. 100

Description: Comprehensive presentation of real estate brokerage skills in the State of California with emphasis on the daily activities of salesmen and brokers. (Meets the State requirements for the broker's examination.)

R.E. 141 REAL ESTATE APPRAISAL.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: R.E. 100 or R.E. 110.

Description: The course takes an overview of the appraisal of residential real estate, with emphasis on the single family residence. It addresses the many principles that motivate buyers and treats the three approaches to value. Further, it examines the basic elements and influencing forces on value, the appraisal process including the collection and evaluation of data, and writing the appraisal report.

**SECRETARIAL/OFFICE SKILLS
WORD PROCESSING**

See **BUSINESS/OFFICE SKILLS**

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. *Transfer: CSUC.*

SOSC 120 INTRODUCTION TO SOCIAL GERONTOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 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. *Transfer: CSUC, UC.*

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, such as experimental psychology, sociology, anthropology or economics; understanding of experimental design and analysis of data through the development of research projects activities. Hands-on computer experience. *Transfer: CSUC, UC.*

SOSC 125 CONSERVATORSHIP: WHEN TO AVOID AND WHEN TO USE.

Units 1-3
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for ENGL 800

Description: Three 6-week modules of increasing complexity, from management of simple financial affairs and local community resources to information enabling students to become eligible for consideration as conservators by the County's Public Guardian, as tools for self-independence and helping others. Topics to include: psycho-social aspects of aging; public and private medical insurance; rights of the conservatee; powers of the conservator; alternatives to conservatorships; documentation and reporting probate code and ancillary legal issues; medical and placement issues; the role of the Court Investigator and the Public Guardian of San Mateo County. Open exit. Each module is worth one unit of credit.

SOSC 250 MEXICAN-AMERICAN CULTURE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Study of contemporary Mexican-American community including its political and cultural heritage, social structures, problems, movements, and creative contributions. (Fulfills Ethnic Studies requirement.) *Transfer: CSUC, UC.*

SOSC 392 FAMILY LIFE CYCLE.

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. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

SOCIOLOGY**SOCI 100 INTRODUCTION TO SOCIOLOGY. (CAN SOC 2)**

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. *Transfer: CSUC, UC.*

SOCI 105 SOCIAL PROBLEMS. (CAN SOC 4)

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: Examination of selected social issues viewed in relation to changes going on in society. Includes poverty, aging, health care, corporate power, and work. Emphasis on social science research and theory. *Transfer: CSUC, UC.*

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 the influence of regulation on social institutions. (Fulfills Ethnic Studies requirement.) *Transfer: CSUC, UC.*

SOCI 360 INTRODUCTION TO CRIMINOLOGY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: The study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies. Introduction to the impact of crime, limits of the criminal law, juvenile delinquency, and society's reaction to criminal behavior. *Transfer: CSUC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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.) *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

SPAN 130 INTERMEDIATE SPANISH.

Units 5
 Class Hours 5 lecture hours/week
 Prerequisites: SPAN 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. *Transfer: CSUC, UC.*

SPAN 131, 132 INTERMEDIATE SPANISH I AND II.

Units 3, 3
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 120
 Description: Study, analysis and practice of conversation and composition; review of grammar; class and collateral readings of Spanish and Spanish literature. SPAN 131 is equal to approximately the first half of SPAN 130 and SPAN 132 is equal to approximately the second half of SPAN 130. *Transfer: CSUC.*

SPAN 140 ADVANCED INTERMEDIATE SPANISH.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: SPAN 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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

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. *Transfer: CSUC, UC.*

SPAN 196 SPANISH LANGUAGE LABORATORY.

Units (Credit Only) 0.5-1
 Class Hours 3 lab hours/week
 Prerequisites: SPAN 120
 Description: A program consisting of 25-50 hours of work in the language laboratory, emphasizing speaking and understanding Spanish. *Transfer: CSUC.*

SPAN 801 CONVERSATIONAL SPANISH I.

Units (Grade Option) 2
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: A 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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

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.) *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

SPEECH COMMUNICATION**SPCH 100 FUNDAMENTALS OF SPEECH COMMUNICATION.**

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for enrollment in ENGL 100; SPCH 811 or 812 for non-native speakers of English.

Description: This class is designed to introduce students to the form, function, history, and ethical requirements of public address. Students will study, prepare, and deliver speeches in the traditional forms. Speeches will be delivered in both impromptu (spontaneous) and extemporaneous (prepared) modes. *Transfer: CSUC, UC.*

SPCH 111, 112 ORAL INTERPRETATION I, II.

Units 3 each
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for enrollment in ENGL 100; SPCH 811 or 812 for non-native speakers of English.

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. *Transfer: CSUC, UC.*

SPCH 120 INTERPERSONAL COMMUNICATION.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: SPCH 811 or 812 for non-native speakers of English.

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. *Transfer: CSUC, UC.*

SPCH 130 VOICE AND ARTICULATION.

Units 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: This course will consist of a study of the communication of ideas, emotions, and values through the use of the vocal mechanism. Included will be lessons in vocal variety, expressiveness, resonance, articulation, and pronunciation. Designed for all students who feel the need to improve their ability to speak clearly and well. This class is likely to be especially helpful to those who intend to teach and for those who plan to enter the fields of speech, drama, radio-television, law, political science, and business. *Transfer: CSUC, UC.*

SPCH 140 GROUP DISCUSSION.

Units 3 each
 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, authority, conflict resolution, rules of order, and facilitation of effective decision making within groups. *Transfer: CSUC, UC.*

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. *Units do not apply toward AA/AS degree.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

TOURISM**TOUR 100 TRAVEL INDUSTRY REFERENCE MATERIALS.**

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for ENGL 800 and MATH 811
 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. Recommended: Take Tourism 100 and Tourism 720 concurrently. *Transfer: CSUC.*

TOUR 101 SELLING TRAVEL.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for ENGL 800 and MATH 811
 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. *Transfer: CSUC.*

TOUR 103 TRAVEL DESTINATIONS/EUROPE.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for ENGL 800 and MATH 811
 Description: 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. *Transfer: CSUC.*

TOUR 104 TRAVEL DESTINATIONS/WORLD.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for ENGL 800 and MATH 811
 Description: Covers tourist attractions and facilities, reference materials and tariffs, surface travel and air routings. This course will cover North, Central, and South America, Africa, the Orient, the South Pacific, India, and the East Asian Subcontinent. *Transfer: CSUC.*

TOUR 105 TRAVEL DESTINATIONS/NORTH AMERICA.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: Eligibility for ENGL 800 and MATH 811
 Description: This course covers the cultural and physical aspects of the principal tourist destinations for North America, including all U.S. states and territories, Mexico, and the Caribbean. Course will concentrate on reference materials and principal modes of transportation.

TOUR 200 INTRODUCTION TO HOSPITALITY AND TOURISM INDUSTRY.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: None
 Description: An introduction to the broad fields of tourism, travel, and hospitality. Among the topics covered are growth and development of hospitality and travel industries, components and suppliers in the travel-hospitality fields, destination development, social and economic impacts of tourism. (This course is the introductory course for the A.S. Degree/Transfer Program in Tourism.) *Transfer: CSUC.*

TOUR 699 INDEPENDENT COMPUTER LAB.

Units 1
 Class Hours 3 lab hours/week
 Prerequisites: Eligibility for ENGL 800, WRIT 802, MATH 811 and TOUR 720 or concurrently enrolled.
 Description: Individualized use of the computer lab using VIASINC software for preparing airline tickets.

TOUR 710 ARC FORMS AND PROCEDURES.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: TOUR 100 and 723
 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 ARC forms, and other ARC sales reporting. TOUR 723, Airline Computer Reservations Training, may be taken concurrently with this course. Both should be taken immediately prior to the student going to work.

TOUR 712 INTERNSHIP IN TOURISM.

Units (Credit/No Credit) 1-3
 Class Hours 8 lecture and 40-120 work hours
 Prerequisites: TOUR 100, 710, 720, 723. TOUR 720 may be concurrent.
 Description: Tourism students will be placed with cooperating

tourism businesses for 40-120 hours of observation and work, supervised by Tourism instructor. Student will be placed according to interest, background, and talent. Six hours of preparation and orientation will precede assignment. Two hours of oral and written evaluation by student and teacher will summarize the experience.

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

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: TOUR 100, TOUR 710.
 Description: International itinerary preparation (F.I.T.) worldwide and those reference materials used in planning and costing, including cruises, freighters, ferries, and passenger steamship travel, international rail, plus F.I.T. house procedures and group costings.

TOUR 720 DOMESTIC AIR TARIFF AND TICKETING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/2 lab hours/week
 Prerequisites: Eligibility for ENGL 800 and MATH 811.
 Description: Designed to teach codes, flight itineraries, connection times, and reference information from the official airline guide; how to use VIASINC—a computer reservation system; how to handle schedule and pricing problems, tariff rules, local fares and routing, ticketing preparation, and pricing check lists.

TOUR 723 AIRLINE COMPUTER RESERVATIONS TRAINING.

Units (Grade Option) 3
 Class Hours 3 lecture/2 lab hours/week
 Prerequisites: TOUR 720
 Description: An introduction to making client reservations and verifying fares on one of four airline systems: Sabre, Apollo, PARS, or Systems One.

TOUR 725 INTERNATIONAL AIR TARIFF AND TICKETING.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: TOUR 720, TOUR 723
 TOUR 723 may be concurrent.

Description: A course in international geography, international OAG, international Air Tariff rules, fare construction principles, the mileage system, higher intermediate points, one-way and circle-trip minimum fares and currency regulations. (This course is an enrichment of the Preliminary IATA Diploma material.) May be repeated once for credit.

TOUR 731 WHOLESALE TOUR OPERATIONS.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 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 looks at marketing.

TOUR 732 WHOLESALE TOUR OPERATIONS—ADVANCED.

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

TOUR 750 ICTA: TRAVEL AGENCY BUSINESS MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: TOUR 100, 710, 715, 720, 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 ICTA: MANAGING SALES PERSONNEL.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: TOUR 100, 710, 720, 725.
 Description: Study of travel agency operations. It emphasizes procedures designed to improve travel services and client satisfaction.

TOUR 752 ICTA: MARKETING AND SALES MANAGEMENT.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: TOUR 100, 710, 715, 720, 725.
 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 ICTA: INTERNATIONAL TRAVEL AND TOURISM.

Units (Grade Option) 3
 Class Hours 3 lecture hours/week
 Prerequisites: TOUR 100, 710, 715, 720, 725.
 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.

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

WORD PROCESSING

See BUSINESS/OFFICE SKILLS

ZOOLOGY

ZOOL 210 GENERAL ZOOLOGY.

Units 5
 Class Hours (Fall only) 3 lecture,
 2 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. *Transfer: CSUC, UC.*

A detailed description of the following courses may be found under Announcement of Courses, page 60: 670 Cooperative Education; 680 Selected Topics; 681 Current Issues; 682 Travel-Study; 690 Research Projects; 695 Independent Study; 880 Other Selected Topics; 881 Current Issues; 882 Travel-Study; 895 Other Independent Study.

EDUCATIONAL OPPORTUNITIES AT SAN MATEO COUNTY COMMUNITY COLLEGES 111

Cañada College is part of the San Mateo County Community College District, which also operates College of San Mateo and Skyline College in San Bruno. In addition to offering comprehensive general education, vocational, transfer and remedial programs, each college offers a number of special programs. Following is a list of the special programs by college.

CAÑADA COLLEGE

Programs

Adaptive/Corrective
Physical Education
Drama
Early Childhood Education
Engineering
English Institute
Fitness/Fitness Institute
Health Care Interior Design
Home Economics/
Fashion Design
Integrated Office Systems
Interior Design
Italian
Microcomputer Technician
Ophthalmic Dispensing
Paralegal
Radiologic Technology
Tourism

Athletic Teams

Men's Basketball
Men's Golf
Men's Soccer
Men's Tennis
Women's Soccer

CAÑADA COLLEGE

4200 Farm Hill Blvd.
Redwood City, CA 94061
(415) 306-3100

COLLEGE OF SAN MATEO

Programs

Aeronautics
Administration of Justice
Apprenticeship
Electrical
Fire-Medic
Lithographer
Plumber
Sheet Metal
Sprinkler Fitter
Architecture
Banking & Finance
Broadcasting Arts
Building Inspection
Consumer Arts & Science
Cosmetology
Dental Assisting
Drafting Technology
Electronics Technology
Fashion Merchandising
Filmmaking
Floristry
Fire Science
Horticulture
Humanities
Manufacturing &
Industrial Technology
Medical Assisting
Nursing
Real Estate
Sign Language
Technical Arts & Graphics
Transportation
Welding Technology

Athletic Teams

Men's Cross Country
Men's Football
Men's Track & Field
Women's Cross Country
Women's Basketball
Women's Softball
Women's Track & Field

COLLEGE OF SAN MATEO

1700 West Hillsdale Blvd.
San Mateo, CA 94402
(415) 574-6161

SKYLINE COLLEGE

Programs

Automotive Mechanic Technology
Automotive Apprenticeship Program
Cosmetology
Emergency Medical Technology — I
Fashion Merchandising
General Studies
Hotel/Motel Management
National Executive Housekeeper
Certificate
Recreation Education
Sign Language
Tagalog
Telecommunications Technology

Athletic Teams

Men's Cross Country
Men's Track & Field
Men's Wrestling
Women's Cross Country
Women's Softball
Women's Track & Field
Women's Volleyball

SKYLINE COLLEGE

3300 College Drive
San Bruno, CA 94066
(415) 355-7000

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FACULTY 1990 - 1991

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

Aarons, Bernard L. (1960)

Professor
Geology, Oceanography,
Paleontology
B.S., Pennsylvania State College
M.S., University of California,
Berkeley

Adams, H. Grace (1969)

Professor
Business & Social Science
Division Dean
B.A., South Carolina
State College
M.A., San Jose State University
Ed.D., Nova University

Aguirre, Alicia (1988)

Assistant Professor
English Institute
B.A., Marygrove College
M.A., Eastern Michigan
University

Anderson, Richard W. (1970)

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

Andrew, Alan (1968)

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

Armstrong, Elizabeth J. (1975)

Professor
Basic & Applied Sciences
Division Dean
B.A., M.Sc., San Francisco State
University

Ashley, Lyman C. (1968)

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

Bazak, Katherine (1988)

Assistant Professor
Art
B.F.A., Virginia Commonwealth
University
M.A., University of Wisconsin

Black, Suzanne (1990)

Assistant Professor
Biology
B.A., University of Washington
M.A., University of California, Davis

Bogue-Feinour, Carole J. (1990)

Vice President
B.A., Duchesne College
M.S., University of Nebraska
Ph.D., University of Colorado

Branstrom, Marvin J. (1970)

Professor
Anatomy, Physiology
B.A., M.A., San Jose State
University
Ph.D., Pacific Graduate School of
Psychology

Bratton, Glory (1982)

Associate Professor
Learning Disabilities
B.A., San Francisco State
University
M.A., University of Santa Clara
M.S., San Francisco State
University

Chan, Florence M. (1968)

Coordinator, Library Services
B.A., University of British Columbia
M.L.S., University of California,
Berkeley
M.A., San Jose State
University

Claire, S. Richard (1976)

Professor
Business
A.A., College of San Mateo
B.A., San Francisco State
University
M.B.A., University of Santa Clara

Cory, Genevieve H. (1968)

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

Crockett, R. Kent (1965)

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

Cunningham, Lois (1971)

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

Curtis, Robert M. (1967)

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

Del Gaudio, Joan B. (1965)

Dean, Counseling/Advising &
Matriculation
B.S., Cen. Connecticut State College
M.Ed., Boston University

Drever, Jerard D. (1968)

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

Eakin, J. David (1968)

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

Earnhardt, Eldon D. (1969)

Professor
Anthropology — Archeology
B.A., M.A., San Francisco State
University

Easter, Stanley E. (1969)

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

Edmonds, Bruce D. (1990)

Counseling
B.A., M.A. San Jose State
University

Egan, Philip F. (1971)

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

Erickson, Denise (1977)

Assistant Professor
Art History (on leave 1990-91)
B.A., M.A., University of
California, Santa Barbara

Eyer, Dianne M. (1970)

Professor
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)

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

Finn, Sharon (1989)

Coordinator, Tourism Department
Tourism
A.A., City College of San Francisco

Foat, Classie M. (1985)

College Services Dean
B.S., Howard University
M.A., Trenton State College
Ph.D., Stanford University

- Friesen, John B, Jr.** (1963)
Professor
Humanities Division Dean
A.B., M.A., University of California,
Berkeley
- Garcia, Michael E.** (1985)
Assistant Professor
Physical Education, Adaptive
Physical Education
B.S., California State University,
Fullerton
M.S., Hayward State University
- Gavazza, Steven D.** (1981)
Professor
Computer Science, Mathematics,
Engineering
B.S., Stanford University
M.A., Univ. 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)
Professor
Biology, Zoology
B.A., M.A., San Jose State
University
- Glessing, Robert J.** (1968)
Professor
Journalism, English
B.A., Marquette University
M.A., University of California,
Berkeley
- Gray, Ella Turner** (1969)
Professor
Biological Sciences
B.S., Southern University,
Louisiana
M.S., University of Nebraska
- Greenalch, John H.** (1977)
Professor
Philosophy, Counselor
B.A., St. Mary's University
S.T.B., St. Mary's University
S.T.L., St. Mary's University
M.Ed., Duquesne University
- Griffin, Irene F.** (1964)
Professor
Drama
A.B., Barnard College
A.M., Stanford University
- Gunderson, Peter K.** (1973)
Professor
Geography, Tourism
B.S., Michigan State University
M.A., Wayne State University
- Harrington, Joyce M.** (1969)
Professor
Student Health Services -
College Nurse
R.N., Providence School of
Nursing
B.S.N.E., Seattle University
M.S., University of
California, San Francisco
- Harris, Donald C.** (1969)
Professor
English, Spanish
B.A., Howard University
M.A., San Francisco State
University
- Hayes, Linda** (1988)
Assistant Professor
Microcomputer Applications
B.A., University of San Francisco
M.A., San Francisco State
University
- Henry, Amy** (1968)
Professor
English
B.A., Southern University
M.A., North Carolina College
- Hetrick, Jane A.** (1980)
Professor
Program Specialist
for the Handicapped
B.A., University of California,
Los Angeles
M.A., University of Santa Clara
- Hoffman, Craig R.** (1965)
Professor
English
B.A., University of California,
Berkeley
M.A., San Francisco State
University
- Hurley, Gale E.** (1968)
Professor
Business
A.B., San Jose State University
M.A., San Francisco
State University
- Ienni, Philip C.** (1969)
Professor
Music
B.S., M.S., Juillard School of Music
- Jeppson, Joseph** (1963)
Professor
History, Law
B.S., LL.B., J.D., University of Utah
A.M., Stanford University
Ph.D., University of California,
Berkeley
- Katz, Marlene** (1964)
Professor
Business
B.S., M.S., Western Illinois University
Ph.D., Golden Gate University
- Kenney, William C.** (1968)
Professor
English, Film
A.A., College of San Mateo
A.B., Stanford University
M.A., San Jose State University
- Keys, Elijah James** (1969)
Professor
Speech, English, Counselor
B.S., University of Minnesota
M.A., San Francisco
State University
- Kirwin, Albert** (1975)
Associate Professor
Office Related Skills
- Le Bow, Diane** (1968)
Professor
English
A.B., Douglas College (Rutgers)
M.A., University of California,
Berkeley
Ph.D., University of California,
Santa Cruz
- Legarza, Michael J.** (1989)
Assistant Professor
Physical Education
A.B., University of Nevada, Reno
M.A., University of San Diego
- Lewis, Eileen L.** (1974)
Professor
Chemistry, Physics
B.S., M.S., Texas A & M University
- Loughry, Alice P.** (1970)
Professor
Business
B.S., University of Maryland
M.S., New York State College,
Cornell University
- MacDonald, James R.** (1984)
Assistant Professor
Electronics
B.S., University of California,
Davis
- Mangiola, Frank A.** (1980)
Professor
Physical Education
B.A., San Jose State University
M.A., University of San Francisco
- Marchi, Joseph J.** (1968)
Professor
Counseling, Coordinator, EOPS
B.A., San Francisco State
University
M.A., Columbia University
Teachers College
- Martinez, Olivia G.** (1989)
Vice President
B.A., San Francisco
State University
M.S.W., University of California,
Berkeley
Ed.D., University of San Francisco

- McCarthy, Barbara** (1981)
Associate Professor
Adaptive Physical Education
B.A., M.A., San Francisco State University
- McGill, Sally J.** (1971)
Professor
Nutrition, Foods & Dietetics
B.S., University of Oklahoma
M.P.H., University of California, Berkeley
- McNamara, Cheryl J.** (1968)
Professor
Physical Education
B.A., San Jose State University
M.A., San Francisco State University
- Meek, Austen B., Jr.** (1968)
Professor
Mathematics
B.A., San Jose State University
M.A., Bowdoin College
- Mendoza, Salvador** (1984)
Associate Professor
Counseling, Coordinator,
English Institute
B.A., San Diego State University
M.A., Boston University
M.A., Middlebury College
- Messner, Gerald M.** (1964)
Professor
English
A.B., Stanford University
M.A., California State University, Los Angeles
- Miller, Lewis D.** (1971)
Professor
Computer Science, Engineering,
Mathematics, Physics
A.B., University of California, Berkeley
M.A., San Jose State University
Ph.D., Stanford University
- Moore, Nancy H.** (1973)
Professor
Radiologic Technology
B.A., M.S., San Francisco State University
- Nicholls, Anne L.** (1988)
Assistant Professor
Coordinator, Ophthalmics
A.A., Skyline College
B.A., University of California, Davis
A.S., Cañada College
- Nicolopoulos, Samuel J.** (1968)
Professor
Physical Education
A.A., College of San Mateo
B.A., San Jose State University
A.M., Stanford University
- Norman, Timothy H.** (1968)
Professor
Mathematics
B.A., Illinois Benedictine College
M.S., University of Notre Dame
- Olesen, Karen** (1988)
Assistant Professor
Career Counseling
B.S., Fresno State University
M.S., San Francisco State University
- Owyang, Walter M.** (1970)
Professor
Psychology
A.B., University of California, Berkeley
M.A., San Jose State University
Ph.D., University of Nebraska
- Padron, Virginia** (1977)
Associate Professor
Counselor,
English Institute
B.A., M.A., San Jose State University
- Plunkett, Charles R.** (1965)
Professor
English
A.A., College of San Mateo
A.B., Stanford University
M.A., San Francisco State University
- Preston, Jack** (1984)
Associate Professor
Computer Science, Mathematics
B.A., Clark University
M.A., San Francisco State University
- Reller, Theodore L., Jr.** (1968)
Professor
Political Science
A.B., M.A., University of California, Berkeley
- Rodriguez, Ernesto** (1970)
Professor
College Psychologist
A.B., M.A., San Francisco State University
Ph.D., Wright Institute
- Rubler, Selma** (1964)
Professor
Student Health Services -
College Nurse
R.N., Beth Israel Hospital
B.S., M.S., University of California, San Francisco
- Sandler, Marie H.** (1974)
Professor
E.C.E./Psychology
B.S., M.S., Florida State University
- Sanfilippo, Rudy A.** (1976)
Professor
Sociology, Management
B.A., M.A., San Jose State University
- Saterfield, Sondra** (1985)
Associate Professor
Psychology, Counseling
B.S., Cheyney State College
M.S., Hayward State University
- Schey, Robert E.** (1970)
Coordinator of Cooperative Education
B.A., M.A., San Francisco State University
- Schoenky, Mary A.** (1963)
Professor
Counseling, Career Classes
R.N., College of St. Scholastica
B.S., University of Minnesota
M.N., University of Washington
- Sitton, Carl V.** (1968)
Professor
Music
B.M., Texas Wesleyan College
M.A., Mills College
- Sorensen, Lenora H.** (1975)
Professor
Tourism
B.A., Texas A & I
M.A., George Washington University
- Stegner, Paul F.** (1969)
Professor
Psychology, Computer Science
B.S., Pennsylvania State University
M.A., California State University, Fresno
Ph.D., Washington State University
- Steidel, James N.** (1971)
Professor
History, Ethnic Studies
B.A., Kenrick College
M.A., Ph.D., University of Southern California
- Stein, Pamela D.** (1969)
Professor
English
A.B., M.A., University of California, Berkeley
- Sutherland, Kenton** (1970)
Professor
English, English Institute
A.A., Compton College
B.A., University of the Americas
M.A., University of California, Los Angeles

Swenson, Jack S. (1964)
 Professor
 English
 B.A., University of Minnesota
 M.A., San Francisco State
 University

Szabo, Rosalee (1969)
 Professor
 English
 B.S., Cornell University
 M.A., University of Rochester

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

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

Trugman, Ronald F. (1973)
 Professor
 Business/Computer
 Applications
 B.A., Long Beach State University
 M.S., M.S.Ed., Ph.D., University of
 Southern California

Vial, Silvano A. (1964)
 Professor
 Physical Education
 B.S., University of Idaho
 A.M., Stanford University

Villanueva, Tlaxcalli (1988)
 Assistant Professor
 Language Arts & Literature
 Counseling
 B.A., California State University
 Northridge
 M.S.W., San Diego State University
 M.A., Stanford University

Villarreal, Gilberto S. (1968)
 Professor
 Spanish, English Institute
 B.A., San Jose State
 University
 M.A., Stanford University
 Ph.D., University of Colorado

Ward-Smith, Pamela (1987)
 Assistant Professor
 Counseling
 B.A., M.A., California State
 University, Fresno

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

Welles, Samuel Paul, Jr. (1970)
 Professor
 Biology
 B.S., M.S., Ph.D., University
 of California, Berkeley

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

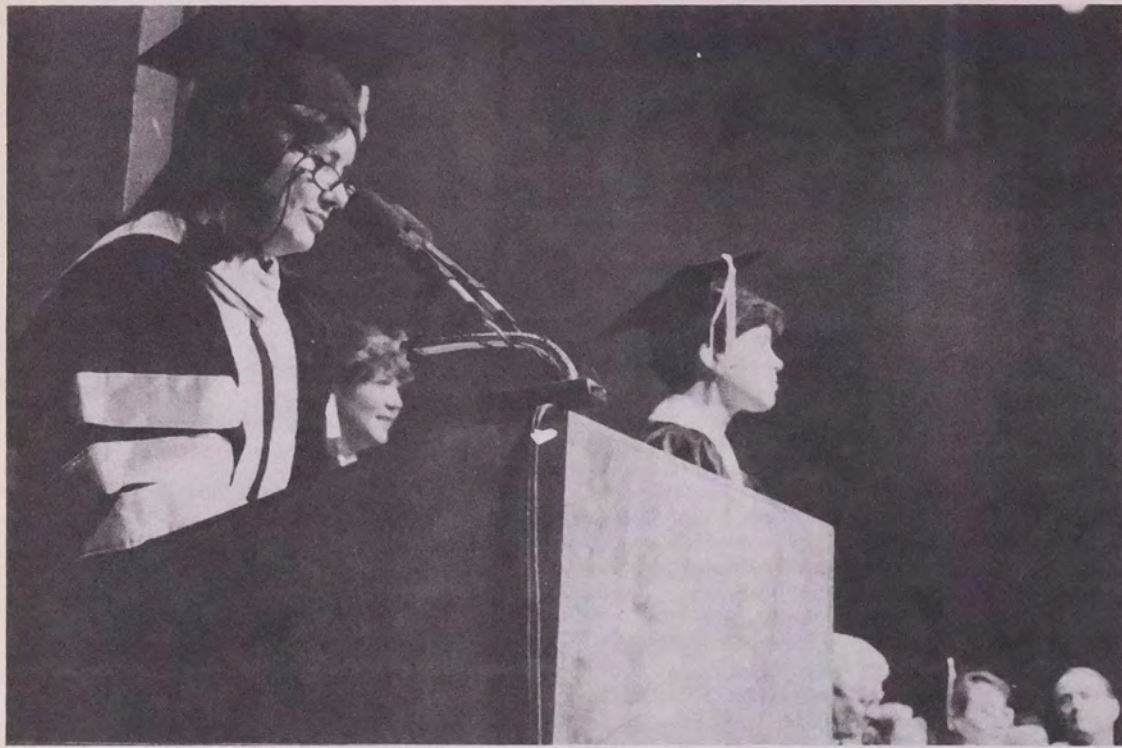
Workman, Gilbert B. (1968)
 Professor
 History
 B.A., Yale University
 M.A., San Jose State
 University

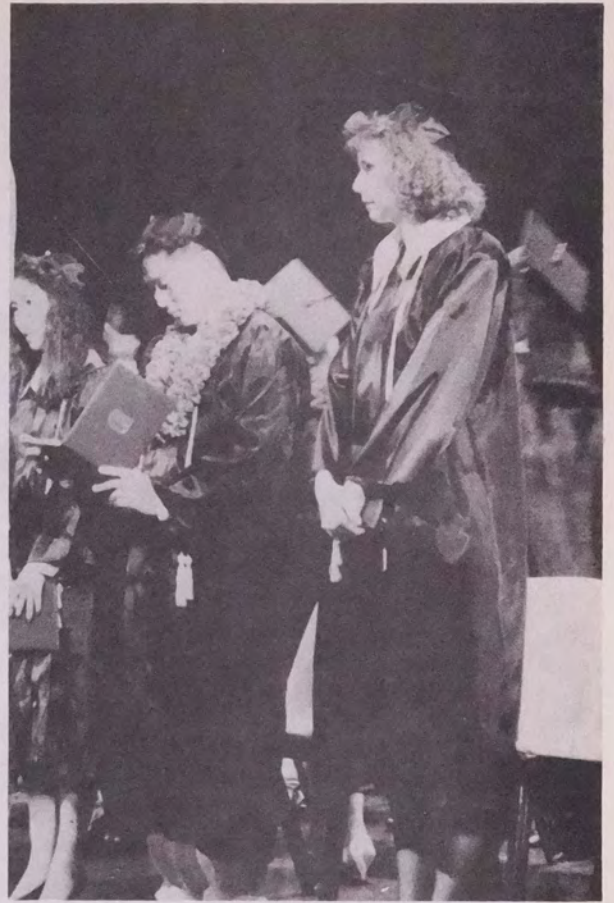
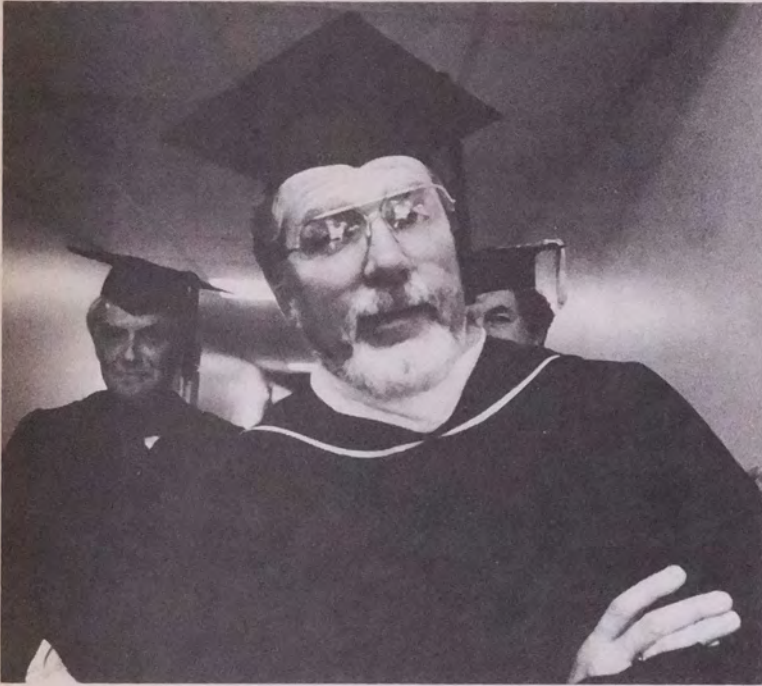
Young, Frank C. C. (1969)
 Professor
 Philosophy
 B.A., University of Florida
 M.A., San Francisco State
 University

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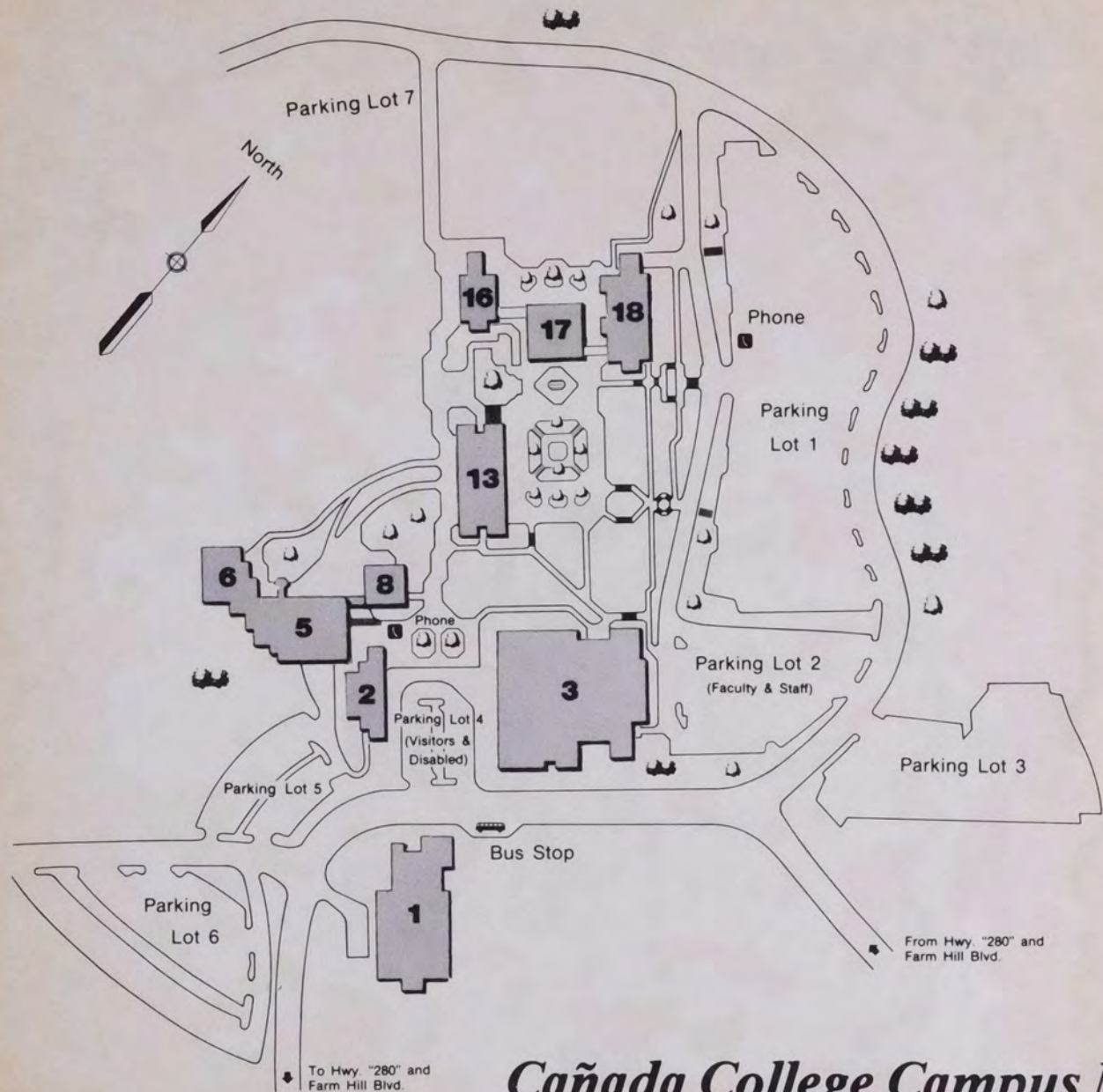
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Cañada College
 4200 Farm Hill Boulevard
 Redwood City, California 94061
 (415) 306-3100 (day)
 (415) 306-3101 (evening)



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
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